



# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A+' Grade University Accredited by NAAC

No. : Conduct/2024/Pract/ 3587-326  
Dated:-15.10.2024

To  
The Directors/Heads,  
All the University Teaching Departments, M.D. University, Rohtak.

**Sub: Conduct of Practical Examinations of Ph.D Course work (Fresh) for the session 2023-24.**  
Madam/Sir,

I have been directed to inform you that the Practical examinations of all Ph.D Course work (Fresh) programs for the session 2023-24, are scheduled as under:-

Sr. No	Name of Course	Date of Exams
1	Ph.D Course work (Fresh)	18.10.2024 To 25.10.2024

While conducting the Practical Examinations as per above schedule, the Director/Heads concerned will be required to ensure that:

- The appointment of Practical Examiners will be made only out of the approved panel(s) of Practical Examiners of subject concerned which is available on the University website [www.mdu.ac.in](http://www.mdu.ac.in), and may be downloaded therefrom;
- The External Examiners for conduct of Practical Examinations may be invited from the places having distance not more than 100 kms (each way);
- The Practical Examinations shall be conducted judiciously as per above schedule.
- The Uploading of Practical Awards is mandatory. Therefore, after conducting the Practical Examinations the Instt./Deptt. concerned must upload the marks awarded by the Examiner on the University portal **latest by 31.10.2024**;
- In case due to any technical reason, if any awards(s) could not be uploaded on the portal, the same may be sent to the Conduct Branch with **separate covering letter** mentioning therein the specific technical reason with relevant proof;
- After uploading the Awards, the Instt./Deptt. shall also submit External Awards as well as Forwarding Memo of Practical Awards List (in original) duly properly filed in all respects to the A.R. (Conduct), M.D.University, Rohtak, within further seven days after uploading the External Practical Award i.e. latest by **07.11.2024**.
- While submitting TA/DA Bills, the Practical Examiner must be required to clearly mention their full name, designation with Grade Pay, Name of College Beneficiary ID, Name of Course with Semester and Session and same may be submitted to the Accounts Branch of the University directly;
- In case any Instt./Department/College does not upload the external awards on the University Portal latest by 31.10.2024, the late fee **will be levied w.e.f. 01.11.2024 as per University Rules**, irrespective of the submission of original external awards in time;
- The Director/Heads concerned are also requested to ensure to supply the required details as mentioned below for the remuneration of the external examiners. It is mandatory to supply Beneficiary ID of Practical Examiner for their remuneration:

" Name of Department:  
Course

Sr. No.	Name & Designation of External Examiner	University of the External Examiner	Date of Practical Exams	Course Name/ Semester	Total No. of Student examined	Beneficiary ID	Amount (Rs.)	Remarks (if Any)
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Yours faithfully,


  
Superintendent (Conduct)  
for Controller of Examinations

Endst.No. :Condu/AC-III/2024/Practical/ 3587-326

Dated:- 15.10.2024

Copy of the above is forwarded to the following information and necessary action:

- Director, UCC, M.D.U. Rohtak, with the request to arrange to upload it on the University website.
- D.R./A.R./In-charge (R-I,R-II,R-III,R-IV, Secrecy Branch), M.D.University, Rohtak.
- PRO, M.D.U.,Rohtak, with the request to kindly get it published in the leading newspapers.
- PA to DAA/Registrar/COE (for kind information of DAA/Registrar/COE respectively), M.D.University, Rohtak.

  
Superintendent (Conduct)  
for Controller of Examinations