

MAHARSHI DAYANAND UNIVERSITY ROHTAK

(A State University established under Haryana Act No. XXVof1975) 'A+'Grade University Accredited by NAAC

> No: Conduct/AC-1/Pract./2025/4577-478 Dated: 10.01.2025

To

All Heads/Directors/Principals of the UTDs/Institutes/Colleges maintained/affiliated with M.D. University, Rohtak

Conduct of Practical Examinations (2nd Phase) of all UG/PG Programs, January-2025. Sub: Madam/Sir,

In continuation to this office letter No. Conduct/Pract./2024/3834-4033 dated 02.12.2024, it is informed that the $\mathbf{2}^{nd}$ phase Practical Examinations for all UG/PG Programs (except UG/PG NEP-2020 Programs) will be conducted from 13.01.2025 to 20.01.2025. However, the Practical Exams of MBA 5 year/MBA 2 year (all streams) will be conducted from 27.01.2025 to 05.02.2025.

Further, Practical Exams of UG/PG NEP 2020 programs will be conducted internally w.e.f. 27.01.2025 to 05.02.2025.

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

- 1. The Practical Examinations for all the UG/PG NEP-2020 Programs will be conducted internally.
- 2. For other programs, the appointment of Practical Examiners will be made only out of the latest approved panel(s) of Practical Examiners of subject concerned, which is available on the University website www.mdu.ac.in. and may be downloaded therefrom.
- 3. The External Examiners for conduct of Practical Examinations may be invited from the places having distance not more than 100 km.
- 4. The Practical Examinations shall be conducted judiciously as per above schedule.
- 5. The uploading of Practical Awards is mandatory. Therefore, after conducting the Practical Examinations the Instt/Depit_Colleg is concerned must upload the marks awarded by the Examiner on the University portal within 07 days from the last date of conduct of practical exams.
- 6. In case due to any technical reason, if any awards) could not be uploaded on the portal, the same may be sent to the Conduct with separate covering letter mentioning therein the specific technical reason for not uploading the awards.
- 7. After uploading the Awards, the Instt./Deptt./Colleges shall also submit External Awards as well as Forwarding Memo of Practical Awards List (in original) duly properly filled in all respects to the Asstt. Registrar(Conduct), M.D. University, Rohtak, within further seven days of the last date of uploading the External Practical Award.
- 8. While submitting TA/DA Bills, the Practical Examiner must be required to clearly mention their full name, designation with Grade Pay, Name of College. Contact no., Name of Course with Semester and Session and the same may be submitted to the Accounts Branch of the University directly:
- 9. In case any Instt./Department/College does not upload the external awards on the University Portal till the last date of UC/PG Programs as notified above, the late fee will be levied w.e.f. next day as per University Rules, irrespective of the submission of original external awards in time:

The Director/Heads/Principals concerned are also requested to ensure to supply the required details as mentioned below for the remuneration of external Practical examiners.

S No	Name of External Examiner	College Name of Examiner	Exams Centre Name	Date of Practical Exams	Subject	Semester	of Students Examined	Beneficiary I.c. tarks (if y)
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Important Notes (for Attention of the student):-

1. The Practical Examinations of Reappear students shall be conducted in their respective Colleges of which they were regular students.

Yours Sincerery

Asstt. Registrar (Conduct for Controller of Examinations

Endst. No: Conduct/AC-1/Pract./2025/ 4777-80

Dated: 10.01.2025

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

- The Director, University Computer Centre, M.D.U. Rohtak with the request to arrange to get it uploaded on the University website.
- 2. Director, Public Relations, M.D. University, Rohtak with the request to issue a press release in this behalf for wide publicity in Print as well as Social Media.
- 3. Dy./Asstt. Registrar/In-charge (Secrecy/Result-I/II/III/IV), M.D. University, Rohtak

4. PA to COE for kind information of the COE, M.D. University, Rohtak

Asstt. Registrar (Conduct)

for Controller of Examinations