



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

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

'A' Grade University Accredited by NAAC

No. Conduct/Practical/2018/Spl-I

Dated 30-11-2018

To

The Principals, Directors,
All the Colleges/Institutes affiliated to M.D.Uni., Rohtak.

Sub: Conduct of Practical Exams of MCA & MBA course (Regular & Re-appear) Exams, Dec-2019.

Sir/Madam,

I am directed to inform you that practical Examinations of following courses are commencing w.e.f **01-12-2018 to 08-12-2018** :

1. MCA 1st, 3rd, 5th Semester (Regular & RE) & 6th Semester (Only Re).
2. MBA 1st, 3rd (Regular & Re) & 4th Semester (only Re).

The appointment of practical examiners will be made by the Director/Principal's concerned from amongst the panels supplied by the concerned board of studies. The panel of examiners has been uploaded on the University Website www.mdurohtak.ac.in. The Departments/Colleges will download the same for making appointment of practical examiners. The examiners may be invited from the places involving distance not more than 100 kms. (each way).

The practical examination shall be conducted during the period from **01-12-2018 to 08-12-2018** and after conducting the practical examinations, the concerned colleges shall upload the marks awarded by the examiner, on the University portal. Colleges shall submitted **only forwarding memo (for Practical Awards List)**, complete in all respect e.g. - having details of total Present and absent students , full signature and complete address of the Examiners with contact No., to the D.R. (Conduct), M.D.Uni., Rohtak, within one week after termination of Practical Examination schedule, , failing which late fees will be charged as per University Rules. Without Original Memo, Conduct Branch will not be responsible for the payment of Practical Examiner.

IMPORTANT NOTES:-

- (1) The practical of Reappear/Private students shall be conducted in their respective colleges of which they were regular students.
- (2). While submitting TA/DA Bills, the Practical Examiner must be required to clearly mention their full name, designation of parent college, Grade pay, Name of Practical Exam, Semester, Session and submit the same direct to the Accounts Branch, M.D. University, Rohtak..

Yours faithfully,

D.R. (Conduct)
for Controller of Examinations

Endst. No. : Conduct/Pract/2018/Spl-I

Dated:-30-11-2018

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

1. Director, Computer Centre, M.D. University, Rohtak, with the request to upload on the University website.
2. A.R./In-charge (R-I, II, R-IV), M. D. University, Rohtak.
3. PA to COE for kind information of Controller of Examinations, MD University, Rohtak.

Dy. Registrar (Conduct)