



**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, Jan-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 Semester (Regular & RE) & 5th Semester (Only Re)
2. MBA 1<sup>st</sup>, 3<sup>rd</sup> (Regular & Re) & 4<sup>th</sup> 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](http://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 duration of given Practical Examination schedule. Without original Memo, Conduct Branch will not be responsible for the payment of Practical Examiner.

Kindly adhere to the above schedule judiciously.

**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 and 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)**