



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

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

'A+' Grade University Accredited by NAAC

No. : Conduct/ AC-II/Practical/24/735-934
Dated 19.04.2024

To

The Directors/Heads/Principals,
All the Institutes/Dept./Colleges affiliated to M.D.University, Rohtak.

**Sub: Conduct of UG/PG/Engg./Professional/Pharmacy/Law Programs Practical Examinations
April 2024.**

Madam/Sir,

I have been directed to inform you that the Practical examinations of subject cited programs are to be conducted as per schedule given as under :

| Sr. No | Name of Course | Semester | Date of Exams |
|--------|---|---|--------------------------------|
| 1. | B.A./B.Com./B.Sc.(Pass/Hons)/B.Com(Vocational) / B.Voc.(all Courses)/ B.S.W./B.Sc.(Home Sc.) /B.Sc. Sports Sc./ B.Sc. Bio-Tech/B.B.A/ B.B.A(CAM/BE/II)/B.CA/B.J.M.C/ including EVS/EVN subject etc. | 2nd , 4th , 6th Sem.(Regular/Re-appear) & 5th Sem (Re-appear) | 25.04.2024 to 08.05.2024 |
| 2. | 4 Yr – B.A. B.Ed/ B.Sc B.Ed/B.Com B.Ed/ BTM/BHMCT etc. | 2 nd , 4 th , 6 th , 8 th (Regular/Re-appear) & 7 th Semester (Re-appear) | |
| 3. | B.P.Ed. | 2nd , 4th Regular/Re-appear) & 3 rd Sem (Re-appear) | |
| 4. | LL.B/B.A LL.B -Moot Court | 10 th Semester (Regular/Re-appear) | |
| 5. | M.A./M.Sc./M.Com/M.Voc./MCA/ MHMCT/MTM/MBA(Hons,BE, General, Executive) /M.Tech/M.Arch/ M.Planning/M.Lib.Sc. | 2 nd , 4 th semester (Regular/Re-appear) & 3 rd semester (Re-appear), | |
| 6. | MCA 3 Year | 2 nd 4 th , 5 th & 6 th Semester (Re-appear) | |
| 7. | MCA Bridge Course | Re-appear | |
| 8. | 4/5 Year Integrated courses except MHMCT (including all NEP-2020 courses) | 2 nd , 4 th , 6 th , 8 th , 10 th semester (Regular/ Re-appear) &, 5 th , 9 th semester (Re-appear) | |
| 9. | 5 Year Integrated MHMCT | 2 nd , 4 th , 6 th , 8 th , 10 th semester (Regular/ Re-appear) & 9 th semester (Re-appear) | |
| 10. | B.Pharmacy | 2 nd , 4 th , 6 th , 8 th Semester (Regular/Re-appear) and 1 st , 3 rd , 5 th & 7 th Semester (Re-appear) | |
| 11. | M.Pharmacy | 2nd , 4th Semester (Regular/Re-appear) & 1 st , 3 rd Semester (Re-appear) | |
| 12. | M.F.A. 6 Year Integrated course | 4 th , 6 th , 8 th , 10 th , 12 th semester (Regular/ Re-appear) & 2 nd , 9 th , 11 th semester (Re-appear) | |
| 13. | Ph.D Course work | (Re-appear) | |
| 14. | B.Tech | 4 th , 6 th , 8 th (Regular/Re-appear) & 7 th Semester (Re-appear) | |
| 15. | 5 Year B.Arch | 4 th , 6 th , 8 th , 10 th (Regular/Re-appear) & 9 th Semester (Re-appear) | |

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

1. 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;
2. The External Examiners for conduct of Practical Examinations may be invited from the places having distance not more than 100 kms (each way);

3. The Practical Examinations shall be conducted judiciously as per above schedule;
4. The uploading of Practical Awards is mandatory. Therefore, after conducting the Practical Examinations the Instt./Deptt./Colleges concerned must upload the marks awarded by the Examiner on the University portal **latest by 15.05.2024**;
5. 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 Branch with separate covering letter mentioning therein the specific technical reason for not uploading the awards. Such awards must reach the Conduct Branch with justification latest by **latest date of uploading of awards i.e 15.05.2024**;
6. 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 fifteen days after uploading the External Practical Award **i.e. latest by 30.05.2024**;
7. 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;
8. In case any Instt./Department/College does not upload the external awards on the University Portal latest by **15.05.2024, the late fee will be levied w.e.f. 16.05.2024** as per University Rules, irrespective of the submission of original external awards in time;
9. 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. It is mandatory to supply Beneficiary ID of Practical examiner for their remuneration:

"Name of College:

Course:

| Sr No | Name & Designation of External Examiner | College of the External Examiner | Date of Practical Exams | Semester | Total No of Students examined | Beneficiary ID | Amount (in Rs) | Remarks (if Any) |
|-------|---|----------------------------------|-------------------------|----------|-------------------------------|----------------|----------------|------------------|
| | | | | | | | | |

10. All such bills and lists must be verified by the Director/Head/Principal concerned.

Important Notes (for Attention of the students):-

1. The Practical Examinations of Reappear students shall be conducted in their respective Colleges of which they were regular students.
2. The Theory examinations of these programs will commence w.e.f. 09.05.2024.

Yours faithfully,

[Signature]
Asstt. Registrar (Conduct)
for Controller of Examinations

Endst. No. : Conduct/ AC-II/Practical/24/935-38

Dated 19.04.2024

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

1. Director, UCC, M.D.U. Rohtak with the request to arrange to get it uploaded on the University website.
2. A.R./In-charge (R-I,R-II,R-III,R-IV), M.D.U, Rohtak.
3. PRO, M.D.U.,Rohtak, with the request to release a press note in this behalf for wide publicity in leading newspapers.
4. PA to COE(for kind information of Controller of Examinations), M.D.U, Rohtak.

[Signature]
Asstt. Registrar (Conduct)
for Controller of Examinations