

## NOTE: MDU AFFILIATED COLLEGES

Sir/Madam,

It is submitted that CR panel 2019-20 even sem for all the courses was opened in the SAP. You are all requested to complete the task of CR as per schedule URL/Link given below AND submit your report with challan details in the concerned branch as per past practice.

<http://mdu.ac.in/UpFiles/UpPdfFiles/2019/Sep/Schedule%20of%20Exams%202019-20.pdf>

*1. You are advised to test and verify the scheme with subjects detail of all the courses before subject booking and in case of any discrepancy in the scheme please report immediately to the UCC.*

As per the decision of principal meetings to reduce the workload of colleges/server the eligible students CR has been done through backend process by MDU.

Please generate checklist report and complete the process for updation of class roll no., admission date and subjects before generation of challan

*2. College will be fully responsible for the booked Subjects. After the booking of all the subjects please generate checklist/cutlist report from the system and confirm booked subjects details from the students of your Institute/College.*

**You are requested to contact following branches for your grievances with relevant documents:**

- 1. R&S Branch:** Issues related to the GAP YEAR STUDENTS and ELIGIBILITY --- [dr.reg.br@mdurohtak.ac.in](mailto:dr.reg.br@mdurohtak.ac.in)
- 2. Academic Branch:** For the issues related to Subject & Scheme --- [academic.br@mdurohtak.ac.in](mailto:academic.br@mdurohtak.ac.in) and [geeta.ac@mdurohtak.ac.in](mailto:geeta.ac@mdurohtak.ac.in)
- 3. FEE SECTION, Accounts Department:** Issues related to Payment & FEE Structure ----- [feeissue@mdurohtak.ac.in](mailto:feeissue@mdurohtak.ac.in)
- 4. UCC:** For the issues related to technical problem.

Thanks