

# MAHARSHI DAYANAND UNIVERSITY ROHTAK

No. : Conduct\2014\spl-1  
Dated : 19-06-2014

To

The Principal,  
All affiliated Govt. Colleges/Non Govt. Aided. College,  
M.D.University, Rohtak.

**Subject : Creation of Examination centre for B.Ed/M.Ed/D.Ed June,2014.**

Sir/Madam,

The University has decided to create examination centres at your esteemed college for the conduct of B.Ed/M.Ed/D.Ed examination June, 2014(**Building Notice Attached**). The Examination will be held from dated **24/06/2014** in evening session i.e 02.30 pm to 05.30 pm for which infrastructure facilities including their seating arrangements is required to be got made by your esteemed college. In your position as Principal/Director you will act as Supdt.-In-Chief. **The Centre Supdt. & Deputy Centre Sudpt. will be appointed by you from your college staff**. Asst. Supdt. (in the ratio 1:30 students), Centre Clerk & service staff will be appointed by you from your own staff and remuneration will be paid as per University norms. Answer books are required to be deposited in the Nodal Centres. However, the answer books of the examination centres under the Nodal centre of Pt. N.R.S. Govt. College for Rohtak distt. & other for Jhajjar Distt & will be deposited on the next day. The following instruction may also be adhere to in letter and spirit.

- A. You are requested to send the Signature chart to the concerned branch in separate envelope.
- B. Only those examinee may be allowed to enter the examination hall who have their roll. Slip.
- C. It may be ensured by the Assistant Supdt. as well as the Deputy. Supdt. that the candidate have crossed all the blank pages of answer books.
- D. Proper record of the answer books may be maintained. This record will be checked by the University any time.
- E. UMC packets may be sent directly to the A.R.(Conduct).
- F. The Centre Supdt. may be directed to prepare the separate packets for each exam/class/paper(Old & New) and datewise alongwith their secrecy memo. Total number of answer books and name of class and centre number may be mentioned on each packets.
- G. Any untoward happning, infringement of rules, negligence, corruption, misbehavior, misconduct and disobedience on the part of nay member/student/outsideers should be reported immediately to the Controller of Examinations.

If need arises, you may contact the Police authorities for checking the outside interference at the Examination Centre.

Hope you will kindly extend your full cooperation in making the examination a success.

Yours faithfully

-sd/-  
**A.R. (Conduct)**  
**for Controller of Examinations**