

MAHARSHI DAYANAND UNIVERSITY ROHTAK

No. Conduct/2014/Email-I

Dated : 19-11-2014

MOST URGENT/KIND ATTENTION

To

The Heads of Deptt./Principals/Directors,
All the Deptts./Colleges/Institutes affiliated to M.D.U.,Rohtak.

Sub : UG/PG/B.Tech/LL.B etc. Examinations Oct-Nov. 2014.

Sir\Madam,

As you are aware that UG/PG/B.Tech/LL.B etc. exams are to be started w.e.f. 20-11-2014.

I have been directed to inform you that the University has introduced Answer books of 38 Pages OMR sheet (36+2 pages). These OMR answer books of 38 pages are to be used in **M.Tech\B.Tech\PG\BB.A\BCA & LL.B** Examinations.

It has also been intimated that answer books of 36 pages & 40 pages are to be used **only** in under graduate examinations i.e. **B.A\B.Sc.\B.Com** all semester which will be started w.e.f. 20-11-2014. Therefore, being Supdt. In-Chief, you are requested to kindly issue necessary instructions amongst the staff on duty that answer books may be issued to the student as per above classification.

However, in no case, no student be allowed to appear/ sit in the Examination hall, who does not possess valid Roll no./ Admit Card.

Moreover, It is also intimated that in view of the standing instructions from the University, the Principal/Director of the Colleges/Institute concerned should direct their staff to maintain a proper register (duly page marked) for making entries of the Observer/Flying Squad visiting their examination centres & entries of arrival & departure must also be signed by the observer/ members of the flying squad. After the completion of the examinations, photocopy of the concerned pages of the said register, duly attested by the Principal/Director concerned must be submitted to the Conduct branch. The said register must be kept intact for inspection by the University Authorities, if needed be.

Moreover, It has also been observed that while sending "**Last Packet**" in the Conduct branch, Attendance Chart/Sheets of the examinees are also poured in this packet badly which also got mutilated. You will agree that Attendance Sheets are of great importance and an authentic document, so being the document as essential as important, you in the capacity of Supdt.-in-Chief will issue necessary instructions amongst the staff on duty that **henceforth Attendance Sheet/Charts course-wise must be packed in a separate sealed cover/envelope clearly indicating as "Attendance Sheets" with Bold Letters, while depositing the last packet in the Conduct Branch** so that the same may be further passed on to the concerned result branches for their use wherever needed. The candidate(s), who is absent must be marked as ABSENT with Red ink on the particular date/paper.

Moreover, You are also requested to issue necessary action amongst the staff on duty to send absentee statement daily (Morning & Evening Session separately) to the Conduct branch through e-mail i.e. conduct@mdurohtak.ac.in and concerned result branches e-mail address i.e. result1@mdurohtak.ac.in, result2@mdurohtak.ac.in, result3@mdurohtak.ac.in, result4@mdurohtak.ac.in & also prepare the duplicate copy of **Secrecy Memo** out of which one copy may send in the last packet in the Conduct branch.

Please take further necessary action in this matter at once. Deviation from doing this shall be viewed seriously and responsibility shall be of yours.

Looking forward your prompt, positive response and all time cooperation.

Yours faithfully,

-sd/-

A.R.(Conduct)

for Controller of Examinations