



H. S. Chahal  
Vice-Chancellor

No. VC: MDU: SPL: 48-67  
Date: 01.10.2014

To

All the Principals of Colleges/Institutes affiliated to  
Maharshi Dayanand University,  
Rohtak.

**Sub: Problems relating to results, attendance and internal assessment.**

A number of representations and complaints are being received about the poor results of the students, attendance and the marks of internal assessment. In several cases, the result of students of a college in a class is very poor. Such students agitate in groups in the colleges and ultimately they reach the University and create scene. They also complain about discrimination in awards of internal assessment marks. Also proper record of attendance is not being maintained in the colleges. I have myself verified the record of attendance in some colleges during my surprise visits which has not been found proper. To overcome all these problems and to improve the system, you are requested to follow the following instructions:

1. Where the result of students is poor in a particular class, the Principal and the concerned teacher of the subject are not satisfied, a request be sent to the Controller of Examinations for sample checking of evaluated answer-books. The Controller of Examinations will fix a particular date on which the Principal and the concerned subject teacher(s) may visit the Controller of Examinations, who will randomly have some answer-books re-evaluated as a sample by associating a subject expert in the presence of the Principal and Teacher-in-Charge. In case, there is no difference or the difference is marginal, the result will be treated as final. However, if substantial difference is found, the whole lot of answer-books will be got evaluated again. If felt necessary, two-three students may also be associated.

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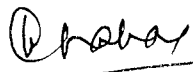
**MAHARSHI DAYANAND UNIVERSITY, ROHTAK-124001 (HARYANA) INDIA**  
(NAAC Accredited 'A' Grade)

A State University established under Haryana Act No. 25 of 1975

Off.: 01262-274327, 393548 Camp Office : 01262-274710 Fax : 01262-274133 Email: vcndu@hotmail.com, vc@mdurohtak.ac.in Website : www.mdurohtak.ac.in

2. Each teacher be supplied a copy of the time-table and the teacher(s) be required to meet their classes as per the time-table and keep a record of attendance in the attendance register on daily basis. Students who are absent be marked 'A'. No column be left blank. Each teacher will sign at the end of the attendance on a particular date. You may also check the attendance registers frequently to ensure that proper record of attendance is being maintained by each teacher. There are reports that in some colleges teachers do not meet their classes, which is all the more very serious.
3. Internal assessment is a very important part of the examination system. Some percentage of marks have been earmarked for attendance in internal assessment and also for assignments and tests. Please ensure that assignments and tests are given the required priority. The record of internal assessment has to be preserved for atleast six months for checking / verification in case of requirement. The internal assessment marks be displayed on the notice boards of College/Department. The record of attendance can be checked by an individual teacher / team deputed by the University on any date for which surprise visits are being planned.
4. Please intimate us the names of those teachers, whose result is zero percent for a specific paper so that remedial measures can be taken.

You are requested to observe the above instructions meticulously and those found deficient will invite action as per University rules.

  
1/10/2014  
VICE-CHANCELLOR