

DIRECTORATE OF DISTANCE EDUCATION

MAHARSHI DAYANAND UNIVERSITY ROHTAK

IMPORTANT NOTIFICATION: **FOR CONDUCT OF EXAMINATIONS**

It has been noticed that some of the Study Centres (ISSC/Global Study Centres and their sub-centres) are claiming that they are authorized by the University to conduct examinations of students, enrolled with them, for different courses being offered by the Directorate of Distance Education of M.D. University, Rohtak. In this connection it is hereby notified for the information of all concerned that the University neither has appointed any of its agent nor authorized any Study Centre (ISC/D&E-Learning Centre/Global Study Centre and its Sub Centres) to conduct examination of any student of any programme on behalf of the University.

It is further clarified that the theory (written) examination of all the programmes of students being run by the University will be conducted by the University at the Centres created by it and on the dates notified by it as per provisions of the relevant Rules/Regulations/Ordinance and Scheme of Examinations.

So far as the conduct of examinations of all such papers in which practical and viva-voce are involved or evaluation project report/training report/work-shop are concerned, it is further clarified that all such examinations will be conducted as per the provisions of the Ordinance for DDE Programmes, which are reproduced below:

“The evaluation of work-shop/project reports/training reports/dissertation and the conduct of practical examinations and viva-voce, etc. wherever applicable, shall be done by an examiner, on the invitation of concerned approved Study Centre, in the concerned subject. Such examinations will be conducted at the concerned approved Study Centre.

Any person working on permanent basis against the sanctioned post and is an approved teacher of the University or college having teaching experience of not less than FIVE years at the graduation level or above is eligible to conduct the examination.

The concerned Study Centre(s) shall upload the marks awarded by the examiner(s) to the on the University Website, along-with the proof of eligibility of the examiner(s), a hard copy of the award list and eligibility proof duly signed by the examiner may be submitted to the office of the Controller of Examinations within 15 days of the conduct of examinations.”

[Explanation: Under the provisions of this Clause, the concerned Study Centre is authorized to invite an examiner, as per the eligibility conditions laid down in it, get the Project Report/Training Report evaluated, conduct the practicals and viva-voce examinations, wherever applicable, as per the schedule notified by the University. The Study Centre is required to upload the marks awarded by the examiner and the documents relating to eligibility of the examiner, in his presence, on the University's website. The Study Centre is also required to submit print copies of the awards uploaded and other documents to the Controller of Examinations of the University within 15 days of the conduct of practicals or evaluation of the project/training report, as the case may be. The Study Centres are also advised to invite the Examiner(s) from the nearby stations only. In case the examiner(s) is invited beyond 100 KMs distance permission of the DDE/University may be sought. The concerned Study Centre is also required to make payment of the TA/DA and examination fee to the examiner on the spot as per University Rules and the same will be reimbursed by the University in due course of time. If the examiner wish to travel by his own car/taxi permission of the University is required.]

In supersession of the schedule of practical examinations already notified on the website, all the Study Centres are advised to get the practical examinations conducted between the period from 15th to 25th of September, 2011 and upload the practical awards (for IT and Management Programme) on the University website latest by 26th September, 2011.

Accordingly, Study Centres are advised to conduct the practical or viva-voce examinations or get the project reports/training report/work- shop evaluated as per the above provisions make payments of remuneration, T.A./D.A. to the concerned examiner(s) as per University rules and submit the bills to the University for reimbursement.

All the concerned Study Centre(s) may please note that the practical examinations will be conducted at the respective Study Centre(s) itself and not on the Centre(s) as notified earlier with the Schedule of Practical Examinations.

**[PROF. NARENDER KUMAR]
DIRECTOR**