



RAO PAHLAD SINGH DEGREE COLLEGE

Approved by DGHE/Govt. of Haryana & Affiliated to I.G.U. Meerpur (Rewari)

Satnali Road, Balana, Mohindergarh, Haryana - 123029

Mob. 9416246584, Telephone : 01285-241432 ; Fax : 01285-241434

Email : degreecollege@rpsinstitutions.org ; Website : www.rpsdegreecollege.org

Ref. No. RPSDC/DAA/2024/72

Date: 15-04-2024

CIRCULAR

Final university practical examination of all the classes of UG 6th semester will be held as per the date sheet attached herewith. Therefore, I request you all to conduct the practical, upload and lock the marks on college portal before the last date given as under. Before uploading the marks, all heads will check the awards carefully and ensure that marks are given as per the criteria. Toppers and well performers must be given good marks. After uploading and locking the marks on university portal, the same (Hand written & Computer-generated copy) will be submitted to the office of Dean Academics with complete forwarding memo, full signature of **internal and external examiner**, paper code, course code, centre of examination and all other important entries on or before the last date. Answer sheets for the practical examination can be collected from Mr. Manjeet. Signature sheet, award list, forwarding memo and other practical related materials can be collected from Mr. Rakesh.

It is advised that the internal examiners will call the absentee students and ask them to appear in practical exam at a particular date. If such students fail to appear in the practical exam after so many calls the same will be treated as 'ABSENT'. Don't forget to keep the record of phone calls made by the examiners to such students.

Sr. No.	Class and Semester	Last Date to Upload & Lock the Marks	Last Date to Submit the Documents
1.	UG 6 th Semester	30-04-2024	30-04-2024

Yash
11/04/24

Dean Academic Affairs

A copy of the above is forwarded to followings:

1. Director, RPSGOI for necessary information
2. Principal, RPSDC for necessary information
3. Registrar, RPSGOI for necessary information
4. Head of the Departments
5. COE to arrange seats and other materials for the practical examination
6. IT Cell to upload the same on College Website.