

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Sample for B.tech Internal Assessment for Theory subjects

The overall internal assessment includes 2 Sessional exams, 2 Assignment and Attendance during academic session. All such parameters are evaluated and included in internal assessment.

Sr. No.	Assessment Criteria	Marks(25)
1	Assignments	10(40% of total Marks)
2	Sessional	10(40% of total Marks)
3	Attendance	5(20% of total Marks)

Sample for B.tech Internal Assessment for Practical subjects

Sr. No.	Assessment Criteria	Marks(25)
1	Practical File	10(40% of total Marks)
2	Attendance	10(40% of total Marks)
3	Viva-voce	5(20% of total Marks)



Date sheet for sessional exams

MERI COLLEGE OF ENGINEERING & TECHNOLOGY																								
SESSIONAL EXAM DATE SHEET (APRIL -2023)																								
		MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY							
DATE & SHIFT		10-Apr-2023			11-Apr-2023			12-Apr-2023			13-Apr-2023			21-Apr-2023			15-Apr-2023							
		M	A	E	M	A	E	M	A	E	M	A	E	M	A	E	M	A	E					
COURSE & YEAR		BRANCH	STRENGTH	SUBJECT NAME																				
3.TECH. 2ND YEAR	CSE	132	DM	COA	CS											DBPS	DB	WT						
	ECE	31				Comm.System	DB	MATH-II								DE	MC	AC						
	ME	33							SOM	AT	ME											FM		I&C
	CE	34				GAS	DB	HE				SA	DCS	MTE										
3.TECH. 3RD YEAR	CSE	116				CO	AI	YHDL														MWC	ADBMS	AJ
	ECE	15				CS	EE	YHDL								CN	CMDS	PP						
	ME	29				HT	DME-1	MT-II														ICBCT	DOM	POM
	CE	31	IE	FE	HE-II							JWT			RRS									
B.TECH. 4TH YEAR	ECE	17							ES		REF				MTT		SC							
	ME	27	AE		CR							PPE	PME	IA	ASA		SHWM							
	CE	25							ECV		GIT													
	EEE	17							ACS	SEA	SE													
BBA 1ST YEAR	GEN	120+45=165							ML	BDA	CRER													
BBA 2ND YEAR	GEN	120+33=153				BRM	HRM	FM																
BBA 3RD YEAR	GEN	101													PIB	IT	SAD					CP	E-COM	
BCA 2ND YEAR	GEN	120+23=143							WD		DS-2				DOPS		SE							
Total Strength						343			365			321			333			373			279			
TRANSPORT						300			304			285			270			306			236			
NOTE:	1. M refers to Morning Shift (Timing: 10:00 AM-11:00 noon)																							
	2. A refers to Afternoon Shift (Timing: 12:00 PM-1:00 PM)																							
	2. E refers to Evening Shift (Timing: 2:00 PM-3:00 PM)																							
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MERI CET																								

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MERI COLLEGE OF ENGINEERING & TECHNOLOGY																		
SESSIONAL EXAM DATE SHEET (APRIL -2023)																		
		MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY	
DATE & SHIFT		17-Apr-2023			18-Apr-2023			19-Apr-2023			20-Apr-2023			14-Apr-2023			22-Apr-2023	
		M	A	E	M	A	E	M	A	E	M	A	E	M	A	E	M	A
COURSE & YEAR	BRANCH	STRENGTH																
BTECH 1ST YEAR	Common	126	PHY-I	EGD							BEE	MATH-I	AMBekar JYATNI LEAVE			LOC		
BCA 1ST YEAR	GEN	120+39+42=201			CP	SSAD												
BBA 1ST YEAR	GEN	120+45=165						OB	MICRO.ECO	BS								
Total Strength		126			201			291			126						201	
NOTE:		1. M refers to Morning Shift (Timing: 10:00 AM-11:00 noon)																
		2. A refers to Afternoon Shift (Timing: 12:00 PM-1:00 PM)																
		2. E refers to Evening Shift (Timing: 2:00 PM-3:00 PM)																
EXAM BRANCH		MERI CET																

MERI COLLEGE OF ENGINEERING & TECHNOLOGY																											
SESSIONAL EXAM DATE SHEET (NOV -2022)																											
		MONDAY			TUESDAY			WEDNESDAY			THURSDAY			FRIDAY			SATURDAY										
DATE & SHIFT		21-11-2022			21-11-2022			22-11-2022			23-11-2022			23-11-2022			24-11-2022			25-11-2022		25-11-2022		26-11-2022		26-11-2022	
		M	A	E	M	A	E	M	A	E	M	A	E	M	A	E	M	A	E	M	A						
COURSE & YEAR	BRANCH	STRENGTH																									
CSE 5th Sem	CSE	116			PI	PSE	FLA																				
CSE 7th Sem	CSE	64	SPM	NN																							
BBA 1ST YEAR	GEN	120+45=165						FA	CF	BO							BC	Micro.Eco	BM								
BCA 1ST YEAR	GEN	20+39+42=201									CPF	LOC	PS	MATH-I													
BBA 3RD YEAR	GEN	101																									
Total Strength		64			116			165	165	165	201			201			165										
NOTE:		1. M refers to Morning Shift (Timing: 10:00 AM-11:00 noon)																									
		2. A refers to Afternoon Shift (Timing: 12:00 PM-1:00 PM)																									
		2. E refers to Evening Shift (Timing: 2:00 PM-3:00 PM)																									
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MERI College of Engineering and Technology

(Approved by AICTE, Ministry of HRD, GOI and Govt. of Haryana, Affiliated to MD University, Rohtak)
46th Milestone, Rohtak Road, Delhi NCR, Haryana, INDIA
E-MAIL : directormeriket@gmail.com *Website* : www.meri.edu.in *Phone* : 08950001287

Sample of seating plan

A handwritten signature in black ink, appearing to be a stylized name.



MERI COLLEGE OF ENGINEERING & TECHNOLOGY
SEATING PLAN: SESSIONAL APRIL 2023 EXAMINATIONS
DATE OF EXAM: 10/04/2023

Total Students - 34 BBA 4- 153, CSE 4- 132, CE 6- 31, ME 8 - 27

ROOM NO: B6F5 (Total students -42)

Row 1 (CSE 4TH)	Row 2 (BBA 4TH)	Row 3 (CSE 4TH)	Row 4 (BBA 4TH)	Row 5 (CSE 4TH)	Row 6 (BBA 4TH)
21CET0001	21CET0005	21CET0035	21CET0043	21CET0053	21CET0057
21CET0002	21CET0007	21CET0036	21CET0044	21CET0054	21CET0058
21CET0017	21CET0008	21CET0040	21CET0045	21CET0063	21CET0060
21CET0018	21CET0009	21CET0041	21CET0050	21CET0071	21CET0064
21CET0019	21CET0010	21CET0046	21CET0051	21CET0074	21CET0067
21CET0020	21CET0022	21CET0047	21CET0055	21CET0077	21CET0072
21CET0024	21CET0028	21CET0049	21CET0056	21CET0082	21CET0076

ROOM NO: B6F6 (Total students -42)

Row 1 (CSE 4TH)	Row 2 (BBA 4TH)	Row 3 (CSE 4TH)	Row 4 (BBA 4TH)	Row 5 (CSE 4TH)	Row 6 (BBA 4TH)
21CET0084	21CET0078	21CET0103	21CET0096	21CET0136	21CET0114
21CET0085	21CET0079	21CET0105	21CET0097	21CET0141	21CET0117
21CET0094	21CET0080	21CET0107	21CET0098	21CET0164	21CET0120
21CET0095	21CET0083	21CET0121	21CET0099	21CET0167	21CET0122
21CET0100	21CET0086	21CET0128	21CET0106	21CET0168	21CET0127
21CET0101	21CET0087	21CET0132	21CET0109	21CET0169	21CET0130
21CET0102	21CET0088	21CET0134	21CET0113	21CET0171	21CET0133

ROOM NO: B6F7 (Total students -42)

Row 1 (CSE 4TH)	Row 2 (BBA 4TH)	Row 3 (CSE 4TH)	Row 4 (BBA 4TH)	Row 5 (CSE 4TH)	Row 6 (BBA 4TH)
21CET0173	21CET0137	21CET0205	21CET0160	21CET0292	21CET0203
21CET0176	21CET0144	21CET0240	21CET0165	21CET0295	21CET0215
21CET0178	21CET0145	21CET0251	21CET0192	21CET0296	21CET0225
21CET0183	21CET0146	21CET0252	21CET0193	21CET0302	21CET0231
21CET0184	21CET0147	21CET0264	21CET0194	21CET0303	21CET0235
21CET0186	21CET0148	21CET0280	21CET0199	21CET0308	21CET0237
21CET0204	21CET0149	21CET0291	21CET0201	21CET0309	21CET0238

EXAM BRANCH
MERI CET



MERI COLLEGE OF ENGINEERING & TECHNOLOGY					
SEATING PLAN: SESSIONAL APRIL 2023 EXAMINATIONS					
DATE OF EXAM: 10/04/2023					
Total Students - 34 BBA 4- 153, CSE 4- 132, CE 6- 31, ME 8 - 27					
ROOM NO: B6F1 (Total students -42)					
Row 1 (CSE 4TH)	Row 2 (BBA 4TH)	Row 3 (CSE 4TH)	Row 4 (BBA 4TH)	Row 5 (CSE 4TH)	Row 6 (BBA 4TH)
21CET0310	21CET0241	21CET0365	21CET0256	21CET0386	21CET0283
21CET0319	21CET0242	21CET0366	21CET0259	21CET0387	21CET0298
21CET0329	21CET0244	21CET0378	21CET0262	21CET0392	21CET0299
21CET0334	21CET0248	21CET0380	21CET0269	21CET0395	21CET0306
21CET0343	21CET0249	21CET0382	21CET0272	21CET0396	21CET0311
21CET0349	21CET0254	21CET0383	21CET0273	21CET0399	21CET0317
21CET0361	21CET0255	21CET0385	21CET0281	21CET0402	21CET0318
ROOM NO: B6S3 (Total students -42)					
Row 1 (CSE 4TH)	Row 2 (BBA 4TH)	Row 3 (CSE 4TH)	Row 4 (BBA 4TH)	Row 5 (CSE 4TH)	Row 6 (BBA 4TH)
21CET0409	21CET0320	21CET0425	21CET0332	21CET0587	21CET0348
21CET0413	21CET0321	21CET0426	21CET0335	21CET0591	21CET0364
21CET0415	21CET0324	21CET0562	21CET0339	21CET0596	21CET0367
21CET0418	21CET0325	21CET0564	21CET0340	21CET0601	21CET0371
21CET0419	21CET0327	21CET0571	21CET0344	21CET0612	21CET0372
21CET0420	21CET0328	21CET0579	21CET0345	21CET0636	21CET0374
21CET0423	21CET0330	21CET0586	21CET0346	22CET0009	21CET0375
ROOM NO: B6S4 (Total students -42)					
Row 1 (CSE 4TH)	Row 2 (BBA 4TH)	Row 3 (CSE 4TH)	Row 4 (BBA 4TH)	Row 5 (CSE 4TH)	Row 6 (BBA 4TH)
22CET0010	21CET0376	22CET0079	21CET0424	22CET0120	21CET0565
22CET0026	21CET0393	22CET0080	21CET0427	22CET0126	21CET0566
22CET0034	21CET0394	22CET0085	21CET0428	22CET0129	21CET0567
22CET0039	21CET0397	22CET0088	21CET0429	22CET0130	21CET0568
22CET0057	21CET0411	22CET0104	21CET0430	22CET0135	21CET0569
22CET0060	21CET0412	22CET0105	21CET0431	22CET0166	21CET0570
22CET0067	21CET0421	22CET0115	21CET0561	22CET0169	21CET0573
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					MERI CET

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		DUTY CHART FOR SESSI																	
Sr. No	Faculty Name	21-04-	21-04-	21-04-23(E)	10-04-	10-04-	10-04-	11/04/23	11/04/23	11/04/23	12/04/23	12/04/23	12/04/23	12/04/23	12/04/23	13/04/23	15/04/23	15/04/23	15/04/23
	Strength	373	332	373	343	316	343	365	222	365	321	279	321	333	159	333	279	178	279
1	Ms. Ekta	YES	YES	YES	YES		YES	YES		YES	YES		YES	YES		YES	YES		YES
2	Mr. Saharsh Gera	YES	YES	YES	YES	YES		YES	YES		YES	YES							
3	Ms. Minnal		YES	YES	YES	YES	YES		YES	YES		YES	YES		YES	YES		YES	YES
4	Mr. Sandeep Chhillar					YES	YES											YES	
5	Mr. Deepak Anand				YES		YES	YES		YES			YES	YES		YES	YES		YES
6	Mr. Gaurav Kumar			YES		YES	YES		YES	YES		YES				YES		YES	YES
7	Ms. Preeti Dagar	YES	YES	YES	YES	YES		YES		YES	YES		YES					YES	YES
8	Ms. Aditi Sharma										YES		YES					YES	YES
9	Mr. Brijesh	YES	YES	YES	YES	YES		YES	YES		YES	YES		YES	YES				
10	Mr. Prince Beri				YES		YES	YES		YES	YES		YES	YES		YES	YES		YES
11	Dr. Pooja Parmar		YES	YES				YES		YES	YES		YES	YES		YES	YES		YES
12	Ms. Manita				YES	YES		YES	YES		YES	YES		YES	YES			YES	YES
13	Ms. Nishi Bhardwaj	YES		YES		YES	YES			YES						YES			
14	Mr. Pardeep	YES	YES	YES								YES	YES	YES	YES			YES	YES
15	Ms. Jyoti	YES		YES	YES		YES	YES		YES				YES		YES			
16	Ms. Sarwanti	YES	YES			YES			YES			YES			YES			YES	
17	Mr. Nitin	YES	YES																

REPORTING TIME: Morning 09:40 am, Afternoon- 11:40 am & Evening-01:40 pm

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Sample of Attendance record

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15615

1665

MERI COLLEGE OF ENGINEERING & TECHNOLOGY								
ATTENDANCE SHEET FOR BBA 1ST SEM								
S.No	Enrollment Code	Student Name	18-10-2023 (M)	18-10-2023 (A)	18-10-2023 (E)	21-10-2023 (M)	21-10-2023 (A)	21-10-2023 (E)
			FA	CF	BO	BC	ECO	BN
1	23CET0001	Shubham Kumar	Shubham	Shubham	Shubham	Shubham	Shubham	Shubham
2	23CET0002	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek	Abhishek
3	23CET0012	Ankur Kumar	Ankur Kumar	Ankur Kumar	Ankur Kumar	Ankur Kumar	Ankur Kumar	Ankur Kumar
4	23CET0015	Ashmit Singh Ahuja	Ashmit	Ashmit	Ashmit	Ashmit	Ashmit	Ashmit
5	23CET0060	Aditya Kumar Singh	Aditya	Aditya	Aditya	Aditya	Aditya	Aditya
6	23CET0064	Sakshi	Sakshi	Sakshi	Sakshi	AB	AB	AB
7	23CET0069	Sudheer Kaur	Sudheer	Sudheer	Sudheer	Sudheer	Sudheer	Sudheer
8	23CET0070	Navneet Kaur	Navneet	Navneet	Navneet	Navneet	Navneet	Navneet
9	23CET0072	Sanskriti Sharma	Sanskriti (Sh)	Sanskriti (Sh)	Sanskriti (Sh)	Sanskriti (Sh)	Sanskriti (Sh)	Sanskriti (Sh)
10	23CET0078	Vivek Pawar	Vivek Pawar	Vivek Pawar	Vivek Pawar	Vivek Pawar	Vivek Pawar	Vivek Pawar
11	23CET0079	Vasishthi Kumari	AB	AB	AB	AB	AB	AB
12	23CET0090	SARITA KUMARI KHANNA	Sarita	Sarita	Sarita	Sarita	Sarita	Sarita
13	23CET0097	Shivani Mohd Abubakar	Shivani	Shivani	Shivani	Shivani	Shivani	Shivani
14	23CET0103	Chheda Singh Gill	Chheda	Chheda	Chheda	Chheda	Chheda	Chheda
15	23CET0106	Anurag Gupta	Anurag	Anurag	Anurag	Anurag	Anurag	Anurag
16	23CET0124	Harsh Thakur	Harsh Thakur	Harsh Thakur	Harsh Thakur	Harsh Thakur	Harsh Thakur	Harsh Thakur
17	23CET0126	Bishnu Kumar Pandey	Brandey	Brandey	Brandey	Brandey	Brandey	Brandey
18	23CET0163	JENISH SHARMA	Jenish	Jenish	Jenish	Jenish	Jenish	Jenish
19	23CET0174	Pooja Sharma	Pooja	Pooja	Pooja	Pooja	Pooja	Pooja
20	23CET0179	Kritika Arya	Kritika	Kritika	Kritika	Kritika	Kritika	Kritika
21	23CET0180	Anjali Chhabey	Anjali	Anjali	Anjali	Anjali	Anjali	Anjali

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CSE 6TH SEMESTER												
S.No.	Station Nu	Exam Roll No	Student Name	Father Name	ADBMS(25)				CD			
					Sessional = 10	Attendance = 10	Assignment = 1	Total = 25	Sessional = 10	Attendance = 10	Assignment = 5	Total
1	13131450	1060701	KARABOINA TANYA GRAD	AKKARABOINA RAJASHEKAR	7	6	4	17	3	7	0	1
2	13131369	1060702	CHHAVI SHARMA	PRAVEEN KUMAR SHARMA	9	6	4	19	3	5	0	1
3	13131307	1060703	DIPANSHI	TEK CHAND	8	6	3	17	8	8	0	1
4	13131230	1060704	EKTA	DILBAG SHOKEEN	8	5	3	16	7	8	5	2
5	13131047	1060705	EKTA BHARDWAJ	DEVENDER BHARDWAJ	8	5	5	18	9	10	5	2
6	13131381	1060706	EKTA RAI	RAM SUJAN RAI	6	5	3	14	3	7	0	1
7	13131288	1060707	HARSHA VERMA	SUNIL KUMAR VERMA	9	6	4	19	3	7	0	1
8	13131398	1060708	KARISHMA SINGH	IQBAL SINGH	7	8	5	20	3	7	0	1
9	13131397	1060709	KASHISH RAI	RAJ KUMAR	6	5	4	15	3	7	0	1
10	13131328	1060710	LAVISHA GUPTA	HARISH GUPTA	7	6	4	17	5	7	5	1
11	13131225	1060711	MEHAK SHUKLA	AJAY SHUKLA	6	5	4	15	8	5	0	1
12	13131388	1060712	MONIKA YADAV	AVINASH KUMAR	9	6	4	19	9	8	0	1
13	13131205	1060713	NAINA KUMARI	VIJAY JHA	9	7	4	20	5	8	5	1
14	13131100	1060714	NASRIN SULTANA	MOHD NEIMATULLAH	6	6	4	16	5	6	5	1
15	13131340	1060715	NAVYA SOAM	INDU KANT SOAM	7	6	3	16	9	5	0	1
16	13131446	1060716	NEELU SHARMA	BISHWA NATH SHARMA	8	6	4	18	5	6	5	1
17	13131088	1060717	NUSRAT SHAMIM	MOHD SHAMIM	5	6	3	14	3	7	0	1
18	13131180	1060718	PARUL RAI	ANAND RAI	7	6	4	17	9	10	5	2
19	13131097	1060719	PARUL RANA	NEERAJ KUMAR	6	6	5	17	9	5	0	1
20	13131183	1060720	POOJA GUPTA	SHIV SHARAN	8	6	4	18	4	9	5	1
21	13131027	1060721	PRINCE	SURENDER SHARMA	6	5	4	15	9	8	0	1

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MBA 4TH SEMESTER					INTERNAL ASSESSMENT											
S.No.	Registration Number	Exam Roll No	Student Name	Father Name	B2B marketing				Product & Brand Management				CSR and business ethics			
					Sessional =	Attendance =	Assignment =	Total = 20	Sessional =	Attendance =	Assignment =	Total = 20	Sessional =	Attendance =	Assignment =	Total = 20
1	2213131251	2023271	GARIMA SHARMA	SANJEEV SHARMA	7	5	4	16	6	6	4	16	7	6	4	17
2	2213131257	2023272	HARSHIKA NAAGAR	KHEM CHAND	5	4	3	12	4	5	3	12	5	6	3	14
3	2213131498	2023273	NIKITA SHARMA	SURENDER SHARMA	5	5	4	14	4	4	4	12	5	6	3	14
4	2213131252	2023274	PRIYADARSHINI	SATYABRATA NAYAK	6	5	3	14	5	4	3	12	7	8	4	19
5	2213131254	2023275	PRAGATI JHA	ASHOK KUMAR JHA	6	6	4	16	7	6	4	17	7	7	4	18
6	2213131499	2023277	NKIT SINGH RATHORE	ASHOK SINGH RATHORE	6	6	4	16	7	6	4	17	7	7	4	18
7	2013081438	2023278	ATUL JHA	UDAY SHANKAR JHA	4	6	3	13	4	6	3	13	6	6	4	16
8	17GU300090	2023280	Garv Upadhyay	SUSHIL UPADHYAY	6	6	4	16	5	6	4	15	6	6	4	16
9	2213131248	2023282	LAKSHAY SIKKA	PANKAJ SIKKA	5	5	3	13	4	5	3	12	6	6	4	16
10	2213131256	2023283	PRANAV MISHRA	R VIJAY PRAKASH MISHRA	7	6	4	17	7	6	4	17	6	6	4	16
11	2213131250	2023284	SAHIL YADAV	SURENDER KUMAR	5	5	4	14	6	5	4	15	7	7	4	18
12			SANYUKTA		5	5	4		5	5	4		7	7	4	18

MDU DATE SHEET

MAHARSHIDAYANANDUNIVERSITY,ROHTAK

TheoryDate-sheetforM.E/M.Tech.2ndSem.(CBCSScheme)ExaminationsMay-2024
TimeofExamination:09:30amto12:30pm CentreofExams:ASperAdmitcard

Date	CourseNo.	CourseTitle	Branch /Course
	MTME22D2	Jigs&Fixture	MechanicalEngg.-CBCSScheme(EL-II)

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11.05.2024	MTMA22C2	DiagnosticMaintenance&Monitoring	22623	Manf.&Auto.Engg.-CBCSScheme
	MTCSE22C1	SoftComputing	22643	ComputerScienceEngg/CSE-AIMLE-CBCSScheme
	MTBT22C1	Bioinfomatics	22653	BioTechnology-CBCSScheme
	MTECE22C2	OpticalCommunication	22666	Electronics&CommunicationEngg.CBCS
14.05.2024	MTME22C2	TotalQualityManagement	22609	MechanicalEngg.-CBCSScheme
	MTMA22D1	QualityControlTechniques	22624	Manf.&Auto.Engg.-CBCSScheme
	MTCSE22D1	Mobile&WirelessCommunication	22645	ComputerScienceEngg/CSE-AIMLE-CBCSScheme(EL-I)
	MTCSE22D4	Internet&WebDevelopment	22648	ComputerScienceEngg-CBCSEI-I
	MTBT22C4	BioProcessEngineering	22656	BioTechnology-CBCSScheme
	MTECE22D4	VLSIDesign	22670	Electronics&CommunicationEngg.CBCS
16.05.2024	MTBT22C3	HighResolutionTechniquesin Biotech	22655	BioTechnology-CBCSScheme
	MTECE22C1	WirelessMobileCommunication	22665	Electronics&CommunicationEngg.CBCS
	MTME22C1	Welding&AliedProcess	22608	MechanicalEngg.-CBCSScheme
18.05.2024	MTME22D3	ToolandDieDesign	22612	MechanicalEngg.-CBCSScheme,EL-II
	MTMA22C1	MechanicalDesign-I	22622	Manf.&AutomationEngg.-CBCSScheme
	MTCSE22C2	AlgorithmDesign	22644	ComputerScienceEngg/CSE-AIMLE-CBCSScheme
	MTBT22C2	ImmunoTechnology	22654	BioTechnology-CBCSScheme
21.05.2024	OPENELECTIVEPAPERS (SeperateDateSheetisavailableonUniversityWebsite)			ForCBCSSchemeOnly
23.05.2024	FOUNDATIONELECTIVEPAPERS (SeperateDateSheetisavailableonUniversityWebsite)			ForCBCSSchemeOnly
27.05.2024	MTBT22D1	AdvancedAnimalBiotechnology	22657	BioTechnology-CBCSScheme

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**MAHARSHIDAYANANDUNIVERSITY,ROHTAK**

(A State University established under Haryana Act No. XXV of 1975)

Theory Date Sheet for BCA 2nd, 4th, 6th Semester (Regular/Re-appear/Improvement)& 5th Semester (Re-appear/Improvement) Examinations May 2024

BCA 2nd Semester		Time of Exams: 02.00 pm to 05.00 pm	
Date	Full Nomenclature of Paper	Paper Code	Paper ID
23.05.2024	Structured System Analysis and Design	BCA-109	97668
28.05.2024	C Programming	BCA-106	97665
30.05.2024	Logical Organization of Computer	BCA-107	97666
01.06.2024	Mathematical Foundation of Computer Science	BCA-108	97667
BCA 4th Semester		Time of Exams: 09.30 am to 12.30 pm	
15.05.2024	Web Designing	BCA-206	97673
17.05.2024	Data Structure – II	BCA-207	97674
20.05.2024	Object Oriented Design using C++	BCA-208	97675
22.05.2024	Software Engineering	BCA-209	97676
BCA 5th Semester		Time of Exams: 09.30 am to 12.30 pm	
16.05.2024	Management Information System	BCA-301	97677
18.05.2024	Computer Graphics	BCA-302	97678
21.05.2024	Data Communication and Networking	BCA-303	97679
23.05.2024	Visual Basic	BCA-304	97680
BCA 6th Semester		Time of Exams: 02.00 pm to 05.00 pm	
13.05.2024	E-Commerce	BCA-306	97691
15.05.2024	Object Technologies & Programming using Java	BCA-307	97692
17.05.2024	Artificial Intelligence	BCA-308	97693
20.05.2024	Introduction to .net	BCA-309	97694



Centre of Exams: As per admit card

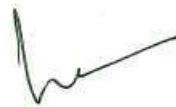
- Note:** (1) The students will have to report at the examination Centre at least one hour before the commencement of examination.
(2) No student having mobile phone or any electronic gadget in his/her possession will be allowed to appear in offline examination.
(3) Use of simple calculator is allowed. Exchanging of calculator, Eraser, Pen, Pencil etc is not allowed.
(4) Before answering the question paper, the candidates should ensure that they have been supplied the correct question paper. Complaints in this regard, if any, shall not be entertained after the Examination.

Sessional Notice Sample**MERI
COLLEGE OF ENGINEERING AND TECHNOLOGY****NOTICE**

1. All the students are hereby reminded about the Internal Marks Evaluation Criteria as per MDU, Rohtak. The criteria is as under:

For BBA & BCA		For B.Tech	
Total Internal Marks = 20		Total Internal Marks = 25	
Weightage	% age	Weightage	% age
Sessional Marks	40% (8 Marks)	Sessional Marks	40% (10 Marks)
Attendance	40% (8 Marks)	Attendance	40% (10 Marks)
Assignment/Project etc	20% (4 Marks)	Assignments, Project etc.	20% (05 Marks)
Total	100%	Total	100%

2. It is observed that many students have not appeared in the recent sessional Examination conducted by the institution. Therefore students will be marked Zero in that particular subject.



3. However, on the request of the students and the discussion held with parents during PTM it was resolved that students will be provided Special chance for reappear examination.

To apply for this special Examination and for payment go through the link appended below. The reappear fee for the exam is Rs.500/- regardless of number of subject(s).

<https://meri.myclassboard.com/SchoolOnlinePayment/A0B171BC-EE82-4F24-ADFE-38053BAEE924/C7A8126B-84FE-455F-8A24-75E6D077BB0B> .

The last date for filling the form is 23/04/2024.

**Examination
Branch**

Cc to:

1. All Notice Board
2. All Heads of the Department/Coordinators
3. PA to Director for information
4. PA to VP for information

**MERI
COLLEGE OF ENGINEERING AND TECHNOLOGY
46th Mile Stone, Rohtak Road, Delhi-NCR**

NOTICE

This is for information of the students who were not able to appear in the Sessional-I conducted in the month of _September 2019.

A Special reappear examination is arranged for such students and it is mandatory. The reappear fee for the exam is Rs.1000/- regardless of number of subject(s).





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The form is available at Reception. The List is such students are attached herewith.

The last date for filling the form is 05/10/2019 up to 2:00 pm in exam cell.

**Examination
Branch**

Cc to:

1. All Notice Board
2. All Heads of the Department/Coordinators
3. Director (CON) for information please
4. Vice President for information please





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Students Assignments

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Assignment (MIS)

Submitted by Khushi
Roll No. 21CET 0547
Course - B.A
Section - B





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Title _____

Date _____

Page No. _____

Q-1) What is information system? Explain the characteristics and types of information.

- It is a system that processes the raw data to convert it into useful information.
- It helps the management of an organisation in analysis of problems, solving complex situations.
- It helps the organisation in generating new ideas for creating new products.
- An info. system or computer based systems includes h/w, s/w, data, procedures & the users that interact with the computers.
- The programs are the building blocks of info system.

Characteristics →

- An info. system is based on a long term planning.
- It provides a holistic view of the dynamics & the structure of the organisation.
- It allows an easy flow of info. through various sub-systems, thereby avoiding redundancy.
- It provides flexibility in data storage.

Diff. types of info. system →

- MANAGEMENT Info. SYSTEM →
- When info. systems are designed to provide info. needed for effective decision making by



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	managers, they are called MIS.
→	The main purpose of MIS is to provide the right info. to the right people at the right time.
→	Ex - Daily sales analysis reports.
	Need of MIS :
→	Marketing managers needs info. about sales performance.
→	financial manager needs info. about returns.
	• TRANSACTION PROCESSING SYSTEM →
→	TPS processes business transaction of organisation.
→	Transaction can be any activity of the organisation such as payment order.
→	Transaction differ from organisation to organisation
→	Ex - Booking.
	• DECISION SUPPORT SYSTEMS →
→	Computer systems which provides support to the user by analysing the info. & helps to make decisions.
→	It is a data modeling method that helps the user to take business & related decision.
→	It can be used to present the info. textually or well as graphically.
→	It is very imp. to make right decisions to climb the ladders of success.
	• EXPERT SYSTEM →
→	It uses human knowledge to solve problems that normally require human intelligence.
DELTA®	



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→ It is an info. system that captures & stores the knowledge of human experts.

◦ EXECUTIVE INFO. SYSTEM →

→ Provides critical info. from MIS, DSS & other sources of executives & managers.

→ An executive system is a tool that summarizes ongoing transactions within the organisation.

→ ex - Easy access to actions of competitors.

◦ OFFICE AUTOMATION SYSTEM →

→ It is an info. system that uses computer machinery & s/w to digitally create, collect, store the office info. needed for accomplishing basic tasks & goals.

→ It improves the productivity & re-ordinates the flow of info. in the organisation.

→ The backbone of an office automation is LAN, which allows the users to transmit the data, mail across the network.

→ Office automation is all about -

• to make the work less.

• to manage the workload efficiently.

(Q-2) What is the role of info. in decision making? Explain.

→ Decision making is increasingly becoming info. dependent.

→ Organisations need computer based technologies designed to enhance the quality of info.





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- provided to the executives for decision making.
- To set system specifications →
 - Before starting any system or organisation, info. plays a key role in the decision in the process of system development.
 - To choose b/w two or more actions —
 - Decision making is the act of choosing b/w two or more courses of actions.
 - The availability of right info. helps to make a better choice among the available choices.
 - To take rational decision —
 - Info. is essential to provide relevant & accurate data for accounting.
 - Reliable info. is essential for taking rational decisions.
 - To avoid the risk of making wrong decisions —
 - There may not always be a 'correct' decision among the available choices.
 - To plan & control effectively —
 - Effectively planning & controlling are the most imp. in any organisation.

Q-3) Explain the basic system concepts and types of systems in detail.

SYSTEM →

- A system is a group of elements or components which work together to accomplish a common task.
- A system must be designed to achieve a predetermined objective.



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- Interrelationships and interdependence must exist among the components.
- ex - A business organisation is a system with its components as:
- Marketing
 - Manufacture
 - Accounting
 - Sales
 - Research

• PHYSICAL AND ABSTRACT SYSTEMS →

PHYSICAL →

- These systems are tangible entities.
- It may be static or dynamic in nature.
- The physical parts of the computer center are desks & chairs that facilitate operation of the computer are static. A computer is a dynamic system in which programs, data can change acc. to the user's needs.

ABSTRACT →

- These systems are non-physical entities that may be formulas, representation or model of a real system.

• OPEN AND CLOSED SYSTEMS →

OPEN →

- This system must interact with its environment.
- It receives input & delivers outputs to the outside of the system.

CLOSED →

- This system is isolated from environment influences.



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• DETERMINISTIC AND PROBABILISTIC SYSTEMS → DETERMINISTIC →

→ These systems which are based on predetermined set of rules.

→ The behaviour of deterministic is completely known.

→ ex - a computer program.

PROBABILISTIC →

→ These systems are not based on predetermined or predefined rules.

→ The output / results cannot be predicted.

-4) Explain the concept of EDP, MIS & DSS in detail.

EDP →

→ The process of collecting data & processing them to produce meaningful info. using computers called electronic data processing (EDP).

→ The majority of the items whose records had to be maintained were accounting data.
elements :-

• H/W →

The servers & desktops used to store data.

• S/W →

Spreadsheets, databases & other pieces of code used to manage & collect the data.

• PROCEDURE →

It is designed to eliminate duplication of entry.

• PERSONNEL →

The staff trained to work with the EDP.



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In manufacturing, it is used to solve design problems by using statistical s/w.

Air lines are also used DSS to schedule flights.

Characteristics :-

Support for individuals or groups
Decision maker has final authority.

Support for independent or sequential decisions.

Must



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ASSIGNMENT

NAME :- ALISHA

COURSE :- B.Tech (CSE)

Rollno :- 22CET0532

SUBJECT :- OB

Mamta
19/02/24

A





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Assignment - 2 (OB)

Q1:- Define organisational structure and type discuss how diff structure impact man behaviour within an organisational.

An organisational structure is the framework that defines how an organisation functions. It outlines how tasks are divided into reports to whom and how information flows throughout the company. It essentially is the blueprint that dictates how organisations gets things done.

Types of organisational structure and how they influence human behaviour within a company.

- Hierarchical structure (Pyramid)
This is the classic pyramid shaped structure with clear lines of authority. Employees report to a manager who reports to another manager all way up to CEO.

- Impact on Behaviour:
 - Encourages clear decision-making and accountability.
 - Can be slow to adapt to change due to rigid necessary.
 - May stifle creativity and innovation due to limited autonomy for lower level employees.





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2. Functional structure (By expertise)
Employee are grouped by their skills expertise into departments like marketing, finance of human resources.

o Impact on Behaviour:-

→ faster collaborations and knowledge sharing within departments.

→ can lead to social-thinking and comp between departments.

→ Employees might feel limited in their growth opportunities if confined to one field area.

3. Divisional structure (By product/Market)
This structure groups employees around specific product, services or geographical location.

o Impact on Behaviour:-

→ Enhances focus on specific market and product development.

→ can create competition between divisions for resources.

→ Employees may have a stronger sense of ownership and accountability for their divisions success.



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Flat structure (Horizontal)
This structure has fewer levels of manager
with the employee having more autonomy
and decision-making power.

Impact on Behaviour.

→ Encourage innovation, agility and
fast decision making.

→ Can lead to confusion about roles and
responsibilities due to lack of clear hierarchy

→ May require strong leadership skills
and a high level of self motivation
from employees.

Matrix structure (Hybrid).

Combines elements of functional &
division and structure where employees
report to both a functional manager
and a project manager.

Impact on Behaviour.

→ Enables project-based collaboration
across functional departments.

→ Can create confusion, conflict due to
dual reporting lines.

→ Requires strong communication and
negotiation skills to manage competing
priorities.





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Ques 2:- Define organisational change & its types. Discuss the factors that infuse organisational change and strategies to overcome resistance to change within an organisation.

Soln ORGANISATION CHANGE :- Refers to significant modification made to various aspects of a company or institution. This can involve its structure, culture, process, systems, strategies and personnel. The overall goal is to improve performance, effectiveness & adaptability, ensuring organisational remains competitive in a dynamic environment.

Types of organisational change :-

1. Strategic change :- This involves altering the organisational long term goals, direction or competitive advantage.
2. Structural change :- This refers to modification in the organisational hierarchy reporting lines and departmental structures. Restructuring can be done to improve efficiency & streamline operation.
3. Process change :- This involves altering the way work gets done within the organisation. This could include implementing new or changing communication channels.



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Culture change :- This is the most challenging type of change and involves shifting the organisation values, web a various.

Factors Influencing organisational change.

Internal Factors : Ineffective processes, low employee morale, lack of innovation, declining financial performance.

External Factors : changes in technology, economic shift, new regulation, competition entering market, evolving customer needs.

• Overcoming Resistance to change :-

Communication :- clearly communicate reasons for change, the expected benefits and how it will impact employees.

• Employee Involvement :- Involve employees in the change process by soliciting their feedback and ideas.

• Positive Reinforcement :- Recognise & reward employees who embrace the change & demonstrate positive behaviours.

Mamta

GUIDELINE OF MDU, ROHTAK FOR INTERNAL ASSESMENT



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1

No. ACS-III/F-46/2014/
Dated:

To

The Principal,
D.A.V Centenary College
N.H.-3, N.I.T. Faridabad-121001

acc 14/1903
11/14

Sub: - Rules for Award of Internal Assessment for UG/PG Courses.

Sir,

Kindly refer to your letter No. DAVCC/14444 dated 19-09-2014 on the subject cited above.

In this connection, it is intimated that there is no change in the ^{for awards} rules of internal assessment of **UG & PG** classes for the session 2014-15. The rules for award of Internal Assessment for UG/PG Courses have already been sent to all concerned vide this office letter No. ACS-III/2011/10127-10212 dated 18-07-11 and No. ACS-III/2011/F-23/19236-885 dated 20-12-2011 respectively.

Yours faithfully,

Superintendent (Academic)
For Registrar

Endst No: ACS-III/F-46/2014/ 28239

Dated: 30-09-2014

✓ Copy of the above alongwith rules for award of Internal Assessment for UG/PG Courses is forwarded to the Director, Computer Centre, M.D. University, Rohtak with the request to uploaded the same on the University Website under the heading syllabi for information of students and teachers.

Encls: As above.

M.B. Toru
Superintendent (Academic)

Prof. V

Ca. Suresh
4/10



271-
MAHARSHI DAYANAND UNIVERSITY ROHTAK

No. ACS-III/2011/1027-1022

Dated 13/7/11

To

All the Principals of Colleges,
(Arts, Science, Commerce & Running BBA Courses),
Affiliated to M.D. University, Rohtak.

Sub:

Increase of Internal Assessment & Scrapping of House Examination
at U.G. level - Changes in the syllabi for the session 2011-12.

Sir/Madam,

I am directed to inform you that the Academic Council vide Res. No. 9 of its meeting held on 11.7.2011 has resolved as under:-

- i) That w.e.f. the session 2011-12, Internal Assessment be increased from 10% to 20% (5% for attendance, 10% for unannounced test and 5% for assignments) in B.A./B.Sc./B.Com.(Pass & Hons.) courses; and
- ii) That House Examinations be scrapped at U.G. level from the session 2011-12.

Accordingly the syllabi of B.A./B.Sc./B.Com. (Pass & Hons.) courses Ist and IInd Semester for the session 2011-12 having provision of 20% Internal Assessment therein have been made available on the University Website www.mduniversity.ac.in.

In addition to above, there is also change in the following syllabi during the session 2011-12:-

1. B.A.(Pass & Hons.) IIIrd & IVth Semester
2. B.Sc./B.Com.(Pass & Hons.) Vth & VIth Semester
3. BBA

The syllabi of above courses have also been made available on the University Website.

It is, therefore, requested that instructions to the students may be imparted accordingly.

Yours faithfully,

Incharge(Academic)
For Registrar

Enclst. [No. ACS-III/2011/1027-21] Dated 13/7/11

Copy of the above is forwarded to the following for information and necessary action:-

- 1- The Controller of Examinations, M.D. University, Rohtak.
- 2- The Asstt. Registrar, (R-I, R-II, R-III, Secrecy & Contact Branch, M.D. University, Rohtak.
- 3- The Co-ordinator, University Website, M.D. University, Rohtak. He is requested to upload the above letter on the University website for the information of all concerned.
4. AGM, NYSA Communication Private Ltd. Rohtak

Incharge(Academic)
For Registrar



(3)

-159-

MAHARSHI DAYANAND UNIVERSITY ROHTAK

No. ACS-III/2011/F-23/19236-885

Dated 20.12.2011

To

- 1- All the Heads of the University Teaching Departments, M.D. University, Rohtak.
- 2-Director, Indira Gandhi P.G. Regional Centre, Meerpur(Rewari).
- 3- Director, University Institute of Law & Management Studies, Sector-40, Gurgaon.
- 4- All the Principals of the Colleges, Affiliated to M.D. University, Rohtak.
- 5- The Controller of Examinations, M.D. University, Rohtak.
- 6- The Asstt. Registrar(Secrecy/R.-I, II, III & IV), M.D. University, Rohtak.
- 7- Superintendent(Acad.-I & II), M.D. University, Rohtak.

Sub: **Rules for Award of Internal Assessment for P.G. Courses from the session 2011-12.**

Sir/Madam,

Please find enclosed herewith the rules for award of Internal Assessment for P.G. Courses from the session 2011-12 which has been approved by the Executive Council vide Reso. No. 25 in its meeting held on 30.11.2011 for taking further necessary action at your end.

However, Clause 2 to 6 and 8 of the enclosed rules shall be applicable to all UG/PG Courses including Engg. Management and Law etc.

Encl: As above.

Yours faithfully,

S. S. S. S.
Incharge Academic

Copy to:

The Co-ordinator CNEM Unit, M.D. University, Rohtak. He is requested to upload this letter on University Website.

3

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MAHARISHI DAYANAND UNIVERSITY ROHTAK

Copy of extract of Reso. No. 25 of the meeting of
Executive Council held on 30.11.2011

25. Rules for award of internal assessment for PG courses

Considered the recommendations of the Academic Council made vide Reso. No.36 of its meeting held on October 14, 2011 that w.e.f. the session 2011-12, the following 'Rules for Award of Internal Assessment' for PG courses may be prescribed:

1. The criteria for award of internal assessment of 20% marks for regular students of PG courses, run in the University Teaching Departments and affiliated Colleges (excluding M.Phil and Pre-Ph.D. courses) shall be as under:

i) One class test	: 10 Marks
ii) Assignment and presentations (better of two)	: 5 Marks
iii) Attendance	: 5 Marks
Less than 65%	0 Marks
Upto 70%	2 Marks
Upto 75%	3 Marks
Upto 80%	4 Marks
Above 80%	5 Marks

2. if a candidate is awarded internal assessment of more than 75%, the concerned teacher will give specific justification for the same, which shall be considered by a committee to be constituted by the concerned Head of the University Teaching Department/Principal of the College as the case may be, whose decision shall be final.
3. The schedule of the class test will be finalized by the Head of the Department/Principal of the College/Institute in consultation with the teacher concerned, which shall be notified to the students atleast 7 days before the start of test(s). The schedule of assignments and presentations shall be announced by the concerned teacher(s) in the class room given atleast 2 days notice.

The shortage of attendance of the students, if any and the names of such students who have not appeared in the class test or have not given assignments/presentations shall be displayed on the Notice Board.





MERI College of Engineering and Technology

(Approved by AICTE, Ministry of HRD, GOI and Govt. of Haryana, Affiliated to MD University, Rohtak)
46th Milestone, Rohtak Road, Delhi NCR, Haryana, INDIA

E-MAIL : directormericet@gmail.com *Website* : www.meri.edu.in *Phone* : 08950001287

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A student who fails to appear in the test or present the assignment on the scheduled date due to some emergency, may be given one more chance for appearing in the test or present assignment as the case may be, by the concerned Head of the Department/Principals of the College/Institute.

Internal assessment shall be made by the teacher teaching the subject.

4. The internal assessment awards of a candidate who fails in any semester/paper(s) shall be carried forward to the next examination.
5. The Head of the Department/Principal/Director of Institute shall display the head-wise details of the internal assessment awards of each paper on the Notice Board atleast 10 days before the commencement of the final University examination, to give an opportunity to the students to make representation, if any.
6. A candidate who has obtained less than 40% marks in the internal assessment in any paper(s) will be provided an opportunity to appear before the committee, to be constituted by the Director/Principal of the Institute/College, within one week of the display of internal assessment to reassess performance of the candidate.
7. The minimum pass marks for passing any examination, excluding Engineering, M.Phil, Pre-Ph.D., Medical/Ayurveda courses, shall be as under:
 - (i) 40% in each theory paper, including internal assessment/sessionals wherever prescribed.
 - (ii) 40% in each practical examination, viva voce, project training report, dissertation, including internal assessment/sessionals wherever prescribed.
8. The record of internal assessment shall be retained by the concerned Head of the Department/Principal for six months.

Note: 1. Clause 2 to 6 and 8 above shall be applicable to all the UG/PG courses, including Engg., Management, Law etc.

2. One class test of 10 marks will be held as unannounced test in the UG courses, as already notified vide circular No.ACS-III/2011/10127-10212 dated, 18.7.2011 (Annexure A/23 page 271, already circulated).

RESOLVED THAT THE RECOMMENDATIONS OF THE ACADEMIC COUNCIL AS ABOVE BE APPROVED.

[ACTION BY INCNAPGE(ACADEMIC)]

5





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MAHARSHI DAYANAND UNIVERSITY ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC

No.Cond./AC-II/2019/3246-3546 (via E-mail)

Dated 30-09-2019

To

1. All the Directors/HODs,
Institutes/University Teaching Deptts.,
M.D.University, Rohtak.
2. All the Directors/Principals of Institutes/Colleges
affiliated to M.D.University, Rohtak

Sub: Guidelines for Conducting written examinations for Persons with Benchmark Disabilities

Sir/Madam,

Your kind attention is invited to the subject cited guidelines issued vide this office letter No.Cond./AC-II/2016/5089-5758(via E-mail) Dated 1.09.2016.

In this regard, it is informed that the Central Govt., with a view to have a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examinations, taking into account the improvement in technology and new avenues, has laid down Revised Guidelines. A Committee constituted by the Vice-Chancellor recommended to implement the said revised Guidelines issued by the Ministry of Social Justice & Empowerment, Deptt. of Empowerment of Persons with Disabilities(Divyangjan), Govt. of India vide No.34-02/2015-DD-III dated 29.08.2018 alongwith its corrigenda dated 28.11.2018, 1.01.2019 and 8.02.2019, etc., forwarded by the University Grants Commission, with some reservations and to amend the University Rules accordingly. The Academic Council of the University vide Reso.No.18 of its meeting held on 3.09.2019 recommended to approve the recommendations of the said Committee, which were further approved by the Executive Council vide Reso.No.18 of its meeting held on 4.09.2019. As a consequence, the Executive Council has also approved to replace the existing Clause 6 (G) of the Ordinance 'Conduct of Examinations' appearing at page 34 of University Calendar Vol. II (Part-B) with the amended Guidelines envisaged in the Annexure-A, appended herewith.

In the light of the above, it is requested to ensure that the above amended provisions of the Ordinance are scrupulously followed while any persons with benchmark disabilities appearing in the university examinations.

Yours faithfully,

Encls. As above.

Dy.Registrar (Conduct)

for Controller of Examinations

Dated 30-09-2019

No.Cond./AC-II/2019/3547-3558 (via E-mail)

A copy of the above is forwarded to the following for information and necessary action:

1. The Secretary, University Grants Commission, New Delhi, w.r.t. F No.6-2/ 2013 (SCT) dated 14.01.2019.
2. Director, Higher Education Haryana, Shisha Sadan, Sector 5, Panchkula

Contd...p/2

-2-

Existing	Amended
<p>Medical College, from a Govt. Doctor of a gazetted rank that the candidate is unable, to write his answer books because of the temporary disablement.</p> <p>2.1 On a written request from the candidate through the Head of a Teaching Department/ Principal of a College, the Controller of Examinations shall appoint an amanuensis and inform the Superintendent of the Centre concerned.</p> <p>2.2 In case a persons's physical handicap is such as to render him incapable to answering the paper in the prescribed time, or blind or permanent disable of 40% or more, one hour extra time may be allowed.</p> <p>3. The amanuensis shall be of a lower grade of education than the candidate and may be from the same institution to which the candidate belongs. However, second</p>	<p>5. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the UTD/College concerned, as the case may be, for the same. The University may also identify the scribe/reader/lab assistant to make panels at the District/Division/State Level as per the requirements of the examination. Applications should be invited from the students of all affiliated Institutes/colleges semester-wise to become scribe/reader of at least one step higher class/semester) disabled person. The students empaneled under the above referred guidelines by other State Universities of Haryana will also be considered for becoming scribe/reader of the students of this University. Such identified students voluntarily acting as such scribe/readers will be entitled for a payment of Rs.300/- per paper. In case N.S.S. agreed to, a Certificate of Appreciation/Commendation to this effect will also be awarded to such students.</p> <p>In such instances, the candidates should be allowed to meet the scribe two days before the examination so that the candidates get a chance to check and verify whether scribe is suitable or not.</p> <p>6. In case the Examination body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.</p> <p>In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons opting for own scribe/reader should submit details of the own scribe as per proforma at APPENDIX-II.</p> <p>7. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.</p> <p>8. Visual Impaired Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in Large print/Font</p>

[Handwritten Signature]



Clause 6-G of Ordinance 'Conduct of Examinations'

Existing	Amended
<p>6-G. Special Arrangement for Amanuensis (Writer of Answer)</p> <p>1. A candidate may be allowed help of an amanuensis (writer) if:</p> <p>i) he is blind;</p> <p>OR</p> <p>ii) he has permanent disability of 40% or more and is unable to write with his own hand;</p> <p>OR</p> <p>iii) he is temporarily disabled from writing, such as fracture of the right or left arm, forearm or dislocation of a shoulder, elbow or wrist etc. The candidate shall produce a certificate from a Professor of the specialty concerned of a Medical College, and where there is a</p>	<p>6-G. GUIDELINES FOR CONDUCTING WRITTEN EXAMINATIONS FOR PERSONS WITH BENCHMARK DISABILITIES</p> <p>1. These Guidelines may be called as "Guidelines for conducting written examinations for persons with benchmark disabilities 2018".</p> <p>2. The Policy should also have flexibility to accommodate the specific needs on case to case basis.</p> <p>3. There is no need for fixing separate criteria for regular and competitive examinations.</p> <p>4. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability, as defined under section 2(f) of the RPwD Act, 2016, reproduced below, and has limitation in writing including that of speed if so desired by him/her.</p> <p>"2(f) person with benchmark disability means "a person with not less than forty per cent of a specific disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority"</p> <p>In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.</p> <p>In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I.</p> <p>Besides benchmark disabilities, the facility of Scribe/Reader/Lab Assistant should also be allowed to any person temporarily disabled from writing, such as fracture of the right or left arm, forearm or dislocation of a shoulder, elbow or wrist, etc.</p>

-150- Annexure-A/2019



- 13 -

Existing	Amended
<p>condition shall not apply in case of candidates of B.Ed. class, Post graduate classes in the University Teaching Depits. and private candidates.</p> <p>4. The Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one additional Assistant Superintendent for him out of the list supplied by the University Office.</p> <p>5. The candidate, other than blind persons, shall pay in advance to the University the remuneration payable to additional Assistant Superintendent at the prescribed rate.</p>	<p>size 26) or even by recording the answers so as the examining bodies can easily make use of technology to convert question paper in the Large prints or Braille and can also convert Braille text in English or regional languages.</p> <p>In case, opting mode of Audio recording of answers, the Supdt.-in-Chief of concerned Examination Centre would be responsible to make arrangements of recording and to forward the said recording (in duplicate) duly verified, to the Secrecy branch in two sealed pen drives with a mention of the same in Secrecy memo. The expenditure on account of pen drives will be temporarily borne by the Centre Supdt., which would be reimbursable at the time of payment of remuneration of Centre Supdt. on production of bill of its purchase. The recorded pen drives may be preserved equal to the period of preservation/destruction of records for answer books.</p> <p>9. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the University should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.</p> <p>10. The disability certificate issued by the competent medical authority at any place should be accepted.</p> <p>11. The word 'extra time or additional time' that is being currently used should be changed to 'compensatory time' and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the eligible disabled persons not availing the facility of scribe may be allowed compensatory time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of compensatory time should be allowed on pro-rata basis. Compensatory time should not be less than 5 minutes and should be in the multiple of 5.</p> <p>12. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.</p>

[Handwritten Signature]



- 13 -

Existing	Amended
<p>condition shall not apply in case of candidates of B.Ed. class, Post graduate classes in the University Teaching Dep'ts. and private candidates.</p> <p>4. The Superintendent shall arrange for a suitable room for the disabled candidate and put on duty there one additional Assistant Superintendent for him out of the list supplied by the University Office.</p> <p>5. The candidate, other than blind persons, shall pay in advance to the University the remuneration payable to additional Assistant Superintendent at the prescribed rate.</p>	<p>size 26) or even by recording the answers so as the examining bodies can easily make use of technology to convert question paper in the Large prints or Braille and can also convert Braille text in English or regional languages.</p> <p>In case, opting mode of Audio recording of answers, the Supdt.-in-Chief of concerned Examination Centre would be responsible to make arrangements of recording and to forward the said recording (in duplicate) duly verified, to the Secrecy branch in two sealed pen drives with a mention of the same in Secrecy memo. The expenditure on account of pen drives will be temporarily borne by the Centre Supdt., which would be reimbursable at the time of payment of remuneration of Centre Supdt. on production of bill of its purchase. The recorded pen drives may be preserved equal to the period of preservation/destruction of records for answer books.</p> <p>9. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the University should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.</p> <p>10. The disability certificate issued by the competent medical authority at any place should be accepted.</p> <p>11. The word 'extra time or additional time' that is being currently used should be changed to 'compensatory time' and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the eligible disabled persons not availing the facility of scribe may be allowed compensatory time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of compensatory time should be allowed on pro-rata basis. Compensatory time should not be less than 5 minutes and should be in the multiple of 5.</p> <p>12. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), taller frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.</p>

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MAHARSHI DAYANAND UNIVERSITY ROHTAK
NOTICE

It is for information of all concerned that the Panel for uploading the Internal Assessment Awards for the following courses have been live/opened as per the dates mentioned against each :-

<u>Name of Course</u>	<u>Date of Commence-ment</u>	<u>Closing date</u>
UG 3 YEAR COURSES :- B.A/ B.Sc./ B.Com (Pass/Vocational & Hon's) B.Sc. (Sports Sci/ Home Sci/Bio-Tech.) /B.S.W/ B. Voc (All Courses)/ B.P.Ed./ B.C.A/ B.B.A/BBA(II BE CAM)/ B.A(J.M.C)/B.H.M. / B.T.M. : 1 st , 3 rd , 5 th Sem.	03.03.2022	22.03.2022
UG 4 YEAR COURSES :- 4 Yr B.H.M.C.T/ B.T.T.M 4yr: Integrated B.A.-B.Ed/B.Sc.-B.Ed/B.Com-B.Ed 1 st , 3 rd , 5 th , 7 th Sem.	03.03.2022	22.03.2022
B. Pharmacy (CBCS Scheme) : 1 st , 3 rd , 5 th & 7 th Sem LL.B (Hons) 5 year & 3 Year Course:- 1 st , 3 rd , 5 th , 7 th , 9 th Sem	03.03.2022	22.03.2022
BBA LL.B : 1 st , 3 rd , 5 th , 7 th & 9 th Sem		
PG 2 YEAR Courses :- M.A/M. Sc/M.Com/M.P.Ed: 1 st & 3 rd Sem. LL.M/M. Lib. I. Sc/ MHMCT/MHM/ MTTM/MTM/ MBA(General/BE/ Hon's/ Executive (Evening)/ M.Ed (Two Year Course) : 1 st & 3 rd Sem. MCA: 1 st , 3 rd & 5 th Sem M. Pharmacy : CBCS Scheme : 1 st & 3 rd Sem	03.03.2022	22.03.2022
PG 5 YEAR INTEGRATED :- All PG (Hons) 5 years integrated courses: 1 st , 3 rd , 5 th , 7 th and 9 th Sem 5 Year Integrated MBA - 1 st , 3 rd , 5 th , 7 th , 9 th Sem. 5 Year Integrated MHMCT - 1 st , 3 rd , 5 th , 7 th , 9 th Sem.	03.03.2022	22.03.2022
PG 6 YEAR INTEGRATED :- MFA (Hons) Painting (6 years integrated courses): 1 st , 3 rd , 5 th , 7 th , 9 th and 11 th Sem.	03.03.2022	22.03.2022
B.E/B. Tech : 1 st , 3 rd , 5 th , 7 th Sem. B. Planning : 1 st , 3 rd , 5 th , 7 th Sem. B.Arch : 1 st , 3 rd , 5 th , 7 th , 9 th Sem	03.03.2022	22.03.2022
PG 2 YEAR :- M.E/M. Tech/M. Arch./M. Planning: 1 st , 3 rd Sem. All PG Diploma/Certificate Courses : 1st Sem.	03.03.2022	22.03.2022

All the Heads / Directors of University Teaching Departments / Institutes & Principals / Directors of affiliated Colleges / Institutes are requested to get the Internal Assessment awards uploaded for their respective Courses during the scheduled time mentioned above. They will also ensure that no one is left out. Timely uploading of Internal Assessment awards shall be helpful in preparing the results, avoiding any delay.

[Signature]
03.03.22
Controller of Examinations

[Handwritten Signature]





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MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A' Grade University Accredited by NAAC

No. R&S/R-2/2023/ 7361-7560

Dated: 31/08/2023

THROUGH MAIL/WEBSITE

The HODs/Principals/Directors,
All the affiliated Colleges/Institutes,
University Teaching Departments,
M.D. University, Rohtak

Sub: Extension in schedule for receipt of Registration Return/Continuation Return of all UG/PG Programs (except OTMIL, B.Ed, M.Ed. Programs) for the session 2023-24

Sir/Madam,

In continuation of this office letter No. R&S/R-2/2023/6629-6828 dated 22.08.2023 on the subject cited above.

I am directed to inform you that the schedule for receipt of Registration Return/Continuation Return of all UG/PG programs (except OTMIL, B.Ed, M.Ed Programs) has been extended as mentioned below:-

Schedule for receipt of Registration Return:-

Group	Type of Program	Previous last date for Online submission of Registration Return without late fees	Revised last date for Online submission of Registration Return without late fees	Revised Last date for submission of Hard copy of RR alongwith required documents without late fees
Group A	UG			
	BA Programs	05.09.2023	14.09.2023	21.09.2023
	B.Com Programs	07.09.2023	15.09.2023	21.09.2023
	B.Sc. Programs	08.09.2023	15.09.2023	21.09.2023
Group B	DTISL, DISLI	31.08.2023	05.09.2023	12.09.2023
	5 yr & 6 yr Integrated programs	31.08.2023	13.09.2023	21.09.2023
	PG 2 year programs	21.09.2023	21.09.2023	28.09.2023
Group C	B.TM, BHMCT, BBA, BCA, LLB 5 yr. Integrated, BBA LLB	31.08.2023	13.09.2023	21.09.2023
	LLB (Hons.) 3 year, B.P.Ed, M.P.Ed	13.09.2023	13.09.2023	21.09.2023
	D.P.Ed, BA B.Ed, B.Sc B.Ed, B.Com B.Ed	29.09.2023	29.09.2023	06.10.2023
	B.Tech, B.Tech (Lateral Entry), B.Pharmacy 1 st Sem & (Lateral Entry)	29.09.2023	29.09.2023	06.10.2023
Group D	MBA, MCA, M.Tech, LLM, MHMCT, MTTM, M.Pharmacy	14.09.2023	21.09.2023	28.09.2023
	B.Arch, M.Arch	14.09.2023	06.10.2023	13.10.2023





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extension in schedule PDF



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

'A' Grade University Accredited by NAAC

No. R&S/R-2/2023/ 8057-8258
Dated: 14/9/2023

THROUGH MAIL/WEBSITE

To
The HODs/Principals/Directors,
All the affiliated Colleges/Institutes/UTDs,
M.D. University, Rohtak

Sub: Extension of Schedule for submission of Registration Return of various UG/PG programs (excluding B.ED, M.ED & OTMIL, Diploma/Certificate programs), extension in schedule for submission of Continuation Return of B.Tech & M.Tech Programs and special schedule for submission of Continuation Return of various UG/PG programs whose admissions (2nd/3rd year) have been made through DGHE, Panchkula for the session 2023-24

Sir/Madam,

In continuation of this office letter No. R&S/R-2/2023/6629-6828 dated 22.08.2023, No. R&S/R-2/2023/7361-7560 dated 31.08.2023 on the subject cited above.

I am directed to inform you that the schedule for submission of Registration Return of various UG/PG programs and for submission of Continuation Return of B.Tech & M.Tech programs have been extended and further special schedule for submission of Continuation Return of various UG/PG programs whose admission has been made through DGHE, Panchkula portal from 09.09.2023 to 16.09.2023 has been fixed as mentioned below:-

Extension in schedule for submission of Registration Return of all UG & PG programs (except B.ED, M.ED, OTMIL & Diploma/Certificate Programs):-

Type of Program	Revised last date for Online submission of Registration Return without late fees	Revised last date for submission of Hard copy of RR alongwith required documents without late fees
All UG/PG programs	29.09.2023	06.10.2023

Extension in schedule for submission of Continuation Return of B.Tech. & M.Tech programs:-

Type of Program	Revised last date for Online submission of Continuation Return without late fees	Revised last date for submission of Hard copy of CR alongwith required documents without late fees
B.Tech & M.Tech programs	29.09.2023	06.10.2023

Special schedule for receipt of Continuation Return of UG/PG programs whose admissions have been made through DGHE, Panchkula

Type of Program	Procedure adopted for generation of Challan without late fees	Revised last date for submission of Hard copy of CR alongwith required documents without late fees
UG/PG programs whose admission has been made through DGHE, Panchkula portal from 09.09.2023 to 16.09.2023	The concerned college/Institute will submit request to R&S branch for generation of Challan without late fees upto 19.09.2023 alongwith proof of admission made from 09.09.2023 to 16.09.2023. After verification of documents received from College/Institute, R&S branch will sent the case to the Fee section for generation of Challan without late fees. The Challan should be paid by the college/ Institute upto 21.09.2023.	27.09.2023

Yours faithfully,

[Signature]
Dy. Superintendent (R&S)
for Registrar





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MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(Established under Haryana Act No. XXV of 1975)
'A+' Grade University accredited by NAAC

To

(By email)

No. R-II/2023/AE-10

R-II/19-20

Dated. 15-6-2023

- i) All the Heads/Directors,
University Teaching Departments
- ii) All the Principals of Colleges/Institutes,
(Affiliated to M.D. University, Rohtak)

Subject: **Uploading of Photograph of students for the purpose of image on the Detailed marks card and Degree.**

R Sir / Madam,

I would like to intimate that as per decision of the University, the student's photographs are to be printed on the Grand Total DMCs & Degrees. In the session July / 2022 the letter on the issue was also circulated from the Controller of Examinations as well from Result Branch II through emails. Accordingly from this session i.e. May / June 2023 the photographs are to be printed on both the DMCs and Degrees.

You are, therefore, requested to arrange to upload the photograph of all the students of your college, for current session i.e. May / June 2023, if not uploaded completely. This may be treated as Most Urgent.

Yours faithfully

[Signature]
15/6/2023

Asstt. Registrar (R-II)
for Controller of Examinations





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Grievances Redressal Cell (GRC) at MERI College of Engineering and Technology**Overview:**

To address the grievances of the students, parents and others, as per All India Council for Technical Education (AICTE) regulations, 2012 under clause 1 of section 23 of the AICTE Act, 1987 regarding the establishment of Mechanism for Grievance Redressal in Technical Institutions, Grievance Redressal Committee (GRC) is formed in the college. The objective of GRC is to develop a harmonious educational environment in the institute.

Composition and Tenure of the Committee:

- The committee shall comprise of a Chairperson, Convener and 03 other Sr. Teaching faculty
- The Director of the institution shall be the Chairman of the Committee
- Members of the committee shall be nominated by the chairperson for tenure of two
- Out of Four (including convener), one member shall be female and other from SC/ST/OBC
- A representative from among the students of the college to be nominated by the chairperson as special invitee

Scope of the grievances:

Grievances may be related to any of the following matters:

Academic Matters – Issues related to assessment, attendance, marks, and other examination related matters

Financial & Administration Matter – Issues related to charging of fees, scholarships and payments, issues related to infrastructure, basic amenities, sanitation, transport or victimization, Harassment and Ragging by colleague students or teachers

Grievance receiving mechanisms:

Anyone with a genuine grievance may lodge their complaint to GRC along with necessary documents, if any. The grievance shall be reported by using any of the following modes:

Report submission in person by approaching the chairman of the Committee

Online at the website <http://meri.edu.in/engineering/> under contact us Section.

After the receipt of the application from the aggrieved, the chairman of GRC shall fix the date, time and venue of the meeting. The meeting shall be scheduled within Five days of receipt of the application. All relevant papers shall be circulated as hard / soft copy to all the members on or before the date of the meeting. After fixing of the date of the meeting, a hard copy of the notice must be sent to the applicant to be present in the meeting and convey his or her grievances before the Committee.





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MERI
College of Engineering and Technology

Ref.No. 14/MERI-CET/2017/C

Date: - 01/14/2017

Notice

Establishment of Online Grievance Redressal Mechanism as specified in the Approval Process Handbook.

Online Grievance Redressal Mechanism Committee:-

Sr. No.	Name of Faculty	Designation	Committee Position
1	Dr. Umesh Gupta	Director	Chair Person
2	Dr. Manoj Singh	Registrar	Member
3	Mr. Manoj Baasal	HOD, EEE Department	Member
4	Mr. Sandeep Chhillar	HOD, ME Department	Member
5	Ms. Nishi	Faculty, Applied Science	Member

Manoj Singh
Registrar
01/14/17






MERI College of Engineering and Technology

(Approved by AICTE, Ministry of HRD, GOI and Govt. of Haryana, Affiliated to MD University, Rohtak)
46th Milestone, Rohtak Road, Delhi NCR, Haryana, INDIA

E-MAIL : directormericet@gmail.com *Website* : www.meri.edu.in *Phone* : 08950001287

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7/16/24, 10:43 AM

Grievance Redressal

Grievance Redressal

brijesh.singh@meri.edu.in [Switch account](#)



* Indicates required question

Email *

Your email

Name of Person *

Your answer

Mobile Number of Person *

Your answer

Grievance ? *

Enter your Grievance

Your answer



A copy of your responses will be emailed to the address you provided.





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MERI
College of Engineering and Technology

Date: - 10/12/2018

Mechanism for student Grievance Redressal

1. **Submission of Grievance:** - Student can report any grievance through Google form in the given link(<https://docs.google.com/forms/d/e/1FAIpQLSfBbWBe3RtPvMlgAQUJ8p-ivVSbGf0FB38miOLM13y6TeJJPA/viewform>) or directly to the office.
2. **Review by Grievance Committee:** - The Grievance Redressal Committee will review your grievance within 5 working days. If necessary, the committee may contact you for additional information or clarification.
3. **Resolution and Feedback:** - The committee will strive to resolve the grievance within 15 working days from the date of submission. Students will be notified of the resolution via email or phone. Also feedback on the resolution process will be collected to ensure continuous improvement.





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MERI
College of Engineering and Technology

Ref.No. 14/MERI-CET/2017/C

Date: - 01/04/2021

Notice

Establishment of Online Grievance Redressal Mechanism as pacified in the Approval Process Handbook.

Online Grievance Redressal Mechanism Committee:-

Sr. No.	Name of Faculty	Designation	Committee Position
1	Dr. Umesh Gupta	Director	Chair Person
2	Dr. Manju Singh	Registrar	Member
3	Mr. Manoj Bansal	HOD, EEE Department	Member
4	Mr. Sandeep Chhillar	HOD, ME Department	Member
5	Ms. Nidhi	Faculty, Applied Science	Member

Manju Singh
Registrar
11/4/22

