



To

All the Chairpersons/ Principals /Directors  
U.T.D./Govt./Govt. aided Colleges,/ Self-Finance Colleges  
Affiliated to I.G. University, Meerpur, Rewari

Sub:- Conduct of Practical, Summer Training Report, Viva-Voce, Self Study & Seminar for UG/PG 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> & 10<sup>th</sup> Sem.  
Exam April & May -2025

Sir/Madam,

This is being brought to your kind notice that the Practical, Summer Training Report, Viva-Voce & Seminar for UG/PG Even semester Exam April & May-2025 are required to be held according to the schedule mentioned below :-

S/N	Courses	Semester	Practical Schedule	Last Date for Uploading Awards
1	PGDCA	2 <sup>nd</sup> Sem.	09.04.2025 to 25.04.2025	02.05.2025
2	B.P.Ed, D.P.Ed	2 <sup>nd</sup> & 4 <sup>th</sup> Sem.		
3	MBA, MCA, MA, M.Sc., M.Com., M.Tech.,LLM, M. Pharma	2 <sup>nd</sup> & 4 <sup>th</sup> Sem.		
4	B.A., B.Com., B.Sc., B.J.M.C., B.Sc. Biotech., BBA, BCA, B.A.(H), B.Sc.(H), B.Com.(H) MCA ,LLB (3Year),	2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Sem.		
5	B.Tech., B.Pharma., BHMCT	2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> & 8 <sup>th</sup> Sem		
6	LLB ( 5 Year), M.Com.Hons & M.B.A.(Hons.5Year),	2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> , 8 <sup>th</sup> & 10 <sup>th</sup> Sem.		

It has been decided that the practical examination will be conducted in the concerned college/department by panel of examiners provided by the university. The dates of examination shall be decided by the college / department in consultation with the examiners. The college/department shall communicate the schedule of practical examination to Conduct Branch of University at email [igu.conductbranch@gmail.com](mailto:igu.conductbranch@gmail.com)

The Practical, Summer Training Report, Viva-Voce, Self Study & Seminar for UG/PG Even semester shall be conducted during the aforementioned period and after conducting the same, the concerned teacher of department/college shall upload the marks awarded by examiner, on the University Website/Portal up to the last date stated above. A hard copy (print out as well as hand filled in-separate envelopes) of the award list with memo having full signature and complete address of the Examiners with contact no. be submitted to the Supdt. (Conduct) upto 07.05.2025, failing which the same shall not be accepted and responsibility shall be with the concerned department/college.

Note:

1. Seminar and Self Study practical are to be conducted at own level by College/Department.
2. Practicals of Re-Appear students shall be conducted in the concerned college/department in which they were regular students.
3. In case due to any technical reason, if any award(s) could not be uploaded on the portal, the same may be sent to the Conduct Branch with separate covering letter mentioning therein the specific technical reason for not uploading the awards, before the last date of uploading awards i.e. 02.05.2025, failing which late fee charges shall be applicable as per University Norms.

Controller of Examinations

Dated: - 02.04.2025

Endst. No. IGU/Conduct/Practical/2025/ 5262-5268

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

1. OSD to VC (for kind information of the Hon'ble Vice-Chancellor) IGU, Meerpur Rewari
2. P.A. to Registrar (for kind information of the Registrar) IGU, Meerpur Rewari
3. Director, University Computer Center with the request to upload it on the University website, IGU
4. Agency involved with instructions to open the practical portal as per schedule mentioned above
5. D.R.(Exam. Branch) IGU, Meerpur Rewari
6. Supdt.(Result Branch) IGU, Meerpur Rewari
7. Supdt.(Secrecy Branch) IGU, Meerpur Rewari

Supdt.(Conduct Branch)