Ref.: MKU/COE/ April 2020 Exams for Previous Semester / July 2020 Supplementary Exams.

12.11.2020

To

1. Principals of all Affiliated (Constituent / Non-Autonomous) Colleges, MKU
2. Directors of all MKU Evening Colleges, Madurai Kamaraj University.

Sir / Madam,

Sub.: Guidelines for conducting April 2020 Online Examinations for Arrear Students in Previous Semesters – July 2020 Supplementary online Examinations for UG / PG / MCA courses (Under CBCS Pattern) – Intimated – reg.

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It is brought to your kind notice that April 2020 Online Examinations for Arrear Students in Previous Semesters – July 2020 Supplementary online Examinations for UG / PG / MCA courses will be conducted as per the Examination Schedule published in the following link of University website.

https://mkuniversity.ac.in/new/examination/ExaminationSchedule

It is for your kind information that you are requested to instruct all students (including private candidates) of your college to write these examinations in neat white paper from their home itself in presence of their parents on the date of examinations as per the schedule.

Procedure for conducting Examinations through online

1. The Question papers will be sent to the Principal / Directors by email at 9 a.m. on the day of Examinations.
2. All the Principals / Directors are requested to send the Question Papers to the students of your college 15 minutes before the examinations i.e. at 9:45 a.m.
3. The Examination should be started at 10 a.m. and completed before 1 p.m.
4. All the Principals / Directors are requested to update / confirm the email IDs and WhatsApp number of the students immediately.
5. It is mandatory to Instruct the students to write his/her Name, Subject Code, Name of the Subject, Registration Number, Centre Code, Total Number of pages written, Date of Examination and Time with signature of the students on the first page of the answer scripts along with the their Parent / Guardian signature (Father / Mother / Guardian).
6. The handwriting of the students will be verified with the answer scripts of earlier examinations they have written.
7. Students are directed to write page numbers and to place their signature in all the pages of answer scripts.
8. Instruct the students to send the scanned images of their answer scripts to the Principal / Director of the respective college by email within one hour (60 minutes) after the examination is completed (i.e. before 2 p.m. on the day of examinations). Scanned image of the scripts should be converted in to single pdf file and should be named as follows “Register Number-Subject Code-Date of Examinations.pdf.”

Or

P.T.O.
9. Instruct the students to handover the written scripts before 2 p.m. on the day of exam personally to the Principal of any nearby affiliated colleges of this University in sealed cover. The cover should be addressed to the Principal / Director the college concerned and students should also write their name, register number, name of the course, subject code, mobile number and address in the envelope.

Or

10. Instruct the students to despatch the answer scripts within one hour after the exam by Registered / Speed Post (Addressed to the respective College Principal / Director) if possible. If any student send the scripts by post, the time & date of despatch should be noted from the postal receipt.

If any students fail to send / handover / despatch the answer scripts before 2 p.m. on the day of examinations their answer script will not be valued.

11. Principals / Directors are requested to send a report regarding the collection of answer scripts (either soft copy or hard copy) along with the attendance sheet on the day of the examination is over (i.e. before 2 p.m. and 6 p.m.)

12. Principals / Directors are requested to evaluate the answer scripts with the help of respective course faculty of your college at its premises itself.

13. Foil cards and answer scripts should be signed by both the course faculty in place of Examiner and the Principal of the respective College in the place of Chairman.

14. The valued scripts should be submitted along with the duly filled in Foil cards (both Internal and External marks) for all subjects, so as to publish the results in time on or before 25.11.2020 for final year students, 13.12.2020 for remaining students.

15. Remuneration for the examiner towards valuation will be paid as per the University norms.

Kindly extend your cooperation for the successful conduct of April 2020 / July 2020 Semester Examinations for the students of this University and kindly bear the inconvenience caused if any due to COVID 19 pandemic.

Thanking you,

Yours faithfully,

Registrar ltc.

13/11/2020

Copy to:
1. Office of the Hon'ble Vice Chancellor
2. Office of the Registrar
3. S.D.R. Strong Room
4. D.R. PG Section
5. D.R. EDP Section
6. A.R. UG Section
7. A.R. Confidential Section
8. P.R.O.
9. All Sr. Superintendents / Superintendents of Examinations (Semester) Wing.