



MADURAI KAMARAJ UNIVERSITY

(University with Potential for Excellence)

Re-accredited by NAAC with 'A' Grade in the 3rd Cycle



Prof. V.S. Vasantha M.Sc., Ph.D
Registrar i/c

Palkalai Nagar, Madurai – 625 021,
Tamil Nadu, India.

Ref: CBCS /MPHIL-Exam-Circular-3/I Sem-APR 2020

12-09-2020

To

All the Chairpersons of the Schools /Heads of the Departments,
Madurai Kamaraj University, Madurai – 625021.

Sir / Madam,

Sub: CBCS-M.Phil –**First Semester – April 2020** Examination for the 2019-2020 Batch
& Previous Batch – Guidelines – reg.

Ref: 1. UGC guidelines on examinations and academic calendar for the Universities in view
of COVID-19 Pandemic and subsequent lockdown circular dated: 29.04.2020.

2. Order of the Vice-Chancellor dated:12-09-2020.

I request you to follow the guidelines given below for the **First Semester M.Phil April 2020** examinations for the batch 2019-2020 and first semester arrear examination for the M.Phil previous Batch.

1. Kindly prepare the Timetable for **first semester** examinations and inform to the students.
2. Examination may be conducted from **17th SEPTEMBER 2020** to **19th SEPTEMBER 2020** uniformly by all the Schools / Departments **through online**.

GUIDELINES TO CONDUCT ON-LINE EXAMINATION

3. The on-line examinations will be conducted from 10.00 A.M to 1.00 PM .
4. The question paper should be sent to the eligible candidates 15 minutes before each examination. i.e 9.45 AM.
5. The students are allowed to write the examination from 10.00 AM to 1.00 PM
6. Students can use A4 size paper to write the examination. In the first page, Name of the Program, Year of study, Title of the course, Course Code, Register Number of the Student, total number of pages should be mentioned.
7. After writing the examination the student has to sign in every page and should submit the scanned copy of the signed answer sheet within one hour i.e before 2.00 PM for the morning session to the Programme Coordinator through email.

8. If any student find inconvenience in sending the scanned copy, the original signed answer sheet can also be submitted in a sealed cover through registered post / courier to the Program Coordinator / in person to the Principal of the nearest college or any faculty member of Madurai Kamaraj University on or before 2 PM.
9. Please note that the provisional results, as per CBCS regulations, should be **published on or before 23.09.2020** for **M.Phil Programmes** and a copy of the provisional results along with the **Minutes of School / Dept. Council** should be sent to CBCS office after publication and the same has to be displayed on the School / Department notice board, MKU Mobile APP and University Website immediately.
10. **Final results** should be sent along with the **Minutes of School / Dept. Council** meeting and the Foil cards on or before **30.09.2020** after the publication of provisional results (**if there is no revaluation**).
11. The Chairperson of the School / Head of the Department is requested to verify and sign in the individual mark statements while issuing to the students.
12. As per the direction of NAD Cell, it is mandatory to submit the list of student's NAD-ID number in soft copy (in Excel format Regno, Name, Nad-ID No, Course name) to NAD Cell.

Yours faithfully,


REGISTRAR i/c


12/9/2020

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12/9/2020