Ref: CBCS/PG-Exam-Circular/l-year/l-Sem/November-2020 08-03-2021

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

Sir / Madam,

Sub: CBCS-PG Programme –November 2020 Examinations for the I year PG ; I year
   Integrated PG Programme Students of University School/ Department / Centre –
   Online examination - Guidelines – reg

As per the Guidelines of the UGC, the classes are conducted through on-line mode for
the PG Students. Taking into the consideration of current I year PG students, I request you to
follow the guidelines given below for the November 2020 examinations of first Semester for the
University School/ Department/ Centre offered PG Programme (I year PG, I year Integrated PG
Programme).

1. The November 2020 examination for the first semester current regular theory papers of the I
   Year PG & I year Integrated PG students will be conducted from 24-03-2021 through on-
   line mode. Kindly prepare the Timetable according to the schedule given by the CBCS
   office and send a copy on or before 17-03-2021 and the same should be uploaded in the
   MKU Mobile APP.

2. The minimum attendance for each semester is fixed as 75%. If a candidate fails to make
   75% of attendance, but makes upto 65%, the student will have to produce medical
   certificate. For less than 65% and upto 60%, the student will have to produce medical
   certificate and pay a penalty of Rs.500 for each paper. For less than 60% attendance, the
   student has to repeat the semester.

3. From the 2020-2021 academic year the CBCS Examination Process will be automated,
   hence you are requested to implement the following procedure for paying the examination
   fee and submitting the particulars. The First semester exam appearing students list should
   be send to CBCS office in the Excel format (attached along with this circular) with
   the
Scanned copy of UG course consolidated Mark Statement in PDF format of all students on or before 11-03-2021.

4. Since the exam fee payment is going to be automated for the first year student (2020-2021 Batch), the list in the excel format is mandatory and to be in time. The list of students mentioned in the excel sheet will only be allowed to pay the examination fee through payment gateway from 15-03-2021 to 18-03-2021.

5. A pre-nominal roll will be generated and will be send to respective Schools/Departments/Centres through mail after receiving examination fee through online. The Chairpersons/HODs/Directors/Programme Coordinators are requested to send the verified pre-nominal roll to CBCS through mail on or before 22.03.2021.

6. The students should check their name, initial and spelling etc.,(as per the copy of UG Certificate) in the pre-nominal roll. Also, the students should check the SSS, Elective & Core papers course code in the pre-nominal roll clearly. To avoid name correction at a later stage, the pre-nominal roll has to be checked up thoroughly by the respective student, Course Teacher, Head of the Department / Chairperson/Coordinators.

7. The final nominal roll will be sent to the Programme coordinator by mail.

8. Internal marks should be published and displayed on the School / Department notice board and a copy should also be sent to CBCS Office on or before 12-03-2021.

9. Examination for all the first Semester regular paper of SSS Courses need to be conducted on 24-03-2021 in the forenoon session.

10. The examination for the Elective Courses may be conducted during 25-03-2021 in the forenoon & afternoon uniformly by all the Schools / Departments / Centres.

11. The examination for the Core Courses may be conducted from 26.03.2021 to 31-03-2021.

12. For the November 2020 examinations the End Semester theory question paper pattern will be as follows:

   Maximum Time : 3 Hours & Maximum Marks : 75

   PART – A ( 10 x 1 = 10 Marks) Answer all ten multiple choice questions.

   PART – B ( 5 x 7 = 35 Marks) Answer five questions of either or type.

   PART – C ( 3 x 10=30 Marks) Answer any three questions out of 5.
13. The **on-line examinations** will be conducted from **10.00 A.M to 1.00 PM & 3.00 PM to 6.00 PM**.

14. The question paper should be sent to the eligible candidates 15 minutes before each examination. i.e **9.45 AM for the morning session and 2.45 PM for the afternoon session**.

15. The students are allowed to write the examination from **10.00 AM to 1.00 PM and 3.00 PM to 6.00 PM**.

16. 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.

17. 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 and 7.00 PM for the afternoon session** to the Programme Coordinator through email.

18. 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 or in person to any faculty member of Madurai Kamaraj University on or before **2 PM for the morning session and 7 PM for the evening session**.

19. The Chairpersons / HODs / Directors are requested to ensure there are no dues regarding Tuition fees, Hostel fees and other fees before allowing the students for examination.

20. Please note that the Consolidated Final result, as per CBCS regulations, should be **published on or before 05-04-2021 for PG Programmes** and the same has to be displayed on the School / Department notice board, MKU Mobile App and MKU website immediately.

21. **Final results** should be sent along with the Minutes of School / Dept. Council meeting and the Foil cards **on or before 06-04-2021 to the CBCS Section**.

22. The Chairperson of the School / Head of the Department/ Director of the Centre is requested to verify and sign in the individual mark statements while issuing to the students.

Yours faithfully,

REGISTRAR i/c
EXAM SCHEDULE

NOVEMBER 2020 – EXAMINATIONS
PG Programme

Last Date to Send the Zero Format in Excel Sheet - 11-03-2021
Commencement for payment of Exam Fee - 15-03-2021
Last date for payment of Exam Fee (Through Payment Gateway) - 18-03-2021
Last date for Publishing Internal Marks - 12-03-2021
Date of Commencement of End Semester Examination - 24-03-2021
Last date for publishing Final Results - 05-04-2021

Examination fee particulars
PG Programme


Note: In addition to the above fees, all the students (PG) should pay Rs. 75.
(Rs.25 towards the cost of application and Rs.50 towards the mark statement).
Name of the Programme:

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<th>Sex</th>
<th>Date of Birth</th>
<th>Email-Id</th>
<th>Mobile No</th>
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<th>Whether UG Consolidated Marksheet (PDF) attached</th>
<th>Yes / No</th>
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