



MADURAI KAMARAJ UNIVERSITY

(University with Potential for Excellence)

Re-accredited by NAAC with 'A++' Grade in the 4th Cycle



Prof. Dr. M. Ramakrishnan, M.E., Ph.D., Ph.D

Palkalai Nagar, Madurai – 625 021,

Registrar (i/c)

Tamil Nadu, India.

Ref: CBCS/Exam Guidelines/UG I yr/April 2024

08-03-2024

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

Sir / Madam,

Sub: CBCS-UG Programmes I year II Semester – April 2024
Examinations – Guidelines – Reg.

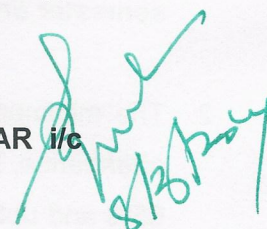
I request you to follow the guidelines given below for the ensuing **April 2024** examinations.

1. Kindly prepare the timetable for **UG Programmes I year II Semester** examinations including **Odd semester arrear papers** and send a copy to CBCS office on or before **30.04.2024**.
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. The list of students and attendance details for each program need to be prepared and send the same to the CBCS office on or before **30.04.2024**.
3. **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 26.04.2024** for **UG Programmes**.
4. Nominal roll with examination fee for each student prepared by the CBCS section to save time of the examination application process. The students should check their name, initial and spelling etc., as per the **HSC Certificate** attached by the candidate and also the students should check the course codes for **Part – I, Part – II, Part – III, Part – IV and Part - V** in the nominal roll (issued by CBCS Office) clearly.

5. The office of the Schools/ Departments/ Centres should get the signature of the students after the verification of the Nominal roll and the same may be sent along with the fees paid and the necessary enclosures to CBCS section on or before **19.04.2024**. If any correction/alteration in the Nominal roll please inform the CBCS section immediately and get it corrected.
6. Examinations may be conducted from **9th May 2024** in the forenoon session.
7. Please note that the provisional results, as per CBCS regulations, should be **published on or before 31.05.2024** 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 immediately.
8. **Final results** should be sent along with the **Minutes of School / Dept. Council** meeting and the Foil cards **within 10 days** after the publication of provisional results (**if there is no revaluation**).
9. 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.

Yours faithfully,

REGISTRAR i/c



Encl.: Exam Schedule

EXAM SCHEDULE

April 2024 – EXAMINATIONS UG Programmes – I year II Semester

| | | |
|---|---|-------------------|
| Last date for payment of Exam Fee (without fine) | - | 28.03.2024 |
| Last date for payment of Exam Fee (with fine of Rs.100) | - | 12.04.2024 |
| Last date for Publishing Internal Marks | - | 26.04.2024 |
| Date of Commencement of End Semester Examination | - | 09.05.2024 |
| Last date for publishing Provisional Results | - | 31.05.2024 |
| Last date for publishing Final Result | - | 10.06.2024 |

| UG PROGRAMMES - EXAMINATION FEE PARTICULARS | | |
|---|---------------------------------|-------------------------|
| SL. No | Courses | For all Students |
| 1. | Theory per paper | Rs.110/- |
| 2. | Practical (6 hours) | Rs.245/- |
| 3. | Practical (3 hours) | Rs.190/- |
| 4. | Field practice and viva-voce | Rs.245/- |
| ADDITIONAL FEE FOR UG STUDENTS FOR EACH SEMESTER | | |
| 5. | Nominal Roll Preparation fee | Rs.85/- |
| 6. | Computerised Mark Statement fee | Rs.135/- |

REGISTRAR i/c