MADURAI KAMARAJ UNIVERSITY
(University with Potential for Excellence)
Re-accredited by NAAC with 'A++' Grade in the 4th Cycle

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MKU / CE Office/ Jan - 22   25.01.2022

To

All the Principals of Affiliated (Non-autonomous/Constituent) Colleges of MKU

All the Directors of MKU Evening Colleges

Sir / Madam,

Sub.: Guidelines for conducting November 2021 Semester Online Examinations for the students of UG, PG & MCA Courses (Under CBCS Pattern) – Intimated – reg.

Ref.: Govt. Letter No.14595/A2/2021-2, dt.22.01.2022 received from the Principal Secretary to Government, Higher Education (A2) Department, Government of Tamil Nadu.

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It is brought to your kind notice that November 2021 Semester Examinations will be held from 01.02.2021 through Online Mode as per the directions of Tamil Nadu Higher Education Department. The Examination Schedule is published in the University Website in the following link.

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

It is for your kind information that you are requested to instruct the respective students of your college to write these examinations through online in presence of their parents on the date of examinations as per the schedule in view of COVID-19 Pandemic outbreak along with the new Variant Omicron.

Guidelines for conducting the November 2021 examinations through Online:
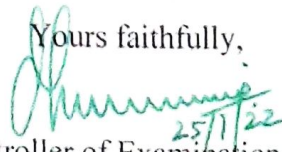
1. The time duration of examinations will be for 180 minutes (3 Hours) F.N Session – 10 a.m. to 1 p.m., and A.N Session – 2 p.m. to 5 p.m.

2. The Question Paper will be sent from the University to the Principal / Director through e-mail and also available in the University Website.

3. The Question Paper will be available in the University website during the examination days from 9.30 a.m. to 10.30 a.m. for the forenoon session and 1.30 p.m. to 2.30 p.m for afternoon session.

4. The Student should use only A4 size paper to write all the answers strictly within 40 pages.

5. The Students must write their Register Number, Subject Code, Page Number, Centre Code and Signature in the right top corner of each and every page of the answer scripts.

6. The Principals / Directors are requested to appoint a Nodal Officer for each program and if there are two / three programs, additional nodal officers may be appointed and they may be asked to create whatsapp group for their students.

7. The College will have to send the details of the Nodal Officers contact number etc., to the students through SMS. The Students can contact their Nodal Officers through Whatsapp / SMS for clarification.
8. The Principals / Directors are requested to make necessary arrangement for providing the internet facilities to the students those who do not have internet facility to write the examination.
9. The Principals / Directors are responsible for collecting the answer scripts from the students and should share the address of the college for this purpose with all students and also instruct them to send the answer script to their respective colleges either through speed-post or courier in a cloth line cover in order to avoid damage during the transportation.
10. The Written answer scripts shall be scanned and uploaded in the Online Mode either through e-mail or Whatsapp to the college within one hour from the time of completion of the examination, failing which it will be treated as absent and the hard copy of all the answer scripts has to be sent to the Colleges by post within a week or it can be handed over in person to the College concerned.
11. The Students must write the examination using blue or black pen only and not allowed to type answers and also not allowed to copy and paste the text book images in their answer scripts.
12. The Nodal Officer will get their appointment order from their college Principal / Chief Superintendent for conducting the Examinations through Online.
13. All the Nodal Officers have to create Whatsapp / SMS group for their students in their respective courses.
14. The Whatapp / SMS group will be helpful to identify the students and also to give instructions to them, how to download the question paper and to write the examination.
15. After downloading the question paper the students has to send the message to the Nodal Officer through the Whatsapp / SMS as "DOWNLOADED". This will be confirmation from the student that he/she had attended the examination.
16. Based on the Whatsapp / SMS group information the Nodal Offices will enter the absentees in the University website through Online Foil card Portal.
17. Principals / Directors are requested to evaluate the answer scripts with the help of respective course faculty of your college at its premises itself.
18. During evaluation, the course faculty will act as Examiner, Nodal Officer as Chief Examiner and the Principal / Chief Superintendent as Chairman.
19. Last date to submit the internal e-foilcards is 06.02.2022. The External e-foilcards will be uploaded from 01.02.2022.

Kindly extend your cooperation for the successful conduct of November 2021 Semester Examinations for the students of the University and kindly bear the inconvenience caused if any due to COVID-19 Pandemic.

Thanking you,

Yours faithfully,

Controller of Examinations (i/c)

Copy to:
1. Office of the Hon'ble Vice Chancellor
2. Office of the Registrar