MARY MATHA
COLLEGE OF ARTS AND SCIENCE (Co-Ed)
Accredited with B++ Grade by NAAC in First Cycle
Affiliated to Madurai Kamaraj University | A College Managed by CMI Fathers
Approved by UGC Under Section 2(f) Status | An ISO 9001:2015 Certified Institution
Nallakaruppanpatty, Periyakulam East, Theni Dt. 625 604, Tamil Nadu, India.

mmccoe/2025/25/03/Cir. No. 26

CoE – Circular

Subject: Preparation for Forthcoming Model Examinations – April 4, 2025

Dear HoDs, In-Charges, Staff members and office staff,

It is time for us to make thorough preparations for the upcoming Model examinations, scheduled to commence on April 4, 2025. It is important that all teachers and staff actively engage in these preparations. I kindly request your attention to the following important points:

1. The timetable for the Model examinations has already been circulated among the MMC academic community. Any necessary alterations must be promptly communicated to the office (Mr. Gowtham).
2. All staff members are required to upload their question papers, adhering to MKU norms, which stipulate a 3-hour exam duration with a total of 75 marks. **Please ensure that the question papers are uploaded on or before Tuesday, April 1, 2025. While you have the option to submit your question papers earlier, it is imperative that all papers are uploaded by the specified deadline.**
3. The question paper pattern is as follows:
    a. Part A: 9 questions, 1 mark each (10 x 1=10 Marks)
    b. Part B: 5 questions with choices, 7 marks each (5 x 7 = 35 Marks)
    c. Part C: 3 questions with two choices, 10 marks each (3 x 10 = 30 Marks)
4. **Each staff member is responsible for thoroughly reviewing their question papers for accuracy before uploading them online.**
5. Please utilize the MMC Examination Portal on the website: https://marymathacollege.edu.in/siteadmin/login to upload your question papers. Note that question papers in any other format will not be accepted. Existing staff members have received their IDs and passwords via email. New staff members will receive the necessary credentials and guidance from the IQAC office. Mr. Hemraj/Mr. Kannan is available to assist if you encounter any difficulties.
6. As per our commitment to uphold MKU examination standards, we will conduct all the exams as per MKU guidelines. Morning exams are scheduled to begin at 10 AM, and afternoon exams are scheduled to start at 2 PM. The examination hall arrangements will also align with the guidelines established for university examinations.
7. To uphold the integrity of the examinations, **it is imperative that all students obtain their answer sheets exclusively from the Central Library Stationery Outlet**, ensuring they are correctly stamped with the MMC seal.
8. Staff members assigned with various responsibilities such as invigilation and squad duties by the Controller of Examinations and exam cell must carry them out diligently and with utmost seriousness for the benefit of our students.
9. This exam season onwards students will be able to check their **Hall Number and Seating Arrangements** on our college website. Please instruct our students to access it through the following link: https://marymathacollege.edu.in/seating-arrangements

Thanking you in advance,
Yours Sincerely,
Controller of Examinations