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/2026/09/01/NO: 55 **01-09-2026**

Subject: Preparation and Instructions for First Internal Examinations for First -Year Students

This is to inform all **Heads of Departments (HoDs) and Department In-charges** that the **First Internal Examination for First-Year students** is to be conducted by the respective departments. The examination process should be planned and completed in a systematic manner, ensuring that all students are given an opportunity to appear for the examination.

The following instructions are to be followed by all departments:

1. **Conduct of Examination**

   The First Internal Examination shall be conducted by the respective departments for all First-Year students.

2. **Examination Content:**

   The First Internal Examination will cover topics from **Unit I and II (Mandatory) and portions of Unit III (Optional) of the MKU syllabus.** The question paper should be structured as follows:

   - Section A: 9 Multiple Choice Questions (MCQs) - 9x1=9 Marks
   - Section B: 3 Questions with choices - 7x3=21 Marks
   - Section C: 2 Essay Questions with one choice - 10x2=20 Marks

3. **Preparation of Timetable**

   Each department should prepare the **examination time table** for the First-Year students, taking into consideration the regular academic schedule and avoiding unnecessary disruption to classes.

4. **Submission of Timetable**

   The finalized department-wise timetable should be submitted to the Controller of Examinations and the Exam Cell Coordinator for documentation on or before September 07, 2026 without fail.

5. **Completion of Examination**

   The entire process of conducting the First Internal Examination should be **completed on or before 11th September 2026**. Departments are requested to plan the examination well in advance to avoid any delay.

6. **Academic Discipline**

   Departments are requested to ensure that students are properly informed about the examination schedule and are encouraged to attend the examination without fail.

The conduct of the First Internal Examination is a **mandatory academic process**. Therefore, the cooperation and coordination of **all departments are essential** for its successful and timely completion.

Thank you in advance for your cooperation and commitment.

Yours sincerely,



Fr. Dr. Joshy Varghese Paramthottu CMI
Principal, Controller of Examinations