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/2026/10/12/CIRCULAR 60 **12.10.2026**

Subject: Preparation for Forthcoming Model Examinations – October, 2026

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 October, 2026. 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 Model Examinations will be conducted in two phases as follows**:

   Phase 1 – October 16 and 17, 2026

   Phase 2 – October 22, 23 and 24, 2026.

   Any necessary alterations to the timetable must be promptly communicated to the office (Mr. Gowtham).

2. **Submission of Question Papers:** All staff members are required to prepare and upload their question papers in accordance with MKU norms (3-hour examination duration, 75 marks) within the following deadlines:

Phase	Examination Dates	Last Date for Question Paper Submission
Phase 1	**October 16 & 17, 2026**	**Wednesday, October 14, 2026**
Phase 2	**October 22, 23 & 24, 2026**	**Tuesday, October 20, 2026**

   Staff members are encouraged to submit their question papers earlier. However, all question papers must be uploaded on or before the respective deadlines.

3. **The question paper pattern is as follows:**

   Part A: 10 questions, 1 mark each (10 x 1=10 Marks)

   Part B: 5 questions with choices, 7 marks each (5 x 7 = 35 Marks)

   Part C: 3 questions with two choices, 10 marks each (3 x 10 = 30 Marks)

   Each staff member is responsible for thoroughly reviewing their question papers for accuracy before uploading them online.

4. 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.

5. 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.

6. 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.
7. 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.
8. Students can check their **Hall Number and Seating Arrangements** on our college website. Kindly instruct the students to access the details through the following link: https://marymathacollege.edu.in/seating-arrangements
9. Those staffs handling subjects for combined classes are requested to provide the necessary details to Ms. P. Kalaivani, Exam Cell Coordinator or Mr. Kannan, Technician, to update the subjects and classes in the exam portal.

Thanking you in advance,

Dr. Joshy Varghese Paramthottu CMI
Principal and Controller of Examinations