MARY MATHA
COLLEGE OF ARTS & SCIENCE
MANAGED BY CMIS - THENI, PERIYAKULAM

MMCCOE/2025/08/06/28 06-08-2025

Subject: Preparation and Instructions for First Internal Examinations – August 2025

Dear Heads of Departments, Department In-Charges, Staff Members, and Office Staff,

As we approach the First Internal Examinations scheduled to begin on August 12, 2025, it is essential that we make the necessary preparations for a smooth and successful examination process. I kindly request your attention to the following important points:

1. First Internal exam is conducted only for II and III UG students and II PG students since the I UG and I PG classes started just recently they need more time to finish the required syllabus.

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. **Question Paper Submission:** Each staff member is individually responsible for preparing and uploading their respective question papers on the MMC website, following the MMC norms for Internal Examinations (2-hour exam for 50 Marks). **The deadline for uploading question papers is August 8-9, 2025.** Please ensure timely submission as it is mandatory for all staff members.

4. **Submission Procedure:** Question papers must be uploaded through the examination portal of the MMC Website. The following link will assist you in this process: https://mmciqac.in/siteadmin/login. If you encounter any technical difficulties, do not hesitate to contact the IQAC office. For new staff members, we encourage you to reach out either to your HoDs or to the IQAC office for guidance on the online submission process.

5. **Assigned Responsibilities:** Staff members who have been assigned different roles such as invigilation, squad members, and other duties by the Controller of Examinations and Exam Cell must diligently fulfill their responsibilities. Your commitment to these roles directly benefits our students.

6. **Invigilation Guidelines:** Invigilators play a crucial role in maintaining discipline during exams. Please ensure strict vigilance within the exam space and take all necessary measures to prevent any grievances. Vigilance against malpractices is of utmost importance. Your vigilant supervision, keen observations, and unwavering attention will contribute to the integrity of the examinations.

7. **Duty Changes:** In cases where a staff member assigned to invigilation is unable to fulfill their duty due to unforeseen circumstances, it is their responsibility to arrange for an alternative invigilator.

8. **Combined Class Information:** 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.

Your cooperation and dedication to the examination process are highly appreciated. Together, we can ensure the smooth and fair conduct of the Second Internal Examinations, benefiting our students.

Thank you in advance for your cooperation and commitment.
Yours sincerely,

Fr. Joshy Varghese Paramthottu CMI
Controller of Examinations