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

GENERAL GUIDELINES FOR STUDENTS
MKU THEORY EXAMINATIONS April – 2025

1. **It is mandatory for all students to bring their MMC ID Card and Hall Ticket during the examinations.** In case a student has not brought the MMC ID or Hall Ticket that student should write a request letter addressed to the Controller of Examination and get it duly signed. This letter which is duly signed, will be submitted to the Exam Cell to receive a provisional MMC ID or Hall Ticket which is **valid only for that particular day. A fine of Rs. 50 will be charged for the same as a penalty.**
2. Students are not allowed to carry mobile phones and smart watches to the Examination Hall. If we find these with the students, it will be kept by the MMC management and will be returned with an appropriate penalty.
3. **It is important for all the students to know that any mal – practices or grievance during the exam will be seriously dealt with. If found guilty of malpractice, a student may be debarred for 3 years from writing the examinations. The management will not support any sort compromise in in this regard.**

4. Students should be present in the Examination Hall 10 minutes before the commencement of the examination.

5. Prior to each of the exams students are expected to check either online or on the notice board for details of the Exam Hall arrangements.

6. Students are not allowed to enter the examination hall 30 minutes after the commencement of the exam.

7. University Register No., Signature, Subject Name and Paper Code should be written legibly in capitals in the First Sheet (Front Page) of the main answer book.

8. **Do not write the register number anywhere else except in the front page of the main answer book columns.**

9. **Do not write your name anywhere in the answer book or in the additional sheets.**
10. **It is highly recommended and encouraged that all Students write the exam for 3 hours.**
11. Students should verify whether the answer booklet they received has any damage, before writing anything on it. If any damage is there, report it to the respective invigilator at once and get a new one.

12. **Students are not allowed to write anything on the Question Paper except their University Register No. on top of their question paper. Scribbling on the Question Paper or exchanging the question paper is considered as an act of malpractice.**

13. Borrowing of writing materials, calculators, scales and so on from your companions are not permitted.

14. Students are expected to give back all unused additional sheets to the invigilator.

15. Students can keep their bags and books outside the examination hall **at their own risk**. They should not keep bags or books on the window pane or inside the exam hall.

16. Once the exam started, students are not allowed to leave the examination hall for reasons like attending to the nature's call and for drinking water. You are permitted to bring a bottle of water in case you need it.

17. Write the total number of pages used (main answer book and additional sheets) in the respective column of the front/first page of the main sheet before handing over answer scripts to the Invigilator.

18. Students should not tear any page from the answer booklet. They may use a portion at the bottom of a page for rough work.

19. No candidate is allowed to take the answer script or any other material out of the examination hall.

20. **Control Room/Exam Cell for the university examination is Class Room No. 03 in the St. Mary Block.**

21. **MMC Exam Centre Code is 618.**

Principal **Controller of Examinations**