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.

**Office of the Controller of Examinations**
**Second Internal Examinations**

**mmccoe/2025/02/18/Cir. 25** Date: **February 18, 2025**

**Subject: Revised Schedule and Guidelines for Second Internal Examinations**

Dear HoDs, Incharges, and Staff Members,

As per the College Academic Calendar, the Second Internal Examinations are scheduled to be held between **25th and 27th February 2025**. However, the following revised plans and guidelines are to be adhered to:

1. **Completion of Syllabus:**
   All departments must ensure that a minimum of **four units** are covered for the Second Internal Examinations. This is mandatory.
2. **Departmental Conduct of Examinations:**
   To facilitate sufficient time for preparation and completion, departments are permitted to conduct the Second Internal Examinations **departmentally**. HoDs and In-charges must ensure that the examinations are conducted seriously, with proper question papers and evaluations. Effective monitoring is expected.
3. **Deadline for Examinations:**
   All departments must complete the Second Internal Examinations by **8th March 2025**.
4. **Submission of Internal Marks:**
   Internal marks must be entered online by **15th March 2025** without fail.
5. **Completion of Syllabus Post-Examinations:**
   As the tentative MKU examination timetable has already been published (April 14 onwards), departments are urged to complete the remaining syllabus at the earliest after the Second Internal Examinations.
6. **Planning for Practical Examinations:**
   Departments with practical components must plan and conduct practical sessions well in advance, ensuring they are completed before the commencement of MKU theory examinations.

Your cooperation in adhering to the above guidelines is highly appreciated. Thank you.

**Controller of Examinations**