MARY MATHA
COLLEGE OF ARTS AND SCIENCE (Co-Ed)
Accredited with B++ Grade by NAAC in First Cycle
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Nallakaruppanpatty, Periyakulam East, Theni Dt. 625 604, Tamil Nadu, India.

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Subject: Follow-up on First Internal Examinations: Remedial Exams for Absentees

Dear HoDs, In-Charges, and Staff Members,

As we conclude the First Internal Examinations tomorrow, it is imperative to address the issue of absentees. Approximately 270 students were absent daily during the exams, which is unacceptable. To ensure academic discipline and fairness, I request you to take the following steps:

1. **Identify Absentees:** Compile a list of absentees and inform them about the need to write a remedial exam.
2. **Schedule Exams:** Fix individual or group-wise dates for these students to write the exam.
3. **Conduct Exams:** Use the same question paper prepared for the First Internal Examinations. The content of the question paper should not be disclosed to the students beforehand. Absentees' Question papers will be dispatched to the department by the exam cell.
4. **No Alternate Assignments:** Ensure that no department or staff member assigns alternative tasks to these students. The focus should be solely on writing the exam.
5. **Avoid Class Disruptions:** Conduct the exams without disturbing regular classes. Students can write the exam in designated areas such as the library or seminar halls.
6. **Completion Deadline:** Make every effort to complete this process by **February 8**.

Your cooperation and commitment to this initiative are highly appreciated.

Thank you.

Controller of Examinations