



10-04-2023

mmccoe/2023/04/10/06

Subject: Requesting all HoDs, Dept. in-Charges and members of the staff to do needful preparations for the Model Examinations – April 2023.

Dear HoDs, In-Charges, Staff members and office staff,

It is time for us to do proper preparations for conducting our Model examinations starting on April 20, 2023. All the teachers are expected to prepare their students for the exams. Please give serious attention to the following:

- 1. All the staff members are individually responsible to prepare and upload question papers related to their subjects in MMC website, as per the MMC norms of model examinations (3 hour exam for 75 Marks), on or before April 17 Monday, 2023. You can upload your question papers anytime before but not later than the last date. It is mandatory for all the staff members.**
- 2. It is the responsibility of the individual staff members to prepare the question papers without any mistake before you upload those details online.**
3. This time onwards, your question papers are to be uploaded through the examination portal of the MMC Website. Exam cell will not accept question papers in any other format. The following link will help you: <https://mmciqac.in/siteadmin/login> Ids and passwords have already been sent on your email id's. If not received, contact Hemraj.
- 4. HoDs and In-charges are already given demo and clear directions by the Exam Cell and technical experts, the details of uploading and submission of question papers. It is their responsibility to ensure that all the staff members in your particular department are properly directed and trained in this regard.**
5. Staff members those who are assigned different responsibilities (invigilation, being members of the squad, and other assigned duties) by the controller of examinations and exam cell should abide by it and do it with utmost seriousness and alertness for the benefit of the students.
6. Invigilators should maintain strict discipline inside the exam space. They should make sure that no grievances occur in their purview. Any mal-practices of examinations must be avoided by your serious supervising, keen observations and unwavering attention and alertness.
- 7. Since it is Model Exams, MMC will be conducting all the exams as the MKU examinations. Before noon exams start at 10AM and afternoon exams start at 2PM. Exam hall arrangements also will be like the university examinations.**
8. Circulars that come from the office of the COE should be given serious considerations since it is directly related to the students and their future.

Thanking you all in advance and expecting your cooperation in future,

Yours truly,

Fr. Joshy Varghese Paramthottu CMI
Vice-Principal and Controller of Examinations