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Ref.: MKU/COE/ April 2020 Exam.

14.09.2020

To

1. Principals of all Affiliated (Constituent / Non-Autonomous / Autonomous) Colleges,
2. Directors of all MKU Evening Colleges, Madurai Kamaraj University.

**PROCEDURE FOR CONDUCTING EXAMINATIONS THROUGH ONLINE**

1. The Question papers will be sent to the Principals / Directors by email at 9 a.m. on the day of Examinations.
2. All the Principals / Directors are requested to send the Question Papers to the students of your colleges 15 minutes before the examinations i.e. at 9.45 a.m.
3. The Examination should be started at 10 a.m. and completed before 1 p.m.
4. All the Principals / Directors are requested to update / confirm the Email IDs and WhatsApp numbers of the students immediately.
5. It is mandatory to instruct the students to write his/her Name, Subject Code, Name of the Subject, Registration Number, Centre Code, Total Number of pages written, Date of Examination and Time with signature of the students on the First Page of the answer scripts along with their Parent / Guardian signature ( Father / Mother / Guardian).
6. The handwriting of the students will be verified with the answer scripts of earlier examinations they have written to avoid malpractice and impersonation.
7. Students are directed to write page numbers and to place their signature in all the pages of their answer scripts.
8. Instruct the students to send the scanned images of their answer scripts to the Principal / Director of the respective college by email within one hour (60 minutes) after the examination is completed (i.e. before 2 p.m. on the day of examinations). Scanned image of the scripts should be converted into single pdf file and should be named as follows **"Register Number-Subject Code-Date of Examinations.pdf."**

Or

Instruct the students to despatch the answer script within one hour after the exam by Registered Post or Speed Post (addressed to the respective College Principal / Director). **If any students send the answer script through Registered Post or Speed Post, the time of despatch should be noted from the postal receipt.**

Or

Instruct the students to hand over the written scripts before 2 p.m. on the day of examination personally to the Principal of any nearby affiliated colleges of this University in sealed cover. The cover should be addressed to the Principal / Director of the college concerned and students should also write their name, register number, name of the course, subject code, mobile number and address in the envelope.

**If any students fail to send / despatch / handover the answer scripts before 2 p.m. on the day of examinations their answer script will not be valued.**

P.T.O.

9. The Principal / Director of the respective college may forward the email containing the scanned image of the answer scripts (in pdf format) of all students to the Controller of Examinations on the day of examinations itself and further requested to copy the scanned image of the answer scripts (in pdf format) of all the students in CDs on the day of examinations itself for future reference.
10. The Principals / Directors are requested to despatch original answer scripts through Registered Post / Speed Post or handover the original answer scripts (received from the students either by Registered / Speed Post or in person if any) on the day of examinations itself to the Controller of Examinations so as to publish the results at an early date. It is the responsibility of the Principal / Director of the respective college to collect the hard copy of the answer scripts of the students by the ways said above and send the same to the Controller of Examinations of this University for the expeditious valuation and publication of results.
11. The Principals / Directors are requested to send all the answer scripts as hard copy. The expenditure incurred may be considered with the relevant evidence.
12. If any student either fails to attend the examinations with valid reason or the students disagrees this system of examinations, such students may write Supplementary Examinations later as soon as the restoration of the COVID 19 pandemic normalcy.
13. Kindly advise the parents / guardians to ensure their wards writing the examinations in a genuine manner.

Kindly extend your cooperation for the successful conduct of April 2020 end semester examinations for the final year students and kindly bear the inconvenience caused if any due to COVID 19 pandemic.