



CONTROLLER OF EXAMINATIONS

St. Joseph's College (Autonomous)

Tiruchirappalli – 620 002

INSTRUCTIONS TO THE STUDENTS: SEMESTER EXAMS – May 2021

Exams are held in online mode through the URL as shown below for different sessions, and the following details are to be learnt by the students thoroughly.

Session	URL	Log-in Time	To download Question Paper		To upload the Answer Script	
			Begin Time	End Time	Begin Time	End Time
I	exam.sjctni.edu	08.45 a.m.	09.00 a.m.	09.30 a.m.	12.00 noon	01.00 p.m.
II	exam1.sjctni.edu	09.45 a.m.	10.00 a.m.	10.30 a.m.	01.00 p.m.	02.00 p.m.
III	exam.sjctni.edu	10.45 a.m.	11.00 a.m.	11.30 a.m.	02.00 p.m.	03.00 p.m.
IV	exam1.sjctni.edu	11.45 a.m.	12.00 noon	12.30p.m.	03.00 p.m.	04.00 p.m.
UG	<i>Part-I, Part-II, Part -III Major (Core, Core Electives), Allied Courses 3.00 Hour Duration</i>					
	<i>Part IV Exams begin as scheduled; Duration 2.00 hours; Submission of scripts advanced by 1.00 hour</i>					
PG	<i>All courses 3.00 Hour Duration</i>					

- Students are asked to **use the appropriate URL in the address bar, (which will take them to the Online Exam Login page) at least 15 minutes** prior to the start of the exam with their Register Number and Date of Birth to get into the online dashboard.
- Don't be panic in case of any difficulty. **Call any of these numbers on all occasions for help:** 0431 – 4226505 / 0431 – 4226506 / 0431 – 4226507 / 0431 - 4226508
- Download the question paper and leave the portal to start writing the exams
- Use only one side of A4 sheet with a neat margin to **write the question number clearly.**
- Write the following details **on the first page** of the answer script:

Register Number		Course Code	
Semester		Course Title	
Name		Signature	

Thereafter start answering Section – A.

- For Section – A, use only this pattern in your answer sheet to limit the pages. (write a/b/c/d only)

Qn. No.	1	2	3	4	5	6	7	8	9	10
Answer										

- In the remaining pages, mention in every page:** On the top right corner the page number and on the left top corner Register number

8. Write a minimum of **25 lines in a page**, neatly and legibly.
9. Finish writing within the stipulated time, scan the pages in correct order **using suitable scanner (e.g. ClearScan)** and **create a PDF in order to upload the file** in the Students' Dash Board created for this purpose.
10. The file name should be **your register number _course code**
6 digits for UG (e.g. 17UPH101_630216) & 4 digits for PG (e.g. 18PEN501_4115).
11. Only PDF alone can be uploaded with the file size of 5 MB
12. **Enter once again through the same URL in to the Online Exam login. Upload the file immediately or within 1 hour** after checking the content belonging to the course of the day.
13. **Ensure that the uploaded file is the correct one by downloading the file from the dashboard and check for its entirety. If it is not the correct one, upload the correct one. The file uploaded lastly will be the final script for valuation.**
14. Log-out from the Students' Portal.
15. **Your log-in and log-out entry for both downloading the question paper and for uploading the answer scripts will be considered for your attendance in the given exam; they do not guarantee the submission of the answer scripts.**
16. It is the responsibility of the students to submit the script, and check and validate the correctness of the same.
17. ***Sending the Answer Scripts (pdf files) to the O/o CoE through mail is strictly prohibited. It will not be considered for valuation.***
18. *Students are advised to **keep all the original answer scripts** for all papers attempted for their exams safely and neatly arranged and stapled.*

PRINCIPAL

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