



CONTROLLER OF EXAMINATIONS
St. Joseph's College (Autonomous)
Tiruchirappalli – 620 002

16.10.2020

INSTRUCTIONS TO THE STUDENTS
SEMESTER ARREAR EXAMS – APRIL 2020

Semester Arrear Examinations of April 2020 for all the **UG and PG** students will commence on 19th October 2020. In this regard, all the students are asked to get ready for their exams.

- Exam Mode** : Online thro' College website
<https://studerp.sjctni.edu/OnlineExam/login/>
- Dates** : 19th October 2020 to 2nd November 2020
- Portion** : Entire Syllabus
- Pattern** : The pattern followed during the regular time
- Duration** : 3.00 Hours

IMPORTANT POINTS TO REMEMBER

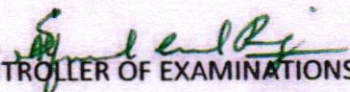
1. Students are asked to **login the college portal at least 20 minutes** prior to the start of the exam.
2. Don't be panic in case of any difficulty. Call **0431-4226505** or **0431-4226384**
3. Use on one side of A4 sheet with a neat margin to **write the question number clearly**.
4. **On the first page** of the answer script write the following details:

Register Number		Course Code	
Semester		Course Title	
Name		Signature	

5. In the remaining pages, mention in every page : On top right corner the page number and on the left top corner Register number
6. Write a minimum of **25 lines in a page**, neatly and legibly.
7. Once writing is over within the stipulated time, scan the pages in correct order using suitable scanner (e.g. Clear Scan, Adobe Scan, Microsoft Office Lens, etc.) and **create a PDF in order to upload the file** in the college Students' ERP.
8. 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).
9. Only PDF alone can be uploaded with the file size of 5 MB
10. **Upload the file immediately or within 30 minutes** by checking the content belonging to the course of the day.
11. **Sending the Answer Scripts (pdf files) to the O/o CoE through mail is strictly prohibited.**
12. *Students are advised to keep all the original answer scripts of different courses attempted for their arrear exam safely and neatly arranged and stapled.*
13. *Students are encouraged to have a practice creating the uploading file using the scan app and save them in an specific file format mentioned above*


PRINCIPAL




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