



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

INSTRUCTIONS TO THE STUDENTS
SEMESTER ARREAR EXAMS – November 2020

(Conducted in JAN 2021)

Semester Arrear Examinations of November 2020 for all the **UG and PG** students will commence on 18th Jan 2021. In this regard, all the students are asked to get ready for their exams.

4 Sessions of exams per day as shown below will be conducted through the Registered e-mail-ID of the individual students from 18th to 27th January 2021. Hence it is the responsibility of the applicants to know about all the details such as exam schedule, the mode of creating the exam paper as PDF, naming the script- the file name, sending the script to the correct mail-ID, etc.

Session	Mail can be expected from	Writing		Answer Script should reach the O/o CoE
		Start Time	End Time	Final Time for receiving mail
I	09.15 a.m.	09.30 a.m.	12.30 a.m.	01.00 p.m.
II	10.45 a.m.	11.00 a.m.	02.00 p.m.	02.30 p.m.
III	12.45 p.m.	01.00 p.m.	04.00 p.m.	04.30 p.m.
IV	02.45 p.m.	03.00 p.m.	06.00 p.m.	06.30 p.m.

Duration of Exams: Common Courses: 3.00 Hours (as shown above) ; UG Part-IV Courses : 1.30 Hours; Self-Paced & Comprehensive Exam Courses : 1 Hour

1. Students are asked to get ready to receive the question paper at least 15 minutes prior to the start of the exam in their Registered mail – ID. Check in Spam also besides the in-box if not found.
2. Don't be panic in case of any difficulty. Call 0431-4226384, 0431-4226382
3. Download the question paper to start writing the exams
4. Use only one side of A4 sheet with a neat margin to write the question number clearly.
5. 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.

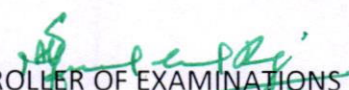
6. For Section – A , use only this pattern in your answer sheet to limit the pages. (write a/b/c/d only)

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

7. 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. Clear Scan) and create a PDF in order to upload the file
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 has to be uploaded with the file size of 5 MB
12. Upload the file immediately or within 30 minutes after checking the content belonging to the course of the day.
13. It is the responsibility of the students to submit the script, and check and validate the correctness of the same, with the acknowledgement mail from the office of CoE.
14. Send the Answer Scripts (pdf files) to coe_arrearnov2020@mail.sjctni.edu
15. 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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11/1/21