



# CONTROLLER OF EXAMINATIONS

St. Joseph's College (Autonomous)

Tiruchirappalli – 620 002

## INSTRUCTIONS TO THE STUDENTS SEMESTER EXAMS – November 2020

Semester Examinations of November 2020 for all the **UG and PG** students will commence on 1<sup>st</sup> December 2020. 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 Students' Portal from 1<sup>st</sup> to 15<sup>th</sup> December 2020.

Session	Log-in Time	Download		Writing		Uploading	
		Start Time	End Time	Start Time	End Time	Start Time	End Time
I	08.45 a.m.	09.00 a.m.	09.30 a.m.	09.00 a.m.	11.30 a.m.	11.30 a.m.	01.00 p.m.
II	09.45 a.m.	10.00 a.m.	10.30 a.m.	10.00 a.m.	12.30 p.m.	12.30 p.m.	02.00 p.m.
III	12.45 p.m.	01.00 p.m.	01.30 p.m.	01.00 p.m.	03.30 p.m.	03.30 p.m.	05.00 p.m.
IV	01.45 p.m.	02.00 p.m.	02.30 p.m.	02.00 p.m.	04.30 p.m.	04.30 p.m.	06.00 p.m.

**Duration of Exams :** Common Courses : 2.30 Hours (as shown above) ; UG Part-IV Courses : 1.30 Hours; Self-Paced & Comprehensive Exam Courses : 1 Hour

- Students are asked to **login to the College students' portal** at least **15 minutes** prior to the start of the exam with your Reg. No. And Date of Birth to get into the Students' Dashboard.
- Don't be panic in case of any difficulty. **Call 0431-4226505 or 0431-4226384**
- Download the question paper 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.

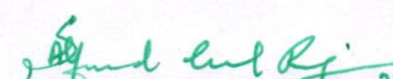
- For Section – A , use only this pattern in your answer sheet to limit the pages. (write a/b/c/d only)

<b>Qn. No.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Answer</b>										
<b>Qn. No.</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>Answer</b>										

- In the remaining pages, mention in every page :** On the top right corner the page number and on the left top corner Register number
- Write a minimum of **25 lines in a page**, neatly and legibly.
- 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** in the college Students' Dash Board created for this purpose.
- 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).
- Only PDF alone can be uploaded with the file size of 5 MB
- Upload the file immediately or within 30 minutes** after checking the content belonging to the course of the day.
- 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, delete the uploaded file and upload the correct one.**
- Log-out from the Students' Portal.
- Your log-in and log-out entry in the portal guarantee only your attendance for the exam; they do not guarantee the submission of the answer scripts.**
- It is the responsibility of the students to submit the script, and check and validate the correctness of the same.
- On any issue Call 0431-4226505 or Contact your Invigilator**
- Sending the Answer Scripts (pdf files) to the O/o CoE through mail is strictly prohibited. It will not be considered for valuation.**
- Students are advised to keep all the original answer scripts for all papers attempted for their exams safely and neatly arranged and stapled.**

  
PRINCIPAL



  
CONTROLLER OF EXAMINATIONS 23/11/20