



CONTROLLER OF EXAMINATIONS

St. Joseph's College (Autonomous)

Tiruchirappalli - 620 002, INDIA,

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INSTRUCTIONS TO THE INVIGILATORS

Semester Exams - Nov 2020 are held in online mode through the ERP of the college, and the following details are to be considered with due concern by the Invigilators:

- **4 Sessions of exams per day** as shown below will be conducted **through the Students' Portal from 1st to 15th 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 ; UG Part-IV Courses : 1.30 Hours; Self-Paced & Comprehensive Exam Courses : 1 Hour
- Invigilators can login with their credentials (user name & password) to access the Faculty Dashboard from which they will enter into the class to do the invigilation.
- Invigilators are assigned mostly for the department to which the students appearing for the Exam belong, in order to support and monitor the students in entering the portal, and downloading the question papers and uploading the answer scripts with ease.
- Within the first 30 minutes from the start of the exam, you can identify the students present based on their login status from the dashboard. If any student has not logged in, you may contact him/her on the mobile number displayed in the dashboard and make them attend the exam.
- You need not take attendance.
- While students encounter any problem in uploading their answer scripts within 1 Hour 30 Minutes after the end of the exam, the Invigilator concerned is expected to help them in collaboration with the ERP team. Thus the major work starts only at this stage.
- Total honorarium (Rs. 200/- per session) will be credited to the invigilator's account once the semester exams are over.
- No substitution is permitted for invigilation. However, exchange of invigilation between the Faculty of the same department may be made, provided the information of exchange is submitted to the O/o CoE well in advance, in writing and in person.


PRINCIPAL




CONTROLLER OF EXAMINATIONS 23/10/20