



19.06.2021

INSTRUCTIONS TO THE STUDENTS: SEMESTER ARREAR EXAMS – JUNE 2021

1. Semester Arrear Examinations of June 2021 for all the UG and PG Students will be conducted from 21st June 2021 only in online mode through college ERP: Student's Dashboard.
2. Duration of the exams: 3 Hours. There will be 4 sessions in a day.

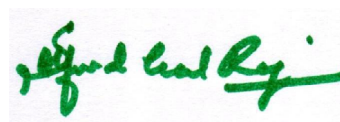
Session	URL	Log-in Time	To download Question Paper		To upload the Answer Script	
			Begin Time	End Time	Begin Time	End Time
I	exam2.sjctni.edu	08.45 a.m.	09.00 a.m.	09.30 a.m.	12.00 noon	01.00 p.m.
II	exam2.sjctni.edu	10.45 a.m.	11.00 a.m.	11.30 a.m.	02.00 p.m.	03.00 p.m.
III	exam2.sjctni.edu	01.15 p.m.	01.30 p.m.	02.00 p.m.	04.30 p.m.	05.30 p.m.
IV	exam2.sjctni.edu	03.15 p.m.	03.30 p.m.	04.00 p.m.	06.30 p.m.	07.30 p.m.
UG	Part-I, Part-II, Part-III Major (Core, Core Electives), Allied Courses Duration 3.00 Hour					
	Part-IV Exams begin as scheduled; Duration 2.00 Hours; Submission of scripts advanced by 1.00 hour					
PG	All courses 3.00 Hour Duration					

3. 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.
4. Don't be panic in case of any difficulty. **Call any of these numbers on all occasions for help:** 0431-4226383 / 0431-4226384 / 9600948935
5. Download the question paper and leave the portal to start writing the exams
6. Use only one side of A4 sheet with a neat margin to **write the question number clearly**
7. Write the following details **on the first page** of the answer script:

Register Number		Course Code	
Semester		Course Title	
Name		Signature	

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 in the Student's 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. 18PEN101_4115)**
11. Only PDF alone can be uploaded with the file size of 5 MB
12. Enter once again through the same URL into 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 script** for all papers attempted for their exams safely and neatly arranged and stapled



Controller of Examinations