



CONTROLLER OF EXAMINATIONS

St. Joseph's College (Autonomous)

Tiruchirappalli - 620 002, INDIA,

Phone : (0431) 2721382, 2721383, 2721384 Fax : (0431) 2701501

Website : www.sjctni.edu

21.7.2020


INSTRUCTIONS TO THE STUDENTS

- Project *viva-voce* examination will be conducted in online mode using Google Meet. The User Manual is available in the college website.
- Students are advised to be familiar with the use of Google Meet. It means that they should be **familiar in sharing the screen, setting virtual background, volume control, setting up the mic, etc.**
- The *viva-voce* schedule will be available on the College website. Meeting –ID and other details will be sent to you through the WhatsApp group / SMS / Group mail by your class mentor or by the department.
- Students should login with the essential credentials 10 minutes prior to the scheduled time and they will be permitted to join by the examiners as per their schedule.
- Though online students should strictly adhere to the formal dress code.
- Duration of the Project viva :

Project	Presentation	Interaction	Total
PG	12 min	6 to 8 min	20 min
UG Individual	7 min	2 to 3 min	10 min
UG Group	7 to 10 min (any 2 students)	2 to 3 min (Per student)	--

- Students should take the responsibility of ensuring Internet connectivity with good bandwidth and the essential gadgets needed for the *viva-voce* are available with them.
- Students are expected to introduce themselves with their Reg.No., Name and the Title of the project at the beginning of the *viva-voce*.
- If students absent themselves for the *viva-voce*, another option will be given ONLY at a later date as decided by the HoD for which they should come through the Guide.
- Submission of the hard copy of the Project to the department and to the guide is mandatory and this can be done after the improvement of the pandemic situation and everything settles down.
- Students can clarify the doubts through online mode/phone conversation only with the department faculty.
- Students should avoid coming to the college due to the prevailing Covid-19 situation.


Rev. Dr. M. Arockiasamy Xavier, SJ
Principal


Dr. S. Alfred Cecil Raj
Controller of Examinations