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ST JOSEPH'S UNIVERSITY

Ref: SJU/Exam/127/24-25

Date: 25-3-25

FOUNDATION COURSE SUPPLEMENTARY EXAMINATION 2024-25 (For non-NEP students)

It is hereby notified that UG students belonging to **batch of 2020 (whose register numbers begin from 20) or later**, are permitted to apply for all semesters (semester II to VI) foundation course supplementary examination.

Those who belong to **2019 batch**, and have not taken a year extension, must first fill the one academic year extension form - <https://sju.edu.in/uploads/userfiles/Additional%20academic%20year%20notice.pdf> and email the filled in form and send it to coeoffice@sju.edu.in by 10 am on Monday, 7th April 2025.

Those who belong to **2019 batch** and have already taken one academic year extension need not submit the one-year extension form again.

A student may apply for more than one course if he/she has more than one pending course.

Steps to apply for the supplementary foundation course examination

- Step 1:** Scan the QR code (attached on page 3 of this notice) to make the payment. Rs. 500 must be paid for each course applied. If the student has more than one pending course, he/she may apply for all of them in a single transaction.
- Step 2:** To register, carefully fill the google form by clicking the link <https://docs.google.com/forms/d/e/1FAIpQLSfCZ3J536gm9FJXpsMxOr9QbmNffHH8aat-Gtra4nN3kdHXFw/viewform?usp=sharing> and ensure to attach a screenshot of the proof of transaction with all transaction details clearly visible.

If applying for more than one foundation course, please ensure you select all the courses applied for.

If students face any technical issues in registering on the portal, kindly contact itcellexam@sju.edu.in well before the last date of registration.

Important dates regarding registration and the examination

- The registration via google form opens at **10 am on Wednesday, 26th March 2025** and will close at **10 am on Monday, 7th April 2025**. No requests for extension of deadline will be entertained.
- On Tuesday, **8th April 2025**, the list of eligible candidates with the subjects they have applied for will be posted on the University website (www.sju.edu.in). Discrepancies/ errors (if any) must be brought to the notice of Ms. Poonam Ahuja by **10 am on 9th April 2025**. by sending an email to poonam.ahuja@sju.edu.in with the following details:
 - Candidate's name
 - Registration number
 - Correction/s to be made
- The exam for the FC will be scheduled on the linways portal by **10 am on 11th April 2025**. Students who cannot view the examination, must report the case to the FC coordinator by **10 am on 12th April 2025** via email on poonam.ahuja@sju.edu.in Grievances received after the deadline will not be entertained.
- FC Exam will be held on Tuesday, **15th April 2025** as per the timetable given below.

Date	Day	Time	Title of Foundation Course
15.4.2025	Tuesday	10 am – 10:45 am	Indian Constitution
15.4.2025	Tuesday	11 am – 11:45 am	Environmental Studies and Civic Sense
15.4.2025	Tuesday	12 noon – 12:45 pm	Computer Fundamentals
15.4.2025	Tuesday	1 pm – 1:45 pm	Science and Culture
15.4.2025	Tuesday	1 pm – 1:45 pm	Culture, Diversity and Society

University QR code for making the payment

Please upload the transaction receipt on the google form link to complete your registration.



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About the examination

1. The exam will be conducted online on the linways portal (<https://sju.linways.com/student/>) as per the timetable on page 2 of this notice.
2. Students require a single device with internet connectivity to attempt the exam.
3. The exam is of 45 minutes duration and comprises of 50 Multiple choice questions.

Prior to the examination

4. The Exam will be scheduled on linways portal by **10 am on 11th April 2025**.
5. The step-wise procedure for accessing the exam is on page 5 - 6 of this notice. Students are advised not to try to access the exam directly from notifications.
6. Students must login and diligently follow the steps mentioned and ensure that that they can see that exam with status saying "upcoming". If they fail to see it, they are instructed to re-check to see if they have followed all the steps correctly. If they still face any issue, they may send an email to poonam.ahuja@sju.edu.in latest by **10 am on 12th April 2025**.

On the day of the examination

7. Please login 10 minutes before the start time of the examination on **Tuesday, 15th April 2025**.
8. Students will get only a single question at a time and he/she must submit the answer before proceeding to the next question. The answer to a question once submitted cannot be changed.
9. The duration of the examination is 45 minutes and at the end of 45 minutes the test will get auto-submitted and the responses submitted by the students will be saved. No extension of time can be granted, students are therefore advised to ensure good internet connectivity during the duration of the exam.
10. Grievances will not be entertained for any technical glitches from the students' end during the examination.

STEPS FOR ATTEMPTING THE EXAM

Step 1: **Log into your Linways student portal** - <https://sju.linways.com/student/> using your login credentials

The screenshot shows the Linways AMS login page for St. Joseph's College (Autonomous) Bengaluru. The page features a navigation bar with the college name and a main heading: "Linways AMS - Convenience and the ability to learn at any place and any time." Below this, there is a "Student Benefits" section with a list of advantages, each preceded by a green checkmark:

- ✓ Learning convenience.
- ✓ Access course materials.
- ✓ Submit assignments online.
- ✓ Tests appear online.
- ✓ Access to results of various tests.
- ✓ Evaluate or rate the faculty.
- ✓ Easy library access.

To the right of the benefits is a "Sign In" form with fields for "Username" and "Password", a "Sign in" button, and a "Sign in with Google" button. Below the form is a link for "Forgot Password?". The browser's address bar shows the URL <https://sju.linways.com/student/>. The Windows taskbar at the bottom indicates the time is 18:32 on 03-03-2021.

Step 2: On the dashboard, under **Subjects** the student will find the particular FC course for which he/she should take the examination. In this example, the student has to take up FC – CS (Computer Fundamentals). **Click on the tab FC – CS.**

(If the student has to take up more than one examination, he/she will see all the examination visible)

The screenshot displays the Linways student portal dashboard for a student in the "BATCH: B.SC-MCB-2019, S4" semester. The "Subjects" tab is selected and highlighted with a red box. Below the tab, a grid of subject cards is shown. The "FC CS (CYRIL)" card is highlighted with a red box, indicating the selected course. Other visible subjects include:

Subject Code	Instructor
BO 418 (MARTIN PAUL)	BO 418 (Dr. PARAMESHAM)
CH 418 (JOYCE DSOUZA)	FC CS (POONAM R AHUJA)
FC CS (CYRIL)	FC CS (MADAPPA MACHAMADA BHEEMAI AH)
FREE HOUR (System Admin)	GE 418 (Maya Philip)
HNS 418 (SAJIDA AHMED)	HNS 418 (Ramadge Gangadhar)
HNS 418 (DR. PATHAN HASAN)	MAOE 4118 (CHAMPAKUMARI M)
MB 418 (Dr. Syed Wajeed)	PSYOE 4118 (Dr.Madhurini Vallikad)
PSYOE 4118 (MADHAV MENON)	SWOE 4118 (DHIVYA KIRAN JEEVAN)
SWOE 4118 (Dr. S. Rama Gokula Krishnan)	

Step 3: On the left panel, the student will find the option of **online exam**. The student should **click** on **“Online exam”**

The screenshot shows the website header for St. Joseph's College (Autonomous) Bengaluru. Below the header, there is a navigation bar with 'Home' and 'COMPUTER FUNDAMENTALS (FOUNDATION COURSE)'. On the left, a sidebar menu lists various options: Syllabus, Subject Planner (highlighted), Course materials, Assignments, Exam Marks, Assignment Marks, Normalised Marks, Online Exam (highlighted with a red box), and Quiz. The main content area is titled 'SUBJECT PLANNER' and has two tabs: 'Calendar View' and 'List View'.

Step 4: The student will see the exam scheduled for him/her. The title of the exam (in this illustration it is Demo Exam for FC), Date and time will be mentioned. The status will appear as **upcoming** and will be changed to **ongoing** at the particular date and time.

The screenshot shows the website header for St. Joseph's College (Autonomous) Bengaluru. Below the header, there is a navigation bar with 'Home', 'My performance', 'Documents', and a notification icon. The main content area is titled 'COMPUTER FUNDAMENTALS (FOUNDATION COURSE) (FC CS)'. On the left, a sidebar menu lists various options: Syllabus, Subject Planner, Course materials, Assignments, Exam Marks, Assignment Marks, Normalised Marks, Online Exam (highlighted), Exam List, and Quiz. The main content area displays the details for '#1. DEMO EXAM FOR FC' with the following information:

Exam Start Date/Time	: 05:00 PM, 08-03-2021
Exam End Date/Time	: 07:00 PM, 08-03-2021
Time Limit (in Minutes)	: 15 Mins
Pass Percentage	: 35%
Exam Status	: UPCOMING

Step 5: As per the date and the time of the exam, the status will change to **ongoing**. The student can then **click on the word ongoing** to begin the exam.

Controller of Examinations