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ST JOSEPH'S UNIVERSITY

Ref: SJU/Exam/35/24-2

Date: 4-10-24

Instructions For Practical / Viva Voce Examinations October 2024- Students

Practical Examination Schedule: The Practical Examinations for the current semester will commence on:

- 14th October 2024 (General Schedule)
- 10th October 2024 (Selected Thursday Batches)

Please note that the official timetable will be posted on the Department Notice Board. Students are advised to check the notice board for specific dates, times, and venues.

Eligibility Criteria for Practical Examination

1. Attendance Requirement:

Minimum 69.1% attendance in practical classes is mandatory.

Marginal Shortage: Students with marginal attendance shortage may be allowed to make up for the deficiency. HOD/PG Coordinator's discretion to assign extra labs, if feasible.

Attendance Clearance:

HOD/PG Coordinator must submit the list of students with attendance shortage to the Controller of Examinations (COE) prior to the examination.

Eligibility will be verified before the practical examination.

Students not meeting the attendance requirement will not be permitted to take the examination. They must repeat the course after completing the programme.

Students who miss the examination due to other duty approved by the COE will be allowed to write the examination during SSE. They must apply for the same after the Notification.

Students reporting more than 10 minutes after the scheduled examination start time will not be allowed to write the examination.

Change of Batch Request: Students with genuine reasons may submit a request to the HOD/PG Coordinator after batch announcements.

HOD/PG Coordinator may approve the request, if feasible.

Post-Examination Requests:

Requests from students who were absent for the examination will not be entertained.

Eligibility for Request:

Students must have a genuine reason for batch change (e.g., clash with other exams, personal/medical emergency). Requests must be submitted before the examination.

Non-Negotiable: Absent students cannot request batch changes retrospectively.

This policy ensures fairness and maintains examination schedule integrity.

PIA marks: Students are advised to check the PIA marks before starting the examination and sign the register confirming accuracy

Requests for correcting the PIA mark corrections will not be entertained after the examination.

Controller of Examinations