ಸೈಂಟ್ ಜೋಸೆಫ್ಸ್ ವಿಶ್ವವಿದ್ಯಾಲಯ
ST JOSEPH'S UNIVERSITY

Ref: SJU/Exam/43/24-25

Date: 29-10-24

NOTIFICATION
SUPPLEMENTARY EXAMINATION FOR FOUNDATION COURSES (NON-NEP)
(To be conducted in December 2024)

28/10/24

It is hereby notified that UG students who have pending foundation courses, belonging to the batches of 2020 and after, and those who have applied for the one-time last chance examination, may apply for the odd semester foundation course supplementary examinations by making a payment of Rs. 500 per foundation course. A student may apply for more than one foundation course if he/she has more than one pending course.

Important information regarding registration

1. Step 1: Scan the QR code (attached on page 2 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.
2. Step 2: To register, carefully fill the Google form by clicking the link https://forms.gle/URrqqJrd5biJS3aP9 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.

Important dates regarding registration and the examination

1. The registration via Google form opens at 9 am on the 29th of October 2024, and will close at 4 pm on the 15th of November 2024. No requests for an extension of the deadline will be entertained.
2. On the 18th of November 2024, 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 the 20th November 2024 by sending an email to poonam.ahuja@sju.edu.in with the following details:

- Candidate's name
- Registration number
- Correction/s to be made

3. The exam for the FC will be scheduled on the linways portal by 1 pm on 22nd November 2024. Students who cannot access the examination, must report the case by 1 pm on 23rd November 2024 to the FC coordinator via email on poonam.ahuja@sju.edu.in.
Grievances received after the deadline will not be entertained.
4. The examination will be held on the 2nd December 2024 as per the below mentioned timetable

Time	Title of Foundation Course
10 am – 10:45 am	Indian Constitution
11 am – 11:45 am	Environmental Studies and Civic Sense
12 noon – 12:45 pm	Computer Fundamentals
1 pm – 1:45 pm	Science and Culture
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.

About the examination

1. The exam will be conducted online on the linways portal (https://sju.linways.com/student/) as per the timetable mentioned above.
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

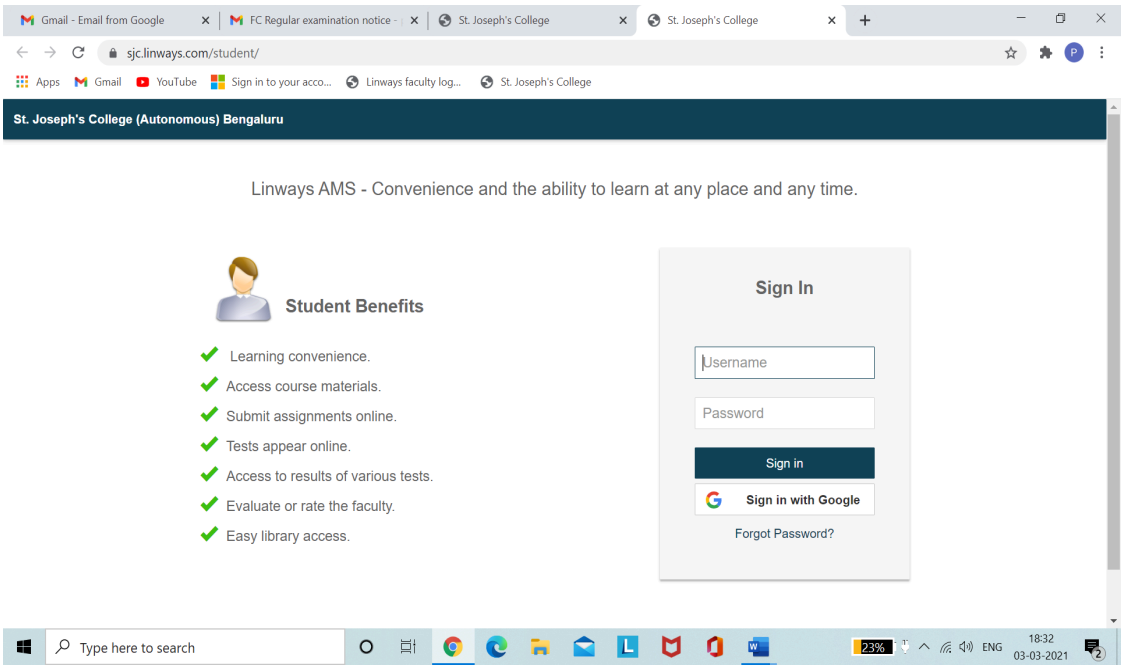
4. The Exam will be scheduled on linways portal by 1 pm on 22nd November 2024.
5. The step-wise procedure for accessing the exam is on page 4 - 5 of this notice. Students are advised not to try to access the exam directly from notifications.
6. Students must login and diligently follow the steps mentioned 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 1 pm on 23rd November 2024.

On the day of the examination

7. Please login 10 minutes before the start time of the examination on Monday, 2nd December 2024.
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.

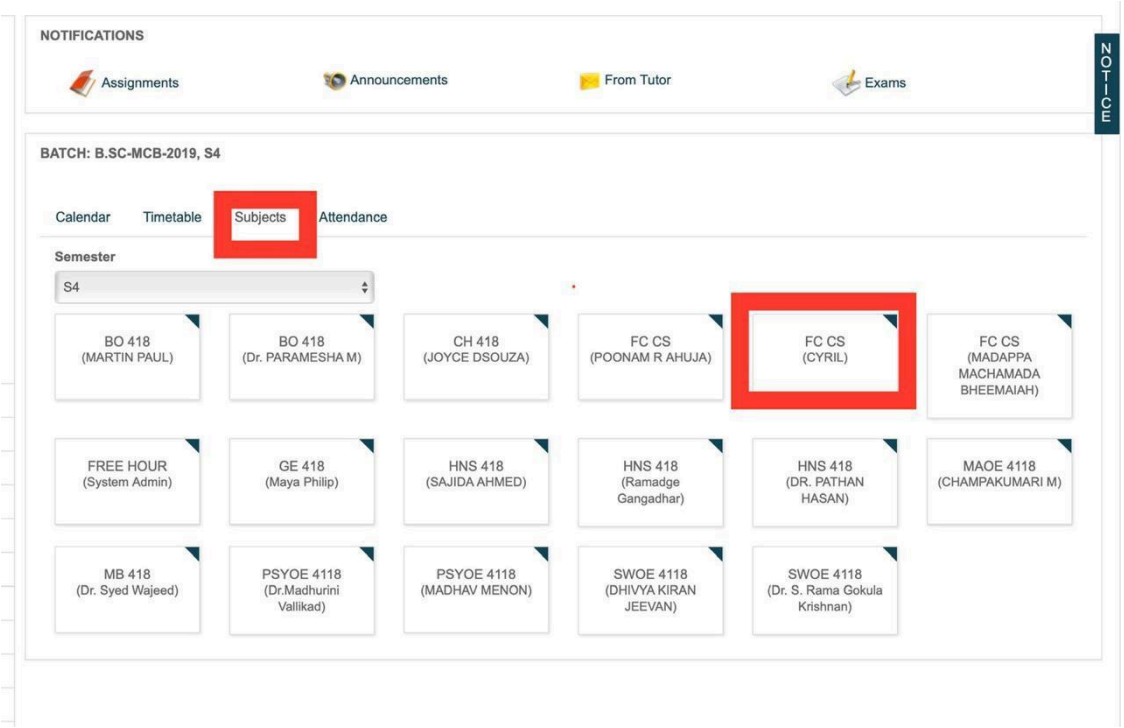
STEPS FOR ATTEMPTING THE EXAM

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

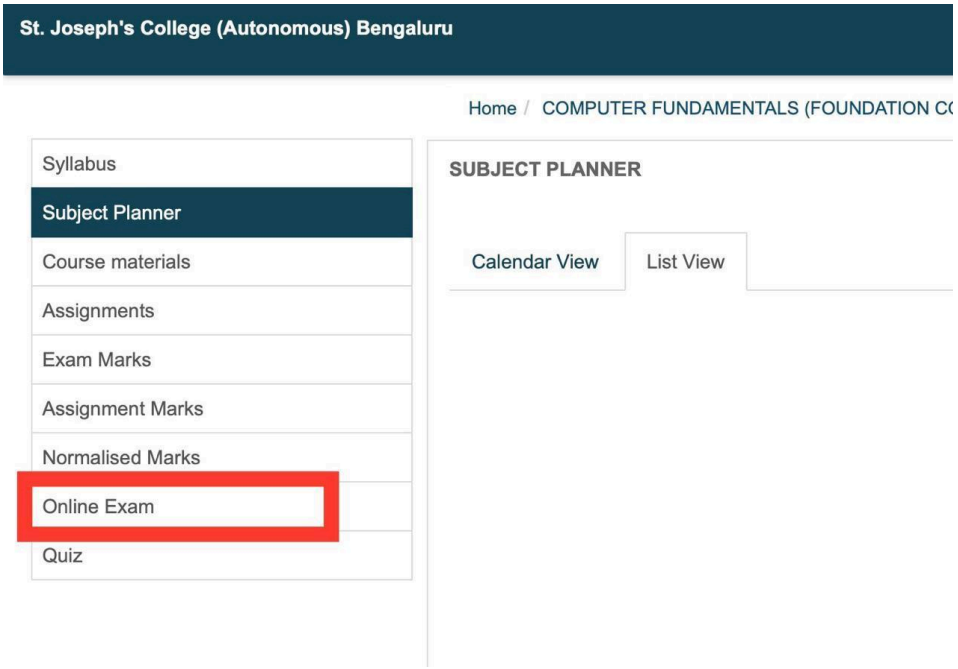


Step 2: On the dashboard, under **Subjects** the student will find the particular FC course for which he/she should take the examination. In this example, the student has to take up FC – CS (Computer Fundamentals). **Click on the tab FC – CS.**

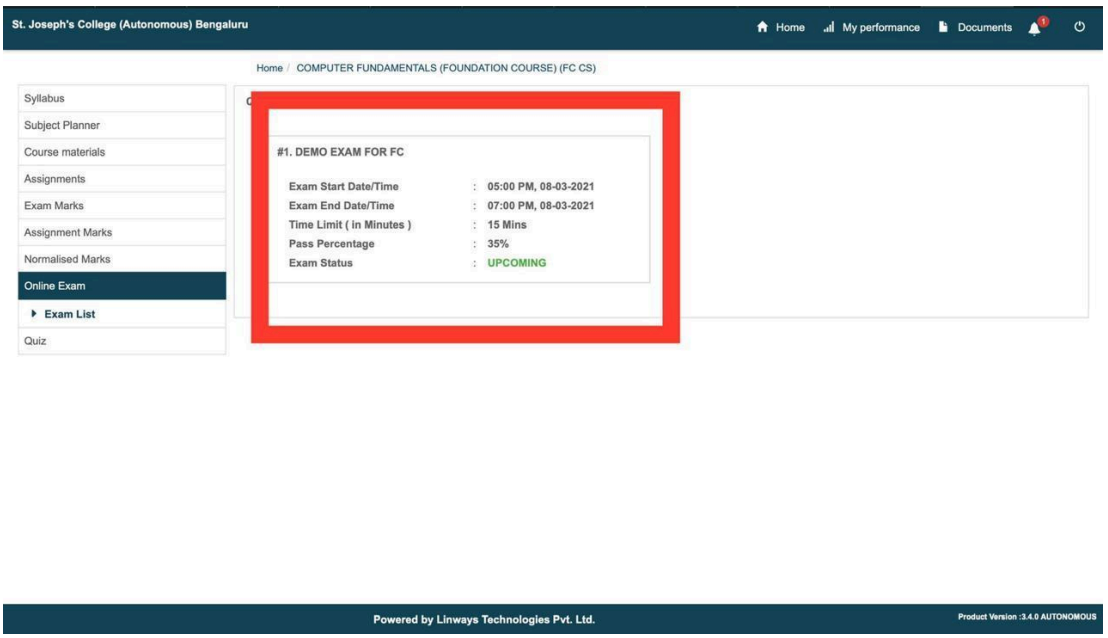
(If the student has to take up more than one examination, he/she will see all the examination visible)



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



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.



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

P.O. Box 27094, # 36, Lalbagh Road, Bengaluru - 560027. | Ph : 2221 1429, 2227 4079
Website : www.sjc.ac.in | E-mail : admin@sjc.ac.in