



# St. JOSEPH'S COLLEGE (Autonomous)

175 Years of Educational Excellence

Accredited at A++ Grade (4<sup>th</sup> Cycle) by NAAC Special Heritage Status awarded by UGC  
College with Potential for Excellence by UGC DBT-STAR & DST-FIST sponsored College

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Rev. Dr. M. AROCKIASAMY XAVIER, S.J.

06<sup>th</sup> May 2020

Principal

Dear Professors,

Greetings! Hope you are staying safe and healthy. I would like to appreciate you for your contributions in the form of study materials that you have uploaded to the college ERP portal. I am also happy about your engagement in the conduct of the online end-semester test ( assignment ) for the final year students.

As you are aware, the UGC has released its **Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown** recently, and in this regard, I would like you to render your support in the **CONTINUOUS ASSESSMENT** of the students.

- The last date for the submission of answer scripts by the final year students is **13<sup>th</sup> May 2020**. You are requested to evaluate the scripts and get the marks ready on or before **25<sup>th</sup> May 2020**. The mode of submission of marks for the end semester tests will be intimated to you later.
- The staff-in charge of various papers are asked to **upload the question papers on the ERP Portal** for the conduct of end-semester tests for the **students of I & II UG, I PG and I & II MCA** on or before **13<sup>th</sup> May 2020**. The students have been instructed to submit the softcopies of the answer scripts on or before **25<sup>th</sup> May 2020**, and you are requested to evaluate the same and get the marks ready the marks on or before **31<sup>st</sup> May 2020**. The mode of submission of marks for the above work will be intimated to you later.
- Kindly use the following pattern for drafting the question paper:

Short answers (4)	4X3 = 12 Marks
Paragraph answers (4)	4X6 = 24 Marks
Essay answers (2)	2X12=24 Marks
- The staff are requested to engage in discussion and correction of the project of your final year students (UG & PG). Ask all of them to get the project work corrected and get it ready on or before **28<sup>th</sup> May 2020**.
- The staff are informed to complete the unfinished components for any class, if there are any, before **25<sup>th</sup> May 2020**.

The staff are asked to actively engage in the online teaching and evaluation process, and ensure that the **CIA process is completed by 31<sup>st</sup> May 2020**. You are also required to identify a few students who hail from remote rural areas, without access to internet facility. Kindly reach out to them, and make sure that they complete the necessary academic works, by **granting them permission to submit the scripts or project on WhatsApp, or by email or mail**. Should you have any queries kindly approach your HOD/ Dean / VP Academics / Deputy Principal. Seeking your fullest cooperation in this academic endeavour! May God bless us all.

Controller of Examinations

Principal