

Guidelines

December 2020 – ODD Semester Examinations

Instructions to the students

1. ODD semester exams are conducted in online mode.
2. Students are asked to login to the college students' portal (<http://www.leapshc.org:8080/Student/>) 15 minutes prior to the start of the exam with your Reg. No. and password to get into the students' portal.
3. Please note that if in case you are unable to have proper connectivity/data, you are free to come to the college and take your examinations. **Inform the COE office in advance if you wish to take the examination in the college.**

REMEMBER THAT NO EXCUSES SHALL BE ENTERTAINED FOR NOT ATTENDING THE EXAMS OR UPLOADING THE ANSWER SCRIPTS.

4. Clear cookies and history in the browser of your mobile/laptop before you login.
5. Ensure you have sufficient **A4 papers** and pen, pencil, scale, etc. Use **black pen** for answering.
6. Attendance will be taken by the invigilators.
7. Question paper in PDF format will be available in the student login under the title of semester examination, 5 mins before the commencement of the exam.
8. Finish writing within the stipulated time, scan the pages in correct order using suitable scanner (e.g. Clear Scan, Adobe Scan, Microsoft Office Lens, Smart Scan, etc.). **It is suggested to use 'Clear scan' App for this purpose. .**
9. Save all the pages as **one** PDF.
10. File name must be **Reg. No _Subject Code. (e.g. AU190123_EN114)**
11. Upload answers script immediately before the end of the session after checking the content belonging to the course of the session at (<http://www.leapshc.org:8080/Student/>). In case of difficulties in uploading the file, contact the respective invigilator immediately.
12. Ensure that the uploaded file is the correct one by downloading the file from your login and check for its entirety. If it is not the correct one, upload the correct one again.
13. To solve any issue during the exam, contact the respective invigilator.
14. Write the following details on the **first page** of the answer script:

Register Number		Subject Code	
Semester		Subject Title	
Name		Signature	

15. Mention the **page number** on the top right corner, the **register number** on the top left corner and the **subject code** at the centre of **each page**.
16. Write **a minimum of 25 lines** on a page, neatly and legibly.
17. Log-out from the Students' Portal.

18. Your log-in and log-out entry in the portal **guarantee only your attendance for the exam; they do not guarantee the submission of the Script.(uploading the answer scripts is mandatory)**
19. It is the responsibility of the students to submit the answer script, check and validate the correctness of the same.
20. WRONG FILE SUBMISSION / FILE FORMAT and LATE SUBMISSION WILL NOT BE EVALUATED.
21. Once all your exams are over, kindly send hard copies of your answer scripts **in person or through post/courier** within **two days** of your **last exam** to the COE office in a single **A4 envelope**. Write your name, department name and register number at the right hand corner of the A4 size envelope.

If sent by post enclose registration proof of your booking.

To,

The Head of Department,
Department of _____,
Sacred Heart College,
Tirupattur,
Tirupattur Dist – 635601.

From,

Student Address

Note:

1. All the communications will be sent to you through WhatsApp group, created by the COE office.
2. You do not need Hall Ticket.
3. The examination link will open for payment of examination fee only for those who fulfill the college fee requirements.

S.No	Degree	Exam Timings	
		Science Program *	Arts Program **
1	II & III UG	09 : 00 AM To 11 : 00 AM	11 : 30 AM To 01 : 30 PM
2	II & III PG	02:00 PM To 4 : 00 PM (Both Arts and Science Program)	

Science Program * :

B.Sc (Maths, Physics, Chemistry , Computer Science , Biochemistry , Microbiology) and BCA

Arts Program **:

B. A Economics, B.Com, B.Com (CA), BBA, B.A English, B.A Tamil & BA History

The above mentioned plan is subject to modification and alteration, based on the guidelines received from the Tamil Nadu Government from time to time.

Date : 06-12-2020



Praveen Peter
(Rev. Dr. Praveen Peter, SDB)
Controller of Examinations