



# St. Joseph University

Virgin Town, Ikishe Model Village, Chumoukedima, Nagaland, India - 797115

Private University Established Under Nagaland Govt. Act No.6 of 2016

Recognized by University Grants Commission (UGC)



[www.stjosephuniv.edu.in](http://www.stjosephuniv.edu.in)



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Date: 20.01.2025

## CIRCULAR

This is to inform all students that St. Joseph University, Nagaland is now accepting online submissions of certificates for exemption from studying the same subject. Individuals who have already completed or possess valid credentials for equivalent courses or subjects may apply for exemption.

### Eligibility:

- Candidates must have previously completed a course or subject equivalent from online courses (MOOC \ NPTEL \ SWAYAM etc.) to the one for which exemption is being requested.
- Certificates must be issued by recognized institutions or authorities.

### Submission Guidelines:

1. **Deadline for Submission:** 28.01.2025
2. **Method of Submission:** All certificates must be submitted via the Course Coordinator, HOD and Dean
3. **Documents Required:**
  - Scanned copy of the certificate (PDF format) and Hard copy.
  - Supporting documents (e.g., syllabus, or equivalency proof, if applicable).
4. **File Naming Convention:** Name your file as *[YourName\_SubjectName]* (e.g., *David\_Solid State Physics*).

### Verification Process:

Submitted certificates will undergo verification. Candidates will be notified of the approval or rejection of their exemption request within 31.01.2025 via Notifications.

For any queries or assistance, kindly contact the COE office

### Note:

Failure to submit the required documents before the deadline will result in forfeiting the opportunity for exemption.

**CONTROLLER OF EXAMINATIONS**