



# Fatima College

(Autonomous)

*Re-Accredited with 'A++' (CGPA 3.61) by NAAC (Cycle- IV)*

*College with Potential for Excellence (2004 - 2019)*

*101 - 150 Rank Band in India Ranking 2021 (NIRF)*

*Mary Land, Madurai - 625 018, Tamil Nadu.*



## FATIMA ERP FOR CAMPUS AUTOMATION

As a notable enhancement in the Teaching Learning Process (TLP) and campus automation, our college has stepped in with **Fatima ERP**.

The **Fatima-ERP** is Enterprise Resource Planning software to automate the academic process of the Institution. It starts from getting the list of admitted students till they become Alumni of the institution. The processes that are automated using Fatima-ERP are:

1. Admission
2. Tuition and Exam fee payment
3. Mentoring
4. Continuous Internal Assessment (CIA)
5. Students Attendance Entry and Monitoring
6. Office Automation in terms of Certificate Generation
7. Library Automation
8. Hostel process automation
9. Automatic conversion of students to Alumni after the course of study

This software provides a seamless integration of all activities under the academic process and provides reports to take necessary actions for the next level of activities. Being a role- based process control software; it provides complete security and confidentiality in processing the information and delivering the appropriate outcomes.



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## **FATIMA ERP FOR CIA AUTOMATION**

Continuous Internal Assessment (CIA) automation is to automate the internal marks process.

Earlier CIA marks processing was a manual process of maintaining registers, entering marks in the register, manual conversion, final calculation and entering the marks in the excel file. The conversions were done based on the assessment pattern. All these manual activities have been automated by this ERP software thus providing a secure environment for the internal marks process.

The software provides the following functions for the staff members:

### **Staff Login**

- Internal Marks Entry based on different components
- Marks Processing
- Viewing Marks
- Downloading Marks Report

### **HOD Login**

- Approval of Courses with Course Teachers Mapping
- Activity records creation for Marks Entry by Staff
- Monitor Marks entry status
- View Marks Reports

### **CIA Login**

- Internal Activities Creation
- Activity Records Creation with Max Marks for each component
- Course Teachers with Course mapping



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- Assigning Pattern of Evaluation for each Course
- Components-Wise Marks Assignment
- Fix Deadline Date for Marks Entry
- View Marks Entry Status
- Generate Marks Reports in Excel Form

## COE Login

- Download CIA Marks in Excel Form

As the software uses Cloud Storage to store the students marks records with data being encrypted while sending and receiving from the remote servers, it is highly secured.

Each role is unique and has associated Login Privilege with user id and password in which the password can be reset by the staff as well as the admin as per their need.

*From initial process of Marks Entry till Marks Report generation, all the activities are automated .As the report is generated in Excel form, the COE office can take it for the final results processing.*

## Fatima ERP for Students Attendance Entry and Monitoring

Each course teacher has to enter the attendance at the end of their class by logging in. As the software can be opened in the mobile browser also, it facilitates easy access and helps observing the long absentees and total number of absentees. The course teacher can generate reports on the students' attendance particulars and can mentor them if they lack attendance.

The HOD can monitor the overall course attendance report of her department. If a student is absent for a class, the office



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personnel responsible for students' attendance can send SMS to the registered mobile numbers of parents.

## **Fatima ERP for Office Automation**

### **Certificates Automation**

The following certificates can be generated automatically as the students' details are stored in the database.

- Transfer Certificate
- Course Completion Certificate
- Medium of Instruction Certificate
- Conduct Certificate
- No-Dues Certificate
- Bonafide Certificate

The Office Staff can log in, choose the type of certificate, select the student's register number or can search using name, department, academic year and batch to get the details of the student and print the corresponding certificate.

## **Fatima ERP for Library Automation**

The ERP software helps to automate the entire functionalities of the library. The functionalities automated using the Fatima ERP are:

- Acquisition
  - It includes order, receipt and payment entries, report generation for order, receipt, payment, supplier and purchase



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- It includes report generation for stock verification, accession register, new arrivals, losses and recovery, resource management, subject-wise, department-wise, year-wise summary report.
- Serials
  - In this module, the functionalities such as new issue, arrivals, back volume entries, reminder, subscription and reports generation for serial receipt register, article register, back volume register, subscription register, non-receipt serials and reminder register are provided.
- Membership addition and removal
  - This module has the functionalities such as new member entry, member ID allocation, section allotment, member group allotment, member renewal and removal. It also helps to generate reports such as member register, locked members report, feedback register, no-due certificate, user ranking report, member history, OPAC usage log, member utilization report etc.
- EGate Entry
  - It includes the functionalities such as CheckIn/CheckOut and Gate Entry. The reports generated using this module are: Gate Register, Month-wise and Date-wise summary, frequent visitors list, long stayers report, member log.
- Circulation
  - This module has the functionalities such as Counter Transaction, Book Issue, Return, overdue reminder, resource lock, fine definition, fine collection, binding
  - The reports generated in this module are: transaction register, due List, resource in circulation, overdue



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reminder, fine pending, fine list, fine register, fine collection register, Inter-library loan register, binding register, issue analysis and issue summary.

- Search Operation
  - There are two types of search functionalities provided: Simple Search and Advanced Search
- Master Creation
  - It includes the functionalities of master creation for acquisition, catalogue that contains new binding type, supplier, publisher, mode of acquisition, serials, rack, author, language, main and sub subject, resource type and finally master for serials creation.

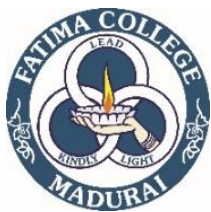
## **Fatima ERP for Hostel Automation**

The hostel automation includes the following functionalities

- Fresh application for hostel room allotment
- Absentees entry
- Gate pass generation
- Leave letter
- Visitors book
- Mess bill
- Vacation entry

This module enables the hostel warden to generate the following reports:

- Room availability
- Block-wise List
- Hostel Strength
- Absentees list
- Gate pass register



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- Visitors report
- Student statement
- Mess fee pending report

The ERP software also helps change the status of students to Alumni once they complete their course of study in the institute.

## The Examination System

Autonomy was conferred on Fatima College in 1990. The system of evaluation has been systematically and periodically remodelled to make it highly credible and valid. There has been a parallel evolution of evaluation system to match the changing trends in curricular innovations and teaching learning methodologies.

The main objectives of the Examination system are – **Credibility, Accuracy and Time Efficiency.**

### The noteworthy practices related to evaluation are:-

- To evolve the modes and patterns of testing, keeping in tune with the emerging trends at the national and global educational scenario.
- External setting of questions for all papers for external audit
- Double valuation for final year U.G and all P.G students
- Prompt publication of results: the result is declared within 12 working days after the last exam as **transparency** is held for I and II years.
- The students can verify their corrected answer scripts. Errors, if any in totalling is brought to the notice of the course teacher and corrections are duly carried out.
- For the outgoing and PG students, result is declared within 30 working days of the last exam as the answer scripts go for external evaluation.
- Issue of mark statements within seven days of publication of results





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- Provision for revaluation
- Grievance Cell to resolve students complaints if any
- Provision for CIA improvement
- Provision for re- entry of student after a break in study
- Credit transfer for students who migrate from other institutions

**The Examination Section and the Administrative office are completely automated.** Intra netting of all departments with the administrative areas has led to speedy and efficient transfer of information.

### **Transparency in evaluation processes that are operative:-**

- Details of the examination system are presented in the college handbook issued to each student and in the college website.
  - Details of the components of evaluation
- The dates for centralized tests, registration for CIA improvement, end semester and supplementary examinations are printed in the academic calendar of the handbook.
- The dates are rarely changed

### **End Semester Examination**

The date of the commencement of the End Semester Examinations is printed in the College Calendar. The detailed Time Table for regular and supplementary examinations is published in the College Website three weeks before the commencement of the examinations. A copy of the Time Table is displayed on the Notice Board as well. It is the responsibility of every student to note down the specific dates and time for all the papers she is appearing for.





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For each outgoing student, instructions on CIA repeat after course completion, availing duplicate mark sheets, and probable dates of even and odd supplementary examinations with fee structure are given in a handout.

The changes incorporated in the question paper pattern and evaluation components are aimed at comprehensive testing of the capabilities of the students. The evaluation pattern is constructed to test the textual comprehension and practical application of knowledge gained in various areas of their chosen subjects. Hence credits and marks are allotted for projects, internships and training programmes.

The current system of evaluation is based on the CBCS (Choice Based Credit System) guidelines given by the Department of Higher Education, Tamil Nadu Government.

**2020 – 2021**

## TEMPLATE FOR CONTINUOUS INTERNAL ASSESSMENT - UG

Levels	C1	C2	C3	C4	C5	Total Scholastic Marks	Non Scholastic Marks C5	CIA Total	% of Assessment
	T1	T2	Quiz	Assignment	OBT/PT				
	10 Mks.	10 Mks	5 Mks.	5 Mks	5 Mks	35 Mks.	5 Mks.	40Mks.	
K1	2	2	-	-	-	4	-	4	10 %
K2	2	2	5	-	-	9	-	9	22.5 %
K3	3	3	-	-	5	11	-	11	27.5 %
K4	3	3	-	5	-	11	-	11	27.5 %



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Non Scholastic	-	-	-	-	-		5	5	12.5 %
Total	10	10	5	5	5	35	5	40	100 %

CIA	
Scholastic	35
Non Scholastic	5
	40

## EVALUATION PATTERN

SCHOLASTIC					NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	C6	CIA	ESE	Total
10	10	5	5	5	5	40	60	100



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## TEMPLATE FOR CONTINUOUS INTERNAL ASSESSMENT UG NON-MAJOR ELECTIVE

Levels	C1	C2	C3	C4	C5	Total Scholastic Marks	Non Scholastic Marks C6	CIA Total	% of Assessm ent
	T1	T2	Quiz	Assign ment	OBT/PP T				
	10 Mks.	10 Mks.	5 Mks.	5 Mks	5 Mks	35 Mks.	5 Mks.	40Mks.	
K1	2	2	5	-	-	9	-	9	22.5 %
K2	2	2	-	-	5	9	-	9	22.5 %
K3	6	6	-	5		17	-	17	42.5 %
K4			-		-		-		
Non Scholast ic	-	-	-	-	-		5	5	12.5 %
Total	10	10	5	5	5	35	5	40	100 %

CIA	
Scholastic	35
Non Scholastic	5
	40

### EVALUATION PATTERN

SCHOLASTIC					NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	C6	CIA	ESE	Total
10	10	5	5	5	5	40	60	100



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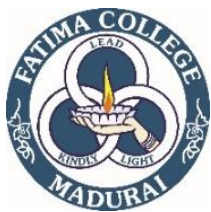


## TEMPLATE FOR CONTINUOUS INTERNAL ASSESSMENT UG SKILL BASED

### EVALUATION PATTERN

Levels	C1	C2	C3	C4	C5	Total Scholastic Marks	Non Scholastic Marks C6	CIA Total	% of Assessment
	T1 10 Mks.	T2 10 Mks.	Quiz 5 Mks.	Assignment 5 Mks	OBT/PP T 5 Mks	35 Mks.	5 Mks.	40Mks.	
K1	2	2	5	-	-	9	-	9	22.5 %
K2	2	2	-	-	5	9	-	9	22.5 %
K3	6	6	-	5		17	-	17	42.5 %
K4			-		-		-		
Non Scholastic	-	-	-	-	-		5	5	12.5 %
Total	10	10	5	5	5	35	5	40	100 %

CIA	
Scholastic	35
Non Scholastic	5
	40



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## EVALUATION PATTERN

SCHOLASTIC					NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	C6	CIA	ESE	Total
10	10	5	5	5	5	40	60	100

## TEMPLATE FOR CONTINUOUS INTERNAL ASSESSMENT – PG

### EVALUATION PATTERN

Levels	C1	C2	C3	C4	C5	Total Scholastic Marks	Non Scholastic Marks C6	CIA Total	% of Assessment
	T1 10 Mks	T2 10 Mks	Seminar 5 Mks	Assignment 5 Mks	OBT/PP T 5 Mks	35 Mks	5 Mks.	40Mks.	
K2	4	4	-	-	-	8	-	8	20 %
K3	2	2	-	5	-	9	-	9	22.5 %
K4	2	2	-	-	5	9	-	9	22.5 %
K5	2	2	5	-	-	9	-	9	22.5 %
Non Scholastic	-	-	-	-	-		5	5	12.5 %
Total	10	10	5	5	5	35	5	40	100 %
CIA									
Scholastic		35							
Non Scholastic		5							
		40							



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## EVALUATION PATTERN

SCHOLASTIC					NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	C6	CIA	ESE	Total
10	10	5	5	5	5	40	60	100

### • PG CIA Components

	Nos
<b>C1</b> - Test (CIA 1)	1 - 10 Mks
<b>C2</b> - Test (CIA 2)	1 - 10 Mks
<b>C3</b> - Assignment	2 * - 5 Mks
<b>C4</b> - Open Book Test/PPT	2 * - 5 Mks
<b>C5</b> - Seminar	1 - 5 Mks
<b>C6</b> - Attendance	- 5 Mks

**\* The best out of two will be taken into account**



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## TEMPLATE FOR CONTINUOUS INTERNAL ASSESSMENT – PG - EDC

### EVALUATION PATTERN

	C1	C2	C3	C4	C5	Total Scholas tic Marks	Non Schola stic Marks C6	CIA Total	% of Asse sseme nt
Levels	T1  10 Mks.	T2  10 Mks.	Semi nar  5 Mks.	Assi gnm ent  5 Mks	OBT/ PPT  5 Mks	35 Mks.	5 Mks.	40M ks.	
K2	4	4	-	-	-	8	-	8	20 %
K3	2	2	-	5	-	9	-	9	22.5 %
K4	2	2	-	-	5	9	-	9	22.5 %
K5	2	2	5	-	-	9	-	9	22.5 %
Non Scholas tic	-	-	-	-	-		5	5	12.5 %
Total	10	10	5	5	5	35	5	40	100 %

CIA	
Scholastic	35
Non Scholastic	5
	40





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## **SUPPLEMENTARY EXAMINATION**

Current students and private candidates can appear for any course in any end semester examination of April / November. The July supplementary examination is only for the arrears in the final semester papers of April end semester examination of outgoing students.

Students contact the college administrative office regarding registration for these supplementary examinations. They are instructed to check the college website for the time table of these examinations. Application forms for writing supplementary examination should be signed by the Head of the Department. Xerox copy of the last received Mark Sheet should be attached to the application form.

### **Number of attempts allowed for Passing in the same Syllabus**

1+4 chances are allowed for any course in the same syllabus. Thereafter, the candidates can appear for the course only in the current syllabus. Those who have exhausted the allowed chances, must contact the H.O.D and register for the current equivalent paper only.

The date for registration of supplementary examinations is printed on the college calendar and ten working days are allowed for registering. Late submission of application form for registration is permitted, only if supported by valid reasons.

For all examinations, the students' Identity Card (ID CARD) should be presented as Hall Ticket. If ID card is lost, the candidate must apply for replacement to the Vice Principal.



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## THE COLLEGE HAS AN INTEGRATED EXAMINATION PLATFORM FOR:

### \* **Pre-examination processes**

Time Table, student list, invigilators' list and attendance sheet are generated. The COE's office collaborates with the Administrative Office for preparation of the nominal list of students registering for examinations.

Application forms are printed by the COE's office and forwarded to the Administrative Office. They are distributed to the departments and the duly filled in forms are the basis for generating the list of candidates appearing for the subjects registered.

### \* **Examination process**

Examination material management, logistics.

### \* **Post examination process**

Auto processing of marks of internal and external valuation, generic result processing and certification.

## **The Functioning of the Examination Section**

### ***Examination Committee***

- ❖ Principal
- ❖ Controllers
- ❖ Deans of Academic Affairs
- ❖ Staff in-charge of Continuous Internal Assessment

### ***Personnel of the Section***

- ❖ COE – 2 (one each for Regular and Self-Financing Courses)
- ❖ Junior Assistants – 7



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- ❖ Computer Programmers and Technicians - 3
- ❖ Two staff members designated to coordinate Continuous Internal Assessment and three Deans for Academic Affairs

### ***Computing and Reprographic facilities***

Computers	-	10
HP LaserJet Printers	-	8
HP Colour Laser Jet Printers	-	3
Scanners	-	2
Wipro Dot-Matrix Printers	-	1
High Speed Copiers	-	2
Photocopying Machines	-	2
Shredding machine	-	1
UPS (10 KVA)	-	1

Internet Connectivity and Local Area Network for data sharing within Examination office

- ❖ The section is automated and all personnel are computer proficient.
- ❖ Time tables, question papers, exam registration forms, mark sheets, foil cards, statistics of results and formats to get feed backs and responses from external examiners are generated through computers by our personnel.
- ❖ Mark statements with CGPA have been programmed by the staff of the Examination Section to customize the system of evaluation.



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## **Semester-wise Schedule**

### **Documentation of**

- Nominal list of students
- Courses offered with subject codes and titles
- Syllabi, question paper pattern for the courses
- List of external examiners

### **Preparation of**

- Time table for centralized internal assessment tests
- Question papers for centralized tests are received through our e – mail.  
([fcexamination@gmail.com](mailto:fcexamination@gmail.com) and [coe@fatimacollegemdu.org](mailto:coe@fatimacollegemdu.org))
- Registration for exams
- Register of students eligible to appear for the examination
- End Semester Time tables
- Computerized and proof read Question papers for End Semester
- Foil cards and other materials pertaining to examinations

### **Conduct and implementation of**

- Centralized tests
- Uploading of CIA marks on the web site
- End semester and July supplementary examinations



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- Correction and Valuation by course teachers
- Random checking of valuation of I & II UG papers
- Central valuation by external examiners
- Third valuation / Revaluation
- End semester marks checking
- CIA improvement
- Grievance - redressal meetings
- Awards Committee
- Mobile messaging to parents on matters related to exams

## ***Maintaining of Records (since inception of Autonomy in 1990)***

- Subject- wise results for all Programmes
- Statement of Marks
- Eligibility list
- Statistics of results
- File on malpractice and revaluation
- Soft Copies of M.Phil dissertation and Projects
- Bound copies of External questions
- Answer scripts, Mark sheets and foil cards (2 years )
- Back up of mark entries
- Question Bank

## **CONSTITUTION OF AWARDS COMMITTEE**

- Principal



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- Secretary
- Vice Principals
- Controllers of Examination
- University Nominees - 2
- Senior Professors - 4  
(One each from the Arts and Science departments of Regular and SF Courses to be nominated by the Principal)
- IQAC Coordinator
- Deans - 3
- Special Invitees
- All Heads of Departments

## **AGENDA**

Introduction of University Nominees

Presentation of Statistics of Results – Department wise

Remarks of University Nominees

Passing of Results

Obtaining Signature in:

\*Minutes – Only members of Awards Committee (in the note book and a separate sheet to be forwarded to the University)

\*Attendance Register - (members of Awards Committee and special invitees)

\*The Front page of Statement of Marks (Regular and SF) – (University Nominees and Principal)



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- Results are published within 12 working days for I and II years and 30 working days for the outgoing and PG students from the last day of the end semester examination and uploaded on the college web site.
- M.Phil. course is completed with submission of thesis and completion of viva voce within the academic year.

## **MEASURES TAKEN BY THE INSTITUTION TO ENSURE SECURITY AND CONFIDENTIALITY OF THE EVALUATION SYSTEM**

- No question paper is outsourced for printing.
- The integrity of the personnel in the COE's office is proven by their clean track record unmarred by complaints and doubts on their integrity.
- Two sets of question papers are obtained from the External Examiners for each subject and the COE randomly selects set 'A' or 'B'.
- The identity of the External Examiners of courses (except practical and viva-voce) is not revealed to the course teachers
- The unusable confidential materials are destroyed in the office by a shredding machine.
- The customized statement of marks issued to every student has 10 security features and is absolutely tamper and copy proof.

***Transparency is built in at every level of the evaluation***





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- Marks obtained in internal assessment are read out to the students before submission to the COE's office.
- Answer scripts are shown to the I and II U.G students for verification. Discrepancies are rectified and the mark entered is corrected in the Student's presence in the foil card. Signature of the Students is obtained after mark verification.
- The teachers involved in marks checking are given the original foil cards of valuation I and II of all classes for checking the computer entry.
- During the Awards Committee meeting, copy of the consolidated statement of marks pertaining to the discipline is given to every H.O.D.

## **Mechanism for redressal of grievances with reference to evaluation**

The COEs are members of the Grievance Redressal cell. The students can present their grievances to the cell.

- Students can appeal to the Principal or to the COE directly.
- The CIA marks are checked and countersigned by every student. For clarification on matters pertaining to internal marks, she can again appeal to the COE / Staff in charge of coordinating CIA.
- After the results are published, students can apply for revaluation of answer scripts. Revaluation is done by an External Examiner appointed by the COE.



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Mary Land, Madurai - 625 018, Tamil Nadu.



## **SPECIAL PROVISIONS**

### **Credit transfer**

Students from other universities are admitted into UG/PG programmes if they obtain No Objection Certificate from the affiliating University, Madurai Kamaraj University. The credits already earned by them are incorporated into the required number of credits for equivalent courses and the students need not repeat them.

### **Readmission after break in study**

A student can re-enter a programme after a break. The credits earned before the break are retained. The department facilitates her to complete the course by offering guidance to earn the remaining credits mandated for her batch.

### **Revaluation of answer paper**

Students who wish to apply for revaluation, should contact the college administrative office within 7 working days after the publication of results, to get the application form and details of fee for revaluation. Revaluation results will be forwarded to their home address within ten days after the last day allowed for applying for revaluation.

### **CIA repeats (for improving internal marks only)**

A student who has passed in the external examination but has failed because of getting less than the aggregate



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minimum 40/100 (U.G) or 50/100(P.G), can apply for this provision at the beginning of any semester.

CIA improvement can be attempted in any semester for any course. The students must contact the administrative office at the beginning of each semester to register for CIA improvement for odd /even semester papers. After registering and duly paying the fees, she should keep in contact with the Department and the course teacher and get to know the dates of the Tests, Quiz and Assignment.

## **INFORMATION IS PROVIDED TO PARENTS REGARDING EXAMINATIONS THROUGH MOBILE MESSAGE:**

### **Continuous Internal Assessment marks**

End semester marks with the results on the day of the Awards Committee meeting held for declaring the results.

### **Malpractice during End semester Examinations**

Malpractice (possession of papers or any other material with hints/ copying/ insertion of prewritten answer paper) will be severely punished. Those who indulge in malpractice will have to face an enquiry committee consisting of the Principal, Controller, Deans and HOD, with parents, who will be informed of the nature of punishment.

First time offence - Cancellation of examination taken in the particular course. The candidate will be debarred from appearing for that course for one subsequent examination.

Repeat offence – Cancellation of examination of all subjects registered for that session. The candidate will be



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debarred for these courses for one subsequent examination.

## **MALPRACTICE DURING CENTRALIZED TESTS**

### **First time offence**

If a student indulges in malpractice either during  $T_1$  or  $T_2$  for the first time in her period of study, the test will stand cancelled and no marks will be awarded for that course. During consolidation of marks for that course, the available mark will be divided by 2 and taken as test average.

### **Repeat offence**

If a student indulges in malpractice either during  $T_1$  or  $T_2$  for the second time in her period of study, all the tests she had written in that schedule will be cancelled and no marks will be awarded for any of the papers. During consolidation of marks for all courses, the available mark for one test will be divided by 2 and taken as test average.



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## ***Security Features incorporated in the Statement of Marks issued to the students.***

1. **Copy Text:** The word "COPY" is hidden and designed into the background of the mark sheet and will appear prominently if a photocopy is taken
2. **The logo** of the institution is incorporated in the mark sheet and can be viewed only with a UV Black light lamp.
3. **Gold Foil Logo:** It is given at the left top of the Mark Statement by using hot foil pressing.
4. **Word twist:** The name of the Institution is 'letter twisted' in two places with running letters.
5. **Folio Number:** The number is printed in chronological order.
6. **Fixed Barcode:** First letter of the Institution's name followed by the year of establishment will appear as a customized barcode in all mark statements
7. **Micro – line:** A single line with the Institution's name is provided and can be viewed through a magnifying glass.
8. **Hologram Stickers :** Square type hologram stickers affixed
9. **Colour photograph** of the candidate is printed on the right hand corner of the mark statement.
10. **College seal** is affixed on every mark statement.

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