



# FATIMACOLLEGE

(Autonomous)

Affiliated to Madurai Kamaraj University  
Re-Accredited with 'A++' by NAAC (Cycle-IV)  
MaryLand, Madurai-625018, Tamil Nadu

## Fatima College (Autonomous)

### Code of Conduct For Teaching and Non Teaching Staff

1. Employment Terms	Both Teaching and Non Teaching Staff
2. Exams Related Instruction	Teaching Staff



## Fatima College (Autonomous)

### Terms and Conditions of Employment in Fatima College, Madurai.

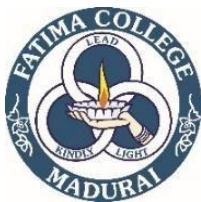
Persons who take employment in the Educational Institutions under the Religious congregation of St. Joseph's Society of Madurai shall be governed by the following

Terms and Conditions:

#### I. MEANINGS

The 'terms' given below shall carry their meanings as follows:

- i. 'Authorities of the Institution' mean the authorities in charge of the administration of the institution concerned.
- ii. 'Authorities of the Province' mean the authorities specified under the Society Bye- Laws for the discharge of the various functions.
- iii. 'Province' means Indian Province.
- iv. 'Society' means the Religious Congregation.
- v. 'Grave Charges' means charges or allegations of any kind involving misconduct, indiscipline, irregularity and dereliction of duty which are liable for disciplinary action entailing major punishments.
- vi. 'Institution' means educational institution administered by the religious congregation.
- vii. 'Major punishments' mean punishments like Dismissal, Removal, Reduction in Rank.
- viii. 'Major punishments' mean censure, stoppage of increments with or without cumulative effect, recovery from pay and suspension from employment not exceeding two months.
- ix. 'Salary' means the Pay and Allowances payable to the employee.



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### II. APPOINTMENT

- i. In all the permanent vacancies in Government Aided posts as well as in Self-financing Courses the appointments shall be made only after ratification by the Presidents of St. Joseph's Society, Madurai.
- ii. Appointments may be either permanent or temporary or for specified periods or tenures as may be stipulated in the order of appointment.
- iii. Appointments shall take effect from the date on which the employee joins duty.
- iv. In cases of appointment in Government Aided posts, the appointments shall be subject to the approval of the governmental authorities.

### III. PROBATION

- i. Employees shall remain on probation until they are confirmed by express orders issued by the competent authority of the Institution.
- ii. Probation shall be normally for a period not less than two years and up to three years from the date of joining duty.
- iii. During the period of probation and until the conformation order is issued, the nature of employment shall be only temporary.
- iv. Employees can be discharged from employment at any time during such period until confirmation without assigning any reasons.



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### IV. CONFIRMATION

- i. Employees are eligible for confirmation only on successful completion of probation for a continuous period of not less than two years within a span of three years.
- ii. Confirmation shall be by express orders issued by the competent authority of the Institution.

### V. REMUNERATION

- i. Employees are eligible for the pay and allowances as may be specified in the order of employment.
- ii. Allowances, increments and awards may be sanctioned according to their eligibility from time to time.

### VI. DISCIPLINE

- i. Employees shall conduct themselves honestly, efficiently and diligently under the orders of the authorities of the institution and Province.  
(Presidents of the Sisters of St. Joseph Society of Madurai)
- ii. Employees shall report for duty in time on every working day and sign in the Attendance Register as may be prescribed
- iii. Employees shall not on any pretext absent themselves from duties without the previous permission of the authorities of the institution.
- iv. In case of sudden sickness or any emergency or absence on medical grounds, information for leave must reach the Principal /



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Secretary without any delay. A proper medical Certificate with leave application to the satisfaction of the College authorities shall be produced within a week.

- v. Employees shall during their tenure of employment, devote their attention to the duties of their employment and shall not on their own account or otherwise either directly or indirectly carry on or to be concerned in any trade, business or canvassing work, private tuition or the like, or a remunerative nature without the specific sanction of the authorities of the institution in writing in that behalf.
- vi. Employees shall make themselves available and take full participation in all programmes conducted by or connected with the institution.
- vii. Employees involved in teaching shall update their knowledge and skills by utilizing the facilities in the campus and off the campus, and shall give active guidance to students in research, consultancy and extension activities.
- viii. Employees shall not have any affiliation, membership or involvement with any political parties or in any clubs or organizations or groups excepting academic bodies.



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### VII. DISCIPLINARY ACTION

- i. Employees are liable for disciplinary action for any kind of misconduct, indiscipline, irregularity and dereliction of duty.
- ii. Employees are liable for punishment, either major or minor, according to the gravity of the charges for which they are punished.
- iii. Employees can be placed under suspension in contemplation or during pendency of disciplinary proceedings on grave charges attracting major punishments.
- iv. Minor punishments
  - a) Minor punishment can be imposed after intimating to the employee concerned the charges/ allegations in writing and providing her with an opportunity of giving a written explanation thereon within a reasonable time as may be specified in the intimation.
- v. Major punishments
  - a) Major punishments can be imposed after intimating the charges / allegations in writing to the employee concerned and providing him with an opportunity of giving a written explanation thereon and, at the wish of the employee, conducting a personal hearing or an enquiry thereon.



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- b) Enquiry to be initiated by the authority concerned in case of failure to submit the written explanation within the stipulated time.
- c) The employee shall be either supplied with copies of the relevant documents or permitted to peruse and take hand extracts of the same so as to enable the employee to submit explanation and defend in the enquiry.
- d) The employee shall be provided with the opportunity to examine or cross – examine any of the witness and also produce witness.
- e) After the conduct of personal hearing or enquiry, the report of such personal hearing or enquiry shall be furnished to the employee together with a notice providing him within a reasonable time as may be specified as to why appropriate punishment should not be imposed.
- f) After considering the explanation if submitted, or after the expiration of the time specified for the submission thereof, final orders shall be passed either dropping action with or without condition or imposing appropriate punishments.

### VIII. TERMINATION FROM SERVICE

- i. In case of tenure appointments or temporary appointments for specified periods, the employment shall automatically stand terminated on the expiration of the tenure or the period specified.
- ii. In all cases of permanent employment, the services can be terminated on either side (employer as well as employee) either by giving three months



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notice to the other or by paying three months salary in lieu thereof.

- iii. In all cases of temporary employments, the services can be terminated on either side (employer as well as employee) either by giving one month notice to the other or by paying one month salary in lieu thereof.

### IX. APPEALS

- i. Employees are entitled to prefer an appeal against any order of punishment or termination in writing to the President of the Society within thirty days from the date of receipt of the order appealed against.
- ii. The President of the St. Joseph's Society may, after affording such opportunity of hearing to the employee concerned, if in her opinion such hearing is necessary or by obtaining a report from a committee as may be appointed by her at her discretion, pass orders either confirming or modifying or setting aside the order appealed against.

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**I have perused the Terms and Conditions of Employment.**

**I Accept and undertake to abide by the same.**

**Secretary**

SECRETARY  
FATIMA COLLEGE (AUTONOMOUS)  
MADURAI-18



## Teachers Code of Conduct during Exams.

FATIMA COLLEGE (AUTONOMOUS), MADURAI - 18.

END SEMESTER EXAMINATIONS - APRIL 2023

### GUIDELINES TO THE EXAM SUPERINTENDENTS FOR APRIL - 2023 END SEMESTER EXAMINATIONS

#### GENERAL INSTRUCTIONS:

1. The Examinations for the APRIL 2023 will be held from April 12, 2023 onwards through offline mode.
2. The time duration of the Examinations will be
  - a. PG – 3 hours, EDC - 2 hours
  - b. UG - 2 1/2 hours, NME and Skill Based - 2 hours

#### Exam Superintendents

1. The Exam Superintendents will look into the overall conduct of the Offline Examinations April 2023.
2. The Exam Superintendents will check the question papers the previous day and sign on the sealed cover to say the packing is correct.
3. The Exam Superintendents will receive the question paper in Room No.8 from the Controller's office at 8am for FN session and 12 pm for AN session on the day of exam.
4. The Exam Superintendents will distribute the hard copies of the Question Papers to the concerned course teachers at 9.00 a.m. and 1.00 p.m for the FN and the AN sessions respectively.
5. The Exam Superintendents will collect the list of absentees from the Exam Halls at 9.30 a.m for the FN session and at 1.30 p.m for the AN session.
6. The Exam Superintendents have to bring to the notice of the Controller of Examinations any issues related to the conduct of exams reported to them by the Course Teachers.
7. After the completion of the exams the superintendent have to receive the answer sheets from the Invigilators and check with the foil card to make sure the answer sheets, collected from the students tally with the foil card and hand over the answer sheets to the controller of exam for correction/valuation by the course teacher and external in case of outgoing students answer sheets.



## **Fatima College (Autonomous), Madurai - 18** **Instructions to Invigilators**

- ❖ Please note the dates on which you have been assigned invigilation duty and be in R 1 on or before 8.15 am /12.15 pm without fail.
- ❖ If for any unavoidable reason you are unable to report for invigilation duty, you should inform the Superintendent the previous day, so that alternate arrangement can be made.
- ❖ You must be in the examination hall allotted to you by 8.45 am /12.45 pm.
- ❖ Allow the students to enter the hall only after checking the identity card.
- ❖ Direct the students who do not have the ID card to contact the Chief Superintendent to get the permission slip. The permission slip is valid for one day of the examination only. Hence check the date for which the Chief Superintendent has granted permission.
- ❖ Do not allow the students to carry purse/ bag inside the hall.
- ❖ Do not issue Answer Sheets to students at the entrance as they enter the hall. Answer sheet should be given only when the students are seated. Distribute the question paper only after the prayer is over.
- ❖ 30 minutes after the commencement of the examination, no student should be allowed into the hall. Please be strict about this rule.
- ❖ Instruct the students to check the question paper and verify if all the questions are printed, especially if the question paper has more than two pages.
- ❖ Contact the Chief Superintendent through your cell phone if the students need any clarification. The invigilator should not leave the hall on any account.
- ❖ Check that the student is in her allotted place by verifying the number written on her desk and the number on her ID card correspond. Verify if she has written her register number, subject code and title correctly in the front page of the main sheet, before signing in the answer script.
- ❖ Provide additional sheets one at a time, so that no student will have unused additional sheet at the end of the examination. Instruct the students to use all the lines provided in a page.
- ❖ Malpractice  
The incriminating material and the answer sheet should be collected and retained by the invigilator. The Chief Superintendent should be informed immediately through the cell phone. The invigilator should give a written report of the incident to the Chief Superintendent, in the format provided along with the incriminating material.



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- ❖ No student should be allowed to leave the hall before the final bell. The students should be asked to stand up and hand over the answer sheets which should be collected according to the order of register numbers. All students should remain in the hall till all the answer sheets are collected. Before leaving the hall check that no answer sheet or question paper is left behind in the hall.
- ❖ Keep your cell phone in the 'switched - off' mode during invigilation; Use it only to contact the Chief Superintendent, whose cell number will be given to you.

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The Head of the department is requested to read out the "Instructions for Invigilators" to the staff during the departmental meeting and clarify doubts of Junior staff members.

Kindly instruct the teachers to award marks that indicate

a clear failure i.e less than 18 for U.G and 24 for PG

or

a clear pass minimum 21 for UG and 27 for PG

( Not in between these two marks to avoid grievances.)

## IMPORTANT DATES

COMPLETION OF CORRECTION FOR I AND II YEAR - 4.5.2023

COMPLETION OF VALUATION by STAFF - 4.05.2023

MARKS VERIFICATION BY I & II U.G STUDENTS - 7.05.2023 (9 am onwards)

EXTERNAL MARKS CHECKING BY STAFF on 16.05.2023 at 9.30am



## Instruction for Course Teachers During Transparency

### Fatima College (Autonomous) - Madurai -18 Mark Verification By I & II D.C Students

The course teachers are requested to read the following instructions before distributing the answer papers:

- Distribute the answer sheets to the students who are present
- Ask the students to check the total and verify if all answers are corrected
- ***Give time to the students to check the total and then read out the marks entered in foil card to check if there are discrepancies.***
- **DO NOT OVERWRITE / ERASE / USE CORRECTION INK OVER THE ORIGINAL ENTRY.**
- Make corrections in the foil card in **Red ink** only
- Write the marks to be added or deducted placing + or – next to the original entry 

35
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 initial every changed entry .
- The teacher herself must check the marks of absentees.
- ***The students must sign in the space provided in the foil card.***  
Ask the class representative to sign for absentees after verifying the marks.
- ***Advise the students to record their marks so that they can counter check the marks forwarded to their mobile after publication of results***
- Return the answer scripts and the foil card to the examination section. The difference in marks should be reported to the controller in writing a letter to the principal through controller.
- IF 5 MARKS AND ABOVE ARE ADDED OR DEDUCTED, THE FOIL CARD SHOULD BE COUNTERSIGNED BY THE PRINCIPAL.



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## Instruction for Course Teachers for Course Teacher work and Paper Valuation



### FATIMA COLLEGE (AUTONOMOUS) END SEMESTER EXAMINATION

#### Instructions to Course Teachers:-

- Please be present at 9.00 am/1.00 pm on the day of examination, to go through the question paper. Only corrections of spelling errors can be clarified to the students. **No change must be made in the question paper** without the permission of the Principal and the Controller.
- Any problem concerning change in pattern or out of syllabus questions **should be discussed with the Principal** and modifications made with the Principal's permission must be informed to the Controllers.
- Detailed scheme for questions taken from question bank should be prepared by the course teacher and presented to the COE for claiming remuneration. Only after getting the COE's signature on the scheme prepared, answer papers can be taken for correction.
- Count and receive the answer scripts.
- Check whether the register numbers on the foil cards tally with the answer scripts received.
- Complete correction/ valuation within 3 days after the conduct of the examination.
- Use blue or black ink only for mark entry.
- Strictly follow the scheme of valuation provided by the External Examiner, for III U.G and P.G.
- Leave on your table in the valuation hall, all materials pertaining to valuation (answer scripts, scheme of valuation, mark sheets and foil cards) until valuation / correction is completed.
- After completion of correction -
  1. Verify that you have valued all the answers.
  2. Check that the marks for excess answers have been entered and the least mark in that section has been struck off.
  3. Take time to check the total. Marks awarded for all answers should be totalled page wise and entered on the first page of the answer script.
  4. Only after these verifications, marks should be entered in the foil card. Fraction is not allowed. Total marks should be rounded off to the next higher integer.
  5. Foil card entry must be one digit in each column - 

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 and single digit must be preceded by zero. 

0	7
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  6. Do not overwrite on the foil card or use correction ink to change entries. Strike off the wrong entry and enter the correct marks parallel to the original entry and countersign the change made.
  7. If many corrections are to be made or if the foil card is damaged, contact the Examination section for new foil cards.
- On returning valued / corrected answer scripts, **hand over question paper with changes made (if any) and scheme of valuation.**
- Junior staffs are requested to get instructions from the seniors or contact the Controllers to clear doubts if any.

#### Specific instructions for valuation of Sem. VI (U.G )and Sem. (II &IV) P.G papers.

1. While preparing the valuation sheets for V<sub>I</sub> & V<sub>II</sub> enter -
  - a. Subject code and title



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b. Sections, Question numbers and maximum marks allotted

c. "AA" against absentees

2. **Do not write anything on the answer sheets (no underlining, no comments & scoring off), as these papers go for valuation II.**
3. **Different coloured inks must be used for valuing shared papers. Use the same coloured ink for signing.**

**VENUE FOR VALUATION: B5, B6, B14 & CGH**

**TIMINGS: FROM 8.30 AM TO 5.30 PM including Sunday (except 18&19<sup>th</sup> April 2024)**

**Kindly maintain silence in the valuation hall and avoid taking coffee/ snacks and meals inside the hall. Children and persons not concerned with valuation work are not allowed inside. The last person to leave the hall must close all doors and inform the examination section.**

**CORRECTION MUST BE COMPLETED ON OR BEFORE : 4.05.2023**

**VALUATION MUST BE COMPLETED ON OR BEFORE - 4.05.2023**

**MARKS VERIFICATION BY I & II U.G STUDENTS - 7.05.2023 (9 am onwards)**

**END SEMESTER EXAMINATION - APRIL 2023**

**Heads of departments are requested to read out the instructions enclosed and give explanations if any regarding marks entry and valuation. They are also requested to display on the notice board, the important dates on which staff availability will be required.**

**Controller of examinations**