



FATIMACOLLEGE

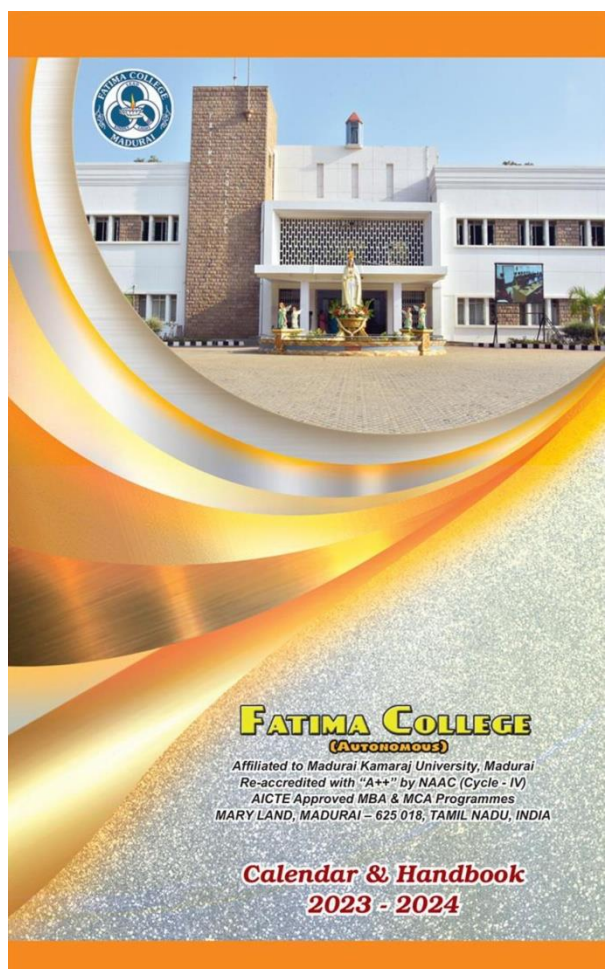
(Autonomous)

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

Code of Conduct For Students

(Printed in the College Handbook)

The College Handbook with code of conduct related to the Examinations system and general discipline is circulated to all stake holders. The entire code of conduct is explained in detail to the students during the I year Orientation and Induction Programme and to the parents during the Parents-Teachers Meet.





GENERAL DISCIPLINE

- ❖ Refer to the notice boards for the room allotments of classes, test & exam timetables and other general information.
- ❖ Be silent and attentive during classes, academic and other common gatherings.
- ❖ Make every newcomer feel at home treating them in a friendly and caring manner.
- ❖ Wear ID card inside the campus.

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- ❖ Bring the Handbook daily.
- ❖ Be punctual to classes.
- ❖ Students entering the college after the assembly should meet the Vice-Principal and must sign in the Late Register. If it is more than three times she should bring her parents.
- ❖ **A student, who does not return on the reopening day after holidays, shall face disciplinary action.**
- ❖ Students should safeguard the dignity of womanhood and the good name of the college.
- ❖ Follow Road safety measures and traffic rules strictly while commuting to college by a 2-wheeler or 4-wheeler.
- ❖ Park Two wheelers in an orderly manner in the Two wheeler shed only.
- ❖ Strictly ensure possession of driving license and insurance of the vehicle.
- ❖ Safeguard college property with utmost care and concern upholding the sense of belongingness to Fatima.
- ❖ Take care of money, gold ornaments or other valuables that are brought to the campus. The College is not responsible for the loss or damage of the same.
- ❖ Do not waste water & electricity.
- ❖ Do not scribble on furniture & walls.
- ❖ Take meals outside classrooms only.
- ❖ Do not collect funds privately or sell any sort of items.
- ❖ Do not put up any notice without prior permission from the Principal.
- ❖ Be courteous, kind, loyal, compassionate towards

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the less fortunate, friendly towards peers, respectful to teachers and authority and possess dignity of labour.

- ❖ **Breaking of rules would lead to fine / suspension / dismissal.**

Infirmary

- ❖ A student should get permission from the Course Teacher and inform the class teacher if she has to spend an hour in the infirmary. In case of a hosteller, she must go to the hostel infirmary.

Dress code

- ❖ Wear clean, decent clothes and conform to the rules of modesty.
- ❖ Wear Saree / Salwar- Kameez with Dupatta.
- ❖ Have one set of **Perfect white Chudidhar / Salwar-Kameez with Dupatta.**

Eco-friendly campus

- ❖ Keep the classrooms and campus clean and eco-friendly.
- ❖ Make the campus "Plastic Free"

Indulging in any of the following will result in dismissal from the college:

- ❖ Ragging of any sort or indulging in emotional violence inside the College / Hostel Campus.
- ❖ Leaving the college / hostel without prior & proper permission from the authorities.

Attendance

- ❖ Every Fatimite shall have **80% of minimum attendance** per Semester to take the End Semester Examinations.



- ❖ Students who have less than 80% of attendance, but above 65% shall pay Rs. 360/- as per University rule, towards condonation fee and will be allowed to appear for End Semester Examinations.
- ❖ **Students with less than 65% of attendance will have to repeat the Semester after completing the Degree Programme.**
- ❖ Students participating in Co-curricular / Extracurricular activities should contact the respective authorities who will seek permission from the Principal / Warden (in the case of resident students) for attendance.

FATIMA COLLEGE PARENTS' INFORMATION GROUP (FCSMS)

- ❖ An Information Alert to parents is given through **FCSMS**. It has been created to send bulk messages to parents about their wards' absence from college/classes, internal and external test scores and various activities of the college.

SPECIAL BUSES:

- ❖ Special Bus is an **exclusive favour** extended to Fatima College initially by T. V. S. and continued by TNSTC now.
- ❖ Board the buses only when the buses stop.
- ❖ While travelling, discipline & decorum is expected of a Fatimite.
- ❖ Students should produce the bus pass or buy a ticket.

CATHOLIC STUDENTS:

- **Every catholic student in Fatima College must attend monthly Catechism on First Saturdays and the Annual Retreat**



LEAVE:

- ❖ Students should apply for leave only using the prescribed leave application format in the College Calendar.
- ❖ In case of absence due to unforeseen reasons, leave letter should be submitted to the class teacher on the first day of returning to the College.
- ❖ If leave is requested for reasons of sickness for more than two days, the leave application should be submitted along with the Medical Certificate.
- ❖ Continued absence without leave application will render a student liable to have her name struck off the rolls.

Note: *Submission of Leave Application with / without Medical Certificate does not entitle a student to earn attendance automatically for the days of her absence from the College.*

SEMESTER FEES REGULATIONS:

- ❖ **Semester fees shall be paid without fine within 10 working days and with fine within 30 days from the date of reopening of each semester.**
- ❖ Absence from College with or without leave will not be considered as an excuse for late payment.
- ❖ If the Semester fees is not paid within 30 days after the reopening, the student's name shall be struck off the rolls of the college.
- ❖ If readmitted she shall pay a readmission fee in addition to the fees along with a fine.
- ❖ Every student shall pay the Semester fees due even if she discontinues before completing the Semester.
- ❖ If a student leaves the college during the Semester,



Departments	No. of Books that can be borrowed	No. of days Books can be used
UG	10	7
PG	15	14
Ph.D.	20	30

- Check the pages of book(s) to be borrowed before leaving the library counter. The last borrower will be held responsible for the missing page(s), scribbling, underlining and any other damages in the book.
- Return the Books on the due date stamped on the date sheet of each book, if not, fine will be charged as per rules. Re. 1 will be charged per day for books overdue.
- Return the books personally.
- Obtain **no due certificate** from the librarian while discontinuing from a programme.
- Reference books / Journals / Dissertations / Theses can be accessed and referred to only in the library.
- E-materials can be used in the library
- Use the library computers for academic purpose.
- Follow the internet safety guidelines.

Don'ts

- Do not sub-lend books.
- Do not reshef.
- Do not misuse, wrongly handle or lose a library book. In any of such cases the borrower will have to replace the book and pay a processing fee.
- Do not leave precious and valuable items like money, laptop and the like at the Property Counter.



- **Number of attempts allowed for Passing in the same syllabus: 1+4 chances are allowed.** After that, a candidate can write the examination only in the current syllabus of the Course / current equivalent Course.
- Students, who have exhausted the permissible chances, must contact the Head of the Department and in consultation with her can appear for the current equivalent course only.
- The date for registration of supplementary examinations is printed in the college calendar and ten working days are allowed to register for the same. Late registration will not be permitted.

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

REVALUATION OF ANSWER SCRIPTS

Students who have failed in External Examination and 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 residential address within ten days after the last day of application for revaluation.

CIA IMPROVEMENT

- A student who has **passed in the End Semester Examination but has failed because of getting less than the aggregate minimum 40/100 (U.G.) or 50/100 (P.G.),** can avail this provision at the beginning of any semester.



Code of Conduct For Students related to Examination

END SEMESTER EXAMINATIONS

The date of the commencement of the End Semester Examinations is printed in the College Calendar. The detailed Time Table for regular and supplementary papers will be published in the College Website three weeks before the commencement of the examinations. A copy of the time table will be displayed on the notice board also.

OBE	U.G.	P.G. & M. Phil.
External pass minimum	21/60 = 35%	27/60 = 45%
Aggregate pass minimum	40/100 = 40%	50/100 = 50%

Candidates who have passed with repeat attempts are not eligible for Distinction.

SUPPLEMENTARY EXAMINATION FOR CLEARING ARREARS

- Current students and private candidates **can appear**.
- The July **supplementary** examination is only for the outgoing students who have arrears in the end semester examination of the final semester courses.
- The college administrative office has to be contacted regarding registration for the supplementary examinations.
- The timetable for the same will be posted in the College Website.
- Application forms for writing supplementary examination should be signed by the respective Head of the Department.
- A photocopy of the last received Mark Sheet should be submitted along with the application form.



- CIA improvement can be attempted in any semester for any Course.
- CIA improvement can be allowed for outgoing students in July.
- The students must contact the Administrative Office at the beginning of each semester to register for CIA improvement for odd /even semester Courses. **The candidate must register for CIA improvement before T1 and after that registration will not be allowed.**
- After registering and duly paying the fees, the candidate should be in contact with the Department for information on the dates of the Tests, Quiz, Assignment and other CIA components.

MALPRACTICE DURING END SEMESTER EXAMINATIONS

- Malpractice (possession of papers or any other material with hints/ copying/ insertion of prewritten answer paper, giving and receiving help) will be punished. If a student finds any incriminating material (bits of papers with hints) near her seat, she should report it immediately to the Hall Supervisor.
- A candidate who commits malpractice has to face an enquiry committee comprising the Principal, Vice-Principals, Controller of Examinations, Deans and HOD, with her 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 courses registered for that semester. The candidate will be debarred from appearing for these courses for one subsequent examination.

MALPRACTICE DURING CENTRALISED TESTS

First time offence

If a student indulges in malpractice either during T1 or T2 for the first time in her period of study, the test taken will be cancelled and no marks will be awarded for that course. During consolidation of marks for that course, the available mark will be taken as test mark.

Repeat offence

If a student indulges in malpractice either during T1 or T2 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 courses. During consolidation of marks for all courses, the available mark for one test will be taken as test mark.

GENERAL DISCIPLINE

- ❖ Refer to the notice boards for the room allotments of classes, test & exam timetables and other general information.
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- ❖ Make every newcomer feel at home treating them in a friendly and caring manner.
- ❖ Wear ID card inside the campus.



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FATIMA COLLEGE HOSTEL



Fatima College

(Re-Accredited with " A++" Grade by NAAC)

MARY LAND, MADURAI - 625 018.

Phone : 0452 - 2668257

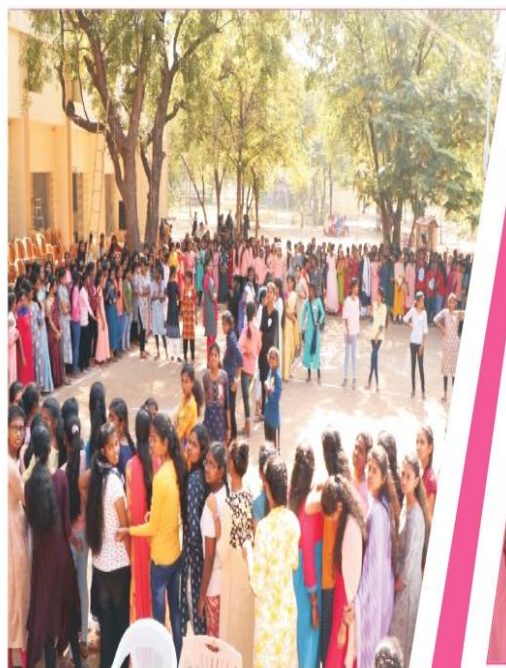
PROSPECTUS 2023 - 2024



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FATIMA COLLEGE HOSTEL

Fatima College Hostel is situated in Mary Land Madurai. It is managed by the Sisters of St. Joseph of Lyons, who are the "Local Guardians" to all the Residents. Their sole aim is to form socially responsible and committed women who would create a better society and a safe globe for all especially for the marginalized and the disadvantaged.

Vision

To create tomorrow's aspiring leaders through faith and value-based formation.

Mission

To form young women holistically in a motivating and inclusive environment where they can realize and achieve their potentials.

To prepare them to be morally upright, socially concerned and physically fit citizens who would stand apart to be a true Fatimite

HOSTEL ADMISSION

- A student is eligible to seek admission to the hostel only when she gets enrolled in any of the UG/PG programmes.

The following documents are to be submitted along with the application form.

- Two stamp size photographs of the student.
- One stamp size photograph of the parent and local guardian.
- During the time of hostel admission, the initial fees have to be paid. Fees can be paid through DD (Taken in favour of 'The Warden, Fatima College Hostel, Madurai 18').
- The admission to the hostel is for only one Academic year.
- At the beginning of every academic year, the student has to re-apply for Hostel Admission.



HOSTEL FEES STRUCTURE (2023-24)

Initial Payment

Particulars	UG / PG
Application & Registration	100
Prospectus & Visitors Card	100
Medical	200
Sessions & Counseling	175
Establishment	5,500
Caution Deposit	3,800
Wear & Tear	225
Drinking Water	2,100
Entertainment	200
Hostel Day Fee	600
Laptop & Mobile	2,300
Maintenance	3,600
Mess Fee - June	1,500
Total	20,400

Monthly Payment

Particulars	UG / PG
Mess	2,900
Water & Electricity	250
Helpers Salary	650
Total	3,800

Hostel fees has to be paid every month in the bank, situated in the College Campus. The proof of the same should be submitted in the hostel office. The Last day of paying fees is 10th of each month.

Identity Card & Visitors' Card

- Every hosteller can claim a visitor's card for her parents. These cards will have the photograph, address and sign of the parents.
- The Visitors card has to be produced by the parents whenever they visit their ward.



Salient Features

a) Accommodation

- ✓ A serene, clean, safe and a conducive atmosphere.
- ✓ Round the clock Power supply.
- ✓ Purified Drinking water with cooler.
- ✓ Kiosk is available to cater to the day -today needs of the students.
- ✓ Rooms are well furnished with cot, table, chair, fan and lights.
- ✓ Spacious dining hall, that can be accommodated all the hostel students at a time.
- ✓ A home theater with LCD Projector is provided for entertainment.
- ✓ Playground and recreational facilities, for indoor and outdoor games.
- ✓ Daily Eucharistic celebration need - based input sessions and counseling
- ✓ Series of competitions and tournaments to exhibit their talents.
- ✓ Celebration of various cultural and religious festivals.
- ✓ Solar powered building and solar powered lights.
- ✓ Bio-gas produced through effective Kitchen Waste Management.

b) Mess

- ✓ The hostel provides both vegetarian & non-vegetarian unlimited meals.
- ✓ Grand dinners are organized during special and festive occasions

OUR EXPECTATIONS

a) Role of the parents and guardians

- Parents and guardians are expected to extend their wholehearted co-operation to the hostel administration for the well-being and protection of their wards.
- Parents/Local Guardian should take their ward in case of any special permission to go home.
- Permission letter from parents or local guardian is obligatory for home going, study tour, internship and project. This letter should be submitted on the previous day of the student's leaving the hostel.
- Letter of permission from parents counter signed by Vice principal has to be submitted to the hostel Warden, if any individual wishes to undertake any extra course outside the College.



- In case of serious illness, it is the responsibility of the parents or the local guardian to do whatever is required for the medical treatment.
- Parents and guardians who wish to meet their wards should write their names in the register maintained for them at the entrance.
- Parents are not allowed to meet their wards after 6.00 pm
- If the parents want to hand over anything urgently they can do so to the receptionist
- Parents are requested not to ask for leave for their ward during working days.
- No visitors are permitted on the days prior to the examinations or during examinations.

b) Admission

- ◆ Hostellers have to oblige by the rules and regulations of the hostel. In case of any violation, they can be suspended or dismissed from the hostel.
- ◆ A hosteller who is having two or more arrears or disciplinary problem will not be admitted into the hostel.
- ◆ Any hosteller who wishes to leave the hostel during the year must produce a requisition letter both from her parents and the Vice Principal. Only then caution deposit will be refunded, and will be permitted to leave the hostel.
- ◆ Each hosteller should along with her parent report in person to the warden immediately on her return after any prolonged absence.
- ◆ The hostellers are expected to be in the hostel on the eve of each reopening

c) Accommodation

- ◆ A hosteller should stay only in the room allotted to her by the Warden. No student is allowed to exchange the room without out the prior permission of the warden.
- ◆ A student has to bring her own beddings, plate, tumbler ,bucket, and mug.
- ◆ No pictures or other articles should be pasted or hung on the walls, doors, windows or furniture.
- ◆ Hostellers should maintain silence during study hours.
- ◆ Hostellers must keep the room neat and tidy
- ◆ The respective inmates of a room will be held responsible for any damage done to any property or articles.



d) Mess

MEAL TIME

Week Days	Shift - I	Shift - II
Breakfast	7.30 – 8.00 am	7.30 - 8.00 am
Lunch	1.30 – 2.00 pm	11.30am – 12.00 pm
Tea	4.30 – 5.00 pm	5.45 – 6.15 pm
Dinner	7.30 - 7.55 pm	7.30 - 7.55 pm

- ◆ No tiffin will be served along with tea.
- ◆ Students are strictly warned not to take food to their rooms.
- ◆ No meals will be served to the late comers who absent themselves without permission
- ◆ Students should be punctual for every meal. In case of delay food will not be served.
- ◆ Mess card (Veg & Non-Veg) must be brought on Sundays, Tuesdays and Thursdays. **In case of missing mess card the hosteller has to pay Rs.30/- and get a new card.**
- ◆ Suggestions or grievance can be communicated to any official of the Hostel (Wardens/ office bearers).
- ◆ **Mess fee reduction may be claimed when the hosteller goes on leave from the hostel for more than ten consecutive days.**
- ◆ **No reduction will be made in the room rent, electricity and maintenance for any absence.**
- ◆ Students should take with them all their belongings, clean the room and hand over the key at the hostel office when they vacate their room for the summer vacation.

e. Health

- ◆ Resident student should report their sickness to the respective wardens and stay in the sick room where they will be monitored.
- ◆ If a student is sick, the hostel authorities will make arrangements for her to go to the hospital. In case of serious illness, the parent/ guardian will be informed who will be entirely responsible for them.
- ◆ If the physician disqualifies a candidate on health ground she will not be admitted/wil be terminated from the hostel.



f. Study and Quiet Hours

- ♦ Study hour is from 5.30 - 7.15pm and 9.00 to 10.00pm, group discussion is not allowed during this time (9.00 to 10.00pm).
- ♦ After 8.30pm no hostel student shall enter other students' room without permission

g) Discipline

- ♦ The Resident students are under the direct care of the warden and therefore all the matters pertaining to the hostel should be referred to her.
- ♦ Each hosteller must personally sign in the outgoing register before leaving the hostel and immediately on return. Gate pass should be shown to the security.
- ♦ Attendance will be taken at 8.30 pm every day.
- ♦ Student is availing leave from college she has to get permission from the Warden too.
- ♦ Students are not allowed to meet the fellow student's visitors.
- ♦ Students are not allowed to take outsiders /day-scholars to the hostel campus.
- ♦ Illegal charging of electrical devices either in the hostel or college is strictly banned. In case of violation, the gadget will be confiscated and they will be suspended from the hostel for 10 days.
- ♦ If any student uses laptop for watching movies after 8.30 pm a fine of Rs.500/- will be imposed and the gadget will be confiscated.
- ♦ The Management, Principal / Warden reserve the right to take action against a resident for any gross misconduct. The Hostel Committee's decision will be final.

h) Ragging

- ♦ Ragging is a criminal offence which is strictly forbidden by the law of Prohibition of Ragging Act 1996. Those who indulge in ragging will be summarily dismissed.

i) Dress Code

Hosteller is expected

- ♦ To dress modestly and appropriately.
- ♦ To use casuals like nighties only within the hostel premises.
- ♦ To meet the visitors only when dressed properly.



j) General Rules

- ◆ Students are solely responsible for all their belongings. Therefore they must keep all their belongings safe and secure.
- ◆ No notice should be displayed or no meeting should be convened without the prior permission from the hostel administration.
- ◆ Students have to wash their clothes only at the washing place and dry them only on the linen lines outside.
- ◆ Students are encouraged to converse in English.

k) Office Timing

- ◆ The Hostel office functions from 7.30 am to 12.45pm. and 1.30pm-9.40 pm on all days except on Sundays and Holidays.
- ◆ On Sundays and holidays hostel office will function from 8.30 am to 12.30 and 2.00 pm to 9.30 pm
- ◆ Permission can be taken only from 8:30 pm to 9:00 pm in the office from the respective Warden.

l) Catholic Students

- ◆ Remember that your catholic identity has played a great role in securing an admission in Fatima College. So it is your duty to safeguard and deepen your Catholic faith.
- ◆ Catholic students are expected to attend daily Eucharistic Celebrations without fail.

BE HAPPY AND BE AN EXEMPLARY HOSTELER

Hostellers are expected to live in harmony and cordial relationship with deep respect and consideration for the others. Make use of the facilities available in the hostel to fulfill your own goals and dreams, the aspirations and expectations of your parents and Fatima management. Fatima will cherish to nurture and further the growth of well-behaved and responsible students, who shine in the academics and extra-curricular activities.

ENJOY YOUR STAY HERE

Fatima College Hostel
0452 - 2668257
fatimahostel2015@gmail.com



Hostel Prayer

*We beseech you O Lord
To watch over this Hostel and its inmates.
Bless all our efforts very specially our studies.
Save us Lord while we are awake,
Protect us while we sleep,
That we may see a peaceful and beautiful morning.
Our Lady of Fatima pray for us
Amen*





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