



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
SIVAKASI - 626123**

(Affiliated to Madurai Kamaraj University, Re-accredited with 'A+' GRADE by NAAC,  
College with Potential for Excellence by UGC, Mentor Institution under UGC PARAMARSH &  
ISO 9001:2015 Certified Institution)

## **ANNUAL QUALITY ASSURANCE REPORT (2025 - 2026)**

**2.2 CATERING TO STUDENT  
DIVERSITY**

**2.2.1 Special Programmes for advanced  
learners and slow learners**

**TUTORIAL SYSTEM  
2025 - 2026**



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College with Potential for Excellence by UGC and Mentor Institution under UGC PARAMARSH)  
SIVAKASI – 626 123

**TUTOR -WARD SYSTEM**

**Ward Meeting to be held on 18.07.2025 from 9.50 a.m. to 10.50 a.m.**

- Students should be instructed to be punctual to the classes. They should settle inside the classroom before first bell at 9.45 a.m in the morning and 1.25 p.m in the afternoon. Students should take maximum 3 minutes to settle for the next classes.
- Students should stand up during prayer wherever they are. Pin drop silence should be maintained during prayer. During mass gathering, educational tours / industrial training / field visits and in the college bus, Students should maintain discipline.

**Two-Wheeler Usage**

- Students should not ride in triples on two-wheelers under any circumstances.
- Students must possess a valid driving licence for operating a two-wheeler.
- Wearing a helmet is mandatory while riding a two-wheeler.

**College Timings**

- Students must be punctual and ensure they are inside the college campus by 9:40 a.m.
- Students who arrive before 8:00 a.m. must wait only in the basketball court area until classes begin.

**Dress Code**

- All students must strictly adhere to the college dress code on all working days.
- Tight-fitting pants, ankle-fit pants, and similar outfits are not allowed.
- Students should wear full-length pants that maintain a decent and modest appearance.
- Students who wear long tops without side cuts are permitted to wear leggings or jeans.

**Code of Conduct Outside the Campus**

- It has come to our notice through CCTV footage and public complaints that some students have been interacting with male students in the surrounding areas of the college. Such behavior is strictly prohibited, as it affects the reputation of the institution and safety of the students. All students are advised to uphold the college's values and maintain decorum both inside and outside the campus.

**Disciplinary Action**

Failure to comply with the above rules will result in one or more of the following actions:

1. Warning will be sent to the student
  2. If the warning is not obeyed, intimation will be sent to parents/guardians
  3. On repeated disobedience, students will be suspended from classes
  4. In severe case, the student will be expelled from the institution
- Students should keep the campus clean. They should not dump food wastages in the washbasins.
  - Students should not waste drinking water. The use of plastic water bottles should be strictly avoided.
  - Students should listen to the announcements carefully and they should not leave the class room while the announcements are made.
  - Students should be advised to prepare well for I-Term Test. Avoid malpractice; not to take leave during the conduct of the Term Test.
  - Leave should be taken only for genuine reasons with prior permission. Leave letters duly signed by the Tutor and HOD should be dropped in the letter box kept in front of the college office.
  - There should be no absentees for the Ward Meeting and Expressive Articulation Session.
  - Students should use the campus properly obeying the general instructions thereby utilising the services to their benefit and development
  - Students are encouraged to utilise library in the mornings and in the evenings as per the timing: Morning: 8.30 am onwards; Evening: till 5.20 pm
  - Students should be made aware of the personal benefits of Pranic Healing course and the importance of practising it
  - Bus boarding time is usually at 4.40 pm on Fridays and 3.40 pm on Saturdays. During Test week, bus will start from campus at 4 pm
  - Students should report to the Tutors on the previous day when they want to bring mobile phones. Bringing mobile phones to college without the knowledge of the tutor is strictly prohibited
  - Students must be instructed about the Outcome Based Education including the PEO, PLO, PSO, and CLOs & K levels of the course.
  - Students must be instructed to mention Question No., CLO and K level in their answer scripts.

- Students are asked to refer to the guidelines for Comprehensive Attainment given on Pages 48 and 49 of our college handbook, and are encouraged to participate in activities aimed at achieving holistic development in both academic and non-academic skills.
- A minimum of 75% attendance out of 90 working days per semester is mandatory for students to be eligible to appear for Practical and Theory Examinations of UG and PG Programmes and Certificate/Diploma Programmes. Students who fail to meet this requirement must repeat the semester.
- If any student takes medical leave for more than 10 days, they must inform to the Office of the Controller of Examinations.
- Second-year UG, PG, and third-year UG students who are going to write the arrear Examinations in the November 2025 End Semester Examinations are required to pay their arrear fees between 12<sup>th</sup> August 2025 and 21<sup>st</sup> August 2025. No extension of this deadline will be granted after 21<sup>st</sup> August 2025.
- In the Internal Examination answer scripts, properly put the section numbers and question numbers in the margin. Questions without section numbers and question numbers will not be evaluated in the End Semester Examinations.
- For I UG and I PG students, Exam Forms are distributed through their Departments. Submit the filled Exam Forms, along with:
  - i. photo
  - ii. photocopy of mark statement (+2-mark statement for I UG and Final UG consolidated mark statement for I PG)
  - iii. photocopy of Aadhar card
- NPTEL Enrollment is now open for the July–December 2025 semester. A total of 834 courses are available across various disciplines. Enrollment for Batch I will close on 28th July 2025, and for Batch II on 18th August 2025.
- Students are encouraged to take on the role of guide teacher for Children's Science Congress 2025. The theme of the 34<sup>th</sup> Children's Science Congress (CSC) 2025 is " Sustainable Safe Water Management" (நீடித்த பாதுகாப்பான நீர் மேலாண்மை). The last date for the online registration is 15<sup>th</sup> August 2025 (Friday). For Further details contact either Dr. A. P. Gowsalya Devi, Assistant Professor of Botany or Dr. M.Nithya, Assistant Professor of Physics.

**Tutors' instructions:**

1. Tutors are requested to inform your wards that the "Best Outgoing Student Award" will be given to a final year UG student based on the Cumulative Comprehensive Attainment score and the marks obtained under Academic Performance.
2. Tutors are requested to
  - inform their wards about the scholarship schemes available on the website <https://www.buddy4study.com/>
  - collect the evidence of the scholarships (NGOs / Institutions) received by their wards and submit the same to the Criterion V staff in charge of their department.
3. Tutors are requested to inform students about the NPTEL and SWAYAM online courses and encourage them to complete their registration on time.
4. Tutors kindly monitor whether all the I UG students those who are not in remedial had enrolled in skill course I PG in NPTEL / Skill course and II UG students in certificate courses.

*S. Dhe*  
Dr. S. Dhanalakshmi, Dr. V. Annapackiam,

*Lalitha* For P. Varshnavi  
Ms. V. Lalithambigai & Ms. S. Kavitha  
(Co-ordinators of Tutorial Ward System)

*R. Sudha Periakumari*  
Principal  
PRINCIPAL  
The Standard Fineworks Rajarajam  
College for Women (Autonomous),  
SIVAKASI.



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SIVAKASI – 626 123

## **TUTOR -WARD SYSTEM**

Date: 01.09.2025

**Ward Meeting to be held on 02.09.2025. from 2.00 p.m. to 02.30 p.m.**

- Students should be instructed to be punctual to the classes. They should settle inside the classroom before first bell at 9.45 a.m in the morning and 1.25 p.m in the afternoon. Students should take maximum 3 minutes to settle for the next classes.
- Students should stand up during prayer wherever they are. Pin drop silence should be maintained during prayer.
- During mass gathering, educational tours / industrial training / field visits and in the college bus, students should maintain discipline.

### **Two-Wheeler Usage**

- Students should not ride in triples on two-wheelers under any circumstances.
- Students must possess a valid driving licence for operating a two-wheeler.
- Wearing a helmet is mandatory while riding a two-wheeler.

### **College Timings**

- Students must be punctual and ensure they are inside the college campus by 9:40 a.m.
- Students who arrive before 8:00 a.m. must wait only in the basketball court area until classes begin.

### **ID Card**

- Students who are in need of new ID cards should approach the Librarian and get new ID cards.

### **Dress Code**

- All students must strictly adhere to the college dress code on all working days.
- Tight-fitting pants, ankle-fit pants, and similar outfits are not allowed.
- Students should wear full-length pants that maintain a decent and modest appearance.
- Students who wear long tops without side cuts are permitted to wear leggings or jeans.

### **Code of Conduct Outside the Campus**

- It has come to our notice through CCTV footage and public complaints that some students have been interacting with male students in the surrounding areas of the college. Such behaviour is strictly prohibited, as it affects the reputation of the institution and safety of the students. All students are advised to uphold the college's values and maintain decorum both inside and outside the campus.

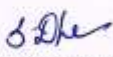
### **Examinations**

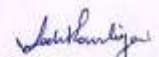
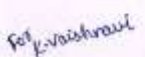
- To attend the End Semester Examinations, November 2025, both Theory and Practical, 75% attendance is compulsory for all the students. Students can check their Attendance in their student portal itself.
- As per UGC guidelines, it's important for final year UG and PG students to clear arrear papers within two years after completing their courses.
- Hence, final year UG and PG students with arrear papers are advised to take part in the upcoming arrear examinations scheduled for November 2025, End Semester.
- All students are expected to receive their semester and Certificate, Diploma mark statements within the specified time frame outlined by the Office of the Controller of Examinations.

### **Learning and Academics**

- Students should not be absent for Certificate/Diploma/Value Added Courses and TNPSC coaching classes in the evening. Students should approach the teacher if leave is needed.
- Students must be instructed about the Outcome Based Education including the PEO, PLO, PSO, and CLOs & K levels of the course.
- Students are asked to refer to the guidelines for Comprehensive Attainment given on Pages 48 and 49 of our college handbook, and are encouraged to participate in activities aimed at achieving holistic development in both academic and non-academic skills.

- Tutors are requested to inform their wards that the "Best Outgoing Student Award" will be given to a final year UG student based on the Cumulative Comprehensive Attainment score and the marks obtained under Academic Performance.
- Tutors are requested to communicate the Action Taken Report, based on the feedback provided by students regarding the curriculum, teaching and learning, and infrastructure, to their respective wards.
- Using mobile phones inside the campus is strictly prohibited.
- If student is found using mobile phones without due permission, she will be suspended /dismissed from the institution.
- Students should prepare well for Term test II. Answer sheets must be utilized precisely; All questions should be answered by the students.
- Students should try to communicate with faculty members in English.
- Students should utilize library during proper timings; They should read journals for their academic development.

   
Dr. S. Dhanalakshmi, Dr. V. Annappaiah,

   
Ms. V. Lalithambigai & Ms. S. Kavitha  
(Co-ordinators of Tutorial Ward System)

  
Principal  
PRINCIPAL  
The Standard Fireworks Rajaratnam  
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**SIVAKASI – 626 123**

**TUTOR -WARD SYSTEM**

**Date: 06.10.2025**

**Ward Meeting to be held on 07.10.2025. from 09.50 a.m. to 10.50 a.m.**

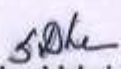
- Students should be instructed to be punctual to the classes. They should settle inside the classroom before first bell at 9.45 a.m in the morning and 1.25 p.m in the afternoon. Students should take maximum 3 minutes to settle for the next classes.
- Students must be punctual and ensure they are inside the college campus by 9:40 a.m.
- Students who arrive before 8:00 a.m. must wait only in the basketball court area until classes begin.
- College bus boarding time is usually at 4.40 pm on Fridays and 3.40 pm on Saturdays. During Test week, bus will start from campus at 4.30 pm
- Students should avoid taking lunch near the temple and in the cycle sheds
- Students should thoroughly review and study all the questions asked in the three term tests for effective revision.
- Students must pay their arrear fees on time promptly. Delay should be avoided.
- After November 2025 End Semester Examinations, a double valuation system will be implemented for PG students. Hence, the revaluation option will no longer be available for PG students; they may apply only for the retotaling option.
- Students are asked to listen to announcements given by the Office of the Controller of Examinations carefully.
- Internal passing minimum for 2023 regulations, UG: Theory & Practical – 14/25, NME & Foundation (CIA only): 10/25, PG: Theory & Practical – 16/25, Cyber Security & Soft skill (CIA only): 13/25 and Certificate & Diploma: Theory – 9/25, Practical – 9/25.
- To attend the Theory, Practical, and Diploma Programmes End Semester Examinations, November 2025, 75% attendance is compulsory.
- Only on completing the Course Exit Survey from 15-10-2025 to 18-10-2025, and paying the pending fees if any (Semester fees / Exam fees / Bus fees / any fine), students can view, download and print their Hall Ticket.
- Hall Ticket and ID Card are mandatory to attend both Practical and Theory End Semester Examinations, November 2025. If a student fails to bring her Hall Ticket, she can get her Hall ticket after paying the fees of Rs. 50/- in SF Office. For ID Card contact Mrs. Kamatchi – Flair Room (Rs.30) for getting Bonafide Certificate.
- Smart Watches are strictly prohibited during the End Semester Examinations.
- Students should bring only the materials like pen, pencil, calculator, eraser and scale to the Examination Hall. Don't bring any papers except Hall Ticket into the Examination Hall.
- Scribbling in hands, legs, shawls etc., will be considered as malpractice.
- Students should note down the Examination schedules, i.e., Date and Sessions (Time) carefully. Students can also check the Date, Sessions, Room No. and Seat No. of their Examinations in the Hall Ticket too. For any discrepancies found in the Hall Ticket contact COE Office immediately.
- As per UGC Guidelines, if there is a charge of malpractice on a student, she will be sent out of the Examination Hall and will be allowed to write the examination only during the next academic year. Further, the papers already appeared by that

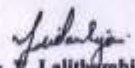
candidate during that semester will not be evaluated.

- Once the results are published by the office of the COE, Students can download their results from student portal and keep the copy for further reference.
- Project submission for III UG students is on 25.10.2025. CIA verification date is on 29.10.2025. Students should not take leave on the above days.
- Students can be inside the campus for studying during the semester examination only after receiving due permission from tutor and HOD.

**Tutors are asked to:**

- ❖ Ensure that the wards have informed their parents about the term test marks and confirm that the information has been properly conveyed at home.
- ❖ Encourage the use of LCS video lessons, SFRC Connect YouTube channel resources and course materials uploaded on the ERMS portal for exam preparation and revision.
- ❖ Advise the wards to maintain a personal learning log or study plan to monitor the academic progress.
- ❖ Instruct the wards to thoroughly review and study all the questions asked in the three term tests for effective revision.
- ❖ Stress the importance of morals and values in daily life.
- ❖ Counsel the wards to exercise caution and thoughtfulness before engaging in intimate conversations with others.
- ❖ Closely monitor the wards' attendance, workplace/company details and accommodation arrangements during the internship period. Wards must be instructed to send geotagged photos daily for effective monitoring.

  
Dr. S. Dhansalakshmi, Dr. V. Annapackiam,

  
Ms. V. Lalithambigai & Ms. S. Kavitha  
(Co-ordinators of Tutorial Ward System)

  
Principal  
PRINCIPAL  
The Standard Fireworks Rajaratnam  
College for Women (Autonomous),  
SIVAKASI.



## TUTOR-WARD SYSTEM

Date: 02.01.2026

**Ward Meeting to be held on 05.01.2026. from 2.30 p.m. to 3.30 p.m.**

- Students should be instructed to be punctual to the classes. They should settle inside the classroom before the first bell at 9.45 a.m in the morning and 1.25 p.m in the afternoon. Students should take maximum 3 minutes to settle for the next classes.
- Students should stand up during the prayer wherever they are. Pin drop silence should be maintained during the prayer. During mass gathering, educational tours / industrial training / field visits and in the college bus, Students should maintain discipline.

### Two-Wheeler Usage

- Students should not ride in triples on two-wheelers under any circumstance.
- Students must possess a valid driving licence to ride a two-wheeler.
- Wearing a helmet is mandatory while riding a two-wheeler.

### College Timings

- Students must be punctual and ensure they are inside the college campus by 9:40 a.m.
- Students who arrive before 8:00 a.m. must wait only in the basketball court area until classes begin.

### Dress Code

- All students must strictly adhere to the college dress code on all working days.
- Tight-fitting pants, ankle-fit pants, and similar outfits are not allowed.
- Students should wear full-length pants to maintain a decent and modest appearance.
- Students who wear long tops without side cuts are permitted to wear leggings or jeans

### Disciplinary Action

- Using mobile phones inside the campus is strictly prohibited. It has been observed that some students are using mobile phones while entering the campus and at the cycle stand, which is against college discipline.
- All important information regarding scholarship schemes, Examinations will be provided through announcements. Students are asked to maintain silence and there should be no movements during announcements. Class Representatives should take in charge of their class to remain silent during announcement.
- **On violation of above mentioned rules, strict disciplinary action will be taken. The mobile phones found with students inside the campus will be ceased.**
  - Students Councillor Mrs.N.Niranjana Devi will be available in our College campus monthly 2 days. For Days Scholars, Timing will be 2:30-3:30 pm. For Hostellers, Timing will be 4:30- 6:00pm
  - A minimum of 75% attendance out of 90 working days per semester is mandatory for students to be eligible to appear for Semester Practical and Theory Examinations of UG and PG Programmes and Certificate/Diploma Programmes. Students who fail to meet this requirement must repeat the semester.
  - If any student takes medical leave for more than 10 days, they must inform the Office of the Controller of Examinations.
  - As per UGC guidelines, final-year UG and PG students must clear their arrear papers within two years of course completion and are therefore advised to attend the April 2026 End Semester arrear examinations.
  - Students can pay their arrear fees from 29.12.2025 to 08.01.2026. No further extension will be given for paying the arrear fees.
  - All the students are expected to receive their semester mark statements within the specified time frame outlined by the office of the Controller of Examinations. Or else Rs.100/- will be collected as penalty (for certificate and diploma courses also).
  - Students should familiarize themselves with the PEO, PLO, and PSO of each course under Outcome-Based Education. Students should be clearly informed about the CLOs and K-levels of each course in this semester and their importance within the OBE framework.
  - Tutors are asked to explain the Comprehensive Attainment and ask their wards to refer to page no. 48 and 49 in the college handbook and encourage their wards to participate in Co-curricular and Extra-curricular activities.

- Final year UG and PG students must verify their communication details in the student portal. Accurate address information is required to receive essential updates regarding the convocation process.
- Final year students should write their names both in English and Tamil with correct spelling in the Form - Degree Certificate Detail List given by COE (for convocation purpose). If they make mistakes, it is their responsibility to change the correction in the degree certificate by paying Rs.8,000/- to Madurai Kamaraj University.
- Students Pongal will be celebrated on 14.01.2026 (Wednesday) for the outgoing students.
- Tutors are asked to update the Students Personal record book.

#### Term test Question Pattern

- UG Core and Elective Courses: Total 50 Marks – 2 Hours  
Section A: 10 X 1 = 10 Marks  
Section B: 4 X 5 = 20 Marks (either (a) or (b))  
Section C: 2 X 10 = 20 Marks (either (a) or (b))
- PG Core and Elective Courses: Total 50 Marks – 2 Hours  
Section A: 10 X 1 = 10 Marks  
Section B: 2 X 5 = 10 Marks (either (a) or (b))  
Section C: 3 X 10 = 30 Marks (either (a) or (b))
- For UG – Part IV and PG – Part B Courses, Term test will be conducted for 25 Marks and One-hour duration.
- Front Page of UG Core and Elective Courses will be light green colour. Front Page of PG Core and Elective Courses will be light yellow colour. For UG – Part IV and PG – Part B Courses front page will be white colour.
- Students should prepare well for Term Test I. Answer sheets must be utilized without wastage.
- In the Internal Examination answer scripts, properly put the section numbers and question numbers in the margin. Questions without section number and question number will not be evaluated in the Term Tests as well as in the End Semester Examinations.



#### NPTEL Course Details

- III Year students who had not completed YWED course, must complete one NPTEL course in this semester compulsorily. Tutors must take care of it
- Enrolment is open for NPTEL courses (Jan–Apr 2026) offering 4, 8 and 12-week courses. Batch I closes on 26 Jan 2026 (5:00 PM) and Batch II on 16 Feb 2026 (5:00 PM).
- Course sessions commenced on 19 Jan 2026 and 16 Feb 2026, depending on the course batch and duration.
- NPTEL examinations will be held in March–April 2026. March exams are on 27–29 Mar 2026, and April exams from 17–26 Apr 2026, with additional dates on 20 & 27 Apr 2026.
- Exam registration is already open from 18 Dec 2025. The last dates are 13 February 2026 (Batch I) and 23 February 2026 (Batch II).
- Faculty members are requested to inform and encourage students to complete enrolment, exam registration, and mentor selection within the stipulated timelines.
- Mentor addition through the SPOC portal is already open from 17 Nov 2025. Mentor addition closes on 2 Feb 2026 (Batch I) and 23 Feb 2026 (Batch II), and mentee selection closes on 9 Feb 2026 and 27 Feb 2026, respectively.

Dr. S. Dhanalakshmi, Dr. V. Annapackiam,

Ms. V. Lalithambigai & Ms. S. Kavitha  
(Co-ordinators of Tutorial Ward System)

R. Sundar Prakash  
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SIVAKASI – 626 123

## TUTOR -WARD SYSTEM

Date: 16.02.2026

Ward Meeting to be held on 17.02.2026, from 2.30 p.m. to 03.30 p.m.

- Students should be instructed to be punctual to the classes. They should settle inside the classroom before the first bell at 9.40 a.m in the morning and 1.25 p.m in the afternoon. Students should take maximum 3 minutes to settle for the next classes.
- Students should stand up during the prayer wherever they are. Pin drop silence should be maintained during the prayer. During mass gathering, educational tours / industrial training / field visits and in the college bus, Students should maintain discipline.

### Two-Wheeler Usage

- Students should not ride in triples on two-wheelers under any circumstance.
- Students must possess a valid driving licence to ride a two-wheeler.
- Wearing a helmet is mandatory while riding a two-wheeler.

### College Timings

- Students must be punctual and ensure they are inside the college campus by 9:40 a.m.
- Students who arrive before 8:00 a.m. must wait only in the basketball court area until classes begin.

### Dress Code

- All students must strictly adhere to the college dress code on all working days.
- Tight-fitting pants, ankle-fit pants, and similar outfits are not allowed.
- Students should wear full-length pants to maintain a decent and modest appearance.
- Students who wear long tops without side cuts are permitted to wear leggings or jeans.

### Disciplinary Action

- Students should wear their ID cards regularly.
- Students should keep the campus clean. They should not dump food wastages in the washbasins.
- Students should not waste drinking water.
- Students should turn off the lights and fans while leaving the classroom.
- Using mobile phones inside the campus is strictly prohibited. If found, mobile phones will be confiscated with disciplinary action initiated.

### Instructions from the Union

World Record Event will be done on March 5th, 2026 on account of International Women's Day.

### Instructions from the Librarian

Instruct the final year students to return their library book by April 7, 2026. If final year students lose library books, instruct them to inform the librarian.

### Instructions from the IQAC

1. Students must be instructed about the Outcome Based Education – CLOs / K attainment levels of the course.
2. Students must be instructed to mention CLO and K level in their answer scripts.
3. Tutors of I PG and II UG are asked to encourage the students to find reputed institutions (with MoU) for their internship relevant to the job opportunities.
4. Outgoing students should be motivated to
  - appear for competitive examinations such as NET, SET, CSIR, TNPSC, Banking Services, Civil Services, etc.
  - take full advantage of the placement opportunities available to them.
5. Tutors may insist their students watch the LCS video lectures before the term tests for revision.
6. Encourage all students to like and share our college's posts on Instagram and Facebook. Tag @Sfreconnect in posts and stories, and use our college's hashtag.
7. The usage of plastic water bottles must be avoided.

**Instructions from the COE (Attendance Requirement for End Semester Examinations – April 2026)**

All students appearing for the **End Semester Examinations – April 2026**, including **Theory and Practical examinations** for all **UG and PG programmes**, as well as **Certificate, Diploma, and JOC/SE courses**, must secure a **minimum of 75% attendance** to be eligible to appear for the examinations.

Students are advised to refer to **Pages 46 & 47 of the College Handbook** for detailed regulations pertaining to attendance requirements.

Students may verify their attendance records through the **Student ERMS Portal**.

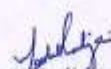
**NPTEL Course Details**

- Students are reminded that NPTEL Exam Registration for Batch II closes on 27 February 2026. Those who have not registered yet must complete the process immediately.
- Mentor addition closes on 23 February 2026 and mentee selection closes on 27 February 2026. Ensure you are properly linked with your mentor within the deadline.
- NPTEL examinations will be conducted from 27–29 March 2026 and 17–26 April 2026, including additional dates on 20 and 27 April 2026. Students should start preparing seriously.
- All students must regularly complete weekly assignments and secure the minimum required marks to become eligible for certification. Avoid last-minute technical or payment issues.

**Tutors are asked**

- to counsel students for five minutes in every class on how to face real-life challenges and uphold moral values.
- to render positive counselling to their wards to overcome their problems in right direction in right time. Students Counsellor **Mrs.N.Niranjana Devi** will be available in our campus monthly 2 days. For days scholars, timing will be 2:30 – 3:30 pm. For Hostellers, timing will be 4:30 – 6:00 pm.
- to instruct them to respect their parents, teachers & elders.
- to motivate the final year UG students to join in the PG Programme in our institution. 50% Fee concession will be provided in the first semester for the alumnae.
- to discuss about the student's preparation for the upcoming II -Term test.

  
Dr. S. Dhanalakshmi, Dr. V. Annapackiam,

  
Ms. V. Lalithambigai & Ms. S. Kavitha  
(Co-ordinators of Tutorial Ward System)

  
Principal  
PRINCIPAL  
The Standard Fireworks Rajanatham  
College for Women (Autonomous),  
SIVAKASI.



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
SIVAKASI – 626 123**

(Affiliated to Madurai Kamaraj University, Madurai, Reaccredited with 'A+' Grade by NAAC, College with  
Potential for Excellence by UGC & Mentor Institution under UGC PARAMARSH)

**TUTOR -WARD SYSTEM**

**Date: 20.03.2026**

**Ward Meeting to be held on 24.03.2026. from 2.30 p.m. to 03.30 p.m.**

- Students should be instructed to be punctual to the classes. They should settle inside the classroom before the first bell at 9.40 a.m in the morning and 1.25 p.m in the afternoon. Students should take maximum 3 minutes to settle for the next classes.
- Students should stand up during the prayer wherever they are. Pin drop silence should be maintained during the prayer. During mass gathering, educational tours / industrial training / field visits and in the college bus, Students should maintain discipline.

**Two-Wheeler Usage**

- Students should not ride in triples on two-wheelers under any circumstance.
- Students must possess a valid driving license to ride a two-wheeler.
- Wearing a helmet is mandatory while riding a two-wheeler.

**College Timings**

- Students must be punctual and ensure they are inside the college campus by 9:40 a.m.
- Students who arrive before 8:00 a.m. must wait only in the basketball court area until classes begin.

**Dress Code**

- All students must strictly adhere to the college dress code on all working days.
- Tight-fitting pants, ankle-fit pants, and similar outfits are not allowed.
- Students should wear full-length pants to maintain a decent and modest appearance.
- Students who wear long tops without side cuts are permitted to wear leggings or jeans.

**Disciplinary Action**

- Students should wear their ID cards regularly.
- Students should keep the campus clean. They should not dump food wastages in the washbasins.
- Students should not waste drinking water.
- Students should turn off the lights and fans while leaving the classroom.
- Using mobile phones inside the campus is strictly prohibited. If found, mobile phones will be confiscated with disciplinary action initiated.

**Instructions from the Librarian**

- Instruct the final year students to return their library book by April 7, 2026. If final year students lose library books, instruct them to inform the librarian.

**Instructions from the COE**

- Students are asked to listen to announcements given by the Office of the Controller of Examinations carefully.
- **Internal passing minimum for 2020 regulations**, UG: Theory – 19/40, Practical 22/50.
- **Internal passing minimum for 2023 regulations**, UG: Theory & Practical – 14/25, NME & Cyber Security (CIA only): 10/25, PG: Theory & Practical – 16/25, Soft skill & Skill Enhancement Course (CIA only): 13/25 and Certificate & Diploma: Theory – 9/25, Practical – 9/25.
- To attend the Theory, Practical (for all UG and PG programmes), Certificate and Diploma Programmes End Semester Examinations, April 2026, 75% attendance is compulsory. Refer to pages 46 & 47 in our college Handbook for Attendance details.
- Only on completing the **Course Exit Survey from 02.04.2026 to 07.04.2026**, and paying the pending fees, if any (Semester fees / Exam fees / Bus fees / any fine), students can view, download and print their Hall Ticket.
- **For Practical Examinations, a Temporary Hall Ticket will be issued.**
- **For Theory Examinations, Hall Ticket will be available in the Student Portal from 15.04.2026 only.** Download the Hall Ticket and then take a printout of the Hall Ticket. Don't take the screenshot.
- Hall Ticket and ID Card are mandatory to attend both Practical and Theory End Semester Examinations, April 2026. If a student fails to bring her Hall Ticket, she can obtain it after paying Rs. 50/- at the SF Office. For ID Card, contact Mrs Kamatchi – Flair Room (Rs. 30) for getting a Bonafide Certificate.
- Smart Watches are strictly prohibited during the End Semester Examinations.

24.01.26

- Students should bring only the materials, such as a pen, a pencil, a calculator, an eraser and a scale to the Examination Hall. Don't bring any papers except the Hall Ticket into the Examination Hall.
- Scribbling on hands, legs, shawls, etc., will be considered malpractice.
- Students should note down the Examination schedules, i.e., Date and Sessions (Time), carefully. Students can also check the Date, Sessions, and room number, and the Seat No. of their Examinations in the Hall Ticket too. For any discrepancies found in the Hall Ticket, contact the COE Office immediately.
- As per UGC Guidelines, if there is a charge of malpractice against a student, she will be sent out of the Examination Hall and will be allowed to write the examination only during the next academic year. Further, the papers already appeared by that candidate during that semester will not be evaluated.
- Once the results are published by the office of the COE, Students can download their results from the student portal and keep a copy for further reference.

#### Instructions from the IQAC

- Tutors are asked to motivate the final year UG students to join the PG Programme in our institution. A 50% Fee concession will be provided in the first semester for the alumnae.
- Outgoing students who get placements are asked to submit the order copy to their respective departments.
- Tutors are asked to check the CLO/ K level attainment for each course.
- Students are advised to check their course performance analysis report in the student portal and use it to understand their strengths and improve the areas where they need more progress.
- Tutors of I PG and II UG are asked to encourage the students to find reputed institutions for their internship relevant to the job opportunities. (Steps should be taken by the Department to Sign MoU for the same).
- If UG and I PG Students should complete their internship in reputed places during the vacation itself. Internship report booklet will be available in our College Co-operative store. Students should submit the report as per the format alone on or before the tenth day of reopening.

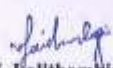
#### NPTEL Course Details

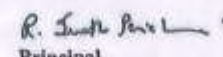
- NPTEL course examinations for the January-April 2026 semester will be conducted on March 28 & 29, 2026 and April 17, 18, 19, 24, 25 & 26, 2026.
- All examination sessions will be held in two slots per day: 9:00 AM -12:00 Noon and 2:00 PM - 5:00 PM.
- Students are instructed to attend the examinations as per the allotted schedule and session.
- All students are advised to regularly check the SWAYAM/NPTEL portal for any updates regarding examination schedules and instructions.

#### Tutors are asked

- to counsel students for five minutes in every class on how to face real-life challenges and uphold moral values.
- to render positive counselling to their wards to overcome their problems in right direction in right time. Students Councilor Mrs. N.Niranjana Devi will be available in our campus monthly 2 days. For days' scholars, timing will be 2:30 – 3:30 pm. For Hostellers, timing will be 4:30 – 6:00 pm.
- to instruct them to respect their parents, teachers & elders.
- to discuss about the student's preparation for the upcoming III -Term test.
- to instruct the outgoing students to ~~must~~ follow the timing and rules of the upcoming graduation day.

  
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