



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
Sivakasi**

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

**NAAC SSR Cycle IV (2015-2020)**

**2.6. Student Performance and Learning**

**2.6.1. PO and CO for all Programmes**

**ORIENTATION ON OBE DURING  
TUTOR WARD MEETINGS**



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

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**CIRCULARS**

**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),**  
(Affiliated to Madurai Kamaraj University, Re-Accredited with 'A' GRADE by NAAC &  
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**SIVAKASI.**

**Ward Meeting on 17.10.19 between 2.45 p.m. and 3.30 p.m.**

- ☆ Performance in the III Term Test and preparation for the **End Semester Examinations.**
- ☆ Students should be made aware of the minimum required pass marks in the term test.  
**UG – 14/25; PG & M.Phil – 16/25.** For End Semester Examination the minimum pass mark for  
**UG is 26 and for PG 34.**
- ☆ The tutors are instructed to make aware of their wards about the End Semester Examinations  
schedule for practical and theory.
- ☆ Dates, Sessions and Subject Code for the End Semester Examinations should be noted down  
carefully and correctly.
- ☆ Students should be in the Examination hall at 9.45 a.m. for the morning session and at  
1.45 p.m. for the afternoon session.
- ☆ Students should bring their Hall-ticket and ID card to both theory and practical examinations.  
Students who have forgotten to bring the hall-ticket should pay a fine of  
₹ 100/- and enter their names, major, subject code of the paper of that day in the register kept in the  
COE Office before entering the Examination hall to get the duplicate Hall Ticket.
- ☆ Students should enter their correct register number in the answer scripts.
- ☆ The question pattern for current students is based on OBE. For arrear ~~papers~~, old question pattern is  
followed.
- ☆ Students who commit Mal-practice in the examinations are not permitted to write the examination.
- ☆ Students who want to study in the college campus during the study holidays should get prior  
permission from the principal through tutor and HOD.
- ☆ Students who do not have practical examinations should not wander inside the college campus during  
the working hours.
- ☆ Students are strictly instructed to listen to the announcements made carefully.
- ☆ Students should take care of their belongings during examinations.
- ☆ The tutors are asked to record the activities of the students in the profile regularly and update them.
- ☆ Tutors are asked to instruct the students about outcome based education including the CO's and K's  
with anyone of the model question paper.
- ☆ Tutors are asked to explain the course exit survey of each course and online feedback system of  
stake holders.
- ☆ All UG, PG, M.Phil students and Ph.D scholars are must have e-mail id and check regularly.

*S. Dhanasekaran*  
Principal

*J. Palanivel*

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**Ward Meeting on 17.09.19 between 3.00p.m. and 3.30 p.m.**

- ☆ The tutors are asked to discuss the students' performance in the Term Test I & II and to advise the slow learners to perform well in the III Term Test to get pass marks in the internal.
- ☆ Course teachers are asked to give small slip test / definitions / small questions during the class hours to enhance the performance of the students.
- ☆ There will be **no retest** for the students at any cost.
- ☆ Students are asked to submit their records/assignments in time before the commencement of III Term Test and are asked to complete their practical works for internal assessment.
- ☆ Students' attendance should be insisted. If a student discontinues her studies during the semester, she would be able to continue her studies only in the next academic year.
- ☆ Students should be made aware End Semester Examination aggregate marks **UG-40 marks, PG/M.Phil - 50 marks.**
- ☆ Students must be asked to get their mark statements for all the certificate programmes conducted during April 2019 from COE Office without fail.
- ☆ Students have to check initial, spelling and make note of their register numbers in the nominal roll and hall tickets and to ensure their correctness.
- ☆ Ask the students to refer the notice board for the practical examination schedule.
- ☆ Students should bring their Hall-ticket and ID card to the End Semester Examination (Theory & Practical). Students who have forgotten to bring ID should pay ₹ 30/- and ₹ 100/- for hall-ticket as penalty and enter their names, major, subject code of the paper of that day in the register kept in the COE Office before entering the Examination hall to get the duplicate Hall Ticket.
- ☆ Students are instructed to put the subdivisions a/b along with question number in the answer script.
- ☆ As per the UGC guidelines, if there is a charge of malpractice on a student, she should be sent out of the examination hall and given chance during next semester only. The courses, she has already appeared during that semester will not be valued.
- ☆ As per the UGC norms if any student discontinues her study or does not clear the arrears a grace period of 2 years only will be given for both UG and PG students to complete their course.
- ☆ Students are strictly instructed to listen to the announcements made regarding placement, and scholarship.
- ☆ The tutors are asked to record the activities of the students regularly to update the profile of their wards.
- ☆ Tutors are asked to instruct the students about outcome based education including the Co's and K's with anyone of the Model question paper.
- ☆ Tutors are asked to explain the desired learning and innovation Pedagogies present in the outcome based education.
- ☆ Note: Insist about the outcomes and different K level attainment of the student by using anyone of the Model question.

*S. D. S.*  
Staff In-charge

*T. Palameswari*  
Principal

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**WARD MEETING**

**Ward Meeting on 17.08.19 between 2.45 p.m. and 3.30 p.m.**

- ☆ The tutors are advised to counsel their wards regarding their problems like personal, financial and academic and take necessary steps especially for the frequent absentees.
  - ☆ Performance in the I Term Test and preparation for II Term Test.
  - ☆ There should be no absentees for the Expressive Articulation Session and Ward Meeting.
  - ☆ The tutors are asked to check their wards attendance in COP programmes / Extra Credit Course/ Certificate Course offered in the college and also in Remedial Coaching classes.
  - ☆ Students should be made aware of the minimum required pass marks in the Internal. **UG – 14/25; PG & M.Phil – 16/25.** There will be **no retest** for the students at any cost.
  - ☆ Final year students those who are interested can enroll their names for Certificate Programme on Basic accounting and accounting practices for employment opportunities in the Commerce Department (R).
  - ☆ Tutors are asked to motivate their wards to join the Readers Club and make use of the Smart TV kept in the library.
  - ☆ Tutors are asked to make their wards (atleast 5 to 10 students) to enroll in the **NPTEL online courses**. Tutors can become mentors if they enroll in NPTEL online courses and they can get a certificate.
  - ☆ Outgoing students should be motivated to appear in the competitive examinations like NET, SET, CSIR, TNPSC, Banking Services, Civil Services, etc.
  - ☆ Students are asked to pay their exam fees within the due date.
  - ☆ Tutors are asked to verify the final year students about NAD registration. User ID and password can be created by the students during library hour.
  - ☆ Tutors are asked to instruct the students about outcome based education including the CO's and K's with anyone of the model question paper.
  - ☆ Tutors are asked to explain the desired learning and innovation pedagogies present in the outcome based education.
- Note:** Insist about the course out comes and different K level attainment of the student by using anyone of the model question.

*D. Anandhi*  
*D. Anandhi*  
Staff In-charge

*T. Palaveswari*  
Principal