



FATIMA COLLEGE
(AUTONOMOUS)
MARY LAND, MADURAI - 18.

END SEMESTER EXAMINATIONS - NOVEMBER 2021 (FEB. 2022)

GUIDELINES FOR THE STUDENTS FOR ONLINE END SEMESTER EXAMINATIONS
NOVEMBER - 2021 (FEBRUARY - 2022)

1. The students have to strictly comply with the guidelines issued by the college with regard to the Online End Semester Examinations November 2021 (February 2022).
2. The students will be given access to the question paper at 9.30 a.m. and 1.30 p.m. for the FN and the AN sessions respectively.
3. Soon after downloading the question paper each student shall type their Register Number followed by the word "DOWNLOADED" in capital letters [*E.g. 21MAEH01-DOWNLOADED*] by 10.00 a.m./2.00 p.m. failing which she will be marked absent.
4. The students must use only A4 size paper to write all the answers strictly within 40 pages.
5. The students must write their register number, subject code, page number and sign in the right top corner of each and every page of the answer scripts. The template of the same **MUST** be forwarded to them by the Additional Nodal Officers (Class Teachers). The students **MUST** fill in the required details in the given template that should precede each answer script.
6. The students must write the examination using blue or black pen only and not allowed to type answers and also not allowed to copy and paste the text book images in their answer scripts.
7. After writing the exams, the written answer scripts shall be uploaded in the Google Classroom. In case a student is unable to upload in the Google Classroom she can send it through email or WhatsApp within 2.00 p.m. for the FN session and 6.00 p.m. for the AN session failing which the student shall be marked absent.
8. Students shall contact the respective Nodal Officer/Additional Nodal Officer/Course Teachers in your WhatsApp group for any clarification. The contact number of the Nodal Officer shall be posted in your WhatsApp group by your class teachers who will serve as the Additional Nodal Officers during the exams.
9. After completing all the exams, the students are requested to pack the copies of all the answer scripts in an office cover with a cloth line covering and send it to the Nodal Officer through post/ courier so as to reach on or before **February 20, 2022**.
10. In case a student has difficulty with internet facilities, she has to report to her Additional Nodal Officer immediately after receiving these guidelines.

ALL THE BEST!

Principal