

# M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE

(Affiliated to Thiruvalluvar University)



**Academic Calendar 2018 - 2019**

**HAKEEM NAGAR,  
MELVISHARAM - 632 509,  
VELLORE DISTRICT.**

**Phone : 04172 - 266167, 266463,**

**Email : [mmeswc@yahoo.in](mailto:mmeswc@yahoo.in) | website - [mmescollege.com](http://mmescollege.com)**

## PERSONAL DATA

1. Name.....

2. Class & Branch.....Roll No.....

3. Date of Birth.....

4. Parent's/ Guardian's Name.....

5. Residential Address.....

.....

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6. Savings Bank A/c. No.....

7. Blood Group.....

8. Vehicle No.....

9. Height ..... cm.                      Weight.....Kg.

## VISION

To help our wards to nurture an organized planning to fit themselves within the framework of an ideal system of academic excellence.

To foster the healthy seeds to enlarge the dimensions of their Secular, Spiritual and Universal knowledge.

To train the young curious questing minds to bloom into dedicated citizens of society.

## MISSION

To empower students to think high of their potentialities to attain success in this competitive world.

To accelerate their capability to bring out the talents in them through their ingenuity.

To enhance leadership qualities in the empowerment of students by activating their zeal to convert every challenge into a promising Future.

## GOALS

To motivate the students with a sense of duty and discipline,

To reap a harvest of everlasting goodwill and popularity.

To translate every ideal into an ideology.

To strike the target of mutual co-existence by crossing the barriers of personal and national prejudices



## OBJECTIVES

To build the edifice of character through human values.

To mould the young aspirants not to be a wandering generality but pursues of goals that are challenging.

To strive, to seek, to find and not to yield.

## OUR COLLEGE CREST



The book in the college crest is the Holy Quran, the eternal source of spiritual strength, sublime knowledge and impeccable guidance.

The computer symbolizes our keen interest in the latest innovations that expedite human labour for the betterment of human society.

The Rocket zooming towards space embodies our passion for the scientific and technological advancement which will usher us into an era of space progress.

The Tower throws light on our Endeavour to help our wards to zoom to greater heights to conquer their goals of excellence.

The circle depicts the truth that the campus is well governed and well protected to study and grow in an undisturbed environment.

The balance represents our dictum to render justice to all by generating the avenues that are similar for progress through hard work.

## COURSES OFFERED

### FOUNDATION SUBJECTS FOR DEGREE COURSES

Part I : Tamil (or) Urdu (or) Hindi (or) Arabic (or) French

Part II : English

### UNAIDED COURSES

#### UG COURSES

S. No	Degree	Subject	Duration
1.	B.A	English Literature	3 Years
2.	B.Sc	Mathematics	3 Years
3.	B.Sc	Computer Science	3 Years
4.	B.Sc	Bio-Technology	3 Years
5.	B.Com	Commerce	3 Years
6.	B.C.A	Computer Applications	3 Years
7.	B.B.A	Business Administration	3 Years
8.	B.Com(C.A)	Computer Application	3 Years
9.	B.A	Arabic	3 Years
10.	B.Sc	Interior Design & Decor	3 Years
11.	B.Sc	Information System Management	3 Years
12.	B.Sc	Bachelor of Nutrition, Food Service Management and Dietetics	3 Years

### PG COURSES

S.No	Degree	Subject	Duration
1.	M.A	English Literature	2 Years
2.	M.Sc	Bio-Technology	2 Years
3.	M.Sc	Mathematics	2 Years
4.	M.Sc	Computer Science	2 Years
5.	M.Com	Commerce	2 Years

### M.Phil COURSES

S.No	Degree	Subject	Duration
1.	M.Phil	English Literature	1 Year
2.	M.Phil	Bio-Technology	1 Year

## PLEDGE

“India is my country, all Indians are my brothers and sisters.

I Love my country and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

I shall give my parents, teachers and all elders respect and treat everyone with courtesy. I shall be kind to animals. To my country and my people, I pledge my devotion. In their well-being and prosperity alone, lies my happiness.”

## THE NATIONAL INTEGRATION PLEDGE

“I, as a Citizen of India, affirm my faith in the universal principle of civilized society, namely, that differences should be settled by peaceful means and I hereby pledge, myself having regard to the need for emotional integration among the people, never to resort to violence in any dispute relating to religious, linguistic, regional or other public issues.”

## NATIONAL ANTHEM

Jana- gana-mana-adhinayaka jaya hey,  
Bharatha-bhagya-vidhatha,

Punjaba-Sindhu-Gujarata-Maratha  
Dravida-Uthkala-Banga

Vindhya-Himachal Yamuna-Ganga  
Uchchala-jaladhi-taranga,

Tava shubha name jage,  
Tava shubha asisa mage,  
Gahe tava jaya-gatha,

Jana- gana-mangala-dayaka jaya hey,  
Bharatha-bhagya –vidhata,

Jaya he, Jaya he, Jaya he,  
Jaya Jaya Jaya Jaya he.



## COLLEGE COMMITTEE MEMBERS

### President

Alijanab.Haji.S.Nisar Ahmed Sahib,

### General Secretary

Alijanab.Haji.S.Ziauddeen Ahmed Sahib,B.A.,

### Correspondent

Alijanab.Haji.K.Anees Ahmed Sahib,B.A.,

### MEMBERS

Alijanab.Haji.V.M.Abdul Latheef Sahib, B.E.,

Alijanab.Haji.S.Z.Abrar Ahmed Sahib,B.A.,C.S.,

Alijanab.Haji.S.Z.Ifthiquar Ahmed Sahib,B.Sc.,

Alijanab.Haji.M.R.Shabeer Ahmed Sahib

Alijanab.Haji.S.Z.Zulfiqar Ahmed Sahib

Alijanab.Haji.A.Iqbal Ahmed Sahib,B.Sc.,

Alijanab.Haji.M.Md.Sharfuddeen Sahib,B.A.,

Alijanab.Haji.V.Rizwanullah Sahib,B.A.,C.S.,M.B.A.,

Alijanab.Haji.V. Mohammed Ameen Sahib

### LIST OF PRINCIPALS

Prof. L. Saraswathy Moorthy M.A., M.Phil.,	: 2007-2008
Prof. U. Peer M.Sc, M.Phil., D.H.Ed, P.G.D.C.A	: 2008-2011
Dr.Freda Gnanaselvam M.A, M.B.A, M.M.M, Ph.D	: 2011-2016
Dr. Sridevi, M.Sc., B.Ed., M.Phil., D.F.Tech., Ph.D	: 2016-2017

## LIST OF TEACHING STAFF

### PRINCIPAL INCHARGE

Mrs. Y. Elizabeth Rani, M.A.,M.Phil.,

### DEPARTMENT OF TAMIL

Head of the Department

Mrs. S. Rashul Begum, M.A.,M.Phil.,B.Ed.,SET.,NET

Assistant Professors

Mrs. J. Kamatchi, M.A., M.Phil., Ph.D.,SET.,NET

Mrs. M. Nathiya, M.A.,M.Phil., B.Ed., Mrs. M.

Pushpa, M.A., M.Phil., B.Ed.,

Mrs. S. Kamala, M.A., M.Phil.,

Ms. K. S. Thamizharasi, M.A., M.Phil.,(Ph.D)

### DEPARTMENT OF URDU

Head of the Department

Mrs. G. Rakiya Nazneen, M.A.,M.Phil.,B.Ed.,D.Ted

### DEPARTMENT OF ENGLISH

Head of the Department

Mrs.Siddiqa Parveen, M.A., M.Phil., B.Ed.,SET

Assistant Professors

Mrs. L. Sudhashini, M.A., M.Phil., SET.,

Ms. G. Iffath Lubna, M.A.,

Mrs. A. K. Aamina, M.A,

Mrs. L. Saritha, M.A, M.Phil, B.Ed.,

Ms. S. Sharmila, M.A, B.Ed.,

Mrs. R. Rajeswari, M.A, M.Phil., SET

Mrs. S. Aamina Begum, M.A., B.Ed.,

Ms. K. Abirami, M.A., M.Phil., NET

Ms. D. Lubna Sadiya M.A.,

Ms. B. Haseena Begum, M.A., B.Ed., D.E.L.Ed.,

Mrs. A. Shaguftha Afrin, M.A., B.LIS., Ms. N.

Harit Portia, M.A., M.Phil., (Ph.D)

Ms. A. Shafeequz Banu, M.A.,

DEPARTMENT OF BUSINESS ADMINISTRATION

Head of the Department

Mrs. B. Vidhya, M.B.A., M.Phil., (Ph.D), SET

Assistant Professors

Mrs. M .N. Salma Farheen, MBA.,

Ms. M. Elakya, M.B.A.,

Ms. D. S. Aneesa Sultana, M.B.A.,

DEPARTMENT OF COMPUTER APPLICATIONS

Head of the Department & Vice Principal

Dr. G. Kalpana, M.C.A., M.Phil., Ph.D

Assistant Professors

Ms. D. Kavitha, M.Sc., M.Phil.,

Ms. A. Afrin, M.C.A.,

Ms. S. Ayisha Zulaika, MCA.,

Mrs. N. Nazeera Begam, M.Sc., M.Phil.,

Mrs. G. Jeevitha, M.sc., M.Phil., B.Ed.,

Ms. S. Manjula, MCA.,

Mrs. M. Pitchammal, MCA, M.Phil.,

DEPARTMENT OF COMMERCE

Head of the Department

Dr. Mrs. B. Sasireka, M.Com.,M.Phil.,Ph.D

Assistant Professors

Mrs. G. Loganayagi , M.Com.,M.Phil.,

Mrs. S. J. Mubeen Begum, M.Com.,M.Phil.,B.Ed.,

Mrs. P. Sheeba, M.A.,M.Phil.,B.Ed.,

Mrs. K. G. S. Sri Deepa, M.Com.,M.Phil.,B.Ed.,

Mrs. S. Soppana, M.Com.,M.Phil., Mrs. K.

Punitha, M.Com.,M.Phil.,B.Ed.,

DEPARTMENT OF COMMERCE(COMPUTER APPLICATIONS)

Head of the Department

Mrs. K. Shamila Sultana, M.Com., M.Phil.,

Assistant Professors

Mrs. A. S. Fasila Begum, M.Com.,M.Phil.,

Mrs. V. Vichitra, M.Com., M.Phil.,

Ms. N. Sabeeha, M.Com.,

Mrs. P. Vijayalakshmi, M.Com., M.Ed.,

DEPARTMENT OF BIOTECHNOLOGY

Head of the Department

Dr. Mrs. V. R. Punithavathi, M.Sc.,M.Phil.,Ph.D, PDF

Assistant Professors

Mrs. S. Saritha, M.Sc.,M.Phil.,B.Ed.,

Mrs. A. Shabnam Shereen, M.Sc.,

Ms. P. Tharanya, M.Sc.,M.Phil.,B.Ed

Ms. K. Sumaiya Begum, M.Sc.,

Dr. B. Lavanya, M.Sc.,M.Tech.,Ph.D

Mrs. M. Roohi Fathima, M.Sc.,(Ph.D)

DEPARTMENT OF COMPUTER SCIENCE &  
INFORMATION SYSTEM MANAGEMENT

Head of the Department

Mrs. M. Silambarasi, M.Sc.,M.Phil.,

Assistant Professors

Mrs. R. Sangeetha, M.C.A.,M.Phil.,

Mrs. M. G. Chitra, M.Sc.,M.Phil.,

Mrs. A. Fauzia, M.C.A.,

Ms. R. Dharani, M.Sc.,M.Phil.,

Mrs. J. Elavarasi, M.C.A., M.Phil.,

Mrs. R. Janani, M.Sc., M.Phil.,

Ms. M. Saranya, M.C.A., M.Phil.,

Ms. Sumerrunissa, M.C.A.,

Ms. M.Anu, M.C.A., M.Phil.,

DEPARTMENT OF INTERIOR DESIGN AND DECOR

Head of the Department

Mrs. V. Yasodha, M.Sc.,M.Phil.,NET, DID

Assistant Professors

Ms. M. Roch Soumia, M.Sc.,M.Phil.,

Mrs. S. Nagasudha, M.Sc.,

Ms. N. Geetha, M.Sc.,

Mrs. V. Sathya, M.Sc.,

DEPARTMENT OF MATHEMATICS

Head of the Department

Ms. V. Jyothi Mani, M.Sc.,M.Phil.,

Assistant Professors

Ms. B. Aruna M.Sc., M.Phil.,  
Ms. T. Nalini M.Sc., M.Phil., B.Ed.,  
Ms. C. Induja M.Sc., M.Phil.,  
Ms. K. Sharmila, M.Sc., M.Phil., B.Ed.,  
Ms. R. Vijayalakshmi, M.Sc., M.Phil.,  
Ms. Asmath Sakeena, M.Sc.,  
Ms. P. Saranya, M.Sc., M.Phil., B.Ed.,  
Ms. R. Sharmila, M.Sc., M.Phil., B.Ed.,  
Ms. L.S. Sumithra, M.Sc., M.Phil.,

DEPARTMENT OF ARABIC

Head of the Department

Mrs. M. Faleel Jesima, M.A.,M.Phil.,

Assistant Professors

Ms. S. Shabana Banu, B.A.,(Muballiga)  
Ms. S. Sadiya Kousar, B.A.,  
Ms. A. Fameetha, B.A.,  
Ms. C. M. Kathija-tul-Kubra, B.A.,

DEPARTMENT OF NUTRITION, FOOD SERVICE  
MANAGEMENT & DIETETICS

Head of the Department

Mrs. B. Anbarasi, M.Sc.,M.Phil.,NET.,

Assistant Professors

Ms. V. Srikavitha, M.Sc.,

LIBRARY

Mrs. M. Ayesha Ansari, M.Com.,M.L.I.S.,

## COMMITTEES

### ACADEMIC COMMITTEE

1. Mrs. Y. Elizabeth Rani, M.A.,M.Phil., - Principal Incharge
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  5. Mrs. B. Vidhya, M.B.A.,M.Phil.,(Ph.D)
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  8. Mrs. M. Silambarasi, M.Sc.,M.Phil.,
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  10. Dr. Mrs. V. R. Punithavathi, M.Sc.,M.Phil.,Ph.D
  11. Ms. M. Roch Soumia, M.Sc.,M.Phil.,
  12. Mrs. M. Faleel Jesima, M.A.,M.Phil.,
- 
1. Dr. G. Kalpana, M.C.A., M.Phil.,Ph.D
  2. Mrs. Siddiqa Parveen, M.A., M.Phil., B.Ed., SET
  3. Mrs. B. Vidhya, M.B.A.,M.Phil.,(Ph.D)
  4. Dr. Mrs. B. Sasireka, M.Com.,M.Phil.,Ph.D
  5. Mrs. K. Shamila Sultana, M.Com., M.Phil.,
  6. Mrs. M. Silambarasi, M.Sc.,M.Phil.,
  7. Dr. Mrs. V. R. Punithavathi, M.Sc.,M.Phil.,Ph.D



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3. Ms. R. Manjula, MCA.,

REGISTRAR OF ATTENDANCE

Mrs. Siddiqa Parveen, M.A., M.Phil., B.Ed., SET

STUDENT SCHOLARSHIP COMMITTEE

1. Dr. Mrs. B. Sasireka, M.Com.,M.Phil.,Ph.D
2. Mrs. S. J. Mubeen Begum, M.Com.,M.Phil.,B.Ed.,
3. Mrs. G. Loganayagi , M.Com.,M.Phil.,

CAREER GUIDANCE & PLACEMENT COMMITTEE

1. Dr. G. Kalpana, M.C.A., M.Phil.,Ph.D
2. Mrs. B. Vidhya, M.B.A.,M.Phil.,(Ph.D)
3. Dr. Mrs. B. Sasireka, M.Com.,M.Phil.,Ph.D
4. Mrs. M. Silambarasi, M.Sc.,M.Phil.,

STUDENT'S GRIEVANCE & REDRESSAL COMMITTEE

1. Mrs. Siddiqa Parveen, M.A., M.Phil., B.Ed., SET
2. Mrs. M. Silambarasi, M.Sc.,M.Phil.,
3. Mrs. K. Shamila Sultana, M.Com., M.Phil.,

1. Ms. M. Roch Soumia, M.Sc.,M.Phil.,
2. Mrs. S. Saritha, M.Sc.,M.Phil.,B.Ed.,

MAGAZINE COMMITTEE

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3. Mrs. Siddiqa Parveen, M.A., M.Phil., B.Ed., SET
4. Mrs. M. Ayesha Ansari, M.Com.,M.L.I.S.,
5. Mrs. L. Saritha, M.A, M.Phil, B.Ed.,
6. Mrs. R. Rajeswari, M.A.,M.Phil.,
7. Mrs. R. Vijayalakshmi, M.Sc., M.Phil.,

1. Ms. M. Roch Soumia, M.Sc.,M.Phil.,
2. Ms. A. R. Rabiya Basri, M.A.,

1. Mrs. L. Saritha, M.A., M.Phil., B.Ed.,

CLUBS

YRC-YOUTH RED CROSS

1. Mrs. J. Kamatchi, M.A., M.Phil.,(Ph.D),.SET.,NET

1. Mrs. P. Sheeba, M.A.,M.Phil.,B.Ed.,

NSS- NATIONAL SERVICE SCHEME

1. Ms. C. Induja, M.Sc.,M.Phil.,

CCC- CITIZEN CONSUMER CLUB

1. Mrs. G. Loganayagi, M.Com.,M.Phil.,

1. Mrs. L. Sudhashini, M.A., M.Phil.,SET

2. Ms. R. Aamina Begum, M.A., B.Ed.,

3. Mrs. R. Sangeetha, M.C.A.,M.Phil.,

1. Mrs. K. Shamila Sultana, M.Com., M.Phil.,

2. Mrs. R. Rajeswari, M.A.,M.Phil.,

3. Mrs. M. G. Chitra, M.Sc.,M.Phil.,

ENVIRONMENT CLUB

1. Dr. Mrs. V. R. Punithavathi, M.Sc.,M.Phil.,Ph.D

1. Ms. M. Roch Soumia, M.Sc.,M.Phil.,

1. Ms. R. Aamina Begum, M.A., B.Ed.,

2. Mrs.A.K.Aamina, M.A.,

3. Ms.S.Sharmila, M.A.,B.Ed.,

1. Mrs. Siddiqa Parveen, M.A., M.Phil., B.Ed., SET

2. Mrs. L. Sudhashini, M.A., M.Phil.,SET

3. Ms. N. Harit Portia, M.A.,M.Phil.,Ph.D

POSTAL SAVINGS CLUB

1. Dr. Mrs. B. Sasireka, M.Com.,M.Phil.,Ph.D

IQAC MEMBERS

Alijanab Haji S. Ziauddeen Ahmed Sahib	General Secretary
Alijanab Haji K. Anees Ahmed Sahib	Correspondent
Mrs. Y. Elizabeth Rani	Principal Incharge
Dr. D. Kalpana	Co-ordinator
Mrs. B. Vidhya	Member
Mrs. Siddiqa Parveen	Member
Dr. Mrs. B. Sasireka	Member
Mrs. K. Shamila Sultana	Member
Mrs. G. Loganaygi	Member
Mrs. M. Silambarasi	Member
Ms. V. Jyothi Mani	Member
Dr. Mrs. V. R. Punithavathi	Member
Ms. M. Roch Soumia	Member
Ms. A. Shabnam Shereen	Alumnae Representative

LIST OF NON TEACHING STAFF

PERSONAL SECRETARY

1. Mrs. S. Mohana Priya, BCS.,DMW.,

LIBRARY ASSISTANT

1. Ms. N. Juveriya Nasreen, B.Sc.,

### ADMINISTRATIVE STAFF

1. Mr. Muneebur Rahman, Accountant
2. Mr. R. Kalyanaraman, PRO
3. Ms. M. Fathima Begum, M.B.A.,
4. Ms. A. Shaistha Amrin, B.Sc.,
5. Ms. J. Meharunisha, M.Com.,
6. Ms. R. Mubeena Banu, B.Sc.,

### LAB ASSISTANTS

1. Ms. S. Asma Ul Usna, BCA.,
2. Ms. M. Shafari, B.Sc.,
3. Mrs. K. Sunitha, B.Sc.,
4. Ms. N.A. Naziya Samreen, BCA.,
5. Ms. R. Saranya, BCA.,
6. Ms. C. Shajiya, M.Sc.,
7. Ms. M. G. Rahimunnisa, B.Sc.,

## PAYMENT OF FEES

The Academic year is divided into TWO SEMESTERS. SEMESTER –I begins with the reopening of the college after summer vacation(June ) and ends in November of the Academic Year and SEMESTER –II begins in the month of December of the Academic Year, and ends in April of the next Calendar year.

Every student is liable to pay the fees in one installment or semester wise during the academic year.

If a student fails to pay her fees by the specified date a fine of Rs.50/- shall be levied .If the fee is not paid within 15 days, her name shall be deleted off the roll and if re-admitted, She, has to pay the fees and a fine due and also pay a Re-admission Fee of Rs.100 /-

Students should take the receipts for all payments they make and preserve them carefully for future reference.

Students who discontinue their studies any time during a Semester have no right to claim remission of any portion of the Semester fee or other fees paid by them.

Students should put in their claims for refund of deposits before the end of the academic year.



## RULES OF ATTENDANCE

1. No student shall absent herself from the college without submitting leave letter. All leave applications should be endorsed by the parent or guardian and recommended by the concerned Head of the Department.
2. Leave will ordinarily be granted when it is applied for sickness and other unavoidable circumstances extending three days, the Principal or the Registrar of attendance may require a medical or other certificate from the student.
3. Application for leave from students residing in the college Hostel should be recommended by the Deputy Warden.
4. Those who are late by more than five minutes will not be permitted to enter the class except on valid reason and a fine of Rs.10 will be collected.
5. A student requiring leave for an hour during the class hours must get permission from the Lecturer, in person before the class begins.
6. A Student absenting her for 3 days and more shall be fined at the discretion of the Principal, and that will be informed to her Parents.
7. A Student who continuously absents herself for 15 days without any valid reason will have her name deleted from the rolls.

8. Discontinuing at the end of the term or late return after Holidays will be punished with a heavy fine.
9. Absence from the test, composition and special classes shall be severely dealt with as per the discretion of the Head of the Department.
10. Absconding from Classes and habitual absentees shall be dealt with severely. The Punishment may involve suspension or dismissal from the college.
11. Only if a student puts in 75 % of the attendance she will be allowed for the university examinations. A student who puts in 65 % to 75 % of attendance will be allowed to take up the examinations, at the discretion of the Principal after Payment of Condonation fee and submission of medical Certificate.
12. Student who have less than 65% of attendance will not be permitted to appear for the university Examinations.
13. The above rule is also applicable to the Practical classes.

## COLLEGE TESTS & EXAMINATIONS

Unit tests I, II and Model examination will be conducted.

Students are advised to take these examinations seriously.

### GENERAL INSTRUCTIONS

1. Every student shall modestly dress in the uniform prescribed.
2. When the teacher enters the class-room, students should stand and wish the staff members.
3. No student shall leave the class-room without the permission of the teacher, or until the teacher leaves the room, or asks the class to disperse.
4. Students should not make noise while moving from class to class.
5. No student is allowed to enter the college office without prior permission.
6. Any damage by the student to the College/Hostel property will be made good at their expenses and those responsible for such damage shall be dealt with severely, A fine will be imposed for any such damage when the individual who did the damage is detected.
7. Students are expected to read notices put up on the college Notice Board. Ignorance of any notice thus put up will not be accepted as an excuse for failing to comply with it.

8. Students guilty of adopting unfair means in the Examination will be dealt with severely.
9. Any lost property found must be handed over to the lost property officer, from whom the owner can claim it after proving her ownership.
10. Students are expected to behave modestly and decently inside and outside the college in such a way to maintain the good name of the college as well as their own.
11. The names of students whose behaviors, in the judgment of the Principal or any other College Authority, is undesirable or has unwholesome influence on others shall be struck off the rolls without assigning any reason.
12. Students are not allowed to ideal along the corridor during the Class hours.
13. No students of the College shall be member of Association unconnected with the college without the prior permission of the principal, nor shall a student take part in any anti-social and subversive activities. Any student violating these rules is liable to be sent out the College instantly.
14. Students are forbidden to organize or attend any meeting in the College or collect money for any purpose without the prior permission of the Principal.
15. In regard to all matters not specified in the foregoing rules, students shall aim at conducting themselves in a manner worthy of

the alumni of the College and of the University and in harmony with the traditions of our national Life and culture.

16. Cases of improper behavior, or default in the matter of payment of College Fees, Fines or Hostel dues will entail disciplinary action as the Principal may deem fit.

17. 'RAGGING' of any kind is not permitted either inside the College Campus or in the Hostel or outside. Students who are guilty of the offence will be dismissed from the College and handed over to the Police Authorities for further action, as per the Govt. Orders.

Punishments:-

At the institution level: Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

1. Suspension from attending classes and academic privileges.
2. Withholding/withdrawing scholarships/fellowship and other benefits.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding results.

5. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
6. Suspension/expulsion from the hostel
7. Cancellation of admission.
8. Rustication from the institution for period ranging from 1 to 4 Semesters.
9. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
10. Fine ranging between Rs.25,000/- and Rs.1,00,000/-
11. Collective punishment: When the persons committing or abetting the crime or ragging are not identified, the institution shall resort to collective punishment.
19. Students who travel by bus have to show due respect to the bus-crew, ladies, old persons and teachers.

Note: Under the Government Educational Rules, the Principal has full power to influence the following punishments: Levy of fines, with holding of Certificates, Suspension and Exclusion.

## GENERAL INFORMATION

There is no Student Union in our College and hence no election to it.

Any genuine grievance of students can be brought to the notice of the Principal through the concerned Heads of the Department and the Students Grievance and Welfare Cell. For the benefit of students, a Complaint Box is kept in front of our College Office. Even anonymous but genuine complaints will be sincerely attended to.

All students are advised to conduct themselves with discipline and decorum under the purview of the rules and regulations laid down.

### ISSUES OF CERTIFICATES-RULES

#### Certificate from the College:

A notice of 2 days is necessary for the issue of any Certificates.

Students must apply to the Principal for the following Certificates:

Conduct Certificate	
Attendance Certificate	Rs.100/-
Course Completion Certificate	
Bonafide Certificate	Rs.30/-
Duplicate Certificate	Rs.50/-
Mark Statement Form	Rs.20/-



A fee of Rs.100/- will be charged in case of applications made one year after leaving the college.

Certificates to be obtained from the University

1. Pass or Qualification Certificate can be had only from the University.
2. Provisional (pass) Certificate can be had only from the University on payment of the prescribed fee.
3. For Migration Certificates, application should be made to the University directly.
4. Application for Convocation should be made in the prescribed form to the Registrar, Thiruvalluvar University, Vellore, through the college, along with the fee prescribed by the University.

## THE COLLEGE ALMANAC 2018-2019

Saturdays and Sundays are weekly Holidays. Any unexpected holiday will be compensated on the following Saturday.

JUNE – 2018

1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	Ramzan Holiday
17	Sun	
18	Mon	College re-opens after Summer Holidays
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	

No. of Working Days: 10

JULY – 2018

1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	Unit test-I
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	

No. of Working Days: 22

## AUGUST – 2018

1	Wed	
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	
14	Tue	
15	Wed	Independence day-Holiday
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	Bakrid Holiday
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	

No. of Working Days: 19

SEPTEMBER – 2018		
1	Sat	
2	Sun	Krishna Jayanthi - Holiday
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	Vinayagar Chathurthi – Holiday
14	Fri	
15	Sat	
16	Sun	
17	Mon	Unit test-II
18	Tue	
19	Wed	
20	Thu	
21	Fri	Muharram – Holiday
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	
		No. of Working Days : 18

## OCTOBER – 2018

1	Mon	
2	Tue	Gandhi Jayanthi – Holiday
3	Wed	
4	Thu	
5	Fri	
6	Sat	
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	
14	Sun	
15	Mon	Model Exam
16	Tue	
17	Wed	
18	Thu	Saraswathi Pooja– Holiday
19	Fri	Vijayadhasami– Holiday
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
31	Wed	

No. of Working Days : 20

**NOVEMBER – 2018**

1	Thu	
2	Fri	
3	Sat	
4	Sun	
5	Mon	Thiruvalluvar University Examination
6	Tue	Deepavali - Holiday
7	Wed	
8	Thu	
9	Fri	
10	Sat	
11	Sun	
12	Mon	
13	Tue	
14	Wed	
15	Thu	
16	Fri	
17	Sat	
18	Sun	
19	Mon	
20	Tue	
21	Wed	Meelad-Un-Nabi-Holiday
22	Thu	
23	Fri	
24	Sat	
25	Sun	
26	Mon	
27	Tue	
28	Wed	
29	Thu	
30	Fri	

No. of Working Days : 5



## DECEMBER – 2018

1	Sat	
2	Sun	
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	
9	Sun	
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	Christmas – Holiday
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	
31	Mon	

No. of Working Days : 20

## JANUARY- 2019

1	Tue	New Year- Holiday
2	Wed	
3	Thu	
4	Fri	
5	Sat	
6	Sun	
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	
13	Sun	Bhogi – Holiday
14	Mon	Pongal –Holiday
15	Tue	Thiruvalluvar Day – Holiday
16	Wed	Uzhavar Thirunal -Holiday
17	Thu	
18	Fri	
19	Sat	
20	Sun	
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	Republic Day – Holiday
27	Sun	
28	Mon	Founder’s Day
29	Tue	Unit Test-I
30	Wed	
31	Thu	

No.of Working Days : 19

FEBRUARY – 2019

1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	Unit test-II
26	Tue	
27	Wed	
28	Thu	

No.of Working Days : 20

## MARCH – 2019

1	Fri	
2	Sat	
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	
14	Thu	
15	Fri	
16	Sat	
17	Sun	
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	
25	Mon	Model Exam
26	Tue	
27	Wed	
28	Thu	
29	Fri	
30	Sat	
31	Sun	
		No.of Working Days : 21

APRIL – 2019

1	Mon	
2	Tue	
3	Wed	
4	Thu	
5	Fri	
6	Sat	Telugu New Year-Holiday
7	Sun	
8	Mon	
9	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	
14	Sun	Tamil New Year -Holiday
15	Mon	Thiruvalluvar University Examination
16	Tue	
17	Wed	Mahaveer Jayanthi - Holiday
18	Thu	
19	Fri	Good Friday - Holiday
20	Sat	
21	Sun	
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	
29	Mon	
30	Tue	
		No.of Working Days : 12

## TIME TABLE

DAY ORDER	1 10.00-10.55		2 11.05-12.00	3 12.00-12.55		4 1.40-2.35	5 2.35-3.30
I		TEABRE AK			EA K		
II							
III							
IV							
V							
VI							

ODD SEMESTER		EVEN SEMESTER	
Month	No.of.Working days	Month	No.of.Working days
June-2018	10	December	20
July	22	January -	19
August	19	2019	20
September	18	February	21
October	20	March	12
November	05	April	

IMPORTANT DAYS

1	Jan 12	National Youth Day
2	Jan 30	Martyr's Day
3	Feb 28	National Science Day
4	Mar 8	International Women's Day
5	Mar 15	World Consumer Rights
6	Mar 22	Day World Day for Water
7	Mar 24	World TB Day
8	April 7	World Health Day
9	May 1	International Labour Day
10	May 8	World Red Cross Day
11	May 2	Sunday Mother's Day
12	May 31	Anti-Tobacco Day
13	Jun 5	World Environment Day
14	June 2	Father's Day
15	July 11	World Population Day
16	Aug 3	International Friendship Day
17	Aug 8	World Senior Citizen Day
18	Sept 5	Teachers Day
19	Sept 8	World Literacy Day
20	Sept 22	Rose Day
21	Oct 24	United Nations Day
22	Oct 30	World Thrift Day
23	Oct 31	National Integration Day
24	Dec 1	World AIDS Day
25	Dec 10	Human Rights Day



**MMES  
AUDITORIUM**

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**Managed & Maintained by:  
The Melvisharam Muslim Educational Society  
Melvisharam - 632 509, Vellore District.**