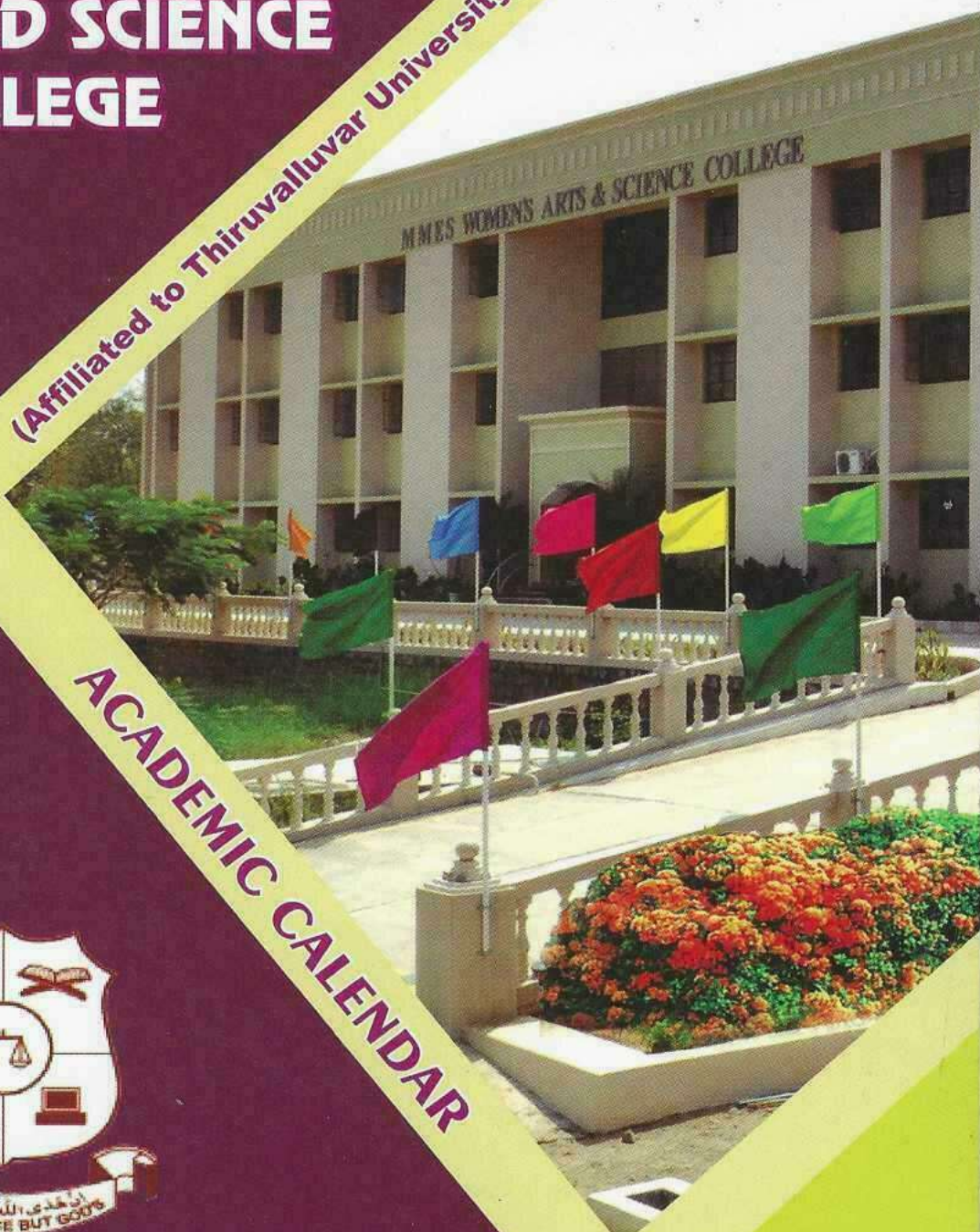


M.M.E.S WOMEN'S ARTS AND SCIENCE COLLEGE

(Affiliated to Thiruvalluvar University)



ACADEMIC CALENDAR



HAKEEM NAGAR,
MELVISHARAM - 632 509,
VELLORE DISTRICT.
Phone : 04172 - 266167, 266463,
Email : mmeswc@yahoo.in
www.mmescollege.com

2019 - 2020

PERSONAL DATA

1. Name.....

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

3. Date of Birth.....

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

5. Residential Address.....

.....

.....

.....

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.,	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. Zulfiquar 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

1. Prof. L. Saraswathy Moorthy, M.A., M.Phil., : 2007-2008
2. Prof. U. Peer, M.Sc, M.Phil., D.H.Ed, P.G.D.C.A : 2008-2011
3. Dr. Freda Gnanaselvam, M.A, M.B.A, M.M.M, Ph.D : 2011-2016
4. Dr. Sridevi, M.Sc., B.Ed., M.Phil., D.F.Tech., Ph.D : 2016-2017
5. Prof. Elizabeth Rani, M.A., M.Phil., : 2017-2018
6. Dr. Freda Gnanaselvam, M.A, M.B.A, M.M.M, Ph.D : 2018-

LIST OF TEACHING STAFF

PRINCIPAL

Dr. Freda Gnanaselvam, M.A, M.B.A, M.M.M, Ph.D

DEPARTMENT OF TAMIL

Head of the Department

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

Assistant Professors

Dr. 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.,

Mrs. M. Krishnaveni, 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., Ph.D.,

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
Mrs. A. Shaguftha Afrin, M.A., B.LIS.,
Ms. C. Divya Priya, M.A., B.Ed., M.Phil.,
Ms. S. Nalini, M.A., M.Phil., D.TED.,
Ms. G. Vijayalakshmi, M.A., M.Phil.,

DEPARTMENT OF BUSINESS ADMINISTRATION

Head of the Department

Dr. Freda Gnanaselvam, M.A, M.B.A, M.M.M, Ph.D

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

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

Assistant Professors

Ms. A. Afrin, M.C.A., M.Phil.,
Ms. S. Ayisha Zulaika, MCA.,
Ms. S. Manjula, MCA.,
Mrs. M. Pitchammal, MCA, M.Phil.,
Ms. M.Mageswari, MCA., M.Phil.,
Mrs. R. Hemavathi, MCA, M.Phil.,
Ms. M. Preethi, 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. P. Banupriya, M.Com., M.Phil.,

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. T. Renuka Devi, M.Com., MBA., M.Phil.,

DEPARTMENT OF BIOTECHNOLOGY

Head of the Department

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

Assistant Professors

Dr. P. Sridevi, M.Sc., B.Ed., M.Phil., D.F.Tech., Ph.D

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

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

Ms. P. Tharanya, M.Sc., M.Phil., B.Ed
Dr. B. Lavanya, M.Sc., M.Tech., Ph.D
Dr. C. Jabeena Thaz, M.Sc., M.Tech., Ph.D
Ms. A. Lavanya, M.Sc., (M.Phil),.

**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.,

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

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

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

Ms. K. Velvizhi, M.C.A.,

Ms. G. Keertana, M.C.A., (M.Phil),.

Ms. R. Nivetha, M.C.A., (M.Phil),.

Ms. V. Surekha, M.Sc., (M.Phil),.

DEPARTMENT OF INTERIOR DESIGN AND DECOR

Head of the Department

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

Assistant Professors

Ms. Sanobar, M.Sc.,

Mrs. V. Sathya, M.Sc.,

Ms. R. Nuzrath Nisha, M.Sc.,

Mrs. K.R. Malar Selvi, M.Sc., M.Phil.,

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. C. Induja, M.Sc., M.Phil.,

Ms. K. Sharmila, M.Sc., M.Phil., B.Ed.,

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.,

Dr. J. Yogambigai, M.Sc., M.Phil., Ph.D.,

Ms. V. Priyanga, M.Sc., M.Phil.,

DEPARTMENT OF ARABIC

Head of the Department

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

Assistant Professors

Mrs. B. Yasmine, M.A.,

Mrs. K. V. Rahamath, M.A., Ph.D.,

DEPARTMENT OF NUTRITION, FOOD SERVICE MANAGEMENT & DIETETICS

Head of the Department

Mrs. M. Kathy, M.Sc., NET.,

Assistant Professors

Ms. V. Srikavitha, M.Sc.,

LIBRARY

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

COMMITTEES

ACADEMIC COMMITTEE

1. Mrs. S. RashulBegum, M.A., M.Phil., B.Ed., SET., NET
2. Mrs. SiddiqParveen, M.A., M.Phil., B.Ed., SET
3. Dr. Mrs. B. Sasireka, M.Com., M.Phil., Ph.D
4. Mrs. K. ShamilaSultana, M.Com., M.Phil.,
5. Mrs. M. Silambarasi, M.Sc., M.Phil.,
6. Ms. V. JyothiMani, M.Sc., M.Phil.,
7. Dr. Mrs. V. R. Punithavathi, M.Sc., M.Phil., Ph.D
8. Mrs. M. FaleelJesima, M.A., M.Phil.,

ACADEMIC AUDIT COMMITTEE

1. Mrs. SiddiqParveen, M.A., M.Phil., B.Ed., SET
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4. Mrs. M. Silambarasi, M.Sc., M.Phil.,
5. Dr. Mrs. V. R. Punithavathi, M.Sc., M.Phil., Ph.D

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3. Mrs. M .N. Salma Farheen, MBA.,
4. Ms. A. Afrin, M.C.A.,
5. Ms. R. Dharani, M.Sc., M.Phil.,
6. Mrs. A. K. Aamina, M.A,
7. Ms. B. Aruna, M.Sc., M.Phil.,

ANTI- RAGGING COMMITTEE

1. Mrs. L. Sudhashini, M.A., M.Phil., SET
2. Ms. D. Kavitha, M.Sc., M.Phil.,
3. Mrs. R. Sangeetha, M.C.A., M.Phil.,

UNIVERSITY EXAMINATION COMMITTEE

1. Ms. R. Dharani, M.Sc., M.Phil.,
2. Ms. R. Manjula, MCA.,

REGISTRAR OF ATTENDANCE

Mrs. Siddiqa Parveen, M.A., M.Phil., B.Ed., SET
Ms. Aneesa, MBA.,

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. Mrs. B. Sasireka, M.Com., M.Phil., Ph.D
2. 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.,

Email Id : mmeswc.gvc@gmail.com

SPORTS COMMITTEE

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

MAGAZINE COMMITTEE

1. Dr. Mrs. B. Sasireka, M.Com., M.Phil., Ph.D
2. Mrs. Siddiqa Parveen, M.A., M.Phil., B.Ed., SET
3. Mrs. M. Ayesha Ansari, M.Com., M.L.I.S.,
4. Mrs. L. Saritha, M.A., M.Phil., B.Ed.,
5. Mrs. R. Rajeswari, M.A., M.Phil.,

HOSTEL COMMITTEE

1. Ms. S. Shabana Banu, B.A., (Muballiga)

LOST PROPERTY OFFICER

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

CLUBS

YRC-YOUTH RED CROSS

1. Dr. J. Kamatchi, M.A., M.Phil., Ph.D., SET., NET

RRC-RED RIBBON CLUB

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.,

STUDENT CLUB

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.,

ALUMNAE ASSOCIATION

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

TAILORING CLUB

1. Ms. R. Nuzrath Nisha, M.Sc.,

QUIZ CLUB

1. Ms. R. Aamina Begum, M.A., B.Ed.,
2. Mrs. A.K. Aamina, M.A.,
3. Ms. S. Sharmila, M.A., B.Ed.,

JOURNALISM CLUB

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

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
Dr. Freda Gnanaselvam	Principal
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. A. Shabnam Shereen	Alumnae Representative

LIST OF NON TEACHING STAFF

PERSONAL SECRETARY

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

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. M. Shafari, B.Sc.,
2. Ms. N.A. Naziya Samreen, BCA.,
3. Ms. M. G. Rahimunnisa, B.Sc.,
4. Ms. S. Aasifa Tabassum, B.Sc., PG DMLT.,
5. Ms. A. Reshma, B.Sc.,
6. Ms. N. Sarumathi, M.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 walk 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:

- a. Suspension from attending classes and academic privileges.
- b. Withholding/withdrawing scholarships/fellowship and other benefits.
- c. Debarring from appearing in any test/examination or other evaluation process.
- d. With holding results.

- e. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- f. Suspension/expulsion from the hostel.
- g. Cancellation of admission.
- h. Rustication from the institution for period ranging from 1 to 4 Semesters.
- i. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- j. Fine ranging between Rs.25,000/- and Rs.1,00,000/-
- k. 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, withholding 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	Rs.100/-
Attendance Certificate	
Course Completion Certificate	
Bonafide Certificate	Rs.50/-
Duplicate Certificate	Rs.100/-
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 2019-2020

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



JUNE 2019

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	COLLEGE RE-OPENS AFTER SUMMER HOLIDAYS	
18	TUE		
19	WED		
20	THU		
21	FRI		
22	SAT		
23	SUN	HOLIDAY	
24	MON		
25	TUE		
26	WED		
27	THU		
28	FRI		
29	SAT		
30	SUN	HOLIDAY	
No. of Working Days : 10			

JULY 2019

1	MON		
2	TUE		
3	WED		
4	THU		
5	FRI		
6	SAT		
7	SUN	HOLIDAY	
8	MON		
9	TUE		
10	WED		
11	THU		
12	FRI		
13	SAT		
14	SUN	HOLIDAY	
15	MON		
16	TUE		
17	WED		
18	THU		
19	FRI		
20	SAT		
21	SUN	HOLIDAY	
22	MON	UNIT TEST - I	
23	TUE	”	
24	WED	”	
25	THU	”	
26	FRI	”	
27	SAT		
28	SUN	HOLIDAY	
29	MON		
30	TUE		
31	WED		
No. of Working Days : 23			

AUGUST 2019

1	THU		
2	FRI		
3	SAT		
4	SUN	HOLIDAY	
5	MON		
6	TUE		
7	WED		
8	THU		
9	FRI		
10	SAT		
11	SUN	HOLIDAY	
12	MON	BAKRID HOLIDAY	
13	TUE	”	
14	WED	”	
15	THU	INDEPENDENCE DAY - HOLIDAY	
16	FRI		
17	SAT		
18	SUN	HOLIDAY	
19	MON		
20	TUE		
21	WED		
22	THU		
23	FRI		
24	SAT		
25	SUN	HOLIDAY	
26	MON		
27	TUE		
28	WED		
29	THU		
30	FRI		
31	SAT		
No. of Working Days : 20			

SEPTEMBER 2019

1	SUN	HOLIDAY	
2	MON	VINAYAGAR CHATHURTHI - HOLIDAY	
3	TUE		
4	WED		
5	THU		
6	FRI		
7	SAT		
8	SUN	HOLIDAY	
9	MON		
10	TUE	MUHARRAM - HOLIDAY	
11	WED		
12	THU		
13	FRI		
14	SAT		
15	SUN	HOLIDAY	
16	MON	UNIT TEST - II	
17	TUE	”	
18	WED	”	
19	THU	”	
20	FRI	”	
21	SAT		
22	SUN	HOLIDAY	
23	MON		
24	TUE		
25	WED		
26	THU		
27	FRI		
28	SAT		
29	SUN	HOLIDAY	
30	MON		
No. of Working Days : 20			

OCTOBER 2019

1	TUE		
2	WED	GANDHI JAYANTHI - HOLIDAY	
3	THU		
4	FRI		
5	SAT		
6	SUN	HOLIDAY	
7	MON		
8	TUE		
9	WED		
10	THU		
11	FRI		
12	SAT		
13	SUN	HOLIDAY	
14	MON		
15	TUE		
16	WED		
17	THU		
18	FRI		
19	SAT		
20	SUN	HOLIDAY	
21	MON	MODEL EXAMINATION	
22	TUE	”	
23	WED	”	
24	THU	”	
25	FRI	”	
26	SAT		
27	SUN	DIWALI - HOLIDAY	
28	MON		
29	TUE		
30	WED		
31	THU		
No. of Working Days : 20			

NOVEMBER 2019

1	FRI		
2	SAT		
3	SUN	HOLIDAY	
4	MON	Thiruvalluvar University examination	
5	TUE		
6	WED		
7	THU		
8	FRI		
9	SAT		
10	SUN	Meelad-Un-Nabi-Holiday	
11	MON		
12	TUE		
13	WED		
14	THU		
15	FRI		
16	SAT		
17	SUN	HOLIDAY	
18	MON		
19	TUE		
20	WED		
21	THU		
22	FRI		
23	SAT		
24	SUN	HOLIDAY	
25	MON		
26	TUE		
27	WED		
28	THU		
29	FRI		
30	SAT		
No. of Working Days : 19			

DECEMBER 2019

1	SUN	HOLIDAY	
2	MON		
3	TUE		
4	WED		
5	THU		
6	FRI		
7	SAT		
8	SUN	HOLIDAY	
9	MON		
10	TUE		
11	WED		
12	THU		
13	FRI		
14	SAT		
15	SUN	HOLIDAY	
16	MON		
17	TUE		
18	WED		
19	THU		
20	FRI		
21	SAT		
22	SUN	HOLIDAY	
23	MON		
24	TUE		
25	WED	CHRISTMAS - HOLIDAY	
26	THU		
27	FRI		
28	SAT		
29	SUN		
30	MON		
31	TUE		
No. of Working Days : 20			

JANUARY 2020

1	WED	NEW YEAR - HOLIDAY	
2	THU		
3	FRI		
4	SAT		
5	SUN	HOLIDAY	
6	MON		
7	TUE		
8	WED		
9	THU		
10	FRI		
11	SAT		
12	SUN	HOLIDAY	
13	MON	BHOGI - HOLIDAY	
14	TUE	PONGAL - HOLIDAY	
15	WED	THIRUVALLUVAR DAY - HOLIDAY	
16	THU	UZHAVAR THIRUNAL - HOLIDAY	
17	FRI		
18	SAT		
19	SUN	HOLIDAY	
20	MON		
21	TUE		
22	WED	HOLIDAY	
23	THU		
24	FRI		
25	SAT		
26	SUN	REPUBLIC DAY - HOLIDAY	
27	MON	UNIT TEST - I	
28	TUE	FOUNDER'S DAY	
29	WED		
30	THU		
31	FRI		
No. of Working Days : 19			

FEBRUARY 2020

1	SAT		
2	SUN	HOLIDAY	
3	MON		
4	TUE		
5	WED		
6	THU		
7	FRI		
8	SAT		
9	SUN	HOLIDAY	
10	MON		
11	TUE		
12	WED		
13	THU		
14	FRI		
15	SAT		
16	SUN	HOLIDAY	
17	MON		
18	TUE		
19	WED		
20	THU		
21	FRI		
22	SAT		
23	SUN	HOLIDAY	
24	MON	UNIT TEST - II	
25	TUE	”	
26	WED	”	
27	THU	”	
28	FRI	”	
29	SAT	”	
No. of Working Days : 20			

MARCH 2020

1	SUN	HOLIDAY	
2	MON		
3	TUE		
4	WED		
5	THU		
6	FRI		
7	SAT		
8	SUN	HOLIDAY	
9	MON		
10	TUE		
11	WED		
12	THU		
13	FRI		
14	SAT		
15	SUN	HOLIDAY	
16	MON		
17	TUE		
18	WED		
19	THU		
20	FRI		
21	SAT		
22	SUN	HOLIDAY	
23	MON	MODEL EXAMINATION	
24	TUE		
25	WED	TELUGU NEW YEAR - HOLIDAY	
26	THU		
27	FRI		
28	SAT		
29	SUN	HOLIDAY	
30	MON		
31	TUE		
No. of Working Days : 21			

APRIL 2020

1	WED		
2	THU		
3	FRI		
4	SAT		
5	SUN	HOLIDAY	
6	MON	MAHAVIR JAYANTI - HOLIDAY	
7	TUE		
8	WED		
9	THU		
10	FRI	GOOD FRIDAY - HOLIDAY	
11	SAT		
12	SUN	HOLIDAY	
13	MON		
14	TUE	TAMIL NEW YEAR - HOLIDAY	
15	WED	THIRUVALLUVAR UNIVERSITY EXAMINATION	
16	THU		
17	FRI		
18	SAT		
19	SUN	HOLIDAY	
20	MON		
21	TUE		
22	WED		
23	THU		
24	FRI		
25	SAT		
26	SUN	HOLIDAY	
27	MON		
28	TUE		
29	WED		
30	THU		
No. of Working Days : 18			

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		TEA BREAK			LUNCHBREAK		
II							
III							
IV							
V							
VI							

ODD SEMESTER		EVEN SEMESTER	
Month	No. of Working days	Month	No. of Working days
June-2019	10	December	20
July	23	Jan-2020	19
August	20	February	20
September	20	March	21
October	20	April	18
November	19		

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 nd	Sunday Mother's Day
12	May 31	Anti-Tobacco Day
13	Jun 5	World Environment Day
14	June 3 rd	Sunday 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 CENTENARY BUILDING

**MMES
CENTENARY BUILDING**

MMES AUDITORIUM

**MMES
AUDITORIUM**

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