

### APPLICATION FOR LEAVE

Admission No. :  
Name :  
Class & Batch / Branch :  
Class No. :  
No. of Days & :  
Dates of leave required :  
Reasons for availing leave :  
(State if Medical Certificate or  
any other document is attached)  
Signature of Parent :  
Recommndation of group tutor :  
Place : Signature :  
Date : Principal

### APPLICATION FOR TRANSFER CERTIFICATE, CONDUCT CERTIFICATE Etc.

Name (with initials in block letters) :  
Admission No. :  
Class, Class No. and years of study :  
Reg. No. and date of :  
University Examination :  
Presented for (final year) :  
Details of Passing of the first :  
Appearance (Each part to be :  
shown seperately) :  
Whether pass or fail :  
Purpose for leaving :  
Whether course completed or not :  
Date of application :  
Signature of the applicant

### FOR OFFICE USE

Tuition fees :  
Library :  
Sports :  
NCC :  
Lab :  
Head of Department :

## MES ARTS & SCIENCE COLLEGE

(Affiliated to Calicut University)

**MEDICAL COLLEGE CAMPUS**  
**ANGADIPPURAM - PERINTHALMANNA**  
Palachodu. P.O., Kolathur - 679 338



## CALENDAR & HAND BOOK 2019 - 20

Ph : 04933 249099, 94463331222  
mesascpmna@gmail.com  
www.mesasc.in

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<b>MARCH</b>						<b>2020</b>
SUN	MON	TUE	WED	THU	FRI	SAT
<b>30</b>	<b>31</b>					<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>

### NOTES

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<b>FEBRUARY</b>						<b>2020</b>
SUN	MON	TUE	WED	THU	FRI	SAT
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	

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WORKING TIME OF THE COLLEGE

Teaching Staff : 9.20 am to 3.45 pm  
Office Staff : 9.00 am to 4.30 pm  
First bell : 9.20 am  
Second bell : 9.25 am  
First period : 9.30 am to 10.30 am  
Second period : 10.30 am to 11.20 am  
Morning interval : 11.20 am to 11.30 am (10 minutes)  
Third period : 11.30 am to 12.15 pm  
Noon interval : 12.15 pm to 1.15 pm (One hour)  
Fourth period : 01.15 pm to 2.20 pm  
Fifth period : 2.20 pm to 3.15 pm  
College bus departure time : 3.20 pm

ON ALL FRIDAYS

Teaching Staff : 9.20 am to 3.45 pm  
Office Staff : 9.00 am to 4.30 pm  
First bell : 9.20 am  
Second bell : 9.25 am  
First period : 9.30 am to 10.30 am  
Second period : 10.30 am to 11.20 am  
Morning interval : 11.20 am to 11.30 am (10 minutes)  
Third period : 11.30 am to 12.15 pm  
Noon interval : 12.15 pm to 2.00 pm (1.45 hours)  
Fourth period : 2.00 pm to 2.45 pm  
Fifth period : 2.45 pm to 3.30 pm  
College bus departure time : 3.35 pm

*College main gate will remain closed at 9.45 am*

**PERSONAL MEMMORANDAM**

Name of the Student :

Class & Admn. Number :

Roll No. :

Home address :

Course/Programme :

Semester :

University Reg.No. :

Blood group :

Date of birth :

Name of the guardian :

Phone No. :

E-mail ID :

<b>JANUARY</b>						<b>2020</b>
SUN	MON	TUE	WED	THU	FRI	SAT
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	

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<b>DECEMBER</b>						<b>2019</b>
SUN	MON	TUE	WED	THU	FRI	SAT
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				

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“AL-Fathia”

**THE OPENING**

*In the name of God,  
the Beneficent, the Merciful  
Praise be to God, Lord of the worlds,  
the Beneficent, the Merciful.*

*Owner of the Day of Judgement*

*Thee do we worship,*

*Thee do we ask for help,*

*Guide us to the right path.*

*The path of those on whom, thou  
bestowed thy grace*

*Not (the path) of those who earn*

*Thine anger, nor those who go astray*

*(Aameen)*

- HOLY QUR-AN

**PLEDGE**

*India is my country and 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 respect to my parents, teachers and elders and treat everyone with courtesy.*

*To my country and my people, I pledge my devotion. In their well being and prosperity alone, lies my happiness.*

<b>NOVEMBER</b>						<b>2019</b>
SUN	MON	TUE	WED	THU	FRI	SAT
					<b>1</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>

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<b>OCTOBER</b>						<b>2019</b>
SUN	MON	TUE	WED	THU	FRI	SAT
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

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## പ്രാർത്ഥന

കാരുണ്യസിന്ധുവാമ്ലാഹുവിൻ തിരു-  
നാമത്തിലോതുന്തു ദിവ്യമാം സൂക്തികൾ  
ലോകങ്ങളൊക്കെയും കാത്തുരക്ഷിച്ചിടും  
ലോകൈകനാഥനെ വാഴ്ത്തുന്തു സർവരും.

കാരുണ്യമേറുന്ന രക്ഷകാ, നിൻകൃപാ-  
പുരം നിരന്തരം വർഷിക്ക ഞങ്ങളിൽ.

തീർപ്പുകൾ നല്കുന്ന വാസരേ ഞങ്ങളെ  
കാരുണ്യമോടു നീ കാത്തുകൊള്ളണമേ!

ധ്യാനത്തിലാമലമാകും മനസ്സുമായ്  
കാലം കഴിക്കുന്തു സർവഥാ ഞങ്ങളും.

നിന്നോടുമാത്രം നിവേദനം ചെയ്തിടും,  
അന്യദൈവങ്ങളെ തേടില്ലൊരിക്കലും.

നേരായ മാർഗം തെളിക്കണേ രക്ഷകാ,  
പാരായെ നിത്യം നയിക്കുമരാകണേ.

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**THE MES EMBLEM**



*On top of the emblem the MES legend is inscribed. It is a verse from the Holy Quran which means ‘Oh Lord Enlighten Us.’ The balance below the symbol is the prevailing justice in Islam. The crescent moon and star represent the Muslims all over the world. The Holy Quran, the source of all knowledge is placed open below. Beside it the flambeau of Islamic culture is held in sturdy hands. The letters M.E.S in the middle is the short form of the Muslim Educational Society. The coconut trees below denote the scenic beauty of Kerala which is enriched by the spread of Islam and the Institutions of the MES. The feather held in bangled hand shows the importance given to education of woman in Islam. The bottom of the emblem is the expanded name of the organization and year of inception.*

<b>SEPTEMBER</b>						<b>2019</b>
SUN	MON	TUE	WED	THU	FRI	SAT
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>					

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<b>AUGUST</b>						<b>2019</b>
SUN	MON	TUE	WED	THU	FRI	SAT
				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>

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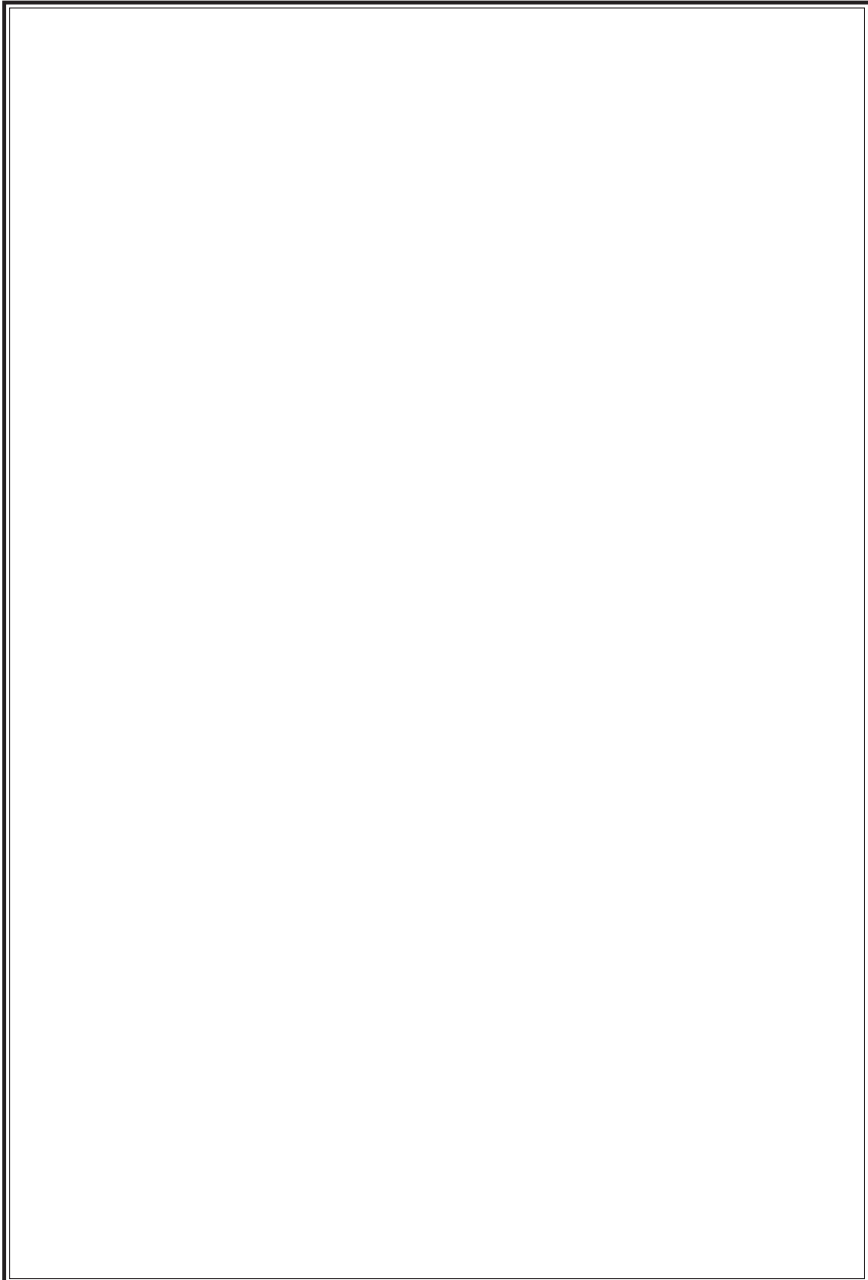


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## A BRIEF PROFILE OF THE COLLEGE

The college, affiliated to the University of Calicut and approved by the Government of Kerala, is a self financed institution started in 2013-14. The college is located in a lush green campus in Angadippuram Grama Panchayath at Palachode, Perinthalmanna, in the Perinthalmanna- Valanchery highway. The scence and serene environs of the campus is gifted with an enrapturing and peaceful atmosphere.

The college is run by the Muslim Educational Society which is the major educational agency in Kerala, aiming at the development of education in the society, particularly the backward classes. It runs instituions in various branches such as Medical, Dental, Paramedical, Nursing, Engineering, Arts and Science etc. The mangement of the college is determined to devolop the college into a full fledged instituion, distinctly different from other colleges, with a peaceful campus, offering courses catering the needs and taste of the new millennium.



<b>JULY</b>						<b>2019</b>
SUN	MON	TUE	WED	THU	FRI	SAT
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			

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<b>JUNE</b>							<b>2019</b>
SUN	MON	TUE	WED	THU	FRI	SAT	
<b>30</b>						<b>1</b>	
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	

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<b>Principal</b>	Dr. Hussain Randathani			
<b>Vice Principal</b>	Mr. Muhammed Shafeeq P., (MBA, NET)			
<b>Nodal Officer &amp; Public Relations</b>	Mr. Sadarudheen E. (MA, MPHIL, Bed)			
<b>Monitoring Officer</b>	Prof. Mohandas P.R, Retired Professor (MA, BEd)			
<b><u>TEACHING FACULTY</u></b>				
	Name	Designation	Qualification	Conatct No.
<b>DEPT. OF ENGLISH</b>				
1	Mr. Ummer Ali. umaralinilambur@gmail.com	Asst.Prof.(HOD)	MA, MPhil,B.Ed PGDCA	9605542323
2	Mrs. Dilna Silvy P.V. (On Leave)	Asst. Professor	MA,B.Ed SET	8281982721
3	Prof. Mohandas P.R. (Retired)	Asst. Professor (Sr. Professor)	MA, BEd	9446876887
4	Dr. Krishna Praveen	Asst. Professor	MA, PhD	9847521767
5.	Mr. Ranjith	Asst. Professor	MA, NET	
6.	Mrs. Najwa	Asst. Professor	MA	
7.	Mrs.Shahna Thasneem	Asst. Professor	MA	
8.	Mrs. Afeefa	Asst Professor	MA, NET	
9.	Mrs. Gibiya	Asst. Professor	MA.	
<b>DEPT. OF MALAYALAM</b>				
1	Mrs. Saranya	Asst. Professor	MA, NET	
2.	Miss. Muhsina C	Asst. Professor	MA	
<b>DEPT. OF ARABIC</b>				
1	Mr. Sadarudheen. E.	Asst. Professor	MA, B.Ed, M.Phil	
<b>PG DEPT. OF TRAVEL &amp; TOURISM STUDIES</b>				
1	Mr. Harish.P harishpindian@gmail.com	Asst.Professor (HOD)	MSc, Hotel Management MTA, M.Phil. MSc(Appl. Phy.) PG Diploma in TM	9562274109
2	Mrs. Jasmin K.	Asst. Professor	MBA	8086857899
3	Mr. Sharath A.P.	Asst. Professor	MTA	9037670002
4.	Mrs.Rose Diana Varghees	Asst. Professor	MBA	
5.	Mr. Irshad	Asst. Professor	MTA	
6.	Mr. Muhammed Nishad	Asst. Professor	MBA Tourism	
<b>DEPT. OF COMMERCE</b>				
1.	Mr. Mohammed Shafeeq P.	Asst. Professor(HOD)	MBA, NET	
2	Mr. Sunil Lal A.P. sunillal286669@gmail.com	Asst. Professor	M.Com, B.Ed SET, NET	9037209488
3	Mrs. Shabna P. shebinisar4@gmail.com	Asst. Professor	M.Com, NET	9497494608

4	Mr. Sadique Ali. M.	Asst. Professor	M.Com, NET JRF, PGDCA	9562188313
5	Mrs. Soumya M.P. klpjasmin@gmail.com	Asst. Professor	M.Com, B.Ed. SET	9746877135
6	Mrs. Sabira C.K. klpjasmin@gmail.com	Asst. Professor	M.Com, B.Ed. NET, M.Phil.	9961835051
7.	Mrs.Fousiya	Asst. Professor	MCom.	
7.	Mrs. Fousiya	Asst. Professor	MCom	
8.	Mrs. Prajitha M.	Asst. Professor	M.Com	
9.	Mrs. Sreeja	Asst. Professor	M.Com, MBA, NET	
10.	Mrs. Shaiba	Asst. Professor	M.Com, NET	

#### DEPT. OF FOOD TECHNOLOGY

1	Mrs. Athira M.	Asst. Professor (HOD)	MSc. Food Technology	9496241624
2	Mrs. Ihsana Sherin. P. (On Leave)	Asst. Professor	MSc. Phy. GATE	8136866923
3	Mr. Shifarudheen	Asst. Professor	MSc. Food Technology	
4	Mrs. Amani Jasna	Asst. Professor	MSc. Food Technology	

#### DEPT OF MASSCOMMUNICATION & JOURNALISM

1.	Mr. Muhammed Ashique	Asst. Professor	MCJ	
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#### DEPT OF PSYCOLOGY

1.	Mrs. Thanooja Faisel	Asst. Professor	MSc Psychology	
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#### NON TEACHING STAFF

1.	Mr. Saidalavi Paloor	Superintendent	MA, D.P.T.	
2.	Mr. Safwan A	Clerk	B.Com	
3.	Mr. Jishad	Accountant	M.Com.	
4.	Mrs. Ramya Ramachandran	Library Assistant		
5.	Mrs. Geetha K.P.	Peon	Pre-degree	
6.	Miss. Mahija	Library Assistant		
7.	Mrs. Archana	Lab Assistant	BSc.	

#### DUTIES AND CHARGES 2018-19

Academic Coordinator & Chief Tutor:	Mr. Sadarudheen E.
PTA, Moral Studies & Life style	: Mr. Ummer Ali. M
NSS & Sahaya Hastham	: Mr. Irshad and Mohammed Nishad
Staff Secretary	: Mrs. Shabna
College Union Staff Advisor	: Dr. Krishnapraveen
College Magazine	: Mrs. Saranya
Library Coordinator	: Mrs. Shabna
Literary & Debating Form	
Human Right Forum	: Mr. Sunil Lal

12. If a book is damaged or lost by a member, he / she will have to replace it by a new copy in the same edition or pay cost of the latest edition of the book including 20% of the cost of book as the postage or 3 times the price of the book as fine, within the time limit fixed by the principal.
13. If one book of a set is damaged or lost from a member he / / she must replace it by a sound copy of the same edition. If such a copy is not available he/she shall purchase the whole set of any edition within the prescribed time.
14. The reference book and current periodicals will not be lent out but they may be referred to within the library. But one or two reference books of their subjects & old periodical not exceeding 5 Nos may be lent out to members of the staff for a short period of two or three days.
15. Before leaving the library each member shall return to the librarian books, periodicals taken by him/her for reference.
16. Members are not allowed to transfer the books taken by them. Breach of this rule will lead to the loss of the membership.
17. Books taken should not be retained for more than fourteen days from the date of issue.
18. The students can renew the books once in a week and member of the staff can renew the books twice.
19. If a book is not returned before the due date a charge of Rs.5/- per book per day including holidays will be collected from the students.
20. If a book becomes due on a holiday it may be returned the next working day without overdue charges.
21. A book which is over due will not be received from the students without overdue charges.
22. A book can be returned on any prescribed day before due date.
23. A book taken out is liable to be called back at any time if necessary.
24. All books must be returned to the library two weeks before the closing of the last term of each year. The members of the staff may be allowed to retain the books up to the closing date of the college.
25. The members may seek the help of the librarian in the selection of books.
26. The membership card shall be surrendered to the librarian at the end of the academic year. Failing to do so shall invite a penalty of Rs. 10/-.

\* \* \*

### **LIBRARY RULES**

1. All the members of the staff and students are members of the library and are entitled to use library and to borrow books.
2. The library will be kept open from 9.30a.m. to 3.30p.m. continuously on all days other than public holidays.
3. Applications for books to be borrowed shall be submitted to the librarian before 10.00 a.m.
4. Personal belongings like books, periodicals, bags, umbrellas, boxes etc. are not allowed to be taken inside the library or reading room and they shall be left at the entrance.
5. Schedule for issuing of books will be notified on the library notice board.
6. Strict silence must be observed in the library.
7. A student is allowed to take only one book at a time.
8. The members of the staff may be allowed to take books not exceeding ten including text books.
9. Books will be lent to the members of the staff on getting their signature in personal ledger maintained for that purpose and to students on card system.
  - a) Each student should get a Readers Ticket on payment of Rs.5/- from the librarian.
  - b) Readers Tickets are not transferable.
  - c) If a student loses his / her ticket, the matter should be reported to the librarian immediately. If the ticket is not traced within a week, a duplicate ticket will be issued on payment of Rs.10/-.
  - d) The books must be returned in good condition to the librarian at the end of each year of the course, failing which clearance certificates will not be issued.
10. On receiving a book from the librarian the member shall satisfy himself and call the attention of the librarian to any damage found in the books. Otherwise it will be presumed that the book was quite intact when issued and the member is liable to be held responsible for the replacement of book.
11. Writing or any kind of marking upon the book with ink or pencil etc. will also be considered damages done to the book.

Women Cell	: Mrs. Dilna Silviya & Mrs. Sreeja
Counseling Centre	: Mrs. Jasmin. K
Students Grievances Red Resell cell	: Prof. Mohandas P.R. Mr. Mohammed Shafeeq P. Mr. Sadarudheen E.
College Council, Students & Teachers	Feed back and
Placement Cell	: Mr. Muhammed Shafeeq P.
Store	: Mr. Sadique Ali M. : Mr. Safwan A.
Assessment & Evaluation, UPDATE,	
Website Administration	: Mr. Sadarudheen E.
Career Guidance	: Mr. Sunil Lal A.P
Anti Ragging Cell	: Mr. Sadarudheen E & All HOD's
Centre for Heritage Studies	: Mr. Sharath
Tourism Club	: Mr. Harish P.
Nature Club	: Mr. Shifarudheen
Medical Club	: Mrs. Ihsana Sherin
Assistant Returning Officer,	
Chief Examination in Charge	: Mr. Sadique Ali
Sports & Games	: Mr. Sharath
Department Association Committee	: Principal Vice Principal Academic Coordinator All HODs

### **ABOUT MES**

The last five decades have been witnessing a remarkable and glorious transformation in the educational upbringing of the Muslims in Kerala, traditionally the most backward community in education. The driving force behind this enviable achievement has been the committed and tiring toil of THE MUSLIM EDUCATIONAL SOCIETY (MES).

The movement started under the great leadership of late Dr. P.K.Abdul Gafoor in 1964 at Calicut, wholeheartedly supported by a large number of professionals and businessmen and in a short span of time this great movement had its branches spread to all districts in Kerala. As on today, it is the largest Educational Organization in our nation with a strength of more than 20,000 active members, 85,000 students and staff members numbering

15000. It not only has Units in each and every District of Kerala, but also has stretched to neighbouring states as well to the Middle East countries.

### **Vision**

The college aims to arouse intellectual inquisitiveness with a zest for acquisition of knowledge, to mould upright citizens with a civic sense and social commitments and to lead a creative life.

### **Mission**

- ❑ Building up a community of staff and students committed to the common pursuit of knowledge and excellence.
- ❑ Inculcating among students self discipline, good habits and an enquiring mind.
- ❑ Developing leadership qualities, clarity of thought and accuracy of expression among the students.
- ❑ Promoting respect and admiration of our traditions and heritage and instill in the mind of the students an urge to fight away the social evils.
- ❑ Helping the students to become instruments of social change by nurturing and equal opportunities.

### **VARIOUS COMMITTIES**

#### **COLLEGE UNION**

The college union and its branch associations are meant for the responsible and constructive participation of the students. They are to train students in leadership and administration and preparing them for public life. The union is constituted and function as per the directions of the University / Government.

All the students of M.E.S. Arts & Science Collge, Perinthalmanna are ordinary members of the college union and the members of the teaching staff are its honoreary members.

The principal shall be the honorable treasurer of the college union. There shall be a staff advisor to the college union.

#### **College Union Advisory Committee**

Chairman : Principal

Staff advisor : Dr. Krishna Praveen(Asst. Prof. Dept. of English)

6. When the absence is due to illness, the application for leave should be supported with a Medical Certificate.
7. Attendance is compulsory for Physical Education classes.
8. The annual certificate of attendance and progress required for admission to the university examination will not be granted unless the Principal is satisfied with the student's conduct, attendance and progress.
9. Students who absent themselves without securing leave on the closing day before a vacation and the reopening day after the vacation will be severely penalized.
10. A student who is absent, with out leave for five consecutive working days stands the risk of having his/her name struck off the rolls.
11. The minimum attendance of 75% of the total working days of the year is absolutely necessary for promotion and for admission to the university examination.
12. The annual certificate shall not be granted unless a student has completed the course of instruction to the satisfaction of the college authorities and his / her progress and conduct have been satisfactory.
13. Students whose attendance falls below the minimum shall apply for condonation of shortage through the Principal to the University. The application in the prescribed form shall be accompanied by a chalan for Rs.100. The reason for each day's absence, should be explained. A medical certificate shall also be submitted in case of absence due to ill health. If the shortage exceeds 20 days, on no account shall it be condoned by the University. Also the condonation of shortage of attendance will be granted only once during a particular course. The application for condonation should be made in the prescribed form which can be had from the University at a cost of Rs.5/-.
14. No application for exception will be recommended by the Principal unless he is satisfied with the reason for the shortage of attendance, or due to causes beyond the students control. Ordinarily only prolonged illness will be accepted as a plea for shortage of attendance.  
  
Absence without leave will not be condoned under any circumstance. If a student is absent for one hour it will be treated as absence for half day and if the absence is for two or more hours it will be treated as absence for one full day.

document. A fee of Rs. 5/- will be charged for issuing a despatch copy of any certificate.

4. In the event of loss of Identity Card issued to a student the matter should be immediately reported to the principal and a duplicate card will be issued on payment of a fine of Rs. 50/-.
5. No certificate will be issued from the college unless the principal is satisfied with the reasons stated by the applicant for such certificate.
6. Transfer Certificate is issued when student leaves the institution. The Transfer Certificate will be issued, in the case of those who have appeared for University Examination within one week after the publication of the results. A late fee of Rs.10/- will be levied for all late applications received after one year. Identity card has to be surrendered at the time of issue of Transfer Certificate.
7. A student applying for the return of S.S.L.C. book or any other certificate from the college office must have cleared all the dues of the college and must enclose sufficient stamp to cover the postage by registered post.
8. Student who leaves the college before completing the course will not receive certificate of good conduct. Any student who discontinues study in the college without returning the college library books received or without paying any arrears or dues will not receive any certificate.

#### **ATTENDANCE & LEAVE**

1. No student shall be absent from the class without leave. The reason for leave shall be clearly stated
2. Leave of absence will be granted for convincing reasons only on the recommendation of the group tutor.
3. Application for leave should be made in prescribed form with the recommendation of the Group Tutor before availing leave. Late application will not ordinarily be considered.
4. Students coming to the class late or leaving the class early shall lose half day attendance.
5. When the absence is for more than a day, leave application must be counter signed by parent or guardian.

#### **COLLEGE MAGAZINE**

The institution publishes a college magazine annually. It is edited by a student Editor assisted by an editorial committee and guided by a staff editor. Copies of the magazine are distributed among the staff and the students. The aim of the magazine is to encourage the literary and artistic talents of the students.

Chairman : Principapl  
Magazine advisor &  
Convenor : Mrs. Saranya (Asst. Prof. Dept. of Malayalam)  
Committee member : Student Editor

#### **PARENT TEACHER ASSOCIATION**

All teachers of the college and guardians of the students of the institution are members of the PTA. The main objective of the PTA is to promote a cordial relationship and close interaction among teachers, students and their guardians.

President : Principal  
Secretary : Ummer Ali M (Dept. of English)

#### **LIBRARY**

The College Library has over 1000 titles as on date. More than ten dailies and 40 periodicals are regularly subscribed to . Continuous efforts are made to augment the number of books and periodicals in the Library. As the Library moves into newly constructed building, plans are afoot to raise the number of titles available into 1500.

Chairman : Principal  
Library Incharge : Mrs. Ramya Ramachandran  
Co-ordinator : Mrs. Shabna C.  
Advisory Committee  
Members : Mr.Umer Ali. M. (HOD, Department of English)  
Mr.Harish P. (HOD, Department of T.T.M)  
Miss. Athira (HOD, Department of Food Tech)  
Mrs. Soumya M.P. (Department of Commerce)

#### **LITERARY AND DEBATING FORUM**

This forum traint the students in affective public speaking, creating writing and prepares them for appearing in quiz competition.etc. In order to develop the debating skills of the students, the forum conducts regular debates on various subjects.

Chairman : Principal  
Convenor : Mr. Sunil Lal (Dept. of Commerce)



### **WOMEN'S CELL**

Constituted as per the directive of the University Grants Commission, the cell looks into the grievances, if any, of the girl students and the women members of the staff of the college and takes corrective measures wherever necessary.

Chairman : Principal  
Convenor : Mrs. Dilna Silviya (Asst. Prof. Department of English)  
: Mrs. Sreeja (Asst. Professor. Department of Commerce)

### **COUNSELLING CENTRE**

The college has a counselling centre to provide counselling to students. The centre conducts counselling sessions to ensure the welfare of the students.

Chairman : Principal  
Convenor : Mrs. Jasmin. K (Asst. Prof. Department of BTM)

### **LIFE STYLE & MORAL STUDIES CENTRE**

The centre focuses on the cultivation of moral values and principles of ethics among students. Students are also provided opportunities to familiarise themselves with the tenets of all religions.

Chairman : Principal  
Convenor : Mr. Ummer Ali M (Asst. Prof. Dept. English)

### **STUDENTS GRIEVANCES REDRESAL CELL**

Our College has decided to provide mechanism to students for redressal of their grievances with regards to their complaints on academic and non - academic matters, grievances related to assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by colleagues students or teacher etc.

Chairman : Principal  
Convenor : Prof. P.R.Mohandas  
Members : Mr. Mohammed Shafeeq. P., Mr. Sadarudheen E.

### **MES CENTRE FOR COSMOPOLITAN STUDIES** **(UPDATE GRADUATE DEVELOPMENT PROGRAMME)**

#### **VISION**

Enhancing student motivation for learning in general and for "employability" in particular, which encourage the clarification and attainment of each individual's personal objectives through a process of planning, experience and reflection.

#### **MISSION**

The programme sets out to develop along with the curriculum the following set of skills generic across all disciplines, which would help the

student or the guardian at any time in the course of study in the college without assigning any specific reason if he considers that his/her presence is not desirable in the college

21. No collective representation from students will be entertained.
22. Irregular attendance, insubordination to teachers, habitual absence to class work, obscenity in word or act are sufficient reasons for the permanent or temporary dismissal of students.
23. Students should take note of the notifications on the notice board every day before they leave the college. Failure to look at the notice board will not be an excuse for any omission or commission.
24. Absence from examination / test papers will be treated as a serious breach of discipline and shall invite disciplinary measures.
25. Ragging, teasing, intimidating and harassment in any form meted out towards fellow students and girl students in particular within the campus or outside are cognisable offences and students are expressly prohibited from indulging in such activities.  
  
In the light of directives contained in various court judgements in recent years, it is mandatory for the Principal to report all cases of ragging and harassment to the police.
26. In all matters of conduct in and outside the college not specifically mentioned here in, students are expected to conduct themselves with decorum, keeping up the reputation of the institution.
27. Principal shall be the final authority in all matters regarding discipline and he shall also have the authority to decide on any issue not specifically covered by the existing General Rules mentioned here in.

### **RULES FOR ISSUE OF CERTIFICATES & ATTESTATION OF DOCUMENTS Etc.**

1. Application for certificates should be made at least two days in advance.
2. Conduct Certificate will ordinarily be issued with T.C. along with the Transfer Certificate when the student has completed his/her course of study. A fee of Rs.50/- will be charged for every certificate issued other than at the completion of the course.
3. A fee Rs. 5/- per page will be charged for issuing a certified copy of any



7. Student shall rise from their seats when teacher enters the class room and shall take seat only after he/she has taken his/her seat or beckons them to sit.
8. No student shall enter or leave the class without the permission of the teacher who is engaging the class.
9. Students shall not loiter through the corridors or along the veranda during class hours.
10. Students are strictly prohibited from entering any class other than their own without permission.
11. Smoking, chewing pan, consumption of alcoholic drinks and taking narcotic substances are strictly prohibited within the campus.
12. Students shall always maintain utmost decency in their interaction with fellow students. Any instance of harassment will be viewed very seriously and invite stringent punishment.
13. Students are prohibited from participating in any meeting directed against the constituted authority or the Government.
14. No meeting or entertainment shall be organized and no fund collected in the college without the prior permission of the principal.
15. Political activism is not permitted in the campus and students are to scrupulously refrain from it.
16. No note or petition of any kind shall be circulated among the students or pasted on the notice board or anywhere within the college premises. Students are not allowed to organize or attend meeting in the college or collect money for any purpose without the written permission of the principal.
17. Students who go over to other colleges or institutions to take part in acts of indiscipline such as organizing demonstrations or strikes will invite severe punishment.
18. The principal shall have the power to inflict the following punishments: fine, suspension, compulsory issue of T.C., expulsion etc.
19. Promotion to higher class, selection for university examinations and issue of progress attendance/conduct certificates are within the discretion of the principal.
20. The Principal will have the right to issue transfer certificate to a student admitted to the college without an application from the stu-

Knowing yourself : Identifying values, skills, interests and other personal attributes. Reviewing previous experience and analyzing help and support.  
 Decision making : Obtaining feedback on ideas for careers development.  
 Identifying personal priorities and constraints. Integrating self – assessment with the options available.  
 Goal – setting and taking action : Writing and implementing an action plan.  
 Communicating effectively orally and in writing to achieve objectives.  
 Reviewing progress and identifying learning points.  
 Seminars / Class sessions.  
 Career’s evening  
 Mentoring programmes  
 Development of transferable skills through work experience and intership.  
 Chairman : Principal  
 Convenor : Mr.Sadarudheen.  
 Members : Vice principal & All HOD’s

#### **HUMAN RIGHTS FORUM**

Human Rights Forum inculcates the much needed awareness about the various aspects of individuals. Through lectures, discussions and study classes, the forum strives to sensitise the students about the inalienable basic rights of every individual and the ways and means to protect and safe guard these rights in their interface with social and political establishments.  
 Chairman : Principal  
 Convenor : Mr. Sunil Lal (Asst. Prof. Dept. of Commerce)

#### **SAHAYA HASTHAM**

There are three National Service Scheme units in the college. Through them students involve themselves in co-curricular activities, intellectual discussion, community service.

Chairman : Principal  
 Convenor : Mr.Irshad and Mohammed Nishad (Dept. of Tourism)

#### **DEPARTMENT ASSOCIATION**

Each department has an association for planning and implementing various activities depending on the requirement and interest of the students. The heads of the Department will be the president of the association and there shall be a student secretary for arranging programmes.

Chairman : Principal  
 Convenor : Mr. Mohammed Shafeeq. P. (Vice principal)  
 Members : All HOD’s and Academic Co-ordinator

### FINE ARTS ASSOCIATION

The association exists to channelize the cultural energies of the student doing service to conservation, which has won wide acclaim and several prizes and awards from the government and other agencies.

A fine arts club is proposed to be set up to promote interest and proficiency in the fine arts. The club will also prepare the students and encourage them to do well in youth festivals and other competitions.

Chairman : Principal

Staff advisor

& convenor : Dr. Krishna Praveen (Asst. Prof. Dept. of English)

### COLLEGE COUNCIL

The College Council consists of the Principal, Heads of Departments and two members elected representatives of the teaching staff. It is an advisory body on internal academic and disciplinary affairs of the College.

### BOOK STORE

All main courses of the college have Book Bank facility to serve the needs of economically weak students. Text book are loaned to the students as per their requirements for long periods.

Chairman : Principal

Convenor : Mr. Safwan (Clerk)

Asst. Convenor : Mr. Sadique Ali M. (Dept. of Commerce)

### TUTORIAL SYSTEM

The tutorial system has been designed to make teaching and learning student friendly. It envisages close interaction between students and teachers to create the right ambience for academic pursuits. It also contributes to the maintenance of general discipline in the college.

The students are divided into batches and each batch is placed under a Group Tutor. The Group Tutor will closely monitor the attendance, academic progress and conduct of the students under his/her charge and initiate corrective measures wherever necessary. Parents are regularly kept informed about the progress of their wards and they are also encouraged to visit the college for review of the progress of their wards on a regular basis.

### ATTENDANCE EVALUATION

#### *For All Courses*

% of attendance	Marks
90 and above	5
85-89	4
80-84	3
76-79	2
75	1

### INTERNAL ASSESSMENT

In the changing pattern of assessment and evaluation system, the University has introduced Internal Assessment for most courses. Internal Assessment is done by teachers at the end of each year strictly in accordance with well-defined guidelines.

### GENERAL RULES

1. An identity card, which will carry a passport size photograph of the student duly attested by the principal, will be issued to each student at the time of admission. All students should carry the Identity Card with them and produce it on demand by the principal and the staff.
2. The dress worn shall always be clean, sober and dignified. Women students should observe strict modesty in dress and manners.
3. Since discipline is the bedrock on which an educational system is founded, every student shall fully co-operate with the college authorities for the maintenance of peace and order in the campus.
4. Students shall always behave with dignity and courtesy.
5. Students shall not disfigure the walls, windows, furniture by writing on them or drawing picture or sticking bills.
6. Students shall greet their teachers on the occasion of their first meeting within the college.

**MARKS DISTRIBUTION FOR EXTERNAL  
EXAMINATION AND INTERNAL EVALUATION**

The external examination of all Semesters shall be conducted by the University at the end of each Semester. Internal evaluation is should be done continuous assessment. Marks distribution for external and internal assessments and the components for internal evaluation with their marks are shown below.

For all courses without practical

- a. Marks of external examination : 80
- b. Marks of internal evaluation : 20

All the three components of the internal assessment are mandatory. For common course English in 1st Semester, Internal oral examination shall be conducted instead of test paper.

Components of internal evaluation	Marks
Attendance	5
Assignments / seminar / Viva	5
Test paper (s)	10
Total	20

**For all course with practical**

- a. Marks of theory (Main)- Extrenal Examination 80
- b. Marks of Theory (Main)- Internal Evaluation 20
- c. Marks of theory (Sub)- Extrenal Examination 64
- d. Marks of Theory (Sub)- Internal Evaluation 16

**INTERNAL EXAMINATIONS**

Besides the examinations conducted by the University, the college conducts monthly test papers, terminal examinations and model examinations. The progress reports are sent to the guardians after each examination. Failure to take any internal examination will be viewed as a serious breach of discipline and dealt with severely.

Chairman : Principal

Chief superintendent  
of examination : Mr. Sadique Ali M (Dept. of Commerce)

**ASSESSMENT & EVALUATION COMMITTEE**

The committee conducts the terminal examinations and the model examination each year. It arranges the parent-teacher-student interface at which the marklist are handed over directly to the parents in the presence of their wards. The committee also takes measures to ensure that students master the methodology of taking examinations and perform their best in them.

**STUDENT FEEDBACK**

In the sustained bid to offer a wholesome campus experience aiming all-round excellence, students are encouraged to critically evaluate every aspect of curricular and extra curricular activities. Feedback is regularly obtained from students at various stages, particularly on course content, teaching, etc. through structured questionnaires, offering absolute freedom and confidentiality. The feedback is carefully analysed and the database is used for correction and effecting further improvement.

Chairman : Principal

Convenor : Prof. P.R. Mohandas (Academic Co-ordinator)

Members : Mr.Mohammed Shafeeque.P. (Vice principal)  
Mr. Sadarudheen E. (Academic Co-ordinator)

**CAREER GUIDANCE & PLACEMENT CELL**

This committee will provide services to the students to successfully manage their carrier development and it will arrange seminars, special coaching on personality development etc.

Chairman : Principal

Convenor : Mr.Mohammed Shafeeque .P. (Vice Principal)