



PERSONAL MEMORANDUM

Name :

Class : Roll No.

Home Address :

.....

..... Pin:

Phone No.

Date of Birth :

Height : Weight :

Blood Group :

University Reg. No.

Name of Guardian

Address of Guardian

.....

Phone/Mobile No..... Pin:



CONTENTS

1.	Al-Fathiha	3
2.	Pledge	3
3.	College Profile	4
4.	Programmes Offered	5
5.	Working Time of the College	5
6.	College Managing Committee 2019-'22	6
7.	Members of the Teaching Faculty	7
8.	Fee Concession	8
9.	College Staff Council	9
10.	University Exam Fee	9
11.	College Rules	10-12
12.	M.G. University Code of Conduct Rule - 2005	13
13.	Attendance & Leave of Absence	15
14.	Rules to be observed in the Examination Hall	17
15.	Collection of Fee	17
16.	Issue of Certificates	17
17.	Library Rules	18
18.	The Library	20
19.	Scholarships	20
20.	Tutorial System	21
21.	Endowments and Cash Awards	22
22.	Rules pertaining to malpractices in the University Exams.	23
23.	Programme Structure	26-33
24.	Various Clubs, Forums, Associations, Committees, N.S.S. etc.	34-37
25.	Anti Ragging Committee	38
26.	Almanac : June 2021- March 2022	
	June	39
	July	40
	Aug.	41
	Sept.	42
	Oct.	43
	Nov.	44
	Dec.	45
	Jan.	46
	Feb.	47
	March	48
	April	49
	May	50
27.	Important Telephone Numbers	51
28.	Students' Leave Register	52-55



AL - FATHIHA

(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 hast bestowed thy Grace
Not (the path) of those who earn
Thine anger nor of those
Who go astray.
Aameen

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



COLLEGE PROFILE

M.E.S. College Erattupetta is indeed the fruition of a dream ardently cherished by the members of M.E.S. and a host of likeminded people who are committed to fostering the intellectual enlightenment and social advancement of the younger generation in and around Erattupetta. The prime objective of the institution is to equip the youth with the skills necessary for meeting every challenge in the technological age.

The college is situated in a serene campus at Vettikulam in Thidanadu Panchayath, just 4 kms away from Erattupetta. It is 16 kms from Pala and 14 kms from Kanjirappally. Set in an ideal academic ambience the institution will be conducive to the pursuit of knowledge.

MISSION

Our primary mission is to move forward the horizons of human knowledge and enhance and uplift the citizens of the nation. We symbolize the spirit of excellence in teaching, advance learning, research, creativity and engagement attained by the finest educational institutions.

VISION

Our goal is to create the best learning environment.

Discovering new knowledge and sharing our resources.

Provide unique facilities to our students.

Enhance development opportunities for faculty and staff.

Design and implement effective planning processes.



PROGRAMMES OFFERED

Programmes	Seats
B.B.A. (Bachelor of Business Administration)	40
B.Com. Computer Application (Vocational Model II)	50
B.Com. Finance & Taxation (Vocational Model II)	50
B.C.A. (Bachelor of Computer Application)	30

WORKING TIME OF THE COLLEGE

I st Bell	:	9.40 a.m.
I st Hour	:	09.45 a.m. - 10.45 a.m.
II nd Hour	:	10.45 a.m. - 11.40 a.m.
Interval	:	11.40 a.m. - 11.50 a.m.
III rd Hour	:	11.50 a.m. - 12.45 p.m.
Lunch Break	:	12.40 p.m. - 01.30 p.m.
IV th Hour	:	01.30 p.m. - 02.30 p.m.
V th Hour	:	02.30 p.m. - 03.30 p.m.

ON ALL FRIDAYS

I st Hour	:	09.45 a.m. - 10.45 a.m.
II nd Hour	:	10.45 a.m. - 11.35 a.m.
Interval	:	11.35 a.m. - 11.45 a.m.
III rd Hour	:	11.45 a.m. - 12.30 p.m.
Lunch Break	:	12.30 p.m. - 02.00 p.m.
IV th Hour	:	02.00 p.m. - 02.45 p.m.
V th Hour	:	02.45 p.m. - 03.30 p.m.



COLLEGE MANAGING COMMITTEE 2022- '25

Chairman : **K.E. Pareeth**

Mob: 9447119870

Secretary & Correspondent

V.A. Rasheed IRSSE (Retd.)

Mob: 9447175984

Treasurer

Prof. N.K. Razak

Mob: 94471 20532

MEMBERS

Prof. M.K. Fareed	9446257878
K. Abbas Parayil	9847550716
M.F. Abdul Khader	94472 67089
Rashid Khan D.M.	8075260171
V.H. Majeed	9747204848
V.H. Raheem	9961809086
V.M. Ashraf (Rtd. Tahsildar)	9495616085
K.I. Zakkeer	9447086502
Hashim Pulickeel	9447158416
A.M.A. Khadar	9744941111
Nasar Kallar	9447172564
H. Nijas	9446367663
V.E. Siddique	9446611002
Rasheed Manackal	9847027900
V.S. Hussain	9447050698
K.P. Najeeb	9446204134
P.M. Basheer	9895174925
Naseer K.M.	9447808037

EX-OFFICIO MEMBERS

Dr. P.A. Fazal Gafoor (*President MES*)

Prof. Kadavanadu Mohammed (*General Secretary MES*)

Er. Mohammed Haneef (*President, MES Kottayam Dist.*)

Mr. Shahas P. Shahul Hameed (*Secretary, MES Kottayam Dist.*)

**MEMBERS OF THE TEACHING FACULTY**

Name	Qualification	Mob:
Prof. A.M. Rasheed (Principal)	M.A. Political Science PGDJC	9446409795

DEPARTMENT OF COMMERCE

Sl. No.	Name	Designation	Qualification	Mob:
1.	Mrs. Sunitha N. Salam (leave)	Asst. Prof.	M.Com.NET	9747212610
2.	Mrs. Adeeba Latheef (leave)	Asst. Prof.	M.Com.	9526692559
3.	Mrs. Swathy S.(leave)	Asst. Prof.	M.Com.	7034980184
4.	Mrs. Rejitha P.U.	Asst. Prof.	M.Com.B.Ed.	8086179372
5.	Mrs. Dymy P. Abraham	Asst. Prof.	M.Com.	9495381372
6.	Mrs. Aisha Basheer	Asst. Prof.	M.Com NET	9539539081
7.	Mrs. Ansiya Muhammad	Asst. Prof.	M.Com.	9496087562

DEPARTMENT OF MANAGEMENT STUDIES

Sl. No.	Name	Designation	Qualification	Mob:
1.	Mr. Haleel Muhammed	Asst. Prof.	M.B.A.	9847552134
2.	Mrs. Teena Kurian	Asst. Prof.	M.B.A. Pursuing Ph.D	9495201389
3.	Ms.Mumtaz Mohamed Kabeer	Asst. Prof.	M.B.A., NET	9544970325
4.	Ms. Priya Annie George	Asst. Prof.	M.Com.M.Ed.	9744017154

DEPARTMENT OF COMPUTER SCIENCE

Sl. No.	Name	Designation	Qualification	Mob:
1.	Mrs. Regi Manoj	Asst. Prof.	M.C.A.	9072278733
2.	Mrs. Shafna Sakkeer	Asst. Prof.	M.C.A.	9447184435
3.	Mrs. Thasni Noushad	Asst. Prof.	M.Tech	8547560787
4.	Mrs. Subina Haseeb (leave)	Asst. Prof.	M.C.A.	8547925257
5.	Mrs. Saira Banu	Asst. Prof.	M.C.A.	9961934999

**DEPARTMENT OF ENGLISH**

Sl. No.	Name	Designation	Qualification	Mob:
1.	Mr. Yazir P.A.	Asst. Prof.	M.A.	8086563005
DEPARTMENT OF MALAYALAM				
1.	Mr. Manoj Soman (P.T.) H.O.D.	Asst. Prof.	M.A.,B.Ed. M.Phil, NET, SET	8281272269
DEPARTMENT OF HINDI				
1.	Mrs. Anumol M.V.(P.T.) HOD	Asst. Prof.	M.A.	9526765876
DEPARTMENT OF MATHEMATICS				
1.	Mrs. Nazeem Sithara Sakkeer	Asst. Prof.	M.Sc. Maths	9061944967
2.	Mrs. Haima K. Kebeer	Asst. Prof.	M.Sc.Maths, B.Ed., DCA	9526544940
LIBRARY				
	Mrs. Sunena Basheer	Librarian	BLL.Sc.	9846568929
NON-TEACHING STAFF				
1.	Mrs. Raji M. Panicker	Jr,Superintendent	B.Sc.	9744642561
2.	Mrs. Shahana M.B.	Clerk	M.Com.,Dip.in C.A.	7025629919
3.	Mr. Maheen V.E.	Computer Assistant	Diploma in IT	9947386345
4.	Mr. Renju K.R.	Office Attender	S.S.L.C.	9847053375



THE COLLEGE STAFF COUNCIL

The College Staff Council for the academic year 2022-23 has been constituted as per the statute of M.G. University, Kottayam.

The Staff Council consists of the following members.

1. Prof. A.M. Rasheed, Principal
2. Mrs. Rejitha P.U., H.O.D. of Commerce
3. Mr. Haleel Mohamed, H.O.D. of Management Studies
4. Mrs. Reji Manoj, H.O.D. of Computer Science
5. Mr. Manoj Soman, H.O.D. of Malayalam
6. Mrs. Anumol M.V., H.O.D. of Hindi
7. Mr. Yazir P.A., H.O.D of English
8. Mrs. Dymy P. Abraham, Asst. Professor, Commerce
9. Mrs. Thasni Noushad, Asst. Professor, Computer Science
10. Sunena Basheer, Librarian
11. Raji M. Panicker, Office Superintendent

UNIVERSITY EXAMINATION FEE

Per Course	Rs. 55
Mark List	Rs. 60
Application Form	Rs. 35
C.V. Camp	Rs. 40
Practical	Rs. 60
Project	Rs. 100

IMPROVEMENT / SUPPLEMENTARY

Improvement Fee	Rs. 60
Per Course	Rs. 60
C.V. Camp	Rs. 40
Mark List	Rs. 60
Application Form	Rs. 35



STUDENTS SHOULD

1. Students shall co-operate with the college authorities to ensure peaceful atmosphere, congenial to the academic activities and overall development of the students and in maintaining discipline in the campus.
2. Come regularly in the college and attend the classes as well as all other activities assigned to them.
3. Behave decently in and outside the college premises.
4. Leave of absence should be submitted to the Principal in writing with the signature of the guardian, the class tutor and H.O.D.
5. Express due respect towards the Management, Principal, Teachers and Staff of the College.
6. Men should leave the rooms first after the class and the ladies should move from the class after the men students leave the class.

STUDENTS SHOULD NOT

1. Should not indulge in ragging, political activities, communal activities, violence, shouting, hooting etc.
2. Should not use or bring chewing gum, tobacco products or any type of substances in the college premises. Chewing of sweets or chocolates is also not allowed during class time.
3. Should not enter the class or leave the class without the permission of the teacher.
4. Should not throw the waste anywhere other than in the waste basket kept in the class and should not spit in the public places including courtyard.
5. Should not distribute anything like pamphlets, bit notices etc. in the campus without the prior permission of the principal.
6. Should not bring or use mobile phones in the campus.
7. Should not bring vehicles to the campus beyond a limit fixed by the authority.

N.B. Those who violate the above rules will be fined or punished otherwise as per rules.



GENERAL RULES OF DISCIPLINE

1. Students are expected to attend the classes in college uniform neatly dressed keeping with the approved etiquette.
2. Students should wear the I.D. cards provided by the college when they are in the Campus.
3. Students are forbidden from writing, scribbling or painting on the walls, desk, furniture etc.
4. Smoking, consumption of alcoholic beverages and use of narcotic drugs are strictly prohibited.
5. Students found using drugs or liquor in the campus will be dismissed from the college.
6. Students found guilty of using foul language or behaving rudely towards the staff members or using disrespectful words will be summarily expelled from the college.
7. Do not enter or leave a class in session, without permission.
8. Perfect discipline and decorum should be maintained in the classrooms, college campus, college bus and outside.
9. Students are expected to behave in polite and decorous manner.
10. Students are prohibited from entering the campus, labs, office, staffroom, etc. except when they are expected to be there.
11. Loitering along verandahs and vacant classrooms during free hours are strictly prohibited.
12. Students are prohibited from holding meetings and processions, collecting funds without obtaining the prior permission of the Principal.
13. Using Mobile phones, camera and other electronic devices are strictly prohibited in the campus.
14. Campus and classrooms will be under the surveillance of the CCTV cameras and discipline committee.
15. students should not remain in the classrooms during free hours as it might disturb other classes. They may go to the library or reading room.
16. For acts of misbehaviour, the Principal may impose such punishment as fines, cancellation of attendance, withholding of Certificates, forfeiture of educational concession and scholarship, suspension and even expulsion from the college.



17. Students who fail to attend internal examinations without sufficient reasons will not be permitted to attend the University Examinations.
18. Fines will be levied from students for damaging college properties, deliberate delay in payment of tuition fee and violation of certain rules.
19. Students and outsiders are not allowed to be present in the campus after 4.30 p.m. without genuine reason.
20. No outsider is allowed to enter the classroom.
21. No one shall distribute or circulate any notice, pamphlet, leaflet etc. within the campus and shall not exhibit any type of banners, flags, posters, notices etc. within the campus without the prior permission of the Principal.
22. Taking outsiders in the college campus is disallowed.
23. Students are not permitted to organise tours / picnics without the prior permission of the Principal.
24. Nobody shall collect money from others either by request or by coercion in the campus except by specific permission of the Principal.
25. All are strictly prohibited from taking part or participating in any agitation, demonstration, strike, dharna, Gherao, or bearing any kind of flags or badges and such other activities which will disturb the classes or cause threat to the peaceful atmosphere of the college campus. No political activities shall be permitted in the campus.
26. All expressions of the activities which are immoral, anti-social, communal and anti-national are strictly prohibited in the college campus.
27. The Principal shall be the final authority in the interpretation of the college rules.
28. The campus will be under the observation of Anti-Narcotic Cell of the College.
29. All the students must wear identity tags properly whenever they are in the college campus and must produce them for inspection on demand by any member of the staff.
30. The identity tag should be produced at the time of payment of fees and receipt of scholarships, stipends, caution money deposit, hall ticket etc.



MAHATMA GANDHI UNIVERSITY CODE OF CONDUCT RULES - 2005

Prohibition of Political activities inside the Campus

- ⇒ No student of a college shall get himself involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and such activities are hereby banned inside the campus.
- ⇒ Taking part in political activity by organizing the students or to cause gathering inside the college campus or the purpose of doing any activity as defined by Rule 4(6) shall constitute serious indiscipline. Every member of a such gathering shall be individually liable and responsible for gross indiscipline.
- ⇒ It shall constitute gross indiscipline to all for and appeals to strikes based on policies and ideologies that may be preached by the political parties or their sister organizations or student wings. The participants in this strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed appropriate punishment as provided in these rules.
- ⇒ No student of a college shall stage or indulge in any activity like dharna, Gherao, obstructive to and from any classrooms, office hall or other places inside the campus and such activity will be treated as misconduct.
- ⇒ No student shall shout slogans inside the classrooms, office or any other place inside the campus and obstruct and interfere or to cause disturbance by any nuisance to the orderly functioning of the institution. These activities shall be treated as misconduct.

PROCEDURE FOR IMPOSITION OF PUNISHMENT

- ⇒ The Principal of the college shall be the disciplinary authority in respect of the students in the college.
- ⇒ If it comes to the notice of the Principal that a student or a class of



students have committed misconduct as referred to the Rule above and that Principal is satisfied that the prima facie evidence is enough material in the allegation against the delinquent student, he / she shall immediately pass an order suspending the alleged students from the college.

- ⇒ If the Principal is satisfied that the delinquency alleged in the complaint requires further investigation / enquiry, he / she shall report the matter to the College Council. After reporting the matter and after the views of the Council referred to above the Principal shall appoint a competent teacher / teachers to enquire into the matter and to submit the report immediately.
- ⇒ The Enquiry Officer so appointed shall conduct enquiry without delay after gathering oral or written evidence from the complainant as well as the person whom the allegation / delinquency was made. The Enquiry Officer also shall give fair and reasonable opportunity to all the parties and shall submit a report to the Principal immediately. After the receipt of the report, the Principal shall consider and take an appropriate action, which he deals with including the imposition of the following punishment.
 - a) Imposition of fine
 - b) Written apology and assurance jointly by the student and guardian.
 - c) Issuance of compulsory Transfer Certificate.
 - d) Dismissal from the college.

In the event of imposition of punishment of dismissal or compulsory issuance of Transfer Certificate the Principal shall forward the order along with the report to the University.

PROHIBITION OF DAMAGE TO PROPERTY

The student shall not disfigure the classrooms, compound wall or other building inside the college campus by pasting posters or writing on the walls in connection with any activity. They shall not damage or destroy any furniture equipment and other materials inside the college campus. In the event of any student indulging in any such activities, a fine shall be imposed on him to be fixed by the Principal of the college after evaluating the extent and magnitude of the damages so caused.



The aforesaid imposition is without prejudice to the liability of the delinquent student for prosecution under the provision of Indian Penal Code or under the provision of prevention of Damage to Public Properties Act. The damage so fixed by the Principal shall be recovered as arrear and in the event of non payment, recovery proceeding shall be taken against the person responsible.

ANTI-RAGGING RULES

1. Students are strictly warned not to indulge in ragging. Students indulging in ragging will be summarily punished.
2. Ragging is an offence. Any student found guilty of induce someone in ragging will be dismissed from the college.
3. Ragging, Teasing, intimidating, harassing, using words of abuse etc. on junior students especially female students within the campus or outside is a punishable crime under Police Act and such matters will be immediately reported to the police. Students involved in such acts will be adequately punished.
4. Government have made it clear that ragging in any form should be strictly and effectively prevented whenever a criminal offence is committed in the name of ragging, whether within the campus of an educational institution or in a hostel or otherwise, the Principal / Warden will report the matter forthwith to the nearest Police Station and not wait until a complaint in this regard is received from the person affected / involved. Appropriate disciplinary action will also be taken against the culprits.
5. All forms of harassment of female students shall be considered as acts of serious indiscipline and the students involved in such cases will be expelled from the college.

ATTENDANCE AND LEAVE OF ABSENCE

- ⇒ Attendance will be marked at the beginning of each period.
- ⇒ A student who is absent from the class for one hour will be considered as absent for half day.
- ⇒ A student coming late to the class shall lose attendance for that session.
- ⇒ Those coming late by more than 10 minutes will not be allowed to enter the classes.



- ⇒ No student shall be absent from his / her class without leave.
- ⇒ A student requiring leave for a day or for a long period shall make an application in the prescribed form and submit it to the Principal. The application must be signed by the guardian, Class Tutor and HOD.
- ⇒ If the absence is due to illness, the application shall be supported by certificate from a registered medical practitioner and issued to the teacher concerned.
- ⇒ A working day is divided into two sessions. Three hours in F.N. and 2 hours in A.M. sessions. Attendance will be marked at the beginning of each period. If a student is absent for one hour, he / she will be treated as absent for half day and if absent for two or more hours it will be treated as absence for full day.
- ⇒ Leave for a period may be granted by Principal. Application for leave should be submitted to the Principal through the Class Tutor.
- ⇒ Absence without leave, evading test papers and terminal examinations will be seriously dealt with.
- ⇒ Attendance and Progress Certificate required by the University for the eligibility to write the examination will be granted if (i) a student has attended not less than 75% of the working days during the academic year and (ii) the Principal is satisfied with the students progress and conduct.
- ⇒ The student who fails to earn 75% of attendance will be permitted to appear for examination only after producing a condonation of shortage of attendance from the University. Condonation of shortage for attendance is restricted for 10 days of absence in normal case.
- ⇒ Condonation is the discretion of the Principal and is allowed only twice during the period of a course of study.
- ⇒ Sick leave, Union activities of Students Council Members, cultural and fine arts or activities of N.S.S., etc. should be limited to 25% of attendance and the leave applied should be submitted to the Principal countersigned by the teacher in charge.



A student will be removed from rolls if he / she absent from the college for more than 15 consecutive working days without satisfactory explanation.

RULES TO BE OBSERVED IN THE EXAMINATION HALL

- ⇒ Students shall not leave the hall within half an hour from the commencement of the Comprehensive Examination.
- ⇒ Copying or involving in any other type of malpractice inside the hall is strictly prohibited.
- ⇒ Students are expected to maintain strict silence in the Examination Hall.
- ⇒ There will be periodical Internal Examination in each Semester. No student is permitted to absent himself / herself from these examinations without prior permission of the Principal.

COLLECTION OF FEE

- ⇒ The Tuition Fee for III / V Semesters should be remitted on or before 30th June and for II/ IV / VI Semesters on or before 22nd December.
- ⇒ A fine of Rs. 100/- will be charged from 1st July and 1st January onwards.
- ⇒ A fine of Rs. 200/- will be charged from 16th July and 16th January onwards.
- ⇒ A superfine as fixed by the authority will be charged from those who pay the fee after 29th July and 30th January respectively.
- ⇒ The application form and fee for University Examination in respect of defaulters of tuition fee will not be accepted in the college.
- ⇒ The college will not be responsible for any inconvenience caused due to delay in submission of application or payment of examination fee.
- ⇒ Tuition fee for full semester will be levied from those who leave the college during the respective semester.
- ⇒ No transfer Certificate shall be issued to those whom there are pending dues to the college.

ISSUE OF CERTIFICATES

- ⇒ Application for TC / Course Certificate / Conduct Certificate and Caution Deposit should be made in the prescribed form at least one week in advance except in urgent cases.



- ⇒ Course and Conduct Certificate will ordinarily be issued only with T.C. when the student leaves the college after the completion of the programme.
- ⇒ The college will not be responsible for any damage or loss of Certificates left unclaimed by students indefinitely.
- ⇒ Duplicate T.C. will be issued only if the original T.C. is irrecoverably lost and is certified by the Magistrate or any other competent authority and with a fine of rupees 500/-
- ⇒ No Certificate will be issued from the college unless the Principal is satisfied with the reason stated by the applicant and the identity of such applicant.
- ⇒ A student applying for return of his / her qualifying certificates or any other certificates from the college must have cleared all his / her dues to the college.
- ⇒ Qualifying Certificates have to be claimed at least within one year after leaving the college.
- ⇒ Conduct Certificate will ordinarily be issued only along with the Transfer Certificate, when the student has completed his / her programme of studies. Conduct Certificate is a document which the student has to earn. It will not be issued as a matter of course or right.

LIBRARY RULES

(Applicable to both Staff and Students)

- ⇒ Members on entering should record their details in the register.
- ⇒ Members must carry their Identity Cards to gain entry and use the library and must produce it when required to do so by an authorized person. The card must be used only by the member to whom it is issued.
- ⇒ Silence must be observed in and around the library. All types of combine studies and group discussions are prohibited in the library. The use of mobile phones is prohibited in the library.
- ⇒ Members are not allowed to sub-lend the books of the Library or transfer the use of the privileges of their tickets.
- ⇒ Members shall not bring personal belongings and library books issued to them inside the library. Adequate storage facilities have been



provided at the entrance to the library.

- ⇒ The Principal reserves the right to suspend the membership of any member who is found misbehaving, abusing the library staff or behaving in an indecent manner.
- ⇒ All members of teaching and non-teaching staff should return books borrowed from the library before they proceed on long period leave and obtain a no-due certificate from the library.
- ⇒ A member shall not keep a book for more than a fortnight, If a book is not returned before its due date, a fine of Rs. 10/- per day including holidays will be levied.
- ⇒ Absence from college will not be accepted as an excuse for not returning the books in time.
- ⇒ Those who lend books from the library are not expected to make any markings or underlining in the books and periodicals belonging to the library. Tearing of pages from books / any damage caused to any page / book will be viewed as serious matter.
- ⇒ The librarian can recall any book from a borrower at any time.
- ⇒ Books from the reference section shall not be taken outside the library.
- ⇒ No current issues of periodicals and journals can be issued to members. Back numbers of periodicals may be taken home on loan.
- ⇒ No document shall be returned on the date of issue.
- ⇒ All members of the staff and students of the college are members of the library and are entitled to borrow books.
- ⇒ Strict silence should be observed in the library area.
- ⇒ The student must satisfy himself as to whether the book issued to him is in good condition and if it is not, it should be brought to the notice of the Librarian. For all damages to books noticed at the time of their return to the library the borrower will be held responsible and he should pay the cost of the replacement.
- ⇒ All markings, underlining etc. on books are punishable with a fine or with replacement or both.
- ⇒ Books cannot be sublet. Those who violate the rule will be severely punished.



THE LIBRARY

News Papers

- | | |
|-----------------------|---------------------|
| 1. Mathrubhumi | 11. Karshakasree |
| 2. Malayala Manorama | 12. Info Kairaly |
| 3. Madhyamam | 13. Designer |
| 4. Deepika | 14. Fastrack |
| 5. The Hindu | 15. Thozhilveedhi |
| 6. The Indian Express | 16. Digit |
| 7. Deccan Chronicle | 17. Pachakkuthira |
| | 18. Readers' Digest |

Magazines / Periodicals

- | | |
|------------------------|-------------------------------------|
| 1. Time | 19. Dhanam |
| 2. The Week | 20. Tell me why |
| 3. India Today | 21. Fortune |
| 4. Front Line | 22. Economic & Political weekly |
| 5. Madhyamam Weekly | 23. Dalal Street Investment Journal |
| 6. Sambadyam | 24. Outlook Business |
| 7. Yathra | 25. Mathrubhumi Sports Magazine |
| 8. Traveller | 26. Capital market |
| 9. Bhashaposhini | 27. India Today Magazine |
| 10. Mathrubhumi Weekly | 28. Business Today Magazine |

SCHOLARSHIPS

The students of this college are entitled to various Scholarships, Prizes and Fee Concession. The following schemes are available at present. The details and application forms can be obtained from the college office.

Scholarships

The following scholarships from different sources are available to deserving students who have secured the required marks and who are within the income limit and such other conditions of eligibility.

1. National Merit cum Means Scholarships
2. Post Matric Scholarships for Minorities.
3. C.H. Muhammed Koya Scholarships for Girls.



TUTORIAL SYSTEM

- ⇒ Tutorial system has been organised in the college with a view to better the relationship between the teachers and the students. It aims at promoting effective teaching and advertent attention on the student and thus to improve the general discipline of the college.
- ⇒ One teacher each in a class is assigned the duty as Class Tutor.
- ⇒ A student is expected to consult his / her tutor on all matters pertaining to academic life and studies.
- ⇒ All applications seeking special assistance and representations to the Principal shall be submitted only through the class tutor concerned.
- ⇒ The progress and conduct of the student will be regularly intimated to the parent by the Principal on the report of the Class Tutor concerned.
- ⇒ Tutors will conduct class-wise parent - teacher meetings once or twice a year. It aims at providing effective co-ordination between parents, teachers, and students of the particular class.

**ENDOWMENTS AND CASH AWARDS**

<i>Sl. No.</i>	<i>Name of Endowment</i>	<i>Instituted by</i>	<i>Amount</i>	<i>Awarded to</i>
1.	Late M. Fareed Sahib Mattakombanal Memorial	Mrs. Fathima Rasheed Vellopparambil, Erattupetta	₹ 1000	Best Outgoing All Rounder Student
2.	M.F. Salim Mattakombanal Memorial	Prof. M.K. Fareed Chairman, Managing Committee	₹ 1000	Best Outgoing B.Com. (F&T) Student
3.	Managing Committee Award	Managing Committee 2016-'17	₹ 1000	Best Outgoing B.C.A.Student
4.	Managing Committee	Managing Committee 2016-'19	₹ 500	Best Outgoing B.C.A.Student Runner up
5.	Haji V.K. Pareeth Sahib Vattakkayam	V.P. Abdul Kareem Vattakkayam, Erattupettac	₹ 1000	Best Outgoing B.Com. (C.A.) Student
6.	Muslim Educational Trust (MET) Award	Muslim Educational Trust Erattupetta	₹ 500	Best Outgoing B.Com. (C.A.) Student Runner up
7.	P.T.A. Award 2016-'17	P.T.A. 2016-'17	₹ 1000	Best Outgoing B.B.A. Student
8.	Muslim Educational Trust (MET) Award	Muslim Educational Trust Erattupetta	₹ 500	Best Outgoing B.B.A. Student Runner Up
9.	Late V.S. Abdul Khader Vellopparambil Memorial	V.A. Rasheed Secretary & Correspondent	₹ 1000	Topper in Common Course English
10.	Alumni Association Award	Alumni Association 2016-'17	₹ 500	Kalathilakam
11.	Alumni Association Award	Alumni Association 2016-'17	₹ 500	Kalaprathibha



RULES PERTAINING TO MALPRACTICES IN THE UNIVERSITY EXAMINATIONS

As per the university rules, Malpractices in the university Examinations include any act or acts by a candidate or by his / her agents performed with the intention of gaining undue advantage in the evaluation resorting to unfair means during the examination or afterwards. Causing obstruction of the smooth conduct of examination, preventing others from appearing for the examination, causing interruption in their performance at the examinations and tampering with the records of the examination are also included within the purview of malpractice. The Chief Superintendent or Additional Chief Superintendent or Invigilator shall inform the Police in writing if there is any criminal act is noticed outside the examination hall.

Different type of malpractices and the punishments for them are given below.

Sl. No.	Type of Malpractitce	Punishment
1.	Introduction of any material relevant to the Examination, inadvertently.	Debarring for one or two chances
2.	Introduction of any material relevant to the Examination, willfully with the intention of copying and processing of the same.	Debarring for three chances
2a	Then resisting to hand over the material to the invigilator	Debarring for six chances
3.	Introduction of any material and copying from it or attaching the same, as pert of the answer scripts.	Debarring for six chances.
4.	Copying from the neighbour's answer script, depending on the gravity and extend as reported by the examiners.	Debarring for two or three chances
5.	Copying from the neighbour and disobeying the invigilator or resistance to instruction from authority.	Debarring for four to six chances
6.	Using filthy language in the answer scripts depending on the extent and gravity.	Debarring for three to six chances.



7.	Copying from any material and resisting the instruction of invigilator.	Debarring for six to eight chances
8.	Manhandling or threatening the invigilator / officers or any authority of the University.	*Permanent debarring *Inform to Police
9.	Impersonation	*Permanent debarring *Inform to Police
Hampering the conduct of Examinations		
1.	Disturbance outside the Hall reported by Chief Superintendent depending on the gravity and extent of disturbance.	Registration shall be suspended or cancelled Debarring for 2 chances to permanent debarring *Reference to police
Tampering with the arrangement such as		
a.	Sitting at wrong seat	Debarring for once chance
b.	Rubbing of Reg. Numbers	Debarring for once chance
c.	Threatening the neighbour to show the answer script.	Debarring for two chance
d.	Threatening the invigilator, peons, attenders.	Debarring for three to six chances.
e.	Shouting answers from outside.	*Registration as student shall be cancelled *Report to the Police *Debarring for two chances.
f.	Stealing answer books, additional sheets smuggling question papers outside the Examination Halls.	*Registration as student shall be cancelled *Report to the Police *Debarring for two chances.



g.	Breaking open the closed Examination Halls	*Registration of the student shall be cancelled *Report to the Police *Debarring for two chances.
h.	Disturbing the candidates from outside.	*Registration of the student shall be cancelled *Report to the Police *Debarring for two chances.
i.	Helping neighbours to answer questions in the Examination Hall.	*Debarring for two chances.
j.	Tampering with answer books of neighbours	*Debarring for six chances to permanent debarring. *Report to the Police
Tampering the University Records		*Permanent debarring and withdrawal of pass certificate / degree or diploma already awarded. *Report to the Police.
1.	Wilful tampering of mark list to promote own interests such as getting admission, etc.	
2.	Inadvertent tampering of mark list which cannot be used for procuring admission.	Fine or cancelling the particular chance only.
3.	Forgery in the Hall Ticket.	Debarring for six chances.

In any other case of malpractice the Standing Committee of the Syndicate on Student Discipline shall take appropriate action.

FEE STRUCTURE

Programme	Tuition Fee (Per sem.)	Caution Deposit	PTA	Total
BBA	9000	500	1000	10500
B.Com (F & T)	9000	500	1000	10500
B.Com (C.A.)	11250	500	1000	12750
B.C.A.	18750	500	1000	20250
M.Com. (F&T)	18750	500	1000	20250



PROGRAMME STRUCTURE
B.Com. Degree Programme (Model - II)
SEMESTER I

Sl. No.	Course No.	Course Title	Hours per week	Credit
01	Common I	Language - English I	4	5
02	Common 2	Second Language I	4	5
03	CO1CRT01	Dimensions and Methodology of Business Studies	2	3
04	CO1CRT02	Financial Accounting I	4	5
05	CO1CRT03	Corporate Regulations and Administration	3	4
06	CO1CMT01	Banking & Insurance	3	3
		TOTAL	20	25

SEMESTER II

01	Common 3	Language - English I	4	5
02	Common 4	Second Language I	4	5
03	CO2CRT04	Financial Accounting II	4	5
04	CO2CRT05	Business Regulatory Frame Work	3	4
05	CO2CRT06	Business Management	3	3
06	CO2CMT02	Principles of Business Decisions	3	3
		TOTAL	21	25

SEMESTER III

1		Language - English I	3	5
2	CO3CRT07	Corporate Accounts I	4	4
3	CO3CRT08	Quantitative Techniques for Business - I	4	4
4	CO3CRT09	Financial Markets and Operations	3	4
5	CO3CRT10	Marketing Management	3	3



6	CO3OCT01	Optional I Finance and Taxation	4	5
	CO3OCT02	Goods and Services Tax Computer Application - Information Technology for Business (Theory)	3	3
	CO3OCP01	Computer Application - Information Technology for Business (Practical)	1	2
SEMESTER IV				
1	CO1CRT01	Language-English I	3	5
2	CO4CRT11	Corporate Accounts II	4	5
3	CO4CRT12	Quantitative Techniques for Business II	4	5
4	CO4CRT13	Entrepreneurship develop ment and project management	4	5
5	CO4OCT01	Optional - 2 Finance & Taxation	4	5
	CO4OCT02	Financial Services Computer Application- Information Technology for office use (Theory)	3	3
	CO4OCP01	Computer Application- Information Technology for office use (Practical)	1	2
		Total	19	25
SEMESTER V				
1	CO5CRT14	Cost Accounting	4	6
2	CO5CRT15	Environment and Human Rights	4	5
3	CO5CMT07	Complimentary Course Finance & Taxation - E-Commerce	4	5
	CO5CMT08	Computer Application - Programming in 'C' (Theory)	3	3
	CO5CMP01	Computer Application - Programming in 'C' (Practical)	1	2



4	CO5OCT01	Optional Course - III Finance & Taxation Income Tax - 1	4	5
	CO5OCT02	Computer Applications: Computerised Accounting (Theory)3	3	
	CO5OCT01	Computer Applications: Computerised Accounting (Practical)1	2	
5		Open Course	3	4
		Total	19	25
SEMESTER VI				
1	CO6CRT17	Cost Accounting - 2	4	6
2	CO6CRT18	Advertisement and Sales Management	3	4
3	CO6CMT09	Complimentary Course Finance & Taxation Income Tax - Assessment and Planning	4	5
	CO6CMT10	Computer Application - Database Management System	3	3
	CO6CMP01	Computer Application - Database Management System (Practical)	1	2
4	CO6CRT20	Management Accounting	4	5
5	CO6OCT	Optional - 4	4	5
	CO6OCT01	Finance & Taxation Income Tax - II	4	5
	CO6OCT02	Computer Application - Software for Business and Research (Theory)	3	3
	CO6OCP01	Computer Application - Software for Business and Research (Practical)	1	2
6	CO6PR02	Project and Viva	1	-
		Total	20	25

**PROGRAMME STRUCTURE OF B.C.A.****SEMESTER I**

Course No	Course	Hours per week	Credit	Course Type
CA1CRT01	English - 1	5	4	Common
	Mathematics	4	4	Complementary
	Basic Statistics	4	4	Complementary
	Computer Fundamentals and Digital Principles	4	4	Core
CA1CRT02	Methodology of Programming & C language	4	3	Core
CA1CRP01	Software Lab 1	4	2	Core

SEMESTER II

CA2CRT03	English - II	5	4	Common
	Discrete Mathematics	4	4	Complementary
	Data Base Management Systems	4	3	Core
CA2CRT04	Computer Organisation & Architecture	4	4	Core
CA2CRT05	Object Oriented Programming Using C++	3	4	Core
CA2CRP02	Software Lab II	5	2	Core



SEMESTER III

Course No	Course	hours per week	Credit	CourseType
	Advanced Statistical Methods	4	4	Complementary
CA3CRT06	Computer Graphics	4	4	Core
CA3CRT07	Microprocessor and PC Hardware	3	4	Core
CA3CRT08	Operating Systems	4	4	Core
CA3CRT09	Data Structure using C++	4	3	Core
CA3CRP03	Software Lab III	6	2	Core

SEMESTER IV

	Operational Research	4	4	Complementary
CA4CRT10	Design and Analysis of Algorithms	4	4	Core
CA4CRT11	System Analysis & Software Engineering	4	4	Core
CA4CRT12	Linux Administration	4	4	Core
CA4CRT13	Web Programming using PHP	3	3	Core
CA4CRP04	Software Lab IV	6	2	Core



SEMESTER V

Course No	Course	Hours per week	Credit	Course Type
CA54CRT14	Computer Networks	3	4	Core
CA54CRT15	IT & Environment	4	4	Core
CA54CRT16	Java Programming using Linux	3	3	Core
CA5OPT	Open Course	4	3	Core
CA54CRT05	Software Lab V	5	2	Core
CA54CRT06	Software Development Lab I (Mini Project) PHP	6	2	Core

SEMESTER VI

CA6CRT17	Cloud Computing	4	4	Core
CA6CRT18	Mobile Application Development Android	4	4	Core
CA6PET	Elective	4	4	Core
CA6CRP07	Software Lab VI and Seminar	6	2	Core
CA6CRP08	Software Development Lab II (Main Project)	7	3	Core
CA6VVT01	Viva Voce	-	1	Core



PROGRAMME STRUCTURE OF B.B.A.

SEMESTER I

Course No	Course	Hours per week	Credit	Course Type
BA1CRT01	Principles & Methodology of management	6	4	Core
BA1CRT02	Business Accounting	6	4	Core
BA1CMT03	Fundamentals of Business Mathematics	4	4	complementary
BA1CMT04	Fundamentals of Business Statistics	4	4	complementary
BA1CCT05	English I	5	4	Common

SEMESTER II

BA2CRT06	Cost and Management Accounting	6	4	Core
BA2CRT07	Business Communication	6	4	Core
BA2CMT08	Mathematics for Management	4	4	complementary
BA2CMT09	Statistics for Management	4	4	complementary
BA2CCT10	English II	5	4	Common

**SEMESTER III**

Course No	Course	Credit	Hours per week	Course Type
BA3CRT11	Human Resource Management	4	5	Core
BA3CRT12	Marketing Management	4	5	Core
BA3CRT13	Research Methodology	4	5	Core
BA3CRT14	Business Laws	4	5	Complementary
BA3PRP15	Personality Development and Management skills (minor projects)	4	5	Core
SEMESTER IV				
BA4CRT16	Financial Management	4	5	Core
BA4CRT17	Managerial Economics	4	5	Core
BA4CRT18	Entrepreneurship	4	5	Core
BA4CMT19	Basic Informatics for Management	4	5	Complementary
BA4CMT20	Corporate Law	4	5	Complementary
SEMESTER V				
BA5CRT21	Organisational Behaviour	4	6	Core
BA5OPT22	Open Course	3	4	Core
BA5CRT23	Environment Science and Human Rights	4	5	Core
BA5CMT24	Intellectual Property Rights and Industrial Laws	4	5	Complementary
BA5CRT25	Operations Management	2	2	Core
BA5CRT26	Industrial Relations	3	3	Core
SEMESTER VI				
BA6OCT27	Optional I	4	5	Optional Core
BA6OCT28	Optional II	4	5	Optional Core
BA6CRT29	Strategic Management	4	5	Core
BA6CRT30	Communication Skill and Personality Development	4	5	Core
BA6PRP31	Management Project	4	5	Core

**PROGRAMME STRUCTURE OF M.Com.****SEMESTER I**

Course No	Course	Hours per week	Credit	Course Type
CM010101	Specialised Accounting	Core	5	4
CM010102	Organisational Behaviour	Core	5	3
CM010103	Marketing Management	Core	5	4
CM010104	Management Optimisation Techniques	Core	5	4
CM010105	Methodology for Social Science Research	Core	5	4
	TOTAL FOR SEMESTER		25	19
SEMESTER II				
CM010201	Advanced Corporate Accounting	Core	5	4
CM010202	Human Resource Management	Core	5	3
CM010203	International Business and Finance	Core	5	4
CM010204	Quantitative Techniques	Core	5	4
CM010205	Strategic Management	Core	5	4
	TOTAL FOR SEMESTER		25	19
SEMESTER III				
CM010301	Strategic Financial Management	Core	6	5
CM010302	Income Tax –Law and Practice	Core	7	5
CM010303	Security Analysis and Portfolio Management	Core	6	4
CM800301/ CM810301/	Indirect Tax Laws (Group I) Logistics and Supply Chain Management (Group 2)	Core Elective		
CM820301	Total Quality Management (Group 3)		6	4
	TOTAL FOR SEMESTER		25	18



Course No	Course	Hours per week	Credit	Course Type
SEMESTER IV				
CM010401	Advanced Cost and Management Accounting	Core	6	5
CM010402	Income Tax - Assessment and Procedure	Core	7	5
CM800401/	Derivatives and Risk Management (Group 1)	Core Elective		
CM810401/	Retail and Rural Marketing (Group 2)			
CM820401	Commerce and E Business Management (Group 3)		6	4
CM800402/	Personal Investment and Behavioural Finance (Group 1)	Core Elective		
CM810402/	International Marketing (Group 2)			
CM820402	Legal Framework for I.T. Based Business and Intellectual Property Rights (Group 3)	Core Elective	6	4
CM010403	Project Report	Core Project	Nil	4
CM010404	Comprehensive Viva Voce	Core-Viva	Nil	2
	TOTAL FOR SEMESTER		25	24
	TOTAL CREDITS FOR THE PROGRAMME			80



VARIOUS CLUBS, FORUMS, ASSOCIATIONS, COMMITTEES, N.S.S. etc.

C.B.C.S. : Mrs. Rejitha P.U.
IQAC : Mr. Haleel Muhammed

INTERNAL EXAMINATION CO-ORDINATION COMMITTEE

Co-ordinator : Mrs. Rejitha P.U.
Associate Co-ordinator : Mrs. Haima K. Kebeer

LIBRARY COMMITTEE

The purpose of this committee is to monitor the activities and functioning of the College Library.

Convenor : Mr. Yasir P.A.
Members : Mr. Haleel Muhammed, Mrs. Naseem
Sithara Sakeer, Mr. Manoj Soman, Mrs. Haima K. Kebeer

SPORTS AND GAMES

The college offers sports and games facilities to every student who desires to develop his / her potential abilities and qualities of sportsmanship, team spirit and physical exercise.

Director : Mr. Manoj Soman
Associate Director : Mrs. Teena Kurian

STUDENTS GRIEVANCES REDRESSAL CELL

The college provides a mechanism to students for redressal of their grievances with regard to their complaints on academic and non-academic matters, grievances related to assessment, victimization, attendance, charging of fees, conducting of examinations, harrasment by colleagues students or teachers etc. The Principal and the HODs of all main Departments are the members of the Cell.

Members : Mr. Manoj Soman, Mr. Yasir P.A.,
Mr. Haleel Muhammed,
Ms. Mumthaz Muhammed Kabeer

MOBILE PHONE SQUAD

The Mobile Phone Squad is vested with the responsibility of inspecting whether any student brings mobile phone to the campus.

Convenor : Mr. Haleel Muhammed
Member : Mrs. Dymy P. Abraham

TUTORIAL ASSEMBLY



Peer Tutorial Assembly is constituted by the student representatives elected from among the students. Skill development programmes are arranged in every classes on Fridays as part of Peer Tutorial Assembly.

Co-ordinator : Mrs. Shafna Sakkeer

STUDENTS' TRAVEL FACILITY COMMITTEE

Convenor : Mrs. Rejitha P.U.

Members : Mrs. Teena Kurian

NATIONAL SERVICE SCHEME (NSS)

It is an all India Scheme under the Union Ministry of Youth affairs and Sports to promotes social awareness among the students and to train them to respond to the social problems and to serve the society and the nation. It is voluntary and selective.

Chairman : Prof. A.M. Rasheed, Principal

Programme Officer : Mrs. Mumthaz Muhammed Kabeer

Advisory Committee : K.E. Pareeth (Chairman,
Members College Managing Committee)

: Mrs. Teena Kurian

: Mr. Manoj Soman

: Mr. Josy George (Member, Thidanadu
Grama Panchayath)

: Mr. Rumaiz P.H. (IIIrd B.Com)

: Village Extension Officer, Kondoor

LITERARY, ORATORY AND DEBATING CLUB ASSOCIATION

This association aim at creating a love for the language and literature and to promote the literary skills of students and teachers.

Members : Mr. Manoj Soman

: Mr. Yasir P.A.

: Mrs. Anumol M.V.

CAREER GUIDANCE CELL (CGC)

The CGC provides services to the students to successfully manage their career development. It arranges seminars, special coaching on personality development etc.

Co-ordinator : Mrs. Ragi Manoj

Member : Mrs. Mumthaz Mohamed Kabeer, Mrs. Teena Kurian, Mrs. Ansiya Muhammad



DEPARTMENT ASSOCIATIONS

Each department with main subjects has an Association for planning and implementing various activities depending on the requirement and interest of the students. The H.O.D. will be the president of the association and there shall be a student secretary for arranging programmes.

QUIZ CLUB

The Quiz Club envisages the promotion of General Knowledge of the students.

Director : Mrs. Ansiya Muhammad

STUDENTS COUNSELLING CENTRE

The students counselling centre tries to help the students in solving their problems.

Director : Mrs. Aisha Basheer

NATURE CLUB

This club focusses its attention on spreading the message of environmental preservation and protection.

Director : Mrs. Naseem Sithara Sakkeer

ARTS CLUB

The Arts Club aims at promoting the artistic talents of the students.

Director : Mrs. Saira Banu

Associate Director : Mr. Haleel Muhammed

THE HRD CENTRE

The HRD Centre aims at providing training to the students, staff and public in HRD related topics, especially in personality development.

Director : Mrs. Regi Manoj

Member : Mrs. Teena Kurian

WOMEN'S FORUM

The women's forum aims at solving the general problems related to women students in the campus. They organise, weekly meetings, talent hunt, picnic etc.

Convenor : Mrs. Thasni Noushad

Vice Convenor : Mrs. Shafna Sakkeer

THE ENGLISH CLUB

This club envisages the enhancement of communication skills in English. It shall function under the Department of English.

Co-ordinator : Mr. Yasir P.A.



STUDENTS COUNCIL

The students council is constituted every year to promote and encourage the democratic leadership qualities of the students. Election to the students council executive is held in parliamentary system.

Advisor to the students council : Mr. Haleel Muhammed

DISCIPLINE COMMITTEE

Covenor : Mr. Yasir P.A.

Members : Mrs. Rejitha P.U., Mrs. Teena Kurian,
Mr. Haleel Muhammed, Mrs. Aisha Basheer, Mrs. Naseem Sithara
Sakkeer

INTERNAL COMPLAINTS COMMITTEE (ICC)

President : Mrs. Rejitha P.U.

Members : Regi Manoj, Mrs. Thasni Noushad, Mrs. Raji
M. Panicker, Mr. Maheen V.E., Karthika Gigi, Ms. Sherin Baiju, Ms.
Afimol K.S.

ANTI RAGGING COMMITTEE

Covenor : Mrs. Teena Kurian

Members : Mr. Manoj Soman, Mrs. Haima K. Kabeer, Mr.
Haleel Muhammed, Mrs. Dymy P. Abraham

EDC & DOCUMENTATION

Co-ordinator : Mrs. Aisha Basheer

WEBSITE UPDATION

Co-ordinator : Mrs. Thasni Noushad

Members : Mr. Haleel Muhammed
Mrs. Dymy P. Abraham.

NODEL OFFICER

Mr. Yasir P.A.

ANTI DRUGS COMMITTEE

Convenor : Mr. Haleel Muhammed

PTA

Co-ordinator : Mrs. Saira Banu



ANTI-RAGGING COMMITTEE

Ragging is a punishable serious offence

The UGC regulations stipulate that students who indulge in ragging can be expelled from the institution and debarred from taking admission to any other institutions. Also the law says that imprisonment up to two years and a fine up to 2.5 lakhs can be imposed if found guilty of ragging.

According to Kerala Prohibition of Ragging Act 1998, ragging means doing of any act by disorderly conduct to a student of an educational institution which causes or is likely to cause physical or psychological harm or raising apprehension or shame or embarrassment to that student and includes teasing, or abusing or playing practical jokes or causing hurt to such students or asking a student to do any act or to perform something which such student will not in the ordinary course be willing to do.

If any incidents of ragging takes place, inform the matter or put up complaint to the Principal or any of the members of the Anti-Ragging Cell.

Phone Numbers

Prof. A.M. Rasheed Principal	:	9446409795
C.I. of Police, Erattupetta	:	9846903272
S.I. of Police, Thidanadu	:	9497980343
Mr. Yazir P.A., Vice Principal	:	8086563005
Mr. Haleel Mohamed, HOD Management Studies	:	9847552134



JUNE 2022

Dates	Day	Remarks
1	Wednesday	
2	Thursday	
3	Friday	
4	Saturday	Holiday
5	Sunday	Holiday
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	Holiday - Second Saturday
12	Sunday	Holiday
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	Holiday
19	Sunday	Holiday
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	Holiday
26	Sunday	Holiday
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	



JULY 2022

Dates	Day	Remarks
1	Friday	
2	Saturday	Holiday
3	Sunday	Holiday
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	Second Saturday, Eid-UI-Adha
10	Sunday	Holiday
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	
15	Friday	
16	Saturday	Holiday
17	Sunday	Holiday
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	Holiday
24	Sunday	Holiday
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	Karkkidaka Vavu
29	Friday	
30	Saturday	Holiday
31	Sunday	Holiday



AUGUST 2022

Dates	Day	Remarks
1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	Holiday
7	Sunday	Holiday
8	Monday	Holiday - Muharram
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	Holiday - Second Saturday
14	Sunday	Holiday
15	Monday	Holiday - Independence Day
16	Tuesday	
17	Wednesday	
18	Thursday	Holiday - Sreekrishna Jayanthi
19	Friday	
20	Saturday	Holiday
21	Sunday	Holiday
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	Holiday
28	Sunday	Holiday - Ayyankali Dinam
29	Monday	
30	Tuesday	
31.	Wednesday	



SEPTEMBER 2022

Dates	Day	Remarks
1	Thursday	
2	Friday	
3	Saturday	Holiday
4	Sunday	Holiday
5	Monday	
6	Tuesday	
7	Wednesday	Holiday - Ist Onam
8	Thursday	Holiday - Thiru Onam
9	Friday	Holiday - 3rd Onam
10	Saturday	Holiday - Second Saturday, 4th Onam
11	Sunday	Holiday
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	
16	Friday	
17	Saturday	Holiday
18	Sunday	Holiday
19	Monday	
20	Tuesday	Holiday - Sree Narayana Guru Jayanthi
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	Holiday
25	Sunday	Holiday
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	



OCTOBER 2022

Dates	Day	Remarks
1	Saturday	Holiday
2	Sunday	Holiday - Gandhi Jayanthi
3	Monday	
4	Tuesday	Holiday - Mahanavami
5	Wednesday	Holiday - Vijayadasami
6	Thursday	
7	Friday	
8	Saturday	Holiday - Second Saturday, Milad-i-Sherif
9	Sunday	Holiday
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	Holiday
16	Sunday	Holiday
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	Holiday
23	Sunday	Holiday
24	Monday	Holiday - Deepavali
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	Holiday
30	Sunday	Holiday
31	Monday	



NOVEMBER 2022

Dates	Day	Remarks
1	Tuesday	
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	Holiday
6	Sunday	Holiday
7	Monday	
8	Tuesday	
9	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	Holiday - Second Saturday
13	Sunday	Holiday
14	Monday	
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	Holiday
20	Sunday	Holiday
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	Holiday
27	Sunday	Holiday
28	Monday	
29	Tuesday	
30	Wednesday	



DECEMBER 2022

Dates	Day	Remarks
1	Thursday	
2	Friday	
3	Saturday	Holiday
4	Sunday	Holiday
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	Holiday - Second Saturday
11	Sunday	Holiday
12	Monday	
13	Tuesday	
14	Wednesday	
15	Thursday	
16	Friday	
17	Saturday	Holiday
18	Sunday	Holiday
19	Monday	
20	Tuesday	
21	Wednesday	
22	Thursday	
23	Friday	
24	Saturday	Holiday
25	Sunday	Holiday - Christmas
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	
31	Saturday	Holiday



JANUARY 2023

Dates	Day	Remarks
1	Sunday	Holiday
2	Monday	
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	Holiday
8	Sunday	Holiday
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	Holiday
15	Sunday	Holiday
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	
22	Sunday	Holiday
23	Monday	
24	Tuesday	
25	Wednesday	
26	Thursday	Holiday - Republic Day
27	Friday	
28	Saturday	Holiday
29	Sunday	Holiday
30	Monday	
31	Tuesday	



FEBRUARY 2023

Dates	Day	Remarks
1	Wednesday	
2	Thursday	
3	Friday	
4	Saturday	Holiday
5	Sunday	Holiday
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	Holiday - Second Saturday
12	Sunday	Holiday
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	Holiday
19	Sunday	Holiday
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	Holiday
26	Sunday	Holiday
27	Monday	
28	Tuesday	



MARCH 2023

Dates	Day	Remarks
1	Wednesday	
2	Thursday	
3	Friday	
4	Saturday	Holiday
5	Sunday	Holiday
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	Holiday - Second Saturday
12	Sunday	Holiday
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	Holiday
19	Sunday	Holiday
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	Holiday
26	Sunday	Holiday
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	
31	Friday	



APRIL 2023

Dates	Day	Remarks
1	Saturday	Holiday
2	Sunday	Holiday
3	Monday	
4	Tuesday	
5	Wednesday	
6	Thursday	Holiday - Maundy Thursday
7	Friday	Holiday - Good Friday
8	Saturday	Holiday - Second Saturday
9	Sunday	Holiday - Easter
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	Holiday - Vishu
16	Sunday	Holiday
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	Holiday - Eid-Ul-Fitr
22	Saturday	Holiday
23	Sunday	Holiday
24	Monday	
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	Holiday
30	Sunday	Holiday



MAY 2023

Dates	Day	Remarks
1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	Holiday
7	Sunday	Holiday
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	Second Saturday
14	Sunday	Holiday
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	Holiday
21	Sunday	Holiday
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	
27	Saturday	Holiday
28	Sunday	Holiday
29	Monday	
30	Tuesday	
31	Wednesday	



IMPORTANT TELEPHONE NUMBERS

MAHATMA GANDHI UNIVERSITY

Vice Chancellor	0481 2731001, 2731003
Pro-Vice Chancellor	2731005, 2731006
Registrar	2731007, 2310789
Controller of Exams	2731239, 2584703
NSS Prog. Co-ordinator	2731029, 2594438
PRD	2731021, 2595921
Enquiry	2731050

LOCAL BODIES

Thidanadu Grama Panchayat	04822 272068
Erattupetta Municipality	04822 272063

POLICE STATION

Thidanadu	04828 235295
Erattupetta	04822 272228

FIRE & RESCUE

Erattupetta	101
-------------------	-----

HOSPITALS

Govt. Hospital Erattupetta	04822 277425
PMC Hospital Erattupetta	04822 274636
IHM Hospital Bharanganam	04822 236228

M.E.S. INSTITUTIONS NEARBY

MES Central Office, Kozhikodu	0495 2369321
MES College, Erumely	04828 254393
MES College, Kottayam	0481 2374170
MES Central School, Mundakkayam	04828 274333
MES College, Nedumkandam	04868 232043
MES College, Marampally	04842 677104

KSRTC

Erattupetta	04822 272230
Pala	04822 212250

PRINTING PRESS

EPCOS, Erattupetta	04822 275366
--------------------------	--------------

IMPORTANT NOTES

A series of 25 horizontal dotted lines for writing notes.

IMPORTANT NOTES

A series of 25 horizontal dotted lines for writing notes.



MES COLLEGE ERATTUPETTA

BUS TIME SCHEDULE 2022-2023

MORNING

BUS	TIME	PLACE
First Trip	08.35 a.m.	Kaduvamuzhi
	08.45 a.m.	Aniyilappu
	9.00 a.m.	CCM
	9.10 a.m.	College Via Veyilkanampara
Second Trip	09.20 a.m.	Thidanad
	09.30 a.m.	College

EVENING

BUS	TIME	PLACE
First Trip	03.30 p.m.	Thidanad
Second Trip	03.45 p.m.	Aniyilappu

TIME TABLE 2022 - 2023

DAYS	I Period	II Period	III Period	INTERVAL		IV Period	V Period
First Day							
Second Day							
Third Day							
Fourth Day							
Fifth Day							