

From
The Head of Department
Department of Arabic
MES Keveeyam College, Valanchery

To
The Principal
MES Keveeyam College, Valanchery

Sir,

Sub: Request for the Approval of Certificate Course

The Department of Arabic is planning to conduct a Certificate Course on "Arabic for Communication (CC/ARB/96)" of 30 hours duration for UG Students. So I kindly request you to grant permission for the same.

Thanking you.

Yours faithfully,
Jaleel T K
Assistant Professor
Department of Arabic

Place: Valanchery
Date: 03/06/2014



From
The Head of Department
Department of Arabic
MES Keveeyam College, Valanchery

To
The Principal
MES Keveeyam College, Valanchery

Sir,

Sub: Request for the Approval of Board of Studies for the short term course.

The following academicians may be included in the Board of Studies for the short term course on "Arabic for Communication (CC/ARB/96)" to be conducted by the department.

1. Prof. Sabique M K, Assistant Professor, Dept. Of Arabic, MES College Mampad.
2. Prof.Thoufeeq Rahman Vazhakkattil, Assistant Professor, Dept. Of Arabic, MES College Ponnani.

Kindly do the necessary action to constitute the Board of Studies with these members.

Thanking you.

Yours faithfully,
Jaleel T K
Assistant Professor
Department of Arabic



Place: Valanchery
Date: 05/06/2014



MES KEVEEYAM COLLEGE, VALANCHERY

(Affiliated to the University of Calicut)

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Order No. Acs/2014-15/01

Date: 10-06-2014

Proceeding of the principal, MES Keveeyam College Valanchery

(Present: Lt (Dr) P. Mohamedali)

Ref: (1) Request for the Approval of Certificate Course, dated 03/06/2014

(2) Request for the Approval of Board of Studies for the short term course, dated 05/06/2014

ORDER

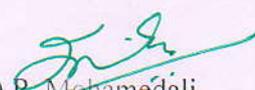
As per the cited (1), a request was received from the HOD, Department of Arabic for the commencement of a short term certificate course named “Arabic for Communication (CC/ARB/96).” The Head of Department has also proposed for a panel of academicians to be included in the Board of Studies (2).

The Department of Arabic is hereby given sanction to carry out a short term certificate course on “Arabic for Communication” to the students of this institution.

The Board of Studies for the above mentioned course is constituted with the following members

1. Prof. Sabique M K, Assistant Professor, Dept. Of Arabic, MES College Mampad.
2. Prof. Thoufeeq Rahman Vazhakkattil, Assistant Professor, Dept. Of Arabic, MES College Ponnani.

Order is issued accordingly,


Lt (Dr) P. Mohamedali
Principal

Copy to

1. HOD, Department of Arabic
2. File



MINUTES OF BOARD OF STUDIES MEETING

Venue: Department of Arabic

Date: 18/06/2014

Agenda: Approval of syllabus of the short term course

Decision:

1. Discussions were done on the prepared syllabus.
2. Suggestions were made to include more learner friendly materials which would inculcate communicative competence among learners.
3. Approval can be given to syllabus.

Members present:

1. Prof. Sabique M K, Assistant Professor, Dept. Of Arabic, MES College Mampad.
2. Prof.Thoufeeq Rahman Vazhakkattil, Assistant Professor, Dept. Of Arabic, MES College Ponnani.



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MES KEVEEYAM COLLEGE VALANCHERY

DEPARTMENT OF ARABIC

SHORT TERM COURSE ON

CC/ARB/96- ARABIC FOR COMMUNICATION

(2014-2015)

Objectives

- To prepare students, with no previous knowledge of Arabic, to live and work in Arabic speaking environment.
- To make them capable to communicate effectively in Arabic in a wide range of situation and to read and write Arabic with ease.
- To develop the skills of listening, speaking, reading and writing in a balanced way.

Course Contents

- Theory : 30 Hours duration

Scheme of Evaluation

- Written Examination (Conventional) : 50 Marks

Total : 50 marks

A Grade: 80% and above, B Grade: 60-79% %, C Grade: 40-59%%, Below 40% D Grade



CC/ARB/96- ARABIC FOR COMMUNICATION

(2014-2015)

SYLLABUS

Course Description

Under this part it is envisaged that the students be taught the Sound system, Script, Orthographic signs,
Basic patterns of structure and Vocabulary of Arabic Language along with practicing the exercises in

UNIT- I: Alphabets, Sound system, Script, Orthographic Signs.

UNIT- II: Basic patterns of structure and Vocabulary of Arabic Language.

UNIT- III: Basic Structure of Arabic Sentences

References

Prescribe text books – Arabic BY Radio, Part 1, book 1-2 published by ARE Broadcasting Corporation, CAIRO, Egypt.

