

COLLEGE HANDBOOK



JAI BHARATH
ARTS AND SCIENCE COLLEGE

AFFILIATED TO MG UNIVERSITY , AN ISO 9001:2015 CERTIFIED INSTITUTION



JAI BHARATH HANDBOOK 2024



OFFICE	:	04842656388
CHAIRMAN	:	9447188020
PRINCIPAL	:	8138915336
VICE PRINCIPAL	:	9061681231
DIRECTOR	:	7293229051
ADMINISTRATIVE OFFICER	:	9747583603
PLACEMENT CELL	:	9947600897
NSS OFFICER	:	9961629909
MOOC COORDINATOR	:	79076200910
FINANCE OFFICER	:	9400118591
HOSTEL WARDEN	:	9447975550(B)/9535202972(G)

Email: jaibharatharts@gmail.com
www.jbasc.ac.in, www.jaibharathmba.com
jaibharathmsw.com



“JAI BHARATH”



The name "Jaibharath" creates a happy, versatile, and expressive nature, along with good judgement and a fine sense of responsibility. These qualities enable individuals with this name to establish congenial relationships in positions of trust, particularly when dealing with the public.

CHAIRMAN

Mr. A M KHARIM
JAI BHARATH EDUCATIONAL FOUNDATION

PRINCIPAL

Dr. NITESH K N
JAI BHARATH ARTS & SCIENCE COLLEGE

VICE PRINCIPAL

Prof. MUHAMMED V P
Prof. JITHESH KUMAR K
JAI BHARATH ARTS & SCIENCE COLLEGE

DIRECTOR - MBA

Dr. Pradeep Kumar C.



VISION



Jai Bharath aims to create an institution committed to academic excellence, producing students with the ability to think critically, creatively, become technologically literate, and communicate effectively. It also seeks to serve society by providing affordable, quality higher education to all at all times.

MISSION



Empowering students with innovative and techno savvy, learning, teaching, mentoring, peer and co-interaction, experiential learning, industrial visits, yoga, meditation, and a variety of personal development programs for the realization of the abundant potential of individuals. Jai Bharath envisages creating a teaching and research-oriented institution of higher-level learning. Jai Bharath provides the needs of the students to pursue their education goals, facilities to determine the direction of their profession and a respectable position in the community and society with superior intellectual and working skills. Jai Bharath aims to explore, develop and apply human and technological capabilities for the benefit of the regional, national and international community. It also aims to develop culture, character and competence. And to make students responsible and useful citizens of the country.



PROFILE- JAIBHARATH ARTS & SCIENCE COLLEGE



*Jai Bharath Arts & Science College is an institute committed to provide world-class career-oriented Education and Training started in the year 2002 at Arackapady ,Perumbavoor .The college is affiliated to **MG University, Kottayam**. It is about having exceptional facilities and highly qualified dedicated faculty that stand behind its students. It is about achieving a rich and balanced teaching experience, inside and outside the classroom. The Institute is committed to maintain a position at the forefront of knowledge, graduate the most talented and qualified students in the region who are capable of playing an active role in the continuing development of their chosen profession and supporting the needs of the local industry and society. The outcome-based education system is introduced and it permits the students to learn and acquire specialized skill by studying job oriented and advanced learners courses along with their studies.*

*Now the college offers **3 PG courses & 8 UG courses** with more than 1500 students and over 75 faculty members spread over the UG and PG programs.*



PROGRAMS OF STUDY

FOUR YEAR UNDER GRADUATE PROGRAMS	SEATS
BACHELOR IN BUSINESS ADMINISTRATION (Honours)-BBA	110
BACHELOR IN COMPUTER APPLICATION (Honours)-BCA	100
B.Com (Honours)	540
B.Sc COMPUTER SCIENCE (Honours)	60
B.Sc Cyber FORENSIC (Honours)	48
B.Sc ELECTRONICS WITH COMPUTER TECHNOLOGYN (Honours)	60
B.Sc PSYCHOLOGY(Honours)	24
BACHELOR IN SOCIAL WORK (Honours)-BSW	40

TWO YEAR POST GRADUATE PROGRAMS	SEATS
MBA	120
MSW	60
M.COM FINANCE & TAXATION	48



COLLEGE COUNCIL

Dr.NITHESH K N
Prof.MUHAMMED V P
Prof.JITHESH KUMAR K
Dr.PRADEEP KUMAR C
Mr.SHIJAD P A
Mrs.REMYA SREE K N
Mrs.SABIRA BEEGUM
Mrs.SIGU K PAUL
Dr.DEEPTHY RAJ
Mr.SREEJITH SUKUMARAN
Dr.NEENU WILSON
Mrs.ANJU V THOMAS
Mrs.LISHA MATHEW
Mrs.UMAIBA K A
Mrs.DIMNA M M

PRINCIPAL
VICE PRINCIPAL
VICE PRINCIPAL
MBA DIRECTOR
HOD, COMMERCE
HOD, ELECTRONICS
HOD, COMMERCE (PG)
HOD, BCA
HOD, SOCIAL WORK
HOD, BBA
HOD, MBA
HOD, ENGLISH
HOD, COMMERCE
HOD, ELECTRONICS
HOD, COMPUTER SCIENCE



INTERNAL QUALITY ASSURANCE CELL (IQAC)



CHAIRPERSON

Dr. NITHESH K N, *Principal*

SENIOR ADMINISTRATIVE OFFICER

Mr. SIDDIQUE P M, *Administrative Officer*

TEACHING FACULTY REPRESENTATIVES

Prof. SABIRA BEEGUM, *Dept of Commerce*

Mrs. ASHA ASHOKAN, *Dept of BBA*

Dr. DEEPTHY RAJ, *Dept of Social Work*

Mrs. REMYA RAJAN, *Dept of Electronics*

Mrs. AFNITHA K M, *Dept of Computer*

Dr. NEENU WILSON, *Dept. of MBA*

Mr. GEETHA KRISHNAN S B, *Dept of English*

MANAGEMENT REPRESENTATIVE

Mr. A M KHARIM, *Chairman JBEF*

LOCAL BODY REPRESENTATIVE

Ms. ANU PATHROSE, *Ward Member*

STUDENT REPRESENTATIVE

Mr. ADITHYA ARAVIND, *Student of B.Com TT*

REPRESENTATIVE FROM ALUMNI/INDUSTRY/PTA

Mr. JOSVIN PAUL KOIKKARA, *Alumni*

Mr. YUFFAS SALIM, *Industrialist (Safa Traders)*

Mr. EBRAHIMKUTTY, PTA (Father of Salmanil Faris- B.Com)

IQAC COORDINATOR

Prof. JITHESH KUMAR K, *Dept of Electronics*



FACULTY & STAFF

DEPARTMENT OF COMMERCE

Mrs.SABIRA BEEGUM	M.Com	9388452440
Dr.P.J.SEBASTIAN	M.Com, Ph.D	9495429631
Mrs.LISHA MATHEW	M.Com, M.Ed	9495162020
Mr.SHIJAD P A	M.Com, MBA, B.Ed, NET	9895694268
Mrs.BIBITHA O B	M.Com	8606442466
Mrs.REMYA SURENDRAN	MBA	9846306212
Mrs.SHIMI MOL M H	M.Com, MBA, NET	8089506462
Mrs.SUMITHA P S	M.Com	7907629617
Mrs.ANCY T B	M.Com, MBA	9846839047
Mrs.LIBINA T BASHEER	M.Com, NET	9645730110
Mrs.SREEJA M U	M.Com, B.Ed, MBA	9744138508
Mrs.GRANI MANIYAN	MBA	8848808944
Mrs.RAJANI M R	MCA	9995111221
Mrs.SHEREENA K ALIYAR	M.Com, CA (Inter)	9446956654
Mrs.SABIRA PAREETH	MBA	8893958394
Mr.BABU SKARIA	M.Com, B.Ed	9526359858
Mrs.MIDHUNA CHANDRAN	M.Com	9995078808
Mrs.EBNUL MAITHEEN	M.Com	7012538275
Mrs.RESHMI K R	M.Com	9446096627
Mrs.ANJANA E K	M.Com	9946528012
Mrs.DIVYA ROSE VARGHESE	M.Com, B.Ed	9497279909
Mrs.RESHMA V R	M.Com, B.Ed	9446966573
Mrs.BENASEER K M	M.Com	9496660486
Ms NIKHILA NARAYANAN	M.Com	9544611421
Ms ATHIRA VIDHYADARAN	M.Com,B.Ed	8075088267
Ms SALINI C	M.Com,B.Ed	8547921984
	M.Com	9539681627



FACULTY & STAFF

DEPARTMENT OF MANAGEMENT

DR.PRADEEP KUMAR A	MBA, Ph.D	7293229051
Dr.NEENU WILSON	MBA, Ph.D, NET	8921373781
Mrs.SEENU B NAIR	MBA	7012049602
Mrs.TASLIMA K.S	MHRM	8943839341
Mr.SREEJITH SUKUMARAN	MBA, M.Com	9539210973
Mrs.SAIRA MATHEW	MBA	7907880094
Mrs.RUKHSANA K A	MAHRM	9048614745
Mrs.ASHA ASOKAN	M.Sc	7559919909
Mrs.MUHAZEENA BAVAKUNJU	MBA	8848676199
Ms.SARIKA SAJIKUMAR	M.Com M.Pil	8589943132
Ms.SURABHI G	MBA	8156859263
Mr.VISHNU K RAVI	MBA	8590259670
Ms.ELIZABETH JESS ELIAS	MBA	7510892826
Ms.ANN MARY FRANCIS	MBA,MA,MPA	7306174315
Ms.SRUTHI DAS	MBA,M Com	9747172202
Mr.MUTHEEUL HAQ	MBA	7510105556

DEPARTMENT OF COMPUTER

Mrs.SAHALA K I	MCA	9847932712
Mrs.SIGU K PAUL	MCA	9497466734
Mrs.DIMNA M M	MCA	9895350380
Ms.ATHIRA SAILAS	MCA	8848882965
Mrs.SHEEJA JANARDANAN	M.Sc, B.Ed	9497368676
Mrs.AFNITHA K M	MCA	7994207637
Mrs.MAHIMA BALAN	MCA	9995221293
Mrs.ANU VARGHESE	M.Sc	9072029811
Ms VAISHNAVI SATHEESH	MCA	9207600577
Mrs.JAMSHEENA M A	MCA	7025071783
Ms ANJANA K O	M.Sc	9497149719
Mr DILEEP S	MCA,M.Sc	9495327870
Ms SANDHYAMOL P M	MCA	9496965123
Ms REEFA ABDUL RAHIMAN	MCA	7012530012



FACULTY & STAFF

DEPARTMENT OF ENGLISH

Ms.ANJU V THOMAS	MA, B.Ed	8086219059
Mr.GEETHAKRISHNAN S B	MA. English	9495254209
Ms ARATHY THANKAPPAN	MA , B.Ed, K TET	7736347556
Mr.KHAIS AHSANI	MA, B.Ed	8089953707
Ms.SURUMI SALIM	M.Phil, MCJ, NET	9645351930
Ms SHEEBA T	MA, B.Ed,SET	9645489586
Ms IFRIN IQBAL	MA	9946085216

DEPARTMENT OF LANGUAGE

Mr.VP MUHAMMED	MA, B.Ed	9061681231
Mrs.SASIKALA P S	MA, M.Ed	9447938222
Mrs SEEMA BABY	MA.B.Ed	8921422481

DEPARTMENT OF SOCIAL WORK

Dr.DEEPthy RAJ	MSW, Ph.D, M.Phil	9446688366
Ms.MARY RYSEL PP	MSW	8590923886
Mrs.SARI SANKAR	MSW, NET	8086027129
Ms.NIMITHA MATHEW	MSW, NET	8921517416
Ms.GAYATHRY RAJAN	MSW	7907155169
Mr.RAHUL SURESH	MSW	8156899720
Mr.JOICE JOHN	MSW	9188738968
Ms.PARVATHY SATHYAN	MSW	9400464907
Ms RIZVANA PARVEEN A R	MSW ,NET	9747996308
Ms ARSHIDHA MUBARAK K N	MSW	8078582190



FACULTY & STAFF

DEPARTMENT OF ELECTRONICS

Mr.JITHESH KUMAR K	M.Sc	9744656669
Mr.DILEEP AUGUSTINE	M.Sc	7012538851
Mrs.REMYA SREE K N	M.Sc	8547024595
Mrs.UMAIBA K A	M.Sc	9947146670
Mrs.SHAJANA A U	M.Sc, B.Ed, KTET	8078204921
Mrs.REMYA RAJAN	M.Tech, M.Sc, PGDML	9947864086

NON TEACHING STAFFS

Mr.SIDDIQUE P M	Superintendent	9747583603
Mrs.LILLY THOMAS	Accountant	9656645328
Mrs.SUBAIDA B S	Librarian	8921911597
Mrs.AISHA BEEVI P K	Head Clerk	9605463240
Mrs.RAJITHA K	Clerk	9539347206
Mrs.SUJA V CHACKO	Asst.Librarian	8547590520
Mrs.SAFFIA C Y	Cashier	9496652419
Mr.ABDUL SHUKOOR	Office Assistant	9645876900
Mrs.SHOBHA RUBINA	Office Assistant	9961573127
Mr.GEORGE	CSO	9446434977
Mrs.RASHEEDA E S	LAB Assistant	9744236832
Mr PRAVEEN PRABHAKARAN	LAB Assistant	7012628176
Ms.ARYA N G	Clerk	9048180148
Ms DIVYA P M	LAB ASSISTANT	9745621974
Ms SINI MATHEW	LIBRARIAN	9744471611
Ms RIHANA	HR	9746555745
Mr JAGADEESAN K K	CLERK,ERP	8848408663
	COORDINATOR	

FACULTY & STAFF

GENERAL ADMINISTRATION

CHAIRMAN	: Sri.A M KHARIM
SECRETARY	: Sri.A M ABOOBECKAR
PRINCIPAL	: Dr.NITESH K N
VICE PRINCIPAL	: Sri.MUHAMMED V P
DIRECTOR	: Dr.PRADEEP KUMAR C
LIAISON OFFICER FOR MANAGEMENT	: Sri.JITHESH KUMAR K
STAFF SECRETARY	: Smt.SABIRA BEEGUM
SUPERINTENDENT	: Sri.SIDDIQUE P M
CAMPUS DISCIPLINE	: Sri.MUHAMMED V P
IQAC COORDINATOR	: Sri.JITHESH KUMAR K
PUBLIC INFO OFFICER	: Smt.AISHA BEEVI P K
ACADEMIC COORDINATOR	: Smt.SAHALA K I
PUBLIC INFO & ERP COORDINATOR	: Mr JAGADEESAN K K
ACADEMIC COORDINATOR	: Mrs.SEEMA BABY

ACADEMIC MONITORING CELL

Dr.NITESH K N	:	PRINCIPAL
Mr.MUHAMMED V P	:	VICE PRINCIPAL
Mrs.SAHALA K I	:	MEMBER
Mrs SEEMA BABY	:	ACADEMIC COORDINATOR
Mrs.LISHA MATHEW	:	MEMBER
Mr.JITHESH KUMAR K	:	IQAC COORDINATOR
Mrs.SABIRA BEEGUM	:	MEMBER
Dr.SEBASTIAN P J	:	MEMBER
Dr.DEEPTHY RAJ	:	MEMBER
Mrs SURUMI SALIM	:	MEMBER
Mr SREEJITH SUKUMARAN	:	MEMBER



CIRCULAR ASPECTS

Coordinators:- Prof.SABIRA BEEGUM

CBCSS-PGCSS Coordinator	: Mrs.SHIMIMOL M H
VALUE EDUCATION	: Mrs.LIBINA T BASHEER
COLLEGE CALENDAR	: Mr.JITHESH KUMAR K
WEBSITE	: Mrs.AFNITHA K A
ADD ON COURSES	: Ms VAISHNAVI SATHEESH,Ms ATHIRA VIDHYADARAN
SKILL ACQUISITION	: Ms MOHAZEENA BAVAKUNJU
ONLINE COURSES-MOOC NPTEL	: MOOC NPTEL-Mrs SASIKALA P S
NEWS LETTER	: Mr.GEETHAKRISHNAN
CURRICULUM FEEDBACK	: Ms SEEMA BABY
INDUCTION PROGRAMS	: Mr.JITHESH KUMAR K
MGUGP NODAL OFFICER	: Ms SURUMI SALIM

TEACHING ,LEARNING & EVALUATION

Coordinators:- Asst.Prof REMYA RAJAN

SUPERINTENDENT OF EXAMS	: Mr.JITHESH KUMAR K
SENIOR SUPERINTENDENT OF EXAMS	: Mr.DILEEP AUGUSTINE
COORDINATOR OF INTERNAL ASSESSMENTS MONITORING	: Mrs.BIBITHA O B, Mrs.MEERA JAYABALAN, Mrs.SABIRA PAREETH
RESULT ANALYSIS	: Mrs.SHIMIMOL, Mrs.SAHALA K I,Mrs REMYA SREE K N,Mrs ASHA ASOKAN,Mrs MARY RAISAL
TEACHER EVALUATION	: Mr MUHAMMED V P
CONVENER, GRIEVANCE REDRESSAL CELL	: Mrs.SABIRA BEEGUM
COURSE PLAN	: Mrs RAJANI M R
REMEDIAL TEACHING	: Mrs.GRANIMANIYAN,Mrs RESHMI K R
PEER TEACHING	: Mrs ARATHY THANKAPPAN
BRIDGE COURSES	: Mrs.SREEJA M U
INSTITUTE TRAINING PROGRAMS	: Dr.NEENU WILSON



ACADEMIC CALENDAR	:	Mr JITHESH KUMAR K
TIME TABLE	:	Mrs LISHA MATHEW
COURSE FILE Evaluation	:	Mrs SIGU K PAUL
LANGUAGE LAB	:	Ms IFRIN IQBAL
TEACHERS PERFORMANCE RECORD	:	Mrs SEEMA BABY

RESEARCH,INNOVATION& EXTENSION



Coordinators:- Asst.Prof.Afnitha K A

EXTENSION & CONSULTANCY SERVICES

CONSULTANCY SERVICE	:	Dr PRADEEP KUMAR C
BLOOD DONATION CLUB	:	Mrs.REMYA SURENDRAN
MEDIA & PUBLIC RELATION	:	Mr. MUHAMMED V P & Dr.DEEPTHY RAJ
TALENT CORNER	:	Mr.SHIJAD P A, Mrs.REMYA RAJAN & Ms ATHIRA VIDHYADARAN
AUDIO/VIDEO RECORDING	:	Mr.DILEEP AUGUSTINE,Mr PRAVEEN PRABHAKARAN
WEBINARS/SEMINARS	:	Mrs.SARI SANKER

RESEARCH COMMITTEE

Dr.NITESH K N
DR.PRADEEP KUMAR C
Dr.DEEPTHY RAJ
Dr.NEENU WILSON
Dr.SEBASTIAN P J

INSTITUTIONAL INNOVATION COUNCIL

Dr. NITESH K N
Mr.DILEEP AUGUSTINE
Mr.JITHESH KUMAR K
Mr.SREEJITH SUKUMARAN
Mrs SABIRA BEEGUM(ASAP)



INFRASTRUCTURE & LEARNING RESOURCES

Coordinators:- Prof.LISHA MATHEW

EQUIPMENT MAINTENANCE & STOCK REGISTER	: Ms DIVYA P A ,Mr PRAVEEN PRABHAKARAN
CAMPUS BEAUTIFICATION	: Mrs SASIKALA P S & Mrs REMYA SURENDRAN
DISPLAY BOARDS	: Mrs AYISHA BEEVI N A
SMART CLASSROOMS	: Mrs DIMNA M M & Ms REEFA ABDUL RAHIMAN
COMPUTER LABS INCHARGE	: Mrs.RAJANI M R & Mrs.JAMSHEENA
DIGITAL DISPLAY & CCTV	: Mr RIJAS P M,Mr PRAVEEN PRABHAKARAN

BUILDING COMMITTEE

Mr.A M KHARIM
Dr.NITESH K N
Mr.SAID RISWAN
Mr.SIRAJUDHEEN
Mr.SIDDIQUE P M

PURCHASE COMMITTEE

Mr.A M KHARIM
Dr.NITESH K N
Mr.SAID RISWAN
Mr.SIRAJUDHEEN
Mr.SIDDIQUE P M

CAMPUS DEVELOPMENT COMMITTEE

Mr.A M KHARIM
Dr.NITESH K N
Mr.SAID RISWAN
Mr.JITESH KUMAR K



LIBRARY ADVISORY COMMITTEE

Dr.NITESH K N
Mr.MUHAMMED V P
Mr.JITHESH KUMAR K
Ms SINI MATHEW
Ms SUJA V CHACKO
Ms SUBAIDA B S

STUDENT SUPPORT & PROGRESSION

Coordinators:- Prof.SURUMI SALIM

PLACEMENT OFFICER	:	Mr.DILEEP AUGUSTINE
STAFF ADVISOR	:	Mr MUHAMMED V P
RETURNING OFFICER	:	Mr.DILEEP AUGUSTINE
ASST RETURNING OFFICER	:	Mr. SHIJAD P A
OBSERVER	:	Mrs.SABIRA BEEGUM,Dr SEBASTIAN P J
NSS PROGRAM OFFICERS	:	Mrs.REMYA SURENDRAN & Mrs.LIBINA BASHEER
ARTS FESTIVAL & CULTURAL PROGRAMS	:	Mr.SHIJAD P A,Ms PARVATHY SATHYAN ,Ms EBINUL MOIDEEN & Ms SHEEBA T
CAREER GUIDANCE	:	Ms JAMSHEENA M A
COUNSELING CELL	:	Dr.DEEPTHY RAJ
SCHOLARSHIPS & GRANTS	:	Mr SIDDIQUE P M
ENDOWMENTS & AWARDS	:	Mrs SEEMA BABY,Mrs.SHEEJA JANARDHANAN
WOMEN CELL	:	Mrs.SABIRA BEEGUM
STUDENTS UNIFORM	:	Mr.MUHAMMED V P
QUIZ CLUB	:	Mrs.LIBINA BASHEER & Mr JOICE JOHN
HR CLUB	:	Mr.SREEJITH SUKUMARAN
ANTI DRUGS CELL	:	Mr.KHAIS A E
TOURISM CLUB	:	Mrs.GRANI MANIYAN
ASAP	:	Mrs.SABIRA BEEGUM
REPORTS & NEWS	:	Mr MUHAMMED V P,Mr GEETHAKRISHNAN S B & Ms ANJU V THOMAS
COMPUTER LITERACY	:	Ms DIMNA M M



MEDIA & FILM CLUB	:	Mrs.SURUMI SALIM
ANTI RAGGING CELL	:	Dr SEBASTIAN P J
LANGUAGE LAB	:	Mrs.SRUTHI S MENON
ICT ENABLED EDUCATION	:	Ms JAMSHEENA M A & Ms SANDHYAMOL P M
SPOKEN HINDI CLUB	:	Mrs.SASIKALA P S
LITERARY CLUB	:	Mr.GEETHA KRISHNAN S B & Ms SEEMA BABY

SC/ST CELL

Dr.NITESH K N

Mrs.SARISANKAR

Mrs.MIDHUNA CHANDRAN

Anti Narcotic Cell

Mr Sreejith Sukumaran

Ms Remya Surendran

Mr Khais A E

CI of Excise Department

GRIEVANCE REDRESSAL CELL

Mrs.SABIRA BEEGUM	:	VICE CHAIRPERSON
Mr.MUHAMMED V P	:	FACULTY MEMBER
Dr.P J SEBASTIAN	:	FACULTY MEMBER
Dr.DEEPTHY RAJ	:	FACULTY MEMBER
Ms.LINSHA FRANCIS	:	UNION MEMBER
Ms.ARYA BALACHANDRAN	:	STUDENT MEMBER
Mr. ADITHYA ARAVIND	:	STUDENT MEMBER
Mr.ALIYAR	:	PTA MEMBER

SYNDICATE MEMBER

Ms.SAHALA K I	:	FACULTY MEMBER
MS BIBITHA O B	:	FACULTY MEMBER



ANTI RAGGING COMMITTEE

Dr NITHESH K N	:	CHAIRMAN
SUB INSPECTOR OF POLICE	:	REPRESENTATIVE OF POLICE
Dr.SHIJAD P A	:	FACULTY MEMBER
Ms.SAHALA K I	:	FACULTY MEMBER
Dr.DEEPTHI RAJ	:	FACULTY MEMBER
Mr.SIDDIQUE P M	:	ADMINISTRATION
Ms SHIMIMOL M H	:	SQUAD MEMBER
Ms.SHAJANA A U	:	FACULTY MEMBER
MS BIBITHA O B	:	FACULTY MEMBER
Mrs.ANU PATHROSE	:	LOCAL GOVT MEMBER
Ms.LINSHA FRANCIS	:	UNION MEMBER
Ms.ARYA BALACHANDRAN	:	STUDENT MEMBER
Mr SREEJITH SUKUMARAN	:	FACULTY MEMBER

ANTI RAGGING SQUAD

Dr.NITHESH K N	:	NODAL OFFICER
Ms.SHIMIMOL	:	CONVENOR
Mrs.SABIRA BEEGUM	:	WOMEN CELL COORDINATOR
Mr MUHAMMED V P	:	FACULTY REPRESENTATIVE
Mr SHIJAD P A	:	FACULTY REPRESENTATIVE
Dr.DEEPTHI RAJ	:	FACULTY REPRESENTATIVE
Ms SAHALA K I	:	FACULTY REPRESENTATIVE

INTERNAL COMPLAINTS COMMITTEE

Mr.MUHAMMED V P	:	PRESIDING OFFICER
Mrs.SABIRA PAREETH	:	MEMBER
Ms UMAIBA K A	:	MEMBER
Mrs.SASIKALA P S	:	WOMEN CELL MEMBER
Ms SHIMIMOL M H	:	MEMBER



DISCIPLINE COMMITTEE

Mr.MUHAMMED V	:	CHAIRMAN
Mrs.LISHA MATHEW	:	VICE CHAIRMAN
Mrs.SIGU K PAUL	:	MEMBER
Mrs.ANJU V THOMAS	:	MEMBER
Mrs.UMAIBA K A	:	MEMBER
Mr.SREEJITH SUKUMARAN	:	MEMBER
Mrs.DIMNA M M	:	MEMBER
Mrs.BIBITHA O B	:	MEMBER
Mr.JITHESH KUMAR K	:	MEMBER
Dr.SEBASTIAN P J	:	MEMBER
Dr.DEEPTHI RAJ	:	MEMBER
Mrs.GRANI MANIYAN	:	MEMBER

MINORITY CELL

Dr.NITESH K N	:	CHAIRMAN
Mr SHIJAD P A	:	CO-ORDINATOR
Ms UMAIBA K A	:	MEMBER
Ms REMYA SURENDRAN	:	MEMBER
Ms DIMNA M M	:	MEMBER
Mr.BABU SKARIA	:	MEMBER

GOVERNANCE, LEADERSHIP & MANAGEMENT

Coordinator:- Ms.SUMITHA

INSTITUTIONAL VALUES & BEST PRACTICES

Coordinator:- ASHA ASOKAN

INSTRUCTIONS TO CANDIDATES FOR COLLEGE ADMISSION

1. No student shall be eligible for admission to a first degree programme unless he/she has successfully passed the examination conducted by a Board/University at the +2 level of schooling (either through formal schooling for 12 years, or through open school system) or its equivalent.(Eligibility as per University norms)
2. The admission shall be made on merit on the basis of criteria notified by the university, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned and taking into account the reservation policy issued by the government concerned from time to time.
3. Students have to submit the originals of TC,CC, mark-lists/qualifying certificates, SSLC copies, bonus marks certificate(NSS, NCC, Ex-service etc.) and caste/creamy layer certificates and EWS(Income & Asset certificates) during admissions. Relevant expiry dates as prescribed for these certificates are applicable during admission time

RAGGING IS A CRIME

The "Hon'ble Supreme Court of India has directed that if any incident of ragging comes to the notice of the authority, the student concerned shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution. Legal action including police and court cases will be registered as applicable for any type of ragging attempts, irrespective of the magnitude of crime committed."



CAMPUS CODE OF CONDUCT



1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. A five day working schedule from Monday to Friday is followed. Classes are scheduled from 9.20 AM TO 2.35 PM. The first period will begin with a prayer song which will be played through P.A System. The students shall stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
3. All the students are expected to be present in the class well -within time and late coming will also result in loss of attendance for the corresponding hour, if the student arrives more than 10 minutes late.
4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
5. Teachers shall be greeted respectfully .
6. No student shall enter or leave the class room when the session is on, without the permission of the teacher concerned.
7. All students shall leave the classes immediately after the college time. Students should leave the college campus before 5 PM, unless written consent is obtained for the same. Do not spend much time in canteen..

CAMPUS CODE OF CONDUCT

8. In the events of Student seminars/project presentations etc, it is compulsory that all the students of the concerned class be present for the entire session.

9. Students can leave the campus during class hours only after getting permission from Tutor & HOD

10. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.

11. Students shall come to the college in approved uniforms with formal shirts tucked into trousers. In addition, lady students will have a blazer over their shirts. Students shall not make any alterations to the Uniform issued from the college without the permission of the concerned HOD and any violation of this will attract a fine of Rs300 and repetition of this could result in suspension from the college.

12. All the students are expected to attend all college functions in college uniform unless otherwise specified.

13. All the students shall wear their identity cards, well displayed. Identity badge is a public document and any teaching staff and non teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action

14. Students may request for relaxation in uniform to the department and if found satisfactory, he/she will be issued with a permission token to be kept along with the ID card to be shown to the authorities on demand during the period of dress code relaxation.

CAMPUS CODE OF CONDUCT



15. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of JBC academic values will be referred to the discipline committee.

16. As per the Govt. order, students shall not bring powered/alterd vehicles inside the campus, that is not approved by MVD.

17. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.

18. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement.

19. Students are encouraged to make use of the library, common computing facilities and to involve in professional /academic activities or any program authorized by the college beyond class hours. However under normal circumstances students shall retreat to their hostels or residences from the campus by 5.00 PM.

20. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned authorities will be treated as a case of indiscipline.

21. All the students are advised to follow the JBC Mobile phone policy and bring to the notice of the authorities violations if any.

CAMPUS CODE OF CONDUCT

22. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned authorities will be treated as a case of indiscipline.

23. All the students are advised to follow the JBC Mobile phone policy and bring to the notice of the authorities violations if any.-

24. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.

25. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, pan-masala etc. are strictly prohibited.

26. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the college and destroy the academic ambiance.

27. Carefully handle the furniture, equipments, fixtures and appliances of the college and lab. Careless handling/misuse of the above could result personal injuries or damage to property Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.

28. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.

CAMPUS CODE OF CONDUCT

29. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, X'mas stars etc. in the campus without the permission of the competent authority.

30. Students are expected to make use of academic, co-curricular and extra-curricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.

31. Students who intend to represent the college in intercollegiate events shall take prior permission from the concerned head of the department and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.

32. Student leave applications will not be entertained beyond 7 working days from the actual date of leave under any circumstance. The maximum number of on duty leaves admissible is restricted to 10 days per semester.

33. Disciplinary procedures will be initiated against the students who fail to get the minimum number of attendance percentage as prescribed by the University. As part of this, if the student has the required minimum attendance, condonation will be given by the University after paying the prescribed University fee / fine as decided by the Management from time to time. Candidates between 65% to 75% other than the allowed leave can apply for condonation of shortage to the Principal only if the absence is on medical grounds or reasons beyond the control of the student. Necessary Medical Certificate is to be attached along with the application form. Condonation of shortage of attendance can only be availed twice in a programme



CAMPUS CODE OF CONDUCT



34 . Candidates with less than 65% are not eligible for condonation. The college reserves the right to publish condonation and year-back lists during the time of semester exam fee payment, as per advice from different departments. The college management reserves the right to levy fines and disciplinary action as per the college council decisions in lieu of these.

35. During internal examinations , students are not allowed to leave the hall within prescribed time required and students have to occupy the seat 15 minutes before the commencement of the examination

36. The College Union will be formed as per Lyngdoh Committee recommendations approved by the Honorable Supreme Court of India. It will be based on a parliamentary (indirect) system given in Section No.6.2.4 of Lyngdoh Committee recommendations.

37. Political activity in any form is not permitted in the College campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the College, hostels, and outside the college.

38. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.

39. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

CAMPUS CODE OF CONDUCT

40. Pay fees, mess bills etc. in advance or in time, which will avoid penalties

41. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable as recommended by the disciplinary committee

42. Expulsion from the College is enough for expulsion from the hostel.

43. In case of any instance of noncompliance of existing rules or any observed matter/behavior that deviates from the vision and mission of JBC, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings

44. Hostel rules and agreement will be in force as per Appendix 1- Hostel rules & regulations.

45. Any type of violence ,brawls, riots, fighting or hurling abuses between students or with outside persons within campus will be treated as grave incidents with maximum punishments including suspension/dismissal from college. This will include theft and destruction of college/student properties too.

• Fine policy of College: The money collected from the students as fine on instances of noncompliance with the rules and norms will be kept in a separate account and will be utilized for purposes such as charity, scholarship, student co-curricular activities and renovation/maintenance in case of damage to property

Appendix1

JAI BHARATH COLLEGE-ARACKAPADY GIRLS/BOYS HOSTEL AGREEMENT LINK

URL- <https://shorturl.at/6hjpV>



Mobile Phone Policy : Introduction

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

Mobile Phone Policy

Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

- Students carrying mobile phones to the college shall put them in their bags during examinations/class rooms
- Students who are staying in college hostels should abide by the rules issued by the Warden.
- Day scholars carrying mobile phones to the college shall deposit the same in their bags during examinations.
- The mobile phones should kept in silent mode while being placed in the designated area
- All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
- Students violating the above rules will be fined an amount of Rs 1000/- and the confiscated mobile phones will be returned to the students as per college council decisions
- Staff members are allowed to use mobile phones in their respective cabins and for taking attendance as per the college policy.

IMPORTANT CALENDAR DAYS

DATE	DAY	IMPORTANT DAYS IN JUNE 2024
JUNE 3	MONDAY	COLLEGE REOPENS
JUNE 5	WEDNESDAY	WORLD ENVIRONMENT DAY
JUNE 10	MONDAY	PAYMENT OF SEMESTER FEE
JUNE 13	THURSDAY	4 TH SEMESTER UG UNIVERSITY EXAMINATIONS
JUNE 17	MONDAY	BAKRID
JUNE 20	THURSDAY	2 ND SEMESTER UG UNIVERSITY EXAMINATIONS
JUNE 21	FRIDAY	INTERNATIONAL YOGA DAY
JUNE 26	WEDNESDAY	INTERNATIONAL DAY AGAINST DRUG ABUSE

DATE	DAY	IMPORTANT DAYS IN JULY 2024
JULY 1	MONDAY	INDUCTION PROGRAM FOR S1 UG
JULY 2	TUESDAY	ORIENTATION PROGRAM-B.COM
JULY 3	WEDNESDAY	ORIENTATION PROGRAM-BBA/BSW
JULY 4	THURSDAY	ORIENTATION PROGRAM-BCA/B.SCCS CF,ELECT
JULY 8	MONDAY	ORIENTATION PROGRAM /INDUCTION FOR PG
JULY 9	TUESDAY	ORIENTATION PROGRAM UG
JULY 10	WEDNESDAY	ORIENTATION PROGRAM UG/INDUCTION MBA
JULY 11	THURSDAY	WORLD POPULATION DAY
JULY 15	MONDAY	2 ND SEMESTER MBA UNIVERSITY EXAMINATIONS

DATE	DAY	IMPORTANT DAYS IN AUGUST 2024
AUGUST 15	MONDAY	FIRST INTERNAL EXAMINATIONS
AUGUST 15	THURSDAY	INDEPENDENCE DAY
AUGUST 20	TUESDAY	SREE NARAYANA GURU JAYANTHI
AUGUST 26	MONDAY	SREE KRISHNA JAYANTHI/WOMEN'S EQUALITY DAY
AUGUST 28	WEDNESDAY	AYANKALI JAYANTHI

DATE	DAY	IMPORTANT DAYS IN SEPTEMBER 2024
SEPTEMBER 5	THURSDAY	TEACHERS DAY
SEPTEMBER 8	SUNDAY	INTERNATIONAL LITERACY DAY
SEPTEMBER 13	FRIDAY	COLLEGE CLOSSES FOR ONAM VACATION
SEPTEMBER 21	SATURDAY	WORLD ALZHEIMER'S DAY, SREE NARAYANA GURU SAMADHI DAY
SEPTEMBER 23	MONDAY	COLLEGE REOPENS AFTER ONAM VACATION
SEPTEMBER 25	WEDNESDAY	ASSOCIATION INAUGURATIONS
SEPTEMBER 27	FRIDAY	WORLD TOURISM DAY
SEPTEMBER 29	SUNDAY	WORLD HEART DAY

DATE	DAY	IMPORTANT DAYS IN OCTOBER 2024
OCTOBER 1	TUESDAY	INTERNATIONAL DAY OF THE OLDER PERSONS
OCTOBER 2	WEDNESDAY	GANDHI JAYANTI, INTERNATIONAL DAY OF NON-VIOLENCE
OCTOBER 12	SATURDAY	MAHANAVMI
OCTOBER 13	SUNDAY	VIJAYADASHMI
OCTOBER 10	THURSDAY	WORLD MENTAL HEALTH DAY
OCTOBER 14	MONDAY	UNION DAY
OCTOBER 16	WEDNESDAY	S5UG MODEL EXAMINATIONS
OCTOBER 25	FRIDAY	UNITED NATIONS DAY,3 RD SEMESTER MBA UNIVERSITY EXAMINATIONS
OCTOBER 28	MONDAY	S3 UG MODEL EXAMINATIONS
OCTOBER 31	THURSADY	DEEPAVALI

DATE	DAY	IMPORTANT DAYS IN NOVEMBER 2024
NOVEMBER 1	MONDAY	5 TH SEMESTER UG UNIVERSITY EXAMINATIONS S4 PG CLASSES BEGINS
NOVEMBER 4	MONDAY	S1 UG MODEL EXAMINATIONS
NOVEMBER 12	TUESDAY	3 RD SEMESTER UG UNIVERSITY EXAMINATIONS
NOVEMBER 13	WEDNESDAY	1 ST SEMESTER MBA UNIVERSITY EXAMINATIONS
NOVEMBER 14	THURSDAY	CHILDREN'S DAY
NOVEMBER 18	MONDAY	1 ST SEMESTER UG UNIVERSITY EXAMINATIONS
NOVEMBER 20	WEDNESDAY	S1/S3 PG MODEL EXAMINATIONS
NOVEMBER 25	MONDAY	S2/S4/S6 UG CLASSES BEGINS
NOVEMBER 29	FRIDAY	SPORTS DAY

DATE	DAY	IMPORTANT DAYS IN DECEMBER 2024
DECEMBER 1	SUNDAY	WORLD AIDS DAY
DECEMBER 2	MONDAY	3 RD SEMESTER PGCSS UNIVERSITY EXAMINATIONS S2 PG CLASSES BEGINS
DECEMBER 3	TUESDAY	WORLD DAY OF THE HANDICAPPED
DECEMBER 4	WEDNESDAY	INDIAN NAVY DAY
DECEMBER 5	THURSDAY	PAYMENT OF SEMESTER FEE
DECEMBER 9	MONDAY	1 ST SEMESTER PGCSS UNIVERSITY EXAMINATIONS
DECEMBER 10	TUESDAY	HUMAN RIGHTS DAY
DECEMBER 20	FRIDAY	COLLEGE CLOSES FOR CHRISTMAS VACATION
DECEMBER 30	MONDAY	COLLEGE REOPENS AFTER CHRISTMAS VACATION

DATE	DAY	IMPORTANT DAYS IN JANUARY 2024
JANUARY 10	FRIDAY	WORLD HINDI DAY
JANUARY 12	SUNDAY	NATIONAL YOUTH DAY
JANUARY 15	WEDNESDAY	INDIAN ARMY DAY
JANUARY 16	THURSDAY	ARTS/COLLEGE DAY
JANUARY 25	SATURDAY	NATIONAL VOTERS DAY, NATIONAL TOURISM DAY
JANUARY 26	SUNDAY	REPUBLIC DAY
JANUARY 30	THURSDAY	MARTYR'S DAY

DATE	DAY	IMPORTANT DAYS IN FEBRUARY 2024
FEBRUARY 4	MONDAY	WORLD CANCER DAY
FEBRUARY 20	THURSDAY	WORLD DAY OF SOCIAL JUSTICE
FEBRUARY 24	MONDAY	S6 UG MODEL EXAMINATIONS
FEBRUARY 28	TUESDAY	NATIONAL SCIENCE DAY

DATE	DAY	IMPORTANT DAYS IN MARCH 2024
MARCH 8	SATURDAY	WOMEN'S DAY
MARCH 11	TUESDAY	6 TH SEMESTER UG UNIVERSITY EXAMINATIONS
MARCH 19	WEDNESDAY	S2/S4 UG MODEL EXAMINATIONS
MARCH 21	FRIDAY	WORLD FORESTRY DAY
MARCH 22	SATURDAY	WORLD WATER DAY
MARCH 31	MONDAY	COLLEGE CLOSES FOR VACATION

DATE	DAY	IMPORTANT DAYS IN APRIL 2024
APRIL 3	THURSDAY	2 ND SEMESTER UG UNIVERSITY EXAMINATIONS
APRIL 4	FRIDAY	4 TH SEMESTER UG UNIVERSITY EXAMINATIONS



JAI BHARATH
ARTS AND SCIENCE COLLEGE
AFFILIATED TO MG UNIVERSITY, AN ISO 9001:2015 CERTIFIED INSTITUTION



JAI BHARATH ARTS & SCIENCE COLLEGE



Jai Bharath Group
Educational Institutions - Since 2002

**VENGOLA P O, ARACKAPADY,
ERNAKULAM DISTRICT - 683 556**
AFFILIATED TO MG UNIVERSITY