



JAI BHARATH ARTS & SCIENCE COLLEGE



JAI BHARATH
ARTS & SCIENCE COLLEGE

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



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ERNAKULAM DISTRICT-683 556
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JAI BHARATH HANDBOOK 2025-26

OFFICE	: 04842656388
CHAIRMAN	: 9447188020
PRINCIPAL	: 8138915336
VICE PRINCIPAL	: 9061681231
DIRECTOR	: 7293229051
ADMINISTRATIVE OFFICER	: 9747583603
PLACEMENT CELL	: 9947600897
NSS OFFICER	: 9961629909
MOOC COORDINATOR	: 7907620910
FINANCE OFFICER	: 9400118591
HOSTEL WARDEN	: 9447975550(B) 9535202972(G)

JAI BHARATH

The name "Jaibharath" signifies a tribute to our nation and aims to foster patriotism along with academic studies, inspiring individuals to become knowledgeable and dedicated citizens who can contribute positively to society.

CHAIRMAN

Mr.A M KHARIM
JAI BHARATH EDUCATIONAL FOUNDATION

PRINCIPAL

Dr.NITHESH 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
JAI BHARATH ARTS & SCIENCE COLLEGE

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. Also aim to develop culture, character and competence. And to make students responsible and useful citizens of the country.



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 systems are 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 2 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	135
BACHELOR IN COMPUTER APPLICATION (HONOURS) -BCA	165
B.Com (HONOURS)	300
B.Sc COMPUTER SCIENCE(HONOURS)	60
B.Sc CYBER FORENSIC(HONOURS)	48
B.Sc ELECTRONICS WITH COMPUTER TECHNOLOGY (HONOURS)	60
B.Sc PSYCHOLOGY (HONOURS)	24
BACHELOR IN SOCIAL WORK (HONOURS)- BSW	40

TWO YEAR POST GRADUATE PROGRAMS	SEATS
MBA	120
MSW	60

COLLEGE COUNCIL

Dr. NITHESH K N	PRINCIPAL
Prof.MUHAMMED V P	VICE PRINCIPAL
Prof.JITHESH KUMAR K	VICE PRINCIPAL
Dr.PRADEEP KUMAR C	MBA DIRECTOR
Ms. LISHA MATHEW	HOD, COMMERCE
Mrs.SABIRA BEEGUM	WOMEN CELL
Mrs.SIGU K PAUL	HOD BCA
Dr.DEEPTHY RAJ	HOD,SOCIAL WORK
Mr.SREEJITH SUKUMARAN	HOD,BBA
Dr.NEENU WILSON	HOD,MBA
Mrs.ANJU V THOMAS	HOD,ENGLISH
Ms. UMAIBA K A	HOD , ELECTRONICS
Ms. DIMNA M M	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 ASOKAN, **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**

Mrs. KESIYA MATHAI, **DEPT OF PSYCHOLOGY**

MANAGEMENT REPRESENTATIVE

Mr.A.M.KHARIM, **CHAIRMAN JBEF**

LOCAL BODY REPRESENTATIVE

Ms.ANU PATHROSE, **WARD MEMBER**

STUDENT REPRESENTATIVE

Ms. MALAVIKA A: **STUDENT OF B.COM MODEL I TAXATION**

REPRESENTATIVE FROM ALUMNI/INDUSTRY/PTA

Mr. SIDHARTH SHAJI **Alumni**

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

Mr. SATHYAN C, PTA **(Father of Sonu Sathyan, B. Com)**

IQAC COORDINATOR

Prof. JITHESH KUMAR K, **DEPT OF ELECTRONICS**

FACULTY & STAFF

DEPARTMENT OF COMMERCE

1.Ms.SABIRA BEEGUM	M.Com	9388452440
2.DR.P.J.SEBASTIAN	M.Com, Ph.D	9495429631
3.Ms.LISHA MATHEW	M.Com,M.Ed	9495162020
4.Mr.SHIJAD P A	M.Com,MBA,B.Ed,NET	9895694268
5.Ms.BIBITHA O B	M.Com	8606442466
6.Ms.REMYA SURENDRAN	MBA	9846306212
7.Ms.SHIMI MOL M H	M.Com,MBA,NET	8089506462
8.Ms.ANCY T B	M.Com, MBA	9846839047
9.Ms.LIBINA T BASHEER	M.Com,NET	9744138508
10.Ms.SREEJA M U	M.Com,B.Ed,MBA	8848808944
11.Ms.GRANI MANIYAN	MBA	9995111221
12.Ms.RAJANI M R	MCA	9446956654
13.Ms.SHEREENA K ALIYAR	M.Com,CA(Inter)	8893958394
14.Ms.SABIRA PAREETH	MBA	9526359858
15.Mr.BABU SKARIA	M.Com, B.Ed	9995078808
16.Ms.MIDHUNA CHANDRAN	M.Com	7012538275
17.Ms.EBNUL MAITHEEN	M.Com	9446096627
18.Ms.RESHMI K R	M.Com	9946528012
19.Ms.BENASEER K M	M.Com	9544611421
20.Ms. NIKHILA NARAYANAN	M.Com, B.Ed	8075088267
21.Ms. ATHIRA VIDYADHARAN	M.Com, B.Ed	8547921984
22.Ms. SALINI C	M.Com	9539681627

DEPARTMENT OF MANAGEMENT

1. DR.PRADEEP KUMAR A	MBA,Ph.D	7293229051
2. Dr.NEENU WILSON	MBA,Ph.D,NET	8921373781
3. Mrs.SEENU B NAIR	MBA	7012049602
4. Mr.SREEJITH SUKUMARAN	MBA,M.Com	9539210973
5. Mrs.RUKHSANA K A	MAHRM	9048614745
6. Mrs.ASHA ASOKAN	MSc	7559919909
7. Mrs.MUHAZEENA BAVAKUNJU	MBA	8848676199
8. Mrs. SARIKA SAJIKUMAR	M.Com , M.Pil	8589943132
9. Ms. SURABHI G	MBA	8156859263
10. Mr. VISHNU K RAVI	MBA	8590259670
11. Ms. ELIZABETH JESS ELIAS	MBA	7510892826
12. Ms. SRUTHI DAS	MBA, M.Com	9747172202
13. Dr. FREEDA V SIMON	MBA, Ph.D	9995356826
14. Mr. ADARSH A V	MBA	8137070754

DEPARTMENT OF COMPUTER

1. MRS.SHAHALA K I	MCA	9847932712
2. MRS.SIGU K PAUL	MCA	9497466734
3. MRS.DIMNA M M	MCA	9895350380
4. MS.ATHIRA SAILAS	MCA	8848882965
5. MRS.SHEEJA JANARDANAN	MSC,B.ED	9497368676
6. MRS.AFNITHA K M	MCA	7994207637
7. MRS.MAHIMA BALAN	MCA	9995221293
8. MRS.ANU VARGHESE	M.SC	9072029811
9. Ms. VAISHNAVI SATHEESH	MCA	9207600577
10. Ms. SANDHYAMOL P M	MCA	9496965123
11. Ms. HARSHA K A	MCA	9539157451
12. Ms. SANDRA MARIA SAJI	MCA	6238519298
13. Mr. ANANDHU K R	MCA	567398213

DEPARTMENT OF ENGLISH

1. Ms.ANJU V THOMAS	MA..B.ED	8086219059
2. Ms SURUMI SALIM	M.PHIL,MCJ,NET	9645351930
3. Ms. NISHITHA PRASAD	MA	8281445422
4. Ms. LIYA S	MA	8594092466

DEPARTMENT OF LANGUAGE

1. Mr.V P MUHAMMED	MA,B.Ed	9061681231
2. Ms.SASIKALA P.S	MA.M.Ed	9447938222
3. Ms. SEEMA BABY	MA , B.Ed	8921422481

DEPARTMENT OF SOCIAL WORK

1. Dr.DEEPTHY RAJ	MSW,Ph.D,M.Phil	9446688366
2. Mrs.SARI SANKAR	MSW,NET	8086027129
3. Ms.NIMITHA MATHEW	MSW,NET	8921517416
4. Ms.GAYATHRY RAJAN	MSW	7907155169
5. Ms. DEVIKA C S	MSW	8921734743
6. Ms. ARCHANA SAJITH	MSW	8943273965
7. Ms. KESIYA MATHAI	MSC	9207301566
8. Ms. NAZARBAN P N	MSW	9544558756

DEPARTMENT OF ELECTRONICS

1. Mr.JITHESH KUMAR K	M.Sc	9744656669
2. Mr.DILEEP AUGUSTINE	M.Sc	7012538851
3. Mrs.REMYA SREE K N	M.Sc	8547024595
4. Mrs.UMAIBA K A	M.Sc	9947146670
5. Mrs.SHAJANA A U	M.Sc, B.Ed,KTET	8078204921
6. Mrs.REMYA RAJAN	M.Tech,M.Sc, PGDMLD	9947864086

NON TEACHING STAFFS

1. Mr.SIDDIQUE PM	SUPERINTENDENT	9747583603
2. Mrs.LILLY THOMAS	ACCOUNTANT	9656645328
3. Mrs.SUBAIDA B S	LIBRARIAN	8921911597
4. Mrs.AISHA BEEVI P K	HEAD CLERK	9605463240
5. Mrs.RAJITHA K	CLERK	9539347206
6. Mrs.SUJA V CHACKO	ASST. LIBRARIAN	8547590520
7. Mrs.SAFFIA C Y	CASHIER	9496652419
8. Mr.ABDUL SHUKOOR	OFFICE ASSISTANT	9645876900
9. Mrs.SHOBHA RUBINA	OFFICE ASSISTANT	9961573127
10. Mrs.RASHEEDA E S	LAB ASSISTANT	9744236882
11. Mr PRAVEEN PRABHAKARAN	LAB ASSISTANT	7012628176
12. Ms.ARYA N G	CLERK	9048180148
13. Ms SINI MATHEW	LIBRARIAN	9744471611
14. Ms. ASWATHI SANKAR	HR	9061736576
15. Ms. SANA SALIM	LAB ASSISTANT	9809138826
16. Mr. MEVIN XEVIER	LAB ASSISTANT	9645342582
17. Ms. SUBAIDA C M	SWEEPER	
18. Ms. FATHIMA V K	SWEEPER	

GENERAL ADMINISTRATION

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SECRETARY	Mr. AM ABOOBECKAR
PRINCIPAL	Dr. NITHESH K N
VICE PRINCIPAL	Mr. V P MUHAMMED
DIRECTOR	Dr. PRADEEP KUMAR C
STAFF SECRETARY	Ms. SABIRA BEEGUM
SUPERINTENDENT	Mr. SIDDIQUE P M
CAMPUS DISCIPLINE	Mr. V P MUHAMMED
IQAC COORDINATOR	Mr. JITHESH KUMAR K

PUBLIC INFO OFFICER	Ms. AISHA BEEVI P K
ACADEMIC COORDINATOR	Ms. SAHALA K I
PUBLIC INFO & ERP COORDINATOR	Ms. SEEMA BABY
ACADEMIC COORDINATOR	Ms. SEEMA BABY

ACADEMIC MONITORING CELL

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

CIRCULAR ASPECTS

Coordinators:–Prof. SABIRA BEEGUM

CBCSS–PGCSS Coordinator	Ms. SARI SANKAR
VALUE EDUCATION	Mrs.LIBINA T BASHEER
COLLEGE CALENDAR	Ms. ATHIRA VIDYADHARAN
WEBSITE	Mrs.AFNITHA K A
ADD ON COURSES	Ms. SEEMA BABY
SKILL ACQUISITION	Ms.MOHAZEENABAVAKUNJU Ms.REMYA RAJAN
ONLINE COURSES–MOOC NPTEL.	Ms.SASIKALA P S
NEWS LETTER	Ms. NISHITHA PRASAD
CURRICULUM FEEDBACK	Ms.SEEMA BABY
INDUCTION PROGRAMS	Mr.JITHESH KUMAR K
MG UGP NODAL OFFICER	Ms SHIMI MOL M H

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 RESULT ANALYSIS	Ms.BIBITHAOB, ,Ms.SABIRA PAREETH Ms.SHIMIMOL, Ms.SAHALA K I Ms. REMYA SREE K N, Ms. ASHA ASOKAN,Ms.MARY RAISAL
TEACHER EVALUATION	Mr. MUHAMMED V P
CONVENER,GRIEVANCE REDRESSAL CELL	Mrs.SABIRA BEEGUM
COURSE PLAN	Ms. RAJANI M R
REMEDIAL TEACHING	Ms. GRANI MANIYAN, Ms. RESHMI K R
PEER TEACHING	Ms. ANJU V THOMAS
BRIDGE COURSES	Ms.SREEJA M U
INSTITUTE TRAINING PROGRAMS	DR.NEENU WILSON
TIME TABLE	Mr.JITHESH KUMAR K
COURSE FILE EVALUATION	Ms. SIGU K PAUL
LANGUAGE LAB	Ms. LIYA S , Ms. NEENA PAUL
TEACHERS PERFORMANCE RECORD	Ms. 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 VIDYADHARAN
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.JITESH KUMAR K
Mr.SREEJITH SUKUMARAN
Ms. SABIRA BEEGUM (ASAP)

INFRASTRUCTURE & LEARNING RESOURCES

Coordinators:-Asst.Prof.LISHA MATHEW

EQUIPMENT MAINTENANCE & STOCK REGISTER	Mr.PRAVEEN PRABHAKARAN
CAMPUS BEAUTIFICATION	Ms. SASIKALAA P S & Ms. REMYA SURENDRAN
DISPLAY BOARDS	Ms. AYISHA BEEVI N A
SMART CLASSROOMS	Ms.DIMNA M M, Ms. REEFA ABDUL RAHIMAN
COMPUTER LABS INCHARGE	Ms.RAJANI M R & Ms. SAHALA K I
DIGITAL DISPLAY & CCTV	Mr. PRAVEEN PRABHAKARAN, Mr. MELVIN XAIVER
GREEN PROTOCOL CC	Mr. MUHAMMED V P

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.JITESH KUMAR K
Ms. SINI MATHEW
Ms. SUJA V CHACKO
Ms. SUBAIDA B S

STUDENT SUPPORT & PROGRESSION

Coordinators:- Asst. 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	Ms.SABIRA BEEGUM ,Dr SEBASTIAN P J
NSS PROGRAM OFFICERS	Ms.REMYA SURENDRAN Ms. LIBINA T BASHEER
ARTS FESTIVAL & CULTURAL PROGRAMS	Mr.SHIJAD P A, Ms. EBNUL MOITHEEN
CAREER GUIDANCE	Mr. DILEEP AUGUSTINE
COUNSELING CELL	Dr.DEEPthy RAJ
SCHOLARSHIPS & GRANTS	Mr. SIDDIQUE P M
ENDOWMENTS & AWARDS	Ms. SEEMA BABY, Ms.SHEEJA JANARDHANAN
WOMEN CELL	Ms.SABIRA BEEGUM
STUDENTS UNIFORM	Mr.MUHAMMED V P
QUIZ CLUB	Ms.LIBINA T BASHEER
HR CLUB	Mr.SREEJITH SUKUMARAN
ANTI DRUGS CELL	Mr. SHIJAD P A
TOURISM CLUB	Ms.GRANI MANIYAN

ASAP	Ms.SABIRA BEEGUM
REPORTS & NEWS	Mr. MUHAMMED V P Ms. ANJU V THOMAS, Dr. DEEPTHI RAJ
COMPUTER LITERACY	Ms. DIMNA M M
MEDIA & FILM CLUB	Ms.SURUMI SALIM
ANTI RAGGING CELL	Dr. SEBASTIAN P J
LANGUAGE LAB	Ms. NEENA PAUL
ICT ENABLED EDUCATION	Ms. RAJANI M R, Ms. SANDHYAMOL P N
SPOKEN HINDI CLUB	Ms.SASIKALA P S
LITERARY CLUB	Ms. SEEMA BABY

SC/ST CELL

Dr.NITHESH K N
Ms.SARI SANKAR
Ms.MIDHUNA CHANDRAN

ANTI NARCOTIC CELL

Mr. SREEJITH SUKUMARAN
Ms. REMYA SURENDRAN
CI of Excise Department

GRIEVANCE REDRESSAL CELL

Ms.SABIRA BEEGUM	CHAIRPERSON
Mr.MUHAMMED V P	FACULTY MEMBER
Dr.P J SEBASTIAN	FACULTY MEMBER
Dr.DEEPTHY RAJ	FACULTY MEMBER
Mr. MRUDHUL M P	UNION MEMBER
Ms. SONA JOHN	STUDENT MEMBER
Ms. MALAVIKA A	STUDENT MEMBER
Mr. SATHYAN	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
Mr.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
Mr. SREEJITH SUKUMARAN	ACULTY MEMBER
Ms.ANU PATHROSE	LOCAL GOVT MEMBER
Mr. MRUDHUL M P	UNION MEMBER
Ms. MALAVIKA A	STUDENT MEMBER

ANTI RAGGING SQUAD

Dr.NITHESH K N	NODAL OFFICER
Ms.SHIMIMOL	CONVENOR
Ms.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
Ms.SABIRA PAREETH	MEMBER
Ms. UMAIBA K A	MEMBER
Ms. SHIMIMOL M H	MEMBER
Mrs.SASIKALA P S	WOMEN CELL MEMBER

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."

DISCIPLINE COMMITTEE

1. MR. V P MUHAMMED VP	CHAIRMAN
2. MRS. LISHA MATHEW	VICE CHAIRMAN
3. MRS. SIGU K PAUL	MEMBER
4. MRS. ANJU V THOMAS	MEMBER
5. MRS. UMAIBA K A	MEMBER
6. MR. SREEJITH SUKUMARAN	MEMBER
7. MRS. DIMNA M M	MEMBER
8. MRS. BIBITHA O B	MEMBER
9. MR. JITHESH KUMAR K	MEMBER
10. DR. SEBASTIAN P J	MEMBER
11. DR. DEEPTHI RAJ	MEMBER
12. MRS. GRANI MANIYAN	MEMBER

MINORITY CELL

1. Dr. NITHESH K N	CHAIRMAN
2. Mr SHIJAD P A	CO-ORDINATOR
3. Ms UMAIBA K A	MEMBER
4. Ms REMYA SURENDRAN	MEMBER
5. Ms DIMNA M M	MEMBER
6. Mr. BABU SKARIA	MEMBER

GOVERNANCE, LEADERSHIP
& MANAGEMENT

Coordinator:- Ms. GRANY MANIYAN

INSTITUTIONAL VALUES
& BEST PRACTICES

Coordinator:- ASHA ASOKAN

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, with-out 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.
- 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.
- 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.
- 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, equipment's, 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.

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. the competent authority.

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

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.

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.

46.Students who have undergone conviction or trial in any criminal cases, especially for cases that involves Drugs & Psychotropic Act, ragging, homicide/murder and violence against women will be rusticated from college rolls, after due procedure.

Appendix 1

JAI BHARATH COLLEGE

ARACKAPPADY GIRLS /BOYS HOSTEL AGREEMENT LINK

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

Appendix 2

AFFIDAVIT UNDERTAKEN REGISTRATION FORM BY STUDENTS FOR ANTI RAGGING POLICY

https://www.antiragging.in/affidavit_affiliated_form.php

Appendix 3

PLEDGE FOR ANTI DOWRY

<https://pledge.mygov.in/anti-dowry/>

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

JUNE

DATE	DAY	IMPORTANT DAY
Jun-02	MONDAY	COLLEGE REOPEN
Jun-05	THURSDAY	WORLD ENVIRONMENT DAY
Jun-06	FRIDAY	BAKRID
Jun-14	SATURDAY	WORLD BLOOD DONOR DAY
Jun-21	SATURDAY	INTERNATIONAL YOGA DAY
Jun-26	THURSDAY	INTERNATIONAL DAY AGAINST DRUG ABUSE

JULY

DATE	DAY	IMPORTANT DAY
Jul-03	THURSDAY	INTERNATIONAL PLASTIC BAG FREE DAY
Jul-06	SUNDAY	MUHARAM
Jul-11	FRIDAY	WORLD POPULATION DAY
Jul-24	THURSDAY	KARKIDAKA VAVU

AUGUST

DATE	DAY	IMPORTANT DAY
Aug-04	MONDAY	WORLD COMMERCE DAY
Aug-08	FRIDAY	MBA II Semester (2024 Admission)
Aug-11	MONDAY	S5,S3 UG FIRST INTERNAL EXAMINATIONS
Aug-12	TUESDAY	S3 PG(MSW)FIRST INTERNAL EXAMINATIONS
Aug-15	FRIDAY	INDEPENDENCE DAY
Aug-25	MONDAY	S1 UG/PG FIRST INTERNAL EXAMINATIONS

Aug-26	TUESDAY	WOMEN EQUALITY DAY
Aug-27	WEDNESDAY	COLLEGE CLOSES FOR ONAM VACCATION
Aug-28	THURSDAY	AYYANKALI JAYANTHI
Aug-29	FRIDAY	NATIONAL SPORTS DAY

SEPTEMBER

DATE	DAY	IMPORTANT DAY
Sep-01	MONDAY	WORD LETTER WRITING DAY
Sep-04	THURSDAY	ONAM
Sep-05	FRIDAY	TEACHERS DAY/ONAM
Sep-06	SATURDAY	ONAM
Sep-07	SUNDAY	SREE NARAYANA GURU JAYANTHI
Sep-08	MONDAY	INTERNATIONAL LITTERACY DAY
Sep-14	SUNDAY	SREE KRISHNA JAYANTHI
Sep-16	TUESDAY	WORLD OZONE DAY
Sep-21	SUNDAY	SREE NARAYANA GURU SAMATHI \ WORLD ALZHEIMERS DAY
Sep-27	SATURDAY	WORLD TOURISM DAY

OCTOBER

DATE	DAY	IMPORTANT DAY
Oct-01	WEDNESDAY	MAHA NAVAMI
Oct-02	THURSDAY	GANDHI JAYATHI DAY/VIJAYADASHAMI/INTERNATIONAL DAY OF NON VIOLENCE
Oct-05	SUNDAY	WORLD TEACHERS DAY
Oct-10	FRIDAY	WORLD MENTAL HEALTH Day
Oct-17	FRIDAY	SPORTS DAY
Oct-20	MONDAY	DEEPAVALI
Oct-27	MONDAY	S5,S3,S1 UG MODEL EXAM

NOVEMBER

DATE	DAY	IMPORTANT DAY
Nov-01	SATURDAY	KERALA PIRAVI
Nov-11	TUESDAY	3RD Semester MGUGP Exam
Nov-12	WEDNESDAY	1ST Semester MGUGP Exam
Nov-14	FRIDAY	CHILDRENS DAY
Nov-17	MONDAY	5TH Semester Exam (2023 Adm)

DECEMBER

DATE	DAY	IMPORTANT DAY
Dec-01	MONDAY	AIDS DAY,S3 PG(MSW) MODEL EXAM
Dec-03	WEDNESDAY	INTERNATIONAL DAY OF PERSONS WITH DISABILITY
Dec-04	THURSDAY	INDIAN NAVY DAY
Dec-10	WEDNESDAY	HUMAN RIGHT DAY
Dec-14	SUNDAY	NATIONAL ENERGY CONSERVATION DAY
Dec-16	TUESDAY	III Semester PG Exam (2024 Admn)
Dec-19	FRIDAY	COLLEGE CLOSSES FOR CHRISTMAS VACCATION
Dec-25	THURSDAY	CHRISTMAS

JANUARY

DATE	DAY	IMPORTANT DAY
Jan-02	FRIDAY	MANNAM JAYANTHI
Jan-09	FRIDAY	MBA III Semester Exam (2024 Admission)
Jan-15	THURSDAY	INDIAN ARMY DAY
Jan-22	THURSDAY	COLLEGE FEST
Jan-25	SUNDAY	NATIONAL VOTERS DAY, NATIONAL TOURISM DAY
Jan-26	MONDAY	REPUBLIC DAY
Jan-27	TUESDAY	S6,S4,S2 UG FIRST INTERNAL EXAMINATIONS

FEBRUARY

DATE	DAY	IMPORTANT DAY
Feb-04	WEDNESDAY	WORLD CANCER DAY
Feb-20	FRIDAY	WORLD DAY OF SOCIAL JUSTICE
Feb-28	SATURDAY	NATIONAL SCIENCE DAY

MARCH

DATE	DAY	IMPORTANT DAY
Mar-08	SUNDAY	WOMEN'S DAY
Mar-09	MONDAY	S6,S4,S2 UG MODEL EXAM
Mar-21	SATURDAY	WORLD FOREST DAY
Mar-22	SUNDAY	WORLD WATER DAY
Mar-23	MONDAY	6TH Semester Exam (2023 Adm)
Mar-24	TUESDAY	4th Semester MGUGP Exam
Mar-25	WEDNESDAY	2ND Semester MGUGP Exam



JAI BHARATH
ARTS & SCIENCE COLLEGE

Affiliated to MG University & Approved by AICTE
Vengola, Ernakulam District, Pin : 683556