



## JAI BHARATH ARTS & SCIENCE COLLEGE



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

## JAIBHARATH DIARY-2022

OFFICE	:	04842656388
CHAIRMAN	:	9447188020
PRINCIPAL	:	9388670063
VICE PRINCIPAL	:	9061681231
DIRECTOR	:	7293229051
ADMINISTRATIVE OFFICER	:	9747583603
PLACEMENT CELL	:	9947600897
NSS OFFICER	:	9961629909
MOOC COORDINATOR	:	7907620910
FINANCE OFFICER	:	9400118591
HOSTEL WARDEN	:	9400883812

## “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

Er.A M KHARIM  
JAI BHARATH EDUCATIONAL FOUNDATION

### PRINCIPAL

Prof(Dr.)MATHEW K A  
JAIBHARATH ARTS & SCIENCE COLLEGE

### VICE-PRINCIPAL

Prof.MUHAMMED V P  
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 programmes 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*

## **PROFILE- JAI BHARATH 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 7 PG courses & 12 UG courses with more than 1500 students and over 75 faculty members spread over the UG and PG programs

## **PROGRAMS OF STUDY**

### **I.THREE YEAR UNDER GRADUATE PROGRAMS**

BACHELOR IN BUSINESS ADMINISTRATION	-100 SEATS
B.COM COMPUTER APPLICATION MODEL I	-120 SEATS
B.COM COMPUTER APPLICATION MODEL II	-120 SEATS
B.COM FINANCE & TAXATION MODEL I	-60 SEATS
B.COM FINANCE & TAXATION MODEL II	-120 SEATS
B.COM TRAVEL & TOURISM MODEL II	-60 SEATS
B.COM MARKETING MODEL II	-60 SEATS
BACHELOR IN COMPUTER APPLICATION	-60 SEATS
B.SC COMPUTER SCIENCE	-60 SEATS
B.SC CYBER FORENSIC	-36 SEATS
B.SC ELECTRONICS	-60 SEATS
BA ENGLISH LITERATURE & COMMUNICATION STUDIES	-60 SEATS

## II.TWO YEAR POST GRADUATE PROGRAMS

MBA	-120 SEATS
MSW	-50 SEATS
MSC ELECTRONICS	-30 SEATS
MSC COMPUTER SCIENCE	-15 SEATS
M.COM FINANCE & TAXATION	-48 SEATS
M.COM MARKETING & INTERNATIONAL STUDIES	-20 SEATS
MSc COMPUTER ENGG & NETWORK TECHNOLOGY	-12 SEATS

### COLLEGE COUNCIL

1.Dr.MATHEW K A	PRINCIPAL
2.Prof.MUHAMMED V P	VICE PRINCIPAL
3.Dr.PRADEEP KUMAR C	MBA DIRECTOR
4.Mr.SHIJAD P A	HOD, COMMERCE
5.Mrs.RAMYA SREE K N	HOD,ELECTRONICS
6.Mrs.SABIRA BEEGUM	HOD,COMMERCE(PG)
7.Mrs.SIGU K PAUL	HOD ,COMPUTER
8.Mrs.DEEPthy RAJ	HOD,SOCIAL WORK
9.Mrs.SAIRA MATHEW	HOD,BBA
10.Dr.VRINDA MENON	HOD,MBA
11.Mrs.K S VINEETHA	HOD,ENGLISH

## INTERNAL QUALITY ASSURANCE CELL(IQAC)

### CHAIRPERSON

Dr. **M**ATHEW K A, *Principal*

### SENIOR ADMINISTRATIVE OFFICER

Mr. **S**IDDIQUE P M, *Administrative Officer*

### TEACHING FACULTY REPRESENTATIVES

Prof. **S**ABIRA BEEGUM, *Dept of Commerce*

Mrs. **A**SHA ASOKAN, *Dept of BBA*

Mrs. **D**EEPHY RAJ, *Dept of Social Work*

Mrs. **R**EMYA RAJAN, *Dept of Electronics*

Mrs. **A**FNITHA , *Dept of Computer*

Dr. **V**RINDA MENON, *Dept of MBA*

Prof. **K**HAIISA E, *Dept of English*

### MANAGEMENT REPRESENTATIVE

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

### LOCAL BODY REPRESENTATIVE

Ms. **A**NU PATHROSE, *Ward member*

### STUDENT REPRESENTATIVE

Mr. **R**ESHMA K S, *Student of MSc*

### REPRESENTATIVE FROM ALUMNI/INDUSTRY/PTA

Mr. **J**OSVIN PAUL KOIKKARA, *Alumni*

Mr. **Y**UFFAS SALIM, *Industrialist(Safa Traders)*

Mrs Seethalakshmi, *PTA*

### IQAC COORDINATOR

Prof. **J**ITHESH KUMAR K, *Dept of Electronics*

# FACULTY & STAFF

## DEPARTMENT OF COMMERCE

Mrs.SABIRA BEEGUM	M.Com.....	9388452440
DR.P.J.SEBASTIAN	Ph.D,M.Com.....	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.FESSIN M M	M.Com.....	9048741250
Mrs.SHIMI MOL M H	M.Com,MBA,NET..	8089506462
Mrs.THASMI N A	M.Com, MBA.....	9539884386
Mrs.ANCY T B	M.Com, MBA.....	9846839047
Mrs.AVANI WILSON	M.Com.....	9495025898
Mrs.KRISHNA B	M.Com,M.Phil.....	9645730110
Mrs.LIBINA T BASHEER	M.Com,NET.....	9744138508
Mrs.SREEJA M U	M.Com,B.Ed,MBA.....	8848808944
MRS.DIVYA E R	MCA.....	9745556675
Mrs.REMYA SURENDRAN	MBA.....	9846306212
Mrs.GRANI MANIYAN	MBA.....	9995111221
Mrs.AFNITHA K M	MCA.....	7994207637
Mrs.SHABNA BANU. I	M.Com.....	9633919082
Mrs.SHANTHI KRISHNA K	M.Com.....	8137893607
Mrs.RAJANI M R	MCA.....	9446956654
Mrs.SUMITHA P S	M.Com.....	7907629617
Mrs.SHALINI C	M.Com.....	9539681627
Mrs.SHEREENA K ALIYAR	M.Com,CA(Inter)..	8893958394
Mrs.SABIRA PAREETH	M.Com.....	9526359858
Mr.BABU SKARIA	M.Com,B.Ed.....	9995078808
Mrs.MIDHUNA CHANDRAN	M.Com.....	7012538275
Mrs.RASHMI RADHAKRISHNAN	M.Com.....	8547912797
Mrs.NEENU JACOB	M.Com.....	9207139760
Mrs.EBNUL MAITHEEN	M.Com.....	9446096627
Mrs.ROSNA TJ	M.Com.....	7034281056
Mrs.DIVYAROSE VARGHESE	M.Com,B.Ed.....	9446966573

## **DEPARTMENT OF MANAGEMENT**

Dr.PRADEEP KUMAR A	MBA,Ph.D.....	7293229051
Dr.VRINDA MENON	MBA,Ph.D.....	9567690891
Mrs.SEENU B NAIR	MBA, .....	7012049602
Mrs.THASLIMA K.S	MHRM.....	8943839341
Mrs.SAMEENA V SADIQUE	MBA.....	9995687686
Mr.SREEJITH SUKUMARAN	MBA,M.Com.....	9539210973
Mrs.ARATHY SREEKUMAR	MBA.....	9747312856
Mrs.SAIRA MATHEW	MBA.....	7907880094
Mrs.NEETHU LAKSHMI V.H	MBA.....	7034011989
Mrs.ANU KUNJUMON	MBA.....	9633919495
Mr.BOBY VARGHESE	MBA.....	9895585005
Mrs.ANSU TRESSA CHERIAN	MBA.....	9746208727
Mrs.ASHA ASOKAN	MSc.....	7559919909

## **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.JISMY. N. A	MCA.....	9947260197
Mrs.MAHIMA BALAN	MCA.....	9995221293
Mrs.LAKSHMI S	MCA.....	7025685548
Mrs.SARITHA M R	M.Sc.....	9539487716
Mrs.ANU VARGHESE	M.Sc.....	9072029811

## **DEPARTMENT OF ENGLISH**

Mr.KHAIS AHSANI	MA,MA,B.Ed.....	8089953707
Mr.M G BABY	MA.....	9496061822
Mr.RAJESH MS	MA,M.Phil,B.Ed, MBA,SET.....	9947736672
Ms.NIMISHA JOSEPH	MA.....	8129052611
Mr.GEETHAKRISHNAN S B	MA.....	9495254209
Ms.ANJU M M	MA.....	8281714693
Ms.CINU JOHN C	MA.....	9745749569
Mrs.K S VINEETHA	MA.....	8075001788
Ms.AMBILY H	MA.....	8089070879
Ms.ARYA N G	MA.....	9072465055
Ms.SHAHANA MANSUR	MA.....	8891335161



## **DEPARTMENT OF LANGUAGE**

Mr.V P MUHAMMED	MA,B.Ed.....	9061681231
Mrs.SASIKALA P.S	MA,M.Ed.....	9447938222

## **DEPARTMENT OF SOCIAL WORK**

Mrs.DEEPETHY RAJ	MSW.M.Phil.....	9446688366
Mrs.ANITHA MARY P V	MSW.....	9847632411
Mr.JOHNKUTTY K.A	MSW.....	8921452916
Mrs.NIMITHA MATHEW	MSW,,NET.....	8921517416
Mrs.DILNAS M A	MSW,NET.....	7559047337
Mr.ELDHO SONY	MSW.....	9061457237

## **DEPARTMENT OF ELECTRONICS**

Mr.JITHEESH 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.....	8078204921
Mrs.REMYA RAJAN	M.Tech,M.Sc.....	9947864086
Mr.ANISH V	M.Sc.....	9745970165
Ms.AKHILA M K	M.Sc.....	8086005182

## **NON TEACHING STAFFS**

Mr.SIDDIQUE P M	Superintendent.....	9747583603
Mr.SIRAJUDHEEN P I	Head Accountant...	9656645328
Mrs.LILLY THOMAS	Accountant.....	9656645328
Mrs.SOUFIA BEEVI C Y	Librarian.....	9400931471
Mrs.AISHABEEVI P K	Head Clerk.....	9605463240
Mrs.RAJITHA K	Clerk.....	9539347206
Mrs.SUJA V CHACKO	Asst.Librarian.....	8547590520
Mrs.SUBAIDA B S	Asst.Librarian.....	9496435202
Mrs.SAFFIA C Y	Cashier.....	9496652419
Mr.ABDUL SHUKOOR	Office Assistant.....	9645876900
Mrs.SHOBHA RUBEENA	Office Assistant.....	9961573127
Mr.GEORGE	CSO.....	9446434977
Mrs.RASHEEDA E S	LAB Assistant.....	9744236832
Mr.MAVIN XAVIER	LAB Assistant.....	9645342582
Mr.KUNJUMHAMMED	Electrician.....	9400656357
Mrs.SUBAIDHA C M	Sweeper.....	9605673719
Mrs.FATHIMA V K	Sweeper.....	9605673719

## GENERAL ADMINISTRATION

CHAIRMAN	: Sri.A M KHARIM
MANAGER	: Sri.SAID RISWAN
PRINCIPAL	: Dr.MATHEW K A
VICE PRINCIPAL	: Sri.MUHAMMED V P
DIRECTOR	: Dr.PRADEEP KUMAR C
LIAISON OFFICER FOR MANAGEMENT	: Mr.JITHESH KUMAR K
STAFF SECRETARY	: Mrs.SABIRA BEEGUM
SUPERINTENDENT	: Mr.SIDDIQUE P M
CAMPUS DISCIPLINE	: Dr.P J SEBASTIAN
IQAC COORDINATOR	: Mr.JITHESH KUMAR K
PUBLIC INFO OFFICER	: Mrs.AISHA BEEVI P K
ACADEMIC COORDINATOR	: Mrs.SAHALA BASHEER

## ACADEMIC MONITORING CELL

Dr.MATHEW K A	: PRINCIPAL
Mr.MUHAMMED V P	: VICE PRINCIPAL
Mrs.SAHALA BASHEER	: ACADEMIC COORDINATOR
Mr.M G BABY	: MEMBER
Mrs.LISHA MATHEW	: MEMBER
Mr.JITHESH KUMAR K	: IQAC COORDINATOR
Mrs.SABIRA BEEGUM	: MEMBER
Dr.SEBASTIAN P J	: MEMBER
Mrs.DEEPthy RAJ	: MEMBER
Ms.RESHMA K S	: STUDENT REPRESENTATIVE PG(M.Sc.)
Ms.BINDUJA BIJU	: STUDENT REPRESENTATIVE PG (M.Com)

## I.CURRICULAR ASPECTS

Coordinators:-Prof.Sabira Beegum

CBCSS-PGCSS Coordinator	: Mrs.SHIMIMOL M H
VALUE EDUCATION	: Mrs.LIBINA T BASHEER
COLLEGE CALENDAR	: Mr.JITHEESH KUMAR K
WEBSITE	: Mrs.AFNITHA K A
ADD ON COURSES	: Mr.REMYA SURENDRAN
SKILL ACQUISITION	: Ms.ARATHY SREEKUMAR
COACHING CLASSES	: SHABANA BANU I
ONLINE COURSES- MOOC, SWAYAM, NPTEL, ETC	: Mrs.SASIKALA P S
NEWS LETTER	: Mrs.ANJU M M
CURRICULUM FEEDBACK	: Mrs.RESMI RADHAKRISHNAN
INDUCTION PROGRAMS	: Mr.JITHEESH KUMAR K

## II.TEACHING ,LEARNING & EVALUATION

Coordinators:-Asst.Prof REMYA RAJAN

SUPERINTENDENT OF EXAMS	: Mr.JITHEESH KUMAR K
SENIOR SUPERINTENDENT OF EXAMS	: Mr.DILEEP AUGUSTINE
COORDINATOR OF INTERNAL ASSESSMENTS MONITORING	: Mrs.BIBITHA O B
RESULT ANALYSIS	: Mrs.SHIMIMOL & Mrs.SAHALA K I
TEACHER EVALUATION	: Mrs.SIGU K PAUL
CONVENER, GRIEVANCE REDRESSAL CELL	: Dr.P J SEBASTIAN
COURSE PLAN	: Mrs.REMYA RAJAN
FEEDBACKS FROM PARENTS	: Mrs.K S VINEETHA
MENTORING	: Mrs.LISHA MATHEW
REMEDIAL TEACHING	: Mrs.GRANIMANIYAN
PEER TEACHING	: Mrs.FESSIN M M
BRIDGE COURSES	: Mrs.SHALINI C
INSTITUTE TRAINING PROGRAMS	: Dr.VRINDA MENON
ACADEMIC CALENDAR	: Mrs.DIMNA M M
TIME TABLE	: Mrs.AVANI WILSON
COURSE FILE	: Mr.JITHEESH KUMAR K
COURSE EVALUATION	: Mr.JITHEESH KUMAR K
LANGUAGE LAB	: Ms.SHAHANA MANSUR
TEACHERS PERFORMANCE RECORD	: Mrs.THASMI N A

## III.RESEARCH,INNOVATION & EXTENSION

Coordinators:-Asst.Prof.Afnitha

**EXTENSION & CONSULTANCY SERVICES**

CONSULTANCY SERVICE	: Dr PRADEEP KUMAR C
BLOOD DONATION CLUB	: Mrs.REMYA SURENDRAN
MEDIA & PUBLIC RELATION	: Mr.MUHAMMED V P & Mrs.DEEPthy RAJ
TALENT CORNER	: Mr.SHIJAD P A & Mrs.ROSNA T J
AUDIO/VIDEO RECORDING	: Mr.DILEEP AUGUSTINE
WEBINARS/SEMINARS	: Ms.CINU JOHN C

**RESEARCH COMMITTEE**

Dr.MATHEW K A  
DR.PRADEEP KUMAR C  
Mrs.DEEPthy RAJ

**INSTITUTIONAL INNOVATION COUNCIL**

Dr.MATHEW K A  
Mr.DILEEP AUGUSTINE  
Mr.JITHESH KUMAR K  
Mr.SREEJITH SUKUMARAN

**IV.INFRASTRUCTURE & LEARNING RESOURCES**

**Coordinators:-Ast.Prof.LISHA MATHEW**

EQUIPMENT MAINTENANCE & STOCK REGISTER : Mr.MEVIN XAVIER  
CAMPUS BEAUTIFICATION : Mrs.ANCY T B & Mrs.JISMY N A  
DISPLAY BOARDS : Mrs.SREEJA M U  
SMART CLASSROOMS : Ms.ATHIRA SAILAS  
COMPUTER LABS INCHARGE : Mrs.RAJANI M R & Mrs.ANU KURIAKOSE  
DIGITAL DISPLAY & CCTV : Mrs.UMAIBA K A

**BUILDING COMMITTEE**

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

**PURCHASE COMMITTEE**

Mr.A M KHARIM  
Dr.MATHEW K A  
Mr.SAID RISWAN  
Mr.JITESH KUMAR K  
Mr.SIRAJUDHEEN  
Mr.SIDDIQUE P M  
Mr.MUHAMMED V P

**CAMPUS DEVELOPMENT COMMITTEE**

Mr.A M KHARIM  
Dr.MATHEW K A  
Mr.SAID RISWAN  
Mr.JITESH KUMAR K  
Mr.MUHAMMED V P

**LIBRARY ADVISORY COMMITTEE**

Dr.MATHEW K A  
Mr.MUHAMMED V P  
Mr.JITESH KUMAR K  
Mrs.SOFIYA BEEVI C Y

**V.STUDENT SUPPORT & PROGRESSION**

Coordinators:-Prof.Khais AE,Ast.Prof.K S Vineetha

JAI BHARATH

PLACEMENT OFFICER	: <b>Mr.DILEEP AUGUSTINE</b>
ASST.PLACEMENT OFFICER	: Mrs.NEETHU LAKSHMI V.H
STAFF ADVISOR	: Mr.SHIJAD P A
RETURNING OFFICER	: Mr.DILEEP AUGUSTINE
ASST RETURNING OFFICER	: Mr. SHIJAD P A
OBSERVER	: Mrs.SABIRA BEEGUM
NSS PROGRAM OFFICER	: Mrs REMYA SURENDRAN
ARTS FESTIVAL & CULTURAL PROGRAMS	: Mr.RAJESH M S Mr.SHIJAD P A
CAREER GUIDANCE	: Mrs.ARATHY SREEKUMAR & Mrs. FARSANA T H
COUNSELING CELL	: Mrs.DEEPthy RAJ
SCHOLARSHIPS & GRANTS	: Mrs.SHEREENA K ALIYAR
ENDOWMENTS & AWARDS	: Mrs.SHEEJA JANARDHANAN
WOMEN EMPOWERMENT	: Ms.NIMITHA MATHEW
STUDENTS UNIFORM	: Mr.MUHAMMED V P
NATURE CLUB	: Ms.BABU SKARIYA
DEBATE CLUB	: Mr.M G BABY
QUIZ CLUB	: Mrs.KRISHNA B
HR CLUB	: Mrs.JOHNyKUTTY K A
ANTI DRUGS CELL	: Mr.SHANTHI KRISHNA K
TOURISM CLUB	: Mrs.GRANI MANIYAN
ASAP	: Mrs.SABIRA BEEGUM
REPORTS & NEWS	: Mrs.JOHNy KUTTY
COMPUTER LITERACY	: Mrs.SIGU K PAUL
MUSIC CLUB	: Dr.MATHEW K A
ANTI RAGGING CELL	: Mr.KHAIS A E
LANGUAGE LAB	: Mr.GEETHAKRISHNAN
ICT ENABLED EDUCATION	: Mrs.SIGU PAUL
SPOKEN HINDI CLUB	: Mrs.SASIKALA P S
LITERARY CLUB	: Mr.GEETHA KRISHNAN

#### **SC/ST CELL**

Dr MATHEW K A  
Mrs SARISANKAR  
Mrs MIDHUNA CHANDRAN

#### **GRIEVANCE REDRESSAL CELL**

Dr.MATHEW K A	Chairman
Mr.MUHAMMED V P	Vice Chairman
Dr.P J SEBASTIAN	Member
Mrs.SABIRA BEEGUM	Member

#### **ANTI RAGGING COMMITTEE**

Dr MATHEW K A	Chairman
SUB INSPECTOR OF POLICE	Representative of Police Administration

Dr.SHIJAD P A	FACULTY MEMBER
MsSABIRA BEEGUM	FACULTY Member
Mrs.DEEPthy RAJ	FACULTY Member
Mr.KHAIS A E	SQUAD Member
	FACULTY Member
MS BIBITHA O B	FACULTY Member
Mrs.ANU PATHROSE	LOCAL GOVT MEMBER

#### **ANTI RAGING SQUAD**

Dr .MATHEW K A	NODAL OFFICER
Mr.KHAIS A E	CONVENOR
Mrs.SAHALA K I	WOMEN CELL COORDINATOR
Mrs.EBINUL	FACULTY REPRESENTATIVE

#### **INTERNAL COMPLAINTS COMM**

Mr.MUHAMMED V P	PRESIDING OFFICER
Mrs.SABIRA PAREETH	MEMBER
Mrs.SIGU K PAUL	MEMBER
Mrs.SASIKALA P S	WOMEN CELL MEMBER

#### **DISCIPLINE COMMITTEE**

Mrs.LISHA MATHEW	CHAIRMAN
Mrs.GRANI MANIYAN	VICE CHAIRMAN
Mrs.SIGU K PAUL	MEMBER
Mrs.K S VINEETHA	MEMBER
Mrs.REMYA SREE K N	MEMBER
Mrs.ASHA ASOKAN	MEMBER
Mrs.ANSU TREESA CHERIAN	MEMBER
Mrs.DILNAS M A	MEMBER
Mrs.RESHMA T H	MEMBER

#### **MINORITY CELL**

Dr MATHEW K A	Chairman
Mr SHIJAD P A	Coordinator
Ms UMAIBA K A	Member
Ms REMYA SURENDRAN	Member
Ms DIMNA M M	Member

### **VI.GOVERNENCE, LEADERSHIP & MANAGEMENT**

**Coordinator:-Mrs.SUMITHA**

### **VII.INSTITUTIONAL VALUES & BEST PRACTICES**

**Coordinator:-Mrs.ASHA ASOKAN**



# **UNDER GRADUATE PROGRAMS UNDER CHOICE BASED CREDIT SYSTEM**

Mahatma Gandhi University introduced Choice Based Course-Credit- Semester System and Grading in the colleges from the Academic year 2013-14 onwards, under Indirect Grading System.

## 1. DURATION

The duration of U.G. programmes shall be 6 semesters. There shall be two Semesters in an academic year, the "ODD" semester commences in June and on completion, the "EVEN" Semester commences. There shall be two months' vacation during April/May.

## 2. PROGRAM STRUCTURE

## 3. EXAMINATIONS

The evaluation of each paper shall contain two parts:

(1) Internal or In-Semester Assessment (ISA) (i) External or End-Semester Assessment (ESA) The internal to external assessment ratio shall be 1:4. Both internal and external marks are to be rounded to the next integer. All papers (theory & practical), grades are given on a 7-point scale based on the total percentage of marks, (ISA+ESA) as given below:

Percentage of Marks	Grade Point	Grade
95 and above	S Outstanding	10
85 to below 95	A+ Excellent	9
75 to below 85	A Very Good	8
65 to below 75	B+ Good	7
55 to below 65	B Above Average	6
45 to below 55	C Satisfactory	5
35 to below 45	D Pass	4
Below 35	F Failure	0
	Ab Absent	0

Note: Decimals are to be rounded to the next whole number

#### 4. CREDIT POINT AND CREDIT POINT AVERAGE

CreditPoint (CP) of a paper is calculated using the formula:-  $CP=C \times GP$ , where C is the Credit and GP is the Grade point

##### **Semester Grade Point Average (SGPA)**

of a Semester is calculated using the formula: -

$SGPA = \frac{TCP}{TC}$ , where TCP is the Total Credit Point of that semester.

**Cumulative Grade Point Average (CGPA)** is calculated using the formulas :-

$CGPA = \frac{TCP}{TC}$ , where TCP is the Total Credit Point of that programme.

Parton of mind is the most important aspect of education (2/380)

**Grade Point Average (GPA)** of different category of courses viz. Common

Course & Common Course II, Complementary Course I, Complementary Course II, Vocational course,

Core Course is calculated using the formula:-

$GPA = \frac{TCP}{TC}$ , where TCP is the Total Credit Point of a category of course.

TC is the total credit of that category of course

Grades for the different courses, semesters and overall programme are given based on the corresponding CPA as shown below.

# MODEL-I

## B.Com Degree Programme Model-I Course Structure

### Common Courses

Sl No	Course Name	Credit	Hours per week
1	Language- English-I	4	5
2	Second Language-I	4	4
3	Language- English-II	4	5
4	Second Language-II	4	4
5	Language- English- III	3	3
6	Language- English -IV	3	3
	<b>TOTAL – Common Course 1 – 14 credits and Common Course 2- 8 credits</b>	<b>22</b>	<b>-</b>

### Complementary Courses

Sl No	Course Name	Credit	Hours per week
1	Banking and Insurance	3	4
2	Principles of Business Decisions	3	4
	<b>TOTAL</b>	<b>6</b>	

### Core Courses

Sl No	Course Name	Credit	Hours per week
1	Dimensions and Methodology of Business Studies	2	3
2	Financial Accounting I	4	5
3	Corporate Regulations and Administration	3	4
4	Financial Accounting II	4	5
5	Business Regulatory Framework	3	4
6	Business Management	3	3
7	Corporate Accounts I	4	5
8	Quantitative Techniques for Business- 1	4	5
9	Financial Markets and Operations	3	4
10	Marketing Management	3	3
11	Optional - 1	4	5
12	Corporate Accounts II	4	6
13	Quantitative Techniques for Business- II	4	6
14	Entrepreneurship Development and Project Management	4	5
15	Optional - 2 -	4	5
16	Cost Accounting - 1	4	6
17	Environment Management and Human Rights	4	5
18	Financial Management	4	5
19	Optional - 3	4	5
20	Cost Accounting - 2	4	6
21	Advertisement and Sales Management	3	4
22	Auditing and Assurance	4	5
23	Management Accounting	4	5
24	Optional - 4	4	5
25	<b>Project and Viva</b>	1	-
	<b>TOTAL</b>	<b>89</b>	

### Details of Optional Courses

Sl No	Course Name	Credit	Hours per week
<b>FINANCE AND TAXATION</b>			
1	Goods and Services Tax	4	5
2	Financial Services	4	5
3	Income Tax- I	4	5
4	Income Tax - II	4	5
<b>COMPUTER APPLICATIONS</b>			
1	Information Technology for Business	4	5
2	Information Technology for Office	4	5
3	Computerized Accounting	4	5
4	Software for Business and Research	4	5

<b>CO-OPERATION</b>			
1	Basics of Co-operation	4	5
2	Management of Co-operative Enterprises	4	5
3	Co-operative Legal System	4	5
4	Accounting for Co-operative Societies	4	5
<b>TRAVEL AND TOURISM</b>			
1	Fundamentals of Tourism	4	5
2	Travel and Tourism Infrastructure	4	5
3	Hospitality Management	4	5
4	Tourism and Cultural Heritage of India	4	5
<b>MARKETING</b>			
1	Customer Relationship Management	4	5
2	Services Marketing	4	5
3	Marketing Research	4	5
4	International Marketing	4	5

### OPEN COURSES OFFERED

Sl No	Course Name	Credit	Hours per week
1	CO5OP01- Fundamentals of Banking and Insurance	3	4
2	CO5OP02- Capital Market and Investment Management	3	4
3	CO5OP03- Fundamentals of Accounting	3	4
<b>TOTAL</b>		<b>3</b>	

## Semester- wise details

### Semester- 1

Sl No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	4	5
2		Second Language-I	4	4
3	CO1CRT01	Dimensions and Methodology of Business Studies	2	3
4	CO1CRT02	Financial Accounting I	4	5
5	CO1CRT03	Corporate Regulations and Administration	3	4
6	CO1CMT01	Banking and Insurance	3	4
		<b>TOTAL</b>	<b>20</b>	<b>25</b>

### Semester- 2

Sl No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	4	5
2		Second Language-I	4	4
3	CO2CRT04	Financial Accounting II	4	5
4	CO2CRT05	Business Regulatory Framework	3	4
5	CO2CRT06	Business Management	3	3
6	CO2CMT02	Principles of Business Decisions	3	4
		<b>TOTAL</b>	<b>21</b>	<b>25</b>

### Semester 3

Sl No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	3	3
2	CO3CRT07	Corporate Accounts I	4	5
3	CO3CRT08	Quantitative Techniques for Business- 1	4	5
4	CO3CRT09	Financial Markets and Operations	3	4
5	CO3CRT10	Marketing Management	3	3
6		Optional - 1		
	CO3OCT01	Finance and Taxation- Goods and Services Tax	4	5
	CO3OCT02	Computer Application- Information Technology for Business (Theory)	3	3
		Information Technology for Business (Practical)- <i>Exam in semester 4 only</i>	-	2
	CO3OCT03	Co-operation- Basics of Co-operation	4	5
	CO3OCT04	Travel and Tourism - Fundamentals of Tourism	4	5
	CO3OCT05	Marketing- Customer Relationship Management	4	5
		<b>TOTAL for streams other than Computer Applications</b>	<b>21</b>	<b>25</b>
		<b>TOTAL for Computer Application Stream</b>	<b>20</b>	<b>25</b>

Sl No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	3	3
2	CO4CRT11	Corporate Accounts II	4	6
3	CO4CRT12	Quantitative Techniques for Business- II	4	6
4	CO4CRT13	Entrepreneurship Development and Project Management	4	5
5	CO4	Optional - 2 -	4	5
	CO4OCT01	Finance and Taxation- Financial Services	4	5
	CO4OCT02	Computer Application- Information Technology for Office (Theory)	3	3
		Information Technology for Office (Practical)	-	2
	CO34OCP01	<i>Computer Application Practical Examination</i> for Information Technology for Office and Information technology for Business	2	NA
	CO4OCT03	Co-operation- Management of Co-operative Enterprises	4	5
	CO4OCT04	Travel and Tourism- Travel and Tourism Infrastructure	4	5
	CO4OCT05	Marketing- Services Marketing	4	5
		<b>TOTAL for streams other than Computer Application</b>	<b>19</b>	<b>25</b>
		<b>TOTAL for Computer Application Stream</b>	<b>20</b>	<b>25</b>



Sl No	Course Code	Course Name	Credit	Hours per week
1	CO5CRT14	Cost Accounting - 1	4	6
2	CO5CRT15	Environment Management and Human Rights	4	5
3	CO5CRT16	Financial Management	4	5
4		Optional - 3		
	CO5OCT01	Finance and Taxation- Income Tax- I	4	5
	CO5OCT02	Computer Application- Computerised Accounting(Theory)	3	3
		Computerised Accounting (Practical)- <b>Examination in 6<sup>th</sup> Semester only</b>	-	2
	CO5OCT03	Co-operation- Co-operative Legal System	4	5
	CO5OCT04	Travel and Tourism- Hospitality Management	4	5
	CO5OCT05	Marketing- Marketing Research	4	5
5		Open Course	3	4
		<b>TOTAL for streams other than Computer Application</b>	<b>19</b>	<b>25</b>
		<b>TOTAL for Computer Application stream</b>	<b>18</b>	<b>25</b>

**Semester- 6**

Sl No	Course Code	Course Name	Credit	Hours per week
1	CO6CRT17	Cost Accounting - 2	4	6
2	CO6CRT18	Advertisement and Sales Management	3	4
3	CO6CRT19	Auditing and Assurance	4	5
4	CO6CRT20	Management Accounting	4	5
5	CO6OCT	Optional - 4	4	5
	CO6OCT01	Finance and Taxation- Income Tax- II	4	5
	CO6OCT02	Computer Application- Software for Business and Research (Theory)	3	3
		Software for Business and Research(Practical)	-	2
	CO56OCP01	<b>Computer Application- Practical Examination – Computerised Accounting and Software for Business and Research</b>	2	NA
	CO6OCT03	Co-operation- Accounting for Co-operative Societies	4	5
	CO6OCT04	Travel and Tourism- Tourism and Cultural Heritage of India	4	5
	CO6OCT05	Marketing- International Marketing	4	5
6	<b>CO6PR01</b>	<b>Project and Viva</b>	<b>1</b>	<b>-</b>
		<b>TOTAL for streams other than Computer Application</b>	<b>20</b>	<b>25</b>
		<b>TOTAL for Computer Application Stream</b>	<b>21</b>	<b>25</b>

## B.Com Degree Programme Model-II Course Structure

### Common Courses

SI No	Course Name	Credit	Hours per week
1	Language- English-I	4	5
2	Second Language-I	4	5
3	Language- English-II	4	5
4	Second Language-II	4	5
5	Language- English- III	3	5
6	Language- English -IV	3	5
	<b>TOTAL</b>	<b>22</b>	

### Complementary Courses

SI No	Course Name	Credit	Hours per week
1	Banking and Insurance	3	3
2	Principles of Business Decisions	3	3
3	Finance and Taxation-E- Commerce	4	5
	Computer Application- Programming in 'C' (Theory)	3	3
	Computer Application Programming in 'C' (Practical)	<b>1( combined practical exam in even sem)</b>	2
	Travel and Tourism E Commerce	4	5
	Marketing E Commerce	4	5
	Logistics Management- E Commerce	4	5

4	Finance and Taxation-Income Tax- Assessment and Planning	4	5
	Computer Application- Database Management System	3	3
	Computer Application Database Management System (Practical)	<b>1(combined practical exam)</b>	2
	Travel and Tourism Tourism Environment and Ecology	4	5
	Marketing Consumer Behaviour	4	5
	Logistics Management- Consumer Behaviour	4	5
	<b>TOTAL</b>	<b>14</b>	

### Core Courses

Sl No	Course Name	Credit	Hours per week
1	Dimensions and Methodology of Business Studies	2	3
2	Financial Accounting I	4	5
3	Corporate Regulations and Administration	3	4
4	Financial Accounting II	4	5
5	Business Regulatory Framework	3	4
6	Business Management	3	3
7	Corporate Accounts I	4	4
8	Quantitative Techniques for Business- 1	4	4
9	Financial Markets and Operations	3	4
10	Marketing Management	3	3
11	Optional - 1	4	5
12	Corporate Accounts II	4	5
13	Quantitative Techniques for Business- II	4	5
14	Entrepreneurship Development and Project Management	4	5
15	Optional - 2 -	4	5
16	Cost Accounting - 1	4	6
17	Environment Management and Human Rights	4	5
18	Optional - 3	4	5
19	Cost Accounting - 2	4	6
20	Advertisement and Sales Management	3	4
21	Management Accounting	4	5
22	Optional - 4	4	5

23	Project and Viva	1	-
	<b>TOTAL</b>	<b>81</b>	

### Details of Optional Courses

Sl No	Course Name	Credit	Hours per week
<b>FINANCE AND TAXATION</b>			
1	Goods and Services Tax	4	5
2	Financial Services	4	5
3	Income Tax- I	4	5
4	Income Tax - II	4	5

<b>COMPUTER APPLICATIONS</b>			
1	Information Technology for Business	4	5
2	Information Technology for Office	4	5
3	Computerized Accounting	4	5
4	Software for Business and Research	4	5
<b>TRAVEL AND TOURISM</b>			
1	Fundamentals of Tourism	4	5
2	Travel and Tourism Infrastructure	4	5
3	Hospitality Management	4	5
4	Tourism and Cultural Heritage of India	4	5
<b>MARKETING</b>			
1	Customer Relationship Management	4	5
2	Services Marketing	4	5
3	Marketing Research	4	5
4	International Marketing	4	5
<b>LOGISTICS MANAGEMENT</b>			
1	Introduction to Logistics Management	4	5
2	Principles of Logistics Information	4	5
3	Air Cargo Logistics Management	4	5
4	Shipping and Ocean Freight Logistics Management	4	5

### **OPEN COURSES OFFERED**

<b>Sl No</b>	<b>Course Name</b>	<b>Credit</b>	<b>Hours per week</b>
<b>1</b>	<b>CO5OP01-</b> Fundamentals of Banking and Insurance	3	4
<b>2</b>	<b>CO5OP02-</b> Capital Market and Investment Management	3	4
<b>3</b>	<b>CO5OP03-</b> Fundamentals of Accounting	3	4

### **Semester-wise details**

#### **Semester- 1**

<b>Sl No</b>	<b>Course Code</b>	<b>Course Name</b>	<b>Credit</b>	<b>Hours per week</b>
<b>1</b>		Language- English-I	4	5
<b>2</b>		Second Language-I	4	5
<b>3</b>	CO1CRT01	Dimensions and Methodology of Business Studies	2	3
<b>4</b>	CO1CRT02	Financial Accounting I	4	5
<b>5</b>	CO1CRT03	Corporate Regulations and Administration	3	4
<b>6</b>	CO1CMT01	Banking and Insurance	3	3
		<b>TOTAL</b>	<b>20</b>	<b>25</b>

**Semester- 2**

Sl No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	4	5
2		Second Language-I	4	5
3	CO2CRT04	Financial Accounting II	4	5
4	CO2CRT05	Business Regulatory Framework	3	4
5	CO2CRT06	Business Management	3	3
6	CO2CMT02	Principles of Business Decisions	3	3
		<b>TOTAL</b>	<b>21</b>	<b>25</b>

**Semester 3**

Sl No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	3	5
2	CO3CRT07	Corporate Accounts I	4	4
3	CO3CRT08	Quantitative Techniques for Business- 1	4	4
4	CO3CRT09	Financial Markets and Operations	3	4
5	CO3CRT10	Marketing Management	3	3
6		Optional - 1		
	CO3OCT01	Finance and Taxation-Goods and Services Tax	4	5
	CO3OCT02	Computer Application- Information Technology for Business (Theory)	3	3

		Information Technology for Business (Practical)- <i>Exam in semester 4 only</i>	-	2
	CO3OCT04	Travel and Tourism Fundamentals of Tourism	4	5
	CO3OCT05	Marketing Customer Relationship Management	4	5
	CO3OCT06	Logistics Management Introduction to Logistics Management	4	5
		<b>TOTAL for streams other than Computer Applications</b>	<b>21</b>	<b>25</b>
		<b>TOTAL for Computer Application Stream</b>	<b>20</b>	<b>25</b>

### Semester- 4

Sl No	Course Code	Course Name	Credit	Hours per week
1		Language- English-I	3	5
2	CO4CRT11	Corporate Accounts II	4	5
3	CO4CRT12	Quantitative Techniques for Business- II	4	5
4	CO4CRT13	Entrepreneurship Development and Project Management	4	5
5		Optional - 2 -	4	5
	CO4OCT01	Finance and Taxation- Financial Services	4	5
	CO4OCT02	Computer Application- Information Technology for Office (Theory)	3	3
		Information Technology for Office (Practical)	-	2
	CO34OCP01	<i>Computer Application Practical Examination</i> for Information Technology for Office and Information technology for Business	2	NA
	CO4OCT04	Travel and Tourism Travel and Tourism Infrastructure	4	5
	CO4OCT05	Marketing Services Marketing	4	5
	CO4OCT06	Logistics Management Principles of Logistics Information	4	5
		<b>TOTAL for streams other than Computer Application</b>	<b>19</b>	<b>25</b>
		<b>TOTAL for Computer Application Stream</b>	<b>20</b>	<b>25</b>

### Semester- 5

SI No	Course Code	Course Name	Credit	Hours per week
1	CO5CRT14	Cost Accounting - 1	4	6
2	CO5CRT15	Environment Management and Human Rights	4	5
3	CO5CMT07	Complementary Course Finance and Taxation- E- Commerce	4	5
	CO5CMT08	Computer Application- Programming in 'C' (Theory)	3	3
		Programming in 'C' (Practical)- <i>Examination in sem 6 only</i>	-	2
	CO5CMT07	Travel and Tourism E Commerce	4	5
	CO5CMT07	Marketing E Commerce	4	5
	CO5CMT07	Logistics Management- E Commerce	4	5
4		Optional - 3		
	CO5OCT01	Finance and Taxation- Income Tax- I	4	5
	CO5OCT02	Computer Application- Computerised Accounting(Theory)	3	3
		Computerised Accounting (Practical)- <b>Examination in 6<sup>th</sup> Semester only</b>	-	2
	CO5OCT04	Travel and Tourism Hospitality Management	4	5
	CO5OCT05	Marketing Marketing Research	4	5
	CO5OCT06	Logistics Management Air Cargo Logistics Management	4	5
5		Open Course	3	4
		<b>TOTAL for streams other than Computer Application</b>	<b>19</b>	<b>25</b>
		<b>TOTAL for Computer Application stream</b>	<b>17</b>	<b>25</b>

### Semester- 6

SI No	Course Code	Course Name	Credit	Hours per week
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<b>1</b>	CO6CRT17	Cost Accounting - 2	<b>4</b>	<b>6</b>
<b>2</b>	CO6CRT18	Advertisement and Sales Management	<b>3</b>	<b>4</b>
<b>3</b>	CO6CMT09	Complementary Course Finance and Taxation Income Tax- Assessment and Planning	<b>4</b>	<b>5</b>
	CO6CMT10	Computer Application- Database Management System	<b>3</b>	<b>3</b>
		Database Management System (Practical)	-	<b>2</b>
	CO56CMP01	<b>Computer Application Practical Examination</b> for Programming in C and Data Base Management System	<b>2</b>	<b>NA</b>
	CO6CMT11	Travel and Tourism Tourism Environment and Ecology	<b>4</b>	<b>5</b>
	CO6CMT12	Marketing Consumer Behaviour	<b>4</b>	<b>5</b>
	CO6CMT12	Logistics Management- Consumer Behaviour	<b>4</b>	<b>5</b>
<b>4</b>	CO6CRT20	Management Accounting	<b>4</b>	<b>5</b>
<b>5</b>	CO6OCT	Optional - 4	<b>4</b>	<b>5</b>
	CO6OCT01	Finance and Taxation- Income Tax- II	<b>4</b>	<b>5</b>
	CO6OCT02	Computer Application- Software for Business and Research (Theory)	<b>3</b>	<b>3</b>
		Software for Business and Research(Practical)	-	<b>2</b>
	CO56OCP01	<b>Computer Application- Practical Examination – Computerised Accounting and Software for Business and Research</b>	<b>2</b>	<b>NA</b>
	CO6OCT04	Travel and Tourism Tourism and Cultural Heritage of India	<b>4</b>	<b>5</b>
	CO6OCT05	Marketing International Marketing	<b>4</b>	<b>5</b>
	CO6OCT06	Logistics Management Shipping and Ocean Freight Logistics Management	<b>4</b>	<b>5</b>
<b>6</b>	<b>CO6PR01</b>	<b>Project and Viva</b>	<b>1</b>	<b>-</b>
		<b>TOTAL for streams other than Computer Application</b>	<b>20</b>	<b>25</b>
		<b>TOTAL for Computer Application Stream</b>	<b>22</b>	<b>25</b>

**BBA**

## COURSE DESIGN

Semester	Title	Course	Credit	Hours/week
<b>First semester</b>				
BA1CRT01	Principles and Methodology of Management	Core	4	6
BA1CRT02	Business Accounting	Core	4	6
BA1CMT03	Fundamentals of Business Mathematics	Complementary	4	4
BA1CMT04	Fundamentals of Business Statistics	Complementary	4	4
BA1CCT05	English Paper –I	Common	4	5
			<b>20</b>	<b>25</b>
<b>Second semester</b>				
BA2CRT06	Cost and Management Accounting	Core	4	6
BA2CRT07	Business Communication	Core	4	6
BA2CMT08	Mathematics for Management	Complementary	4	4
BA2CMT09	Statistics for Management	Complementary	4	4
BA2CCT10	English Paper –II	Common	4	5
			<b>20</b>	<b>25</b>
<b>Third Semester</b>				
BA3CRT11	Human Resource Management	Core	4	5
BA3CRT12	Marketing Management	Core	4	5
BA3CRT13	Research Methodology	Core	4	5
BA3CMT14	Business Laws	Complementary	4	5
BA3PRP15	Personality Development and Management Skills (Minor Project)	Core	4	5
			<b>20</b>	<b>25</b>
<b>Fourth Semester</b>				
BA4CRT16	Financial Management	Core	4	5
BA4CRT17	Managerial Economics	Core	4	5
BA4CRT18	Entrepreneurship	Core	4	5
BA4CMT19	Basic informatics for Management	Complementary	4	5
BA4CMT20	Corporate Law	Complementary	4	5
			<b>20</b>	<b>25</b>

<u>Fifth Semester</u>				
BA5CRT21	Organisational Behaviour	Core	4	6
BA5OPT22	Open Course	Open	3	4
BA5CRT23	Environment Science and Human Rights	Core	4	5
BA5CMT24	Intellectual Property Rights and Industrial Laws	Complementary	4	5
BA5CRT25	Operations Management	Core	2	2
BA5CRT26	Industrial Relations	Core	3	3
			20	25
<u>Sixth Semester</u>				
BA6OCT27	Optional-I	Optional (Core)	4	5
BA6OCT28	Optional-II	Optional (Core)	4	5
BA6CRT29	Strategic Management	Core	4	5
BA6CRT30	Communication Skills and Personality development	Core	4	5
BA6PRP31	Management Project	Core	4	5
			20	25
	<b>Grand Total</b>		<b>120</b>	<b>150</b>

Sem	Title with Course Code	Course Category	Hours per week	Credit	Marks		
					Intl	Extl	Total
I	English-I	Common	5	4	20	80	100
	Mathematics	Complementary	4	4	20	80	100
	Basic Statistics	Complementary	4	4	20	80	100
	CA1CRT01 -Computer Fundamentals and Digital Principles	Core	4	4	20	80	100
	CA1CRT02-Methodology of Programming and C Language	Core	4	3	20	80	100
	CA1CRP01-Software Lab I (Core)	Core	4	2	20	80	100
II	English-II	Common	5	4	20	80	100
	Discrete Mathematics	Complementary	4	4	20	80	100
	CA2CRT03 -Data Base Management Systems	Core	4	3	20	80	100
	CA2CRT04-Computer Organization and Architecture	Core	4	4	20	80	100
	CA2CRT05-Object oriented programming using C++	Core	3	4	20	80	100
	CA2CRP02-Software Lab-II	Core	5	2	20	80	100
III	Advanced Statistical Methods	Complementary	4	4	20	80	100
	CA3CRT06-Computer Graphics	Core	4	4	20	80	100
	CA3CRT07- Microprocessor and PC Hardware	Core	3	4	20	80	100
	CA3CRT08-Operating Systems	Core	4	4	20	80	100
	CA3CRT09-Data Structure using C++	Core	4	3	20	80	100
	CA3CRP03-Software Lab III	Core	6	2	20	80	100
	Operational Research	Complementary	4	4	20	80	100

IV	CA4CRT10-Design and Analysis of Algorithms	Core	4	4	20	80	100
	CA4CRT11- System Analysis & Software Engineering	Core	4	4	20	80	100
	CA4CRT12-Linux Administration	Core	4	4	20	80	100
	CA4CRT13-Web Programming using PHP	Core	3	3	20	80	100
	CA4CRP04-Software Lab IV	Core	6	2	20	80	100
V	CA5CRT14-Computer Networks	Core	3	4	20	80	100
	CA5CRT15-IT and Environment	Core	4	4	20	80	100
	CA5CRT16-Java Programming using Linux	Core	3	3	20	80	100
	CA5OPT-- Open Course	Core	4	3	20	80	100
	CA5CRP05 -Software Lab V	Core	5	2	20	80	100
	CA5CRP06-Software Development Lab I (Mini Project in PHP)	Core	6	2	20	80	100
VI	CA6CRT17 -Cloud Computing	Core	4	4	20	80	100
	CA6CRT18 -Mobile Application development-Android	Core	4	4	20	80	100
	CA6PET-- -Elective	Core	4	4	20	80	100
	CA6CRP07 –Software Lab VI & Seminar	Core	6	2	100	-	100
	CA6CRP08 -Software Development Lab II ( Main Project)	Core	7	3	20	80	100
	CA6VVT01-Viva Voce	Core		1	-	100	100

**Open Course(OP):** CA5OPT01 : Informatics and Cyber Ethics, CA5OPT02 : Computer Fundamentals, Internet & MS Office.

**Electives (PE):** CA6PET01: Data Mining, CA6PET02: Digital Image Processing, CA6PET03: Soft Computing Techniques.

## Consolidated Scheme for I to VI Semesters – B.Sc. Computer Science

Sem	Course Code & Title	Course Category	Hours per Week		Credits	Marks		
			Theory	Lab		Internal	External	Total
I	English-I	Common	5		4	20	80	100
	Mathematics-I	Complementary	4		4	20	80	100
	CS1CRT01 Computer Fundamentals and Basics of PC Hardware	Complementary	4		4	20	80	100
	CS1CRT02 Methodology of Programming and C Language	Core	4		3	20	80	100
	CS1CMT01 Fundamentals of Digital Systems	Complementary	4		4	20	80	100
	CS1CRP01 Software Lab-I	Core		4	2	20	80	100
II	English-II	Common	5		4	20	80	100
	Mathematics-II	Complementary	4		4	20	80	100
	CS2CRT03 Data Communication	Complementary	4		3	20	80	100
	CS2CRT04 Computer Organization and Architecture	Core	4		4	20	80	100
	CS2CRT05 Object Oriented Programming using C++	Core	4		3	20	80	100
	CS2CCP02 Software Lab-II	Core		4	2	20	80	100

III	Probability and Statistics	Complementary	4		4	20	80	100
	CS3CRT06 Database Management Systems	Core	4		4	20	80	100
	CS3CRT07 System Analysis and Design	Core	4		4	20	80	100
	CS3CRT08 Networking Fundamentals	Complementary	4		4	20	80	100
	CS3CRT09 Data Structure using C++	Core	4		3	20	80	100
	CS3CRP03 Software Lab-III	Core		5	2	20	80	100
	I V	CS4CRT10 LINUX Administration	Core	4		4	20	80
CS4CRT11 Microprocessor and Assembly Language Programming		Complementary	4		4	20	80	100
CS4CRT12 Computer Aided Optimization Techniques		Core	4		4	20	80	100
CS4CRT13 Web Programming Techniques		Core	4		4	20	80	100

	CS4CRP04 Assembly Language Programm ing Lab	Complementa ry		5	2	20	80	100
	CS4CRP05 Software Lab IV	Core		4	2	20	80	100
V	CS5CRT14 System Software and Operating System	Core	4		4	20	80	100
	CS5CRT15 IT and Environm ent	Core	4		4	20	80	100
	CS5CRT16 Java Programm ing using Linux	Core	4		3	20	80	100
	CS5CRT17 Computer Security	Core	4		3	20	80	100
	CS5OPT Open Course	Core	4		4	20	80	100
	CS5PRP06 Software Developm ent Lab I (Mini Project )	Core		5	2	20	80	100
VI	CS6CRT18 Computer Graphics	Core	5		4	20	80	100
	CS6CRT19 Big Data :Analytics	Core	5		4	20	80	100
	CS6PET Programm e Elective	Core	5		4	20	80	100
	CS6SMP0 7 Seminar	Core		3	2	100	0	100
	CS6PRP08 Software Developm ent Lab II ( Main Project)	Core		7	3	20	80	100



	CS6VVP Viva Voce	Core		0	1	0	100	100
	<b>Grand Total</b>		<b>113</b>	<b>37</b>	<b>120</b>	<b>780</b>	<b>2820</b>	<b>3600</b>

Open Course(OP): CA5OPT01 : Informatics and Cyber Ethics, CA5OPT02 : Computer Fundamentals, Internet & MS Office.

**B Sc CYBER FORENSICS (2019 Admission) CONSOLIDATED SCHEME**

Sem	Title with Course Code	Course Category	Hrs per week	Credits	Marks		
					Intl	Extl	Total
I	EN1CCT01 Fine-Tune Your English	Common	5	4	20	80	100
	MM1CMT03 Discrete Mathematics 1	Complementary	4	4	20	80	100
	CF1CRT01 Computer Organization	Core	4	4	20	80	100
	CF1CRT02 Introduction to Programming	Core	4	3	20	80	100
	EL1CMT06 Fundamentals of Digital Systems	Complementary	4	4	20	80	100
	CF1CRP01 Software Lab 1	Core	4	2	20	80	100
		<b>Total</b>		<b>25</b>	<b>21</b>		
II	EN2CCT03 Issues that Matter	Common	5	4	20	80	100
	MM2CMT03 Discrete Mathematics 2	Complementary	4	4	20	80	100
	CF2CRT03 Introduction to Cyber Forensics & Cyber Laws	Core	4	4	20	80	100
	CF2CRT04 Data Structures using C++	Core	4	3	20	80	100
	EL2CMT07 Data Communication	Complementary	4	4	20	80	100
	CF2CRP02 Software Lab 2	Core	4	2	20	80	100
		<b>Total</b>		<b>25</b>	<b>21</b>		
III	CF3CRT05 Operating Systems and System Software	Core	4	4	20	80	100
	CF3CRT06 Computer Networks and Network Security	Core	4	3	20	80	100
	CF3CRT07 Biometric Security	Core	4	4	20	80	100
	CF3CRT08 Microprocessors	Core	4	4	20	80	100
	CF3CRT09 Linux and Java Programming	Core	4	3	20	80	100

	CF3CRP03 Software Lab 3 and Security Lab 1	<b>Core</b>	<b>5</b>	2	20	80	100
		<b>Total</b>	<b>25</b>	<b>20</b>			<b>600</b>
<b>I V</b>	MM4CMT03 Operations Research	<b>Complementary</b>	4	4	20	80	100
	CF4CRT10 Database Management Systems and Security	<b>Core</b>	4	3	20	80	100
	CF4CRT11 Software Engineering	<b>Core</b>	4	4	20	80	100
	CF4CRT12 Applied Cryptography	<b>Core</b>	4	4	20	80	100
	CF4CRP04 Software Lab 4	<b>Core</b>	5	2	20	80	100
	CF4CRP05 Security Lab 2	<b>Core</b>	4	2	20	80	100
		<b>Total</b>	<b>25</b>	<b>19</b>			<b>600</b>
<b>V</b>	CF5CRT13 Programming in Python	<b>Core</b>	4	3	20	80	100
	CF5CRT14 Web Programming using .net	<b>Core</b>	4	3	20	80	100
	CF5CRT15 Preserving and Recovering Digital Evidence	<b>Core</b>	4	4	20	80	100
	CF5CRT16 Environmental Studies and Human Rights	<b>Core</b>	4	4	20	80	100
	OPEN COURSE	<b>Core</b>	4	3	20	80	100
	CF5CRP06 Mini Project using Python	<b>Core</b>	5	2	20	80	100
		<b>Total</b>	<b>25</b>	<b>19</b>			<b>600</b>
<b>V I</b>	CF6CRT17 Ethical Hacking And Digital Forensics	<b>Core</b>	5	4	20	80	100
	CF6CRT18 Mobile and Wireless Security	<b>Core</b>	5	4	20	80	100
	CF6CBT0* Elective	<b>Core</b>	5	4	20	80	100
	CF6SMP07 Seminar	<b>Core</b>	2	2	100	0	100
	CF6PRP08 Project	<b>Core</b>	8	5	20	80	100
	CF6VVP01 Viva-Voce	<b>Core</b>		1		100	100
		<b>Total</b>	<b>25</b>	<b>20</b>			<b>600</b>

Grand Total			120			3600
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**Electives**

- CF6CBT01 Security Threats & Vulnerabilities
- CF6CBT02 Information Security, Management and Standards
- CF6CBT03 Multimedia Security
- CF6CBT04 Digital Image Processing

**Open Courses**

- CF5OPT01 Computer Security
- CF5OPT02 Computer Forensics

**SYLLABUS FOR B.A PROGRAMME IN ENGLISH  
LITERATURE AND COMMUNICATION STUDIES (MODEL III, Double Main)**

Sl No	Semester	Course Code	Title	Hours- Credits
1	I	EN1CCT01	Common Course 1 Fine-tune Your English	5-4
2	I	EN1CST01	English in Informal Situations	4-4
3	I	EN1CRT01	Methodology of	6-4
4	I	EN1CST02	Literary Studies Conversational Skills	4-4
5	I		Complementary I. Sociology	6-4
6	I	EN2CCT03	Common Course 3 Issues that Matter	5-4
7	I	EN2CRT02	Introducing Language and Literature	4-4
8	II	EN2CST03	Introduction to Communication	6-4
9	II	EN2CST04	Business Communication	4-4
10	I		Complementary II Sociology	6-4
11	III	EN3CST05	Print Media and Journalism	5-4
12	III	EN3CRT03	Harmony of Prose	5-4
13	III	EN3CRT04	Symphony of Verse	4-4
14	III	EN3CRT05	Indian Writing in English	5-4
15	III	EN3CMT03	Complementary 1- Evolution of Literary Movements: The Shapers of Destiny	6-4
16	IV	EN4CST06	Print Media and Journalism 2	5-4
17	IV	EN4CRT05	Modes of Fiction	4-4
18	IV	EN4CRT06	Language and Linguistics	5-4
19	IV	EN4CRT07	Acts on the Stage	5-4
20	IV	EN4CMT04	Complementary 2- Evolution of Literary Movements: Cross Currents of Change	6-4
21	V	EN5CROP G01	Appreciating Films Theatre Studies English for Careers	4-3

22	V	EN5CROP G02 <u>EN5CROPG</u> <u>03</u> EN5CRE NT01	Environmental Science and Human Rights	5-4
23	V	EN5CST0 7	Creative Writing and Translation Studies	6-4
24	V	EN5CST0 8	Mass Communication and Broadcasting	5-4

25	V	EN5CST09	Public Relations 1	5-4
26	VI	EN6CST10	Entrepreneurship Development	5-4
27	VI	EN6CST11	Visual Media: Television and Cinema	5-4
28	VI	EN6CST12	Public Relations 2	5-4
29	VI	EN6CST13	Office Administration and Human Resource Management	5-4
30	VI	Choice Based Course	EN6CB01 Comparative Literature EN6CB02 Modern Malayalam Literature in Translation EN6CB03 Regional Literatures in Translation EN6CB04 Voices from the Margins.	4-3
31	VI	EN6PR01	Project (Individual or group)	1-2

## CONSOLIDATED SCHEME FOR ALL SEMESTERS

JAI BHARATH

	Course Code	Title of the Course	Course Category				
1		English – I	Common-I	5	90	4	20
	EL1CRT01	Basic Electronics	Core	4	72	4	
	EL1CRT02	Methodology of Science	Core	4	72	4	
	EL1CRP01	Basic Electronics Lab – Practical	Core	4	72	2	
		Physics-Solid State Physics	Complementary	4	72	3	
		Mathematics – I	Complementary	4	72	3	
2		English – II	Common-II	5	90	4	21
	EL2CRT03	Electronic Circuits	Core	4	72	4	
	EL2CRT04	Network Theory	Core	4	72	4	
	EL2CRT05	Digital Electronics	Core	4	72	4	
	EL2CRP02	Digital Electronics Laboratory – Practical	Core	4	72	2	
		Mathematics – II	Complementary	4	72	3	
3	EL3CRT06	Analog Communication	Core	4	72	4	21
	EL3CRT07	Analog ICs and Applications	Core	4	72	4	
	EL3CRT08	Electromagnetic Theory	Core	4	72	4	
	EL3CRT09	8085 Microprocessor	Core	4	72	4	



EL3CRP03	Analog Electronics Circuits Lab – Practical	Core	5	90	2
	Statistics	Complementary	4	72	3

	Course Code	Title of the Course	Course Category				
4	EL4CRT10	Programming in C	Core	4	72	4	19
	EL4CRT11	Microwave Electronics	Core	4	72	4	
	EL4CRT12	Digital Communication	Core	4	72	4	
	EL4CRT13	Instrumentation Electronics	Core	4	72	3	
	EL4CRP04	Programming in C Lab– Practical	Core	5	90	2	
	EL4CRT05	Microprocessor Lab – Practical	Core	4	72	2	
5	EL5CRT14	Microcontrollers and Applications	Core	4	72	4	19
	EL5CRT15	Environmental Awareness and Human Rights	Core	4	72	4	
	EL5CRT16	Computer Hardware	Core	4	72	4	
	EL5CRP06	Microcontroller Lab – Practical	Core	5	90	2	
	EL5CRP07	Communication Lab – Practical	Core	4	72	2	
	EL5CBT01	Open Course	Core	4	72	3	
6	EL6CRT17	Optoelectronics	Core	4	72	4	20
	EL6CRT18	Computer Networks	Core	5	90	4	
	EL6CRT19	Digital Signal Processing	Core	5	90	4	
	EL6CBT01	Choice Based Course	Core	4	72	4	
	EL6SMP01	Presentation Skill Practice	Core	2	36	1	
	EL6PRP01	Project Lab	Core	5	90	3	

**OPEN COURSES**

Computer Assembling

Mechatronics

Electronic Communication

**CHOICE BASED COURSES**

Digital Image Processing

Power Electronics

Mobile Communication

JAI BHARATH

JAI BHARATH

Course Code	Title of the Course	Type of the Course	Hours per week	Credits
<b>FIRST SEMESTER</b>				
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
<b>TOTAL FOR SEMESTER</b>			<b>25</b>	<b>19</b>
<b>SECOND SEMESTER</b>				
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
<b>TOTAL FOR THE SEMESTER</b>			<b>25</b>	<b>19</b>
<b>THIRD SEMESTER</b>				
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/ CM820301	Indirect Tax Laws (Group 1) Logistics and Supply Chain Management (Group 2) Total Quality Management (Group 3)	Core - Elective	6	4
<b>TOTAL FOR THE SEMESTER</b>			<b>25</b>	<b>18</b>
<b>FOURTH SEMESTER</b>				
CM010401	Advanced Cost and Management Accounting	Core	6	5
CM010402	Income Tax-Assessment and Procedure	Core	7	5
CM800401/ CM810401/ CM820401	Derivatives and Risk Management (Group 1) Retail and Rural Marketing (Group 2) E-Commerce and E-Business Management (Group 3)	Core - Elective	6	4
CM800402/ CM810402/ CM820402	Personal Investment and Behavioural Finance (Group 1) International Marketing (Group 2) 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
<b>TOTAL FOR THE SEMESTER</b>			<b>25</b>	<b>24</b>
<b>TOTAL CREDITS FOR THE PROGRAMME</b>				<b>80</b>

#### MSW PROGRAM STRUCTURE

Course Code	Title of the Course	Type of the Course	Hours per week	Credits
<b>FIRST SEMESTER</b>				
SW010101	Social Sciences for Social Work	Core	3	3
SW010102	Human Growth and Development	Core	3	3
SW010103	History, Philosophy and Fields of Social Work	Core	3	3
SW010104	Social Work Practice with Individuals	Core	3	3
SW010105	Social Work Practice with Communities	Core	3	3
SW010106	Field Practicum	Core	12	6
	Semester I Total			21
<b>SECOND SEMESTER</b>				
SW010201	Introduction to Abnormal and Social Psychology	Core	3	3
SW010202	Counselling and Psychotherapy	Core	3	3
SW010203	Professional Skills for Social Workers	Core	3	3
SW010204	Social Work practice with Groups	Core	3	3
SW010205	Social Work Research and Statistics	Core	3	3
SW010206	Field Practicum 2	Core	12	6
	Semester II Total			21

<b>THIRD SEMESTER</b>				
SW010301	Planning and Implementation of Development Projects	Core	3	3
SW010302	Administration of Human Service Organizations	Core	3	3
SW010303	Field Practicum 3	Core	12	6
<b>Specialization Courses</b>				
<b>Group 1: Community Development (CD)</b>				
SW800301	Rural & Urban Community Development	Elective	3	3
SW800302	Environment and Disaster Management	Elective	3	3
SW800303	Community Health for Development Practice	Elective	3	3
<b>Group 2: Family and Child Welfare (FCW)</b>				
SW810301	Social Work Practice With Families	Elective	3	3
SW810302	Policies and Programmes for Children and Youth	Elective	3	3
SW810303	Population dynamics and Reproductive and Child Health	Elective	3	3
<b>Group 3: Medical and Psychiatric Social Work (MPSW)</b>				
SW820301	Clinical Assessment and Diagnosis of Psychiatric Disorders	Elective	3	3
SW820302	Social Work in the Field of Health	Elective	3	3
SW820303	Health Care Administration and Community Health	Elective	3	3
	Semester III Total			21
<b>FOURTH SEMESTER</b>				
SW010401	Social Legislation and Human Rights	Core	3	3
SW010402	Gerontological Social Work	Core	3	3
SW010403	Field Practicum 4	Core	12	6
SW010404	Dissertation	Core	3	3
SW010405	Internship ( After the completion of fourth semester examination)	Core	10	5
<b>Specialization Courses</b>				
<b>Group 1: Community Development (CD)</b>				
SW800401	Human Resource Management for Development Practice	Elective	3	3
SW800402	Economic Development: Theory and Practice	Elective	3	3

<b>Group 2: Family and Child Welfare (FCW)</b>				
SW810401	Therapeutic Interventions in the field of Family and Child Welfare	Elective	3	3
SW810402	Social Work in Education	Elective	3	3
<b>Group 3: Medical and Psychiatric Social Work (MPSW)</b>				
SW820401	Social Work Interventions in the field of mental health	Elective	3	3
SW820402	School Mental Health and Social Work Practice	Elective	3	3
	Comprehensive Viva Voce			1
				27
	<b>MSW Total</b>			<b>90</b>

## **MBA PROGRAM**

### *Semester I - Core Courses*

Course Code	Course Title	Continual Evaluation (Marks)	University Evaluation (Marks)	No. of Credits
MB010101	Management Concepts & Organizational Behaviour	40	60	4
MB010102	Business Communication	40	60	4
MB010103	Managerial Economics	40	60	4
MB010104	Accounting for Management	40	60	4
MB010105	Quantitative Methods	40	60	4
MB010106	Legal Environment of Business	40	60	4
MB010107	Environment Management	40	60	4
MB010108	Course Viva I		50	2

**Semester II - Core Courses**

Course Code	Course Title	Continual Evaluation (Marks)	University Evaluation (Marks)	No. of Credits
MB010201	Financial Management	40	60	3
MB010202	Marketing Management	40	60	3
MB010203	Human Resources Management	40	60	3
MB010204	Operations Management	40	60	3
MB010205	Management Science	40	60	3

MB010206	Management Information Systems & Cyber Security	40	60	3
MB010207	Business Research methods	40	60	4
MB010208	Entrepreneurship Development	40	60	4
MB010209	Course Viva II		50	2

**Semester III - Core Courses**

Course Code	Course Title	Continual Evaluation (Marks)	University Evaluation (Marks)	No. of Credits
MB010301	Big Data & Business Analytics	40	60	4
MB010302	Business Ethics & Corporate Governance	40	60	4
MB010303	Course Viva III		50	2

**Semester IV - Core Courses**

Course Code	Course Title	Continual Evaluation (Marks)	University Evaluation (Marks)	No. of Credits
MB010401	Strategic Management	40	60	4
MB010402	Course Viva IV		100	2

ELECTIVES CAN BE CHOOSE FROM SYLLABUS



## 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. Student enrollment shall be in accordance with the academic and physical facilities available keeping in mind the norms regarding the student-teacher ratio, the teaching-non-teaching staff ratio, laboratory, library and such other facilities. The in-take capacity shall be determined at least six months in advance by the university/institution through its academic bodies in accordance with the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned so that the same could be suitably incorporated in the admission brochure for the information of all concerned.
4. Depending upon the academic and physical facilities available in the institutions, the university may allow an institution to admit a certain number of students directly to the second year of a first degree programme, if the student has either (a) successfully completed the first year of the same programme in another institution, or (b) already successfully completed a first degree programme and is desirous of and academically capable of pursuing another first degree programme in an allied subject.

## **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 9.30 a.m. to 3.30 p.m. 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 appropriately with "Good Morning Sir/Miss" or "Good Afternoon Sir/Miss" and a "Thank you Sir/Miss" when the teacher leaves the class room.
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, coffee shops etc.
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 a gate pass from the Principal, HoD, or the tutor and after making entry in the Gate Register maintained by the gate keeper.
10. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the class room.
11. 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.
12. 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.
13. All the students are expected to attend all college functions in college uniform unless otherwise specified.
14. 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.
15. 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.
16. 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.
17. Any dress code violation noticed within the campus will attract a fine of Rs.300 and could initiate further disciplinary actions.
18. As per the Govt. order, students shall not bring powered/altered vehicles inside the campus, that is not approved by MVD.
19. 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.
20. 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.
21. Students are encouraged to make use of the library, common computing facilities and to involve in professional body 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.

22. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HOD 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. Accessing Social Networking Sites is prohibited within the college campus. However accesses to these sites are permitted in hostel building during time slots specified by the hostel wardens.
25. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
26. Consumption of intoxicants / psychotropic substances in any form or smoking or using chewing-gum, pan-masala etc. are strictly prohibited.
27. 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.
28. 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.
29. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
30. 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.
31. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.
32. 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.
33. 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.
34. 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 once for a two year programme and twice for a three year programme. Candidates with less than 65% are not eligible for condonation. The college reserves the right to publish the

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 of 2 Hr period, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.
36. The third series test will be optional and the students, who desire to attend this, need to register well in advance with the concerned tutor. The syllabus for third series shall be 3rd and 4th modules from the university syllabus.
37. 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.
38. 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.
39. 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.
40. 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.
41. Pay fees, mess bills etc. in advance or in time, which will avoid fines.
42. 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 by any staff member or higher authority of the College.
43. Expulsion from the College is enough for expulsion from the hostel.
44. 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.
  - Fine policy of JBC: 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.

<b>1</b>	<b>Mobile Phone Policy : Introduction</b>
	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.
<b>2</b>	<b>Mobile Phone Policy</b>
	<p>Realizing the importance of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.</p> <ul style="list-style-type: none"> <li>▪ Students are not permitted to use mobile phones inside the classrooms while class is in progress.</li> <li>▪ Students who are staying in college hostels should abide by the rules issued by the Warden.</li> <li>▪ Day scholars carrying mobile phones to the college shall deposit the same in their bags during examinations.</li> <li>▪ The mobile phones shall be kept in silent mode while depositing in the designated place.</li> <li>▪ All the staff members are empowered to confiscate mobile phones found with students violating the above rules.</li> <li>▪ Students violating the above rules will be fined an amount of Rs 1000/- and the confiscated mobile phones will be returned to the students only after the completion of their course.</li> <li>• Staff members are allowed to use mobile phones in their respective cabins and for taking attendance as per the college policy.</li> </ul>

## **INSTRUCTIONS TO CANDIDATES DURING EXAMINATIONS**

### **A. While entering the examination hall**

1. Candidates with an identity card and hall ticket will be admitted to the examination Hall. Arrive at least 30 minutes before the exam is due to start.
2. Make sure your mobile phone, tablet, smart watch or any other electronic communication gadgets is switched off and place it at the front together with any bags, books, coats etc. Then find your seat.
3. Make sure you know the time and locations of your exams. Check whether you should go directly to an exam hall or a waiting room.
4. Do not bring any unauthorized material (e.g. written notes, notes in dictionaries, paper, and sticky tape eraser,). Pencil cases and glasses cases must not be taken to your desks. These will be checked and confiscated.
5. You are allowed to bring tissues and a water bottle into the exam.
6. Normally, you are required to answer questions using blue or black ink. Make sure you bring some spare pens with you.
7. Exchange of any materials, stencils, mathematical instruments etc, is strictly prohibited.

8. Do not write answers in wrong sections as there is a risk of these being not examined.
9. Do not disobey any instruction/s issued to you by the Supervisor.
10. Do not behave in a rude or disobedient manner. Failure to observe the instructions may result in expelling the candidate instantly and punishing the misconduct of breach of rules by excluding him from any University or College Examination.
11. Place your Hall ticket and Student ID card on your desk.
12. Listen carefully to instructions. Students are required to comply with the instructions of Supervisor at all times. For example, if you are asked to sit in a designated place then you must do so and you must not move.

## B. In Examination Hall.

1. You are not permitted to share dictionaries, calculators or any other materials during the examination.
2. Write on both sides. Do not write your name on any part of your answerbook or disclose your identity in any other manner. Do not write anything on the question paper.
3. If you suspect that there is some error in the body of the question paper, bring it immediately to the notice of the Senior Supervisor so as to enable him to rectify it after making the necessary enquiries.
4. Do not turn over exam papers, do not start writing exam answers until told to do so
5. You are not allowed to leave the exam rooms in the first hour and last fifteen minutes. Note that in the case of listening exams, you are not allowed to leave the exam room at any time. If you need to leave an Oral Exam you must ask the Assessor if it is possible.
6. Unless specifically indicated in instructions from the module convenor either on the examination paper itself or in a separate note from the module convenor, no extra pages of any sort will be provided for rough work. You should normally be required to do any rough work in the exam answer books provided and to draw a line through any such work not considered part of your answer.
7. Everything you write (including any notes and rough work) must be in the answer booklet. Do not write large bold letters, numbers or equivalent marks on the question paper. Do not use sticky tape or any kind of eraser fluid to hide anything you write. You must draw a line with a pen through rough work or other notes not considered part of your answer.
8. If you have any question, raise your hand and a Block Supervisor will come to you. Teachers will not give hints or answers, so please do not ask for them.
9. Keep your eyes on your own paper. Remember, copying is cheating and its punishable.
10. Stop writing immediately when the Block supervisor / invigilator says it is the end of the exam.
11. Leave the exam hall quickly and quietly. Remember to take all your belongings with you. (Remember to collect all your belongings from holding rooms.)
12. Warning bell will be given ten minutes before the close of the examination; at the second bell you must stop writing, and be ready to hand over your answer-books to the supervisor. You must not leave your seat until all your answer-books are collected by the supervisor.

## C. While handing over the answer-books

1. Make sure that you have completely and correctly, written your seat number and other details on the cover page of the answer-book/s and supplement/s.

2. All answer-books and supplements supplied to you must be handed over to the Supervisors intact whether written in or blank.
3. Do not take with you any answer-book or supplement written in or blank while leaving the examination hall. Tie or Staple your main answer book with all additional supplementary carefully.

<b>Date</b>	<b>Important Days In June 2022</b>
June 1	College Reopens,5th semester classes begins
June 4	Payment of Semester fee
June 5	World Environment Day
June 12	World Day Against Child Labour
June 14	World Blood Donor Day
June 21	International Yoga Day
June 26	international Day against Drug Abuse

<b>Date</b>	<b>Important Days In July 2022</b>
July 1	UG 3rd semester classes begins
July 10	Bakrid
July 11	World Population Day
July 17	World Day for International Justice
July 25	FIRST INTERNAL EXAM
July 28	World Nature Conservation Day
July 30	PG 3rd semester classes begins

<b>Date</b>	<b>Important Days In August 2022</b>
6 August	Hiroshima Day
9 August	Quit India Movement Day, Nagasaki Day
12 August	International Youth Day
15 August	Independence Day
19 August	World Photography Day
26 August	Women's Equality Day
29 August	National Sports Day
31 August	First Semester UG/PG Classes

<b>Dates</b>	<b>Important Days In September 2022</b>
September 2	Onam Vaccation
September 5	Teachers' Day
September 8	International Literacy Day
September 12	College reopens after onam holidays
September 14	World First Aid Day & Hindi Diwas
September 15	Engineers Day (India), International Day of Democracy,
September 16	World Ozone Day
September 21	International Day of Peace (UN) & World Alzheimer's Day
September 27	World Tourism Day
September 29	World Heart Day

<b>Dates</b>	<b>Important Days In October 2022</b>
1 October	International Day of the Older Persons,
2 October	Gandhi Jayanti, International Day of Non-Violence
3 October	Even Semester Fee Payment
4 October	World Animal Welfare Day
5 October	World Teachers' Day
8 October	Indian Air Force Day
9 October	World Postal Day
10 October	World Mental Health Day
11 October	International Day of the Girl Child
15 October	World Students' Day
17 October	International Poverty Eradication Day
24 October	United Nations Day
31 October	National Unity Day, 6th Semester UG classes

<b>Date</b>	<b>Important Days In November 2022</b>
1-Nov	Family Literacy Day
14-Nov	Children's Day , Jawaharlal Nehru birthday
17-26Nov	Association inauguration of different departments
19-Nov	World Citizen day,
20-Nov	Universal children day
21-Nov	World Television day, World Fisheries day, UG 4th semester classes
30-Nov	Flag day



<b>Dates</b>	<b>Important Days In December 2022</b>
1 December	World AIDS Day,4th Semester PG Classes
2 December	National Pollution Control Day
2 December	International Day for the Abolition of Slavery
3 December	World Day of the Handicapped
4 December	Indian Navy Day
7 December	Armed Forces Flag Day
7 December	International Civil Aviation Day
9 December	International Anti-Corruption Day
10 December	Human Rights Day
18 December	Minorities Rights Day in India
22 December	National Mathematics Day
24 December	College closes for Christmas holidays ,National Consumer Rights Day
25 December	Christmas Day
31 December	New Year's Eve

<b>Dates</b>	<b>Important Days In January 2023</b>
3 January	College opens after Christmas holidays ,Second Sem UG/PG Classes
4 January	Union Inauguration
10 January	World Hindi Day
12 January	National Youth Day
15 January	Indian Army Day
25 January	National Voters Day, National Tourism Day
26 January	Republic Day
30 January	Martyr's Day

<b>Dates</b>	<b>Important Days In February 2023</b>
4 February	World Cancer Day
15 February	Arts Fest, College Day
20 February	World Day of Social Justice
24 February	Sports Meet
28 February	National Science Day

<b>Dates</b>	<b>Important Days In March 2023</b>
8 March	Women's Day
10 March	Model Examinations
21 March	World Forestry Day
22 March	World water Day
31 March	College closes for Vacation

JAI BHARATH