Handbook
2017 - 2018

NAVAJYOTHI

ARTS & SCIENCE COLLEGE (NJC)

AFFILIATED TO KANNUR UNIVERSITY

Student Personal Data

NAME (In Block Letter)_____

Programme_____

Year of Admission_____

Reg No._____

Date of Birth_____

Blood Group_ _____

Personal Identification Marks_____

_____

Name of Father_____ Occupation_____

Name of Mother_____ Occupation_____

Residential Address_____

_____

Locality_ _____

City_ _____ District_ _____

State_ _____ Pin Code_____

Contact Details

Landline No._ _____ Mobile No._____

E-mail_ _____

DECLARATION

I hereby declare that I have read and understood the guidelines and instructions of the College in which I got admission. I agree to abide them and all directions of the Principal-Diretor and other Authorities from time to time. I shall co-operate with the college in all matters.

Signature of the Students   Signature of the Parent

2. Navajyothi College

2.1 History

Navajyothi College is an initiative of the Little Flower Congregation (CST Fathers), begun as a center for catering the need of Higher Education for the students in and around Cherupuzha Panchayath. CST Fathers began their ministry here in late 90s and later realized the need of the hour that resulted in the inception of the affiliated college. Navajyothi college was affiliated to Kannur University in 2010 and the first intake of the students was in June, 2011 . The college began with three Undergraduate Courses viz, B.Com Computer Application, B.B.A. and B.C.A. From then onwards, the students of Navajyothi excelled both in curricular and co-curricular activities by quality formation. Notable achievements in academics and sports and games at the university level were the golden feathers of the college. When the first batch completed their course, the college bagged the 2nd rank at the University level for BCA. The department of BCA conducted a state level IT Fest (Bitz Flare), constitutively from 2013 onwards. Accolades were received for the success in sports in the intercollegiate competition at the university level. Basket ball, football, Kalaripayattu, swimming, Walking and Athletics, were some, where our students proved their ability. With various clubs and associations in the campus, students prepare themselves to be responsible citizens of the nation. The graph of the growth of the college goes high, as new courses namely, B.Com Co¬operation, BA English Literature with Journalism and M.Com Finance were added in 2013. The management, staff and students work together to create a better tomorrow.

2.2 Vision: Lighted to Enlighten

2.3 Mission

Navajyothi is lighted to empower and enable the human beings to become better and responsible citizens through constructivist teaching, formation and academic research that the youth may scientifically respond to the wellbeing of the world to create a universal family where all the people can live in due justice, peace and happiness.

3. General Regulations

Navajyothi college (NJC) is strengthened by the vision, "Lighted to Enlighten." Students are therefore, expected to assimilate the true spirit. NJC respects the freedom of individuals and at the same time, believe that freedom demands responsibility. The following are certain guide-lines to help the students to become responsible persons.

3.1 Admission and Withdrawal

• Application forms and prospectus can be obtained from the college office on payment.
• The Principal/Director reserves to himself the right to reject admission to any student, if applications are incomplete in any respect.

- Qualifying certificate and mark list, once deposited, will not be returned except when the student leaves the college. Hence they are advised to keep sufficient numbers of attested copies of those documents.
- Fees once remitted shall not be refunded.

3.2 Discipline

- Every morning, we begin our day with a prayer song at 9.30.
- Students should be regular and punctual in the class. They should abide by the rules and regulations of the college and conduct them-selves with decorum in the class and campus under all circumstances.
- The students are expected to respect and greet the staff, as per the time and occasion demands.
- The medium of communication is expected to be English, within the campus.
- The students are bound to obey the directions given by the teachers and disobedience to such directions would amount to grave miscon-duct.
- The students shall not bring any outsiders other than parents or guard-ians to the campus for any purpose, whatsoever be the reason, without the prior perm ission of the Principal/Director.
- Students participating in the sports & games, NSS and other Co-curricular activities on working hours/ days should get prior written permission from respective co-ordinator, class- in-charge and Principal. It should be intimated in advance to the teachers, to avail the leave of absence.
- A written permission from the Principal/Director is necessary:
  a. To organize meetings, entertainment or special functions in the college or college campus.
  b. To distribute notice, put up notice board or hang banners in the college campus and to make announcements in the classes.
  c. To collect fund from the students and staff.
- If anyone found not complying with the above mentioned clauses, he or she shall be liable for proceeding against him/her for misconduct.
- Political activism is strictly banned in the campus. Students are forbidden to organize or attend political meetings in the campus.
- No students of the college shall stage or indulge in any activity like Dharana, Gherao, Strike or obstructing entry to and from any classroom, office, hall or other places inside the campus, and such activities shall be treated as misconduct.
- As per the University Regulations, the election of the college union will be conducted under parliamentary mode at the given time.

3.3 Good Manners and Behaviour

- Navajyothi is lighted to enlighten; hence the life in the campus must be inspired by unity, mutual trust and co- operation among the staff, students, parents and management.
- Every student should conform to the rules and regulations retaining to attendance, library, college fees, examinations and test etc.
- Students are forbidden to smoke, consume drugs, and use any such things.
- Students shall not throw paper or any items in the classroom and campus other than in the dustbin.
- No student should leave the classroom during a lecture, without the permission of the lecturer. Similarly, no student should call out any
- Any difference that arises among the students, staff and management should be resolved by peaceful methods. Requests, petitions, appeals and complaints of any kind must be made to the Class-in-charge/ the Head of the Department concerned, and never directly to higher authorities.
    - ◊ College property and furniture should be handled with care and anyone who damages them will be liable to pay for the damage caused. Lights and fans in the classrooms must be switched off when not in use.
    - ◊ Lecturers and students should park their bikes, cars, etc. in the respective park-ing lot.
    - ◊ No student who has been convicted of any offence in a criminal court will be allowed to continue studies in the college.
    - ◊ Students who are guilty of rude language towards the staff of the college, as-sault or attempt to assault staff or fellow students of the College will be expelled from the Institution.

3. 4 Dress Code

- Students are expected to come to the college, decently dressed.
- All the students are expected to wear the prescribed uniform without fail, on every day, except Wednesday.
- On Wednesday, students shall wear decent dress preferably pants and shirts for boys and Churidar for girls.
- Violation of dress code will be treated as misconduct attracting disciplinary action.

3.5 Identity Card

- Students are provided with Identity Cards (ID) and they must wear the ID round their necks while in the campus.
    - ◊ It may be noted that the ID has to be produced on claiming Hall Tickets, Mark lists, Certificates, Scholarships, Stipends, Caution Deposit, attending internal and

external examinations, entering Lab & Library, sports& arts at college and univer-sity levels, and any extra - curricular activities of the college.

◊ Students should produce their ID for inspection, whenever they are

- required to do so by the members of the staff and the college authorities. Violation of ID rules will be treated as misconduct and will be fined

- If the ID is lost, a duplicate may be issued at the student's expense with the special permission of the Principal/Director on submission of written request for a duplicate ID attested by the parent or guardian.

3.6 Library

Navajyothi has a large collection of various books, periodicals and major leading dailies in Malayalam and English. The library is open from 8.30 am to 4.30 pm.

Strict silence should be maintained in the library and reading room.

Every student shall produce his/her identity card before entering the library.

Students are allowed to carry only paper sheets or notebooks to the library. Personal articles like bags, umbrella, etc., should be placed outside, before entering the library.

The students are expected to use the books with utmost care. The borrower will be held responsible for any defect detected when the book is returned or if a book is lost she/he will be required to replace the defective or lost book either with a new one or pay the compensation fixed by the librarian.

The loan period of books is normally 14 days, but the librarian has the right to shorten and extend the loan period.

Students are allowed to borrow two books at a time from the library and if it is not returned on or before the due date, a fine of Rs. 5 /-will be charged per day, on each book.

3.7 Computer Lab Instructions

The College has a High-tech Computer Lab and students are encouraged to use the same for study purposes. Students are encouraged to attend free 'basic computer classes', conducted by the college authorities.

1. Strict silence must be observed inside the Computer lab.

2. Keep your footwear outside the lab.

Students must enter their name, class and signature with date in the lab register before using the system.

3. Switch off fans and lights when you leave the Computer Lab.

4. Food or drinks are not allowed in the Computer Lab.

5. Do not remove or disconnect parts, cables or labels.

6. Internet use is limited to teacher-assigned activities or class work.

7. Personal internet use such as facebook, chat rooms, instant messaging (IM), e-mail etc., is strictly prohibited.

8. Do not download or install any programm, game or music.

9. Internet/intranet gaming activities are prohibited.

10. Do not download or install any programm, game or music. Internet/intranet gaming activities are prohibited.

11. Do not personalize the computer settings.(This includes desktop, screen saver etc.)

12. CD -ROMs, thump drives or other multimedia equipments are for the study work. Do not use them for playing music or for other recreational activities.

13. Log-off and leave the computer ready, for the next person to use.

14. Pick-up your materials and files being discarded should be placed in a recycle container.

15. Do not install any software on your own and modify any software or files.

16. For any hardware or software problems, please contract the lab assistant. Do not try to repair the equipments yourself. If you encounter any problem, please inform the lab assistant.

17. Using personal USB, Pendrive or other similar items are strictly prohibited.

18. Violation of any of the above rules may be cause for:

    a. Ejection from the lab

    b. Suspension of computer privileges

    d. Reporting to the college administration

    a. Monetary reimbursement for damages

3.8 Mobile Phones

Students are not permitted to use mobile phones in the campus, as per the order of the Government of Kerala (318/10/H Edn Dept.dt. 16/02/2010). Offenders will be charged with a fine and the mobile phone will be confiscated. Those students, who bring mobiles in the campus, shall deposit them at the given boxes with the concerned staff.

3.9 Prohibition of Ragging

Navajyothi strictly prohibits any ragging and encourages anti-ragging movements. NJC follows the Kerala Prohibition of Ragging Act, 1998.

An Act to prohibit ragging in educational institutions in the State of Kerala.

Preamble - WHEREAS it is expedient to prohibit ragging in educational institutions in the state of Kerala.

BE it enacted in the Forty- ninth Year of the Republic of India as follows:

Short title, Extend and Commencement. (1) This act may be called, the Kerala Prohibition of Ragging Act,1998. (2) It is extended to the whole of the State of Kerala.(3) It shall be deemed to have come into force on the 23rd day of October, 1997.

Definition: In this Act, unless the context otherwise required, (a) 'head of the educational institution' means the Principal or the Headmaster or the person responsible for the management of that educational institution; (b) 'Ragging' means doing any act, by disorderly conduct, to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or fear or shame or embarrassment to that student and includes-

i. teasing, abusing or paying practical jokes on, or causing hurt to, such student; or

ii. asking a student to do any act or perform something which such student will not, in the ordinary course, willingly do.

Prohibition of Ragging: Ragging within or outside any educational institution is prohibited.

Penalty for Ragging: Whoever commits, participates in, abets or propagates ragging, within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extent to two years and shall also be liable to a fine which may extent to ten thousand rupees.

Dismissal of Student: Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of three years, from the date of the order of such dismissal.

Suspension of Student: (1) Whenever any student or as the case may be, the parents or guardian or a teacher of an educational institution complaints in writing, of ragging, to the head of the educational institution the head of the educational institution, shall without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.(2)When on enquiry by the head of the educational institution, it is proved that there is no substance prima facie in the complaint received under sub-section (1), he shall intimate the fact, in writing, to the complainant.

Deemed Abetment: If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4.

Power to make rules: (1) The Govt, may by notification in the gazette make rules for carrying out all or any of the purposes of this Act. (2) Every rule made under this act shall be laid, as soon as may be after it is made, before the Legislative Assembly, while it is in session for a total period of fourteen days, which may be comprised in one session or in two successive sessions, and if before the expiry of the session in which it is so laid, or the session immediately following, the Legislative Assembly makes any modification in the

rule or decides that the rule should not be made, the rule shall, thereafter, have effect only in such modified form or be of no effect, as the case may be, so, however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

Repeal and Saving: (1) The Kerala Prohibition of Ragging Ordinance, 1998 (2 of 1998) is here by repealed .(2) Notwithstanding such repeal, anything done or deemed to have been done or any action taken or deemed to have been taken under the said Ordinance shall be deemed to have been done or taken under this Act.

(Received the assent of the Governor on 23rd day of April 1998 and published in the Kerala Gazette Extraordinary No. 1007 dated 24th June, 1998)

1. All Celebrations in the campus, including Union activities, should be held only after getting prior permission from the Head of the Institution of the College, Celebrations of any type should be communicated to the Head of Institution through concerned Staff Advisor at least five working days prior to the event, with programme details, guests attending source of funds, expenditure estimates etc. The 'Discipline Committee' should monitor and supervise the celebrations in the college.

2. Students' Union activities should be supervised by a Committee chaired by the Head of the Institution with Staff Advisor as Convenor, and HoDs and Discipline Committee members.

3. All students have to wear identity tag in the college.

4. No type of vehicles should be used during celebrations inside the college Campus/ Hostels.

5. Students' vehicles will be allowed only up to the designated parking area. Entry beyond that point is strictly prohibited. The college authorities must provide security for the vehicles parked in the parking area. Expense in this regard will be met from College Fund/PTA Fund.

6. Public including former students, will be allowed to enter the college campus only for genuine reasons. They will not be allowed to enter the class rooms and hostel rooms in any case.

7. Programmes by External agencies/Professional group/Paid programmes such as DJ, Musical events should not be permitted inside the campus. No type of fund raising from the students should be permitted, as these practices lead to extortion and misuse of funds. Technical festivals should be limited to Technical activities. There is no restrictions for students' programmes.

8. Bike race/motor car race/elephant procession or similar activities should not be permitted inside the Campus/Hostels.

9. In the interest of security of students, Police may be informed in advance about all festical celebrations.

10. Counselling service/Social work service may be arranged to cope with student problems. Individual/group counselling may be arranged. Anti Ragging awareness programmes must be conducted. Activities like NSS/NCC/Yoga/Sports may be encouraged.

11. For all Students' programme in the campus, presence of teachers is mandatory. The Students' Programme should not be permitted beyond 9 p.m.

3.10 Class Hours

1. The semester consists of a 90 working days as per the university regulations and guidance.
2. The classes begin at 9.30am and ends at 3.15pm comprising of five hours including adequate intervals.
3. The first bell for the morning and afternoon sessions is rung, five minutes before the commencement of the class.
4. At the first warning bell before each session, students shall go to their respective classes and take their seats as to be present when the professor enters. Standing around in groups outside the class or verandas should be avoided.
5. At the beginning of the period, if the professor has not come to the class, the representative from the class enquire from the head of the department if the concerned professor is on leave and get the information from him about the alternative arrangement for their class. Until such information is obtained students should be in class maintaining strict silence.
6. Between periods, students should not be loitering around the campus. If there is any need to use the veranda, silence should be observed.

3.11 Attendance & Leave

1. No one shall absent himself/ herself from the class without proper leave.
2. The staff members shall take attendance at each period.
3. A student who is not in the class when the attendance is taken shall be marked absent.
4. Students shall look in to their attendance sheet uploaded in the college website.
5. The attendance of each student will be totalled at the end of the semester. Periodic intimation will be sent to the parent or guardian of the student for information and suitable action.
6. A student shall be permitted to appear for the semester examination, only if he/ she secures not less than 75% attendance in each semester. Attendance record shall be maintained by the concerned department. Condonation of shortage of attendance to a maximum of 12 days in a semester subject to a maximum of two times during the whole period of a Degree Programme may be granted by the University.
7. Benefits of condonation of attendance may be granted to students who attend the approved activities of college/university with prior concurrence of the Head of the institution. Participation in such activities may be treated as presence in lieu of their absence on production of participation/ attendance certificate in curricular/ extracurricular activities.
8. A student who is not eligible for condonation of shortage of attendance shall repeat the course along with the subsequent batch.

3.11.1. Casual Leave (C L)

i. A student requiring leave must apply for it in writing in the application form in advance in given format.

ii. If a student needs to take a day's leave, it should be with the permission of the class in charge. If the leave is to be extended for two days, he or she should get permission from the HOD.

iii. If a student is absent without leave, his/her absence will be immediately reported to parents and disciplinary action such as fining, suspension etc., will be taken. Absence for 10 successive days without informing will entail disciplinary action.

iv. Students who have to leave the class during a session for any valid reason must do so only after obtaining prior permission from the class in charge and the lecturer of the hour.

3.11.2 Medical Leave

In case of illness, if absence lasts for three days or more, the absence will be treated as submit a medical certificate, and the period of absence will be treated as on medical leave.

3.11.3 Leave on Other Duty (O D)

Those students who represent the college in sports and games or in competitions, in NSS camp etc. are given the credit of attendance for the period. It is called leave on Other Duty (OD). They should fill in the proper form meant for OD and get the counter signed by the concerned professor in charge and submit it to the class in charge. Those who fail to do so will be considered as absentees.

3.12. Examination

There shall be University examinations at the end of each semester. A candidate who fails to register for the University Examination shall not be permitted to move to next semester.

a) Improvement

Improvement of courses in a particular semester can be done only once. The student shall avail the improvement chance in the succeeding year along with the subsequent batch.

There shall be no improvement chance for internal evaluation. The internal marks already obtained will be carried forward to determine the new grade/ mark in the improvement examination.

If the candidate fails to appear for the improvement examination after registration, or if there is no change in the results of the improvement examination, the mark/ grade obtained in the first appearance will be retained.

There shall be no supplementary examinations. For reappearance/ improvement, the students can appear along with the next batch.

b) Rules regarding Internal Assessment

1) The aim of the internal assessment is to assess the performance of the student throughout the semester. The assessment will be done by the course teachers.

2) Appearance for internal Assessment (IA) and End Semester Evaluation (ESE) are compulsory and no grade shall be awarded to a candidate, if she/he is absent for IA/ESE or both.

3) There will be two or more written examination of which the average marks will be accepted for the summation of internal grade.

4) The internal assessment for each subject is done by the instruction and guidance given by the University.

5) The internal assessment shall be based on a predetermined transparent system involving written test, assignments, seminars, viva and attendance in respect of theory courses and Lab involvement and records, tests and attendance in respect of practical courses.

6) No student shall be absent from the internal assessment of any kind.

7) If a student is absent from the internal examination with grave reason has a chance to appear for the exam on request and the same can be conducted by the course teacher in a convenient time. The matter should be brought into the notice of HOD and a student should get a written permission from the HOD to appear for the exam.

8) Components with percentage of marks of internal Evaluation of Theory Course are (2014 Admission).

Attendance	25% (2.5 marks)
Assignment/ Seminar/ Viva	25% (2.5 marks)
Model Examinations	50% (5 marks)

For Practical Courses:

Attendance	25%
Lab Involvement and Record	50%
Test (as far as internal is concerned).	25%

Attendance (25%) of each Course will be evaluated as below:

Attendance	Marks
85 - 89 %	80% (2 marks)
80 - 84%	60% (1.5 marks)
75-79 %	40% (1 marks)
(No marks for attendance below 75%)	

9) To ensure transparency of the eavaluation process, the internal assessment marks awarded to the students in each course in a semester shall be notified

on the notice board at least one week before the commencement of external examination. There shall not be any chance for improvement for internal marks.

c) Grievance Redressal Committee

There is a Grievance Redressal Committee in each department comprising of the course teacher and one senior teacher as members and the Head of the Department as chairman. This committee shall address all grievance relating to the internal assessment marks of the students.

There is also a college level Grievance Redressal Committee comprising of the student advisor, two senior teachers and two staff council members (one shall be member) as members and the Principal/Director as chairman.

d) Project and Viva

Every student of a UG Programme shall have to work on a project of minimum two credits under the supervision of a faculty member as per the curriculum.

Project evaluation shall be conducted at the end of the sixth semester.

Projects shall be submitted in the last week of February in the VI semester. Belated and incomplete projects will not be entertained.

3. 13 Certificates

Any students who wish to get their certificates shall apply in specific format in the office. The

conduct certificate is issued on the basis of an overall evaluation of the student.

3.14 Sanctions against Mai Practices

Students should display utmost honesty and good behavior during the conduct of the examinations. They should keep silence in the examination hall and cooperate in the orderly conduct of the examinations.

If a student is caught indulging in malpractice in internal examination, the case will be brought to the notice of the Principal/Director. Serious action will be taken by the Principal.

If a student is caught in the external examination, the matter will be brought into the notice of the university and the proceedings will be taken according to the university regulations.

3.15. Tuition Fees

The tuition fees as per the government order for each semester shall be collected from the students.

No student will be permitted to attend the semester examination, if she/he is failed to pay the tuition fees.

All students have to remit the tuition fee through Bank within 30 days of the beginning of each semester. Those who fail to make payment within the time limit will have to remit the fee with fine.

3.16 Co-Curricular Activities

The college provides students with whole range of co-curricular and extra-curricular activities to make their campus life rich and meaningful and to develop them into fuller and mature persons.

NSS: The activities of NSS shall be co-ordinated by the staff in-charges according to the university regulations. Those who are members of the NSS shall abide the directions of the staff in charges.

Department Associations: The co-curricular activities of the students shall be directly under the supervision of Department Associations. The HOD shall take the initiative to arrange various programmes in an academic year.

Arts, Sports & Games: The College gives due importance to arts, sports and games. Competitions are held annually in various items. Students who participate in such activities shall abide the regulations of the coach and staff in-charges. They shall uphold the name and fame of the college in the intercollegiate meets.

Remedial Programmes: College takes utmost care to improve the English language skills of each student through remedial English classes. Those who fail in remedial English test will have compulsory and free special English coaching.

3.17 Extra Curricular Activities

Extra-curricular activities in the college are meant for the development of various skills and fostering of personality development of the students. Therefore, they are encouraged to involve themselves in such wholesome activities to develop into better endowed persons.

ELC: English language Club is an initiative of the students aimed at developing language skills and communication skills. The club helps each member in various ways by organizing competitions and other activities.

Educational Counselling and Guidance: Counselling will be available for students and parents during working days as well as holidays. Students are free to discuss their learning and educational problems.

3.18 Parent Teacher Association (PTA)

Navajyothi College considers the parents of the students as the extended family members. Hence, there will be regular 'Navajyothi Family' gathering with Principal/ Director as the Chairman, Manager , Vice Principal, Bursar, members of the faculty, administrative assistants and parents of all the students enrolled as members.

The meetings will be informed to the parents and they shall participate in the same to know better about the academic status and character of their child. The wholesome participation of the parents in the smooth conduct of the college is very much encouraged.

UNDER GRADUATE

PROGRAMMES

1 Bachelor of Computer Application (BCA)

The basic objective of the programme is to open a channel of admission for computing courses for students, who have done the 10, and +2 and are interested in taking computing / IT as a career. After acquiring the Bachelor's Degree (BCA), there is further educational opportunity to go for a MCA or Master's Programme at any University / Institute; also after completing BCA Programme, a student should be able to get entry level job in the field of IT or ITES.

Programme Information

Duration of the Course: The BCA is a three years programme, divided into six semesters with 90 instructional days per semester.

Eligibility for Admission: Graduate of Plus Two Examination with Computer Science or Mathematics as one of the subjects.

Intake: Maximum 30 seats this year.

Admission Procedure:

Based on the merit of qualifying examination marks.

B.C.A (2014 Admission)

Semester - I

No.	Title of the Course	Hours/Week		Credit	Marks
		Theory	Practical		
1	Common Course English - I	5		4	50
2	Common Course English - II	4			50
3		5		4	50
4	Complementary I - Mathematics I	4			50
5	Common Course - Informatics for Computer Application			4	50
6	Core Course 1 - Programming C	2	2	2	50
	Total		2	20	300

Semester - II

No.	Title of the Course	Hours/Week		Credit	Marks
		Theory	Practical		
1	Common Course English - III	5		4	50
2	Common Course English - IV	4			50
3		5		4	50
4	Complementary II - Mathematics - II	4			50

5	Core Course 2 - Digital Systems			2	50
6	Core Course 3 - Object Oriented Programming Using C++	2			50
7	Core Course 4 - Lab - 1 (Programming in C)			2	
8	Core Course 5 - Lab - 1 (Programming in C++)		2	2	
	Total		**2**		**350**

Semester - III

No.	Title of the Course	Hours/Week		Credit	Marks
		Theory	Practical		
1	Common Course - Data Structure	4		4	50
2	Common Course - Data Base Management System	4	2	4	50
3	Complementary - III - Mathematics - III	4			50
4	Core Course 6 – Computer Organisation	4			50
5	Core Course 7 - Introduction to Microprocessors	4			50
	Total	**20**	**5**	**17**	**250**

Semester - IV

No.	Title of the Course	Hours/Week		Credit	Marks
		Theory	Practical		
1	Common Course - Numerical Analysis	4		4	50
2	Complementary - IV Mathematics IV	4		3	50
3	Core Course 8 - Operating System	4		3	50
4	Core Course 9 - Java Programme	4		3	50
5	Core Course 10 - Linux Administration	4		3	50
6	**Core Course 11 - Lab III Data Structure & DBMS**			**3**	**25**
7	**Core Course 12 - Lab - IV - Java Programming, Shell Programming & Linux administration**		**5**	**3**	**25**
	Total		**5**		

Semester - V

No.	Title of the Course	Hours/Week		Credit	Marks
		Theory	Practical		
1	Core Course 13 - Software Engineering	4		3	50
2	Core Course 14 - Data Communication & Networks	4		3	50
3	Core Course 15 - Enterprise Java Programming	4	4	3	50
4	Core Course 16 - C# and Net Programming	3	4	2	50
5	Open Course	2		2	25
	Total			**13**	**255**

Semester - VI

No.	Title of the Course	Hours/Week		Credit	Marks
		Theory	Practical		
1	Core Course 17- Web Technology	2		2	50
2	Core Course 18- Data Mining & Data Warehousing	4		3	50
3	Core Course 19- Elective I	4		3	50
4	Core Course 20 - Elective II	4		3	50
5	Core Course 21 - System Software	3		2	50
6	Core Course 22 - Lab - V - Enterprise Java Progrmming			3	25
7	Core Course - 24 - VI - Net Programming		3	2	25
8	Core Course 24 - Lab - VII Web Technology		3	2	25
	Core Course 25 - Lab - VIII - Project		5	4	50
	Total			**25**	

2 Bachelor of Business Administration (BBA)

A Bachelor of Business Administration (BBA) program can prepare students to manage companies by teaching subjects such as marketing and human resources. Through BBA courses, students can gain knowledge of business practices and processes, understand the role of economics in the world marketplace and acquire an awareness of global business issues. After completing BBA, individuals may consider furthering their education in Master of Business Administration (MBA), a graduate-level degree that is often desired by employers for positions such as Chief Executive Officer (CEO) and Chief Operations Officer (COO).

Programme Information

Duration of the Course: The BBA is a three years programme, divided into six semesters with 90 instructional days per semester.

Eligibility for Admission: Graduate of Plus Two Examination. Those who have not studied Commerce at Plus Two level should have a minimum of 45% of marks for admission.

Intake: Maximum 48 seats this year.

Admission Procedure: Based on the merit of qualifying examination marks.

BBA (2014 Admission)

Semester - I

Sl.No.	Course Code	Type Course	Course Title	Hours/ Week	Hours/ Sem	Credit	Exam Dura-tion
1	1A01ENG	Common - I	English I	5	90	4	3
2	1A02ENG	Common - II	English II	4	72	3	3
3	1A07	Common - III	Additional Language	5	90	4	3
4	1B01 BBA	Core - 1	Principles & Practives of Management	3	54	3	3
5	1C01 BBA	Complementary 1	Business Statistics	5	90	3	3
6	1C01 BBA	Complementary 1	Business Economics	3	54	3	3

Semester - II

Sl.No.	Course Code	Type Course	Course Title	Hours/ Week	Hours/ Sem	Credit	Exam Dura-tion
1	2A03ENG	Common - IV	English III	5	90	4	3
2	2A04ENG	Common - II	English IV	4		3	3
3	2A08	Common - VI	Additional Language II	5	90	4	3
4	2B02 BBA	Core - I1	Business Envi-ronment	3	54	3	3
5	2B03 BBA	Core - II 1	Business Communica-tion	3	54	3	3
6	2C03 BBA	Complementary III	QT for Busi-ness Decision	5	90	3	3

Semester - III

Sl.No.	Course Code	Type Course	Course Title	Hours/ Week	Hours/ Sem	Credit	Exam Dura- tion
1	3A11/ COM/BBA	Common - XI	IT in Business	3(T) 2(P)	90	4	3
2	3A12/ COM/BBA	Common - XII	Numerical	4	72	4	3
3	B04 BBA	Core - IV	Financial Accounting	5	90	4	3
4	3B06 BBA	Core - V	Operations Management	4	72	3	3
5	3B06 BBA	Core - VI	Management Skill Develop- ment	2	36	1	
6	3C04 BBA	Complemen- tary IV	Legal Aspects of Business	5	90	3	3

Semester - V

Sl.No.	Course Code	Type Course	Course Title	Hours/ Week	Hours/ Sem	Credit	Exam Dura- tion
1	5B11 BBA	Core XI	Cost Account- ing	5	90	4	3
2	5B12 BBA	Core XII	Human Resource Management	5	90	4	3
3	5B13 BBA	Core XIII	Banking Theory Law & Practice	4	72	3	3
4	5B14 BBA	Core XIV	Organisational Behaviour	5	90	4	3
5	5B15 BBA	Core XV	Retail Manage- ment	4	72	3	3
6	5D01 BBA	Open I		2	36	2	2

Semester - VI

Sl.No.	Course Code	Type Course	Course Title	Hours/ Week	Hours/ Sem	Credit	Exam Dura- tion
1	6B16 BBA	Core XVI	Strategic Man- agement	4	72	4	3

2	6B17 BBA	Core XVII	Capital Market & Investment Management	5	90	4	3
3	6B18 BBA	Core XVII	International Business	4	72	3	3
4	6B19 BBA	Core XIX	Event Management	4	72	3	3
5	6820 BBA	Core XX	Management Accounting	5	90	4	3
6	6B21 BBA	Core XXI	Placement Training & Project Report	3	54	2	

3 Bachelor of Commerce (B.Com)

NJC offers B.Com-Computer Applications and B.Com-Co-operations. In order to be eligible for the award of the Bachelor of Commerce (B.Com.) degree, a student has to complete 36 courses equivalent to 120 credits, comprising of 19 Core courses, 10 Common courses, 5 Complementary courses, one open course and Project.This is a three-year full-time program, spread over six semesters of teaching and final semester is training based. The academic framework of the program includes several live industry projects, industry internship, global immersion program and hands-on experience in the world of commerce. This Programme focuses on developing proficiency in accountancy, taxation and finance. The programme facilitates students to pursue higher education in Management/Commerce and also in pursuing professional qualification such as CA, ACCA etc.

3.1 B.Com-Computer Applications

Programme Information

Duration of the Course: The B.Com CA is a three years programme, divided into six semesters with 90 instructional days per semester.

Eligibility for Admission: Graduate of Plus Two Examination. Those who have not studied Commerce at Plus Two level should have a minimum of 45% of marks for admission.

Intake: Maximum 48 this year.

Admission Procedure: Based on the merit of qualifying examination marks.

3.2 B.Com - Co-operation

Programme Information

Duration of the Course: The B.Com is a three years programme, divided into six semesters with 90 instructional days per semester.

Eligibility for Admission: Graduate of Plus Two Examination. Those who have not studied Commerce at Plus Two level should have a minimum of 45% of marks for admission.

Intake: Maximum 40 seats this year.

Admission Procedure: Based on the merit of qualifying examination marks.

Syllabus: B.Com -Computer Applications and Co-operation (2014 Admission)

Semester-1   **Semester-2**

Credit	Hours	Subject Title	Credit	Hours	Subject Title
4	90	English	4	90	English
3	72	English	3	72	English
4	90	Additional Languages (M/H)	4	90	Additional Languages (M/H)
2	54	Management Concepts and Principles	2	54	Principles of Marketing
3	72	Financial Accounting	2	54	Human Resource Management
3	72	Business Statistics	4	90	Quantitative Technique for Business Decisions

Semester-3   **Semester-4**

Credit	Hours	Subject Title	Credit	Hours	Subject Title
4	72	Disaster Management	4	72	Entrepreneurship
4	72	Numerical Skills for Business	4	72	Environment Studies
3	54	Basics of Research Methodology	4	90	Income Tax Law and Practice
4	90	Advanced Accounting	3	72	Informatics Skills
3	90	Opt: Computer Application-1/ Co-operation-1	3	72	Opt: Computer Application-2/ Co-operation-2
3	72	Business regulatory Frame Work	3	72	Corporative Law and Business Regulation

Semester-5   **Semester-6**

Credit	Hours	Subject Title	Credit	Hours	Subject Title
4	90	Cost Accounting	4	90	Management Accounting
4	90	Corporative Accounting	4	90	International Business
3	72	Auditing	4	90	Modern Banking
4	90	Income Tax Law and Practice-ll	3	54	Financial Markets and Services
3	72	Opt: Computer Application-3/ Co-operation-3	3	90	Opt: Computer Application-4/ Co-operation-4
2	36	Open Course	2	36	Project

4 BA English
Bachelor of English Language and literature with Journalism

The aim of the Bachelor's Degree in English (B.A) Programme is to give the learners a sound understanding of English literature along with communication. A good knowledge of reading comprehension and writing skills would be a pre-requisite for this programme. The BA is a three years programme, divided into six semesters with 90 instructional days per semester.

Programme Information

Duration of the Course: The BA English is a three year programme, divided into six semesters with 90 instructional days per semester.

Eligibility for Admission: Graduate of Plus Two Examination with English as one of the Subjects.

Intake: Maximum 30 seats this year.

Admission Procedure: Based on the merit of qualifying examination marks.

Syllabus : B.A -English (2014 Admission)

Semester-1   **Semester-2**

Credit	Week	Subject Title	Credit	Week	Subject Title
4	5	Communicative English	4	5	Communicative English-2
3	4	Language through Literature	3	4	Language through Literature-2
4	4	Malayalam Sahithya Ganangal	4	4	Malayalam Gadhyaroopangal
4	6	History of English Language and Literature	4	6	Studies is Prose
4	6	Mass Communication Studies/ Corporate Communication and advertising	4	6	Print Media Journalism/ New Media

Semester-3

Credit	Week	Subject Title
4	5	MalayalaKavitha
4	5	Reading in Prose and Poetry
4	5	Linguistics
4	4	English in the Internet Era
4	6	Television Journalism

Semester-4

Credit	Week	Subject Title
4	4	MAL- Rachana Vivarthanam
4	5	Reading in Fiction and Drama
4	4	Studies in Poetry
5	5	Literary Criticism
4	6	Film Studies

Semester-5

Credit	Week	Subject Title
5	6	Modern Critical Theory
4	6	Drama: Theory and Literature
4	6	Studies in Fiction
5	6	Women's Writings

Semester-6

Credit	Week	Subject Title
2	1	Project
4	5	Malayalam Literature in Translation
4	5	New Literature in English
5	5	Indian Writings in English
4	5	Film Studies
4	4	Electives 01,02,03

Executive Courses

Credit	Week	Subject Title
4	4	World Literature in Translation
4	4	Indian Literature in Translation
4	4	Writings for Media

Open Courses

Credit	Week	Subject Title
2	2	English for Competitive Examinations

POST GRADUATE
PROGRAMMES

1 Master of Commerce

The programme meets the expanding needs in commerce education at all levels and provide necessary manpower to industry, trade, PSUs, Government and Private enterprises in the areas like Finance, International Business, Marketing, Taxation and Accounting. In order to be eligible for the award of the Master of Commerce (M.Com) Degree, a student has to complete 21 Courses equivalent to 80 credits. The course provides opportunity for students to pursue professional studies like CA, CS, CFA, ICWA, etc.

1.1 M.Com Finance Programme Information

Duration of the Course: The M.Com is a two years programme, comprising of four semesters with 90 instructional days per semester.

Eligibility for Admission: Graduate of UG Degree in B.Com, B.B.A., B.B.M. or B.B.S. with not less than 45% marks in part 3 or equivalant GPA (1.8) for core and complementary courses.

Intake: Maximum 15 seats each year.

Admission Procedure: Admission is based on the merit of qualifying examination marks and interview.

Syllabus: M.Com Finance (2014 Admission)

Semester 1   Semester 2

Credit	Course Code	Subject Title	Credit	Course Code	Subject Title
4	Com1c01	Business Environment & Policy	4	Com2c06	Strategic
4	Com1c02	Quantitative Techniques & Operational Research	4	Com2c07	Research Methodology & Computer Application
4	Com1c03	Management Information	4	Com2c08	Costing For Management Decisions
4	Com1c04	Organizational Behavior	4	Com2c09	Advanced Business Accounting
4	Com1c05	Accounting For Business Decisions	4	Com2c10	Financial Management

Semester 3   **Semester 4**

Credit	Course Code	Subject Title	Credit	Course Code	Subject Title
4	Com3c11	Marketing Management	4	Com4e01	Security Analysis & Portfolio Management
4	Com3c12	Corporate Accounting	4	Com4e02	International Financial Management
4	Com3c13	Income Tax Law And Practice	4	Com4e03	Financial Market And Services
4	Com3c14	Wealth Tax And Indirect Taxes	4	Com4e04	Corporate Tax Planning & Management
4	Com3c15	Human Resource Management	2	Com Pr	Project Report / Dissertation
			2	Com4c16	Viva-Voce

Important Days to Remember

Date	Events	Notes

Parent -Teacher Communication

DATE	REMARKS	CLASS INCHARGE	PARENT

Leave Record

DATE	REASONS	PARENT	CLASS INCHARGE

Leave Record

DATE	REASONS	PARENT	CLASS INCHARGE

Notes
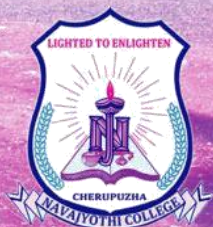
NAVAJYOTHI COLLEGE CHERUPUZHA

NAVAJYOTHI
ARTS & SCIENCE COLLEGE

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UG COURSES:
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- B.Com - Co.
- BBA
- BCA
- BA English

PG COURSES:
- M.Com-Finance