



HANDBOOK 2023-24



NAVAJYOTHI
COLLEGE CHERUPUZHA
AFFILIATED TO KANNUR UNIVERSITY



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राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

निर्देशात्मक प्रयोग करने का सर्वप्रथम संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
is pleased to declare*

Navajyothi College

*Cherupuzha, Dist. Kannur, affiliated to Kannur University,
Kerala as*

Accredited

with CGPA of 2.97 on four point scale

*at B** grade*

valid up to September 30, 2027

Date : September 21, 2022



*S. C. Ramesh
Director*



REGULATORY CHANGES COORDINATOR





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

Parents Mob. _____ 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-Director 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



History

Navajyothi college at Cherupuzha in Kannur, district, is an academic initiative of the CST Fathers of the Little Flower Congregation who began their ministry there in the 1990s. They realised the need of people for higher education and hence an affiliated self-financed college was started in 2010. The first batch of students was admitted to the three courses of B.com- Computer Application, BBA, and BCA in the following year. In 2013 B.Com Co-operation, BA English Literature with Journalism, and M.Com finance were added to the courses offered by the college. Later years M.Com Marketing, MA English, BA Economics, and B.Com Finance were added to the existing course. In 2023, BSW and BSc Psychology courses were added. The Remarkable achievement is the NAAC Accreditation with B++ at 2.97 grade point as the highest grade point among the self-finance colleges under Kannur University.

From the beginning, the students of Navajyothi were guided and motivated to excel both in academics and co-curricular activities. When the first batch completed their courses, the college bagged the university ranks in various courses to date. The management is focused on training the students both in the curricular and co-curricular activities of the students. The students of this college bagged many medals in sports and games and at university. The departmental association conducts national and state-level fests and special events co-ordinating different campuses from across India. Departmental clubs and associations are very active on the campus and the students are prepared to become capable and responsible citizens and leaders. The management staff and students work together to make a better more prosperous and promising future for the next generation and the country.

Vision: Lighted to Enlighten

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.

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.

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.

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 themselves 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 misconduct.
- ◆ The students shall not bring any outsiders other than parents or guardians to the campus for any purpose, whatsoever be the reason, without the prior permission 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:
- ◆ To organize meetings, entertainment or special functions in the college or college campus.
- ◆ To distribute notice, put up notice board or hang banners in the college campus and to make announcements in the classes.
- ◆ 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 Dhara-na, 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.

Good Manners and Behaviour

- ◆ Navajyothi is lighted to enlighten; hence the life in the campus must be in-spired 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 per-mission 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.

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.

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 university 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.

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.



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.
3. Students must enter their name, class and signature with date in the lab register before using the system.
4. Switch off fans and lights when you leave the Computer Lab.
5. Food or drinks are not allowed in the Computer Lab.
6. Do not remove or disconnect parts, cables or labels.
7. Internet use is limited to teacher-assigned activities or class work.
8. Personal internet use such as face book, chat rooms, instant messaging (IM), e- mail etc., is strictly prohibited.
9. Do not download or install any programme, game or music.
10. Internet/intranet gaming activities are prohibited.
11. Do not download or install any programme, game or music. Internet/intranet gaming activities are prohibited.
12. Do not personalize the computer settings. (This includes desktop, screen saver etc.)
13. 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.
14. Log-off and leave the computer ready, for the next person to use.
15. Pick-up your materials and files being discarded should be placed in a recycle container.
16. Do not install any software on your own and modify any software or files.
17. 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.
18. Using personal USB, Pendrive or other similar items are strictly prohibited.
19. Violation of any of the above rules may be cause for:
 - a. Ejection from the lab

- b. Suspension of computer privileges
- c. Reporting to the college administration
- d. Monetary reimbursement for damages

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.

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 teasing, abusing or paying practical jokes on, or causing hurt to, such student; or 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 complains 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)

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 festival 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.

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.

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 totaled 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.

Casual Leave (CL)

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.

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.

Leave on Other Duty (OD)

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.

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 UG (2019 Admission).

| | |
|---------------------------|---------------|
| Assignment/ Seminar/ Viva | 20% (2 marks) |
| Model Examinations | 80% (8 Marks) |

Internal mark for test papers should be given as per the following criteria;

| Average mark obtained in the test papers | Percentage of internal mark |
|--|-----------------------------|
| 80% and above | 100% |
| 60% to 79% | 80% |
| 40% to 59% | 60% |
| 20 % to 39% | 40% |
| Below 20% | 20% |

9) To ensure transparency of the evaluation 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.

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.

Sanctions against Mal 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.

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.

Caution deposit paid in the college will be returned on the completion of the course with 40% depreciation.

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 inter-collegiate 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.

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.

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.

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 sixsemesters 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 (2019 Admission Onwards)

| Semester I | | | Semester - II | | |
|---|--------|-------|--|--------|-------|
| Title of the Course | Credit | Marks | Title of the Course | Credit | Marks |
| 1A01ENG Communicative English | 4 | 40 | 2A03ENG Readings on Life & Nature | 4 | 40 |
| 1A02ENG Readings on Kerala | 3 | 40 | 2A04ENG Readings on Gender | 3 | 40 |
| 1A07-2 HIN Naya Sahithya/MAL- Sahithya Ganangal | 4 | 40 | 2A08-2HIN : Sahithya Aur Prayog /MAL-Gadya Mathrukakal | 4 | 40 |
| 1A11BCA : Informatics for Computer Application | 2 | 40 | 2B02BCA: Digital Systems | 3 | 40 |
| 1B01BCA: Programming in C | 2 | 40 | 2B03BCA: Object oriented Programming using C++ | 2 | 40 |
| 1C01 MAT-BCA Mathematicsfor BCA- I | 4 | 40 | 2C02MAT-BCA Mathematicsfor BCA II | 4 | 40 |
| 2B04BCA Lab I: Programming In C | 0 | 40 | 2B04BCA Lab I: Programming In C | 1 | |
| | | | 2B05BCA Lab II: Programming In C++ | 1 | |

| Semester - III | | | Semester - IV | | |
|--|--------|-------|--|--------|-------|
| Title of the Course | Credit | Marks | Title of the Course | Credit | Marks |
| 3A12BCA : Data Structures | 4 | 40 | 4A14BCA : Discrete Mathematical Structures | 4 | 40 |
| 3A13BCA : Data Base Management System | 4 | 40 | 4B08BCA: Software Engineering | 3 | 40 |
| 3B06BCA: Introduction to Microprocessors | 3 | 40 | 4B09BCA: Computer Organisation | 3 | 40 |
| 3B07BCA: Java Programming | 3 | 40 | 4B10BCA: Linux Administration | 3 | 40 |
| 3C03MAT -BCA Mathematics III | 4 | 40 | 4C04 MAT- BCA Mathematics for BCA- IV | 4 | 40 |
| 4A15BCA Lab III: Data Structure and DBMS | 0 | | 4A15BCA Lab III: Data Structure and DBMS | 2 | |
| 4B11BCA Lab IV: Java Programming, Shell Programming & Linux Administration | 0 | | 4B11BCA Lab IV: Java Programming, Shell Programming & Linux Administration | 2 | |

| Semester V | | | Semester VI | | |
|--|--------|-------|--|--------|-------|
| Title of the Course | Credit | Marks | Title of the Course | Credit | Marks |
| 5B12BCA: Operating Systems | 3 | 40 | 6B17BCA Design and Analysis of Algorithm | 3 | 40 |
| 5B13BCA: Enterprise Java Programming | 4 | 40 | 6B18BCA Introduction to Compiler | 4 | 40 |
| 5B14BCA: Python Programming | 2 | 40 | 6B19BCA Data Communication & Networks | 3 | 40 |
| 5B15BCA: Web Technology | 2 | 40 | 6B20BCA -Data Mining& Data Warehousing | 3 | 40 |
| 5B16BCA-E01: Information Security | 3 | 40 | 6B21BCA Lab V: Enterprise Java Programming | 3 | |
| Open Course | 2 | 40 | 6B22BCA Lab VI: Python Programming | 3 | |
| 6B21BCA Lab V: Enterprise Java Programming | 0 | | 6B23BCA Lab VII: Web Technology | 3 | |
| 6B22BCA Lab VI: Python Programming | 0 | | 6B24BCA: Project | 2 | 80 |
| 6B23BCA Lab VII: Web Technology | 0 | | | | |



EVALUATION

| ASSESSMENT | WEIGHTAGE |
|------------|-----------|
| EXTERNAL | 80% |
| INTERNAL | 20% |

CONTINUOUS INTERNAL ASSESSMENT FOR THEORY

| COMPONENT | WEIGHTAGE | REMARKS |
|--|-----------|---|
| Component 1: TEST | 80% | Minimum of 2 tests should be conducted. Marks for the test component should be calculated as the average of the marks obtained in the tests conducted |
| Component 2: Assignment/ Seminar/Viva | 50% | ANY ONE COMPONENT |

CONTINUOUS INTERNAL ASSESSMENT FOR PRACTICAL

| COMPONENT | WEIGHTAGE | REMARKS |
|---|--|--|
| Component 1: Lab Skills, Observation Note and Punctuality | 20% For Lab Skill 20% For Observation Note And Punctuality | Observation Note Is Mandatory. Marks Should Be Given Considering Observation Note Lab Skills And Punctuality. |
| Component 2: TEST | 60% | Model examination should be conducted before external exam and considered for internal mark |

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 (2019 Admission Onwards)

| Semester - I | | | Semester - II | | |
|---|--------|------|--|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| 1A01ENG : Communicative English | 4 | 40 | 2A03ENG :Readings on Life & Nature | 4 | 40 |
| 1A02ENG :Readings on Kerala | 3 | 40 | 2A04ENG : Readings on Gender | 3 | 40 |
| 1A07-HIN :Kavitha Aur Kahani/ MAL- Saahithya Roopangal | 4 | 40 | 2A08-1HIN : Vyavaharik Hindi/ MAL : Gadya Roopangal | 4 | 40 |
| 1B01BBA :Principles & Practices of Management | 3 | 40 | 2B02BBA :Business Environment | 2 | 40 |
| 1C01BBA: Statistics for Business Decisions | 4 | 40 | 2B03BBA : Entrepreneurship Development | 4 | 40 |
| 1C02BBA: Managerial Economics | 4 | 40 | 2C03BBA- Quantitative Technique for Business Decisions | 4 | 40 |



| Semester III | | | Semester IV | | |
|---|--------|------|---|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| 3A11BBA: Numerical skills | 4 | 40 | 4A13BBA: IT Tools for Business (Theory) | 4 | 20 |
| 3A12BBA: Personality Development & Communication Skills | 4 | 40 | 4A14BBA : Environmental studies | 4 | 40 |
| 3B04BBA : Financial Accounting | 4 | 40 | 4B06BBA:Human Resource Management | 4 | 40 |
| 3B05BBA : Marketing Management | 4 | 40 | 4B07BBA : Financial Management | 4 | 40 |
| 3C04BBA: Legal Aspects Business | 4 | 40 | 4B08BBA : Operations Management | 4 | 40 |
| | | | 4B09BBA: Industrial Visit and Report | 25 | |
| | | | LAB- 4A13BBA IT Tools for Business | | 20 |

| Semester - V | | | Semester - VI | | |
|--|--------|------|--------------------------------------|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| 5B10BBA: Business Research Methods | 4 | 40 | 6B14 BBA : Organisation Behaviour | 4 | 40 |
| 5B11BBA : Accounting for Management | 4 | 40 | 6B15BBA: Banking Theory and Practice | 4 | 40 |
| 5B12BBA: Consumer Behaviour | 4 | 40 | 6B17BBA : Logistics Management | 4 | 40 |
| 5B13BBA - Advertising and Brand Management | 4 | 40 | 6B18BBA : Retail Management | 4 | 40 |
| Open Course | 2 | 40 | 6B16BBA:Project Report and viva voce | 2 | 40 |

EVALUATION

| ASSESSMENT | WEIGHTAGE |
|------------|-----------|
| EXTERNAL | 4(40Mark) |
| INTERNAL | 1(10Mark) |

*20 marks for theory and 20 marks for practical for courses having practical (IT in business)

CONTINUOUS INTERNAL ASSESSMENT

| COMPONENT | WEIGHTAGE | REMARKS |
|---------------------------------------|-----------|-------------------------------|
| Component 1: Internal Test | 2 | 2 Tests (6Marks) |
| Component 2: Assignment/ Seminar/Viva | 1 | INDIVIDUAL OR GROUP (4 MARKS) |

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.

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.

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.

B.com Finance Programme Information

Duration of the Course: The B.Com Finance 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, Co-operation & Finance (2019 Admission Onwards)



| Semester I | | | Semester II | | |
|---|--------|------|---|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| 1A01ENG :Communicative English | 4 | 40 | 2A03ENG :Readings on Life & Nature | 4 | 40 |
| 1A02ENG :Readings on Kerala | 3 | 40 | 2A04ENG : Readings on Gender | 3 | 40 |
| 1A07-HIN :Kavitha Aur Kahani/ MAL-Saahithya Roopangal | 4 | 40 | 2A08-1HIN : Vyavaharik Hindi/ MAL : Gadya Roopangal | 4 | 40 |
| 1A11COM :Business Statistics and Basic Numerical Skills | 4 | 40 | 2B02COM : Functional applications of Management | 4 | 40 |
| 1B01COM: Management Concepts and Principles | 4 | 40 | 2C01COM : Q T For Business Decisions | 4 | 40 |

| Semester III | | | Semester IV | | |
|---|--------|-------|---|--------|-------|
| Title of the Course | Credit | Marks | Title of the Course | Credit | Marks |
| 3A12COM- Entrepreneurship Development | 4 | 40 | 4A13COM-General Informatics Skills (Theory) | 4 | 20 |
| 3B03COM- Advanced A/c | 4 | 40 | 4A14COM- Environmental Studies & Disaster Mgt | 4 | 40 |
| 3C02COM- Business Regulatory Framework | 4 | 40 | 4B05COM-Corporate Accounting | 4 | 40 |
| 3C03COM: Business Economics | 4 | 40 | 4C04COM- Corporate Law & Business Regulations | 4 | 40 |
| 3B04 COM- Co-operative Principles/ Introduction to Computers & Networks /Financial Management | 4 | 40 | 4B06COM-Management of Co-operatives/DBMS/ Investment Management | 4 | 40 |
| | | | LAB: 4A13COM-Info. Skill | | 20 |

| Semester V | | | Semester VI | | |
|--|--------|------|---|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| 5B07COM: Business Research Methodology | 3 | 40 | 6B12COM: Financial Markets and Services | 3 | 40 |
| 5B08COM: Income Tax law and Practice | 4 | 40 | 6B13COM: Management Accounting | 4 | 40 |
| 5B09COM: Cost Accounting | 4 | 40 | 6B14COM: Auditing & Corporate Governance | 4 | 40 |
| 5B10COM: Banking Principles and Operations | 4 | 40 | 6B15COM: Income Tax & GST | 4 | 40 |
| 5B11COM: Co-operative laws/Information Tech. for Business/ Goods & Service Tax | 4 | 40 | 6B16COM: Co-operative A/C & Legislations/ Accounting Packages - TALLY/ Corporate Tax Planning | 4 | 40 |
| Open Course | 2 | 40 | 6B17COM: Project | 2 | |

EVALUATION

| ASSESSMENT | WEIGHTAGE |
|------------|-----------|
| EXTERNAL | 4(40Mark) |
| INTERNAL | 1(10Mark) |

*20 marks for theory and 20 marks for practical for courses having practical

CONTINUOUS INTERNAL ASSESSMENT

| COMPONENT | WEIGHTAGE | MARKS | REMARKS |
|-----------------------------------|-----------|-------|---|
| Component 1: Test Paper | 3 | 6 | Minimum two test papers and mark should be awarded on the basis of average mark obtained by the student |
| Component 2: Assignments/ Seminar | 2 | 4 | Department should keep a record of the work done |



4. B.A. ENGLISH

Bachelor of English Language & 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 (2019 Admission Onwards)

| Semester I | | | Semester II | | |
|--|--------|------|--|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| 1A01ENG : Communicative English | 4 | 40 | 2A03ENG :Readings on Life & Nature | 4 | 40 |
| 1A02ENG : Readings on Kerala | 3 | 40 | 2A04ENG : Readings on Gender | 3 | 40 |
| 1A07HIN : Hindi Kavitha / MAL-Kadha Mathrukakal | 4 | 40 | 2A08HIN:- Rachana Thatha Prayog/ MAL-Kavitha Mathrukakal | 4 | 40 |
| 1B01ENG- Malayalam Literature in English Translation | 4 | 40 | 2B02ENG- Academic Writing Methodology & Research Project | 4 | 40 |
| 1C01JNL- Introduction To Mass Communication | 5 | 40 | 2C02 JNL- Print Media Practices | 5 | 40 |

| Semester III | | | Semester IV | | |
|--|--------|------|---|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| 3A05ENG- Readings on Democracy & Secularism | 4 | 40 | 4A06ENG- Readings on Philosophy of Knowledge | 4 | 40 |
| 3A09 HIN: Katha Sahithya/ MAL -Gadhya Sahithya | 4 | 40 | 4A10HIN -Natak Evam Ekanki/ MAL- Drisyakala Sahithyam | 4 | 40 |
| 3B03ENG- Old English To Medieval English Literature (500-1500) | 4 | 40 | 4B05ENG- The Romantic Period (1780- 1832) | 4 | 40 |
| 3B04ENG- Renaissance & Restorration Literatures (1485- 1780) | 3 | 40 | 4B06ENG- The Victorian Age (1832-1901) | 4 | 40 |
| 3C03JNL- Introduction to Broadcast Journalism | 4 | 40 | 4C04 JNL- Film Studies | 3 | 40 |

| Semester V | | | Semester VI | | |
|--|--------|------|-------------------------------------|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| 5B07ENG: The Early Twentieth Century ((1901- 1939) | 4 | 40 | 6B12ENG : Literary Theory | 5 | 40 |
| 5B08ENG: The Late Twentieth and Twenty-First Centuries (1939-2018) | 5 | 40 | 6B13ENG : Women's Writing | 4 | 40 |
| 5B09ENG: Post colonial Literatures in English | 5 | 40 | 6B14ENG : Indian Writing in English | 3 | 40 |
| 5B10ENG : Linguistics | 4 | 40 | 6B15ENG : Film Studies | 4 | 40 |
| 6B11 ENG: Project | 2 | 40 | 6B16ENG : Writing for Media | 4 | 40 |
| Open Course | 2 | 40 | | | |

EVALUATION

| ASSESSMENT | WEIGHTAGE | Marks (EXCEPT 6B11ENG & GEC) |
|------------|-----------|------------------------------|
| EXTERNAL | 80% | 40 |
| INTERNAL | 20% | 10 |

CONTINUOUS INTERNAL ASSESSMENT

| COMPONENT | WEIGHTAGE ** | MARKS |
|---------------------------------------|--------------|-------|
| Component 1: Test Paper | 50% | 5 |
| Component 2: Assignment/ Seminar/Viva | 50% | 5 |

*Any two components, Attendance shall not be a component



5. BA ECONOMICS

Programme Information

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

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

Intake: Maximum 30 seats this year.

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

Syllabus : B.A –Economics (2019 Admission)

| Title of the Course | Semester 1 | | Title of the Course | Semester II | |
|--|------------|------|--|-------------|------|
| | Credit | Mark | | Credit | Mark |
| 1A01ENG : Communicative English | 4 | 40 | 2A03ENG :Readings on Life & Nature | 4 | 40 |
| 1A02ENG : Readings on Kerala | 3 | 40 | 2A04ENG : Readings on Gender | 3 | 40 |
| 1A07HIN : Hindi Kavitha/ MAL-Kadha Mathrukakal | 4 | 40 | 2A08HIN:- Rachana Thatha Prayog/ Mal-Kavitha Mathrukakal | 4 | 40 |
| 1B01ECO- Micro Economic Analysis I | 5 | 40 | 2B02ECO- Micro Economic Analysis II | 4 | 40 |
| 1C09ECO- Population & Development | 4 | 40 | 2C10ECO- Economic Geography | 4 | 40 |

| Semester III | | | Semester IV | | |
|---|--------|------|--|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| 3A05ENG- Readings on Democracy & Secularism | 4 | 40 | 4A06ENG- Readings on Philosophy of Knowledge | 4 | 40 |
| 3A09HIN : KATHA SAHITHYA/ MAL : Gadya Sahithyam | 4 | 40 | 4A10HIN- Natak Evam Ekanki/ MAL :Drisyakala Sahithyam | 4 | 40 |
| 3B03ECO- Central Themes in Indian Economy | 5 | 40 | 4B05ECO:Research Methods and Techniques for Economic Analysis | 4 | 40 |
| 3B04ECO: International Economics | 4 | 40 | 4B06ECO:Environmental Economics | 4 | 40 |
| 3C11ECO- Agricultural Economics | 4 | 40 | 4C12ECO- Gender Economics | 4 | 40 |
| | | | LAB-4B05ECO: Research Methods and Techniques for Economic Analysis | | 10 |

| Semester V | | | Semester VI | | |
|--|--------|------|--|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| 5B07 ECO : Basic Tools for Economic Analysis I | 4 | 40 | 6B12 ECO :Basic Tools for Economic Analysis II | 4 | 40 |
| 5 B08 ECO : Heterodox Economics | 4 | 40 | 6 B13 ECO: Macro Economic Analysis II | 4 | 40 |
| 5B09ECO : Macroeconomic Analysis I | 4 | 40 | 6 B14 ECO: Public Economics | 4 | 40 |
| 5 B10 ECO : Development Economics | 4 | 40 | 6 B15 ECO : Basic Econometric Analysis | 4 | 40 |
| 5 B11ECO : Economic of Banking and Finance | 4 | 40 | 6 B16 ECO : Project | 2 | 40 |
| Open Course | 2 | 40 | | | |

EVALUATION

| ASSESSMENT | WEIGHTAGE |
|------------|-----------|
| EXTERNAL | 4 |
| INTERNAL | 1 |

CONTINUOUS INTERNAL ASSESSMENT

| COMPONENT | WEIGHTAGE ** |
|--------------------------------------|--------------|
| Component 1: Exam | 50% |
| Component 2: Assignment/Seminar/Viva | 50% |

*Any two components, Attendance shall not be a component

6. DEPARTMENT OF SOCIAL WORK

Bachelors of Social Work (B.S.W)

The BSW is a three years programme, divided into six semesters with 90 instructional days per semester.

Programme Information

Duration of the Course: The BSW 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 : BSW (2019 Admission Onwards)



| Semester I | | | Semester II | | |
|--|--------|------|--|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| 1A01ENG : Communicative English | 4 | 40 | 2A03ENG :Readings on Life & Nature | 4 | 40 |
| 1A02ENG : Readings on Kerala | 3 | 40 | 2A04ENG : Readings on Gender | 3 | 40 |
| 1A07 H/M: Hindi / MAL- | 4 | 40 | 2A08 H/M: Hindi /MAL- | 4 | 40 |
| 1B01BSW- Introduction to Social Work | 4 | 40 | 2B02 BSW- Working with Individuals & Families | 4 | 40 |
| 1C01 BSW-Sociological Concepts for Social Work | 4 | 40 | 2B02 BSW: Field Work-Development Exposure Social Work Camp | 4 | 40 |
| | | | 2C02BSW: Psychology forSocial Work | 4 | 40 |

| Semester III | | | Semester IV | | |
|--|--------|------|---|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| 3A11BSW: Disaster Management | 4 | 40 | 4B06BSW: Social Work Research & Statistics | 4 | 40 |
| 3A12BSW: Introduction to Indian Constitution & Judiciary | 4 | 40 | 4B07BSW: Theory & Practice of Counselling | 4 | 40 |
| 3B04BSW: Working with groups & Communities | 4 | 40 | 4B08BSW: Field Work in GO/NGO settings | 4 | 40 |
| 3B05BSW: Field Work - Theoretical Concepts & Practical Orientation in field Work | 4 | 40 | 4A13 BSW: Entrepreneurship Development for social Work Practice | 4 | 40 |
| 3C03BSW: Public Health & Sanitation | 4 | 40 | 4A14 BSW: Management Information System for Social Work | 4 | 40 |
| | | | 4C04BSW: Human Resource Management | 4 | 40 |

| Semester V | | | Semester VI | | |
|---|--------|------|--|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| 5B09BSW: Social Welfare Administration | 4 | 40 | 6B13BSW: Social Legislation | 4 | 40 |
| 5B10BSW: Panchayath Raj System | 4 | 40 | 6B14BSW: Sustainable Development & Participatory Approaches | 4 | 40 |
| 5B11BSW : Research Project Work | 4 | 40 | 6B15BSW: Marginalised & underprivileged sections of Indian Society | 4 | 40 |
| 5B12BSW: Field Work- Social Work Study Tour, Reporting & Presentation | 4 | 40 | 6B16BSW: Field Work- Internship in Social Work settings | 4 | 40 |
| 5D01BSW: Social work concepts & Practices | 2 | 40 | | 4 | 40 |

7. DEPARTMENT OF PSYCHOLOGY

B.Sc Psychology

The B.Sc Psychology is a three years programme, divided into six semesters with 90 instructional days per semester.

Programme Information

Duration of the Course: The B.Sc Psychology 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 25 seats this year.

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

Syllabus : B.Sc Psychology (2019 Admission Onwards)



| Semester I | | | Semester II | | |
|---|--------|------|---|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| 1A01ENG : Communicative English | 4 | 40 | 2A03ENG :Readings on Life & Nature | 4 | 40 |
| 1A02ENG : Readings on Kerala | 3 | 40 | 2A04ENG : Readings on Gender | 3 | 40 |
| 1A07 H/M: Hindi / MAL- | 4 | 40 | 2A08 H/M: Hindi /MAL- | 4 | 40 |
| 1B01PSY - Basics of Psychology | 3 | 40 | 2B03 PSY - Cognitive Process | 4 | 40 |
| 2B04PSY: Self Development Practices - Practical | - | - | 2B0PSY: Self-Development Practices- Practical | 2 | - |
| Statistics | 3 | | Statistics | 3 | 40 |

| Semester III | | | Semester IV | | |
|---|--------|------|---|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| English Common Course | 4 | 40 | English Common Course | 4 | 40 |
| Additional Common Course | 4 | 40 | Additional Common Course | 4 | 40 |
| 3B05 PSY: Psychological of Individual Differences | 3 | 40 | 4B07PSY: Lifespan Development -I | 4 | 40 |
| 4B08PSY : Experimental Psychology- Practical | - | - | 4B08PSY: Experimental Psychology- Practical | 3 | |
| Statistics | 3 | 40 | Statistics | 3 | 40 |

| Semester V | | | Semester VI | | |
|------------------------------------|--------|------|--|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| 5B09PSY: Lifespan Development -2 | 5 | 40 | 6B14 PSY : Frontiers in Psychology | 4 | 40 |
| 5B10PSY : Social Behaviour | 5 | 40 | 6B15 PSY: Counselling Psychology | 4 | 40 |
| 5B11 PSY :Psychology of Life Style | 4 | 40 | 6B16 PSY: Organizational Behaviour | 5 | 40 |
| 5B12PSY: Abnormal Psychology | 4 | 40 | 6B17 PSY : Psychological Testing - Practical | 4 | |
| Psychological Testing - Practical | - | | 6B18 PSY : Practicum | 2 | |
| | | | 6B19 PSY: Project | 2 | |

EVALUATION

| ASSESSMENT | WEIGHTAGE |
|------------|-----------|
| EXTERNAL | 4 |
| INTERNAL | 1 |

CONTINUOUS INTERNAL ASSESSMENT

| COMPONENT | WEIGHTAGE ** | MARKS |
|----------------------------------|--------------|-------|
| Component 1: Internal Exams | 50% | |
| Component 2: Seminar /Assignment | 50% | |



**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.

M.Com Finance Programme & M.Com Marketing

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 equivalent GPA (1.8) for core and complementary courses.

Intake: Maximum 40 (20+20) seats each year.

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

Syllabus: M.Com Finance (2016 Admission onwards)

| Semester I | | | Semester II | | |
|---|--------|------|--|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| COM2C01: Business Environment & Policy | 4 | 60 | COM2C06- Strategic Management | 4 | 60 |
| COM1C02: Quantitative Techniques & Operational Management | 4 | 60 | COM2C07- Research Methodology & Computer Application | 4 | 60 |
| COM1C03: Management Information System | 4 | 60 | COM2C08- Costing for Management Decisions | 4 | 60 |
| COM1C04: Organisational Behaviour | 4 | 60 | COM2C09- Advanced Business Accounting | 4 | 60 |
| COM1C05: Accounting for Business Decisions | 4 | 60 | COM2C10- Financial Management | 4 | 60 |

| Semester III | | | Semester IV | | |
|--|--------|------|---|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| COM3C11: Marketing Management | 4 | 60 | COM4E01: Security Analysis & Portfolio Management | 4 | 60 |
| | | | COM4E05: Consumer Behaviour | | |
| COM3C12: Corporate Accounting | 4 | 60 | COM4E02: International Financial Management | 4 | 60 |
| | | | COM4E06: Advertising & Sales Management | | |
| COM3C13: Income Tax Law & Practice | 4 | 60 | COM4E03: Financial Markets & Services | 4 | 60 |
| | | | COM4E07: Service Marketing | | |
| COM3C14: Derivatives & Risk Management | 4 | 60 | COM4E04: Corporate Tax Management & GST | 4 | 60 |
| | | | COM4E08: Logistics Management | | |
| COM3C15: Human Resource Management | 4 | 60 | Project Report | 2 | 25 |
| | | | Viva Voce | 2 | 50 |

Details of Marks

Internal Assessment : Maximum 15 marks for a course.

Test Paper: 6 Marks

Assignment: 3 Marks

Seminar/Viva: 3 Marks

Attendance: 3 Marks)

External Evaluation : 60

Total Marks : 75



MA ENGLISH

M A English Literature

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

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

Intake: Maximum 20 seats each year.

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

Syllabus: M.A English (2016 Admission onwards)

| Semester 1 | | | Semester II | | |
|--|--------|------|---|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| ENG1C01: British Literature, Chaucer to 17 th century | 5 | 60 | ENG2C05- Literature of the Romantic Period | 5 | 60 |
| ENG1C 02: British Literature ; 18 th Century | 5 | 60 | ENG2C06- Literature of the Victorian Period | 5 | 60 |
| ENG1C03: Literary Criticism | 5 | 60 | ENG2C07- Modern Literary Theory | 5 | 60 |
| ENG1C 04: History & Structure of English Language | 5 | 60 | ENG2E06- Dalit Writings | 4 | 60 |
| ENG1E 01: Malayalam Literature in Translation | 4 | 60 | | | |

| Semester III | | | Semester IV | | |
|--|--------|------|----------------------------------|--------|------|
| Title of the Course | Credit | Mark | Title of the Course | Credit | Mark |
| ENG3C 08: Twentieth Century British Literature | 4 | 60 | ENG 4C12: Post Colonial Writings | 4 | 60 |
| ENG3C 09: Linguistics | 4 | 60 | ENG 4C13: Women's Writing | 4 | 60 |
| ENG3C 10: Indian Writings in English | 4 | 60 | ENG 4C14:Film Studies | 4 | 60 |
| ENG3C 11:American Literature | 4 | 60 | ENG 4C15 : Comprehension | 4 | 60 |
| ENG 3E 08: : European Fiction | 4 | 60 | ENG 4C16- Project | 3 | |
| | | | ENG 4C17- Viva -voce | 2 | |

Details of Marks, Credit and Hours

Internal Assessment : 380 (Maximum 20 marks for a course.)

Test Paper: 5 Marks

Assignment: 5 Marks

Seminar/Viva: 5 Marks

Attendance: 5 Marks)

Comprehension Course Internal (20 marks oral test)

External Evaluation : 1620

Total Marks : 2000

Total Credits : 80

Total Hours : 25 per week

ADD ON COURSES

PG Department of Commerce

- B.com Co-operation with ACCA
(The Association of Chartered Certified Accountants)
- B.com Computer Application with CMA (US, IND) & Logistics.
- B.com Finance with ACCA
- M.com Finance (CMA ,IND)
- M.com Marketing (CMA, IND)

Department of Management Studies

- BBA with CMA (US)
- BBA with Logistics
- BBA with Business Intelligence & Analytics

Department of Computer Studies

- BCA with Cyber security & Ethical Hacking
- BCA With Data Science & Analytics
- BCA with Artificial Intelligence & Machine Learning

PG Department of English

- BA English with Journalism
- MA English Literature & Digital Marketing

Department of Economics

- B.A Economics with Data Analysis



CLUBS

1. KOMERCO- Dept. of Commerce
2. BCASA- Dept. of BCA
3. INKJON- Dept. of English
4. EASE- Dept. of Economics
5. ALPHA- Dept. of BBA
6. FLORA- The Nature Club
7. TULIPS- Music Band
8. SISA- Student Initiative in Social Animation
9. Tourism Club
10. SAINet.al

Leave Record

| Date | Reasons | Parent | Class In Charge |
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Important Days to Remember

| Date | Event | Notes |
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