

NAVAJYOTHI COLLEGE

HAND BOOK



Affiliated to Kannur University

**PB NO.05, Cherupuzha P.O., Kannur
Kerala 670 511
www.njc.ac.in**

Student Personal Data

NAME (In Block Letter): _____

Programme: _____

Year of Admission: _____

Reg No.: _____

Date of Birth: _____

Blood Group: _____

Name of Father: _____

Occupation: _____

Name of Mother: _____

Occupation: _____

Residential Address: _____

Locality: _____

City: _____ District: _____

State: _____ Pin Code: _____

Contact Details

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 Student

Signature of the Parent

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HISTORY

Nestled in the heart of Kannur, Kerala, Navajyothi College stands as a testament to the vision of the CST Fathers of the Little Flower Congregation. Recognizing the community's yearning for higher education, they embarked on this academic initiative in the first decades 2000. In 2010, their dream blossomed into a vibrant self-financed college, affiliated to Kannur University.

From the outset, Navajyothi has nurtured a culture of excellence, fostering academic brilliance alongside vibrant co-curricular activities. The college's first batch itself brought glory, securing university ranks in various courses. This tradition of academic prowess continues to this day.

The dedicated faculty provides a holistic education, emphasizing both curriculum and co-curriculum. This translates into numerous medals won by students in sports and university events. Departmental associations take the lead, hosting national and state-level fests and collaborating with campuses across India. Active clubs and associations hone leadership skills, preparing students to become responsible citizens

Navajyothi fosters a spirit of collaboration, where students and management work in unison to create a promising future for themselves and the nation. This commitment to excellence is further validated by their recent achievements – accredited with a prestigious B++ grade (2.97) by NAAC in 2022 (the highest among unaided colleges under Kannur University) and recognized by AICTE in 2024 to offer BBA and BCA programs.

As a Christian minority institution, Navajyothi College embraces diversity while upholding strong values. If you seek an

education that empowers, inspires, and equips you for success, consider Navajyothi College – your gateway to a brighter future

Vision:

Lighted to Enlighten

Mission:

To empower and strengthen young men and women to face the challenges of life.

To form constructive and responsible citizens.

To enable young men and women to stand for justice, peace and happiness.

To develop the employability skills of the students.

To excel in academics and to ensure the integral growth of students.

CHAPTER ONE

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.

1.1 ADMISSION AND WITHDRAWAL

1. All admissions to the various FYUGP Honours Degree Programmes of college are made as per the guidelines of Kannur University.
2. Application for admission to the College should be submitted only in the prescribed form available in the College Office and the Website for the management quota.
3. Students should apply on the CAP admission portal of the Kannur University.
4. 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.
5. Fees once remitted shall not be refunded.

1.2 DISCIPLINE

1. Every morning, we begin our day with a prayer song at 9.30.

2. All students using private transportation are expected to be in their classes prior to the first bell.
3. Vehicle access to the campus will be restricted after 9:25 am to maintain the decorum of the morning assembly and prayer.
4. 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.
5. The students are expected to respect and greet the staff, as per the time and occasion demands.
6. The medium of communication is expected to be English, within the campus.
7. The students are bound to obey the directions given by the teachers and disobedience to such directions would amount to grave misconduct.
8. 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.
9. 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.

10. Political activism is strictly banned in the campus. Students are forbidden to organize or attend political meetings in the campus.
11. 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.
12. As per the University Regulations, the election of the college union will be conducted under parliamentary mode at the given time.

1.3 GOOD MANNERS AND BEHAVIOUR

1. **Institutional Spirit:** In alignment with the vision "Lighted to Enlighten," campus life is built upon a foundation of unity, mutual trust, and active cooperation among students, staff, parents, and management.
2. **Compliance with Regulations:** Every student is required to adhere strictly to all college policies regarding attendance, library usage, fee payments, and examinations.
3. **Health and Safety:** The use or possession of tobacco, alcohol, and prohibited drugs is strictly forbidden on campus. If anyone found using it, the person will be dismissed from the institution.
4. **Campus Cleanliness:** To maintain a clean environment, students must dispose of paper and all other waste exclusively in the designated dustbins.
5. **Classroom Etiquette:** Students must remain in the classroom for the duration of a lecture unless they have

obtained explicit permission from the faculty member in charge.

6. **Grievance Redressal:** Any conflicts between members of the college community must be resolved through peaceful methods. All formal requests, appeals, or complaints should be directed to the Class-in-charge or the Head of the Department rather than approaching higher authorities directly.
7. **Care of Property:** College furniture and facilities must be handled with care. Individuals responsible for any damage will be liable for the costs of repair or replacement. Additionally, students are expected to conserve energy by switching off lights and fans when not in use.
8. **Parking Regulations:** All personal vehicles, including bikes and cars, must be parked only in the officially designated parking areas.
9. **Legal Standing:** Any student convicted of a criminal offense in a court of law will be ineligible to continue their studies at the college.
10. **Zero Tolerance for Misconduct:** The institution maintains a zero-tolerance policy regarding physical assault, attempted assault, or the use of abusive language toward staff or fellow students; such actions will result in immediate expulsion.

1.4 DRESS CODE

1. **General Expectation:** All students are required to maintain a neat and modest appearance, opting for professional attire that reflects the academic decorum of the institution.

2. **Uniform Policy:** The prescribed college uniform must be worn consistently every day, with the exception of Wednesdays.
3. **Wednesday Attire:** On Wednesdays, students are permitted to wear decent, non-uniform clothing. This should ideally consist of shirts and trousers for boys and modest, formal ethnic or western wear for girls that is suitable for an educational environment.
4. **Compliance:** Any violation of the established dress code will be classified as misconduct and will result in appropriate disciplinary action

1.5 IDENTITY CARD

1. **Mandatory Usage:** Every student is issued an official Identity Card, which must be worn around the neck at all times while on the college campus.
2. **Requirement for Services:** The ID card is a mandatory document for accessing various institutional services and must be produced when:
 - a. Claiming Hall Tickets, mark lists, or certificates.
 - b. Applying for scholarships, stipends, or the refund of caution deposits.
 - c. Attending internal or external examinations.
 - d. Entering the Computer Lab or Library.
 - e. Participating in sports, arts, and extra-curricular activities at both college and university levels.
3. **Inspection and Compliance:** Students are required to present their ID for inspection whenever requested by staff members or college authorities.
4. **Penalties for Violation:** Adherence to ID rules is mandatory; failure to wear the Identity Card while on

campus will be treated as misconduct and will result in a fine of **100 rupees**.

5. **Lost ID and Duplicates:** In the event an ID card is lost, a duplicate may be issued at the student's expense. This requires a written request from the student, attested by a parent or guardian, and is subject to the special permission of the Principal or Director.

1.6 USE OF MOBILE PHONES

1. **Government Compliance:** In accordance with the Government of Kerala order (318/10/H Edn. Dept. dt. 16/02/2010), the use of mobile phones by students within the college campus is strictly prohibited.
2. **Safe Deposit Protocol:** Students who carry mobile phones for travel safety or emergency purposes must deposit them in the designated collection boxes provided by the concerned staff upon arrival.
3. **Unauthorized Usage:** Any student found using a mobile phone on campus without explicit prior permission from the authorities will be subject to a spot fine of **500 rupees**.
4. **Confiscation and Penalties:** In addition to the fine, devices found in use will be confiscated by the college authorities.
5. **Disciplinary Record:** Repeated violations of the mobile phone policy will be treated as serious misconduct and may lead to further disciplinary action.

1.7 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.

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 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 hereby 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.

CHAPTER TWO

USE OF AMENITIES IN THE CAMPUS

2.1 LIBRARY

1. **Resource Availability:** Navajyothi College maintains an extensive collection of academic books, periodicals, and leading daily newspapers in both Malayalam and English to support student research and learning.
2. **Operating Hours:** The library is open for student use from 8:30 am to 4:30 pm on all working days.
3. **Environment of Study:** Strict silence must be observed at all times within the library and the reading room to ensure a conducive environment for all users.
4. **Access Control:** Entry to the library is regulated; every student must produce their valid college identity card before entering the premises.
5. **Prohibited Items:** To maintain security and order, students are permitted to bring only essential stationery, such as paper sheets or notebooks, into the library. Personal belongings including bags, umbrellas, and other large items must be deposited in the designated area outside the entrance.
6. **Care of Resources:** Library materials must be handled with the utmost care. Borrowers are held strictly

responsible for the condition of the books in their possession.

7. **Damage and Loss Policy:** If a book is returned with defects or is lost, the borrower is required to either replace it with a new copy of the same edition or pay compensation equal to double the current market value of the book.
8. **Borrowing Limits and Duration:** Students may borrow a maximum of two books at any given time for a standard duration of 14 days. The Librarian reserves the authority to shorten or extend this loan period based on institutional requirements.
9. **Overdue Fines:** To ensure the timely circulation of resources, a fine of 5/- per day will be charged for each book not returned by the specified due date.

2.2 COMPUTER LAB

1. **Authorized Use Only:** The computer laboratory is strictly for academic research and course-related assignments; recreational activities, including all forms of internet or intranet gaming, are prohibited.
2. **Software Integrity:** Students are strictly forbidden from downloading, installing, or modifying any programs, games, music, or software on laboratory computers.
3. **System Configuration:** To ensure a uniform user experience, students must not personalize or alter computer settings, including desktop backgrounds, screen savers, or system preferences.
4. **Use of Storage Media:** External media, such as CD-ROMs and thumb drives, are permitted only for academic

purposes and must not be used for playing music or other non-educational media.

5. **External Device Restrictions:** To protect the network from security threats and viruses, the use of personal USB drives, pen drives, or similar external storage devices is strictly prohibited.
6. **Hardware Maintenance:** Students must not attempt to repair or troubleshoot hardware or software issues themselves; any technical problems or equipment malfunctions must be reported immediately to the Lab Assistant.
7. **Session Conclusion:** Upon completing their work, students must properly log off and leave the workstation in a ready state for the next user.
8. **Laboratory Cleanliness:** Students are responsible for their workspace; all personal materials must be collected, and any discarded files or papers should be placed in the designated recycle containers.
9. **Workstation Etiquette:** Access to the lab is a privilege; students must maintain a quiet environment and follow all directions provided by the Lab Assistant or supervising faculty.
10. **Consequences of Non-Compliance**
 - a. Violation of any laboratory regulations may result in the following disciplinary actions:
 - b. Immediate ejection from the laboratory.
 - c. Temporary or permanent suspension of computer and laboratory privileges.
 - d. Formal reporting of the incident to the college administration for further disciplinary proceedings.

- e. Mandatory monetary reimbursement for any damages caused to hardware or software.

CHAPTER THREE

ACADEMIC DISCIPLINE

3.1 ATTENDANCE & LEAVE

1. **Mandatory Attendance:** Students are required to attend all scheduled classes. No student shall absent themselves from any session without obtaining prior formal leave through the prescribed channels.
2. **Recording of Presence:** Faculty members will record attendance at the commencement of every lecture period. Any student not present in the classroom at the time attendance is taken will be marked absent for that session.
3. **Tracking and Transparency:** Students are responsible for regularly monitoring their attendance records, which are updated periodically and made available on the college website via the student portal.
4. **Parental Notification:** Attendance is totalled at the end of each semester. The college will provide periodic intimations to parents or guardians regarding a student's attendance status to ensure timely information and any necessary corrective action.
5. **Examination Eligibility:** To be eligible to appear for the semester examinations, a student must secure a minimum of 75% attendance in each course.
6. **University Condonation:** In cases of unavoidable shortage, a condonation for a maximum of 10% per semester may be granted by the University. This

provision is limited to a maximum of two instances throughout the entire duration of the Degree Programme.

7. **Consequences of Ineligibility:** Any student who fails to meet the minimum attendance requirement and is ineligible for condonation will be required to repeat the course with the subsequent academic batch.

3.2 CASUAL LEAVE (CL)

1. **Application Process:** Requests for leave must be submitted in advance using the official application form.
2. **Approval Authority:**
 - a. **One Day:** Permission must be obtained from the Class-in-Charge.
 - b. **Two Days or More:** Permission must be obtained from the Head of the Department (HOD).
3. **Unauthorized Absence:** Absence without prior leave will be reported immediately to parents and may result in disciplinary action, including fines or suspension.
4. **Successive Absence:** Continuous absence for 10 successive working days without official notification will entail strict disciplinary proceedings.
5. **Mid-Session Departure:** Students needing to leave the classroom during a session for valid reasons must obtain prior permission from both the Lecturer of the hour and the Class-in-Charge.

3.3 MEDICAL LEAVE

1. **Certification:** If an absence due to illness lasts for three days or more, the student must submit a valid medical certificate. Upon submission and approval, the period will be formally recorded as Medical Leave.

3.4 LEAVE ON OTHER DUTY (OD)

1. **Duty Credit:** Students representing the college in sports, games, NSS camps, or sanctioned competitions are eligible for attendance credit, categorized as "Other Duty" (OD).
2. **Procedure:** To claim OD credit, students must complete the designated OD form, have it countersigned by the concerned Professor-in-Charge, and submit it to the Class-in-Charge.
3. **Failure to Document:** Students who fail to submit the verified OD form within the stipulated time will be marked as absent, and no retrospective adjustments will be made.

3.5 EXAMINATION

1. **Examination Schedule:** The college will conduct two mandatory internal examinations for each course during every semester to evaluate academic progress and ensure consistent learning.
2. **Compulsory Attendance:** Attendance at all internal examinations is mandatory for all students. No exemptions will be granted, as these assessments are a critical component of the final internal marking system.
3. **Absence and Re-examination:** If a student is absent for an internal examination—regardless of whether prior permission was obtained—they must formally apply for a re-examination.
4. **Administrative Fees:** A re-examination fee of **50 rupees per course** will be levied for any missed assessment. This fee must be remitted at the time of application.

5. **Internal Marks Component:** Failure to attend the examinations or complete the re-examination process will result in the forfeiture of registering and attending the end semester examinations. These marks will not be added to the student's final internal assessment record, which may affect overall semester results and university eligibility.
6. **Academic Integrity:** Students are expected to maintain the highest standards of integrity during examinations. Any instance of malpractice will be reported to the internal examination committee for strict disciplinary action.
7. **Semester Schedule:** In accordance with university guidelines, official examinations will be conducted at the conclusion of each semester.
8. **Mandatory Registration:** Registration for the University Examination is a prerequisite for academic progression. Any candidate who fails to complete the registration process within the stipulated timeframe will not be permitted to move to the subsequent semester.
9. **Course Improvement Policy:** Students are granted only **one opportunity** to improve their performance in the courses of a particular semester.
10. The improvement examination must be taken during the succeeding academic year, appearing alongside the subsequent batch of students.
11. **Academic Continuity:** It is the responsibility of the student to ensure all examination forms and requisite fees are submitted to the University through the college office to maintain their eligibility and enrolment status.

3.6 REGULATIONS REGARDING ACADEMIC INTEGRITY AND MALPRACTICE

1. **Standards of Conduct:** Students are expected to maintain the highest levels of honesty and ethical behaviour during all examinations. Candidates must preserve absolute silence within the examination hall and extend full cooperation to the invigilators to ensure the orderly and fair conduct of the assessment.
2. **Prohibited Actions:** Any attempt to influence examiners, possession of unauthorized materials (including notes, electronic devices, or mobile phones), copying from others, or any form of communication during the examination will be classified as academic malpractice.
3. **Internal Examination Violations:** If a student is found indulging in malpractice during an internal examination, the matter will be formally reported to the Principal and Director. Following an inquiry, the institution reserves the right to take serious disciplinary action, which may include:
 - A. Cancellation of the specific examination paper.
 - B. Forfeiture of internal marks for the entire course.
 - C. Suspension or other administrative sanctions as deemed fit by the authorities.
4. **External (University) Examination Violations:** In the event of malpractice during University-level examinations, the case will be immediately reported to the University Controller of Examinations. All subsequent proceedings, including hearings and penalties (such as debarment or cancellation of results), will be governed strictly by the prevailing University Statutes and Regulations.

5. **Duty of Disclosure:** Every student has a responsibility to uphold the integrity of the examination system. Any suspicious activity observed should be brought to the attention of the invigilator immediately to protect the academic standards of the institution.

3.7 REGULATIONS REGARDING ISSUANCE OF CERTIFICATES

1. **Application Procedure:** Any student requiring official certificates (including Transfer Certificates, Course Certificates, or other academic records) must submit a formal application in the prescribed format to the College Office.
2. **Processing Timeline:** Students are advised to apply at least three working days in advance to allow for necessary verification and administrative processing.
3. **Temporary Withdrawal of Original Documents:** Students who require their original certificates for various official submissions may apply for a temporary withdrawal. The certificates must be resubmitted to the College Office on or before the return date specified in the application form.
4. **Conduct Certificate:** The issuance of a Conduct Certificate is based on an overall evaluation of the student's behaviour, discipline, and adherence to college regulations throughout their tenure at the institution.
5. **Clearance Requirement:** Certificates will be issued only after the student has cleared all pending dues, including tuition fees, library fines, and laboratory charges, and has returned all college property.

6. **Personal Collection:** As a general rule, certificates must be collected in person by the student. In exceptional cases, a representative may be authorized to collect documents upon production of a formal authorization letter and valid ID proof for both the student and the representative.

3.8 TUITION FEES

1. **Fee Structure and Collection:** Tuition and semester fees are determined by the institution in accordance with approved scales. It is the responsibility of each student to ensure that all prescribed fees are paid in full at the commencement of each academic semester.
2. **Payment Method and Timeline:** To ensure transparency and accurate record-keeping, all fees must be remitted through the designated bank portal or branch within **30 days** of the start of each semester.
3. **Late Payment Penalties:** Students who fail to remit the fees within the stipulated 30-day window will be required to pay the dues along with a prescribed late fee or fine. Continued delay may result in the student's name being removed from the rolls.
4. **Examination Eligibility:** Timely settlement of financial obligations is a prerequisite for academic clearance. No student will be permitted to register for or attend the Semester Examinations if there are outstanding tuition or semester fees.
5. **Fee Receipts:** Students must retain the bank pay-in-slips or digital transaction receipts as proof of payment. These may be required for verification during the issuance of Hall Tickets or other official documents.

6. **Caution Deposit:** The caution deposit collected at the time of admission will only be refunded (40%) upon completion of the programme, subject to the student clearing all dues and producing the original receipt.
7. **Withdrawal and Refunds:** As per institutional policy, fees once remitted to the college or university are generally non-refundable. In the event of a student withdrawing from a programme mid-semester, they may be liable to pay the fees for the entire academic year as per prevailing regulations.

CHAPTER FOUR

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

The institution provides a comprehensive range of co-curricular and extra-curricular programs designed to enrich campus life and foster the holistic development of students into mature, capable individuals.

4.1 NATIONAL SERVICE SCHEME (NSS)

The NSS unit operates under the guidelines of the University. Members are expected to demonstrate a spirit of service and strictly adhere to the directions of the Staff Program Officers. Active participation in NSS activities is encouraged to develop social consciousness and leadership.

4.2 DEPARTMENTAL ASSOCIATIONS

Each academic department maintains a student association to spearhead subject-specific co-curricular activities. Under the guidance of the Head of the Department (HOD), these associations organize seminars, workshops, and technical fests to bridge the gap between academic theory and professional practice.

4.3 ARTS, SPORTS, AND ATHLETICS

The college prioritizes the physical and creative well-being of students.

- a. Annual competitions are held to identify and nurture talent in various artistic and sporting disciplines.
- b. Students representing the college in inter-collegiate or university meets must maintain a high standard of sportsmanship and discipline.
- c. Participants are required to follow the instructions of the designated coaches and staff-in-charges at all times.
- d. Students should participate in the training programmes on soft skills and life skill works conducted by the college. In certain cases, the training will be overnight programme where the students must pay for the food and logistics.

4.4 STUDENT SUPPORT & COUNSELLING:

The college offers a dedicated Educational Counselling and Guidance cell available to both students and parents.

- a. Professional guidance is accessible during working days and scheduled holidays.
- b. Students are encouraged to utilize this facility to discuss academic challenges, career pathing, or personal hurdles in a confidential and supportive environment.
- c. Personality Development: Beyond academics, students are urged to participate in diverse clubs and forums. These activities are strategically designed to enhance "soft skills" such as teamwork, time management, and emotional intelligence, ensuring students graduate as well-endowed professionals.

4.5 CLUBS:

To ensure that students are industry-ready and professionally competent, each department operates a specialized club dedicated to technical and soft-skill enhancement.

1. Leadership and Governance: These clubs are primarily student-led initiatives, providing a platform for developing leadership and organizational skills. While students serve as office bearers and coordinators, all activities are conducted under the mentorship and supervision of a designated Faculty Advisor. The Leaders shall follow the below mentioned directions;

- a) **Annual Action Plan:** At the commencement of each academic year, the Club Executive Committee is required to formulate and present a comprehensive Action Plan. This roadmap must outline the scheduled workshops, seminars, competitions, and guest lectures designed for the year.
- b) **Administrative Documentation:** To maintain transparency and institutional records:
- c) **Minutes of Meetings:** A formal Minutes Book must be maintained, documenting all decisions and discussions held during executive meetings.
- d) **Activity Reporting:** A detailed report of every conducted program must be uploaded promptly via the institutional Google Form and submitted to the Internal Quality Assurance Cell (IQAC).
- e) **Financial Management:**
 - a. **Budgeting:** The Executive Committee shall prepare a detailed estimated budget for their proposed activities.
 - b. **Approval:** This budget must be submitted to the Principal/Director for formal sanctioning.

- c. **Fund Disbursement:** Once approved, the sanctioned amount can be drawn from the Bursar's office following the established financial protocols of the college.
- f) **Skill Outcomes:** Club activities are specifically designed to bridge the gap between the university curriculum and industry requirements, focusing on practical exposure, digital literacy, and professional ethics.

4.6 PARENT-TEACHER ASSOCIATION (PTA) – "NAVAJYOTHI FAMILY"

At Navajyothi College, we view our students' parents as an integral part of our extended institutional family. We believe that a strong partnership between the home and the college is essential for student success.

- a. **Membership and Governance:** The "Navajyothi Family" gathering constitutes the official Parent-Teacher Association (PTA) of the college. The association is led by a formal executive body:
- b. **Chairman:** The Principal/Director of the college.
- c. **Core Committee:** Comprised of the College Manager, Vice-Principal, Bursar, and faculty representatives.
- d. **General Membership:** All parents/guardians of currently enrolled students are registered members of the association.
- e. **Purpose and Objectives:** The primary objective of the PTA is to create a collaborative environment where parents and faculty can:
 - a. Monitor the academic progress and intellectual growth of each student.
 - b. Provide guidance regarding the student's character development and personal welfare.

- c. Discuss institutional policies and solicit feedback to improve the overall educational experience.
- f. **Mandatory Participation:** Meetings are scheduled periodically throughout the academic year. Parents will be notified of these gatherings well in advance. We strongly encourage, and in some cases require, the participation of parents to ensure they are fully informed about their ward's status and to facilitate a holistic support system.
- g. **Collaborative Engagement:** The college actively seeks the involvement of parents in the smooth conduct of institutional affairs. Parental insights and cooperation are valued assets in maintaining the discipline, decorum, and academic excellence of the campus.

4.7. Stakeholders are bound to follow the regulations outlined in the handbook, as well as any directions provided over time by the relevant college authorities and the government.

NOTE: Non-compliance with the aforementioned regulations will be treated as misconduct, rendering the student liable for disciplinary proceedings.

If every tiny flower wanted to be a rose,
spring would lose its loveliness"

"What matters in life is not great deeds,
but great love"

St. Therese of Lisieux