

## POLICY DOCUMENT ON BRIDGE COURSES

### 1. INTRODUCTION

In the classical language Sanskrit, Naipunnnya means ‘expertise’ or ‘mastery’. Naipunnnya, as the name signifies, aims at professionalism, discipline and holistic development of the students. The institute is unique in its approach towards professionalism whereby all get a platform to refine and mould their talents. Expansion of knowledge is an ongoing process here. **Naipunnnya School of Management, Cherthala (NSMC)**, a project of the Archdiocese of Ernakulam-Angamaly, was established in 2003 under the visionary leadership of His Excellency Mar Thomas Chakkaiath. Naipunnnya affiliated to the University of Kerala in 2005. Within a decade of its establishment, Naipunnnya became synonymous with academic and professional excellence.

**Bridge courses (BC)** are conducted for the new students (UG as well as PG) to assist them to achieve expected competencies in their selected courses. The purpose of this Course is to bridge the gap between subjects studied at Pre-university level and subjects they would be studying in Graduation. The syllabus for the course is framed in such a way that they get basic knowledge on the subjects which they would be learning through graduation. The BC shall be offered in all Post Graduate / Integrated PG programmes.

## Objectives;

The BC aims to act as a buffer for the new entrants with an objective of providing adequate time for the transition to hard core of degree courses. This gives them a breather, to prepare themselves before the onset of courses for first year degree programme.

## 2. SYLLABUS

- i. The Department shall frame the syllabus of the Course after identifying the gap areas, according to university syllabus.
- ii. Each programme should have its own bridge course syllabus.
- iii. The syllabus must consist of the basics of the selected course.
- iv. The syllabus must be updated periodically according to changes in the industry or the syllabus.
- v. The bridge course name should be in the following format:
  - Course Name (Eg., BBA, BCA): Bridge Course - Academic Year (Eg: 2022–23)
- vi. The syllabus needs to be approved by the principal / IQAC.

## 3. DURATION, TIME, ATTENDANCE & EVALUATION

- i. At least 10 hours/Programme
- ii. Just before the commencement of regular classes in the first semester
- iii. Hour based attendance is compulsory for the programme
- iv. If required, an evaluation of the bridge course can be conducted online.

#### 4. GUIDELINES FOR CONDUCTING BRIDGE COURSE

- i. Bridge Course is a teacher assisted learning course open to all students admitted to each graduate programme, without any additional fee.
- ii. Department Council meeting shall be held by the Head of the Departments before the start of the session to discuss and finalize about the details of Bridge Course and syllabus.
- iii. The Head of the Departments shall prepare the timetable and communicated to the students.
- iv. The work load of the course may be distributed judiciously by the Department Council.
- v. Bridge Course may be conducted for those students who take late admission as well.

#### 5. COURSE FILE

A bridge course file should contain the following documents:

- i. A brochure for Bridge Course
- ii. A syllabus signed by the principal or IQAC coordinator
- iii. Hour-based attendance record signed by the beneficiary students.
- iv. question paper for evaluation
- v. Mark list signed by respective students
- vi. All documents should contain the HoD signature.
- vii. The bridge course file should contain the signatures of the principal and IQAC Stamp

Amendments/Review: This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.

**Indicative time of Review: 06/11/2025**

**Administering Entity: Principal, Vice principal, Executive director, IQAC Coordinator**

**Approval Authority: College council**



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