



# **Jyoti Nivas College Autonomous Post Graduate Centre**



## **Hand Book**

**Guidelines and Procedures for  
Post Graduate Courses  
MA (English)/MBA/MCA  
M.Com (FA) /M.Sc (Organic Chemistry)**



## *COLLEGE ANTHEM*

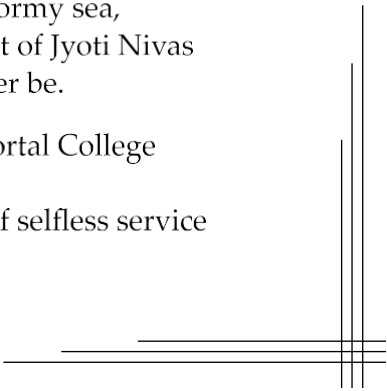
Ring the bells of Jyoti Nivas,  
Flame of Wisdom bright,  
Proudly we unfurl the banner  
Of this Home of Light.

Hearken all ye Jyotinivites  
To the clarion call  
Duty, Truth and loving Kindness  
Show to one and all.

Thousands proudly through her portals  
Passed with fame and pride  
Long their light shall linger o'er us  
And with us abide.

If at times shadows darken,  
O'er Life's stormy sea,  
May the light of Jyoti Nivas  
With you ever be.

Hail once more Immortal College  
Site of Wisdom's lore  
Through long years of selfless service  
Reign forever more.



# JYOTI NIVAS COLLEGE AUTONOMOUS

Affiliated to Bangalore Central University

HOSUR ROAD, BENGALURU-560 095

Telephone: 25502143

Managed by the Sisters of St. Joseph of Tarbes



## Hand Book

MA (English) /MBA / MCA / M.Com (FA) / M.Sc (Organic Chemistry)

### Academic Year 2017 Onwards

Name: .....

Class/Combination: .....Roll No.....

Address.....

.....

.....

.....

Residence Phone No: .....

Contact No: .....

# **Jyoti Nivas College Autonomous**

Koramangala, Hosur Road, Bengaluru – 95

## **MOTTO**

*'Let Your Light Shine'*

## **VISION**

*"Communion, Excellence, Service, Relevance"*

## **MISSION**

*To turn out intellectually enlightened,  
Morally upright, spiritually oriented, socially committed  
And emotionally balanced young persons  
Inspired by the teaching of Christ, we instill the  
CORE VALUES of Faith in God, Honesty,  
Truth, Relationship Building and Team Spirit.*

Distinctive Characteristics of our Campus Culture are:-

- *Truly Indian*
- *Simplicity of lifestyle*
- *Respect for life*
- *Equal opportunities for all*
- *Environment conducive to Learning*
- *Peace, Joy and Harmony*

# **Jyoti Nivas College (Autonomous)**

## **History of the College**

Jyoti Nivas College is a minority Christian College founded by the Sisters of St. Joseph of Tarbes. It is affiliated to Bangalore Central University.

Since its inception in 1966, Jyoti Nivas College has remained steadfast to one central commitment – to provide a balanced comprehensive education in the liberal Arts, Science and Commerce. Our aim is to turn out intellectually enlightened, morally upright, spiritually oriented, socially committed and emotionally balanced young persons.

The Congregation of the Sisters of St. Joseph of Tarbes was founded in the year 1843 by six young peasant girls who had a special experience of God, which urged them to live together in a life of contemplation. Living in communion, they became sensitive to the needs of people in the neighborhood and responded enthusiastically to their call to educate children and care for the sick. Through the ages, the Sisters persevered in their mission with faith in God, heroic courage and optimism, even in moments of great difficulties, opposition and challenges. The vision of SJTS is to build communion.

The schools and colleges of the Sisters of St. Joseph of Tarbes are inspired by the life and teachings of Jesus Christ and are guided by the socio-economic and political goals enshrined in the Constitution of India.

Jyoti Nivas College caters to liberal education that acquaints the students with various intellectual strategies for understanding natural and social environments, as well as developing in them moral and spiritual values, to enable them to face life. As a Christian College for Women founded in an epoch of revolutionary changes in every sphere of life, it considers quality of higher education essential. While preserving the best values of our own Indian culture, we realise that education must prepare

the student of live fruitfully in a world that is rapidly engulfed by science and technology.

Our faculty members possess scholarly expertise and a strong sense of commitment to teaching. They use a variety of innovative methods to supplement classroom lectures.

## **AUTONOMY**

Jyoti Nivas College became Autonomous in 2004. However, it continues to be an affiliated college of Bangalore University, Bangalore, Karnataka and is Autonomous in the sense that it is free to frame its own syllabus and to adopt innovative methods of teaching and evaluation. The degrees are conferred by Bangalore University on the students passing the examinations held by the college and the name of the college will be indicated in the degree awarded by Bangalore University.

- ❖ University Grants Commission (UGC) conferred our college with the 'College with Potential for Excellence' (CPE) in 2004.
- ❖ The College was conferred with the prestigious '*A' grade* by National Accreditation and Assessment Council (NAAC) in the 3rd consecutive cycle of accreditation in 2012, scoring *3.76 on a scale of 4 points*.

# ADMISSION PROCEDURE

## Medium of Instruction

The medium of instruction and examination shall be only English for all courses.

## MA - (Master of Arts in English)

### Year of commencement- 1991

**Objective of the course:** To introduce the students to a wide range of emerging areas of literary study, to inculcate in them a spirit of critical enquiry and develop their analytical, critical and creative faculty.

### Eligibility

- A Bachelor's Degree in any subject from a recognized Indian University.
- Students who have majored in English Literature must have a minimum of 50% in optional English all the three years put together or a minimum of 55% in General English for two years.

**Duration:** The course is a two year programme spaced into four semesters. Each semester comprises of sixteen weeks of class work.

## MBA & MCA

- Admission to MBA/MCA course is through KMAT / PG CET only and if there are any vacant seats left, those may be filled by any other National Entrance Test.
- MBA/MCA courses are approved by All India Council for Technical Education (AICTE)

# **M.C.A - (Master of Computer Applications)**

**Year of commencement of the course - 2003**

**Objective of the course:** To enable the students to become competent in the IT industry, develop the potential to do research work and create more opportunities in career placement and self employment.

## **Eligibility**

- The candidates who have passed the Bachelor's degree with at least 50% (45% marks for SC/ST category candidates) aggregate marks in all the years of degree examinations with Mathematics or Statistics or Computer Science or Computer Programming or Computer Application or Business Mathematics or Business Statistics as one of the optional or elective subjects at the degree level of Bangalore University or any other university recognized as equivalent, are eligible to apply.

**Duration:** The course is a three year programme spaced into six semesters. Each semester comprises of sixteen weeks of class work.

**LATERAL ENTRY:** Candidates with the following qualifications are directly admitted to the third semester of the six semester M.C.A programme:

1. Any undergraduate science or applied science degree of three years duration in Computer Applications or Computer Science or Information Technology or other computer related areas.
2. Post Graduate Diploma in Computer Application after completing a 3 year degree programme.

**Note:** Admissions for MCA course will be through PG CET.



## **M.B.A - (Master of Business Administration)**

**Year of commencement of the course - 2007**

**Objective of the course:** To inculcate in students analytical skills, ethical values, team spirit, interpersonal skills and sense of commitment and to address the current business scenario characterized by multiple challenges.

### **Eligibility**

- Candidates who have secured a minimum of 50% in their bachelors degree examination of Bangalore University or any other recognized university in any subject- Commerce, Management, Arts, Social science, Sciences, Engineering, Technology or equivalent -are eligible to apply.

**Duration:** The course is a two year programme divided into four semesters. Each semester comprises of sixteen weeks of class work.

## **M.Com (FA) - Master of Commerce (Financial Analysis)**

**Year of commencement of the course - 2009**

**Objective of the course:** The course has been designed to develop and enhance the accounting and financial management skills necessary to function effectively within private businesses, non-profit organizations, and public agencies. This program also has been designed for people who seek to develop and apply their skills in the areas of auditing, taxation, information systems and financial analysis among other subjects.

### **Eligibility**

- Candidates with a Bachelor or Master Degree in Commerce / Accounting / Management and MA (Economics) from Bangalore University or any recognized University with a

minimum of 50% aggregate in core subjects in the qualifying examinations are eligible.

**Duration:** The course is a two year programme spaced over four semesters. Each semester comprises of sixteen weeks of class work.

## **M.Sc (Organic Chemistry)**

**Year of commencement of the course - 2009**

**Objective of the course:** Knowledge of Organic chemistry is fundamental for the chemical industries. The objective of this programme is to provide students with an advanced knowledge of different areas of organic chemistry. The course is designed towards forming a strong base in Chemistry with practical applications essential to enable students to work in industries as well as to take up research in Organic Chemistry and interdisciplinary projects.

**Eligibility:** B.Sc. with Chemistry

- A Bachelor's Degree in Science from a recognised Indian university with a minimum of 40% aggregate in core subjects.
- Students must have a minimum of 50% average in Chemistry for three years

And should have studied Mathematics at 10+2 or Pre-University level.

**Duration:** The course is a two year programme divided into four semesters. Each semester comprises of sixteen weeks of class work.

**For All Course**

**Fees Payment:**

**I Semester** – the selected candidates will pay their fees at the time of their admission.

**II, III, IV, V and VI semesters** – students will pay their fees in the first week of each semester. Fees once paid is not refundable.

### **Academic Calendar**

The College follows the semester pattern. The odd semester begins from July/August and the even semester begins from January.

<b>Semester</b>	<b>Duration</b>	<b>Examination</b>
I	August to December	December
II , IV & VI	January to April	May
III & V	July to November	December

# CHOICE BASED CREDIT SYSTEM

The prominent features of choice based credit system are a process of continuous evaluation of students' performance/progress and flexibility to allow a student to progress at an optimum pace, suited to her ability or convenience, subject to fulfilling the minimum requirements for continuation.

A student's performance/progress is measured by the number of credits that she has earned, i.e. completed with a pass grade. It permits:

1. Student-centric learning
2. Students can choose electives from a wide range of elective courses offered by other departments
3. Undergo additional courses and acquire more than the required number of credits
4. Adopt an interdisciplinary approach in learning
5. Make best use of the expertise of the available faculty.

All programmes are defined by the total credit requirement and a pattern of credit distribution over courses of different categories

## Structure of the Programme

- Post-Graduate programmes will have a curriculum with syllabi consisting of (i) Core courses (ii) Soft core courses (iii) Elective Courses (iv) Open Elective courses (v) Dissertation /Project work / internship.
- The programmes will also include seminars, practicals and practical training as prescribed by the respective Boards of Studies in the curriculum and syllabi and approved by the Senate.
- There will be credits only for academic subjects/ courses in the marks card.

- Each course is normally assigned a certain number of credits as follows:
  - ♦ 4 credits per core and elective courses with 4 lecture hours per week
  - ♦ 3 credits per soft core paper with 3 lecture hours per week
  - ♦ 4 credits per open elective paper with 4 lecture hours per week.
  - ♦ 2 credits per 4 practical hours per week.(MCA)
  - ♦ 4 credits per paper with 16 practical hours per week (M.Sc)
- Project work:
  - ♦ 12 credits for M.C.A.
  - ♦ 4 credits for M.A
  - ♦ 4 credits for M.Sc.
- Internship programme
  - ♦ 8 credits for MBA
  - ♦ 8 credits for M.Com(FA)
  - ♦ 12 credits for MCA.

**Table showing the total credits required for each course**

<b>Programme</b>	<b>Minimum Credits For courses</b>	<b>Credit for Project Work/ Dissertation/ Internship</b>	<b>Minimum total Credits required to pass the course</b>
MA (English)	90	4	94
MBA	106	8	114
MCA	126	24	150
M.Com (FA)	106	8	114
M.Sc	95	4	99

- The minimum mark required for passing individual papers is **40% / C grade**. And in order to successfully complete the course the student will need to secure an overall average of **50% / B grade** each semester.
- **Types of credits**
  - ♦ **Credits by examination** – these include the core academic courses that the students have to take and complete in order to obtain the degree. They can comprise of theory papers, practical courses and projects/dissertation.
  - ♦ **Add-on credit courses (optional):** these are Soft skills, Communication skills and technical training related courses that the students can opt for. 30 hours of add-on course gets **1 credit**. The grades will be given by the person offering the course and will be only added in the **final mark card** and will be part of final **CGPA**. The student can opt for any add-on credit courses.
- **Examination:** Each paper will be evaluated out of 150 marks. There will be 50 marks for internal assessment and 100 marks will be allotted for the end semester exam.
- Under the credit system a semester duration will be of at least 15 – 16 weeks.
- **Grading Table:**

GPA	Values	GRADE
4	75 and above	OS
3	60 – 74	A
2	50 – 59	B
1	40 – 49	C
0	39 and below	F

- **CGPA**

CGPA	GRADE
4	OS
3 – 3.99	A
2 – 2.99	B
1 – 1.99	C

- **Grades, grade point and average grade point calculations:**

- ♦ Semester Grade Point Average (SGPA):-It is a semester index grade of a student.
  - $SGPA = (g1 \times c1) + (g2 \times c2) + \dots + (g6 \times c6) / \text{Total credits offered by the student in a semester.}$
- ♦ Cumulative Grade Point Average (CGPA) :- It is a cumulative index grade point average of a student
  - $CGPA = (g1 \times c1) + (g2 \times c2) + \dots + (g6 \times c6) / \text{Total number of credits offered by a student up to and including the semester for which the cumulative average is required.}$

**Sample Calculation of Grade Points**

**G.P.A:56/20=2.8**

S. No.	Subject	Credits	Grade	Marks Obtained	Grade value	Credit Value	Grade Points
1	Paper 1	4	OS	77	4	4*4	16
2	Paper 2	4	A	70	3	4*3	12
3	Paper 3	4	OS	89	4	4*4	16
4	Paper 4	4	B	56	2	4*2	08
5	Paper 5	4	C	40	1	4*1	01
	Total	20					56

# REGULATIONS AND SCHEME OF EXAMINATIONS

**For MA (English) /MBA/MCA/M.Com(FA)/M.Sc  
(Organic Chemistry)**

## **Eligibility to appear for End Semester Examination (ESE)**

A minimum of 75 % attendance in each subject is mandatory to appear for ESE.

A student should have registered for the examination by paying the prescribed fee and submitting the application form along with photocopy of all the previous examination marks cards to the office of the Controller of Examinations. Students failing to submit the application are not eligible to appear for the ESE and cannot seek admission to the next semester. Such students shall rejoin the same semester in the next year.

**Marks for attendance under Continuous Internal Assessment (CIA) will be awarded in proportion to the attendance over 75%.**

<b>Attendance percentage</b>	<b>Marks Awarded</b>
95%-100%	- 5 marks
90%-94%	- 4 marks
85%-89%	- 3 marks
80%-84%	- 2 marks
76%-79%	- 1 mark
Below 75%	- 00 mark

## **Testing and Evaluation**

- Evaluation of students is based on both Continuous Internal Assessment and End Semester Examinations.



- A student will be permitted to take the End Semester Examination provided she has a minimum attendance of 75% per paper and has completed the C.I.A.

### **Assessment Procedure**

The assessment will be based on the following:

- End Semester Exam (ESE) is for 100 marks
- For M.Sc, ESE is for 70 marks
- The duration of the ESE is 3 hours
- Continuous Internal Assessment is for 50 marks
- For M.Sc, CIA is for 30 marks

### **Continuous Internal Assessment (CIA)**

- A continuous evaluation system monitors performance and provides feedback to the students, on the basis of class participation, assignments, written examinations, seminars, projects, etc.
- All the students are required to sign the Continuous Internal Assessment Mark sheets. Requests for correction in C.I.A. marks after the date for signing will not be permitted.
- In case of any discrepancy in CIA, the students can approach the Director or Registrar.

### **CIA for MA/MBA/MCA/M.Com (FA) are as follows:**

The CIA (50) for theory is based on the following:

- One Mid Semester Examination - 20 marks
- Assignments - 10 marks
- Presentations - 10 marks
- Department-related activity - 5 marks
- Attendance - 5 marks

### **CIA for M.SC is as follows:**

- Internal Test/Assignments - 20 marks
- Seminars - 5 marks
- Attendance - 5 marks

### **Payment of Examination Fee**

Notification for the End Semester Examination and the time table will be issued in the month of November for odd semester and April for even semesters. The prescribed examination fee shall be remitted at the Bank Extension Counter on campus on or before the dates indicated in the notification. Filled-in application should be submitted to the COE's office on the same day of paying the examination fee.

### **Examination Procedure**

Examination is a serious, sacred and important academic activity. Hence students are expected to observe the following:

- Be seated in the allotted place before the second bell.
- Maintain discipline in the examination hall.
- Students indulging in malpractice will be debarred for the rest of the examination.
- If any student indulges in malpractice for the second time, she shall be discharged from the college.

### **End Semester Question Paper setting**

- Each paper will have one internal and one external paper setter.

### **End Semester valuation**

- **Double valuation** - Papers will be valued by one internal and one external examiner.

## **Announcement of Results**

Usually the provisional results of End Semester Examinations are published 30 days after the completion of End Semester Examination. The exact dates will be put up on the Notice Board.

## **Marks Card**

- Semester marks cards will be issued within 10 days of the announcement of the result.
- Students should collect their marks card within 15 days from the date of issue of the same.

## **Pass requirements**

Total of ESE and CIA is for 150 marks

- Paper minimum for both CIA and ESE is 40%
- The required aggregate for all the subjects per semester is 50%. However, in case a student gets a minimum of 40% in each paper and falls below 50% aggregate, she has to reappear to improve the aggregate, in any paper of her choice.

## **Declaration of Class & Distinction**

The results of the end semester examinations shall be declared as stated below:

<b>Class</b>	<b>Percentage</b>
<b>Distinction</b>	75 and above (aggregate of all the subjects)
<b>First</b>	60 to 74 (aggregate of all subjects)
<b>Second</b>	50 to 59 (aggregate of all subjects)

**Distinction will be awarded to students who complete the ESE for all papers in the first attempt.**

## **Conduct of Supplementary Examinations**

- Failed candidates should appear for arrears as follows:
  - Odd semester – next odd semester
  - Even semester – next even semester
- For MA/MBA/M.Com (FA)/M.Sc IV semester arrears, supplementary exams will be conducted immediately after the announcement of the IV semester results. Similarly for MCA V and VI semester arrears, supplementary exams will be conducted immediately after VI semester results.
- Maximum of three attempts are allowed to clear the arrear papers. Students wanting to take up arrears after completion of three years of the course will have to write the equivalent paper offered by the concerned Department.

## **Challenge valuation**

- Challenge valuation request should be made within 7 days from the issue of marks card along with a fee notified by the Controller of examinations.
- Students can apply for the photo copy of the answer papers within 7 days.

## **Improvement Exam**

Candidates who have passed can improve their marks by appearing for the Improvement exam (Higher mark is retained).

- Examinations for Improvement will be allowed for any of the semester papers.
- Students are advised to take up the exam at the next chance when the paper is offered. If a student chooses to take the exam at a later stage, the student appears for an equivalent paper.

## **Eligibility for admission to the next Semester**

- Candidates having more than 50% carryovers in the, I and II semesters will not be promoted to V semester (This applies only to MCA).

## **Award of Degree Certificate**

A student is declared to have passed MA (English), MBA, MCA, M.Com(FA) and M.Sc. Examinations if she secures not less than 40% of total marks in each paper (both in CIA and ESE) and 50% in aggregate in each semester. MBA & M.Com(FA) students are also required to complete the summer project satisfactorily.

The Degree Certificate will be awarded by the Bangalore University on the successful completion of all the papers of the course.

## **Award of Ranks**

Only those students who have passed all the semester examinations in the first appearance will be eligible for the award of ranks. One rank will be awarded in each course.

## **Summer Internship Programme for MBA/M.Com(FA)**

Every candidate shall have to undergo Six weeks of SIP in an organization of repute in India or abroad in any one area – marketing / finance / human resource.

The objectives of Summer Internship Programme are:

- To provide students with opportunities of applying those concepts learnt in their classrooms to real-life situations.
- To sensitize the students to the nuances of the workplace by assigning time-bound projects in a company.
- To provide our students a platform to network with organizations; this will be useful for their career prospects.

The Summer Internship Programme will be supervised by a faculty guide from college to enhance the quality of the project work. The student has to report to the internal guide as per the guidelines given. Students devote themselves completely during their 8 week period to ensure that the Summer Internship Programme is completed in all aspects, well within the time limit.

### **Student Discipline and Conduct**

The student shall, at all time during Summer Internship Programme, conform to the rules and regulations of her place of work. However, if for any genuine reason a student is not in a position to report to the Summer Internship Programme she will obtain formal permission for the leave of absence as per the rules and regulations of the Summer Internship Programme and from the Faculty Guide.

- The candidate shall have to make an oral presentation of her project report.
- The project report must be submitted to the guide before the commencement of IV semester.
- Any candidate who fails to defend her project report satisfactorily shall have to repeat the project in the following year.
- Summer Internship Programme carries 200 marks of which 50 marks is for the viva and 100 marks for the written project report.
- Students have to secure a minimum of 50% marks in each.
- The project work will be valued by one internal and one external examiner.
- The best report will be published in the student research journal DHII

## **Internship Programme for MCA**

Every student shall go through four months of internship programme in the IT companies during their sixth semester.

The objective of Internship Programmes are:

- 1) To develop a variety of soft skills, creative problem solving and influencing skills.
- 2) To understand the challenges in software development, the trend of ever changing technology and the qualities required for survival.
- 3) To gain the practical skills that will help in strengthening the CV and make students more employable.
- 4) To get the real time experience.

The Internship Programme will be supervised by a faculty guide from college to enhance the quality of the project work. Students have to report to their internal guides during project reviews. Students have to make sure that the Internship Programme is completed in all aspects, well within the time interval.

## **Industrial Visit**

Industrial visits are compulsory for MCA/MBA/M.Com(FA)/M.Sc students as it can add greatly to their understanding of the world of work. Post Graduate students need to be made aware of the core transferrable skills which will make them employable and allow them to continue learning and progress in the world of work.

- Each student should visit a company at least once in an academic year
- The detailed report of the visit has to be submitted in printed form to the respective staff in charge.

## **Dissertation/ Real Time Project/Research Lab for MA/ MCA/M.Sc**

For MA, M.Sc and MCA: Each student is required to write a short research paper of 25 pages in their fourth semester/ fifth semester (for MCA students) under the guidance of one of their lecturers in an area of their choice. The dissertation submitted will be graded on the basis of their written paper and viva-voce.

Dissertation/Real Time Project for M.Sc: In the 4th Semester the students need to undertake a major project for 6 weeks in an industry (or in-house) which will be assessed for 100 marks (4 credits). The arrangements for the project will be made by the department. The dissertation submitted will be graded on the basis of the presentation.

Research lab for M.Sc: The department of Chemistry is recognized as a 'Research Centre' by Bangalore University. Interested students after completion of M.Sc can apply for the Ph.D programme.



## **The Training & Placement cell**

Placement is an integral part of higher studies. The passing years have witnessed tremendous growth nationwide as well as globally and this is very important for us.

The placement cell oversees the annual placement of the Students. The placement activities are carried through personal counseling as well as through the use of advanced technology systems to provide excellent service delivery to our students.

The cell conducts various programs aimed at moulding the students for better placement on topics such as:

- Personality development.
- Interpersonal & Communication skills
- Group discussion, Aptitude Tests, Technical Tests
- Mock interviews
- Career planning and Career Mapping.
- Program on Technology Management.
- Contacts and invites various corporate houses for recruitment.
- Organizes industrial visits to various industries as recommended by the departments for the students and faculty.
- Assists the final year students to do their project work in industries as recommended by the departments.

## **Certificate Courses**

The following certificate courses are offered for the students. Each course is for duration of 30 hours carrying one credit.

1. Logic N Life
2. Cyber Security
3. Business Management Skills
4. Financial Planning
5. Live Stock Trading
6. Communication Skills
7. Academic Writing
8. Writing Skills
9. Soft Skills Training

## **Out Reach Programme**

The College aims at grooming students to be socially committed and provide opportunities to recognize their social responsibility and contribute towards the betterment of the society. Our student community undertakes a host of social initiatives, which include visits to old age homes, orphanages, and rehabilitation centers. This is done on a regular basis so that the centers are benefited by the students' visits. The students are expected to put in 30 hours of community service during their study here. A certificate is awarded to students at the completion of community service.

## **Code of Conduct**

Jyoti Nivas College expects students to be regular and punctual in attending Lectures and Practicals, Student Seminars, Talks by Subject Experts, Soft Skill, Cultural and extra-curricular programmes.

Attendance is taken during every lecture and practical class. As per the Bangalore University regulations, the students must have

a minimum of 75% attendance in every subject to be eligible to appear for End Semester Examination.

Any absence must be approved by the concerned faculty member and a leave letter submitted to the Director's office as per the given format.

Students should dress modestly at all times - no shorts, short skirts, short tops or sleeveless clothes are permitted on campus.

Mobile phones are strictly banned on campus.

Campus property must be respected and kept clean. Any defacing of the campus property will not be tolerated.

Students are admitted to the college on the understanding that they undertake to abide by the general rules and regulations of the college and make best use of all the facilities, offered by the college.

### **Guidelines to Students, Parents and Guardian**

- Students admitted to the College are expected to maintain a high standard of diligence and good conduct.
- It is understood that parents/guardians accept all the rules and regulations of the college.
- Parents/guardians are advised to monitor the conduct, academic progress and attendance of their children/wards.

### **Application for Certificates**

1. All applications for certificates should contain the following particulars:
  - a) Student's full name.
  - b) Month and year of joining the college and the course to which the student was enrolled.
  - c) Past students must specify the year of leaving the college and their register numbers.

2. A nominal fee will be charged for the issue of every certificate.
3. Duplicate certificates will not be issued.

## FACILITIES

**Student Aid:** Jyoti Nivas College seeks to bring educational opportunities within the reach of eligible students. The management gives concession to deserving students.

**Library:** The library is kept open from 7. 30 a.m. to 5.30 p.m. on all working days and from 7. 30 a.m. to 4 p.m. on Saturdays. Photocopying and internet facilities are available in the library.

**Railway Concessions:** Railway concession forms will be issued to M.A (Eng), M.B.A., M.C.A., M.Com (FA) and M.Sc. students of the college during the semester vacations.

*Take Time to THINK... It is the source of power.*

*Take Time to PLAY... It is the secret of perpetual youth.*

*Take Time to READ... It is the fountain of wisdom.*

*Take Time to PRAY... It is the greatest power on earth.*

# JULY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

*"I am the living, loving, joyous expressions of life"*

# AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

*“Believe in yourself! Have faith in your abilities! Without a humble but reasonable confidence in your own powers you cannot be successful or happy” (Norman Vincent Peale)*

# SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

*"Our imagination is the only limit to what we can hope to have in the future" (Charles F Kettering)*

# OCTOBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

*"I cannot believe that the purpose of life is to be 'Happy'. I think the purpose of life is to be useful, to be responsible, to be compassionate. It is above all, to matter: to count, to stand for something, to have made some difference that you have lived at all." (Leo C. Rosten)*



# NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

*"Don't be so busy striving to make a living that you forget how to live a life."*

# DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

*“There is nothing noble in being superior to others. True nobility lies in being superior to your former self.” (Ancient Indian Proverb)*

# JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

*“...You are the master of your thought, the moulder of your character, and the shaper of condition, environment and destiny” (James Allen)*

## FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

*"First say to yourself what you would be; and then do what you have to do" (Epictetus)*

# MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

*“Take the first step in faith. You don’t have to see the whole stair case, just take the first step.” (Dr.Martin Luther King Jr.)*

## APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

*"The world is a great book, of which they who never stir from home read only a page" (St. Augustine)*

# MAY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

*“There are many paths to enlightenment. Be sure to take one with a heart” (Lao Tzu)*

# JUNE

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

*"You create your own universe as you go along" (Winston Churchill)*



# APPLICATION FOR LEAVE OF ABSENCE

Name: .....

Class: ..... Roll No. ....

Period of leave from: ..... to: .....

Reason for absence: .....

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Date:

Signature of the  
parent

Signature of the  
Student

Signature of the  
Director

**ACTIVITY/ FIELD TRIP/ SEMINAR/ WORKSHOP  
to be recorded by the student**

Date	Place	Activity	Prizes Won

## **Student's Prayer**

In the infinity of life where You have placed me O God,  
All is perfect, whole, and complete.

I am one with the Power that created me.

I am totally open and receptive to the abundant flow of  
prosperity that the universe offers.

All my needs and desires are met before I even ask.

I am Divinely guided and protected,

And I make choices that are beneficial to me and the society.

My unique creative talents and abilities flow through me

And are expressed in deeply satisfying ways.

I rejoice in others' successes, knowing there is plenty for us all.

My good comes from everywhere and everyone.

All is well in my world.

I am grateful to You My Lord and My God.

**Take Time to LOVE, and BE LOVED ..**

**It is a God-given privilege.**

**Take Time to BE FRIENDLY ..**

**It is the road to happiness.**

**Take Time to LAUGH ..**

**It is the music of the soul.**

**Student Note**

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“Every day, in every way, I am getting better and better.”  
Emile Coue

**Student Note**

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Some 'people' see things as they are and say 'why'; I dream of things that never were and say 'why not'.

George Bernard Shaw

Where the mind is without fear and the head is held high;  
Where knowledge is free;  
Where the world has not been broken up into fragments  
by narrow domestic walls;  
Where words come out from the depth of truth;  
Where tireless striving stretches its arms towards perfection;  
Where the clear stream of reason has not lost its way  
into the dreary desert sand of dead habit;  
Where the mind is led forward by thee into ever-widening  
thought and action --  
**Into that heaven of freedom, my Father, let my country awake.**

*Rabindranath Tagore (1861-1941)*

*Take Time to GIVE .. It is too short a day to be selfish.*

*Take Time to WORK .. It is the price of success.*

*Take Time to DO CHARITY .. It is the key to heaven.*

*"Success is a journey, not a destination." Happiness is to be found along the way, not at the end of the road, for then the journey is over and it is too late. Today, this hour, this minute is the day, the hour, the minute for each of us to sense the fact that life is good, with all its trials and troubles and perhaps more interesting because of them.*

*Robert R. Updegraff*



# **St. Joseph, Our Patron**



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