

## BRIDGE COURSE POLICY

## PREFACE

The Bridge Course Policy is designed to offer targeted academic assistance and orientation, facilitating a seamless transition into our academic environment. Its primary goal is to bridge any educational gaps and equip students with essential skills and knowledge to excel in their chosen fields of study. This policy delineates structured courses and activities that augment foundational knowledge in key subjects. Through active participation in these offerings, students can enhance their preparedness for advanced coursework and academic challenges. We encourage all incoming students to fully utilize the Bridge Course opportunities outlined in this policy. 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. 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.



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## **1. PURPOSE**

The Bridge Course Policy is designed to facilitate a smooth transition for students moving from one academic level to another or from one field of study to another. It aims to provide the necessary foundational knowledge, skills, and support to ensure students are well-prepared for the next phase of their academic journey.

## **2. SCOPE**

This policy applies to all students enrolled in the bridge course program at Naipunnya School of Management, Cherthala. The bridge course is available to incoming students transitioning from high school to college, students changing their academic disciplines, and students needing additional support to meet prerequisites for advanced courses.

## **3. 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.

## **4. 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.



## 5. 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.

## 6. COURSE FILE

A bridge course file should contain the following documents:

- i. If the evaluation of the bridge course programme is conducted, the question papers and mark lists should be recorded.
- ii. The complete course file should be maintained as a soft copy only.
- 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. The bridge course file should contain the signatures of the principal and IQAC Stamp

## 7. POLICY REVIEW

This policy shall be reviewed annually 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.

Person in charge: 1) Principal 2) IQAC Coordinator

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**Dr. BIJI P. THOMAS**

PRINCIPAL

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