

**GOVERNMENT COLLEGE OF ARTS, SCIENCE AND COMMERCE,  
KHANDOLA – MARCELA – GOA. 403107 (Estd: 1989)**



(Affiliated to Goa University)

UGC- NAAC Accredited 'A' Grade

**NIRF Rank Band 101 to 150 for 2018-19 and 2019-20**

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## **OUR VISION**

*Centre for Excellence*

## **OUR MISSION**

*“To Dedicate Our Energy To Be Responsive To The Needs Of An Ever Changing Society By Promoting Excellence In Academics And Art.”*

## **GOALS AND OBJECTIVES**

- To promote higher standards of education in an environment conducive to the needs of undergraduate and post graduate students.
- To provide education that will enable students to be responsive to the needs of an ever changing society, employability and sustainability.
- To promote the advancement of scholarly and artistic activities for students' and faculty.
- To foster a culture that supports and reinforces ethical and pro-social values.
- To create an atmosphere in which students' and faculty find support and encouragement in achieving life goals.

### ***Principal's Welcome Address***



**Principal : Dr. Purnakala Samant**

#### Principal's Welcome Address

I wish all the Students, Parents, Alumni and Well-wishers a healthy and safe life in current scenario of Pandemic. Positive mind set up along with maintaining protocol of vaccination, health, hygiene and social distancing will certainly help to regain normalcy.

We, at Government College of Arts Science and Commerce, Khandola, Goa welcome you all whole heartedly to this esteemed institution. Being one of the oldest campuses, the success achieved at the educational frontier has remained in time line. This institution promotes growth in academics, featuring studies in of Pure Sciences, Languages, Humanities and Commerce along with sports, curricular and co-curricular activities. Values and skills through Yoga- Mediation, Financial Literacy, Entrepreneur Skills, Emotional - Mental fitness and Seva Dharma are also percolated in the students which will be reflected in their future performance. Education System is gradually changing from focused learning to divergent thinking.

Students, it is crucial for you to choose perfect subject combination to develop your future profession. Being the era of skill and technology, meticulous choice of the skill based interdisciplinary subject(s) will congregate you to obtain a good placement. The education pattern of this College, dramatically changed from black board teaching to machine learning in this Covid -19 scenario. The impact of digital tools may mould the brain at a young age that may miss the natural or spontaneous steps of learning and acquiring skills of communication. The College is marching forward with Hybrid mode to bring equilibrium in the learning process.

This academic year the institution is proud to start honors course in B. Sc Geography, Political Science and Psychology along with Cluster Research Center in Microbiology and will also introduce Electronics subject in F.Y.B.Sc. Program for the students having aptitude for deep learning. The NSS and NCC unit, inspire the youth to be disciplined and responsible citizens.

Faculties publish research papers and guide research students to strengthen the research-innovation atmosphere of our institution. Our competent, sincere and multi-talented faculty work towards metamorphosing learners into mature adults.

The family of Khandolites is anxiously waiting to nestle the budding minds for yet another beautiful and memorable academic year.

*“Vision without action is merely a dream: Action without vision is merely passing time: But vision and action together can change the world.” - Sudha Murty*

### **Vice Principal (Administration) - Dr Pravina Kerkar**



*As you embark on a journey to graduation I whole heartedly welcome you all to this defining phase of your life. Being one of the first colleges to be set by the state in what was then rural Goa; over the decades we have moved rapidly towards imparting quality education through most advanced utilities at the college, an excellent infrastructure, ICTs, smart classrooms, 24 x 7 Internet connectivity, well equipped laboratories-library, add-on certificate courses, expertise exchange, research opportunities, community development initiatives, enhancing employability skills to instill all round development of students to be responsible citizens of the country. In its trail of prosperity, the college currently ranks between 101-150 for NIRF Rank Band amongst all the colleges in India. A great feat achieved by untiring efforts of the Teaching and Non Teaching staff of this college along with constant and generous support of the Directorate of Higher Education - Government of Goa, Alumini and Parents. So students you focus well and your degree is just a matter of time.*

**Vice Principal ( Academic)- Dr. Asha Gaheloth**

उपप्राचार्य(अकादमिक) की ओरसे...



उच्चशिक्षा के विश्व में नए सपने लेकर कदम रखने वाले हर विद्यार्थी के सपनों के पंख और कदमों की ताकत बनने की वचनबद्धता के साथ हम शासकीय महाविद्यालय खांडोळा में आपका स्वागत करते हैं।

महाविद्यालय यह स्थित में परिवेश निसर्गरम्य के गाँव माशेल के गोवा राष्ट्र में अपनी तेजोमय छवि को विकसित कर चुका है। मैं यहाँ साभिमान दर्ज करना चाहती हूँ कि खांडोळा महाविद्यालय नेशनल इंस्टिट्यूशनल रैंकिंग फ्रेमवर्क में संपूर्ण राष्ट्र की उच्च शिक्षा संस्थाओं में ही साथ है। चुका बना स्थान अपना बीच के 150-101 NAAC में भी संस्था को 'A' Grade प्राप्त है। बदलते समय की नब्ज को पकड़ते हुए यह महाविद्यालय उच्च शिक्षा के क्षेत्र में निरंतर गतिशील होकर विकास की नवनवीन सीढियाँ चढ़ रहा है। माशेल गाँव की यह शिक्षणसंस्था अब वास्तव में 'महाशाला' का रूप धारण कर चुकी है। क्योंकि अब यह संस्था केवल कला विज्ञान और वाणिज्य , तक .डी .एच .पी और स्नातकोत्तर बल्कि है नहीं सीमित ही तक शिक्षा स्नातक में हो नीचे के छत ही एक यहाँ विस्तार का शिक्षा उच्चरहा हैहो भी आगे...तारहेगा। यहाँ विद्यार्थी का विकास शिक्षा और शोध के क्षेत्र में ही नहीं बल्कि उसका सर्वांगीण विकास हो इसके लिए संस्था निरंतर कटिबद्ध है। कला क्षेत्र के खेल और संस्कृति , है। अगसर महाविद्यालय भी मेंअपने अंतर्बाह्य विकास की प्रक्रिया में विद्यार्थी में मनुष्यत्व बना रहे और वहमानवता को विकसित करेइसका मुख्य रूप से ध्यान रखा जाता है। निदेशक, उच्च शिक्षा निदेशालय, गोआ सरकार सेप्राप्त सतत संबल और

ध्येयवादी प्राचार्यकी दूरदर्शी वृत्ति के कारण ही आज कॉलेज नई ऊंचाइयों को छू रहा है, इस में दोराय नहीं।

के संस्कृति , कला , शिक्षा महाविद्यालय बावजूद के समय संकट के कोरोना क्षेत्रमें निरंतर गतिशील रहा है। आपदा के समय को अवसर में बदलते हुए विज्ञान और तकनीक का हर संभव उपयोग कर शिक्षा के क्षेत्र में राज्य की सीमाओं को पार करते हुए निरंतर राष्ट्रीयमाध्यम के गोष्ठियों-वेब विभिन्न पर स्तर अंतरराष्ट्रीय- सेशिख कों और विद्यार्थियों को यह महाविद्यालय संपन्न बनाता रहा।अंतर-महाविद्यालयीन तीन दिवसी यप रफाँ मिंग आर्टइफेस्टिव- लकाआयो जनकर लॉकडाउन में फंसे संपूर्ण गोवा के कलाकार विद्यार्थियों तक पहुँचकर उनका उत्साह वर्धन करने का प्रशंसनीय कार्य कॉलेज के शिक्षकों ने किया।

समर्पण यहाँ की कार्यसंस्कृति है तो संस्था के प्रति अपनापनयहाँ का स्वभाव!

हो विकास संपूर्ण का व्यक्तित्व आपके , विद्यार्थियों, इसका ध्यान रखते हुए आपके सपनों को सही दिशा और दृष्टि देने के लिए हम यहाँ उपस्थित हैं।

आपके स्वागत में ,

डॉगहलोट आशा .

उपप्राचार्य एवं हिंदी विभागाध्यक्ष

शासकीय महाविद्यालय , खांडोळा - गोवा .

## **OUR STRENGTH**

- *Well Trained, Research Oriented, Experienced, Dedicated And Energetic Faculty*
- *Supportive Non-Teaching and Laboratory Staff*
- *Excellent And Well Maintained Infrastructure*
- *Good Teaching and Learning Environment Supported by Prolific Library.*
- *Smart Classrooms and Well Equipped Laboratories.*
- *Special Commerce, Economics and Language laboratories*
- *Impressive and Excellent Result at University Examination*
- *Simple and Transparent Admission Procedure*
- *Faculty with Major and Minor Research Projects.*
- *Publications in Scopus, Web of Science (WoS) and Science Citation Index (SCI) indexed journals.*

- *College is the Centre for Post Graduate Courses in Chemistry, Commerce, Geography and Microbiology.*
- *Increasing Students' Strength, High Enrollment Ratio of SC/ST/OBC with Dominant Female Students' Ratio.*
- *Excellent Students' Teachers Rapport with Emphasis on Mentoring and Counseling.*
- *College has Excellent Extra-Curricular Activities, Sports Culture, Well Organized Extension, Community Service Programs and Outreach Activities by Students' and Faculty.*
- *Rooted Cultural Values, Moral Responsibility are reflected in Our Successful Alumni.*
- *Very Good Interface with Industries, Research and Educational Institutes.*
- *Functional IQAD, PTA and Alumni Association.*

## **ABOUT THE COLLEGE**

Since inception in 1989, our college has been instrumental in producing plethora of intellectual individuals who have contributed significantly to College, Society, and the State at large. The primary aim of the college is to tap the intrinsic potential of the students from the rural vicinage and metamorphose them into individuals, capable of inculcating values in the society, be it sports, art, culture, music academics and research. Over the past few years our College also has garnered a status symbol in Performing Arts thus leaving an indelible mark for future generations.

Our Institution has been accredited with 'A' Grade by National Assessment and Accreditation Council (NAAC) and has been ranked between 101 to 150 by National Institutional Ranking Framework (NIRF) for the ranking 2019 & 2020.

Ninety Five students were the beneficiaries of SC/ST/OBC scholarship, including scholarship for minorities and disability awarded by various external agencies, Government of Goa and Government of India.

The college has introduced Honours in Psychology and Political Science for B.A, Geography Honours for TYBSc and B.Sc Electronics course from the academic year 2021-22.

B.Voc. in Software Technology from 2020-21 for the Vocational students. The degree in B.Voc. will be obtained at the end of 6 semesters but the exit with a professional certificate is allowed at every semester.

The College has been offering CBCS (Choice based Credit System programmes for B.A, B.Sc and B.Com with General and Honours degree.

The college offers following courses for Bachelor of Science (B.Sc) programme:

- Honours in Chemistry
- Honours in Computer Science
- Honours in Microbiology
- Honours in Mathematics
- Honours in Geography (from 2021-22 onwards)

Bachelor of Commerce (B.Com) programme:

- Honours in Advanced Accounting
- Honours in Cost and Management Accounting
- Honours in Business Management

Bachelor of Arts (B.A) programmes have both Honours and General Courses:

- Honours in Economics
- Honours in Geography
- Honours in Hindi
- Honours in Psychology ( 2021-22 onwards)
- Honours in Political science ( 2021-22 onwards)

The B.A General programme is offered **English, Konkani, Marathi, Hindi, Economics, Geography, Political Science and Geography.**

The college has embarked on a journey of higher learning and research which is evident through the commencement of four new postgraduate courses in Chemistry, Commerce , Geography and Microbiology and a Cluster Research Centre in Chemistry, Geography and Microbiology( from the academic year 2021-22).

Faculty is involved in continuous research activities to keep pace with recent advances in science and technology, social sciences and humanities. They have presented papers at National and International conferences, symposia and published papers in reputed and peer-reviewed journals, in Scopus and Web of Science indexed journals.

For the year 2020-21 National conferences were organized by the undergraduate and the posts graduate department funded by Directorate of Higher Education, Government of Goa, Vedanta and others.

Our Institution is a recognized Centre for IGNOU (Indira Gandhi National Open University) and the classes for various courses have already commenced. Our college has well established Diploma/certificate course in Sanskrit language.

The college has 6 NSS units of 100 volunteers each who are engaged in socially beneficial projects which gives them hands-on training in various fields. NSS have given opportunity to student to attended National integration camp and various other activities.

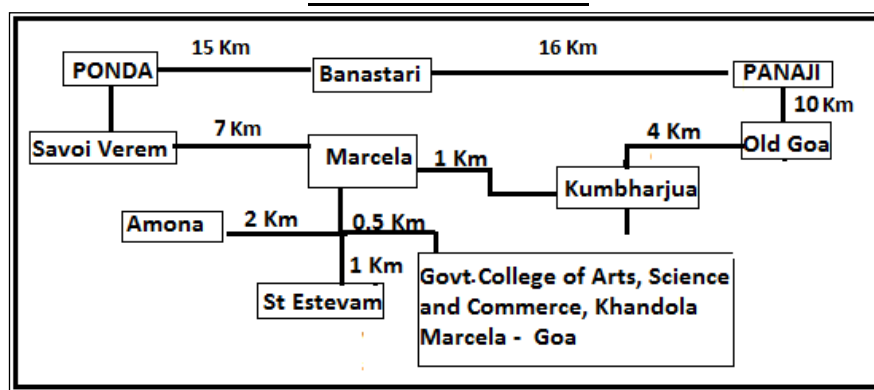
From 2019-20 onwards the college has also initiated NCC unit of army wing. Students are encouraged to keep themselves fit through various sports activities organized at interclass,

intercollegiate, State and National Level. Individual artistic talents and creativity are nurtured and allowed to blossom under the aegis of the Student's council. Our students have represented the college at the National and International sports events.

Environmental awareness as well as nature's bountiful treasures is meaningfully dealt in the activities of the Nature Club and Environmental Protection Committee. We advocate preservation of nature through environmental awareness programme. Solid waste management has been forte of this college where students have undertaken various projects through Swachh Bharat Student Internship (SBSI) which is presently a two credit course recognized by UGC. At present composting is carried out on the campus and managed by the students.

In addition to the regular course curriculum, the college also provides a wide spectrum of educational opportunities for skill development, entrepreneurship, employability and overall personality development of the students. To maintain Industrial Institute Interface, College conducts various Industrial study tours. For this purpose various departments of this institution organize number of activities like intercollegiate quiz, poster making competitions etc.

### LOCATION MAP



**COLLEGE TIMINGS FOR STUDENTS: 8:30 a.m. onwards**

**OFFICE TIMINGS: 9:15 a.m. to 4:30 p.m. ( Monday to Saturday )**

### ACADEMIC TERMS

**I / III / V Semester: 01st September 2021 to 30<sup>th</sup> November 2021 ( Tentative ).**

**II / IV / VI Semester: 4th Dec 2021 to 03rd May 2022 ( Tentative ).**

**Holidays, Vacations and other Tentative Schedules of activities are mentioned in Calendar of events.**

### FACILITIES IN THE COLLEGE

## SMART AND VIRTUAL CLASSROOM:

The college has around 30 classrooms of which **22 are Smart classrooms. (Funded under RUSA)** and remaining are ICT enabled.

## LIBRARY:

It has a rich collection of over 25784 books in various disciplines. Apart from books for general reading, the Library subscribes to 17 Journals (National and International), 25 Magazines, 12 Newspapers, Project Reports and the Government Gazette. The Collection includes Encyclopedia of high repute, Dictionaries, Directories, Year Books, Rare Titles and 450 CDs. The College has membership of N-List from INFLIBNET (UGC). Staff and the Students can access E-journals and E-books. Library has a separate PG–Section for students and teachers.

Library is well connected with Wi-Fi and has a well automated library system using NewGenlib

Library software developed by Verus Solutions. The software provides all kind of features required to automate the in house activities as well as library services. GCASCK LIBRARY Link: <https://gcascklibrary.webs.com/>.

Prizes / Medals with Citation Awarded to Meritorious Students in various fields. A cash prize of Rs. 250/- each to the “Best Reader Girl” and “Best Reader Boy” of the year instituted by College Librarian, Mr. M.N. Anandan + inspiration book gift.

## LIBRARY RULES:

1. Borrowing facility of library books is open to the students, teaching and non teaching staff of the college. The entitlement of borrowers is as follows. Delayed returns attract a late fee of Rs. 0.50 paise per day per book.

| Plan                 | Entitlement | Lending Period |
|----------------------|-------------|----------------|
| First Year Students  | 2 Books     | 7 Days         |
| Second Year Students | 2 Books     | 7 Days         |
| Third Year Students  | 3 Books     | 7 Days         |
| P.G. Students        | 4 Books     | 7 Days         |
| Ph.D. Students       | 5 Books     | 30 Days        |
| Teaching Staff       | 10 Books    | 60 Days        |
| Non-teaching staff   | 5 Books     | 15 Days        |

2. Students are not allowed to enter the library without Identity card.
3. Books can be checked out from the library on production of library smart card issued to students, from 9:15 a.m. to 4:45 p.m. on all working days.
4. Duplicate library smart card will be issued on the payment of Rs. 50 /-
5. Students are requested to deposit their bags/belonging at the property counter. Cash and important valuables should never be kept in those shelves.
6. Eating and use of MOBILE PHONES in the library is strictly PROHIBITED.
7. While entering the Library, every reader/ user should enter his/her name and other details in the Entry Register maintained at the counter.
8. Absolute silence should be maintained in the library.
9. Students having theory or practical lectures should not be seen in the library during their lecture time.

10. Students found disfiguring the books and tearing pages from the Books/Magazines/Questions Papers or found in possession of torn pages will be penalized by a cancellation of their membership of the library and by imposing a fine to cover a double the cost of the Books/Magazine/Questions Papers.
11. The librarian may recall any books at any time if required.
12. If the book is lost, replacement copy will be the first option or cost of the book with fine will be levied.
13. Reference books will not be issued out of the library.
14. Students and staff are advised to make use of the Library, as much as possible, but in dignified manner.

#### **LIBRARY FACILITIES**

1. Book bank
2. Xerox facility
3. Reading Hall
4. Online Public Access Catalogue (OPAC)
5. Internet free access for Students and Staff
6. Research Centre

**LIBRARY TIMINGS: Monday to Saturday 8:45 a.m. - 5:00 p.m.**

**CIRCULATION TIMINGS: Monday to Saturday 9:10 a.m. - 4:45 p.m.**

#### **CANTEEN:**

The college has a well-equipped in-house Canteen. It provides a variety of snacks, refreshments and lunch to Students and Staff at reasonable rates with a sitting capacity of 90 students.

#### **LABORATORIES:**

The college has well equipped Computer Science laboratory, Microbiology, Chemistry, Physics, Geography, Psychology, Mathematics, Languages, Commerce & Economics (funded by RUSA) for undergraduate courses. Computer Science laboratory also provides Internet facility for students and staff.

Spacious laboratories are provided for post graduate departments of Commerce, Chemistry, Microbiology and Geography. The college also has Institute-Industry collaboration for posts graduate department of Chemistry, Microbiology, Geography and Commerce.

#### **AUDITORIUM /CONFERENCE HALL/ MULTIPURPOSE HALL:**

The college has a full-fledged and attractive air conditioned auditorium with a virtual smart board, Air conditioned Mini Conference Hall and a Multipurpose Hall. These facilities are used for conducting seminars, workshops, meetings, small functions and cultural activities for staff and students.

#### **FIRST AID:**

The college provides first aid facility to all needy students and staff during the college hours. Medical references are made for any emergency cases of the students to the nearby health centre and dispensaries.

**COUNSELING SERVICE:**

A professional counselor provides counseling services to the students of the College. This service is also extended to General Public.

**BUS SERVICE:**

Free bus service is provided to pick-up and drop students from Marcela Bus stand to college and back. College bus is also used for conducting field trips, workshops, seminars in other colleges and other activities of the students. Only 1 activity per day is allowed. As per the norms public places like water bodies will be restricted.

**PHOTOCOPIER/ XEROX FACILITY:**

Photocopier is available in the library for benefits of students at discounted rates.

**SECURITY & SANITATION:**

A 24 hr security service is provided by the college through Security guards and CCTV cameras. Sanitation and cleanliness of the college is outsourced to Goa Human Resource Development Corporation (GHRDC) Agency.

**FACILITIES FOR PHYSICALLY CHALLENGED STUDENTS:**

The college has the following for physically challenged students:

- A classrooms on the ground floor
- Special toilet facilities
- Ramp and railings in the buildings

**GIRLS HOSTEL FACILITY:**

Girls hostel of international standard sanctioned through RUSA funding should tentatively be available by the end of academic year 2020-2021 approximately 40 bedded.

**FACULTY PROFILE OF REGULAR STAFF**

**Principal: Prof. Purnakala Samant (M.Sc. Ph. D, P.D.F. University of Porto,Portugal)**

**DEPARTMENT OF ENGLISH**

1. Dr. Isabel Dennis (M.A., B.Ed., M.Phil., Ph.D.)Assoc. Prof (HOD)
2. Dr Lopamudra Bhattacharya (M.A., Ph.D.)Assistant Prof.

**DEPARTMENT OF HINDI**

1. Dr. Asha Gahloth (M.A, Ph.D.), Assoc. Prof. (Vice Principal & HOD)
2. Dr. Sapna Pelapkar (M.A., B.Ed., NET, Ph.D) Assistant Prof.

**DEPARTMENT OF KONKANI**

1. Prof. Prakash Vazrikar (M.A., Ph.D.), Assoc. Prof (HOD)

2. Dr. Reshma Kholkar (M.A., Ph.D) Assistant Prof.

#### **DEPARTMENT OF MARATHI**

1. Dr. Sunetra Calangutkar (M.A., M.Phil, Ph.D) Assistant Prof.

#### **DEPARTMENT OF PSYCHOLOGY**

1. Ms. Ridhima Shirodkar (M.A., SET, NET) (C.B)
2. Ms. Asawari Nayak (M.A., NET) Assistant Prof.

#### **DEPARTMENT OF GEOGRAPHY**

1. Dr. Prabir K. Rath (M.A.,C.P.S., M.Phil., Ph.D.) Assoc. Prof, M.A. Co-ordinator.
2. Dr. Pravina Kerkar (M.A., B.Ed., Ph.D.) Assoc. Prof ( Vice principal & HOD)
3. Mr. Vishal Advaiakar (M.A., NET) Assistant Prof.
4. Ms. Merel D'Silva (M.A., NET) Assistant Prof.

#### **DEPARTMENT OF POLITICAL SCIENCE**

1. Prof. Seema P. Salgaonkar (M.A., Ph.D.), Assoc. Prof (HOD)

#### **DEPARTMENT OF ECONOMICS**

1. Dr. Christina De Souza (M.A., B.Ed., Ph.D.) Assoc. Prof. (HOD)
2. Dr. Sharmila Dessai (M.A., B.Ed., SET, Ph.D) Assistant Prof.
3. Ms. Manisha Phadte (M.A., B.Ed., SET /NET) Assistant Prof.

#### **DEPARTMENT OF PHYSICAL EDUCATION**

1. Dr. Tara Shankar Dey (M.P.E., M.Phil., Ph.D., D.Y.Edn.), College Director of Physical Education

#### **DEPARTMENT OF CHEMISTRY**

1. Prof. Purnakala Samant (M.Sc. Ph.D, P.D.F. University of Porto, Portugal)
2. Dr. Beena Verenkar (M.Sc. Ph. D.), Assoc. Prof (M.Sc. Coordinator)
3. Dr. Rajashree Mordekar (M.Sc. Ph. D.), Assistant. Prof.
4. Dr Pratibha Bakre (M.Sc. Ph. D.), Assistant. Prof.
5. Dr Shambhu Parab (M.Sc. Ph. D.), Assistant. Prof
6. Dr Siddhi Naik (M.Sc. Ph. D.), Assistant. Prof
7. Dr Ashish Naik (M.Sc. Ph. D.), Assistant. Prof

#### **DEPARTMENT OF MICROBIOLOGY**

1. Dr. Dilecta D'Costa (M.Sc. Ph. D.), Assoc. Prof (HOD) (M.Sc. Coordinator)
2. Mrs. Marina Albuquerque (M.Sc.), Assoc. Prof.
3. Dr. Sushanta Sapte (M.Sc., SET, Ph.D.) Assistant Prof.

4. Dr Sapna Gaitonde ((M.Sc. Ph. D.), Assistant. Prof
5. Dr Gauri Achari ((M.Sc. Ph. D.), Assistant. Prof
6. Dr Sushma Dessai ((M.Sc. Ph. D.), Assistant. Prof

#### **DEPARTMENT OF MATHEMATICS**

1. Dr. Lucas Miranda (M.Sc., M.Phil., Ph.D.), Assoc. Prof.
2. Mrs. Varada Kalas (M.Sc., B.Ed., M.Phil.), Assoc. Prof (HOD)

#### **DEPARTMENT OF COMPUTER SCIENCE**

1. Mrs. Sujata Gaonkar (M.C.A.), Assoc. Prof. (HOD)
2. Mrs. Anita Raicar (M.Sc.), Assoc. Prof.
3. Mrs. Anna Gracy Fernandes (B.E, M.Tech), Assoc. Prof.
4. Mr. Milton Pires (M.C.A, NET) Assistant Prof.
5. Ms Pooja Dalvi (B.E), Assistant. Prof

#### **DEPARTMENT OF PHYSICS**

1. Dr. Jaison Joseph (M.Sc. Ph.D), Assoc. Prof.
2. Mr. Prashant Chodankar (M.Sc.), Assoc. Prof. (HOD)

#### **DEPARTMENT OF COMMERCE**

1. Dr. Sitaram Sukhthankar (M.Com., M.B.A., Ph.D., SET) Assoc. Prof. (Vive Principal ( PG) & M.Com Co-rdinator)
2. Dr. Radhamani Divkar (M.Com., Ph.D) Assoc. Prof. (HOD)
3. Ms. Yanita Palkar (M.Com. NET) Assistant. Prof.
4. Mr. Devanand Velingkar (M.Com., M.B.A., B.Ed., NET) Assistant Prof.
5. Ms. Ranjana Sawaikar (M.Com. SET) Assistant Prof.
6. Dr. Paresh Lingadkar(M.Com. Ph.D, NET) Assistant Prof.
7. Mr. Mahesh Kerkar (M.Com., NET) Assistant Prof.

#### **LIBRARIAN**

1. Mr. Anandan Mastan (M.A., M.L.I.S)
2. Ms. Savita Mashelkar., M.L.I.S (Librarian Grade III working arrangement)

#### **Assistant Professors on Contract Basis ( Academic year 2020-21 )**

1. Ms. Sonia Sawant (M.A)
2. Ms. Vidya Balekai (M.A)
3. Ms. Priscilla Bolivia Fernandes (M.A, SET)
4. Ms. Roshna Gawas (M.A., MPS, SET, NET)
5. Dr. Prajakta Parab (M.Sc., Ph.D)
6. Dr. Aureen R. L. Gomes (M.Sc., M.Phil, Ph.D)

7. Ms. Shilpa T Shirodkar (M.Sc., SET)
8. Ms. Pradnya Gaonkar (M.Sc)
9. Mr. Vishal Gawas (M.Sc.)
10. Mr. Vishnu Chari (M.Sc)
11. Ms. Vidisha Vishwesh Naik (M.Com)(PG faculty)
12. Ms. Alisha Gaonkar (M.Com, NET)
13. Ms. Srimati Naik (M.Com)
14. Ms. Namrata Bhandari (M.Com)(PG faculty)
15. Ms. Vijaya Nemikal ( M.A., SET)
16. Ms. Ankita Naik ( M.A., SET)
17. Ms. Supriya G Gaonkar (M.A, NET)
18. Ms. Likita Shetty (B.E., M.Tech., NET)
19. Ms. Mavis Rodrigues ( M.A)
20. Dr Apoorva Narvekar 9 M.Sc., Ph.D)
21. Ms. Yogita E Rao (M.A)
22. Dr. Jasmine G Gomes (M.Sc., Ph.D)
23. Mrs Prachi Panjekar ) M.C.A)
24. Ms Dipali Sutar ( M.A)
25. Ms Priti Gosavi ( M.A., N.E.T)
26. Ms Kiran Palker (M.A)
27. Dr Amara Mulla ( M.Sc., Ph.D)
28. Ms Kavita Rathod ( M.Sc)
29. Ms Unnati Sinari ( M.Sc)
30. Ms Siddhi Bandankar ( M.C.A)

### **Assistant Professors on Lecture Basis (Academic Year 2020-21)**

1. Ms. Anthia Dias (M.A)
2. Ms. Smita M Bandekar ( L.L.B)
3. Ms. Niveda R Korgaonkar ( M.Com, NET)
4. Ms. Mavia L. Fernandes ( M.Sc)
5. Ms. Rajani B Prabhu (M.Sc, SET)
6. Ms. Relita E Fernandes (M.Com, NET(JRF))
7. Ms. Saheli Borkar (M.A)
8. Ms. Durva V Prabhu (M.A)
9. Mr Baburao Kavitkar (M.Com)
10. Mr. Sagar Zaraunkar (M.Com)
11. Ms. Smita M Rathod (M.Sc)
12. Ms. Harsha A Achari (M.Sc)
13. Ms Saniksha S Naik (M.Sc)
14. Ms. Raksha Anvekar (M.Sc)

15. Ms. Sumata S Naik (M.A)
16. Ms. Siddhi M Gaonkar (M.A., M.Sc)
17. Ms. Karishma Prasad (M.Sc)
18. Mr. Mangesh P Harijan (M.A)
19. Ms. Valencia Dias (M.A)
20. Ms. Jeslona Soares (M.A)
21. Ms. Angita Naik (M.C.A)
22. Ms. Monica Ghadi (M.Sc)
23. Ms Milan Gaonkar (M.C.A)
24. Ms. Vishakha Bhonsle (M.A)
25. Ms Joahna Gonsalves (M.Sc)
26. Mr Satish S Rane (M.Com)
27. Mr Sadanand Gaonkar (M.Com)
28. Ms. Leena L Gawas (M.Sc)
29. Vidhya Halarnkar (M.Com)
30. Ms Vishakha Bhonsale ( M.A)
31. Mr Vishal Gaonkar ( M.A)
32. Linus Coelho (M.Sc)
33. Maewell Trindad ( M.Sc)
34. Pratiksha Ghadi ( M.Com)
35. Akbar Gaded( M.A)
36. Ms Lakshita Prabhudesai ( M,Sc)
37. Ms Vishya Kashalkar ( M.A)
38. Ms. Leah Fernandes (Counselor)

### **NON-TEACHING STAFF**

- |                            |                               |
|----------------------------|-------------------------------|
| 1. Shri. Subray G. Gaude   | Superintendent                |
| 2. Shri Atmaram Gaonkar    | Accountant                    |
| 3. Ms. Pushpa P. Tari      | Head Clerk                    |
| 4. Smt. Angela Nunes       | U.D.C & Cashier               |
| 5. Shri. Manoj Patil       | U.D.C                         |
| 6. Smt. Shilpa Divkar      | U.D.C                         |
| 7. Shri. Vinod Naik        | U.D.C                         |
| 8. Shri. Mario Gonsalves   | Comp. Programmer              |
| 9. Ms. Diliksha Goankar    | Lab. Assistant (Chemistry)    |
| 10. Shri. Gaurav Loleinkar | Lab. Assistant (Physics)      |
| 11. Shri. Suraj Jalmi      | Lab. Assistant (Microbiology) |
| 12. Ms Savita Mashelkar    | Librarian Grade III           |
| 13. Ms. Shraddha Khadekar  | Lab. Assistant (Microbiology) |

|                            |                               |
|----------------------------|-------------------------------|
| 14. Smt. Resha Naik        | Lab. Assistant (Com. Science) |
| 15. Shri. Navnath Gawas    | Driver (HV)                   |
| 16. Shri. Shivanand Phadte | Driver (LMV)                  |
| 17. Smt. Anuja Volvoikar   | Lab. Attendant                |
| 18. Shri. Sudir Gaonkar    | Lab. Attendant                |
| 19. Shri. Sunil Naik       | Multi Tasking Staff           |
| 20. Shri. Sangam Velip     | Multi Tasking Staff           |
| 21. Shri. Pramod Mirashi   | Multi Tasking Staff           |
| 22. Smt. Kishori Volvoikar | Multi Tasking Staff           |
| 23. Ms. Vratiksha Mulvi    | LDC Examination (CB)          |
| 24. Mrs Kirti Dessai       | LDC Examination (CB)          |
| 25. Shri. Omkar Gad        | LDC Examination (CB)          |

## **ACADEMIC PERFORMANCE AT UNIVERSITY EXAMS IN RECENT YEARS**

| Academic Years         | No. of Students |            | No. of Students with |                       | Percentage of Results (%) |
|------------------------|-----------------|------------|----------------------|-----------------------|---------------------------|
|                        | Appeared        | Passed     | Distinction          | 1 <sup>st</sup> Class |                           |
| <b>B.A Programme</b>   |                 |            |                      |                       |                           |
| <b>2016-17</b>         | <b>41</b>       | <b>37</b>  | <b>02</b>            | <b>18</b>             | <b>90</b>                 |
| <b>2017-18</b>         | <b>56</b>       | <b>50</b>  | <b>09</b>            | <b>21</b>             | <b>85</b>                 |
| <b>2018-19</b>         | <b>105</b>      | <b>77</b>  | <b>06</b>            | <b>38</b>             | <b>73</b>                 |
| <b>2019-20</b>         | <b>81</b>       | <b>71</b>  | <b>05</b>            | <b>13</b>             | <b>88</b>                 |
| <b>2020-21(Sem V)</b>  | <b>127</b>      | <b>80</b>  |                      |                       | <b>63</b>                 |
| <b>B.Com Programme</b> |                 |            |                      |                       |                           |
| <b>2016-17</b>         | <b>65</b>       | <b>41</b>  | <b>-</b>             | <b>04</b>             | <b>63</b>                 |
| <b>2017-18</b>         | <b>107</b>      | <b>78</b>  | <b>02</b>            | <b>22</b>             | <b>73</b>                 |
| <b>2018-19</b>         | <b>131</b>      | <b>80</b>  | <b>04</b>            | <b>23</b>             | <b>61</b>                 |
| <b>2019-20</b>         | <b>82</b>       | <b>71</b>  | <b>01</b>            | <b>21</b>             | <b>87</b>                 |
| <b>2020-21(Sem V)</b>  | <b>126</b>      | <b>64</b>  |                      |                       | <b>51</b>                 |
| <b>B.Sc Programme</b>  |                 |            |                      |                       |                           |
| <b>2016-17</b>         | <b>39</b>       | <b>36</b>  | <b>16</b>            | <b>11</b>             | <b>92</b>                 |
| <b>2017-18</b>         | <b>48</b>       | <b>45</b>  | <b>27</b>            | <b>16</b>             | <b>95</b>                 |
| <b>2018-19</b>         | <b>83</b>       | <b>66</b>  | <b>19</b>            | <b>27</b>             | <b>79</b>                 |
| <b>2019-20</b>         | <b>61</b>       | <b>53</b>  | <b>09</b>            | <b>23</b>             | <b>87</b>                 |
| <b>2020-21(Sem V)</b>  | <b>152</b>      | <b>113</b> |                      |                       | <b>75</b>                 |

## **ADMISSION PROCEDURE**

The Online admissions through DHE's portal will commence from **20.07.2021, 10:00 a.m.** onwards for Semester I - B.A / B.Sc / B.Com and B.VoC. courses . **FIRST ROUND** of the online admission will close on **03.08.2021 midnight**. Admission registration may be accessed through DHE's Website [www.dhe.goa.gov.in](http://www.dhe.goa.gov.in) **OR**  
**Online admission direct link: <https://dhe.goa.gov.in/admissions.html>**

**The admission for Semester - I B.A, B.Sc, B.Com, B.Voc programmes will be held as follows:**

The admission will be as per the availability of seats for the candidates securing minimum 40% in the relevant stream with a relaxation of 5% for SC /ST/ OBC candidates. One the first round is closed for admission merit list will be prepared as per Goa University's admission seat reservation rules, and the selection list of the first round candidates will be displayed on the college website on **05/08/2021 ( tentatively)**. **Selection will be as per the reservation quota of government.** The reservation of seats to SC /ST/ OBC/ PH candidates will be as per the norms of Goa University.

**I Phase: 20/ 07/ 2021 to 03/08/2021**

**II Phase: will be announced by DHE.**

Selected candidates will be intimated by email and notice on college website. These candidates will have submit hard copy of separate admission form of the college displayed on college website and submit hard copies of all relevant documents listed there in to confirm the admission. Finally pay course fee through online mode to College A/c as per following details:

**Bank Details for payment of Course fees:**

- **Bank Name: Canara Bank**
- **Branch: Marcela Goa ( PH: 0832 2288369 )**
- **Account No: 0318101011560**
- **Account Name: Principal, GCASC Khandola.**
- **IFSC: CNRB0000318**

**ADMISSION ELIGIBILITY GUIDELINES**

**GU Ordinance dated 30<sup>th</sup> January 2017 (OC.66)**

**OC. 66**

Ordinance OC-66 relating to the three year Choice Based Credit System Programmes of Bachelor of Arts, Bachelor of Commerce, Bachelor of Science and Bachelor of Science ( General & Honours) Degrees (under section 24(1) of Goa University Act, 1984) (effective from the academic year 2017 - 18).

## **SEMESTER I / II - B.A / B.SC / B.COM / B.VOC**

### **OC-66.1 GENERAL**

Choice Based Credit System (CBCS) provides choice for students to select from the prescribed courses. Under the CBCS, the requirement for awarding a Degree is prescribed in terms of number of Credits to be completed by the students.

#### **1.1 OBJECTIVES**

- (a)** To bring the undergraduate curriculum on par with the model curriculum recommended by the University Grants Commission.
- (b)** To impart quality education on par with international standards.
- (c)** To offer new, relevant and need-based Courses.
- (d)** To inculcate in students, responsibility and self-discipline in the learning process.
- (e)** To enable students to acquire specific skills in keeping with their area of study.
- (f)** To make the evaluation system continuous and more objective.
- (g)** To provide a choice to the students in choosing their courses.

#### **1.2 DEGREE TO BE AWARDED**

Bachelor of Arts/ Bachelor of Commerce/ Bachelor of Science General/ Honours.

#### **1.3 DURATION OF COURSE**

The afore-mentioned Degree Courses shall each have duration of three academic years. Every academic year shall consist of two semesters.

### **OC-66.2 ELIGIBILITY FOR ADMISSION**

Eligibility for admission leading to the Degree of Bachelor of Arts/ Bachelor of Commerce/ Bachelor of Science General & Honours shall be as follows.

#### **2.1 Eligibility for Admission to Semester I & II (in the first year) B. A. / B.Com /B.Sc. General & Honours Programme:**

**2.1. (A)** To be eligible for admission to the Semester I of the Three Years Programme leading to the Degree of Bachelor of Arts/ Commerce/ General & Honours the candidate should have passed:

(i) The Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in any stream, including Vocational stream in the subjects notified by the University from time to time.

**OR**

(ii) Std XII Arts/Science/Commerce or similar examination of another body, equivalent to Goa Board of Secondary and Higher Secondary Education, Goa, and recognized as such by Goa University.

**2.1. (B)** To be eligible for admission to the Semester I of the Three Year Programme leading to the Degree of Bachelor of Science General & Honours the candidate shall have passed:

(i) The Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Science stream or Vocational stream in the subjects notified by the University from time to time.

**OR**

(ii) Std XII Science or a similar examination of another body, equivalent to Goa Board of Secondary and Higher Secondary Education, Goa, and recognized as such by Goa University.

**2.1. (C)** A candidate not covered under any of the above categories but desirous of seeking admission to the said course may apply to the College. However, the Registrar along with Dean of concerned Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility.

**2.1. (D)** A candidate admitted for Semester-I shall be deemed eligible for admission to Semester-II.

**2.1. (E)** A candidate migrating from another recognized University and desirous of direct admission to Semester-II may be considered for admission provided he/she has cleared/passed First Term/ Semester-I examination of that University with those subjects for which admission is sought and undertakes to successfully complete the other compulsory Courses of Semester-I.

## **2.2 Eligibility for admission to Semester-III & IV (in the second year)**

### **B.A./B.Com./ B.Sc General & Honours Programme:**

**(A)** A candidate who has requisite attendance for Semester-I and Semester-II shall be eligible for admission to Semester-III.

**(B)** A candidate migrating from any other recognized University may be considered for admission to Semester-III of the B. A./ B. Com. / B. Sc General & Honours provided:

**(a)** He/She has passed the First Year B. A./ B. Com./ B. Sc./ General & Honours examination in all subjects from that University.

**(b)** He/She had offered at the First Year the same subjects as prescribed under Major category available under the scheme of this University.

**(c)** He/She undertakes to successfully complete the required courses and credits prescribed by this University for Semesters-I & II, if he/she has not already done so in the previous University. Result of Semester IV examination shall be withheld if the candidate fails to fulfill this undertaking.

**(C)** A candidate admitted for Semester-III shall be deemed eligible for admission to Semester-IV.

**(D)** A candidate from another recognized University may be considered for direct admission to Semester IV provided he/she fulfils the conditions in (a), (b) and (c) at (B) above and, in addition, has passed/cleared Semester-III/First Term examination of the Second Year B. A. /B. Com. /B. Sc. of that University. However, the result of Semester IV shall be withheld if the candidate does not fulfill these conditions.

### **2.3 (i) Eligibility for admission to Semester-V (in the third year) B. A./ B. Com./B. Sc./ B. A. General& Honours Programme:**

**(A)** A candidate who has been declared passed in Semester-I to Semester-IV examinations shall be eligible for admission to Semester-V.

**(B)** A candidate admitted for Semester-V shall be deemed eligible for admission to Semester-VI.

**(C)** A candidate migrating from any other recognized University may be considered for admission to Semester-V of the B. A. / B.Com. /B. Sc. Course provided:

**(a)** He/She has passed the Second Year B. A. / B. Com. /B. Sc. / General & Honours Examination in all subjects from that University, and

**(b)** He/She had offered at the Second Year the required courses and credits under the scheme of this University. A candidate fulfilling these conditions shall be eligible for admission to Semester-V only.

### **(ii) Eligibility for admission to Semester-VI (in the third year) B.A./**

## **B.Com./B.Sc./ B. A. General & Honours Programme:**

**(A)** A candidate already admitted for Semester-V shall be deemed eligible for admission to Semester-VI. Direct admission to Semester-VI shall not be permitted.

**2.4 Class strength:** Number of students in a class/division shall not ordinarily exceed sixty.

### **OC-66.3 PROGRAMME STRUCTURE:**

**1.** The Programme shall be based on a system of time-integrated Units called Credits, under the CBCS.

**2.** The Programme shall comprise Courses such as Core, Elective and Ability Enhancement Courses.

**3.** A Credit shall consist of 15 clock hours of theory of 1 hour duration each or 15 practical classes of 2 hours duration each, per semester or its equivalent; field work and such other as recommended by the Board of Studies (BoS) shall be considered under practical category for calculating credits and workload.

**4.** One Credit shall carry a maximum of 25 marks.

**5.** A student shall be eligible for the award of Bachelor's Degree on successful completion of minimum of 132 Credits, to be completed over a minimum of six Semesters.

A student shall be eligible for the award of Bachelor's Degree (Honours) on successful completion of minimum of 148 Credits, to be completed over a minimum of six Semesters.

### **OC-66.4 COURSE STRUCTURE**

**1.** Each Course can carry different weightage in terms of number of Credits. Each Course should define learning objectives and outcome. A course may be designed so as to comprise any or combination of lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ vocational training/ viva/ seminars/ term papers/ assignments/ presentations/ self-study/ such other.

#### **2. Core Course**

A Core Course (CC) shall be of 4 or 6 Credits and may consist of only theory component, or theory and practical components, in which case the theory

component shall be of 3 Credits and the practical component shall be 1 Credit for 4 credit courses and the theory component shall be of 4 Credits and the practical component shall be 2 Credits for 6 credit courses, or as prescribed by BoS and approved by the Academic Council.

### **3. Elective Course**

An Elective Course can be chosen from a pool of Courses, which may be specific/ specialized/ advanced/ supportive to the discipline or subject, or which provides an extended scope, or which enables an exposure to some other discipline/ subject/ domain or which nurtures the candidate's proficiency/ skill. An Elective Course may be Discipline Specific Elective Course or Generic Elective Course.

#### **3.1 (Notified on 29th May, 2017) Discipline Specific Elective (DSE) Course**

Discipline Specific Elective (DSE) Courses shall be offered in the main discipline/ subject. Each DSE shall be of 4 Credits and may consist of only Theory component, or Theory and Practical component, in which case the theory component shall be of 3 Credits and the practical component shall be 1 Credit or as prescribed by BoS and approved by the Academic Council. Any number of DSE's as approved by BoS and AC, can be offered depending upon the specialization available in the college.

#### **3.2 (Notified on 29th May, 2017) Project**

A compulsory Project work of 4 Credits shall be offered in lieu of a DSE Course in Semester VI and shall be designed to acquire special/ advanced knowledge; it shall be specialised course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. Students shall undertake such a project under the guidance of a teacher/ faculty member. The topic for the Project Work shall be given in Semester V. Students shall be required to carry out work for the Project during Semesters V & VI. The assessment of the Project will be carried at the end of Semester VI.

#### **3.3 Generic Elective Course**

A Generic Elective (GE) course shall be of 4 Credits, and may be chosen from an unrelated discipline/subject, with an intention to seek exposure. A Core Course offered in a discipline/subject may be treated as GE Course for another discipline/ subject, and may consist of only Theory component, or Theory and Practical component, in which case the Theory component shall be of 3 credits and the Practical component shall be of 1 Credit, or as prescribed by BoS and approved by the Academic Council.

### **4. Ability Enhancement Courses (AEC)**

The Ability Enhancement (AEC) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).

**4.1** AEC Courses are based upon the content that leads to Knowledge enhancement. Environmental Studies as AEC Course is mandatory for all disciplines. Each Course shall have only Theory component of four credits or two separate Courses of 2 credits each.

**4.2** SE Courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills. These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge. Each course will be of four credits.

**5.** The Course Structure for the Three Year Degree Programme in B.A./B.Com/B.Sc General & Honours shall be as specified below:

## **ADMISSION GUIDELINES**

### **1) ADMISSION GUIDELINES FOR SEMESTER I B.A / B.SC / B.COM / B.VOC PROGRAMMES**

Once the online registration date is over for the first round the college will prepare a merit list and display the names of the students as per Goa university reservation rules. Students who wish to seek admission at Khandola College have to follow the below procedure:

#### **A) In case of Student passing from Goa Board:**

- a) The College prospectus is available online for ready reference. Read the prospectus carefully before filling the admission form.
- b) A separate admission form streamwise is displayed on the website. Those candidates who want to seek admission at Khandola College need to download the form (Hard Copy) displayed on the website, fill it correctly, attach the documents and submit the same at the college gate.
- c) Fill the basic details along a valid **email ID and Working Mobile numbers (Required for University registration) and other details carefully.**
- d) **Documents to be attached for admission form :**

**1. HSSC leaving Certificate Original** (which will be retained by the college) and a self attested photocopy of the same.

**2. Self attested photocopies of each of the following:** (Also carry original certificates for verification)

- Recent passport size coloured photographs of Student - Two (02 nos).
- Recent photograph of the parent/guardian - One (01 no.).
- X<sup>th</sup> Marksheet - ( 1 Xerox copy)
- XII<sup>th</sup> Marksheet ( 1 Xerox copy)
- Aadhar card- ( 1 Xerox copy)
- First page of pass book containing Bank Account details of the Student such as Name, Account No, IFSC Code, MICR Code, Bank Phone No:
- Caste/ PH certificate if applicable
- Income Certificate (latest/current year).
- EPIC/Voters card of the student if he/ she has been enrolled as Voter. If not enrolled submit the same to college after enrollment.
- Documents recording the break/gap in the study if any.
- Eligibility/ Migration and Transfer for students other than Goa Board.

The duly filled admission form has to be counter signed by Parents/Legal guardian and submitted to the Admission Committee for further procedure. The duly filled form to be submitted to admission committee from 01/08/2020 along with other required documents as soon as possible for counseling of subjects for various streams and completing admission process.

- e) **On the positive recommendation** from the Admission Committee and the payment note from the Admission Committee, the candidate has to **meet the Principal/ Vice Principal accompanied by Parents / Legal Guardian for the allotment of the seat.**
- f) **Finally the selected candidate** has to pay the prescribed fees in the bank or online. A copy of transaction slip should be submitted to the cashier to obtain the final receipt/s for the paid amount. **The receipt should be retained by the candidate for future references and refund process.**

#### **Bank Details for payment of Course fees:**

- **Bank Name: Canara Bank**
- **Branch: Marcela Goa ( PH: 0832 2288369 )**
- **Account No: 0318101011560**
- **Account Name: Principal, GCASC Khandola.**
- **IFSC: CNRB0000318**

- g) **Identity Card** will be issued in the due course after re-opening of the college.

\*\* The candidate, whose case is not recommended will be kept on the waiting list and will be informed about the next date of contacting the Admission Committee or the Principal to get the

Status of Selection. The candidates failing to get admission will be given other option/s if available in the college.

**\*\* The Students who would like to borrow the original documents for counseling session of professional courses, have to request the same in writing with and undertaking to the effect that he/ she shall submit the original documents as and when asked by the college or within one month of the date of admission.**

### **B) In case of Student passing from other than Goa Board:**

- a) **Students passing Std. XII<sup>th</sup> or Equivalent examination from other than Goa Board follows the procedure mentioned under A. Besides, at the time of admission, should submit Provisional Eligibility Certificate issued by Goa University and Migration certificate from the Board concerned.**
- b) All the above category students will be admitted provisionally, subject to their Enrollment/ Registration with the Goa University or the issue of final Eligibility Certificate by Goa University.

### **C) Students who seek Transfer from any other College or Institution in Goa:**

- a) The Candidate has to submit the N.O.C from the former Institution. If the N.O.C is accepted by the Principal, the candidate to procure the prospectus by paying required fees. Fill the basic details and obtain the signature of parents / guardian.
- b) Submit the filled form to the admission committee for selection of subjects. Once the admission is approved by Admission Committee complete the procedure as mentioned in point (f & g).
- c) After the final selection Transference Certificate will have to be received by the college from the earlier Institution / College. (A letter of Selection will be given by the College, but the candidate has to pursue the case and submit the certificate to the College before paying the fees).

**\*\*In all cases of cancellation, the University enrollment fees shall be refunded in full unless the fees have already been remitted to the University.**

## **2) ADMISSION GUIDELINES FOR SEMESTER III & V B.A / B.SC / B.COM PROGRAMMES**

- The candidate has to procure the prospectus and the admission form from the Cashier/ registration counter by paying the stipulated fee of Rs 300/- in the bank from date specified (Bank details enclosed above). Admissions could also be online.
- Fill the basic details carefully and submit the same to the admission committee for selection of Generic Electives (GE) and Skill Enhancement course (SEC) for students of Semester III and selection of Core (CC) and Discipline Specific Elective (DSE) for students of Semester V both General and Honours.
- The admission form to be counter signed by Parents / Legal guardian.
- Approach the Admission Committee with **Self attested photocopied marksheet of Semester I & II** for admission in Semester III and complete the process.
- **A candidate can seek admission for Semester V only if he/she passes /clears all the papers of Semester I to IV.**
- For admission to semester V approach the admission committee with **Self attested photocopied marksheet of Semester I to IV** and complete the process.
- **Finally the selected candidate** has to pay the prescribed fees in the bank or online. A copy of the transaction slip should be submitted to the cashier of the college obtain the final college receipt/s for the paid amount. **The receipt should be retained throughout by the candidate for future references and refund process.**
- **Identity Card** will be issued in the due course after re-opening of the college

**ALL ADMISSIONS VALID FOR SEMESTER I/ III/ V WILL BE DEEMED CONTINUED FOR SEMESTER II/ IV/VI PROVIDED ALL RULES AND REGULATIONS ARE FOLLOWED.**

**\*\*\* Students will be allowed to change their subject combinations / papers only once within 15 days from commencement of the academic year 2021-22.**

Wherever dispute arises either due to interpretations or genuineness of the case, the matter shall be forwarded for consideration to the university and the decision of the Vice chancellor will be final and binding on all.

## **PROCEDURE FOR REFUND OF FEES**

(Circular no. GU/130/Acad-PG/Refund-of-fees/327 dated 20/11/2019)

The standing committee of the Academic council in its meeting held on 02/05/2017 has approved the following rules relating to the refund of tuition fees and other fees vide circular No GU/36/Acad-PG/Refund of Fees/ 2017/ 1322/446 dated 17/05/2017 .

a) If a Student chooses to withdraw from the programme of study in which he/ she is enrolled, the following five tier system shall be followed for the refund of fees remitted by him/her.

| Sr. No | Point of Time when the notice of withdrawal of admission is served to the College/ University | % of refund of Aggregate fees* |
|--------|---|--------------------------------|
| 1.     | 15 days or more <b>before</b> the formally notified last date of admission                    | 100%                           |
| 2.     | Less than 15 days <b>before</b> the formally notified last date of admission                  | 90%                            |
| 3.     | 15 days or less <b>after</b> the formally notified last date of admission                     | 80%                            |
| 4.     | More than 15 days but less than 30 <b>after</b> the formally notified last date of admission  | 50%                            |
| 5.     | More than 30 days after formally notified last date of admission                              | 00%                            |

- (Inclusive of tuition fees and non tuition fees but exclusive of Caution Deposit and Security Deposit)

b) Caution Deposit and Security Deposit shall be refunded in full.

c) In case of (1) in the table above, 5% of the fees paid by the student subject to a maximum of Rs. 5000/- shall be deducted as processing charges from the refundable amount.

d) Fees shall be refunded to an eligible student, within 90 days from the date of receiving a written application from him/her in this regards.

e) The fees of the students who have already been admitted to a programme of the university and have paid the fees and are subsequently admitted to another programme shall have to pay the fees for the final admission and claim the refund of the fees paid earlier, in which case no administrative charges shall be deducted from fees paid earlier by the student.

However, if the fees payable for both the programmes are same, the fees paid earlier shall be transferred to the final programme where admission is sort.

f) All other cases of the refund of the fees will be decided on case to case basis on its merit.

### **FEES FOR ISSUE OF DOCUMENTS**

- 1) Duplicate identity card will be issued only after the submission of an affidavit for the loss and on payment of Rs.250/-.
- 2) Duplicate marksheet will be issued on payment of Rs.265/-
- 3) Transference/leaving certificate will be issued on payment of Rs.100/-

- 4) Certified photo copies of lost documents will be issued with a payment of Rs. 50/- per page only with written request to the Principal.
- 5) Search fee for every year delayed for issuing Duplicate Documents and Other documents not collected in time by the candidate Rs.115/- per document per delayed year not exceeding Rs.1155/- per year.
- 6) Migration certificate Goa University will be forwarded only on payment of fees of Rs.500/- by D.D favoring 'The Registrar", Goa University.
- 7) Issue for Trasncrypt for General education programme Rs.240/-.
- 8) Attestation/ Authentication of Academic Records per programme Rs.580/-.
- 9) Attestation/ Authentication/WES and any other certificate Rs.370/-.

## COLLEGE RULES AND REGULATIONS

### 1) GENERAL RULES OF CONDUCT AND DISCIPLINE:

- i) All the students are responsible to the Principal, Vice Principal and staff members of the college for their general conduct both inside and outside the college.
- ii) Students conduct in the classes as well as on the campus should be such that it will not cause any disturbance to fellow students, staff members and the normal functioning of the college. If found guilty of misconduct, then he/she may be expelled or directed to leave the college immediately.
- iii) Every student should clearly display his/her valid identity card which he/she should instantly produce when asked for by the college officials. If the student is found without an ID card, will be fined for **Rs 100/-** per day. All teaching & non-teaching have authority to ask for ID card. **ID card should be surrendered to the college Cashier at the time of cancellation of admission.**
- iv) Use or display of mobile/cell phones and/or any other music instruments/gadgets in the class rooms and college premises is strictly prohibited and forbidden during instructional and examination days. Even possession of any of these gadgets is forbidden in the examination halls. In case of violation for the 1<sup>st</sup> time, will be charged **Rs 500/-** per day & subsequently. The gadget will be instantly confiscated and will be retained by the college till the end of semester VI which may be handed over to the Parent/Legal Guardian after the declaration of result of that Semester.
- v) Every student is expected to be in the class-room well in time.
- vi) Students during their free time should visit college library and should not disturb the other classes that are in progress.
- vii) Students are not allowed to attend lecturers other than their own class-lecture except with the due permission from the teacher concerned.
- viii) Students will not be permitted to go outside the campus during interval time. The college gate will remain closed from 9:30 a.m. to 1:45 p.m. If the student wants to leave the premises for any personal reasons, parents have to send a written note for the

- same. Faculty can permit a student on reasonable ground to leave the campus with written note and there after produce the same to the security.
- ix) Every student is expected to deal with the college property with due care and should help in keeping the premises neat and clean, considering the college as a continuation of his/her home. **Any damage done to the college property is a breach of discipline and will be dealt with severely. Students suspected or found guilty are liable for paying the recovery and/or expulsion. Disfiguring of college property is punishable and students found guilty or suspected of this type of act will be expelled** from the college with immediate effect.
  - x) **No student is allowed to smoke and spit within the building. If found guilty, will be punishable under the Governments Prohibition of smoking and spitting Act.**
  - xi) **Possession and consumption of Drugs or intoxicants within the college campus is prohibited. No student is allowed to take liquor or any drugs.** Even outside the college campus, he/she is expected to keep up to a very high moral and social behavior so as to uphold the name of the college.
  - xii) No student shall collect any money as contribution for picnics, trip, get-together, charity, meeting or any other activity without the permission of the Principal. No Society or Association or Union shall be formed in the College and no person shall be invited to address any meeting without the Principal's prior and proper permission.
  - xiii) Complete silence should be maintained in library and premises around, and in the corridors when classes are going on.
  - xiv) **Any student found guilty of ragging another student will be expelled from the college or punished as per the rulings of Central and State Government. Students should read the UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009 printed in this prospectus and are required to give a declaration along with** a declaration by the parent/guardian in the annexure provided regarding Anti-ragging.
  - xv) **One should not indulge in any act of sexual harassment. Any act of sexual harassment should be brought to the notice of the Principal, Vice-Principal or the Committee for Prevention of Harassment of Women at Work Place of the college for taking due action in this regard.**
  - xvi) If for any reason, the continuance of a student in the college is detrimental to the best interests of the college, then the Principal can ask such a student to leave the college without assigning further reasons. In extreme cases, the student may be dismissed and/or rusticated from the college.
  - xvii) Students should read the notices displayed from time to time on the college notice boards. However some urgent notices may be read out in the classrooms.
  - xviii) Students are not allowed to meet any outsider or ex-student in the college premises without the permission of the Principal/Vice-Principal. However, if any family member or relative comes to meet the students, they can make an entry in the Gate Register and meet them at the college guest lounge.

- xix) Any breach of the above rules will be dealt severely. **Genuine difficulties of the students should be put forth in writing to the Principal/ Vice-Principal and every effort will be made to solve the genuine difficulties with due consideration.**
- xx) The Principal's and/or the Committee of teacher's decision in all matters of the college shall be final and binding on all.
- xxi) It is binding on all the students to come to the college after having breakfast at home and /or bring packed breakfast or lunch on all college days. If not, they should have some food from the canteen.
- xxii) Students are requested to be neatly and appropriately dressed. Male students are expected /requested to come with a descent hair cut.
- xxiii) Students are requested to keep washroom, toilets clean. Flush regularly after use. Assets of the washrooms should not be damaged. No sanitary pads should be flushed down the drain; instead sanitary pads can be incinerated using the incinerator.

## **2) CONDUCT BY STUDENTS IN THE COLLEGE CANTEEN:**

Use of canteen should be only during the non-instructional hours and intervals. Students are not allowed to enter restricted area reserved for teaching and non-teaching staff.

## **3) PARENTS RESPONSIBILITIES:**

- The parent/guardian should confirm that their ward has completed the admission procedure by paying the appropriate fees to be a bonafide student of this college.
- They should sometime visit the teachers, in response to the SMS sent by college.
- They should attend Parent Teachers Interaction (PTA) meetings on the scheduled date and time.
- They are requested to accompany their ward to collect the results of their ward and attend the Annual College Day.
- They should meet teaching faculty to know the overall progress of the ward.
- Parent/Guardian should ensure that their ward is decently, comfortably and appropriately dresses to suit the class room teaching and learning.
- They should inform the teachers concerned or the Principal/ Vice Principal immediately if their ward is absent to the classes for long duration due to sickness or any other reason.
- They should feel free and are requested to meet the Principal/Vice Principal, teachers in case of any difficulty related to the college curriculum from 2.00 p.m. to 4.00.p.m.
- They should encourage the child to be actively participate in academic, co-curricular and extra-curricular activities organized by the College and the University.
- They are also requested to keep an eye on the overall conduct and behavior of their ward outside the College premises.

# **GOA UNIVERSITY DISCIPLINE AND CONDUCT RULES 2019 FOR COLLEGE STUDENTS'**

## **1. SHORT TITLE AND COMMENCEMENT**

- (a) These Rules shall be called "The College Students' Discipline and Conduct Rules 2019" hereafter referred to as the "Rules".
- (b) These Rules shall come into force with effect from the date of their notification.

## **2. APPLICATION RULES**

- (a) These Rules shall apply to all students of the affiliated College whether admitted prior to the commencement of these Rules or after the commencement of these Rules.
- (b) Any breach of discipline and conduct committed by a student inside or outside the College Campus shall fall under the purview of these Rules.
- (c) Without prejudice to the generality of the power to enforce discipline under Section 22 (q) of the Goa University Act, 1984 and Statue 26 there under, the acts mentioned in Rules 4 shall amount to acts of misconduct or indiscipline or both.
- (d) These rules are not meant to deny the democratic rights of the students to dissent/ air their grievances/ protest in a peaceful and lawful manner.
- (e) Peaceful and lawfully conducted sit-ins/ dharanas at a designated place with prior intimation to the College Principal will not invite any punishment under these rules.

## **3. DEFINITIONS**

For the purpose of application of these Rules-

- (a) 'College' means any teaching Department established and maintained by the College offering Degree/ Diploma/ Certificate/ Integrated courses, PG and Research Centre and also includes Schools, Centers, Library, Hostels, Play grounds, Canteens, Shopping Centers, Gymkhana, College Guest House, Administrative Offices, Staff quarters and entire College campus.
- (b) 'Student' means any person admitted to a College as given in
  - (a) Above for receiving instructions either full-time or part-time and whose name is on the rolls of the College. The word student with reference to the context if required shall mean students also.
  - (c) 'Teacher' means and includes Dean, Director, and Professor, Associate Professor, and Assistant Professor, Contractual / Guest / Visiting Faculty, Warden of Hostel, Librarian, Director of Physical Education, Instructor of Physical Education, Coaches and Administrative staff.
  - (d) 'Disciplinary Authority' means an authority competent to impose penalty on a student under these Rules for any act of indiscipline or misconduct.
  - (e) 'Inquiry Authority' means a Committee appointed by the Principal or an Inquiry Officer appointed by the Principal to inquire into the charges of act/s of indiscipline or misconduct by a student or a group of students.
  - (f) 'Chief Proctor' means a senior teacher appointed by the Principal under the provisions of these Rules.
  - (g) 'Assistant Proctor' means a teacher appointed by the Principal under the provisions of these Rules.

## **4. ACTS OF MISCONDUCT AND INDISCIPLINE:**

- (a) **Acts of misconduct and indiscipline Category-I:**

- i) Causing disturbance within the College premises, Laboratory or Reading Room, Library, Common Room, Playground or Hostel, Canteen, Gymnasium and such other places in the College Campus.
- ii) Any act leading to diverting the attention of the students from the Lectures or of the teacher from Teaching.
- iii) Insubordination and/ or disrespect to the teacher within or outside the College premises.
- iv) Habitual inattention to class work and assignments.
- v) Disturbing a class from outside by loitering aimlessly in the corridors, making noise.
- vi) Picking up quarrel with the teaching or non-teaching staff or with other students.
- vii) Using abusive language and abuses in the College premises or 'Sports-grounds'
- viii) Smoking within the College campus.
- ix) Playing any kind of musical instrument inside the class or outside during class hours.
- x) Hunger strikes, dharnas, group bargaining and any other form of protest by blocking entrance or exit of any of the academic and/ or administrative complexes or disrupting the movements of any member of the College.
- xi) Furnishing false Certificate or false information in any manner to the College.
- xii) Teasing or disrespectful behaviour or any misbehaviour with a boy / girl student, staff member/ visitor.
- xiii) Causing or colluding in the unauthorized entry of any person/ guest into the College Campus or in the unauthorized occupation of any portion of the College premises, including residential quarters/ hostels or residence by any person.
- xiv) Unauthorised occupation of the hostel rooms or unauthorised acquisition and use of College furniture in one's hostel room or elsewhere.
- xv) Damaging or defacing, in any form any property of the College or the property of the College community.
- xvi) Not disclosing one's identity when asked to do so by a faculty member or employee or security staff of the College who is authorized to ask for such identity.
- xvii) Improper behaviour while on tour or excursion.
- xviii) Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behaviour in the Health Centre on College campus.
- xix) Blockade or forceful prevention of any normal movement of traffic, violation of security or safety rules notified by the College.
- xx) Littering of any kind of waste including plastic waste in the College buildings, grounds/ roads/ premises.
- xxi) Disturbing other students/ teachers using a mobile phone inside the class or outside during class hours.
- xxii) Driving and parking the vehicles on College campus in violation of guidelines to that effect.
- xxiii) Distributing any material related to political parties / movements.
- xxiv) Any other act which may be considered by the Principal or any other competent authority to be a minor act of violation of discipline and conduct.

**(b) Acts of misconduct and indiscipline Category-II**

- i) Repetition of acts given under Category-I of indiscipline in spite of repeated warnings and penalties imposed.

- ii) Attending the College dressed in a manner contrary to social norms prevailing from time to time or violation of dress code if any.
- iii) Indecent Exposure in a proactive manner or behaving in a manner tending to rouse baser passions among the members of the same or opposites.
- iv) Disfiguring the walls, floors, furniture etc. of the College.
- v) Forcibly entering/ reaching places which have restricted entry or unauthorized handling of equipment or performing acts which would be a threat to one's life.
- vi) Instigating others to commit acts of indiscipline.
- vii) Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the College Campus.
- viii) Any Intimidate of or insulting or abusive behaviour towards a student, staff or faculty or any other person.
- ix) Wanton destruction of College properties.
- x) Consuming or possessing narcotic drugs or other intoxicants or alcohol anywhere in the College premises.
- xi) Indulging in criminal acts of any kind under the law of land including gambling and possession of arms / weapons.
- xii) Arousing communal, caste or regional feelings or creating disharmony among students.
- xiii) Demonstration of disloyalty to the country, its constitution and its flag.
- xiv) Ragging of any kind tending to cause physical and mental torture to other students or forcing others to submit to indignity and nuisance.
- xv) All acts of violence and all forms of coercion such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the College and or any act which incites or leads to violence.
- xvi) Gheraos, laying siege or staging demonstrations around the residence of any member of the College or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
- xvii) Sexual harassment of any kind which shall also include unwelcome sexual proposition/ advancements, sexually graphic comment sofa body unwelcome touching, patting, pinching or leering of parts of the body or persistent offensive or unwelcome sexual jokes and or comments as per Sexual Harassment of Women at
- xviii) Committing forgery, tampering with the Identity Card or College records, impersonation, misusing College property (movable or immovable), documents and records, tearing of pages of, defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
- xix) Any act of moral turpitude.
- xx) Use of abusive, defamatory, derogatory or intimidator language against any member of the College Community.
- xxi) Any other act or acts which the Principal considers as major acts of misconduct and indiscipline.
- xxii) Publishing or posting derogative comments against any student / teaching staff / administrative staff of the college or any other person on the social media.

## 5. PUNISHMENT

The component authority may impose any one or suitable combination of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned under Category-I or Category-II as the case may be, in Rule 4.

### Category-I

- 1) Admonition / Reprimand.
- 2) Sending the student out of his class and not letting him into his class up to maximum of two consecutive periods.
- 3) Marking the student absent on repeating the misconduct at Sr. No.2.
- 4) Fine up to Rupees Twenty Thousand depending upon gravity of the issue.
- 5) Recovery of any kind, such as scholarship / fellowship, any dues, cost of damages, etc.
- 6) Withdrawal of any or all facilities available to a student as per, various Goa University Act and College Rules (such as Scholarship/ Fellowship, Hostel etc.) permanently or for a time period up to Four semesters.
- 7) Stoppage of any or all academic processes.
- 8) Rustication up to two semesters and / or Declaring any hostels, premises, building or the entire College Campus out of bounds to any students.

### Category-II

- 1) Cancellation of admission or withdrawal of degree or denial of registration for a specified period.
- 2) Rustication up to ten semesters and / or declaring any part or the entire College Campus out of bounds.
- 3) Fine up to Rupees Fifty Thousand depending upon gravity of the issue.
- 4) Expulsion.

## 6. AUTHORITIES EMPOWERED TO IMPOSE PUNISHMENT AND APPELATE AUTHORITIES:

| FOR ACTS OF INDISCIPLINE AND MISCONDUCT UNDER CATEGORY-I   |                                    |                     |
|--|------------------------------------|---------------------|
| Penalties  | Authority empowered to impose them | Appellate authority |
| i) Admonition / Reprimand  | Head of the Department             | No Appeal           |
| ii) Sending the student out of his class / laboratory and not letting him into his class / laboratory up to a maximum of two consecutive periods / hours in a day. | Concerned Teacher/s                | No Appeal           |

|  |                     |                        |
|--|---------------------|------------------------|
| iii) Marking the student/s absent for repeating the type of misconduct involved in (ii) above, more than once.   | Concerned Teacher/s | Head of the Department |
| iv) Fine up to Rupees Twenty Thousand depending upon the gravity of issue  | Principal           | Vice-Chancellor        |
| v) Recovery of any such kind, such as Scholarship/ Fellowship and dues, cost of damages, etc.  | Principal           | Vice-Chancellor        |
| vi) Withdrawal of any facilities available to a student as per various College Rules (such as Scholarship / Fellowship, Hostel etc.) permanently or for a time period up to two semesters. | Principal           | Vice-Chancellor        |
| vii) Stoppage of any or all academic processes   | Principal           | Vice-Chancellor        |
| viii) Rustication up to two semesters and / or Declaring any hostels, premises, building or the entire College Campus out of bounds to any students.                                       | Principal           | Vice-Chancellor        |

| <b>For acts of indiscipline / misconduct under Category-II</b>  |  |                            |
|---|--|----------------------------|
| <b>Penalties</b>  | <b>Authority empowered to impose them</b>                          | <b>Appellate authority</b> |
| Cancellation of admission or withdrawal of degree or denial of registration for a specified period      | Principal  | Vice-Chancellor            |
| Rustication up to four semester and / or declaring any part or the entire College Campus out of bounds. | Principal  | Vice-Chancellor            |
| Fines up to Rupees Fifty Thousand depending upon gravity of the issue.                                  | Principal on recommended action of the Inquiry Committee and after | Vice-Chancellor            |

|           |  |                 |
|-----------|--|-----------------|
|           | considering the report of the inquiry Authority. |                 |
| Expulsion | Principal  | Vice-Chancellor |

**7. PROCRORIAL BOARD (PB)**

- a. There shall be a Proctorial board for the College consisting of a Chief Proctor and two Proctors. The Proctors shall be appointed by the Principal as follows.
  - i) One Associate Professor.
  - ii) One Assistant Professor.

The tenure of the Proctors shall be for a period of three years. One of the Proctors shall be a woman. All the matters concerning indiscipline and misconduct by student/s shall be dealt by the Proctorial Board.

**b. CHIEF PROCTOR**

- (1) The Chief Proctor shall be appointed from amongst the employees of the College preferably of the rank of Associate Professor, by the Principal on the recommendation of the Vice-Chancellor. The Chief Proctor shall exercise such powers and performs such duties as may be assigned to him by these Rules or by the Principal. The tenure of the Chief Proctor shall be for a period of three years.
- (2) When the office of Chief Proctor is vacant or when the Chief Proctor is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by one of the Proctors as the Principal may appoint for the purpose.
- (3) The Chief Proctor shall be the competent authority to impose fine / penalty as per the provisions of the clause 6 of these to the student/s on the recommendation of the Proctorial Board.

**c. POWERS OF THE PROCTORIAL BOARD AND PROCEDURES**

- (1) The Proctorial Board shall be the Inquiry Authority for all the cases of misconduct / indiscipline by the student/s and shall make suitable recommendations to the Principal as per the provisions of these Rules. This shall, however, exclude the cases to be handled by thick.
- (2) The Proctorial Board (PB) is authorized to take up the cases suo moto. However, complainants shall be required to report any of the matters mentioned above within three days of the occurrence of the incident to the Chief Proctor. The student(s) charged shall be notified within four working days of the charge against him/her. It shall be the responsibility of the student(s) thus charged to submit in writing his/her defense within two working days to the PB. If the PB does not receive a defense within two working days, it will take an ex parte decision on the charge. The PB shall, however, have powers to relax the time-frames mentioned above based on the merit of the case in question.

- (3) Under normal circumstances the PB shall issue a show cause notice within four working days of receiving a complaint calling for explanation within two working days. If the explanation is not received within two working days or in the further time as may be granted, the PB may, by powers vested in it, record hearing from the other side and/ or itself conduct an enquiry or may entrust the process of enquiry including framing of charges and conducting the actual inquiry to any other official of the College. However, if the situation so demands, the PB may convene an emergency meeting and call those concerned to depose before it immediately.
- (4) Evidence to the PB shall normally be presented orally. The student charged may be required to provide written / material evidence, if the PB so demands.
- (5) It shall be the responsibility of the student charged and the complainant to arrange for their respective witnesses to give oral evidence or to submit any written statements / material evidence in their defence. A Witness giving oral evidence may be cross-examined by the PB. A witness not available for cross-examination may submit evidence in writing. The PB shall not consider evidence from persons who are not prepared to have their names revealed to the PB. The names of persons appearing as evidence / witness shall be kept confidential.
- (6) The PB shall have the power to determine the order of proceedings and to exclude any material which appears irrelevant or repetitive or even seek classification on oral/ written submissions/ material evidence.
- (7) The student charged will be invited to be present with a representative [optionally and who shall be another bonafide student only] whenever oral evidence is being heard. Representation through legal counsel/ lawyer shall not be allowed in any case to any of the parties. Non-attendance of the student charged or his/ her representative shall not bar the PB from proceeding ahead. The PB may at its discretion adjourn its proceedings in order to enable the student charged or the representative to be present.
- (8) The PB may adjourn a hearing in order to require a witness to attend for cross-examination. Where a witness who, in the opinion of the PB, is a vital witness, fails to attend, the PB may, at its discretion, postpone its deliberations or even continue with its proceedings. The PB may also adjourn/ proceed with a case where it is of the opinion that its proceedings are being impeded by any circumstances beyond its control.
- (9) The PB shall meet to consider an adjourned case, as soon as it is feasible, and not later than 15 days after the adjournment, although the case may not be determined at the resumed meeting. Where it is not reasonably practicable for the same members to attend the PB meeting reconvened to hear an adjourned case, it may co-opt one or two additional members to form the quorum.
- (10) The PB is authorized to invite members where it deems necessary. However, the members so invited shall not have voting rights.

**d. GENERAL**

- (1) No punishment shall ordinarily be imposed on a student unless the PB has followed normal procedures including due opportunity to the student(s) charged with offence.
- (2) The PB shall draw up:

- i. The substance of the imputation of major acts of discipline into definite and distinct articles of charge.
- ii. A statement of imputation of acts of discipline in support of each article of charge, which-
  - a) A statement of all relevant facts including admission or co made by student (to be signed by the concerned student/s)
  - b) A list of documents by which and list of witnesses by whom the articles of charge are proposed to be sustained. (To be signed by the concerned witness).
- (3) The Inquiry Authority shall prepare the report of inquiry which shall contain: -
  - a) The articles of charge and the statement of imputation of acts of major indiscipline.
  - b) The defence of the student if any in respect of each article of charge.
  - c) An assessment of the evidence in respect of each article of charge, separately in respect of each student.
  - d) The finding on each article of charge and the reasons thereof.
- (4) In case the Principal or any Competent Authority is of the opinion that on the basis of the available material evidence on record, a prima facie case exists against a student s/he may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending inquiry.
- (5) Notwithstanding any punishment mentioned above, the Principal may, keeping in view the gravity / nature of misconduct/act of indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.
- (6) The Office of the Chief Proctor shall immediately report its decision to Principal for necessary action. It shall also report annually to the Principal and any such body that the Principal deems fit, on all cases arbitrated by it during the preceding academic year.

## **8. PLACING THE REPORTS OF INQUIRY BEFORE THE MANAGING COMMITTEE**

- (i) The Principal on the receipt of the record of inquiry from the Inquiry Authority shall cause the records to be placed before the Managing Committee at its next meeting or at a special meeting, if necessary.
- (ii) The Managing Committee after due consideration of the report and record of inquiry with the recommendation of the Principal shall pass such order as may be considered just and necessary.
- (iii) The Principal shall then communicate the orders of the Managing Committee to the student if the decision is to rusticate the student.
- (iv) If the student rusticated will be allowed to appear for the College Examination with a condition that the results will be with-held until the completion of the inquiry and the decision of the Managing Committee thereon, the Principal shall inform the Controller of Examinations that the result of the student shall not be announced.

## **9. APPEAL**

- (i) Student/s shall be allowed to appeal against the fine/ penalty imposed by the competent authority subject to provisions of the Rule 6. However, such an appeal shall be preferred by the concerned student/s within ten working days after the receipt of order of the competent authority.

- (ii) There shall be no appeal against the order of the Vice Chancellor where student/s is/are subjected to expulsion from the College or is subjected to monetary fine by the Vice Chancellor. The decision of the Vice Chancellor shall be final.

#### **10. ACR/ACTS OF INDISCIPLINE MISCONDUCT OUTSIDE THE COLLEGE CAMPUS:**

- (i) The College shall not ordinarily take cognizance of act/acts of indiscipline committed by a student outside the College campus.
- (ii) If a student is arrested or detained by orders of a magistrate on a charge of criminal act involving moral turpitude committed outside the campus, the Principal after verifying the fact of such arrest and detention shall place him / her under suspension until s/he is released on bail or otherwise.
- (iii) If a student is sentenced to imprisonment for an offence indulging moral turpitude, the Principal shall place him/her under suspension.
- (iv) The Principal shall place the matter before the Managing Committee which shall rusticate him/her from the College.
- (v) If on appeal, the conviction is set aside, his/her rustication shall post fact cease.
- (vi) Cases of allegation/acts of sexual harassment will come under purview of the Internal Complaints Committee (ICC).

#### **11. INTERPRETATION**

In case of a dispute with regards to the interpretation of any of the Rules mentioned above, the decision of the Principal shall be final.

### **ATTENDANCE RULES**

(As per GU ordinance O.A. -17)

**(Effective from 30th November, 2007 / 21<sup>st</sup> February 2019) Ordinance OA -17 relating to Minimum attendance for eligibility to appear for Examinations conducted by Goa University.**

#### **OA-17.2 General**

- (i) Attendance criteria under this Ordinance shall be brought to the notice of all the enrolled students by the concerned Institution/Department at the beginning of the academic year and the same shall be enforced strictly.

#### **OA-17.3 Attendance and eligibility to appear for Examinations:**

- (i) A student registered in a Semester / Term / Year, for any Course (degree or diploma), shall be required to have a minimum cumulative attendance of 75% of the total lectures and practicals prescribed for the course during that Semester / Term / Year. Although the attendance shall be cumulative for all the papers / courses taken together, in the given Semester / Term / Year, a student shall be required to have a minimum of 50% attendance in

any individual paper / course.

(ii) A student, having less than 75% cumulative attendance in a Semester / Term/ Year and/or less than 50% attendance in individual paper/course, shall not be eligible to appear for that Semester / Term / Annual Examination. Such student shall have to seek re-admission to the Course / Programme during the subsequent Academic Year / Term / Semester by paying requisite fees. However, such student shall not be treated as fresh applicant for the admission if the re- admission is in the same institution. Re-admission to professional colleges for the First Year of the course shall be as per the admission rules for these courses. These students shall not answer CET.

(iii) For a student registered for subject / subjects having practical component, attendance for both theory and practical component shall be treated separately for the requisite attendance mentioned above.

(iv) Attendance of a student in an institution for a course shall be transferred to another institution if the student continues the same course in the new institution.

**(Effective from 2<sup>nd</sup> March, 2015)**

(v) A student representing the Institution / University / State / Country in extracurricular activities such as NCC / NSS / Sports / Cultural events, on obtaining prior approval of the Principal / Dean / Head of Department, shall be treated as 'on duty' at the lectures / practicals missed by him / her and shall be marked as 'D' in the Attendance Register.

(vi) Absence due to such activities shall be supported by documentary evidence issued by appropriate authority such as Commanding Officer of NCC, Director of Youth Affairs, Director / Asstt. Director of Sports in Government / University or an authorized official of these and other similar bodies.

(vii) However, in such cases, for the purpose of compilation of cumulative as well as paper / course-wise attendance, the number of lectures / practicals for the paper / course shall be calculated after adding the lectures / practicals under 'D' and considered as such.

$$\text{e.g. } \frac{\text{No. of lectures / practicals attended} + D \times 100}{\text{No. of lectures / practicals engaged}}$$

(viii) Absence on medical grounds for more than four continuous working days is required to be supported with a Medical Certificate which should be submitted within seven days after rejoining the class. Absence on medical grounds shall be offset against the 25% concession in the attendance already granted. However, if such absence exceeds 25% and is found genuine, the student may request for the condonation of the same. The Principal / Dean / Head of the Department shall examine such absence on a case-to-case basis.

(ix) A student, who has any grievance about the attendance record, may bring the same to the notice of the Head of the PG Department / Dean or Principal of the College, in writing, within three days from the date of its display on the Notice Board. The Head of the PG

Department / Dean or Principal of the College on receipt of such a complaint, shall verify the accuracy of attendance records and allow the aggrieved student to inspect the records, if necessary, and shall dispose of the complaint preferably within a period of seven days.

## **RESERVATION UNDER VARIOUS CATEGORIES**

As per the revised guidelines of the UGC, reservation of seats in case of Scheduled Caste (SC) and Scheduled Tribe (ST) candidates for admission to various programmes of study in the University shall be on the basis of the reservation policy of the State Government.

Candidates applying for admission under reserve categories shall be required to submit a valid certificate to that effect issued by the Officer of the rank of the Deputy Collector or any other authorized Officer as notified by the Government of Goa.

**2%** of seats in each of the Post Graduate programmes of study, subject to a **minimum of one seat**, shall be reserved for candidates belonging to **SC Category of Goa State**.

**12%** of seats in each of the Post Graduate programmes of study, subject to a **minimum of one seat**, shall be reserved for candidates belonging to **ST Category of Goa State**. Candidates applying for admission under these categories shall be required to submit a certificate to that effect issued by the officer of the rank of the Deputy Collector or above.

**27%** of total seats, subject to a **minimum of two seats**, for admission to various programmes of study, shall be reserved for candidates belonging to other backward classes (**OBC**) of the **State of Goa** as per the directives of the State Government. Candidates applying under this category shall be required to submit a certificate issued to that effect by the officer of the rank of the Mamlatdar or above.

**5%** of total seats, subject to minimum one seat for admission to various programmes of study shall be reserved for **differently abled** candidates (as per State Government directives).

**10%** of seats, subject to a **maximum of two seats and a minimum of one seat** in each programme of study, except the MCA & MBA programmes of study, shall be made available for candidates of **other Universities**.

**1%** of total seats shall be reserved for Children of Ex- servicemen.

Seats falling vacant under any of the above reserved categories shall be filled from the general category candidates with the approval of the Vice Chancellor.

**15%** of seats, over and above the allotted number of seats, shall be reserved as supernumerary seats for the overseas candidates, who are eligible for admission and are recommended by Govt. of India under scholarship from Govt. of India or under exchange programme (ICCR Programme). These seats shall be filled in accordance with the UGC guidelines. Out of the 15%

supernumerary seats, one seat in each program will be reserved for Kashmiri Migrants (KM) as per directives of the UGC.

Percentage of seats mentioned above is subject to change depending upon the directives of the State Government.

As per office memorandum, F.No. 81-1/2019 (CU) dated 18<sup>th</sup> January 2019, regarding the implementation of reservation for Economically Weaker Sections (EWSs) reservation in admission to educational institution subject to maximum of 10% of the total seats provided who are not covered under the existing scheme of reservation for Scheduled Castes, Scheduled Tribes and the Socially and Educationally Backward Classes.

## **UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009” D.O. NO. F. 1-15/2009(ARC) PT-III DECEMBER, 2018.**

It is compulsory for each student and every parent to submit an online undertaking every academic year at [www.antiragging.in](http://www.antiragging.in) & [www.amanmovement.ore](http://www.amanmovement.ore)

In Exercise of the powers conferred by Clause (g) of Sub-section (1) of section 26 of the University Grants Commission hereby makes the following Regulations, namely-

### **1. Title, commencement and applicability :-**

- 1.1 These regulations shall be called the “UGC regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009”.
- 1.2 They shall come into force with immediate effect.
- 1.3 They shall apply to all the universities established or incorporated by or under a Central act, a Provincial Act or a State Act, to all institutions deemed to be university under section 3 of the UGC act, 1956, to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc) of such universities, deemed universities and other higher educational institutions, whether located within the campus or outside, and to all means of transportation of students whether public or private.

### **2. Objective**

To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

**Clause 3:** What constituents Ragging – ragging constitutes one or more of any of the following acts”

UGC has notified the 3<sup>rd</sup> Amendment in UGC Regulations on 29th June, 2016 to expand the definition of ragging by including the following:-

3 (i) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b. Including in rowdy or in disciplined activities by any student or students which cause or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c. Asking any student to do any act which such student will not in ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g. Any act of physical abuse including all various of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gesture, causing bodily harm or any other danger to health or person.
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

**Clause 7:** Action to be taken by the Head of the Institution:- on receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of Institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local

authorities, under the appropriate penal provisions relating to one or more of the following namely:

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s).
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s).
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of "Ragging".

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating university, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

**Clause 9: Administrative action in the event of ragging:-**

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

a) The anti-ragging committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature of gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

b) The anti-ragging committee may, depending on the nature and gravity of the guilt established by the anti-ragging squad award to those found guilty, one or more of the following punishments, namely;

- i. Suspension from attending classes and academic privileges.

- ii. Withholding/ withdrawing scholarships/fellowship and other benefits.
- iii. Debarring from appearing in any test/examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- vi. Suspension/expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the institution for period ranging from one to four semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

- i. In case of an order of an institution, affiliated to or constituent part of a university to the vice chancellor of the university.
- ii. In case of an order of a university, to its vice chancellor.
- iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution as the case may be.

### **UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students' in Higher Educational Institutions) Regulations, 2015**

According to the Ministry of Human Resource Development (UGC) Notification New Delhi, 2<sup>nd</sup> May 2016

Kindly refer to the following link:

[https://www.ugc.ac.in/pdfnews/7203627 UGC regulations-harassment.pdf](https://www.ugc.ac.in/pdfnews/7203627%20UGC%20regulations-harassment.pdf)

### **Practical Tips to Take Care of your Mental Health During the Stay**

Kindly refer to the following link:

<https://www.youtube.com/watch?v=uHB3WJsLJ8s&feature=youtu>

### **“Minding our minds during the COVID-19”**

Kindly refer to the following link:

<https://www.mohfw.gov.in/pdf/MindingourmindsduringCoronaeditedat.pdf>

### **FINANCIALASSISTANCE/SCHOLARSHIP/PRIZES/MEDALS**

Some financial assistance will be available to eligible and deserving students under various schemes like:

### **Central and State Government Scholarships**

- 1) E.B.C Scholarship
- 2) Freedom Fighters Scholarship
- 3) Post-Matric Scholarship for Disabled
- 4) Post-Matric Scholarship to SC / O.B.C students
- 5) Post-Matric Scholarship to ST
- 6) Post-Matric Minority Scheme
- 7) Central Sector Scheme
- 8) Gagan Bharari ShikshaYogna for Students belonging to Dhangar Community
- 9) Bursary Scheme
- 10) Scholarship Benefit under "Scheme for Promotion of Science Education".
- 11) Hindi Scholarship for Non-Hindi Speaking Students.
- 12) Students Aid Fund ( Inhouse Scholarship)
- 13) Dayanand Bandodkar for Orphans- Full Fee Wavier (refer to circular no 3/2/2018 - 19/Bud/DhE/ Plan/Scheme/93 dated 05/04/2018)
- 14) Full Fee Waiver SC/ST
- 15) Merit Based SSC / HSSC for ST Students
- 16) Students belonging to SC/ST/OBC shall be provided with 50% concessions in the payment of exam fees Circular No. 2/622/19-Legal(Vol.XVIII)/3069 dated 8t January 2020.

Scholarships from Sr. No 3 to 8 are Fee Waiver scholarships based on Merit and income ceiling.

Fee waiver for Orphan students

**Other scholarships** as announced by the Directorate of Higher Education, Directorate of Social Welfare and College. Information on these will be displayed on the college notice board from time to time.

### **Documents required for benefit of various scholarship schemes**

- 1) Passport size photographs
- 2) Attested copies of certificate of educational qualification
- 3) Proof of permanent residence/ copy of ration card
- 4) Birth certificate
- 5) Income certificate issued by competent authority
- 6) Schedule tribe certificate issued by competent authority
- 7) Fees payment receipts
- 8) Photo copy of pass book from the nationalized bank account.

**Prizes / Awards / Medals with Citation Awarded to Meritorious  
Students in various Fields**

| Sr. No: | Annual Awards / Prizes / Medals of College  |
|---------|---|
|         | <b><u>A. ACADEMIC PRIZES &amp; AWARDS:</u></b>  |
|         | <b><u>T.Y. B.A.</u></b>   |
| 1       | <b>Mrs. Varsha Satoskar Award</b> ” of Rs. ____/- for securing First class first in T.Y.B.A. Goa University Examination. ( annual interest earned on the fixed deposit)   |
| 2       | <b>Pai Award</b> ” of cash Rs.1000/- and Interest on F.D. Rs. ____/- for securing highest marks in Psychology in T.Y. B.A. ( V& VI ) Goa University Examination, instituted by <b>Dr. (Mrs.) Kishori S. Pai</b>   |
| 3       | <b>Cash prize of Rs.1001/-</b> for securing highest marks in Environmental Economics ( Sem V & VI ) at T.Y.B.A. Goa University Examination, instituted by <b>Dr. Sharmila Desai</b> , Assistant Prof. in Economics of the college.                          |
| 4       | <b>Smt. Ramani &amp; Pandharinath Kerkar memorial award</b> ” of Rs 2000/- for securing highest marks in Geomorphology in T.Y.B.A at Goa University Examination, instituted by <b>Dr. Pravina Kerkar</b> , Associate Professor in Geography of the college. |
| 5       | <b>Late ”Shri. Mahadev Vithoba Gawas Award</b> ” of Rs. 1000/- for securing highest marks in Hindi Major ( General ) at T.Y.B.A. Goa University Examination, instituted by <b>Dr. Asha Gahloth</b> , Associate Prof. of Hindi of the college.               |
| 6       | <b>Late ”Shri. Mahadev Vithoba Gawas Award</b> ” of Rs. 1000/- for securing highest marks in Hindi Major ( Honours ) at T.Y.B.A. Goa University Examination, instituted by <b>Dr. Asha Gahloth</b> , Associate Prof. of Hindi of the college.               |
|         | <b><u>T.Y.B.Sc</u></b>  |
| 7       | <b>A Cash prize of Rs.7000/-</b> for being first in Computer Science at T.Y.B.Sc.(Honours) Goa University Examination, instituted by <b>Mrs. Anita S. Raicar</b> , Associate Prof. of Computer Science of the college.                                      |
| 8       | <b>A cash prize of Rs.2000/-</b> for securing highest marks in Computer Science practical paper at T.Y.B.Sc. Goa University Examination, instituted by <b>Mrs. Anna Gracy Fernandes</b> , Associate Prof. of Computer Science of the college.               |
| 9       | <b>A Cash prize of Rs. 5000/-</b> for securing highest marks in Mathematics at T.Y.BSC ( Sem V & VI ) Goa University Examination instituted by <b>Dr. Lucas Miranda</b> , Associate Prof. in Mathematics & Statistics of this College.                      |
| 10      | <b>Dr. Vithal Sukhthankar</b> memorial award” of Rs.250/- for securing First class First ( overall) in the college at T.Y.Bsc Goa University Examination.   |
| 11      | <b>A Cash prize of Rs.1000/-</b> for securing highest marks in Microbiology (Six units) at T.Y.B.Sc. Goa University Examination, instituted by <b>Dr.Dilecta D’ Costa</b> , Associate Prof. of Microbiology of the college.                                 |
| 12      | <b>A Cash prize of Rs.1000/-</b> for securing highest marks in Microbiology ( Overall )in T.Y.B.Sc. at Goa University Examination, instituted by <b>Shri: Samir Gawas</b> , Ex-student of this college.   |
| 13      | <b>Cash prize of Rs.3000/-</b> for securing highest marks in Microbiology practical (Six units) in T.Y.B.Sc. at Goa University Examination, instituted by <b>Mrs. Marina Albuquerque</b> , Associate Prof. in Microbiology of the college.                  |

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| 14 | <b>“Smt. Seema &amp; Divakar Kalekar memorial award”</b> of Rs 2000/- for securing highest marks in Genetic Engineering in T.Y.B.Sc - Microbiology at Goa University Examination instituted by <b>Dr.Sushanta Sapte</b> , Assistant Prof in Microbiology of the college.  |
| 15 | <b>Late “Varada Shetye Pai Award ”</b> of Rs. ___/- for scoring highest marks in Microbiology in T.Y.B.Sc. at Goa University Examination, instituted by her father Shri. Shetye (annual interest earned on fixed deposit of Rs. 10,000/-)   |
| 16 | <b>Smt. Laxmi &amp;KantaVernekar memorial award”</b> of Rs.2500/- for securing highest marks in Chemistry at T.Y.B.Sc. Goa University Examination, instituted by <b>Dr. Beena Vernekar</b> , Associate Prof. in Chemistry of the college.   |
| 17 | <b>“Syngenta Annual Scholarship”</b> of Rs. ___/- for scoring highest marks in Chemistry at Goa University Examination, instituted by <b>Syngenta Pvt. Ltd – Corlim Goa</b> . (annual interest earned on fixed deposit of Rs. 10,000/-)   |
| 18 | <b>“Smt. Radhabai G. Padiyar memorial award”</b> of Rs.1000/- for securing highest marks in Physical Chemistry at T.Y.B.Sc. Goa University Examination, instituted by <b>Dr. Rajashri Mordekar</b> , Assistant Prof. in Chemistry of the college.   |
|    | <b>T.Y.B.Com</b>  |
| 19 | Cash prize of Rs. 1000/- for standing first in T.Y.B.Com (Overall in Sem V & VI ) Goa University Examination instituted by <b>Mr. Devanand K. Velingkar</b> , Assistant Prof. in Commerce of the college.   |
| 20 | Late Ms. Deepashri Palkar Award of Rs. 1000/- to a Girl student for standing first in T.Y.B.Com ( overall in Sem V & VI ) at Goa University Examination instituted by <b>Ms: Yanita C Palkar</b> , Assistant Prof. in Commerce of the college.  |
| 21 | <b>Mr. Venkatesh D. Satoskar Award”</b> of Rs. ___/- for standing first in T.Y.B.Com.(Overall in Sem V & VI ) at Goa University Examination. (annual interest earned on fixed deposit)  |
| 22 | Cash prize of Rs. 210/- sponsored by Smt. Maria De Fernandes in loving memory of her son, Late Artemio Fernandes, Ex-Lecturer of this college for the Student securing highest marks in (FAAT) Financial Accounting, Auditing & Taxation at T.Y.B.Com. Goa University Examination. (The annual interest accrued on the fixed deposit) |
| 23 | Late Shri. Madhavan Divakaran Award of Rs. 1000/- for securing overall highest marks in Business Management ( Overall in Sem V & VI ) at Goa University Examination instituted by <b>Dr. Radhamani Divakar</b> , Associate Prof. in Commerce of the college.  |
| 24 | <b>Late Shri. Madhavan Divakaran Award of Rs. 1000/-</b> for securing highest marks in Service marketing in Sem V & Strategic Management in Sem VI at Goa University Examination instituted by <b>Dr. Radhamani Divakar</b> , Associate Prof. in Commerce of the college.   |
| 25 | Late Dr.B.A Sawaikar Award of Rs. 1000/- for securing highest marks in Cost Accounting ( overall in Sem V & VI ) at Goa University Examination instituted by <b>Ms: Ranjana D. Sawaikar</b> , Assistant Prof. in Commerce of the college.   |
| 26 | Cash prize of Rs. 1000/- for securing Highest marks in IM & HRM at T.Y.B.Com (Overall in Sem V & VI ) Goa University Examination instituted by <b>Mr. Devanand K. Velingkar</b> , Assistant Prof. in Commerce of the college.   |
|    | <b>M.Com</b>  |

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| 27 | Cash prize of Rs 2,400, sponsored by <b>Mr Hari Kishan Kaul</b> , General Manager, C.M.M Arena, Mercedes Goa, for securing distinction & ranking 1 <sup>st</sup> in M.Com, with 83.18%. She has presented 4 research papers at National conferences.  |
| 28 | Cash prize of Rs 1,000, sponsored by <b>teaching staff of P.G M.Com</b> for her excellent performance as a M.Com part I student   |
| 29 | Cash prize of Rs 1,000 sponsored by <b>teaching staff of P.G M.Com</b> , for his excellent progress and overall performance as a M.Com part II student. He has presented 4 research papers in various National conferences.   |
| 30 | Cash prize of Rs 1,000 sponsored by teaching staff of P.G M.Com, for securing 1 <sup>st</sup> rank in Management specialisation and for winning the best paper award for his research work titled, <b>“SWOT Analysis Of Raut Farm- Sal Bicholim Goa”</b> , at the National Conference on ‘Development of Sustainable tourism policies’ He has presented 3 research papers in various National conferences.  |
| 31 | Cash prize of Rs 1,000 sponsored by <b>teaching staff of P.G M.Com</b> , for winning the best paper award for her research work titled <b>“A Study On Environmental Impact Of Tourism In Goa”</b> at the National Conference on ‘Development of Sustainable tourism policies. She has presented 3 research papers in National conferences.  |
| 32 | Cash prize of Rs 1,000 sponsored by <b>teaching staff of P.G M.Com</b> , for winning the best paper award for their research work titled <b>“A Study On satisfaction level of college students towards online shopping In Goa”</b> at the Two days National Level Seminar on “E-Commerce Boon or Bane for the Economy?”. They have individually presented 3 research papers in various National conferences |
| 33 | Cash prize of Rs 2,000 sponsored by <b>teaching staff of P.G M.Com</b> , for winning the All Goa P.G. level Research event “ANUSANDHAN IV” organised by Narayan Zantye College of Commerce Bicholim Goa on 15/2/2020 . They secured 1 <sup>st</sup> place in Research Quiz and 3 <sup>rd</sup> place in synopsis writing.   |
| 34 | Teachers appreciation prize of Rs 1,000 sponsored by <b>teaching staff of P.G M.Com</b> , for possessing treasured organisational qualities.  |
| 35 | Teachers appreciation prize of Rs 1,000 sponsored by <b>teaching staff of P.GM.Com</b> , for being most devoted student.  |
|    | <b>M.Sc - Chemistry</b>   |
| 36 | A Cash prize of Rs.2000/- for securing highest marks in Msc. Chemistry Part I & II in the college, Sponsored by <b>PG Department of Chemistry</b> of this college   |
| 37 | An award in the form of exclusive academic book for securing highest marks in Msc. Chemistry Part I Sponsored by <b>PG Department of Chemistry</b> of this college.   |
|    | <b>M.A. - Geography</b>   |
| 38 | Smt. Ramani & Pandharinath Kerkar memorial award” of Rs 1000/- for securing highest marks M.A Geography Part – II Examination, instituted by <b>Dr. Pravina Kerkar</b> , Associate Professor in Geography of the college.   |
| 39 | <b>Internal Examinations Academic Awards: Topper in Semester – I, II, III, IV Examination in B.A, B.Sc, B. Com</b>  |

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| 40 | Cash prize of Rs.250/- & Inspirational book awarded to the “Best Reader” of the year 2020-21 instituted by Mr. M.N. Anandan our college Librarian |
| 41 | ‘Trophy’ to the Best Sportsman for the academic year.   |
| 42 | Best All Round Students of the Academic Year.   |
| 43 | Certificate of appreciation for Best N.S.S. Volunteers of the academic year.  |
| 44 | Teacher Appreciation Awards to Outstanding performance students.  |

## COURSE STRUCTURE FOR CHOICE BASED CREDIT SYSTEM (CBCS - SEMESTER I TO VI)

### PROGRAMME STRUCTURE FOR B.A. SEMESTER I & II

**OC. 66.5.1 (Notified on 29th May, 2017) Programme Structure for Bachelor of Arts (B.A General and Honours)**

| Semester | Core Course (CC)                        | Ability Enhancement Compulsory Course (AECC)                    | Skill Enhancement Course (SEC) | Elective: Discipline Specific (DSE) | Elective: Generic (GE) |
|----------|---|---|--------------------------------|-------------------------------------|------------------------|
| I        | English 1<br>DSC 1A<br>DSC 2A<br>DSC 3A | English/MIL<br>Communication<br>OR<br>Environmental<br>Studies* |                                |                                     | GE 1                   |
| II       | English 2<br>DSC 1B<br>DSC 2B<br>DSC 3B | English/MIL<br>Communication<br>OR<br>Environmental<br>Studies* |                                |                                     | GE 2                   |

\*A student shall offer Language in one semester and Environmental Studies in the other semester. However, Colleges may offer Language and Environmental Studies in both the semesters for different batches of students.

DSC – Discipline Specific Core (1- subject 1; 2- subject 2; 3 – subject 3)

DSE - Discipline Specific Elective (1- subject 1; 2 - subject 2; 3 – subject 3)

Alphabets A, B, C, D, E & F refer to courses of subjects 1, 2 & 3 in various semesters

GE – Generic Elective; SEC – Skill Enhancement Course

§DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) shall be taken up.

### Credits for B. A. Programme (General & Honours)

| Semester | Subjects | Credits | Total |
|----------|----------|---------|-------|
|----------|----------|---------|-------|

|    |   |       |           |
|----|---|-------|-----------|
| I  | English 1   | 6 x 1 | 6         |
|    | DSC 1A  | 4 x 1 | 4         |
|    | DSC 2A  | 4 x 1 | 4         |
|    | DSC 3A  | 4 x 1 | 4         |
|    | English/ MIL<br>Communication/<br>Environmental Studies | 4 x 1 | 4         |
|    | GE 1  | 4 x 1 | 4         |
|    | Total   |       | 26        |
| II | English 2   | 6 x 1 | 6         |
|    | DSC 1B  | 4 x 1 | 4         |
|    | DSC 2B  | 4 x 1 | 4         |
|    | DSC 3B  | 4 x 1 | 4         |
|    | English/ MIL<br>Communication/<br>Environmental Studies | 4 x 1 | 4         |
|    | GE 2  | 4 x 1 | 4         |
|    | Total   |       | 26        |
|    | <b>Total credits ( I &amp; II)</b>                      |       | <b>52</b> |

### SUBJECTS OFFERED FOR SEMESTER I & II B.A. PROGRAMME

**Note:**

- Core Course (CC), Discipline Specific Course (DSC), Generic Elective (GE) will be common for Semester I & II.
- Discipline Specific Course (DSC) combination will continue from semester I to VI.
- In Ability Enhancement Compulsory Course (AECC) group Modern Indian Language (MIL) (English/Hindi/Marathi/ Konkani) will be offered for one semester and Environmental Studies (EVS) for subsequent semester.

**A. Core Course (CC): Compulsory English.** This paper is compulsory for all. It is a (06) Credit paper.

| S.No | Subject / Titles for Semester I | Subject / Titles for Semester II |
|------|---------------------------------|----------------------------------|
| 1    | CC1: Communicative English I    | CC2: Communicative English II    |

**B. Ability Enhancement Compulsory Course (AECC):** Any one language English/ Hindi/Konkani/Marathi for semester I and EVS for semester II.

- AECC 1: Semester I: **English/ Hindi/Marathi / Konkani (MIL or Modern Indian Languages)**
- AECC 2: Semester II: **EVS**
- Each paper is of (04) Credits

| S.NO | Subjects        | Titles for Semester I / II |
|------|-----------------|----------------------------|
| 1    | AECC 1: English | English Communication      |

|   |                 |   |
|---|-----------------|---|
| 2 | AECC 2: Hindi   | Sampreshan Kaushal                            |
| 3 | AECC 3: Marathi | Communication Skill-Compèring                 |
| 4 | AECC 4: Konkani | Maukhik Konkani: Bhashik Kaushalyache Adhayan |
| 5 | AECC 5: EVS     | Environmental Studies I & II                  |

**C. Discipline Specific Core (DSC):** Any one combination from below. Each paper is of (04) Credits.

1. Economics /Geography / Psychology
2. Economics /English / Psychology
3. Economics /Political Science / Psychology
4. Geography / Konkani / English
5. English / Geography / Political Science.
6. English / Geography / Psychology
7. Hindi / Marathi / Konkani
8. Hindi /Marathi / Political Science.

| S.NO | Subjects               | Titles for Semester I                               | Titles for Semester II                       |
|------|------------------------|---|--|
| 1    | Dsc: english           | Popular literature                                  | Indian Writing in English                    |
| 2    | Dsc: hindi             | Madhyakalin evam adhunik hindi kavya tatha vyakaran | Adhunik Hindi Katha Sahitya Evam Vyakaran    |
| 3    | Dsc: marathi           | Short story: a form of literature                   | Drama: A Form of Literature                  |
| 4    | Dsc: konkani           | Katha sahitya siddhant aani aaswadan                | Konkani Katha: Aaswadan Aani Nirmitti Abhyas |
| 5    | Dsc: economics         | Microeconomics i                                    | Microeconomics II                            |
| 6    | Dsc: geography         | Introduction and fundamentals of geography          | Social and Cultural Geography                |
| 7    | Dsc: psychology        | Fundamentals of psychology i                        | Fundamentals of Psychology II                |
| 8    | Dsc: political science | Introduction to political theory                    | Politics and Political Ideas                 |

- **Note:** Minimum of 20 students is required for a subject combination of DSC. Combination will be offered as per the feasibility of the College and after final approval from Goa University. In case of less nos. than stipulated students will be requested to offer other combinations.

**D. Generic Elective (GE):** Will be common for both the Semesters. Each paper is of (04) Credits.

| S.No | Subjects     | Semester I ( GE 1 )                                     | Semester II ( GE 2 )               |
|------|--------------|---|------------------------------------|
| 1    | GE: Commerce | Banking I   | Banking II                         |
| 2    | GE: Commerce | Principles of Insurance                                 | Practice of Insurance              |
| 3    | GE: Commerce | Management of Micro, Small & Medium Enterprises (MSME). | Tourism and Hospitality Management |

|    |                       |                                       |  |
|----|-----------------------|---------------------------------------|--|
| 4  | GE: English           | British Romantic Literature           | British Literature: 19 <sup>th</sup> Century |
| 5  | GE: Hindi             | Janasanchar Madhyam: Mudrit Madhyam   | Janasanchar Madhyam: Electronic Madhyam      |
| 6  | GE: Konkani           | Vevharantli Konkani Bhaas             | Sampark Madhyamachi Konkani Bhaas            |
| 7  | GE: Marathi           | Film Appreciation                     | News Writing for Media                       |
| 8  | GE: Economics         | Demography & Population Studies I     | Demography & Population Studies II           |
| 9  | GE: Geography         | Resource Geography of Goa             | Geography of Resource Utilization in Goa     |
| 10 | GE: Political Science | Contemporary Issues in India          | Contemporary Global Affairs                  |
| 11 | GE: Psychology        | Child Psychology                      | Psychology of Adolescence                    |
| 12 | GE: Computer Science  | I. T Fundamentals                     | Multimedia & Web Design                      |
| 13 | GE: Chemistry         | Basic Chemistry and Indian Scientists | Chemistry in Daily life                      |
| 14 | GE: Microbiology      | INTRODUCTION & SCOPE OF MICROBIOLOGY  | Industrial & Food Microbiology               |
| 15 | GE: Physics           | Basic Physics                         | Optics and Instrumentation                   |
| 16 | GE: Mathematics       | Probability and Statistics            | Numerical Computations                       |

- **Note:** For each combination of GE minimum 15 students are required and maximum 30 students will be allowed for a single combination. In case of less nos. than stipulated students will be requested to offer other combinations.

### PROGRAMME STRUCTURE FOR B.A. SEMESTER III & IV

#### OC. 66.5.1 (Notified on 29th May, 2017) Programme Structure for Bachelor of Arts (General & Honours)

| Semester | Core Course (CC)                                      | Ability Enhancement Compulsory Course (AECC) | Skill Enhancement Course (SEC) | Elective: Discipline Specific (DSE) | Elective: Generic (GE) |
|----------|---|--|--------------------------------|-------------------------------------|------------------------|
| III      | English 3/<br>MIL/Hindi<br>DSC 1C<br>DSC 2C<br>DSC 3C |  | SEC 1                          |                                     | GE 3                   |
| IV       | English 4/<br>MIL/Hindi<br>DSC 1D<br>DSC 2D<br>DSC 3D |  | SEC 2                          |                                     | GE 4                   |

DSC – Discipline Specific Core (1- subject 1; 2- subject 2; 3 – subject 3)

Alphabets A, B, C, D, E & F refer to courses of subjects 1, 2 & 3 in various semesters

GE – Generic Elective; SEC – Skill Enhancement Course

### Credits for B. A. Programme (General and Honours)

| Semester | Subjects                            | Credits | Total     |
|----------|-------------------------------------|---------|-----------|
| III      | English 3/MIL/Hindi                 | 4 x 1   | 4         |
|          | DSC 1C                              | 4 x 1   | 4         |
|          | DSC 2C                              | 4 x 1   | 4         |
|          | DSC 3C                              | 4 x 1   | 4         |
|          | GE 3                                | 4 x 1   | 4         |
|          | SEC 1                               | 4 x 1   | 4         |
|          | Total                               |         | 24        |
| IV       | English 4/MIL/Hindi                 | 4 x 1   | 4         |
|          | DSC 1D                              | 4 x 1   | 4         |
|          | DSC 2D                              | 4 x 1   | 4         |
|          | DSC 3D                              | 4 x 1   | 4         |
|          | GE 4                                | 4 x 1   | 4         |
|          | SEC 2                               | 4 x 1   | 4         |
|          | Total                               |         | 24        |
|          | <b>Total Credits (III &amp; IV)</b> |         | <b>48</b> |

### SUBJECTS OFFERED FOR SEMESTER III & IV B.A. PROGRAMME

**Note:**

- Core Course (CC), Discipline Specific Course (DSC), Generic Elective (GE) and Skill Enhancement Course (SEC) will be common for Semester III & IV.
- Discipline Specific Course (DSC) combination will continue from semester III to VI.

**A. Core Course (CC):** Select any one language: **English / Hindi / Konkani / Marathi**. Each paper is of (04) Credits.

| S.No | Subjects      | Titles for Semester III                 | Titles for Semester IV             |
|------|---------------|---|------------------------------------|
| 1    | CC 1: English | Advanced Communicative English 2.1      | Advanced Communicative English 2.2 |
| 2    | CC 2: Hindi   | Aadhunik Hindi Gadhya Ki Itar Vidhayein | Aadhunik Hindi Padhya              |
| 3    | CC 3: Marathi | Personality Development                 | Travalogue: A Form of Literature   |
| 4    | CC 4: Konkani | Konkani Ekanki Siddhant Aani Aswadan    | Konkani Rangamachi: Tiatra         |

**B. Discipline Specific Core (DSC):** Same combination as offered for Semester I & II. Each paper is of (04) Credits.

#### 1. Economics /English / Psychology

2. Economics / Geography / Psychology
3. Economics / Political Science / Psychology
4. Geography / Konkani / English
5. English / Geography / Political Science
6. English / Geography / Psychology
7. Hindi / Marathi / Konkani
8. Hindi / Marathi / Political Science

| S.NO | Subjects               | Titles for Semester III  | Titles for Semester IV  |
|------|------------------------|--|---|
| 1    | Dsc: english           | British poetry and drama: 14 <sup>th</sup> to 17 <sup>th</sup> century | British Poetry and Drama: 17 <sup>th</sup> & 18 <sup>th</sup> Century |
| 2    | Dsc: hindi             | Hindi sahitya ka adikaal evam madyakaal: parichayatmak adhyayan        | Aadhunik Hindi Gadhya Sahitya: Parichayatmak Adhyayan                 |
| 3    | Dsc: marathi           | Novel: a form of literature  | Poem: A Form of Literature  |
| 4    | Dsc: konkani           | Konkani kavita siddhant aani rasaswad                                  | Konkani Rangamachi: Natak   |
| 5    | Dsc: economics         | Macroeconomics I   | Macroeconomics II   |
| 6    | Dsc: geography         | Geography of natural resource development                              | Geography of Secondary and Tertiary Activities                        |
| 7    | Dsc: political science | Indian constitution  | Constitutional & Social Issues in India                               |
| 8    | Dsc: psychology        | Social psychology i  | Social Psychology II  |

**C. Skill Enhancement Course (SEC):** should be DSC specific i.e. related any one subject of DSC. Each paper is of (04) Credits.

| S.No | Subjects               | Semester III                         | Semester IV                     |
|------|------------------------|--------------------------------------|---------------------------------|
| 1    | SEC: English           | English for Competitive Exams        | English at Workplace            |
| 2    | SEC: Hindi             | Sambhashan Kala                      | Samachar Sankalan Aur Lekhan    |
| 3    | SEC: Konkani           | Film Aaswadan                        | Film Nirmiti Parichay           |
| 4    | SEC: Marathi           | Communication Skills: Interview      | Reading Skills                  |
| 5    | SEC: Economics         | Financial Economics I                | Financial Economics II          |
| 6    | SEC: Geography         | Geospatial Technologies In Geography | Application Of GIS In Geography |
| 7    | SEC: Psychology        | Stress Management                    | Psychology of Life Adjustments  |
| 8    | SEC: Political Science | Public Opinion & Survey Research     | Leadership Skills in Politics   |

- Note: For each combination of SEC minimum 15 students are required. In case of less nos. than stipulated students will be requested to offer other combinations

**D. Generic Elective (GE):** Will be common for both the Semesters. Each paper is of (04) Credits.

| S.No | Subjects | Semester III | Semester IV |
|------|----------|--------------|-------------|
|------|----------|--------------|-------------|

|    |                       |                                      |   |
|----|-----------------------|--------------------------------------|---|
| 1  | GE: Commerce          | Indian Capital Market                | Practices in Rural Marketing                  |
| 2  | GE: Commerce          | Retail Management I                  | E-Commerce and E-Accounting                   |
| 3  | GE: English           | Business Communication               | Mass Communication                            |
| 4  | GE: Hindi             | Hindi Sahitya Ki Vividh Vidhayein    | Sahitya Aur Hindi Cinema                      |
| 5  | GE: Marathi           | Goan Folk Culture and Folk Tradition | Study of Translation                          |
| 6  | GE: Konkani           | Vinodi Sahityacho Abhyas             | Goechem Lokasanskritik Daij                   |
| 7  | GE: Economics         | Economics of Resources I             | Economics of Resources II                     |
| 8  | GE: Geography         | Fundamentals of Tourism Geography    | Applied Tourism Geography with a Mini Project |
| 9  | GE: Political Science | Introduction to Human Rights         | Human Rights Movements in India               |
| 10 | GE: Psychology        | Psychology of Gender Identity        | Psychology & Media                            |

- Note: For each combination of GE minimum 15 students are required. In case of less nos. than stipulated students will be requested to offer other combinations

### **PROGRAMME STRUCTURE FOR B.A. SEMESTER V & VI**

#### **OC. 66.5.1 (Notified on 29th May, 2017) Programme Structure for Bachelor of Arts (B.A General)**

| Semester | Core Course (CC)  | Ability Enhancement Compulsory Course (AECC) | Skill Enhancement Course (SEC) | Elective: Discipline Specific (DSE)                                  | Elective: Generic (GE) |
|----------|---|--|--------------------------------|--|------------------------|
| V        | Any two subjects:<br>DSC 1E<br>DSC 2E<br>DSC 3E               |  |                                | Any two as in core<br>DSE 1A<br>DSE 2A<br>DSE 3A                     |                        |
| VI       | Any combination taken in Sem. V<br>DSC 1F<br>DSC 2F<br>DSC 3F |  |                                | Any two as in V sem. combination<br>DSE 1B\$<br>DSE 2B\$<br>DSE 3B\$ |                        |

DSC – Discipline Specific Core (1- subject 1; 2- subject 2; 3 – subject 3)

DSE - Discipline Specific Elective (1- subject 1; 2 - subject 2; 3 – subject 3)

Alphabets A, B, C, D, E & F refer to courses of subjects 1, 2 & 3 in various semesters

§DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) shall be taken up.

### Credits for B. A. Programme (General)

| Semester                                  | Subjects                          | Credits | Total      |
|---|-----------------------------------|---------|------------|
| V<br>(Any two subject combinations)       | DSC 1E                            | 4 x 1   | 4          |
|   | DSC 2E                            | 4 x 1   | 4          |
|   | DSC 3E                            | 4 x 1   | 4          |
|   | DSE 1A                            | 4 x 1   | 4          |
|   | DSE 2A                            | 4 x 1   | 4          |
|   | DSE 3A                            | 4 x 1   | 4          |
|   | <b>Total</b>                      |         | <b>16</b>  |
| VI<br>(subject combinations as in Sem. V) | DSC 1F                            | 4 x 1   | 4          |
|   | DSC 2F                            | 4 x 1   | 4          |
|   | DSC 3F                            | 4 x 1   | 4          |
|   | DSE 1B §                          | 4 x 1   | 4          |
|   | DSE 2B §                          | 4 x 1   | 4          |
|   | DSE 3B §                          | 4 x 1   | 4          |
|   | <b>Total</b>                      |         | <b>16</b>  |
|   | <b>Total Credits (V &amp; VI)</b> |         | <b>32</b>  |
| <b>TOTAL</b>                              | <b>(Semester I to VI)</b>         |         | <b>132</b> |

§DSP – In lieu of one of the DSEs, a Compulsory Discipline Specific Project (DSP) shall be taken up.

### OC.66.5.4 (I) (Notified on 29th May, 2017) Programme Structure for Bachelor of Arts (Honours)

| Semester | Core Course (CC)         | Ability Enhancement Compulsory Course (AECC) | Skill Enhancement Course (SEC) | Elective: Discipline Specific (DSE) | Elective: Generic (GE) |
|----------|--------------------------|--|--------------------------------|-------------------------------------|------------------------|
| V**      | DSC 5<br>DSC 6<br>DSC 7  |  |                                | DSE 1<br>DSE 2<br>DSE 3             |                        |
| VI**     | DSC 8<br>DSC 9<br>DSC 10 |  |                                | DSE 4<br>DSE 5<br>DSE 6§            |                        |

\*\*A student who desires to acquire Honours degree shall offer DSCs and DSEs in a single subject of his/her choice in Semesters V and VI.

The core courses shall be common for B.A. and B.A. (Hons.) programmes.

DSC – Discipline Specific Core; DSE - Discipline Specific Elective

DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) shall be taken up.

### Credits for B. A. Programme (Honours)

| Semester     | Subjects                          | Credits | Total      |
|--------------|-----------------------------------|---------|------------|
| V**          | DSC 5                             | 4 x 1   | 4          |
|              | DSC 6                             | 4 x 1   | 4          |
|              | DSC 7                             | 4 x 1   | 4          |
|              | DSE 1                             | 4 x 1   | 4          |
|              | DSE 2                             | 4 x 1   | 4          |
|              | DSE 3                             | 4 x 1   | 4          |
|              | Total                             |         | 24         |
| VI**         | DSC 8                             | 4 x 1   | 4          |
|              | DSC 9                             | 4 x 1   | 4          |
|              | DSC 10                            | 4 x 1   | 4          |
|              | DSE 4                             | 4 x 1   | 4          |
|              | DSE 5                             | 4 x 1   | 4          |
|              | DSE 6 §                           | 4 x 1   | 4          |
|              | Total                             |         | 24         |
|              | <b>Total Credits (V &amp; VI)</b> |         | <b>48</b>  |
| <b>TOTAL</b> | <b>(Semester I to VI)</b>         |         | <b>148</b> |

\*\*A student who desires to acquire Honours degree shall offer DSCs and DSEs in a single subject of his/her choice in Semesters V and VI.

The core courses shall be common for B.A. and B.A. (Hons.) programmes.

DSC – Discipline Specific Core; DSE - Discipline Specific Elective GE – Generic Elective;

SEC – Skill Enhancement Course

§ DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) shall be taken up.

### SUBJECTS OFFERED FOR SEMESTER V & VI B.A. PROGRAMME

**Note:**

- **For B.A General programme** candidate has to offer **one (01) DSC paper and one (01) DSE paper** each for any two subjects offered for Semester I to IV.
- **For B.A Honours programme** is offered in Economics, Geography and Hindi. A candidate has to offer **three (03) DSC and three (03) DSE** for any one subject mentioned.
- Each paper is of (04) Credits.
- **Project will be in lieu of any one DSE both for General and Honours programme.**

### Subjects Offered for B.A Honours programme Semester V

| Course/Subject           | Core Titles for Semester V (DSC)                         | Elective Titles for Semester V (DSE)                            |
|--------------------------|--|---|
| <b>ECONOMICS</b>         | DSC: Indian Economy I                                    | DSE: Growth & Development I                                     |
|                          | DSC: Public Finance I                                    | DSE: Research Methodology I                                     |
|                          | DSC: International Economics I                           | DSE: Environmental Economics I<br>DSP: Project                  |
| <b>GEOGRAPHY</b>         | DSC: Physical Geography                                  | DSE: Fundamentals of Geomorphology                              |
|                          | DSC: Regional Planning & Development                     | DSE: Physical Geography of India                                |
|                          | DSC: Quantitative Techniques in Geography I              | DSE: Climate Change Vulnerability & Adaptations<br>DSP: Project |
| <b>HINDI</b>             | DSC: Aadhunik Hindi Kavya Ka Itihaas                     | DSE: Rachnatmak Lekhan  |
|                          | DSC: Bhartiya Kavyasahastra                              | DSE: Asmitamoolak Vimarsh                                       |
|                          | DSC: Hindi Bhasha Ka Itihaas                             | DSE: Sahitya Aur Hindi Cinema<br>DSP: Project                   |
| <b>POLITICAL SCIENCE</b> | DSC: Western Political Thinkers (Plato to Locke)         | DSE: International Relations                                    |
|                          | DSC: Western Political Thinkers (Rousseau to Marx)       | DSE: India's Foreign Policy                                     |
|                          | DSC: Indian Political Thinkers (Kautilya to Vivekananda) | DSE: Public Administration                                      |
| <b>PSYCHOLOGY</b>        | DSC: Understanding Psychological Disorders               | DSE: Statistics for Psychology                                  |
|                          | DSC: Psychological Testing                               | DSE: Health Psychology  |
|                          | DSC: Positive Psychology                                 | DSE: Educational Psychology                                     |

- Note: For each combination of DSE minimum 15 students are required.

### **Subjects Offered for B.A Honours programme Semester VI**

| Course/Subject   | Core Titles for Semester VI (DSC)            | Elective Titles for Semester VI (DSE)              |
|------------------|--|--|
| <b>ECONOMICS</b> | DSC: Indian Economy II                       | DSE: Growth & Development II                       |
|                  | DSC: Public Finance II                       | DSE: Environmental Economics II                    |
|                  | DSC: International Trade and Finance II      | DSP: Project                                       |
| <b>GEOGRAPHY</b> | DSC: Climatology and Oceanography            |  |
|                  | DSC: Regional Planning in India              | DSE: Regional Development of India                 |
|                  | DSC: Quantitative Techniques in Geography II | DSE: Geography of Urban Settlement<br>DSP: Project |

|                          |  |   |
|--------------------------|--|---|
| <b>HINDI</b>             | DSC: Swatantryottar Hindi Gadya                                      | DSE: Bhartiya Sahitya                               |
|                          | DSC: Pashchatya Kavyasahastra  | DSE: Rachanakar Ka Vishesh Adhyayan                 |
|                          | DSC: Hindi Vyakaran  | DSP: Project  |
| <b>POLITICAL SCIENCE</b> | DSC: Indian Political Thinkers( Gandhi to Lohia)                     | DSE: Indian Administration                          |
|                          | DSC: Government and Politics of Goa( Union Territory Phase1961-1987) | DSE: Comparative Government or Comparative Politics |
|                          | DSC: Government and Politics of Goa ( Post Statehood)                | DSP: Project  |
| <b>PSYCHOLOGY</b>        | DSC:Human Resource Management  | DSE: Development Psychology                         |
|                          | DSC: Psychological Research  | DSE: Treatment of Psychological Disorders           |
|                          | DSC: Counselling Psychology  | DSP: Project  |

- Note: For each combination of DSE minimum 15 students are required.

### **Subjects Offered for B. A General Programme Semester V**

| Course/Subject           | Core Titles for Semester V (DSC)  | Elective Titles for Semester V( DSE)              |
|--------------------------|---|---|
| <b>ENGLISH</b>           | DSC: American Literature  | DSE: Modern Indian Writing in English Translation |
|                          |   | DSP: Project                                      |
| <b>HINDI</b>             | DSC: Aadhunik Hindi Kavya Ka Itihaas  | DSE: Rachnatmak Lekhan                            |
|                          |   | DSP: Project                                      |
| <b>MARATHI</b>           | DSC: History of Marathi Literature Part I   | DSE: Writing Skill for Media                      |
|                          |   | DSP: Project                                      |
| <b>KONKANI</b>           | DSC: Konkani Bhaas Aani Sahitycho Itihaas (10 <sup>th</sup> to19 <sup>th</sup> Century) | DSE: Prashasakiy Vevharantli Konkani              |
|                          |   | DSP: Project                                      |
| <b>ECONOMICS</b>         | DSC: Indian Economy   | DSE: Growth & Development I                       |
|                          |   | DSP: Project                                      |
| <b>GEOGRAPHY</b>         | DSC: Physical Geography   | DSE: Physical Geography of India                  |
|                          |   | DSP: Project                                      |
| <b>POLITICAL SCIENCE</b> | DSC: Western Political Thinkers (Plato to Locke)  | DSE: Public Administration                        |
|                          |   | DSP: Project                                      |
| <b>PSYCHOLOGY</b>        | DSC: Understanding Psychological Disorders  | DSE: Statistics for Psychology                    |
|                          |   | DSP: Project                                      |

- Note: For DSC combination minimum 05 students are required per combination. For each combination of DSE minimum 15 students are required.

### Subjects Offered for B. A General Programme Semester VI

| Course/Subject           | Core Titles for Semester VI (DSC)   | Elective Titles for Semester VI (DSE)                        |
|--------------------------|---|--|
| <b>ENGLISH</b>           | DSC: Postcolonial Literatures   | DSE: World Literatures                                       |
|                          |   | DSP: Project   |
| <b>HINDI</b>             | DSC: Swatantryottar Hindi Gadya   | DSE: Bhartiya Sahitya  |
|                          |   | DSP: Project   |
| <b>MARATHI</b>           | DSC: History of Marathi Literature II                                     | DSE: Eka Lekhakacha Abhyas: A Study of Modern Marathi Author |
|                          |   | DSP: Project   |
| <b>KONKANI</b>           | DSC: Adhunik Konkani Sahitycho Itihaas (20 <sup>th</sup> Century to 2015) | DSE: Lok Vevharantli Konkani Bhas                            |
|                          |   | DSP: Project   |
| <b>ECONOMICS</b>         | DSC: Indian Economy II  | DSE: Growth & Development II                                 |
|                          |   | DSP: Project   |
| <b>GEOGRAPHY</b>         | DSC: Climatology and Oceanography   | DSE: Regional Development of India                           |
|                          |   | DSP: Project   |
| <b>POLITICAL SCIENCE</b> | DSC: Western Political Thinker (Rousseau to Marx)                         | DSE: India's Foreign Policy                                  |
|                          |   | DSP: Project   |
| <b>PSYCHOLOGY</b>        | DSC: Human Resource Management  | DSE: Treatment of Psychological Disorders                    |
|                          |   | DSP: Project   |

- *Note: For DSC combination minimum 05 students are required per combination. For each combination of DSE minimum 15 students are required.*

### PROGRAMME STRUCTURE FOR B.Com. SEMESTER I & II

#### OC.66.5.2 Programme Structure for Bachelor of Commerce (B.Com General & Honours)

| Semester | Core Course (CC)               | Ability Enhancement Compulsory Course (AECC)  | Skill Enhancement Course (SEC) | Elective: Discipline Specific (DSE) | Elective: Generic (GE)          |
|----------|--------------------------------|---|--------------------------------|-------------------------------------|---------------------------------|
| I        | CC 1 Commerce<br>CC 2 Commerce | AECC 1 Spoken English<br>AECC 2 Environmental |                                |                                     | GE<br>1: Computer Applications/ |

|    |   |   |  |  |  |
|----|---|---|--|--|--|
|    | CC 3 Economics<br>CC 4 Commercial<br>Arithmetic                                   | Studies   |  |  | Geography/<br>Commerce/<br>Any other                                       |
| II | CC 5 Commerce<br>CC 6 Commerce<br>CC 7 Economics<br>CC 8 Commercial<br>Arithmetic | AECC 3 Business<br>Communication<br>AECC 4 Environmental<br>Studies |  |  | GE 2:<br>Computer<br>Applications/<br>Geography/<br>Commerce/<br>Any other |

CC – Discipline Specific Core; DSE - Discipline Specific Elective

GE – Generic Elective; SEC – Skill Enhancement Course; AECC - Ability Enhancement Compulsory Course

### Credits for B. Com (General & Honours)

| Semester | Subjects  | Credit | Total     |
|----------|---|--------|-----------|
| I        | CC 1 Commerce                                   | 4x1    | 4         |
|          | CC 2 Commerce                                   | 4x1    | 4         |
|          | CC 3 Economics                                  | 4x1    | 4         |
|          | CC 4 Commercial Arithmetic                      | 4x1    | 4         |
|          | AECC 1 English                                  | 4x1    | 4         |
|          | AECC 2 Environmental Studies                    | 2x1    | 2         |
|          | GE 1 Computer Applications/Geography/ Any other | 4x1    | 4         |
|          | Total   |        | 26        |
| II       | CC 5 Commerce                                   | 4x1    | 4         |
|          | CC 6 Commerce                                   | 4x1    | 4         |
|          | CC 7 Economics                                  | 4x1    | 4         |
|          | CC 8 Commercial Arithmetic                      | 4x1    | 4         |
|          | AECC 3 English                                  | 4x1    | 4         |
|          | AECC 4 Environmental Studies                    | 2x1    | 2         |
|          | GE 2 Computer Applications/Geography/ Any other | 4x1    | 4         |
|          | Total   |        | 26        |
|          | <b>Total Credits (I &amp; II)</b>               |        | <b>52</b> |

Computer Application paper in Semester I and II will have 3 credits of Theory and 1 credit of Practical.

### SUBJECTS OFFERED FOR SEMESTER I & II B.Com PROGRAMME

**Note:** CC, AECC, GE will remain common for Semester I & II.

**A. Ability Enhancement Compulsory Course (AECC):** These are compulsory subjects offered for semester I & II. Each paper is of (02) Credits.

| Sr. No | Subjects | Title of Paper for Semester - I | Subjects | Title of Paper for Semester - II                              |
|--------|----------|---------------------------------|----------|---|
| 1      | AECC - 1 | Spoken English                  | AECC - 3 | Business Communication Modern<br>Communication Skills -spoken |

|   |          |                         |          |                          |
|---|----------|-------------------------|----------|--------------------------|
| 2 | AECC - 2 | Environmental Studies I | AECC - 4 | Environmental Studies II |
|---|----------|-------------------------|----------|--------------------------|

**B. Core Course (CC):** These are compulsory subjects offered for semester I & II. Each paper is of (04) Credits.

| Sr. No | Subjects | Title of Paper for Semester - I | Subjects | Title of Paper for Semester - II                 |
|--------|----------|---------------------------------|----------|--|
| 1      | CC - 1   | General Management              | CC – 5   | Introduction to Marketing                        |
| 2      | CC - 2   | Financial Accounting            | CC - 6   | Financial Statement Analysis and Interpretations |
| 3      | CC - 3   | Micro Economics                 | CC – 7   | Managerial Economics                             |
| 4      | CC - 4   | Commercial Arithmetic - I       | CC – 8   | Commercial Arithmetic - II                       |

**C. Generic Elective (GE):** Will be common for both the Semesters. Each paper is of (04) Credits.

| S.No | Subjects              | Semester I ( GE 1 )                                     | Semester II ( GE 2 )                         |
|------|-----------------------|---|--|
| 1    | GE: Commerce          | Banking I   | Banking II                                   |
| 2    | GE: Commerce          | Principles of Insurance                                 | Practice of Insurance                        |
| 3    | GE: Commerce          | Management of Micro, Small & Medium Enterprises (MSME). | Tourism and Hospitality Management           |
| 4    | GE: English           | British Romantic Literature                             | British Literature: 19 <sup>th</sup> Century |
| 5    | GE: Hindi             | Janasanchar Madhyam: Mudrit Madhyam                     | Janasanchar Madhyam: Electronic Madhyam      |
| 6    | GE: Konkani           | Vevharantli Konkani Bhaas                               | Sampark Madhyamachi Konkani Bhaas            |
| 7    | GE: Marathi           | Film Appreciation                                       | News Writing for Media                       |
| 8    | GE: Economics         | Demography & Population Studies I                       | Demography & Population Studies II           |
| 9    | GE: Geography         | Economic Geography                                      | Geography of Commercial Activities           |
| 10   | GE: Political Science | Contemporary Issues in India                            | Contemporary Global Affairs                  |
| 11   | GE: Psychology        | Child Psychology  | Psychology of Adolescence                    |
| 12   | GE: Computer Science  | Computer Application I                                  | Computer Application II                      |
| 13   | GE: Chemistry         | Basic Chemistry and Indian Scientists                   | Chemistry in Daily life                      |
| 14   | GE: Microbiology      | Introduction & Scope of Microbiology                    | Industrial & Food Microbiology               |
| 15   | GE: Physics           | Basic Physics   | Optics and Instrumentation                   |
| 16   | GE: Mathematics       | Probability and Statistics                              | Numerical Computations                       |

- **Note:** For each combination of GE minimum 15 students are required and maximum 30 students will be allowed for a single combination.

#### **PROGRAMME STRUCTURE FOR B.Com. SEMESTER III & IV**

**OC.66.5.2 Programme Structure for Bachelor of Commerce (General & Honours)**

| Semester | Core Course (CC)                                   | Ability Enhancement Compulsory Course (AECC) | Skill Enhancement Course (SEC)  | Elective: Discipline Specific (DSE) | Elective: Generic (GE)   |
|----------|--|--|---------------------------------|-------------------------------------|--|
| III      | CC 9 Commerce<br>CC 10 Commerce<br>CC 11 Commerce  |  | SEC 1<br>Business Law/Any other |                                     | GE 3: Business Statistics/Commerce/Any other<br>GE4:Economics/Any Other    |
| IV       | CC 12 Commerce<br>CC 13 Accounts<br>CC 14 Commerce |  | SEC 2<br>Business Law/Any other |                                     | GE 5: Business Statistics/Commerce/Any other<br>GE 6: Economics/ Any Other |

CC – Discipline Specific Core; DSE - Discipline Specific Elective

GE – Generic Elective; SEC – Skill Enhancement Course; AECC - Ability Enhancement Compulsory Course

**Credits for B. Com (General & Honours).**

| Semester | Subjects                                     | Credit | Total     |
|----------|--|--------|-----------|
| III      | CC 9 Commerce                                | 4x1    | 4         |
|          | CC 10 Commerce                               | 4x1    | 4         |
|          | CC 11 Commerce                               | 4x1    | 4         |
|          | SEC 1 Business Law/Any other                 | 4x1    | 4         |
|          | GE 3 Business Statistics/Commerce/ Any Other | 4x1    | 4         |
|          | GE 4 Economics /Any Other                    | 4x1    | 4         |
|          | <b>Total</b>                                 |        | <b>24</b> |
| IV       | CC 12 Commerce                               | 4x1    | 4         |
|          | CC 13Commerce                                | 4x1    | 4         |
|          | CC 14 Commerce                               | 4x1    | 4         |
|          | SEC 2 Business Law/Any other                 | 4x1    | 4         |
|          | GE 5 Business Statistics/Commerce/ Any Other | 4x1    | 4         |
|          | GE 6 Economics /Any Other                    | 4x1    | 4         |
|          | <b>Total</b>                                 |        | <b>24</b> |
|          | <b>Total Credits</b>                         |        | <b>48</b> |

1. Business Law in Semester III & IV and Accountancy papers in Semester V and VI will have 3 credits of Theory and 1 credit of Practical.

**SUBJECTS OFFERED FOR SEMESTER III & IV**  
**B.Com PROGRAMME**

**Note: CC, SEC, GE will remain common for Semester III & IV.**

**A. Core Course (CC):** These are compulsory subjects offered for semester III & IV. Each paper is of (04) Credits.

| Sr. No | Subjects | Title of Paper for Semester - III | Subjects | Title of Paper for Semester - IV     |
|--------|----------|-----------------------------------|----------|--------------------------------------|
| 1      | CC - 9   | Business Finance                  | CC – 12  | Fundamentals of Investment           |
| 2      | CC - 10  | Fundamentals of Cost Accounting   | CC – 13  | Income Tax                           |
| 3      | CC – 11  | Entrepreneurship Development      | CC – 14  | Accounting for Service Organisations |

**B. Skill Enhancement Course (SEC):** Semester III & IV. Each paper is of (04) Credits.

| Sr. No | Subjects | Title of Paper for Semester - III | Subjects | Title of Paper for Semester - IV                      |
|--------|----------|-----------------------------------|----------|---|
| 1      | SEC - 1  | Business Law                      | SEC - 2  | Companies Act and IPR Laws (with Practical component) |

**C. Generic Elective (GE):** Student has for offer any two GE's per semester. Each paper is of (04) Credits.

| S.No | Subjects              | Semester III  | Semester IV                                   |
|------|-----------------------|---|---|
| 1.   | GE: Maths             | Business Statistics I   | Business Statistics II                        |
| 2.   | GE: Economics         | Economics of Resources I                                      | Economics of Resources II                     |
| 3.   | GE: Commerce          | Retail Management I   | Practices in Rural Marketing                  |
| 4.   | GE: Commerce          | Indian Capital Market   | E-Commerce and E-Accounting                   |
| 5.   | GE: English           | Business-Communications II (Business & Public Communications) | Mass Communication                            |
| 6.   | GE: GE: Hindi         | Hindi Sahitya Ki Vividh Vidhayein                             | Sahitya Aur Hindi Cinema                      |
| 7.   | GE: Marathi           | Goan Folk Culture and Folk Tradition                          | Study of Translation                          |
| 8.   | GE: Konkani           | Vinodi Sahityacho Abhyas                                      | Goechem Lokasanskritik Daij                   |
| 9.   | GE: Economics         | Labour Welfare & Industrial Relations I                       | Labour Welfare & Industrial Relations II      |
| 10.  | GE: Geography         | Fundamentals of Tourism Geography                             | Applied Tourism Geography with a Mini Project |
| 11.  | GE: Political Science | Introduction to Human Rights                                  | Human Rights Movements in India               |
| 12.  | GE: Psychology        | Psychology of Gender Identity                                 | Psychology & Media                            |

- *Note: For each combination of GE minimum 15 students are required. In case of less nos than stipulated students will be requested to offer other combinations.*

## **PROGRAMME STRUCTURE FOR B.Com. SEMESTER V & VI**

### OC.66.5.2 Programme Structure for Bachelor of Commerce (General)

| Semester | Core Course (CC)                  | Ability Enhancement Compulsory Course (AECC) | Skill Enhancement Course (SEC) | Elective: Discipline Specific (DSE)    | Elective: Generic (GE) |
|----------|-----------------------------------|--|--------------------------------|--|------------------------|
| V        | CC 15 Commerce<br>CC 16 Economics |  |                                | DSE 1<br>Commerce<br>DSE 2<br>Commerce |                        |
| VI       | CC 17 Commerce<br>CC 18 Economics |  |                                | DSE 3 Commerce<br>DSE 4<br>Commerce§   |                        |

CC – Discipline Specific Core; DSE - Discipline Specific Elective

§DSP – In lieu of one of DSE, a compulsory Discipline Specific Project (DSP) has to be taken up.

### Credits for B. Com (General).

| Semester     | Subjects                | Credit | Total      |
|--------------|-------------------------|--------|------------|
| V            | CC 15 Commerce          | 4x1    | 4          |
|              | CC 16 Economics         | 4x1    | 4          |
|              | DSE 1 Commerce          | 4x1    | 4          |
|              | DSE 2 Commerce          | 4x1    | 4          |
|              | Total                   |        | 16         |
| VI           | CC 17 Commerce          | 4x1    | 4          |
|              | CC 18 Economics         | 4x1    | 4          |
|              | DSE 3 Commerce          | 4x1    | 4          |
|              | DSE 4 Commerce§         | 4x1    | 4          |
|              | Total                   |        | 16         |
|              | <b>Total Credits</b>    |        | <b>32</b>  |
| <b>TOTAL</b> | <b>Semester I to VI</b> |        | <b>132</b> |

§DSP – In lieu of one of the DSE, a compulsory Discipline Specific Project (DSP) has to be taken up

### OC. 66. 5.5 Programme Structure for Bachelor of Commerce (Honours)

| Semester | Core Course (CC)                | Ability Enhancement Compulsory Course (AECC) | Skill Enhancement Course (SEC) | Elective: Discipline Specific (DSE)                   | Elective: Generic (GE) |
|----------|---------------------------------|--|--------------------------------|---|------------------------|
| V        | CC15 Commerce<br>CC16 Economics |  |                                | DSE 1: Commerce<br>DSE 2: Commerce<br>DSE 3: Commerce |                        |

|    |                                 |  |  |  |  |
|----|---------------------------------|--|--|--|--|
|    |                                 |  |  | DSE 4: Commerce  |  |
| VI | CC17 Commerce<br>CC18 Economics |  |  | DSE 5: Commerce<br>DSE 6: Commerce<br>DSE 7: Commerce<br>DSE 8: Commerce |  |

CC – Discipline Specific Core; DSE - Discipline Specific Elective

§DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) has to be taken up.

### Credits for B. Com (Honours)

| Semester     | Subjects                    | Credits | Total      |
|--------------|-----------------------------|---------|------------|
|              | Total                       |         | 24         |
| V            | CC 15 Commerce              | 4x1     | 4          |
|              | CC 16 Economics             | 4x1     | 4          |
|              | DSE 1 Commerce              | 4x1     | 4          |
|              | DSE 2 Commerce              | 4x1     | 4          |
|              | DSE 3 Commerce              | 4x1     | 4          |
|              | DSE 4 Commerce              | 4x1     | 4          |
|              | Total                       |         | 24         |
| VI           | CC 17 Commerce              | 4x1     | 4          |
|              | CC 18 Economics             | 4x1     | 4          |
|              | DSE 5 Commerce              | 4x1     | 4          |
|              | DSE 6 Commerce              | 4x1     | 4          |
|              | DSE 7 Commerce              | 4x1     | 4          |
|              | DSE 8 Commerce <sup>§</sup> | 4x1     | 4          |
|              | Total                       |         | 24         |
|              | <b>Total</b>                |         | <b>48</b>  |
| <b>TOTAL</b> | <b>Semester I to VI</b>     |         | <b>148</b> |

### SUBJECTS OFFERED FOR SEMESTER V & VI B.Com PROGRAMME (Honours)

**NOTE:** CC will remain common for Semester V & VI. DSE's are optional electives continued for semester V & VI. Each paper is of (04) credits.

**A. Core Course (CC):** These are compulsory subjects offered for Semester V & VI

| Sr. No | Subjects | Title of Paper for Semester - V    | Subjects | Title of Paper for Semester - VI |
|--------|----------|------------------------------------|----------|----------------------------------|
| 1      | CC- 15   | Industrial Management              | CC - 17  | Human Resource Management        |
| 2      | CC -16   | Indian Monetary & Financial System | CC - 18  | International Economics          |

**B. Discipline Specific Elective (DSE):** Students shall choose four DSE papers from ANY ONE group for Semester V & VI  
Project shall be Compulsory.

| Subjects | Title of Paper for Semester - V | Subjects | Title of Paper for Semester - VI |
|----------|---------------------------------|----------|----------------------------------|
|----------|---------------------------------|----------|----------------------------------|

|       | <b>ACCOUNTING</b>                  |  | <b>ACCOUNTING</b>          |                         |
|-------|------------------------------------|--|----------------------------|-------------------------|
| DSE1  | Income Tax, Service Tax and GST    |  | DSE 5                      | Accounting V            |
| DSE 2 | Auditing-I                         |  | DSE 6                      | Accounting VI           |
| DSE 3 | Government Accounting              |  | DSE 7                      | Accounting VII          |
| DSE 4 | Financial Reporting                |  | DSP                        | Project                 |
|       | <b>COST ACCOUNTING</b>             |  | <b>COST ACCOUNTING</b>     |                         |
| DSE 1 | Cost Accounting I                  |  | DSE 5                      | Cost Accounting V       |
| DSE 2 | Cost Accounting II                 |  | DSE 6                      | Cost Accounting VI      |
| DSE 3 | Techniques of Costing              |  | DSE 7                      | Cost Accounting VII     |
| DSE 4 | Management Accounting              |  | DSP                        | Project                 |
|       | <b>BUSINESS MANAGEMENT</b>         |  | <b>BUSINESS MANAGEMENT</b> |                         |
| DSE 1 | International Marketing Management |  | DSE 5                      | Business Management V   |
| DSE 2 | Retail Management Strategies       |  | DSE 6                      | Business Management VI  |
| DSE 3 | Advertisement Management           |  | DSE 7                      | Business Management VII |
| DSE 4 | Services Marketing II              |  | DSP                        | Project                 |

## **PROGRAMME STRUCTURE FOR B.Sc. SEMESTER I & II**

### 5.3 (Notified on 29<sup>th</sup> May, 2017) Programme Structure for Bachelor of Science General and Honours)

(B.Sc.)

| Semester | Core Course (CC)           | Ability Enhancement Compulsory Course (AECC)              | Skill Enhancement Course (SEC) | Elective: Discipline Specific (DSE) | Elective: Generic (GE) |
|----------|----------------------------|---|--------------------------------|-------------------------------------|------------------------|
| I        | DSC 1A<br>DSC 2A<br>DSC 3A | English/MIL Communication<br>OR<br>Environmental Studies* |                                |                                     | GE 1                   |
| II       | DSC 1B<br>DSC 2B<br>DSC 3B | English/MIL Communication<br>OR<br>Environmental Studies* |                                |                                     | GE 2                   |

DSC – Discipline Specific Core (1- subject 1; 2- subject 2; 3 -subject 3)

Alphabets A, B, C, & D refer to courses of subjects 1, 2 & 3 in various semesters

GE – Generic Elective; SEC – Skill Enhancement Course

\*A student shall offer Language in one semester and Environmental Studies in the other semester. However colleges may offer Language and Environmental Studies in both the semesters for different batches of students.

**Credits for B.Sc. (General and Honours)**

| Semester | Subjects                | Credit | Total     |
|----------|-------------------------|--------|-----------|
| I        | DSC 1A                  | 6 X 1  | 6         |
|          | DSC 2A                  | 6 X 1  | 6         |
|          | DSC 3A                  | 6 X 1  | 6         |
|          | AECC*                   | 4 X 1  | 4         |
|          | GE 1                    | 4 X 1  | 4         |
|          | <b>Total</b>            |        | <b>26</b> |
| II       | DSC 1B                  | 6 X 1  | 6         |
|          | DSC 2B                  | 6 X 1  | 6         |
|          | DSC 3B                  | 6 X 1  | 6         |
|          | AECC*                   | 4 X 1  | 4         |
|          | GE 2                    | 4 X 1  | 4         |
|          | Total                   |        | <b>26</b> |
|          | <b>Total I &amp; II</b> |        | <b>52</b> |

\*A student shall offer Language in one semester and Environmental Studies in the other semester. However colleges may offer language and Environmental Studies in both the semesters for different students.

**SUBJECTS OFFERED FOR SEMESTER I & II**  
**(B.Sc PROGRAMME)**

**Note:**

- Discipline Specific Course (DSC) & Generic Elective (GE) will be common for Semester I & II.
- Discipline Specific Course (DSC) combination will continue from semester I to VI.
- In Ability Enhancement Compulsory Course (AECC) group Modern Indian Language (MIL) (English/Hindi/Marathi/ Konkani) will be offered for one semester and Environmental Studies (EVS) for subsequent semester.

**A. Ability Enhancement Compulsory Course (AECC):** Any one language English/Hindi/Konkani/Marathi for semester I and EVS for semester II.

- AECC 2: Semester I: EVS
- AECC 1: Semester II: English/ Hindi/Marathi / Konkani (MIL or Modern Indian Languages)
- Each paper is of (04) Credits

| S.NO | Subjects        | Titles for Semester I / II                    |
|------|-----------------|---|
| 1    | AECC 1: English | English Communication                         |
| 2    | AECC 2: Hindi   | Sampreshan Kaushal                            |
| 3    | AECC 3: Marathi | Communication Skill-Compèring                 |
| 4    | AECC 4: Konkani | Maukhik Konkani: Bhashik Kaushalyache Adhayan |
| 5    | AECC 5: EVS     | Environmental Studies I & II                  |

**B. Discipline Specific Core (DSC):** Any one combination from below which will continue from Semester I to VI. Each paper is of (06) credits.

1. Physics / Chemistry / Microbiology
2. Physics /Chemistry / Maths (XII Maths)
3. Physics /Maths /Computer Science (XII Maths)
4. Physics /Computer Science/ Electronics (XII Maths)
5. Physics /Geography/ Electronics (XII Maths)
6. Geography /Chemistry / Microbiology
7. Microbiology /Chemistry /Maths (XII Maths)
8. Microbiology /Chemistry / Computer Science (XII Maths)
9. Chemistry / Maths / Computer Science (XII Maths)
10. Microbiology / Maths / Computer Science (XII Maths)

| S.No | Subjects              | Titles for Semester I                                       | Titles for Semester II                        |
|------|-----------------------|---|---|
| 1    | Dsc: physics          | Mathematical methods, mechanics & electrical circuit theory | Heat, Thermodynamics and Properties of Matter |
| 2    | Dsc: chemistry        | Inorganic & organic chemistry                               | Physical & Organic Chemistry                  |
| 3    | Dsc: mathematics      | Calculus & numerical methods                                | Matrices & Linear Algebra                     |
| 4    | Dsc: microbiology     | Microbiology & biochemistry i                               | Microbiology & Biochemistry II                |
| 5    | Dsc: computer science | Programming fundamentals using c                            | Data Structures                               |
| 6    | Dsc: geography        | Fundamentals of geography                                   | Social & Cultural Geography                   |
| 7    | Dsc: electronics      | Network analysis and analog electronics                     | Linear and Digital Integrated Circuits        |

- **Note:** For each combination of DSC minimum 15 students are required. In case of less nos than stipulated students will be requested to offer other combinations. Combination will be offered as per the feasibility of the College and after final approval from Goa University.

**C. Generic Elective (GE):** Will be common for both the Semesters. Each paper is of (04) Credits.

| S.No | Subjects              | Semester I ( GE 1 )                                     | Semester II ( GE 2 )                         |
|------|-----------------------|---|--|
| 1    | GE: Commerce          | Banking I   | Banking II                                   |
| 2    | GE: Commerce          | Principles of Insurance                                 | Practice of Insurance                        |
| 3    | GE: Commerce          | Management of Micro, Small & Medium Enterprises (MSME). | Tourism and Hospitality Management           |
| 4    | GE: English           | British Romantic Literature                             | British Literature: 19 <sup>th</sup> Century |
| 5    | GE: Hindi             | Janasanchar Madhyam: Mudrit Madhyam                     | Janasanchar Madhyam: Electronic Madhyam      |
| 6    | GE: Konkani           | Vevharantli Konkani Bhaas                               | Sampark Madhyamachi Konkani Bhaas            |
| 7    | GE: Marathi           | Film Appreciation                                       | News Writing for Media                       |
| 8    | GE: Economics         | Demography & Population Studies I                       | Demography & Population Studies II           |
| 9    | GE: Geography         | Resource Geography of Goa                               | Geography of Resource Utilization in Goa     |
| 10   | GE: Political Science | Contemporary Issues in India                            | Contemporary Global Affairs                  |
| 11   | GE: Psychology        | Child Psychology  | Psychology of Adolescence                    |

|    |                      |                                       |                                |
|----|----------------------|---------------------------------------|--------------------------------|
| 12 | GE: Computer Science | I. T Fundamentals                     | Multimedia & Web Design        |
| 13 | GE: Chemistry        | Basic Chemistry and Indian Scientists | Chemistry in Daily life        |
| 14 | GE: Microbiology     | Introduction & Scope of Microbiology  | Industrial & Food Microbiology |
| 15 | GE: Physics          | Basic Physics                         | Optics and Instrumentation     |
| 16 | GE: Mathematics      | Probability and Statistics            | Numerical Computations         |

- **Note:** For each combination of GE minimum 15 students are required and maximum 30 students will be allowed for a single combination. In case of less nos than stipulated students will be requested to offer other combinations.

### PROGRAMME STRUCTURE FOR B.Sc. SEMESTER III & IV

- **5.3 (Notified on 29<sup>th</sup> May, 2017) Programme Structure for Bachelor of Science (General and Honours)**

| Semester | Core Course (CC)           | Ability Enhancement Compulsory Course (AECC) | Skill Enhancement Course (SEC) | Elective: Discipline Specific (DSE) | Elective: Generic (GE) |
|----------|----------------------------|--|--------------------------------|-------------------------------------|------------------------|
| III      | DSC 1C<br>DSC 2C<br>DSC 3C |  | SEC 1                          |                                     |                        |
| IV       | DSC 1D<br>DSC 2D<br>DSC 3D |  | SEC 2                          |                                     |                        |

- DSC – Discipline Specific Core (1- subject 1; 2- subject 2; 3 -subject 3)
- Alphabets A, B, C, & D refer to courses of subjects 1, 2 & 3 in various semesters
- SEC – Skill Enhancement Course

- **Credits for B.Sc. (General and Honours)**

| Semester | Subjects                     | Credit | Total     |
|----------|------------------------------|--------|-----------|
| III      | DSC 1C                       | 6 X 1  | 6         |
|          | DSC 2C                       | 6 X 1  | 6         |
|          | DSC 3C                       | 6 X 1  | 6         |
|          | SEC 1                        | 4 X 1  | 4         |
|          | Total                        |        | <b>22</b> |
| IV       | DSC 1D                       | 6 X 1  | 6         |
|          | DSC 2D                       | 6 X 1  | 6         |
|          | DSC 3D                       | 6 X 1  | 6         |
|          | SEC 2                        | 4 X 1  | 4         |
|          | Total                        |        | <b>22</b> |
|          | <b>Total ( III &amp; IV)</b> |        | <b>44</b> |

- The core courses shall be common for B.Sc. (Hons.) and B.Sc. programmes.  
– Discipline Specific Core (1- subject 1; 2- subject 2; 3 -subject 3)

DSC

- Alphabets A, B, C, & D refer to courses of subjects 1, 2 & 3 in various semesters
- SEC – Skill Enhancement Course

### **SUBJECTS OFFERED FOR SEMESTER III & IV B.Sc PROGRAMME**

**Note:** DSC, SEC will be common for Semester III & IV.

**A. Discipline Specific Core (DSC):** Same combination as offered for Semester I & II. Each paper is of (06) credits.

1. **Physics / Chemistry / Microbiology**
2. **Physics /Chemistry / Maths (XII Maths)**
3. **Physics /Maths /Computer Science (XII Maths)**
4. **Geography /Chemistry / Microbiology**
5. **Microbiology /Chemistry /Maths (XII Maths)**
6. **Microbiology /Chemistry / Computer Science (XII Maths)**
7. **Chemistry / Maths / Computer Science (XII Maths)**
8. **Microbiology / Maths / Computer Science (XII Maths)**

| S.No | Subjects              | Titles for Semester III  | Titles for Semester IV                         |
|------|-----------------------|--|--|
| 1    | DSC: Physics          | Waves, Oscillations & Electronics                                  | Optics & Modern Physics                        |
| 2    | DSC: Chemistry        | Physical Chemistry & Organic Chemistry                             | Physical Chemistry & Inorganic Chemistry       |
| 3    | DSC: Mathematics      | Ordinary Differential Equations & Discrete Mathematical Structures | Analysis & Operations Research                 |
| 4    | DSC: Microbiology     | Environmental Microbiology   | Molecular Biology                              |
| 5    | DSC: Computer Science | Data Based Management Systems                                      | Computer Organisation & Operating System       |
| 6    | DSC: Geography        | Geography of Natural Resource Development                          | Geography of Secondary and Tertiary Activities |

**B. Skill Enhancement Course (SEC):** should be DSC specific i.e. related any one subject of DSC.

| S.No | Subjects          | Semester III ( SEC 1 )       | Semester IV ( SEC 2 )                      |
|------|-------------------|------------------------------|--|
| 1    | SEC: Chemistry    | Natural Resources & Analysis | Chemistry of Cosmetics & Perfumes          |
| 2    | SEC: Microbiology | Food & Dairy Microbiology    | Instrumentation & Biotechniques            |
| 3    | SEC: Physics      | Photography                  | Microcontroller Architecture & Programming |
|      | SEC: Mathematics  | Statistical Methods          | Analytical Geometry                        |

|  |                       |                                      |   |
|--|-----------------------|--------------------------------------|---|
|  | SEC: Geography        | Geospatial Technologies In Geography | Application Of GIS In Geography         |
|  | SEC: Computer Science | Programming in Python                | Web Application development using Flask |

## PROGRAMME STRUCTURE FOR B.Sc. SEMESTER V & VI

### 5.3 (Notified on 29<sup>th</sup> May, 2017) Programme Structure for Bachelor of Science General)

( B.Sc

| Semester | Core Course (CC) | Ability Enhancement Compulsory Course (AECC) | Skill Enhancement Course (SEC) | Elective: Discipline Specific (DSE)                               | Elective: Generic (GE) |
|----------|------------------|--|--------------------------------|---|------------------------|
| V        |                  |  | SEC 3<br>SEC 4                 | DSE 1A<br>DSE 2A<br>DSE 3A  |                        |
| VI       |                  |  | SEC 5                          | DSE 1B <sub>§</sub><br>DSE 2B <sub>§</sub><br>DSE 3B <sub>§</sub> |                        |

DSC – Discipline Specific Core (1- subject 1; 2- subject 2; 3 -subject 3)

DSE - Discipline Specific Elective (1- subject 1; 2 - subject 2; 3- subject 3)

Alphabets A, B, C, & D refer to courses of subjects 1 , 2 & 3 in various semesters

SEC – Skill Enhancement Course

§DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) shall be taken up.

### Credits for B.Sc. ( B.Sc General)

| Semester     | Subjects                | Credit | Total      |
|--------------|-------------------------|--------|------------|
| V            | DSE 1A                  | 4 X 1  | 4          |
|              | DSE 2A                  | 4 X 1  | 4          |
|              | DSE 3A                  | 4 X 1  | 4          |
|              | SEC 3                   | 4 X 1  | 4          |
|              | SEC 4                   | 4 X 1  | 4          |
|              | <b>Total</b>            |        | <b>20</b>  |
| VI           | DSE 1B <sub>§</sub>     | 4 X 1  | 4          |
|              | DSE 2B <sub>§</sub>     | 4 X 1  | 4          |
|              | DSE 3B <sub>§</sub>     | 4 X 1  | 4          |
|              | SEC 2                   | 4 X 1  | 4          |
|              | <b>Total</b>            |        | <b>16</b>  |
|              | <b>Total V&amp;VI</b>   |        | <b>36</b>  |
| <b>TOTAL</b> | <b>Semester I to VI</b> |        | <b>132</b> |

§DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) shall be taken up.

### (Notified on 29<sup>th</sup> May, 2017) Programme Structure for Bachelor of Science (Honours)

| Semester | Core Course (CC)         | Ability Enhancement Compulsory Course (AECC) | Skill Enhancement Course (SEC) | Elective: Discipline Specific (DSE) | Elective: Generic (GE) |
|----------|--------------------------|--|--------------------------------|-------------------------------------|------------------------|
| V        | DSC 5<br>DSC 6<br>DSC 7  |  |                                | DSE 1<br>DSE 2                      |                        |
| VI       | DSC 8<br>DSC 9<br>DSC 10 |  |                                | DSE 3<br>DSE 4 <sup>§</sup>         |                        |

The core courses shall be common for B.Sc. (Hons.) and B.Sc. programmes. DSC – Discipline Specific Core (1- subject 1; 2- subject 2; 3- subject 3)

DSE - Discipline Specific Elective (1- subject 1; 2 - subject 2; 3- subject 3) Alphabets

A, B, C, & D refer to courses of subjects 1, 2 & 3 in various semesters

SEC – Skill Enhancement Course

<sup>§</sup>DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) shall be taken up.

#### Credits for B.Sc. (Honours)

| Semester     | Subjects                | Credits | Total      |
|--------------|-------------------------|---------|------------|
| V            | DSC 5                   | 6X1     | 6          |
|              | DSC 6                   | 6X1     | 6          |
|              | DSC 7                   | 6X1     | 6          |
|              | DSE 1                   | 4X1     | 4          |
|              | DSE 2                   | 4X1     | 4          |
|              | Total                   |         | <b>26</b>  |
| VI           | DSC 8                   | 6X1     | 6          |
|              | DSC 9                   | 6X1     | 6          |
|              | DSC 10                  | 6X1     | 6          |
|              | DSE 3                   | 4X1     | 4          |
|              | DSE 4                   | 4X1     | 4          |
|              | Total                   |         | <b>26</b>  |
|              | <b>Total V&amp;VI</b>   |         | <b>52</b>  |
| <b>TOTAL</b> | <b>Semester I to VI</b> |         | <b>148</b> |

DSC – Discipline Specific Core (1- subject 1; 2- subject 2; 3- subject 3)

DSE - Discipline Specific Elective (1- subject 1; 2 - subject 2; 3- subject 3) Alphabets A, B, C, & D refer to courses of subjects 1, 2 & 3 in various semesters, SEC – Skill Enhancement Course

<sup>§</sup>DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) shall be taken up.

#### SUBJECTS OFFERED FOR SEMESTER V & VI B.Sc PROGRAMME (Honours)

**NOTE:** DSC will remain common for Semester V & VI. DSE's are optional electives continued for semester V & VI. Each paper is of (06) credits.

### Subjects Offered for Semester V

| Course/Subject          | Core Titles for Semester V (DSC)    | Elective Titles for Semester V (DSE)                 |
|-------------------------|-------------------------------------|--|
| <b>MICROBIOLOGY</b>     | DSC: Medical Microbiology           | DSE: Applied Microbiology                            |
|                         | DSC: Industrial Microbiology        | DSE: Microbial Physiology                            |
|                         | DSC: Microbial Genetics             | DSP: Project   |
| <b>COMPUTER SCIENCE</b> | DSC: Computer Networks              | DSE: Human Computer Interaction                      |
|                         | DSC: Object Oriented Programming    | DSE: Data Mining                                     |
|                         | DSC: Software Engineering           | DSP: Project   |
| <b>MATHEMATICS</b>      | DSC: Algebra                        | DSE: Foundation of Mathematics                       |
|                         | DSC: Analysis II                    | DSE: Combinatorics                                   |
|                         | DSC: Calculus of 2 & 3 Variables    | DSP: Project   |
| <b>CHEMISTRY</b>        | DSC: Physical Chemistry             | DSE: Basic Topics in Analytical Chemistry            |
|                         | DSC: Inorganic Chemistry            | DSE: Properties and Processes of Molecular Chemistry |
|                         | DSC: Organic Chemistry              | DSP: Project   |
| <b>GEOGRAPHY</b>        | DSC: Geotectonics and Geomorphology | DSE: Advanced Geography of India                     |
|                         | DSC: Environmental Geography        | DSE: Geography of Natural Hazards and Disasters      |
|                         | DSC: Fundamentals of Remote Sensing | DSP: Project   |

### Subjects Offered for Semester VI

| Course/Subject          | Core Titles for Semester VI (DSC)   | Elective Titles for Semester VI (DSE)    |
|-------------------------|-------------------------------------|--|
| <b>MICROBIOLOGY</b>     | DSC: Immunology                     | DSE: Cell Biology                        |
|                         | DSC: Agricultural Microbiology      | DSE: Haematology & Clinical Biochemistry |
|                         | DSC: Genetic Engineering            | DSP: Project                             |
| <b>COMPUTER SCIENCE</b> | DSC: Mobile Application Development | DSE: Multimedia Techniques               |
|                         | DSC: Full Stack Web Development     | DSP: Project                             |
|                         | DSC: IOT ( Internet of Things)      |  |
| <b>MATHEMATICS</b>      | DSC: Differential Equations II      | DSE: Number Theory                       |
|                         | DSC: Matrix Space                   | DSP: Project                             |
|                         | DSC: Complex Analysis               |  |

|                  |   |  |
|------------------|---|--|
| <b>CHEMISTRY</b> | DSC: Physical Chemistry                                     | DSE: Selected Instrumentation in Chemistry                     |
|                  | DSC: Inorganic Chemistry                                    | DSP: Project   |
|                  | DSC: Organic Chemistry                                      |  |
| <b>GEOGRAPHY</b> | DSC: Fundamentals of Atmospheric Science and Ocean Studies  | DSE: Geography of Economic Activities and Regional Development |
|                  | DSC: Soil and Biogeography                                  | DSP:Project  |
|                  | DSC: Geographical Information System and Global Navigation. |  |

### **PROGRAMME STRUCTURE AND SUBJECTS FOR B. Voc. SEMESTER I & II**

Admission and Examination procedure will be followed as per the Goa University Circular No. 2/590/2019-Legal (Vol.XVI)/551 dated: 31<sup>st</sup> May 2019. Syllabus and Course Structure implemented, is as per the UGC Guidelines for B.Voc. Programme and approved by Goa University.

| NSQF level/<br>Semester        | Course Code   | Course Title                              | Course    | Credits | Marks |
|--------------------------------|---|---|-----------|---------|-------|
|                                | <b><u>GENERAL EDUCATION</u></b>   |   |           |         |       |
| <b>Level 4/<br/>Semester I</b> | STG101  | Fundamentals of Computers and Programming | Theory    | 3       | 75    |
|                                | STG102  | Web Designing Concepts                    | Theory    | 3       | 75    |
|                                | STG103  | Quantitative Techniques                   | Theory    | 2       | 50    |
|                                | STG104  | Environmental Studies -I                  | Theory    | 2       | 50    |
|                                | STP101  | Software Laboratory - I                   | Practical | 2       | 50    |
|                                | <b>SKILL DEVELOPMENT<br/>Qualification Pack &amp; On-Job-Training (OJT)</b> |   |           |         |       |
|                                |   |   | Theory    | 7       | 600   |

|  |        |  |                 |           |            |
|--|--------|--|-----------------|-----------|------------|
|  | STS101 | Junior Software Developer<br>(SSC/QOS08) | Practical & OJT | 11        |            |
|  |        | <b>Semester Total</b>                    |                 | <b>30</b> | <b>900</b> |

### **Certificate in Software Technologies (Semester I)**

After successfully completing the courses of Semester-I, the students are expected to acquire the skills to be employable as **Junior Software Developer**

| NSQF level/<br>Semester         | Course Code   | Course Title                 | Course          | Credits   | Marks       |
|---------------------------------|---|------------------------------|-----------------|-----------|-------------|
|                                 | <b><u>GENERAL EDUCATION</u></b>   |                              |                 |           |             |
| <b>Level 5/<br/>Semester II</b> | STG201  | OOPS with Java               | Theory          | 3         | 75          |
|                                 | STG202  | Graphics Designing           | Theory          | 3         | 75          |
|                                 | STG203  | E-commerce                   | Theory          | 2         | 50          |
|                                 | STG204  | Environmental Studies - II   | Theory          | 2         | 50          |
|                                 | STP201  | Software Laboratory - II     | Practical       | 2         | 50          |
|                                 | <b>SKILL DEVELOPMENT<br/>Qualification Pack &amp; On-Job-Training (OJT)</b> |                              |                 |           |             |
|                                 | STS201  | Web Developer<br>(SSC/QOS03) | Theory          | 7         | 700         |
|                                 |   |                              | Practical & OJT | 11        |             |
|                                 |   | <b>Semester Total</b>        |                 | <b>30</b> | <b>1000</b> |

### **Diploma in Software Technologies (Semester II)**

After successfully completing the courses of Semester-II, the students are expected to acquire the skills to be employable as **Web Developer**

## **PROGRAMME STRUCTURE AND SUBJECTS FOR B. Voc. SEMESTER III & IV**

Admission and Examination procedure will be followed as per the Goa University Circular No. 2/590/2019-Legal (Vol.XVI)/551 dated: 31<sup>st</sup> May 2019. Syllabus and Course Structure implemented, is as per the UGC Guidelines for B.Voc. Programme and approved by Goa University.

| <b>B.VoC Programme SEMESTER III</b>  |             |  |                        |    |       |       |
|--------------------------------------|-------------|--|------------------------|----|-------|-------|
| NSQL Level/Semester                  | Course code | Course title                               | Course Credits         |    | Hours | Marks |
| Level 6/Semester III                 | STG301      | DATA STRUCTURES                            | Theory                 | 3  | 45    | 75    |
|                                      | STG302      | AUDIO AND VISUAL MEDIA                     | Theory                 | 3  | 45    | 75    |
|                                      | STG303      | REASONING TECHNIQUES                       | Theory                 | 4  | 60    | 100   |
|                                      | STP301      | SOFTWARE LABORATORY -III                   | Practical              | 2  | 60    | 50    |
| Skill Development Qualification Pack |             |  |                        |    |       |       |
|                                      | STS 301     | Associate – Desktop Publishing (SSC/Q2702) | Theory                 | 7  | 435   | 300   |
|                                      |             |  | Practical              | 5  |       |       |
|                                      |             |  | Project/OJT/Internship | 6  |       |       |
|                                      |             |  |                        |    |       |       |
| Total                                |             |  |                        | 30 | 645   | 600   |

| <b>B.VoC Programme SEMESTER IV</b>   |             |  |                        |    |       |       |
|--------------------------------------|-------------|--|------------------------|----|-------|-------|
| NSQL Level/Semester                  | Course code | Course title                               | Course credit          |    | Hours | Marks |
| Level 6/Semester IV                  | STG401      | Python Programming                         | Theory                 | 3  | 45    | 75    |
|                                      | STG402      | Software Engineering & Testing             | Theory                 | 3  | 45    | 75    |
|                                      | STG403      | Creative Thinking                          | Theory                 | 4  | 60    | 100   |
|                                      | STP401      | Software Laboratory - IV                   | Practical              | 2  | 60    | 50    |
| Skill Development Qualification Pack |             |  |                        |    |       |       |
|                                      | STS 401     | Associate – Desktop Publishing (SSC/Q2702) | Theory                 | 6  | 450   | 400   |
|                                      |             |  | Practical              | 6  |       |       |
|                                      |             |  | Project/OJT/Internship | 6  |       |       |
|                                      |             |  |                        |    |       |       |
| Total                                |             |  |                        | 30 | 660   | 700   |

## **SCHEME OF EXAMINATION**

### **OC-66.5 SCHEME OF EXAMINATION (B. A. / B. COM./ B. SC.)(CHOICE BASED CREDIT SYSTEM- CBCS)**

**1. (a)** The evaluation for the Courses, shall comprise Intra-Semester Assessment (ISA) and the Semester End Examination (SEE).

**(b)** The ISA tests shall carry 20% of maximum marks allotted for the Course, and SEE shall carry 80% marks. There shall not be an ISA for the Practical component of the Course.

**(c)** A Course of 4 Credits for total of 100 marks, having only Theory, shall have ISA for 20 marks and SEE for 80 marks.

**(d)** A Course of 4 Credits for total of 100 marks having Theory and Practical components shall have ISA's only for Theory component for total of 15 marks, and SEE Theory component for 60 marks and Practical component for 25 marks. A Course of 6 Credits for total of 150 marks having Theory and Practical components shall have ISA's only for Theory component for total of 20 marks, and SEE Theory component for 80 marks and Practical component for 50 marks.

**(e)** Courses of any other number of Credits shall have proportionate marking system.

**2. (a)** The ISA for the theory component of a Course shall be conducted twice in a given Semester, once through a written test, and the other by using alternate modes of evaluation including assignment/ presentation/ orals/ such other. There shall not be any averaging of ISA marks.

**(b)** Generally, the ISA for a given Course shall be conducted by the teacher/s teaching that Course.

**(c)** The schedule for the ISAs shall be notified to all at the beginning of the Semester.

**(d)** The marks of ISA shall be communicated to the students within two weeks.

**(e)** ISA I shall preferably be completed by the end of July for odd Semesters and end of January for even Semesters. Students who fail to appear for the test due to a genuine reason shall be given another opportunity by the end of August/ February respectively, on a date pre-determined by the College. ISA II will be completed as decided by the teacher but before the end of the semester.

**(f)** Every College shall appoint a three member Committee to monitor the ISA in the College. There would be no remission in workload or remuneration for carrying out this work.

- (g)** A student who does not appear for two ISAs of a Course shall not be eligible to answer SEE of that Course.
- 3.(a)** The SEE shall be conducted at the conclusion of a given Semester, and shall cover the entire syllabus prescribed for the respective Course.
- (b)** A candidate shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEE provided he/she has appeared for two ISAs of the Course, and fulfills the minimum attendance requirements as per the relevant rules of the University. A candidate failing to fulfill these conditions shall have to repeat the Semester.
- (c)** A tentative schedule of SEE examination of Semesters I – IV, evaluation, declaration of results shall be prepared by the respective College(s), preferably at the beginning of each academic year and shall be notified to their students with a copy to the University. Setting of the question papers, evaluation of answer-scripts and declaration of results shall be done by respective Colleges.
- (d)** Assessment of answer-scripts of SEE of Semesters I - IV shall be organized by the Colleges. The assessment of the SEE answer scripts at the Semesters I - IV shall be done by the teachers of respective Colleges. If two or more Colleges desire to have the same question paper in any of the subjects, a common paper may be set by the teachers from the concerned colleges. For this purpose, a Committee of senior teachers may be constituted by the Principals of concerned Colleges.
- (e)** The pattern of question paper(s) to be set for the SEE in a given Subject and the scheme of marking shall be decided by the BoS in that subject. For this purpose, the BoS shall frame specimen question paper(s) in the concerned Subject for each Semester for the information of the students. Similarly, for practical examinations, the number of laboratory exercises, marks distribution for each exercise and other relevant details shall be decided by the BoS in that subject.
- (f)** The Schedule of the Examination and the setting of question paper(s) for SEE for Semester- V and Semester-VI shall be done centrally by the University.
- (i)** A Board of Paper-Setters and Examiners for the SEE of Semester V and VI shall be appointed by the University.
- (ii)** The Paper-Setters shall finalise the question paper(s); there shall be no objective type of questions at SEE; however short answer questions may be set.
- (iii)** The paper setters shall also prepare a key for answers to all question/sub-questions and the scheme of marking of the paper set at the examination. In case of descriptive type of answers, only important points to be expected may be highlighted in the key.

- (iv)** The Chairperson shall personally hand over the sealed set of question papers and answer keys to the Controller of Examinations in the prescribed manner.
  - (v)** Photocopies of this key and the marking scheme for each of the paper of the concerned Semester V and VI shall be given to the examiners assessing the papers.
  - (g)** The duration of SEE theory paper carrying 40 marks shall be of 1 hour duration, and those above 40 marks shall be of 2 hours duration.
- 4.(a)(i)** Examination(s) in Laboratory exercises shall be conducted for Courses having practical component. Marks shall be allotted for journal/lab record book, field work, experiment assigned to the candidate and oral, and shall be broadly as follows: Experiment 60%, Journal 20%, Orals 20%. The final break-up of marks shall be as recommended by the Board of Studies in the respective subject, approved by the Academic Council and notified by the University to all the Colleges.
- (ii)** For assessing the candidate's performance in the assigned experiment, the examiner shall take into account the planning, the procedure and the technique followed by the candidate along with the readings/observations, the results and the presentation.
  - (iii)** Candidates shall be required to submit the journal/record book while entering the laboratory to appear for the practical examination. Examiner(s) shall take into account the regularity of the candidate in attending the Laboratory Course, completeness of the exercises, presentation and style of writing the journal. For subjects having field work component, the candidate shall be required to submit the report of such field excursion(s) along with the journal(s) for assessment. The examiner(s) shall consider the report along with journal(s) while allotting the marks.
  - (iv)** In oral examination, the examiner(s) shall assess the knowledge of the candidate in the Course as well as the experiment(s) performed by the candidate.
  - (b)** Record of the breakup of marks thus obtained by the candidate for Semesters I to IV, shall be maintained by the respective College in a sealed envelope for a minimum Period of 4 years.
  - (c)** A candidate may be permitted, strictly on medical or other genuine grounds, to appear for practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination programme for Semester-V and Semester-VI issued by the University. This out of turn appearance may be in the same college in a different batch or in a different College. Such permission may be granted by the University if so recommended by the Principal of the College. The candidate shall be required to remit the requisite fee for his/her being examined out of turn.
- 5.(a)(i)** The project shall be compulsory for all students in lieu of a DSE. Discipline Specific

Project (DSP) shall be assigned during the V semester and assessed and credits assigned in the VI semester. The project shall be group project with a maximum of 5 students per group. A teacher shall not be ordinarily assigned more than 2 projects. The project workload will be 2 hours per week for a group of 5 students and for a group of 3 or less students the workload will be 1 hour per week.

- (ii) Project work and the Report shall be based on field work/library work /laboratory work/ on-the-job training or similar work assigned by the teacher.
- (b) The assessment of the Project Course shall be done equally by Internal Examiner (Project Supervisor for 50 marks) and External Examiner (for 50 marks) as per the guidelines defined in the Project Manual.

**6.(a)(i)** Revaluation of answer books of the candidates at Semesters V and VI shall be permitted as per the existing provisions of OA-5.15 for revaluation/ verification.

- (ii) However, revaluation at Semesters I to IV examinations shall not be permitted.

Personal verification of marks shall be granted to the candidate in the presence of Principal/ Vice-Principal and the concerned Examiner, provided he/she has applied for the same along with payment of prescribed fees, within one week of the declaration of result.

- (b) The following shall be the procedure for the verification of marks:

- (i) On a notified day and time, which should be not later than 10 days after the receipt of application from the candidate, the candidate shall be shown the answer book in the chamber of the Principal/ Vice-Principal in the presence of the Examiner concerned.
- (ii) If the candidate is not satisfied with the result on personal verification of answer book, he may apply to the College Grievance Committee within a week.
- (iii) The College Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.

**7.** A supplementary examination shall be conducted, preferably after 15 days from the declaration of results of Semester II and IV examinations. Students who have a backlog of any or all the papers (theory / practical) of Semesters I, II, III and IV are eligible to appear for this examination.

**8.(a)(i)** Improvement of performance/ total score shall be permitted to a candidate who has passed the B.A./B.Com/B.Sc./ degree examination, in which case he/she shall be required to appear again only in the SEE component of the papers of Semester

V and

/or Semester VI examinations, excluding the Project Course. For this purpose, the marks scored at the first appearance in the Project Course, as also in ISA component of the other papers, shall be carried forward for tabulation of the result under “improvement of performance”.

- (ii) A candidate shall not be permitted to reappear for improvement of performance at Semesters- I, II, III and IV.
  - (iii) This facility to reappear under improvement shall be available during the immediately subsequent regular Semester-V and Semester-VI examinations, but within double the duration period.
  - (iv) The performance of a candidate, who appears under this provision and fails to improve, shall be ignored.
- (b)(i) The candidate availing of this provision shall be considered to have passed Semesters-V and/or VI “under improvement” and this fact shall be recorded on his/her statements of marks and other relevant documents.
- (ii) The candidate shall be required to surrender the original statement of marks and other relevant documents at the time of receiving the fresh statement of marks in the event of improvement of performance/ total score.
  - (iii) A candidate can appear only once under this clause.

#### 9. Award of Grades

A Grade Certificate shall be issued to all the registered students after every Semester based on the grades earned. The Grade Certificate will display the Course details (code, title, number of credits, grade secured). Marks awarded in each Course shall be represented in the form of Grades in the grade sheet issued at the end of each semester.

Letter Grade shall be the index of the performance of students in a said Course, denoted by letters O, A+,A, B+, B, C, P and F, and calculated based on Grade Point and marks obtained for each Course, as shown in the table below.

| Letter Grade      | Grade Point | Marks %  |
|-------------------|-------------|----------|
| O (Outstanding)   | 10          | 85 – 100 |
| A+(Excellent)     | 9           | 75 – <85 |
| A (Very Good)     | 8           | 65 – <75 |
| B+(Good)          | 7           | 55 – <65 |
| B (Above Average) | 6           | 50 – <55 |
| C (Average)       | 5           | 45 – <50 |
| P (Pass)          | 4           | 40 – <45 |
| F (Fail)          | 0           | 0 – <40  |
| Ab (Absent)       | 0           | ---      |

- 10** A student shall be required to score a minimum of 'P' grade in ISA, SEE and practical components taken together to pass in a Course in Semesters I to VI.

**OC-66.6 Grade Point Average (GPA)**

The grade sheet in every semester shall reflect Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The Final result shall be declared as Final Grade Point Average (FGPA), earned at the end of the Programme, which shall be a measure of overall cumulative performance of a student over Semesters I– VI.

The SGPA/CGPA/FGPA shall be converted to a Letter Grade, as shown in the table below:

| <b>CGPA</b>                             | <b>Grades</b>     |
|---|-------------------|
| 10.0                                    | O(Outstanding)    |
| 9.0 – <10                               | A+ (Excellent)    |
| 8.0 – <9.0                              | A (Very Good)     |
| 7.0 – <8.0                              | B+ (Good)         |
| 6.0 – <7.0                              | B (Above Average) |
| 5.0 – <6.0                              | C (Average)       |
| 4.0 – <5.0                              | P (Pass)          |
| Less than required credits or CGPA <4.0 | F (Fail)          |

**OC-66.7 COLLEGE EXAMINATION COMMITTEE, COLLEGE UNFAIR MEANS INQUIRY COMMITTEE AND COLLEGE GRIEVANCE COMMITTEE)(CHOICE BASED CREDIT SYSTEM- CBCS).**

**OC-66.7.1** The following committee shall be constituted by the Principal of the college for the terms mentioned against each of them and shall work subject to control and supervision of the Principal.

- (a)** College Examination Committee - 3 years
- (b)** College Unfair Means Inquiry Committee (CUMIC) - 3 years
- (c)** College Grievance Committee - 3 years
- (A)** The College Examination Committee shall consist of :
  - (i)** A senior teacher who shall be the Chairperson
  - (ii)** Two or four regular teachers (In addition to the Chairperson).
- (a)** There shall be no remission in work-load but adequate remuneration shall be paid to the members.

- (b)** This Committee shall be generally in charge of all matters pertaining to B.A., B.Com. and B.Sc. Examinations in the College.
- (c)** The Committee shall prepare the examination time-table, arrange to get the question paper sets printed and answer books assessed.
- (d)** The Committee shall arrange to get the results prepared, settled, announced and individual statement of marks prepared and issued to the candidates.
- (B)** The CUMIC shall be constituted with the following members
  - (i)** Vice-Principal or a senior teacher as Chairman.
  - (ii)** Two member of the College Examination Committee.
- (2)** The Committee shall inquire into the cases of unfair means and malpractices reported in a manner prescribed by OC-66.7.2 and shall recommend to the Principal a course of action as prescribed in OA-5.14.
- (C)** The College Grievance Committee shall be constituted as under :-
  - (i)** Vice-Principal/Senior member of teaching staff as Chairman, provided that he is not the Chairman of CUMIC.
  - (ii)** Two regular teachers, preferably not members of CUMIC and the College Examination Committee.
  - (iii)** In case the Grievance concerns any member of the committee, the Principal shall reconstitute the Committee for the concerned grievance, excluding the concerned member.
  - (a)** This committee shall investigate into written complaints from the students, referred to Committee by the Principal, in the conduct of examinations and recommend a course of action to the Principal as prescribed in OC-66.7.3 and OA-5.14.

#### **OC-66.7.2 Inquiry into cases of unfair means**

The following procedure shall be followed for inquiring into the cases of candidates alleged to have used unfair means at the F. Y. and/or S. Y. B.A./B.Com./ B.Sc., examinations.

- 1** The candidates be served with a show cause notice and made aware of the charges/allegations reported against him/her so as to enable him/her to prepare his defence at the time of this appearance before the CUMIC and inform him/her thereby of the proposed action to be taken in his/her case, directing him/her to reply to the show cause notice as to why the action proposed should not be taken against him/her.

- (a) The reply received by the Committee from the candidate when he/she appears before it be considered by the Committee and the final recommendation in the matter be taken and reported to the Principal for approval.
- (b) The punishment finally awarded can be equal to, or less than, what is mentioned in the show cause notice, but not more than what is mentioned therein.
- (c) The CUMIC is a recommendatory body. The Principal has to exercise his/her power under Statute SB-13(iv) of the University and issue final order.
- (d) The broad category of malpractice and the quantum of punishment for each category thereof shall be as given in Ordinance on malpractices i.e. OA-5.14.19. Besides these guidelines, each case may be examined in detail and punishment awarded on the merit of each case.

### **OC-66.7.3 Investigation of Grievance by the College Grievance Committee**

- 1 The Committee shall consider the written complaint by a student on the conduct of examination provided that
  - (i) the complaint is submitted within 15 days after the declaration of results;
  - (ii) the complaint is accompanied with a fee of Rs.200/- (refundable if the complaint is found genuine); and

- 2 The matter is referred to the Committee by the Principal.

The Committee shall invite a reply to the allegations, if any, made by the student from the concerned party.

3. After considering the reply of the concerned party, the Committee shall recommend a course of action in writing to the Principal.

4. The Principal may inform the student the findings of the Committee and shall take appropriate action including reassessment of the said answer book. However, if the marks are reduced after reevaluation of the said answer book the original marks shall be retained and the student to be communicated that there is no change in his/her result.

5. A minimum fine of Rs.200/- which shall not exceed Rs.500/-, shall be imposed on the student complainant, if the said allegation(s) is (are) found to be a deliberate attempt at casting aspersions on the teacher(s) concerned. If the allegations are found to be genuine and the same is recorded giving reasons, the action shall be taken as provided under OA-5.2.6.

### **SCHEME FOR AWARD OF ENTITLEMENT MARKS AND GRACE MARKS**

**OA-26 Award of entitlement marks at the University Examinations under the Choice Based Credit System (CBCS) for B.A./B.A. (Hons.)/B.Sc./B.Sc. (Hons.)/B.Com./B.Com. (Hons.) Programmes. (w.e.f. 30th May, 2018)**

**OA-26.1 Scheme for Award of Entitlement Marks:**

Candidates who have participated in NCC /NSS /Sports /Cultural events shall be entitled to entitlement marks as per the following scheme. However, they are not eligible for general grace marks.

(I) Candidates who have been enrolled as members of the NCC and are certified by the Principals of their Colleges/ Heads of Institutions as having satisfactorily completed a minimum of 75% of the total number of parades during a Semester.

OR

(II) Candidates who have participated in the NSS programme and are certified by the Principals of their Colleges/Heads of Institutions as having satisfactorily completed at least 60 hours of social service comprising the time spent in one or more types of projects during a Semester.

OR

(III) Candidates who have to their credit participation in cultural events during the Semester as specified below:

**A. Cultural Events – At the University Level**

a) All students who are members of the Winning and Runners-up teams at the Inter-Collegiate level where competitions for team Championships are conducted by the University.

b) In the case of individual events at the Inter-Collegiate meets conducted by the University students winning first three places, in the order of merit.

**B. Cultural Events – At the Inter-University / Inter- State (representing the University, Zone or State / National (representing the University, Zone or State)/International (representing the University or State or Nation) Level.**

(IV) All the above categories of students shall be entitled to 10 marks under any one or both of the conditions (a) and (b) mentioned below, for the examination pertaining to the respective Semester.

a) A candidate who fails to pass in one or more heads of passing for a course shall be awarded entitlement marks to the extent of 5 % of the maximum marks allotted to the head of passing, subject to a maximum of 5 marks in each course.

b) The entitlement marks whether allotted or not, fully or partially, under any of the heads of passing shall be shown along with the grand total with appropriate ‘#’ sign. The benefit of gracing mentioned above shall be given at the respective Semester examinations.

The entitlement marks under this Ordinance shall not be counted for the purpose of placement in the order of merit or award of scholarships, prizes and medals or of other awards. However, such marks can be utilized for award of higher grades.

c) Level of participation in cultural events within the State of Goa:

1. Entitlement marks may be awarded to the First three prize winners in team as well as individual events organized by the State Government/ Central Government organizations.

2. To be considered for the award of entitlement marks, at least 10 Institutions should have participated in the event.

3. The Principals of those colleges whose students have secured 1st, 2nd and 3<sup>rd</sup> prizes should verify and forward the names of the students to the University for the award of entitlement marks.

4. The organizing agencies should also forward the names of the students and a list of the participating colleges to the University.

V) Candidates who are eligible as per University eligibility rules and have to their credit participation in Sports events during the academic year/Semester as specified below:

#### **A. Eligibility**

The Candidate (Sportsperson) should be a bona fide student of Goa University or its affiliated college. She/he shall participate in the sports events approved by the Sports Council of Goa University, National Sports Federations having recognition of the Ministry of Youth Affairs and Sports / Indian Olympic Association / Association of Indian Universities after obtaining prior approval of the respective Principal / Dean / Head of Department. She/he shall be eligible for the Sports Merit Marks only after the completion of her/his performance in the event and the marks so allotted shall be counted for her/his appearance at the respective Semester Examination only. In the event of her/his performance in more than one category/sport, only the highest marks allotted in any one category/ sport will be considered.

For the purpose of allotment of marks, sports events shall be divided into the following categories:

*Category A:* Students representing India in the following International events.

Olympic Games, World Championships, World Cups, Davis Cup, Thomas Cup, Uber Cup, Para Olympic Games, Winter Olympics Games, Champions Trophy, Commonwealth Games, Commonwealth Championships, World University Games, World University Championships, Asian Games (Indoor/Outdoor Games), Asian Cups, Asian Championships, Asian Winter Games, Asian Para Olympics, Wimbledon Championship, US, French & Australia Open Tennis Championships, All England Badminton Tournament, Youth Olympic Games.

*Category B:* Students representing India in the following International events/Championships recognized by National Sports Federation which are duly approved by the Ministry of Youth Affairs and Sports/ Indian Olympic Association/Association of Indian Universities.

One Day International Cricket Matches, Cricket Test Matches, Commonwealth Youth Games, International Athletic Permit Meet, Asian Youth Games, Asian Martial Art Games, SAF Games, Any Other International Game/Sport recognised by Indian Olympic Association.

*Category C:* Students representing Goa State for National events organised by the recognised National Federation which are duly approved by the Indian Olympic Association /Association of Indian Universities.

i) National Games

ii) National Championships (only one in each recognised discipline to be determined by respective National Federation)

iii) Federation Cups organised by National Sports Federations recognised by the Government of India and Indian Olympic Association.

iv) National Sports Festivals for Women.

*Category D (1):* Students representing Goa University in the All India Inter-University Championships, approved by Association of Indian Universities.

*Category D (2):* Students representing Goa University in Zonal Inter-University Championships, approved by Association of Indian Universities.

*Category E1:* Students representing the College in the Inter-Collegiate Tournaments as approved by the Sports Council and organised by Goa University.

*Category E2:* Students eligible as per eligibility rules of Goa University and participating in State Championship recognized by Sports Authority of Goa in disciplines that are not in the list of annual Intercollegiate Championships organized by Goa University.

A student shall have to attend a minimum of ten practice sessions consisting of two hours each, organized by the College/University in the form of inter class/intra mural competition/coaching in order to be eligible for participation /selection at inter college championships.

B. Allotment of Sports Merit Marks to Categories: Students participating in sports shall be eligible for entitlement marks as per the table given below:

| Category | Participation | Winner/<br>Gold Medal | Runners-up/<br>Silver Medal | Semi-finalists/<br>Bronze Medal |
|----------|---------------|-----------------------|-----------------------------|---------------------------------|
| A        | 28            | 28+24 = 52            | 28+22 = 50                  | 28+20 = 48                      |
| B        | 26            | 26+22 = 48            | 26+20 = 46                  | 26+18 = 44                      |
| C        | 16            | 16+20 = 36            | 16+16 = 32                  | 16+14 = 30                      |
| D1       | 20            | 20+16 = 36            | 20+12 = 32                  | 20+10 = 30                      |
| D2       | 16            | 16+12 = 28            | 16+08 = 24                  | 16+06 = 22                      |
| E1 & E2  | 10            | 10+06 = 16            | 10+04 = 14                  | 10+02 = 12                      |

C. (i): Sports Merit Marks allotted to a student passing on her/his own merit shall be indicated separately in the mark sheet and shall be counted for the purpose of higher grades, class, honours or distinction. However, unless otherwise eligible, the same shall not be counted for the purpose of obtaining any University scholarship, prizes, medals or placement in order of merit/rank for the said exam.

(ii) A student shall be eligible for the Sports Merit Marks in a particular course, provided that she/he shall have obtained a minimum of 50% marks required to pass/claim exemption in that

Paper/Subject. In the event of the student being unable to utilise the Sports Merit Marks the same can be carried forward to the subsequent appearance of the same examination.

(iii) In case of a student failing in a particular course(s), whether in theory or practical or both, the Sports Merit Marks shall be added to that course(s) as per (ii) above and indicated by a hash (#) tag. Balance marks, if any, shall be shown separately in the statement of marks.

(iv) The entitlement marks on account of participation in sports shall be awarded at the examination conducted at the end of the Semester during which the student is eligible for such marks.

**N.B.**

(a) The marks awarded under this scheme shall be shown separately in the candidate's statement of marks.

(b) The benefit envisaged in the above clauses shall be made available to students on their producing the necessary certificate.

(c) If the percentage of the entitlement marks calculated /arrived at, comes to decimal of 0.5 and above then it shall be rounded to the nearest higher whole number.

(d) A student participating in Sports / NCC / NSS / Cultural activities shall be eligible for the award of entitlement marks under only one category in whichever she/he scores the highest.

**OA-26.2 Eligibility for awards:**

i) A candidate who has been awarded marks in any head/head(s)/subject(s) for an examination under this Ordinance, shall not be eligible for any University scholarships, prizes, medals, placement in order of merit for the said examination unless she/he is eligible to it even otherwise.

ii) The unutilized Entitlement Marks obtained for NCC /NSS/ Sports / Cultural activity can be carried forward to the subsequent appearance of the same examination.

**OA-26.3 Award of credits and grades under Skill Enhancement Courses for NCC/NSS/Cultural activities/ Sports:**

**OA-26.3.1: Entitlement marks allotted per semester for participation at various levels and for their achievement:**

(A) NCC:

| S.No | Nature & Level of participation / Achievement           | Entitlement marks/<br>Semester |
|------|---|--------------------------------|
| 1    | Regular participation in NCC (as in OA-XX.1 (IV) above) | 10                             |
| 2    | ATC   | 5                              |
| 3    | NIC (National Integration Camp 10 Days)                 | 10                             |
| 4    | Independence Day Camp                                   | 10                             |
| 5    | Tal Sena Camp (Group)                                   | 5                              |

|    |  |    |
|----|--|----|
| 6  | Tal Sena Camp  | 10 |
| 7  | B certificate  | 10 |
| 8  | C certificate  | 15 |
| 9  | Pre-RD (Group) (10 days)   | 5  |
| 10 | Pre-RD (Directorate) (10 Days)   | 10 |
| 11 | RD Parade at New Delhi   | 35 |
| 12 | Youth Exchange Programme (YEP at the International Level<br>(In addition to the RD parade marks) | 15 |
| 13 | Any camp attended outside Goa (Group level)  | 5  |
| 14 | Any camp attended outside Goa (Directorate level)  | 10 |
| 15 | Any Camp that is of Inter Group Competition (IGC)  | 15 |

(B) NSS:

| S.No | Nature & Level of participation / Achievement  | Entitlement marks/<br>Semester |
|------|--|--------------------------------|
| 1    | Regular participation in NSS (as in OA-XX.1 (IV) above)                                      | 10                             |
| 2    | NSS Special Camp (7 days)  | 5                              |
| 3    | National Integration Camp (6 days)   | 5                              |
| 4    | Pre-RD (10 days)   | 5                              |
| 5    | Adventure Camps (8 days)   | 5                              |
| 6    | National Youth Convention (6 days)   | 5                              |
| 7    | Best all-round NSS volunteer of the College for the year                                     | 5 (based on entire year)       |
| 8    | Indira Gandhi Awardee  | 10                             |
| 9    | Participation at RD Camp (one month)   | 10                             |
| 10   | Participation at International Event such as International Youth exchange programme (6 Days) | 10                             |

**OA-26.3.2 Award of Credits for Skill Enhancement Course (SEC) and Grades:**

The marks awarded as shown above shall cumulate (after subtracting the marks utilized for passing, if any) till the end of Semester II. If the candidate wishes to utilise these marks for claiming a Skill Enhancement Course (SEC) in Semester III, then she/he shall inform it in writing to the Principal of the College at the beginning of Semester III. The candidate shall be given credits in lieu of a regular SEC for NCC/NSS/Cultural activities/Sports at the end of Semester III by considering the marks accumulated till the end of Semester III for the particular activity. These accumulated marks shall be used for calculating the grade as per OC-66.5.9. If the candidate wishes to claim the credits for Semester IV, she/he shall inform it in writing to the Principal of the College at the beginning of Semester IV. The candidate will be given credits in lieu of a regular SEC for NCC/NSS/Cultural activities/Sports at the end of Semester IV by considering the marks

accumulated till the end of Semester IV for the particular activity. This option is available to B.Sc. [not for B.Sc. (Hons.)] students during Semesters V and VI also, following the same principle detailed above. However, they can exercise this option only once (i.e. Semester III/ IV /V/VI). These accumulated marks shall be used for calculating the grade as per OC-66.5.9. For this purpose, any marks accumulated beyond 100 shall not be considered, nor carried forward. However marks obtained during subsequent Semesters shall accumulate.

If a candidate does not wish to claim Credits for her/his accumulated entitlement marks, the marks shall continue to accumulate till the end of Semester VI (either without utilising or after partially being utilised). These cumulative marks shall be shown separately with a # mark in each Semester. At the time of candidate fulfilling the minimum credits for the programme these marks shall be converted into GPA and added to the CGPA to arrive at the FGPA using an appropriate conversion formula.

### **UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018 (F.NO. 14-4/2012(CPP-11) 7<sup>th</sup> December, 2018)**

In exercise of the power conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the University Grants Commission hereby makes the following regulations:

#### 1. SHORT TITLE, APPLICATION AND COMMENCEMENT:

- a) These regulations shall be called as the University Grants Commission (Grievance Redressal of Students) Regulations, 2018.
- b) They shall apply to all HEIs, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- c) They shall come into force from the date of their publication in the Official Gazette.

#### 2. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);

- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a person seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;
- (d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;
- (f) "grievances" include the following complaints of the aggrieved students, namely:
- i) making admission contrary to merit determined in accordance with the declared admission policy of the institution;
  - ii) irregularity in the admission process adopted by the institution;
  - iii) refusing admission in accordance with the declared admission policy of the institution;
  - iv) non publication of prospectus, (either hard copy / online) as specified in these regulations;
  - v) publishing any information in the prospectus, which is false or misleading, and not based on facts;
  - vi) withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a students for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
  - vii) demand of money in excess of that specified in the declared admission policy to be charged by such institution;
  - viii) breach in reservation policy in admission as may be applicable;
  - ix) nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;
  - x) delay in conduct of examinations or declaration of results beyond the specified schedule in the academic calendar;
  - xi) on provision of student amenities as may have been promised or required to be provided by the institution;
  - xii) non transparent or unfair evaluation practices;
  - xiii) Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the Commission from time to time.
- (g) "Department Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a Department.

(h) "Institutional Grievance Redressal Committee" means a committee constituted under these regulations, at the level of an Institution.

(i) "College Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a college.

(j) "University Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a University.

(k) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (b) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;

(l) "Institution" for the purposes of these regulations, means any university, college or such other institutions, as the case may be;

(m) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;

(n) "Ombudsperson" means the Ombudsperson appointed under these regulations;

(o) "University" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

### **3. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:**

i. Every higher educational institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:

(a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;

(b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;

(c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;

(d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;

(e) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;

(f) rules / regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine may be imposed.

(g) the percentage of tuition fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student;

(h) details of the teaching faculty, including their educational qualifications, along with the category they belong to Regular / visiting ----- and teaching experience of every member of its teaching faculty. information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;

(i) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution.

(j) any other information as may be specified by the Commission:

Provided that an institution shall publish / upload information referred to in items (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in different newspapers and through other media:

ii . Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

#### **4. GRIEVANCE REDRESSAL COMMITTEES (GRC):**

##### **A.Department Grievance Redressal Committee (DGRC)**

i) In case of universities, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) to be constituted at the level of departments/school/center whose composition shall be as follows:

- a) Head of the Department / School / Center — Chairperson
- b) a Professor from outside the department / school / center to be nominated by the Head of HEI — Member
- c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department — Member.
- ii) The Chairperson and members of the committee shall have a term of two years.
- iii) The quorum for the meeting shall be two, including Chairperson.
- iv) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.
- v) The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.
- vi) The DGRC shall provide a copy of the report to the aggrieved person(s).

**B. Institutional Grievance Redressal Committee (IGRC)**

- (i) The complaints not related to departments/schools / center and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Committee (IGRC) to be constituted by Head of the HEI, whose composition shall be as follows:
  - (a) Pro-Vice Chancellor / Dean/ Senior academician of HEI Chairperson.
  - (b) Dean of students/Dean, Students Welfare
  - (c) Two senior academicians other than Chairperson.
  - (d) Proctor / Senior academician
- (ii) The above Committee shall be approved by the statutory body of institution (Executive Council or its equivalent).
- (iii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Committee members shall be two years.
- (iv) The quorum for the meetings shall be three, including Chairperson.
- (v) The IGRC shall consider the recommendation of DGRC while giving its recommendations. However, the IGRC shall have the power to review recommendations of the DGRC.
- (vi) The ICRC shall follow the principles of natural justice while deciding the grievances.

(vii) The IGRC shall send the report and the recommendations to the Head of the HEI within a period of 15 working days from the date of receipt of grievance, or appeal or recommendations of the DGRC.

(viii) The IGRC shall provide a copy of the report to the aggrieved person(s).

### **C. College Grievance Redressal Committee (CGRC)**

i) In case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows:

- a) Principal of the college -Chairperson
- b) Two senior faculty members nominated by the principal of the College.

(ii) The tenure of the members shall be two years.

(iii) The quorum for the meeting shall be two, including Chairperson.

(iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.

(v) The CGRC shall send the report and recommendations to the Vice-Chancellor of the affiliating university within a period of 15 days of receiving the complaint.

### **D. University Grievance Redressal Committee (UGRC)**

(i) In case of grievances not resolved by CGRC, it shall be referred to University Grievance Redressal Committee (UGRC) for which the Vice-chancellor of the affiliating university shall constitute a University Grievance Redressal Committee (UGRC) consisting of five members for a individual colleges or a group of colleges keeping in view the location of the college(s). The UGRC shall be constituted by the Vice-chancellor of the affiliating university consisting of •

- a) A senior Professor of the university — Chairperson
- b) Dean, Student Welfare or its equivalent - Member
- c) Three Principals drawn from the affiliating colleges, on rotation basis to be nominated by the Vice-Chancellor — Members

(ii) The Chairperson and members of the committee shall have a term of two years.

(iii) The quorum for the meeting shall be two, including Chairperson.

(iv) The CGRC shall follow the principle of normal justice while deciding the grievance of the students.

(v) The CGRC shall send the report and the recommendations to the principal of the college within a period of 15 days of receiving the complaint.

E. Any person aggrieved by the decision of the Institutional Grievance Redressal Committee or University Grievance Redressal Committee may within in a period of six days prefer an appeal to the Ombudsperson.

#### 5. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:

(i) Each HEI shall appoint an Ombudsperson for redressal of grievances of students under these regulations.

(ii) The Ombudsperson shall be a person not related to the university and who is a retired Vice-Chancellor, Registrar or a faculty member who has at least ten years of experience as a Professor.

(iii) The Ombudsperson shall not be in any conflict of interest with the university, either before or after his appointment.

(iv) The Ombudsperson, or any member of his immediate family shall not -

(a) hold or have held at any point in the past, any post or, employment in any office of profit in the university;

(b) have any significant relationship, including personal, family, professional or financial, with the university;

(c) hold any position in university by whatever name called, in the administration or governance structure of the university.

(v) The Ombudsperson in a State University shall be appointed by the Executive council of the university on part-time basis from a panel of three names recommended by the search committee consisting of the following members, namely:-

(a) Nominee of the Governor of the State or his nominee Chairperson

(b) Vice-Chancellor of a University of State to be nominated by the State Government — Member

(c) Vice-Chancellor of the concerned State University — Member

(d) Registrar of the concerned State University — Secretary (non voting)

(vi) The Ombudsperson in a Central University and institution deemed to be university shall be appointed by the Executive Council of the Central University or the equivalent statutory body of the Deemed to be University, as the case may be, on part - time basis from a panel of three member recommended by the search committee consisting of the following members, namely:-

(a) Nominee of University Grants Commission — Chairperson

(b) One Vice Chancellor from Central University to be nominated by UGC (for Central Universities) — Member

**OR**

One Vice Chancellor from institution deemed to be university to be nominated by the UGC (for Deemed to be Universities) - Member

(c) The Vice Chancellor of the university — Member

(d) The Registrar of the university — Secretary (Non-Voting)

(vii) The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/she assumes the office and may be reappointed for another one term in the same university.

(viii) The Ombudsperson shall be paid the sitting fee per day as per the norms of the university for hearing the cases, in addition to the reimbursement of the conveyance.

(ix) The Ombudsperson may be removed on charges of proven misconduct or misbehavior or as defined under these regulations, by the concerned appointing authority i.e. the Executive Council of the University.

## **6. FUNCTIONS OF OMBUDSPERSON:**

(i) The Ombudsperson shall hear any appeal of an applicant for admission as student or student of the university against the university or institution affiliated to it as the case may be, after the student has availed all remedies available in such institution for redressal of grievance such as IGRC / UGRC;

(ii) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, the issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.

(iii) Ombudsperson may seek the assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.

(iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the student(s).

#### 7. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND GRIEVANCE REDRESSAL COMMITTEE:

i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that institution may submit an application seeking grievance redressal.

ii) On receipt of any online complaint, the institution shall refer the complaint to the appropriate Grievance Redressal Committee, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.

iii) The Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved person.

iv) An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.

v) The Grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.

vi) The institution shall co-operate with the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson to the Vice Chancellor.

vii) On the conclusion of proceedings, the Ombudsperson shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.

viii) Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.

ix) The institution shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the institution shall be reported by the Ombudsperson to the Commission.

x) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

**8. INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE:**

The institution shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in their prospectus prominently.

**9. CONSEQUENCES OF NON-COMPLIANCE:**

The Commission shall in respect of any institution which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, may proceed to take one or more of the following actions, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- (c) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- (d) informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- (e) recommend to the affiliating university for withdrawal of affiliation, in case of a college;
- (f) The Commission may take necessary and appropriate action as it may deemed fit, in case of an institution deemed to be university;
- (g) recommend to the concerned State Government for necessary and appropriate action, in case of a university established or incorporated under a State Act;
- (h) The Commission may take necessary and appropriate actions against any institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

## IMPORTANT COMMITTEES OF THE COLLEGE AND RESPECTIVE CHAIRPERSONS

| Sr. No: | COMMITTEE  | CHAIRPERSON                           |
|---------|--|---------------------------------------|
| 1.      | Admission & Annual Plan                          | Mr. Devanand Velingkar                |
| 2.      | Time Table                                       | Ms. Varada Kalas                      |
| 3.      | Examination                                      | Prof. Seema Salgaonkar                |
| 4.      | Attendance                                       | Ms. Anita Raikar                      |
| 5.      | Literary Association<br>( Abhyas Mandal )        | Dr. Sunetra Kalangutkar               |
| 6.      | Science Association                              | Dr. Sushma Dessai                     |
| 7.      | Commerce Association                             | Dr. Radhamani Divakar                 |
| 8.      | National Days                                    | Lieutenant Vishal Advaiakar           |
| 9.      | Nature Club                                      | Dr. Siddhi Naik                       |
| 10.     | Sustainability and Green initiatives             | Ms. Yanita Palkar / Dr Sapna Gaitonde |
| 11.     | Healthy Practices & Campus Eco-friendly Cell     | Ms. Yanita Palkar                     |
| 12.     | SBSI & MGNCRE                                    | Dr Sapna Gaitonde                     |
| 13.     | Green Audit                                      | Dr Pratibha Bakre/ Dr Ashish Naik     |
| 14.     | Library services                                 | Ms Merel D'Silva                      |
| 15.     | N.S.S Unit                                       | Dr. Paresh Lingadkar                  |
| 16.     | Sports Committee                                 | Dr. T.S Dey                           |
| 17.     | Srijan Manch                                     | Dr. Asha Gahloth                      |
| 18.     | Career Guidance, & Entrepreneur Development Cell | Dr. Rajashri Mordekar                 |
| 19.     | Social Inclusion and Equal Opportunities         | Mr. Mahesh Kerkar                     |
| 20.     | Merit scholarship                                | Ms. Ridhima Shirodkar                 |
| 21.     | Field trips/ Industry visits, Transport          | Dr. Beena Vernekar                    |
| 22.     | First aid and Red Ribbon Cell                    | Ms. Yanita Palkar                     |
| 23.     | Yoga/meditation/wellness centre                  | Ms. Anita Raicar                      |
| 24.     | Alumni/ PTA coordination                         | Mr. Prashant Chodankar                |
| 25.     | Canteen  | Dr. Ashish Naik                       |
| 26.     | Intra semester assessment monitoring             | Mr. Prashant Chodankar                |
| 27.     | Unfair means Inquiry                             | Dr. Lucas Miranda                     |
| 28.     | Discipline & Anti-ragging                        | Dr. Reshma Kholkar                    |
| 29.     | Students Examination grievance (UG)              | Dr. Sharmila Dessai                   |
| 30.     | Students Examination Grievance (PG)              | Dr. Dilecta D'Costa                   |

|     |  |  |
|-----|--|--|
| 31. | Faculty assessment, Remedial teaching & Mentoring                        | Ms. Anna Gracy Fernandes / Dr. Sharmila Dessai               |
| 32. | Computer literacy/ Cyber cell  | Ms Pooja Dalvi   |
| 33. | Magazine   | Dr. Lopamudra Banerjee                                       |
| 34. | Department of Research, Development and Innovation                       | Dr. Dilecta D'Costa  |
| 35. | Staff welfare  | Ms. Anita Raicar   |
| 36. | Gender Equity Cell and Women Development                                 | Dr. Sushma Dessai  |
| 37. | Academic , Administrative, and Energy Audit                              | Dr.Christina De Souza/ Dr Pratibha Bakre/ Dr Ashish Naik.    |
| 38. | Website Development  | Mr Milton Pires  |
| 39. | Public relations Officer   | Dr. Jaison Joseph  |
| 40. | Purchase and Grant utilization, infrastructure maintenance & development | Dr. Pravina Kerkar   |
| 41. | Seminar Hall Maintenance   | Mr.Prashant Chodankar  |
| 42. | TY Project monitoring  | Ms. Sujata Gaonkar   |
| 43. | Sanskrit language  | Ms. Varada Kalas   |
| 44. | RUSA   | Dr. Pravina Kerkar   |
| 45. | Academic- students exchange programme                                    | Dr. Prabir K. Rath   |
| 46. | Skill development, Moocs and Value added courses                         | Ms. Ranjana Sawaikar   |
| 47. | Student Induction programme  | Dr. Reshma Kholkar / Dr Shambu Parab/ Mr Devanand Velingkar. |
| 48. | Institutional Industry Collaboration                                     | Ms Pooja Dalvi & Dr Shambu Parab                             |
| 49. | Consumer welfare cell  | Dr. Radhamani Divakar  |
| 50. | Institutional social responsibility (village adoption programme)         | Mr. Paresh Lingadkar   |
| 51. | NCC  | Lieutenant Vishal Advaiakar (ANO)                            |
| 52. | Foreign students   | Dr. Paresh Lingadkar   |
| 53. | Collegiate students Grievance Redressal                                  | Dr Sapna Pelapkar  |
| 54. | Prevention of Sexual Harassment Committee                                | Dr. Christina D'souza  |
| 55. | University Affiliation Committee   | Dr. Asha Ghaloth   |
| 56. | Right to Information   | Dr. Pravina Kerkar   |
| 57. | IQAD convenor  | Dr Pravina Kerkar  |
| 58. | NAAC Convenor  | Mr. Prashant Chodankar                                       |

|     |                          |                     |
|-----|--------------------------|---------------------|
|     |                          |                     |
| 59. | IGNOU Co-ordinator       | Mr. Mahesh Kerkar   |
| 60. | AISHE and NIRF Committee | Ms. Varada Kalas    |
| 61. | Extension Services       | Ms Manisha Phadte   |
| 62. | Extra Mural Cell         | Dr. Sharmila Dessai |

**GOVERNMENT COLLEGE OF ARTS SCIENCE AND COMMERCE,  
KHANDOLA – MARCELA – GOA, 403107 (ESTD 1989)**

**(AFFILIATED TO GOA UNIVERSITY)**

**Accredited by NAAC with 'A" Grade**

**NIRF Rank Band 101 to 150 for 2018-19**

**REVISED FEE CHART 2021 - 2022**

## FY B.A/ B.Sc/ B.Com/B.Voc. Semester I & II

| FEE Structure for TY.B.A/ B.Com/ B.Sc ( Practical and Non practical subjects ) , Academic year 2020-2021 |   |                    |                  |   |   |  |                                     |                                     |                               |   |  |  |                              |                            |                                      |                                      |                                    |                          |                     |                  |             |
|--|---|--------------------|------------------|---|---|--|-------------------------------------|-------------------------------------|-------------------------------|---|--|--|------------------------------|----------------------------|--------------------------------------|--------------------------------------|------------------------------------|--------------------------|---------------------|------------------|-------------|
| Semesters  | TY.B.A.<br>(Gen/Hon in<br>Hindi, Eco,<br>Pol.Sc) GC | TY.B.A.<br>(SC/ST) | TY.B.A.<br>(OBC) | TY.B.A.<br>(Geog/<br>Psycho<br>Hon) G C | TY.B.A.<br>(Geog/<br>Psycho<br>Hon<br>(SC/ST) | TY.B.A.<br>(Geog/<br>Psycho<br>Hon)(OBC) | TY.B.A.<br>(Geog<br>Hon)<br>General | TY.B.A.<br>(Geog<br>Hon)<br>(SC/ST) | TY.B.A.<br>(Geog<br>Hon)(OBC) | TYB.Sc.<br>(Mic /<br>Chem<br>/Geog<br>General | TYB.Sc.<br>(Mic /<br>Chem /<br>Geog<br>(SC/ST) | TYB.Sc.<br>(Mic /<br>Chem /<br>Geog<br>(OBC) | TY B.Sc.<br>Maths<br>(SC/ST) | TY B.Sc.<br>Maths<br>(OBC) | TY<br>B.Sc.(Com<br>p Sc )<br>General | TY<br>B.Sc.(Com<br>p Sc )<br>(SC/ST) | TY<br>B.Sc.(Co<br>mp Sc<br>) (OBC) | TYB.Com<br>(General<br>) | TYB.Com.<br>(SC/ST) | TYB.Com<br>(OBC) |             |
| Tuition Fee  | 1530  | ..                 | 1530             | 1530                                    | ..  | 1530                                     | 1530                                | ..                                  | 1530                          | 1530  | ..   | 1530   | 1530                         | ..                         | 1530                                 | 2050                                 | ..                                 | 2050                     | 1530                | ..               | 1530        |
| Library Fee  | 470   | ..                 | 470              | 470                                     | ..  | 470                                      | 470                                 | ..                                  | 470                           | 470   | ..   | 470  | 470                          | ..                         | 470                                  | 470                                  | ..                                 | 470                      | 470                 | ..               | 470         |
| IAIMS Fees   | 225   | 225                | 225              | 225                                     | 225   | 225                                      | 225                                 | 225                                 | 225                           | 225   | 225  | 225  | 225                          | 225                        | 225                                  | 225                                  | 225                                | 225                      | 225                 | 225              | 225         |
| Application Processing Fees  | 150   | 150                | 150              | 150                                     | 150   | 150                                      | 150                                 | 150                                 | 150                           | 150   | 150  | 150  | 150                          | 150                        | 150                                  | 150                                  | 150                                | 150                      | 150                 | 150              | 150         |
| Laboratory Practical Fees/<br>Computer Laboratory Fees   | 0   | ..                 | 0                | 240                                     | ..  | 240                                      | 480                                 | ..                                  | 480                           | 880   | ..   | 880  | 0                            | ..                         | 0                                    | 2470                                 | ..                                 | 2470                     | 0                   | ..               | 0           |
| Caution Deposits   | 70  | 70                 | 70               | 70                                      | 70  | 70                                       | 70                                  | 70                                  | 70                            | 70  | 70   | 70   | 70                           | 70                         | 70                                   | 70                                   | 70                                 | 70                       | 70                  | 70               | 70          |
| Laboratory Deposits*   | 0   | ..                 | 0                | 90                                      | ..  | 90                                       | 90                                  | ..                                  | 90                            | 90  | ..   | 90   | 0                            | ..                         | 0                                    | 90                                   | ..                                 | 90                       | 0                   | ..               | 0           |
| Library Deposits   | 70  | ..                 | 70               | 70                                      | ..  | 70                                       | 70                                  | ..                                  | 70                            | 70  | ..   | 70   | 70                           | ..                         | 70                                   | 70                                   | ..                                 | 70                       | 70                  | ..               | 70          |
| Students Aid Fund  | 130   | 130                | 130              | 130                                     | 130   | 130                                      | 130                                 | 130                                 | 130                           | 130   | 130  | 130  | 130                          | 130                        | 130                                  | 130                                  | 130                                | 130                      | 130                 | 130              | 130         |
| Sports (Gymkhana) fees   | 420   | 420                | 420              | 420                                     | 420   | 420                                      | 420                                 | 420                                 | 420                           | 420   | 420  | 420  | 420                          | 420                        | 420                                  | 420                                  | 420                                | 420                      | 420                 | 420              | 420         |
| Other fees   | 420   | 420                | 420              | 420                                     | 420   | 420                                      | 420                                 | 420                                 | 420                           | 420   | 420  | 420  | 420                          | 420                        | 420                                  | 420                                  | 420                                | 420                      | 420                 | 420              | 400         |
| Examination fees / Marksheet   | *   | *                  | *                | *                                       | *   | *  | *                                   | *                                   | *                             | *   | *  | *  | *                            | *                          | *                                    | *                                    | *                                  | *                        | *                   | *                | *           |
| College Magazine   | 150   | 150                | 150              | 150                                     | 150   | 150                                      | 150                                 | 150                                 | 150                           | 150   | 150  | 150  | 150                          | 150                        | 150                                  | 150                                  | 150                                | 150                      | 150                 | 150              | 150         |
| IT Charges   | 820   | 820                | 820              | 820                                     | 820   | 820                                      | 820                                 | 820                                 | 820                           | 820   | 820  | 820  | 820                          | 820                        | 820                                  | 820                                  | 820                                | 820                      | 820                 | 820              | 820         |
| Students' Council  | 30  | 30                 | 30               | 30                                      | 30  | 30                                       | 30                                  | 30                                  | 30                            | 30  | 30   | 30   | 30                           | 30                         | 30                                   | 30                                   | 30                                 | 30                       | 30                  | 30               | 30          |
| PTA  | 50  | 50                 | 50               | 50                                      | 50  | 50                                       | 50                                  | 50                                  | 50                            | 50  | 50   | 50   | 50                           | 50                         | 50                                   | 50                                   | 50                                 | 50                       | 50                  | 50               | 50          |
| Alumni(TY Only)  | 50  | 50                 | 50               | 50                                      | 50  | 50                                       | 50                                  | 50                                  | 50                            | 50  | 50   | 50   | 50                           | 50                         | 50                                   | 50                                   | 50                                 | 50                       | 50                  | 50               | 50          |
| <b>Total</b>   | <b>4585</b>   | <b>2515</b>        | <b>4585</b>      | <b>4915</b>                             | <b>2515</b>                                   | <b>4915</b>                              | <b>5155</b>                         | <b>2515</b>                         | <b>5155</b>                   | <b>5555</b>                                   | <b>2515</b>                                    | <b>5555</b>                                  | <b>4585</b>                  | <b>2515</b>                | <b>4585</b>                          | <b>7665</b>                          | <b>2515</b>                        | <b>7665</b>              | <b>4585</b>         | <b>2515</b>      | <b>4565</b> |

## CALENDER OF EVENTS

TENTATIVE SCHEDULE OF THE COLLEGE ACTIVITIES FOR THE ACADEMIC YEAR 2021-2022.

| S.No | Activities/ Events  | Dates                |
|------|---|----------------------|
| 1)   | Reopening of the College and Principal's Welcome Address<br>Student Induction Programmer for FYBA/BSC/BCOM BVoC | 01/09/21             |
| 2)   | Chaturthi Vacation  | 09/09/21 to 15/09/21 |

|     |  |                                    |
|-----|--|------------------------------------|
| 3)  | I- ISA – Intra Semester Assessment Tests (Written Mode)              | 11/10/21 to 13/10/21               |
| 4)  | Gandhi Jayanti   | 02/10/21                           |
| 5)  | Filling of Forms of Repeat SEE ( I & III)                            | 21/10/21 to 24/10/21               |
| 6)  | Filling of Forms of Repeat SEE ( I & III) with Late Fee              | 25/10/21 to 30/10/21               |
| 7)  | II- ISA – Intra Semester Assessment Tests (Other than Tests Mode)    | 15/11/21 to 16/11/21               |
| 8)  | Display of Non Eligibility Lists for SEE based on ISA                | 30/11/2021                         |
| 9)  | Display of Non Eligibility Lists for SEE based on Attendance         | 30/11/2021                         |
| 10) | Internal Practical   | 06/11/21                           |
| 11) | Semester End Examination( I, III, V & Repeat VI)                     | November 2021                      |
| 12) | Provisional Declaration of SEE Result (I & III) by the College       | 1st week February 2022             |
| 13) | Verification of Results  | 2 <sup>nd</sup> week February 2022 |
| 14) | Winter Vacation  | 30/11/21 to 10/12/21               |
| 15) | Reopening of the College   | 10/12/2021                         |
| 16) | Goa Liberation day   | 19/12/21                           |
| 17) | Christmas Vacation   | 24/12/20 to 01/01/22               |
| 18) | Republic Day Celebration   | 26/01/2022                         |
| 19) | I- ISA – Intra Semester Assessment Tests (Written Mode)              | 14/02/22 to 16/02/22               |
| 20) | Filling of Forms of Repeat SEE ( II & IV)                            | 01/03/22 to 07/03/22               |
| 21) | Filling of Forms of Repeat SEE ( II & IV) with Late Fee)             | 08/02/22 to 13/02/22               |
| 22) | Filling of Forms of Supplementary SEE ( I & III)                     | 01/03/22 to 07/03/22               |
| 23) | Filling of Forms of Supplementary SEE ( I & III) with Late Fees      | 08/02/22 to 13/02/22               |
| 24) | II- ISA – Intra Semester Assessment Tests ( Other than Written Mode) | 14/03/22 to 16/03/22               |
| 25) | Internal Practicals & Project Viva Voce                              | 14/03/22 to 30/03/22               |
| 26) | Display of Non Eligibility Lists for SEE based on ISA                | 18/04/22                           |
| 27) | Display of Non Eligibility Lists for SEE based on Attendance         | 18/04/22                           |
| 28) | Semester End Examination( II, IV, VI & Repeat V)                     | April 2022                         |
| 29) | Provisional Declaration of SEE Result (II & IV) by the College       | 1st week of May 2022               |
| 30) | Filling of Forms of Supplementary SEE ( II & IV)                     | 01 <sup>st</sup> week May 2022     |
| 31) | Verification of Results  | 02 <sup>nd</sup> week May 2022     |
| 32) | Filling of Forms of Supplementary SEE ( II & IV) with Late Fees      | 02 <sup>nd</sup> week May 2022     |
| 33) | Summer Vacation  | 04/05/2022                         |
| 34) | Admission for Next Semester  | 20/05/2022                         |

