

Government College of Arts, Science, and Commerce

Khandola, Marcela Goa



Prospectus
2022-23

**GOVERNMENT COLLEGE OF ARTS, SCIENCE AND COMMERCE,
KHANDOLA – MARCELA – GOA. 403 107 (Estd: 1989)**

PROSPECTUS 2022-23



(Affiliated to Goa University)

UGC- NAAC Accredited ‘A’ Grade

NIRF RankBand101 to 150 for 2018-19,2019-20, 2020-21

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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.”

OUR VALUES

- *Excellence*
- *Integrity & Accountability*
- *Belongingness*
- * *Justice & Fairness*
- * *Innovativeness*
- * *Enterprising*

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 Address



Principal : Prof. Purnakala Samant

It's my pleasure to declare that our College has been accorded with NIRF Rank Band 101-150 consecutively for last 3 years (2018-19, 2019-20, 2020-21). The College also featured in India Today ranking as well as achieved One Star from IIC, MHRD- New Delhi. This institution is also rewarded with funds under Star College Scheme by DBT, New Delhi, for the development of Science Departments. Although, being one of the oldest campuses, we have achieved this success and are on a par with other national level educational institutions.

Dear students, let's understand the real-life scenario. Once a mouse found himself in an open jar filled with grains. He was very happy to see the large quantity of grains and also realized that he need not run around in search of food and hence would lead a comfortable life. During this time, he forgot his original talent of searching the food. While enjoying his time, in a few days, he reached the bottom of the jar, as the quantity of the grains decreased. Neither he was independent nor he could choose the type of grains for his survival. He was helpless and desperately waited for someone to fill the jar. Ultimately, he was trapped in the jar and could not escape the jar. The moral of this anecdote is that:

- Short term pleasures can create long term difficulties.
- Comfortable life develops laziness there by losing potential and creativity.
- Right decisions should be taken at the right time.

The story also very strongly points out the fact that we need to be multitasking and multi-skilled individuals so as to survive in any adverse situation, Covid being the biggest example of such an adverse situation. The various courses /activities prepared in line with the NEP and implemented by our institution, prepares the students for the future that is awaited.

Students, this institution offers you various subject combinations for your wonderful career. Being the era of skill and technology development, meticulous choice of the skill based and interdisciplinary subject(s) is the need of the hour. This institution promotes growth of studies in Pure Sciences, Languages, Humanities and Commerce along with Sports, Curricular and Co-curricular activities. Our institution aims at boosting the scientific temperament and professional ethics which will mould students to grow up to their potential and lead a successful life.

Commencement of new courses such as B.Sc. in Electronics, T.Y.B.Voc. (Software Technology) and Post Graduate Diploma courses in this academic year will definitely provide platform for the advance learners. IGNOU and Certificate/ Diploma courses in Sanskrit language hosted by this institution will further provide opportunity for distance learning recipient and aspirant community. NSS and NCC unit will enrich the young minds which will encourage them to demonstrate disciplined and responsible behavior in the society.

I wish all the Students, Parents, Alumni, Stakeholders and all the well- wishers a healthy and happy life. This beautiful family of Khandolites is anxiously awaiting to welcome you all for this yet another beautiful and memorable academic year 2022-23.

“The purpose of Education is to make good human beings with skill and expertise. Enlightened human beings can be created by teachers.”
— A.P.J. Abdul Kalam



DR. PRAVINA KERKAR - PRINCIPAL -IN-CHARGE & IQAC DIRECTOR

“The successful warrior is the average man, with laser-like focus.” – Bruce Lee

Education is regarded as an important milestone of empowerment as it enables each one of us to face the challenges, to confront the traditional role and change life. Therefore Education is the most powerful tool of change in the society.

It gives me a great pleasure to welcome you all for the new academic 2022-23 whether you are a new student joining us, or students who are continuing to pursue their education here. The new academic year has come with a great hope after the dark clouds of COVID 19. I thank the Almighty God for all the blessings bestowed upon us, especially during the academic year 2021-22 where we as teaching faculty could see our campuses filled with entire spectrum of colours, the hustle bustle and pleasing noise of our very own students.

For all our new families, you are joining a college that will put your child’s best interests first. As you embark upon your new journey our dedicated and enthusiastic young staff will always be there to guide, support, nurture and accommodate our young learners at every stage of their educational journey. We at Khandola strive to illuminate the young minds not only through Teaching Learning process but also through Research and participation in extracurricular activities. We strive to prepare youngsters for adulthood so that they may form the next generation of independent and confident individuals by imparting all the skills and the required values to participate effectively as a member of society and to contribute towards the development of the society.

A new ray of hope has been generated by the introduction of – NEP 2020, a pristine document on education that maintains a delicate balance between the traditions and the interdisciplinary approach, which is the need of the 21st century.

A good beginning makes a big difference... Make sure you begin this academic year with new hopes and positive mindset to make it brighter chapter in your college life full of knowledge and learning...

Vice Principal - Dr. Asha Gahaloth (Academic)



उप प्राचार्य की ओर से...

उच्च शिक्षा निदेशालय, गोवा सरकार के संपूर्ण संबल के तहत उच्च शिक्षा जगत में चतुर्दिक प्रगति की ओर अग्रसर खांडोळा महाविद्यालय में हम नए विद्यार्थियों का स्वागत करते हैं।

किशोरवयीन युवा विद्यार्थी अपने करिअर को लेकर सपने देखता है। उन्हीं सपनों को साक्षात होते हुए देखने के लिए ही वह महाविद्यालय में कदम रखता है। कुछ प्रश्न, कुछ संदेह और कुछ पाने का ध्येय लिए। इन प्रश्नों का उत्तर देने, इन संदेहों को सुलझाने, उनके सपनों का आकाश बनता है खांडोळा महाविद्यालय। माशेल गांव में स्थित महाविद्यालय विशेषतः माशेल गांव के आस - पास की प्रतिभाओं को पोषित करता है। उनमें वैज्ञानिकता, तार्किकता, अनुसंधान प्रियता को विकसित करता है। उनके आंतरिक कला गुणों को दीप्ति देता है। यहां आकर विद्यार्थी मात्र उच्च शिक्षित ही नहीं परंतु सुसंस्कृत होता है। इतना ही नहीं देश – विदेश के विद्यार्थी भी अपने उच्च शैक्षिक विकास के लिए खांडोळा महाविद्यालय का चयन करते हैं।

संचार क्रांति और भूमंडलीकरण के युग में जीवन मूल्य उनकी शिक्षा का मूलाधार बनें इस बात का संपूर्ण ध्यान रखते हुए शिक्षा और मूल्य संस्कारों में समन्वयन साधता है खांडोळा महाविद्यालय। उच्च शिक्षा को कक्षाओं तक ही सीमित न रखते हुए विद्यार्थी की जिज्ञासाओं को, प्रश्नों को उत्तरित करने हेतु निरंतर राज्य स्तरीय, राष्ट्रीय, अंतरराष्ट्रीय संगोष्ठियों का आयोजन, विभिन्न क्षेत्रों के विद्वजनों से साक्षात्कार, विषय विशेषज्ञों से सुसंवाद, ज्ञान – विज्ञान अभ्यास के लिए, शिक्षकों के साथ सैर, शिक्षा यात्राएं, कला – संस्कृति के पोषण के लिए प्रतिभाओं की खोज और फिर उनका विकसन, विभिन्न विषयों में मूल्यवर्धित, कौशल आधारित कार्यशालाएं, वैज्ञानिक – साहित्यिक, सामाजिक सांस्कृतिक संस्थाओं के साथ आपसी समझौते के सहयोग से ज्ञान - विज्ञान का आदान, प्रदान इन सबसे खांडोळा महाविद्यालय निरंतर स्पंदित रहता है। सतत सक्रीयता और समर्पण के स्पंदनों के कारण ही आज यह संस्था राष्ट्र की उच्च शिक्षा संस्थाओं के साथ स्पर्धा करते हुए उत्कृष्टता के निकषों पर खरी उतरती हुई दिख रही है।

दूरदर्शी प्राचार्य, सक्षम फैकल्टी, समर्पित कार्य संस्कृति, संस्था के प्रति अपनत्व एवं विद्यार्थियों, पालकों, हितधारकों का आत्मीय विश्वास ही संस्था की सतत यशस्विता के कारण है।

भूमंडलीय प्रतिस्पर्धाओं का ध्यान रखते हुए विद्यार्थी पूर्ण विकसित हो, सक्षम हो, उनके ध्येय को सही दिशा और दृष्टि मिले इस हेतु निरंतर प्रयत्नशील हम सब आप विद्यार्थियों के स्वागत में प्रतीक्षारत हैं।



Vice Principal – Dr. S.V.Sukthankar (Post Graduate Programmes)

We believe in the perfection that exists in each student. Hence, it can be manifested through the proper guidance on the part of the College. Every student has a spark of brilliance that has to be mentored by a teacher. As facilitators, we strive to instill in our students the values of courage, honesty, curiosity, and a will to succeed, which will enable them to make the world a better place to live.

In the present era of universalisation and liberalisation, time is changing. Thus, it is challenging the new aspirants in fast-moving world. Education and knowledge focus on committed facilities and opportunities providing employment and a pivotal role in every walk of life in the job-oriented phase.

This institution is committed to deliver the best possible education and learning to fulfill future life goals. I hope that dedication and devotion would be a source of inspiration for job-seekers and continue the process of developing current learners. With highly committed faculty and the art of connectivity, the institution's vision would come into reality and glorify the new horizon.

The College achieves its mission when every student succeeds. Therefore, we primarily seek the cooperation of the community and parents in this Man Making project toward a better society.

We appreciate parents and guardians selecting the Government College of Arts, Science, and Commerce as a foundation for their children's brighter future. We hope they spend quality time with their children and are familiar with the College's policies. Constructive advice from our respected parents and well-wishers will help us climb the ladder of success. Let us work together to make the world a better place..! I wish a bright future for my students.

Dr S.V.Sukthankar Vice-Principal (P.G.Programmes)

OUR STRENGTH

- *Well Trained, Research Oriented, Experienced, Dedicated And Energetic Faculty*
- *Supportive Non-Teaching, Library and Laboratory Staff*
- *Excellent and Well Maintained Infrastructure in Campus.*
- *Good Teaching and Learning Environment Supported by Prolific Library, ICT.*
- *Smart Classrooms and Well Equipped Laboratories.*

- *Special laboratories for Commerce, Economics and Languages.*
- *Impressive and Excellent Result at University Examination*
- *Simple and Transparent on-line Admission Procedure*
- *Faculties 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 2018-19, 2019-20 & 2020-21.

During 2021-22, the college could extend scholarship benefits to total 307 students including beneficiaries of SC/ST/OBC including scholarship for minorities and disability awarded by various external agencies, Government of Goa and Government of India.

The college has introduced S.Y.Bsc in Electronics course and T.Y.B.Voc in Software Technologies from the academic year 2022-23.

B.Voc.in Software Technology started from 2020-21 for XIIth vocational stream 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
- B.Voc in Software Technologies (TY from 2022-23 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
- Honours in Political science

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.

Faculty is involved in continuous research activities to keep pace with recent advances in science and technology, commerce and industry, 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 2021-22 International conference was organised 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 are regularly conducted. Our college has well established Diploma/certificate course in Sanskrit language.

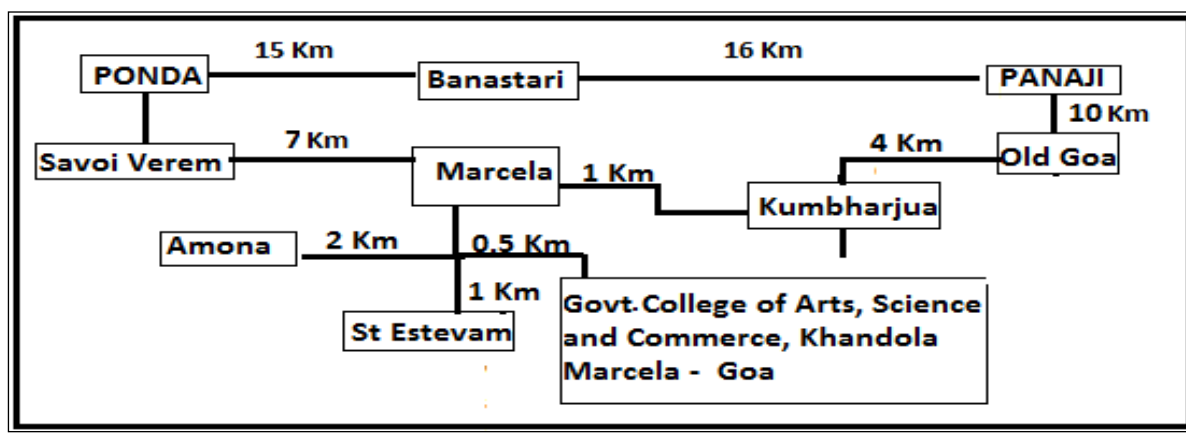
The college has 5 NSS units of 100 volunteers each who are engaged in socially beneficial projects which gives them hands-on training in various fields. NSS have given opportunity to student to attend National integration camp and various other activities.

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. Students have undertaken various projects through Swachh Bharat Student Internship (SBSI).

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.

COLLEGE 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: 20th July 2022

II / IV / VI Semester: (To Be announced later by Goa University)

Holidays, Vacations and other Tentative Schedules of activities are mentioned at pages related to 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:

College library has rich collection of over 26,618 Books on various subjects and disciplines. 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). Total collection on N-List includes 60,000 journals and 30,00,000 books as well as e-books journals of National Science Digital library. 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 ays

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 (UG-PG), Physics, Geography (including GIS lab) 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 is proposed through RUSA funding. Foundation awaiting.

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. Lopamudra Banerjee (M.A., Ph.D.) Assistant Prof. (In-Charge HOD)
2. Ms. Delilah Antao (M.A., NET, SET) Assistant Prof.

DEPARTMENT OF HINDI

1. Dr. Asha Gahloth (M.A, Ph.D.), Vice Principal and Assoc. Prof. (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.), Professor (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), Assistant Prof. (In-Charge HOD)
2. Ms. Asawari Nayak (M.A., NET, GATE), Assistant Prof.

DEPARTMENT OF GEOGRAPHY (B.Sc., B.A., P.G.)

1. Dr. Prabir K. Rath (M.A.,C.P.S., M.Phil., Ph.D.) Assoc. Prof, M.A. Co-ordinator.
2. Dr. PravinaKerkar (M.A., B.Ed., Ph.D.)- Principal In-Charge and Assoc. Prof (HOD)
3. Mr. Vishal Advaiakar (M.A., NET) Assistant Prof.
4. Ms. MerelD'Silva (M.A., NET) Assistant Prof.
5. Ms. Vijaya Nemikal (M.A., NET, B.Ed.) Assistant Prof.

DEPARTMENT OF ENVIRONMENTAL STUDIES

1. Ms. Mithila Bhat (M.Sc., SET) Assistant Prof.

DEPARTMENT OF POLITICAL SCIENCE

1. Prof. Seema P. Salgaonkar (M.A., Ph.D.), Professor (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. Dr. Purnakala Samant (M.Sc. Ph. D, P.D.F. University of Porto, Portugal), Professor and Principal
2. Dr. Beena Verenkar (M.Sc. Ph. D.), Assoc. Prof (M.Sc. Coordinator)
3. Dr. Jyoti V. Sawant (M.Sc., Ph.D, SET), Associate Prof. (HOD)

4. Dr. Rajashree Mordekar (M.Sc. Ph. D.), Assistant. Prof.
5. Dr. Pratibha Bakre (M.Sc. Ph. D.), Assistant. Prof.
6. Dr. Shambhu Parab (M.Sc. Ph. D.), Assistant. Prof
7. Dr. Siddhi Naik (M.Sc. Ph. D.), Assistant. Prof
8. Dr. Ashish Naik (M.Sc. Ph. D.), Assistant. Prof
9. Ms. Arti Naik (M.Sc. NET), Assistant. Prof
10. Dr. Richa Sardesai (Ph.D., NET)

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. (HOD)
2. Mrs. Varada Kalas (M.Sc., B.Ed., M.Phil.), Assoc. Prof
3. Ms. Namrata G. Naik (M.Sc., SET), Assistant Prof.

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 (ME, GATE, SET), Assistant. Prof

DEPARTMENT OF VOCATIONAL (Software Technologies):

1. Ms Pooja Dalvi (ME, GATE, SET), 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 ELECTRONICS

1. Mr. Prashant Chodankar (M.Sc.), Assoc. Prof.

DEPARTMENT OF COMMERCE

1. Dr. Sitaram Sukhthankar (M.Com., M.B.A., Ph.D., SET) Vice Principal(PG) & Assoc. Prof.
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. Mr. Mahesh Kerkar (M.Com., NET) Assistant Prof.
7. Ms. Manisha D. Manerikar (M. Com,SET, NET.). Assistant Prof.
8. Ms. Sparsha S. Mandreker (M.Com, SET, NET.) Assistant Prof.

LIBRARIAN

1. Mr. AnandanMastan (M.A., M.L.I.S)

Assistant Professors on Contract Basis (Academic year 2021-22)

1. Ms. Vidya Balekai (M.A., SET)
2. Ms. Roshna Gawas (M.A., MPS, SET, NET)
3. Dr. Prajakta Parab (M.Sc., Ph.D)
4. Dr. Aureen R. L. Gomes (M.Sc., M.Phil, Ph.D)
5. Ms. Shilpa T Shirodkar (M.Sc., SET)
6. Ms. Pradnya Gaonkar (M.Sc)
7. Mr. Vishal Gawas (M.Sc., SET)
8. Mr. Vishnu Chari (M.Sc)
9. Ms. Vidisha Vishwesh Naik (M.Com, M.Phil., SET)(PG faculty)
10. Ms. Srimati Naik (M.Com., NET)
11. Ms. Namrata Bhandari (M.Com, SET)(PG faculty)
12. Ms. Supriya G Gaonkar (M.A, SET)
13. Ms. Likita Shetty (B.E., M.Tech., NET)
14. Ms. Mavis Rodrigues (M.A., NET)
15. Dr. Apurva Narvekar (M.Sc., Ph.D, NET)
16. Ms Deepali Sutar(M.A., NET)
17. MsPriti Gosavi(M.A., N.E.T, SET, B.Ed.)
18. Ms Kiran Palker (M.A., NET)
19. Ms Kavita Rathod (M.Sc, NET, GATE)
20. Ms Unnati Sinari(M.Sc)
21. Ms Siddhi Bandankar (ME)
22. Ms. Anthia Dias (M.A, BEd)
23. Mr. Akbar Gaded(M.A, NET, SET, B.Ed.)
24. Mr Vishal Gaonkar(M.A.B.Ed., NET)
25. Ms. Siddhi M Gaonkar (M.A., M.Sc)
26. Ms. Snehal Pednekar (MSc)
27. Ms. Aishwarya Nazare (M.Sc., SET)
28. Ms. Joahna Gonsalves (M.Sc., SET)
29. Ms. Sulochana Shet (M.Sc. ASRB ICAR NET)
30. Ms. Rajani B Prabhu (M.Sc, SET)
31. Ms. Firdos Sakli (M.Sc.)
32. Dr. Sajjiya Mujawar (M.Sc. Ph.D.)
33. Dr. Diviya Vaingankar (M.Sc. Ph.D.)
34. Ms. Vinita Korgaokar (ME)
35. Ms. Aditi Shetkar (ME, NET, SET)
36. Dr. Michelle Fernandes (M.Sc. PhD)
37. Dr. Sara Mahima George (MA, Ph.D., NET)
38. Mr. Shubham U. ShenuiGude (M.Sc., SET, GATE)
39. Ms. Sujay S. Rane (MSc, SET)
40. Ms. Niveda R Korgaonkar(M.Com, SET, B.Ed.)
41. Dr. Pooja Bhargao (M.Sc., Ph.D.)
42. Ms. Shruti V. Naik (MA)
43. Ms. Sampada D. Nawathe (MA)
44. Ms. Sumata S. Naik (MA,PGDGIS, SET)
45. Ms. Leah O. Fernandes (MA)

Assistant Professors on Lecture Basis (Academic Year 2021-22)

1. Ms. Smita M Bandekar (L.L.M)
2. Ms. Durva V Prabhu (M.A., SET)
3. Ms. Harsha A Achari (M.Sc)
4. Ms. Raksha Anvekar (M.Sc)
5. Ms. Valencia Dias (M.A., B.Ed.)
6. Ms. Jeslona Soares (M.A., B.Ed.)
7. Mr. Linus Coelho (M.Sc, ASRB ICAR NET)
8. Mr. Maxwell Trindade (M.Sc)
9. Mrs Prachi Panjekar ME, SET)
10. Ms. Sonia Sawant (M.A)
11. Mr. Adesh Anand Naik (Industry Expert)
12. Ms. Radhika Naik (MA BEd)
13. Ms. Priyanka Verekar (M.A.)
14. Ms. Smita Sawant (MA, SET)
15. Mr. Amey Sawaikar (MA, NET, SET)
16. Mr. Aditya Vaze (MA, BEd)
17. Ms. Vanita Kunkalkar (M.Sc., SET, B.Ed.)
18. Ms. Nilima Paryekar (MA)
19. Ms. Shreya Velip (M.Com. NET, B.Ed.)
20. Ms. Rochelle Pires (M.Com., SET)
21. Mr. Pradip Shetye (Industry Expert)
22. Ms. Shweta Bhagat (MA)
23. Mr. Vijay Talwar (M.A. SET)
24. Ms. Bhakti Gawas (ME)
25. Ms. Angeeta Naik (ME)
26. Ms. Vandana Sawant (ME)
27. Ms. Niveda Corgaonkar (M.Com., B.Ed., SET)
28. Ms. Pradnya Chari (MA)
29. Ms. Chandramala Rane (MA)
30. Ms. Arti Pagi (M.Sc., NET)
31. Ms. Pragati Kerkar (M.Com., NET)
32. Ms. Cindiya U. Dicholkar (M.Sc.)
33. Ms. Sayalee Bhowar (M.Sc.)
34. Ms. Sujata Kerkar (M.Sc.)
35. Ms. Arishma Rane (ME)
36. Ms. Shradha Satarkar (M.Sc.)
37. Ms. Pranita Naik (MA)
38. Ms. Pratiksha Ghadi (M.Com., NET) (PG faculty)

NON-TEACHING STAFF

Sr. No.	Name of Staff	Designation
1	Smt. Neha Datye	Head Clerk
2	Shri. Atmaram Gaonkar	Accountant
3	Shri. Mario Gonsalves	Comp. Programmer
4	Smt. Angela Nunes	U.D.C. & Cashier
5	Shri. Manojkumar Patil	U.D.C.
6	Smt. Shilpa Divkar	U.D.C
7	Shri. Vinod Naik	U.D.C.(working arrangement)
8	Shri. Gaurav Loleinkar	Lab. Assistant (Physics
9	Ms. Diliksha Gaonkar	Lab. Assistant (UG/PG Chemistry)
10	Smt. Resha Naik	Lab. Assistant (Computer Sci & Commer Dept.)
11	Ms. Shradha Kadekar	Lab. Assistant (UG/PG Chemistry)
12	Shri. Suraj Jalmi	Lab. Assistant (UG/PG Microbiology)
13	Shri. Shivanand Phadte	Driver (LMV)
14	Shri. Savita Mashelkar	Librarian Grade - III
15	Smt. Anuja Volvoikar	Lab. Attendant (Microbiology)
16	Shri. Sudhir Gaonkar	Lab. Attendant (Chemistry)
17	Shri. Sunil Naik	Multi Tasking Staff
18	Shri. Sangam Velip	Multi Tasking Staff
19	Shri. Pramod Mirashi	Multi Tasking Staff
20	Smt. Kishori Volvoikar	Multi Tasking Staff
21	Shri. Rupesh S. Melekar	Lab. Assistant(UG/PG Chemistry)
22	Shri .Gaurav Bhosle	Lab. Assistant(UG/PG Chemistry)
23	Shri. Omkar Gad	LBC (Examination -CB)
24	Shri. Kirti S. Desai	LDC (Examination PG - CB)
25	Shri: Omchandra Tari	Driver – (HMV)

ACADEMIC PERFORMANCE AT UNIVERSITY EXAMS IN RECENT YEARS

Academic Years	No. of Students		No. of Students with		Percentage of Results (%)
	Appeared	Passed	Distinction	1 st Class	
B.A Programme					
2016-17	41	37	02	18	90
2017-18	56	50	09	21	85
2018-19	105	77	06	38	73
2019-20	81	71	05	13	88
2020-21	131	130	79	41	99
B.Com Programme					
2016-17	65	41	-	04	63
2017-18	107	78	02	22	73
2018-19	131	80	04	23	61
2019-20	82	71	01	21	87
2020-21	126	124	118	3	98
B.Sc Programme					
2016-17	39	36	16	11	92
2017-18	48	45	27	16	95
2018-19	83	66	19	27	79
2019-20	61	53	09	23	87
2020-21	155	155	107	43	100

ADMISSION PROCEDURE

The Online Admission for 2022-23 will commence through DHE's website from **1.06.2022 from 10:00 a.m. onwards** for **First Year of B.A / B.Sc / B.Com and B.VoC. First round of the online admission will close on 20.06.2022 midnight.** Online Admission form can be accessed through DHE's Website: www.dhe.goa.gov.in

The admission will be as per the availability of seats and as per the merit list prepared under the guidelines of DHE. The first attempt candidates securing minimum 40% in the relevant stream with a relaxation of 5% for SC /ST/ OBC candidates. Other candidates will be kept in the waiting lists and the selection lists of the first round candidates will be displayed on the college website on **29/06/2022 (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 Government of Goa.

I Phase: 01/ 06/ 2022 to 20/06/2022

II Phase: will be announced by DHE.

Selected candidates will be intimated by email and notice on college website.They will need to visit college for counseling along with our college form and original documents and Xerox copies as specified. Once it is approved by the admission committee the student will then be directed to pay course fee through online/ offline mode to College Bank A/c as per following details:

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

Branch: Marcela Goa

Bank Account No: 0318101011560

IFSC: CNRB0000318

Name of Bank Account: Govt. College of Arts Science and Commerce Khandola Marcela Goa.

ONLINE ADMISSION 2022-23 through DHE's IAIMS Portal

INSTRUCTIONS FOR FILLING ONLINE ADMISSION FORM:

1. For online admission, visit the DHE Goa website <https://dhe.goa.gov.in>
2. Begin with the new registration process on the link provided.
3. Provide your details such as name, email id, Aadhar number, mobile number, and preferable password on the registration form.
4. Once the registration is complete, the applicant can proceed with the login page.
5. The email id will be your username and the password as entered in the registration form.
6. An email will be sent to the applicants email address specifying your username and password for future reference.
7. Candidate should mandatorily have the following documents in pdf format to complete the application:
 - a. **SSC Marksheet**
 - b. **HSSC Marksheet** (non mandatory for applicants whose results are not declared)
8. Candidate should have the high quality .jpeg/.png/jpg file of passport size photo with clear background and candidate signature.
9. Scanned copy uploading is mandatory for candidates applying under the category **SC/ST/OBC/EWS/PH.**
10. Each candidate is allowed to make only one application on the portal.

Programme Preference Selection:

11. While adding the preference of the Programme, the applicant has to mandatorily select two colleges in the order of preference while the third preference is optional. (1- Highest preference, and 3- Lowest preference)
12. The candidate can apply for different degree programme either in the same college or different college.
13. Each college will prepare their independent merit list.
14. The candidate can upgrade their admission from the lower preference college admitted earlier to the higher preference college, subject to availability of seats and admission offer.
15. However, candidate strictly will not be able to switch to the lower preference college if admitted earlier in the highest preference college.

16. Once the candidate admits in any of their preferred college, they will not be able to edit their preference in application form thereafter.

17. Fee payment amount and process (Online/offline) shall be informed by admission committee of college during personal counselling to merit list students. The fee payment Receipt will have to be uploaded on the admission portal to confirm admission.

17. After submission of the application form and fee receipt, a pop-up window acknowledging the successful submission of the application will be displayed. **Candidate will receive the acknowledgement on the registered email.**

18. Incomplete applications will not be processed.

ELIGIBILITY GUIDELINES for Admission by Goa University:

GU Ordinance dated 30th 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:

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 before the formally notified last date of admission	100%
2.	Less than 15 days before the formally notified last date of admission	90%
3.	15 days or less after the formally notified last date of admission	80%
4.	More than 15 days but less than 30 after 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 from College

- 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 Transcript 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 1st 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 lectures 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

For acts of indiscipline / misconduct under Category-II		
Penalties	Authority empowered to impose them	Appellate authority
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 considering the report of the inquiry Authority.	Vice-Chancellor
Expulsion	Principal	Vice-Chancellor

7. PROCTORIAL 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 indiscipline 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 / 21st 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 2nd 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.

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

(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 18th 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 & www.amanmovement.org

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 constitutes Ragging – ragging constitutes one or more of any of the following acts”

UGC has notified the 3rd 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, 2nd May 2016

Kindly refer to the following link:

https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-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 Shiksha Yagna 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 Bandonkar 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:	College Annual Day Awards / Prizes for Academic Year 2021-22
	<u>A. ACADEMIC AWARDS: T.Y. B.A.</u>
1	Mrs. Varsha Satoskar Award” of Rs. ___/- for securing First class first in T.Y.B.A. Goa University Examination.(annual interest earned on the fixed deposit)
2	Pai Award” 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 Dr.(Mrs.) Kishori S.Pai

3	Cash prize of Rs.1001/- for securing highest marks in Environmental Economics (Sem V & VI) at T.Y.B.A. Goa University Examination, instituted by Dr. Sharmila Desai,Assistant Prof.in Economics.
4	Smt. Ramani & Pandharinath Kerkar memorial award” of Rs 2000/- for securing highest marks in Physical Geography in T.Y.B.A at Goa University Examination, instituted by Dr. Pravina Kerkar, Associate Professor in Geography.
5	Late ”Shri. Mahadev Vithoba Gawas Award” of Rs. 1000/- for securing highest marks in Hindi Major (General) at T.Y.B.A. Goa University Examination, instituted by Dr. Asha Gahloth, Associate Prof. of Hindi.
6	Late ”Shri. Mahadev Vithoba Gawas Award” of Rs. 3000/- for securing highest marks in Hindi Major (Honours) at T.Y.B.A. Goa University Examination, instituted by Dr. Asha Gahloth, Associate Prof. of Hindi.
7	Late Madhavi Sardesai Memorial Award of Rs 2000/ for securing highest marks in Konkani, instrumented by Ms. Asawari Raju Nayak, Asst.Professor, Dept. of Psychology.
8	”Shri . Pu. Shi. Narvenkar memorial award” of Rs 2000/ for securing highest marks in Marathi instrumented by Dr. Sunetra Calangutkar, Asst.Professor in Marathi.
	T.Y.B.Sc
9	A Cash prize of Rs.4000/- for being first in Computer Science at T.Y.B.Sc.(Honours) Goa University Examination, instituted by Mrs. Anita S. Raicar, Associate Prof. of Computer Science of the college.
10	A Cash prize of Rs.3000/- for being second in Computer Science at T.Y.B.Sc.(Honours) Goa University Examination, instituted by Mrs. Anita S. Raicar, Associate Prof. of Computer Science of the college.
11	A cash prize of Rs.2000/- for securing highest marks in Computer Science practical paper at T.Y.B.Sc. Goa University Examination, instituted by Mrs. Anna Gracy Fernandes , Associate Prof. of Computer Science of the college.
12	A Cash prize of Rs. 5000/- for securing highest marks in Mathematics at T.Y.B.Sc (Sem V & VI)Goa University Examination instituted by Dr. Lucas Miranda, Associate Prof. in Mathematics&Statistics of this College.
13	Dr. Vithal Sukhthankar memorial award of Rs. 250/- for securing First Class First (Overall) in the college at T.Y. Bsc. Goa University Examination.
14	A Cash prize of Rs.1500/- for securing highest marks in Microbiology (Six units) at T.Y.B.Sc. Goa University Examination, instituted by Dr.Dilecta D’ Costa, Associate Prof. of Microbiology.

15	A Cash prize of Rs.1000/- for securing highest marks in Microbiology (Overall)in T.Y.B.Sc. at Goa University Examination, instituted by Shri: Samir Gawas, Ex-student of this college.
16	Cash prize of Rs.3000/- for securing highest marks in Microbiology practical (Six units) inT.Y.B.Sc. at Goa University Examination, instituted by Mrs. Marina Albuquerque, Associate Prof. inMicrobiology.
17	“Late Shri Suhas Vinayak Gaitonde memorial award” of Rs. 1000/ for being MSc part 1 topper(Microbiology) for 2020-21, Goa University Examination, Instituted by dr. Sapna Suhas Gaitonde, Asst. Prof of Microbiology.
18	A Cash prize of Rs.2500/- for securing highestmarks in M.Sc Microbiology Part 2. Goa University Examination, instituted by Dr.Dilecta D’ Costa, Associate Prof. of Microbiology.
19	“Smt. Vimal Patil Memorial Award” of Rs. 1000/- for securing highest marks in “Extremophilic Microorganisms” instrumentedby Dr. Sushama Dessai, Asst. Professor in Microbiology.
20	“Smt. Seema & Divakar Kalekar memorial award” of Rs 2000/- for securing highest marks in Genetic Engineering in T.Y.B.Sc - Microbiologyat Goa University Examination instituted by Dr.Sushanta Sapte, Assistant Prof in Microbiology.
21	Late “Varada Shetye Pai Award ” 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/-)
22	Smt. Laxmi &Kanta Vernekar memorial award”of Rs.2500/- for securing highest marks in Chemistry at T.Y.B.Sc. Goa University Examination, instituted by Dr.Beena Vernekar, Associate Prof. in Chemistry of the college.
23	“Syngenta Annual Scholarship” of Rs. ___/- for scoring highest marks in Chemistry at Goa University Examination, instituted by Syngenta Pvt. Ltd – Corlim Goa. (annual interest earned on fixed deposit of Rs. 10,000/-)
24	“Smt. Radhabai G. Padiyar memorial award” ofRs.1000/- for securing highest marks in Physical Chemistry at T.Y.B.Sc. Goa University Examination, instituted by Dr. Rajashri Mordekar, Assistant Prof. in Chemistry.
T.Y.B.Com	
25	Cash prize of Rs. 1000/- for standing first in T.Y.B.Com (Overall in Sem V & VI) Goa University Examination instituted by Mr. Devanand K. Velingkar, Assistant Prof. in Commerce.
26	Late Ms. Deepashri Palkar Award of Rs. 1000/- toa Girl student for standing first in T.Y.B.Com (overall in Sem V & VI) at Goa University Examination instituted by Ms: Yanita C Palkar, Assistant Prof. in Commerce.

27	Mr. Venkatesh D. Satoskar Award” 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)
28	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 Dr.Radhamani Divakar, Associate Prof. in Commerce of the college.
29	Late Shri. Madhavan Divakaran Award of Rs. 1000/- for securing highest marks in Service marketing in Sem V & Strategic Management inSem VI at Goa University Examination institutedby Dr. Radhamani Divakar, Associate Prof. in Commerce of the college.
30	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 Ms: Ranjana D. Sawaikar, Assistant Prof. in Commerce of thecollege.
31	Cash prize of Rs. 1000/- for securing Highest marks in IM & HRM at T.Y.B.Com (Overall in SemV & VI) Goa University Examination instituted byMr. Devanand K. Velingkar, Assistant Prof. in Commerce of the college.
M.COM	
32	Cash prize of Rs. 1000/-, for clearing the SET examination, January 2022, held by Savitribai Phule, Pune University.
33	Cash prize of Rs. 1000/-, for securing Distinction and ranking first in M.Com part I, with 77.75%. She has presented 2 research papers at National Conferences, held at Indian Society for Studies in Cooperation & Pune University & Maharashtra Mahavidyalaya Nilanga District- Lathur Respectively.
34	Cash prize of Rs. 1000/-, for securing distinction and ranking first in M.Com, with 77.75% & presenting a research paper at international conference organised by Rosary College, Navelim.
35	Cash prize of Rs. 1000/-, for scoring highest marks for Dissertation & participating in ‘Anusandhan V’organized by Narayan Zantye College, Bicholim. Two of his research papers are published.
36	Cash prize of Rs. 1000/-, for presenting two research papers at national conferences, held at Indian Society for Studies in Cooperation, Pune & Maharashtra Mahavidyalaya Nilanga District- Lathur Respectively.
37	Cash prize of Rs. 1000/-, for presenting two research papers at national conferences, held at Indian Society for Studies in Cooperation, Pune & Maharashtra Mahavidyalaya Nilanga District- Lathur Respectively.
38	Special Cash prize of Rs. 1000/-, for possessing treasuredorganizational qualities.

M.Sc - Chemistry	
39	A Cash prize of Rs.2000/- for securing highest marks in Msc. Chemistry Part I in the college, Sponsored by Department of Chemistry of this college
40	A Cash prize of Rs.3000/- for securing highest marks in Msc. Chemistry Part I and II in the college, Sponsored by Department of Chemistry of this college
41	Special Award for Namrata Kumari for clearing GATE Exam
M. A. Geography	
42	Smt. Ramani & Pandharinath Kerkar memorial award” of Rs 1000/- for securing highest marks M.A Geography Part – II Examination, instituted by Dr. Pravina Kerkar, Associate Professor in Geography of the college.
Internal Examinations Academic Merit Awards 2021-22	
43	<u>B.A. Stream</u> Topper in Semester – I B.A Examination
44	Topper in Semester – II B.A Examination
45	Topper in Semester – III B.A Examination
46	Topper in Semesters – IV B.A Examination
47	<u>B.Sc. Stream</u> Topper in Semester – I B.Sc Examination
48	Topper in Semester – II B.Sc Examination
49	Topper in Semester – III B.Sc Examination
50	Topper in Semester – IV B.Sc Examination
51	<u>B.Voc</u> Topper in Semester – I B.Voc. Examination
52	Topper in Semester – II B.Voc Examination
53	Topper in Semester – III B.Voc. Examination
54	Topper in Semester – IV B.Voc Examination
55	<u>B.Com. Stream</u> Topper in Semester - I B.Com Examination

56	Topper in Semester – II B.Com Examination
57	Topper in Semester –III B.Com Examination
58	Topper in Semester – IV B.Com Examination
Co- Curricular Activities Awards 2020 - 21	
59	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
60	Certificate of Appreciation NCC Cadet, honoured by Lt. Vishal Advaitkar for securing A Grade in B Certification Examination

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 DSC 1A DSC 2A DSC 3A	English/MIL Communication OR Environmental Studies*			GE 1
II	English 2 DSC 1B DSC 2B DSC 3B	English/MIL Communication OR Environmental 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 Communication/ 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 Communication/ Environmental Studies	4 x 1	4
	GE 2	4 x 1	4
	Total		26
	Total credits (I & II)		52

PROGRAMME OUTCOMES OF BACHELOR OF ARTS

At the end of the programme the students will be able to:

PO1: Theoretical knowledge:Apply knowledge from social sciences and humanities in understanding complexities of human life.

PO2: Critical thinking, creativity and problem solving:Harness essential skills to scrutinise and create unique, systemic solutions to individual and social problems.

PO3: Research aptitude:Design and **execute** research on state-of-the-art, relevant topics.

PO4: Culture and language:Facilitate the preservation, development and promotion of folk, classical and local art and literature.

PO5: Professional skills: Demonstrate knowledge required for gainful employment and life- long learning in advanced areas.

PO6: Community outreach:Synergise efforts to contribute effectively contribute to address social, cultural, mental-health, legal, financial and political issues.

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

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: Core Communicative English 1.1	CC1: Core Communicative English 1.2

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
1	AECC 1: English	Spoken English
2	AECC 2: Hindi	Sampreshan Kaushal
3	AECC 3: Marathi	Communication Skill-Compèring
4	AECC 4: Konkani	Maukhik Konkani: Bhashik Kaushalyache Adhayan
		Titles for Semester II
1	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
9. Hindi/ English / Psychology

S.NO	Subjects	Titles for Semester I	Titles for Semester II
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1	Dsc: english	Introduction to 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	Culture Study through Film- India	Culture Study through Film - America
5	GE: Hindi	Hindi Sahitya Ka Parichay – I	Hindi Sahitya Ka Parichay – II
6	GE: Konkani	Vevharantli Konkani Bhaas	SamparkMadhyamachi Konkani Bhaas
7	GE: Marathi	Film Appreciation	News Writing for Media
8	GE: Economics	Entrepreneurship Development-I	Entrepreneurship Development-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 GE minimum 15 students are required and maximum 30 students. In case of less nos. than stipulated students will be requested to offer other combinations.

B.A - PROGRAMME STRUCTURE FOR. 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/ MIL/Hindi DSC 1C DSC 2C DSC 3C		SEC 1		GE 3
IV	English 4/ MIL/Hindi DSC 1D DSC 2D 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
	Total Credits (III & IV)		48

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

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	Travelogue: 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. English/Geography/Konkani
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 th to 17 th century	British Poetry and Drama: 17 th & 18 th 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	Macro economics I	Macro economics II
6	Dsc: geography	Geography of natural resource development	Geography of Secondary and Tertiary Activities
7	Dsc: political	Indian constitution	Constitutional & Social Issues in

	science		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	Fundamentals of Tourism Geography	Application of Tourism Geography with a Mini Project
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: Maths	Business Statistics I	Business Statistics II
2.	GE: Commerce	Retail Management I	Practices in Rural Marketing
3.	GE: GE: Hindi	Hindi Sahitya Ki Vividh Vidhayein	Sahitya Aur Hindi Cinema
4.	GE: Marathi	Goan Folk Culture and Folk Tradition	Study of Translation
5.	GE: Konkani	Vinodi Sahityacho Abhyas	Goechem Lokasanskritik Daij
6.	GE: Economics	Labour Welfare & Industrial Relations I	Labour Welfare & Industrial Relations II
7.	GE: Geography	Fundamentals of Tourism Geography	Applied Tourism Geography with a Mini Project
8.	GE: Political Science	Introduction to Human Rights	Human Rights Movements in India
9.	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.*

B.A.- PROGRAMME STRUCTURE FOR 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: DSC 1E DSC 2E DSC 3E			Any two as in core DSE 1A DSE 2A DSE 3A	
VI	Any combination taken in Sem. V DSC 1F DSC 2F DSC 3F			Any two as in V sem. combination DSE 1B\$ DSE 2B\$ 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 (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
	Total		16
VI (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
	Total		16
	Total Credits (V & VI)		32
TOTAL	(Semester I to VI)		132

§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 DSC 6 DSC 7			DSE 1 DSE 2 DSE 3	
VI**	DSC 8 DSC 9 DSC 10			DSE 4 DSE 5 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

	Total Credits (V & VI)		48
TOTAL	(Semester I to VI)		148

**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.

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

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 Honors 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)
ECONOMICS	DSC: Indian Economy I	DSE: Growth & Development I
	DSC: Public Finance I	DSE: Research Methodology I
	DSC: International Economics I	DSE: Environmental Economics I
		DSP: Project
GEOGRAPHY	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
		DSP: Project
HINDI	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
		DSP: Project
POLITICAL SCIENCE	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
PSYCHOLOGY	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)
ECONOMICS	DSC: Indian Economy II	DSE: Growth & Development II
	DSC: Public Finance II	DSE: Environmental Economics II
	DSC: International Trade and Finance II	DSP: Project
GEOGRAPHY	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
		DSP: Project
HINDI	DSC: Swatantryottar Hindi Gadya	DSE: Bhartiya Sahitya
	DSC: Pashchatya Kavyasahastra	DSE: Rachanakar Ka Vishesh Adhyayan
	DSC: Hindi Vyakaran	DSP: Project
POLITICAL SCIENCE	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
PSYCHOLOGY	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)
ENGLISH	DSC: American Literature	DSE: Modern Indian Writing in English Translation
		DSP: Project
HINDI	DSC: Aadhunik Hindi Kavya Ka Itihaas	DSE: Rachnatmak Lekhan
		DSP: Project
MARATHI	DSC: History of Marathi Literature Part	DSE: Writing Skill for Media

	I	DSP: Project
KONKANI	DSC: Konkani Bhaas Aani Sahitycho Itihaas (10 th to 19 th Century)	DSE: Prashasakiy Vevharantli Konkani DSP: Project
ECONOMICS	DSC: Indian Economy	DSE: Growth & Development I DSP: Project
GEOGRAPHY	DSC: Physical Geography	DSE: Physical Geography of India DSP: Project
POLITICAL SCIENCE	DSC: Western Political Thinkers (Plato to Locke)	DSE: Public Administration DSP: Project
PSYCHOLOGY	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)
ENGLISH	DSC: Postcolonial Literatures	DSE: World Literatures DSP: Project
HINDI	DSC: Swatantryottar Hindi Gadya	DSE: Bhartiya Sahitya DSP: Project
MARATHI	DSC: History of Marathi Literature II	DSE: Eka Lekhakacha Abhyas: A Study of Modern Marathi Author DSP: Project
KONKANI	DSC: Adhunik Konkani Sahitycho Itihaas (20 th Century to 2015)	DSE: Lok Vevharantli Konkani Bhas DSP: Project
ECONOMICS	DSC: Indian Economy II	DSE: Growth & Development II DSP: Project
GEOGRAPHY	DSC: Climatology and Oceanography	DSE: Regional Development of India DSP: Project
POLITICAL SCIENCE	DSC: Western Political Thinker (Rousseau to Marx)	DSE: India's Foreign Policy DSP: Project
PSYCHOLOGY	DSC: Human Resource Management	DSE: Treatment of Psychological Disorders

- 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 CC 2 Commerce CC 3 Economics CC 4 Commercial Arithmetic	AECC 1 Spoken English AECC 2 Environmental Studies			GE 1: Computer Applications/ Geography/ Commerce/ Any other
II	CC 5 Commerce CC 6 Commerce CC 7 Economics CC 8 Commercial Arithmetic	AECC 3 Business Communication AECC 4 Environmental Studies			GE 2: Computer Applications/ Geography/ Commerce/ 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
	Total Credits (I & II)		52

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

PROGRAM: BACHELOR OF COMMERCE HONOURS (B.COM.)

PROGRAM OUTCOMES (PO's)

At the end of the Program students will be able to:

- PO1** **Theoretical knowledge:** Apply the knowledge from Commerce and Social sciences in day-to-day life.
- PO2** **Critical thinking and Problem analysis:** Acquire specific skills in various areas of study for innovative thinking and problem solving.
- PO3** **Professional skills and Competency:** Provide foundation to pursue professional careers and take up managerial level positions.
- PO4** **Resource management:** Use subject related knowledge for optimum utilization of resources.
- PO5** **Research:** Create and apply appropriate techniques to be used for research.
- PO6** **Commerce and Society:** Synergize efforts to impart various skills for self-employment and economic sustainability.

B.Com PROGRAMME SUBJECTS OFFERED FOR SEMESTER I & II

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 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	Culture Study through Film- India	Culture Study through Film - America
5	GE: Hindi	Hindi Sahitya Ka Parichay – I	Hindi Sahitya Ka Parichay – II
6	GE: Konkani	Vevharantli Konkani Bhaas	Sampark Madhyamachi Konkani Bhaas
7	GE: Marathi	Film Appreciation	News Writing for Media
8	GE: Economics	Entrepreneurship Development-I	Entrepreneurship Development-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 CC 10 Commerce CC 11 Commerce		SEC 1 Business Law/Any other		GE 3: Business Statistics/ Commerce/ Any other GE4:Economics/ Any Other

IV	CC 12 Commerce CC 13 Accounts CC 14 Commerce		SEC 2 Business Law/Any other		GE 5: Business Statistics/ Commerce/Any other GE 6: Economics/ Any Other
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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
	Total		24
IV	CC 12 Commerce	4x1	4
	CC 13 Commerce	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
	Total		24
	Total Credits		48

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.

B.Com PROGRAMME SUBJECTS OFFERED FOR SEMESTER III & IV

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

GE – 1 Group - Choose 1st GE from below list:

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

GE – 2 Group – Choose 2nd GE from Below list:

S.No	Subjects	Semester III	Semester IV
1.	GE: Maths	Business Statistics I	Business Statistics II
2.	GE: Economics	Economics of Resources	Indian Economy
3.	GE: Commerce	Indian Capital Market	E-Commerce and E-Accounting
4.	GE: English	Business Communication	Mass Communication

- *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 CC 16 Economics			DSE 1 Commerce	

				DSE 2 Commerce	
VI	CC 17 Commerce CC 18 Economics			DSE 3 Commerce DSE 4 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
	Total Credits		32
TOTAL	Semester I to VI		132

§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 CC16 Economics			DSE 1: Commerce DSE 2: Commerce DSE 3: Commerce DSE 4: Commerce	
VI	CC17 Commerce CC18 Economics			DSE 5: Commerce DSE 6: Commerce DSE 7: Commerce 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	CC15Commerce	4x1	4
	CC16Economics	4x1	4
	DSE1Commerce	4x1	4
	DSE2Commerce	4x1	4

	DSE3Commerce	4x1	4
	DSE4Commerce	4x1	4
	Total		24
VI	CC17Commerce	4x1	4
	CC18Economics	4x1	4
	DSE5Commerce	4x1	4
	DSE6Commerce	4x1	4
	DSE7Commerce	4x1	4
	DSE8Commerce ²	4x1	4
	Total		24
	Total		48
TOTAL	Semester I to VI		148

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

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
	ACCOUNTING		ACCOUNTING
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
	COST ACCOUNTING		COST ACCOUNTING
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
	BUSINESS MANAGEMENT		BUSINESS MANAGEMENT
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 – BACHELOR OF SCIENCE (B.Sc.)

PROGRAMME OUTCOMES (POs)

After successful completion of programme of “Bachelor of Science” the students will be able to

PO1: Knowledge and demonstration: Understand and apply the basic concepts in different programmes in day to day life.

PO2: Investigation of complex problems: Design scientific experiments to address the challenges of the society and develop sustainable solutions.

PO3: Skill development: Acquire skills to handle scientific instruments / software.

PO4: Modern technologies: Understand shortfalls in current scientific methodologies and develop modern technologies in various fields.

PO5: Project management and team work: learn to work on projects in teams to develop interpersonal skills which would be needed for their future.

PO6: Higher education: Develop knowledge of general education to pursue higher education in various disciplines of Science for wide employment opportunities.

PO7: Environment and society: Understand and demonstrate the need of sustainable development for the benefits of environment and society.

B.Sc. PROGRAMME STRUCTURE FOR SEMESTER I & II

5.3 (Notified on 29th May, 2017) Programme Structure for Bachelor of Science(B.Sc. General and Honours)

Semester	Core Course (CC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Elective: Discipline Specific (DSE)	Elective: Generic (GE)
I	DSC 1A DSC 2A DSC 3A	English/MIL Communication OR Environmental Studies*			GE 1
II	DSC 1B DSC 2B DSC 3B	English/MIL Communication OR 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
	Total		26
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		26
	Total I & II		52

*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.

B.Sc PROGRAMME - SUBJECTS OFFERED FOR SEMESTER I & II

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 1: Semester I: **EVS**
- AECC 2: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 5: EVS	Environmental Studies I & II
		Titles for Semester II
1	AECC 1: English	Spoken English
2	AECC 2: Hindi	Sampreshan Kaushal
3	AECC 3: Marathi	Communication Skill-Compèring

4	AECC 4: Konkani	Maukhik Konkani: Bhashik Kaushalyache Adhayan
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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**
3. **Electronics/Maths/Computer Science**
4. **Physics /Computer Science/ Electronics**
5. **Geography /Chemistry / Microbiology**
6. **Microbiology /Chemistry/ Maths**
7. **Microbiology/Chemistry/ Computer Science**
8. **Physics / Maths / Computer Science**

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	Culture Study through Film- India	Culture Study through Film - America
5	GE: Hindi	Hindi Sahitya Ka Parichay – I	Hindi Sahitya Ka Parichay – II
6	GE: Konkani	Vevharantli Konkani Bhaas	Sampark Madhyamachi Konkani Bhaas
7	GE: Marathi	Film Appreciation	News Writing for Media
8	GE: Economics	Entrepreneurship Development-I	Entrepreneurship Development-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.

B.Sc - Electronics (PROGRAMME STRUCTURE FOR CBCS) SEM I, II, III & IV

Sr. No	Semester	Course Code	Subject Title	Credits (T+P)
1	I	DSC 1A ELC 101	Network Analysis and Analog Electronics	4+2
2	II	DSC 1B ELC 102	Linear and Digital Integrated Circuits	4+2
3	III	DSC 1C ELC 103	Communication Electronics	4+2
4	IV	DSC 1D ELC 104	Microprocessor and Microcontrollers	4+2

One credit practical may be designed by an instructor monitoring the course.

Skill Enhancement Courses:

Sr. No	Semester	Course Code	Subject Title	Credits (T+P)
3	III	SEC 1 ELC 103	Programming in C++ (Flipped Classroom)	4+2
4	IV	SEC 2 ELC 104	Smart Phone Apps Development (Flipped Classroom)	4+2

B.SC. PROGRAMME STRUCTURE FOR SEMESTER III & IV

- 5.3 (Notified on 29th 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 DSC 2C DSC 3C		SEC 1		
IV	DSC 1D DSC 2D 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		22
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		22
	Total (III & IV)		44

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

B.Sc PROGRAMME SUBJECTS OFFERED FOR SEMESTER III & IV

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
3. Physics /Maths /Computer Science
4. Geography /Chemistry / Microbiology
5. Microbiology /Chemistry /Maths
6. Microbiology /Chemistry / Computer Science
7. Chemistry / Maths / Computer Science
8. Microbiology / Maths / Computer Science
9. Physics/ Computer Science / Electronics
10. Physics/ Chemistry/ Electronics

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
7	DSC: Electronics	Communication Electronics	Micro Processor and Micro Controllers

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
4	SEC: Mathematics	Statistical Methods	Analytical Geometry
5	SEC: Geography	Geospatial Technologies In Geography	Application Of GIS In Geography
6	SEC: Computer Science	Programming in Python	Web Application development using Flask
7	SEC: Electronics	Programming in C + + (Flipped Classroom)	Smart Phone Apps Development (Flipped Classroom)

B.Sc PROGRAMME STRUCTURE FOR. SEMESTER V & VI

5.3 (Notified on 29th May, 2017) Programme Structure for Bachelor of Science

(B.Sc

General)

Semester	Core Course (CC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Elective: Discipline Specific (DSE)	Elective: Generic (GE)
V			SEC 3 SEC 4	DSE 1A DSE 2A DSE 3A	
VI			SEC 5	DSE 1B _§ DSE 2B _§ 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 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
	Total		20
VI	DSE 1B _§	4 X 1	4
	DSE 2B _§	4 X 1	4
	DSE 3B _§	4 X 1	4
	SEC 2	4 X 1	4
	Total		16
	Total V&VI		36
TOTAL	Semester I to VI		132

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

(Notified on 29th 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 DSC 6 DSC 7			DSE 1 DSE 2	
VI	DSC 8 DSC 9 DSC 10			DSE 3 DSE 4 [§]	

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

[§]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		26
VI	DSC 8	6X1	6
	DSC 9	6X1	6
	DSC 10	6X1	6
	DSE 3	4X1	4
	DSE 4	4X1	4
	Total		26
	Total V&VI		52
TOTAL	Semester I to VI		148

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.

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

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)
MICROBIOLOGY	DSC: Medical Microbiology	DSE: Applied Microbiology
	DSC: Industrial Microbiology	DSE: Microbial Physiology
	DSC: Microbial Genetics	DSP: Project
COMPUTER SCIENCE	DSC: Computer Networks	DSE: Human Computer Interaction
	DSC: Object Oriented Programming	DSE: Data Mining
	DSC: Software Engineering	DSP: Project
MATHEMATICS	DSC: Algebra	DSE: Foundation of Mathematics
	DSC: Analysis II	DSE: Combinatorix
	DSC: Calculus of 2 & 3 Variables	DSP: Project
CHEMISTRY	DSC: Physical Chemistry	DSE: Basic Topics in Analytical Chemistry
	DSC: Inorganic Chemistry	DSE: Properties and Processes of Molecular Chemistry
	DSC: Organic Chemistry	DSP: Project
GEOGRAPHY	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)
MICROBIOLOGY	DSC: Immunology	DSE: Cell Biology
	DSC: Agricultural Microbiology	DSE: Haematology &

		Clinical Biochemistry
	DSC: Genetic Engineering	DSP: Project
COMPUTER SCIENCE	DSC: Mobile Application Development	DSE: Multimedia Techniques
	DSC: Full Stack Web Development	DSP: Project
	DSC: IOT (Internet of Things)	
MATHEMATICS	DSC: Differential Equations II	DSE: Number Theory
	DSC: Matrix Space	DSP: Project
	DSC: Complex Analysis	
CHEMISTRY	DSC: Physical Chemistry	DSE: Selected Instrumentation in Chemistry
	DSC: Inorganic Chemistry	DSP: Project
	DSC: Organic Chemistry	
GEOGRAPHY	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.	

B.Voc. SEMESTER I & II - PROGRAMME STRUCTURE AND SUBJECTS

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

NSQF level/ Semester	Course Code	Course Title	Course	Credits	Marks
	<u>GENERAL EDUCATION</u>				
Level 4/ Semester I	STG101	Fundamentals of Computers and Programming	Theory	3	75
	STG102	Web Designing Concepts	Theory	3	75
	STG103	Quantitative Techniques	Theory	2	50

	STG104	EnvironmentalStudies -I	Theory	2	50
	STP101	SoftwareLaboratory-I	Practical	2	50
SKILL DEVELOPMENT Qualification Pack & On-Job-Training (OJT)					
	STS101	JuniorSoftwareD eveloper (SSC/QOS08)	Theory	7	600
			Practical& OJT	11	
	SemesterTotal			30	900

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/ Semester	Course Code	Course Title	Course	Credits	Marks	
<u>GENERAL EDUCATION</u>						
Level 5/ Semester II	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	
	SKILL DEVELOPMENT Qualification Pack & On-Job-Training (OJT)					
		STS201	Web Developer (SSC/QOS 03)	Theory	7	700
				Practical & OJT	11	
	Semester Total			30	1000	

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**.

B. Voc. SEMESTER III & IV - PROGRAMME STRUCTURE AND SUBJECTS

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

B.VoC Programme SEMESTER III						
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.VoC Programme SEMESTER IV						
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

B. Voc. SEMESTER V & VI - PROGRAMME STRUCTURE AND SUBJECTS:

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

B.VoC Programme SEMESTER V						
NSQL Level/Semester	Course code	Course title	Course Credits		Hours	Marks
Level 7/ Semester V	STG501	Mobile Application Development	Theory	3	45	75
	STG502	Human Computer Interaction	Theory	3	45	75
	STG503	Advanced Quantitative Techniques	Theory	4	60	100
	STP501	Software Laboratories	Practical	2	60	50
Skill Development Qualification Pack						
	STS501	Software Developer (SSC/Q0501)	Theory	7	435	300
			Practical	5		
			Project/ OJT/ Internship	6		
Total				30	645	600

B.VoC Programme SEMESTER VI						
NSQL Level/Semester	Course code	Course title	Course credit		Hours	Marks
Level 7/ Semester VI	STG601	RDBMS	Theory	3	45	75
	STG602	Computer Networks	Theory	3	45	75
	STG603	Entrepreneurship Development	Theory	4	60	100
	STG601	Software Laboratory VI	Practical	2	60	50
Skill Development Qualification Pack						
	STS601	Software Developer- (SSC/Q0501)	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:

CGPA	Grades
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 revaluation 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 3rd 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/ Gold Medal	Runners-up/ Silver Medal	Semi-finalists/ 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/heads/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/ 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 (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/ 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) 7th 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 HE', 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 in a period of 15 workings 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 (nonvoting)

(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.

POLICIES OF THE COLLEGE

1. ADMISSION POLICY:

AIMS & OBJECTIVES:

- 1) To adopt simplified and transparent admission process as per guidelines of Goa University and Directorate of Higher Education.
- 2) To provide offline & online admissions to FY/SY/TY from general and vocational streams.
- 3) To follow reservation rules for PH, SC/ST/OBC/EBC as per revised government rules.
- 4) To accommodate students with high as well as low performances from rural areas.
- 5) To provide concessions in admission fee as per government rules.
- 6) To bear admission fees of needy and poor students through student aid fund of college.

- 7) To admit students from other states/countries with proper documentation & procedure.
- 8) To offer unique subject combinations considering trends in academics & employment.
- 9) To maintain up-to-date admission records of every student to furnish to Goa University, Directorate of Higher Education, NIRF, NAAC, college committees whenever needed.
- 10) To reimburse fees of cancelled /shifted admissions in quickly as per govt. rules.

2. DISCIPLINE POLICY:

AIMS AND OBJECTIVES:

1. To ensure overall discipline among student's within the college.
2. To ensure strict disciplinary measures in case any student fails to follow the rules in the college.
3. To enable students to understand the value of leading a disciplined academic life.
4. To ensure that the student's uphold the value system of the institution.
5. To ensure that all student's feel safe within the college campus.
6. To ensure that student's are consistent and regular to college and take accountability for their actions.

3. CAPACITY BUILDING AND SKILL ENHANCEMENT POLICY:

AIMS AND OBJECTIVES:

1. To impart job oriented knowledge and skills to perform multitasking roles.
2. To identify and groom hidden talent of students and staff.
3. To propose certificate courses & get approved from DHE and Goa University.
4. To plan and obtain funds to organise skill base training programmes.
5. To organise Industry-Academia skill exchange programmes in collaborations.
6. To invite experts from field/ corporate trainers to develop students capacities.
7. To Sign MOUs with incubation centres for entrepreneurship development.
8. To organise career guidance, campus interviews and job placement fairs.

4. CULTURAL POLICY:

AIMS AND OBJECTIVES:

1. To promote diverse Indian culture, the Goan and local culture in particular.
2. To organise various cultural programs, to provide platform to all to showcase their talent.
3. To ensure equity in participation, just and fair in judgement.
4. To extend financial support and mobilise sponsorships to successfully organise academic and non-academic competitions.
5. To identify creative talents in music, dance, art theatre, fine arts, folklore amongst the students and groom them by providing facilities and mentoring.
6. To develop artistic skills in talented students for enterprising benefits.
7. To acknowledge and appreciate the achievements to excel at a higher level.

5. EXAMINATION POLICY:

AIMS AND OBJECTIVES:

- 1) To impart education as per the defined curriculum to meet the standards of assessment.
- 2) To conduct free and fair assessment of every student/group on academic content.
- 3) To schedule all types of examinations for every semester as per pre set time table.
- 4) To ensure smooth conduct of examination by eliminating any form of irregularities, acts of malpractices etc.
- 5) To redress cases of malpractices as per the pre-defined rules of Goa University & college.
- 6) To facilitate students with revaluation, verification etc& declare results in time.
- 7) To conduct repeat examinations at regular interval for the benefit of failed students.
- 8) To execute examination registration process viz.guidelines, form filling, fee collection etc.
- 9) To compensate teachers with appropriate remuneration for supervision, evaluation, exam duties etc.
- 10) To preserve all records of examination, marks, answer papers and furnish when required.
- 11) To timely comply to any grievances raised by students with college or with Goa University.

6. ENVIRONMENT POLICY:

AIMS AND OBJECTIVES:

1. To keep the campus green and clean through eco-friendly practices.
2. To reduce carbon footprints and have a plastic free campus.
3. To train students for waste management activities and make them to use resources like power, water, paper, etc. efficiently.
4. To orient the students towards green and sustainability for healthy environment in campus and in public life.
5. To collaborate with nodal agencies in the area of green initiatives and environmental sustainability and organize related programme.

7. FEEDBACK POLICY

AIMS AND OBJECTIVES:

1. Students Feedback on teachers teaching skills, communication skills, methodology, effectiveness, syllabus completion, evaluation and also on College Infrastructural and student welfare facilities available and their quality of services.
2. Teacher's Feedback on curriculum, syllabus, learning resources, FDPs, welfare facilities, workshops on academic matters, research conferences, funding for programmes.
3. Alumni: Feedback on curriculum, learning resources, skill development, job skills and job placement initiatives and support for alumni activities.
4. Parents: Feedback on curriculum, learning resources, infrastructural facilities, PTA meetings & activities, grievance redressal, admission process & counselling, fee reimbursement

8. INFORMATION TECHNOLOGY POLICY:

AIMS AND OBJECTIVES:

1. To ensure the integrity, reliability, availability and superior performance of IT Systems.
2. To ensure that the use of IT Systems is consistent with the principles and values that govern use of other College facilities and services.
3. All users shall be aware of and fully comply with this Policy and the relevant supporting policies, procedures the Information Technology Act, 2000 as amended from time to time.
4. To ensure that IT systems are used for their intended purposes.
5. To establish processes for addressing policy violations and sanctions for violator.

9. INFRASTRUCTURE POLICY

AIMS AND OBJECTIVES:

1. To propose required infrastructural and equipment facilities to the DHE.
2. To follow-up with GSIDC/PWD as per the required procedure for the upkeep and maintenance of all infrastructural facilities such as electrical, plumbing, internet.
3. To ensure availability of appropriate/demanded facilities by respective faculties, for smooth functioning of the departments.
4. To entrust on individuals the responsible use of college resources.
5. To propose demands for urgent requirements such as ICT enabled tools, teaching aids, staff & student welfare facilities
6. To obtain required approvals for creation of infrastructure in case of funding under CSR by corporates.
7. To execute minor renovations, alterations through the DHE approved job executing agencies as per the contract agreement.
8. To maintain and upkeep the infrastructure on routine basis through the staff of Goa Human Resource Development Corporation (GHRDC).

10. LIBRARY POLICY:

AIMS AND OBJECTIVES:

1. Books will be issued for the period of 7 days as per entitle, if no demand for the book another 7 days will be renewed.
2. Library card is not transferable
3. Duplicate library card will be issued on the payment of Rs.50/-
4. Readers are requested to deposit their bags/belonging at the property counter.
5. Do not replace the book in the shelf after use/borrowed.
6. No personal books are allowed in the library.
7. Silence should be maintained in the library.
8. Use of mobile phones in the library is strictly prohibited.

9. The librarian may recall any books at any time if required.
10. If the book is lost, replacement of copy will be the first option or cost of the book with fine will be levied.
11. Reference books will not be issued out of the library.
12. Overdue fine will be charged per day 0.50 paisa.

11. NSS POLICY:

AIMS AND OBJECTIVES:

1. To understand the community in which the NSS volunteer works and to understand oneself in relation to their community;
2. To identify the needs and problems of the community and involve oneself in problem-solving exercise;
3. To develop in oneself a sense of social and civic responsibility;
4. To utilize the knowledge in finding practical solutions to individual and community problems;
5. To gain skills in mobilizing community participation;
6. To acquire leadership qualities and democratic values;
7. To develop capacity to meet emergencies and natural disasters; and
8. To practice national integration and social harmony.

12. PHYSICAL EDUCATION & SPORTS POLICY

AIMS AND OBJECTIVES:

1. To inculcate sense of belongings towards the team and the College.
2. To involve all the College students & staff members in the different physical activities.
3. To educate students and staff on fitness and well being of themselves and their families.
4. To contribute towards productive individuals through participation in games and sports.
5. Organize Physical Fitness camp time to time for the staff and students for the College.

13. RESOURCE MOBILISATION POLICY

- 1) To impart quality education to students by availing state of the art facilities in premises.
- 2) To make optimum use of college resources in tune with mission and vision.
- 3) To mobilize funds for specified/ budgeted purposes.
- 4) To review and approve project proposals, monitor expenditure statements & rules.
- 5) To place demands for facilities needed to higher authorities.
- 6) To make terms and conditions to effectively use facilities across faculties and subjects.

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	Ms. Sujata Gaonkar
4.	Attendance	Dr. Radhamani Divakar/ Ms. Anita Raicar
5.	Literary Association (Abhyas Mandal)	Dr. Sunetra Kalangutkar
6.	Science Association	Dr. Sushma Dessai
7.	Commerce Association	Ms. Ranjana Sawaikar
8.	National Days/ Azadi ka Amrut Mahotsav	Lieutenant Vishal Advaiakar
9.	Nature Club	Ms. Arti Naik
10.	Sustainability and Green initiatives	Ms. Yanita Palkar / Dr.Sapna Gaitonde
11.	Healthy Practices & Campus Eco-friendly Cell	Dr. Jyoti Sawant
12.	SBSI & MGNCRE	Dr. Sapna Gaitonde
13.	Green Audit	Dr. Pratibha Bakre
14.	Library services	Ms. Merel D'Silva
15.	N.S.S Unit/ Extension	Ms. Mithila Bhat
16.	Sports Committee	Dr. T.S Dey
17.	Students' Council	Ms. Ridhima Shirodkar
18.	Career Guidance, & Entrepreneur Development Cell	Dr. Rajashri Mordekar

19.	a. SC/ST Cell, Minority Cell, & Social Inclusion and Equal Opportunities b. OBC Cell	Mr. Mahesh Kerkar Ms. Manisha Phadte
20.	Merit Scholarship	Dr. Sushanta Sapte
21.	Field trips/ Industry visits, Transport	Dr. Sitaram Sukhthankar
22.	First aid and Red Ribbon Cell	Ms. Yanita Palkar
23.	Yoga/meditation/wellness centre	Ms. Anita Raicar
24.	Alumni/ PTA Coordination	Dr. Asha Gahloth Dr. Rajashri Mordekar Mr. Devanand Velingkar
25.	Canteen	Dr. Ashish Naik
26.	Intra semester Assessment Monitoring	Mr. Prashant Chodankar
27.	Unfair means Inquiry	Dr. Christina D'Souza
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/ Dr. Radhamani Divakar
32.	Computer literacy/ Cyber cell	Ms. Pooja Dalvi
33.	Magazine	Ms. Asawari Nayak

34.	Department of Research, Development and Innovation	Dr. Dilecta D'Costa Dr. Gauri Achari
35.	Staff welfare	Ms. Vijaya Nemikal
36.	Gender Equity Cell and Women Development	Dr. Sushma Dessai
37.	Academic , Administrative, and Energy Audit	Dr. Sitaram Sukhthankar Dr. Asha Gahloth
38.	Website Development	Mr. Milton Pires/ Ms. Pooja Dalvi
39.	Public relations Officer	Dr. Prakash Vazrikar
40.	Purchase and Grant utilization, infrastructure maintenance & development	Dr. Sitaram Sukhthankar
41.	Seminar Hall Maintenance	Mr. Prashant Chodankar
42.	TY Project monitoring	Dr. Lopamudra Banerjee
43.	Sanskrit language	Ms. Varada Kalas
44.	RUSA	Dr. Sitaram Sukhthankar
45.	Academic- students exchange programme	Dr. Prabir K. Rath
46.	Skill development, Moocs and Value added courses	Ms. Deliala Antao
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 Ms. Sparsha Mandrekar

50.	Institutional social responsibility (Village adoption programme)	Ms. Namrata Naik
51.	NCC	Lieutenant Vishal Advaikar (ANO)
52.	Foreign students	Ms. Asawari Nayak
53.	Collegiate students Grievance Redressal	Dr. Sapna Pelapkar
54.	Prevention of Sexual Harassment Committee	Dr. Sunetra Kalangutkar
55.	University Affiliation Committee	Dr. Asha Gahaloth
56.	Right to Information	Dr. Pravina Kerkar
57.	IQAD convenor	Dr. Pravina Kerkar
58.	NAAC Convenor	Mr. Milton Pires
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, Dr. Ashish Naik
63.	Press, News, and Media Publicity	Ms. Delilah Antao Dr. Sunetra Calangutkar
64.	Institution's Innovation Council	Ms. Pooja Dalvi
65.	Start up and Incubation Cell	Dr. Sitaram Sukhtankar Ms. Manisha D. Manerikar
66.	Cleanliness Committee	Ms. Ridhima Shirodkar
67.	Youth Inspirators Network	Ms. Asawari Nayak

FEE CHART 2022 - 2023

FY/SY/TY - B.A/ B.Sc/ B.Com/B.Voc. Semester I & II, III & IV, V & VI

(FEE CHART shall be provided once issued by Goa University & DHE)

CALENDER OF EVENTS

TENTATIVE SCHEDULE OF THE COLLEGE ACTIVITIES FOR THE ACADEMIC YEAR 2022-2023.

Sr.No	Activities/ Events	Dates
1)	Reopening of the College and Principal's Welcome Address Student Induction Programmer for F.Y.BA/ B.SC/ B.COM B.VOC	20/07/2022
2)	Independence Day Celebration	15/08/2022
3)	I- ISA – Intra Semester Assessment Tests (Written Mode)	25/08/2022 to 27/08/2022
4)	Chaturthi Vacation	30/08/2022 to 05/09/2022
5)	Gandhi Jayanti	02/10/2022
6)	Filling of Forms of Repeat SEE (I & III)	22/9/2022 to 30/9/2022
7)	Filling of Forms of Repeat SEE (I & III) with Late Fee	3/10/2022 to 6/10/2022
8)	II- ISA – Intra Semester Assessment Tests (Other than Written Test Mode)	26/09/2022 to 27/09/2022
9)	Display of Non Eligibility Lists for SEE based on ISA	One week before SEE
10)	Display of Non Eligibility Lists for SEE based on Attendance	One week before SEE
11)	Internal Practical	Before the commencement of SEE
12)	End of Semester I/III/V	10/11/2022
13)	Semester End Examination(I & III Regular and Repeat)	16/11/2022 to 23/12/2022
14)	Semester End Examination (V & Repeat Sem VI)	End of February
15)	Provisional Declaration of SEE Result (I & III) by the College	31/01/2023
16)	Verification of Results	Beginning of January
17)	Provisional Declaration of SEE Result (V & Repeat Sem VI) by the University	End of March
18)	Diwali Vacation	12/12/2022 to 31/12/2022
19)	Commencement of Sem II/IV/VI	02/01/2023
20)	Goa Liberation day	19/12/2022
21)	Christmas Vacation	24/12/22 to 01/01/23
22)	Republic Day Celebration	26/01/2023
23)	I- ISA – Intra Semester Assessment Tests (Written	23/01/2023 to 25/01/2023

	Mode)	
24)	Filling of Forms of Repeat SEE (II & IV)	21/02/2023 to 25/02/2023
25)	Filling of Forms of Repeat SEE (II & IV) with Late Fee)	27/02/2023 to 03/03/2022
26)	Filling of Forms of Supplementary SEE (I & III)	21/02/2023 to 25/02/2023
27)	Filling of Forms of Supplementary SEE (I & III) with Late Fees	27/02/2023 to 03/03/2023
28)	II- ISA – Intra Semester Assessment Tests (Other than Written Mode)	13/03/2022 to 14/03/2023
29)	Internal Practical's & Project Viva Voce	Mid April 2023
30)	Display of Non Eligibility Lists for SEE based on ISA	One week before the SEE
31)	Display of Non Eligibility Lists for SEE based on Attendance	One week before the SEE
32)	Semester End Examination(II& IV Regular & Repeat)	21/04/2023
33)	Semester End Examination(II, IV)	24/04/2023 to 07/06/2023
34)	Provisional Declaration of SEE Result (II & IV) by the College	20/06/2023
35)	Verification of Results	3rd week of May
36)	Provisional Declaration of SEE Result (VI& Repeat V) by the University	End of July 2023
37)	Filling of Forms of Supplementary SEE (II & IV)	2nd week of May
38)	Filling of Forms of Supplementary SEE(II& IV) with Late Fees	2nd week of May
39)	Tentative Commencement of Supplementary Examination Sem I to IV	4th week of May
40)	Summer Vacation	08/05/2023 to 17/06/2023
41)	Admission for Next Semester	To be announced later
42)	Commencement of the Academic Year 2023-24	18/06/2023

