



# Swami Vivekanand Vidyaprasarak Mandal's College of Commerce

(Affiliated to Goa University)

Bori, Ponda - Goa

**PROSPECTUS**  
**2020 - 2021**



**Bachelor of Commerce**  
**(Hons.)**



**SWAMI VIVEKANANDA VIDYAPRASARAK MANDAL**  
**(ESTD. 1985)**

**BOARD OF MANAGEMENT**

<b>CHAIRMAN</b>	Shri. Prakash D. Prabhu
<b>SECRETARY</b>	Shri. Ratnakar R. Desai
<b>TREASURER</b>	Shri. Sagar M. Bhat
<b>MANAGER</b>	Shri. Minanath T. Upadhye
<b>MEMBERS</b>	Shri. Narayan V. Upadhye Shri. Dayanande B. Gaude Shri. Vasant K. Pawar Shri. Shripad D. P. Desai

**DRAFTING COMMITTEE**

1.	Shri. Shekhar Sawant	-	Covener
2.	Mrs. Gayatri Behare	-	Member
3.	Ms. Priyanka Naik	-	Member
4.	Shri. Yashodhan K. Kharade	-	Member
5.	Shri. Kunal Borkar	-	Member
6.	Ms. Sneha Karekar	-	Member



# **Swami Vivekanand Vidyaprasarak Mandal's College of Commerce**

(Affiliated to Goa University)  
Bori, Ponda, Goa – 403401

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Phone number: (0832) 2333029  
E- mail: svvmcollege@yahoo.com  
Website: www.svvmcollege.com  
College Timing: 8.00 am to 3.30 pm

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## **BACHELOR OF COMMERCE (Hons.) PROSPECTUS 2020-2021**

**VISION**

To Enlighten and Empower Youth  
to Achieve Excellence in  
the Field of Higher Education.

**MISSION**

To Inculcate Socio-cultural and  
Educational Values Among  
Students and to Mould a Learner into  
a Responsible Citizen of the Country.



## PRINCIPAL's DESK

Welcome to Swami Vivekanand Vidyaprasarak Mandal's College of Commerce, a landmark of academic excellence and extracurricular performance. Our commitment is to provide a safe and intellectually challenging environment that will empower students to become innovative thinkers, creative problem solvers and inspired learners so as to be prepared to take up any challenges in their lives. In seven years, the College has imparted quality education and has developed strong and dynamic entrepreneurs. High standards and expectations for each student in regard to academic performance, co-curricular participation and responsible citizenship are the foundations of our institute. It is with pride that we hold these high standards and ask each of our students to commit to maintaining the extra ordinary record of achievement and contribution.

The college has distinguished presence in the field of sports and cultural activities too. Our sports and cultural students have won medals at the state and national level. Moreover discipline, which is non-negotiable factor of student life on our campus inculcates the value of time management and punctuality which ensures students attendance in the classes.

Every student must remember that honesty and integrity are the important traits for succeeding in academic and professional life. After getting formally instructed from this institution you will definitely turn out to be the best citizen with humanistic values and would open new horizons of development and bliss for your country.

With best wishes and blessings for the upcoming session!

**Dr. (CA) Subrahmanya Bhat**

Principal

## TEACHING STAFF

**Dr. (CA) Subrahmanya Bhat**  
PRINCIPAL

### DEPARTMENT OF COMMERCE AND ACCOUNTANCY:

Dr. (CA) Subrahmanya Bhat	M.Com, B.Ed, SET, C.A., Ph.D
Shri. Shekhar Sawant	M. Com., MBA, M.Phil, PGDHE(SET)
Shri. Kunal Borkar	M.Com (SET), D.I.M.
Ms. Priyanka Naik	M. Com (NET)
Shri. Shripad Marathe	M. Com. (SET), DIM.ECO.
Mrs. Gayatri Behare	M.Com., M.P.A.(SET)
Shri. Girish Kapdi	M. Com.

### DEPARMENT OF PHYSICAL EDUCATION AND SPORTS:

Shri. Yashodhan K. Kharade	B.A.,B.P.Ed.,M.P.Ed.,(NET,SET)
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### LIBRARY

Mrs. Sonia Mukesh Desai	MLIB., SET
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### DEPARTMENT OF ECONOMICS :

Mrs. Krupali Khandeparkar	M.A. (Economics) (SET)
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### DEPARTMENT OF MATHEMATICS :

Miss. Asmita Gaude	M.Sc.
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### DEPARTMENT OF BUSINESS LAW :

Miss. Sandhya Naik	L.L.M
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### DEPARTMENT OF BUSINESS ENVIRONMENT:

Miss. Lyiana Fernandes	M.A. (NET)
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### DEPARTMENT OF ENGLISH:

Mrs. Lorraine Fernandes	M.A. Masters of Mass Communcation
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### COUNSELLING CELL

Miss. Pranita Kalangutkar	M. A. (Counselling Psychology)
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## NON TEACHING STAFF

Mrs. Kirti Marathe	- Accountant
Ms. Sneha Karekar	- UDC
Ms. Vandana Naik	- LDC
Mr. Sonu Naik Raikar	- MTS
Mr. Laximan Baragade	- MTS
Mr. Nandesh Dessai	- MTS
Smt. Fatima Baptisa	- Sweeper



## ABOUT THE COLLEGE

### OBJECTIVES

- \* To enhance intellectual Competence through Academic Brilliance, Professional Competence and Creativity.
- \* To develop Personal Skills through Character Formation, Value Consciousness, Moral Integrity and Spiritual Development.
- \* To build Interpersonal Skills through Team Work, Leadership Skills, Empathy & Sensitivity and above all Commitment to Society.
- \* To develop Societal Skills through Awareness of our Cultural Heritage and Knowledge about Indian Constitution.

### INFRASTRUCTURE

#### **Class Rooms:**

Swami Vivekanand Vidya Prasrak Mandal's College of Commerce has grown phenomenally over the years and has attained a position to support education. It has a proper infrastructure and all necessary facilities designed to provide quality education in congenial environment. A good ambience brings ebullience in learning so the classrooms are spacious and airy to provide a positive learning environment. All classrooms are equipped with LCD projectors with screen and sound system.

#### **Library:**

The College takes pride in having library house. Library has more than 4,000 books and 17 journals and magazine subscriptions which include national and international subscriptions. Book bank facility is also available for students. All the previous issues of journals and magazines are well maintained for reference. The library is a store house for most of the popular books. The library has separate section for reference books, teacher's corner and question banks. The library also provides 10 newspapers of different languages to the students.

#### **Cafeteria:**

College canteen has been functioning efficiently. The canteen is located in college campus.



A variety of food and snack items are provided to the students and staff of the college of good quality. Canteen staff takes extra care to provide the students and staff with nutritious and hygienic food in the canteen. The management of the college is fully committed to keep the quality of the canteen for the utmost benefit of all the concerned.

Canteen is open from 8.30 am to 2.00 pm on all working days.

### **Multipurpose Hall:**

This facility was built to provide the college with an infrastructure to host different events and functions. It is normally used for holding conferences, visiting lectures, concerts as well as for indoor sports activities like table tennis and badminton.

### **Computer Lab:**

Well designed computer lab run by well educated and qualified staff with one on one access. Computers in lab are state of art with multimedia, most of them with 17" LCD monitors that are convenient for the eyes, generate less heat and consume less power thereby keeping the lab atmosphere comfortable for students. The faculty members make continuous efforts to see that students must get expertise in practical implementation of the tools they have in their curriculum.



## **ABOUT THE B.COM. PROGRAMME UNDER CBCS**

### **(Bachelor of Commerce (Honours))**

OC-66, relating to the Three Year Choice Based Credit System Programme of Bachelor of Commerce and Bachelor of Commerce(Honours) degree (under section 24(1) of Goa University Act 1984(effective from the A.Y.2017-18) is reproduced as under:

#### **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 Commerce (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 Commerce (Honours) shall be as follows.

## **2.1 Eligibility for admission to Semester I & II (in the first year) B.Com. (Hon.) Programme :**

- (A) To be eligible for admission to the Semester I of the Three Years Programme leading to the Degree of Bachelor of Commerce (Hon.) the candidate should have passed: The Higher Secondary School Certificate (Std. XII) examination conducted by the Goa.
- (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.
- (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.
- (D) A candidate admitted for Semester-I shall be deemed eligible for admission to Semester-II.
- (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.Com. (Hon.) 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.Com. (Hon.) provided:

- (a) He/She has passed the First Year B.Com. (Hon.) 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 fulfil 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.Com. of that University. However, the result of semester IV shall be withheld if the candidate does not fulfil these conditions.

**2.3 (i) Eligibility for admission to Semester-V (in the third year) B.Com. (Hon.) 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.Com. Course provided:
- (a) He/She has passed the Second Year B.Com.(Hon.) 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.Com. (Hon.) 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,
- 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 29 th 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 (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement (SE) Courses.

**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.Com. (Hon.) shall be as specified below:



## 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)
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
III	CC 9 Commerce CC 10 Commerce CC 11 Commerce		SEC 1 Business Law (with Practical Component)/ Any other		GE 3; Business Statistics / Commerce / Any other GE 4: Economics / Any other
IV	CC 12 Commerce CC 13 Commerce CC 14 Commerce		SEC 2 Business Law (with Practical Component)/ Any other		GE 5: Business Statistics / Commerce / Any other GE 6; Economics / Any other
V	CC 15 Commerce CC 16 Economics			DSE 1 Commerce DSE 2 Commerce DSE 3 Commerce DSE 4 Commerce	
VI	CC 17 Commerce CC 18 Economics			DSE 5 Commerce DSE 6 Commerce DSE 7 Commerce DSE 8 Commerce*	

CC - Discipline Specific Core; DSE - Discipline Specific Elective

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

\*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
I	CC 1 Commerce	4x1	4
	CC 2 Commerce	4x1	4
	CC 3 Economics	4x1	4
	CC 4 Commercial Arithmetic	4x1	4
	AECC 1 Spoken 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 Mathematics	4x1	4
	AECC 3 Business Communication	4x1	4
	AECC 4 Environmental Studies	2x1	2
	GE 2 Computer Applications / Geography / Any other	4x1	4
	Total		26
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	4xi	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
V	CC 15 Commerce	4x1	4
	CC 16 Economics	4x1	4
	DSE 1 Commerce	4x1	4
	DSE 2 Commerce	4x1	4
	DSE 3 Commerce	4x1	4
	DSE 4 Commerce	4x1	4
	Total		24
VI	CC 17 Commerce	4x1	4
	CC 18 Economics	4x1	4
	DSE 5 Commerce	4x1	4
	DSE 6 Commerce	4x1	4
	DSE 7 Commerce	4x1	4
	DSE 8 Commerce *	4x1	4
	Total		24
<b>TOTAL</b>			<b>148</b>

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

2. Computer Application paper in Semester I and II will have 3 Credits of Theory and 1 Credit of Practical.

\*DSP - In lieu of one of the DSE, a compulsory Discipline Specific Project (DSP) has to be taken up.

**OC-66.5      Scheme of Examination (B. Com.)**

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



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

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

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

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

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

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

## **OC-66.7 College Examination Committee, College Unfair Means Inquiry Committee and College Grievance Committee.**

**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.Com., 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.Com. 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 OF EXAMINATION B.COM (HONS)**

### **(Applicable to students seeking Admission to semester I)**

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 100marks, having only Theory, shall have ISA for 20 marks and SEE for 80 marks.  
(d) A course of 4 Credits for total of 100marks, having Theory and Practical components shall have ISA's only for Theory component for total of 15 marks, and SEE Theory component of 60 marks and Practical component for 25 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 alternate requirements as per the relevant rules of the University. A candidate failing to fulfill these conditions have to repeat the Semester.
- 5.** (a) (i) The project shall be compulsory for all students in lieu of a DSE. Disciplines 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/she 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. Com. 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 Semester-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 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 (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)



**OA-26                      Award of entitlement marks at the University Examinations under the Choice Based Credit System (CBCS) for B.Com (Hons.) Programme.**

**OA-26.1                      SCHEME FOR AWARD OF ENTITLEMENT MARKS.**

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

- i) Candidates who have been enrolled as member 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 for during a Semester.

OR

- iii) Candidates who have to their credit participation in cultural events during the academic year/semester as specified below:

A) Cultural Events - At the University Level

- a) All the students who are members of the Winning and Runners-up teams at the Inter-Collegiate level where competitions for team Championship are actually 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 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 anyone 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 the cultural event 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> prizes should verify and forward the names of the students to the University for the award of entitlement marks.
4. The organizing agencies should also forward the names of the students and a list of the participating colleges to the University.

All the above category of students participating in the NCC / NSS, Cultural Events at the University / Inter-University / Interstate / National / International level: (representing the University or State) level shall be entitled, to the gracing of 1% of maximum aggregate marks under any one or more of conditions (A) to (D) mentioned below, for the examination pertaining for the respective semester/ academic year.

- 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 E 1:** Students representing the College in the Inter-Collegiate tournaments as approved by the Sports Council and organised by Goa University.

**Category E 2 :** 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 finalist/ 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
E 1 & E 2	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 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 (or participation at various levels and for their achievement:**

**(A) NCC :**

Sr. No.	Nature and 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) NCC :**

Sr. No.	Nature and 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
8	Indira Gandhi Awardee	10
9	Participation at RD Camp (one month)	10
10	Participation at International Event such as International YouthExchange 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 III 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 calculatuig 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 durins, 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.



## SYLLABUS FOR B. COM (HONOURS) DEGREE PROGRAM \*

(w.e.f 2018-19)

### B.COM. (HONS.) COURSE STRUCTURE UNDER CBCS

#### SEMESTER I

CATEGORY	PAPER
CC 1	General Management
CC 2	Financial Accounting
CC 3	Micro Economics
CC 4	Commercial Arithmetic I
AECC 1	Spoken English
AECC 2	Environmental Studies I
GE 1	Specialised Accounting / Banking-I

#### SEMESTER II

CATEGORY	PAPER
CC 5	Introduction to Marketing
CC 6	Financial Statement Analysis & Interpretation
CC 7	Managerial Economics
CC 8	Commercial Arithmetic II
AECC 3	Business Communication
AECC 4	Environmental Studies II
GE 2	Specialised Accounting / Banking-II

**SEMESTER III**

<b>CATEGORY</b>	<b>PAPER</b>
CC 9	Business Finance
CC 10	Fundamentals of Cost Accounting
CC 11	Entrepreneurship Development
SEC 1	Business Laws (With practical component) / New Venture Planning
GE 3	Business Statistics / Retail Management
GE 4	Economics of Resources / Training & Development

**SEMESTER IV**

<b>CATEGORY</b>	<b>PAPER</b>
CC 12	Fundamentals of Investment
CC 13	Income Tax
CC 14	Accounting for Service Organizations
SEC 2	Companies Act and IPR Laws (With practical component)/Collective Bargaining & Negotiation Skills
GE 5	Business Statistics / E Commerce & E Accounting
GE 6	Indian Economy/ Salesmanship and Sales Management

**SEMESTER V**

<b>CATEGORY</b>	<b>PAPER</b>
CC 15	Industrial Management
CC16	Indian Monetary and Financial System
DSE 1	<b>COMMERCE</b> : Accounting Major I – Income Tax, Service Tax and Goa Value Added Tax OR Banking & Financial Services Major I – Modern Banking Operations & Service
DSE 2	<b>COMMERCE</b> : Accounting Major II – Auditing OR Banking & Financial Services Major II - Bank Management
DSE 3	<b>COMMERCE</b> : Accounting Major III - Government Accounting OR Banking & Financial Services Major III - Banking in India
DSE 4	<b>COMMERCE</b> : Accounting Major IV – Financial Reporting OR Banking & Financial Services IV - Foreign Exchange, Foreign Trade and International Finance

## SEMESTER VI

CATEGORY	PAPER
CC 17	Human Resource Management
CC18	International Economics
DSE 5	<b>COMMERCE</b> : Accounting Major V – Advanced Company Accounts OR Banking & Financial Services Major V – Law and Practice of Banking I
DSE 6	<b>COMMERCE</b> : Major VI – Accounting I OR Banking & Financial Services Major VI – Law and Practice of Banking II
DSE 7	<b>COMMERCE</b> : Accounting Major VII – Accounting II OR Banking & Financial Services Major VII – Financial Services
DSE 8	COMMERCE (PROJECT)

\* (Subject to change, if any, effected by the Goa University)

## ELIGIBILITY AND ADMISSION PROCEDURE FOR B.COM. (HONS.)

1. Eligibility for admission to Semester-I leading to the degree of Bachelor of Commerce (Hons.) under the CBCS structure shall be as per the Goa University Ordinance OC-66.
2. Eligibility for admission to Semester-III-VI leading to the degree of Bachelor of Commerce under the CBCS structure shall be as per the existing Goa University Ordinance.
3. A candidate migrating from another 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 papers of Semester – I.
4. Admissions will be open for a specific period of time and will be granted on the basis on merit and personal interview. Admission cannot be granted after thirty days of commencement of the First Term.
5. Students, who have passed any examination equivalent to the examination conducted by the Goa Board, will be granted 'Provisional admission. Confirmation of their admission is subject to the submission of an 'Eligibility Certificate' issued by the Registrar of Goa University before the end of the academic year falling which, their admission shall be rendered null and void.

6. Students will be required to submit particulars regarding their employment status at the time of admission. The decision regarding the admission of employed students shall rest with the Admission committee and the Head of the Institution.
7. Admission to foreign students will be granted if their passport contains a 'provisional student's visa' and on fulfilling the criteria as specified by Goa University.
8. After the initial screening of Admission Forms, the student shall be required to meet the Principal accompanied by a parent (either mother or father).
9. All admissions are valid for one academic year and will have to be renewed for every subsequent year. However a student involved in cases of indiscipline/ragging/bad conduct will not be admitted to the next academic year.
10. Students will be required to submit their completed Application Forms along with the fees prescribed by the Goa University, within the time period specified by the College.
11. Reservation of Seats for SC/ST/OBC will be as per Govt. Rule I.OC-45.2.2: Eligibility for admission to Semester I & II (in the first year) B.Com. Course.

## FEES STRUCTURE #

As per Goa University Notification reference number GU/Colg/Fees/2018/3347 dated 16th January 2018 the following is fee structure for the academic year 2020 - 21.

Fee Particulars	F Y B.Com	S Y B.Com	T Y B.Com
Tuition Fee	1530	1350	1350
Registration Fee	600	---	---
Library Fee	470	400	400
Gymkhana Fee	420	250	250
Other fee	420	200	200
Student Aid Fund	130	100	100
Library Deposit	70	---	---
Caution Money	---	---	---
Laboratory Fee	---	---	---
I.Tech Charges	---	---	---
Examination Fee	2355	2145	Notified by Goa University
Computer Lab Fee	200	200	200
ID Card charges	150	150	150
General Deposit	60	---	---
PTA Fees	100	100	100
Automation Charges	180	180	180
<b>Total</b>	<b>6685</b>	<b>5075</b>	<b>2930</b>

# (Subject to change, if any, effected by the Goa University & Govt. of Goa.)

As per Goa University Notification reference number GU/Colg/Fees/2018/3346 dated 16th January 2018 the following is fee structure for other fees payable by the students for the academic year 2020 - 21.

<b>Sr. No</b>	<b>Fee Particulars</b>	<b>Amount in INR.</b>
1	Eligibility Fees for Indian Students	580
2	Eligibility Fees for Foreign Students	3450
3	Migration Certificate	475
4	Duplicate Migration Certificate	580
5	Cancellation of Migration Certificate (after 6 months)	230
6	One time admission fee for foreign students	34500
7	Issue of transcripts for professional programmes	350
8	Issue of transcripts for General Education programmes	230
9	Attestation of academic record	350
10	Issue of NOC for transfer of Internship	1050
11	Late fee for Admission without obtaining Provisional eligibility certificate (per month)	105
12	Registration/ Enrolment Fee	
	Students from Goa Board	580
	Students from other Indian Boards	580
	ICCR/NRI /Foreign Students from other boards	580
	Students from other Indian Universities	3340
	ICCR/NRI/Foreign Students from other universities	3340
	Enrolment fee for students of Goa University with P.R.Number	580
	Goa University students without P.R.number / Ex - Migration Students	1160
13	Late fee for registration/enrolment per student / per month	105

## MANDATORY DOCUMENTS NECESSARY FOR ADMISSION F.Y. B.COM (HONS) PROGRAMME

1. Application form
2. Original mark sheet & Self-attested copy of H.S.S.C./equivalent examination.
3. Original copy & one self-attested copy of the H.S.S. Leaving Certificate.
4. Two recent passport-sized photographs.
5. Anti-Ragging Undertaking form
6. Eligibility Certificate (in original) issued by Goa University and a Migration Certificate (for those students who have passed Std. XII or any other equivalent examination through any other recognized Board other than Goa Board, if applicable).
7. Students belonging to SC/ST/OBC should furnish the caste and Income certificate from the competent authority while submitting admission forms.

### Note:

- 1) The presence of Parent/Guardian is compulsory during the admission.
- 2) The admission will be done purely on 'FIRST COME FIRST SERVE' plus merit basis.

## CANCELLATION OF ADMISSION AND RULES FOR REFUND OF FEES

(As prescribed by Goa University)

As per Goa University Notification reference number GU/36/Acad-PG/Refund of Fees/2017/1322/446 dated 17th May 2017 the following are rules relating to refund of tuition fees and other fees.

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

Sr. No.	Point of time when notice of withdrawal of admission is served to the College/University	% of refund of Aggregate Fees*
1.	15 days before the formally notified last date of admission	100%
2.	Not more than 15 days after the formally notified last date of admission	80%
3.	More than 15 days but less than 30days after formally notified last date of admission.	50%
4.	More than 30days 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) In case of (1) in the table above, 10% of the aggregate fees shall be deducted as processing charges from the refundable amount.
- c) Fees shall be refunded to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.
- d) The fees of 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 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 the both the programmes are the same, the fees paid earlier shall be transferred to the final programme where admission is sought.

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

## STUDENT ATTENDANCE

Ordinance relating to minimum attendance for eligibility to appear for Examinations conducted by Goa University.

**OA-17.1** To ensure regular attendance during every form of interactive instruction pertaining to the teaching of all Undergraduate and Post Graduate Programmes offered by Goa University.

**OA-17.2 General**

- (i) No change
- (ii) The teacher(s) concerned shall engage not less than 90% of the actual number of lectures/practicals prescribed for the particular paper/course in the syllabus. The Principal or Dean of the College/Head of the PG

Department shall ensure that the teachers in the College/Department actually engage the required lectures/practicals as mentioned above.

(Note : "Course" refers to Laboratory Course/Optional Course/ Compulsory Course or other similar instructional Courses) The Principal/Head of the Department may permit faculty members to engage The classes outside usual class timetable to enable them to complete the minimum prescribed number of classes.

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

- i) The attendance shall be taken by the teacher for each lecture/ tutorial/ practical or any other component of teaching separately. He shall maintain such a paper/ course-wise attendance record, preferably online.



ii) Attendance shall be taken on a day to day basis for all the students and shall be cumulative of all the months of the Semester / Term /Year (in case of annual examination), as the case may be, for deciding the eligibility to appear for the respective examination. The statement of the cumulative attendance shall be prepared paper/course-wise and the same shall be displayed on the Notice Board on a monthly basis. Where students have online access to attendance records, a Notice directing students to check their records may be displayed on the Notice Board on a monthly basis. A copy of this statement shall be sent to the University as and when requested by the University authorities.

iii) A student registered in a Semester / Term / Year, for any Programme (Degree or Diploma), shall ordinarily be required to have a minimum cumulative attendance of 75% of the total lectures and practicals engaged during that Semester / Term / Year and a minimum of 50% attendance of the total lectures and practicals engaged in any individual paper / course. In case of late admission on genuine grounds (to be decided by the Principal/Dean/Head of Department), attendance shall be considered from the date of admission to the programme.

In case the faculty is unable to engage the actual numbers of lectures/practicals prescribed for a particular paper/course due to any reason, all the students shall be given full attendance to that number of classes that could not be engaged by the faculty. (For example, if a faculty could engage only 55 lectures out of prescribed 60 lectures, each student shall be given attendance of additional 5 lectures in that paper/course and the same shall be counted for counting 75% attendance requirement). Under CBCS, a student whose attendance is less than 75% shall have the option of dropping a paper(s)/ Course(s) in order to meet the minimum 75% attendance requirement.

Institutions may conduct remedial classes to those students whose attendance is below 75% to meet the requirement under this provision. However, such remedial classes cannot be conducted after the commencement of the Semester End Examinations for the respective Semester.

iv) A student, not fulfilling the minimum attendance requirements mentioned above, 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 the requisite fees. Such a student shall not be treated as a fresh applicant for admission if the re-admission is in the same Institution. Re-admission to professional colleges for the First Year of the programme shall be as per the admission rules of the program. These students need not answer the eligibility test.

v) In case a student desires to seek admission during the course of the Academic year to a different institution for the same programme, her/his attendance shall be transferred.

- vii) 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 marked "Present" for the lectures/practicals missed, provided such absence is supported by documentary evidence issued by the appropriate authority such as Commanding Officer of NCC, Director of Sports and Youth Affairs, Director / Asst. Director of Sports in Government / University or an authorized official of these and other similar bodies.
- vii) 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 beyond 25% maybe condoned on medical grounds.
- Students participating in sports at the Inter-colleqlate Championship level may be given upto 15% relaxation in attendance.
- Further, a student who participates in two or more Inter-collegiate Championships may be given an additional 10% relaxation in attendance.
- A student representing the University at Inter University Championships or the State at National level Championships or higher levels, may be given relaxation upto 50% in attendance.
- However, the maximum relaxation permissible to a student on all accounts shall not be more than 50%.
- viii) Any case not covered under the above clauses but recommended by the Principal/ Dean / Head of the Department to be condoned, shall be referred to a Committee consisting of (i) Vice-Chancellor (Chairperson), Cii) Registrar and (iii) Principal of the Institutions/Dean of the College / Head of the Department concerned, as members.
- ix) For Programmes that are governed by the regulations of Central governing/ regulatory bodies, the norms prescribed by the respective bodies as amended from time to time shall apply.
- (x) A student, who has any grievance about the attendance record, may bring the same to the notice of the Principal! Dean / Head of the Department, in writing, within three days from the date of display of the attendance on the Notice Board / Notice regarding che~king of attendance online. The Principal! Dean / Head of the Department, on receipt Of such a complaint, shall verify the accuracy of the 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.

## DUPLICATE MARK LIST \*

1. The fees for issuing of duplicate mark sheet are Rs 200.00 per statement of marks.
2. A search fee of Rs 100.00 per year is payable along with the above fees.
3. An affidavit with a declaration that the original statement of marks has been lost and that, if found the same will be reported to the university has to be submitted along with the duly filled in prescribe application form for issue of the duplicate mark sheet
4. The student(s) are required to preserve mark sheets of all semester examinations as the same are needed at the time of filling the form for TY Examination
5. Issue of duplicate registration card. A student will have to pay Rs 250 for getting a duplicate Registration card
6. **Other Fees**

a. Transfer Certificate	Rs 150.00
b. Migration Certificate	Rs 300.00
c. Provisional Passing Certificate	Rs 500.00

\* Subject to Change if any effected by Goa University Notification

## IDENTITY CARD

- ❄ Every student will be issued an identity card after seeking admission to the College
- ❄ Identity card will be issued by the office on presentation of the fee receipt.
- ❄ Identity card issued to a student must be preserved by him / her throughout the Academic Year. If a student loses his / her identity card, he / she must report to the office immediately. No duplicate card will be issued till then.
- ❄ Every STUDENT must wear the Identity card while in the Campus without which they will not be allowed to enter the Campus.

## LIBRARY RULES

1. Every Student will be issued a Library card which compulsory while showing issuing books.
2. Library cards are not transferrable.
3. In case of loss of Library card, Library book the student should inform the Librarian / Concerned authority immediately. A duplicate card may be obtained on Payment of Rs 100.

4. Books stamped as reference copies are not available for home reading.
5. Books, Magazines and Newspapers must not be mutilated or handled carelessly.
6. Periodicals, Magazines, Newspapers etc cannot be taken out of the reading room.
7. Damage or loss on borrowing the books, students are advised to check them and report any damage done to the books. Otherwise, the borrower is held responsible for such damage or loss and penal action will be taken.
8. If any student loses the book, he / she will have to pay the market price of the book.
9. Any misbehavior on the part of any student will invite penal action and denial of access to the library.
10. It is the duty of every student to maintain silence in the Library.
11. Refund of library deposits & general deposits.
  - ❖ Students should claim their library deposits immediately after leaving the College.
  - ❖ Deposits not claimed within six months from the date of declaration of result are liable to be forfeited.
  - ❖ Library cards are to be produced at the time of refund of deposits.

## **NATIONAL SERVICE SCHEME**

The National Service Scheme is a student youth service program. It aims at arousing social consciousness of the youth with an overall objective of personality development of the students through community service. The Motto of the NSS is "Not Me, But You". The program consists of special camping (7 days) and regular activities (community work). A NSS volunteer has to devote his/her 120 hours to wards of community in a year. Some of the higher Secondary activities of the NSS unit of the college are

1. Improvement of Campus
2. Tree Plantation / Medicinal plants collection drive
3. Constructive work in urban and rural areas
4. Work in Welfare Institutions
5. Blood Donation
6. Adult and non-formal Education
7. Health, nutrition, family welfare, HIV/AIDS awareness campaigns in association with government and nongovernment agencies

8. Awareness Rallies
9. Construction of debate assets
10. Sustainable development with emphasis on wasteland development and watershed management and Road safety training and Disaster management respectively

Broadly NSS attempts to establish meaningful linkage between Campus and Community / College and Villages / Knowledge and Action respectively. A NSS volunteer is required to maintain the record of community work executed for the academic calendar. Every volunteer has to maintain discipline, decorum and show exemplary conduct in person.

## **STUDENTS COUNCIL**

There shall be council of students to plan, organize and implement the various activities to bring out the best in every student. The council shall be constituted by the elected representatives for each divisions of First, Second and Third Year of BCom. Similarly General Secretary, Cultural Secretary shall also be elected and Sports Secretary shall be nominated by Director of Physical Education / Concerned authority to carry out following duties

- To organize activities for all round development of the student community
- To carry out any other duties handed over by the Teacher-in-charge / Principal
- To maintain discipline on the campus of the institution
- To actively associate with activities of the council without affecting regular classes
- To strive for the welfare of the student community

The members of the student's council shall carry out above mentioned duties with integrity, honesty, hard work, impartiality by kind behavior towards all.

## **CULTURAL ASSOCIATION**

The Cultural Association of the College organizes various inter class competitions which brings out the hidden talents in the students. It creates a balanced human being, where academics blend with talents and create a civilized individual with multiple skills of planning, organizing and executing the various activities. The Cultural Association organizes and allows students to participate in various inter collegiate competitions ranging from Folk Dance to Fashion show and strives for an overall personality development of the students.

## **NATURE CLUB**

The nature club has been formed to generate an environment awareness in the young minds and to create eco-friendly vision among the future "Stakeholders". It aims at encouraging students to

explore environmental values and sensitize them to the problem of environmental degradation. This helps students in choosing the life styles which are in harmony with the environment and which foster long term benefits to the present and future generation. To do this, various guest lectures are arranged for the students. The club also undertakes tree plantation programme on the campus.

## DEPARTMENT OF PHYSICAL EDUCATION AND SPORTS

- The College Department of Physical Education and Sports is managed by Sports Committee. The Principal is the Ex-officio President and is assisted by the Sports Secretary who is nominated by the Director of Physical Education. All the regular students are members of the Department of Physical Education & Sports. Principal nominates a member of teaching staff to be the incharge of the Department of Physical Education and Sports and nominates Sports Secretary who functions under the supervision and guidance of Sports Committee.
- The nomination of Department of Physical Education and Sports will be governed by rules and laws of the College Department of Physical Education and Sports Office.
- Students selected to represent the College in the various events should be regular and punctual in attendance at the playground practice. A student selected to represent a College team in inter-collegiate event will have to attend the practice session to the satisfaction of the coach. In case of default he/she is liable to be dropped from the College team.
- No concession in the college attendance, tutorials, examinations can be claimed on the plea that a student is participating in the inter-collegiate events.
- If a student misses any tutorial, test or examinations he will be allowed to complete the same at a later date, however he must seek prior permission for such absence.
- Each sportsman must return the equipment issued to him for participating in tournaments on behalf of the College immediately after the tournament.

### CASH SCHOLARSHIPS SCHEME FOR OUTSTANDING SPORTSPERSONS

The College has always been encouraging every student to participate in sports and games for healthy living as well as towards achieving all round personality development and in order to motivate and achieve excellence in sports and games at National level. The college has decided to have a policy decision to encourage sportsman by awarding cash scholarship to all those achieving excellence at the Inter-University, National and International events.

### FOR PARTICIPATION AT THE NATIONAL LEVEL

- 1) Any student selected to represent the state of Goa at the National level (Zonal) will be awarded a cash scholarship of Rs 300/-

- 2) Any student selected to represent the state of Goa at the All National level (Inter Zonal) will be awarded a cash scholarship of Rs 500/-
- 3) Any student selected to represent the Goa University at the National level (Zonal) will be awarded a cash scholarship of Rs 300/-
- 4) Any student selected to represent the Goa University at the All India Inter University (Inter Zonal) will be awarded a cash scholarship of Rs 500/-

### **FOR ACHIEVING EXCELLENCE AT THE NATIONAL LEVEL**

#### **1. INDIVIDUAL EVENT**

- Any student who secures a Gold Medal in an individual event at the National/University level (Zonal) will be awarded a cash scholarship of Rs. 500/-.
- Any student who secures a Silver Medal in an individual event at the National/University level (Zonal) will be awarded a cash scholarship of Rs.1200/-.
- Any student who secures a Bronze Medal in an individual event at the National/University level (Zonal) will be awarded a cash scholarship of Rs.1000/-.

#### **2. TEAM EVENT**

- Any student who secures a Gold Medal in an individual event at the National/University level (Zonal) will be awarded a cash scholarship of Rs.1000/-.
- Any student who secures a Silver Medal in an individual event at the National/University level (Zonal) will be awarded a cash scholarship of Rs.800/-.
- Any student who secures a Bronze Medal in an individual event at the National/University level (Zonal) will be awarded a cash scholarship of Rs.700/-.

### **FOR PARTICIPATION AT THE INTERNATIONAL LEVEL**

Any student selected to represent India at the International level in any recognized Olympic Sports Discipline will be awarded a cash scholarship of Rs.5000/-.However any student selected to represent India at the International level will be awarded a cash scholarship of Rs.2500/-.

### **FOR ACHIEVING EXCELLENCE AT THE INTERNATIONAL LEVEL**

Any student who secures any Medal in an individual /team event at the International level will be awarded a cash scholarship accordingly from time to time depending upon the performance level.



**GOLD MEDAL FOR OUTSTANDING SPORTSPERSON**

Depending upon the performance during the year of an outstanding sportsperson the Department of Physical Education and Sports along with the sports committee will be decide upon the quantum of cash award to be given along with the Gold Medal for the Best Sports Student. However if no student has achieved an exceptional level of performance then there will be no award given during the year.

**PLACEMENT CELL**

- The placement cell has been formed in the college to help the students in preparing themselves for facing the job market. The students are trained in preparing their CVs, interview techniques.
- To analyze information in the local, regional and national contexts to explore its relevance and utility for the students in their placements and on job-training
- To organize seminars and guidance workshops for informing students about the emerging professional trends and events, job profiles, leadership roles, entrepreneurship, market needs and risks and implementation of national socio-economic policies and to impart training in soft skills.

**GOVERNMENT SCHOLARSHIPS\***

1. As per Directorate of Higher Education circular No. 3/2/2018-19/Bud/DHE/Plan/PF- I/ Schemes/92 dated 5th April 2018, Fee Waiver Scheme for SC/ST students pursuing higher education.
2. As per Directorate of Higher Education circular No. 3/2/2018-19/Bud/DHE/Plan/PF- I/ Schemes/93 dated 5th April 2018, Dayanand Bandodkar Scheme for higher education for orphans.
3. Post metric scholarship for students belonging to minority communities by social welfare department Goa
4. Post metric scholarship scheme and Gagan Bharari scheme/Merit based scholarship for ST students.

\*(Rules and regulations for eligibility of above scholarship are as laid down by the Government and are notified from time to time)

## CODE OF CONDUCT

1. All students are responsible to the Principal, teaching faculty and other college authorities in the college and on the campus.
2. Insubordination to any teacher or to any college authorities, use of indecent language, misbehavior or misconduct is liable for disciplinary action as per the rules.
3. The Principal's decision on all matters of the college shall be final and binding on all the students at all times.
4. Students are required to wear their identity cards when on the College campus and produce it whenever asked for by any College authority.
5. Loss of an Identity Card must be reported to the College Office immediately. A duplicate card will be issued on payment of the prescribed fee.
6. It is the responsibility of the student to read the notice board regularly for all important announcements and notices made by the college authorities from time to time. Students will not be excused or be given any concession on grounds of ignorance.
7. Students must attend all lectures/tutorials/practical's as per the time-table on all working days. Absence without prior permission from the principal may lead to disciplinary action as per the directives of the Goa University and the College Authorities.
8. Students are expected to be seated in their respective classrooms at the stroke of the first bell and wait for the teacher. During lecture hours students are not permitted to loiter around the corridors. If a teacher is on leave, alternate arrangements will be made to engage the class. Students are prohibited to sit on the steps of the staircase or on the parapet of the building.
9. The class representatives should inform the class in charge/mentor if there is no teacher to engage that particular lecture. Students are requested to make use of the library during free periods.
10. Absence from the College must be justified in writing and in the case of illness by a medical certificate.
11. Dress code/uniform prescribed by the College authority must be followed by the students. Indecent dressing such as plunging necks, low waist jeans, short T-shirts/Shirts, Miniskirts, slits, sleeveless displaying armpits, displaying of navel or underwear shall invite punishment in addition to fine.
12. Smoking, chewing pan, chewing gum, consumption of any narcotic, alcoholic substance etc. in the classroom and on the campus is strictly prohibited.

13. **Mobile phones are strictly prohibited on the campus and inside the classroom. If a student is found in possession of a mobile phone the same will be confiscated and returned at the end of the academic year on payment of Rs. 500/- as fine.**
14. A student found in possession of pornographic material in any form will be seriously dealt with, in addition to confiscation.
15. The College has a zero tolerance policy towards sexual harassment and Ragging. Students are advised to abstain from indulging in such activities. A student, if found guilty of such acts will be liable for severe punishment in accordance with the regulations laid down by the UGC.
16. Students will not do anything within or outside the College, which may interfere with its administration, hamper the functioning of the College & prove in any way detrimental to the overall management of the college & its working.
17. The student who is found to have done damage of any description to the College property has to make good to damage done.
18. Students are not allowed to make complaints in a body or present any collective petition, but they are welcome to present their cases, if any, either individually or through their proper representatives.
19. Students are prohibited from organizing tours, picnics, treks etc. by themselves. No student is allowed to collect contribution in money or kind without obtaining a prior sanction from the Principal.
20. The College is not responsible for loss of personal property.
21. No visitors/outsideers are allowed to meet the students in the College without the prior permission of the Principal.
22. Parents/Guardians are advised to contact the College authorities from time to time in order to apprise themselves of the progress of their wards and their attendance.
23. Genuine complaints by students will be entertained.
24. Students are prohibited to organize or attend any meeting within the College or to circulate among the students any notice or petition of any kind or paste it on the College notice board/ walls without prior written permission of the principal.
25. Students are advised not to join any club or society or make any engagement that would interfere with their studies without the prior permission of the Principal. They are not allowed to play in any team against the College.

26. A student who wishes to apply for any certificate from the College shall approach the College Administrative Staff.
27. The College reserves the right to withhold the final examination result of those students who fail to clear their dues (Breakage/Damage etc.) And/or return library books and other College items, within the notified time.
28. Use of Unfair Means during examination is strictly prohibited. A student, if found guilty, shall be liable for punishment as per the rules prescribed by Goa University.
29. Maintenance of College discipline, adherence to its rules & code of conduct & obedience to the instructions issued from time by the Principal or other college authorities will be mandatory & binding on each student & violation there to, will render the concerned student to appropriate disciplinary action including suspension, expulsion from the College & rustication in accordance with the relevant rules as per the Directives of the Goa University and the Guidelines formulated by the College Discipline Committee.
30. Matters not covered under the existing rules will rest at the absolute discretion of the Principal.

## **UGC REGULATIONS ON ANTI - RAGGING**

**UNIVERSITY GRANTS COMMISSION**

**UGC REGULATIONS ON CURBING THE MEANCE OF RAGGING IN  
HIGHER EDUCATIONAL INSTITUTIONS, 2009.**

**(Under Section 26 (1) (g) of the University Grants Commission Act, 1956)**

Dated June, 2009

In view of the Directions of the Hon'ble Supreme Court in the matter of "University of Kerala V/S Council, Principals, Colleges and others" in SPL no. 24295 of 2006 dated 16.05.2007 and that dated 08.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grant Commission to Prohibit, prevent and eliminate the scourge of ragging including 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, or indulging in rowdy or indisciplined activities by any student or students, which causes or likely to cause annoyance, hardships or psychological harm or to raise fear or apprehension thereof in any fresher or any other students, or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of sane, torment or embarrassment so as to adversely affect the physique or psyche of such 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, in all higher education institution in the country, and thereby, to provide for the healthy development, physically or psychologically, of all students, the University Grant Commission, is consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the University Grant Commission hereby makes the following Regulations, namely

**What constitutes Ragging?**

- a. Ragging constitutes one or more of any of the following acts: 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. Indulging in rowdy or indisciplined activities by any student or student which cause or 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 the ordinary course to 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 variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, 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.

**Administrative action in the event of Ragging:**

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 and 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 a period ranging from 1 to 4 semesters.
  - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
  - x. Fine which may extend up to 2.5 lakhs. Provided that where the person committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- 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 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.

## **THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013**

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 came into being after it was passed in the Parliament of India. This Act provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. The Act ensures that women are protected against sexual harassment at all the work places, be it in public or private. It contributes to realisation of their right to gender equality, life and liberty and equality in working conditions everywhere.

The Goa University is committed to creating and maintaining a community in which students, teachers and non-teaching staff can work together in an environment free of violence, harassment, exploitation and intimidation. The Supreme Court judgment of 1997 makes it obligatory for every employer and other responsible persons to follow the guidelines laid down by the Court and to evolve a specific policy to combat sexual harassment at the workplace. Goa University Policy

(Preventive and Remedial) on Sexual Harassment of Women at the Workplace has been framed to fulfill the directive of the Supreme Court enjoining all employers to develop and implement a policy against sexual harassment at the work place. As per the policy every college shall constitute Committee For The Prevention of Sexual Harassment of Women at the Workplace (CPSHWs). The CPSHWs both at the University and the Colleges/affiliated institutions shall have statutory status and be empowered to carry out the mandate of the policy.

**The College CPSHWs members consist of:**

Ms. Priyanka Naik	Convener
Mr. Shekhar Sawant	Member
Mr. Yashodhan Kharade	Member
Ms Sandhya Naik	Member
Ms. Vandana Naik	Member

**Registering a complaint with CPSHWs :**

- Person/s who can make a complaint: The victim/s of sexual harassment or any other person on behalf of the victim/s.
- Persons who can receive complaints: CPSHW secretariat (or individual members), Vice Chancellor, Registrar, Head of the Institution, Head of Department, teaching or non teaching staff member of the University/ College/ affiliated institution.

**Note :** Complaints reported orally or in writing to any of the above should be forwarded to the CPSHW within 3 working days. The CPSHW should initiate the process of inquiry within a week of the date of receipt of the complaint in writing which could be from the victim/any person on the victims behalf or the Vice Chancellor, Registrar, Head of the Institution, Head of Department, Teacher or Officer on the victims behalf. Any failure to forward the complaint to the CPSHW or undue delay in forwarding the complaint will be taken serious cognisance of and the person responsible for the delay will be held accountable and will be liable to submitting a written response to the CPSHW.



**SWAMI VIVEKANANDA VIDYA PRASARAK MANDAL**  
**(ESTD. 1985)**

Sr. No.	Name	Year of Establishment
1.	Vivekanand Vidyalaya	1986
2.	SVVM's Higher Secondary School (Commerce & Vocational Streams)	1994
3.	KG & Primary School	1996
4.	NIOS Centre	1996
5.	Higher Secondary School (Science Stream)	2011
6.	College of Commerce (BCOM)	2013
7.	IBPS Center	2013



*Arise, awake and stop not till  
the goal is reached*





Annual Study tour



ICSI Study Centre



Industrial Visit



Inter class football tournament



Visit to Central Library



National Sports Day



Road safety awareness



Old age home Visit