



Swami Vivekanand Vidyaprasarak Mandal's College of Commerce

(Affiliated to Goa University)

Bori, Ponda - Goa

**PROSPECTUS
2025 - 2026**



Bachelor of Commerce



SWAMI VIVEKANANDA VIDYAPRASARAK MANDAL

(ESTD. 1985)

BOARD OF MANAGEMENT

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SECRETARY	Shri. Ratnakar R. Desai
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DRAFTING COMMITTEE

- | | | | |
|----|---------------------|---|----------|
| 1. | Mrs. Gayatri Behare | - | Convener |
| 2. | Shri. Girish Kapdi | - | Member |
| 3. | Mrs. Sneha Lotlikar | - | Member |



Swami Vivekanand Vidyaprasarak Mandal's College of Commerce

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

Phone number: (0832) 2333029

E- mail: svvmcollege@yahoo.com

Website: www.svvmcollege.com

College Timing: 8.30 am to 5.00 pm

BACHELOR OF COMMERCE PROSPECTUS 2025-2026

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 the vibrant and dynamic Department of Commerce at Swami Vivekanand Vidyaprasarak Mandal's College of Commerce. As a leading institution in the field of commerce education, we take pride in our commitment to academic excellence, holistic development, and preparing our students for the challenges of the global business landscape. With best wishes and blessings for the upcoming session!

Established in 2013 with a vision to nurture future business leaders, our college offers a comprehensive range of programs designed to equip students with the knowledge, skills, and practical experience necessary to excel in various domains of commerce. With a team of experienced faculty members, state-of-the-art infrastructure, and industry collaborations, we strive to create an enriching learning environment that fosters innovation, critical thinking and ethical leadership.

Academic Programs: At Swami Vivekanand Vidyaprasarak Mandal's College of Commerce, we offer a diverse portfolio of academic programs catering to the needs and aspirations of students at different stages of their educational journey. Our undergraduate programs include:

Bachelor of Commerce : An intensive program designed for students with a keen interest in a specific area of commerce, offering specialized coursework and research opportunities.

In addition to undergraduate programs, we also offer certificate courses and diploma programs tailored to meet the evolving needs of the industry and enable students to pursue advanced studies in their chosen field.

Unique Features:

- **Industry Integration:** We emphasize practical learning through industry projects, internships, and guest lectures by industry experts, providing students with real-world exposure and enhancing their employability.

- **Research Opportunities:** Our department encourages research and innovation, with faculty members actively engaged in cutting-edge research projects and students encouraged to undertake independent research initiatives.
- **Career Development:** We have a dedicated career development cell that provides guidance, training, and placement assistance to students, helping them secure internships and job placements in reputed organizations.

Our department is equipped with modern facilities, including well-equipped Smart classrooms, computer labs, a library with a vast collection of books and online resources, and dedicated spaces for seminars, workshops, and group discussions. Additionally, we provide access to online learning platforms and software tools to facilitate interactive learning and skill development.

Join us at Swami Vivekanand Vidyaprasarak Mandal's, Department of Commerce and embark on a transformative educational journey that will empower you to achieve your academic and professional goals. Whether you aspire to pursue a career in finance, marketing, entrepreneurship or any other field of commerce, we are committed to providing you with the knowledge, skills, and support needed to succeed in today's competitive world.

Come, be a part of our vibrant community of learners, thinkers, and leaders, and unlock your potential for success in the dynamic world of commerce.

With best wishes and blessings for the upcoming session!

Dr. Shekhar Sawant

Officiating Principal

Contact No: 94233 09154



TEACHING STAFF

Dr. Shekhar Sawant
OFFICIATING PRINCIPAL

DEPARTMENT OF COMMERCE AND ACCOUNTANCY:

Dr. Shekhar Sawant	M. Com., MBA, M.Phil., PGDHE (SET), Ph.D.
Shri. Kunal Borkar	M.Com (SET), D.I.M.
Dr. Shripad Marathe	M. Com. (SET), DIM.ECO., Ph.D.
Mrs. Gayatri Behare	M.Com., M.P.A.(SET)
Ms. Nikita Rivonker	M. Com. (SET)
Shri. Girish Kapdi	M. Com. (SET)
Mrs. Nanya Fatarpenkar	M. Com, MBA (SET)
Shri. Baburav Kavitkar	M. Com (SET)

DEPARTMENT OF ECONOMICS:

Mrs. Krupali Khandeparkar	M.A. (Economics) (SET)
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DEPARTMENT OF ENVIRONMENTAL STUDIES:

Shri. Hanuman Gawas	M.Sc (Ecology & Environmental Science)
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DEPARTMENT OF ENGLISH:

Mrs. Chitrangada Dessai	M.A. (English), B.Ed, (SET)
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DEPARTMENT OF PHYSICAL EDUCATION AND SPORTS:

Dr. Yashodhan K. Kharade	B.A., B.P.Ed., M.P.Ed., (NET, SET), Ph.D.
Shri. Ashay Korde	B.A., B.P.Ed

DEPARTMENT – LIBRARY

Mrs. Sonia Mukesh Desai	B.Com. MLIS. SET
Mrs. Dixita Redkar	MLIS

DEPARTMENT - COUNSELLING CELL

Ms. Florencia Souza

M.Sc. (Clinical and Counselling Psychology)

DEPARTMENT - TECHNICAL CELL (IT)

Mrs. Sneha Lotlikar

BE (Computer), MCA

Mr. Dipak Upadhye

BE (Electrical and Electronic)

ADMINISTRATIVE STAFF

Mr. Swapnil Talekar

- Accountant

Ms. Vandana Naik

- UDC

Mrs. Puja Naik

- Jr. Stenographer

Mrs. Kalpa Gobre

- LDC

Mr. Prashal Naik Borkar

- LDC

Mr. Vinay Gaude

- LDC

MULTI TASKING STAFF

Mr. Sonu Naik Raikar

- MTS

Mr. Laximan Baragade

- MTS

Mr. Nandesh Dessai

- MTS

Mr. Prakash Khandeparkar

- MTS

Mr. Vikrant Gaonkar

- MTS

Mr. Sushant Satarkar

- MTS

Mr. Deelip Gaude

- MTS

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 Vidyaprasarak 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 Smart classrooms.

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.

Canteen:

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.

Medical Room:

The medical room in college is designed to provide essential healthcare services for students and staff in case of any emergency. The college provides all kinds of First Aid, medicines and other minor medical services as per the emergency needs. We make sure that First Aid kit is always available. Wheel Chair is also available in the medical room

ABOUT THE B.COM. PROGRAMME UNDER NEP 2020

(Bachelor of Commerce)

The Curriculum and Credit Framework for Undergraduate Programme under National Education Policy (NEP) 2020. Excerpts from Ordinance OA-38

OA-38.1 GENERAL

The Curriculum and Credit Framework for Undergraduate Programmes (CCFUP) under National Education Policy (NEP) 2020 envisages the incorporation of a flexible choice-based Credit system, multidisciplinary approach with multiple entry and exit options, to facilitate students to pursue their career path by choosing the subject/field of their interest.

OA-38.2 OBJECTIVES

The General Objectives of the Programme shall be:

- (i) To recognize, identify, and foster the unique capabilities of each student to promote her/his holistic development.
- (ii) To provide flexibility, so that learners can select their learning trajectories and Programmes, and thereby choose their own paths in life according to their talents and interests.
- (iii) To impart multidisciplinary and holistic education across the sciences, social sciences, arts, humanities and sports.
- (iv) To emphasize on conceptual understanding rather than rote learning; critical thinking to encourage logical decision-making and innovation; ethics, human & constitutional values; life skills such as communication, teamwork, leadership, and resilience.
- (v) To encourage extensive use of technology in teaching and learning, removing language barriers, increasing access for Divyang students, and educational planning and management.
- (vi) To provide respect for diversity and respect for the local context in all curricula, pedagogy and policy.
- (vii) To uphold equity and inclusion as the cornerstone of all educational decisions, to ensure that all students are able to thrive in the education system, and the institutional environment is responsive to differences, to ensure that high-quality education is available for all.
- (viii) To have rootedness and pride in India, and its rich, diverse, ancient, and modern culture, languages, knowledge systems, and traditions.

OA-38.4 DURATION OF THE PROGRAMME

- (i) The duration of the UG Programme shall be of Four Years/Eight Semesters with multiple entry and exit options.

- (ii) A student may also be permitted to take a break from the Programme during the period of study.
- (iii) The total duration for completion of the UG Programme shall not exceed seven years from the date of initial registration.
- (iv) Every Academic Year shall consist of two Semesters.
- (v) In addition, there shall be a Summer Term during the vacation.

OA-38.4.1 UG CERTIFICATE/ UG DIPLOMA AND DEGREES TO BE AWARDED

The following Certificate/Diploma/Degrees shall be awarded as below:

- (i) UG Certificate (NCrF Level: 4.5): Students exiting on completion of 1 year (2 Semesters) of study in the chosen broad discipline having fulfilled the Credit requirement and successfully completed a 4 Credit Vocational Course during the summer term (vacation) of the first year.
- (ii) UG Diploma (NCrF Level: 5): Students exiting on completion of 2 years (4 Semesters) of study in the chosen broad discipline having fulfilled the Credit requirement and successfully completed a 4 Credit Vocational Course during the summer term (vacation) of the second year.
- (iii) Bachelor of Arts/Bachelor of Commerce / Bachelor of Science/ Bachelor of Computer Applications/ Bachelor of Business Administration/Bachelor of Social Work/Bachelor of Performing Arts and such other Degrees (NCrF Level: 5.5): after the successful completion of 3 years in the Programme and the related Credit requirements, as specified elsewhere in this Ordinance.
- (iv) Bachelor of Arts/Bachelor of Commerce/Bachelor of Science/Bachelor of Computer Applications/Bachelor of Business Administration/Bachelor of Social Work/Bachelor of Performing Arts (4 years Honours) and such other Degrees (NCrF Level: 6): after the completion of 4 years in the Programme and the related Credit requirements, as specified elsewhere in this Ordinance.
- (v) Bachelor of Arts / Bachelor of Commerce /Bachelor of Science/ Bachelor of Computer Applications/ Bachelor of Business Administration/Bachelor of Social Work/Bachelor of Performing Arts (4 years Honours with Research) and such other Degrees (NCrF Level: 6): after the completion of 4 years in the Programme and the related Credit requirements, as specified elsewhere in this Ordinance.
- (vi) Interdisciplinary or Multidisciplinary Degree: Students who opt for 3 year or 4 year Degree Programmes shall be awarded a degree in Interdisciplinary or multidisciplinary subjects as the case may be.
 - a. Interdisciplinary Degree: A student who opts for interdisciplinary subjects shall be awarded a Bachelors Degree/Bachelors Degree (Honours)/Bachelors Degree (Honours with Research) in Interdisciplinary Subjects. For example if a student opts for subjects like Chemistry, Zoology and Botany s/he shall be awarded a BSc in Interdisciplinary Subjects (Chemistry, Zoology and Botany)
 - b. Multidisciplinary Degree: A student who opts for multidisciplinary subjects like Mathematics, Finance and Economics will be awarded a Bachelors Degree/ Bachelors Degree (Honours) Bachelors Degree (Honours with Research) in Multidisciplinary Subjects (Mathematics, Finance and Economics).

OA-38.5 ELIGIBILITY FOR ADMISSION

The eligibility for admission to the Four Year UG Degree Programme shall be as follows:

- (i) The Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board / equivalent body, after successful completion of Grade 12 or equivalent stage of education corresponding to Level-4.
- (ii) A student not covered under any of the above categories but desirous of seeking admission to the said Programme may apply to the University /College. However, the Vice Chancellor along with Dean of the concerned School/Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility in such cases.
- (iii) A student admitted for Semester-I /III/V/VII shall be deemed eligible for admission to Semester-II/IV/VI/ VIII, of each respective year provided;
 - a) S/he has no backlogs of previous Semesters to be eligible for admission to Semester V.
 - b) S/he has no backlogs of Semester V and VI to be eligible for admission to Semester VII.
- (iv) A student migrating from another recognized University and desirous of direct admission to UG Programme shall be eligible for admission based on the earned Credits in the subjects for which admission is sought. This is subject to the provisions of the Academic Bank of Credits (ABC) Ordinance of Goa University. The Vice-Chancellor along with Dean of the concerned School/Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility.
- (v) A student with a UG Certificate shall be eligible to take admission in the Third Semester of the Degree Programme within three years of exit and complete the Degree Programme within the stipulated maximum period of seven years.
- (vi) A student with a UG Diploma shall be eligible to take admission in the Fifth Semester of the Degree Programme within a period of three years of exit and complete the Degree Programme within the maximum period of seven years.
- (vii) A student who has exited with a UG Degree shall be eligible to take admission in the Seventh Semester of the Degree Honours Programme within a period of three years and complete the Degree Honours Programme within the maximum period of seven years.
- (viii) A student who obtains 75% and above or equivalent CGPA of the total marks obtained in the first Six Semesters shall be eligible to take admission to the four-year Degree (Honours with Research) at the Seventh Semester. The equivalent CGPA shall be 8.25 as per the CGPA calculation given in this Ordinance.
- (ix) The seven years duration shall be counted with effect from admission by him/her to the first semester of UG Programme.

OA-38.5.1 LATERAL ENTRY FOR STUDENTS REGISTERED UNDER OC-66

- (i) Students already enrolled in the UG Programme under Choice Based Credit System (CBCS) shall be permitted to seek admission to the Four-year Undergraduate Programme effective from Academic Year 2024-2025.

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- (ii) The concerned Institution shall provide Bridge Courses (including online Courses) approved by the Board of Studies to enable students to transition from CBCS to CCFUGP.

OA-38.5.2 CLASS/DIVISION STRENGTH

- (i) Ordinarily, the number of students in a class/division shall not exceed sixty.
- (ii) The University shall permit 10% additional seats to accommodate requests for a change of Major wherever required.
- (iii) Any unfilled or vacant seats shall be filled with those seeking a change of Major.
- (iv) Preference shall be given to those who scored highest CGPA and have no backlog in the first year.

OA-38.7 COURSES AND COURSE STRUCTURE

- (i) A Course shall consist of either of the following:

- (a) Only theory component,
- (b) Only practical component or,
- (c) Both theory and practical components.

For Courses which have both theory and practical components, the ratio of 75% theory and 25% practical shall be maintained with separate heads of passing. However, in case of Skills Enhancement Courses (SEC) and Vocational (Exit) Courses the emphasis shall be on hands on training/Practical component. The pedagogy for a Course shall include any of the following: Lectures, tutorials, practicum, seminar, internship, studio activities, field/laboratory projects, community engagement and such others or a combination of the above forms as recommended by the Board of Studies.

- (ii) A Programme shall comprise of the following categories of courses:

- (a) Disciplinary/Interdisciplinary Major (Core)

Major course will provide a student the opportunity to pursue in-depth study of a particular subject or discipline. Credits earned by a student from the two Major Courses of the Broad Discipline/Discipline in Semester I and II shall be counted towards total Major Credits.

- (b) Disciplinary/Interdisciplinary Minors

Students may opt for Minor courses from Disciplinary/ Interdisciplinary areas including skill- based courses relating to a chosen Vocational Education and Training. Students, who successfully complete the requisite number of courses (as specified in the OA-38 12.2 & 12.3) in a Disciplinary or an Interdisciplinary area of study other than the chosen Major, shall qualify for a Minor in that discipline or in the chosen Interdisciplinary area of study. To qualify for a Minor, a student shall have to earn a minimum of 12 Credits in the chosen Minor. A student shall declare at the end of Semester II the subjects s/he wishes to opt for under Minor.

- (c) Vocational Education and Training (VET)

VET shall form an integral part of the UG Programme to impart skills along

with theory and practical. A minimum of 12 Credits will be allotted to the Minor stream relating to VET which can be related to the Major or Minor Discipline or choice of the student. A student shall have to declare subject/courses under VET at the end of Semester II. In case of Programmes such as BBA, BCA internship could be offered in lieu of VET.

(d) Multidisciplinary Courses (MC)

UG students shall be required to undergo Three Introductory-level courses relating to any Broad Discipline that they have not undergone at the HSSC level as given below:

Natural and Physical Sciences, Mathematics, Statistics and Computer Applications Library, Information and Media Sciences, Commerce and Management, Humanities and Social Sciences.

(e) Value-Added Courses (VAC)

The following are the VAC common to all UG students:

Understanding India, Environmental Science/Education, Digital and Technological Solutions, Health

& Wellness, Yoga Education, Sports, Fitness, courses related to National Service Scheme (NSS), National Cadet Corps (NCC) and such other courses. However, a two Credit Environmental Science Course shall be mandatory under VAC.

(f) Ability Enhancement Courses (AEC)

Students shall achieve competency in a Modern Indian Language (MIL) and in the English Language with special emphasis on communication, reading and writing skills. Foreign National/ Person of Indian Origin/Non-Resident Indian/Foreign Board students may opt for additional English Language Courses or any other Foreign Language Courses in lieu of MIL.

(g) Skills Enhancement Courses (SEC)

SECs shall focus on practical skills, hands-on training, soft skills and such other courses to enhance the employability of students.

(h) Summer Internship / Apprenticeship (I)

Students shall be provided with opportunities for Internships in the summer term. Students shall undergo Internships in a Firm, Industry, Organizations, Laboratory with Faculty and Researchers (in their own or other HEIs), Health and allied areas, Local Governments (such as Panchayats and Municipalities), Parliament or elected representatives, media, artists, crafts persons, NGOs and other such organizations to improve their employability.

(i) Community Engagement and Service (CES)

Through CES students shall be exposed to socio-economic issues in society to enable them to generate solutions to real life problems. CES shall be offered either as a part of the summer term activity or part of Major or Minor Course depending upon the Major Discipline.

- (j) **Project/ Field-Based Learning (P)**
The Project work shall be compulsory and shall be offered in lieu of a Major Course. Field-based learning may be a part of summer term activity.
- (k) **Dissertation (D)**
A student opting for a 4-Year Bachelor's Degree (Honours with Research) shall have to complete a 12 Credits Dissertation under the guidance of a Faculty member. An Internship shall be offered In lieu of Dissertation where Internship is an integral component of the Curriculum.
- (l) **Extra-curricular Activities (EA)**
Sports, Adult Education/Literacy initiatives, mentoring school students and other similar activities. National Service Scheme (NSS) and/or National Cadet Corps (NCC) courses that are not opted by a student as VAC may be permitted under EA.

OA-38 7.1 COURSES OPTED FROM OTHER INSTITUTES:

Students shall be permitted to opt Credits/Course from any other Colleges/Institutions affiliated to the Goa University.

OA-38.11 PROGRAMME STRUCTURE

The Programme Structure for the Four-year UG Degree Programmes and the Three-year UG Degree Programmes shall be as specified below:

Types of UG Degree Programmes	Three-year UG		Four-year UG	
UG Degree Programmes with Single Major	60 Credits in Major (Core)	120	80 Credits in Major (Core)	160
UG Degree Programmes with Double Major	Minimum of 60 percent of Major (Core) Credits in the first major and 40 percent of major (Core) Credits in the Second Major (Core)	120	Minimum of 60 percent of Major (Core) Credits in the first major and 40 percent of major (Core) Credits in the Second Major (Core)	160

Interdisciplinary UG Programmes	The Credits to the Major (core) courses shall be distributed among the chosen Disciplines in equal proportion	120	The Credits to the Major (core) courses shall be distributed among the chosen Disciplines in equal proportion	160
Multidisciplinary UG Programmes	The Credits to the Major (core) courses will be distributed across the Broad Disciplines in equal proportion	120	The Credits to the Major (core) courses will be distributed across the Broad Disciplines in equal proportion	160

OA-38.12 CREDIT DISTRIBUTION

Ordinarily, the number of Credits to be completed in each Semester shall be 20.

OA-38.12.1 Candidates exiting the Programme after the first year or the second year shall have to undergo one additional Four Credit Course during the Summer Term.

OA-38.12.2 Semester wise Distribution of Course levels and corresponding Credits.

Semester	Major-Core	Minor	MC*	AEC (Language)	SE C	I	D	VAC	Total Credits
I	100 Level Courses (4)	100 Level Courses (4)	1 Course (3)	1 Course English-I (2)	1 course (3)			2 courses (2+2)	20
II	100 Level Courses (4)	100 Level Courses (4)	1 Course (3)	1 Course English-II (2)	1 course (3)			2 courses (2+2)	20
III	200 Level Courses (8)	200 & above (4)	1 Course (3)	1 Course MIL-I (2)	1 course (3)				20

IV	200 Level Courses (14)	200 & above (4)		1 Course MIL-II (2)					20
V	300 Level Courses (14)	200 & above (4)				2			20
VI	300 Level Courses (16)	200 & above (4)							20
VII	400 Level Courses (16)	300 & above (4)							20
VIII	00 Level Courses (4)	300 & above (4)					12		20

OA-38.14 SCHEME OF EXAMINATION

The Scheme of Examination shall be as follows:

- (i) Evaluation shall be based on continuous assessment, in which Intra-Semester Assessment (ISA) and Semester End Assessment (SEA) will contribute to the final grade. ISA will consist of class tests, mid-Semester examination(s), homework assignments, and such other modes of evaluation, as determined by the faculty in charge of the courses of study. Progress towards achievement of learning outcomes will be assessed using the following: time-constrained examinations; closed-book and open book tests; problem-based assignments; practical assignment, laboratory reports; observation of practical skills; individual project reports (case-study reports); team project reports; oral presentations, including seminar presentation; viva voce; computerized adaptive assessment, surprise test, modular certifications, and any other modes of assessment.
- (ii) The evaluation for the Courses shall comprise of ISA and the SEA.
 - (a) One Credit shall carry 25 marks.
 - (b) The ISA shall carry 20% of maximum marks allotted for the Course, and SEA shall carry 80% marks. A Course of Four Credits for total of 100 marks, having only Theory, shall have ISA for 20 marks and SEA for 80 marks.
 - (c) There shall be no ISA for the One Credit Practical Component of Four Credit Courses. A Four Credit Course (100 marks) comprising Theory (Three Credits) and Practical (One Credit) shall have ISAs only for the Theory Component (15 Marks), and SEA Theory Component (60 marks). The One Credit Practical Component has only SEA (25 marks).
 - (d) There shall be no ISA for a One Credit Practical Course.
 - (e) In case of Two-Four Credit Practical Courses, the ISA shall have 20% weightage and SEA 80%.
 - (f) Courses of any other number of Credits shall have a proportionate marking system.

(iii) Intra-Semester Assessment (ISA)

There shall be three ISAs in a given Semester for the theory Component of each Course of 2 Credits and above, of which a minimum of 50% shall be evidence based. The two best scores shall be considered for the final ISA marks for papers of 2 Credits and above. For a course of one Credit the best score out of two ISAs shall be considered. ISAs may be through a written test or any other alternative mode of evaluation, including assignments, presentations, oral or online test, MCQs, open book test, and any other mode of assessment.

- (a) 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 ISA schedule shall be notified at the beginning of the Semester.
- (d) ISA marks shall be communicated to students within two weeks of the ISA.
- (e) Ordinarily, ISA-I shall be completed by the end of the Fifth week after the commencement of the Semester and ISA-II by the end of the Tenth week of the Semester.\
- (f) Students who fail to appear for an ISA due to a genuine reason shall be given another opportunity, to complete the ISA.
- (g) There shall be a Committee appointed to monitor the conduct of ISAs.
- (h) To be eligible to appear for the Semester End Assessment (SEA), a student shall be required to appear for a minimum of two ISAs in each Course.

(iv) Semester End Assessment (SEA)

- (a) SEAs shall be conducted at the conclusion of every Semester, and shall cover the entire syllabus prescribed for the respective Course.
- (b) A student shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEA provided the student has appeared for two ISAs in a Course, and fulfils the minimum attendance requirements as per the relevant rules of the University. A student failing to fulfil these conditions shall have to repeat the course.
- (c) The detailed procedure for the conduct of SEA and subsequent assessment shall be as notified by the University.
- (d) The pattern of question paper(s) to be set for the SEA in a given course and the scheme of marking shall be decided by the respective BoS. For this purpose, the BoS shall frame specimen question paper(s) in the various courses concerned 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 respective BoS.
- (e) To pass a Course a student shall have to obtain a minimum of 40% in ISA and SEA together. There is no separate passing for ISA and SEA.
- (f) The duration of SEA theory paper carrying up to 40 marks shall be 1 hour, and papers of above 40 and up to 80 marks shall be of 2 hours duration.

(g) Supplementary exams shall be held at the end of the academic year immediately after SEA.

(v) Paper Setting

The detailed procedure for the paper setting of shall be notified by the University.

(vi) SWAYAM Courses

Students shall have the option to earn up to 40% of the Credits through online SWAYAM Courses recommended by the Board of Studies and approved by Academic Council preferably in the beginning of each Semester. Students shall inform Programme Director/Head of the Department before registering for the SWAYAM Courses. The certificates/marks obtained by the students after successful completion of SWAYAM course/s has to be forwarded to the Controller of Examination along with Semester marks through the Principal of the College/Dean of the Schools for uploading the Credits in the Academic Bank of Credits (ABC) account of the student.

(vii) Students shall be permitted to opt Credits/Course from any other Colleges/Institutions affiliated to the University. The assessment and evaluation of the Course shall be conducted by the concerned College/Institution offering the Course, the Institution shall be responsible for forwarding the marks to the parent institution where student is enrolled for the Programme for further processing.

OA-38.14.1 PRACTICAL EXAMINATION

(i) Conduct of Examination

- (a) Examination(s) in Laboratory exercises shall be conducted for Courses with a practical component. Marks will be allotted as follows: Experiment (including Field Work) 60%, Journal/Record Book 20%, Oral Examination 20%. A student shall be permitted to appear for the practical examination only if s/he submits her/his journal duly certified by the teacher(s) teaching the Course and the concerned Head of the Department/Programme Director.
- (b) To assess the student's performance in the assigned experiment, the examiner shall take into account the planning, procedure, techniques followed, readings/observations, results and the presentation.
- (c) Students shall be required to submit the journal/record book before the practical examination. Examiner(s) shall take into account the regularity of the student in attending the Laboratory Course, completeness of the exercises and presentation and format of the journal. For subjects having field work component, the student 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 marks.
- (d) In the oral examination, examiner(s) shall assess the knowledge of a student in the Course as well as during the experiment(s) performed.
- (e) Record of the breakup of marks obtained by the student for Semesters I to VII for the examinations conducted by the College, shall be maintained by the College in a sealed envelope for a minimum period of one year.
- (f) A student unable to appear for the practical examination on medical or other genuine grounds may be permitted to appear for a practical examination out of turn, irrespective

of the timetable and the batch allotted to him/her, in the examination. This out of turn appearance may be in the same Institution or in a different Institution. Such permission shall be granted by the University if recommended by the respective Dean or Principal of the College. The student shall be required to remit the requisite fee for this out of turn examination.

OA-38.14.2 EVALUATION OF DISSERTATION

The Research Supervisor along with the faculty members of the concerned Discipline shall assess the Dissertation work as per the components below:

- (i) Research Conceptualization: The Research Conceptualization shall have only one assessment component of 100 marks at the beginning of the Semester VIII for the Four-Year Undergraduate Degree Programme which shall be in the form of a presentation of the research frame, identification of the research gap through a review of literature and availability of data, compiled by the student in Semester VII. 50% of the marks shall be awarded by the Research Supervisor and 50% by the faculty members of the Department/Discipline.

- (ii) Research Mentoring: -

The Research Supervisor shall continuously monitor the progress of research work, evidenced by attendance over Semesters VII and VIII, and shall award marks for research work and the Research Report submitted by the student out of 100 marks. The Research Supervisor shall also take into account the student's discipline, sincerity, interest and performance.

- (iii) Research Report:

The Research Report shall also be evaluated by an External Examiner for 100 marks. The External Examiner shall be a PhD holder in the concerned subject.

- (iv) A student who fails in the Dissertation shall have to resubmit the Dissertation after incorporating changes suggested by the External Examiner. If there is further rejection of the Dissertation, the candidate shall have to change the topic of Dissertation in consultation with a guide and submit in the next Semester.

- (v) Evaluation of Internship:

- (a) The modalities of internal evaluation shall be decided by BoS.
- (b) The students on internship shall be under the mentorship of faculty member/s. The mentor faculty shall orient the students on Internship and outline the expected learning outcomes from Internship. The mentor faculty shall be expected to monitor and periodically assess the progress.
- (c) There shall be an ISA component of 20% marks and SEA component of 80% marks.
- (d) The faculty mentoring the student shall assign ISA marks based on the feedback obtained from company/ organization and the domain knowledge, skill set, best practices learned by the student at the organisation/ company and such others. BoS can devise suitable evaluation techniques to assess the ISA component.
- (e) SEA marks shall be based on Internship Report and presentation and shall be decided by the Department/ Discipline faculty members. The Internship Report shall be prepared in line with the Dissertation report for the purpose of evaluation.

- (f) For BBA and BCA, Internship in lieu of each VET course shall be assessed for 100 marks with ISA and SEA components.
- (g) The scheme of evaluation of Exit requirement of 4 Credits shall be as per OA-38 14.2(v)(c).

OA-38.14.3 EVALUATION OF PROJECTS OFFERED AT SEMESTER VI.

- (i) A Project, in lieu of a Major Course, shall be offered in Semester VI. Ideally, the Project shall be a Group Project with a maximum of five students per group. A teacher shall not ordinarily be assigned more than two Projects. The Project workload will be two hours per Project per week for a group of four or more students. For a group of three or less students the workload will be one hour per week per Project.
- (ii) Project and the Report shall be based on field work/library work /laboratory work/ on-the-job training or similar work assigned by the teacher.
- (iii) The Project Supervisor shall ensure that the content in the Project Report is not plagiarized.
- (iv) The assessment of the Project shall be done by the Internal Examiner (Project Supervisor for 20 marks) and External Examiner (for 80 marks) as per the Guidelines defined in the Project Manual.

OA-38.14.4 VERIFICATION AND REVALUATION OF MARKS.

- (i) Revaluation of SEA answer books in Semesters I to VIII shall be permitted as per the existing provisions of OA-5.15 for Revaluation/Verification.
- (ii) All grievances pertaining to ISA marks shall be dealt with by the Grievance Committee of the College before sending the ISA marks to the University.
- (iii) ISA marks shall be submitted to the University within 20 days of the conduct of the last ISA.
- (iv) Verification of only SEA theory papers is permitted.

OA-38.15 AWARD OF GRADES

Award of Grades shall be as per Ordinance OA - 16.

SCHEME OF EXAMINATION B.COM

(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 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 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.

OA-26 Award of entitlement marks at the University Examinations under the National Education Policy (NEP) for B.Com 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 1st, 2nd and 3rd prizes should verify and forward the names of the students to the University for the Award of entitlement marks.
4. The organizing agencies should also forward the names of the students and a list of the participating colleges to the University.

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 Bonafide 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 recognized by Indian Olympic Association.
- Category C** Students representing Goa State for National events organized by the recognized 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 recognized discipline to be determined by respective National Federation)
 - iii) Federation Cups organized by National Sports Federations recognized 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.

- (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 organized 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	Semifinalist/ 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.

- (ii) 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) NSS :

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 Youth Exchange Programme (6 days)	10

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

The marks awarded as shown above shall cumulate (after subtracting the marks utilized for passing, if any) till the end of Semester II. If the candidate, wishes to utilize 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. If the candidate wishes to claim the credits for Semester IV, she/he shall inform it in writing to the Principal of the College at the beginning of Semester IV. The candidate will be given credits in lieu of a regular SEC for NCC/NSS/Cultural activities/Sports at the end of Semester IV by considering the marks accumulated till the end of Semester IV for the particular activity. This option is available to B.Sc. [not for B.Sc. (Hons.)] students during Semesters V and VI also. Following the same principle detailed above. However, they can exercise this option only once (i.e Semester III/IV/V/ VI). These accumulated marks shall be used for calculating the grade. For this purpose, any marks accumulated beyond 100 shall not be considered, nor carried forward. However, marks obtained during, subsequent Semesters shall accumulate.

If a candidate does not wish to claim Credits for her/his accumulated entitlement marks, the marks shall continue to accumulate till the end of Semester VI (either without utilizing or after partially being utilized). 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.

B.COM. COURSE STRUCTURE UNDER NATIONAL EDUCATION POLICY (NEP)

SEMESTER I

CATEGORY		PAPER
Major 1	COM-100	Financial Accounting
Minor 1	COM-111	Principals and practice of management
MC	ECO-131	Sustainable Development
AEC 1	ENG-151	Communicative English Spoken and Written
SEC	COM-145	Innovation and Start-ups
VAC	VAC-100	Environmental Studies – I
	VAC-110	Indian Economics Thought

SEMESTER II

CATEGORY		PAPER
Major 1	COM-101	Elements of Cost
Minor 1	COM-112	Fundamental of Banking
MC	ECO-132	Globalisation
AEC 1	ENG-152	Digital Content Creation in English
SEC	COM-149	Introduction to Agripreneurship
VAC	VAC-112	Green Energy System
	VAC-118	Youth Empowerment using Mind Management

SEMESTER III

CATEGORY		PAPER
Major	COM-200	Public Economics
Major	CFA-201	Government Accounting OR
Major	CBF-201	Principal & Practice of Banking
Minor	CFA-211	Specialized Accounting OR
Minor	CBF-211	Introduction to Capital Market
MC	COM-235	Intellectual Property Rights
AEC		To Be Opted from List
SEC	COM-243	Personal Financial Planning OR
	COM-244	Introduction to Auditing

SEMESTER IV

CATEGORY		PAPER
Major	COM-202	Fundamentals of Macroeconomics for Business
Major	CFA-203	Financial Statement Analysis OR
Major	CBF-203	Law & Practice of Banking
Major	COM-204	Indirect Taxes OR
Major	CBF-204	Principal & Practice of Insurance
Major	CFA-205	Forensic Accounting OR
Major	CBF-205	Financial Statement Analysis of Banks
Minor	COM-221	Accounting for Service Organizations (VET)
AEC		To Be Opted from List

SEMESTER V

CATEGORY		PAPER
Major	COM-300	Indian Economy
Major	CFA-301	Advanced Corporate Accounting OR
Major	CBF-301	Bank Management
Major	COM-302	Direct Tax - I OR
Major	CBF-302	Financial Services
Major	COM-303	Research Process OR
Major	CBF-303	Research Process
Minor	CFA-321	Principles and Practice of Auditing (VET) OR
Minor	CBF-321	Marketing of Financial Service (VET)
Internship	COM-361	Internship

SEMESTER VI

CATEGORY		PAPER
Major	COM-304	International Economics
Major	CFA-305	Financial Reporting and Sustainability Practice OR
Major	CBF-305	Modern Banking Operations and Services
Major	COM-306	Direct Tax - II OR
Major	CBF- 306	Financial Risk Management
Major	CFA-307	Project OR
Major	CBF-307	Project
Minor	COM-322	E-Filing of Income Tax and GST Returns (VET) OR
	CBF- 322	Digital Banking

Note : (Subject to change, if any, effected by the Goa University)

ELIGIBILITY AND ADMISSION PROCEDURE FOR B.COM.

1. Eligibility for admission to Semester-I leading to the degree of Bachelor of Commerce under the NEP structure shall be as per the Goa University Ordinance OA-38.
2. Eligibility for admission to Semester-III-VI leading to the degree of Bachelor of Commerce under the NEP 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.O.C-45.2.2: Eligibility for admission to Semester I & II (in the first year) B.Com. Course.

FEES STRUCTURE

Particulars	FY B.COM	SY B.COM	TY B.COM
	Rs	Rs	Rs
Tuition Fees	2000	2000	2000
Registration Fees	695	-	-
Library Fees	500	500	500
Gymkhana Fees	500	500	500
Cultural/Other Fees	500	500	500
Students Aid fund	130	130	130
Library Deposit	70	-	-
Caution Money Deposit	70	70	70
Laboratory Deposit	-	-	-
Lab Practical Fees*	-	-	-
SEC Laboratory Fess	500	250	-
I.Tech Charges	820	820	820
Integrated Acad. Information Management System software (IAIMS) Fees	225	225	225
ID Card	150	150	150
PTA	500	500	500
Magazine/ Academic Diary/ Placement Brochure	500	500	500
Field trips	-	-	-
Maintenance of Musical Equipments	-	-	-
Academic Re-structuring & Development	1500	1500	1500
Examination Fees	2355	2355	(will be collected afterwards as per Goa University Guidelines)
Total Fees	11,015	10,000	7395

Note: (Subject to change, if any, effected by the DHE Goa)

NOTE: FEES TO BE PAID THROUGH DEBIT CARD/GOOGLE PAY/UPI ID ONLY

As per Goa University Notification reference number GU/Academic (Cole.)/Fees/2021/113 dated 9th July 2021 the following is fee structure for other fees payable by the students for the academic year 2025 – 26.

Sr. No	Fee Particulars	Amount in INR.
1	Eligibility Fees for Indian Students	695.00
2	Eligibility Fees for Foreign Students	4,190.00
3	Transfer Certificate	50.00
4	Migration Certificate	580.00
5	Duplicate Migration Certificate	695.00
6	Cancellation of Migration Certificate (after 6 months)	295.00
7	One time admission fee for foreign students	41,685.00
8	Issue of NOC for transfer of Internship	1,200.00
9	Late fee for applying Provisional Eligibility Certificate (for every delayed month)	135.00
10	Registration/ Enrolment Fee	
a)	Students from Goa Board/ Other Board in India	695.00
b)	Students from Other Boards/ICCR/NRI/Foreign students	695.00
c)	Students from other University (NRI/ICCR/Foreign University)	4,055.00
d)	Goa University with P. R. Number	695.00
e)	Goa University without P.R. Number / Ex – Migration Student	1,395.00
f)	Late fee for Registration/ Enrollment per student (per month)	135.00 (But not exceeding Rs. 1000.00)

MANDATORY DOCUMENTS NECESSARY FOR ADMISSION F.Y. B.COM 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. 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).
6. 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 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 programs 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 engage by the faculty. (For example, if a faculty could engage only SS lectures out of prescribed 60 lectures, each student shall be given attendance of additional S lecture 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 afresh 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-collegiate 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), (ii) 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 checking 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 340.00 per statement of marks.
2. A search fee of Rs 130.00 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

1. Every student will be issued an identity card after seeking admission to the College
2. Identity card will be issued by the office on presentation of the fee receipt.
3. 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.
4. Every STUDENT must wear the Identify 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.
 - a. Students should claim their library deposits immediately after leaving the College.
 - b. Deposits not claimed within six months from the date of declaration of result are liable to be forfeited.
 - c. 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 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.

NATIONAL CADET CORPS

Our students are allowed to participate in NCC in neighboring colleges.

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 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 in charge 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 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. A student found in possession of pornographic material in any form will be seriously dealt with, in addition to confiscation.
14. 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.
15. 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.
16. The student who is found to have done damage of any description to the College property has to make good to damage done.
17. 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.
18. 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.
19. The College is not responsible for loss of personal property.
20. No visitors/outsideers are allowed to meet the students in the College without the prior permission of the Principal.
21. 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.
22. Genuine complaints by students will be entertained.
23. 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.
24. 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.

25. A student who wishes to apply for any certificate from the College shall approach the College Administrative Staff.
26. 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.
27. 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.
28. 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.
29. 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 undisciplined 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, in 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 indiscipline 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 ATWORKPLACE (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 realization 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:

Mrs. Krupali Khandeparkar	Convener
Mrs. Sonia Desai	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 cognizance of and the person responsible for the delay will be held accountable and will be liable to submitting a written response to the CPSHW.



Runner-Up Position in the Inter College Kabaddi Tournament

