



SANT SOHIROBANATHAMBIYE GOVERNMENT COLLEGE OF ARTS & COMMERCE

VIRNODA, PERNEM, GOA.

COLLEGE PROSPECTUS

2022 - 23



Our Vision

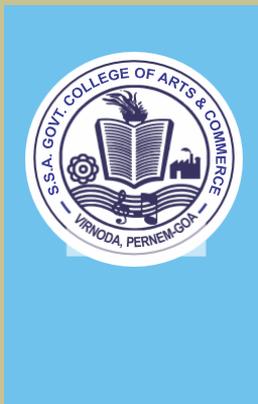
Knowledge and Virtue for peace and progress

Our Mission

*To empower the youth; promote excellence
in all our endeavours; and develop
service-minded citizens of the country*

Our Value Framework

*Contributing to state and national development
Fostering global competencies among our students
inculcating a value system in them
Promoting the use of technologies
Quest for excellence*



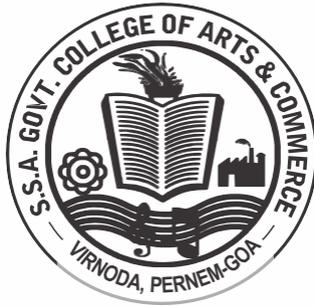
**SANT SOHIROBANATH AMBIYE
GOVT. COLLEGE OF ARTS & COMMERCE
VIRNODA, PERNEM, GOA 403 512**

[Permanently affiliated to Goa University and recognized by the U.G.C.
under sections 2(f) and 12(B) of the UGC Act of 1956]

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**PROSPECTUS
2022-23**

Execution of Prospectus

Mrs. Ishani Roy

(Associate Prof. of Geography)
(Convenor, Prospectus Committee)

Mr. Akshay Sakharkar

(Assistant Prof. of Commerce)
(Jt. Convenor, Prospectus Committee)

Publisher

Prof. (Dr.) Filipe Rodrigues e Melo

Professor & Principal

**SANT SOHIROBANATH AMBIYE GOVT. COLLEGE OF ARTS & COMMERCE
VIRNODA, PERNEM, GOA.**

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FROM THE PRINCIPAL'S DESK

Greetings from Sant Sohirobanath Ambiyé Government College of Arts and Commerce!!



It has been a year of the Covid pandemic, yet a new academic year starts and teaching and learning continues despite the odds. Education not only pertains to the acquisition of knowledge, skills, beliefs, habits and morals but it shapes human beings into personalities, which is an important aspect in life. Our college contributes every aspect required to mould our students to excel and help in development of minds.

Our College was established in 1994 by the Government of Goa, with an agenda of promoting higher education in Pernem taluka. It initially started with courses of B.A. and B.Com. and with passing years the College has already made its mark and today post-graduation courses of Commerce and Marathi are offered, besides a Research Centre in Commerce leading to the award of Ph.D. in Commerce.

The College has spacious infrastructure with state-of-the-art, air conditioned multipurpose hall. Besides, to make teaching-learning more interesting, there are well-equipped Commerce-Economics and Language laboratories. Other facilities include-digital interactive touch board installed in 14 classrooms, digital podiums, seminar room, independent library building with huge volume of reference books, conference room, Wi-Fi enabled campus, fully equipped gymnasium and landscaped gardens with fruit, flower and medicinal plants. A number of initiatives have been taken to further enhance quality to ensure well rounded personality development of our students. Benchmarking our performance against the very best is a constant feature at our College. Seminars, Workshop, Webinars, are a few of such initiative to ascertain benefits for each stakeholder.

With a dedicated set of faculty and an excellent infrastructure, the College ensures that students are provided the best environment to learn and grow. The students have excelled greatly in sports and are also encouraged to participate willingly in co-curricular and extra-curricular activities, thus enabling them to grow, explore, improve and socialized.

It's a new beginning! So let's embark on a new journey of learning!

Prof. Dr. Filipe Rodrigues e Melo
Principal

INTRODUCTION

Government College of Arts and Commerce, Virnoda, Pernem, Goa, later renamed 'Sant Sohrobanath Ambiyee Government College of Arts and Commerce, Virnoda, Pernem, Goa was established in the academic year 1993-94. The College is housed in a state-of-the-art building situated alongside NH-66 and nestled amidst pristine, greenery under a canopy of clear blue sky. With the excellent results it has achieved over the years, with hundreds of its graduates placed in life, one can say that the College and the Taluka as a whole is on the highway to knowledge and success. The College provides facilities for academic excellence and helps in the development of physical, intellectual and moral faculties of the students with a view to making young men and women disciplined citizens of our country. The college serves as a vital link to the forces of growth and development, information and global technology. The new infrastructure is expected to provide a further boost to make this college a pride of Pednekar, the people of Pernem taluka.

The College is managed by the Government of Goa with the primary objective of catering to the students of Pernem on priority basis. It is permanently affiliated to the Goa University since 2006- 2007. The College was re-accredited by the NAAC with 'B' Grade, CGPA 2.74/4.00 in 2015. It welcomes all the students, irrespective of their origin, caste, creed and abilities/disabilities.

GOALS AND OBJECTIVES

Education is the apprenticeship of life, a learning process involving development of the mind, body, heart and soul, facilitating young minds to blossom and bloom into worthy citizens. In keeping with these established truths, the mission of this Government College reflects a sincere endeavour to:-

1. Conscientize our students towards becoming and remaining a v i d learners right through life;
2. To help them develop a dynamic personality with a positive attitude/approach to life;
3. To encourage them to develop skills to lead a fruitful and peaceful co-existence a productive members of society;
4. To arouse in them a deep sensitivity and concern for healthy moral values;
5. To generate in them a desire to reach for the stars.

Prime concerns

To provide a seat of learning and facilities for academic excellence to students living in far-flung rural areas of Pernem Taluka, by literally bringing higher education to their doorsteps, thus fulfilling the objective of the Government of Goa.

To strive to gain all-round development of physical, intellectual and moral faculties of the students through wide ranging curricular and co-curricular activities.

To lay stress on value education, aimed at making students better citizens imbued with discipline and conscious of their duties.

We seek to achieve our goals through:-

- * Introduction of students at the time of admission and at the annual inaugural function of the academic year during which not only the rights but also responsibilities are emphasized.
- * Teachers striving to serve as role models, displaying qualities of punctuality, diligence, perseverance, accountability, secularism and mutual respect, proper teaching, coverage of syllabi and beyond.
- * Compulsory minimum attendance of students at lectures, tutorials and practical in the college.
- * Ensuring discipline in the classrooms and in the campus.
- * Proper conduct of examinations upholding the dignity and decorum of the system.
- * Variety of co-curricular activities.
- * Periodical Orientation, Refresher courses, Seminars, Workshops and Faculty Improvement Programmes for the teachers.
- * Adherence to the College rules and regulations by the staff and students.
- * Upholding dignity of work by actual participation of students and staff.
- * Fairness and justice in all the activities undertaken.
- * Keeping the College and its premises clean and tidy.
- * Creating a sense of belonging and loyalty to Alma Mater.
- * Stressing on excellence in every activity undertaken by the College.

Our goals are communicated to the staff and students:

The Prospectus; staff meetings; students' council meetings; admission interviews; orientation sessions to students; departmental meetings; P. T.A. Meetings; Alumni Meetings; various notices given from time to time etc. They are also discussed at the College Advisory Committee Meetings.

The objectives of the College are in keeping with those of the Goa University, which explicitly aim at "excellence in higher education".

The academic year of the College begins with a formal inaugural function during which the students are given an opportunity to speak and to express their expectations. The year ends with a formal valedictory function wherein the students are encouraged to provide valuable feedback. At all major College functions, the aims and objectives of the institution are clearly reflected. The College prospectus is reviewed and revised from time to time to cater to any changes.

ACADEMIC RESULTS OF THE LAST YEARS

YEAR	CLASS	UNIV. RESULT	COLLEGE RESULT
2020-2021	T.Y.BA	-	100%
	T.Y.B.Com	-	93%
2019-2020	T.Y.BA	-	100%
	T.Y.B.Com	-	100%
2018-2019	T.Y.B.A.	-	56.40%
	T.Y.B.Com.	-	33.70%
2017-2018	T.Y.B.A.	-	96.15%
	T.Y.B.Com.	-	89.31%
2016-2017	T.Y.B.A.	94.33%	95.65%
	T.Y.B.Com.	93.21%	87.23%
2015-2016	T.Y.B.A.	96.01%	93.10%
	T.Y.B.Com.	97.36%	93.44%

Prof. Dr. Filipe Rodrigues e Melo, Principal
Dr. Lucy James, Vice-Principal

ACADEMIC STAFF

Prof. (Dr.) Filipe Rodrigues e Melo, Professor of Commerce
Dr. Lucy James, Associate Professor of English
Mr. Oscar De Noronha, Associate Professor of English
Dr. Amrita Dinge, Associate Professor of Hindi
Dr. Nirmala D' Abreu, Associate Professor of Economics
Dr. B.K. Haravi, Associate Professor of Geography
Mr. Satish N. Sanvol, Associate Professor of Economics
Dr. Neeta R. Torne, Associate Professor of Marathi
Mrs. Ishani Roy, Associate Professor of Geography
Dr. Xavier Martins, Associate Professor of History
Mr. Avinash Patil, Associate Professor of Computer science
Lt. (Dr.) Sam Braganza, Director of Physical Education
Mr. Vishnu Vete, Assistant Professor of Marathi
Mr. Virendra Amonkar, Assistant Professor of Commerce
Dr. Roshan Usapkar, Assistant Professor of Commerce
Dr. Keshav Dhuri, Librarian
Mrs. Salima Haldankar, Assistant Professor of Commerce
Mrs. Priyanka S. Parab, Assistant Professor of Konkani
Ms. Melcy Lily Dias, Assistant Professor of Geography
Mr. Anand Kolambkar, Assistant Professor of Marathi
Ms. Stally Pereira, Assistant Professor of Commerce
Ms. Mrunali Jambotkar, Assistant Professor of Commerce
Dr. Rohit R. Phalgoankar, Assistant Professor of History
Mr. Akshay Sakharkar, Assistant Professor of Commerce



ADMINISTRATIVE STAFF

Ms. Pragati Malvankar , *Head Clerk*

Mrs. Sunanda Naroji , *Accountant*

Mrs. Sujata Korgaonkar, *U.D.C.*

Mr. Vinayak Mhaldar, *Lab Assistant*

Mr. Ratnadeep Goltekar, *Lab Assistant*

Mr. Sanjivan Satardekar, *Driver (L.V.)*

Mr. Suhas Narulkar, *Driver (H.V.)*

Mr. Sanjay Arolkar, *Peon*

PROGRAMMES OFFERED:

B.A. HONOURS

- * Hindi
- * Marathi

B.A. GENERAL

- *English-Geography
- *History-Economics
- *Economics-Geography
- *Geography-Marathi
- *Konkani-History
- *Konkani-Hindi
- *Hindi-Geography
- *Marathi-Economics
- *English-Konkani
- *History- English

B.COM (HONOURS)

- *(Accounting/Cost Accounting/Business Management)

M.COM

- *(Accounting & Finance/Business management)

M. A.

- *Marathi

Ph. D.

- *Commerce



ADMISSION RULES

First and Second Year

Admissions to the First Year classes will start immediately after declaration of results of the Goa Board of Secondary and Higher Secondary School examination. Admissions will continue for a specific time period only, as notified on the College Notice Board. Only those students who are willing to abide by the rules and regulations of the college as laid down in the Prospectus may seek admission. No admission to any course shall be given after one month from the beginning of the First Term or a cut off specified by the University

Students seeking admissions must be accompanied by at least one parent at the time of admission.

To be eligible for the Semester I of the Three-Year Integrated Courses leading to the degree of Bachelor of Arts/Commerce, the candidate should have passed (i) the Higher Secondary School Certificate (Std. XII) I Examination conducted by the Goa Board of Higher Secondary and Higher Secondary School Education, in the Arts/Commerce Stream, or (ii) the Higher Secondary School Certificate (Std. XII) Examination conducted by the Goa Board of Secondary and Higher Secondary School Education in the Vocational Stream, in the subjects notified by the University under this clause, from time to time, or (iii) Std XII (Arts/Commerce) or similar examination of another Body equivalent to the Goa Board of Secondary and Higher Secondary School Education, and recognized as such by the Goa University.

A candidate satisfying the conditions laid down by the University for admission to the Semester I Course in B.Com. shall also be eligible to enroll to the Semester I of the B.A. course.

A candidate not covered under any of the above categories but desirous of seeking admission to said Course may apply to the College. However, the Goa University Authorities will decide the eligibility.

A candidate admitted for Semester I shall be deemed eligible for admission to Semester II, ordinarily, subject to having minimum attendance.

A candidate who has migrated from another recognized University and desirous of direct admission to Semester III may be considered for admission provided he/she has cleared /passed the Semester I and Semester II examination of that University with those subjects for which admission is sought and provided the Goa University allows it.

Reservation:

In case a need is felt for admissions to students in Reserved Category due to excess demand for admission, the percentage of reservation prescribed by the State Govt. shall be strictly followed.

Third Year

All admissions are valid for one year only; and therefore they have to be renewed for the subsequent years. The Principal has full authority to refuse admission to a student to the Second and Third year depending upon the character and general conduct of the student during the previous years. The decision of the Principal in this regard will be final and binding. Admission formalities for S.Y./T.Y. have to be completed within the period notified on the Notice Board. Delay beyond the due date will involve payment of a fine.

Ordinarily, no admission to the Second/ Third Year will be granted to any student who has not completed the First/Second year in this College; and there will be no readmission to the same class. However, change in course of subject as allowed by the University, may be permitted for re admission to F.Y. Class.

A Transference Certificate, with three photocopies (mentioning therein the enrolment No. and the letter No. under which the enrolment was confirmed by the Goa University) is necessary for a student seeking admission from any other College in Goa to a higher class.

Application of students for change in College/ Course will be forwarded to the University for approval only if permissible under the relevant ordinances and if they are submitted before 15th July of the concerned academic year or any date prescribed by the University.

Whenever a student (i) seeks transfer from one College to another or (ii) seeks a change of course/subjects in the same College or (iii) seeks a change of College with change of subjects or (iv) seek readmission with request to declare results of previous year/semester as null and void, he/she must submit the application to the office quoting the relevant ordinances on or before 15th July of the concerned academic year or any such date prescribed by the University.

SCHEDULE OF FEES

It may be noted that:

1. All fees are subject to change as per University / Government instructions.
2. All deposits and enrollment fees are to be paid as per the instructions given by DHE.
3. All deposits are refundable.
4. Students have to preserve their fees receipts for presentation in the examination hall.

Sr. No.	Particulars of Annual fees (in Rupees ₹)	F.Y. B.A.	F.Y. B.Com	S.Y. B.A.	S.Y. B.Com	T.Y. B.A.	T.Y. B.Com
1.	Tuition Fee	1530/-	1530/-	1530/-	1530/-	1530/-	1530/-
2.	Univ Reg. Fees	630/-	630/-	---	---	---	---
3.	Library Fees	470/-	470/-	470/-	470/-	470/-	470/-
4.	Gymkhana Fees	420/-	420/-	420/-	420/-	420/-	420/-
5.	Other Fees / Charges	420/-	420/-	420/-	420/-	420/-	420/-
6.	Student's Aid Fund	130/-	130/-	130/-	130/-	130/-	130/-
7.	Geography Lab Fees (Student Opting Geography)	240/-	—	240/-	---	240/-	---
8.	Caution Money Deposits	70/-	70/-	70/-	70/-	70/-	70/-
9.	Library Deposits	70/-	70/-	---	---	---	---
10.	Info. Tech. Charges	820/-	820/-	820/-	820/-	820/-	820/-
11.	University Youth Festival & Inter-Collegiate activities (other than sports)	25/-	25/-	25/-	25/-	25/-	25/-
12.	Identity Card (Laminated with cord)	80/-	80/-	80/-	80/-	80/-	30/-
13.	College Magazine	80/-	80/-	80/-	80/-	80/-	80/-
14.	PTA (Parent's Teacher Association Membership)	200/-	200/-	200/-	200/-	200/-	200/-
15.	Damage	200/-	200/-	200/-	200/-	200/-	200/-
16.	Alumni Association (Life Membership Fee)	---	---	---	---	200/-	200/-
17.	IAIMS Fees	225/-	225/-	225/-	225/-	225/-	225/-
18.	Examination Fees	2320/-	2320/-	2180/-	2180/-	--	--
19.	Academic Restructuring & Development Fees	1500/-	1500/-	1500/-	1500/-	1500/-	1500/-
	Total	With Geog. 9430/-	9190/-	With Geog. 8590/-	8350/-	With Geog. 6610/-	6280/-
		Without Geog. 9190/-		Without Geog. 8350/-		Without Geog. 6280/-	

* Lab Fees of Rs. 500 Payable by students opting for GE/SEC in Computer Related Papers for FY & SY.

OTHER FEES

The following fee structure payable by the student has been approved for implementation from the Academic year 2022-23 as per Goa University Notification dated 09/06/2022.

Sr.No	Fee Particulars	Amount in ₹
1	Eligibility Fees for Indian students.	630.00
2	Eligibility Fees for Foreign students	3,800.00
3	Migration Certificate	525.00
4	Duplicate Migration Certificate	630.00
5	Cancellation of Migration Certificate (after 6 months)	263.00
6	One time admission fee for foreign students	37,800.00
7	Issue of NOC for transfer of internship	1150.00
8	Late fee for admission without obtaining Provisional Eligibility Certificate (per month)	116.00
12	REGISTRATION/Enrollment fee	
	Student from Goa Board	630.00
	Student from other Indian Board	630.00
	ICCR/NRI/Foreign Students from other Boards	630.00
	Student from other Indian Universities	3675.00
	ICCR/NRI/Foreign Students from other Universities	3675.00
	Enrollment Fee for students of Goa University with P. R. Number	630.00
Goa University Students Without P. R. Number/ Ex-Migration Students.	1260.00	
13	Late fee for Registration/Enrollment per student/per month	116.00

Goa University rules relating to refund of fees are asunder:

Pursuant to the directives of U G C relating to refund of tuition and other fees, the standing Committee of the Academic Council in its meeting held on 02/05/2017 has approved the following 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.

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 30 days after formally notified last date of admission.	50 %
4	More than 30 days after formally notified last date of admission.	0 %

* (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 refund application from him/her in this regard.
- d) The fees of student who have already been admitted to 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 changes shall be deducted from fees paid earlier by the student.
- e) All other cases of the refund of the fees will be decided on case -to-case basis on its merit.

FINANCIAL ASSISTANCE TO STUDENTS

This will be available to students as per the eligibility, under the various Government schemes, such as:

1. National Scholarships.
2. Rajiv Gandhi Yojana Scholarships to Economically Backward Class Students.
3. Merit Scholarships to the Children of School Teachers.
4. Scheme for the grant of educational concession to the children of Freedom Fighters.
5. Scholarships for the Physically Handicapped Students.
6. Govt. of India Scholarships to students from non-Hindi speaking States for Post-Matric Studies in Hindi.
7. Students' Aid Fund.
8. Post Matric Scholarships to Scheduled Castes /Other Backward Class students by Directorate of Social Welfare.
9. Bursary Scheme / Shri Sohirobanath Ambiyee Dnyanvrudhi Shishyavruui.
10. Gagan Bhavari Scheme/ Merit based scholarship of the Directorate of Social Welfare to ST students.

Following are the new addition (Put this under Financial Assistance to student)

1. Govt. of India Scholarship for Minority girl child.
2. Centrally Sponsored Post - Matric Scholarship for scholarship for schedule Caste / Tribe Student.
3. Maulana Abul Kalam Azad for Minority.
4. Dayanand Bandodkar Scheme for Higher Education for Orphana.

Other Government Schemes and Free ships include:

- a) Freeships to the Children of Service Personnel.
- b) Freeships to dependants of iron ore mine workers.
- c) Freeships to children of persons from Armed Forces who are killed or disabled.
- d) Financial Assistance from the Institute of Public Assistance.
- e) National Loan Scholarships.
- f) Bank Loans for needy students. (College can facilitate students in availing the loans from Nationalised Banks)

Merit Scholarships:

The first 3 students in each class (not division) for each term of the academic year will be awarded merit scholarships provided they obtain at least 60% marks, as follows:

- A) Merit Scholarships for the first Term of Academic Year will be awarded on the basis of marks the previous year's Examination.
- B) Merit Scholarships for the Second Term I Semester will be awarded on the basis of the First Term/Semester Examination.

Students' Aid Fund:

This fund is utilized to render financial assistance to poor students to meet partly or fully their tuition fees or purchase books or similar other expenses.

A Student who fails in the annual examination will not be eligible for such assistance. However on passing in subsequent attempt he / she may be considered for assistance for the next higher class.

Family income ceiling will be as follows:

1. SC-Rs.2.50lakh per annum (valid for 3 years from the date of issue)
2. OBC-Rs.1, 00,000/-per annum (valid for 3 years from the date of issue)
3. Kanya Dhan (for SC)-Rs. 1.20 lakhs per annum. Valid for 3 years from the date of issue (for the Higher Secondary school).

Dayanand Bandodkar Fee Waiver Scheme for Higher Education for Orphans

Dayanand Bandodkar Scheme for Higher Education for Orphans implemented by Directorate of Higher Education, Govt. of Goa. The students are required to submit documentary proof to avail the benefit of the scheme.

Fee Waiver Scheme for SC/ST students pursuing higher education.

Implemented by Directorate of Higher Education, Govt. of Goa. The students are required to submit documentary evidence to avail benefits of the scheme.

Promotion of Science Education Scheme**Financial Assistance for Higher Education/Technical Education under Sant Sohrobanath Ambiyé Dnyanvrudhi Shishyavruti (BURSARY SCHEME)**

(Students will be informed about the date of applying the name by the College).

PRIZES AND AWARDS

Prizes Awarded by the College:

1. Highest Scorer in F.Y., S. Y and T.Y.B. A./B. Com based on previous years academic performance.
2. Best Sportsman and Sportswoman of the year
3. Best NCC Cadet Boy & Girl
4. Best User of Library Award for the academic year
5. Champion Class for "Fun Days"
6. 10 Best NSS Volunteers.
7. Prizes in various events conducted during annual sports meet.
8. Prizes of various competitions organised during Fun Days.
9. Prizes of various competitions organised by various Departments.
10. College Prize for the student scoring the highest marks at the F.Y.B.A. Examination held in October/April
11. College Prize for the student scoring the highest marks at the F.Y.B.Com Examination held in October/April
12. College Prize for the student scoring the highest marks at the S.Y.B.A. Examination held in October/April
13. College Prize for the student scoring the highest marks at the S.Y.B.Com. Examination held in October/April
14. College Prize for the student scoring the highest marks at the T.Y.B.Com. University examination of the academic year, among the student of our College.
15. College Prize for the student scoring the highest marks at the T.Y.B.A. University examination of the academic year, among the students of our College.
16. College Prize for the student scoring the highest marks at the M. Com. I University examination of the Academic Year, among The Students of our College.
17. College Prize for the student scoring the highest marks at the M. Com II University examination of the Academic year, among the students of our college.

Prizes Instituted by the Faculty Members

1. G.N. Kapadi Cash Prize of ₹ 161/- for securing the highest marks in Marathi (6 units) among the students of the College at T.Y.B.A. Examination held by Goa University in the academic year
2. Cash Prize of ₹ 1000/- instituted by Dr. Neeta Torne for the student scoring a minimum of 60% marks in Marathi (6 units) among the student of the College, at the T.Y.B.A. Examination held by Goa University in the academic year.
3. Cash prize of ₹ 500/- instituted by Prof. S.S. Nadkarni for the student securing a second highest marks in Marathi (6 units) among the students of the College, at the T.Y.B.A. Examination held by Goa University in the academic year

4. Prof. S.S. Nadkarni's Cash prize of Rs. 500/- for the student securing highest aggregate marks in Marathi (3 Units) at T.Y.B.A. University Examination, in the academic year.
5. P.L. Deshpande Memorial Cash Prize of Rs. 500/-, instituted by Assistant Professor Vishnu Vete, for the student securing the highest aggregate marks in Marathi D S Cat the F.Y.B.A.
6. Kusumagraj Memorial Cash Prize of Rs.500/- instituted by Assistant Professor Vishnu Vete, for the student securing the highest aggregate marks in Marathi major at the S.Y.B.A.
7. The late Fernando and Judite de Noronha Cash Prize of Rs. 1000/- instituted by Associate Professor Oscar de Noronha for a student securing highest marks in English Literature at T.Y.B.A. held by Goa University with a minimum of 55%
8. Cash Prize of Rs. 500/- instituted by Dr Xavier Martins, Associate Professor of History in our College, for the student securing the highest marks in History (3 Units) among the students of the College who answered the T. Y. B. A. Examination held by Goa University in the academic year
9. Dr. B. D. Mishra cash Prize of Rs. 500/- instituted by Associate Professor Dr. Amrita Dinge, for the student securing highest marks in Hindi (Major paper) at the S. Y. B. A. Semester III & IV Exams held in Oct/April and offering six units Hindi in T. Y. B. A.
10. Dr. A. P. Tripathi Cash Prize of Rs. 800/-, instituted by Associate Professor Dr. Amrita Dinge for the student securing the highest marks in Hindi six units at the T. Y. B. A. Exam held in Oct/April
11. Ramkrishna Desai Cash Prize of Rs. 400/-, instituted by Associate Professor Dr. Amrita Dinge for the student securing the highest marks in Hindi at the F. Y. B. A. Exam held in Oct/April
12. Three Scholarships entitled 'Bharatendu Scholarships' of Rs. 900/- each to highest scorer in Hindi Major of S. Y. B. A. October/April exam offering six units Hindi at T. Y. B. A. with minimum 53% marks instituted Ms. Amrita Dinge.
13. The Late Mr. Prabhakar Raghoba Parab Memorial Cash Prize of Rs. 1000/- instituted by Mrs. Priyanka Parab for securing highest aggregate marks in Konkani S. Y. B. A. and opting for three unit Konkani for T. Y. B. A.
14. Smt. Anandi Govind Naik cash Prize of Rs. 1000/- instituted by Asst. Prof. Dr. Roshan Usapkar for the student securing highest marks with minimum of 60% marks in M. Com. Part I.
15. Smt. Amruta Madhu Usapkar Cash Prize of Rs. 1000/- institute by Asst. Prof. Dr. Roshan Usapkar for the student securing highest marks with minimum of 60% marks in M. Com. Part II.

**CHOICE-BASED CREDIT SYSTEM FOR
BACHELOR OF ARTS & BACHELOR OF
COMMERCE PROGRAMMES
EFFECTIVE FROM ACADEMIC YEAR 2017-18**

OC 66 Ordinance relating to the three year Choice-Based Credit System programmes of Bachelor of Commerce / Bachelor of Arts, Degree (Under Section 24 (1) of Goa University Act, 1984). (effective from the academic year 2017-18).

OC 66.1 GENERAL

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

OBJECTIVES

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

DEGREE TO BE AWARDED

Bachelor of Commerce/ Bachelor of Arts

DURATION OF COURSE

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

O C 66.2 ELIGIBILITY FOR ADMISSION

Eligibility for ADMISSION leading to the degree of Bachelor of Commerce / Bachelor Of Arts as follows.

2.1. Eligibility for ADMISSION to Semester-I & II in the first year B.A./B.Com. Programme:

- (A) To be eligible for admission to the Semester-I of the Three Years

programme leading to the Degree of Bachelor of Commerce / Bachelor of Arts, the candidate should have passed:

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

OR

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

- (B) To be eligible for admission to the Semester-I of the three year programme leading to the degree of Bachelor of Science/Bachelor of Science (Hon.), the candidate shall have passed.

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

OR

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

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

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

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

2.2 Eligibility for Admission to Semester-III and IV (in the Second Year) B.A./B.Com./B.Sc./B.A.(Hon.)/B.Com.(Hon.)/B.S(Hon.) programme:

- (A) A candidate who has registered and have requisite attendance for Semester-I and Semester-II and has attended minimum required ISAs of all the papers in Semesters I & II shall be eligible for admission to Semester-III.
- (B) A candidate migrating from any other recognized University may be considered for admission to Semester III of the B.A./B.Com / B.Sc. /B.A.(Hon.) / B.Com. (Hon.)/ B.Sc. (Hon.) provided
 - (a) He/She has passed the First Year B.A./B.Com./B.Sc./B.A. (Hon.)/ B.Com. (Hon.)/B.Sc. (Hon.) examination in all subjects from that university
 - (b) He/She had offered at the First Year the same subjects as prescribed under major category available under the scheme of this university.
 - (c) He/ She undertake to successfully complete the required courses and credits prescribed by this University for Semesters-I & II, if he/she has not already done so in the previous University. Result of Semester I V Examination shall be withheld if the candidate fails to fulfill this undertaking.
- (C) A candidate admitted for Semester-III shall be deemed eligible for admission to Semester- IV.
- (D) A candidate from another recognized University may be considered for direct admission to Semester IV provided he/she fulfills the conditions in (a), (b) and (c) at (B) above and, in addition, has passed/cleared Semester-III /First Term, examination of the Second Year B.A./ B.Com./B.Sc. of that University. However, the result of Semester IV shall be withheld if the candidate does not fulfill these conditions.

(i) Eligibility for Admission to Semester -V (in the Third year) B.A. / B.Com./B.Sc./B.A.(Hon.)/B.Com.(Hon.)/B.Sc.(Hon.)/ programme:

- (A) A candidate who has been declared pass in Semester-I to Semester IV Examination shall be eligible for admission to Semester V.
- (B) A candidate admitted for Semester-V shall be deemed eligible for admission to Semester-VI.
- (C) A candidate migrating from any other recognized University may be considered for admission to Semester-V of the B.A./B.Com./B.Sc. course provided:
 - (a) He/She has passed the Second Year B.A./B.Com./B.Sc./B.A. (Hon.)/B.Com.(Hon.)/B.Sc. (Hon.) examination in all subjects from that university, and
 - (b) He/She had offered at the Second year the required courses and credits under the scheme of this University. A candidate fulfilling these conditions shall be eligible for admission to Semester-V only.

(ii) **Eligibility for Admission to Semester – VI (in the third year)**
B.A. / B.Com. /B.Sc./ B.A. (Hon.)/ B.Com. (Hon.)/ B.Sc. (Hon.)
programme:

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

Class strength: Number of students in a class / division shall not ordinarily exceed sixty. However, for Practicals / Tutorials normally Batch shall not exceed 15 students

OC 66. 3 PROGRAMME STRUCTURE

1. The programme shall be based on a system of time-integrated Units Credits Credits, under the CBCS
2. The Programme shall comprise courses such as Core, Elective and Ability Enhancement Course.
3. A credit shall consist of 15 clock hours of theory of 1 hour duration each or 15 practical classes of 2 hours duration each, per semester or its equivalent, field work and such other as recommended by the Board of Studies (BOS) shall be considered under practical category for calculating credits and workload.
4. one credit shall carry a maximum of 25 marks.
5. A student shall be eligible for the award of Bachelor's degree on successful completion of minimum of 132 credits, to be completed over a minimum of six Semesters. A student shall be eligible for the award of Bachelor's Degree (Honours) on successful completion of minimum of 148 credits, to be completed over a minimum of six semesters.

OC66.4 COURSE STRUCTURE

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

2. CORE COURSE

A Core Course (CC), shall be of 4 or 6 credits and may consists of only theory component, or theory and a practical components, in which case the theory component shall be of 3 credits and the practical component shall be of 1 credit for 4 credit courses and the theory component shall be of 4 credits and the practical component shall be of 2 credit for 6 credit courses, or as prescribed by the BOS and approved by the Academic Council.

3. ELECTIVE COURSE

An Elective Course can be chosen from a pool of courses, which may Specific / specialized / advanced / supportive to the discipline or subject, or which provides an extended scope or which enables an

exposure to some other discipline / subject/domain or nurtures the candidate's proficiency /skill. An elective course may be discipline specific elective course or Generic Elective course.

DISCIPLINE SPECIFIC ELECTIVE (DSE) COURSE

Discipline Specific Elective (DSE) courses shall be offered in the main discipline/subject. Each DSE shall be of 4/6 credits and may consist of only theory component, or theory and a practical components, in which case the theory component shall be of 3 credits and the practical component shall be of 1 Credit for 4 credit courses and the theory component shall be of 4 credits and the practical component shall be of 2 credit for 6 credit courses, or as prescribed by the BOS and approved by the Academic Council. Any number of DSE's approved by BOS and A C can be offered depending upon the specialization available in the College.

PROJECT

A compulsory Project work of 4/6 credits shall be offered in lieu of a DSE course in semester VI and shall be designed to acquire special/advanced knowledge; it shall be specialized course involving application of knowledge in solving /analyzing/exploring a real life situation/difficult problem. Students shall undertake such a project under the guidance of a teacher/faculty member. The topic for the project work shall be given in Semester V. Students shall be required to carry out work for the project during Semesters V and VI. The assessment of the project will be carried at the end of Semester VI.

GENERIC ELECTIVE (GE) COURSE

A Generic Elective (GE) course shall be of 4 credits, and may be chosen from an unrelated discipline/subject, with an intention to seek exposure. A core course offered in a discipline/subject may be treated as GE course for another discipline/subject, and may consist of only theory component, or theory and a practical components, in which case the theory component shall be of 3 credits and the practical component shall be of 1 credit, or as prescribed by the BOS and approved by the Academic Council.

4. ABILITY ENHANCEMENT COURSES (ACE)

The Ability Enhancement (AE) Programmes may be of two kinds Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement (SE) Courses.

AEC Courses are based upon the content that leads to knowledge enhancement. Environmental Studies as AEC Course mandatory for all

disciplines. Each course shall have only theory component of four or two separate courses of 2 credits each.

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

5. The course structure for the Three Year Degree Programme in B.A./B.Com. is given below:

Programme Structure for Bachelor of ARTS

SEMESTER	CORE COURSE (CC)	ABILITY ENHANCEMENT COMPULSORY COURSE (AECC)	SKILL ENHANCEMENT COURSE (SEC)	ELECTIVE: DISCIPLINE SPECIFIC (DSE)	ELECTIVE: GENERIC (GE)
I	English 1 DSC 1A DSC 2A DSC 3A	English /MIL Communication OR Environmental Studies*			GE1
II	English 2 DSC 1B DSC 2B DSC 3B	English /MIL Communication OR Environmental Studies*			GE2
III	English 3/ MIL/Hindi DSC 1C DSC 2C DSC 3C		SEC 1		GE3
IV	English 4/ MIL/Hindi DSC 1D DSC 2D DSC 3D		SEC 2		GE4
V	DSC 1E DSC 2E			Any two* as in core DSE 1A DSE 2A DSE 3A	
VI	DSC 1F DSC 2F			Any two* as in V Sem combination DSE 1B DSE 2B DSE 3B	

* A student has to opt. for language in one semester and Environmental Studies in the other semester. However, Colleges may offer Language and Environmental Studies in both the semesters for different batches or students.

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

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

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

GE– Generic Elective; SEC-Skill Enhancement Course.

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

Credits for B. A. Programme

Semester	Subjects	Credits	Total
I	English 1	6x1	6
	DSC 1A	4x1	4
	DSC 2A	4x1	4
	DSC 3A	4x1	4
	English/MIL Communication /Environmental Studies	4x1	4
	GE1	4x1	4
	Total		26
II	English 2	6x1	6
	DSC 1B	4x1	4
	DSC 2B	4x1	4
	DSC 3B	4x1	4
	English / MIL Communication /Environmental Studies	4x1	4
	GE2	4x1	4
	Total		26
II	English 3 MIL/ Hindi	4x1	4
	DSC 1C	4x1	4
	DSC 2C	4x1	4
	DSC 3C	4x1	4
	GE 3	4x1	4
	SEC 1	4x1	4
	Total		24
IV	English 4 MIL/ Hindi	4x1	4
	DSC 1D	4x1	4
	DSC 2D	4x1	4
	DSC 3D	4x1	4
	GE 4	4x1	4
	SEC 2	4x1	4
	Total		24
V (any Two Subject Combination)	DSC 1E	4x1	4
	DSC2E	4x1	4
	DES3E	4x1	4
	DSE 1A	4x1	4
	DSE2A	4x1	4
	DSE 3A	4x1	4
	Total		16
IV Total	DSC 1F	4x1	4
	DSC2F	4x1	4
	DSC 3F	4x1	4
	DSE 1B	4x1	4
	DSE 2B	4x1	4
	DSE 3B	4x1	4
	Total		16
			132

*DSP- In lieu of one of the DSEs, a COMPULSORY DISCIPLINE Specific project (DSP) SHALL be taken up.

* A student has to opt for language in one semester and Environmental Studies in the other semester. However, colleges may offer Language and Environmental Studies I in both the semesters for different batches of students.

MIL - Modern Indian Languages

DSC - Discipline Specific Core (1- Subject1; 2-Subject 2)
Alphabets A, B, C, D, E & F refers to courses of Subjects 1 & in various semesters

GE- Generic Elective; **SEC**-Skill Enhancement Course

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

SUBJECT COMBINATIONS OF DSC OFFERED

AT F.Y. B.A. (SEMESTERS I & II)*

Group	DSC COURSE Combinations		
1	HISTORY	GEOGRAPHY	ECONOMICS
2	HINDI	MARATHI	GEOGRAPHY
3	KONKANI	HISTORY	HINDI
4	KONKANI	ECONOMICS	ENGLISH
5	MARATHI	GEOGRAPHY	ENGLISH
6	MARATHI	ECONOMICS	HINDI
7	HISTORY	ENGLISH	KONKANI

* Combinations are subject to change.

ARTS
FIRST YEAR BACHELOR OF ARTS (GENERAL)
(SEATS AVAILABLE 120)

SEMESTER I

Sr. No.	Category	Course Code	Title of the Course
1.	CC	EGC201	English
2.	AECC	ENA201 KOA101, MRA101 HNA 101	English / MIL (Hindi/ Konkani Marathi)
			OR
			Environmental Studies
3.	GE 1	CSG101	Computer Fundamentals & Emerging Technologies OR
			Indian Culture & Heritage OR
			ECG101 Entrepreneurship Development OR
			GEG101 Resource Geography of Goa
4.	DSC 1A	-----	As per the courses selected from the table mentioned on Page No.29
5.	DSC 2A	-----	
6.	DSC 3A	-----	

SEMESTER II

Sr. No.	Category	Course Code	Title of the Course
1.	CC	EGC202	English
2.	AECC	ENA201 MRA101 HNA 101	English / MIL (Hindi/ Konkani Marathi)
			OR
			Environmental Studies
3.	GE 2	CSG102	Cyber Space & Cyber Security
		HSG103	History of Human Civilization
		ECG102	Entrepreneurship Development II
		GEG102	Geography of Resource Utilisation Goa
4.	DSC 1B	-----	As per the courses selected from the table mentioned on Page No.29
5.	DSC 2B	-----	
6.	DSC 3B	-----	

SEMESTER III

Sr. No.	Category	Course Code	Title of the Course
1.	CC	EGC103/HGC101 KGC101	English /MIL / Hindi
2.	SEC	MRS101	Communication Skills: Interview OR
		GES101	Travel & Tourism Operations in Geography OR
		ECS103	Financial Economics OR
		ENS101	English for Competitive Exams
3.	GE 3	GEG111	Fundamental of Disaster Mitigation
		ECG103	Demography & Population Studies
		HSG101	Goan Heritage
		CSG108	Multimedia Technology
4.	DSC 1C	-----	As per the courses selected in I & II semester.
5.	DSC 2C	-----	
6.	DSC 3C	-----	

SEMESTER IV

Sr. No.	Category	Course Code	Title of the Course
1.	CC	EGC104 /HGC102/KGC102	English /MIL / Hindi
2.	SEC 2	MRS102	Reading Skills OR
		GES102	Applied Travel & Tourism Operations in Geography OR
		ECS104	Financial Economics II OR
		ENS106	English at the Workplace
3.	GE 4	GEG112	Application of Disaster Risk Reduction & Mitigation
		ECG104	Demography & Population Studies II
		HSG104	History of World Religion
		CSG110	Client Side Web Development
4.	DSC 1C	-----	As per the courses selected in I & II semester.
5.	DSC 2C	-----	
6.	DSC 3C	-----	

B.A. (GENERAL) PROGRAMMES

History and Economics

Sr. No.	Semester	Category	Course Code	Title of the Course
1.	V	DSC	HSC 105	Indian National Movement
2.		DSC	ECC 105	Indian Economy I
3.		DSE	HSD102	Rise of the Modern West OR
4.		DSE	HSD101	History of Goa
5.		DSE	ECD 109	International Economics-I OR
6.		DSE	ECD 107	Public Finance-I
1.	VI	DSC	HSC 108	India since Independence
2.		DSC	ECC 106	Indian Economy-II
3.		DSE	HSD106	History of Modern Japan
4.		DSE	ECD 108	Public Finance-II
5.		DSP		Project

English and Geography

Sr. No.	Semester	Category	Course Code	Title of the Course
1.	V	DSC	ENC 105	American Literature
2.		DSC	GEC105	Physical Geography
3.		DSE	END107	Modern Indian Writing in English Translation
4.		DSE	GED103	Climate Change OR
5.		DSE	GED102	Geography of India
1.	VI	DSC	ENC 108	Postcolonial Literature
2.		DSC	GEC106	Climatology & Oceanography
3.		DSE	GEC107	Biogeography
4.		DSE	END 108	World Literatures
5.		DSP		Project

Geography and Economics

Sr. No.	Semester	Category	Course Code	Title of the Course
1.	V	DSC	GEC 105	Physical Geography
2.		DSC	ECC 105	Indian Economy 1
3.		DSE	GED 103	Climate Change OR
4.		DSE	GED102	Geography of India
5.		DSE	ECD109	International Economics-I OR
6.		DSE	ECD 107	Public Finance-I
1.	VI	DSC	GEC106	Climatology & Oceanography
2.		DSC	ECC106	Indian Economy-II
3.		DSE	GED 107	Biogeography
4.		DSE	ECD 108	Public Finance –II
5.		DSP	----	Project

Economics and Marathi

Sr. No.	Semester	Category	Course Code	Title of the Course
1.	V	DSC	ECC105	Indian Economy 1
2.		DSC	MRC105	History of Marathi Literature
3.		DSE	ECD109	International Economics-I OR
4.		DSE	ECD107	Public Finance-I
5.		DSE	MRD 103	Writing Skill of Media
1.	VI	DSC	ECC106	Indian Economy-II
2.		DSC	MRC 108	History of Marathi Literature-II
3.		DSE	ECD108	Public Finance –II
4.		DSE	MRD 105	A Study of Modern Marathi Author B.B.Borkar
5.		DSP	-----	Project

Marathi and Geography

Sr.No	Semester	Category	Code	Title of the Course
1.	V	DSC	MRC 105	History of Marathi literature
2.		DSC	GEC105	Physical Geography
3.		DSE	MRD 103	Writing Skill of Media
4.		DSE	GED103	Climate Change OR
5.		DSE	GED102	Geography of India
1.	VI	DSC	MRC108	History of Marathi literature-II
2.		DSC	GEC106	Climatology & Oceanography
3.		DSE	MRD105	A Study of modern Marathi author B.B.Borkar
4.		DSE	GED107	Biogeography
5.		DSP	-----	Project

Hindi and Konkani

Sr.No	Semester	Category	Code	Title of the Course
1.	V	DSC	HNC105	Adhunik Hindi Kavya ka Itihas
2.		DSC	KOC105	Konkani bhas ani Sahityacho itihash
3.		DSE	HND101	Rachanatmak Lekhan
4.		DSE	HND102	Asmitamoolak Vimarsh
5.		DSE	KOD101	Prashasakly Vevharantli Konkani
1.	VI	DSC	HNC108	Swatantryottar Hindi Gadya
2.		DSC	KOC108	Adhunik Konkani Sahityacho Itihas(20voshenkddo tem 2015 meren)
3.		DSE	HND104	Prayojanmoolak Hindi
4.		DSE	KOD104	Lok Vevharantli Konkani bhas
5.		DSP	-----	Project

Konkani and History

Sr. No.	Semester	Category	Course Code	Title of the Course
1.	V	DSC	KOC105	Konkani Bhas ani Sahityacho Itihash
2.		DSC	HSC105	Indian National Movement
3.		DSE	KOD101	Prashasakly Vevharantli Konkani
4.		DSE	HSD102	Rise of the Modern West OR
5.		DSE	HSD101	History of Goa
1.	VI	DSC	KOC108	Adhunik Konkani sahyacho ithihas(20voshenkddo tem 2015 meren)
2.		DSC	HSC108	India since Independence
3.		DSE	KOD104	Lok Vevharantli Konkani bhas
4.		DSE	HSD106	History of Modern Japan
5.		DSP	-----	Project

English and Konkani

Sr. No.	Semester	Category	Course Code	Title of the Course
1.	V	DSC	ENC105	American Literature
2.		DSC	KOC105	Konkani Bhas ani Sahityacho Itihash
3.		DSE	END107	Modern Indian Writing in English Translation
4.		DSE	KOD101	Prashasakly Vevharantli Konkani
1.	VI	DSC	ENC108	Postcolonial Literature
2.		DSC	KOC108	Adhunik Konkani sahyacho ithihas (20voshenkddo tem 2015 meren)
3.		DSE	END108	World Literatures
4.		DSE	KOD104	Lok Vevharantli Konkani bhas
5.		DSP	-----	Project

History and English

Sr. No.	Semester	Category	Course Code	Title of the Course
1.	V	DSC	HSC105	Indian National Movement
2.		DSC	ENC105	American Literature
3.		DSE	HSD102	Rise of the Modern West OR
		DSE	HSD101	History of Goa
4.		DSE	END107	Modern Indian Writing in English Translation
1.	VI	DSC	HSC108	India since Independence
2.		DSC	ENC108	Postcolonial Literature
3.		DSE	HSD106	History of Modern Japan
4.		DSE	END108	World Literatures
5.		DSP	-----	Project

Hindi and Geography

Sr. No.	Semester	Category	Course Code	Title of the Course
1.	V	DSC	HNC105	Adhunik Hindi Kavya ka Itihas
2.		DSC	GEC105	Physical Geography
3.		DSE	HND102	Asmitamoolak vimarsh
4.		DSE	GED103	Climate Change
		DSE	HND101	Rachanatmak Lekhan
1.	VI	DSC	HNC108	Swatantryottar Hindi Gadya
2.		DSC	GEC106	Climatology and Oceanography
3.		DSE	HND104	Prayojanmoolak Hindi
		DSE	HND105	Bharatiya Sahitya
4.		DSE	GED107	Biogeography
5.	DSP	-----	Project	

B A (HONOURS) PROGRAMME**Marathi-code: 1154**

Sr. No.	Semester	Category	Course Code	Title of the Course
1.	V	DSC	MRC105	History of Marathi literature
2.		DSC	MRC106	Marathi Grammar
3.		DSC	MRC107	Theory of literature
4.		DSE	MRD101	Cultural Study of Goan Marathi literature
5.		DSE	MRD102	Marathi literature post 1960
6.		DSE	MRD103	Writing skill of media
1.	VI	DSC	MRC108	History of Marathi literature-II
2.		DSC	MRC109	Linguistic
3.		DSC	MRC110	Literary Criticism
4.		DSE	MRD105	A Study of Modern Marathi Author B.B.Borkar
5.		DSE	MRD106	A Study of Form of Marathi literature: Novel and drama
6.		DSP	-----	Project

Hindi- code: 1151

Sr. No.	Semester	Category	Course Code	Title of the Course
1.	V	DSC	HNC- 105	Adhunik Hindi Kavya ka Itihas
2.		DSC	HNC - 106	Bhartiya Kavyashastra
3.		DSC	HNC- 107	Hindi Bhasha ka Itihas
4.		DSE	HND- 101	Rachnatmak Lekhan
5.		DSE	HND - 102	Asmitamoolak Vimarsh
6.		DSE	HND – 103	Sahitya Aur Hindi Cinema
1.	VI	DSC	HNC -108	Swatantryottar Hindi Gadya
2.		DSC	HNC - 109	Pashchatya Kavyashastra
3.		DSC	HNC - 110	Hindi Vyakaran
4.		DSE	HND- 104	Prayojanmoolak Hindi
5.		DSE	HND -105	Bhartiya Sahitya

Note:

- 1) All subject combinations will be permitted with a **minimum of 05 students**.
- 2) Topic for the Project Work, to be completed in Semester VI shall be given in Semester V. The Candidate shall be required to carry out work for the Project during Semesters V & VI. The assessment of the project will be carried out at the end of Semester VI
- 3) All theory papers shall carry 100 marks each, 100 marks shall be allotted for the project work and added to the aggregate in this semester.
- 4) Students has to opt for one core and elective course each of two subjects in any program offered.
- 5) One project paper in lieu of one elective course is to be taken in VI semester.

Programme Structure for Bachelor of Commerce (Honours)

Semester	Core Course	Ability Enhancement Course	Skill Enhancement Course	Elective: Discipline	Elective: Generic
I	Cc1 Commerce CC1 Commerce CC3 Economics CC1 Commercial Arithmetic	AECC 1 Spoken English AEC C2 Environmental Studies			GEC1: Computer Applications /Geography/ Banking –I / Principles of Insurance/Marketing Management
II	Cc5 Commerce CC6 Commerce CC7 Economics CC8 Commercial Arithmetic	AECC 3 Business Communication AECC4 Environmental Studies			GEC2: Computer Applications /Geography/ Banking-II//Practices of Insurance / Service Marketing
III	CC 9 Commerce CC10 Commerce CC 11 Commerce		SEC 1 Business Law (with practical Component)/ Any other		GEC3: Business Statistics/ Indian Capital Markets/Business Environment/Retail Management/CAB I GEC4: Economics of resource
IV	CC12 Commerce CC13 Commerce CC14 Commerce		SEC 1 Business Law (with practical Component)/ Any other		GEC5: Business Statistics/Financial Services/Business Environment II/Event Management/CAB II GEC6: Economics Indian Economy
V	CC 15 Commerce CC16 Economics		DSEC1 DSEC2 DSEC3 DSEC4		Commerce Commerce Commerce Commerce
VI	CC 17 Commerce CC18 Economics		DSEC5 DSEC6 DSEC7 DSEC8 DSEC9		Commerce Commerce Commerce Commerce Project*

Credits for B.Com (Honours)

Semester	Subjects	Credits	Total
I	CC 1 Commerce	4x1	4
	CC 2 Commerce	4x1	4
	CC 3 Economics	4x1	4
	CC 4 Commercial Arithmetic	4x1	4
	AECC 1 spoken English	4x1	4
	AECC 2 Environmental Studies	2x1	2
	GEC 1 Computer Application/Geography/Any other	4x1	4
	Total		26
II	CC 5 Commerce	4x1	4
	CC 6 Commerce	4x1	4
	CC 7 Economics	4x1	4
	CC 8 Mathematics	4x1	4
	AECC 3 Business Communication	4x1	4
	AECC 4 Environmental Studies	2x1	2
	GEC 2 Computer Applications / Geography / Any Other	4x1	4
	Total		26
II	CC 9 Commerce	4x1	4
	CC 10 Commerce	4x1	4
	CC 11 Commerce	4x1	4
	SEC 1 Business Law / Any Other	4x1	4
	GEC 3 Business Statistics / Commerce /Any Other	4x1	4
	GEC 4 Economics / Any Other	4x1	4
	Total		24
IV	CC 12 Commerce	4x1	4
	CC 13 Commerce	4x1	4
	CC 14 Commerce	4x1	4
	SEC 2 Business Low / Any Other	4x1	4
	GEC 5 Business Statistics/ Commerce/ Any Other	4x1	4
	GEC 6 Economics / Any Other	4x1	4
	Total		24
V	CC 15 Commerce	4x1	4
	CC 16 Economics	4x1	4
	DSEC 1 Commerce	4x1	4
	DSEC 2 Commerce	4x1	4
	DSEC 3 Commerce	4x1	4
	DSEC 4 Commerce	4x1	4
	Total		24
IV	CC 17 Commerce	4x1	4
	CC 18 Economics	4x1	4
	DSEC 5 Commerce	4x1	4
	DSEC 6 Commerce	4x1	4
	DSEC 7 Commerce	4x1	4
	DSEC 8 Commerce	4x1	4
	DSEC 9 Project \$		
	Total		24
Total			148

1. Business Law in Semester III & IV and Accountancy papers in Semester V and VI will have 3 credits of Theory and 1 credit of Practical.
2. Computer Application paper in Semester I and II will have 3 credits of Theory and 1 credit of Practical. \$ DSP - In lieu of one of the DSE's, a compulsory Discipline Specific Project (DSP) has to be taken up.

B.Com. (HONOURS) SEMESTER I and II (SEATS AVAILABLE 120)

A student opting for B.Com.(Honours) semester I and II will have to complete seven courses with 26 credits in each semester, of which four courses shall be Core Courses (CC), two courses shall be Ability Enhancement Core Courses (AECC) and one course shall be Generic Elective (GE) course in each semester.

SEMESTER I

Sr. No.	Category	Course Code	Course Title	Credits
1.	CC 1	UCOC101	General Management	4
2.	CC 2	UCOC102	Financial Accounting	4
3.	CC 3	UCEC101	Microeconomics	4
4.	CC 4	UCAC101	Commercial Arithmetic I	4
5.	AECC1	UCNA101	Spoken English	4
6.	AECC2	UESA101	Environmental Studies I	2
7.	GE 1	UCSG105	Computer Applications I /	3(T)+1(P)=4/
		UCGG101	Economic Geography /	4
		UCOG101	Banking I /	4
		UCOG104	Principles of Insurance	4
		UCOG105	Marketing Management /	4
Total				26

SEMESTER II

Sr. No.	Category	Course Code	Course Title	Credits
1.	CC 5	UCOC103	Introduction to Marketing	4
2.	CC 6	UCOC104	Financial Statement Analysis & Interpretation	4
3.	CC 7	UCEC102	Managerial Economics	4
4.	CC 8	UCAC102	Commercial Arithmetic II	4
5.	AECC3	UCNA102	Business Communication	4
6.	AECC4	UESA102	Environmental Studies II	2
7.	GE 2	UCSG106	Computer Applications II /	3(T)+1(P)=4/
		UCGG102	Geography of commercial activities /	4
		UCOG111	Banking II /	4
		UCOG113	Practice of Insurance/	4
		UCOG115	Services Marketing /	4
Total				26

B.Com. (HONOURS) SEMESTER III and IV

A student opting for B.Com.(Honours) semester III and IV will have to complete six courses with 24 credits in each semester, of which three courses shall be Core Courses (CC), one course shall be Skill Enhancement Course (SEC) and two courses shall be Generic Elective (GE) courses in each semester.

SEMESTER III

Sr. No.	Category	Course Code	Course Title	Credits
1.	CC 9	UCOC105	Business Finance	4
2.	CC 10	UCOC106	Fundamentals of Cost Accounting	4
3.	CC 11	UCOC107	Entrepreneurship Development	4
4.	SEC 1	UCLS101	Business Laws (with Practical Components) /	4/
5.	GE 3	UCSS101	Computer Applications for Business I (with Practical Components)	2(T)+2 (P)=4/
		UCAG101	Business Statistics I /	4
		UCOG121	Business Environment /	4
		UCOG123	Indian Capital Markets /	4
		UCOG124	Retail Management/	4
6.	GE 4	UCEG101	Economics of Resources	4
Total				24

SEMESTER IV

Sr. No.	Category	Course Code	Course Title	Credits
1.	CC 12	UCOC108	Fundamentals of Investments	4
2.	CC 13	UCOC109	Income Tax	4
3.	CC 14	UCOC110	Accounting for Service Organizations	4
4.	SEC 2	UCLS102	Companies Act and IPR Laws (with practical components)/	4
5.	GE 5	UCSS102	Computer Applications for Business II(with practical components)	3 (T)+ 1(P)=4
		UCAG102	Business Statistics II /	4
		UCOG137	Business Environment II/	4
		UCOG	Financial Services /	4
		UCOG139	Event Management /	4
6.	GE 6	UCEG104	Indian Economy	4
Total				24

B.Com. (HONOURS) SEMESTER V and VI

A student opting for **B.Com (Honours)** has to complete **two** Core Courses (CC) and **four** Discipline Specific Elective (DSE) Courses in Semester V. A student has to complete **two** Core Courses (CC), **three** Discipline Specific Elective (DSE) Courses and **one** Commerce Project in Semester VI. Thus, he/she has to complete six courses totaling to 24 credits in semester V and six courses totaling to 24 credits in semester VI.

A **compulsory Project Paper** (DSE 9 Commerce Project) of 4 Credits shall be offered in Semester VI and shall be designed to acquire special/ advanced knowledge. It shall be a specialized course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem. Students shall undertake such a project under the guidance of a teacher/ faculty member. The topic for the Project Work shall be given in Semester V. Students shall be required to carry out work for the Project (DSE 9 Commerce Project) during Semesters V & VI. The assessment of the Project will be carried at the end of Semester VI.

A student has to select all Discipline Specific Elective (DSE) courses from any one of themajor groups given below:

1. Accounting Major

OR

2. Cost Accounting Major

OR

3. Business Management Major

Note:

Maximum number of seats for DSE courses in Semester V are as Follows: (Applicable for a class of 60)

1. Accounting Major 20 seats
2. Cost Accounting Major 20 seats
3. Business Management Major 20 seats

Maximum numbers of seats for DSE courses in Semester VI are as follows:

1. Accounting Major
DSE 5- 15 seats, DSE 6- 15 seats, DSE 7- 15 seats, DSE 8 – 15 seats
2. Cost Accounting Major
DSE 5- 15 seats, DSE 6- 15 seats, DSE 7- 15 seats, DSE 8 – 15 seats
3. Business Management Major
DSE 5- 15 seats, DSE 6- 15 seats, DSE 7- 15 seats, DSE 8 – 15 seats

SEMESTER V

Sr. No.	Category	CourseCode	Course Title	Credits
1.	CC 15	UCOC111	Industrial Management	4
2.	CC 16	UCEC103	Indian Monetary & Financial System	4
3.	DSE 1	UCOD101	Accounting Major I – Income Tax & Goods & Service Tax /	4/
		UCOD102	Cost Accounting Major I - Cost Accounting I /	4/
		UCOD103	Business Management Major I – InternationalMarketing Management/	4/
4.	DSE 2	UCOD105	Accounting Major II – Auditing/	4/
		UCOD106	Cost Accounting Major II - Cost Accounting II/	4/
		UCOD107	Business Management Major II – RetailManagement Strategies/	4/
5.	DSE 3	UCOD109	Accounting Major III – GovernmentAccounting/	4/
		UCOD110	Cost Accounting Major III – Techniques ofCosting /	4/
		UCOD111	Business Management Major III – AdvertisingManagement /	4/
6.	DSE 4	UCOD113	Accounting Major IV – Financial Reporting/	4/
		UCOD114	Cost Accounting Major IV– ManagementAccounting/	4/
		UCOD115	Business Management Major IV– ServicesMarketing II/	4/
Total				24

SEMESTER VI

Sr. No.	Category	Course Code	Course Title	Credits
1.	CC 17	UCOC112	Human Resource Management	4
2.	CC 18	UCEC104	International Economics	4
3.	DSE 5	UCOD117	Accounting Major V – Advanced Company Accounts /	4/
		UCOD118	Cost Accounting Major V – Advanced Cost Accounting I	4/
		UCOD119	Business Management Major V – Financial Management II /	4/
4	DSE 6	UCOD121	Accounting Major VI - Accounting II	4/
		UCOD122	Cost Accounting Major VI - Cost and Management Audit	4/
		UCOD123	Business Management Major VI – Strategic Management/	4/
5	DSE 7	UCOD125	Accounting Major VII – Accounting II	4/
		UCOD126	Cost Accounting Major VII – Advanced Cost Accounting II	4/
		UCOD127	Business Management Major VII – Supply Chain and Logistics Management/	4/
6.	DSE 8	UCOD132	Accounting Major VIII – Corporate Accounting and Tax Planning /	4/
		UCOD131	Cost Accounting Major VIII – Advanced Management Accounting /	4/
		UCOD129	Business Management Major VIII – Brand Management /	
7	DSE 9	UCOP101	Commerce Project	4
Total				24

Note: All Elective and Optional papers will be offered to the students on a first- come-first serve basis, subject to availability of total number of seats, so as to ensure that equitable number of students have opted for the elective subjects. Subject combinations and/or allotment of number of seats per subject are at the discretion of the Admission. Committee/College Authorities.

SCHEME OF EXAMINATION

OC 66.5 Scheme of Examination (B. A. / B. Com.)

1. (a) The evaluation for the courses shall comprise Intra-Semester Assessment (ISA) and the Semester-End Examination (SEE).
(b) The ISA tests shall carry 20% of maximum marks allotted for the course and SEE shall carry 80% marks. There shall not be an ISA for the Practical component of the Course
(c) A Course of 4 credits for total of 100 marks, having only Theory, shall have, ISA for 20 marks and SEE for 80 marks.
(d) A Course of 4 Credits for total of 100 marks having Theory and practical component shall have ISAs only for Theory component for total of 15 marks, and SEE Theory Component for 60 marks and practical component for 25 marks. A course of 6 credits for total of 150 marks having Theory and Practical components shall have ISAs only for Theory component for total of 20 marks, and SEE Theory component for 80 marks and Practical Component for 50 marks.
(e) Courses for any other number of Credits shall have proportionate marking system
2. (a) The ISA for the Theory Component of a course shall be conducted in a given Semester, once through a written test, and the other using alternate modes of evaluation including assignments/ presentation / orals/such other. There shall not be any averaging of ISA marks.
(b) Generally ISA for a given course shall be conducted by the teacher/teaching that course.
(c) The Schedule for the ISA 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 predetermined 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 Is As of a course shall not be eligible to answer SEE of that Course.
- 3(a) The SEE shall be conducted at the conclusion of a given Semester, and shall cover the entire syllabus prescribed for the respective course.

- (b) A candidate shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEE provided he/she has appeared for two ISAs of the Course, and fulfils the minimum attendance requirements as per the relevant rules of the University. A candidate failing to fulfill these conditions shall have to repeat the Semester.
- (c) A tentative schedule of SEE examination of Semester I-IV, evaluation, declaration of results shall be prepared by the respective College(s), preferably at the beginning of each academic year and shall be notified to their students with a copy to the University. Setting of the question papers, evaluation of answer-scripts and declaration results shall be done by respective Colleges.
- (d) Assessment of answer-scripts of SEE of Semester I-IV shall be organized by the Colleges. The assessment of the SEE answer scripts at the Semesters I-IV shall be done by the teachers of respective colleges. If two or more colleges desire to have the same question paper in any of the subjects, a common paper may be set by the teachers from the concerned Colleges. For this purpose, a Committee of senior teachers may be constituted by the Principals of concerned Colleges.
- (e) The pattern of question paper(s) to be set for the SEE in a given subject and the scheme of marking shall be decided by the BOS in that subject. For this purpose, the BOS shall frame specimen question paper(s) in the concerned subject for each semester for the information of the students. Similarly, for practical examinations, the number of laboratory exercises, marks distribution for each exercise and other relevant details shall be decided by the BOS in that subject.
- (f) The schedule of the Examination and the setting of question paper(s) for SEE for Semester-V and Semester-VI shall be done centrally by the University.
- (l) A Board of Paper-Setters and Examiners for the SEE of Semester-V and VI shall be appointed by the University.
- (ii) The Paper-Setters shall finalize the question paper(s); There shall be no objective type of questions at SEE; however short answer questions may be set
- (iii) The Paper-setters shall all prepare a key for answer to all question/sub-questions and the scheme of marking of the paper set at the examination. In case of descriptive type of answers, only important points to be expected may be highlighted in the key.
- (iv) The Chairperson shall personally hand over the sealed set of question papers and answer keys to the Controller of Examinations in the prescribed manner.
- (v) Photocopies of this key and the marking scheme for each of the paper of the concerned Semester V and VI shall be given to the examiners assessing the papers.

(g) the duration of SEE theory paper carrying 40 marks shall be of 1 hour duration and those above 40 marks shall be of 2 hours duration.

- (4)(a)(I) Examination(s) in Laboratory exercises shall be conducted for courses having practical component. Marks shall be allotted for journal/lab record book, fieldwork; experiment assigned to the candidate and oral, and shall be broadly as follows: experiment 60% journal 20% and orals 20 %. The final break- up of marks shall be as recommended by the Board of Studies in the respective subject, approved by the Academic Council and notified by the University to all the Colleges.
- (ii) For assessing the candidate's performance in the assigned experiment, the examiner shall take into account the planning, the procedure and the technique followed by the candidate along with the readings / observations, the results and the presentation. (iii) Candidates shall be required to submit the journal/record book while entering the laboratory to appear for the practical examination. Examiner (s) shall take into account the regularity of the candidate in attending the Laboratory Course, completeness of the exercises, presentation and style of writing the journal. For subjects having the field work component, the candidate shall be required to submit the report of such field excursion(s) along with the journal(s) for assessment. The examiner(s) shall consider the report along with journal (s) while allotting the marks.
- (iv) In oral examination, the examiner(s) shall assess the knowledge of the candidate in the course as well as the experiment(s) performed by the candidate.
- (b) Record of the breakup of marks thus obtained by the candidate for semester I to IV shall be maintained by the respective College in a sealed envelope for a minimum period of 4 years.
- © A candidate may be permitted, strictly on medical or other genuine grounds, to appear for the practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination programme for Semester—V and Semester—VI issued by the University. This out of turn appearance may be in the same college in a different batch or in a different college. Such permission may be granted by the University if so recommended by the Principal of the college. The candidate shall be required to remit the requisite fee for his/her being examined out of turn.

5. (a) (I) The project shall be compulsory for all students in lieu of a DSE.

Discipline Specific Project (DSP) shall be assigned during the V Semester and assessed and credits assigned in the V I semester. The project shall be group project with a maximum of 5 students

- per group. A teacher shall not be ordinarily assigned more than 2 projects. The project workload will be 2 hours per week for a group of 5 students and for a group of 3 or less students the workload will be 1 hour per week.
- (ii) Project work and the Report shall be based on field work/library work/laboratory work or on-the-job training or similar work assigned by the teacher.
 - (b) The assessment of the project course shall be done equally by Internal Examiner (Project Supervisor for 50 marks) and External Examiner (for 50 marks) as per the guidelines defined in the project manual.
6. (a) (i) Revaluation of answer books of the candidates at Semester V and VI shall be permitted as per the existing provisions of OA -5.15 for revaluation/verification.
- (ii) **However, revaluation at semester I to IV examinations shall not be permitted.** Personal verification of marks shall be granted to the candidate in the presence of Principal/Vice-Principal and the concerned Examiner, provided he/she has applied for the same along with payment of prescribed fees, within one week of the declaration of result.
 - (b) The following shall be the procedure for the verification of marks:
 - (i) On an notified day and time, which should be not later than 10 day, after the receipt of application from the candidate, the candidate shall be shown the answer book in the chamber of the Principal/Vice-Principal in the presence of the Examiner concerned.
 - (ii) The candidate is not satisfied with the result on personal verification of answer book, he may apply to College Grievance Committee within a week.
 - (iii) The College Grievance Committee shall take appropriate action per the relevant Ordinance and inform the candidate of the decision taken accordingly.
7. A Supplementary examination shall be conducted, preferably after 15 days from the declaration of results of semester II and IV examinations. Students who have a backlog of any or all the papers (theory/practical) of Semesters I, II, III and IV are eligible to appear for this examination.
8. (a) (i) Improvement of performance/total score shall be permitted to a candidate who has passed the B.A./B.Com/B.Sc./degree examination, in which case he/she shall be required to appear again only in the SEE component of the papers of Semester V and /or semester VI examinations, excluding the Project Course. For this purpose, the marks scored at the first appearance in the Project course as also in I S A

component of the other papers, shall be carried forward for tabulation of the result under "improvement of performance"

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

9 Award of Grades

A Grade Certificate shall be issued to all the registered students after every semester based on the grades earned. The grade certificate will display the Course details (code, title, number of credits, grade secured) Marks awarded in each course shall be represented in the form of grades in the grade sheet issued at the end of each semester. Letter grade shall be the index of the performance of students in a said Course, denoted by letters O, A+, A, B+, B, C, P and F calculated based on Grade Point and marks obtained for each Course, as shown in the table below.

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

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

OC-66.6 Grade Point Average (GPA)

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

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

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

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

OA-26.1 Scheme for Award of Entitlement Marks: Candidates who have participated in NCC /NSS /Sports /Cultural events shall be entitled to entitlement marks as per the following scheme. However, they are not eligible for general grace marks.

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

OR

(II) Candidates who have participated in the NSS programme and are certified by the Principals of their Colleges/Heads of Institutions as having satisfactorily completed at least 60 hours of social service

compressing the time spent in one or more types of projects during a Semester.

OR

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

A. Cultural Events—At the University Level

- a) All students who are members of the Winning and Runners-up teams at the Inter-Collegiate level where competitions for team Championships are conducted by the University.
- b) In the case of individual events at the Inter-Collegiate meets conducted by the University students winning first three places, in the order of merit.

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

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

- a) A candidate who fails to pass in one or more heads of passing for a course shall be awarded entitlement marks to the extent of 5 % of the maximum marks allotted to the head of passing, subject to a maximum of 5 marks in each course.
- b) The entitlement marks whether allotted or not, fully or partially, under any of the heads of passing shall be shown along with the grand total with appropriate '#' sign. The benefit of gracing mentioned above shall be given at the respective Semester examinations. The entitlement marks under this Ordinance shall not be counted for the purpose of placement in the order of merit or award of scholarships, prizes and medals or of other awards. However, such marks can be utilized for award of higher grades.

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

1. Entitlement marks may be awarded to the first three prize winners in team as well as individual events organized by the State Government/ Central Government organizations.
2. To be considered for the award of entitlement marks, at least 10 Institutions should have participated in the event.
3. The Principals of those colleges whose students have secured 1st, 2nd and 3rd prizes should verify and forward the names of the students to the University for the Award of entitlement marks.
4. The organizing agencies should also forward the names of the students and a list of the participating colleges to the University.

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

A. Eligibility

The Candidate (Sports person) should be a bona fide student of Goa University or its affiliated college. She/he shall participate in the sports events approved by the Sports Council of Goa University, National Sports Federations having recognition of the Ministry of Youth Affairs and Sports / Indian Olympic Association /Association of Indian Universities after obtaining prior approval of the respective Principal / Dean / Head of Department. She/he shall be eligible for the Sports Merit Marks only after the completion of her/his performance in the event and the marks so allotted shall be counted for her/his appearance at the respective Semester Examination only. In the event of her/his performance in more than one category/sport, only the highest marks allotted in any one category/ sport will be considered. For the purpose of allotment of marks, sports events shall be divided into the following categories: Category A: Students representing India in the following International events. Olympic Games, World Championships, World Cups, Davis Cup, Thomas Cup, Uber Cup, Para Olympic Games, Winter Olympics Games, Champions Trophy, Commonwealth Games, Commonwealth championships, World University Games, World University championships, Asian Games (Indoor/Outdoor Games), Asian Cups, Asian Championships, Asian Winter Games, Asian Para Olympics, Wimbledon Championship, US, French & Australia Open Tennis championships, All England Badminton Tournament, Youth Olympic games. Category B: Students representing India in the following International events/Championships recognized by National Sports Federation which are duly approved by the Ministry of Youth Affairs and Sports/ Indian Olympic Association/Association of Indian Universities.

one Day International Cricket Matches, Cricket Test Matches, commonwealth Youth Games, International Athletic Permit Meet, Asian Youth Games, Asian Martial Art Games, SAF Games, Any Other International Game/Sport recognised by Indian Olympic Association. Category C: Students representing Goa State for National events organised by the recognised National Federation which are duly approved by the Indian Olympic Association /Association of Indian Universities.

i) National Games

- ii) National Championships (only one in each recognised discipline to be determined by respective National Federation)
- ii) Federation Cups organised by National Sports Federations recognised by the Government of India and Indian Olympic Association.
- iv) National Sports Festivals for Women.

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

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

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

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

Category	Participation	Winner/Gold Medal	Runners- up/Silver 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	6+20=36	16+16=32	16+14=30
D1	20	20+16=36	20X12=32	20+10=30
D2	16	16+12=28	16+08=24	16+06=22
E	10	10+06=16	10+04=14	10+02=12

Composition and Duties of College Examination committee, College Unfair Means Inquiry Committee (CUMIC) and College Grievance Committee

(A) The College Examination Committee shall consist of:

- i) A senior teacher who shall be the Chairperson.
- ii) Two or four regular teachers (In addition to the Chairperson).
- (a) There shall be no remission in work-load but adequate remuneration shall be paid to the members.

- (b) This Committee shall be generally in charge of all matters pertaining to B.A., B.Com. and B.Sc. examinations in the College.
- (c) The Committee shall prepare the examination time-table, arrange to get the question paper sets printed and answer books assessed.
- (d) The Committee shall arrange to get the results prepared, sealed, announced and individual statement of marks prepared and issued to the candidates.

(B) The College Unfair Means Inquiry Committee (CUMIC) shall be constituted with the following members.

- i) Vice-Principal or a senior teacher as Chairman.
- ii) Two members of the College Examination Committee
- (iii) The committee shall inquire into the cases of unfair means and malpractices reported in a manner prescribed by 0 C -66.7.2 and shall recommend to the Principal a course of action as prescribed in 0A-5.14.

0 C -66.7.2 Inquiry into cases of unfair means

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

- (1) The candidates be served with a show cause notice and made aware of the charges/allegations reported against him/her so as to enable him/her to prepare his defense at the time of this appearance before the CUMIC and inform him /her thereby of the proposed action to be taken in his/her case, directing him/her reply to the show cause notice as to why the action proposed should not be taken against him/her.
- (a) The reply received by the Committee from the candidate when he / she appears before it be considered by the Committee and the final recommendation in the matter be taken and reported to the Principal for approval.
- (b) The punishment finally awarded can be equal to or less than, what is mentioned in the show cause notice, but not more than what is mentioned therein.
- (c) The CUMIC is a recommendatory body. The Principal has to exercise his/her power under Statute S B - 13(iv) of the University and issue final order.
- (d) The broad category of malpractice and the quantum of punishment for each category thereof shall be as given in general Ordinance on malpractices i.e. 0 A -5.14.19. Besides these guidelines, each case be examined in detail and punishment awarded on the merit of each case.

OC-66.7.3 Investigation of Grievance by the College Grievance Committee

1. The Committee shall consider the written complaint by a student on the conduct of examination provided that
 - (i) The complaint is submitted within 15 days after the declaration of results;
 - (ii) The complaint is accompanied with a fee of Rs. 200/- (refundable if the complaint is found genuine); and
2. The matter is referred to the Committee by the Principal. The Committee shall invite a reply to the allegations, if any, made by the student from the concerned party.
3. After considering the reply of the concerned party, the committee shall recommend a course of action in writing to the Principal.
4. The Principal may inform the student the findings of the Committee and shall take appropriate action including reassessment of the said answer book. However, if the marks are reduced after revaluation of the said answer book the original marks shall be retained and the student to be communicated that there is no change in his/her result.
5. A minimum fine of Rs. 200/- which shall not exceed Rs. 500/-, shall be imposed on the student complainant, if the said allegation(s) is (are) found to be a deliberate attempt at casting aspersions on the teacher(s) concerned. If the allegations are found to be genuine and the same is recorded giving reasons, the action shall be taken as provided under OA -5.2.6.

COLLEGE REGULATIONS

1. Students are answerable to the Principal, or his representative, for their conduct, both inside and outside the College premises.
2. The student's conduct shall be such as not to cause any disturbance to the teachers, fellow students and the normal working of the College. Insubordination, unbecoming and indecent language or conduct on the College campus is punishable.
3. Students are required to prominently display/wear their identity cards and produce them on demand. Any student not in possession of/wearing his/her identity card may be asked to move out of the College premises.
4. Students are not allowed to attend lectures other than their own, except with the permission of the teacher concerned.
5. Every student is expected to be in the classroom before the lecture begins and may leave after the teacher leaves.
6. Students must compulsorily wear uniform on the campus and when on deputation. **However, in view of the ongoing pandemic, decision regarding wearing uniform has been kept in abeyance, as decided in the executive committee meeting of PTA of the college.**
7. Loitering in and around the College premises when the classes are in progress is strictly prohibited.
8. Every student is expected to deal with the College property with due care and to help in keeping the premises neat and clean. Any damage done to the College property is a breach of discipline and will attract suitable penalties/fines.
9. Smoking, using mobiles, consuming liquor or any drug or intoxicant within the College premises is strictly prohibited. Even outside the College premises a student is expected to display high moral and social behaviour and to uphold the name of the College. If any student is caught using mobile in the College, he/she will be liable for disciplinary action.
10. No money shall be collected for picnics, trips, educational visits, get-togethers, charity or any activities, without the prior permission in writing from the Principal.
11. Private picnics / excursions by the students are not allowed under any circumstances and the College shall not be held responsible for any injury or loss due to such picnics. Official study trips will be conducted by

the College after obtaining indemnity bonds from the students signed by their parents/guardian.

12. All extra and co-curricular activities conducted in the name of the College, either within the College premises or outside, will require permission of the concerned committee as well as that of the Principal.
13. Any student found guilty of ragging or of "sexual harassment" in any form, "is liable to be expelled from the College or punished as per the rulings of the Central and State Government. Based on the recent judgements of the Hon'ble Supreme Court of India, there is an anti-ragging Committee and a Committee for dealing with cases of sexual harassment, functioning essentially as an anti-ragging and anti-sexual harassment mechanisms as well as to deal with case of ragging and sexual harassment. **(See UGC Regulation on Curbing the Menace of Ragging in higher Education INSTITUTIONS, 2009, on page 104)**
14. No Society, Association or Union shall be formed in the College; and no person invited to address any meeting without the Principal's prior permission.
15. A student has to complete to the satisfaction of the Principal the course of study prescribed for the term/semester. Students are warned that if their attendance at lectures, tutorials, etc., is not satisfactory, their names may be deleted from the College rolls, besides being held ineligible for the Examination and thus losing the semester/year.
16. Parents/legal guardians are expected to seek periodical progress report of their children by visiting the College and meeting the Principal Teachers.
17. Time-table will be displayed on the notice board at the beginning of the academic year. Changes, if any, will also be displayed.
18. Students must familiarize themselves with the syllabus of their course of study as well as with all the College regulations and notices displayed from time to time on the College notice board. Urgent notices will, however, also be read out in the classroom. Notices displayed on the College Notice Board shall be deemed to be official communication to the students/staff, as the case may be.
19. Any breach/violation of these regulations will be dealt with severely. Students should put forth their genuine grievances, if any, in writing, to the Principal through their class representatives from the Students' Council and their respective Class Teachers. Every effort will be made to solve the difficulties with due consideration.
20. No visitors/outside are allowed to be in the College premises to meet the students, particularly to visit or speak to a student while a lecture is going on, except with special permission from the Principal.
21. Students applying for certificates, testimonials, etc. and those requiring the Principal's signature on any kind of documents or application shall contact the Head Clerk in the College Office. No paper shall be brought

by the students directly to the Principal for signature, except under extreme urgency.

22. Ordinances covering admission, examination, evaluation, etc., and the relevant rules framed by the Goa University and the Govt. of Goa from time to time, shall apply to all the students of this College.
23. Students undergoing any course in this College do not require any private coaching. At the request of the interested students, special remedial teaching can be provided to them. However, if any teacher from this College is found giving private tuition, necessary action will be taken against him/her. In this regard students are advised to lodge a written complaint with the Principal, to enable him to take appropriate action under University Statutes SC-5 (XX) and relevant CCS rules.
24. As decided unanimously by the College P.T.A. and based on representations received from bonafide students, no special hair styles are allowed. Boys are expected to have simple, one level haircut and both boys and girls must come with hair well combed. Hair colouring for both genders is strictly prohibited.
25. Any student holding office in any council/ association/club/cell and found to be a defaulter in academics, conduct and/or attendance may be directed to relinquish his/her office, if the Principal so desires.
26. The Principal's decision in all matters relating to the college shall be final and binding on all the students

ATTENDANCE

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

OA-17.1 To ensures 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 member to engage The classes outside usual class timetable to enable them to complete the minimum prescribed number of classes.

(iii) Deleted

A-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 statements shall be sent to the University as and when requested by the University authorities.

iii. Deleted

iv. 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 Practical engaged during that Semester / Term / Year and a minimum of 50% attendance of the total lectures and practices 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 / practical prescribed for a particular paper/course due to any reason, all the students shall be given full attendance to that number of classes that could not be engaged by the faculty. (For example, if a faculty could engage only 55 lectures out of prescribed 60 lectures, each student shall be given attendance of additional 5 lectures in that paper/course and the same shall be counted for counting 75% attendance requirement). Under CBCS, a student whose attendance is less than 75% shall have the option of dropping a paper(s)/ Course(s) in order to meet the minimum 75% attendance requirement.

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

- v. A student, not fulfilling the minimum attendance requirements mentioned above, shall not be eligible to appear for that Semester / Term / Annual Examination. Such student shall have to seek re-admission to the Course/Programme during the subsequent Academic Year /Term / Semester by paying the requisite fees. Such a student shall not be treated as a fresh applicant for admission if the re-admission is in the same Institution. Re-admission to professional colleges for the First Year of the programme shall be as per the admission rules of the program. These students need not answer the eligibility test.
- (vi) No change
- (vii) 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.
- viii. 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/practical missed, provided such absence is supported by documentary evidence issued by the appropriate authority such as Commanding Officer of Director of Sports and Youth Affairs, Director / Asst. Director of Sports in Government / University or an authorized official of these and other similar bodies.
- (ix) 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 up to 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 up to 50% in attendance.

However, the maximum relaxation permissible to a student on all accounts shall not be more than 50%.

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.

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.

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.

GRIEVANCE REDRESSAL MECHANISM

- i) Anti-Ragging Committee** conducts programmes on preventive measures to curb ragging and deals with any cases if reported.
- ii) Internal Complaints Committee** is constituted as per Section 4 (1) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal Act, 2013) to deal with all cases of harassment against women.
- iii) Student Grievance Redressal Committees (SGRC):**
 - A. Collegiate Student Grievance Redressal Committee (CSGRC)**
 - (i) A complaint from an aggrieved student relating to a college shall be addressed to the Collegiate Student Grievance Redressal Committee (CSGRC), with the following composition, namely:
 - a) Principal of the college — Chairperson;
 - b) Three senior members of the teaching faculty to be nominated by the Principal Members;
 - c) A representative from among students of the college to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities - Special Invitee.
 - (ii) The term of the members and the special invitee shall be two years.
 - (iii) The quorum for the meeting including the Chairperson, but excluding the special invitee, shall be three.
 - (iv) In considering the grievances before it, the CSGRC shall follow principles of natural justice.
 - (v) The CSGRC shall send its report with recommendations, if any, to the Vice-Chancellor of the affiliating University and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint

LIBRARY

A. OVERVIEW:

1. Library will remain open on all working days from 8.30 a.m. to 4.00 p.m.
2. Library follows open access system.
3. The purpose of the library is to inculcate reading habit and self study. In order to promote reading habit among the students, the Library Committee conducts various activities like, Quiz, Essay, Word Power competitions, book exhibitions etc. The College has also instituted "Best Library User" award.
4. Library Services: Book Bank Scheme, Lending, Reference, Scanning, Photocopy, Printing, E-Library, E-Resources: WIFI, OPAC etc
5. Students may contact the Library Staff for the Librarian for assistance.

B. GENERAL RULES:

1. **Silence and DISCIPLINE are to be strictly maintained in the Library.**
2. On entering the Library, the teachers and the students are required to sign Register kept for the purpose in the Library.
3. In the Library discussions, explanations, lectures, coaching to students, etc. will not be allowed. However separate room for Group Study discussion is provided in the library with prior permission of Library staff / Librarian.
4. Use of Mobile Phones is strictly prohibited in the library.
5. Strict discipline must be maintained in the Library. Student who talk loudly, behave in rowdy manner or engage in indecent activities will be turned out of the Library. Student who is found misbehaving persistently will be debarred permanently from entering the College Library.
6. The Library staff reserves the right to remove personal belongings of students that are left elsewhere in the library and shall not hold responsible in case of loss of such belongings. Students are advised to keep their belongings in the bag storage area.
7. Students without Identity Card will not be allowed to enter the Library. Students must present their Identity card whenever they are asked to do so by the Library Staff.
8. All students are required to read the Library Notice Board for Library related activities, notices, Rules etc.

9. No Library material shall be removed from library until its issue has been properly recorded.
10. Students are not allowed to reserve seats, shift or remove the Library furniture from their original place.
11. Students are required to handle books and all other reading material very carefully and must not deface them in any manner, including by highlighting, underlining, writing or drawing in them.
12. Students are welcome to put their suggestions in the suggestion box, placed outside the Library for better Library Facilities.

• **MEMBERSHIP:**

1. The First Year students and those joining from other colleges in the second and third year, having paid library fees, become members of the library and can avail of library facilities.
2. Students can avail book only up to the valid period of Library Card.
3. All bonafide students are members of the library. Every student will be issued one library card which entitles them for 3 books. Every student must possess his/her library card while making use of the Library facility.
4. Library cards are not transferrable and any misuse may result in the cancellation of the same.

• **LIBRARY:**

1. Periodicals: Current Journals, Magazines, Newspaper, Newsletter are kept in the Periodicals Section. After reading periodicals, keep them back in the same place on the stand.
2. E-Learning: computer terminals in the E-Library Section provided for online access to E-learning material such as Books, e-journals through N-list (INFLIBNET). This facility is strictly for academic purpose.
3. Books Issue: Three books are issued to students on Library Card for 7 days. These books are issued strictly on first come first serve basis. During examination and ISAs, books may not be renewed to the same student if there is demand for books from other students.
4. Books for previous or next year academic year will not be issued to current year students. It is left to the discretion of the Librarian not to issue certain books when circumstances warrant.
5. Reference: Reference books, Competitive Exams and books on Goa are kept in the Books stack Section.
6. After reading the books from the book stacks students can keep the book on the same on the table. Do not stack the book on the shelves.

7. When students need books for home lending, they are required to examine it first and report back immediately to the library staff. If student fails to do so, they will be held responsible for any damage that may be detected afterwards and asked to replace the book. In case such a damaged book is out of print and not available, then cost of book plus fine will be charged to the student.
8. If student wants to keep a book beyond the due date, then the student must apply for renewal. The library staff will, at his/her discretion renew the book with a new due date.
9. In case a student loses a book, he/she would have to either replace the book or pay the present price of the book, in addition to the fine.
10. Magazines/ periodicals are not to be issued to students (to be referred to in the Library only)
11. Students are required to co-operate with the Library staff for the smooth running of the Library.

• **READING MATERIAL ONLY FOR REFERENCE:**

1. Journals
2. Books
 - a. Competitive books
 - b. Books having volumes
 - c. Reference books such as Encyclopedias, Dictionaries, etc.
 - d. Any other book(s) as decided by the Principal/Librarian.

• **PHOTOCOPY/PRINTING/SCANNING:**

1. This section starts from 09.30 to 3.00 p.m.
2. Lunch break of 45 Minutes (1.15 p.m. to 2 p.m.)
3. Charge of Rs.01/- per copy

• **FINES/ DISCIPLINARY ACTION:**

1. Books not returned within the due date will attract a fine of Rs.5/- per day for the first week and thereafter, Rs. 10/- per day.
2. In case of loss of Library card the student should inform the librarian immediately. A duplicate card will be issued to the student on applying and paying the requisite fees. Student will not be allowed to have any transaction in the Library without a valid Library card.
3. No transfer certificate, bonafide certificate, character certificate or leaving certificate will be issued to any student who has with him/her Library Books or dues in the form of fine.

LABORATORIES

1. **Computer Lab:** The computer lab is air conditioned has 32 desktop computers, 2 LCD Projectors, 54 Laptops, one interactive system one external hard disk and wifi Internet speed of 50 MBPS.
2. **Geography Lab:** The AC Geography lab has an interactive system one desktop, printers and various equipments, with a seating capacity of 20 students for conducting practicals.
3. **Language Lab:** The language Lab Comprises of 20 desktops fitted with Digital Language Laboratory software for English, Hindi & Marathi.
5. **Commerce & Economics Lab:** A new lab is developed for Economics and Commerce department with 20 Desktops and 9 Laptops.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The IQAC of the College is constituted as per the Statutes of the Goa University and guidelines from, National Assessment and Accreditation Council (NAAC), Bangalore. This body develops system for conscious, consistent and catalytic improvement in the performance of the College.

CO-CURRICULAR ACTIVITIES

Vast scope is offered by the College for overall development of the students. Qualities of personal leadership, organization, administration, competence, values and social services are built up through the various co-curricular/extra curricular activities provided in the institution to achieve the vision and mission of the College. The Principal is the ex-officio Chairman and each Teacher functions as the Director / Convenor / Joint Convenor of various Association / Cells / Bodies.

1. **Students' Council:** The Council comprises the elected representative, of the students i.e. General Secretary, University Representatives, Class Representatives, Ladle's Representative, Sports Secretary and Cultural Secretary, and Members nominated by the Principal. No political campaigning of any kind is allowed in such elections Students found bringing politics into the campus will be summarily asked to leave the College. Teacher in charge of the various co-curricular activities will also be the members of the Council. The members will be responsible for monitoring student discipline in the College. various competitions and cultural activities will be organized by the council, with prior permission only. The members will hold meeting from time to time after giving proper intimation to the teacher in charge and the principal; and present their proposals for perusal by the College Authorities, No meetings can be held in the College premises without the consent of the Principal or the Teacher-in-charge under intimation of the Principal). The Council organises a multi-competition event Fun Days and the

Annual Social Gathering in December every year.

- 2). **Physical Education Department:** The College holds various tournaments and sports activities, encouraging excellence in sports and fostering sportsmanship among all the student members. The sports wing of the Students' Council, functions as the coordination committee for the Annual Sports Meet and looks after all sports activities of the college. The College has a gymnasium with various exercising equipment.
3. **Various Departments and Study Circles:** The departments of English, Hindi, Marathi, Konkani, Geography, History, Economics, Commerce and Information Technology organise various competition, workshops, talks, seminars to develop the knowledge and skills of the students under the guidance of department heads /in charges.
4. **National Service Scheme (N.S.S.):** Social service, service-mindedness, and leadership qualities are sought to be developed in the students through the N.S.S. Only a limited number of students are admitted to this scheme annually to encourage and promote the spirit of national Integration and fellow feeling. A residential Camp for students is organised annually. The N S S Unit of the college has adopted Virnoda village.
5. **National Cadet Corps (NCC):** With its motto of '**Unity and Discipline**'. N.C.C. instills confidence, builds up talents of the cadets and develops in them love for the nation and fellow beings. It also seeks to create prospects for future Army Officers. Cadets will be selected on the basis of their performance at the interview and those who successfully complete 3 years of training will receive 'C' certificate. This certificate will brighten the chances of employment.
6. **Career Guidance/ Counselling, Employment & Placement Cell:** The College seeks to be a link between the potential employers, industrial and commercial establishments and our students who are the potential employees, with the aim of enhancing the scope of employment for the later. Various career guidance programmes, talks, exam coaching and recruitment drives are organised by this cell.
7. **Personal and Group Counselling Services Cell:** Provides Personal and group Counselling Services weekly to students and staff by the trained Counsellor and also conducts workshop on various topics of personality development.

9. **Short Term Certificate Courses:** Such Courses are designed as ADD-ON Courses which may be skill - based/career-oriented/utility-enhancing, etc., to supplement the years of Degree level education, by enhancing employability or self employment of students. short term certificate course on Modi Marathi Script of 30 Lectures by Dept. of History

Clubs:

- i) **Gender Champion Club:** Aims to promote gender equality and organized various activities to ensure safe and healthy environment for girl students within the college premises.
- ii) **Readers Club:** Aimsto promote reading habits among the students.

10. **Research Cell:** The College seeks to inculcate an interest in creativity and enthusiasm for research amongst the staff and students. This Cell attempts to acquaint them with research methodology, organizes lectures, workshops and other research-oriented activity.

11. Extension Activities:

- i) **Medical Services Cell:** Organizes health camps such as blood donation, eye camp, diabetes, and dental camps for students, staff and the members of general public.
- ii) **Summer Camp Committee:** The College conducts an annual eight to ten days Summer Camp for students of VIII, IX & X classes of nearby schools. The College students have an opportunity to help in organizing the Camp activities.

12. Associations of Stakeholders:

13.

- i) **Parent-Teacher Association (P. T. A.) :** Teachers interact with the parents for reporting their performance and enhancing their students/wards overall performance. The mark sheets of I/III / V Semester exams are handed over to the parents during P. T. A. meetings and interactive sessions. Educative sessions on varied issues are organized for the benefit of parents and teachers.
- ii) **Alumni Association:** "Sant Sohirobanath Ambiye Government College Arts & Commerce has Alumni Association Virnoda, Pernem, Goa" It acts as a link between e alumni and their alma mater. The link with the college is maintained rough various activities. A representative of the Alumni Association is a ember of the College IQAC.

**SANT SOHIROBANATH AMBIYE
GOVT. COLLEGE OF ARTS & COMMERCE
VIRNODA, PERNEM, GOA 403 512**

[Permanently affiliated to Goa University and recognized by the U. G. C.
under sections 2(f) and 12(B) of the UGC Act of 1956]

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**Post-graduate
Courses in
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GOA UNIVERSITY
Taleigao Plateau – Goa.

NOTIFICATION - PG ADMISSIONS 2022-2023

Admission to the Post Graduate Programmes at Goa University and affiliated colleges for the academic year 2022-23 shall be entirely based on the **Goa University Admissions Ranking Test(GU-ART)**.

The marks percentage obtained by the students while graduating would only be used to ascertain the eligibility of candidates for the Programme. The purpose of the GU-ART is only to rank the prospective students and not for determination of pass/ fail.

Candidates who have completed their Graduation or are in their Final Year of Graduation SHALL be eligible to apply.

Selected candidates who are in the Final Year of Graduation shall be granted Provisional Admission. Their admission will be confirmed after the results are declared based on the eligibility. In case a candidate fails to clear the Graduation Examination, the admission shall be cancelled and the fees shall be refunded.

Candidates will be given an option to choose the Test Centre at the time of applying for GU-ART.

1. The GU-ART shall be of one paper of 100 marks, containing 50 objective type Multiple Choice Questions (MCQ) of 2 marks each. There shall be negative marking, where half a mark shall be deducted for each wrong answer. No marks will be deducted for unanswered questions. The duration of the GU-ART will be of 90 minutes.

2. The breakup of 100 marks for the GU-ART Question paper shall be as follows:
 - a. Section I (Least difficult)- 15 Questions
 - b. Section II (Difficult)- 15 Questions
 - c. Section III (Most difficult)- 20 Questions
3. In case of candidates who have answered the GU-ART and have secured equal marks in the ranking list:
 - * Section III scores shall be the first level of tie breaker, followed by Section II
 - * In case the tie still exists, the University shall decide the order of merit.

4. The GU-ART Syllabus of respective programmes will be shortly available on the University Website.

1. GU-ART Round II and Round III shall be conducted if seats remain vacant in the respective subject/ specialization Programmes. However, candidates answering the subsequent GU-ART Rounds shall be ranked after the previous Round candidates.

Example: If 100 candidates apply for Round I, all 100 will be assigned a rank based on the marks scored. For Round II, candidates shall be ranked from 101 onwards. The candidate scoring highest marks at GU-ART Round II will be ranked 101.

Interested candidates are requested to check the Goa University website www.unigoa.ac.in for details.

Principals of affiliated colleges are requested to bring the contents of this Notification to the students of their college.



GOA UNIVERSITY
Taleigao Plateau – Goa.

GU/94/Acad-PG/CAC/2022-23/652

Date:08/03/2022

PG ADMISSIONS – GUART 2022-23

Applications for admission to various Post Graduation Programmes at Goa University and affiliated Colleges for the academic year 2022-23 will be accepted through online mode only. Interested candidates are informed to visit Goa University website www.unigoa.ac.in for details.

Eligibility:

Admissions to the Post Graduate Programmes shall be entirely based on the Goa University Admissions Ranking Test (GU-ART). The marks / percentage obtained by the students while graduating would only be used to ascertain the eligibility of candidates for the Programme. The purpose of the GU-ART is only to rank the prospective students and not for determination of pass/fail.

Candidates who have completed their Graduation or are in their Final Year of Graduation are eligible to apply.

Selected candidates who are in the Final Year of Graduation shall be granted Provisional Admission. Their admission will be confirmed after the results are declared based on the eligibility. In case a candidate fails to clear the Graduation Examination, the admission shall be cancelled and the fees shall be refunded.

For eligibility for admission to the various programmes and for Change in Faculty/Subject please refer [Annexure I](#).

GU-ART Coverage:

1. Admission to following **Post Graduate** Programmes will be based on GU-ART.

Please Refer & for Seat Matrix (Number of seats offered at the University Departments and Affiliated Colleges).

2. Admissions to the **B.Ed Programme** for the academic year 2022-23 offered at the affiliated colleges shall also be based on GU-ART along with the other eligibility criteria as prescribed in **Annexure IV** by the Directorate of Higher Education [DHE], Government of Goa.

For more queries relating to B.Ed. admission contact: Directorate of Higher Education Government of Goa, SCERT Building, Alto-Porvorim, Bardez-Goa Tel: 0832-2410824/2415585,

Email: dir-dhe.goa@nic.in

3. Please refer **Annexure V** for fees applicable for Academic year 2020-21.

4. Admission to following Post Graduation Degree Programmes will not be based on GU-ART:

- * M.A. Wellness and Counseling (Nirmala Institute of Education)
- * M.B.A. (Goa Business School)
- * M.B.A.–Executive (Goa Business School)
- * Integrated M.B.A. (Goa Business School)
- * M.Sc. Marine Biotechnology (Department of Biotechnology)

Filling up of the application form:

- a) Candidates are advised in their own interest to apply online much before the closing dates and not to wait till last date for applying / payment of application fee to avoid possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website.
- b) Goa University does not assume any responsibility for the candidates not being able to submit their application within the last date on account of aforesaid reasons or for any other reason beyond the control of the Goa University.
- c) The Printout of the application form is not to be sent to the Goa University.

Admissions Portal Link:

<http://admissionportal.unigoa.ac.in/admissionportal/##admissionAnnouncements>

Application Fees (To be remitted online through GUMS portal only):

- INR 600 per subject/specialization [Except MCA & MBA-FS];
- INR 300 in case of SC/ST of Goa [Except MCA & MBA-FS];
- INR 1,000/- for MCA & MBA-FS, INR 500 in case of SC/ST of Goa;
- No fees shall be charged from differently abled candidates.

GU-ART: Candidates are requested to note the following details regarding the GU-ART.

- 1. Candidates shall be permitted to apply for a maximum of three subjects /specialisations only for the PG Programmes and a maximum of two subjects /specialisations for the B.Ed. Programme.**
2. Candidates who wish to apply for more than one programme are required to use the same login details. No changes shall be entertained after the application is submitted online.
3. The GU-ART shall be of one paper of 100 marks, containing 50 objective Multiple Choice Questions (MCQ) of 2 marks each. There shall be negative marking, where half a mark shall be deducted for each wrong answer. No marks will be deducted for unanswered questions. The duration of the GU-ART will be of 90 minutes.
4. The breakup of 100 marks for the GU-ART Question paper shall be as follows:
 - a. Section I (Least difficult) - 15 Questions
 - b. Section II (Difficult) - 15 Questions
 - c. Section III (Most difficult) - 20 Questions
5. In case of candidates who have answered the GU-ART and have secured equal marks in the ranking list:
 - * Section III scores shall be the first level of tie breaker, followed by Section II
 - * In case the tie still exists, the University shall decide the order of merit.
6. The GU-ART syllabus of respective programmes is available on the University website at: <https://tinyurl.com/muekcu35>

7. A Common GU-ART shall be conducted for admission to M.Sc. Marine Microbiology and Microbiology Programmes.
8. GU-ART Round II shall be conducted only if seats remain vacant in the respective subject/ specialization Programmes. However, candidates answering the subsequent GU-ART Rounds shall be ranked after the previous Round candidates.

Example: If 100 candidates apply for Round I, all 100 will be assigned a rank based on the marks scored. For Round II, candidates shall be ranked from 101 onwards. The candidate scoring highest marks at GU-ART Round II will be ranked 101.

GU-ART Schedule:

The Schedule for the GU-ART will be as follows:

The First Round of GU-ART held on following mentioned dates.

GU-ART Round I	08/05/2022	15/05/2022	22/05/2022	29/05/2022
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Candidates are required to select the Test Centre at the time of applying for GU-ART. (After payment and submission of the application candidates will not be permitted to change their Test Centre)

The last date for submission of application is 8th April 2022 if seats remain vacant **GU-ART Round II**

Admission Process:

1. The results of **GU-ART Round I** will be declared on University Website.
2. After the Results of Round I are declared, for Programmes offered only at the University Departments or at a single College, seats shall be allotted to candidates based on their performance in the First Round of GU-ART. For Rules/Guidelines for Selection may kindly refer **Annexure VI**.
3. For Programmes offered at both the University as well as the affiliated colleges or at multiple colleges, seats shall be allotted through **Counselling** which will be held at the Goa University Campus. The rankers shall confirm their course selection (In case candidates have applied for GU-ART in multiple subjects/specialization) and selection of seat at University Department or at affiliated college. The candidates are required to indicate a maximum of three preferences for institution of admission and subject specialization if applicable.
4. All Candidates including those who are Selected/Allotted/Offered seats at the Goa University Department or affiliated colleges shall be required to pay the seat confirmation fee of ₹ 5,000/- online on the GUMS Portal at the time of Counselling.
5. Post First Round of GU-ART, if any of the seats at University Department or at affiliated college remain vacant, additional rounds of GU-ART will be held. Additional rounds will be held only for subjects/specialization for which the seats remain vacant.
6. The Second Round of GU-ART will be held in the University Departments to fill seats which remain vacant after the First Round of Admissions including Reserved Category seats. Reserved Category Seats remaining vacant after the declaration of first list of the Second Round will be transferred to the General Category.
7. The Admission for the academic year 2022-23 shall be based on the following Ordinances. Hyperlink to refer the following Ordinances: https://www.unigoa.ac.in/uploads/config_docs/20191030.113455~Ordinances_Part_A_16_Oct_19.pdf

OA-20	Ordinance relating to the Policy of Admission to the Post Graduate Academic Programmes of Goa University (Applicable for candidates who registered from the academic year 2018-19 onwards)
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OA-18A	Ordinance governing the M.A., M.Sc. M.Com., M.S.W. and M.T.T.M. programmes of study conducted by the on-campus Departments of the Goa University and its affiliated colleges in the Faculties of Languages and Literature, Social Sciences, Natural Sciences, Life Sciences and Environment, and Commerce and Management, based on the Choice Based Credit System of Instruction (Effective from 31 st August, 2018)
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RESERVATION UNDER VARIOUS CATEGORIES

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

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

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

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

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

5% of total seats, subject to minimum one seat for admission to various

programmes of study shall be reserved for **differently abled** candidates (as per State Government directives).

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

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

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

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

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

REFUND OF COURSE FEES

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

Sr. No.	Point of time when notice of withdrawal of admission is served to the College/University	% of refund of Aggregate fees*
1	15 days or more before the formally notified last date of admission.	100%
2	Less than 15 days before the formally notified last date of admission.	90%
3	15 days or less after the formally notified last date of admission.	80%
4	30 days or less, but more than 15 days after the formally notified last date of admission.	50%
5	More than 30 days after the 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, 5% of the aggregate fees paid by the student, subject to a maximum of ₹ 5,000/- shall be deducted as processing charges from the refundable amount.
- c) Fees shall be normally refunded to an eligible student within fifteen days from the date of receiving a written application from him/her along with proof of payment in this regard.
- d) The fees of students who have already been admitted to a programme of the University and have paid the fees and are subsequently admitted to another programme shall have to pay the fees for the final admission and claim the refund of fees paid earlier, in which case no administrative charges shall be deducted from fees paid earlier by the student.

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

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

CHANGE OF FACULTY /SUBJECT

Candidates who have passed Bachelor's degree examination in any subject of this University or any other recognized University and secured at least 40% of the aggregate marks in their qualifying examination may seek admission to the **Master of Degree Programme** in a subject of their choice.

These candidates will have to apply to the Registrar, in the prescribed form, on or before the date specified in the University Notification/ Prospectus for such change of subject or faculty.

Candidates are required to select "Change of Faculty" option while filling the online application form. (Applicable for Language/Social Science subjects only)

The candidates desirous to be admitted under the scheme of Change of Faculty/Subject for admission to the Master's Degree Programme shall have to appear for the Ranking Test in the concerned subject.

Under the scheme of Change of Faculty/Subject, candidates who have answered the Ranking Test shall be considered eligible for admission against vacant seats available, if any, after students from the merit lists of the concerned programme are given admission.

Under the scheme of Change of Faculty/Subject, up to two seats may be made available as supernumerary with the approval of Vice-Chancellor, if no vacant seats are available for the qualified candidates.

Annexure V

Schedule of Fees for the Academic year 2021-22 for Post graduate Programmes offered at the Goa University Campus

Sr. No.	Particulars	Fees for 2022-23 (Amount) ₹
1	Tuition Fee (Annual)	-
A	M.A.	6520
B	M.Com	6520
2.	Enrollment Fee (One time)	
A	a) Goa University Students	630
B	b) Outside University Students	3675
3	Gymkhana, Student Union, ID Card Fee (Annual)	550
4	Student Aid Fund (Annual)	160
5	Laboratory Fee/ Computer Fee	1030
6	Internet Fee (Annual)	580
7	Library Fee (Annual)	600
8	Caution Deposit (Refundable)	2,240

ORDINANCE OA-18
FOR CREDIT-BASED MASTER DEGREE PROGRAMME
Scheme of Instruction

1. The Departmental Council (DC) or Departmental Faculty Committee (DFC) constituted for this purpose in the colleges, shall be responsible for the proper implementation and conduct of the credit-based Master's Degree Programme(s). The DFC shall comprise the principal of the college, co-ordinator of the course and teachers teaching the programme.
2. Ordinarily one teacher shall teach an entire Course, unless the course requires more than one teacher to meet intra- or inter-disciplinary requirements. The Course outline/session plan for each course offered during the semester shall be submitted by the teacher/ instructor to the DC/DFC before the commencement of teaching of the said course.
 - (a) The DC of University departments shall prepare the details of objectives, themes and topics of core and optional courses for discussion and recommendation of BoS and approval by the Academic Council
 - (b) In case of Programmes offered only in colleges, the Board of Studies shall prepare the objectives, themes and topics and recommend it for the approval of the Academic Council.
 - (c) All the approved Courses, either core or optional, shall be uploaded on the University/College website prior to offering of the course.
3. The Courses outline/session plan shall depict the objectives of the course and the themes in terms of both teaching / learning and assessment.
4. the Courses shall be designed with a hierarchical structure indicating the complexity levels and may be prefixed with number series of 100, 200, 300, 400 to denote the levels of the courses. The numbers do not necessarily represent the semester(s). The DC/BoS shall identify the pre-requisite for each course.

Dissertation

1. The Dissertation shall be spread over third and fourth semester and shall not generally constitute an entire semester- equivalent of Credits. However, the DC/DFC may consider on case to case basis and reduce it to one Semester, if it involves full field-work or dissertation in other institutes or industries.
2. The DC/DFC shall decide at the end of the second semester, the modalities relating to the dissertation, which shall be informed to the students.
3. Topics for dissertation shall be finalized by the student in consultation with the guiding teacher.
4. The DC/DFC shall decide the number of students each teacher can guide with an equitable distribution of students to Guides for sharing the workload. Such workload shall be computed as one hour per week per student, up to a maximum of four hours per week for four or more students.
5. The student shall declare, in the prescribed proforma, that the dissertation is his/her own work and that all the sources used are duly acknowledged.
6. The guiding teacher shall certify, in the prescribed proforma, that the dissertation is an original work of the candidates completed under his supervision.
7. Students shall submit the dissertations to the Department through the guiding teacher not later than 2 weeks before the end of the term. Ordinarily, no student shall be allowed to submit the dissertation after the due date.
8. Every student shall submit one soft copy on a CD and two bound copies of the dissertation to the Department in the standard format as under:
The Size of paper: A4 (approximately 29 cm x 21 cm) except for drawings, graphs and maps, on which no restriction is placed, with a margin of 3 cm on the left hand side and 2.5 cm on all the other three sides. The dissertation should be neatly typed in double space and only on one side of the paper. The front cover of the dissertation, bound in a standardized form, should contain the title of the dissertation, the degree, date and name of the student concerned.

Schemes of Examination

1. The assessment of all Courses shall comprise continuous intra-Semester Assessment (ISA) and Semester-end Assessment (SEA) and shall be fully internal. However, in case of the Programmes which are offered both at Goa University campus and at affiliated Colleges, the theory examination shall be conducted by the University and common Question Papers along with answer keys for SEA shall be prepared. The SEA of practical and optional Courses in case of Science subjects (M.Sc. Programmes) shall be conducted by the teachers as decided by respective DC/DFC.
2. (a) Each teacher of the concerned Course shall be the examiner for the portion he/she has taught. The teacher/instructor of the Course shall be the Course Coordinator and shall coordinate the teaching, examination and evaluation (both continuous ISA and SEA) of the Course and maintain records of all assessments/tests/examinations.
(b) When more than one teacher is involved in teaching a Course, one teacher preferably a regular teacher from the Department shall be identified as the Course Co-ordinator by the DC/DFC.
(c) However, in case of Programmes which are offered at Goa University campus and also at affiliated Colleges or in college(s) only, but excluding M.Sc. Programmes, SEA for all Courses shall be through Central Assessment Programme (CAP) conducted by the University. In case of M.Sc. Programmes which are offered at Goa University campus.
(d) And also, at affiliated Colleges or in college(s) only, CAP is applicable only for Core Courses (theory only). Paper setting and evaluation of all the optional courses and practical courses or practical components of the courses, either core or optional will be carried out at respective places by the concerned teachers.
(e) In case of courses coming under the purview of CAP, Question papers shall be common and copies of answer keys prepared by the paper setters shall be available for the examiners.
(f) For the purpose of papers setting and CAP, the BoS shall recommend a master panel of paper setters and examiners comprising both external and internal (for the purpose of coordination), which shall be placed before the Academic Council for Approval.
3. (a) The nature of assessments may be Written/Oral, Open/Closed book, Scheduled/Surprise, Objective/Multiple-choice, Short-answer type, Essay type, Seminar, Assignment, Experimental work, Fieldwork, Viva-Voce, Peer Group assessment, Class participation as described in the course outline. (b) For each theory course, a written or any other evidence-based components shall constitute at least 50% ISA and SEA.
4. Course shall have a single passing head based on the combined performance at the continuous ISA and SEA. Fractional marks shall be

rounded off to the nearest integer only at the time of calculating the course grade.

5. The DC/DFC shall constitute a Departmental Examination Committee (DEC) to monitor the conduct of the continuous ISA and SEA.
6. The Course-wise time table of internal assessment shall be displayed at the beginning of each semester. Every teacher shall submit to the Head of the Department (HoD)/Principal, the question paper of the assessment and the marks assigned within seven days after the conduct of each assessment. The result of each assessment shall be displayed on the Notice Board and the assessed material shall be shown to the candidates(s) by the concerned teacher and submitted to the HoD along with the question paper in a sealed envelope.

Attendance and eligibility to appear for Examination

A student registered in a Semester shall be required to have a minimum cumulative attendance of 75% of the total lectures and practicals prescribed for the course during that semester. Although the attendance shall be cumulative for all the papers taken together, in the given Semester, a student shall be required to have a minimum of 50% attendance in any individual paper/course. A student having less than 75% cumulative attendance in a semester and/or less than 50% attendance in an individual paper/course, shall not be eligible to appear for the semester end examination. Such students will have to seek re-admission to the programme in the respective semester during the subsequent academic year, by paying requisite fees.

- For a student registered for subject/subjects having practical component, attendance for both theory and practical component shall be treated separately for the requisite attendance mentioned above.
- Attendance of a student in an institution for a course shall be transferred to another institution if student continues the same course in the new institution.
- A student representing the institution/university/state/country in extra-curricular activities such as NCC/NSS/Sports/Cultural events, on obtaining prior approval of the Principal shall be treated as "on duty" at the lectures/practicals missed by him/her and shall be marked "D" in the attendance register. Absence due to such activities should be supported by documentary evidence issued by appropriate authority such as Commanding Officer of NCC, Directorate of Youth Affairs, Director/ Asst. Director of sports in Government / University or authorized official of these and other similar bodies. However, in such cases, for the purpose of compilation of cumulative as well as paper/course shall be calculated after deducting the lectures under "D" and considered as such eg: $[(\text{No of lectures attended}) + (\text{No. of prescribed lectures-Ds})] \times 100$ Similarly for Practicals.

- Absence of medical grounds for more than four continuous days is required to be supported with a medical certificate which should be submitted within seven days after rejoining the class. Absence on medical grounds shall be offset against the 25% concession in the attendance already granted. However, if such absence exceeds 25% and is found genuine, the student may request for the condonation of the same. The Principal shall examine such absence on a case-to-case basis.
- A student, who has any grievance about the attendance record, may bring the same to the notice of the Principal of the College, in writing, within three days from the date of its display on the notice board. The Principal, on receipt of such a complaint, shall verify the accuracy of the attendance records and shall allow the aggrieved student to inspect the records, if necessary, and shall dispose of the complaint preferably within a period of seven days.

Evaluation of Courses

1. (a) A one Credit Course shall carry 25 marks. All other Courses shall carry marks proportionate to the number of credits.
- b) The weight age for the continuous ISA and SEA in both theory and practical Courses shall be 40% and 60% respectively.
- c) There shall be two ISAs for each Course of two or more credits, each of 20% for a total of 40% of total marks of the courses. However, for a 1 Credit Course, a single ISA shall be conducted and evaluated for 40% of total marks of the course. An Additional assessment, irrespective of the number of credits a Course carries, may be provided on the request of the students to improve the Grade, in which case the two assessments shall be considered, or best one in the case of a single Credit Course. All internal Assessments shall be Completed by the last teaching day of the Semester.
2. Ordinarily a teacher who teaches a particular Core Course or part there of shall assess the performance of the students in the ISA components of that Courses. Guest Faculty/ Contributory teachers teaching a Course or part thereof shall conduct such assessment in consultation with the course Co-ordinator.
3. There shall be a continuous review of the teaching Programme by the DC/DFC in every Semester.
4. The SEA shall be conducted as per the academic calender. The DEC shall work out the examination scheduled for SEA in Consultation with other departments from where the students are taking Optional Courses,

which shall be approved by the DC/DFC and displayed on the Notice Board before the last teaching of the semester. The same shall be communicated to the concerned departments. However, in the case of the programmes which are offered both University campus and at affiliated Colleges, the examination scheduled for SAE of Core Courses shall be announced by the office of the CoE.

5. The duration of all comprehensive written SEA examination carrying 25 marks or less, shall be of one hour; SEA carrying above 25 marks and up to 50 marks, shall be of two hours; SEA carrying above 50 marks, shall be of three hours.
6. The duration of SEA of all Laboratory Courses/Field Courses shall be decided by the BoS.
7. (a) The SEA answer scripts shall be assessed by the teacher concerned, within one week from the date of the examination. Before finalizing the scores obtained, the answer scripts should be shown to the students after specifying the date and time on the notice board in advance.

(b) However, in case of the programmes which are offered both at Goa University campus and at affiliated Colleges or in Colleges only, the following are applicable: (i) SEA for Core Courses (Theory) of Science subjects shall be Conducted and evaluated through CAP as per OA-18.5.2 ©, (d).
(ii) SEA for all courses of other than M.Sc. programmes shall be conducted by the university and evaluated through Central Assessment Programme (CAP).
(iii) In these cases, there is no provision of showing the answer books to students. However students are entitled to apply for revaluation of their answer books.

Evaluation of Dissertation

1. (a) The dissertation shall be assessed by the Guide/Supervisor and by the DC/DFC. The Student shall make a presentation of the work before the DC/DFC and students of the Department. The DC/DFC shall assess the work. Average of marks of all teachers attending the presentation shall be the evaluation of the dissertation which shall carry 50% of the total marks assigned for dissertation.
(b) The Guide shall assess the dissertation independently for 50% marks.

- To pass in the dissertation a student has to secure a minimum grade of 'P' as indicated under OA-18.8.1
- A student who fails in the dissertation may be allowed to re-submit the dissertation after incorporating suitable modification under the guidance of the teacher or may be permitted to register for optional courses equivalent to 8 credits.

Awardes of Grades

- Marks awarded in each course shall be represented in the form of Grades in the grade sheet issued at the end of each semester. The final result shall be declared as Cumulative Grade Point Average (CGPA).
- The marks awarded in the ISA and SEA shall be added for awarding the grade for each Courses, as indicated in the table below:

Range of Percentage Scored	Grades	Grade Points
85-100	O (Outstanding)	10
75-<85	A+ (Excellent)	9
65-<75	A (Very Good)	8
55-<65	B+ (Good)	7
50-<55	B (Above Average)	6
45-<50	C (Average)	5
40-<45	P (Pass)	4
0-<40	F (Fail)	0
	Ab (Absent) 0	0

- Every student shall have to secure a minimum of 'P' grade to pass the Course.
- Provisions for grace marks under OA-5.16 shall not be applicable to Credit-based Masters Programmes.
- Students who do not secure a minimum of 'P' Grade in Core Courses shall have the option of answering SEA in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme.
 - In the case of Optional Courses, a student shall have the option of answering SEA in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme, or register for an alternative Optional Course to secure requisite number of Credits.
 - Appearance in minimal number of ISA as prescribed and in SEA is compulsory for passing.

(d) There shall not be any supplementary examination for SEA. However, repeat examination shall be conducted as per the allotted time frame for SEA in the academic calendar, in such cases, the ISA score shall be carried forward. However, if the candidate is re-registering for a course, neither the ISA nor the attendance of the previous attempt shall be carried forward.

4. The Course Co-ordinator shall be responsible for finalizing the assessment pattern and to ensure that the assessment reflects teaching/ learning-time and weight age assigned to the topic / unit / module as prescribed in the Course outline.

5. (a) Calculation of weighted Grade Points of a Course shall be done by multiplying the grade points scored, by the number of Credits of the respective Course.

(b) The Cumulative Grade Point Average (CGPA) shall be calculated on completion of 80 credits, or more.

$$CGPA = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i th courses, and G_i is the grade point scored by the student in the i th course.

1) The CGPA shall be rounded off to 2 decimal points and recorded in the transcript

e) For calculating CGPA, all the core courses (40 credits) and best of the grades obtained for optional courses equaling 40 credits shall be considered.

F) Wherever the number of best optional credits are more than 40, the grade point of an optional courses having the least grade point amongst these, shall be computed for a lesser number of credits, so as to obtain a total of 40 optional credits. such reduction in the weightage shall be reflected in the marks list.

g) For each courses a student securing 'F' or 'Ab' Grade in the course shall not be entitled to earn any credits for that course.

h) The CGPA shall be converted to the final grade, as shown in the table
CGPA

CGPA	Grades
10	O(Outstanding)
9.0-<10	A+ (Excellent)
8.0-<9	A (Very Good)
7.0 - <8	B+ (Good)
6.0 - <7	B (Above Average)
5.0 - <6	C (Average)
4.0 - <5	P (Pass)
<Required Creditforawardofthe degree	F (Fail)

- 1) In the case where CGPA is higher than the indicated upper limit in the two decimal digits by a factor of $>.005$, then the higher grade will be awarded. Eg. A candidate with CGPA 4.995 will be awarded 'C' grade. A candidate, who has not earned required credits to be awarded the Degree, shall be given a final grade 'F' and be declared as 'Fail'.
8. At the end of each Semester, within one week from the last teaching day, the ISA scores shall be approved by the DC/DFC and thereafter sent to the Controller of Examinations (CoE). SEA scores shall be finalised and by DC/DFC and thereafter sent to the CoE within a week of the last examination. The Examination section shall prepare Grades and declare results within two weeks of the receipt of the SEA scores. However, in case of the Core Courses evaluated through CAP, marks awarded shall be directly processed by the CoE for declaration of results.
9. Students, who have not completed the Programme in four Semesters, are permitted to re-register for additional Semester(s) and opt for Courses, provided that these Courses are available for instruction in the Department. Such candidate(s) shall be treated as supernumerary for the particular Course.

Syllabus of M.Com Program

**Offered at the Goa Business School and Affiliated Colleges under
OA 18A w.e.f the Academic Year 2020-2021**

A BRIEF DESCRIPTION OF THE PROGRAMME

The 2-year Master of Commerce course which to be conducted under semester Choice Based Credit System (CBCS), is offered with an objective to provide an extensive specialized knowledge in different domains of Commerce and Business for inculcating an appropriate multiple skills and ethical values in the students. More specifically, the course aims at developing the human potential to serve the various fields of teaching profession and also to serve for research in the social sciences, thereby helping for the needs of industry at micro and macro levels.

OBJECTIVES OF THE COURSE

1. To provide the conceptual knowledge and its applications in various areas of commerce fields.
2. To facilitate the students the various opportunities of studying the professional courses in parallel with Commerce discipline.
3. To provide the knowledge to the students to reach the important positions in teaching, business, industries and related areas of employment opportunities.
4. To provide a scope to the learners to gain the knowledge in understanding the purpose and use of commerce subjects.

ADMISSION

The admission to the M. Com Programme is based on the Common Entrance Examination conducted by the Goa University as per OA 22.

PROGRAMME OUTCOME

M.Com degree program offered by University is outcome based and the outcomes expected are as follows:

1. Enhancing the horizon of knowledge so as to enable the learners to carry out qualitative research and pursue academic or professional careers.
2. Developing Problem Analysis Skills and knowledge and applying the same in real life situation.
3. Using research knowledge and aptitude acquired in the course of study for solving socially relevant problems.
4. Understanding the role and applicability of knowledge acquired in the context of society, environment and sustainable development sticking on to the ethics and values.

5. Developing effective communication skills and ability to work in teams by strengthening group dynamics.
6. Fostering ability to engage in lifelong learning, demonstrating empathetic social concern, contributing to the development of nation, by making sure of awareness gained on various issues.

PROGRAMME SPECIFIC OUTCOME

1. Inculcates managerial skills and theoretical knowledge for managing business units with special focus on functional areas of business and management.
2. Imparts advanced accounting knowledge and skills and provides awareness regarding latest developments in the field of accounting.
3. Enables the acquiring advanced theoretical knowledge on research methods and techniques and also developing capabilities in the application of research in solving business related problems.
4. Acquires the expertise in specialized fields like finance, taxation, and marketing, DIFFERENT AREAS OF management and information technology.
5. Develops the quantitative aptitude and analytical skills of the learner.
6. Facilitates the learner to pursue career in professional areas of commerce and management such as taxation, financial services, consultancy etc.

DURATION OF THE COURSE:

The M.Com (Semester pattern with Credit System) degree Programme shall be of 2 years' duration divided into two parts, Part I and Part II, and 4 semesters.(In I and II Semesters there will be a total of 10 courses for a total of 16 credits in each semester and in III and IV Semesters there will be a total of 8 courses of 32 credits inclusive of Dissertation.) The M.Com degree examination Part I & II in aggregate shall be of 64 credits (1600 marks).

CREDITS

In order to award M. Com degree, the candidate must have earned 64 Credits during two years. Of these 32 Credits are from Core Courses offered during the First Year and 32 Credits are from Specialization Courses offered during the Second Year. However, the candidate is allowed to opt for up to a maximum of 16 Credits from any other department to meet the requirement.

SUMMER TRAINING

Every student has to undergo a 4 weeks Summer Training in industrial organizations to gain hands on experience at the end of Semester II. Students are responsible for identifying the Organizations for their Summer Training Program.

DISSERTATION

As a part of M. Com Programme, Dissertation is offered as Optional during the Third and Fourth Semester as per OA-18A in lieu of Two Courses. Those students who are going to be offered the Dissertation Option may opt for 3 Courses each during the Semester III and IV.

SCHEME OF TEACHING

There will be 4 periods of 60 minutes each per week per paper. The College / Department is free to arrange for teaching of Part I and II course courses simultaneously

Core Courses		
Course Code Number and Name [Semester I and II]		Credits
COC120	Cost and Management Accounting	4
COC121	Advanced Financial Management	4
COC122	Business Statistics and Research Methodology	4
COC123	Business Environment & International Business	4
COC220	Advanced Corporate Accounting	4
COC221	Human Resource Management	4
COC222	Marketing Management	4
COC223	Banking and Financial Institutions	4
Specialization Courses [Accounting and Finance] [Semester III and IV]		
COO330	Financial Derivatives Market	4
COO331	International Financial Management	4
COO332	Corporate Mergers and Acquisitions	4
COO333	Financial Services	4
COO334	Capital Markets and Stock Exchange Operations	4
COO335	Corporate Valuations	4
COO336	Cost Management and Control	4
COO337	Accounting Standards and Financial Reporting	4
COO338	Basic Financial Econometrics	4
COO339	Direct Taxes	4
COO430	Security Analysis and Portfolio Management	4
COO431	Treasury and Foreign Exchange Management	4
COO432	Corporate Governance and Social Responsibility	4
COO433	Commodity Derivatives	4
COO434	Management of Mutual Funds	4
COO435	Venture Capital and Private Equity	4

COO436	Insurance Management	4
COO437	Goods and Service Tax	4
COO438	Advanced Econometrics	4
COO439	Financial Research Analytics	4
Specialization Courses [Business Management] [Semester III and IV]		
COO340	Advertising and Sales Management	4
COO341	Consumer Behavior and Marketing Research	4
COO342	Training and Development	4
COO343	Performance and Compensation Management	4
COO344	Human Resource Development	4
COO345	Basic Econometrics	4
COO346	Customer Relationship Management	4
COO347	Entrepreneurship Management	4
COO348	Tourism and Travel Management	4
COO349	Marketing Research Analytics	4
COO440	Retail Marketing	4
COO441	Services Marketing	4
COO442	Industrial and Rural Marketing	4
COO443	International Marketing	4
COO444	Enterprises Resource Planning	4
COO445	Industrial Relations and Labour Laws	4
COO446	International Trade and Environment	4
COO447	Advanced Statistical Analytical Models	4
COO448	Digital Marketing and Social Media Management	4
COO449	Organizational Behavior	4
Field Based Optional Course [Dissertation]		
COO450	Dissertation	8

ABOUT OPTIONAL COURSES

At the beginning of the III Semester, Department will open the Specialization Courses from the list given above depending on availability of Faculty Members. Specialization Courses will be offered only if 20% of the students opt for any Specialization Course that is **1. Accounting & Finance or 2. Business Management, subject to minimum of 20% and maximum of 80%.**

The students are required to opt for 4 Courses each during the Semester III and IV from the Specialization Courses offered. Students have the option of choosing any other Optional Courses (maximum of 2 Courses per Semester III and IV) offered by other Departments and also the Courses available at the SWAYAM portal. Those students who are going to take up the Dissertation Option may opt for 3 Courses each during Semester III and IV.

M.COM FEES FOR ACADEMIC YEAR 2020-21

PARTICULARS	AMOUNT	
	M.com-I	M.com-II
Tuition Fee (yearly)	6,520.00	6,520.00
Annual Library Fees	600.00	600.00
Lab Fees/ computer Fees	1,030.00	1,030.00
Caution Money Deposits (Refundable)	2,240.00	—
Total (A)	10,390.00	8,150.00
Enrollment Fees (G.U. Students)	630.00	—
Annual Internet Fees	580.00	580.00
Gym/Student Union	550.00	550.00
Student Aid Fees	160.00	160.00
College Magazine	80.00	80.00
P.T.A.	200.00	200.00
Damages	200.00	200.00
ISA/ Exam Fees	200.00	200.00
Other Fees	500.00	500.00
Total (B)	3,100.00	2,470.00
GRAND TOTAL (A±B)	13,490.00	10,620.00
Eligibility Fees-N.B. other university students	3,675.00	3,675.00

* *Subject to change*

Activities Conducted by M.Com April 2020- April 2021

1. National Level e- Quiz on Research Methodology conducted with an overwhelming response of 990 participants from all across India.

2. Webinar on Usage and awareness of NDLI was held jointly with the Dept. of Library on 6 Oct 2020

3. Guest Lecture on Avenues to Invest and Save Individual Income Tax

4. Guest Lecture on 'Unconventional career opportunities' in the area of entrepreneurship development. The resource person for the same was in house faculty Assistant Professor Ms. Melcy Lily Dias, Director, Dept of Skill Development, MOOCS & Value Added Courses.

5. NJFLAP training on financial literacy was organized in association with NJAssociation.

6. Lecture series on Writing A Research Paper, December 2020 - An introduction to the concept of research - how to identify a research problem & gap, literature review, coding of data, feeding data using SPSS & Gretl software, descriptive analysis and data calculation and interpretation. Resource person for the same were Dr.Roshan Usapkar, Ms. Steffi Quintal, Ms.Preetam Parab, Ms. Cherrie Joao and Ms. .Sanchali Salgaonkar.

7. One Day National level E-Conference on ""Digital Transformation trends"" was organized on 19 February 2022.

8. A guest lecture on Covidonomics was held on 10th March 2022

9. A guest lecture on Career in field of Business analytics was organized on 19th March 2022

10. NET/SET Mentoring Sessions held every Saturday from February to April 2022 in General Paper I & Commerce paper II by the in house Commerce faculty members. Total students registered: 38 students. Resource persons for the same were Dr.Roshan Usapkar, Ms Noela Nazareth, Ms.Samiksha Naik, Ms.Sanjivani Shirodkar, Ms.Steffi Quintal, Ms.Poonam Govekar, Ms.Manju Mahale, Ms. Cherrie Joao, Ms.Sanchali Salgaonkar and Ms.Shreya Nimlekar.

11. Seminar on Intellectual Property Rights was held on 21 Decemeber 2022

12. An intercollegiate event "Extravaganza" was organized on 14 th May 2022

13. A study trip was organized by Dept of Commerce and Dept of Economic to ICAR on 20th May 2022

14. A study tour to Kerala was organized from 27th May -31st May 2022

RESEARCH Centre in Commerce

After successfully commencing MCom with specialization in Accountancy and Business Management, the college with the permission from Directorate of Higher Education, Govt of Goa took the initiative of starting a research centre in Commerce leading to the award of PhD in Commerce. Research centre is affiliated to Goa University and is headed by Principal Dr Filipe Rodrigues e Melo. Presently 13 research guides in Commerce from Colleges in Goa are attached to the research centre and more than 74 research scholars have registered with the centre and are pursuing their PhD from Goa University.

Scheme of Instruction (Semester System)
Choice Based Credit System
MA Part I (Semester I & II)

MA Part I (Semester I)		
Course Code	Course	No. of Credits
MRC-201	A Review of Marathi Grammar	4
MRC-202	History of Marathi Literature (1818-1947)	4
MRO-202	Goan Marathi Literature	4
MRO-203	Translation : Theory And Application	4
MRO-210	A Study of Dalit Literature	4
MA Part I (Semester II)		
Course Code	Course	No. of Credits
MRC-203	Linguistics And Marathi Language	4
MRC-204	History of Marathi Literature (1947-2015)	4
MRO-201	A Study of Folk Literature	4
MRO-217	Historical Literature in Marathi	4
MRO-221	Marathi Comedy Literature	4

**Scheme of Instruction (Semester System)
Choice Based Credit System
MA Part II (Semester III & IV)**

MA Part II (SEMESTER III)		
Course Code	Course	No. of Credits
MRC-205	Theory of Literature	4
MRC-206	A Form of Literature (Autobiographies)	4
MRO-205	A study of 17 th Century Goan Christian Marathi Literature	4
MRO-206	Sociological Study of Literature	4
MRO-218	Applied Criticism	4
MA Part II (SEMESTER IV)		
Course Code	Course	No. of Credits
MRC-207	A Study of Two Marathi Text Representing The Medieval Period	4
MRC-208	A Study of Modern Marathi Author	4
MRO-207	Research Methodologies & Techniques	4
MRO-208	Science Fiction in Marathi	4
MRO-219	Creative Writing	4



Wallpaper by MA students



Visit of Aaba Panshikar's family to the college

Celebration of Shivjayanti



PROGRAMMES CONDUCTED BY POST GRADUATION DEPARTMENT OF MARATHI

The Marathi Department of Sant Sohirobanath Ambiye College has started Post Graduation (M.A.) from the Academic year 2019-20. There are lot of opportunities for students in view of the upcoming areas to be introduced by the Department wherein they can develop language skills, aptitude for literature among them and can motivate themselves for academic excellence.

The thrust areas of the Department include Grammar and Linguistics, Theory of Literature and Translation Studies, Medieval Literature, Christian Marathi Tradition of the 17th Century in Goa, Modern Forms of Literature, Marathi Literature in Goa, Dalit Rural & Folk Literature, so also Science Fiction in Marathi.

Thinking the betterment of the Under Graduate and Post Graduate students, Department of Marathi conducts various programmes. During the Academic Year 2019-20, following programmes were organized by the Post Graduation (M.A.) Department.

Activities for 2020-21

1. Writers meet. Marathi writer Narayan Mahale from Pernem.
2. Sant sohirobanath Ambiye Birth Anniversary celebrations in collaboration with Hindi Dept.
3. Marathi divas celebration by MA students
4. Shivjayanti
5. Shrikrishna Adsul donated Rs 50000 Books to library

Activities for 2021-22

- 1) Writer's meet - Goa's renowned Marathi writer's lecture followed by Interactive session
- 2) Guest lecture on Career opportunities in upcoming projects in Pernem taluka by Mr. Kishor Naikgaonkar
- 3) National seminar in association with Goa Marathi Academy
- 4) National seminar in collaboration with Sahitya Sevak Mandal
- 5) Shivjayanti
- 6) Sant Sohirobanath Ambiye Jayanti
- 7) Marathi Bhasha Din

UNIVERSITY GRANTS COMMISSION
UGC REGULATIONS ON CURBING MENACE OF RAGGING IN HIGHER
EDUCATIONAL INSTITUTIONS 2009
(under Section 26(1)(g) of the University Grants Commission Act, 1956)
New Delhi - 110002, the 17th June 2009

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PREAMBLE

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 SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 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 and 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 including in rowdy or in disciplined activities by any student or students which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student 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 shame, 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 institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grant Commission, in consultation with the councils, brings forth this Regulation. In exercise of the power conferred by Clause (g) of sub-section (1) of section 26 of the University Grant Commission Act, 1956, University Grant Commission, hereby makes the following Regulation, namely;

1. Title, commencement and applicability:

These regulations shall be called the new UGC Regulation on Curbing Menace of Ragging in Higher Educational Institutions, 2009. They shall come into force from the date of their publication in the Official Gazette.

They shall apply to all the institutions coming within the definition of a University under sub-section (f) of section (2) of the University Grant Commission Act, 1956, and to all institutions deemed to be a University

Section under 3 of the University Grant Commission act, 1956, to all other higher educational institutions, or elements of such Universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playground, canteen, or other such premises of such Universities, deemed Universities higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such Universities, deemed Universities higher educational institutions.

2. Objectives: To prohibit any conduct by any student or students whether by words spoken or written or by an act which has effect or teasing, treating or handling with rudeness a fresher or any other students, or including in rowdy or in disciplined activities by any student or students which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student 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 shame, 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 institutions in the country, and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.
3. What Constitutes Ragging: 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 effect or teasing, treating or handling with rudeness a fresher or any other student
 - b. including in rowdy or in disciplined activities by any student or students which cause or is likely to cause annoyance, hardship 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 do and which has the effect of causing or generating a sense of shame, 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 driving prevented 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 intend to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

4. Definitions:

- 1) In these regulations unless the context otherwise requires:
 - a) "Act" means, the University Grant Commission act, 1956(3 of 1956);
 - b) "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year. c) "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.
 - d) "Commission" means the University Grants Commission;
 - e) "Council" means a body so constituted by an act of Parliament or an act of any state Legislature for seeing, or co-ordinating or maintaining standard in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICRA), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc., and the State Higher Education Councils.
 - f) "District Level Anti Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of district.

- g) "Head of the Institution" means the Vice-Chancellor in case of a University or a deemed to be University, the Principal or the Director or such other designation, as the executive head of the Institution or the college is referred.
 - h) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
 - l) "Institution" means a higher education Institution including, but not limited to an university, a deemed to be University, a college, an institute, an institution of national importance set up by an Act an Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and / or a university diploma.
 - j) "N A A C " means the National Academic Council established by Commission under section 12 (ccc) of the Act;
 - k) "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or an the advice of the Central Government, as the case may be.
- (2) Words and expression used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meaning respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.
- 5. Measures for prohibition of ragging at the institution level:**
- a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centre of studies and all its premises, wether academic residential, playground, canteen, or other such premises of such Universities, deemed Universities higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, wether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of the ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside,
 - b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or a being ragging, actively or passively, or being part of conspiracy to promote ragging
- 6. Measures for prevention of ragging at the institution level: An institutions shall take following steps in regard to admission or**

registration of students; namely,

- a) Every public declaration of intend by any institutions, in any electronic, audio-visual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institutions, and anyone found guilty of ragging and/or abeing, wether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions under the provisions of any panel law for the time being in force.
- b) The brochure of academic/instruction booklet or the prospectus, wether in print or electronic format, shall prominently print these Regulations in full. Provided that the institution shall also draw attention to any law concerning ragging brochure academic/instruction booklet or the prospectus. Provided further that the telephone numbers of the Anti - Ragging Helpline and all the importance functionaries in the institution, including but not limited to the Head Of the institution, faculty members, members of the Anti-Ragging Committees and Ant i Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission / instruction booklet or the prospectus.
- c) Where an institution is affiliated to a University and publishes a brochure of academic/instruction booklet or the prospectus, the affiliating University shall ensure that the affiliated institution shall comply with provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.
- d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of prohibition of ragging and the punishments prescribed, both under penal law as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further after that he / she would not indulge, actively and passively, in the Act or abet the act of ragging and if found guilty of ragging and/or abeing ragging, is liable to proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include

but is not limited to debarment or expulsion of such student

- e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of prohibition of ragging and the punishments prescribed, both under penal law as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further ever that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his / her ward is liable to be proceeded against under these regulations or under penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.
- f) The application for admission shall be accompanied by a document in the form of, or annexed to, School Leaving Certificate/Transfer Certificate / Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of applicant, to be issued by the school or institution last attended by the applicant, so that the Institution can thereafter keep watch on the applicant, if admitted, whose behavior has been commented in such document.
- g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.
- h) Before the commencement of the academic session in any institution, the head of the institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representative of students, parents/guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.
- i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging,

prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishment thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.

- j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- k) The institution shall identify, properly illuminate and keep a close watch on allocations known to be vulnerable to occurrences of ragging incidents.
- l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
- n) The faculties/departments/units of the institutions shall have induction arrangements, including those which are anticipated, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objective of these Regulations.
- o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year
- p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

An institution shall, on admission or enrolment or registration of students, take the following steps, namely;

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.
- b) The institution, through the leaflet specified in clause (a) of Regulation of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.
- c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bona fide students of the institutions and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.
- d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
- e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programs as follows, namely; (i) joint sensitization program and counselling of both freshers and senior students by a professional counsellor, referred to in clause (0) of Regulation 6.1 these Regulations; (ii) joint orientation program of freshers and seniors to be addressed by the Head of the institution and the anti-ragging committee; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration. (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.
- f) The institution shall set up appropriate committees, including course-in-charge, student advisor, wardens and some senior students as its

members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.

- g) Fresher or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for reason for having reported such incidents.
- h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.
- l) It shall be the responsibilities of the member of the faculty assigned to the group of freshers, to coordinate with the wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.
- j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, in institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.
- k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.
- l) It shall be responsibility of the parents/guardians of freshers to promptly bring any instance of ragging of the notice of the head of the institution.
- m) Every student studying in institution and his / her parents / guardians shall provide the specific affidavits required under clause (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.
- n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organization authorities to do so.

- o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intend to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
- p) The head of the institution shall, on the basis of information provided by the student under clause (0) of Regulation 6.2, apportion sectors to be assigned to member of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private.
- q) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulation and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

Every institution shall constitute the following bodies; namely,

- a) Every institution shall constitute a Committee to known as the Anti Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representative of civil and police administration, local media, Non Government Organization involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.
- b) It shall be the duty of Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) Every institution shall also constitute a smaller body to be known as the Anti- Ragging Squad to be nominated by the Head of Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert

and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

- d) It shall be the duty of Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
- e) It shall also be the duty of Anti-Ragging Squad to conduct as on-the spot enquiry in to any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principals of nature justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.
- f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Monitoring cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.
- g) Every University shall, Constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and Institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of the institutions in regard to the activities of the Anti-Ragging Committee, Anti-Ragging Squad, and the Monitoring Cells at the Institutions, and it shall also keep itself abreast of the decision of the District level Anti-Ragging Committee headed by the District Magistrate.
- h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents / guardians and from students each academic year, to abstain from ragging activities or willingness to be publicized for violations; and shall

function as the prime mover for initiating action on the part of the appropriate authorities of the University for amending the Statutes or Ordinance or Bye- Laws to facilitate the implementation of ragging measures at the level of the institution.

6.4 Every institution shall take the following other measures, namely;

- a) Each hostel or a place where groups of students reside, forming part of the institutions, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity there of.
- b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicized among all students residing in the hostel.
- c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in the hostels shall be under the direct control of Warden and their performance shall be assessed by them.
- d) The professional counsellor referred to under clause (0) or Regulation

6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student (s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostel and to the extend possible, also involve parents and teachers in the counselling sessions

- e) The institution shall undertake measures for extensive publicity against ragging by' means of audio- visual aids, counselling sessions, workshops, painting and design competition among students and such other measures, as it may deem fit.
- f) In order to enable a student or any person to communicate with the Anti-Ragging Helpline, every institute shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and such other places that the institution may deem it necessary to restrict the use of phones.
- g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contact employee, security

guards and employees of service providers providing service within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

- h) The institution shall obtain an undertaking from every employee of the institution including all teaching staff and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of building lawns and employees of service providers providing services within the institutions, that he/she would report promptly any case of ragging which comes to his/her notice.
- l) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.
- j) The institution shall give necessary instruction to the employees of the canteen and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the Institution or members of the Anti-Ragging Squad or members of the Anti-Ragging committee or the Wardens, as may be required.
- k) All university awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training program for teachers include inputs relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitizing against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.
- l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and cross check whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting surveys.
- m) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer certificate issued to the students while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his

course of study in the institution.

- n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or member of bodies prescribe above, in shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service provider providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.
 - o) The head of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.
 - p) The Vice-Chancellor of the University shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university; to the state level Monitoring Cell.
- 7 Action to be taken by the head of the institution: - On receipt of the recommendation of the Anti- Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of Anti Ragging Committee authorised by him in this behalf, proceed to file a First Information -Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;
- i. Abetment to ragging;
 - ii. Criminal conspiracy to ragging;
 - iii. Unlawful assembly and rioting while ragging;
 - iv. Public nuisance created during ragging;
 - v. Violation of decency and moral through ragging;
 - vi. Injury to body, causing hurt or grievous hurt;
 - vii. Wrongful restraint;
 - viii. Wrongful confinement;
 - ix. Use of criminal force;
 - x. Assault as well as sexual offences or unnatural offences;
 - xi. Extortion;

- xii. Criminal trespass;
- xiii. Offence against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s)
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s)
- xvii. Physical & psychological humiliation; xviii. All other offences following from the definition of "Ragging".

Provided that the Head of the Institution shall forth with report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution. Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police, local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

8 Duties and Responsibilities of the Commission and the councils:-

- 8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;
- a) The commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, with could be accessed by students in distress owing to ragging related incidents.
 - b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliating to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
 - c) The Head of the Institution shall be obliged to act immediately in response to the information received from Anti-Ragging Helpline as at sub-clause (b) of this clause.
 - d) The telephone number of the Anti-Ragging Helpline and all the important. functionaries in every institution, Head of institutions,

faculty members, member of the anti-ragging committees and anti-ragging squads, district and sub divisional authorities and state authorities, Warden of hostels, and other functionaries or authorities whether relevant, shall be widely disseminated for access or to seek help in emergencies

- e) The commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken there on.
- f) The commission shall make available the database to a non-governmental agency to nominate by the Central Government, to build confidence in the public and also provide information of noncompliance with this Regulation to the Council and to such bodies as may be authorities by the commission or by the Central Government.

8.2 The Commission shall take the following steps, namely;

- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the state Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The Commission shall include a specific condition in the utilization certificate, in respect of any financial assistance of grants-in-aid to any institution under any of the general or special schemes of the Commission that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by N A A C or by any other authorities accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 128 of the Act, which report a blemish less record in terms of there being no

reported incident of ragging

- f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Government agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- g) The Commission shall institute an Anti-Ragging Cell within the Commission as an Institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non- Government Agency responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1

9. 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 facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendation of the Anti Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilty 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 I withdrawing scholarship I fellowship and other benefits.
 - iii. Debarring from appearing in any test I examination or other evolution process
 - iv. Withholding results.
 - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension expulsion from the hostel.
 - vii. Cancellation of admission.
 - viii Rustication from the institution for period ragging from one to four semesters
 - ix. Expulsion from the institution and consequence debarring from

admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishments 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.

Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take anyone or more of the following actions, namely;

- i. Withdrawal of affiliation /recognition or other privileges conferred.
- ii. Prohibiting such institution from presenting any student or students then undergoing any program of study therein for the award of any degree I diploma of the University. Provided that where an institution is prohibited from presenting its student or students, the commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.
- iii. Withholding grants allocated to it by the University, if any
- iv. Withholding any grants channelized through the University to the institution.
- v. Any other appropriate penalty within the powers of the University.

Where in the opinion of the appointing authority, lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is attributed to the Head of the Institution, the authority designated to appoint such head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken

under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

9.4. The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;

- I. Withdrawal of declaration of fitness to receive grants under section 128 of the Act.
- ii Withholding any grant allocated
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission.
- iv. Informing the general public, including potential candidates for admission, through a notice display prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not purpose the minimum academic standards.
- v. Taking such action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations. Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

ANNEXURE I

AFFIDAVIT BY THE STUDENT

- 1) I _____
(full name of student with admission/registration/enrolment number) s/o
d/o Mr./ Mrs./ Ms. _____
having been admitted to _____
(name of the institution), have received a copy of the UGC Regulation on
Curbing the Menace of Ragging in Higher Education Institutions, 2009,
(hereinafter called the "Regulation") carefully read and fully understood
the provisions contained in the said Regulations.
- 2) I have, in particular, perused clause 4 and clause - 9.1 of the Regulations
and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations
and am fully aware of the penal and administrative action that is liable to be
taken against me in case I am found guilty of or abetting ragging, actively or
passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
- a) I will not indulge in any behaviour or act that may be constituted as ragging
under clause 3 of the Regulations.
- b) I will not participate in or abet or propagate through any act of commission
or omission that may be constituted as ragging under clause 3. of the
Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment
according to clause 9.1 of the Regulations, without prejudice to any other
criminal action that may be against me under any penal law or any law for
the time being in force.
- 6) I hereby declare that I have not been expelled or debarred from admission
in any institution in the country on account of being found guilty of, abetting
or being part of a conspiracy to promote, ragging; under further affirm that,
in case the declaration is found to be untrue, I am aware that. my admission
is liable to be cancelled.

Declared this _____ day of _____ month of year.

Name:

Signature of Deponent

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge
and no part of the affidavit is false and nothing has been concealed or
misstated' therein. Verified at _____ (Place) in this the _____
(day) of _____ (month), _____ (year)

Signature of Deponent

Solemnly affirmed and signed in my presence on this the ____ (day) of
_____(month) _____(year) after reading the contents of this affidavit.

OATH COMMISSIONER

ANNEXURE II
AFFIDAVIT BY PARENT /GUARDIAN

- 1) I, Mr. / Mrs. / Ms. _____
(full name of parent/guardian) father/mother/guardian of _____

(full name of student with admission / registration / enrolment number),
having been admitted to _____ (name of the
institution), have received a copy of the U G C Regulation on Curbing the
Menace of Ragging in Higher Education Institutions, 2009 (hereinafter
called the "Regulation") carefully read and fully understood the provisions
contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to
what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulation
and am fully aware of the penal and administrative action that is liable to be
taken against my ward in case he/she is found guilty of or abetting ragging,
actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
- a) My ward will not indulge in any behaviour or act that may be constituted as
ragging under clause 3 of the Regulations.
- b) My ward will not participate in or abet or propagate through any act or
commission or omission that may be constituted as ragging under clause 3
of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, my ward liable for
punishment according to clause 9.1 of the Regulations, without prejudice
to any other criminal action that may be against me under any penal law or
any law for the time being in force.
- 6) I hereby declare that my ward has not been expelled or debarred from
admission in any institution in the country on account of being found guilty
of, abetting or being part of a conspiracy to promote, ragging; under further
affirm that, in case the declaration is found to be untrue, I am aware that my
admission is liable to be cancelled.

Declared this _____ day of _____ month of year.

Name:

Signature of Deponent

Address:

Telephone/Mobile No.:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge
and no part of the affidavit is false and nothing has been concealed or
misstated therein. Verified at _____ (Place) in this the _____ (day)
of _____ (month), _____ (year)

Signature of Deponent

Solemnly affirmed and signed in my presence on this the _____ (day) of
_____ (month) _____ (year) after reading the contents of this affidavit.

TIME TABLE

Time								
Mon								
Tue								
Wed								
Thu								
Fri								
Sat								



PROSPECTUS

