



Sant Sohirobanath Ambiyee

GOVERNMENT COLLEGE OF ARTS & COMMERCE

Virnoda, Pernem, Goa



Empowering for Peace and Progress

Prospectus 2018 - 2019



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]

NAAC - ACCREDITED 'B' Grade, CGPA 2.74/4.00

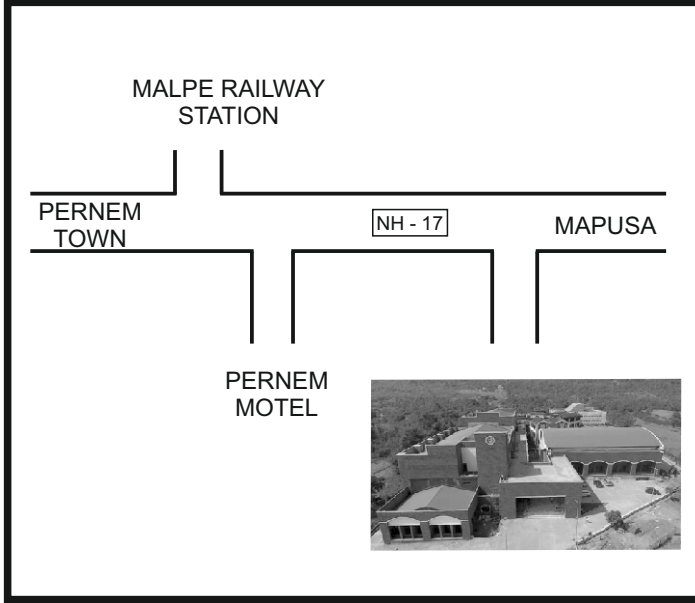
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**Prospectus
2018-19**

LOCATION MAP OF OUR COLLEGE



म्हाविद्यालयीन गीत

भगवतीच्या मायेचो हावेस अभंग
नबतिच्या शेनार्येंतल्यान आयलो उडून रंग
उजवाडाचे मळे फुलयत मनशांचे गर्देत
पेडण्या आयलें शासकीय म्हाविद्यालय
बुदवतांक, रसीकजनांक घेवन आलय

शेता भाटांतल्यान, कुळागरांतल्यान
दर्या ल्हारांतल्यान, काजी तळांतल्यान
वाडत रावली अमुरपिक्या चैतन्याची वेल

शेतकामत्या खळें, तरण्या रगता आळें
अस्मिताये कळे, फुल्लें विद्ये तळें
गायत रावले गोड गीतां जैतवंत गळे

सपनां सुंदरतम, इत्सा ह्यो अनुपम
सरचे आमी मुखार घेवंक विद्या अगम
उगडटलें सगळ्यांखातीर पर्जळाचें दार

भगवतीच्या मायेचो हावेस अभंग
नबतिच्या शेनार्येंतल्यान आयलो उडून रंग
उजवाडाचे मळे फुलयत मनशांचे गर्देत
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बुदवतांक, रसीकजनांक घेवन आलय

Publisher

Oscar de Noronha

Principal (Acting)

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

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Dr. Nirmala D' Abreu (Associate Prof. of Economics)
Prof. Virendra R. Amonkar (Assistant Prof. of Commerce)
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Prof. Priyanka Parab (Assistant Prof. of Konkani)
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A WARM WELCOME

A hearty welcome to Sant Sohirobanath Ambiyé Government College of Arts & Commerce, Virnoda, Pernem, Goa.

We are located amidst lush green surroundings. Inside our learning centre, our faculty will provide you with enriching learning experiences. The College is known for gearing the learners towards knowledge acquisition and skill development. We have built strong linkages with the parents through a vibrant PTA and are proud of our alumni who stay connected with their alma mater through the Alumni Association.

We are proud to state that we are re-accredited by the National Assessment and Accreditation Council (NAAC) with a Cumulative Grade Point Average (CGPA) of 2.74/4.00.

Our College offers courses leading to Bachelor of Arts and Bachelor of Commerce degrees of Goa University. Besides, it is our endeavour to ensure that you pick up additional skills during your period of learning in this College. A number of add-on-courses will be offered with an emphasis on skill formation. We are sure you will strive to put in your best efforts and grow through the varied experiences that we offer.

We are proud to state that over the years, our College has become the first choice destination of learners from Pernem and some areas in the neighbouring state of Maharashtra. We assure you that we will provide you with unique learning experience.

We are continually on the path of adding infrastructural facilities. A New buildings for both the streams and a separate library block and a multipurpose hall are ready for use in the present Academic Year.

Please read the Prospectus carefully to familiarize yourselves with the rules and regulations of our college. As you wade through the pages you will be able to inhale the uniqueness of this beautiful 'home' of learning.



TEACHING STAFF



ADMINISTRATIVE STAFF

FACULTY



ÓSCAR DE NORONHA
Associate Professor of English

He joined service in the year 1989. He believes that the English language helps an individual to think globally and act locally. He is also an author, translator, editor, music lover and radio artiste. He has been the Acting Principal of the College for the second time, since October 2017.



DR. NIRMALA D'ABREU
Associate Professor of Economics

She has completed 26 years in the teaching profession. An avid reader, she is also passionate about Photography, Creative Arts, Nature, Traveling and Food. She loves using humor while teaching and often uses real life situations as examples when explaining difficult concepts.



AMRITA DINGE
Associate Professor of Hindi

She has a total teaching experience of 26 years. She has organised National level seminars, State level one act play Competitions & Career Guidance and syllabus workshop. She has published research papers published in national and international journals. She has keen interest in Translation. She has submitted her Ph.D thesis in the subject Hindi.



DR. B.K. HARAVI
Associate Professor of Geography

Dr. B.K. Haravi is a Senior faculty member in the Department of Geography with a teaching experience of 23 years. He received the Ph.D degree from Karnataka University, Dharwad in 2010, for his work titled 'Evolution of Urban Ecology of Panaji City- A Geographical Prospective'.



SATISH N. SANVOL
Associate Professor of Economics

With a teaching experience of 23 years, he has developed expertise in Micro and Macro Economics, Public Finance and International Trade.



NEETA R. TORNE
Associate Professor of Marathi

She has teaching experience of 22 years, and has published four books on Anthology. Her poems are translated in Kannada and English. She is a recipient of two National and two State awards. She is an active participant in the Goan Marathi literary movement.



ISHANI ROY
Associate Professor of Geography

She is in the teaching profession since 1995 and is passionate about her subject. Besides, she has a passion for reading, traveling and nature. She strives to pass on good values to her pupils.



DR. XAVIER MARTINS
Associate Professor of History

He is specialized in Indo-Portuguese Maritime History and has 24 years of teaching experience and over 25 years of research experience in the area of Indo-Portuguese Studies. He has published research papers and is presently working on the record of the Dominican Congregation at the Goa Historical Archives.



LT. SAM BRAGANZA
College Director of Physical Education

He is also the Associate NCC Officer. He firmly believes that sports have tremendous power; it provides a strong foundation for unity and harmony, encourages achievement and striving for excellence. Every student is fit to experience this power.



VISHNU C. VETE
Assistant Professor of Marathi

A passionate and enthusiastic teacher, he has rich experience of teaching. He has completed "Natyashastra" (Dramatics) Course with 'A' Grade and has written, directed and presented many one-act-plays and has won many prizes of best playwright. Cricket is his another passion. A dramatist, sportsman and passionate teacher, he strives to take his students beyond the prescribed syllabus by bringing in all his experience in different fields.



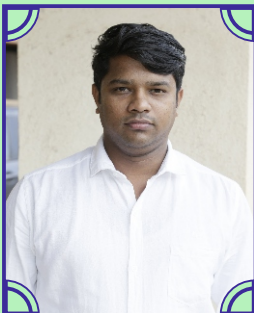
VIRENDRA AMONKAR,
Assistant Professor of Commerce

Specialized in Financial Accounting Auditing & Taxation, he has a total teaching experience of 15 years. His aim is to bring out the best possible result from the students through his practical teaching techniques. He likes to work in a challenging and dynamic environment and uses professional experience of Income tax & Auditing in the classroom to prepare students to choose professional careers in the field of Commerce.



DR. ROSHAN USAPKAR
Assistant Professor of Commerce

She has a teaching experience of 14 years with expertise in Savings and Investment Behaviour, Investment Management, Security and Portfolio Management, Financial Accounting and Advanced Accounting. She has published many national and international research papers and has been awarded Best paper presenter award from Christ University and Mumbai University.



PARESH LINGADKAR *
Assistant Professor of Commerce

He is specialized in Accounting and Finance and has also pursued Company Secretary Course (Inter). He is presently reading for Ph.D in Management. With a total teaching experience of a decade, his aim is to bring out the best possible results from the students through his practical teaching methods. Besides his subject expertise he is also a talented singer. He is also actively involved in social work through NSS.

* Transferred to Government College of Arts, Science & Commerce, Khandola - Goa, w.e.f. 1st June 2018



PRIYANKA PARAB
Assistant Professor of Konkani

Prof. Priyanka Parab is actively involved in many cultural activities. She was the working President of the 18th Yuva Konkani Sahitya Sammelan held at SSA Govt. College, Pernem. She has written and directed many street plays which were performed at various places in Goa. She is the College coordinator of GIPARD and has organised many programmes for the self help groups. She is a NSS programme officer and has conducted many activities under NSS.



INTRODUCTION

Location

The Government College of Arts and Commerce, Virnoda, Pernem, Goa, later renamed 'Sant Sohirobanath Ambiye Government College of Arts and Commerce, Virnoda, Pernem, Goa' was established in the academic year 1993-94. It is presently housed in a state-of-the-art building situated alongside NH-17 and nestled amidst pristine, panoramic greenery under a canopy of clear blue sky. With the excellent result it has achieved over the years, with hundreds of its graduates we placed in life, one can say that the College and the Taluka as a whole is on the highway to knowledge and success. It 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 development, information and global technology. The ongoing 28 crore investment in infrastructure is expected to provide a further boost to make this College a pride of Pednekar.

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

Goals and Objectives

Education is the apprenticeship of life. It is also a life-long learning process involving the 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 of Arts and Commerce established in Pernem, Goa, from June 1993, reflects our sincere endeavor to:-

1. Conscientize our students towards becoming and remaining avid learner right through life.
2. Help them develop a dynamic personality with a positive attitude/ approach to life
3. Encourage them to develop skills to lead a fruitful and peaceful co-existence as productive members of society.
4. Arouse in them a deep sensitivity and concern for healthy moral values.
5. Generate in them the desire to 'reach for the stars'

Prime Concerns

- To provide a seat of learning and facilities for academic excellence to students living in the far flung rural areas of Pernem Taluka of Goa, by literally bringing higher education to their door steps, thus fulfilling the objective of the Government of Goa, which is to take education to rural areas.
- To strive to attain 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 college 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 practicals 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 Teachers, Orientation, Refresher courses, Seminars, Workshops and faculty Improvement Programs.
- Adherence to the college rules and regulations by the staff and students.
- Upholding the dignity of any kind 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 through:

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 the formal inaugural function during which the students are given an opportunity to speak and express their expectations. The year ends with a formal valedictory function wherein the students are allowed 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.

Affiliation, U.G.C. Recognition, N A A C Accreditation, Etc.

The College has an Advisory Committee consisting of select personalities in diverse fields and it is owned and controlled by the Government of Goa. The Principal is the Chief Executive Office (C.E.O.) of the College. The College is affiliated to Goa University and recognized by the University Grants Commission (U.G.C.), New Delhi, under section 2(f) and 12(B) of the UGC Act of 1956, from 25-05-2006 and 13-03-2007, respectively. The College is re-accredited by the N A A C with 'B' Grade, CGPP 2.74/4.00 in the second cycle of accreditation.



ACADEMIC RESULTS OF THE LAST EIGHT YEARS

YEAR	CLASS	UNIV. RESULT	COLLEGE RESULT
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 %
2014 - 2015	T.Y.B.A	97.96%	92.98 %
	T.Y.B.Com.	97.99%	91.07 %
2013 - 2014	T.Y.B.A	98.63%	92.45 %
	T.Y.B.Com.	98.50%	97.95 %
2012 - 2013	T.Y.B.A	88.80 %	86.00 %
	T.Y.B.Com.	89.84 %	100.00 %
2011 - 2012	T.Y.B.A	84.22 %	91.00 %
	T.Y.B.Com.	78.35 %	100.00 %
2010 - 2011	T.Y.B.A	83.93 %	93.10 %
	T.Y.B.Com.	79.22 %	81.30 %
2009 - 2010	T.Y.B.A	85.10 %	100.00 %
	T.Y.B.Com.	85.66 %	92.50 %



ADMISSION RULES

First and Second Year

Admissions to the first year classes will start immediately after declaration of results of the Goa Board Secondary and Higher Secondary School examination. Admissions will continue for a specific time period only, as notified on the College Notice Board. Those students only 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.

Students seeking admission 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) 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 Higher 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 Higher Secondary and Higher Secondary School Education, Goa, 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 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 migration 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 provide 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 year (s). The Principal of the College 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 year (s). 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 faculty as allowed by the University may be permitted for re admission to F.Y. Class.

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

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.

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. The College will forward the same to the University for approval only if the same is permissible under the relevant ordinances.



CHOICE BASED CREDIT SYSTEM B.A/B.Com. PROGRAMME

To be implemented from Academic Year 2017-18

(Applicable only for First/Second year B.A/B.Com Students)

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.

1.1 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.

1.2 DEGREE TO BE AWARDED

Bachelor of Commerce / Bachelor of Arts

1.3 DURATION OF COURSE

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

OC 66.2 ELIGIBILITY FOR ADMISSION

Eligibility for admission leading to the degree of Bachelor of Commerce/ 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 the Science stream or Vocational stream in the subjects notified by the University from time to time.

OR

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

(iii) 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.

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

(v) 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. Sc. (Hon.)/ programme:

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

(B) A candidate migrating from any other recognized University may be considered for admission to Semester III of the B.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 undertakes to successfully complete the required courses and credits prescribed by this University for Semesters-I &II ,if he/she has not already done so in the previous University. Result of Semester IV Examination shall be withheld if the candidate fails to fulfill this undertaking.

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

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

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

(A) Principals of affiliated colleges offering programmes under OC-45 are informed that in view of the introduction of the Choice Based Credit System under Ordinance OC-66, the Academic Council in its meetings held on 4th & 13th September 2017 and 6th December 2017 has resolved to permit students admitted under Ordinance OC-45 who are presently in Semester-IV to keep terms for Semester-V during the academic year 2018-19 irrespective of the number of backlogs in Semesters I to IV.

Similarly, students who have been debarred from answering their examinations of Semesters III and IV,



due to lack of attendance have also been permitted to keep terms for Semester-V during academic year 2018-19 as a onetime condonation.

- (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.

2.4 Class strength:

Number of students in a class/ division shall not ordinarily exceed sixty.

OC 66.3 PROGRAMME STRUCTURE:

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

OC 66.4 COURSE STRUCTURE

1. Each course can carry different weightage in terms of number of credits. Each Course should define learning objectives and outcome. A course may be designed so as to comprise any or combination of lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training /viva/seminars/term papers/assignments/presentations/self-study/such other.
2. **Core Course**
A Core Course (CC), shall be of 4 or 6 credits and may 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 be specific/ specialized /advanced /supportive to the discipline or subject, or which provides an extended scope or which enables an



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

3.1 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 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. Any number of DSE's as approved by Bos and AC, can be offered depending upon the specialization available in the college.

3.2 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.

3.3 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 (AEC)

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

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

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



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

5.1 Programme Structure for Bachelor of Commerce

Semester	Core Course (CC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Elective: Discipline Specific (DSE)	Elective: Generic (GE)*
I	CC 1 Commerce CC 2 Commerce CC 3 Economics CC 4 Commercial Arithmetic	AECC 1 Spoken English AECC 2 Environmental Studies			GE 1: Computer Applications/ Geography/ Commerce/ Any other
II	CC 5 Commerce CC 6 Commerce CC 7 Economics CC 8 Commercial Arithmetic	AECC 3 Business Communication AECC 4 Environmental Studies			GE 2: Computer Applications/ Geography/ Commerce/ Any other
III	CC 9 Commerce CC 10 Commerce CC 11 Commerce		SEC 1 Business Law/Any other		GE 3: Business Statistics/ Commerce/ Any other GE4:Economics/ Any Other
IV	CC 12 Commerce CC 13 Accounts CC 14 Commerce		SEC 2 Business Law/Any other		GE 5: Business Statistics/ Commerce/Any other GE 6: Economics/ Any Other
V	CC 15 Commerce CC 16 Economics			DSE 1 Commerce DSE 2 Commerce	
VI	CC 17 Commerce CC 18 Economics			DSE 3 Commerce DSE 4 Commerce [§]	

CC - Discipline Specific Core; DSE - Discipline Specific Elective

GE - General Elective; SEC - Skill Enhancement Course; AECC - Ability Enhancement Compulsory Course

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



Credits for B.Com.

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 English	4x1	4
	AECC 2 Environmental Studies	2x1	2
	GE 1 Computer Applications/Geography/ Any other	4x1	4
	Total		26
II	CC 5 Commerce	4x1	4
	CC 6 Commerce	4x1	4
	CC 7 Economics	4x1	4
	CC 8 Commercial Arithmetic	4x1	4
	AECC 3 English	4x1	4
	AECC 4 Environmental Studies	2x1	2
	GE 2 Computer Applications/Geography/ Any other	4x1	4
	Total		26
III	CC 9 Commerce	4x1	4
	CC 10 Commerce	4x1	4
	CC 11 Commerce	4x1	4
	SEC 1 Business Law/Any other	4x1	4
	GE 3 Business Statistics/Commerce/ Any Other	4x1	4
	GE 4 Economics /Any Other	4x1	4
	Total		24
IV	CC 12 Commerce	4x1	4
	CC 13 Commerce	4x1	4
	CC 14 Commerce	4x1	4
	SEC 2 Business Law/Any other	4x1	4
	GE 5 Business Statistics/Commerce/ Any Other	4x1	4
	GE 6 Economics /Any Other	4x1	4
	Total		24
V	CC 15 Commerce	4x1	4
	CC 16 Economics	4x1	4
	DSE 1 Commerce	4x1	4
	DSE 2 Commerce	4x1	4
	Total		16
VI	CC 17 Commerce	4x1	4
	CC 18 Economics	4x1	4
	DSE 3 Commerce	4x1	4
	DSE 4 Commerce*	4x1	4
	Total		16
TOTAL			132

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 Credits of Theory and 1 credit of practical.

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



5.2 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	English / MIL Communication OR Environmental Studies*			GE 1
II	English 2 DSC 1B DSC 2B	English/MIL Communication OR Environmental Studies*			GE 2
III	English 3/ MIL/Hindi DSC 1C DSC 2C		SEC 1		GE 3
IV	English 4/ MIL/Hindi DSC 1D DSC 2D		SEC 2		GE 4
V	DSC 1E DSC 2E			DSE 1A DSE 1B DSE 2A DSE 2B	
VI	DSC 1F DSC 2F			DSE 1C DSE 1D [§] DSE 2C DSE 2D [§]	

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

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.



Credits for B.A.

Semester	Subjects	Credits	Total
I	English 1	6 x 1	6
	DSC 1A	4 x 1	4
	DSC 2A	4 x 1	4
	English/MIL Communication /Environmental Studies	4 x 1	4
	GE 1	4 x 1	4
	Total		22
II	English 2	6 x 1	6
	DSC 1B	4 x 1	4
	DSC 2B	4 x 1	4
	English/ MIL Communication /Environmental Studies	4 x 1	4
	GE 2	4 x 1	4
	Total		22
III	English 3/MIL/Hindi	4 x 1	4
	DSC 1C	4 x 1	4
	DSC 2C	4 x 1	4
	GE 3	4 x 1	4
	SEC 1	4 x 1	4
	Total		20
IV	English 4/MIL/Hindi	4 x 1	4
	DSC 1D	4 x 1	4
	DSC 2D	4 x 1	4
	GE 4	4 x 1	4
	SEC 2	4 x 1	4
	Total		20
V	DSC 1E	4 x 1	4
	DSC 2E	4 x 1	4
	DSE 1A	4 x 1	4
	DSE 1B	4 x 1	4
	DSE 2A	4 x 1	4
	DSE 2B	4 x 1	4
	Total		24
VI	DSC 1F	4 x 1	4
	DSC 2F	4 x 1	4
	DSE 1C	4 x 1	4
	DSE 1D*	4 x 1	4
	DSE 2C	4 x 1	4
	DSE 2D*	4 x 1	4
	Total		24
TOTAL			132

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



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 ISA's only for Theory component for total of 15 marks, and SEE Theory Component for 60 marks and practical component for 25 marks. A course of 6 credits for total of 150 marks having Theory and Practical component s shall have ISA's only for Theory component for total of 20 marks, and SEE Theory component for 80 marks and Practical Component for 50 marks.
(e) Courses 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 twice in a given Semester, once through a written test, and the other by 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/s teaching that course.
(c) The schedule for the ISA s shall be notified to all at the beginning of the Semester.
(d) The marks of ISA shall be communicated to the students within two weeks.
(e) ISA I shall preferably be completed by the end of July for odd Semesters and end of January for even Semesters. Students who fail to appear for the test due to a genuine reason shall be given another opportunity by the end of August/February respectively, on a date pre-determined by the College. ISA II will be completed as decided by the teacher but before the end of the Semester.
(f) Every college shall appoint a three member Committee to monitor the ISA in the college. There would be no remission in workload or remuneration for carrying out this work.
(g) A student who does not appear for two ISAs of a course shall not be eligible to answer SEE of that Course.
3. (a) The SEE shall be conducted at the conclusion of a given Semester, and shall cover the entire syllabus prescribed for the respective course.
(b) A candidate shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEE provided he/she has appeared for two ISAs of the Course, and 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 of 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.
- (i) A Board of Paper-Setters and Examiners for the SEE of Semester-V and VI shall be appointed by the University.
- (ii) The Paper-Setters shall 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 answers to all question/sub-questions and the scheme of marking of the paper set at the examination. In case of descriptive type of answers, only important points to be expected may be highlighted in the key.
- (iv) The Chairperson shall personally hand over the sealed set of question papers and answer keys to the Controller of Examinations in the prescribed manner.
- (v) Photocopies of this key and the marking scheme for each of the paper of the concerned Semester V and VI shall be given to the examiners assessing the papers.
- (g) The duration of SEE theory paper carrying 40 marks shall be of 1 hour duration and those above 40 marks shall be of 2 hours duration.
- 4.(a) (i) Examination(s) in Laboratory exercises shall be conducted for courses having practical component. Marks shall be allotted for journal/lab record book, 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.
- (c) 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 VI semester .The project shall be group project with a maximum of 5 students per group. A teacher shall not be ordinarily



assigned more than 2 projects. The project workload will be 2 hours per week for a group of 5 students and for a group of 3 or less students the workload will be 1 hour per week.

- (ii) Project work and the Report shall be based on field work/library work /laboratory work 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 O A -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 a notified day and time, which should be not later than 10 days after the receipt of application from the candidate, the candidate shall be shown the answer book in the chamber of the Principal/Vice-Principal in the presence of the Examiner concerned.
 - (ii) If the candidate is not satisfied with the result on personal verification of answer book, he may apply to College Grievance Committee within a week.
 - (iii) The College Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.
7. A supplementary examination shall be conducted, preferably after 15 days from the declaration of results of semester II and IV examinations. Students who have a backlog of any or all the papers (theory/practical) of Semesters I, II, III and IV are eligible to appear for this examination.
- 8.(a) (i) Improvement of performance/total score shall be permitted to a candidate who has passed the B.A./B.Com/B.Sc./ degree examination, in which case he/she shall be required to appear again only in the SEE component of the papers of Semester V and /or Semester VI examinations, excluding the Project Course. For this purpose, the marks scored at the first appearance in the Project course, as also in ISA component of the other papers, shall be carried forward for tabulation of the result under "improvement of performance".
- (ii) A candidate shall not be permitted to reappear for improvement of performance at Semesters-I, II, III and IV.
- (iii) This facility to reappear under improvement shall be available during the immediately subsequent regular Semester-V and Semester-VI examinations, but within double the duration period.
- (iv) The performance of a candidate, who appears under this provision and fails to improve, shall be ignored.
- (b) (i) The candidate availing of this provision shall be considered to have passed Semesters-V and /or VI "under improvement" and this fact shall be recorded on his/her statements of marks and other relevant documents.
- (ii) The candidate shall be required to surrender the original 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, and calculated based on Grade Point and marks obtained for each Course, as shown in the table below.

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

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



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

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

- (a) College Examination Committee - 3 years
- (b) College Unfair Means Inquiry Committee(CUMIC) - 3 years
- (c) College Grievance Committee - 3 years

(A) The College Examination Committee shall consist of :

- i) A senior teacher who shall be the Chairperson.
- ii) Two or four regular teachers (In addition to the Chairperson).
 - (a) There shall be no remission in work-load but adequate remuneration shall be paid to the members.
 - (b) This Committee shall be generally in charge of all matters pertaining to B.A., B.Com., and B.Sc. examinations in the College.
 - (c) The Committee shall prepare the examination time-table, arrange to get the question paper sets printed and answer books assessed.
 - (d) The Committee shall arrange to get the results prepared, settled, announced and individual statement of marks prepared and issued to the candidates.

(B) The CUMIC shall be constituted with the following members

- i) Vice-Principal or a senior teacher as Chairman.
- ii) Two members of the College Examination Committee

(2) The committee shall inquire into the cases of unfair means and malpractices reported in a manner prescribed by OC-66.7.2 and shall recommend to the Principal a course of action as prescribed in OA-5.14.

(C) The College Grievance Committee shall be constituted as under :-

- i) Vice-Principal/Senior member of teaching staff as Chairman, provided that he is not the Chairman of CUMIC.
- ii) Two regular teachers, preferably not members of CUMIC and the College Examination Committee.
- iii) In case the Grievance concerns any member of the committee, the Principal shall reconstitute the Committee for the concerned grievance, excluding the concerned member.
 - (a) This committee shall investigate into written complaints from the students, referred to Committee by the Principal, in the conduct of examinations and recommend a course of action to the Principal as prescribed in OC-66.7.3 and OA -5.14.

OC-66.7.2 Inquiry into cases of unfair means

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

- (1) The candidates be served with a show cause notice and made aware of the charges/allegations reported against him/her so as to enable him/her to prepare his 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 SB-13(iv) of the University and issue final order.
- (d) The broad category of malpractice and the quantum of punishment for each category thereof shall be as given in general Ordinance on malpractices i.e. OA-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.



Given below are the details relating to semesters of the three year Courses of Bachelor of Arts and Bachelor of Commerce.

ARTS

First Year Bachelor of Arts

SEMESTER I

1. English 1
2. English/MIL Communication (Hindi/Konkani/Marathi)
OR
Environmental Studies
3. GE 1 Computer Application/Any Other
4. DSC 1 A _____
5. DSC 2 A _____
6. DSC 3 A _____

SEMESTER II

1. English 2
2. English/MIL Communication (Hindi/Konkani/Marathi)
OR
Environmental Studies
3. GE 1 Computer Application/Any Other
4. DSC 1 A _____
5. DSC 2 A _____
6. DSC 3 A _____

SUBJECT COMBINATIONS OF DSC OFFERED AT F.Y. B.A. (SEMESTERS I & II)

Sr. No.	Subjects 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

1. Combinations are subject to change.
2. Students will have to compulsorily drop one DSC paper from the selected list of DSC papers from Semester I and Semester II in Semester III (i.e Second year B.A.)



Second Year Bachelor of Arts

SEMESTER III

Seven papers under(I) to (v) below shall carry 100 marks each

- (i) English 2 / MIL / Hindi
- (ii) SEC I - Skill Enhancement Course Fundamentals of Tourism Geography (4)
- (iii) G.E 3 - GPGE - Generic Elective (History, Economics, Geography)
 - a) Fundamentals of Population Geography
 - OR
 - b) Fundamentals of Disaster Management
- (iv) D S C 1 C
- (v) D S C 2 C
- (vi) D S C 3 C

SEMESTER IV

[Seven papers under(I) to (v) below shall carry 100 marks each]

- (i) English 2 / MIL / Hindi
- (ii) G E 4 - Generic Elective
 - a) Application of Population Geography
 - OR
 - b) Disaster Risk Reduction and Mitigation
- (iii) S E C 2 - Skill Enhance Course Application of skills in tourism Geog.
- (iv) D S C I D
- (v) D S C I D
- (vi) D S C I D

N.B. All combinations are subject to approval of Goa University.



Third Year Bachelor of Arts (Old Course)

SEMESTER V

The Six papers under(A) shall carry 100 marks each and the Project Work paper shall carry 100 marks. (In Semester VI)

- (A) Three papers each in any two elective subjects offered in Semester I, II, III & IV
History-Economics OR Geography-Economics OR Geography-Hindi OR Konkani

Hindi

OR

Konkani-History OR Marathi-Geography OR Economics Marathi (from Year 16-17) OR

- (B) All six papers in Hindi OR All six papers in Marathi.

And

- (C) One Project paper on the given topic preferably related to anyone of the Major/Elective subject offered in (A) above.

(Note :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

SEMESTER VI

The Six papers under(A) & (8) shall carry 100 marks each, 100 marks shall be allotted for the project work and added to the aggregate in this semester.

- (A) Three papers each in the same subjects offered in Semester V as below.

History-Economics OR Geography-Economics OR Geography-Hindi OR Konkani
Hindi

OR

Konkani-History OR Marathi-Geography OR Economics-Marathi (from Year 16-17)

- (B) All six papers in Hindi OR All six papers in Marathi



COMMERCE

First Year Bachelor of Commerce

SEMESTER I

Sr. No.	CATEGORY	PAPER
1	CC 1	General Management
2	CC 2	Financial Accounting
3	CC 3	Micro Economics
4	CC 4	Commercial Arithmetic I
5	AECC 1	Spoken English
6	AECC 2	Environmental Studies I
7	GE 1	a) Computer Application OR
		b) Geography OR
		c) Marketing Management
		d) Cooperative Management & Accounting
		e) Banking I

SEMESTER II

Sr. No.	CATEGORY	PAPER
1	CC 5	General Management
2	CC 6	Financial Accounting
3	CC7	Micro Economics
4	CC 8	Commercial Arithmetic I
5	AECC 3	Spoken English
6	AECC 4	Environmental Studies I
7	GE 2	a) Computer Application OR
		b) Geography OR
		c) Service Marketing
		d) Customer Relationship Management
		e) Banking II

N.B: To run a course minimum requirement is 15 students



Second Year Bachelor of Commerce
SEMESTER III

Sr. No.	CATEGORY	PAPER
1	CC 9	Business Finance
2	CC 10	Fundamentals of Cost Accounting
3	CC 11	Entrepreneurship Development
4	SEC 1	Business Laws
5	GE 3	Business Statistics OR
		Indian Capital Markets OR
		Business Environment I OR
		Retail Management
6	GE 4	Economics of Resources

Second Year Bachelor of Commerce
SEMESTER IV

Sr. No.	CATEGORY	PAPER
1	CC 12	Fundamental of Investment
2	CC 13	Income Tax
3	CC 14	Accounting for Service Organisation
4	SEC 2	Business Laws
5	GE 5	Business Statistics OR
		E-Commerce & E-Accounting OR
		Business Environment II OR
		Event Management
6	GE 6	Indian Economy



Third Year Bachelor of Commerce (Old Course)

SEMESTER V

The Six papers under(i), (ii), (iii) & (iv) shall carry 100 marks each, whereas the project work shall carry 100 marks.

- (i) Industrial Management -I
- (ii) Entrepreneurship Development - I
- (iii) Business Economics (International Economics)
- (iv) Elective Group (Choose anyone group having three papers each)
 - (a) Financial Accounting, Auditing & Taxation OR
 - (b) Cost and Management Accounting OR
 - (c) Business Management
- (v) Project Work

(Note :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 at the end of Semester-VI)

SEMESTER VI

The Seven papers as indicated below shall carry 100 marks each. 100 marks shall be allotted for the Project and added to the aggregate

- (i) Human Resource Management - II
- (ii) Entrepreneurship Development - II
- (iii) Business Economics (Issues of Indian Economy)
- (iv) Elective Group (Choose anyone group having 3 papers each offered in Semester v)
 - (a) Financial Accounting, Auditing & Taxation OR
 - (b) Cost and Management Accounting OR
 - (c) Business Management
- (v) Project Work

OC-45.4.7. a. During the Semester V & VI candidates of B.A./B.Sc/B.Com. Shall be assigned work for completing the Project paper in the area/field of subject. 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 on a topic identified by the latter. Project Work shall be assigned to a single student or a group of up to 5 students. The staff shall be assigned one or more such groups according to the requirement of the subject/college.

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 Admissions Committee / College Authorities.



SCHEDULE OF FEES & REFUND

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 in full at the time of joining the College.
3. All deposits are refundable according to the rules within a period of three years, beyond which the same will be forfeited to the Govt. College.
4. Students have to preserve their fees receipts for presentation in the examination hall.
5. The last date for admission, if seats are available with late fees is 15/07/2018.

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/-	1450/-		1450/-	1350/-	1350/-
2.	Univ. Reg. Fees	580/-		580/-	---		---	---	---
3.	Library Fees	470/-		470/-	450/-		450/-	400/-	400/-
4.	Gymkhana Fees	420/-		420/-	400/-		400/-	200/-	200/-
5.	Examination Fees (including mark sheet)	With Geog. 2790/-	Without Geog. 2470/-	2470/-	With Geog. 2790/-	Without Geog. 2470/-	2470/-	100/-	100/-
6.	Other Fees/Charges	420/-		420/-	400/-		400/-	200/-	200/-
7.	Student’s Aid Fund	130/-		130/-	120/-		120/-	100/-	100/-
8.	Laboratory Fees *	500/-		500/-	500/-		500/-	---	---
9.	Computer Lab Fees	200/-		200/-	—		---	—	—
10.	Geography Lab Fees (Student Offering Geography)	200/-		—	200/-		—	200/-	---
11.	Caution Money Deposits	70/-		70/-	---		---	---	---
12.	Library Deposits	70/-		70/-	---		---	---	---
13.	Info. Tech. Charges	820/-		820/-	—		—	—	—
14.	University Youth Festival & Inter - Collegiate activities (other than sports)	25/-		25/-	25/-		25/-	25/-	25/-
15.	Identity Card (Laminated with cord)	100/-		100/-	100/-		100/-	100/-	100/-
16.	College Magazine	200/-		200/-	200/-		200/-	200/-	200/-
17.	PTA (Parent’s Teacher Association Membership)	200/-		200/-	200/-		200/-	200/-	200/-
18.	Damage	100/-		100/-	100/-		100/-	100/-	100/-
19.	Alumni Association (Life Membership Fee)	---		—	—		—	200/-	200/-
		With Geog. 8825/-	Without Geog. 8305/-	8305/-	With Geog. 6935/-	Without Geog. 6615/-	6415/-	3375/-	3175/-

* Wherever applicable (such as Generic Elective/Skill Enhancement Course etc.)



OTHER FEES

The following fee structure payable by the student has been approved for implementation from the Academic year 2018-19 as per Goa University Notification

Sr. No.	Fee Particulars	Amount in INR
1.	Eligibility Fees for Indian students	580.00
2.	Eligibility Fees for Foreign students	3,450.00
3.	Migration Certificate	475.00
4.	Duplicate Migration Certificate	580.00
5.	Cancellation of Migration Certificate (after 6 months)	230.00
6.	One time admission fee for foreign students	34,500.00
7.	Issue of Transcripts for Professional Programmes	350.00
8.	Issue of Transcripts for General Education Programmes	230.00
9.	Attestation of Academic Record	350.00
10.	Issue of NOC for transfer of internship	1050.00
11.	Late fee for admission without obtaining Provisional Eligibility Certificate (Per Month)	105.00
12.	Registration/Enrollment fee	
	Student from Goa Board	580.00
	Student from other Indian Board	580.00
	ICCR/NRI/Foreign Students from other Boards	580.00
	Student from other Indian Universities	3340.00
	ICCR/NRI/Foreign Students from other Universities	3340.00
	Enrolment Fee for students of Goa University with P. R. Number	580.00
	Goa University Students Without P. R. Number/Ex-Migration Students	1160.00
13.	Late fee for Registration/Enrollment per student/per month	105.00



Goa University rules relating to refund of fees are as under:

Pursuant to the directives of UGC 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.

Sr. No.	Point of time when notice of withdrawal of admission is served to the College/University	% of refund of Aggregate fees*
1	15 days before the formally notified last date of admission.	100%
2	Not more than 15 days after the formally notified last date of admission	80%
3	More than 15 days but less than 30 days after formally notified last date of admission.	50%
4	More than 30 days after formally notified last date of admission.	00%

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

- b) 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 basic 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 Cases /Other Backward Class students by Directorate of Social Welfare.
9. Bursary Scheme / Shri Sohirobanath Ambiye Dnyanvrudhi Shishyavrutti.
10. Gagan Bharati Scheme / Merit based scholarship of the Directorate of Social Welfare to ST students.

Other Government Schemes and Freeships 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)

Scholarships From Other Sources:

The College also facilitates students to avail scholarships from other sources, some of which include those of, Cosme Matias Menezes Memorial Trust; Dempo Charities Trust, De Souza Trust Scholarships, etc.

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 / 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. 2.50 lakh 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 Bhandodkar Fee Waiver Scheme for Higher Education for Orphans

Dayanand Bhandodkar 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.

Free 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.

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. Award for the Best Sportsman & Sportswoman.

Prizes Instituted by the Faculty Members

1. The 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.
2. The College Prize for the student scoring the highest marks at the T.Y.B.Com. University examination of the academic year, among the students of our College.
3. The G.N. Kapadi Cash Prize of Rs. 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
4. The Cash Prize of Rs. 1000/- instituted by Ms. 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.

5. The Cash prize of Rs 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
6. 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.
7. 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 DSC at the F.Y.B.A.
8. 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.
9. The Late Fernando de Noronha Cash Prize of Rs. 1000/- instituted by Associate Professor Oscar de Noronha for a student securing highest aggregate marks in English at F.Y.B.A. and S.Y.B.A., with a minimum of 55%
10. The Late Judite da Veiga e Noronha Cash Prize of Rs. 1000/- instituted by Associate Professor Oscar de Noronha for a student securing highest aggregate marks in English and Business Communication at F.Y.B.Com. and S.Y.B.Com., with a minimum of 55%.
11. The 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.
12. The College Prize for the student scoring the highest marks at the F.Y.B.A. Examination held in October/April
13. The College Prize for the student scoring the highest marks at the F.Y.B.Com Examination held in October/April
14. The College Prize for the student socring the highest marks at the S.Y.B.A. Examination held in October/April
15. The College Prize for the student scoring the highest marks at the S.Y.B.Com. Examination held in October/April
16. Dr. B. D. Mishra cash Prize of Rs. 500/- instituted by Associate Professor Ms Amrita Ding, 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.
17. Dr. A. P. Tripathi Cash Prize of Rs. 800/-, instituted by Associate Professor Ms Amrita Ding for the



student securing the highest marks in Hindi six units at the T.Y.B.A. Exam held in Oct/April

18. Ramkrishna Desai Cash Prize of Rs. 400/-, instituted by Associate Professor Ms Amrita Dingre for the student securing the highest marks in Hindi at the F.Y.B.A. Exam held in Oct/April
19. Five 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 Dingre.
20. 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.



COLLEGE REGULATIONS

1. All the students are answerable to the Principal or his representative for their conduct, both inside and outside the College premises.
2. The conduct of a student shall be such as not to cause any disturbance to the lecturers, fellow students and the normal working of the college. In subordination, 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 is liable to 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 lecturer concerned.
5. Every student is expected to be in the class room before the lecture begins and may leave after the teacher leaves.
6. Students must compulsorily wear the college uniform at all times including the times they are deputed to represent the college at various events. A student will not be allowed to enter the college premises without the college uniform and the consequences of low attendance due to this reason will be entirely the responsibility of the concerned student. The college uniform has to be stitched strictly according to the pattern notified by the College. No alteration/ modification in the pattern is allowed. Any alteration/modification by the student will invite disciplinary action. The cost of restitching the uniform will have to be borne by the students themselves.
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, the same will be confiscated and the student 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 parent 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 another student 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, for which an anti-ragging Committee and a Committee for dealing with cases of sexual harassment function in the College, essentially as an anti-ragging and anti-sexual harassment mechanisms as well as to deal with the cases ragging and sexual harassment. **(See UGC Regulation on Curbing the Menace of Ragging in higher Education Institutions, 2009, on page 32)**
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.
17. Parents/Legal Guardians are expected and exhorted to seek periodical progress report of their children by visiting the College and Meeting the Principall Teachers.
18. The complete time-table will be displayed on the notice board at the beginning of the academic year. Changes, if any, will also be displayed.
17. Students shall 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 not ice boar d . 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.
18. 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 respective Class Teachers. Every effort will be made to solve the difficulties with due consideration.
19. No visitors/outsideers 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.
20. 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.
21. 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.
22. 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 Government College is found giving private tuitions, necessary action will be taken against him/her. Students are advise to lodge a written complaint in this regard with the Principal in order to enable him to take appropriate action under University Statutes SC-5 (XX) and relevant CCS rules.

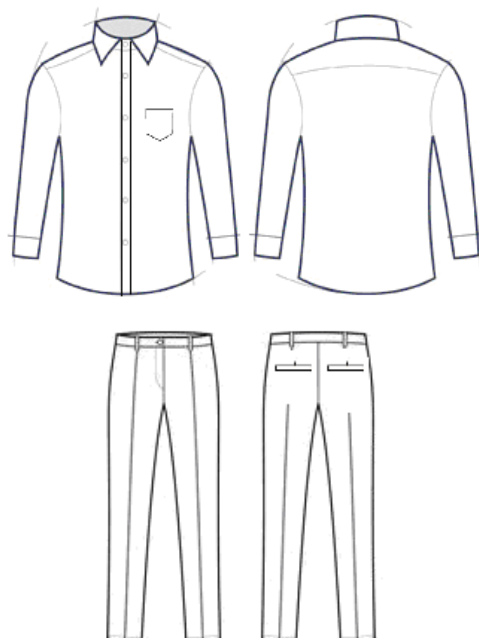
23. The Principal's decision in all matters of the College shall be final and binding on all the students.
24. As decided unanimously by the P.T.A. of the College and based on the representation by the students, bonafide students will have to wear uniform of approved pattern as on in page no. 44 in the College Prospectus , from the academic year 2015-16 onwards. No special hair styles are allowed. Boys are expected do 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.

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) **College Grievance Committee** acts as a grievance redressal mechanism for the College and performs the functions as stipulated in OC 8.20
- iv) **Complaint/Suggestion Box** fixed in the College Lobby is opened every fortnight.



STUDENT UNIFORMS



Boys Uniform Pattern details:

Shirt:

- Patti in front 1.25 inch
- Cuff 2.5 inch
- Buttons light blue
- Collar 2.25 inch
- 5" pocket
- Bottom inch 15-17

Pant:

- 1 back pocket
- No pleats in front
- 2 side pockets

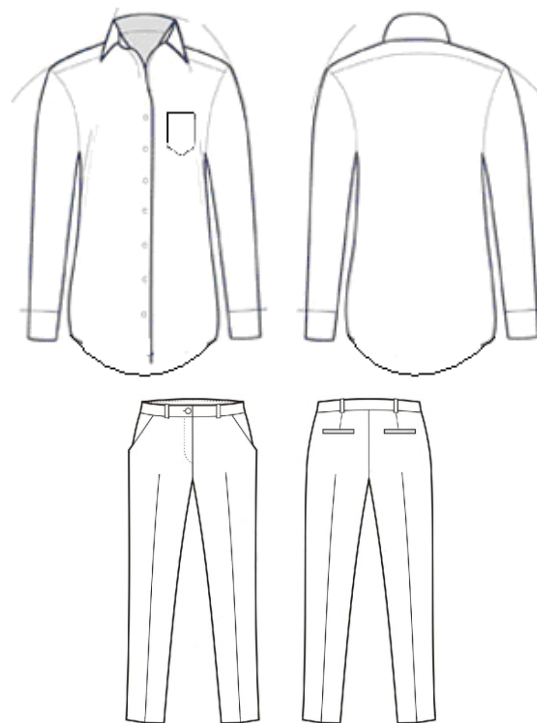
Girls Uniform Pattern details:

Shirt:

- Patti in front 1.25 inch
- Cuff 2 inch
- Collar 2.25 inch
- Buttons light blue
- No pocket for shirt
- Length of the shirt till folded thumb
- Shirt bottom apple cut

Pant:

- Bottom inch 13-15
- No back pocket for pant
- No pleats in front
- 2 side pockets



- N.B. 1. Students have to stitch a minimum of two sets of uniform and wash them regularly to ensure proper hygiene.**
- 2. Uniform pattern must be strictly followed by students. Strict action will be taken on violators.**



ATTENDANCE

A student registered in a Semester /Term/Year for any course (degree/diploma), shall be required to have a minimum cumulative attendance of 75% of the total lectures and practicals prescribed for the Course during that Semester/Term/Year. Although the attendance shall be cumulative for all the papers/courses taken together, in the given Semester/Term/Year, a student shall be required to have a minimum of not less than 50% attendance in any individual paper/course.

A student having less than 75% cumulative attendance in the Semester /Term/Year or less than 50% attendance in individual paper/course shall not be eligible to appear for that Semester/Term/Annual examination. For a student registered for subject/subjects having practical component, attendance for both theory & practical component shall be treated separately for the requisite attendance mentioned above.

A student representing the Institution/University/State/Country in extra-curricular activities such as NCC/N.S.S./Sports/Cultural events shall be treated as "on duty". Lectures/practicals missed by him/her shall be marked as 'A' (Absent) in attendance register. However, the same will be compensated on the students presentation of "Justification Form" duly signed by the teacher concerned and submitted within due date. The concerned students should take care of this in their own interest.

Absence on medical grounds for more than four continuous working days is required to be supported with a Medical Certificate which should be submitted within seven days after rejoining the class. Absence on medical grounds shall be offset against the 25% concession in the attendance already granted. However, if such absence exceeds 25% marginally, and is found genuine, the student may request for condonation of the same, which may or may not be granted.

Monthly attendance of the students will be displayed on the Notice Board and certified copy of the same will be despatched to the University for information and record.

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 Attendance Committee/ Principal shall verify the accuracy of attendance records and allow the aggrieved student to inspect the record, if necessary, and shall dispose of the complaint preferably within a period of seven days.

Ordinance OA-17 of the Goa University mandates that the College ensures the mandatory requirement of minimum attendance before permitting the student to appear for the examinations.

Whenever condonation in minimum attendance is not permissible as per provision of the Ordinance, requests for condonation received from students will not be forwarded to the University under any circumstances.

Note: Changes, if any, in the University Rules of Attendance will be notified on the College Notice Board.



EXAMINATIONS

i) The Examination System:

There shall be two modes of evaluation /assessment of the academic performance of the students enrolled for B.A./B/Com. Courses, namely, the Intra Semester Assessment (ISA) and the Semester End Examination (SEE), under the new Restructured Curriculum for the First/Second and Third Year of B.A./B/Com.

OC45.4.2 a. The ISA (Intra-Semester Assessment) shall be conducted twice in a given Semester once through a test and the other by using alternate modes of evaluation such as assignment, presentation, orals etc. Generally, ISA for a given paper shall be conducted by the teacher/s teaching that paper. ISA shall not be conducted for the Practical component of a paper. The schedule for the ISA's shall be notified to all at the beginning of the semester. The marks of ISA shall be communicated to the students within two weeks.

b. The ISA tests shall carry 20% of minimum marks allotted for the paper/course.

c. The test shall preferably be completed by the end of July for odd Semester 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 on a date predetermined by the College. The other mode of ISA will be completed as decided by the teacher but before the end of the semester.

d. A student who does not appear for a minimum of two ISA's of a paper shall not be eligible to answer SEE of that paper

e. The SEE shall be conducted at the conclusion of a given semester. Semester - end examinations shall cover the course of studies prescribed for the concerned/respective semester.

A candidate shall be considered to have successfully fulfilled the requirements of a semester and deemed eligible to appear for the Semester-end Examination provided he/she fulfils the minimum attendance requirements as per relevant rules of the University. A candidate failing to fulfill the conditions (as above) shall have to repeat the semester.

Students have to fill their examination forms within the due date notified through the College notice board. Forms submitted after the due date may be accepted with late fees as per the norms of University.

A theory paper carrying 100 marks shall have ISA component of 20 marks and a SEE component of 80 marks. For the 75 marks theory paper, the ISA paper shall have 15 marks and the SEE components shall be 60 marks. A candidate shall be required to score a minimum 40% of the minimum marks in ISA and SEE components taken together to pass in papers of Semester I to VI.

Under OC - 45 of the Goa University there will be only regular examinations at the end of Semester I/II/III/IV and special examination will be conducted preferable after 15 days after declaration of the results of Semester II/IV examination. This special Examination for clearing the Semesters, for F.Y. & S.Y.



B.A.IB.Com. will be held by the College, and will be notified accordingly after the III IV Semester Regular Examinations. The Semester-End Examinations (Semester V & VI) T. Y. B.A./B.Com. will be conducted by the Goa University.

OC-45.4.14 A candidate registered for the three year B.A.IB/Com.IB.SC. degree course shall be required to successfully complete all papers and obtain 40% marks in all papers. 100 marks shall be allotted for the Project and added to the aggregate. The award of class shall be determined accordingly. There would be no conversion of marks into grades.

Gracing of marks at the end of the Semester/Special Supplementary Examination for the F. Y. & S.Y. courses; and for the T.Y. courses will be done as per the University rules.

Grace marks are also awarded for participation in the National Service Scheme (NSS) /N.C.C./Sports, subject to rules of the Goa University, from time to time.

Attendance at all the above examinations is compulsory. Absence (if any) will have to be suitably justified at the earliest, but positively within 03 days to the satisfaction of the Principal of the College.

ii) Award of Class

As per the new curriculum, only such candidates of the B.A./B.Com. courses who pass all the six semesters (that is, of the three years leading to the degree of the B.A./B.Com.) at the first attempt shall be awarded a class. This shall be done on the basis of the aggregate total of marks scored at all the six semesters as follows:

40% and above but less than 50% - Pass Class

50% and above but less than 60% - Second Class

60% and above but less than 70% -First Class

70% and above - Distinction

Note: Changes if any, in the University Ordinance regarding Examination will be notified on the College Notice Board.



LIBRARY

1. The Library will be open from 8.30 a.m till 3.45 p.m.
2. All bonafide students are the members of the Library. Every student will be issued one library card which entitles them for text books and reference books. Every student must possess his/her Library card while making use of the Library facility.
3. On entering the Library, the teachers and the students are required to sign the respective Register kept for the purpose in the Library.
4. Library cards are non-transferable and any misuse may result in the cancellation of the same.
5. No Ex-student or an outsider will be allowed to use Library facility except with the permission of the Principal.
6. Student on receiving the book should check the pages of the issued books, and if any pages are found missing or the book is damaged, they should report the same to the Librarian before leaving the counter. On returning the book, if any pages are found missing, damaged or mutilated, the last borrower will be held responsible and will be asked either to replace the Book/Magazine or to pay the entire cost of the book.
7. Students are well advised to return/renew the books on time to avoid fine. If the book is not returned on or before the due date, a fine of Rs. 5/- will be charged per day for the first week, Rs 10/- per day from the second week; and after one month a notice will be issued to the student, wherein the defaulter (student) will be asked to replace the same book which he/she has borrowed.
8. 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.
9. Student is expected to fill in Demand slip for a Book which is in circulation. If there is more than one Demand slip for the same Book, the book will be issued on the first come first serve basis.
10. 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.
11. No Library material shall be removed from Library until its issued has been properly recorded.
12. The student should read and follow all the notices/rules pertaining to the Library, which will be displayed on the Library Notice Board.
13. The Library is provided with wifi and the internet facility.
14. Students are not allowed to reserve seats, shift or remove Library furniture and equipment from their original place.
15. 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.

16. Strict discipline must be maintained in the Library. Student who talk loudly, behave in a 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.
17. The Library staff reserve the right to remove personel belongings of students that are left elsewhere in the library and shall not held responsible in case of loss of such belongings. Students are advised to keep their belongings at the counter outside the Library.
18. Students are welcome to put their suggestions in the suggestion Box, placed in the Library for better Library facilities.
19. Inorder to promote reading habits among the students, the Library committee conducts various activities like, Quiz, Essay, Word Power competitions etc. The College has also instituted for a student an award as "Best Library User" for the Academic Year.
20. The Librarian may withhold Library services and/or facilities for any infringement of these Rules.
21. Use of cell phone for academic purpose will require special permission from the concerned Teacher/Librarian .

LABORATORIES

1. **Computer Lab** : The computer lab is air conditioned has 15 desktop computers, 2 LCD Projectors, 3 Laptops, one interactive system, one external hard disk and wifi internet speed of 512 Kbps.
2. **Geography Lab** : The Geography lab has an interactive system, one desktop, various equipments, with a seating capacity of 20 students for conducting practicals.
3. **Language Lab**: The Language lab is air conditioned has one desktop with printer. Various activities to improve language skills of the students are conducted in the lab.
4. **Audio-Visual Lab** : The audio - visual lab has a desktop and a television set, and other instruments and equipments for practice and performance in cultural and educational activities of students. The lab facilitates the viewing of the DEITI programmes of the Goa University.
5. **Commerce Lab**: The Commerce lab has one desktop and various equipments to facilitate the practical use of Commerce.

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 a 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 representatives of the student i.e. General Secretary, University Representatives, Class Representatives, Ladies Representative, Sports Secretary and Cultural Secretary, and Members nominated by the Principal. No political campaigning of any kind is allowed in such elections and students found bringing politics into the campus will be summarily asked to leave the College. Teachers 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 meetings 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 Lecturer-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 dept. 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-minded ness, 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 NSS Unit of the college has adopted virmoda village.

5. National Cadet Corps (NCC): With its motto of 'Unity and Discipline'. The 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 latter. 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.

8. Value Education Cell : Promotes awareness and practice of the age-old, basic as well as contemporary human values, against the backdrop of : "values can/should be caught" as well as "values can/should be taught".

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.

10. Clubs:

- i) **Film Club :** The objective of the Film Club is to select/borrow and exhibit films of direct/indirect educational value (Literature, History, Commerce, Humanities, Sports, Nature, etc.) periodically, as one of the Teaching-Learning methods in this College.
- ii) **Debate Club :** Conducts debates on various topics and issues of public importance for the students of the College.
- iii) **Poets Club :** Encourages creativity and promotes the young budding poets amongst students and staff, in any of the languages, viz., English/Marathi/ Konkani / Hindi, for deriving pleasure of listening and appreciating poetry.
- iv) **Computer Club :** Holds various Programs and Competitions in Computer Education and also provides internet facilities in the College.
- v) **Science Club:** Aims at developing a scientific temper among the student community. It organizes lectures, talks, demonstrations, exhibitions, excursions.
- vi) **Gender Champion Club :** Aims to promote gender equality and organize various activities to ensure safe and healthy environments for girl students within the college premises.



vii) **GIPARD** : The College has signed a memorandum with Goa Public Administration and Rural Development (GIPARD) for 02 years, and has organised programmes like Basic training, book keeping, awareness on malnutrition and alcoholism, awareness on various Government Schemes for self help groups and anganwadi workers.

11. 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.

12. 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.

13. Associations of Stakeholders :

- 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 Ambiyee Government College of Arts & Commerce Alumni Association Virnoda, Pernem, Goa" is a registered body under the Societies Registration Act 1860 (Central Act 21 of 1860) with Registration No.-1341 GOA/2015. It acts as a link between the alumni and their alma mater. The link with the college is maintained through various activities. A representative of the Alumni Association is a member of the College IQAC.

GRADUATE PLUS

A variety of Short Term Certificate Courses are organized in the College, for the benefit of our students, staff and interested locals, side by side with the regular academic work. The main purpose is to enable the beneficiaries to enhance their skills and competencies or even cultivate them as hobbies. These courses are notified on the College Notice Boards from time to time. Certificates of completion of such courses are awarded by the College.

Courses conducted

Creative Photography
Light Vocal (Indian)
Proof Reading
Use of MS Excel in Accounting

Soft Toys making
Devnagari Typing
Translation Skills
Workshops Organised by Depts.



Besides coaching for IRDA, Entrance exam was conducted by Reliance Company officials and recruitment drives have been held by HDFC and ICICI Banks.

CANTEEN

- The College has a spacious canteen block to cater to the needs of students and staff members.
- The College Canteen Control Committee acts as an administrative mechanism and deals with the relevant grievances.
- Tea, coffee, aerated drinks, vegetarian and non - vegetarian snacks and meals are served at reasonable rates i.e. based on public tender.
- The canteen is open only to the bonafide students of the College and to its Faculty and staff.
- Outsiders are not allowed unless prior permission is obtained from the Principal.
- Sale or consumption of liquor, drugs, or intoxicants is not allowed.
- Smoking is strictly prohibited in the Canteen, as in the entire College premises and campus.
- Anyone going against the canteen rules is liable for disciplinary action and in some cases may be expelled from the College.
- The Canteen should not be used for any meeting by the students or others in the College.
- It should be used decently and in a civilized manner.
- Due care must be taken of the furniture and fixtures in the Canteen.
- The decision of the Principal in all matters of dispute/discord concerning the Canteen shall be final and binding.

BUS SERVICE

The College has its own bus which plys from the Pernem town and Dhargal to the College in the mornings. It is also available to students to go for field trips, study tours, tournaments and youth festivals and intercollege competitions.



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

F.1-16/2007(CPP-II)

PREAMBLE.

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala *vs.* 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 wether 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 intend 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, off all students, the University Grant Commission, in consultant 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 :

- 1.1 These regulation shall be called the new UGC Regulation on Curbing Menace of Ragging in Higher Educational Institutions, 2009"
- 1.2 They shall come into force from the date of their publication in the Official Gazette.
- 1.3 They shall apply to all the institutions coming within the definition of an 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, wether being academic, residential, playground, canteen, or other such premises of such Universities, deemed Universities higher educational institutions, wether 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 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 intend 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 setting, 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.
 - I) "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) "NAAC" 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 maybe.
- (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, whether 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 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 abetting ragging, actively or passively, or being part of conspiracy to promote ragging.

6. Measures for prevention of ragging at the institution level:

6.1 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 abetting, whether 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, whether 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 Anti 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



abetting ragging, is liable to be 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 and 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 regulation or under penal law or any other law for the time being in force and such action would include but is not limited to department 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/Charcter 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 behaviour 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 any address a meeting of various functionaries/ agencies, such has Hostel Wardens, representative of students, parents/guardians, faculty, district administration including the police, to discuss the measures to be taken 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 provisional of penal law applicable to incident 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 be 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 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 this 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.
- 6.2 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 6.2 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 complete 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-incharge, 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.
- i) 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 ensure 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.

6.3 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 i n t o 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 thereof.
- 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 extent 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, contact 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.
- I) 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 students 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 forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if



the institution is an affiliated institution.

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

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 wether 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/gurdians 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 thereon.
 - 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 non compliance with these 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/guadeins 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 NAAC or by any other authorities accreditation agencies while assessing the institution for accreditation, raking or grading purposes.
- e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to recieve 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 :-

- 9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:
- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on facts of each incident of ragging and nature and gravity of the incident of ragging establish 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.

9.2 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 any one 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 u n d e r g o i n g any program of study therein for the award of any degree / diploma of the University. Provided that where an institution is prohibited from presenting its student or s t u d e n t s , the commission shall make suitable arrangements for the other students s o a s t o 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.

9.3 Where in the opinion of the appointing authority, lapse is attributable to any member of the faulty 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 faulty 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

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.

Signature of Deponent
Name:

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 (*Pace*) 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

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 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 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.

Signature of Deponent

Name:

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.



SCHEDULE OF ACADEMIC TERMS

TERMS

SEMESTER I, III, V	:	19.06.2018 to 04.11.2018
SEMESTER II, IV, VI	:	27.11.2018 to 02.05.2019

EXAMINATIONS

SEMESTER I, III, V:	:	15.10.2018 onwards
1st ISA (Test)	:	17.07.2018 to 31.07.2018
2nd ISA	:	Up to 26th August 2018
3rd ISA	:	By mid-September 2018
SEMESTER II, IV, VI	:	15.04.2019 onwards
1st ISA (Test)	:	12.01.2019 to 30.01.2019
2nd ISA	:	Up to 27th February 2019
3rd ISA	:	By mid-March 2019

BREAKS / VACATIONS

Ganesh Chaturthi Break	:	24.08.2018 to 30.08.2018
Winter Vacation	:	06.11.2018 to 26.11.2018
Christmas Break	:	24.12.2018 to 01.01.2019
Summer Vacation	:	03.05.2019 to 17.06.2019

Note - The above dates are subject to change.



TENTATIVE SCHEDULE OF THE COLLEGE ACTIVITIES FOR 2018 - 19

1.	Reopening of the College & Inaugural Function (Commencement of Semester I, III & V)	19/06/2018
2.	College Students' Council Elections	23/07/2018
3.	Gymkhana Indoor Outdoor Competitions	17/07/2018
4.	Submission of Passing, Migration & Eligibility Certificates by F. Y. students (last date)	19/07/2018
5.	Last date of College admissions	19/07/2018
6.	Formal Inauguration of Students' Council and other co-curricular Activities	28/07/2018
7.	Independence Day Celebration	15/08/2018
8.	Ganesh Festival Break	13/09/2018 - 18-09/2018
9.	Teachers Day	05/09/2018
10.	Teachers' Evaluation by the students	12/09/2018
11.	Completion of Semester I, III & V Syllabus (F. Y., S. Y. & T. Y.) B.A., B.Com.	15/10/2018
12.	Commencement of Semester (I,III & V) End Examinations (F.Y.,S.Y. & T.Y.) B.A., B.Com.	22/10/2018
13.	Winter Break	06/11/2018 - 25/11/2018
14.	N. S. S. special camp	13/11/2018
15.	Commencement of Semester II, IV & VI	26/11/2018
16.	College Sports Meet	08/12/2018
17.	College Fun Days	13-15/12/2018
18.	Goa Liberation Day	19/12/2018
19.	Annual Social Gathering & Prize Distribution	21/12/2018
20.	Christmas Break	24/12/2018 to 01/01/2019
21.	Republic Day	26/01/2019
22.	Submission of Project Reports by T. Y. Students	15/02/2019
23.	Teachers' Evaluation by the students	08/03/2019
24.	Exit Questionnaire for Graduating Students	22/03/2019
25.	Farewell to T. Y. Students	19/03/2019
26.	Return of Library books for Physical Stock Verification	31/03/2019
27.	Commencement of Semester (II, IV & VI) End Examinations (F.Y., S.Y. & T.Y.) BA/ B. Com.	10/04/2019
28.	Examination results of F. Y., S. Y. Classes	29/04/2019
29.	Last working day of Teachers	04/05/2019
30.	Summer Vacation Begins	06/05/2019 to 17/06/2019