

GOA VIDYAPRASARAK MANDAL'S
GOPAL GOVIND POY RAITURCAR
COLLEGE OF COMMERCE & ECONOMICS
Re-accredited by NAAC with B Grade (CGPA of 2.70)

P.O. Box No. 102, Farmagudi, Ponda - Goa 403 401

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E-mail : gvmcce@yahoo.in

Website : www.gvmcommercecollege.ac.in

Library Website : gvmcommercecollege.ac.in/library

COLLEGE OFFICE WORKING HOURS

Monday to Friday : 9.00 a.m. to 5.00 p.m.

Saturday : 9.00 a.m. to 1.00 p.m.

Money Transactions : 9.30 a.m. to 12.30 p.m.

COLLEGE LIBRARY WORKING HOURS

Monday to Friday : 8.30 a.m. to 5.00 p.m.

Saturday : 8.30 a.m. to 1.00 p.m.

COLLEGE VISION

“To make the institution a centre of excellence in education and enable the students to take up responsible positions in the society.”

COLLEGE MISSION

“To make higher education accessible to students especially from rural areas in and around Ponda Taluka and to empower them with knowledge, skills, competencies and values to make them ideal citizens of our country.”

GOA VIDYAPRASARAK MADAL (ESTD.1911)

BOARD OF MANAGEMENT

WORKING COMMITTEE

1. Shri. Krishna S. Shetye --- Chairman
2. Shri. Ashok S. Nagvenkar --- Vice-Chairman
3. Shri. Jayant K. Mandurkar --- Secretary
4. Shri. Prabhat M. Shikerkar --- Treasurer
5. Shri. Deepak G. Gaonkar --- Member

GENERAL BODY

1. Shri. Bhaskar K. Khandeparkar --- President
2. Shri. Girish R. Kelekar --- Sub-President
3. Shri. Harshad R. Prabhu Sawkar --- Secretary
4. Shri. Ajit G. S. Kerkar --- Secretary

TEACHING FACULTY (2022-2023)

Offg. Principal : Dr. M. M. Chikodikar

Course Co-ordinator : Mrs. Supriya Dessai

ASSISTANT PROFESSORS

1. Mrs. Supriya Dessai M. Sc. (I.T.)
2. Ms. Sanjana Manerkar M.E. (Comp. Science)
3. Ms. Rakshavi Dessai M.E. (I.T.)
4. Ms. Neha Parab M.E. (I.T.)
5. Ms. Steffy Fernandes M.E. (I.T.)
6. Ms. Priti Naik M.Sc.
7. Ms. Niveta Kudalkar M.A.
8. Mr. Pradip N. Maske M.A., SET, Ph.D.
9. Ms. Priyanka Kamat M.Com.

LABORATORY ASSISTANT

1. Mr. Akshay S. S. Kapdi

DIRECTOR OF PHYSICAL EDUCATION

1. Mrs. Betty D'Silva, Associate Professor, B. Com., M.P. Ed.
2. Shri. Prashant P. Fadte, Instructor in Physical Education, B.Com., M.P.Ed.

LIBRARIAN

1. Mr. Terence F. B. Rodrigues (**on lien**), M.L.I.Sc., PGDLAN, NET/ SET, M. Phil.
2. Ms. Priyanka P. Dessai, (Grade - I) M.A., M.L.I.Sc.

NON TEACHING FACULTY

Mrs. Anita Carvalho	Head Clerk
Shri. Pradeep V. Dalal	Accountant
Shri. Chandan Borkar	System Administrator
Mrs. Sonali V. Naik	Jr. Stenographer
Mrs. Reema R. Keny	UDC
Mrs. Sharad R. Samant	UDC
Shri. Satyawan Gaonkar	LDC
Mrs. Nakshatra Parsekar	LDC
Shri. Gustav Rodrigues	LDC
Shri. Ganeshprasad Bhat	LDC
Shri. Thanu P. Gaude	Multi-tasking Staff
Shri. Hanumant Naik	Multi-tasking Staff
Shri. Ratnakar Gaude	Multi-tasking Staff
Shri. Paresh B. Shirodkar	Multi-tasking Staff
Shri. Zulkas Beig	Multi-tasking Staff
Shri. Sachin Sawant	Multi-tasking Staff
Shri. Santosh S. Naik	Multi-tasking Staff

HAND BOOK DRAFTING COMMITTEE

- 1. Mrs. Supriya Dessai** - Editor
- 2. Ms. Sanjana Manerkar** - Member
- 3. Ms. Priyanka Kamat** - Member

THE COLLEGE PROFILE

GOA VIDYAPRASARAK MANDAL, our parent institution, was founded by three visionaries Late Dr. Dada Vaidya, Late Shri Sitaram V. Kerkar and Late Shri Vinayak R. Bhat Sarjyotishi on the auspicious day of Vijaya Dashmi on 2nd October, 1911 and its first institution Antonio Jose de Almeida High School in Ponda town. A. J. de Almeida High School was the centre of nationalist activities till the liberation of Goa on 19 December, 1961 and thus have a long list of freedom fighters as their alumni.

In the post-liberation era (1962 to 1965), the Mandal founded four more schools in Bandora, Savoi Verem, Borim and Khandepar villages of Ponda taluka. In 1975, a primary-cum-kindergarden school was founded by the Mandal. In 1985, Goa University came into existence and on June 12, 1986 Goa Vidyaprasarak Mandal's College of Commerce & Economics became a reality to cater to the demands of students wanting to pursue degrees in commerce faculty. On March 13, 1994 the College was named after Late Gopal Govind Poy Raiturcar.

The College was started with around 300 students, three classrooms and a handful of teaching and non-teaching faculty in Ponda town. In 2000, College moved to a spacious and green landscape at Farmagudi.

In order to provide an opportunity to the students, our G. V. M's Gopal Govind Poy Raiturcar College of Commerce & Economics started the Bachelor of Computer Applications course in 2002 and Master of Commerce course was started in 2008. In the year 2015 the college is Re-accredited by the National Assessment and Accreditation Council, New Delhi with "B" grade (CGPA of 2.70).

The College has independent building, spacious classrooms, independent library building, well-equipped computer laboratories and audio-visual facilities.

The College emphasizes on academic excellence and is keen to strengthen the all-round development of the student community. A variety of academic activities like seminars, workshops, conferences, guest lectures are organized for the students throughout the year. Sports and cultural activities are organized to develop team spirit and leadership qualities. The College has

sports policy wherein the outstanding performers are given scholarship and monetary awards. The College promotes co-curricular, extra-curricular activities through a number of associations and clubs.

The College nurtures and encourages a lively, enriching and healthy student-teacher interaction through various academic activities to promote academic excellence.

GOA UNIVERSITY'S UNDERGRADUATE COURSE BACHELOR OF COMPUTER APPLICATIONS B.C.A DEGREE COURSE

The Bachelor of Computer Applications (BCA) programme is a self-financed full time three year integrated degree programme affiliated to Goa University.

Human society has passed through 'Green Revolution', 'Industrial Revolution' and 'Information Revolution'. Now it is entering into 'Knowledge Revolution'. Education in general and 'computer education' in particular is gaining utmost importance in today's knowledge society. Computer skills have become the life skills for everybody. For high productivity and better quality, many business houses, Government departments and industries are making extensive use of computers. Extensive manpower is required to handle and operate these computers. Thus, there is pressing demand of computer professionals to work at various levels in Information Technology (IT) industries. Highly skilled software professionals are required for nation building. They design and develop software products and systems. They are helpful in providing IT enabled services. They carry out overseas projects and earn huge amounts of foreign exchange for the country. They become entrepreneurs and establish IT industries, which provide employment for a large number of people.

The Goa Vidyaprasarak Mandal is always eager to spread its wings in Higher Education with a view to give benefits to as wide section of society as possible. Hence the management put its step forward to offer a Bachelor of Computer Applications (B.C.A) Course for students in and around Ponda with an aim to provide an opportunity for the students to choose a lucrative career in IT field.

BACHELOR OF COMPUTER APPLICATIONS (B.C.A) DEGREE COURSE

OC-67 Ordinance relating to the Three Year Choice Based Credit System (CBCS) Programme of Bachelor of Computer Applications (BCA) (effective from academic year 2019-2020 onwards)

OC-67.1 GENERAL

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

OC-67.1.1 OBJECTIVES

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

OC-67.1.2 DEGREE TO BE AWARDED

Bachelor of Computer Applications (BCA).

OC-67.1.3 DURATION OF COURSE

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

OC-67.2 ELIGIBILITY FOR ADMISSION

Eligibility for admission leading to the Degree of Bachelor of Computer Applications (BCA) shall be as follows :-

OC-67.2.1 Eligibility for Admission to Semester I and Semester II:

- (A) To be eligible for admission to Semester-I of the Three Years course leading to the Degree of Bachelor of Computer Applications (BCA), 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 the vocational stream in the subjects notified by the University from time to time.

OR

- (II) the Std XII or similar examination of another body equivalent to Goa Board of Secondary and Higher Secondary Education, Goa and recognised as such by Goa University.
- (B) 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 the Dean of the Faculty and the Chairperson of the Board of Studies shall decide the eligibility.
- (C) A candidate admitted to Semester - I shall be deemed eligible for admission to Semester-II.
- (D) 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 Semester-I examination of that University with those subjects, under CBCS, for which admission is sought.
- (E) A candidate shall be selected based on an entrance test. The entrance test shall assess the general aptitude, logical reasoning, analytical abilities and basic arithmetical skills of the candidate.

OC-67.2.2 Eligibility for admission to Semester-III and Semester-IV:

- (A) A candidate who has requisite attendance for Semester-I and Semester-II and has attended minimum required ISAs of all the courses in Semesters I & II shall be eligible for admission to Semester-III.
- (B) A candidate migrating from any other recognized University may be considered for admission to Semester III provided:
 - (i) He / she has passed in all courses of the Semester I and Semester II (First Year BCA) examination from that University.
 - (ii) He/she undertakes to successfully complete the required courses and credits prescribed for First Year BCA by this University, if he/she has not already done so in the previous University. Result of Semester IV examination shall be withheld if the candidate fails to fulfil this undertaking.
- (C) A candidate admitted for Semester - III examination 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 specified at (B) (i) and (ii) above and, in addition has

passed/ cleared Semester III/ First Term examination of the Second Year BCA of that University. However, the result of Semester IV shall be withheld if the candidate does not fulfil these conditions.

OC-67.2.3 Eligibility for admission to Semester-V:

- (A) A candidate who has been declared Passed in Semester I to Semester IV examinations shall be eligible for admission to Semester V.
- (B) A candidate admitted for Semester-V shall be deemed eligible for admission to Semester- VI.
- (C) A candidate migrating from any other recognized University may be considered for admission to Semester-V of the BCA Course provided:
 - (i) He/she has been declared Passed in Semester I to Semester IV examinations from that University, and
 - (ii) He/she had taken 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.

OC-67.2.4 Eligibility for admission to Semester-VI:

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

OC-67.3 PROGRAMME STRUCTURE:

1. The Programme shall be based on a system of time-integrated Units called Credits, under the CBCS.
2. The Programme shall comprise Courses such as Core, Elective and Ability Enhancement Courses.
3. A Credit shall consist of 15 clock hours of theory of 1 hour duration each or 15 practical classes of 2 hours duration each, per semester or its equivalent; Field work and such other as recommended by the Board of Studies (BoS) shall be considered under practical category for calculating credits and workload.
4. A student shall be eligible for the award of BCA Degree on successful completion of minimum of 132 Credits, to be completed over a minimum of six Semesters.

OC-67.4: 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/selfstudy/ such other.
2. **Core Course (CC):** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core Course. Each Core Course is of 4 credits or 2 credits and may consist of theory and practical component or only theory component or only practical component. If the course has a theory and practical component, the theory component will be of 3 credits theory and 1 credit practical for 4 credit course. If the course has only practical component, this component will be of 2 credits. The candidates are required to compulsorily pass all the Core Courses of the Programme.
3. **Elective Course:** An Elective Course can be chosen from a pool of Courses, which may be specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/ subject/ domain or which nurtures the candidate's proficiency/ skill. An Elective Course may be Discipline Specific Elective Course or Generic Elective Course.
 - 3.1 **Discipline Specific Elective (DSE) Course:** Discipline Specific Elective (DSE) Course shall be offered in the main discipline/subject of study. Each DSE shall be of 4 credits and may consist of theory and practical component or only theory component. If the course has a theory and practical component, the theory component will be of 3 credits theory and 1 credit practical or as prescribed by BoS and approved by the Academic Council. Any number of DSE's as approved by BoS and AC, can be offered depending upon the specialization available in the college.
 - 3.2 **Project:** A compulsory Project work of total 4 credits shall be offered in lieu of a DSE Course in Semester VI and shall be designed to acquire special/ advanced knowledge; it shall be specialised course involving application of knowledge in solving / analysing / exploring a real life situation / difficult problem. Students shall undertake such a

project under the guidance of a teacher / faculty member. The topic for the Project Work shall be given in Semester V. Students shall be required to carry out work for the Project during Semesters V & VI. The assessment of the Project will be carried at the end of Semester VI.

- 3.3 **Generic Elective Course:** A Generic Elective(GE) course shall be of 4 Credits, and may be chosen from an unrelated discipline/subject, with an intention to seek exposure. A Core Course offered in a discipline/subject may be treated as GE Course for another discipline/ subject and vice versa. If the course has a practical component, the theory component will be of 3 credits theory and 1 credit practical or as prescribed by BoS and approved by the Academic Council.
4. **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds:
 - 4.1 **Ability Enhancement Compulsory Courses (AECC):** AECC are based upon the content that leads to knowledge enhancement. Courses on Environmental Studies, Communication Presentation Skills and Technical Writing Skills are mandatory. Communication Presentation Skills and Technical Writing Skills will have 4 credits each and course on Environmental Studies will have two separate courses of 2 credits each.
 - 4.2 **Skill Enhancement Courses (SEC):** SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies and 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 two credits or as prescribed by BoS and approved by the Academic Council.

Programme Structure for Bachelor of Computer Applications (B. C. A.) Choice Based credit System

Semester I		
Course Code	Subjects	Course Credits
CAC-101	Problem Solving and Programming Concepts	4
CAC-102	Computer Organization and Architecture	4
CAC-103	Basic Mathematics	4
CAC-104	Problem Solving and Programming Laboratory	2
	GE To be selected by College from approved list	4
ESA-101	Environmental studies - I	2
	SEC To be selected by College from approved list	2
	Total	22
Semester II		
Course Code	Subjects	Credits
CAC-105	Data Structures	4
CAC-106	Operating Systems Concepts	4
CAC-107	Applied Mathematics	4
CAC-108	Data Structures Laboratory	2
	GE To be selected by College from approved list	4
ESA-102	Environmental Studies - II	2
	SEC To be selected by College from approved list	2
	Total	22

Semester III			
Course Code	Course Title	Course Credits	AY
CAC-109	Object Oriented Concepts	4(T)	2020-21
CAC-110	Database Management Systems	4(T)	2020-21
CAC-111	Object Oriented Programming Laboratory	2(P)	2020-21
CAC-112	Database Management Systems Laboratory	2(P)	2020-21
GE-301	GE To be selected by College from approved list	4(T)	
GE-302		4(T)	
CAA-101	Communication and Presentation Skills	4(T)	2020-21
	Total (Semester III)	24	2020-21

Semester IV			
Course Code	Course Title	Course Credits	AY
CAC-113	Software Engineering	4(T)	2020-21
CAC-114	Data Communications	4(T)	2020-21
CAC-115	Case Tools Laboratory	2(P)	2020-21
CAC-116	User Interface Design Laboratory	2(P)	2020-21
GE-401	GE To be selected by College from approved list	4(T)	
GE-402		4(T)	
CAA-102	Technical Writing Skills	4(T)	2020-21
	Total (Semester IV)	24	

Semester V			
Course Code	Course Title	Course Credits	AY
CAC-117	Web Technology	4(T)	2021-22
CAC-118	Information Systems	4(T)	2021-22
CAC-119	Web Technology Laboratory	2(P)	2021-22
DSE-501	DSE To be selected by College from the approved list	4(3T+1P)	
DSE-502		4(3T+1P)	
CAP-101	Project		2021-22
	Total (Semester V)	18	

Semester VI			
Course Code	Course Title	Course Credits	AY
CAC-120	Multimedia Technology	4(T)	2021-22
CAC-121	E-Commerce Applications	4(T)	2021-22
CAC-122	Multimedia Technology Laboratory	2(P)	2021-22
DSE-601	DSE To be selected by College from the approved list	4(3T+1P)	
DSE-602		4(3T+1P)	
CAP-101	Project	4	2021-22
	Total(Semester VI)	22	
	Overall BCA credits	132	

Computer Laboratory is well equipped with computers having latest software technologies and high speed internet connection. The college campus is fully equipped with Wi-Fi facility.

B.C.A. RESULTS

The first Batch of our T. Y. B.C.A. Students appeared for Goa University Examination of April 2005.

T. Y. B. C. A.			
Year	No. of Students appeared	No. of Students Passed	College % of Passing
April 2015	33	32	96.96%
April 2016	21	20	95.23%
April 2017	19	17	95.24%
April 2018	15	14	93.33%
April 2019	32	30	93.75%
April 2020	28	28	100%
June 2021	20	20	100%

This was possible due to dedication and commitment of the teachers and co-operation of the students.

ACTIVITIES CONDUCTED BY B.C.A. DEPARTMENT WORKSHOPS

Our Institution believes in the overall grooming of our students. In addition to the prescribed curriculum, we have conducted various workshops to give our students hands-on experience on multiple trending technologies such as:-

- ➔ Object oriented programming and embedded systems.
- ➔ Android programming and agile methodologies.
- ➔ Virtualization and cloud computing.
- ➔ Android programming .
- ➔ PHP programming.
- ➔ Android technologies.
- ➔ CMS Umbraco.
- ➔ Oracle Cloud Infrastructure (OCI).
- ➔ Django workshop.

While focusing on improving the technical knowledge of our students, we also pay close attention towards making them industry ready. The following workshops have been conducted to speed up this process.

- ➔ Career guidance.
- ➔ Recent trends and opportunities in IT sector.
- ➔ Personality Development Programme.
- ➔ Are you industry ready?
- ➔ Current I.T. scenerio in Goa

GUEST LECTURES

We are of the opinion that wisdom is the product of knowledge and experience. Hence we encourage our students to interact with the renowned industry experts. Some of our guest visitors are:

1. Mr. Girish Bharne, Head, Persistent System Pvt.Ltd.
2. Mr. Mangirish Salelkar, CEO, Umang software.
3. Mr. Nitin Kunkollikar, Vice President Digilink.
4. Mr. Milind Anvekar, Vice President, Open Destinations.
5. Mr. Praveer Kullu, CEO, Tower Egeiro and many more.

In the last few years, some of the guest lectures have been conducted on the following topics:-

- ➔ Building quality assured software products.
- ➔ E-commerce -what is in store and where are you?
- ➔ HRM-An industry perspective.
- ➔ Threats in digital world.
- ➔ Cyber security.
- ➔ Machine Learning & AI.
- ➔ Oracle Cloud Infrastructure.
- ➔ Python Programming.
- ➔ Node JS & Ajax.

CERTIFICATE COURSES

In order to provide a detailed training on the current technologies for our students, B.C.A. department also conducts certificate courses by industry experts. Some of the certificate courses offered in the past are:-

- ➔ PHP & HTML 5
- ➔ Web development using PYTHON (3 months certificate course)
- ➔ Python with Django.
- ➔ Speech express certificate course in english (3 months course)
- ➔ Digital Marketing course(3 months course)

NUCLEO - Inter collegiate IT festival

We also provide an opportunity to our students to showcase their organising and managing skills through our Annual state level IT festival, Nucleo. This festival comprises of more than 20 events. The funds for this activity are raised by the students with zeal, enthusiasm and responsibility.

INDUSTRIAL VISITS

To give our students a glimpse of several IT organizations, the B.C.A. department plans industry visits outside Goa. Some of the past industrial visits are:

Bangalore, Hi-Tech city Hyderabad, Chennai, Puducherry, Bangalore - Ooty - Mysore, IIM Bangalore, IISC, STPI, CDAC, Bangalore, Mysore, Uzoorba Technologies, Nestle company, Salim Ali Bird Sanctuary
Students are always encouraged to participate in different competitions, seminars, workshops in & out of Goa.

WEBINARS

During lockdown BCA Department of College conducted a webinar lecture series from industry experts from 15th May 2020 to 22nd May 2020 for the student community across Goa. We got 54 registrations from students of our College, Damodar College Margao, Don Bosco College Panaji, DMS College Aasagao.

Theme of the webinar lecture series was "Effective & efficient learning in the age of corona."

Sessions conducted are as follows

15th May 2020, Shri. Vincent Toscano-CEO & Co-founder of Uzoorba technology talked on "Basics that undo great programmers".

16th May 2020, Shri. Milind Anvekar - Vice President of Open Destination & Vice President of GTA, Talked on "Covid 19 impact & lessons learned".

18th May 2020, Shri. Anay kamat - Mobile practice lead at Equal Experts India talked on "Usage of IT Applications in lockdown".

19th May 2020, Shri. Nikhil Malagi - Director of Bhalchandra Technologies Talked on "Ethical Hacking".

20th May 2020, Shri. Prajyot Mainkar - CEO of Android talked on "Understanding elite performance for producing creativity".

Shri. Pranav Pai Vernekar-CEO of Bolt IOT sent his prerecorded video for Webinar, "IOT & Machine learning".

21st May 2020, Shri. Venkat Reddy-CEO & Data Scientist of Statinfer Technology Vijaywada, Andra Pradesh talked on "Introduction to AI & machine learning".

22nd May 2020, Shri. Mangirish Salelkar-CEO of Umang Software & Director of GTA, talked on "Goan IT industry fight lockdown & plan to bounce back".

On 15th May 2020, BCA Department organized a session for staff on cyber security by Dr. Harold D'costa, President of Cyber Security co-operation & CEO of Intelligent Quotient Security System. He talked on "Cyber crime during corona Virus era - Prevention & Protection".

On 7th May 2022, A session on "CMS UMBRACO" was conducted by Shri. Brandon Furtado - Software Developer in Clerkswell, London.

On 24th May 2022, A session on "Oracle Cloud Infrastructure (OCI)" was conducted by Shri. Mitesh Bhopale - Sr. Product Manager and Shri. Vikas Raina - Sr. Principal Cloud Architect at Oracle.

ADMISSION PROCEDURE

Students have to submit their application online along with the following documents:

1. One recent Passport size Photograph.
2. One Passport size Photo of the Parent.
3. Leaving Certificate.
4. Marksheets.
5. Aadhar Card (one xerox copy).
6. Signature of the Student & Parent.
7. Fee Receipt copy.

REGISTRATION CERTIFICATE

Students passing H. S. S. C. Examination from Goa Board and seeking admission to the F. Y. B. C. A. Class will submit their online application for Registration in Goa University through the Principal in the prescribed form, along with the necessary Registration Fee.

ELIGIBILITY CERTIFICATE

Students belonging to other State/Boards are required to obtain a Provisional Eligibility Certificate from Goa University before applying for admission to the College.

TRANSFERENCE CERTIFICATE

Students from other Colleges affiliated to the Goa University seeking admission to this College shall produce a NO OBJECTION CERTIFICATE (N.O.C.) from the respective College without which they will not be admitted. They shall apply for TRANSFERENCE CERTIFICATE in the prescribed form which is available in the College Office.

MIGRATION CERTIFICATE

Students passing H.S.S.C. Examination conducted by the Board other than Goa Board will have to obtain a Migration Certificate from the said Board so as to enable them to obtain eligibility from Goa University.

Fee Structure of the College (Subsidised)

SCHEDULE OF FEES

B.C.A.

	F. Y.	S. Y.	T. Y.
Tuition Fees	32,000/-	32,000/-	28,000/-
Development fees	1,000/-	1,000/-	1,000/-
Library Fees	692/-	692/-	692/-
Computer Lab. Fees	2,000/-	2,000/-	2,000/-
Other Fees	174/-	174/-	174/-
Gymkhana Fees	224/-	224/-	224/-
University Registration fee	600/-	---	---
Students' Aid Fund	120/-	120/-	120/-
I. Card fees	60/-	60/-	60/-
Group Insurance Fees	70/-	70/-	70/-
University Incremental Charges	1,000/-	1,000/-	1,000/-
Life skill & Soft skill course fees	---	---	---
Parents connectivity	200/-	200/-	200/-
P.T.A. fees	300/-	300/-	400/-
Library Deposit	500/-	—	---
Examination Fee	---	---	---
Total	38,940/-	37,840/-	33,940/-

* Examination Fees will be charged as per Goa University Notification, it should be paid 1 month before commencement of Examination.

Life skill & Soft skill course fees will be notified to all.

NOTE :

- 1) Library deposit are payable at the time of admission.
- 2) Cheques are not accepted.
- 3) Examination Fees are subject to revision by Goa University.
- 4) University Registration Fee and University Incremental Charges are Subject to revision ny Goa University.

University Registration Fees on first registration at Goa University for under graduate /Post Graduate course.

- a) Eligibility Fees
- 1) For students of other Boards/Universities ₹ 600/-
 - 2) For Foreign Students ₹ 3,620/-
 - 3) For NRI Students ₹ 3,500/-
- b) Issue of Migration Certificate ₹ 500/-
- c) Duplicate Migration Certificate ₹ 600/-
- d) Cancellation of Migration certificate ₹ 250/-
(if cancelled after 6 months)

CIRCULAR

GU/36/ACAD-PG/Refund of Fees/2017/1322/446

Pursuant to the directives of the 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 written application from him/her in this regard.
- d) The fees of students who have already been admitted to a programme of the University and have paid the fees and are subsequently admitted to another programme shall have to pay the fees for the final admission and claim the refund of fees paid earlier, in which case no administrative charges deducted from fees paid earlier by the student.

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

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

DUPLICATE MARK-LIST

1. The fees for issue of duplicate mark sheet is ₹ 200/- per statement of marks.
2. An affidavit with a declaration that the original statement of marks has been lost has to be submitted alongwith the duly filled in prescribed application form for issue of the duplicate mark sheet. If found same must be reported to college.

THE STUDENTS ARE REQUIRED TO PRESERVE MARKSHEET OF SEMESTER I, II, III & IV OF B.C.A. EXAMINATION AS THE SAME ARE NEEDED AT THE TIME OF FILLING THE FORM FOR T.Y. EXAMINATION.

ISSUE OF DUPLICATE REGISTRATION CARD

A student will have to pay ₹ 50/- for a duplicate Registration Card.

OTHER FEES :

- | | |
|--------------------------|---------|
| 1) Transfer Certificate | ₹ 50/- |
| 2) Migration Certificate | ₹ 500/- |

IMPORTANT NOTE :

Students should note that all admissions are provisional and subject to confirmation of enrolment Registration /Eligibility by Goa University. The College authorities will not be responsible for denial of Eligibility by the University on account of delay in submission of necessary document on the part of students admitted provisionally or for any other reasons.

COLLEGE TIMING

The B. C. A. classes will be held daily in the morning from 8.30 am to 2.00pm (Subject to change which will be duly notified).

Date of Commencement :

Academic Calendar for 2022 - 2023

Will be notified as and when received from university

CODE OF CONDUCT

- 1) Every student is expected to be properly dressed while on the College Campus.
- 2) Every student should be punctual & regular and shall attend lectures, tutorials, test and examinations.
- 3) All home assignments, exercises given by the teacher are to be completed regularly from time to time.
- 4) Without prior permission of the Principal / Professor incharge no student shall absent himself/herself from a test or tutorial examination.
- 5) Loitering in the corridors or premises of the College while the College classes are in progress is strictly prohibited.
- 6) The behaviour of student Vis-a-vis members of the staff and fellow students is expected to be decent and polite.
- 7) Students shall not form any Society in the College nor shall invite any person to address a meeting without the prior permission of the Principal.
- 8) In the College functions, debates and other meetings, chair shall always be taken by a person approved by the Principal. The subjects of such debates must have the prior approval of the Principal.
- 9) No student of the College shall take active part in any communal and violent political activity.
- 10) Use of tobacco, smoking and liquor are strictly prohibited on the College Campus.
- 11) Every student is expected to take due care of the College property and help in keeping the premises clean, neat and tidy. They should note that an attempt to damage the College property is a breach of discipline. Disciplinary action will be taken against the guilty and the cost of damage will be recovered from them.
- 12) Students are advised to see the Notice Board regularly.

- 13) No student can distribute leaflets or any other material and raise funds towards any activity / organization without the knowledge of Principal/ Vice-Principal of the College.
- 14) Parents / Guardians / Outsiders are advised to contact the College office in case they want to meet their ward / concerned student during lecture hours. They should not directly approach their ward / concerned student during lecture hours.
- 15) Students / Outsiders should not drive their vehicle in the College campus in a reckless manner. They are requested to park in the parking space provided. Students who fail to adhere to this rule shall be penalised.
- 16) **STUDENTS SHOULD NOT USE MOBILE PHONES SO AS TO DISTURB THE CLASSES OR CAUSE ANY INCONVENIENCE TO ANY TEACHER OR OTHERS.**
- 17) **RAGGING IS STRICTLY BANNED IN THE COLLEGE. ANY ONE FOUND INDULGING IN RAGGING WILL BE PUNISHED APPROPRIATELY WHICH MAY INCLUDE EXPULSION FROM THE COLLEGE.**
- 18) The Principal is authorized to add, amend or modify these rules.
- 19) All matters not covered by the above rules will rest at the discretion of the Principal.
- 20) The discretion of the Principal is final and binding.

OC-67.5 Scheme of Examination

- OC-67.5.1.(a)** The Evaluation of the courses shall comprise of the Intra-Semester Assessment (ISA) and the Semester End Examination (SEE). A student shall be required to appear for ISA as well as SEE. There shall be an ISA for the practical component also.
- (b) The ISA tests shall carry 40% of the maximum marks allotted for the course and SEE shall carry 60% of the maximum marks.
 - (c) The marks for each credit shall be 25. Accordingly, a 2 credit course will have 50 marks and a 4 credit course will have 100 marks.
 - (d) A Course of 4 credits having only theory shall have ISA for 40 marks and SEE for 60 marks.
 - (e) A Course of 2 credits having only practical shall have ISA for 20 marks and SEE for 30 marks.
 - (f) A Course of 4 credits having theory and practical component shall also have ISA for total 40 marks and SEE for 60 marks. The ISA for theory component shall be 15 marks and ISA for practical component shall be 25 marks. There will be no separate SEE for practical component.

(g) Courses of any other number of credits shall have proportionate markings.

OC-67.5.2. Conduct of ISA

(a) The ISA for the theory component of a 4 credit course shall be conducted twice in a given Semester, ISA-1 through a written test of 20 marks and the ISA-2 by using alternate modes of evaluation including assignments/presentations/orals/such other, totalling 20 marks. Courses of any other number of credits shall have proportionate markings.

(b) The ISA for the practical component of a course shall also be conducted twice in a given Semester, ISA-1 through a lab test and the ISA-2 by using alternate modes of evaluation including assignments/presentations/orals/such other. A record of all the assignments carried out as part of the practical component shall be maintained by every student in the form of a journal. It is not compulsory to have a hard copy of the journal. It could be a soft copy of the laboratory work that is maintained over any LMS.

(c) Generally, the ISAs for a given Course shall be conducted by the teacher/s teaching that Course.

(d) The Schedule for the ISAs shall be notified to all at the beginning of the Semester.

(e) The Marks of the ISA shall be communicated to the students within two weeks after the conduct of the ISA.

(f) ISA-1 shall preferably be conducted by the end of July for odd Semesters and by end of January for even Semesters. Students who fail to appear for the ISA-1 due to a genuine reason shall be given another opportunity by end of August/February respectively on a date pre-determined by the College. ISA-2 will be completed as decided by the Instructor/teacher but before the end of the Semester.

(g) 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.

(h) A Student who does not appear for the two ISAs of a Course shall not be eligible to answer the SEE of that Course.

OC-67.5.3. Conduct of SEE for theory component

(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 fulfil these conditions shall have to repeat the Semester.

- (c) A tentative schedule of SEE examination of Semesters I – IV, evaluation, declaration of results shall be prepared by the respective College(s), preferably at the beginning of each academic year and shall be notified to their students with a copy to the University. Setting of the question papers, evaluation of answer-scripts and declaration of results shall be done by respective Colleges.
- (d) Assessment of answer-scripts of SEE of Semesters I - IV shall be organized by the Colleges. The assessment of the SEE answer scripts at the Semesters I - IV shall be done by the teachers of respective Colleges. If two or more Colleges desire to have the same question paper in any of the subjects, a common paper may be set by the teachers from the concerned colleges. For this purpose, a Committee of senior teachers may be constituted by the Principals of concerned Colleges.
- (e) The pattern of question paper(s) to be set for the SEE in a given Subject and the scheme of marking shall be decided by the BoS. 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.
- (f) The Schedule of the Examination and the setting of question paper(s) for SEE for Semester- V and Semester-VI shall be done centrally by the University:-
- (i) A Board of Paper-Setters and Examiners for the SEE of Semester V and VI shall be appointed by the University.
- (ii) The Paper-Setters shall finalise the question paper(s); there shall be no objective type of questions at SEE; however short answer questions may be set.
- (iii) The paper setters shall also prepare a key for answers to all question/sub-questions and the scheme of marking of the paper set at the examination. In case of descriptive type of answers, only important points to be expected may be highlighted in the key.
- (iv) The Chairperson shall personally hand over the sealed set of question papers and answer keys to the Controller of Examinations in the prescribed manner.
- (v) Photocopies of the 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.

OC-67.5.4 Conduct of SEE for practical component

- (a) Examination(s) shall be conducted for Courses having practical component. Marks shall be allotted for Journal, laboratory work assigned to the candidate and oral, and shall be broadly as follows: Laboratory work 15%, Journal 5% and Orals 10%. 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) The Course instructor/teacher shall be the Internal examiner.
- (c) External Examiners shall be appointed for the Laboratory Course examination at Semester – V and Semester – VI in accordance with the University Ordinance OB – 4 from the panel of examiners approved by the Academic Council. However, assessment and grading shall be done jointly by the external examiner and internal examiner for these two semesters.
- (d) Lab Paper setting and assessment of Laboratory courses at Semester – I to Semester – IV shall be done internally by the instructor/teacher, teaching the paper/course.
- (e) Record of the breakup of marks thus obtained by the candidate for Semesters I to IV, shall be maintained by the respective College in a sealed envelope for a minimum period of 4 years.
- (f) A candidate may be permitted, strictly on medical or other genuine grounds, to appear for practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination programme for Semester-V and Semester-VI issued by the University. This out of turn appearance may be in the same college in a different batch or in a different College. Such permission may be granted by the University if so recommended by the Principal of the College. The candidate shall be required to remit the requisite fee for his/her being examined out of turn.

OC-67.5.5 Conduct of Project

- (a) (i) The project shall be compulsory for all students in lieu of a DSE. Discipline Specific Project (DSP) shall be assigned during the V semester and assessed and credits assigned in the VI semester. The project shall be group project with a maximum of 5 students per group. A teacher shall not be ordinarily assigned more than 2 projects. The project workload will be 2 hours per week for a group of 5 students and for a group of 3 or less students the workload will be 1 hour per week.

(ii) Project work and the Report shall be based on field work/library work /laboratory work/ on-the-job training or similar work assigned by the teacher.

(b) The assessment of the Project Course shall be done equally by Internal Examiner (Project Supervisor for 50 marks) and External Examiner (for 50 marks) as per the guidelines defined in the Project Manual.

OC-67.5.6 Re-evaluation

Ordinance OC-66.5.6 applicable for B.A., B.Com., B.Sc. for Re-evaluation shall be made applicable for BCA as amended from time to time.

OC-67.5.7 Supplementary Examination

Ordinances OC-66.5.7 applicable for B.A., B.Com., B.Sc. for Supplementary Examination shall be made applicable for BCA as amended from time to time.

OC-67.5.8 Improvement of Performance

Ordinances OC-66.5.8 applicable for B.A., B.Com., B.Sc. for Improvement of Performance shall be made applicable for BCA as amended from time to time.

OC-67.5.9 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	---

OC-67.5.10 Criteria for Passing in a Course

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

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

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

CGPA	Grades
10	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-67.7 Ordinances OC-66.7 applicable for B.A., B.Com., B.Sc. shall be made applicable for B.C.A. as amended from time to time.

GRACE MARKS AT THE UNIVERSITY EXAMINATIONS

(SEMESTER SYSTEM)

OA-5-16 SCHEME FOR AWARD OF ENTITLEMENT MARKS AND GRACE MARKS AT THE UNIVERSITY EXAMINATIONS.

1. This Ordinance shall apply to all University examinations except where separate provision for gracing are made by respective statutory Councils of Ordinance made by Goa University or wherever Grading System of evaluation is in force.

OA-5-16.1 SCHEME FOR AWARD OF ENTITLEMENT MARKS.

Candidates who have participated in NCC / NSS / Sports/ Cultural events shall be entitled to entitlement marks as per the following scheme.

i) Candidates who have been enrolled as member of the NCC and are certified by the Principal of their College / Head of Institution as having satisfactorily completed 40 parades/ Semester for Semester Scheme or 80 parades for annual Scheme.

OR

ii). Candidates who have participated in the NSS programme and are certified by the Principal of their college / Head of Institution as having satisfactorily completed at least 120 hours of social service comprising the time spent in at least two types of projects for the annual scheme of examinations or 60 hours of social service comprising the time spent in one or more types of projects during a Semester for the Semester Scheme of examination.

OR

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

A) Cultural Events - At the University Level

a) All the students who are members of the Winning and Runners-up teams at the Inter-Collegiate level where competitions for team Championship are actually conducted by the university.

b) In the case of individual event at the Inter-Collegiate meets conducted by the University as, in the case of cultural events, students winning first as, in the order of merit.

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

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

a) A candidate who fails to pass in one or more heads of passing shall be graced to the extent of 5% of, the maximum marks allotted to the head of passing subject to a maximum of 1% of maximum aggregate marks.

b) A candidate shall be entitled to grace mark upto a maximum of 1% of maximum aggregate marks for the purpose of the award of class / honours or distinction at an examination or head of passing.

c) A candidate who fails to pass an examination shall be graced upto a maximum of 1% of the maximum aggregate marks for the purpose of an exemption in a Head/Heads of passing provided the marks so graced in a Head / Head of passing shall not exceed 5% of the maximum marks allotted to the Head/Head of passing.

d) The entitlement marks whether allotted or not fully or partially under any of the heads of passing shall be shown along with the grand total with appropriate '#' sign.

Provided that in the case of a candidate appearing at the University examination under semester system, the benefits of gracing mentioned above shall be given at the respective semester examination.

The entitlement marks under this scheme shall not be counted for purposes of placement in the order of merit or award of scholarships, prizes and medals or of other awards. However, such marks can be utilized for award of class/honours/distinction.

- e) Level of Participation in the cultural event within the State of Goa:
1. Grace marks may be awarded to the 1st three prize winners in the team as well as individual events organized by the State Government / Central Government organizations.
 2. In the events, at least 10 colleges should participate, only then the winner should be considered for the award of the grace marks.
 3. The Principals of those colleges whose students have secured 1st, 2nd and 3rd prizes should verify and forward the names of the students to the University for the award of grace marks.
 4. The organizing agencies should verify and forward the names of the students and a list of the participating colleges to the University.
- v) Candidates who are eligible as per university eligibility rules and have to their credits, participation in sports events during the academic year / semester as specified below:

A) Eligibility

Candidate (Sports person) should be a bonafide student of Goa University or its affiliated college and after obtaining prior approval of the respective Principal / Dean / Head of Department should participate in the sports events approved by the Sports Council of Goa University, National Sports Federation having recognition of Ministry of Youth Affairs and Sports, Indian Olympic Association of Indian Universities.

A candidate shall be eligible for Sports Merit Marks only after the completion of his / her performance in the event and the marks so allotted shall be counted for his / her first appearance at the respective Semester / term / Annual exam only. In the event of his / her performance in more than one category / sports, only the highest marks allotted in any one category/sports will be considered. For the purpose of allotment of marks, sports events shall be divided in the following categories :

Category A :

Students representing India in the following International events. Olympic games, world Championships, World Cups, Davis Cup, Thomas Cup, Uber Cup, Para Olympic Games, Winter Olympic Games, Champions Trophy, Commonwealth Games, Commonwealth Championships, world University Games, world University Championship, Asian Games (Indoor/Outdoor Games), Asian Cups, Asian Championships, Asian Winter Games, Asian Para Olympics, Wimbledon Championship, US, French & Australian open Tennis Championship, All England Badminton Tournament, Youth Olympic Games.

Category B :

Students representing India in the following International events / Championship recognized by National Sports Federation which are duly approved by the Ministry of Youth Affairs and Sports / Indian Olympic Association / Association of Indian Universities.

One Day International Cricket Matches, Cricket Test Matches, Commonwealth Youth Games, International Athletics Permit Meet, Asian Youth Games, Asian Martial Art Games, SAF Games. Any other international games/sports recognized by Indian Olympic Association.

Category C : Students representing Goa State for National events organized by the recognized National Federation which are duly approved by the Indian Olympic Association / Association of Indian Universities.

- i) National Games.
- ii) National Championship (Only one in each recognized discipline to be determined by respective National Federation).
- iii) Federation Cups Organized by National Sports Federations recognized by the Government of India and Indian Olympic Association.
- iv) National Sport Festival for Women.

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

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

Category E (1) : Students representing the College in the Inter-Collegiate Tournaments as approved by the Sports Council and organized by Goa University.

Category E (2) : Students eligible as per eligibility rules of Goa University and participating in state championship recognized by sports authority of Goa in disciplines that are not in the list of annual Inter Collegiate championships organised by Goa University.

A student shall have to attend a minimum of ten practice sessions consisting of two hours each, organized by the College/University in the form of Inter-class / Intramural competition / coaching in order to be eligible for participation/selection at inter-college championships.

B. Allotment of Sports Merit Marks to Categories

Students participating in sports shall be eligible for merit marks for participation and achievements as per the table given below:

Category	Participation	Winner/ Gold Medal	Runners-up/ Silver Medal	Semifinalist/ Bronze Medal
A	28	$28 + 24=52$	$28 + 22=50$	$28 + 20=48$
B	26	$26 + 22=48$	$26 + 20=46$	$26 + 18=44$
C	16	$16 + 20=36$	$16 + 16=32$	$16 + 14=30$
D1	20	$20 + 16=36$	$20 + 12=32$	$20 + 10=30$
D2	16	$16 + 12=28$	$16 + 08=24$	$16 + 06=22$
E1 & E2	10	$10 + 06=16$	$10 + 04=14$	$10 + 02=12$

C) (i): Sports Merit Marks allotted to a student passing on his/her own merit shall be indicated separately in the mark sheet and shall be counted for the purpose of class, honours or distinction. However, unless otherwise eligible, the same shall not be counted for the purpose of obtaining any University scholarship, prizes, medals or placement in order of merit/rank for the said exam.

(ii) A student shall be eligible for the Sports Merit Marks in a particular Paper/Subject, provided that he/she shall have obtained a minimum of 50% of marks required to pass/claim exemption in that Paper/Subject. In the event of the students being unable to utilize the Sport Merit Marks, the same can be carried forward to the subsequent appearance of the same examination.

(iii) A student failing in a particular Paper (s) / Subject (s), whether in theory or practical or both, the Sport Merit Marks shall be added to the Paper(s)/Subject(s) and indicated by a hash (#). After which the general grace marks will be added and indicated by a dollar (\$). Balance marks, if any, shall be shown separately in the mark sheet.

(iv) In case of semester system of examination, the entitlement marks on account of participation of sports shall be awarded at the examination conducted at the end of the Semester during which the student is eligible for such marks.

N. B. (a) The rules relating to gracing under this scheme shall be applied first and thereafter if needed the scheme for the award of General Grace Marks, shall be applied.

(b) The marks graced under this scheme shall be shown separately in the candidate's marks sheet.

(c) The benefit envisaged in the above clauses shall be made available to students on their producing the necessary certificate in that behalf.

(d) If the percentage of the grace marks calculated / arrived at, comes to decimal of 0.5 and above then it shall be rounded to the nearest higher whole number.

(e) The students participating in sports / NCC / NSS / Cultural activities shall be eligible to get marks under only one category in whichever he / she scores maximum.

QC 5A. 4.3 Awards of class

I) Award of Gracing and Entitlement marks shall be in accordance with the Ordinance OA-5.16.

Addendum: II) In cases where the Entitlement Marks (EM) have not been fully utilized for gracing, these balance / remaining marks shall be converted to equivalent Entitlement Points (EP) using the conversion formula given below.

$EP(S) \text{ is } = \text{Rounded } \{EM(s) \times \text{Aggregate_Points}(S)\} / \text{Aggregate_Marks}(S)$
EP(S) is Entitlement Points allotted for the respective Semester 'S', EM (S) is Entitlement Marks allotted in the respective Semester 'S',

Aggregate_Points (s) in Semester 'S' is equal to aggregate_Credits (S) X Max Points; Aggregate_Credits (S) is the total of credit of all courses/ subjects in that semester; Aggregate_Marks (S) is the total of maximum marks of all courses / subjects in that semester; Max_Grade Points is highest Grade Point [10 in BCA Programme]. The EP(S) so obtained, shall be added to the numerator while calculating the CPI of semester 'S'. For Example - If a student has obtained 13 marks as EM (1) in the first semester of BCA and used 5 marks for gracing than the remaining 8 marks will be converted to EP(1) as follows.

$$\begin{aligned} EP[1] &= \text{Rounded } \{EM(1) \times \text{Aggregate_Points}(1)\} / \text{Aggregate_Marks}(1) \\ &= \{(32 \times 10) \times 8\} / 650 = (320 \times 8) / 650 \\ &= 2560 / 650 = 3.94 = 4 \end{aligned}$$

Revaluation

There shall be no revaluation of answer books of the candidates at the End - semester examination, except for Semester V and VI. Revaluation of answer books shall be as per the relevant Ordinance.

Personal verification

Personal verification of answer books for Semester I to IV shall be permitted to the candidates in the presence of Principal / Vice-Principal and the concerned examiner, provided he / she applies for the same along with the prescribed fees within eight days from the date of declaration of results.

The following shall be the procedure for the verification of marks:

- i. On a notified day and time, which shall not be later than 10 days after the receipt of application, the candidate shall be shown the answer book.
- ii. If the candidate is not satisfied with the results on personal verification of answer book, he / she may apply to the Principal for looking into the grievance (s).

Redressal of grievance (s).

- i. The candidate can make an appeal to the Principal of College in case of any grievance with respect to evaluation within two days from the date of personal verification of the answer book(s). The Principal in consultation with the BCA programme coordinator / HOD shall decide the matter.
- ii. The records pertaining to the appeal as well as the decision taken thereof , shall be placed before the Academic Audit Committee during the academic audit.

LIBRARY

Vision: Knowledge for transformation.

Mission: To provide access to resources by means of personal assistance and use of technology to enhance academic growth and self-development.

Objectives:

To create an environment for students to develop:

i) Academic excellence.

ii) Intellectual curiosity.

lii) Reading habit, and

iv) Lifelong learning.

The Library started functioning in 1986. Later in 2007, it was shifted in the new Library building inaugurated by Justice R.M.S. Khandeparkar, Judge of Mumbai High Court.

On the ground floor of the library building is the Circulation Section, Reference Section, E-Library Section and Research Cell. The Book Stacks are in the Basement and Reading Room is located on the Mezzanine floor. The total area of Library is 356 sq. meters and can accommodate more than 100 Library users at a time.

LIBRARY COLLECTION

At present the Library has a large collection of books, bound volumes of journals and newspapers in English, Marathi and Konkani. As a member of INFLIBNET N-LIST, Library also provides e-book and e-Journal facility to all members.

LIBRARY ADVISORY COMMITTEE (LAC)

The Library committee is an advisory body comprising of one faculty each from B. Com., B.C.A. and M. Com. and two students representatives. The role of LAC members is to provide Librarian with feedback and suggestions in improving library services.

Students interested to be members of the Library Advisory Committee may submit their applications to the Librarian on or before the 31st July every year. Two students (male / female from F.Y. B.Com. / B.C.A.) will be selected by a committee consisting Principal, Vice - Principal, and Librarian. As an added incentive the selected students will be provided additional Library card and unlimited internet usage in Library.

MEMBERSHIP

All members are required to make Library cards for circulation/lending and reference service.

	Lending Membership Card	Reference / Overnight Book Lending Card
B.C.A.	One card (One book per card)	One Card (One book per card)
Readers' Club	One card (One non-academic book)	

- In order to enable access to e-books / e-journals, e-mail alerts and reservation of books, every member is required to provide **valid e-mail** at the time of filling admission form.
- Students who have had indiscipline issues / defaulted /suspended in the past will require passing written exam regarding rules and procedures of library. Only after passing this exam, membership will be considered for membership again.
- New Library cards are issued to S.Y. & T.Y. B.C.A. students in the month of July every year, only after they have returned their old (previous year) Library cards.

INFORMATION, NOTIFICATION & PUBLICITY

Information Literacy: During the beginning of the academic year a Library orientation program is held in the month of July for the first year students to inform and familiarize them about the Library. Library tour may also be conducted on request.

Library Brochure: Printed information about the library is made available to members.

Library Notices: Members are informed about the various library activities, events, programs and announcements by means of notification on Library website, LCD monitor, notice board, and through email alerts.

Library Website: The aim of library website is to build a bridge between Library and its users by providing recent and necessary information.

New Arrivals of Books: A list of new books added to Library collection is displayed on library website.

Library Statistics: Library usage statistics is made available on library website.

Library Calendar: Dates of various programs / activities to be organized by the library during the academic year is displayed on library calendar.

LIBRARY RULES

Do's:

- Read Library notice board daily.
- Wear your ID card before entering Library.
- Keep your bags on the baggage stand.
- Scan your ID card to record walk-in / out.
- Maintain silence in Library.
- Use Library reading material and equipment with care.
- Check books for damage before it is issued. Inform the Library staff in case of damage.
- Return books on / before the due date.
- Books taken on Overnight Book Lending Card must be returned the next day before / during interval.
- Make use of only your own Library Card.
- Inform the Librarian in case of loss of Library card.
- When in need of assistance ask the Librarian / Library staff for help.
- Keep the Library clean.
- Follow the rules of the Library.

Don'ts:

- Speaking over mobiles in the Library is prohibited.
- Valuables in the Library are not allowed.
- Taking books from the Library without permission / being issued by Library staff may result in cancellation of membership.

If indiscipline continues in spite of repeated warnings, Library membership and services may be discontinued.

Duplicate Library Card: Loss of Library card should be reported to the Librarian immediately. Request for duplicate card should be made in writing. If the request is approved, new card will be issued on payment of ₹ 25/-.

Damage or Loss of Books: In case of damage or loss, a fine may be imposed or book may have to be replaced.

Refund of Library Deposit & General Deposit: Refund of deposits is to be claimed **within six months** from the date of declaration of result. Claims thereafter are liable to be forfeited. Student needs to return their lending and reference cards, to the Library for claiming refund. **No Refund will be given without returning the Library cards.**

SCHEMES

Book Bank: Two Text books are issued to F.Y. / S.Y. / T.Y. B.C.A. students for each semester.

Vacation Book Loan Scheme: Books may be taken during October / November & April / May vacations for home loan. Students need to contact Librarian to avail this scheme.

LIBRARY SERVICES

Personal Assistance: In case of difficulty in locating books, assistance may be requested from Library staff.

Physically Challenged Students: Separate seating is available in the Library for physically challenged students. If they do not wish to come to Library, books can be issued / returned through their classmates. Books can also be requested to be delivered to the class.

Automated Library: Library has a separate web server and is automated using free Library Management Integrated Software NEWGENLIB. All books are bar coded and issues and returns are automated. The Library catalogue can be viewed in campus over LAN and outside the campus on the internet. Library walk-in/ out is also automated.

Open Access: Users may visit the book stacks and take required book for lending or reference.

Circulation / Lending Service: Books are issued for home reading for a period of 7 days against Library card.

Class	Day(s) Issue / Return	Time
T.Y.B.C .A.	Monday & Thursday	9:00 am to 1:00 pm
S.Y. B.C.A.	Wednesday & Saturday	9:00 am to 1:00 pm
F.Y. B.C.A.	Tuesday & Friday	9:00 am to 1:00 pm
Readers' Club Members	All working days (max. 30 days)	9:00 am to 4:00 pm

Library will remain closed on Sundays and public holidays.

Library Fines: Books need to be returned on or before the due date that is stamped on the due date slip on the last page of the book. A fine of ₹ 5/- will be charged per day for books returned after the due date. Defaulting thrice or more may result in suspension (one week / month / Semester) of Library card. Sundays / holidays will also be included in calculation of fines.

Renewal: If there is no demand for a particular book, request can be made for renewing the book again. Maximum two consecutive renewals are allowed.

Reference Service: Books, journals, magazines and newspaper can be read in the reference section by producing reference card. Students should not keep books back in the cupboard after reference. Always return the books to the Library staff.

Overnight Book Lending Service: Students who are unable to complete their reference work by the close of Library time (i.e.5 pm) may take the book on reference card. **Books taken home for overnight reading shall be returned to the Library the next day, before / during interval.** Failure to return the book will be treated as late by one day and fined ₹ 10/-. Sundays / holidays will also be included in calculation of fines.

Referral Service: Students can consult Librarian regarding the availability of books in other Libraries.

Online Public Access Catalogue (OPAC): Users can access bibliographic information of books on Library OPAC within the campus. Access outside the campus is available on the internet by using WebOPAC.

On-Line Library Service: Institutional Repository consisting of question papers, syllabus, press clippings and college publications is available on-line on Library website.

Reprographic (Xerox) Service: Will be open from 8:30 am to 1 pm and 2 pm to 4:30 pm. ₹ 1 will be charged per copy (A-4 / legal).

Printing: Free printout facility (with limit of 5 pages is allowed to a student per week) is provided to students to assist them in academic activities. **Students need to bring their own A-4 / legal paper.**

Free Internet: 30 minutes free internet browsing and downloading is available for students per session.

Book Display: New books are displayed on the new arrival stand.

Thematic Book Display: Every month, books from the Library collection on a certain theme are displayed in the Library.

Book Exhibitions: Two book exhibitions are held in August and January every year by reputed book sellers for the benefit of students and staff.

ANTI RAGGING COMMITTEE

Ragging is a crime and top most Priority has to be accorded to stop it Immediately. In Pursuance of the Judgement of the Hon'ble supreme court of India date 8/5/2009 in civil appeal No. 887/2009, the University Grants Commission framed " UGC Regulations on curbing the menace of ragging in higher educational Institutions, 2009". The Regulations are available on the UGC website i.e. www.ugc.ac.in. A nationwide toll free anti - ragging helpline no. is 1800 - 180 -5522 in 12 languages has also been established which can be accessed by students in distress due to ragging.

Additionally, the college constitutes an Anti Ragging Committee. Students may report any grievances to the Committee.

Our Institution focuses on all-round development of the students through different Association & clubs. Some of the major Associations are:-

CULTURAL ASSOCIATION

The Cultural Association of the College organizes competitions like Rakhi making, Makhar making, Singing, Ghumat Aarati, Rangoli, Flower arrangement (In-house) which brings out the hidden talents in the students. It creates a balanced human being, where academics blend with talents and create a civilized individual with multiple skills of planning, organizing and executing the various activities.

The Cultural Association organizes and allows students to participate in various inter collegiate competitions ranging from Folk Dance to Fashion show and strives for an overall personality development of the students. The Cultural Association also organizes workshops to develop the skills among the students. Every year cultural association gives Best student in cultural activities award based upon the performance in cultural activities for three years.

NATIONAL SERVICE SCHEME (N. S. S.)

The National Service Scheme is a student youth service programme. It aims at arousing social consciousness of the youth with an overall objective of personality development of the students through community service. The Motto of the NSS is " Not Me ,But You ". The programme consists of special camping (7 days) and regular activities (community work). A NSS volunteer has to complete 120 hours of community work in a year.

The activities of the NSS unit of the college are:

1. Improvement of campus
2. Tree plantation /Medicinal plants collection drive
3. Constructive work in urban and rural areas
4. Work in welfare institution
5. Blood donation
6. Adult and non-formal education
7. Health, Nutrition, family welfare, HIV/AIDS awareness campaigns in association with government and non-government agencies
8. Sustainable development with emphasis on wasteland development and watershed management
9. Road safety training and disaster management

Broadly, NSS attempts to establish meaningful linkage between (a) campus and community, (b) college and villages and (c) knowledge and action. NSS volunteer have to maintain the record of community work executed for the academic calendar. They have to maintain discipline, decorum and show exemplary conduct in personal and public life.

N. S. S. units cloth bag making project

Apart from all other work of cleaning the campus, conducting the awareness programmes etc. The main thrust is on making Ponda plastic free. After the success of 'paper bag making' project, the college thought of making cloth bags by making use of used clothes. People responded and have been donating their clothes with which cloth bags are made. Girl students were trained by conducting 10 days workshop. They are now fully equipped to make the cloth bags of any size and dimension. The students, parents and community at large have responded very well to this project and have appreciated the college for undertaking such project. Some well wishers and philanthropists have donated sewing machines and washing machine to this project. All students involved in the project have appreciated the skill imparted to them. Students have been made into batches of small numbers and each batch is given the time and the days of work. As such they did not realize any pressure or burden of the work. The college intends to continue with this project in future and as such contribute to sustainability. Cloth bags project is an alternative to “plastic bags” in Ponda city carried out by NSS volunteers of the college.

NATIONAL CADET CORPS (N. C. C.)

The National Cadet Corps is the Indian Military Cadet Corps with its Headquarters at New Delhi, India. It is open to School and College students on voluntary basis. The main motto of NCC is 'Unity & Discipline'. NCC Cadet has to complete specified parades in each academic year right from first year till third year. In the second and third year of NCC, Cadet will be eligible for appearing in B and C Certificate Examination on completion of required attendance.

The activities of NCC are:-

1. Republic Day Camp
2. National Integration Camp
3. Thal Sainik Camp
4. Rock Climbing Camp
5. Youth Exchange Camp
6. Annual Training Camp
7. Blood Donation
8. Swatch Bharat Abhiyan
9. Yoga Capsule

NCC helps cadets to develop qualities like noble character, comradeship, discipline, spirit of adventure, sportsmanship and ideas of selfless service to the country. Every year a cadet is given a 'Best NCC Cadet' award depending upon number of camps attended and his/her overall performance.

STUDENTS' COUNCIL

There shall be Council of Students to plan, organize and implement the various activities to bring out the best in every student. The Council shall constitute the elected representatives of each divisions of First, Second and Third Year of B.Com. and B.C.A. classes. Similarly General Secretary, Cultural Secretary shall also be elected and Sports Secretary shall be nominated by Director of Physical Education to carry out following duties:-

- 1) To organise activities for all round development of the student community.
- 2) To carry out any other duties handed over by the Teacher-In-Charge / Principal.
- 3) To maintain discipline on the campus of the Institution.
- 4) To actively associate with activities of the council without affecting regular classes.
- 5) To strive for the welfare of the student community.

The members of the Student's Council shall carry out above mentioned duties with integrity, honesty, hard work, impartiality and kind behaviour towards all. Students Council gives a platform for students to address the grievances from time to time. The College informs the members of the Council before deciding on major issue. The General administration of the College activities academic matters are informed to students. The Students Council has undertaken an important activities of imparting soft skills to the students, besides other activities. An MOU is signed by the college with 'Sapients Training Organization' from Kochi, Kerala by which students will be imparted professional training in different modules of soft skills. The Programme conducted this year is well received by the students. Besides this, another programme in 'Presentation skills' is also carried out for the benefit of the some students. This is done with the intention of making teaching, learning more student centric. The students are motivated to organize activities by exchanging ideas among themselves and organize activities on their own which helps them in confidence building, elimination of stage fear and enhancing relations with their colleagues.

THEATRE CLUB - NATYADARPAN

The theatre club is a group of students interested in theatre art. The students get an opportunity to attend and perform at training sessions, lectures and workshops conducted by our college as well as other institutions, covering different aspects of theatre such as monologue, mime, mimicry, body language, facial expression, skit, drama also channelizing and fine-tuning them in the field of script writing, music, direction, make-up, lights, stage arrangement and street play, thus having overall personality development through theatre art. The students thereafter perform at inhouse as well as inter-collegiate drama competitions organized in the state.

NATURE CLUB (ECO-VISION)

The nature club has been formed to generate awareness about environment in the young minds and to create a vision among the future "Stake holders". It aims at encouraging students to explore environmental values and sensitize them to the problems of environmental degradation. This helps the students in choosing life styles which are in harmony with the environment and which foster long term benefits to the present and future generation. To do this, various guest lectures are arranged for the students. It also arranges field trips to farms and units which produce eco friendly products. The Club also undertakes tree plantation programme on the campus.

STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

A. Collegiate Student Grievance Redressal Committee (CSGRC)

- (i) A complaint from an aggrieved student relating to a college shall be addressed to the Collegiate Student Grievance Redressal Committee (CSGRC) with the following composition, namely:
 - a) Principal of the college - Chairperson:
 - b) Three senior members of the teaching faculty to be nominated by the principal - members:
 - c) A representative from among students of the college to be nominated by the Principal based on academic merit/excellence in sports/performance in co-curricular activities - Special Invitee.
- (ii) The term of the members and the special invitee shall be two years.
- (iii) The quorum for the meeting including the chairperson, but excluding the special invitee, shall be three.
- (iv) In considering the grievance before it, the CSGRC shall follow the principles of natural justice.
- (v) The CSGRC shall send its report with recommendations, if any, to the vice-Chancellor of the affiliating University and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the complaint.

READERS' CLUB

To inculcate better reading habits among the students, our College has started a Readers' Club. Under this the interested students are made the members of the Readers' Club. The student gets facility of an additional book. The students present book review of the books read by them. At the end of the year, an award is presented to the 'Best Reader' based on the number of books read, attendance at the Readers' Club meetings, presentation of book review, etc. The club also organises self composed poetry competition, Book review competition and so on. The club motivates the students to participate in various inter collegiate competition like Elocution, Debate, Poetry, etc.

PLACEMENT CELL

The placement cell has been formed in the College with twin objectives.

- 1) To help the students in preparing themselves for facing the job market. The students are trained in preparing their CVs, interview techniques. Aptitude tests are also conducted to guide them towards proper employment options.
- 2) To develop a link between the institution and the job / employment market different programme like HR connect etc. are also held. Students are given the opportunities to appear for the interviews in different companies. Even Campus interviews and orientation in Post graduate, diploma, certificate courses are also organized by the Cell.

GYMKHANA

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

SCHOLARSHIP, AWARDS & PRIZES

The college has Instituted various scholarship and prizes to reward the meritorious students.

FINANCIAL ASSISTANCE FROM STUDENTS' AID FUND

Every year Financial Assistance from Students' Aid Fund will be given to poor students to meet partly or fully their tuition fees or examination fees or to purchase books as per Goa University / Goa Government guidelines, on following terms and conditions:-

- 1) Applicant must be regular student of the College.
- 2) Annual income of the parents of applicants from all sources should not exceed ₹ 2,00,000/- per annum.
- 3) The applicant will have to produce latest Income Certificate from concerned authorities as per Government instructions.

- 4) The applicant should not be in receipt of any other scholarship / assistance from any source except Merit Scholarship. Repeater in the same class is not eligible to assistance from this fund.

TO BE NOTED:

It is informed that as per University Statute SC-5 (xx) (e) a college Teacher shall not conduct individually or participate in conducting jointly with other coaching classes directly or indirectly. He /she shall not give any private tuitions.

If any teacher compels the students for private tuitions, students are requested to bring the same to the notice of the Principal in writing.