



**GOA VIDYAPRASARAK MANDAL'S
GOPAL GOVIND POY RAITURCAR
COLLEGE OF COMMERCE & ECONOMICS**

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

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Website: www.gvmcommercecollege.ac.in

Library website: gvmcommercecollege.ac.in/library

COLLEGE OFFICE WORKING HOURS

Monday to Friday: 9 a.m. to 5 p.m.

Saturday: 9 a.m. to 1 p.m.

Money Transactions: 9 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.

PROGRAMMES OFFERED

1. Bachelor of Commerce (B.Com.) (Aided)
2. Bachelor of Computer Application (B.C.A.) (Self Financed)
3. Master of Commerce (M.Com.) (Self Financed)
4. Life Skill and Soft Skill Courses

GOA VIDYAPRASARAK MANDAL

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COLLEGE PROFILE

Goa, the smallest state of the Indian Union, is known for its excellent civic amenities, advanced infrastructure, tourism, hospitality and most significantly the quality of education. Goa Vidyaprasarak Mandal is one such educational institution which is committed to deliver education par excellence from K.G. to P.G.

On the auspicious day 12th June 1986 (Saka 1908 Jyestha Sukla Paksha Panchami), Goa Vidyaprasarak Mandal's College of Commerce and Economics was established in Ponda. The college came to be officially renamed as Goa Vidyaprasarak Mandal's Gopal Govind Poi Raiturcar College of Commerce and Economics on 13th March 1994 (Saka 1915 Phalgun Shukla Paksha Pratipada).

A group of eminent personalities, freedom fighters and social workers driven by the concern and zeal for providing education among the residents of Ponda taluka established Goa Vidyaprasarak Mandal, the parent body of the college, on the auspicious day, 2nd October 1911, which marks the Gandhi Jayanti and Lal Bahadur Shastri Jayanti. Goa Vidyaprasarak Mandal has not left a single stone unturned in its journey for last 110 years in the delivery of education to the masses; may it be at KinderGarten, primary, secondary, higher secondary, graduation, post-graduation level or even in preparing students for IIT entrance exam through its Adarsh Higher Secondary School. Mandal also has set up a secondary school “GVM’s Utkarsh Vidyamandir” in 2017 (CICSE Board).

The college embarked upon its journey of imparting education with a handful of teaching and non-teaching staff members, three classrooms and approximately 300 pupils. Later on, the College was re-located to a spacious and green landscape to Vidya Sankul at Farmagudi in the year 2000. In January 2015, the College was re-accredited by National Assessment and Accrediation Council, Bengaluru, with 'B' Grade CGPA of 2.70.

The College has been recognized as a Cluster Research Centre in Economics for Ph.D. Course in Economics from 27th July 2021

The vision-mission statement of the college is:

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

Mission: *“To make the 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 the ideal citizens of our country”.

The present college premises spreads over 15,000 square meters of land in a tranquil area surrounded by lush green landscape which is an ideal place to maintain conducive atmosphere for teaching and learning process.

The college is committed to cater higher education in the faculty of Commerce stream to the community of students belonging to both rural and urban areas of Ponda taluka in Goa. The college is equipped with the requisite indispensable progressive infrastructure and learning resources such as educational software, educational videos, Audio-Visual aids, Free Wi-Fi facility, access to the renowned libraries of the other countries across the world through software like N-List, Inflibnet in order to meet the advanced demands of the tech-savvy pupil-netizens of the global village. Following the rules and regulations laid down by University Grants Commission and Goa University, the college has adopted and implemented Choice Based Credit System programme which is student-centric and grants students the liberty to choose subjects of their choice. By following all the norms, conditions laid down by the Goa University and Department of Higher Education, the College is committed to a transparent administration, teaching-learning and evaluation system. The college harbours upon reliable research, consultancy, Placement Cell and extensive base to impart higher education in Commerce and allied fields. With education and student oriented learning in its classrooms, the college supplicates the involvement of all its stakeholders – students, parents, teachers, management, industry, voluntary organizations, University, UGC and government agencies. The college offers opportunities for higher education through various programmes such as Bachelor of Commerce (B. Com.), self financed programme in Master of Commerce (M. Com.) and Bachelor of Computer Application (B.C.A.) to cater to the requirements of the students and requests from government from time to time.

The college takes pride on its stepping stones such as knowledge, adequate use of technology, sustainable development and eco-friendly approach, in its aim of fulfilling its mission by moulding students into the ideal citizens of our country.

Hence, the college has taken up responsibility of dealing with various sensitive issues such as garbage management, minimizing the use of plastic and thereby making education more applicable to community and society-oriented. To achieve this, the college has taken up, for last three years, skill based activities such as making paper bags and cloth bags and distributing the same among the shopkeepers, merchants and the general public in Ponda town. Apart from this the college strives to instill competencies in the students by conducting workshops in soft skills. For this purpose experts in the related fields are invited. The National Service Scheme (NSS) enhances awareness among the students about community service, environmental issues and the need to maintain ecological balance. A trip to Salim Ali bird sanctuary was organized to enable the students to connect with nature and the bird habitat.

The college promotes patriotism among the students through the National Cadet Corps (NCC). Transformation of the lives of the underprivileged and marginalized is done through sports and games.

The college also organizes visits to business units like Nestle India Ltd. (Usgao), Uzoorba Technology LLP. To promote the entrepreneurship spirit among students a visit to CIBA (Verna) is held. As part of investor education and to familiarize the students, to trading in securities a trip to Bombay Stock Exchange (BSE) was organized.

Visit to Central Library was also organized to inculcate the reading habit among students.

The Annual College Tour is held to expose the students to the diverse and rich cultural heritage of our nation. Visits to monuments, places of historical significance, temples etc. form a part of the tour package.

The College celebrates 'Daan-Utsav' in the first week of October as an activity of Commerce Association. Here, staff members, students are made to look beyond profit which is the core of any commercial activity. Through 'The My ₹ 10/-campaign' they are requested to voluntarily donate ₹ 10/- or more towards a social cause. The college identifies a NGO that does remarkable work for the betterment of society and the amount raised through its campaign is donated to the NGO against receipt. The college has humbly donated the amount to organizations such as 'Sanjeevan' (caring for Old), National Association of the Blind (NAB) and Sabrcare (caring for children with Cancer).

For better and effective teaching-learning process, the College has adopted Integrated Computer Technology for all the courses that it offers. With the funds received through Rashtriya Uchchar Shiksha Abhiyan (RUSA), the college has equipped computer laboratory with computers having internet facility 24x7. The College library is equipped with huge collection of books, latest journals, magazines, local as well as national newspapers and e-learning resources which are always available to students. The total number of books in the college library is approximately 24,900. With the view of making learning resources available to public at large, the College has made its library facility available to public community through its Extension Services. Similarly, every visitor of the college is granted free access to its WiFi connectivity. Refreshments are made available at concessional rates at the canteen. The College is equipped with well maintained Audio-Visual Room, 24x7 Generator backup services.

Since inception, the College has been and shall continue to serve the students belonging to all the sections of society such as General, Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Minority Community, Weaker sections and Divyaangjan (Differently Abled). The total number of enrolled students across the

courses is approximately 775 for the last three years.

The teaching staff members contribute to University, educational and government bodies in various ways such as up-gradation of syllabus, courses, web-sites in the pursuit of facilitating and enriching academic and co-curricular activities. The college faculty is persistently proactive in upgrading their knowledge by undergoing Orientation Programs, Refresher Courses, participating in and organizing national and international level seminars, conferences, workshops, discourses, lectures, undertaking minor research projects, publication of research papers, completing MOOCs and SWAYAM courses. They are also engaged in mentoring the students community. The College does offer Counseling services to the students. The knowledge, wisdom, experience and expertise of the teaching faculty are continually maneuvered towards the fruitful outcome in the interest of students.

The College takes pride in its competent, experienced and committed faculty with doctoral qualifications and encourages research-related activities. The alumni of the college have carved a niche and have established themselves in various disciplines and professional fields such as Chartered Accountancy, Company Secretaryship, Law, Sports, Music, Applied and Performing Arts and so on. The students of the College have brought laurels in multiple activities such as Maand, Urba, accolades in Sports and games at national and international level. The various national programmes adopted by the college are National Service Scheme (N.S.S.), National Cadet Corps (N.C.C.). Besides the College Students' Council provides a platform to students to exhibit their talent and also aims at achieving their holistic personality development and overall refinement and growth.

The college is committed for academic excellence and is determined to strengthen the holistic and inclusive development of the student community. Hence, the college pro-actively organizes diversified academic ventures such as seminars, workshops, conferences, participatory learning, guest-lectures for the benefit of students throughout the academic year. To inculcate team spirit and leadership qualities, the College organises various sports and cultural activities by inviting eminent personalities for motivational and spiritual talks. The College not only observes International Yoga Day on 21st June every year, but also conducts sessions in Yoga for a peaceful and healthy mind in a healthy body. The College takes cognizance of the meritorious sportspersons (students) and offers them due scholarships and monetary awards through Sports Policy of the college. Through its various associations and clubs, the college nurtures and fosters curricular and co-curricular activities. For the last 36 years, the College is committed towards the substantial improvement in the quality of teaching-learning process and making the education more pertinent and suitable to the growing challenges and needs of the society, industry and government agencies.

GOA UNIVERSITY'S CHOICE BASED CREDIT SYSTEM PROGRAMME BACHELOR OF COMMERCE B.Com. (Hons.) (APPLICABLE TO STUDENTS SEEKING ADMISSION TO SEMESTER-I)

In order to bring Undergraduate curriculum on par with the model curriculum recommended by the University Grants Commission, Goa University has introduced Choice Based Credit System (CBCS) Programme from the academic year 2017-2018. OC-66 gives detailed provisions regarding CBCS Programme

Ordinance OC-66 relating to the three year Choice Based Credit System Programmes of Bachelor of Arts, Bachelor of Arts (Honours), Bachelor of Commerce, Bachelor of Commerce (Honours), Bachelor of Science and Bachelor of Science (Honours) Degrees (under section 24(1) of Goa University Act, 1984) (effective from the academic year 2017 - 18).

OC-66.1 GENERAL

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

1.1 OBJECTIVES

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

1.2 DEGREE TO BE AWARDED

Bachelor of Arts/ Bachelor of Commerce/ Bachelor of Science/ Bachelor of Arts (Honours)/ Bachelor of Commerce (Honours)/ Bachelor of Science (Honours).

1.3 DURATION OF COURSE

The afore-mentioned Degree Courses shall each have duration of three academic years. Every academic year shall consist of two Semesters.

OC-66.2 ELIGIBILITY FOR ADMISSION

Eligibility for admission leading to the Degree of Bachelor of Arts/ Bachelor of Commerce/ Bachelor of Science/ Bachelor of Arts (Honours)/ Bachelor of Commerce (Honours)/ Bachelor of Science (Honours) shall be as follows.

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

(A) To be eligible for admission to the Semester I of the Three Years Programme leading to the Degree of Bachelor of Arts/ Commerce/ Bachelor of Arts (Hon.)/ Commerce (Hon.) 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 a similar examination of another body, equivalent to Goa Board of Secondary and Higher Secondary Education, Goa, and recognized as such by Goa University.

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

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

(E) A candidate migrating from another recognized University and desirous of direct admission to Semester-II may be considered for admission provided

he/she has cleared/passed First Term/ Semester-I examination of that University with those subjects for which admission is sought and undertakes to successfully complete the other compulsory Courses of Semester-I.

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

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

- (A) A candidate who has been declared passed in Semester-I to Semester-IV examinations shall be eligible for admission to Semester-V.
- (B) A candidate admitted for Semester-V shall be deemed eligible for admission to Semester-VI.
- (C) A candidate migrating from any other recognized University may be considered for admission to Semester-V of the B. 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.

(i) 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 comprise Courses such as Core, Elective and Ability Enhancement Courses.
3. A Credit shall consist of 15 clock hours of theory of 1 hour duration each or 15 practical classes of 2 hours duration each, per semester or its equivalent; field work and such other as recommended by the Board Of Studies (BOS) shall be considered under practical category for calculating credits and workload.
4. One Credit shall carry a maximum of 25 marks.
5. A student shall be eligible for the award of Bachelor's Degree on successful completion of minimum of 132 Credits, to be completed over a minimum of six Semesters.

A student shall be eligible for the award of Bachelor's Degree (Honours) on successful completion of minimum of 148 Credits, to be completed over a minimum of six Semesters.

OC-66.4 COURSE STRUCTURE

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

2. Core Course

A Core Course (CC) shall be of 4 or 6 Credits and may consist of only theory

component, or theory and practical components, in which case the theory component shall be of 3 Credits and the practical component shall be 1 Credit for 4 credit courses and the theory component shall be of 4 Credits and the practical component shall be 2 Credits for 6 credit courses, or as prescribed by BoS and approved by the Academic Council.

3. Elective Course

An Elective Course can be chosen from a pool of Courses, which may be specific/ specialized/ advanced/ supportive to the discipline or subject, or which provides an extended scope, or which enables an exposure to some other discipline/ subject/ domain or which nurtures the candidate's proficiency/ skill. An Elective Course may be Discipline Specific Elective Course or Generic Elective Course.

3.1 (Notified on 29th May, 2017) Discipline Specific Elective (DSE) Course

Discipline Specific Elective (DSE) Courses shall be offered in the main discipline/ subject. Each DSE shall be of 4 Credits and may consist of only Theory component, or Theory and Practical component, in which case the theory component shall be of 3 Credits and the practical component shall be 1 Credit or as prescribed by BOS and approved by the Academic Council. Any number of DSE's as approved by BOS and AC, can be offered depending upon the specialization available in the college.

3.2 (Notified on 29th May, 2017) Project

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

3.3 Generic Elective Course

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

4 Ability Enhancement Courses (AEC)

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

4.1 AEC Courses are based upon the content that leads to Knowledge enhancement.

Environmental Studies as AEC Course is mandatory for all disciplines. Each Course shall have only Theory component of four credits or two separate Courses of 2 credits each.

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

5 The Course Structure for the Three Year Degree Programme in B.Com. shall be as specified below:

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

5.5 Programme Structure for Bachelor Of Commerce (Honours)

Semester	Core Course (CC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific (DSE)	Elective: Generic (GE)
I	CC 1: General Management CC 2: Financial Accounting CC 3: Micro-Economics CC 4: Commercial Arithmetic	AECC 1: Spoken English AECC 2: Environmental Studies			GE1: Computer Applications/ Banking/ Marketing Management
II	CC 5: Introduction to Marketing CC 6: Financial Statement Analysis & Interpretations CC 7: Managerial Economics CC 8: Commercial Arithmetic	AECC 3: Business Communication AECC 4: Environmental Studies			GE 2: Computer Applications/ Banking/ Production Management

III	CC 9: Business Finance CC 10: Fundamentals of Cost Accounting CC 11: Entrepreneurship Development		SEC 1: Business Law/ Business Communication / Computer Application for Business I		GE 3: Business Statistics/ Business Environment GE 4: Economics of Resources/ Indian Capital Market/ Retail Management
IV	CC 12: Fundamentals of Investment CC 13: Income Tax (Direct Tax) CC 14: Accounting for Service Organizations		SEC 2: Companies Act & IPR Laws/ Business Communications II/ Computer Application for Business II		GE 5: Business Statistics/ Business Environment GE 6: Indian Economy/ E-Commerce & E-Accounting/ Financial Management
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- Generic Elective; SEC-Skill Enhancement Course; AECC-Ability Enhancement Compulsory Course; \$- DSP In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) has to be taken up.

Credits for B. Com (Honours)

Semester	Subjects	Credits	Total
I	CC 1: General Management	4x1	4
	CC 2: Financial Accounting	4x1	4

	CC 3: Micro-Economics	4x1	4
	CC 4: Commercial Arithmetic	4x1	4
	AECC 1: Spoken English	4x1	4
	AECC 2: Environmental Studies	2x1	2
	GE 1: Computer Applications /Banking/Business ethics, Corporate Governance & Corporate Social Responsibility / Marketing Management	4x1	4
	Total		26
II	CC 5: Introduction to Marketing	4x1	4
	CC 6: Financial Statement Analysis & Interpretations	4x1	4
	CC 7: Managerial Economics	4x1	4
	CC 8: Commercial Arithmetic	4x1	4
	AECC 3: Business Communication (Modern Communication Skills)	4x1	4
	AECC 4: Environmental Studies	2x1	2
	GE 2: Computer Applications /Banking/ Customer Relationship Management / Production Management	4x1	4
	Total		26
III	CC 9: Business Finance	4x1	4
	CC 10: Fundamentals of Cost Accounting	4x1	4
	CC 11: Entrepreneurship Development	4x1	4
	SEC 1: Business Law/ Business Communication / Computer Application for Business I	4x1	4
	GE 3: Business Statistics / Business Environment/ Indian Capital Market / Retail Management	4x1	4
	GE 4: Economics of Resources / Consumer Behaviour	4x1	4
	Total		24
IV	CC 12: Fundamentals of Investment	4x1	4
	CC 13: Income Tax (Direct Tax)	4x1	4
	CC 14: Accounting for Service Organizations	4x1	4
	SEC 2: Companies Act & IPR Laws/ Mass Communications II/ Computer Application for Business II	4x1	4

	GE 5: Business Statistics / Business Environment / E-Commerce & E-Accounting / Financial Management			4x1	4
	GE 6: Indian Economy/Salesmanship & Sales Management			4x1	4
	Total				24
V	CC 15: Industrial Management			4x1	4
	CC 16: Indian Monetary & Financial System			4x1	4
	DSE 1: Income Tax & Goods & Service Tax	OR	DSE 1: Cost Accounting - I	4x1	4
	DSE 2: Auditing - I		DSE 2: Cost Accounting - II	4x1	4
	DSE 3: Government Accounting		DSE 3: Techniques of Costing	4x1	4
	DSE 4: Financial Reporting		DSE 4: Management Accounting	4x1	4
VI			CC 17: Human Resourch Management	4x1	4
			CC 18: International Economics	4x1	4
	DSE 5: Advanced Company Accounts	OR	DSE 5: Advanced Cost Accounting - I	4x1	4
	DSE 6: Accounting - I		DSE 6: Cost Management Audit	4x1	4
	DSE 7: Accounting - II		DSE 7: Advanced Cost Accounting - II	4x1	4
	DSE 8: Corporate Accounting of Tax planning		DSE 8: Advanced Management Accounting	4x1	4
	DSE : (Project)		DSE : (Project)	4x1	4
	TOTAL				

1. Business Law in Semester III & IV and Accountancy papers in Semester V and VI will have 3 credits of Theory and 1 credit of Practical; 2. Computer Application paper in Semester I and II will have 3 credits of Theory and 1 credit of Practical.

ADMISSION FOR SUBJECTS AT SEM V AND SEM VI

ACCOUNTING AS A DISCIPLINE SPECIFIC ELECTIVE

- 1) There shall be **only sixty students** for accounting as a Discipline Specific Elective.
- 2) The decision to increase the seats shall be taken by the Principal, depending on the other factors,
- 3) Marks scored in the papers - Financial Accounting (Sem I), Financial Statement Analysis & Interpretation (Sem II), Income Tax (Direct tax) (Sem IV) and Accounting for Service Organisations (Sem IV) shall be the criteria for selection of students in the order of merit.
- 4) Students consistently passing all semester shall get precedence over others.

Scheme of Examination (B. Com.)

- 1.(a) The evaluation for the Courses, shall comprise Intra-Semester Assessment (ISA) and the Semester End Examination (SEE).
 - (b) The ISA tests shall carry 20% of maximum marks allotted for the Course, and SEE shall carry 80% marks. There shall not be an ISA for the Practical component of the Course.
 - (c) A Course of 4 Credits for total of 100 marks, having only Theory, shall have ISA for 20 marks and SEE for 80 marks.
 - (d) A Course of 4 Credits for total of 100 marks having Theory and Practical components shall have ISA's only for Theory component for total of 15 marks, and SEE Theory component for 60 marks and Practical component for 25 marks. A Course of 6 Credits for total of 150 marks having Theory and Practical components shall have ISA's only for Theory component for total of 20 marks, and SEE Theory component for 80 marks and Practical component for 50 marks.
 - (e) Courses of any other number of Credits shall have proportionate marking system.
- 2.(a) The ISA for the theory component of a Course shall be conducted twice in a given Semester, once through a written test and the other by using alternate modes of evaluation including assignment/ presentation/ orals/ such other. There shall not be any averaging of ISA marks.
 - (b) Generally, the ISA for a given Course shall be conducted by the teacher/s teaching that Course.
 - (c) The schedule for the ISAs shall be notified to all at the beginning of the Semester.
 - (d) The marks of ISA shall be communicated to the students within two weeks.
 - (e) ISA I shall preferably be completed by the end of July for odd Semesters and end of January for even Semesters. Students who fail to appear for the test due to a genuine reason shall be given another opportunity by the end of August/ February respectively, on a date pre-determined by the College. ISA II will be completed as decided by the teacher but before the end of the semester.
 - (f) Every College shall appoint a three member Committee to monitor the ISA in the College. There would be no remission in workload or remuneration for carrying out this work.
 - (g) A student who does not appear for two ISAs of a Course shall not be eligible to answer SEE of that Course.
- 3.(a) The SEE shall be conducted at the conclusion of a given Semester, and shall cover the entire syllabus prescribed for the respective Course.
 - (b) A candidate shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEE provided he/she has appeared for two ISAs of the Course, and fulfills the minimum attendance requirements as per the

relevant rules of the University. A candidate failing to fulfill these conditions shall have to repeat the Semester.

- (c) A tentative schedule of SEE examination of Semesters I – IV, evaluation, declaration of results shall be prepared by the respective College(s), preferably at the beginning of each academic year and shall be notified to their students with a copy to the University. Setting of the question papers, evaluation of answer-scripts and declaration of results shall be done by respective Colleges.
- (d) Assessment of answer-scripts of SEE of Semesters I - IV shall be organized by the Colleges. The assessment of the SEE answer scripts at the Semesters I - IV shall be done by the teachers of respective Colleges. If two or more Colleges desire to have the same question paper in any of the subjects, a common paper may be set by the teachers from the concerned colleges. For this purpose, a Committee of senior teachers may be constituted by the Principals of concerned Colleges.
- (e) The pattern of question paper(s) to be set for the SEE in a given Subject and the scheme of marking shall be decided by the BoS in that subject. For this purpose, the BoS shall frame specimen question paper(s) in the concerned Subject for each Semester for the information of the students. Similarly, for practical examinations, the number of laboratory exercises, marks distribution for each exercise and other relevant details shall be decided by the BoS in that subject.
- (f) The Schedule of the Examination and the setting of question paper(s) for SEE for Semester- V and Semester-VI shall be done centrally by the University.
 - (i) A Board of Paper-Setters and Examiners for the SEE of Semester V and VI shall be appointed by the University.
 - (ii) The Paper-Setters shall finalise the question paper(s); there shall be no objective type of questions at SEE; however short answer questions may be set.
 - (iii) The paper setters shall also prepare a key for answers to all question/sub questions and the scheme of marking of the paper set at the examination. In case of descriptive type of answers, only important points to be expected may be highlighted in the key.
 - (iv) The Chairperson shall personally hand over the sealed set of question papers and answer keys to the Controller of Examinations in the prescribed manner.
 - (v) Photocopies of this key and the marking scheme for each of the paper of the concerned Semester V and VI shall be given to the examiners assessing the papers.
- (g) The duration of SEE theory paper carrying 40 marks shall be of 1 hour duration, and those above 40 marks shall be of 2 hours duration.

- 4.(a)(i) Examination(s) in Laboratory exercises shall be conducted for Courses having practical component. Marks shall be allotted for journal/lab record book, field work, experiment assigned to the candidate and oral, and shall be

respective subject, approved by the Academic Council and notified by the University to all the Colleges.

broadly as follows: Experiment 60%, Journal 20%, Orals 20%. The final break-up of marks shall be as recommended by the Board of Studies in the

- (ii) For assessing the candidate's performance in the assigned experiment, the examiner shall take into account the planning, the procedure and the technique followed by the candidate along with the readings/observations, the results and the presentation.
 - (iii) Candidates shall be required to submit the journal/record book while entering the laboratory to appear for the practical examination. Examiner(s) shall take into account the regularity of the candidate in attending the Laboratory Course, completeness of the exercises, presentation and style of writing the journal. For subjects having field work component, the candidate shall be required to submit the report of such field excursion(s) along with the journal(s) for assessment. The examiner(s) shall consider the report along with journal(s) while allotting the marks.
 - (iv) In oral examination, the examiner(s) shall assess the knowledge of the candidate in the Course as well as the experiment(s) performed by the candidate.
- (b) Record of the breakup of marks thus obtained by the candidate for Semesters I to IV, shall be maintained by the respective College in a sealed envelope for a minimum period of 4 years.
 - (c) A candidate may be permitted, strictly on medical or other genuine grounds, to appear for practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination programme for Semester-V and Semester-VI issued by the University. This out of turn appearance may be in the same college in a different batch or in a different College. Such permission may be granted by the University if so recommended by the Principal of the College. The candidate shall be required to remit the requisite fee for his/her being examined out of turn.
- 5.(a)(i) The project shall be compulsory for all students in lieu of a DSE. Discipline Specific Project (DSP) shall be assigned during the V semester and assessed and credits assigned in the VI semester. The project shall be group project with a maximum of 5 students per group. A teacher shall not be ordinarily assigned more than 2 projects. The project workload will be 2 hours per week for a group of 5 students and for a group of 3 or less students the workload will be 1 hour per week.
- (ii) Project work and the Report shall be based on field work/library work /laboratory work/ on-the-job training or similar work assigned by the teacher.
- (b) The assessment of the Project Course shall be done equally by Internal Examiner (Project Supervisor for 50 marks) and External Examiner (for 50 marks) as per the guidelines defined in the Project Manual.

6. (a)(i) Revaluation of answer books of the candidates at Semesters V and VI shall be permitted as per the existing provisions of OA-5.15 for revaluation/ verification.
- (ii) However, revaluation at Semesters I to IV examinations shall not be permitted. Personal verification of marks shall be granted to the candidate in the presence of Principal/ Vice-Principal and the concerned Examiner, provided he/she has applied for the same along with payment of prescribed fees, within one week of the declaration of result.
- (b) The following shall be the procedure for the verification of marks:
 - (i) On a notified day and time, which should be not later than 10 days after the receipt of application from the candidate, the candidate shall be shown the answer book in the chamber of the Principal/ Vice-Principal in the presence of the Examiner concerned.
 - (ii) If the candidate is not satisfied with the result on personal verification of answer book, he may apply to the College Grievance Committee within a week.
 - (iii) The College Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.
7. A supplementary examination shall be conducted, preferably after 15 days from the declaration of results of Semester II and IV examinations. Students who have a backlog of any or all the papers (theory / practical) of Semesters I, II, III and IV are eligible to appear for this examination.
8. (a)(i) Improvement of performance/ total score shall be permitted to a candidate who has passed the B.A./B.Com/B.Sc./ degree examination, in which case he/she shall be required to appear again only in the SEE component of the papers of Semester V and /or Semester VI examinations, excluding the Project Course. For this purpose, the marks scored at the first appearance in the Project Course, as also in ISA component of the other papers, shall be carried forward for tabulation of the result under “improvement of performance”.
- (ii) A candidate shall not be permitted to reappear for improvement of performance at Semesters- I, II, III and IV.
- (iii) This facility to reappear under improvement shall be available during the immediately subsequent regular Semester-V and Semester-VI examinations, but within double the duration period.
- (iv) The performance of a candidate, who appears under this provision and fails to improve, shall be ignored.
- (b) (i) The candidate availing of this provision shall be considered to have passed Semesters- V and/or VI “under improvement” and this fact shall be recorded

on his/her statements of marks and other relevant documents.

- (ii) The candidate shall be required to surrender the original statement of marks and other relevant documents at the time of receiving the fresh statement of marks in the event of improvement of performance/ total score.
- (iii) A candidate can appear only once under this clause.

16.4.1 added for awarding the grade and grade points for each Course, as indicated in the table below:

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

OA.16.4.2 Every student shall be required to secure a minimum of 'P' grade to pass the Course.

OA.16.4.3 Students who do not secure 'P' grade in any Course shall have the option of answering the SEA component in the following Semester(s), for which the ISA score shall be carried forward.

OA.16.4.4 Appearance at both ISA and SEA, is compulsory for passing.

OA.16.4.5 There shall be no award of grace marks.

OA.16.4.6 Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

(a) Calculation of weighted grade points of a Course shall be done by multiplying the grade points scored, by the number of Credits of the respective Course. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) is:

i. The SGPA is the ratio of the sum of the product of the number of Credits with the grade points scored by a student in all the Courses taken by a student and the sum of the number of Credits of all the Courses undergone by a student:

$$SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$$

Where “C_i” is the number of Credits of the ith Course and G_i is the grade point scored by the student in the ith Course.

ii. The CGPA is also calculated in the same manner taking into account all the Courses undergone by a student over all the Semesters of a Programme:

$$CGPA = \sum (S_i \times C_i) / \sum C_i$$

Where S_i is the SGPA of the ith Semester and C_i is the total number of credits in that Semester.

(b) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade certificate.

(c) For each Course a student securing 'F' or 'Ab' grade in the Course shall not be entitled to earn any credits for that Course.

OA.16.4.7 Conversion to Final Grade:

(a) (i) The CGPA shall be converted to the Final Grade, as shown in the table below:

CGPA	Final Grade
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)
< 4.0	F (Fail)

(ii) A candidate who fails to earn the required number of Credits to award the Degree shall be declared 'Fail'.

(b) The CGPA shall be calculated up to two decimal places. If the CGPA is higher than the indicated upper limit in the two decimal digits by a factor of >0.005, then the higher grade shall be awarded. For example, a candidate with CGPA >4.995 will be awarded 'C' grade.

(c) A candidate who has not earned required Credits to award the Degree as per respective Ordinance shall be given Final Grade 'F' and be declared 'Fail'.

OA.16.5 Appearance as an attempt

A candidate's appearance at an examination shall be considered as an attempt when he/she appears in at least one paper or practical of the examination.

OA.16.6 If a student seeks withdrawal of the examination form and requests for the refund of his/her examination fees, his/her non- appearance will not be considered as an attempt.

OA.16.7 First University Examination:

The first University examination is the first examination that the student answers after his/her admission to a University Degree programme and which is conducted at the end of the semester/term or at the end of the year (in case of annual pattern) or at the end of one year (in case of BAMS, BHMS) as per the scheme of examination recommended by the Board of Studies and approved by the Academic Council.

The first University examination shall also include an examination conducted by the college on behalf of the University.

OA.16.8 Final Examination:

The final examination is the examination where the candidate's performance is the basis for the award of the degree. The final examination shall also include examinations, which have weightage for the award of the degree.

For example, for the award of B.E. degree, the examinations of V (50%) VI (50%), VII (100%) and VIII (100%) are considered final examination. Similarly the final examination is defined for other programmes wherever applicable.

OA.16.9 First Attempt:

To pass the examination in the first attempt means passing in one and the same sitting, in all the heads of passing, except those heads where exemptions are permitted as prescribed in the scheme of examinations.

OA.16.10 Duration for the completion of the Programme:

(i) The total duration available for students to complete the course shall be twice the actual duration prescribed for the course, unless otherwise specified. In case of courses having guidelines prescribed by regulatory bodies such as MCI, DCI, CCH, CCIM, AICTE, the duration for completion of such course shall be as prescribed. Students who do not complete the course/pass all the examinations prescribed for the course within the available duration, shall have to discontinue the course.

(ii) Exceptional cases of candidates who are unable to complete the academic programme within the prescribed duration shall be placed before the Academic Council for appropriate decision on case to case basis. In such cases if the candidate is permitted by the Academic Council to answer the examination beyond twice the actual duration prescribed, he/she shall not be eligible for award of class. However, candidates of differently-abled category shall be eligible for award of class but shall not be considered

for award of medal/prize/scholarship.

OA- 26 Award of entitlement marks at the University Examination under the Choice Based Credit System (CBCS) for B.A./B.A. (Hons.)/B.Sc./B.Sc/ (Hons.)/B.Com./B.Com. (Hons.) Programmes.

OA-26.1 Scheme for Award of Entitlement Marks:

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

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

OR

(II) Candidates who have participated in the NSS programme and are certified by the Principals of their Colleges/ Heads of Institutions as having satisfactorily completed at least 60 hours of social service comprising the time spent in one or more types of projects during a Semester.

OR

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

A. Cultural Events – At the University Level

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

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

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

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

(c)_a) A candidate who fails to pass in one or more heads of passing for a course shall be awarded entitlement marks to the extent of 5% of the maximum marks allotted to the head of passing, subject to a maximum of 5 marks in each course.

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

The benefit of gracing mentioned above shall be given at the respective Semester examinations.

The entitlement marks under this Ordinance shall not be counted for the purpose of placement in the order of merit or award of scholarships, prizes and medals or of other awards. However, such marks can be utilized for award for higher grades.

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

1. Entitlement marks may be awarded to the First three prize winners in team as well as individual events organised by the State Government/ Central Government organizations.

2. To be considered for the award of entitlement marks, at least 10 Institutions should have participated in the event.

3. The Principals of those colleges whose students have secured 1st, 2nd and 3rd prizes should verify and forward the names of the students to the University for the award of entitlement marks.

4. The organizing agencies should also forward the names of the students and a list of the participating colleges to the University.

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

A. Eligibility

The Candidate (Sportsperson) should be a bona fide student of Goa University or its affiliated college. She/ He shall participate in the sports events approved by the Sports Council of Goa University, National Sports Federations having recognition of the Ministry of Youth Affairs and Sports/ Indian Olympics Association/ Association of Indian Universities after obtaining prior approval of the respective Principal/ Dean/ Head of Department. She/ He shall be eligible for the Sports Merit Marks only after the completion of her/ his performance in the event and the marks so allotted shall be counted for her/ his appearance at the respective Semester Examination only. In the event of her/ his performance in more than one category/ sport, only the highest marks allotted in any one category/ sport will be considered.

For the purpose of allotment marks, sports events shall be divided into the following categories:

Category A: Students representing India in the following International events.

Olympic Games, World Championships, World Cups, Davis Cup, Thomas Cups, Uber Cup, Para Olympic Games, Winter Olympics Games, Champions Trophy,

Commonwealth Games, Commonwealth Championships, World University Games, World University Championships, Asian Games (Indoor/ Outdoor Games), Asian Cups, Asian Championships, Asian Winter Games, Asian Para Olympics, Wimbledon Championship, US, French and Australia Open Tennis Championships, All England Badminton Tournament, Youth Olympic Games.

Category B: Students Representing India in the following International events/ Championships recognized by National Sports Federation which are duly approved by the Ministry of Youth Affairs and Sports/ Indian Olympic Association/ Association of Indian University.

One Day International Cricket Matches, Cricket Test Matches, Commonwealth Youth Games, International Athletic Permit Meet, Asian Youth Games, Asian Martial Art Games, SAF Games, Any Other International Game/ Sport recognized by Indian Olympic Association.

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

I) National Games.

II) National Championships (only one in each recognized discipline to be determined by respective National Federation).

III) Federation Cups organized by National Sports Federations recognized by the Government of Indian Olympic Association.

IV) National Sports Festivals for Women.

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

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

Category E1: Students representing the college in the Inter-Collegiate Tournament as approved by the Sports Council and organized by Goa University.

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

A Students shall have to attend a minimum of ten practice sessions consisting of two hours each, organized by the College/ University in the form of Inter-Class/ Intra-Mural Competition/ Coaching in order to be eligible for Participating/ Selection at Inter-Collage Championships.

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

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

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

(iii) In case of student failing in a particular course(s), whether in theory or practical or both, the Sports Merit Marks shall be added to that course(s) as per (ii) above and indicated by a hash (#) tag. Balance marks, if any, shall be shown separately in the statement of marks.

(iv) The entitlement marks on account of participating in sports shall be awarded at the examination conducted at the end of the Semester during which the student is eligible for such marks.

N.B.

(a) The marks awarded under this scheme shall be shown separately in the candidate's statement of marks

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

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

(d) A student participating in Sports/ NCC/ NSS/ Cultural activities shall be eligible for the awarded of entitlement marks under only one category in whichever she/ he scores the highest.

OA-26.2 Eligibility for awards:

i) A candidate who has been awarded marks in any head/ heads/ subject(s) for an examination under this Ordinance, shall not be eligible for any University scholarships, prizes, medals, placement in order of merit for the said examination unless she/ he is eligible to it even otherwise.

ii) The unutilized Entitlement Marks obtained for NCC/ NSS/ Sports/ Cultural activity can be carried forward to the subsequent appearance of the same examination.

OA-26.3 Award of credits and grades under Skill Enhancement Courses for NCC/ NSS/ Sports/ Cultural activities:

OA-26.3.1 Entitlement marks allotted per semester for participation at various levels and for their achievement:

Sr.No. (A) NCC:	Nature & Level of Participation/ Achievement	Entitlement marks/ Semester
1	Regular participation in NCC[as in OA-XX.1 (IV) above]	10
2	ATC	5
3	NIC (National Integration Camp 10 Days)	10
4	Independence Day Camp	10
5	Tal Sena Camp (Group)	5
6	Tal Sena Camp	10
7	B certificate	10
8	C certificate	15
9	Pre-RD (Group) (10 Days)	5
10	Pre-RD (Directorate) (10 Days)	10
11	RD Parade at New Delhi	35
12	Youth Exchange Programme (YEP) at the International Level (In addition to the RD Parade marks)	15
13	Any Camp attended outside Goa (Group level)	5
14	Any Camp attended outside Goa (Directorate level)	10
15	Any Camp that is of Inter Group Competition (IGC)	15

Sr.No	Nature & Level of Participation	Entitlement marks/Semester
(B) NSS	Regular participation in NSS [as in OA-XX.1 (IV) above]	10
2	NSS Special Camp (7 days)	5
3	Natinal Integration Camp (6 days)	5
4	Pre-RD (10 days)	5
5	Adventure Camps (8 days)	5
6	National Youth Convention (6 days)	5
7	Best all-round NSS volunteer of the College for the year	5 (based on entire year)
8	Indira Gandhi Awardee	10
9	Participation at RD Camp (one month)	10
10	Participation at International Event such as International Youth exchange programme (6 days)	10

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

The marks awarded as shown above shall cumulate (after subtracting the marks utilized for passing, if any) till the end of Semester II. If the candidate wishes to utilize these marks for claiming a Skill Enhancement Course (SEC) in Semester III, then she/ he shall inform it in writing to the Principal of the college at the beginning of Semester III. The candidate shall be given credits in lieu of a regular SEC for NCC/ NSS/ Sports/ Cultural activities at the end of Semester III by considering the marks accumulated till the end of Semester III for the particular activity. These accumulated marks shall be used for calculating the grade as per OC-66.5.9. If the candidate wishes to claim the credits for Semester IV, she/ he shall inform it in writing to the Principal of the College at the beginning of Semester IV. The candidate will be given credits in lieu of a regular SEC for NCC/ NSS/ Sports/ Cultural activities at the end of Semester IV by considering the marks accumulated till the end of Semester IV for the particular activity. This option is available to B.Sc. [not for B.Sc. (Hons.)] students during Semester V and IV also, following the same principle detailed above. However, they can exercise this option only once (i.e. Semester III/ IV/ V/ VI). This accumulated marks shall be used for calculating the grade as per OC-66.5.9. For this purpose, any marks accumulated beyond 100 shall not be considered, nor carried forward. However marks obtained during subsequent Semesters shall accumulated.

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

separately with a '#' mark in each Semester. At the time of candidate fulfilling the minimum credits for the programme these marks shall be converted into GPA and added to the CGPA to arrive at the FGPA using an appropriate conversion formula.

ADMISSION 2022-2023 (For F.Y.B.Com.)

(Procedure to be followed as per the directives of Directorate of Higher Education)

1. For online admission, visit the DHE Goa website <https://dhe.goa.gov.in/>
2. Begin with the new registration process on the link provided.
3. Provide your details such as name, email id, Aadhar number, mobile number, and preferable password on the registration form.
4. Once the registration is complete, the applicant can proceed with the login page.
5. The email id will be your username and the password as entered in the registration form.
6. An email will be sent to the applicants email address specifying your username and password for future reference.
7. Candidate should mandatorily have the following documents in pdf format to complete the application:
 - a. SSC Marksheet
 - b. HSSC Marksheet (non mandatory for applicants whose results are not declared)
8. Candidate should have the high quality .jpeg/.png/jpg file of passport size photo with clear background and candidate signature.
9. E-Certificate is mandatory for candidates applying under the category SC/ST/OBC/EWS/PH.
10. Each candidate is allowed to make only one application on the portal.

Programme Preference Selection:

11. While adding the preference of the Programme, the applicant has to mandatorily select two colleges in the order of preference while the third preference is optional. (1- Highest preference, and 3- Lowest preference)
12. The candidate can apply for different degree programme either in the same college or different college.
13. Each college will prepare their independent merit list.
14. The candidate can upgrade their admission from the lower preference college admitted earlier to the higher preference college, subject to availability of seats and admission offer.

to edit their preference in application form thereafter.

17. After submission of the application form, a pop-up window acknowledging the successful submission of the application will be displayed. Candidate will receive the acknowledgement on the registered email.

18. Incomplete applications will not be processed.

19. Any query related to admission will be updated on college website

ADMISSION PROCEDURE/RELATED DOCUMENTS TO BE SUBMITTED TO COLLEGE

Students desirous of seeking admission to the College in Semester I (F. Y. B. Com.) class will have to submit their application in the prescribed form along with the following documents:

1. Two recent Passport size Photographs.
2. Leaving Certificate (Original with one photocopy)
3. Mark sheets (Original with one photocopy)
4. Caste certificate for OBC/SC/ST students
5. Eligibility Certificate (for students from other Universities & Boards)
6. Fees in full as per schedule of fees.
7. Copy of Aadhar Card.

The total No. of seats available is 240

No admission will be finalized unless the parent / guardian meets the Principal / Vice-Principal.

NOTE: Students should keep ten photo copies of their original mark sheet and school leaving certificate before they submit it to the College. The original mark sheet will be returned to the student only after the registration formalities are completed (in the month of January). Students are requested not to approach the office asking for their mark sheet during the year.

REGISTRATION CERTIFICATE

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

ELIGIBILITY CERTIFICATE

Students belonging to other States/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

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 Boards 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 FOR B.Com. PROGRAMME			
Fee Particulars	F.Y.B.Com.	S.Y.B.Com.	T.M.B.Com.
Tuition Fees I & II Term	1,530	1,530	1,530
Library Fees	470	470	470
Other Fees	420	420	420
Gymkhana Fees	420	420	420
Examination Fees*	—	—	—
Computer Lab. Fees	—	—	—
Information Technology Charges	820	—	—
University Registration Fees**	—	—	—
Group Insurance	70	70	70
Students' Aid Fund	130	130	130
I-Card Fee	60	60	60
General Deposits	70	—	—
Library Deposits	70	—	—
Parents Connectivity	200	200	200
Parent Teacher Association	300	300	400
Integrated Academic Information Management System (IAIMS) Fees	250	250	250
Total	4,810/-	3,850/-	3,950/-

Note

1. Computer Lab. fee of ₹ 200/- is payable by the students of F.Y.B.Com., S. Y. B. Com. offering Computer Applications for Business.
2. Computer Lab. fee of ₹ 200/- is payable by the students of S. Y. B. Com. offering E-Commerce & E-Accounting.
3. ** University registration fees will be charged as per university circular for fresh students as well as the students of other Colleges and Universities.

FEE PARTICULARS FOR B. Com. PROGRAMME
FEE STRUCTURE FOR OTHER FEES PAYABLE BY B. Com. STUDENTS
FOR ACADEMIC YEAR 2022-2023 (AMOUNT IN INR)

	Fee Particulars	Amount
1	Eligibility Fees for Indian students	600.00
2	Eligibility Fee for foreign students	3620.00
3	Migration Certificate	500.00
4	Duplicate Migration Certificate Fee	600.00
5	Cancellation of Migration Certificate (after 6 months)	250.00
6	One time admission fee for foreign students	36000.00
7	Issue of NOC for transfer of internship	1100.00
8	Late fee for applying Provisional Eligibility Certificate (for every delayed month)	110.00
9	Registration / Enrollment fee	
a	Student from Goa Board / Other Board in India	600.00
b	Student from other Boards / ICCR / NRI / Foreign students	600.00
c	Student from other University(NRI / ICCR/Foreign University)	3500.00
d	Goa University with P.R. Number	600.00
e	Goa University without P.R. Number/ Ex-migration Student	1200.00
f	Late fee for Registration/Enrollment per student (per month)	110.00

Kindly note the fee structure/fee particulars are subject to change as per the directives of Goa University and Directorate of Higher Education, Govt. of Goa

CANCELLATION OF ADMISSION AND RULES FOR REFUND OF FEES (For B. Com.)

GU/36/Acad-PG/Refund of Fees/2017/1322/446 dated 17/5/2017

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%

4. Payment of fees by cheque/DD will not be accepted.
 5. * Examination fees shall be charged as per notification issued by the Goa University.
- * (Inclusive of tuition fees and non-tuition fees but exclusive of Caution Deposit and Security Deposit)
- b) In case of (1) in the table above, 10% of the aggregate fees shall be deducted as processing charges from the refundable amount.
 - c) Fees shall be refunded to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.
 - d) The fees of students who have already been admitted to a programme of the university and have paid the fees and are subsequently admitted to another programme shall have to pay the fees for the final admission and claim the refund of fees paid earlier, in which case no administrative charges shall be deducted from fees paid earlier by the student.
- However, if the fees payable for the both the programmes are the same, the fees paid earlier shall be transferred to the final programme where admission is sought.
- e) All other cases of the refund of the fees will be decided on 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 and that, if found the same will be reported to the University has to be submitted along with duly filled prescribed application form for issue of the duplicate marks sheet.

THE STUDENTS ARE REQUIRED TO PRESERVE MARK SHEETS OF ALL SEMESTER EXAMINATIONS AS THE SAME ARE NEEDED AT TIME OF FILLING THE FORM FOR T.Y. EXAMINATION.

ISSUE OF DUPLICATE REGISTRATION CARD

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

Other Fees:

- 1) Transfer Certificate: ₹ 50/-
- 2) Migration Certificate: ₹ 500/-
- 3) Duplicate Migration Certificate: ₹ 600/-
- 4) Cancellation of Migration Certificate: ₹ 250/-

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 documents on the part of students admitted provisionally or for any other reasons. The details of commencement of each semester, examination, extend of semester will be informed accordingly.

COLLEGE TIMING

Lectures for F.Y.B.Com., S.Y.B.Com. and T.Y.B.Com. classes will be held daily in the morning from 8.30 a.m. to 2.00 p.m. (Subject to change which will be duly notified i.e. Incase there are any classes / sessions timings are subject to change accordingly). The practical in the subject of Information Technology will be held daily as per the timetable and batches which shall be duly notified.

CODE OF CONDUCT

- 1) Every Student has to compulsorily wear identity card on college campus.
- 2) Every student is expected to be properly dressed while on the college campus.
- 3) Every student should be punctual and regular and shall attend lectures, practicals, tutorials, tests and examinations.
- 4) All home assignments / exercises given by the Teacher are to be completed regularly from time to time.
- 5) Without prior permission of the Principal/Professor in-charge no student shall absent himself/herself from a test or tutorial examination.
- 6) Loitering in the corridors or premises of the college while the college classes are in progress is strictly prohibited.
- 7) The behaviour of student vis-a-vis members of the staff and fellow students is expected to be decent and polite.
- 8) 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.
- 9) 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.
- 10) No student of the College shall take active part in any communal and violent political activity.
- 11) Use of tobacco, smoking and liquor are strictly prohibited on the College campus.
- 12) 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 recovered from them.
- 13) Students are advised to read the notices displayed in the Notice Board regularly.
- 14) Lighting of fire crackers in College premises is banned.
- 15) 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.

- 16) 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.
- 17) 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.
- 18) **MOBILE PHONES SHOULD BE KEPT ON SILENT MODE DURING THE LECTURES.**
- 19) **RAGGING IS STRICTLY BANNED IN THE COLLEGE. ANY ONE FOUND INDULGING IN RAGGING WILL BE PUNISHED APPROPRIATELY WHICH MAY INCLUDE EXPULSION FROM THE COLLEGE. Anti Ragging helpline (1800-180-5522) Detailed Regulations are available on ugc website: www.ugc.ac.in**
- 20) The Principal is authorized to add, amend or modify these rules.
- 21) All matters not covered by the above rules will rest at the discretion of the Principal.
- 22) The discretion of the Principal is final and binding.

ATTENDANCE

Students / Parents please note: It is mandatory for a student to maintain the percentage of attendance as specified by Goa University.

- 1) The month-wise report of the attendance is available on the IAIMS Portal.
It is the duty of the Student/ parent to go through the same.
- 2) Students can check their individual attendance immediately on the IAIMS Portal
- 3) Attendance shall be taken on a day to day basis for all the students and shall be cumulative of all the months of the Semester / Term / Year (in case of annual examination), as the case may be, for deciding the eligibility to appear for the respective examination. The statement of the attendance shall be prepared paper-/course-wise and month-wise and the same shall be displayed on the notice board. A copy of this statement shall be sent to the University for records.

Ordinance OA-17 relating to Minimum attendance for eligibility to appear for Examinations conducted by Goa University

OA.17.1 Objectives

To ensure regular attendance during every form of interactive instruction pertaining to the teaching of all the Undergraduate and Post Graduate Courses offered by Goa

OA.17.2 General

(i) Attendance criteria under this Ordinance shall be brought to the notice of all the enrolled students by the concerned Institution/Department at the beginning of the

academic year and the same shall be enforced strictly.

(ii) The teacher(s) concerned shall engage not less than the actual number of lectures / practicals prescribed for the particular paper/course in the syllabus. The Principal or Dean of the College / Head of the PG Department shall ensure that the teachers in the College/Department actually engage not less than the actual number of lectures / practicals prescribed for the paper/course. {Note: “course” refers to Laboratory Course / Optional Course / Compulsory Course or other similar instructional courses}.

(iii) Generally, when a teacher misses some lectures/ tutorials/ practicals on one or more days then that teacher shall engage those lectures/ tutorials/ practicals on other day(s) and shall maintain the record of the same.

OA.17.3 Attendance and eligibility to appear for Examinations

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

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

(iii) If more than the prescribed number of Lectures / Practical for a paper/course have been engaged by the teacher(s), then, for the purpose of compilation of attendance, the number of lectures actually engaged as well as attended shall be proportionately scaled down with respect to the prescribed number of lectures / practicals for the paper / course.

(iv) A student registered in a Semester / Term / Year, for any Course (degree or 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 50% attendance in any individual paper / course.

(v) A student, having less than 75% cumulative attendance in a Semester / Term / Year and/or less than 50% attendance in individual paper/course, shall not be eligible to appear for that Semester / Term / Annual Examination. Such student shall have to seek re-admission to the Course / Programme during the subsequent Academic Year / Term / Semester by paying requisite fees. However, such student shall not be treated as fresh applicant for the admission if the re-admission is in the same institution. Re-admission to professional colleges for the First Year of the course shall be as per the admission rules for these courses. These students shall not answer CET.

(vi) For a student registered for subject / subjects having practical component, attendance for both theory and practical component shall be treated separately for the requisite attendance mentioned above.

(vii) Attendance of a student in an institution for a course shall be transferred to another institution if the student continues the same course in the new institution.

(viii) A student representing the Institution / University / State / Country in extracurricular activities such as NCC / NSS / Sports / Cultural events, on obtaining prior approval of the Principal / Dean / Head of Department, shall be treated as 'on duty' at the lectures / practicals missed by him / her and shall be marked as 'D' in the Attendance Register. Absence due to such activities shall be supported by documentary evidence issued by appropriate authority such as Commanding Officer of NCC, Director of Youth Affairs, Director / Asstt. Director of Sports in Government / University or an authorized official of these and other similar bodies. However, in such cases, for the purpose of compilation of cumulative as well as paper / course-wise attendance, the number of lectures / practicals for the paper / course shall be calculated after adding the lectures / practicals under 'D' and considered as such.

e.g. $\text{No. of lectures / practicals attended} + D \times 100$

$\text{No. of lectures / practicals engaged}$

(ix) Absence on medical grounds for more than four continuous working days is required to be supported with a Medical Certificate which should be submitted within seven days after rejoining the class. Absence on medical grounds shall be offset against the 25% concession in the attendance already granted. However, if such absence exceeds 25% and is found genuine, the student may request for the condonation of the same. The Principal / Dean / Head of the Department shall examine such absence on a case-to-case basis.

(x) Any case not covered under the above clauses but recommended by the Principal / Dean / Head of the Department for condonation shall be referred to a Committee consisting of (i) Vice-Chancellor (Chairman), (ii) Registrar and (iii) Principal of the Institution/Dean of the College / Head of the Department concerned, as members.

(xi) A student, who has any grievance about the attendance record, may bring the same to the notice of the Head of the PG Department / Dean or Principal of the College, in writing, within three days from the date of its display on the Notice Board. The Head of the PG Department / Dean or Principal of the College on receipt of such a complaint, shall verify the accuracy of attendance records and allow the aggrieved student to inspect the records, if necessary, and shall dispose of the complaint preferably within a period of seven days.

IDENTITY CARD

- 1) Every student will be issued an identity card after seeking admission to the College.
- 2) Identity card will be issued by the office on presentation of the fee receipt.
- 3) Identity card issued to a student must be preserved by him / her throughout the Academic Year. If a student loses his / her Identity card he / she must file a FIR in the police station and submit a copy to the college office along with an application for issue of duplicate Identity card.

1. Online courses: MOOCs (Massive Open Online Courses) /Swayam (free online education) this programme is initiated by Govt. of India and is designed to achieve three cardinal principles of education policy viz; access, equity and quality. The objectives of this effort is to take best teaching learning resources to all. The college encourages the students to avail the benefits of these online courses. The details of such courses are available on Swayam website. Swayam.gov.in
2. Participatory learning: The participatory learning method of teaching provides students with practical and hands on experience of the subject through role play techniques and student presentation in the presence of industry experts. The institute conducts a series of participatory learning sessions for students regularly in the subjects of General Management, Banking, Industrial Management and other theoretical subjects so as to engage the students and enable them to have a proper hold over the subject matter.
3. Short term Programmes: Courses in Soft skill development and Skill enhancement are offered to the students as need based courses/programmes.
4. Mentorship: A mentorship programme is initiated by the college wherein a teacher (Mentor) is appointed for a group of students (Mentees). Through this mentor-mentee connect the teacher acts/assumes the role of a guide, philosopher and tries to understand the mental & emotional needs of the student. It serves as a platform to “KNOW YOUR STUDENT” better, instill values, discipline, provide advice and guidance, or simply be available to the students through an informal approach. The programme tries to ensure balanced and holistic development of the students.
5. Counseling: Besides the mentoring programme initiated by the college, a Professional counselor is appointed by the college. The counselor visits the college regularly and offers a listening ear to the students problems. Students are free to approach the counselor and seek advice.
6. Field visits: The college organizes field trips /industrial visits thus providing the students an opportunity to move beyond the boundaries of the classroom and supplements classroom education with real time happenings on the shopfloor. These initiatives are taken by various clubs and associations of the college.

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.

LIBRARY

Vision: Knowledge for transformation.

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

Objectives:

To create an environment for students to develop:

- i) Academic excellence.
- ii) Intellectual curiosity.
- iii) 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.

Membership	Lending Membership Card	Reference / Overnight Book Lending Card
B.Com. All members are required to make Library cards for circulation/lending and reference service.	One card (One book per card)	One Card. (One book per card)
Readers Club	One card (One non-academic book)	

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 next day before / during interval.
- Make use of only your own Library card.
- Inform Librarian in case of loss of Library card.
- When in need of assistance ask Librarian / Library staff for help.

- Keep Library clean.
- Follow the rules of the Library.

Don'ts:

- Speaking on mobile phones in Library is prohibited.
- Valuables in Library are not allowed.
- Taking books from 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 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 Library cards.**

Schemes

Book Bank: 30 students from economically backward community will receive textbooks for FY/SY/TY in all subjects.

Scholar Scheme: Students with highest marks in XII/FY/SY shall receive all textbooks required during the academic year. These books need to be returned after the final exam at the end of the academic year.

Merit Students Book Scheme: Students securing above 65 % are entitled for one extra book for home loan on their existing Library card.

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.

	Day(s) Issue / Return	Time
T.Y.B.Com.	Monday & Thursday	9:00 am to 1:00 pm
S.Y.B.Com.	Wednesday & Saturday	9:00 am to 1:00 pm
F.Y.B.Com.	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 reference section by producing reference card. Students should not keep books back in the cupboard after reference. It should be returned 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 p.m.) they may take the book home 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 within the campus, bibliographic information of books on Library OPAC. 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 a.m. to 1 p.m. and 2 p.m. to 4:30 p.m. ₹ 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. **Student need to bring their own A-4 / legal size 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.

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 in-charge 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.

COMPUTER LABORATORY

The College has three well-equipped Computer Laboratories with Intel Core i5 PCs with 4GB RAM and 1 TB HDD. Internet facility is provided to the students through Broadband.

AUDIO VISUAL ROOM

The College has an Audio Visual Room equipped with Television, Overhead Projector,

Video Player, Tape Recorder, Compact Disk Player, Computers with Multi-Media players, LCD Projector, Laptop. The Audio Visual Room helps the students and staff in academic activities and teaching-learning process.

CANTEEN

The canteen serves the College as well as the Higher Secondary School and B.Ed. College located in the same campus. It is run by a Contractor appointed by the Management. Teaching, Non-Teaching staff and students avail of the canteen facilities. Snacks and beverages at competitive rates are available in the canteen.

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. Cleanliness / Upkeep of Campus
2. Tree Plantation/Medicinal Plants Collection drive
3. Constructive work in urban and rural areas
4. Work in Welfare Institutions
5. Blood Donation
6. Adult and Non-Formal Education
7. Health, nutrition, family welfare, HIV/AIDS awareness campaigns in association with government and 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 has 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 other activities like campus cleaning, conducting awareness programmes the N.S.S. unit has undertaken activities like Paper Bag Making & Cloth Bag Making as part of environment protection initiative. Girl students were trained by organizing 10 days workshop. 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. 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 second and third year, the 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. Swachh Bharat Abhiyan

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 and
- 5) To strive for the welfare of the student community.

The members of the Students' 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 important activities of imparting soft skills to the students, besides other activities. A session on personality development was conducted by 'Sapient Training Organization' Kochi, Kerala. 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.

CULTURAL ASSOCIATION

The Cultural Association of the College organises competitions like Rakhi making, Makhar making, Singing, Ghumat Aarati, Rangoli, Flower arrangement (In-house) which brings out the hidden talents in the students. It strives to create 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 the overall personality development of the students. The Cultural Association also organizes workshops to develop the skills among the students.

Every year a student is awarded “Best Student in Cultural Activities” award for his/her outstanding performance in cultural activities for three years.

COMMERCE ASSOCIATION

The changing times have brought new opportunities which augurs well for commerce discipline. A student of Commerce cannot afford to only remain in the narrow combines of academic syllabus. A student of commerce has to keep abreast with the latest development in the field of commerce. Commerce association of the college seeks to do this. i) Talks on various concepts / issues / aspects in commerce are organised. ii) Seminars & workshops are often held in the relevant discipline. iii) Debates, quiz, discussions are held for students. Students are advised to take benefits of these programmes for increasing their knowledge.

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 programmes like HR connect. are also held. Students are given the opportunities to appear for interviews in different companies through Campus Interviews. As and when requisitions are received from the corporates, the placement cell makes available students to meet their requirements. During the academic year 2019-2020, Fifty two students were given offer letters.

NATURE CLUB (ECO-VISION)

The nature club has been formed to generate environmental awareness in the young minds and to create eco-friendly vision among the future "Stake holders". It aims at encouraging students to explore environmental values and sensitize them to the problem 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. The Club also undertakes tree plantation programme on the campus.

THEATRE CLUB – NATYADARPAN

'A journey of thousand miles begins with the first step' - Thus goes an old Chinese saying. Natyadarpan is the first step of that journey. Theatre club provides opportunity to the young generation to express their histrionic talent. Training sessions, lectures and theatre workshops are conducted with the help of experts from the field of theatre. The student members of the Club are made to attend the training sessions in different areas of theatre like mime, mimicry, skit, drama etc. organized by several colleges and organizations. The Theatre Club thus intends to channelise and fine-tune the creative talent among students.

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 member 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.

WALLPAPER - SAMVID TIMES

'Samvid Times' is a periodical. This is entirely prepared by students. Every year, some students are given this task of bringing out 'Samvid Times' our wallpaper periodically. Every happening in the College campus is covered by 'Samvid Times'. Many students make it a medium of communication. Through their class poems, short stories, etc. they communicate with their friends. The budding artists in the College are encouraged to draw cartoons, pictures, sketches etc.

SCHOLARSHIPS/AWARDS /PRIZES

The College awards prizes, scholarships to meritorious students. These prizes/scholarships are instituted by the PTA, Teaching Staff, Non-teaching Staff, Retired Staff members, Alumni and well wishers of the college. Prizes are awarded to students who excel in academics, sports and cultural activities. Besides the college also presents the best student award, the criteria for award of the same is made known to the students.