



GOA VIDYAPRASARAK MANDAL'S
GOPAL GOVIND POY RAITURCAR COLLEGE
OF COMMERCE AND ECONOMICS
PONDA - GOA



MASTER OF COMMERCE (M.COM)
HANDBOOK 2022-23





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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E-mail : gvmcce@yahoo.in

Website: www.gvmcommercecollege.ac.in

Library website: <https://gvmcommercecollege.ac.in/library/>

COLLEGE OFFICE WORKING HOURS

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

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

Money Transactions : 9.00 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

GENERAL BODY

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

WORKING COMMITTEE

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

MASTER OF COMMERCE

PRINCIPAL (Offg.): **Dr. M. M. Chikodikar**

TEACHING FACULTY (2021-22)

Ms. Reia Derina Rebelo, Assistant Professor, M. Com, SET

Ms. Vandana Velip, Assistant Professor, M. Com, UGC NET

Mr. Ashish A. Salvi, Assistant Professor, M. Com

LIBRARIAN

Shri. Terence F. B. Rodrigues (On lien), M.L.I.Sc., M. Phil., PGDLAN, NET/SET

Ms. Priyanka P. Dessai, (Grade - I) M.A., M.L.I.Sc.

DIRECTOR OF PHYSICAL EDUCATION

Mrs. Betty D'Silva - Associate Professor, B. Com., M.P. Ed.

Shri. Prashant P. Fadte - Instructor in Physical Education, B.Com., M.P.Ed.

LABORATORY ASSISTANT

Shri. Akshay S. S. Kapdi

SYSTEM ADMINISTRATOR

Shri. Chandan A. Borker, B.E. Information Technology.

NON TEACHING FACULTY

Mrs. Anita B. Carvalho,	Head Clerk
Shri. Pradeep V. Dalal,	Accountant
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Mrs. Sharad R. Samant,	UDC
Shri. Satyawar C. Gaonkar,	LDC
Mrs. Nakshatra P. Parsekar,	LDC
Shri. Gustav F. Rodrigues,	LDC
Shri. Ganeshprasad Bhat,	LDC
Shri. Thanu P. Gaude,	Multi-tasking Staff
Shri. Hanumant R. Naik,	Multi-tasking Staff
Shri. Ratnakar K. Gaude,	Multi-tasking Staff
Shri. Paresh B. Shirodkar,	Multi-tasking Staff
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Shri. Sachin N. Sawant,	Multi-tasking Staff
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HAND BOOK DRAFTING COMMITTEE

1. **Mr. Ashish Salvi** - Editor
2. **Mrs. Reia Rebelo** - Member

THE COLLEGE PROFILE

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

In the post-liberation era (1962 to 1965), the Mandal founded four more schools in Bandora, Savoi Vere, Bori and Khandepar villages of Ponda taluka. The Mandal set up G. V. M.'s Smt. Nelly Joildo Aguiar Higher Secondary School and a Primary and K. G. School in Ponda in 1975.

In 1985, Goa University came into existence and on 12th June, 1986 Goa Vidyaprasarak Mandal's College of Commerce & Economics became a reality to cater to the demands of students wanting to pursue degree in commerce faculty. On 13th March, 1994 the College was named after Late Gopal Govind Poy Raiturcar.

In 1993, the Mandal set up Dr. Dada Vaidya College of Education in Ponda. In order to provide an opportunity to the students, G. V. M.'s Gopal Govind Poy Raiturcar College of Commerce & Economics started the Bachelor of Computer Applications Course in 2002 and Master of Commerce Programme was started in 2008. The College was started with around 300 students, three classrooms and a handful of teaching and non-teaching faculty in Ponda town.

In 2000, College moved to a spacious and green landscape at Farmagudi. The College now has spacious classrooms, independent library building, well equipped computer laboratories and audio-visual facilities.

The College is accredited with "B" grade (2.70 CGPA score, 2nd cycle) by the NAAC. The College emphasizes on academic excellence and is keen to strengthen the all-round development of the student community. A variety of academic activities like seminars, workshops, conferences, guest lectures are organized for the students throughout the academic calendar. Sports and cultural activities are organized to develop team spirit and leadership qualities. The College has sports policy where in the outstanding performers are given scholarships and monetary awards. The College promotes co-curricular, extracurricular activities through a number of associations and clubs.

Thus, the College nurtures and encourages lively, enriching and healthy student teacher interactions through various academic activities to promote academic excellence, merit and eminence.

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, 5 competencies and values to make them the ideal citizens of our country”.*

POST GRADUATE PROGRAMME

MASTER OF COMMERCE (M.Com.) DEGREE

The college started the two year full time Post Graduate Programme in Commerce from the academic year 2008-2009 which is affiliated to the Goa University. This was done keeping in view the demand from the undergraduate students of the college who wanted to pursue Post-Graduation in the field of commerce and to cater to the needs of aspiring students in the nearby rural areas.

The highlight of the M.Com Programme syllabus is the selection of electives which has been done carefully to go with the latest trends in the industry and to keep pace with ever changing times of the service sectors. The courses offered are in lieu with current industry norms. The M.Com Programme undergoes frequent revision of syllabus depending on the need of the market.

The pedagogy combines lectures, seminars, assignments, case study, group discussion, field trips, study tours and interaction with industry experts. Each student is encouraged to inculcate reading habits, participate in classroom discussions, undertake research, learn new software that will help them in their research & present research papers at various national and state level seminars. The classroom environment is adapted with interactive sessions and complemented with the use of multimedia lectures making the subject interesting & learning

process more effective. The lectures are conducted as per the prescribed norms of Goa University.

Purpose of doing M.Com

- a) The Master of Commerce covers core competencies in Accounting, Finance, Research & Marketing.
- b) Stepping up from UG to PG level signifies a greater degree of specialization in the subject studied.
- c) Creates opportunities to pursue higher studies like Ph.D. after Post-Graduation.
- d) M.Com degree also gives a strong foundation to the students aspiring for accountancy specialization courses such as CA, ICWA, CS, CFA with an edge to compete better.
- e) After completing M.Com. the candidate can join teaching profession as Assistant Professor, undertake research in any of the universities / Institutions for Ph.D. programme & join the corporate world such as Banking, Insurance, Securities Market & Manufacturing Industries at managerial level positions, start their own enterprise or apply for jobs in Govt. sector.

Some of the highlights of the M Com. Programme at GVMs GGPR College of Commerce & Economics include -

- Curriculum to prepare you for Industry & Academic Career
- Experienced Faculty
- Services of professional counsellor for students and parents
- Courses in Life Skills and Personality Development by a professional trainer
- Air-Conditioned classroom & Wi-Fi enabled campus
- ICT enabled classroom with Audio visual facility
- Fully equipped computer lab
- Spacious Library with all facilities – three Library cards issued to each student of the M.Com. Programme and upto 5 books are allowed to take.
- Guest lectures by experts from the industry in the areas of Accounting and Finance
- Assistance for student's registration and completion of online courses (MOOCS) and other certificate courses
- NET /SET Preparatory Training Programme
- Organizing State Level Seminar/ Workshop
- Study Tour to various Financial Institutions, Educational Institutions and Industries
- Industrial visits to local manufacturing units.

Syllabus of M.Com. Programme

Offered at the Department of Commerce and Affiliated Colleges under

OA 18A w.e.f the Academic Year 2020-21

A brief description of the Programme

- **Purpose**

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

- **Pre-Requisites**

To seek admission to M. Com Programme a candidate must have passed B. Com Programme with at least 40%. The admission to the M. Com Programme is based on the Common Entrance Examination conducted by the Goa University. The candidates admitted are expected to possess the basic knowledge in the area of all the Commerce Courses covered at B. Com level.

- **Credits (Theory, Tutorial, Practical)**

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

- **Number of Semesters, how the Courses are distributed**

The M.Com degree Programme shall be of 2 years' duration divided into two parts, Part I and Part II and into Four Semesters. Each Semester shall have Four Courses.

- **Summer Training**

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

- **Dissertation**

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

M.Com -List of Courses

Description of a Course appears on the page number listed in the last column of the table. Lectures (L), Tutorials (T), Practicals (P) per week and Credit are also shown in the table.

Course Code	Number and Name [Semester I and II]	Total Hrs/week	Credits
COC120	Cost and Management Accounting	48	4
COC121	Advanced Financial Management	48	4
COC122	Business Statistics and Research Methodology	48	4
COC123	Business Environment & International Business	48	4
COC220	Advanced Corporate Accounting	48	4
COC221	Human Resource Management	48	4
COC222	Marketing Management	48	4
COC223	Banking and Financial Institutions	48	4
Specialisation Courses [Accounting and Finance] [Semester III and IV]			
COO330	Financial Derivatives Market	48	4
COO331	International Financial Management	48	4
COO332	Corporate Mergers and Acquisitions	48	4
COO333	Financial Services	48	4
COO334	Capital Markets and Stock Exchange Operations	48	4
COO335	Corporate Valuations	48	4
COO336	Cost Management and Control	48	4
COO337	Accounting Standards and Financial Reporting	48	4
COO338	Basic Financial Econometrics	48	4
COO339	Direct Taxes	48	4
COO430	Security Analysis and Portfolio Management	48	4
COO431	Treasury and Foreign Exchange Management	48	4
COO432	Corporate Governance and Social Responsibility	48	4

COO433	Commodity Derivatives	48	4
COO434	Management of Mutual Funds	48	4
COO435	Venture Capital and Private Equity	48	4
COO436	Insurance Management	48	4
COO437	Goods and Service Tax	48	4
COO438	Advanced Econometrics	48	4
COO439	Financial Research Analytics	48	4
Specialisation Courses [Business Management] [Semester III and IV]			
COO340	Advertising and Sales Management	48	4
COO341	Consumer Behavior and Marketing Research	48	4
COO342	Training and Development	48	4
COO343	Performance and Compensation Management	48	4
COO344	Human Resource Development	48	4
COO345	Basic Econometrics	48	4
COO346	Customer Relationship Management	48	4
COO347	Entrepreneurship Management	48	4
COO348	Tourism and Travel Management	48	4
COO349	Marketing Research Analytics	48	4
COO440	Retail Marketing	48	4
COO441	Services Marketing	48	4
COO442	Industrial and Rural Marketing	48	4
COO443	International Marketing	48	4
COO444	Enterprises Resource Planning	48	4
COO445	Industrial Relations and Labour Laws	48	4
COO446	International Trade and Environment	48	4
COO447	Advanced Statistical Analytical Models	48	4
COO448	Digital Marketing and Social Media Management	48	4
COO449	Organizational Behavior	48	4
Field Based Optional Courses [Dissertation]			
COO450	Dissertation	-	8

At the beginning of the III Semester, Department will open the Specialization Courses from the list given above depending on availability of Faculty Members. Specialization Courses will be offered only if 20% of the students opt for any Specialization Course. The students are required to opt for 4 Courses each during the Semester III and IV from the Specialization Courses offered. Students have the option of choosing any other Optional Courses (maximum of 2 Courses per Semester III and IV) offered by other Departments and also the Courses available at the SWAYAM portal. Those students who are going to take up the Dissertation Option may opt for 3 Courses each during Semester III and IV.

Summer training

At the end of Semester – II, students will have to undergo four weeks Summer Training to gain on the job experience in commercial / industrial organisations / finance & investment companies / professional firms such as CA's, Stock Brokers, Project management Consultants / small and medium enterprises in Goa or outside. At the end of the summer training, students will be required to produce a certificate of experience for duration of four weeks to become eligible for admission to the second year M. Com Programme. It is the responsibility of the students to identify and join the Organisations for their Summer Training. Students have to submit the Experience Letter and the Evaluation Form duly filled and certified by the official from where they have completed their Summer Training.

Recommended distribution of Courses: Semester-Wise

Semester I	Semester II	Semester III		Semester IV	
		Accounting and Finance	Business Management	Accounting and Finance	Business Management
CORE - I	CORE - I	OPTIONAL - I	OPTIONAL - I	OPTIONAL - I	OPTIONAL - I
CORE - II	CORE - II	OPTIONAL – II	OPTIONAL – II	OPTIONAL – II	OPTIONAL – II
CORE - III	CORE - III	OPTIONAL - III	OPTIONAL - III	OPTIONAL - III	OPTIONAL - III
CORE - IV	CORE - IV	OPTIONAL - IV	OPTIONAL - IV	OPTIONAL - IV	OPTIONAL - IV
-	-	(Including Dissertation)	(Including Dissertation)	(Including Dissertation)	(Including Dissertation)

ELIGIBILITY CRITERIA FOR ADMISSION TO POST GRADUATE

PROGRAMME (M.COM.)

Applications for admission for various Post Graduation Degree Programmes at Goa University and affiliated colleges will be accepted through online mode only. Interested candidates are informed to visit Goa University website www.unigoa.ac.in for details.

Eligibility:

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

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

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

ELIGIBILITY CRITERIA FOR ADMISSION TO SEMESTER III & SEMESTER IV

Summer Training

At the end of 2nd semester, students will have to undergo four weeks summer training to gain on the job experience in Commercial / Industrial Organizations / Finance & Investment Companies / Professional firms such as CA's, Stock Brokers, Project Management Consultants / Small and medium enterprises in Goa or outside. At the end of the summer training, students will be required to produce a certificate of experience for duration of four weeks to become eligible for admission to the second year M.Com Programme.

ADMISSION PROCEDURE

Students desirous of seeking admission to the College in M. Com Part I will have to submit their application in the prescribed form along with the following documents:

1. Two recent passport size Photographs.
2. Transference Certificate
3. Marksheets of Semester V & VI (Original with Two Photo copies)
4. Caste Certificate for OBC/SC/ST students
5. Eligibility Certificate (for students from other Universities & Boards)
6. No Objection Certificate (NOC) (in case of students from other colleges in Goa.)
7. Fees in full as per schedule of fees. No admission will be finalised unless the parent / guardian meet the Principal / Vice - Principal.
8. Aadhar Card.

Students should keep ten photo copies of their original Mark sheet before they submit it to the college. The original mark sheet will be returned to the student only after the registration formalities are completed. Students are requested not to approach the office asking for their mark sheet in between.

ONLINE REGISTRATION

Students passing Graduation Examination from Goa University or any other university and seeking admission to the M.Com. Part I Class will simultaneously have to submit their application for Registration in Goa University through the Principal in the prescribed form, along with the necessary Registration Fee.

ELIGIBILITY CERTIFICATE

Students belonging to other 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 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 Under Graduate course conducted by the University's other than Goa University will have to obtain a Migration Certificate from the said University so as to enable them to obtain Eligibility from Goa University.

FEE STRUCTURE FOR M.COM PROGRAMME

	M.Com. Part I	M.Com. Part II
Tuition fees	39,000.00	35,000.00
Development fees	1,000.00	1,000.00
Library fees	1,000.00	1,000.00
Computer Lab Fees	500.00	500.00
Univ. Registration Fees	630.00	-
Gymkhana Fees	174.00	174.00
Students Activity Fees	174.00	174.00
Student Aid Fund	120.00	120.00
Group Insurance	70.00	70.00
I Card	60.00	60.00
Uni. Admin. Expen.	1,000.00	1,000.00
Grand Total	Rs. 43,728.00	Rs. 39,098.00

OTHER FEES CHARGED BY GOA UNIVERSITY

Sr. No	Particulars	Amount (Rs.)
1	Issue of Eligibility Certificate for Indian Students	580
2	Issue of Eligibility Certificate for Foreign Students	3450
3	Issue of Migration Certificate	475
4	Issue of Duplicate of Migration Certificate	580
5	Cancellation of Migration Certificate (if Cancelled after 6 months)	230
6	One time admission fee for Foreign Students	34500
7	Issue of Transcripts for Professional Programmes	350
8	Issue of Transcripts for General Education Programmes	230
9	Attestation of Academic Record	350

REFUND OF TUITION FEES (As prescribed by GOA UNIVERSITY)

Circular No. GU/36/Acad-PG/Refund of fees/

2017/1322/446 dt. 17/05/2017

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

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

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

2. In case of (1) in the table above, 10% of the aggregate fees shall be deducted as processing charges from the refundable amount

3. 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

4. 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.

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

CODE OF CONDUCT

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

- 14) 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.
- 15) 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.
- 16) Students / Outsiders should not drive their vehicle in the College campus in a reckless manner. They are requested to park in the parking space provided. Students who fail to adhere to this rule shall be penalised.
- 17) **Mobile Phones should be kept on Silent Mode in the Classes.**
- 18) **Ragging Is Strictly Banned In The College. Any One Found Indulging In Ragging Will Be Punished Appropriately Which May Include Expulsion From The College.**
- 19) The Principal is authorized to add, amend or modify these rules.
- 20) All matters not covered by the above rules will rest at the discretion of the Principal.
- 21) The discretion of the Principal is final and binding.

ORDINANCE GOVERNING THE M. COM. PROGRAMME

(Effective from Academic year 2018-19 onwards)

OA-18A Ordinance governing the M.A., M.Sc. and M.Com. Programmes of study conducted by the on-campus Departments of the Goa University and its affiliated colleges in the Faculties of Languages and Literature, Social Sciences, Natural Sciences, Life Sciences and Environment, and Commerce and Management, based on the Choice Based Credit System of Instruction.

(Effective from Academic Year 2018-19 onwards).

OA-18A.1 General

The eligibility, procedure and conditions for admission to the M.A., M.Sc. and M.Com. Programmes and the rules governing (i) reservation of seats in each Department, (ii) merit list, (iii) registration and payment of fees shall be as provided in the respective Ordinances/notifications.

OA-18A.2 Programme Structure

1. The Programme shall be based on a system of time-integrated Units called Credits, under the Choice Based Credit System (CBCS) and shall comprise Core Courses, Optional Courses and Dissertation (optional).
2. A student shall be eligible for the award of Master's Degree on successful completion of minimum of 64 Credits, to be completed over a minimum of four Semesters.
3. The total number of 64 Credits shall comprise 32 for Core Courses and a minimum of 32 for Optional Courses.
4. A student shall be required to obtain 48 Credits from the parent Department in which the student is registered, which shall comprise the 32 Core Credits, and 16 optional credits which may include the dissertation. The remaining 16 Credits may be earned by the student by opting for optional Courses, including dissertation, from within the Department or outside the Department/University.
5. The Courses may cover only theory, theory and tutorial or only practical, or any other activity as specified under OA-18.2.6.
6. Optional Courses may also comprise self-learning Courses in the form of field work, project, summer training, online Courses, and other such Courses; the BoS shall specify the Credits for these activities.
7. A student shall also be permitted to obtain additional Credits. The degree/final grade shall be awarded /computed based on his/her performance in Core Courses and the best performance in the Optional Courses, to fulfill the minimum number of Credits required for the award of the Master's Degree. Additional Credits, if any, shall be depicted in the final transcript/mark sheet.
8. Permission to transfer Credits in case of Institutions not affiliated to Goa University, may be allowed on a case to case basis, following the Credit recognition procedure. Such Courses, when opted for by the students of a Department, may be approved provisionally by the Departmental Council and placed for ratification before the Board of Studies at its subsequent meeting.
9. A Course may be a minimum of 1 Credit and up to a maximum of 6 Credit(s).

10. One Credit of a Theory Course shall be equivalent to 12 contact hours of learning activities including lecture, group discussion, seminar, problem solving, tutorial, assessment and such others.

11. One Credit of a Practical Course shall be equivalent to 24 clock hours of laboratory /field work/ study tour, that is, 12 practical sessions each of 2 clock hours duration, or its equivalent.

However, in the case of Psychology subject, one credit of the Practical Course (Psychology Experiments and Psychological Testing) shall be equivalent to 12 clock hours of laboratory/field work/study tour.

12. Ordinarily, the ratio of credits between theory and practical/ laboratory/ field Core Courses shall not be less than 2:1 or as recommended by the concerned Board of Studies.

13. The Departments shall notify the Core and Optional Courses offered to students for the following Semester. The Department shall also provide for adequate number of Optional Courses in case a student desires to obtain all Credits from the parent Department.

14. Minimum number of students for an Optional Course shall be not less than five. In case there are less than five students for a Course, the permission of the Vice Chancellor shall be obtained before the commencement of teaching for the said Course.

15. Dissertation shall be of 8 Credits and in lieu of Optional Courses.

16. A student shall not be permitted to register for less than 8 Credits and more than 20 Credits in a Semester, during the two- year Programme. However, in case the dissertation is being carried out only in Semester IV, entailing extensive field work, and/or work at other institutions, the student may be permitted to register for only the dissertation comprising 8 Credits.

17. A Core Course offered by a Department may be selected by a student as an Optional Course provided the pre-requisites defined by the concerned Board of Studies are fulfilled by the student.

OA-18A.3 Scheme of Instruction

1. The Departmental Council (DC) or Departmental Faculty Committee (DFC) constituted for this purpose in the colleges, shall be responsible for the proper implementation

and conduct of the Credit-based Master's Degree Programme(s). The DFC shall comprise the Principal of the College, Coordinator of the Course and teachers teaching the Programme.

2. Ordinarily one teacher shall teach an entire Course, unless the Course requires more than one teacher to meet intra- or inter-disciplinary requirements. The Course outline/session plan for each Course offered during the Semester shall be submitted by the teacher/ instructor to the DC/DFC before the commencement of teaching of the said Course.

(a) The DC of University Departments shall prepare the details of objectives, themes and topics of Core and Optional Courses for discussion and recommendation of BoS and approval by the Academic Council.

(b) In case of Programmes offered only in Colleges, the BoS shall prepare the objectives, themes and topics and recommend it for the approval of the Academic Council.

(c) All the approved Courses, either Core or Optional, shall be uploaded on the University/ College Website prior to offering of the Course.

3. The Course outline/session plan shall depict the Objectives of the Course and the themes in terms of both teaching/ learning and assessment.

4. The Courses shall be designed with a hierarchical structure indicating the complexity levels and may be prefixed with number series of 100, 200, 300, 400 to denote the level of the Courses. The numbers do not necessarily represent the Semester(s). The DC/BoS shall identify the pre-requisite for each Course.

OA-18A.4 Dissertation

1. Ordinarily, the Dissertation shall be spread over third and fourth Semesters and shall not generally constitute an entire Semester-equivalent of Credits. However, the DC/DFC may consider on case to case basis and reduce it to one Semester, if it involves full field-work or dissertation in other Institutes or Industries.

2. The DC/DFC shall decide at the end of the second Semester, the modalities relating to the dissertations, which shall be informed to the students.

3. Topics for dissertations shall be finalized by the student in consultation with the guiding teacher.

4. The DC/DFC shall decide the number of students each teacher can guide with an equitable distribution of students to Guides for sharing the workload. Such workload shall be computed as two hours per week per student, up to a maximum of four hours per week for two or more students.
5. The student shall declare, in the prescribed proforma, that the dissertation is his/ her own work and that all the sources used are duly acknowledged.
6. The guiding teacher shall certify, in the prescribed proforma, that the dissertation is an original work of the candidate completed under his supervision.
7. Students shall submit the dissertations to the Department through the guiding teacher not later than 2 weeks before the end of the term. Ordinarily, no student shall be allowed to submit the dissertation after the due date.
8. Every student shall submit one soft copy on a CD and two bound copies of the dissertation to the Department in the standard format as under: The size of paper: A4 (approximately 29 cm x 21 cm) except for drawings, graphs and maps, on which no restriction is placed, with a margin of 3 cm on the left hand side and 2.5 cm on all the other three sides. The dissertation should be neatly typed in double space and only on one side of the paper. The front cover of the dissertation, bound in a standardized form, should contain the title of the dissertation, the Degree, date and name of the student concerned.

OA-18A.5 Scheme of Examination

1. The assessment of all Courses including Dissertation shall comprise continuous intra-Semester Assessment (ISA) and Semester-end Assessment (SEA) and shall be fully internal. In case of the Programmes which are offered both at Goa University campus and at affiliated Colleges, the examination of core theory papers shall be conducted by the University and common Question Papers along with answer keys for SEA shall be prepared. The SEA of all Core, Practical and all Optional Courses including dissertations shall be conducted by the teachers as decided by respective DC/ DFC.
2. (a) Each teacher of the concerned Course shall be the examiner for the portion he/she has taught. The teacher/instructor of the Course shall be the Course Coordinator and shall coordinate the teaching, examination and evaluation (both continuous ISA and SEA) of the Course and maintain records of all assessments/tests/ examinations.

(b) When more than one teacher is involved in teaching a Course, one teacher preferably a regular teacher from the Department shall be identified as the Course Coordinator by the DC/DFC.

(In case of Programmes which are offered at Goa University campus and/orc) at affiliated Colleges, the assessment of SEA answer books of all core Courses shall be done at respective Department or College as the case may be in a manner specified in OA 18.5 (2) (e).

(c) In case of the University Departments, the respective teacher who taught the core course shall assess the answer books based on the answer key provided by the paper setters for the purpose.

In case of affiliated colleges, the respective DFC shall decide the teachers for evaluation of core courses depending upon the master panel of examiners specified in OA 18.5 (2) (e).

(d) For the purpose of paper setting and evaluation of core courses, the concerned BoS shall recommend a master panel of paper setters and examiners comprising both external and internal (for the purpose of co-ordination), which shall be placed before the Academic Council for approval. Under-graduate teachers in affiliated colleges with Ph.D. degrees and at least three years of post- graduate teaching experience and teachers without a Ph.D. but who have 5 years of post-graduate teaching experience shall be eligible for inclusion in such a panel.

3. (a) The nature of assessments may be Written/Oral, Open/Closed book, Scheduled/ Surprise, Objective / Multiple-choice, Short-answer type, Essay type, Seminar, Assignment, Experimental work, Fieldwork, Viva-Voce, Peer group assessment, Class participation as described in the Course outline.

(b) For each theory Course, a written or any other evidence-based component shall constitute at least 50% of ISA and SEA.

4. A Course shall have a 'single passing-head' based on the combined performance at the continuous ISA and SEA. Fractional marks shall be rounded off to the nearest integer only at the time of calculating the Course grade.

5. The DC/DFC shall constitute a Departmental Examination Committee (DEC) to monitor the conduct of the continuous ISA and SEA.

6. The Course-wise time-table of internal assessment shall be displayed at the beginning of each Semester. Every teacher shall submit to the Head of the Department (HoD)/Principal,

the question paper, assessed answer books and the marks assigned within seven days after the conduct of each assessment. The result of each assessment shall be displayed on the Notice Board and the assessed material shall be shown to the candidate(s) by the concerned teacher and submitted to the HoD along with the question paper in a sealed envelope.

OA-18A.6 Evaluation of Courses

1. (a) A One Credit Course shall carry 25 marks. All other Courses shall carry marks proportionate to the number of Credits.

(b) The weightage for the continuous ISA and SEA in both theory and practical Courses shall be 40% and 60% respectively.

(c) There shall be two ISAs for each Course of two or more Credits, each of 20%, for a total of 40% of total marks of the Course. However, for a 1 Credit Course, a single ISA shall be conducted and evaluated for 40% of total marks of the Course. An additional assessment, irrespective of the number of Credits a Course carries, may be provided on the request of students to improve the Grade, in which case the best two assessments shall be considered, or best one in the case of a single Credit Course. All internal assessments shall be completed by the last teaching day of the Semester.

2. Ordinarily a teacher who teaches a particular Core Course or part thereof shall assess the performance of the students in the ISA component of that Course. Guest Faculty/contributory teachers teaching a Course or part thereof, shall conduct such assessment in consultation with the Course Coordinator.

3. There shall be a continuous review of the teaching Programme by the DC/DFC in every Semester.

4. The SEA shall be conducted as per the academic calendar. The DEC shall work out the examination schedule for SEA in consultation with other departments from where the students are taking Optional Courses, which shall be approved by the DC/DFC and displayed on the Notice Board before the last teaching day of the Semester. The same shall be communicated to the concerned departments. However, in case of the Programmes which are offered both University campus and at affiliated Colleges, the examination schedule for SEA of Core Courses shall be announced by the office of the CoE.

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

OA-18A.7 Evaluation of Dissertation

1. (a) The Dissertation shall be assessed by the Guide/Supervisor and by the DC/DFC. The student shall make a presentation of the work before the DC/DFC and students of the Department. The DC/DFC shall assess the work. Average of marks of all teachers attending the presentation shall be the evaluation of the dissertation which shall carry 60% of the total marks assigned for dissertation which shall be the SEA component.

(b) The Guide shall assess the Dissertation work independently for 40% marks which shall be the ISA component. The ISA shall be completed by the guide in the third semester based on the modalities decided by the concerned DC/DFC. If a student is willing to discontinue the dissertation due to poor performance in the ISA component, s/he shall be permitted to opt for required number of optional courses in the fourth semester.
2. To pass in the Dissertation a student has to secure a minimum grade of 'P' as indicated under OA-18A.8.2.
3. A student who fails in the dissertation may be permitted to re-submit the dissertation after incorporating suitable modifications under the guidance of the teacher or may be permitted to register for optional courses equivalent to the number of credits assigned to the Dissertation.
4. There shall be no revaluation in case of dissertations which are based on laboratory/field/experimental work.

OA-18A.8 Award of Grades

1. Marks awarded in each Course shall be represented in the form of Grades in the grade sheet issued at the end of each semester. The Final result shall be declared as Cumulative Grade Point Average (CGPA).
2. The marks awarded in the ISA and SEA shall be added for awarding the grade 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), Ab (Absent)	0

3. Every student shall have to secure a minimum of 'P' grade to pass the Course.
4. Provisions for grace marks under OA 5.16 shall not be applicable to Credit based Masters Programmes.
5.
 - (a) Students who do not secure a minimum of 'P' Grade in Core Courses shall have the option of answering SEA in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular programme.
 - (b) In the case of Optional Courses, a student shall have the option of answering SEA in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme, or register for an alternative Optional Course to secure requisite number of Credits.
 - (c) Appearance in minimal number of ISAs as prescribed, and in SEA, is compulsory for passing.

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

6. The Course Coordinator shall be responsible for finalizing the assessment pattern and to ensure that the assessment reflects teaching/ learning-time and weightage assigned to the topic/unit/module as prescribed in the Course outline.

7. (a) The weighted grade points of a course shall be calculated by multiplying the grade points (G_i) scored by a student, by the number of Credits of the respective course.

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

(c) CGPA is the ratio of the sum of the product of the number of Credits as specified under OA-18.8.6(e). It shall be calculated as follows: $CGPA = \sum(C_i \times G_i) / \sum C_i$

Where ' C_i ' is the number of credits of the i^{th} course and ' G_i ' is the grade point scored by the student in the i^{th} course.

The CGPA shall be rounded off to 2 decimal points and recorded in the transcripts.

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

(e) Wherever the number of best Optional Credits are more than 40, the Grade Point of an Optional Course having the least Grade Point amongst these, shall be computed for a lesser number of Credits, so as to obtain a total of 40 Optional Credits. Such reduction in the weightage shall be reflected in the mark list.

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

(g) The CGPA shall be converted to the Final grade, as shown in the table below:

CGPA	Grades
10.0	O (Outstanding)
9.0 – <10.0	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)
< Required Credits for award of the Degree	F (Fail)

(h) In the case where CGPA is higher than the indicated upper limit in the two decimal digits by a factor of ≥ 0.005 , then the higher grade will be awarded.

Eg. A candidate with CGPA ≥ 4.995 will be awarded 'C' grade. A candidate who has not earned required credits to be awarded the Degree, shall be given a final grade 'F' and be declared as 'Fail'.

8. Within one week from the last examination at the end of each Semester, the ISA/SEA scores shall be approved by the DC/DFC and thereafter sent to the Controller of Examinations (CoE) in the format made available for the same. Checking/verification of the scores data entry, preparation of grades and declaration of the results within two weeks of the receipt of all (ISA/SEA) the scores from the respective Departments/Colleges shall be the responsibility of the Examination Section.

9. Students who have not completed the Programme in four Semesters, shall be permitted to re-register for additional Semester(s) and opt for Courses, provided that these Courses are available for instruction in the Department. This shall be subject to the provision of maximum duration for completion of a program as specified in the relevant Ordinances. Such candidate(s) shall be treated as supernumerary for the particular Course.

10. A student desiring to improve her / his final Grade on completion of the Master's Degree Programme, shall be permitted with the approval of the Vice-chancellor, to reappear only in the SEA component of one or more theory courses of her/his choice, provided that:

a) She/he had answered the course/s during the Programme.

- b) Such examinations shall be conducted as recommended by the DC/DFC.
- c) The request is made within the maximum duration available for completing the Programme.
- d) The candidate availing this provision shall be considered to have passed the Programme “Under Improvement”
- e) The best Course-wise performance of the candidate shall be considered for the final grade.
- f) A fresh grade/mark sheet shall be issued only if there is an improvement in grades.
- g) The concerned Department's shall conduct examinations for such candidates after receiving approval from the Vice-chancellor to that effect.

OA-18A.9 Grievance Committee

1. There shall be a Grievance Committee of five teachers from different Faculties and the same shall be constituted at the commencement of every academic year. The Vice-Chancellor shall appoint a Chairperson from among the five. No teacher against whom a grievance is made shall participate in the meetings of the Committee.
2. The Grievance Committee shall examine and decide on the grievances relating to the marking of answer-scripts/evaluation of tests of the students. The Committee may also consider any other matter related to examination and evaluation.
3. A student shall address his/her grievance(s) to the HoD/ Principal, who shall place the same before the DC/DFC for resolution. If the grievances are in the Course(s) taught by the Head of the Department, the grievances shall be addressed to the Dean of the Faculty.
4. If the student continues to feel aggrieved, the grievance application shall be referred by the Departmental Council to the Grievance Committee.
5. If the Grievance Committee finds that there is a prima facie case, it may refer the respective answer-scripts/ assignments, to an expert outside the University, for which the student shall have to pay the prescribed fee. The result of such an evaluation shall be final and binding.
6. The decision of the Grievance Committee shall be communicated to the student within one month of his/her filing of the grievance.

OA-18A.10 Coordination Committee

1. There shall be a Coordination Committee for the Credit-based Masters Programme, with representatives of all Faculties.
2. The Vice-Chancellor shall appoint a Coordination Committee which shall comprise a Dean of a Faculty of University Departments as Chairperson and four members from various Faculties other than that of the Dean. The committee shall be assisted by the Academic Section of the University.
3. The Committee shall coordinate implementation of the Credit-based Masters Programme, and resolve anomalies arising during the implementation of the Programme. The Committee shall draw a common time-table for Optional Courses offered across the Departments, so as to enable students to opt for Courses.
4. The Committee shall consider suggestions received from students, HoDs, Faculty members, BoS, Faculty Boards and the Examination Section, and recommend modification of existing provisions or introduction of new provisions.

OA-18A.11 Feedback

At the end of every Semester there shall be an assessment of the teaching of the Course/s in that Semester by the student(s), the records of which shall be retained by the Internal Quality Assurance Cell (IQAC).

ATTENDANCE

(Effective from 30th November, 2007) 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 University.

OA-17.3 Attendance and eligibility to appear for Examinations

- 1) 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.

- 2) 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.
- 3) 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 readmission is in the same institution. Readmission 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.
- 4) 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.

(Effective from 2nd March, 2015)

(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 / practical's 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 / practical's for the paper / course shall be calculated after adding the lectures / practical's under 'D' and considered as such.

e.g.
$$\frac{\text{No. of lectures / practical's attended} + D}{\text{No. of lectures / practical's engaged}} \times 100$$

(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 re-joining 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.

1) 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.

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 to develop:

- i) Academic excellence,
- ii) Intellectual curiosity,
- iii) Reading habit, and
- iv) Attitude towards 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 student's representatives. The role of LAC members is to provide Librarian with feedback and suggestions in improving Library services.

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

MEMBERSHIP

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

	Lending Membership Card	Reference / Overnight Book Lending Card
M.Com.	Two cards (Two book per card)	One Card (One book per card)
Readers' Club	One card (One non-academic book)	

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

INFORMATION, NOTIFICATION & PUBLICITY

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

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

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

Library Website: The aim Library website <http://libraryggpr.com> 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:**

- i. Read Library notice board daily.
- ii. Wear your ID card before entering Library.
- iii. Keep your bags on the baggage stand.
- iv. Scan your ID card to record walk-in / out.
- v. Maintain silence in Library.

- vi. Use Library reading material and equipment with care.
- vii. Check books for damage before it is issued. Inform the Library staff in case of damage.
- viii. Return books on / before the due date.
- ix. Books taken on Overnight Book Lending card, must be returned next day before / during interval.
- x. Use Library reading material and equipment with care.
- xi. Check books for damage before it is issued. Inform the Library staff in case of damage.
- xii. Return books on / before the due date.
- xiii. Books taken on Overnight Book Lending card, must be returned next day before / during interval.
- xiv. Make use of only your own Library card.
- xv. Inform Librarian in case of loss of Library card.
- xvi. When in need of assistance ask Librarian / Library staff for help.
- xvii. Keep Library clean.
- xviii. Follow the rules of the Library.

≈ **Don'ts:**

- i Speaking over mobiles in Library is prohibited.
- ii Valuables in Library are not allowed.
- iii 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

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

LIBRARY SERVICES

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

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

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

Library walk-in/ out is also automated.

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

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

Class	Day(s) for Issue / Return	Time
M.Com. Part - I & II	All working days	9:00 am to 4:00 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. Always return books to the Library staff.

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

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

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

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

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

Printing: Free printout out 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 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.

ABOUT CLASSROOMS

The post graduate departments classes are fully air conditioned and equipped with audio visual facility, projector and ample charging points provided for students to charge their laptops.

COMPUTER LABORATORY

The post graduate departments computer lab is fully air conditioned and equipped with 19 computers with centralized power backup. All the computers are connected to the internet with high speed internet connectivity of 100 MBPS. The entire department is also Wi-Fi enabled.

CANTEEN

The canteen serves the college as well as the Higher Secondary school 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.

STUDENT COUNSELING

The college has a professional counsellor to deal with all the issues of the student. Regular sessions of the student are held individually & issues which are put forth by the students are dealt with on case to case basis. The main objective of this process is to create a very conducive atmosphere for teaching and learning so as to remove all the stress if any which may come in the way of the student in the process of teaching and learning.

STUDENTS' SAFETY INSURANCE SCHEME

All students of Post Graduate Department of the college are insured under the Group Insurance Policy Scheme through National Insurance Co. Ltd. The students receive insurance benefits at the time of calamities such as accident, loss of part of body, death etc. as per the percentage approved by the insurance company on case to case basis.

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 division of First, Second and Third Year of B.Com., BCA and M.Com. classes. Similarly, General Secretary, Cultural Secretary shall also be elected and Sport 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 by kind behaviour towards all.

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 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 market different programme like HR connect etc. are also held. Students are given the opportunities to appear for the interviews in different companies. Campus interviews are also organized by the Cell.

COLLEGE MAGAZINE 'SAMVID'

Our magazine also gives reports of library, gymkhana, N.S.S. with Principal's reports. The photographs of the merit holders are proudly published along with the selected photographs of various activities. This is a purely internal magazine. Its name 'Samvid' indicates "Higher Kind of Knowledge". The main aim of this magazine is to encourage students as well as staff members. It is a platform to interact with each other.

M.COM NEWSLETTER 'DnyanPrasar'

The M. Com Programme of the College publishes an e-Newsletter which is made available on the website of the college.

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 specialized persons from the field of Theatre. The Student members of the Club are made to attend the training session in different areas of theatre like mime, mimicry, skit, drama etc. Organized by several colleges and Organizations. The Theatre Club thus intends to channelize and fine - tune the creative talent among students.

NATURE CLUB (ECO-VISION)

The nature club has been formed to generate an environment 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 values and sensitize them to the problem of environmental degradation. This help 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.

READERS' CLUB

To inculcate better reading habits among the students, our College has started a Readers' Club. Under this, interested students are made the member of the Readers' Club. The student gets facility of additional book. The student present book reviews 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 of the Readers' Club meeting, presentation of book review, etc.

CULTURAL ASSOCIATION

“Culture is to know the best that has been said and thought in the world” - Mathew Arnold.

The Cultural Association of the College organises Competitions like elocution, debate (in house) which brings out the oratory skills of students, focusing on topics of social importance.

It thrives to create a balanced mind set, where academics blend with the creation of a civilized individual who will help in the formation of a civilized society.

It is rightly said, the pen is mightier than the sword. The cultural association of the College does not underestimate the same and therefore organises essay, debate, poster making and various other competitions. Inter - Collegiate competitions are also organized. Beside the association through song, dance and other competitions reminisces the rich cultural heritage of yesteryears which has legendary origin. Competitions are organized throughout the year in various languages.

COMMERCE FORUM

The changing time have brought new breeze which augurs well for commerce discipline. A Student of Commerce cannot only afford to remain in the narrow combines of academic syllabus. For better awareness a student has to transcend academic subject plan to know more and more. Commerce Forum of the College seeks to do this. Some of the activities conducted by the forum are - Talks on various new aspects. – Seminars and workshops. - Debates and Discussions.

Students are advised to take full benefit of these programmes for their better awareness.

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 Sport Secretary who is nominated by the Director of Physical Education. All the regular students are members of the Gymkhana. Principal nominates a member of teaching staff to be the incharge of the Department of Gymkhana and nominated Sports, Secretary function under the supervision and guidance of such a staff member.
- 2) The election of G.M.C. will be governed by rules and laws of the College Gymkhana Office.
- 3) Student 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 intercollegiate 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, and examinations can be claimed on the plea that a student is participating in the Intercollegiate 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 tournament on behalf of the College immediately after the tournament.

SCHOLARSHIPS

1. Post Matric Scholarship to ST/OBC/SC Students of M.Com. Part I & Part II (Subject to Govt. Approval)
2. Under Students' Aid Fund financial aid will be to the needy students as per Government guidelines every year
3. **Mayekar Family Prize:** - This prize is awarded by Mrs. Meera Mayekar every year to the student of our college who passes all four semesters of M.Com. Programme at first attempt and secures highest marks (Minimum 60%) at M.Com. examination
4. **Mast. Advait Pradip Maske Scholarship:** - This scholarship is awarded by Dr. Pradip Maske to the student standing first in M.Com. examination
5. **Late Shri Subrai Kashinath Pai:** This scholarship is awarded to a student obtaining highest marks and standing first in the college at Post Graduate M.Com. examination
6. **Vijaya – Vasudeo Scholarship:** This scholarship is awarded by Shri Prakash V. Sardesai to a student standing first at M.Com. Examination.

Activities of M.Com. Department for A.Y. 2021-22

1. SEMINAR ON “FINANCIAL EDUCATION FOR YOUNG CITIZENS” organized by GVM’S GGPR College of Commerce & Economics, Ponda-Goa in association with NISM from 31st January to 4th February 2022. The resource person for the course was. Mr. Rajendra Dalvi.
2. WEBINAR ON “E-FILING OF INCOME TAX RETURNS” organized by the Post Graduate Department of Commerce of GVM’S GGPR College of Commerce & Economics, Ponda-Goa for our students on 6th April 2022 from 10:30 am to 11:30 am. The resource person for the webinar was Asst. Prof. Dr. Abhijit Kundu from Barrackpore Rastraguru Surrendranath College in Kolkata, West Bengal, India.
3. EVENT ON “POP-UP BAZAAR” organized by the Post Graduate Department of Commerce of GVM’S GGPR College of Commerce & Economics, Ponda-Goa on 29th

April 2022 from 10:00 am to 2:30 pm where our M.com students had put up stalls on various food & non-food related products in the college Auditorium hall.

4. **GUEST LECTURE ON “LIFE INSURANCE BUSINESS: AN OVERVIEW OF POLICIES & CAREER OPPORTUNITIES”** organized by the teaching-Learning & Educational cell in collaboration with career guidance and placement cell (M.Com) of GVM’S GGPR College of Commerce & Economics, Ponda-Goa on 10th May 2022 from 11:30 am to 12:40 pm for the students of M.com I & II. The resource person for the session was Shri. Dharmanshu Singh who is currently working as a branch manager for Kotak Mahindra life insurance business.
5. **WEBINAR ON “EFFECTIVE WAY OF WRITING CV & A LETTER OF APPLICATION”** organized by the Career Guidance & Placement cell (M.com) of GVM’S GGPR College of Commerce & Economics, Ponda- Goa on 27th May 2022 from 12:30 pm to 1:30 pm via Google meet. The resource person for the webinar was Asst. Prof. Ms. Swati Jalgekar from Rosary college of Commerce & Arts, Navelim Salcete Goa.
6. **SHORT TERM COURSE ON “TALLY ERP 9 WITH GST”** organized by the Post Graduate Department of Commerce of GVM’S GGPR College of Commerce & Economics, Ponda-Goa from 1st June to 7th June 2022 in the M.Com Lab. The resource person for the course was Asst. Prof. Mr. Ashish Salvi from GVM’S GGPR College of Commerce & Economics, Ponda- Goa.

EXTRA-CURRICULAR ACTIVITIES

1. Sports

The M.Com-Part I & II boys had taken part in the cricket match which was organized by the sports department of GVM’S GGPR College of Commerce & Economics, Ponda-Goa.

2. Fun Days

The M.Com-Part I & II students had participated in the various on stage & off stage events organized by the student’s council of GVM’S GGPR College of Commerce & Economics, Ponda-Goa on 12th & 13th May 2022 from 9:30 am onwards.

3. M.Com II Farewell Function

A Farewell function for M.com Part II students was organised on 2nd June 2022.

Advanced Corporate Accounting | Goods and Service Tax | Direct Taxes | Banking and Financial Institutions | Human Resource Management | Business Statistics and Research Methodology | Advanced Financial Management | Cost and Management Accounting | Capital Markets and Stock Exchange Operations | Security Analysis and Portfolio Management



"If you want to shine like a Sun, First burn like the Sun."

-APJ Abdul Kalam



Goa Vidyaprasarak Ma

