



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

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

Ph.: 8767916417, Fax No. : (0832) 2335819

E-mail: gvmcce@yahoo.in

Website: www.gvmcommercecollege.ac.in

Library website: gvmcommercecollege.ac.in/library

COLLEGE OFFICE WORKING HOURS

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

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

Money Transactions : 9.00 a.m. to 12.30 p.m.

COLLEGE LIBRARY WORKING HOURS

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

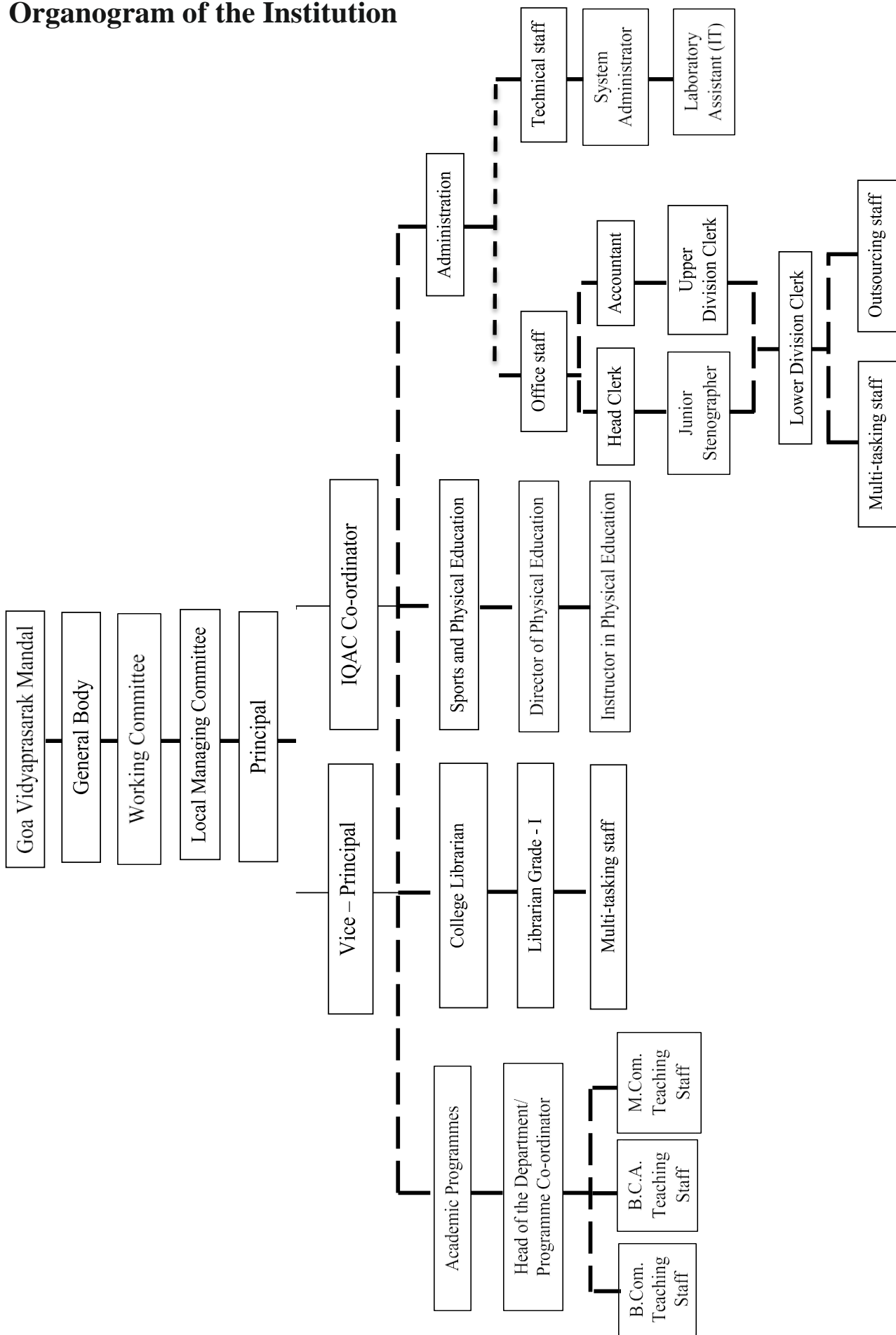
Saturday : 8.30 a.m. to 1.00 p.m.

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



Organogram of the Institution



GOA VIDYAPRASARAK MANDAL

WORKING COMMITTEE

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

GENERAL BODY

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

MASTER OF COMMERCE

PRINCIPAL: **Dr. Teotone Inas M. Vaz**, M.Sc., B.Ed., SET, Ph.D.

VICE-PRINCIPAL: **Dr. Meera R. Mayekar**, M.Com., M. Phil., Ph.D.

TEACHING FACULTY (2022-23)

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

LIBRARY

Shri. Terence F. B. Rodrigues, Librarian, 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, Diploma in Computer Engineering

SYSTEM ADMINISTRATOR

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

NON TEACHING FACULTY

Mrs. Anita B. Carvalho,	Head Clerk
Shri. Ganeshprasad Bhat,	Accountant
Mrs. Sonali V. Naik,	Jr. Stenographer
Mrs. Reema R. Keny,	UDC
Mrs. Sharad R. Samant,	UDC
Shri. Satyawan C. Gaonkar,	LDC
Mrs. Nakshatra P. Parsekar,	LDC
Shri. Gustav F. Rodrigues,	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
Shri. Zulkas R. Beig,	Multi-tasking Staff
Shri. Sachin N. Sawant,	Multi-tasking Staff
Shri. Santosh S. Naik,	Multi-tasking Staff
Mrs. Vrunda S. Gaude	Multi-tasking Staff

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 research with focus on multifaceted development of the students and to empower them to become global citizens”.*

Mission: *“To impart quality education to students to enable them to face the global challenges and mould them to be socially responsible citizens”.*

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 35 w.e.f the Academic Year 2022-23

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 80 Credits during two years. Of these 32 Credits are from Core Courses and 32 Credits are from Elective Courses offered and 16 Credits of Dissertation.

- **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.

- **Dissertation**

As a part of M. Com Programme, Dissertation shall be a Compulsory Dissertation and shall be in the Discipline in which the student is registered for the Master's Programme. The 16 Credits' DSD shall be 'split into 4 Credits of Research Internship, 4 Credits for Research Conceptualization and Data Collection methods and 8 Credits of Research Report and Viva.

- PROGRAMME STRUCTURE**

Semester 1

Code No	Name of the Course	Credits	Page No
COM-500	Advanced Financial Management	4	03
COM-501	Capital Markets and Stock Exchange Operations	4	05
COM-502	Entrepreneurship and Venture Capital	4	07
COM-503	Organizational Behaviour	4	09
ACCOUNTING AND FINANCE			
COM-521	Advanced Corporate Accounting	4	12
COM-522	Financial Services Operations	4	14
BUSINESS MANAGEMENT			
COM-523	Human Resource Management	4	17
COM-524	Strategic Management	4	20

Semester 2

Code No	Name of the Course	Credits	Page No
COM-504	Marketing and Consumer Behaviour	4	22
COM-505	Management of Mutual Funds	4	24
COM-506	Security Analysis and Portfolio Management	4	27
COM-507	Financial Derivatives	4	29
ACCOUNTING AND FINANCE			
COM-525	Direct Taxes	4	32
COM-526	Cost and Management Accounting	4	34
BUSINESS MANAGEMENT			
COM-527	Advertising and Sales Management	4	36
COM-528	Business Environment and International Trade	4	39

Semester 3

Code No	Name of the Course	Credits	Page No
COM-600	Research Methodology	4	41
COM-601	Basic Econometrics	4	43
COM-602	Qualitative Research	4	45
ACCOUNTING AND FINANCE			
COM-621	Corporate Valuation	4	48
COM-622	Corporate Mergers and Acquisitions	4	50
COM-623	Indirect Taxes	4	52
COM-624	Financial Risk Management	4	54
COM-625	Treasury and Forex Management	4	56
COM-626	Cost Management and Control	4	58
BUSINESS MANAGEMENT			
COM-627	Banking and Financial Institutions	4	60
COM-628	Insurance Management	4	62

COM-629	International Marketing	4	64
COM-630	Retail Marketing	4	67
COM-631	Customer Relationship Management	4	69
COM-632	Travel and Tourism Management	4	71

Semester 4

Code No	Name of the Course	Credits	Page No
COM-603	Advanced Econometrics	4	73
COM-604	Business Analytics	4	75
COM-651	Dissertation	16	77

At the beginning of the all Semesters, Department will open the Specialization Courses from the list given above depending on availability of Faculty Members. Apart from Core Courses, the students are required to opt for 1 Course during the Semester I and II from the Specialization Courses offered. Students have the option of choosing any other Optional Course offered by the Department and also the Courses available at the SWAYAM portal.

Recommended distribution of Courses: Semester-Wise

Courses	SEM I	SEM II	SEM III	SEM IV	Credits
Discipline Specific Core (DSC)	16	16			32
Discipline Specific Elective (DSE)	4	4			08
Research Specific Elective Course (RSE)			8	4	12
Generic Elective Course (GE)			12		12
Discipline Specific Dissertation (DSD)/Internship				16	16
Total Credits	20	20	20	20	80

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.

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 the 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.

2023-2024

	M.Com. – I (₹)	M.Com. – II (₹)
Tuition fees	38,900.00	35,300.00
Development fees	1,000.00	1,000.00
Library fees	1,000.00	1,000.00
Computer lab fees	500.00	500.00
Univ. reg. fees	660.00	----
Gymkhana fee	420.00	420.00
Students aid fund	130.00	130.00
Students activity fees	178.00	238.00
Univ. Admin.Expen	1,000.00	1,000.00
Group Insurance	80.00	80.00
I Card	100.00	100.00
Grand Total	43,968.00	39,768.00

OTHER FEES CHARGED BY GOA UNIVERSITY

	Fee Particulars	Amount (₹)
1	Eligibility Fees for Indian students	660.00
2	Eligibility Fee for foreign students	3990.00
3	Migration Certificate	550.00
4	Duplicate Migration Certificate Fee	660.00
5	Cancellation of Migration Certificate (after 6 months)	280.00
6	One time admission fee for foreign students	39,700.00
7	Issue of NOC for transfer of internship	1125.00
8	Late fee for applying Provisional Eligibility Certificate(for every delayed month)	125.00
9	Registration / Enrollment fee	
a	Student from Goa Board / Other Board in India	660.00
b	Student from other Boards / ICCR / NRI / Foreign students	660.00
c	Student from other University(NRI / ICCR/Foreign University)	3860.00
d	Goa University with P.R. Number	660.00
e	Goa University without P.R. Number/ Ex-migration Student	1325.00
f	Late fee for Registration/Enrollment per student (per month)	125.00 (But not exceed ₹ 1000)

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) The students have to compulsorily wear the uniform in the college premises

- Uniform description:

Shirt/Kurti Colour: Maroon **Pant Colour: Black**

➤ For girls- Shirt with pocket. The sleeve length should be up to the elbow paired with Black trousers.

Or

Short kurti and a Black waist coat paired with Black trousers.

➤ For boys - Shirt with a pocket. Sleeves should be of full length paired with Black trousers.

Note: Shirt should be long enough to be tucked in. (Sample of uniform displayed at the college)

Students have to compulsorily wear the uniform as specified by the college. Any student not following the specifications, will not be allowed to enter the college premises. Every student is expected to be properly dressed while on the college campus. There shall be no modification made in the uniform

2) Every student is expected to wear ID card and should 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) Students have to intimate/justify in writing to the office their absence from lectures/practicals/tutorials/tests/examinations immediately with necessary/required proof.

7) Loitering in the corridors or premises of the College while the College classes are in progress is strictly prohibited.

8) The behaviour of student vis-a-vis members of the staff and fellow students is expected to be decent and polite.

9) 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.

- 10) 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.
- 11) No student of the College shall take active part in any communal and violent political activity.
- 12) Use of tobacco, smoking and liquor are strictly prohibited on the College campus.
- 13) 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.
- 14) Students are advised to see the Notice Board regularly.
- 15) Lighting of fire crackers in College premises is banned.
- 16) 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.
- 17) 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.
- 18) 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.
- 19) **Mobile Phones should be kept on Silent Mode in the Classes.**
- 20) Ragging is strictly banned in the college. Anyone found indulging in ragging will be punished appropriately which may include expulsion from college. Anti-ragging helpline (1800-180-5522) Detailed Regulations are available on UGC website: www.ugc.ac.in
- 21) The Principal is authorized to add, amend or modify these rules.
- 22) All matters not covered by the above rules will rest at the discretion of the Principal.
- 23) The discretion of the Principal is final and binding.

ORDINANCE GOVERNING THE M. COM. PROGRAMME

(Effective from Academic year 2022-23 onwards)

OA-35 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 2022-23 onwards).

OA-35.1 GENERAL

The eligibility, procedure and conditions for admission to the M.A., M.Sc. M.Com., M.S.W., M.T.T.M., M.P.Ed., M.L.I.Sc, MBA, MBA (FS), MBA (Executive), MCA and M.Sc. (L.H.T.M.) and other such Masters Programmes and the rules governing the

- (a) Reservation of seats for each Programme,
- (b) Merit list,
- (c) Registration and payment of fees

shall be as provided in the respective Ordinances/Notifications.

OA-35.1.1

The Discipline Faculty Committee (DFC) / Departmental Faculty Committee (DFC) shall be responsible for the implementation and conduct of the Credit-based Master's Degree Programme(s). In case of Schools, the DFC shall comprise the Dean/Vice-Dean Academic, Programme Director and the faculty members of the Discipline. In case of the Colleges, the DFC shall comprise the Principal of the College, Head of the Department, Coordinator of the Programme and faculty members teaching the Programme.

OA-35.2 PROGRAMME STRUCTURE

OA-35.2.1 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, Elective Courses (Discipline specific, Research specific and Generic) and Dissertation. The Credits shall be as defined in OA-35.2.3. A student shall be permitted to accumulate, transfer or redeem Credits under the relevant provisions of the Goa University Ordinance relating to Academic Bank of Credits and shall be permitted multiple entry and exit options.

OA-35.2.2 (a) A student shall be eligible for the award of a Master's Degree on successful completion of a minimum of 80 Credits in 4 semesters for Two Years PG Degree (for those who have completed the 3-year UG Degree).

(b) A student registered for Programmes of two years (four semesters) duration and above, shall be eligible for a relaxation of one Semester as per the relevant provisions of the Goa University Ordinance relating to the Academic Bank of Credits.

OA-35.2.3 (a) The total number of 80 Credits shall comprise 32 Credits of Core Courses (Compulsory); 32 Credits of Elective Courses; 16 Credits of Dissertation (Compulsory), as specified at OA-35.4

OA-35.2.4 A student shall be required to obtain 56 Credits from the parent Discipline, out of which 32 Credits shall be Discipline Specific Core; minimum 8 Credits shall be Discipline Specific Elective Courses; and 16 Credits for the Dissertation or Internship (as applicable). Out of the remaining 24 Credits, 12 Credits shall be Research Specific Elective Courses and 12 Credits shall be Generic Elective Courses.

Semester-wise break up of Courses and Credits

Courses	SEM I	SEM II	SEM III	SEM IV	Credits
Discipline Specific Core (DSC)	16	16			32
Discipline Specific Elective (DSE)	4	4			08
Research Specific Elective Course (RSE)			8	4	12
Generic Elective Course (GE)			12		12
Discipline Specific Dissertation (DSD)/Internship				16	16
Total Credits	20	20	20	20	80

(a) Discipline Specific Core (DSC) Courses: DSC are Compulsory Courses (32 Credits) shall be in the Discipline in which the student has registered for the Master's Degree Programme.

(b) Discipline Specific Elective (DSE) Courses: DSE are Discipline Specific Elective Courses. They supplement the DSC's and at the same time provide a choice for the student.

(c) Research Specific Elective (RSE) Courses: RSE Courses aim to provide adequate research skills to students to carry out Dissertation. RSE's for each Discipline shall be recommended by the respective Board of Studies. A student may opt for RSE's offered by other Disciplines upon prior recommendation of the DFC.

(d) Generic Elective (GE) Courses: GE Courses are Elective Courses from any Discipline. These Courses aim to provide a multidisciplinary perspective to the student.

(e) Discipline Specific Dissertation (DSD): DSD shall be a Compulsory Dissertation and shall be in the Discipline in which the student is registered for the Master's Programme. The 16 Credits DSD shall be split into 4 Credits of Research Internship, 4 Credits for Research Conceptualization and Data Collection methods and 8 Credits of Research Report and Viva.

(i) Research Internship of DSD:

Each student shall be allotted a Research Mentor. The Mentor shall maintain the record of attendance and shall assign the marks based on the student's commitment in carrying out the research and her/his performance. The Research Supervisor may be the Research Mentor

(ii) The Project Conceptualization:

Students shall commence work on the Dissertation in the beginning of the Third Semester for the two-year Masters Programme and the First Semester for the one-year Masters Programme. Students are expected to complete Project Conceptualization (identification of research problem, objectives, hypotheses, literature review, research design and methodology) before the commencement of the Fourth / Second Semester. The Project Conceptualization component shall be assigned 4 Credits and shall be evaluated separately through a presentation at the beginning of Fourth / Second Semester.

(f) For the Professional Programmes (MBA, MCA), where there shall be no Dissertation component, the Board of Studies in their respective Discipline may design Skill Based Elective (SBE) Courses in the Discipline that would help to enhance their professional skills.

(g) The RSE in Semester IV shall, ordinarily, be on Knowledge Production and Dissemination, Academic Writing and Research Ethics, with a focus on the concerned Discipline.

(h) The maximum Credits a student can earn in a Semester shall be 28 Credits.

(i) If a student has already earned 52-56 Credits in the first two Semesters and wants to complete the Masters in three Semesters s/he may be permitted to complete all the components of the Dissertation in one Semester.

OA-35.2.5 The Courses may comprise only theory, theory and tutorial or only practical, or any other activity as specified by the respective Board of Studies.

OA-35.2.6 Elective Courses may also comprise self-learning Courses in the form of field work, project, summer training, online SWAYAM Courses, and other such Courses; the Board of Studies shall recommend and specify the Credits for these activities.

OA-35.2.7 A student shall also be permitted to obtain additional Credits. The degree/final grade shall be awarded /computed based on her/his performance in the Core Courses and the best performance in the Elective Courses and Dissertation/ Internship, to fulfill the minimum number of Credits required for the award of the Master's Degree or Post Graduate Diploma. Additional Credits, if any, shall be indicated in the final transcript/mark sheet.

(a) A student shall be eligible for a Post Graduate Diploma in the concerned subject if s/he successfully completes a minimum of 40 Credits and desires to exit with a Post Graduate Diploma.

(b) However, a student exiting the M.L.I.Sc. Programme after successfully completing one year (40 Credits) shall be awarded B.L.I.Sc. Degree.

(c) A student shall have to redeem the Credits earned at the Post Graduate level as per the provisions of Academic Bank of Credits (ABC) to obtain the Post Graduate Diploma.

OA-35.2.8 A student shall be permitted to register for Courses outside the University with any other Higher Education Institutions registered with the ABC and transfer the Credits to Goa University through ABC, subject to the provisions of the Ordinance relating to the Academic Bank of Credits.

OA-35.2.9 A student shall register with the ABC and become an account holder to deposit, accumulate, transfer and redeem the Credits earned by her/him as per the provisions of ABC.

OA-35.2.10 Transfer of Credits earned by a student by opting the Courses from outside Goa University shall be permitted as per the provisions of ABC. Such Courses, when opted for by a student of a Discipline may be approved provisionally by the DFC and placed for ratification before the Board of Studies at its subsequent meeting.

OA-35.2.11 A Course may be of a minimum of 1 Credit and up to a maximum of 6 Credit(s).

OA-35.2.12 One Credit of a Theory Course shall be equivalent to 15 contact hours of learning activities such as lecture, group discussion, seminar, problem solving, and tutorial.

OA-35.2.13 One Credit of a Practical Course shall be equivalent to 30 clock hours of laboratory /field work / study tour, that is, 15 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 15 clock hours of laboratory/field work/study tour.

OA-35.2.14 One-week of Internship (30 Hours) shall be equivalent to one Credit.

OA-35.2.15 Ordinarily, the ratio of Credits between theory and practical/laboratory/field Core Courses shall be 2:1 or as recommended by the concerned Board of Studies.

OA-35.2.16 The Disciplines/Schools/Colleges shall notify the Core and Elective Courses offered to students for the following Semester. The Disciplines/Schools/Colleges shall also provide for an adequate number of Elective Courses in case a student desires to obtain all Credits from the parent Discipline.

OA-35.2.17 Permission of the Vice-Chancellor shall be obtained before the commencement of teaching of an Elective Course for which less than five students are enrolled.

OA-35.2.18 Dissertation shall be of 16 Credits and shall be compulsory for the award of a Master's Degree for the students of Programmes where Dissertation is a part of the curriculum. This shall not be applicable for Programmes where Internship is considered in lieu of Dissertation.

OA-35.2.19 A Core Course offered by a Discipline other than the parent Discipline may be opted for by a student as an Elective Course (outside the discipline) provided the pre-requisites defined by the concerned Board of Studies are fulfilled by the student.

OA-35.3 SCHEME OF INSTRUCTION

OA-35.3.1 Ordinarily one teacher shall teach an entire Course, unless the Course requires more than one teacher to meet intra- or inter-disciplinary requirements. The session plan for each Course offered during the Semester shall be submitted by the teacher to the DFC before the commencement of the said Course.

(a) The teacher teaching the Course shall finalise the assessment pattern and ensure that the assessment reflects teaching/ learning-time and weightage assigned to the topic/unit/module as prescribed in the Course outline.

(b) The DFC shall prepare the details of the objectives, themes and topics, outcomes of Core and Elective Courses for discussion and recommendation of the Board of Studies and approval by the Academic Council. The courses should be designed in such a way that the Outcome Based Education (OBE) is made possible.

(c) All the approved Courses, either Core or Elective, shall be uploaded on the University/ College website.

OA-35.3.2 The Course outline/session plan shall depict the objectives of the Course and the themes in terms of both teaching/learning and assessment.

OA-35.3.3 The Courses shall be designed with a hierarchical structure indicating the complexity levels and shall be prefixed with number series of 400 and 500. The DFC and the Board of Studies shall identify the pre-requisite for each Course.

OA-35.4 DISSERTATION/INTERNSHIP

OA-35.4.1 Ordinarily, the Dissertation/Internship shall be spread over the Third and/or Fourth Semesters. However, in case of two-year Programmes, the DFC may consider reducing it to one Semester if the student is eligible to complete the Masters Programme in Three Semesters.

OA-35.4.2 The DFC shall decide the modalities relating to Dissertation/Internship.

OA-35.4.3 The topic of the Dissertation shall be finalized by the student in consultation with the Research Supervisor/Research Mentor by the beginning of the Academic Year in which they are pursuing their Dissertation.

OA-35.4.4 The DFC shall decide the distribution/number of students to be allotted to a Research Supervisor.

OA-35.4.5 A student shall declare, in the prescribed proforma, that the Dissertation is her/his own original work and that all the sources used are duly acknowledged.

OA-35.4.6 The Research Supervisor shall certify, in the prescribed proforma, that the Dissertation is a work of the student completed under her/his supervision.

OA-35.4.7 A student shall submit their Dissertations to the School /College through the Research Supervisor not later than one week before the end of the Semester. Ordinarily, no student shall be permitted to submit the Dissertation after the due date.

OA-35.4.8 A student shall submit a soft copy and a spiral bound copy of the Dissertation to the School/College in the standard format as notified by Goa University for the Ph.D. Programme.

OA-35.5 SCHEME OF EXAMINATION

OA-35.5.1 The assessment of all Courses including Dissertation and Internship shall comprise continuous Intra-Semester Assessment (ISA) and Semester End Assessment (SEA) and shall be fully internal, carried out by the teacher teaching the Course. If the teacher/s who had taught the course is/are no longer associated with the School/College, the Dean/Programme Director/ Principal shall appoint a paper setter cum evaluator.

OA-35.5.2 (a) Each teacher of the concerned Course shall be the examiner for the portion s/he has taught. The teacher of the Course shall be the Course Coordinator and shall coordinate the teaching, examination and evaluation (both ISA and SEA) of the Course and maintain records of all the assessments.

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

OA-35.5.3 (a) The ISAs may be Written/Oral, Open/Closed book, Scheduled/ Surprise, Objective /Multiple-choice, Short-answer type, Essay type, Seminar, Assignment, 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.

OA-35.5.4 A Course shall have a 'single passing-head' based on the combined performance at the ISA and SEA. Fractional marks shall be rounded off to the nearest integer only at the time of calculating the Course Grade.

OA-35.5.5 (a) The Course-wise time-table of internal assessment shall be displayed at the beginning of each Semester.

(b) Every teacher shall submit to the Programme Director/HoD/ Programme Coordinator, the question paper, assessed answer books and the marks assigned within ten days after the conduct of each assessment.

(c) The result of each assessment shall be displayed on the Notice Board and the assessed material shall be shown to the student(s) by the concerned teacher and submitted to the Programme Director/HoD/ Programme Coordinator along with the question paper in a sealed envelope.

OA-35.6 EVALUATION OF COURSES

OA-35.6.1 (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 ISA and SEA for both theory and practical Courses shall be 60% and 40% respectively.

(c) There shall be four ISA's for each Course of two or more Credits, each of 20%, for a total of 60% of total marks of the Course. Out of four IAS's best three ISA's shall be considered. (4 Credits = 4 ISAs = 20 Marks each)

(d) All internal assessments shall be completed by the last teaching day of the Semester.

OA-35.6.2 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 Teacher teaching a Course or part thereof, shall conduct such assessment in consultation with the Course Coordinator.

OA-35.6.3 There shall be a continuous review of the teaching Programme by the DFC in every Semester.

OA-35.6.4 The SEA shall be conducted as per the academic calendar. The DFC shall work out the examination schedule for SEA in consultation with other Schools/Departments from where the students are taking Elective Courses and displayed on the Notice Board.

OA-35.6.5 The duration of all 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 50 marks and above, shall be of three hours.

OA-35.6.6 The duration of SEA of all Laboratory/Field Courses shall be decided by the respective Board of Studies.

OA-35.6.7 The SEA answer scripts shall be assessed by the teacher concerned, within ten days from the date of the examination. Before finalizing the scores obtained, the answer scripts shall be shown to the students after specifying the date and time on the Notice Board in advance.

OA-35.7 EVALUATION OF DISSERTATION /INTERNSHIP

OA-35.7.1 The Research Supervisor along with the faculty members of the concerned Discipline shall assess the Dissertation work as per the components below:

(a) Research Conceptualization

The Research Conceptualization shall have only one assessment component of 100 marks at the beginning of the Fourth Semester for the two-year Master's Degree Programme and at the beginning of the Second Semester for the one-year Master's Degree Programme which shall be in the form of a presentation by the student. 50% of the marks shall be awarded by the Research Supervisor and 50% by the faculty members of the Discipline.

(b) Research Internship

The Research Internship of 100 marks shall be awarded by the Research Supervisor.

(c) Research Report

The Research Report shall have two ISAS of 25% marks each assessed by the Research Supervisor and may comprise Viva-Voce, Seminar presentation or written reports.

OA-35.7.2 The SEA component of 50% marks shall be in the form of a presentation by the student to be assessed by the faculty members of the Discipline including the Research Supervisor. The soft copy of the Research Report shall be made available to all the faculty members of the Discipline.

OA-35.7.3 The evaluation methods for the Internship for MBA, MCA and such other Programmes where Internship is applicable in lieu of Dissertation, the modalities for internship shall be recommended by the DFC and shall be approved by the respective Board of Studies.

OA-35.7.4 To pass in the Dissertation /Internship. (In lieu of Dissertation) a student has to secure a minimum Grade of 'P' as indicated under OA-35.8.1.

OA-35.7.5 There shall be no revaluation of Dissertation/Internship (in lieu of the Dissertation).

OA-35.7.6 A student who fails in the Dissertation/Internship (in lieu of Dissertation) shall have to repeat the Dissertation/Internship.

OA-35.8 AWARD OF GRADES

Marks awarded in each Course shall be represented in the form of Grades in the grade sheet issued at the end of each Semester. The Final result shall be declared as Cumulative Grade Point Average (CGPA).

OA-35.8.1 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 Point
85 - 100	0 (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
Absent in ISA/SEA	Ab (Absent)	0

OA-35.8.2 Every student shall have to secure a minimum of 'P' Grade to pass the Course.

OA-35.8.3 The provisions for the award of Entitlement marks under OA 5.16 shall be applicable to the Credit based Master's Programmes. However, the provisions for the award of Grace Marks shall not be applicable.

OA-35.8.4 (a) Students who do not secure a minimum of 'P' Grade in Core Courses shall have the option of answering the 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 Elective 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 Elective Course to secure the requisite number of Credits.

(c) Appearance in minimal number of ISAs (50%), and in the SEA, shall be 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.

OA-35.8:5 (a) The weighted grade points of a Course shall be calculated by multiplying the Grade Points (G_i) scored by a student, into the number of Credits of the respective Course.

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

(c) CGPA is the sum of the product of the number of Credits and Grade Points divided by the sum of the number of Credits as specified under OA-35.8.G(e). The CGPA shall be calculated as follows:

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

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

(d) The CGPA shall be rounded off to two decimal points and recorded in the transcripts.

(e) For calculating CGPA, all the Core Courses (48 Credits including Dissertation/Internship) and best of the grades obtained for Elective Courses equalling 32 Credits shall be considered.

(f) Wherever the number of best Elective Credits are more than 32, the Grade Point of an Elective Course having the least Grade Point amongst these, shall be computed for a lesser number of Credits, so as to obtain a total of 32 Elective Credits. Such reduction in the weightage shall be reflected in the Grade Sheet.

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

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

CGPA	Grade
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)

(i) 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.

Example: 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'.

OA-35.8.6 Within two weeks from the last examination at the end of each Semester, the ISA/SEA scores shall be approved by the 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 three weeks of the receipt of all (ISA/SEA) the scores from the respective School/College shall be the responsibility of the Examination Section.

OA-35.8.7 A student who has 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 School/College. This shall be subject to the provision of maximum duration for completion of a Programme as specified in the relevant Ordinances. Such students(s) shall be treated as supernumerary for the particular Course.

OA-35.9 IMPROVEMENT

(a) A student desiring to improve her/his final Grade on completion of the Master's Degree Programme, shall be permitted to reappear only in the SEA component of one or more theory courses of her/his choice, provided that:

(i) S/he had answered the Course/s during the Programme.

(ii) Such examinations shall be conducted as recommended by the DFC.

(b) A student shall also be permitted to re-register as a regular student for one or more Theory Courses and appear for both the ISA and SEA components for improving her/his Final Grade.

(c) The request for improvement shall be made within two years of declaration of the final results.

(d) The best Course-wise performance of the candidate shall be considered for the final grade,

(e) A fresh Grade Sheet shall be issued only if there is an improvement in grades.

(f) The concerned School/College shall conduct examinations for such candidates.

OA-35.10 GRIEVANCE COMMITTEE

There shall be a Grievance Committee of five teachers from different Schools and the same shall be constituted for a period of three years.

OA-35.10.1 The Vice-Chancellor shall appoint a Chairperson from among the five members. No teacher against whom a Grievance is made shall participate in the meetings of the Committee.

OA-35.10.2 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.

OA-35.10.3 A student shall address her/him grievance(s) within 10 days of showing the answer books/marks to her/him to the Programme Director/ Principal, who shall place the same

before the DFC for resolution. If the grievances are in the Course(s) taught by the Programme Director, the grievances shall be addressed to the Dean of the School.

OA-35.10.4 If the student continues to feel aggrieved, the grievance application shall be referred by the DFC to the Grievance Committee.

OA-35.10.5 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.

OA-35.10.6 The decision of the Grievance Committee shall be communicated to the student within one month of her/his filing of the grievance.

OA-35.11 COORDINATION COMMITTEE

There shall be a Coordination Committee for the Credit-based Master's Programme, with representatives of all the Schools.

OA-35.11.1 The Vice-Chancellor shall appoint a Coordination Committee which shall comprise a Dean of a School as Chairperson and four members from various Schools other than that of the Dean. The Committee shall be assisted by the Academic Section of the University.

OA-35.11.2 The Committee shall coordinate implementation of the Credit-based Master's Programme, and resolve anomalies arising during the implementation of the Programme. The Committee shall draw a common time-table for the Elective Courses offered across the Schools, so as to enable students to opt for Courses.

OA-35.11.3 The Committee shall consider suggestions received from students, Programme Directors, Faculty members, Board of Studies, and the Examination Division, and recommend amendments to the existing provisions or the introduction of new provisions.

OA-35.12 ACADEMIC AUDIT

There shall be an audit of the Academic Programme(s) of each Discipline of the Schools/ Colleges, conducted by an Academic Audit Committee (AAC) at least once in three years. For this purpose, an MC shall be constituted for each Discipline.

OA-35.12.1 The AAC consisting of three members who shall be nominated by the Vice-Chancellor from the panel of experts prepared by the BoS and approved by the Academic Council.

OA-35.12.2 The conduct of the academic audit by the ACC shall comprise:

(a) Review of question papers of the assessments held during the preceding Semesters:

(i) To determine the adequacy of coverage of the syllabus and

(ii) To determine the standard of questions in relation to the syllabus.

(b) Review of sample answer scripts to check for objectivity and uniformity of assessment.

(c) Scrutiny of the records of ISA and SEA maintained by the School/College, in order to determine the suitability and adequacy of the methods of assessment.

(d) Evaluation and suggestion of remedial measures on the basis of feed-back obtained from the students.

(e) The AAC shall prepare a Report and submit the same to the Vice-Chancellor, who, after making necessary observations, shall forward the same to the BoS of the concerned subject. The BoS shall make suitable recommendations to the concerned Dean/Principal of the College for implementation.

(f) The Controller of Examinations shall coordinate the meeting of the AAC.

OA-35.13 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 Directorate of Internal Quality Assurance Cell (DIQA)/ Internal Quality Assurance Cell (IQAC).

NOTE: The above ordinance OA-35 is applicable only for Semester I and Semester II w.e.f. A.Y. 2022-23. (Semester III and Semester IV will follow the ordinance OA-18A)

ATTENDANCE

(Effective from 30th November, 2007) As per 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. 2022-23

1. The Post Graduate Department of Commerce of our college had organized a Guest Lecture for M.Com. Part-I students on the topic “**Need and Benefits of Counselling**” on Monday, 21st November 2022 at 11: 00 am in the M.com. Part- II classroom. The Resource Person for the lecture was our College Counsellor Ms. Sapphira Gomes.

2. The Post Graduate Department of Commerce of our college had organized a Guest Lecture for our students on the topic “**Practical Aspect on International Trade**” on 11th October 2022 from 11:00 am to 12:00 pm in the M.com Part II classroom. The resource person for the guest lecture was Asst. Prof. Ms. Madhumeeta Dhar from Murgaoon Education Society’s College of Arts & Commerce, Zuarinagar-Goa.
3. An industrial visit was undertaken for M.Com -Part I & II Students at Varun Beverages, Sanguem on 15th October 2022.
4. A National Webinar was conducted on the topic “**A Mutual Funds-A tool to Prosperity**” on Thursday, 23rd February 2023 at 3:00 pm. The Resource Person for the Webinar is Shri. Suryakant Sharma who is currently working as Sr. Consultant at AMFI (Former DGM SEBI).
5. The Post Graduate Department of Commerce of our college had organized “**Flash Retail**” (aka **Pop-Up Bazaar**) on Wednesday, 01st March 2023 from 10:00 a.m to 2:30 p.m in the G.V.M Hall, where all of our M.Com students had put-up stalls on food & non-food items.
6. The Post Graduate Department of Commerce of our college had organized a Seminar for M.Com Part-I & Part-II students on the topic “**Research Methodology & Basic Statistical Analysis using SPSS**” on Friday, 3rd February 2023 from 10:00 a.m to 1:30 pm. The Resource Person for the session was Shri. Satish Rane, Assistant Professor at the Government College of Arts, Science & Commerce in Khandola, Marcela Goa.
7. The Post Graduate Department of Commerce of our college had organized a talk for M.Com Part-I & Part-II students on the topic “**How to Sharpen Job Interview Skills**” on Wednesday, 8th March 2023 from 10:30 a.m to 11:30 am. The Resource Person for the session was Ms. Alfiya Baig, Career Counsellor.
8. The Post Graduate Department of Commerce of our college had organized a talk for M.Com Part-I & Part-II students on the topic “**Fundamentals of Digital Marketing**” on Thursday , 23rd March 2023 from 10:00 a.m to 11:00 am. The Resource Person for the session was Ms. Steffy Fernandes, Assistant Professor.
9. The Post Graduate Department of Commerce of our college had organized an inter-class competition on the topic “**Crack the view of the Interview**” for the Final year students on Monday, 10th April at 11:00 am in association with Institution Innovation Council of our college (IIC).

10. The Post Graduate Department of Commerce of our college had organized an inter-class competition on the topic “**Shark Tank G.V.M’s**” for the students on Monday, 10th April at 12:00 pm in association with Institution Innovation Council of our college (IIC).