



Goa Vidyaprasarak Mandal's

**GOPAL GOVIND POY RAITURCAR
COLLEGE OF COMMERCE AND ECONOMICS
Farmagudi, Ponda - Goa**

Accredited by NAAC with 'B++' Grade(2.99 CGPA, Third Cycle)

**BACHELOR OF COMPUTER APPLICATIONS
(B.C.A.)
HAND BOOK**

2025 - 2026





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

Accredited by NAAC at B++ Grade with CGPA of 2.99(3rd cycle)

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

Ph.: 8767916417

E-mail : gvmcce@yahoo.in

Website : www.gvmcommercecollege.ac.in

Library Website : gvmcommercecollege.ac.in/library

COLLEGE OFFICE WORKING HOURS

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

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

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

COLLEGE LIBRARY WORKING HOURS

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

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

PROGRAMMES OFFERED

- 1. Bachelor of Commerce (B.Com.) (Aided)**
- 2. Bachelor of Computer Applications (B.C.A.) (Self Financed, AICTE Approved)**
- 3. Master of Commerce (M.Com.) (Self Financed)**
- 4. Life Skills and Soft Skills Courses**

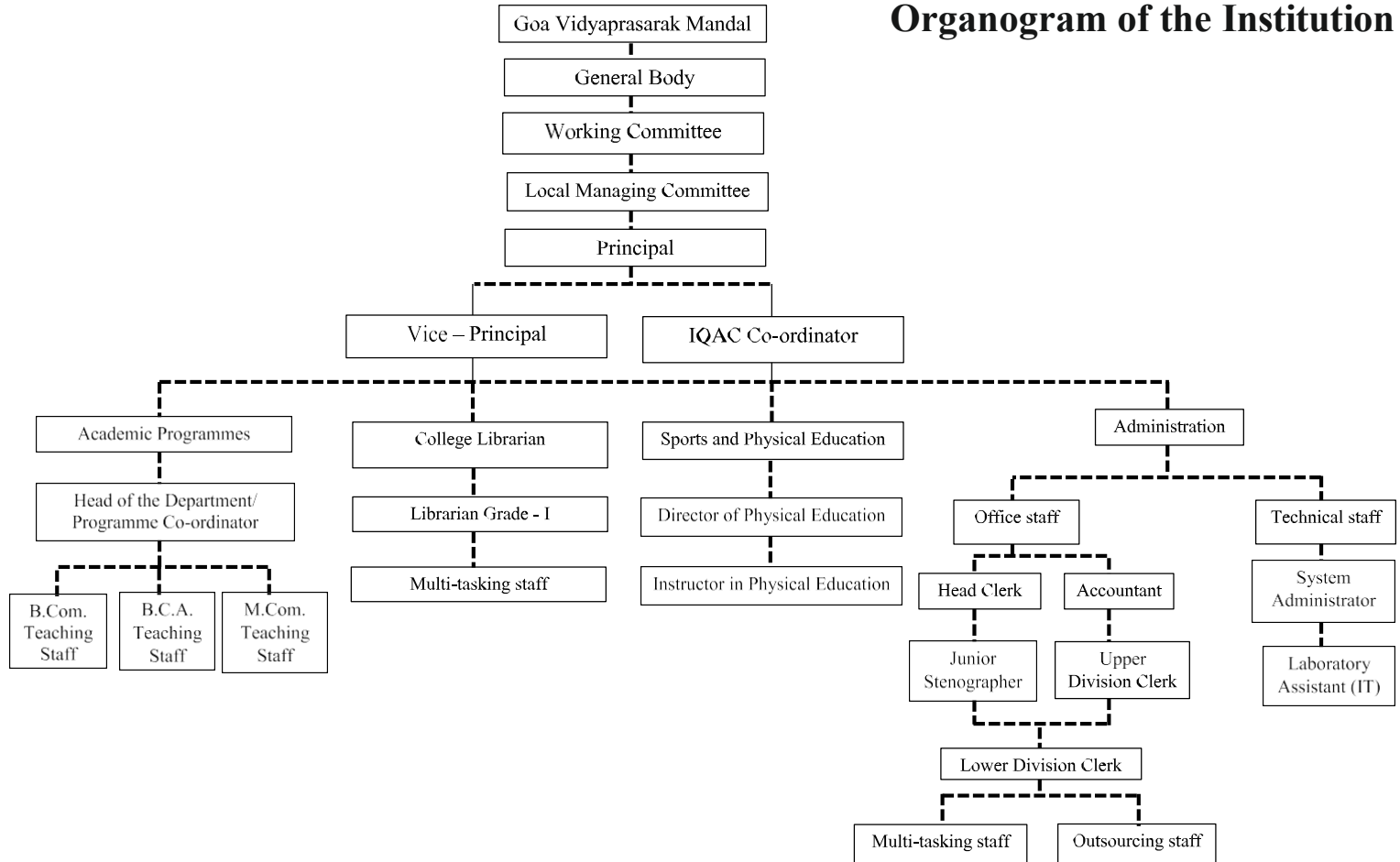
COLLEGE VISION

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.

COLLEGE MISSION

To impart quality education to students to enable them to face the global challenges and mould them to be socially responsible citizens.

Organogram of the Institution



GOA VIDYAPRASARAK MANDAL (ESTD.1911)

BOARD OF MANAGEMENT

WORKING COMMITTEE

1. Shri. Krishna S. Shetye ---Chairman
2. Shri. Parag G. Wagle ---Vice-Chairman
3. Shri. Deepak G. Gaonkar ---Secretary
4. Dr. Carlos Fernandes ---Treasurer
5. Shri. Shriram (Mandar) P. Khandeparkar ---Member

GENERAL BODY

1. Shri. Bhaskar K. Khandeparkar ---President
2. Adv. Melvyn J. Aguiar ---President-Substitute
3. Shri. Jaiwant D. Saraf ---Secretary
4. Shri. Sandeep R. Desai ---Secretary

TEACHING FACULTY (2025-2026)

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

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

COURSE CO-ORDINATOR : **Mrs. Supriya Dessai**, M.Sc.(I.T.)

Assistant Professors

- | | |
|-----------------------------------|------------------------|
| 1. Mrs. Supriya Dessai | M.Sc.(I.T.) |
| 2. Mr. Swapneel Naik | M.E.(CSE), NET |
| 3. Mrs. Priya V. Nagvekar | M.Tech.(Comp. Science) |
| 4. Mrs. Arti Naik | M.E.(CSE), SET |
| 5. Ms. Diksha Prabhu Khorjuvenkar | M.E.(I.T.) |
| 6. Ms. Shraddha Shetkar | M.C.A. |
| 7. Ms. Nishat Praveen Soudagar | M.Com. , NET |
| 8. Mr. Amey Gaonkar | M.Sc.(I.T) |
| 9. Mrs. Chitrangada R. Dessai | M.A.(English),SET |
| 10. Ms. Manisha K. Malik | M.A.(Hindi) |
| 11. Ms. Shraddha Fatrekar | M.Sc.(Mathematics),SET |

DEPARTMENT OF PHYSICAL EDUCATION

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

LIBRARY

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

SYSTEM ADMINISTRATOR

1. **Shri. Chandan A. Borker**, B.E. (Information Technology).

LABORATORY ASSISTANT

1. **Shri. Akshay S. S. Kapdi**, Diploma in Computer Engineering.

NON - TEACHING STAFF

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

HAND BOOK DRAFTING COMMITTEE

- | | |
|------------------------|----------|
| 1. Mrs. Supriya Dessai | - Editor |
| 2. Mrs. Arti A. Naik | - Member |
| 3. Ms. Diksha Prabhu | - Member |

THE COLLEGE PROFILE

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

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

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

In order to provide an opportunity to the students, our G. V. M's Gopal Govind Poy Raiturcar College of Commerce & Economics started the Bachelor of Computer Applications course in 2002 and Master of Commerce course was started in 2008.

The College has independent building, spacious classrooms, independent library building, well-equipped computer laboratories and audio-visual facilities. A new annexed building with state & the art infrastructure towards holistic implementation & NEP 2020 is getting ready.

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

The College emphasizes on academic excellence and is keen to strengthen the all-round development of the student community. A variety of academic activities like seminars, workshops, conferences, guest lectures are organized for the students throughout the year. Sports and cultural activities are organized to develop team spirit and leadership qualities. The College has sports policy wherein the outstanding performers are given scholarship and monetary awards. The College promotes co-curricular, extra-curricular activities through a number of associations and clubs.

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

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

The college is committed for academic excellence and is determined to strengthen the holistic and inclusive development of the student community. Hence, the college proactively organizes diversified academic ventures such as seminars, workshops, conferences, participatory learning, guest-lectures for the benefit of students throughout the academic year. To inculcate team spirit and leadership qualities, the College organizes various sports and cultural activities by inviting eminent personalities for motivational and spiritual talks. The College observes International Yoga Day on 21st June every year and conducts sessions in Yoga for a peaceful and healthy mind in a healthy body. The College takes cognizance of meritorious sports persons(students) and offers them due scholarships and monetary awards through Sports Policy of the college. Through its various associations and clubs, the college nurtures and fosters curricular and co-curricular activities. For the last 38 years, the college is committed towards the substantial improvement in the quality of teaching-learning process and making the education more pertinent and suitable to the growing challenges and the needs of the society, industry and government agencies.

From June 2023, Prof. Teotone Vaz, has taken over as successor Principal to lead the institution towards excellence.

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

The Bachelor of Computer Applications (B.C.A) programme is a self- financed full time integrated degree programme affiliated to Goa University.

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

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

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

NEP Structure for Under Graduate Programme Bachelor of Computer Applications

Semester	Subject Type	Paper Code	Paper Name	Subject Name	Lectures	Practical	Credits
I	Major	GVM_BCA_CSA-100	Problem Solving and Programming	Computer Application	3	1	4
	Minor	GVM_BCA_MAT-111	Elementary Mathematics	Mathematics	4	0	4
	Multidisciplinary	GVM_BCA_Com-133	Marketing for Beginners	Commerce	3	0	3
	AEC	GVM_BCA_ENG-151	Communicative English Spoken and Written	English	2	0	2
	SEC	GVM_BCA_CSA-142	Python Programming	Computer Application	1	2	3
	VAC-1		To be selected by College	VAC	2	0	2
	VAC-2		To be selected by College	VAC	2	0	2
Total Credits							20

	Subject Type	Paper Code	Paper Name	Subject Name	Lectures	Practical	Credits
II	Major	GVM_BCA_CSC-100	Computer Organisation	Computer Application	3	1	4
	Minor	GVM_BCA_MAT-112	Elementary Statistics	Mathematics	4	0	4
	Multidisciplinary	GVM_BCA_Com-137	Tourism and Hospitality Management	Commerce	3	0	3
	AEC	GVM_BCA_ENG-152	Digital Content Creation in English	English	2	0	2
	SEC	GVM_BCA_CSA-143	Data Analytics using Spreadsheets	Computer Application	1	2	3
	VAC-1		To be selected by College	VAC	2	0	2
	VAC-2		To be selected by College	VAC	2	0	2
Total Credits							20

Semester	Subject Type	Paper Code	Paper Name	Subject Name	Lectures	Practical	Credits
III	Major	GVM_BCA_CSA-200	Data Structures	Computer Application	3	1	4
	Major	GVM_BCA_CSA-201	Database Management Systems	Computer Application	3	1	4
	Minor	GVM_BCA_CSA-211	Reasoning Techniques	Computer Application	4	0	4
	Multidisciplinary	GVM_BCA_Com-231	Fundamentals of Event Management	Commerce	3	0	3
	AEC	GVM_BCA_MIL-1	Hindi	Hindi	2	0	2
	SEC	GVM_BCA_CSA-241	Multimedia Applications	Computer Application	1	2	3
Total Credits							20

Semester	Subject Type	Paper Code	Paper Name	Subject Name	Lectures	Practical	Credits
IV	Major	GVM_BCA_CSA-202	Web App Development	Computer Application	3	1	4
	Major	GVM_BCA_CSA-203	Agile Methodologies	Computer Application	3	1	4
	Major	GVM_BCA_CSA-204	Object Oriented Concepts	Computer Application	3	1	4
	Major	GVM_BCA_CSA-205	Web Technology	Computer Application	2	0	2
	Minor	GVM_BCA_CSA-223	Advanced Java Script	Computer Application	3	1	4
	AEC	GVM_BCA_MIL-1	Hindi	Hindi	2	0	2
Total Credits							20

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

B.C.A. RESULTS

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

T. Y. B. C. A.			
Year	No. of Students appeared	No. of Students Passed	College % of Passing
April 2019	32	30	93.75%
April 2020	28	28	100%
June 2021	20	20	100%
June 2022	24	24	100%
June 2023	32	26	81.25%
April 2024	41	32	78.04%

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

Activities Conducted by B.C.A. Department

Workshops

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

- Android Technologies
- CMS Umbraco
- Oracle Cloud Infrastructure(OCI)
- Django workshop
- Internet of things
- Cyber Security – Ethical Hacking
- React JS - Building User Interfaces
- Blockchain Technology

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

- Recent trends and opportunities in I.T. Sector
- Personality Development Programme
- Are you industry ready?
- Current I.T. scenario in Goa
- Corporate Etiquettes at modern workplaces
- NLP in Communication skills

Guest Lectures

We cultivate wisdom in our students by giving them the chance to connect with renowned industry experts through guest lectures. This valuable interaction bridges the gap between academic learning and the evolving demands of the industry.

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

- Threats in digital world
- Machine Learning & AI
- Python Programming
- Node JS & Ajax
- Financial Smartness - Reach Your Dreams
- Fascinating world of Fungi
- Webinar on Cyber Security Awareness
- Linear Algebra - Unleashing its power in computer science

Certificate Courses

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

- Web Development using PYTHON(3 months certificate course)
- Python with Django
- Digital Marketing course(3 months course)

Memorandum of Understanding(MOUs)

The B.C.A. department has signed MOUs with following industrial firms:

1. Goa Technology Association(GTA)
 - GTA is a consortium of 70+ I.T. Companies currently present in Goa.
 - The Primary mission of GTA is to host events and Programs in the interest of members and to develop the Ecosystem through engagement and education.

The B.C.A. Department conducted activities in association with GTA:

- ◆ G.T.A. Campus bytes - Episode 1
- ◆ Internship Programmes

2. TATA STRIVE

- Skill Development course and placement by TATA STRIVE
- 3 months Certificate Course was conducted for T.Y.B.C.A. students on UI/UX in association with TATA STRIVE.

Industrial Visits and Field Trips

To give our students a glimpse of various environmental aspects and different organizations, the B.C.A. department plans field trips and industrial visits. Some of the field trips and industrial visits are:

- Uzoorba Technologies
- Nestle Company
- Salim Ali Bird Sanctuary
- PWD Sewage Treatment Plant, Tonca - Panjim
- Serendipity Arts Festival - Panjim
- ICAR- CCARI Institute
- Creative Capsule – Verna
- Kaiga Generating Station, NPCIL -Karwar
- The Goa Book Fair and Literature Festival -Margao
- Goa State Central Library -Panjim Goa
- Yog Setu, SARAS Swayampurna Goa – Panjim Goa
- Mongnis – Verna
- Wild Life Sanctuary – Mollem

Webinars

- On 18th October 2023, a session on “Cyber Security Awareness” was conducted by Shri. Ritesh Mittal(Solution Architect) and Ms. Nidhi Bansal(Senior Management Consultant). The session was organized by The Training Internship & Placement (TIP) Cell of Goa GSHEC and DHE in partnership with IBM.
- On 7th May 2022, a session on “CMS UMBRACO” was conducted by Shri. Brandon Furtado - Software Developer in Clerkswell, London.

Inter-Collegiate Events

To foster personal growth, skill development, networking opportunities, and real-world experience, ultimately preparing them for future success, the students are encouraged to participate in inter-collegiate events.

ADMISSION PROCEDURE

The following Documents are required for admission:

- a. Original Leaving certificate + one xerox copy
- b. Original Marksheet + one xerox copy
- c. xerox copy of Aadhar Card
- d. Caste certificate if applicable
- e. EWS certificate if applicable
- f. Students belonging to other boards (other than Goa Board) must produce Eligibility Certificate, obtained from Goa University.
- g. Students should keep enough xerox copies of above documents

REGISTRATION CERTIFICATE

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

ELIGIBILITY CERTIFICATE

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

TRANSFER 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 TRANSFER CERTIFICATE in the prescribed form which is available in the College Office.

MIGRATION CERTIFICATE

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

* Examination Fees will be charged as per Goa University Notification, it should be paid 1 month before commencement of Examination. Life skill & Soft skill course fees will be notified to all.

Fee Structure (indicated in Rupees) from the academic year 2025-2026 for B.C.A. prescribed by Goa University			
Fee Particulars	F. Y. B.C.A.	S. Y. B.C.A.	T. Y. B.C.A.
Tuition Fees	39,000.00	39,000.00	39,000.00
Development Fees	1,250.00	1,880.00	1,380.00
Library Fees	500.00	500.00	500.00
Computer Lab. Fees	2,000.00	2,000.00	2,000.00
Other Fees	200.00	200.00	200.00
Gymkhana Fees	500.00	500.00	500.00
University Registration Fee	660.00	--	--
Students' Aid Fund	175.00	175.00	175.00
I. Card Fee	120.00	120.00	120.00
University Incremental Charges	1,000.00	1,000.00	1,000.00
PTA Fees	500.00	500.00	500.00
Library Deposit	70.00	--	--
Integrated Academic Information Management System (IAIMS) Fees	225.00	225.00	225.00
Academic Re-structuring & Development Fees	1,500.00	1,500.00	1,500.00
Total	47,700/-	47,600/-	47,100/-

NOTE:-

1. Admission will be confirmed only after full payment of the Fees.
2. Examination fee is to be paid before commencement of Semester I / III / V Examination as per Goa University Circular.

NOTE :

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

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

a) Eligibility Fees

- | | |
|---|-----------|
| 1) For students of other Boards/Universities | ₹ 660/- |
| 2) For Foreign Students | ₹ 3,990/- |
| 3) For NRI Students | ₹ 3,860/- |
| b) Issue of Migration Certificate | ₹ 550/- |
| c) Duplicate Migration Certificate | ₹ 660/- |
| d) Cancellation of Migration certificate
(if cancelled after 6 months) | ₹ 280/- |

REFUND OF FEES

In supersession to Circular No. GU/36/Acad-PG/Refund of Fees/2017/1322/446 dated 17/05/2017. Rules relating to refund of tuition and other fees are revised as follows:

- a) If a student chooses to withdraw from the programme of study in which he/she is enrolled, the following five-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 or more before the formally notified last date of admission	100%
2.	Less than 15 days before the formally notified last date of admission	90%
3.	15 days or less after the formally notified last date of admission	80%
4.	More than 15 days but less than 30 days after formally notified last date of admission	50%
5.	More than 30 days after formally notified last date of admission	00%

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

- b) Caution Deposit and Security Deposit shall be refunded in full.
- c) In case of (1) in the table above, 5% of the fees paid by the student, subject to a maximum of ₹ 5000/- shall be deducted as processing charges from the refundable amount.
- d) 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.
- e) 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 both the programme are the same, the fees paid earlier shall be transferred to the final programme where admission is sought.

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

DUPLICATE MARK-LIST

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

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

ISSUE OF DUPLICATE REGISTRATION CARD

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

OTHER FEES:

- | | |
|--|---------|
| 1) Transfer Certificate | ₹ 50/- |
| 2) Migration Certificate (Handled by G.U.) | ₹ 580/- |

IMPORTANTNOTE:

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

COLLEGE TIMING

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

COLLEGE UNIFORM

- 1) The College uniform is compulsory for all the students of the College within the premises.
- 2) The uniform is as follows: -
 - a) For the girls: Turquoise colored shirt top. The sleeve length should be up to the elbow paired with black trousers.

OR

Turquoise colored short kurti top and a teal green waist coat paired with black loose pants.

- b) For the boys: Turquoise colored full sleeves shirt with a pocket paired with black trousers.

Note: Shirt should be long enough to be tuck in.

Students have to compulsorily wear the uniform as specified by the college. Any student who does not follow the uniform code will not be allowed to enter the college.

CODE OF CONDUCT

- 1) Every student is expected to be properly dressed while on the College Campus.
- 2) Students have to wear their Identity cards at all times within the campus of the college.
- 3) Every student should be punctual & regular and shall attend lectures, tutorials, test and examinations.
 - a) A fine of ₹ 100/- shall be imposed if any student fails to wear their Identity cards.
 - b) Students without Identity cards or proper uniform will not be permitted to enter the college premises.

- 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 incharge no student shall absent himself / herself from a test or tutorial examination.
- 6) Loitering in the corridors or premises of the College while the College classes are in progress is strictly prohibited.
- 7) The behaviour of student Vis-a-vis members of the staff and fellow students is expected to be decent and polite.
- 8) Students shall not form any Society in the College nor shall invite any person to address a meeting without the prior permission of the Principal.
- 9) In the College functions, debates and other meetings, chair shall always be taken by a person approved by the Principal. The subjects of such debates must have the prior approval of the Principal.
- 10) No student of the College shall take active part in any communal and violent political activity.
- 11) Use of tobacco, smoking and liquor are strictly prohibited on the College Campus.
- 12) Every student is expected to take due care of the College property and help in keeping the premises clean, neat and tidy. They should note that an attempt to damage the College property is a breach of discipline. Disciplinary action will be taken against the guilty and the cost of damage will be recovered from them.
- 13) Students are advised to see the Notice Board regularly.
- 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) **STUDENTS SHOULD NOT USE MOBILE PHONES SO AS TO DISTURB THE CLASSES OR CAUSE ANY INCONVENIENCE TO ANY TEACHER OR OTHERS.**
- 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.

LIBRARY

Vision: Knowledge for transformation.

Mission: Provide users access to resources to support their academic growth and self-development through personal assistance and the use of technology.

Objectives:

To create an environment for students to develop:

- i) Academic excellence.
- ii) Intellectual curiosity.
- iii) Reading habit, and
- iv) Lifelong learning.

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

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

LIBRARY COLLECTION

The library has a large collection of books and bound volumes of journals. The library subscribes to 26 magazines and 13 journals in the UGC-CARE List. The library purchases 5 national newspapers in the English language and 8 regional and local newspapers in English (3), Marathi (7), and Konkani (1) languages. As a member of INFLIBNET N-LIST, all members have access to e-books and e-journals.

LIBRARY ADVISORY COMMITTEE (LAC)

The LAC is an advisory body comprising one faculty each from B. Com., B.C.A., and M. Com. and one student representative. The role of LAC members is to provide the librarian with feedback and suggestions for improving library services.

MEMBERSHIP

All members are required to make their library cards

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

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

INFORMATION, NOTIFICATION & PUBLICITY

Information Literacy: During the beginning of the academic year, a library orientation program is held in July for the students of the first year B.C.A. to inform and familiarize them with the library. A tour of the library may also be conducted on request.

Library Notices: Members are informed about the various activities, events, programs, and announcements of the library through notifications on the library website, LCD monitors, notice boards, messages on WhatsApp, and email alerts.

Library Website: The library website aims to build a bridge between the library and its users by providing them with recent and necessary information.

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

Library Statistics: The library usage statistics are made available on the library website.

LIBRARY RULES

Do's:

- Read the library notice board daily.
- Wear your ID card before entering the library.
- Keep your bags on the baggage stand.
- Scan your ID card to record registration while you walk in/out of the library.
- Maintain silence in the library.
- Use Library reading material and equipment with care.
- Check and inform the library staff if there is any damage before the book is issued to you.
- Return books on/before the due date.
- Books taken on the Overnight Book Lending Card, must be returned next day before/during the interval.
- Inform the librarian if your library card is lost.
- If you require assistance ask the librarian/library staff for help.
- Keep the library clean.
- Follow the rules of the library.

Don'ts:

- Speaking on mobile phones in the library is prohibited.
- Valuables in the library are not allowed.
- Using other students' library cards/ID cards is not allowed.
- Taking books from the library without permission/not issued by the library staff may result in cancellation of membership.

If indiscipline continues despite repeated warnings, library membership and services may be discontinued.

Duplicate Library Card: The loss of a library card should be reported to the librarian immediately. A request for a duplicate card should be made in writing which is to be addressed and submitted to the librarian. If the request is approved, a new card will be issued on receipt of payment of ₹ 25/-.

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

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. Students need to return their lending and reference cards, to the library to claim the refund. **No refund will be given without returning library cards.**

SCHEMES

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

Vacation Book Loan Scheme: Books may be taken during October/November & April/May vacations for home lending. The student needs to contact the librarian to avail of this scheme.

LIBRARY SERVICES

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

Persons with Disability (PwD): Separate seating is available in the library for Persons with Disability. If PwD does not wish to come to the library, books can be issued/returned through their classmates. Books can also be requested to be delivered to the class.

Automated Library: Koha Library Management System (LMS) is used for automation of all the library operations such as circulation of books, visitors counter, cataloging, etc.

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

Circulation/Lending Service: Books for home reading are issued on the library lending card for a maximum period of seven working days. Whereas readers' club members are issued books on readers' club cards for a maximum period of thirty working days.

The 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 the library card. Sundays/holidays will also be included in the calculation of fines.

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

Reference Service: Books, journals, magazines, and newspapers can be read in the reference section by producing the reference card. Students should not keep books back in the cupboard after reference. It should be returned to the library staff.

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

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

Online Public Access Catalogue (OPAC): Users can access bibliographic information of books, journals, and other resources of the library using Koha OPAC over the Internet.

Online Library Service: An institutional repository consisting of question papers, syllabi, and college publications is available online on the library website.

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

Printing: A free printout facility (with a limit of 5 pages allowed to a student per week) is provided to students to assist them in academic activities. The student has to bring their A-4/legal size paper.

Free Internet: Thirty minutes of 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: It is conducted by Library during any special occasions.

ANTI RAGGING COMMITTEE

Ragging is a crime and top most Priority has to be accorded to stop it Immediately. In Pursuance of the Judgement of the Hon'ble supreme court of India date 8/5/2009 in civil appeal No. 887/2009, the University Grants Commission framed " UGC Regulations on curbing the menace of ragging in higher educational Institutions, 2009". The Regulations are available on the UGC

website i.e. www.ugc.ac.in. A nationwide toll free anti - ragging helpline no. is 1800 - 180 - 5522 in 12 languages has also been established which can be accessed by students in distress due to ragging.

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

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

CULTURAL ASSOCIATION

The Cultural Association of the College organises various in-house competitions like Dance, Makhar making, Singing, Ghumat Aarati, Rangoli, which brings out the hidden talents in the students. It strives to create a balanced human being, where academics blend with talents and create a civilized individual with multiple skills of planning, organizing and executing the various activities.

The Cultural Association organizes and allows students to participate in various inter collegiate competitions ranging from Folk Dance to Fashion show and strives for the overall personality development of the students. The Cultural Association also organizes workshops to develop the skills among the students.

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

NATIONAL SERVICE SCHEME (N. S. S.)

The National Service Scheme is a student youth service programme. It aims at arousing social consciousness of the youth with an overall objective of personality development of the students through community service. The Motto of the NSS is "Not Me, But You". The programme consists of special camping (7 days) and regular activities (community work). A NSS volunteer has to complete 60 hours of community work per semester.

The activities of the NSS unit of the college are:

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

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

NATIONAL CADET C.ORPS (N. C. C.)

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

The activities of NCC are:-

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

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

STUDENTS' COUNCIL

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

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

The members of the Student's Council shall carry out above mentioned duties with integrity, honesty, hard work, impartiality and kind behaviour towards all. Students Council gives a platform for students to address the grievances from time to time. The College informs the members of the Council before deciding on major issue. The General administration of the College activities and academic matters are conveyed to

the students through the council. The Students Council undertakes various activities that imparts soft skills to the students, besides other activities, which help the students in their overall personality development.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC is meant for planning, guiding and monitoring Quality Assurance and Quality Enhancement activities of the college. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the college. Some of the functions of IQAC are:

- Development and application of quality benchmarks for various academic and administrative activities of the college.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Organisation of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of best practices.
- Arrangement of feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Development of quality culture in the college.

INSTITUTION'S INNOVATION COUNCIL

Institution's Innovation Council (IIC) program is an initiative of the Ministry of Education (MoE) through MoE's Innovation Cell (MIC) in collaboration with AICTE for Higher Educational Institutions (HEIs) to systematically foster the culture of innovation and start-up ecosystem in education institutions.

IICs' role is to engage a large number of faculty, students, and staff in various innovation and entrepreneurship-related activities such as ideation, Problem-solving, Proof of Concept development, Design Thinking, IPR, project handling and management at the Pre-incubation/Incubation stage, etc. so that innovation and entrepreneurship ecosystem gets established and stabilized in HEIs.

The IIC model is designed to address the existing challenges in HEIs such as deployment and underutilization of the creative potential of youths as major barriers for vibrant & Ecosystems to emerge from HEIs. In this regard, our college organizes Start-up Yatra, Boot camp, IPR sessions, innovative product making and poster making competitions, visits to incubation centres and industries along with several sessions relating to entrepreneurship.

Yuva Tourism Club

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

STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC)

A. Collegiate Student Grievance Redressal Committee (CSGRC)

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

B. Sexual harrasment/anti ragging.

READERS' CLUB

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

PLACEMENT CELL

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

- 1) To help the students in preparing themselves for facing the job market. The students are trained in preparing their CVs, interview techniques. Aptitude tests are also conducted to guide them towards proper employment options.

- 2) To develop a link between the institution and the job / employment market different programme like HR connect etc. are also held. Students are given the opportunities to appear for the interviews in different companies. Even Campus interviews and orientation in Post graduate, diploma, certificate courses are also organized by the Cell.
- 3) As per current NEP-2020 (New Education Policy), Skill based courses and short term courses have been included to help student fill the gap of campus to corporate settings.

GYMKHANA-The Department of Physical Education

- 1) The College Department of Physical Education (Gymkhana) is managed by the Gymkhana Managing Committee (G.M.C.). The Principal is the Ex-officio President with the Director of Physical Education as the Chairman and is assisted by the Sports Secretary who is nominated by the Director of Physical Education. All the regular students of the college are members of the Gymkhana. The Principal nominates a member of teaching staff also as a part of the committee of the Department and the Chairman along with the staff member nominates the Sports Secretary, who then functions under the supervision and guidance of them.
- 2) The nomination of G.M.C. will be governed by the rules and laws of the College Department of Physical Education.
- 3) Students selected to represent the College in the various sports events should be regular and punctual in their attendance at the playground for practices. A student selected to represent the College team in the inter-collegiate event will have to attend the practice sessions to the satisfaction of the DPE / coach. In case of default he/ she is liable to be dropped from the College team.
- 4) No concession in the college attendance, tutorials, examination can be claimed on the plea that a student is participating in the inter-class/ inter-collegiate events.
- 5) If a student misses any tutorial, test or examination he will be allowed to complete the same at a later date, however he must seek prior permission for such absence.
- 6) Each student who takes any equipment from the Department must return the equipments issued to him for participating in tournaments on behalf of the College immediately after the tournament is over and in case the student misplaces/ loses it then he/ she needs to pay for the same.
- 7) Every student is expected to participate in some sports/ fitness programs conducted by the department and will be eligible for sports marks as per Goa university rules.

SCHOLARSHIP, AWARDS & PRIZES

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

BEST STUDENT AWARD

The Best Student Award is given to a Final Year Student of B.Com. / B.C.A. course, based on his/her performance during the three years in the college. The award is presented to the student at the Annual Social Gathering of the college. The criteria for the Best Student Award is as follows:

Sr. No.	Criteria	Marks
1	Academic Record	50
2	Sports	15
3	Cultural/NCC/NSS	15
4	Community Service	05
5	Discipline	05
6	Relationship with teachers/students/peers	03
7	Organisational Skill	05
8	Any other achievements	02
	Total	100

The student should not have backlog in all the previous semesters.

Applications from prospective students are invited. A committee constituted for selecting the student scrutinizes the applications and based on the marks scored declares the Best Student of the Year.

FINANCIAL ASSISTANCE FROM STUDENTS' AID FUND

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

- 1) Applicant must be regular student of the college.
- 2) Annual income of the parents of applicants from all sources should not exceed ₹ 3,00,000/- per annum.
- 3) The applicant will have to produce latest Income Certificate from concerned authorities as per Government instructions.
- 4) The applicant should not be in receipt of any other scholarship / assistance from any source except Merit Scholarship. Repeater in the same class is not eligible to assistance from this fund.

