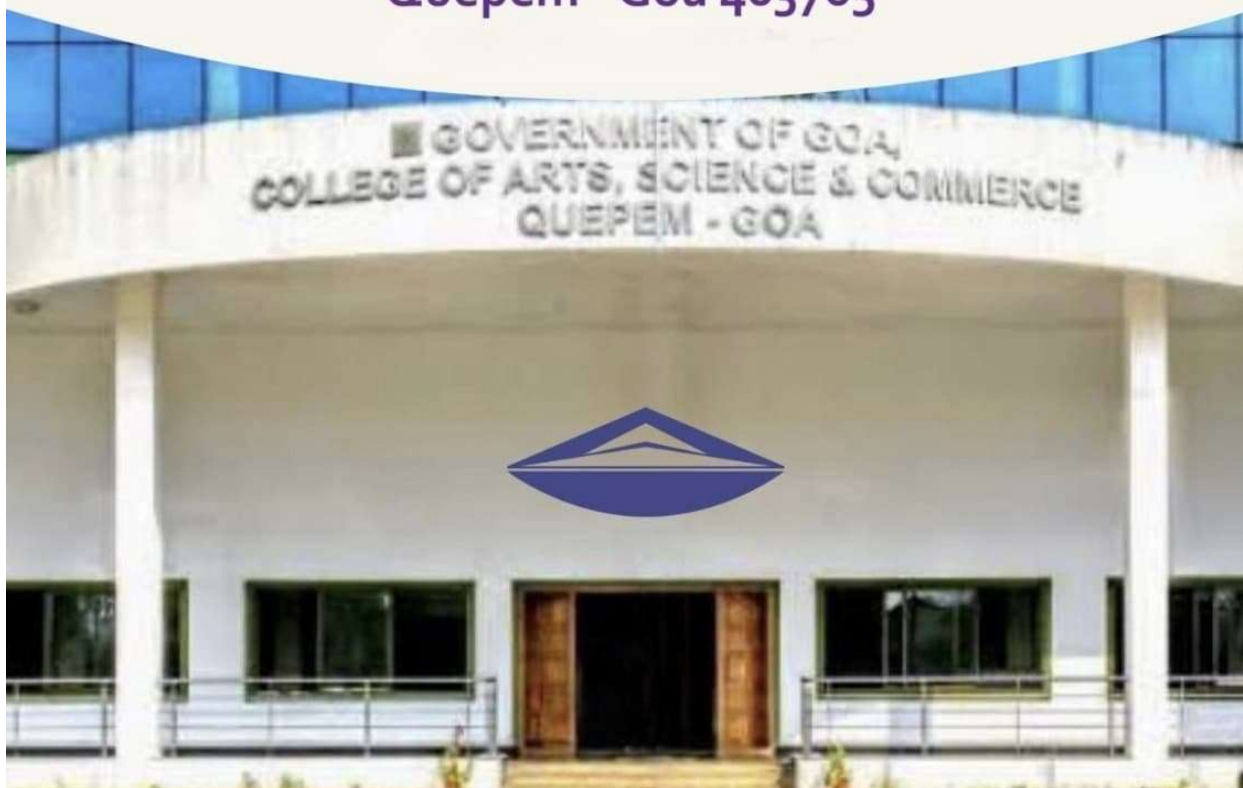


Government of Goa  
**College of Arts, Science & Commerce**  
Quepem - Goa 403705



**PROSPECTUS 2025-2026**

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### ***Our Vision***

*To Nurture Students to Nourish Our Society*

### ***Our Mission***

*To provide resources for advanced learning equipped with knowledge and skills, to build an ethical society comprising of critical thinkers, responsible and agile leaders.*



## **A Warm Welcome**

**Congratulations to all for successfully completing your Higher Secondary Education! We, at Government College Quepem, whole heartedly welcome you to our college.**

This marks the beginning of an exciting new chapter in your educational journey. At Government College Quepem, we believe in creating an environment that nurtures intellectual curiosity, personal growth, and real-world impact.

Our diverse academic programs, dedicated faculty, strong research culture, and vibrant campus community are all designed to help you unlock your full potential and prepare you for success in an ever-evolving global landscape.

Whether you're pursuing a degree in the Sciences, Arts or Commerce, our rich educational experience offers a unique blend of hands-on learning, innovative research, and meaningful community involvement. With state-of-the-art facilities and cutting-edge teaching methods, you'll be well-equipped to face the challenges of tomorrow.

Join us at Government College Quepem and become part of a supportive, forward-thinking community that values diversity, collaboration, and excellence.

**Your future begins here, where every student is empowered to explore, learn, and grow.**

Dr. Pravina Kerkar,  
Officiating Principal,  
Government College Quepem



*ACADEMIC Vice Principal*

Welcome to Government College of Arts, Science and Commerce, Quepem, a place where your academic journey and personal growth take center stage.

At Government College of Arts, Science and Commerce, Quepem, we are committed to providing a holistic education that nurtures not only intellectual curiosity but also character, creativity, and leadership. Our dedicated faculty, state-of-the-art facilities, and diverse extracurricular programs are all designed to help you unlock your potential and prepare you for success in a rapidly changing world.

We offer a wide range of undergraduate programs designed to equip students with the knowledge, skills and competencies required to succeed in their chosen careers.

### **OUR STRENGTH**

- *Excellent And Well Maintained Infrastructure*
- *Well Trained, Research Oriented, Experienced, Dedicated And Energetic Faculty*
- *Supportive Non-Teaching and Laboratory Staff*
- *Good Teaching and Learning Environment Supported by Prolific Library.*
- *Smart Classrooms and Well Equipped Laboratories.*
- *Special Commerce, Economics and Language laboratories*
- *Impressive and Excellent Result at University Examination*
- *Simple and Transparent Admission Procedure*
- *Faculty with Major and Minor Research Projects.*
- *Publications in Scopus and Web of Science (WoS)*
- *College is the Centre for Post Graduate Courses in Commerce, Mathematics and Konkani*
- *Recognised Cluster Ph,D Center for Konkani .*
- *Increasing Students' Strength, High Enrollment Ratio of SC/ST/OBC with Dominant Female Students' Ratio.*
- *Excellent Students' Teachers Rapport with Emphasis on Mentoring and Counseling.*
- *College has Excellent Extra-Curricular Activities, Sports Culture, Well Organized Extension, Community Service Programs and Outreach Activities by Students' and Faculty.*
- *Rooted Cultural Values, Moral Responsibility are reflected in Our Successful Alumni.*
- *Very Good Interface with Industries, Research and Educational Institutes.*
- *Functional IQAC, PTA and Alumni Association.*
- *College has Tribal Centre*
- *College is planning to start M.A History and Cluster Research Center in Mathematics*

## INTRODUCTION

Since inception in 1989, our college has been instrumental in producing plethora of intellectual individuals who have contributed significantly to College, Society, and the State at large. The primary aim of the college is to tap the intrinsic potential of the students from the rural vicinage and metamorphose them into individuals, capable of inculcating values in the society, be it sports, art, culture, music academics and research. Over the past few years our College also has garnered a status symbol in Performing Arts thus leaving an indelible mark for future generations.

The College has been offering programmes for B.A, B.Sc and B.Com with Single Major and Double Major under NEP 2020.

The college offers following Single Major course for Bachelor of Science (B.Sc) programme:

- Honours in Chemistry
- Honours in Computer Science
- Honours in Botany
- Honours in Mathematics
- Honours in Physics
- Honours in Zoology

Bachelor of Commerce (B.Com) programme (Single Major):

- Honours in Accounting
- Honours in Cost and Management Accounting

Bachelor of Arts (B.A) programmes have both Single Major and Double Major (60% & 40%) General Courses:

- Honours in English
- Honours in Hindi
- Honours in Marathi
- Honours in Konkani
- Honours in Economics
- Honours in Political science
- Honours in Sociology
- Honours in History
- Honours in Geography Subject to NOC from DHE



**Similarly Double Major (60% & 40%) in all the above subjects.**

The college has embarked on a journey of higher learning and research which is evident through the commencement of three new postgraduate courses in Commerce, Mathematics and Konkani and a Cluster Research Centre in Konkani and Mathematics (from the academic year 2025-26).

Faculty is involved in continuous research activities to keep pace with recent advances in science and technology, social sciences and humanities. They have presented papers at National and International conferences, symposia and published papers in reputed and peer-reviewed journals, in Scopus and Web of Science indexed journals.

The college has 6 NSS units of 100 volunteers each who are engaged in socially beneficial projects which gives them hands-on training in various fields. NSS have given opportunity to student to attended National integration camp and various other ativities. Over last 20 years our college has strong NCC unit of army wing.

Students are encouraged to keep themselves fit through various sports activities organized at interclass, intercollegiate, State and National Level. Individual artistic talents and creativity are nurtured and allowed to blossom under the aegis of the Student's council. Our students have represented the college at the National and International sports events.

Environmental awareness as well as nature's bountiful treasures is meaningfully dealt in the activities of the Nature Club and Environmental Protection Committee. We advocate preservation of nature through environmental awareness programme. Solid waste management has been forte of this college where students have undertaken various projects. At present composting is carried out on the campus and managed by the students.

In addition to the regular course curriculum, the college also provides a wide spectrum of educational opportunities for skill development, entrepreneurship, employability and overall personality development of the students. To maintain Industrial Institute Interface, College conducts various Industrial study tours. For this purpose various departments of this institution organize number of activities like intercollegiate quiz, poster making competitions etc.

## **LOCATION**

Our College is located 2kms. from Quepem town. It is faraway from the hustle and bustle of city life, situated in the vicinity of verdant fields. Tranquility and solitude are the striking features of the location. This ambience offers an ideal setting to nurture our students in terms of their heads, hands and hearts.

## **OBJECTIVES AND GOALS**

- To educate and train students for learning throughout life.

- Advancement of knowledge through research, innovation and inter- disciplinary approach.
- Promote independent thinking and teamwork. To facilitate the acquisition of skills, competencies and abilities for communication, creative and critical analysis.
- To help imbibe values amongst students.
- To exercise their intellectual capacity and their moral prestige to defend and actively disseminate universally accepted values.
- To train them to protect and enhance societal values.
- To preserve and develop their critical faculties through the exercise of ethics and through scientific and intellectual rigour in various activities.
- To contribute towards the all-round growth and development of the students (intellectual, spiritual, emotional, psychological, social) so as to be 'thinking' individuals and therefore be free from ignorance and exploitation.
- To makes students responsible members of the society.

### **We set to achieve our goals through**

- Orientation of students at the time of admission through Teachers who, are role models, display qualities of punctuality, diligence, accountability and asense of devotion.
- Compulsory maintenance of attendance of the students for lectures, tutorials and practicals of the College.
- Ensuring discipline in the classrooms and the campus.
- Proper conduct of Examinations, by upholding the dignity and decorum of the system.
- Upholding the dignity of all kinds of work with actual participation of Staff and Students.
- Organising various co-curricular activities.
- Adherence to the rules and regulations of the College by the Staff and Students. Proper teaching and coverage of the Syllabi.
- Periodical Teachers' participation in Orientation & Refresher Courses, Seminars, Workshops, Conferences and Faculty Improvement Programmes.
- Keeping the College and its premises neat and clean. Creating a sense of belonging and loyalty of the Alma Mater.

The College is affiliated to Goa University and recognized by the University Grants Commission(U.GC.), NewDelhi, undersection 2 (f) and 12 (B) of the UGC Act,1956. The Principal is the Chief Executive Officer (CEO) of the College.

### **NAAC ACCREDITATION**

The College has been assessed and accredited at the National Level with A Grade from April 2016, for a period of 5 years, by the "National Assessment and Accreditation Council"(NAAC), Bangalore, an autonomous organisation established by the University Grants Commission (UGC), New Delhi. The College is now preparing to apply for reaccreditation by NAAC.

### **FACILITIES IN THE COLLEGE**

#### **SMART AND VIRTUAL CLASSROOM:**

The college has around 44 classrooms of which **15 are Smart classrooms. (Funded under RUSA)** and remaining are ICT enabled.

#### **LIBRARY:**

It has a rich collection of over 28449 books in various disciplines. Apart from books for general reading, the Library subscribes to 25 Journals (National and International), 13 Magazines, 15 Newspapers, Project Reports and the Government Gazette. The Collection includes Encyclopedia of high repute, Dictionaries, Directories, Year Books, Rare Titles and 289 CDs. The College has membership of N-List from INFLIBNET (UGC). Staff and the Students can access E-journals and E-books. Library has a separate PG–Section for students and teachers. Delnet,Pearson E-books,S.Chand Ebooks,Knimbus e-books.

Library is well connected with Wi-Fi and has a well automated library system using NewGenlib,CCTV surveillance and Smart I Cards.

Best Reader award is given to the students who visits the library the most.

#### **LIBRARY RULES:**

1. Borrowing facility of library books is open to the students, teaching and non teaching staff of the college. The entitlement of borrowers is as follows.

<b>Plan</b>	<b>Entitlement</b>	<b>Lending Period</b>
First Year Students	2 Books	7 Days
Second Year Students	2 Books	7 Days
Third Year Students	3 Books	7 Days
P.G. Students	4 Books	7 Days
Ph.D. Students	5 Books	30 Days
Teaching Staff	10 Books	60 Days
Non-teaching staff	5 Books	15 Days

2. Students are not allowed to enter the library without Identity card.
3. Books can be checked out from the library on production of library smart card issued to students, from 9:15 a.m. to 5:00 p.m. on all working days.
4. Duplicate library smart card will be issued on the payment of Rs. 100 /-
5. Students are requested to deposit their bags/belonging at the property counter. Cash and important valuables should never be kept in those shelves.
6. Eating and use of MOBILE PHONES in the library is strictly PROHIBITED.
7. While entering the Library, every reader/ user should enter his/her name and other details in the Entry Register maintained at the counter.
8. Absolute silence should be maintained in the library.
9. Students having theory or practical lectures should not be seen in the library during their lecture time.
10. Students found disfiguring the books and tearing pages from the Books/Magazines/Questions Papers or found in possession of torn pages will be penalized by a cancellation of their membership of the library and by imposing a fine to cover a double the cost of the Books/Magazine/Questions Papers.
11. The librarian may recall any books at any time if required.
12. If the book is lost, replacement copy will be the first option or cost of the book with fine will be levied.
13. Reference books will not be issued out of the library.
14. Students and staff are advised to make use of the Library, as much as possible, but in dignified manner.

### **LIBRARY FACILITIES**

1. Book bank
2. Xerox facility

3. Reading Hall
4. Online Public Access Catalogue (OPAC)
5. Internet free access for Students and Staff
6. Research Centre

**LIBRARY TIMINGS: Monday to Saturday 9.00 a.m. – 4.00 p.m.**

**CIRCULATION TIMINGS: Monday to Saturday 9:10 a.m. - 3.45 p.m.**

**CANTEEN:**

The college has a well-equipped in-house Canteen. It provides a variety of snacks, refreshments and lunch to Students and Staff at reasonable rates with a sitting capacity of 150 students.

**LABORATORIES:**

The college has well equipped Computer Science laboratory, Chemistry, Physics, Geography, Botany, Zoology, Languages, and Commerce & Economics (funded by RUSA) for undergraduate courses. Computer Science laboratory also provides Internet facility for students and staff.

Spacious laboratories are provided for post graduate departments of Commerce, Chemistry, Botany and Geography. The college also has Institute-Industry collaboration for posts graduate department of Mathematics, Konkani and Commerce.

**AUDITORIUM and CONFERENCE HALL**

The college has a full-fledged and attractive auditorium, Air conditioned Mini Conference Hall .These facilities are used for conducting seminars, workshops, meetings, small functions and cultural activities for staff and students.

**FIRST AID:**

The college provides first aid facility to all needy students and staff during the college hours. Medical references are made for any emergency cases of the students to the nearby health centre and dispensaries.

**COUNSELING SERVICE:**

A professional counselor provides counseling services to the students of the College. This service is also extended to General Public. college has two counsellor for students and general



public.

**BUS SERVICE:**

College bus is also used for conducting field trips, workshops, seminars in other colleges and other activities of the students. Only 1 activity per day is allowed. As per the norms public places like water bodies will be restricted.

**PHOTOCOPIER FACILITY:**

Photocopier is available in the library for benefits of students at discounted rates.

**SECURITY & SANITATION:**

A 24 hr security service is provided by the college through Security guards and CCTV cameras. Sanitation and cleanliness of the college is outsourced to Goa Human Resource Development Corporation (GHRDC) Agency.

**FACILITIES FOR PHYSICALLY CHALLENGED STUDENTS:**

The college has the following for physically challenged students:

- A classrooms on the ground floor
- Special toilet facilities
- Ramp and railings in the buildings
- Lift is provided

**GIRLS HOSTEL FACILITY:**

Very soon 50 bedded Girls hostel of international standard sanctioned through RUSA funding should tentatively be available by the end of academic year 2026-27 approximately.

**RUSA FUNDING**

The College has received RUSA grants under infrastructure development. The college will also benefit from RUSA funding under Equity Incentives.

## FACULTY PROFILE

### TEACHING STAFF

#### ARTS DEPARTMENT

##### Department of English

Name	Designation
Dr. Deepa Prajith, M.A, Ph.D	Associate Professor of English
Dr. Brenda Coutinho, M.A Ph.D	Assistant Professor of English
Dr. Tanvi S. K. Bambolkar,M.A,Ph.D	Assistant Professor of English
Ms. Gauravi Bansi Naik Khaunte, M.A,SET(Pursuing Ph.D)	Assistant Professor of English
Ms. Sneha Fotto Dessai, M.A,SET	Assistant Professor of English
Ms. Maria Elaine Noronha, M.A,NET	Assistant Professor o English
Ms Snigdha Naik, M.A,( Pursuing Ph.D)	Assistant Professor of English
Siffonia D'Mello, M.A	Assistant Professor of English

##### Department of Hindi

Name	Designation
Dr. Brijpal Singh Gahloth, M.A Ph.D	Associate Professor of Hindi
Dr. Kiran Popkar,M.A, Ph.D	Assistant Professor of Hindi
Ms. Jyoti Bowalkar M.A,SET, Pursuing Ph.D	Assistant Professor of Hindi
Ms. Priyanka Velip M.A,NET,SET, Pursuing Ph.D)	Assistant Professor of Hindi
Ms. Darshan Babi Talwadkar M.A,NET,SET	Assistant Professor of Hindi

##### Department of Marathi

Ms. Sarika Advilkar, M.A, NET,SET, Pursuing Ph.D	Assistant Professor of Marathi
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Ms. Deepti Uday Paldessai, M.A, NET,SET, Pursuing Ph.D	Assistant Professor of Marathi
Ms. Sonia Manohar Sawant, M.A, NET,SET	Assistant Professor of Marathi
Ms. Rekha Kolekar, M.A, NET,SET	Assistant Professor o Marathi
Ms. Gauri Anil Nadkarni, M.A NET,SET	Assistant Professor of Marathi

#### **Department of Konkani**

Dr. Rakhi Vishnu Amonkar, M.A, Ph.D	Assistant Professor of Konkani
Ms. Edna Vaz Fernandes, M.A, Pursuing Ph.D	Assistant Professor of Konkani
Mr. Sushant Naik, M.A, Pursuing Ph.D	Assistant Professor of Konkani
Ms. Jofa Anton Gonsalves, M.A	Assistant Professor of Konkani
Ms. Glynis Agostinho Dias, M.A, Pursuing Ph.D	Assistant Professor of Konkani
Mr. Deepraj Satardekar, M.A,NET	Assistant Professor of Konkani
Ms. Shamika Ballikar, M.A,NET	Assistant Professor of Konkani
Ms. Josmita Fernandes, M.A	Assistant Professor of Konkani
Ms. Sanika Chari, M.A	Assistant Professor of Konkani

#### **Department of Geography**

Dr. Josephine Dias,M.A,Ph.D	Associate Professor of Geography
Ms. Charmaine Anne Lewis e Pereira,M.A	Assistant Professor of Geography
Ms. Dixita Shinde,M.A	Assistant Professor of Geography
Ms. Shradha Gurudas Pagui,M.A	Assistant Professor of Geography
Mr. Kiran Prakash Naik,M.A	Assistant Professor o Geography
Ms. Alpita Sawant Dessai,M.A	Assistant Professor of Geography

Ms. Saili Sudhakar Harmalkar,M.A	Assistant Professor of Geography
Ms. Saksha Shanu Velip, M.A	Assistant Professor of Geography

### **Department of History**

Dr. Remy Dias,M.A, Ph.D	Professor of History
Dr. Evereth Fernandes,M.A, Ph.D	Assistant Professor of History
Mr. Noel Sevrito Goes,M.A,NET	Assistant Professor of History
Ms. Kalpita Sawant Dessai, M.A	Assistant Professor of History
Ms. Jenika Swela Dias,M.A	Assistant Professor of History

### **Department of Sociology**

Dr. Reyna Sequeira,MA,Ph.D	Associate Professor of Sociology
Ms. Sayali Krishnanand Gaunkar,MA,NET,SET, Pursuing Ph.D)	Assistant Professor Sociology
Dr. Priyanka Lavkush Malik,MA,Ph.D	Assistant Professor of Sociology
Ms. Evelyn S. Fernandes,MA,NET,SET, Pursuing Ph.D)	Assistant Professor of Sociology
Alisha Furtado,M.A	Assistant Professor of Sociology
Ms. Sibel Almeida, M.A	Assistant Professor o Sociology
Ms. Fabiola Ananias Femiza Fernandes,M.A	Assistant Professor of Sociology
Alisha Furtado, M.A	Assistant Professor of Sociology
Princy Mishra, M.A	Assistant Professor of Sociology

### **Department of Political Science**

Ms. Siddhi Saidatta Shet Mashelkar, M.A, NET,SET, Pursuing Ph.D	Assistant Professor of Political Science
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Ms. Ranjan Shetkar, M.A,SET	Assistant Professor of Political Science
Ms. Vrushali Joshi, M.A,NET	Assistant Professor of Political Science
Ms. Sonali S. Dhamsekar, M.A,SET	Assistant Professor of Political Science
Ms. Benita Fernandes, M.A,SET	Assistant Professor of Political Science
Mr.Devendra Gaonkar, M.A,SET	Assistant Professor of Political Science

### **Department of Economics**

Dr. Renji George Amballoor,M.A,Ph.D	Associate Professor of Economics
Dr. K. Sangeeta, M.A, Ph.D	Assistant Professor of Economics
Dr. Krishnakumar Nanu Bandolkar, M.A, Ph.D	Assistant Professor of Economics
Ms. Poonam Naik, M.A	Assistant Professor of Economics
Dr. Vikrant V. Mudliyar, M.A,Ph.D	Assistant Professor of Economics
Ms. Manisha Janu Varak, M.A	Assistant Professor of Economics

### **TEACHING STAFF**

#### **SCIENCE DEPARTMENT**

#### **Department of Computer Science**

Shri. Filipe A. Rodrigues,M.Sc	Associate Professor of Computer Science
Ms. Liana Maria Ismalia Da Costa,MCA,SET	Associate Professor of Computer Science
Dr. Kissan Gauns Dessai,MCA,SET,Ph.D	Assistant Professor of Computer Science
Shri. Govind A. Kelkar,MCA,NET, Pursuing Ph.D	Associate Professor of Computer Science
Ms. Olivia E. Soares,M.Tech	Associate Professor of Computer Science
Ms. Jyoti T. Gawde Kankonkar,ME,SET	Assistant Professor of Computer Science



Mr. Aniket Sawardekar,MSc-IT	Assistant Professor of Computer Science
Ms. Prajyoti Dhiraj Prabhu Dessai,ME	Assistant Professor of Computer Science
Ms. Granxa Fernandes,ME	Assistant Professor of Computer Science
Ms. Samiksha Velip,ME,NET,SET	Assistant Professor of Computer Science

### **Department of Mathematics**

Shri. Ehrlich Dias Barreto, MSc	Associate Professor of Mathematics
Dr. Neeta Muzumdar, MSc,PhD	Associate Professor of Mathematics
Mr. Heramb Aiya, MSc	Assistant Professor of Mathematics
Shri Gawhare Mahesh, MSc,NET	Assistant Professor of Mathematics
Dr. Ignatius A I V Fernandes, MSc, PhD	Assistant Professor of Mathematics
Mr. Jafron Melbon Simoes, MSc	Assistant Professor o Mathematics
Ms. Santoshi Subhash Bukkam, MSc	Assistant Professor o Mathematics

### **Department of Botany**

Prof. Mehtab J. Bukhari, MSc,Ph.D	Professor of Botany
Ms. Celly Quadros e Coutinho, MSc, Pursuing Ph.D	Associate Professor of Botany
Dr. Annie F. D'Souza e Gomes, MSc, Ph.D	Associate Professor of Botany
Mr. Vishal Jamuni, MSc, Pursuing Ph.D	Assistant Professor of Botany
Dr. Sheelpa Hindlekar, Msc, Ph.D	Assistant Professor of Botony
Dr. Sankrita Gaonkar, Msc, Ph.D	Assistant Professor of Botany

### **Department of Zoology**

Dr. Rajender Rao Kulkarni, MSc, PhD	Associate Professor of Zoology
Ms. Rita N. Sharma, MSc	Associate Professor of Zoology
Ms. Sheena Paul, MSc	Assistant Professor of Zoology
Ms. Juliana Silveira e D'Souza, MSc	Assistant Professor of Zoology
Ms. Rupali Pandit, MSc, (Pursuing Ph.D)	Assistant Professor of Zoology
Ms. Shahnaz Shaikh, MSc	Assistant Professor of Zoology
Ms. Suveni Gomes, MSc	Assistant Professor of Zoology

### Department of Physics

Shri Narayan Bandodkar, MSc	Assistant Professor of Physics
Prof. Shirish D. Kamat, MSc, Ph.D	Professor of Physics
Ms. Pujashri Vithu Gauns, MSc	Assistant Professor of Physics
Ms. Shabanam M. Sheikh, MSc	Assistant Professor of Physics
Ms. Anisha Bhandari, MSc	Assistant Professor of Physics

### Department of Chemistry

Dr. Shridhar M. Gurav, MSc, Ph.D	Associate Professor of Chemistry
Ms. Jennefer T. Almeida, MSc	Associate Professor of Chemistry
Ms. Maria Jacqueline Menezes, MSc	Associate Professor of Chemistry
Ms. Asmita Sandesh Naik Gaonkar, MSc	Assistant Professor of Chemistry
Dr. Prajyoti P. Gauns Dessai, MSc, Ph.D	Assistant Professor of Chemistry
Ms. Nutan Pundalik Patil, MSc	Assistant Professor of Chemistry
Ms. Asmita Sandesh Naik Gaonkar, MSc	Assistant Professor of Chemistry
Ms. Anuja Shukla, MSc	Assistant Professor of Chemistry

### **Department of Geography**

Dr. Josephine Dias,M.A, Ph.D	Associate Professor of Geography
Ms. Charmaine Anne Lewis e Pereira,M.A	Assistant Professor of Geography
Ms. Dixita Shinde,M.A, (Pursuing Ph.D)	Assistant Professor of Geography
Ms. Shradha Gurudas Pagui,M.A	Assistant Professor of Geography
Mr. Kiran Prakash Naik,M.A, (Pursuing Ph.D)	Assistant Professor o Geography
Ms. Alpita Sawant Dessai,M.A, (Pursuing Ph.D)	Assistant Professor of Geography
Ms. Saili Sudhakar Harmalkar,M.A	Assistant Professor of Geography
Ms. Saksha Shanu Velip,M.A	Assistant Professor of Geography

### **TEACHING STAFF**

### **COMMERCE DEPARTMENT**

### **Department of Commerce**

Prof. Dr. Anthony Sathish,M.com,Ph.D	Professor of Commerce
Dr. Sarita Usgaonkar, M.com,Ph.D	Associate Professor of Commerce
Dr. Parasharam A. Patil, M.com,Ph.D	Associate Professor of Commerce
Dr. Sohani Pai Vaidya, M.com,Ph.D	Assistant Professor of Commerce
Ms. Arya Jagdish Prabhudesai, Mcom,NET, (Pursuing Ph.D)	Assistant Professor of Commerce
Mr. Vishal K. Naik, Mcom,NET	Assistant Professor of Commerce
Ms. Bhakti Bandolkar, Mcom,NET, (Pursuing Ph.D)	Assistant Professor of Commerce
Ms. Anupama Ankush Gaonkar, Mcom,NET, (Pursuing Ph.D)	Assistant Professor of Commerce
Ms. Priyanka Da Silva, Mcom,SET, (Pursuing Ph.D)	Assistant Professor of Commerce 21

Ms. Sonali Gaunker, Mcom,NET, (Pursuing Ph.D)	Assistant Professor of Commerce
Ms. Jonira Fernandes, Mcom,NET, (Pursuing Ph.D)	Assistant Professor of Commerce
Ms. Yugandhara P. Shirodkar, Mcom,NET, (Pursuing Ph.D)	Assistant Professor of Commerce
Ms. Lavina Maria Fernandes, Mcom,NET	Assistant Professor of Commerce
Ms Harshala L Malvankar, Mcom,NET, (Pursuing Ph.D)	Assistant Professor of Commerce
Ms. Cajeta Luella Fernandes, Mcom,SET	Assistant Professor of Commerce
Ms. Gail Pires, Mcom,NET, (Pursuing Ph.D)	Assistant Professor of Commerce
Ms. Yeshda Prabhu, Mcom,NET, SET	Assistant Professor of Commerce
Ms. Trisha Vadil, Mcom,NET, (Pursuing Ph.D)	Assistant Professor of Commerce
Ms Shreya Velip, Mcom,NET	Assistant Professor of Commerce.
Ms. Smita Mangesh Bandekar, LLB	Assistant Professor of Business Law

### **DEPARTMENT OF SPORTS**

Dr. Rajan Mathew,M.PED,Ph.D	Associate Professor (Director of Physical Education)
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### **LIBRARY**

Shri Akash Gaonkar,M.Library Science	Librarian
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### **NON TEACHING STAFF**

<b>Name</b>	<b>Designation</b>	
Shri. Suresh R. Dessai	Office Superintendent	
Ms. Vandita Vassant Naik	Accountant	
Ms. Clency Pereira	Physical Education Instructor	22

Ms. Amarina Carvalho	Head Clerk
Ms. Aldria Pereira	Lib. Gr. I
Ms. Sapna Dessai	Lib. Gr. I
Ms. Anna Severina Miranda	U.D.C.
Ms. Sushanti Parab	U.D.C.
Ms. Puja Pranav Bhatikar	Jr. Stenographer
Ms. Puja Fal Dessai	U.D.C.
Mr. Motilal R. Dessai	Laboratory Assistant
Mr. Rukesh Gadkar	Laboratory Assistant
Ms. Shaila Phalgaonkar	Laboratory Assistant
Ms. Sonal Dessai	Laboratory Assistant
Ms. Shruti Morjekar	Laboratory Assistant
Ms. Anagha Panshikar	Laboratory Assistant
Ms. Vanshika Naik	Laboratory Assistant
Mr. Dhananjay V. Verlekar	Laboratory Assistant
Mr. Vithoba Velip	Laboratory Assistant
Ms. Latika A. Khandekar	Laboratory Assistant
Mr. Suraj Jalmi	Laboratory Assistant
Mr. Pankaj V. Samant	Laboratory Assistant
Ms. Komal Bandolkar	Lib. Gr. II
Mr. Vinayak S.N. Gaonkar	L. D. C.
Mr. Vivekanand S. Naik	Librarian Grade III
Ms. Priyanka Sushant Kakodkar	L. D. C.
Ms. Manjiri N. Arsekar	L. D. C.
Ms. Asha D. Fadte	L. D. C.
Ms. Vidhya G Dessai	L. D. C.
Mr. Chanda K. Gaonkar	L. D. C.



Mr. Navnath Gawas	Driver Heavy Vehicle
Mr. Ashok N. Vakil	Laboratory Attendant (M.T.S)
Ms. Ashwini T. Gaonkar	Laboratory Attendant (M.T.S)
Ms. Binciya Figueredo	M.T.S
Mr. Gopalkrishna R. Kolkonkar	Laboratory Attendant (M.T.S)
Mr. Pavitraraj Madkaikar	Cleaner cum Conductor (M.T.S)
Mr. Balso Gauns Dessai	M.T.S
Mr. Suraj Naik	M.T.S
Mr. Rohidas Velip	M.T.S
Ms. Vaishali K. Odkar	M.T.S
Ms. Rupali Velip	M.T.S
Mr. Vallabh Ghode	M.T.S
Mr. Dyaneshwar Birje	M.T.S
Mr. Tito Fernandes	M.T.S
Mr. Macchindranath C. Shapurkar	M.T.S
Ms. Nayan N.Shelko	M.T.S
Mr. Bhaskar Azgaonkar	M.T.S
Mr. Dattaprasad S. Naik	M.T.S
Mr. Nishikant Gaonkar	M.T.S
Mr. Reetam R. Naik	M.T.S
Ms. Ankita Tari	M.T.S
Mr. Kundan Naik	M.T.S
Mr. Suraj G. Naik	M.T.S
Mr. Prabhav Naik	M.T.S
Mr. Dharma Gaonkar	M.T.S
Mr. Dinesh Gaonkar	M.T.S

Mr. Paresh U. Parwar	M.T.S
Ms. Flancy U. Pereira	LDC (Contract)

### COLLEGE SECURITY GUARDS

Name	Designation
Ms. Ranjita Gaunkar	Assistant Security Supervisor
Ms. Sandesh Malik	Assistant Security Supervisor
Mr. Mahesh Gaonkar	Assistant Security Supervisor
Mr. Joel Vaz	Assistant Security Supervisor
Mr. Pankaj Velip	Security Guard
Mr. Rupesh Gaonkar	Security Guard
Mr. Satish Gaonkar	Security Guard
Mr. Mahesh Madwal	Security Guard
Mr. Suraj Gaonkar	Security Guard
Mr. Satish Gaonkar	Security Guard
Mr. Raghu Bavdan	Security Guard
Mr. Nilesh Pandarmisal	Security Guard
Mr. Dinesh Poojary	Security Guard
Mr. Krishna Velip	Security Guard
Mr. Vinay Gaonkar	Security Guard
Mr. Madhu Zore	Security Guard
Mr. Sushant Devidas	Security Guard
Mr. Sarvesh Dessai	Security Guard

### COLLEGE HOUSE KEEPING STAFF

<b>Name</b>	<b>Designation</b>
Ms. Samira Gaonkar	House Keeping Supervisor
Ms. Sunita Goankar	House Keeping Attendant
Ms. Joana Fernandes	House Keeping Attendant
Ms. Laxmi Kulekar	House Keeping Attendant
Ms. Reshma Shetkar	House Keeping Attendant
Ms. Dixita Velip	House Keeping Attendant
Ms. Lalita Zangali	House Keeping Attendant
Ms. Deepal Naik	House Keeping Attendant
Ms. Khajabi Bagwale	House Keeping Attendant
Ms. Rupa Marathe	House Keeping Attendant
Ms. Anisha Velip	House Keeping Attendant
Ms. Cristina Dias	House Keeping Attendant
Ms. Rajbi Nadaf	House Keeping Attendant
Ms. Rama Kolpate	House Keeping Attendant
Mr. Shashikant Gaonkar	House Keeping Attendant

## **ACADEMIC PERFORMANCE AT THE UNIVERSITY EXAMINATION**

Academic Years	No. of Students		No. of Students with		Percentage of Results (%)
	Appeared	Passed	Distinction	1 <sup>st</sup> Class	
B.A Programme					
2021-22	205	149	22	66	72.68%
2022-23	229	164	26	76	71.6%
2023-24	221	150	18	55	67.8%
B.Com Programme					
2021-22	156	96	29	52	61.53%
2022-23	179	91	40	37	50.8%
2023-24	231	126	27	41	54.7%
B.Sc Programme					
2021-22	136	113	30	61	83.08%
2022-23	166	124	56	61	74.6%
2023-24	154	137	21	50	88.9%

## **RESERVATION UNDER VARIOUS CATEGORIES**

As per the revised guidelines of the UGC, reservation of seats in case of Scheduled Caste (SC) and Scheduled Tribe (ST) candidates for admission to various programmes of study in the University shall be on the basis of the reservation policy of the State Government.

Candidates applying for admission under reserve categories shall be required to submit a valid certificate to that effect issued by the Officer of the rank of the Deputy Collector or any other authorized Officer as notified by the Government of Goa.

**2%** of seats in Graduate programmes of study, shall be reserved for candidates belonging to **SC Category of Goa State**.

**12%** of seats in Graduate programmes of study, shall be reserved for candidates belonging to **ST Category of Goa State**. Candidates applying for admission under these categories shall be required to submit a certificate to that effect issued by the officer of the rank of the Deputy Collector or above.

**27%** of total seats, for admission to various graduate programmes of study, shall be reserved for candidates belonging to other backward classes (**OBC**) of the **State of Goa** as per the directives of the State Government. Candidates applying under this category shall be required to submit a certificate issued to that effect by the officer of the rank of the Mamlatdar or above.

**5%** of total seats, for admission to various Graduate programmes of study shall be reserved for **differently abled** candidates (as per State Government directives).

As per office memorandum, F.No. 81-1/2019 (CU) dated 18<sup>th</sup> January 2019, regarding the implementation of reservation for Economically Weaker Sections (EWSs) reservation in admission to educational institution subject to maximum of 10% of the total seats provided who are not covered under the existing scheme of reservation for Scheduled Castes, Scheduled Tribes and the Socially and Educationally Backward Classes.

**10%** of seats, in Graduate programme of study, except the MCA & MBA programmes of study, shall be made available for candidates of **other Universities**.



1% of total seats shall be reserved for Children of Ex- servicemen.

15% of seats, over and above the allotted number of seats, shall be reserved as supernumerary seats for the overseas candidates, who are eligible for admission and are recommended by Govt. of India under scholarship from Govt. of India or under exchange programme (ICCR Programme). These seats shall be filled in accordance with the UGC guidelines. Out of the 15% supernumerary seats, one seat in each program will be reserved for Kashmiri Migrants (KM) as per directives of the UGC.

Seats falling vacant under any of the above reserved categories shall be filled from the general category candidates with the approval of the Vice Chancellor.

Percentage of seats mentioned above is subject to change depending upon the directives of the State Government

**The College follows the Reservation Policy of the Government of Goa**

OBC	ST	SC	Differently Abled	EWS	Students from Other Boards	Children of Ex-Service men
27%	12%	2%	5%	10%	10%	1%

## COLLEGE REGULATIONS

### General Regulations

1. The college has implemented the wearing of Uniforms for **First, Second and Third year students. All students should wear the uniform compulsorily to college.** Entry will be restricted to those students who do not wear uniform.
2. All the Students are responsible to the College Principal and Vice Principal and teachers for their generalconduct, both inside and outside the College.
3. Insubordination toanyTeacher/Staff-member and other College authorities; and use of indecent language or conduct in the class/campus are sufficient reasons for the suspension or/and dismissal of a student.
4. Every student should wear his/her Identity Card which he/she should present when asked for, by the Principal, Vice-Principal, any Teacher of the College or by any Administrative Staff-Member

(Duplicate Identity Card Library Card/Certificate will be issued only on payment of due fees by the student).

5. Students are not allowed to attend lectures other than their own class- lectures.
6. Every student is expected to be in the classroom before the teacher comes in. If the student is late due to unavoidable circumstances, then the teacher may allow him/her to come in. Similarly, no one shall leave classrooms before the teacher leaves the room except with the latter's permission. Students must not loiter in and around the College premises when classes/ lectures/ practicals/ tutorials/ tests/ exams, are in progress.
7. Every student is expected to deal with the College property with due care and help in keeping the premises neat and tidy. Any damage caused to the College property is a breach of discipline and will be dealt with accordingly **No student is allowed to smoke, consume / take liquor, drugs or in toxicants within the College Campus.** Even outside the Campus, a student is expected to have a good moral and social behavior, so as to carry forward the reputation of the College.
8. No Student shall collect any money within or outside the College campus, using the College name in any form, as contribution for picnics, trips, educational visits, get-together, charity or any other activity, without the prior permission of the Principal. Regarding the funds raised after obtaining due sanction of the Principal, the complete and genuine account of the money so collected, spent, etc. shall be submitted to the Convenor -Students' Welfare Committee. The same, after approval, shall be displayed on the College Notice Board, within a period of 15 days from the date of the event. The College will be constrained to withhold the Final Examination results of the concerned students who fail to comply with the specified directions issued by the College Authorities in this matter.
9. All extra and co-curricular activities conducted in the name of the College, either within the College premises or outside, will require prior permission of the Convenor of Students' Welfare Committee or/and of the Principal.
10. No Society, Association or Union shall be formed in the College by the students and no person shall be invited to address any meeting without obtaining prior permission of the Principal.
11. A student has to complete to the satisfaction of the Principal, the course of study prescribed for the term, for the class of which he/she belongs.
12. Students are warned that if their attendance at lectures, tutorials, etc. is unsatisfactory, their names may be excluded from the College rolls with effect from the beginning of the next semester of the academic year.
13. The Complete time-table will be displayed on the Notice Board at the beginning of the Academic Year. The students are advised to attend all lectures, tutorials, practicals, etc. regularly.

14. 75% attendance is compulsory to appear for ISA and SEA. Absence or any College test or examination must be justified in writing, immediately. In case of sickness/illness students have to submit a Medical Certificate, again, to the satisfaction of the College Principal, within three days.
15. Students should make themselves familiar with the syllabi of their course of study as well as with other College regulations and notices displayed from time to time, on the College Notice Board.  
**Notices once displayed on the Notice Board are deemed as final official communication to all concerned.**
16. Any breach of the above rules will be dealt with severely. Genuine problems of the students should be put forth in writing to the Principal through their Class Representative/Sports - Secretary/Lady Representative/General - Secretary of the Students' Council. Every effort will be made to solve these problems with due sympathy.
17. If for any reason the continuance of a student is detrimental to the best interest of the College, the Principal can ask such a student to leave the College premises without assigning further reasons. In extreme cases, the student may be rusticated or dismissed from the College.
18. No visitors/outsideers are allowed in the College to meet the students, unless permitted by the College Authorities. Visitors will not be permitted to meet or speak to the student while lecture or practical session is going on. However, visitors may be allowed to meet students, during exigencies, with due permission of the Principal.
19. The College will hold in reserve the Final Examination results of those students who fail to clear their dues (breakage, damage, loss, etc.) by the end of the academic year.
20. Students applying for certificates, testimonials, etc. and those requiring the Principal's signature on any kind of document or application should contact the office in advance. No papers/documents may be brought by the students directly to the Principal for his signature.
21. **Ragging in any form, inside or outside the College campus, is banned.** Students found indulging in ragging will be summarily expelled from the College by the Principal, as per directives received from Directorate of Education, Govt. of Goa (No.DE/CC/MISC/ dated 21.04.1995) and UGC regulation on curbing the menace of Ragging in higher educational institutions 2009.
22. Unauthorized use of mobile phone during a lecture without the permission of the lecturer is not allowed.
23. Students are cautioned against involving in on line activities that can be detrimental to the character & reputation of the Staff & Students of the College. If found indulging in such activities, strict action as prescribed by the Government, Goa University & College governing bodies will be taken.
24. The Principal's decision in all matters of the College shall be final and binding on all the students.

## **GOA UNIVERSITY DISCIPLINE AND CONDUCT RULES 2019 FOR COLLEGE STUDENTS'**

### **1. SHORT TITLE AND COMMENCEMENT**

- (a) These Rules shall be called "The College Students' Discipline and Conduct Rules 2019" hereafter referred to as the "Rules".
- (b) These Rules shall come into force with effect from the date of their notification.

### **2. APPLICATION RULES**

- (a) These Rules shall apply to all students of the affiliated College whether admitted prior to the commencement of these Rules or after the commencement of these Rules.
- (b) Any breach of discipline and conduct committed by a student inside or outside the College Campus shall fall under the purview of these Rules.
- (c) Without prejudice to the generality of the power to enforce discipline under Section 22 (q) of the Goa University Act, 1984 and Statue 26 there under, the acts mentioned in Rules 4 shall amount to acts of misconduct or indiscipline or both.
- (d) These rules are not meant to deny the democratic rights of the students to dissent/ air their grievances/ protest in a peaceful and lawful manner.
- (e) Peaceful and lawfully conducted sit-ins/ dharanas at a designated place with prior intimation to the College Principal will not invite any punishment under these rules.

### **3. DEFINITIONS**

For the purpose of application of these Rules-

- (a) 'College' means any teaching Department established and maintained by the College offering Degree/ Diploma/ Certificate/ Integrated courses, PG and Research Centre and also includes Schools, Centers, Library, Hostels, Play grounds, Canteens, Shopping Centers, Gymkhana, College Guest House, Administrative Offices, Staff quarters and entire College campus.
- (b) 'Student' means any person admitted to a College as given in
  - (a) Above for receiving instructions either full-time or part-time and whose name is on the rolls of the College. The word student with reference to the context if required shall mean students also.
- (c) 'Teacher' means and includes Dean, Director, and Professor, Associate Professor, and Assistant Professor, Contractual / Guest / Visiting Faculty, Warden of Hostel, Librarian, Director of Physical Education, Instructor of Physical Education, Coaches and Administrative staff.
- (d) 'Disciplinary Authority' means an authority competent to impose penalty on a student under these Rules for any act of indiscipline or misconduct.
- (e) 'Inquiry Authority' means a Committee appointed by the Principal or an Inquiry Officer appointed by the Principal to inquire into the charges of act/s of indiscipline or misconduct by a student or a group of students.
- (f) 'Chief Proctor' means a senior teacher appointed by the Principal under the provisions of these Rules.
- (g) 'Assistant Proctor' means a teacher appointed by the Principal under the provisions of these Rules.

### **4. ACTS OF MISCONDUCT AND INDISCIPLINE:**

#### **(a) Acts of misconduct and indiscipline Category-I:**

- i) Causing disturbance within the College premises, Laboratory or Reading Room, Library, Common Room, Playground or Hostel, Canteen, Gymnasium and such other places in the College Campus.

- ii) Any act leading to diverting the attention of the students from the Lectures or of the teacher from Teaching.
- iii) Insubordination and/ or disrespect to the teacher within or outside the College premises.
- iv) Habitual inattention to class work and assignments.
- v) Disturbing a class from outside by loitering aimlessly in the corridors, making noise.
- vi) Picking up quarrel with the teaching or non-teaching staff or with other students.
- vii) Using abusive language and abuses in the College premises or 'Sports-grounds'
- viii) Smoking within the College campus.
- ix) Playing any kind of musical instrument inside the class or outside during class hours.
- x) Hunger strikes, dharnas, group bargaining and any other form of protest by blocking entrance or exit of any of the academic and/ or administrative complexes or disrupting the movements of any member of the College.
- xi) Furnishing false Certificate or false information in any manner to the College.
- xii) Teasing or disrespectful behaviour or any misbehaviour with a boy / girl student, staff member/ visitor.
- xiii) Causing or colluding in the unauthorized entry of any person/ guest into the College Campus or in the unauthorized occupation of any portion of the College premises, including residential quarters/ hostels or residence by any person.
- xiv) Unauthorised occupation of the hostel rooms or unauthorised acquisition and use of College furniture in one's hostel room or elsewhere.
- xv) Damaging or defacing, in any form any property of the College or the property of the College community.
- xvi) Not disclosing one's identity when asked to do so by a faculty member or employee or security staff of the College who is authorized to ask for such identity.
- xvii) Improper behaviour while on tour or excursion.
- xviii) Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behaviour in the Health Centre on College campus.
- xix) Blockade or forceful prevention of any normal movement of traffic, violation of security or safety rules notified by the College.
- xx) Littering of any kind of waste including plastic waste in the College buildings, grounds/ roads/ premises.
- xxi) Disturbing other students/ teachers using a mobile phone inside the class or outside during class hours.
- xxii) Driving and parking the vehicles on College campus in violation of guidelines to that effect.
- xxiii) Distributing any material related to political parties / movements.
- xxiv) Any other act which may be considered by the Principal or any other competent authority to be a minor act of violation of discipline and conduct.

**(b) Acts of misconduct and indiscipline Category-II**

- i) Repetition of acts given under Category-I of indiscipline in spite of repeated warnings and penalties imposed.
- ii) Attending the College dressed in a manner contrary to social norms prevailing from time to time or violation of dress code if any.
- iii) Indecent Exposure in a proactive manner or behaving in a manner tending to rouse baser passions among the members of the same or opposites.
- iv) Disfiguring the walls, floors, furniture etc. of the College.

- v) Forcibly entering/ reaching places which have restricted entry or unauthorized handling of equipment or performing acts which would be a threat to one's life.
- vi) Instigating others to commit acts of indiscipline.
- vii) Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the College Campus.
- viii) Any Intimidate of or insulting or abusive behaviour towards a student, staff or faculty or any other person.
- ix) Wanton destruction of College properties.
- x) Consuming or possessing narcotic drugs or other intoxicants or alcohol anywhere in the College premises.
- xi) Indulging in criminal acts of any kind under the law of land including gambling and possession of arms / weapons.
- xii) Arousing communal, caste or regional feelings or creating disharmony among students.
- xiii) Demonstration of disloyalty to the country, its constitution and its flag.
- xiv) Ragging of any kind tending to cause physical and mental torture to other students or forcing others to submit to indignity and nuisance.
- xv) All acts of violence and all forms of coercion such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the College and or any act which incites or leads to violence.
- xvi) Gheraos, laying siege or staging demonstrations around the residence of any member of the College or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
- xvii) Sexual harassment of any kind which shall also include unwelcome sexual proposition/ advancements, sexually graphic comment sofa body unwelcome touching, patting, pinching or leering of parts of the body or persistent offensive or unwelcome sexual jokes and or comments as per Sexual Harassment of Women at
- xviii) Committing forgery, tampering with the Identity Card or College records, impersonation, misusing College property (movable or immovable), documents and records, tearing of pages of, defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
- xix) Any act of moral turpitude.
- xx) Use of abusive, defamatory, derogatory or intimidator language against any member of the College Community.
- xxi) Any other act or acts which the Principal considers as major acts of misconduct and indiscipline.
- xxii) Publishing or posting derogative comments against any student / teaching staff / administrative staff of the college or any other person on the social media.

## **5. PUNISHMENT**

The component authority may impose any one or suitable combination of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned under Category-I or Category-II as the case may be, in Rule 4.

### **Category-I**

- 1) Admonition / Reprimand.

- 2) Sending the student out of his class and not letting him into his class up to maximum of two consecutive periods.
- 3) Marking the student absent on repeating the misconduct at Sr. No.2.
- 4) Fine up to Rupees Twenty Thousand depending upon gravity of the issue.
- 5) Recovery of any kind, such as scholarship / fellowship, any dues, cost of damages, etc.
- 6) Withdrawal of any or all facilities available to a student as per, various Goa University Act and College Rules (such as Scholarship/ Fellowship, Hostel etc.) permanently or for a time period up to Four semesters.
- 7) Stoppage of any or all academic processes.
- 8) Rustication up to two semesters and / or Declaring any hostels, premises, building or the entire College Campus out of bounds to any students.

### **Category-II**

- 1) Cancellation of admission or withdrawal of degree or denial of registration for a specified period.
- 2) Rustication up to ten semesters and / or declaring any part or the entire College Campus out of bounds.
- 3) Fine up to Rupees Fifty Thousand depending upon gravity of the issue.
- 4) Expulsion.

## **6. AUTHORITIES EMPOWERED TO IMPOSE PUNISHMENT AND APPELLEATE AUTHORITIES:**

<b>FOR ACTS OF INDISCIPLINE AND MISCONDUCT UNDER CATEGORY-I</b>		
<b>Penalties</b>	<b>Authority empowered impose them</b>	<b>Appellate authority</b>
i) Admonition / Reprimand	Head of the Department	No Appeal
ii) Sending the student out of his class / laboratory and not letting him into his class / laboratory up to a maximum of two consecutive periods of two hours in a day.	Concerned Teacher/s	No Appeal
iii) Marking the student absent for repeating the type of misconduct involved in (i) above, more than once.	Concerned Teacher/s	Head of the Department
iv) Fine up to Rupees Twenty Thousand depending upon the gravity of issue	Principal	Vice-Chancellor
v) Recovery of any such kind such as Scholarship, Fellowship and dues, cost of damages, etc.	Principal	Vice-Chancellor
vi) Withdrawal of all facilities available to a student	Principal	Vice-Chancellor

as per various College Rules (such as Scholarship, Fellowship, Hostel etc) permanently or for a time period up to two semesters.		
vii) Stoppage of any or academic processes	Principal	Vice-Chancellor
viii) Rustication up to two semesters and / or Declaring any hostels, premises building or the entire College Campus out of bounds to all students.	Principal	Vice-Chancellor

<b>For acts of indiscipline / misconduct under Category-II</b>		
<b>Penalties</b>	<b>Authority empowered impose them</b>	<b>Appellate authority</b>
Cancellation of admission withdrawal of degree or denial of registration for a specific period	Principal	Vice-Chancellor
Rustication up to four semesters and / or declaring any part of the entire College Campus out of bounds.	Principal	Vice-Chancellor
Fines up to Rupees Five Thousand depending upon gravity of the issue.	Principal on recommendation of the Inquiry Committee and after considering the report of the inquiry Authority.	Vice-Chancellor
Expulsion	Principal	Vice-Chancellor

## **7. PROCTORIAL BOARD (PB)**

- a. There shall be a Proctorial board for the College consisting of a Chief Proctor and two Proctors. The Proctors shall be appointed by the Principal as follows.

- i) One Associate Professor.
- ii) One Assistant Professor.

The tenure of the Proctors shall be for a period of three years. One of the Proctors shall be a woman. All the matters concerning indiscipline and misconduct by student/s shall be dealt by the Proctorial Board.

### **b. CHIEF PROCTOR**

- (1) The Chief Proctor shall be appointed from amongst the employees of the College preferably of the rank of Associate Professor, by the Principal on the recommendation of the Vice-Chancellor. The Chief Proctor shall exercise such powers and performs such duties as may be assigned to him by these Rules or by the Principal. The tenure of the Chief Proctor shall be for a period of three years.



- (2) When the office of Chief Proctor is vacant or when the Chief Proctor is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by one of the Proctors as the Principal may appoint for the purpose.
- (3) The Chief Proctor shall be the competent authority to impose fine / penalty as per the provisions of the clause 6 of these to the student/s on the recommendation of the Proctorial Board.

**c. POWERS OF THE PROCTORIAL BOARD AND PROCEDURES**

- (1) The Proctorial Board shall be the Inquiry Authority for all the cases of misconduct / indiscipline by the student/s and shall make suitable recommendations to the Principal as per the provisions of these Rules. This shall, however, exclude the cases to be handled by thick.
- (2) The Proctorial Board (PB) is authorized to take up the cases suo moto. However, complainants shall be required to report any of the matters mentioned above within three days of the occurrence of the incident to the Chief Proctor. The student(s) charged shall be notified within four working days of the charge against him/her. It shall be the responsibility of the student(s) thus charged to submit in writing his/her defense within two working days to the PB. If the PB does not receive a defense within two working days, it will take an ex parte decision on the charge. The PB shall, however, have powers to relax the time-frames mentioned above based on the merit of the case in question.
- (3) Under normal circumstances the PB shall issue a show cause notice within four working days of receiving a complaint calling for explanation within two working days. If the explanation is not received within two working days or in the further time as may be granted, the PB may, by powers vested in it, record hearing from the other side and/ or itself conduct an enquiry or may entrust the process of enquiry including framing of charges and conducting the actual inquiry to any other official of the College. However, if the situation so demands, the PB may convene an emergency meeting and call those concerned to depose before it immediately.
- (4) Evidence to the PB shall normally be presented orally. The student charged may be required to provide written / material evidence, if the PB so demands.
- (5) It shall be the responsibility of the student charged and the complainant to arrange for their respective witnesses to give oral evidence or to submit any written statements / material evidence in their defence. A Witness giving oral evidence may be cross-examined by the PB. A witness not available for cross-examination may submit evidence in writing. The PB shall not consider evidence from persons who are not prepared to have their names revealed to the PB. The names of persons appearing as evidence / witness shall be kept confidential.
- (6) The PB shall have the power to determine the order of proceedings and to exclude any material which appears irrelevant or repetitive or even seek classification on oral/ written submissions/ material evidence.
- (7) The student charged will be invited to be present with a representative [optionally and who shall be another bonafide student only] whenever oral evidence is being heard. Representation through legal counsel/ lawyer shall not be allowed in any case to any of the parties. Non-attendance of the student charged or his/ her representative shall not bar the PB from proceeding ahead. The PB may at its discretion adjourn its proceedings in order to enable the student charged or the representative to be present.

- (8) The PB may adjourn a hearing in order to require a witness to attend for cross-examination. Where a witness who, in the opinion of the PB, is a vital witness, fails to attend, the PB may, at its discretion, postpone its deliberations or even continue with its proceedings. The PB may also adjourn/ proceed with a case where it is of the opinion that its proceedings are being impeded by any circumstances beyond its control.
- (9) The PB shall meet to consider an adjourned case, as soon as it is feasible, and not later than 15 days after the adjournment, although the case may not be determined at the resumed meeting. Where it is not reasonably practicable for the same members to attend the PB meeting reconvened to hear an adjourned case, it may co-opt one or two additional members to form the quorum.
- (10) The PB is authorized to invite members where it deems necessary. However, the members so invited shall not have voting rights.

**d. GENERAL**

- (1) No punishment shall ordinarily be imposed on a student unless the PB has followed normal procedures including due opportunity to the student(s) charged with offence.
- (2) The PB shall draw up:
  - i. The substance of the imputation of major acts of discipline into definite and distinct articles of charge.
  - ii. A statement of imputation of acts of indiscipline in support of each article of charge, which-
    - a) A statement of all relevant facts including admission or co made by student (to be signed by the concerned student/s)
    - b) A list of documents by which and list of witnesses by whom the articles of charge are proposed to be sustained. (To be signed by the concerned witness).
- (3) The Inquiry Authority shall prepare the report of inquiry which shall contain: -
  - a) The articles of charge and the statement of imputation of acts of major indiscipline.
  - b) The defence of the student if any in respect of each article of charge.
  - c) An assessment of the evidence in respect of each article of charge, separately in respect of each student.
  - d) The finding on each article of charge and the reasons thereof.
- (4) In case the Principal or any Competent Authority is of the opinion that on the basis of the available material evidence on record, a prima facie case exists against a student s/he may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending inquiry.
- (5) Notwithstanding any punishment mentioned above, the Principal may, keeping in view the gravity / nature of misconduct/act of indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.
- (6) The Office of the Chief Proctor shall immediately report its decision to Principal for necessary action. It shall also report annually to the Principal and any such body that the Principal deems fit, on all cases arbitrated by it during the preceding academic year.

**8. PLACING THE REPORTS OF INQUIRY BEFORE THE MANAGING COMMITTEE**

- (i) The Principal on the receipt of the record of inquiry from the Inquiry Authority shall cause the records to be placed before the Managing Committee at its next meeting or at a special meeting, if necessary.

- (ii) The Managing Committee after due consideration of the report and record of inquiry with the recommendation of the Principal shall pass such order as may be considered just and necessary.
- (iii) The Principal shall then communicate the orders of the Managing Committee to the student if the decision is to rusticate the student.
- (iv) If the student rusticated will be allowed to appear for the College Examination with a condition that the results will be with-held until the completion of the inquiry and the decision of the Managing Committee thereon, the Principal shall inform the Controller of Examinations that the result of the student shall not be announced.

## **9. APPEAL**

- (i) Student/s shall be allowed to appeal against the fine/ penalty imposed by the competent authority subject to provisions of the Rule 6. However, such an appeal shall be preferred by the concerned student/s within ten working days after the receipt of order of the competent authority.
- (ii) There shall be no appeal against the order of the Vice Chancellor where student/s is/are subjected to expulsion from the College or is subjected to monetary fine by the Vice Chancellor. The decision of the Vice Chancellor shall be final.

## **10. ACR/ACTS OF INDISCIPLINE MISCONDUCT OUTSIDE THE COLLEGE CAMPUS:**

- (i) The College shall not ordinarily take cognizance of act/acts of indiscipline committed by a student outside the College campus.
- (ii) If a student is arrested or detained by orders of a magistrate on a charge of criminal act involving moral turpitude committed outside the campus, the Principal after verifying the fact of such arrest and detention shall place him / her under suspension until s/he is released on bail or otherwise.
- (iii) If a student is sentenced to imprisonment for an offence indulging moral turpitude, the Principal shall place him/her under suspension.
- (iv) The Principal shall place the matter before the Managing Committee which shall rusticate him/her from the College.
- (v) If on appeal, the conviction is set aside, his/her rustication shall post fact cease.
- (vi) Cases of allegation/acts of sexual harassment will come under purview of the Internal Complaints Committee (ICC).

## **11. INTERPRETATION**

In case of a dispute with regards to the interpretation of any of the Rules mentioned above, the decision of the Principal shall be final.

## **ATTENDANCE**

**(Effective from 30th November, 2007)**

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

#### **OA-17.1 (Effective from 12 th February, 2019)**

##### **Objectives:-**

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

#### **OA-17.2 General**

(i) Attendance criteria under this Ordinance shall be brought to the notice of all the enrolled students by the concerned Institution/Department at the beginning of the academic year and the same shall be enforced strictly.

(ii) **(Effective from 12 th February, 2019)** The teacher(s) concerned shall engage not less than 90% of the actual number of lectures/practicals prescribed for the particular paper/course in the syllabus. The Principal or Dean of the College/Head of the PG Department shall ensure that the teachers in the College/Department actually engage the required lectures/practicals as mentioned above.

{Note: “Course” refers to Laboratory Course/Optional Course/ Compulsory Course or other similar instructional Courses} The Principal/Head of the Department may permit faculty members to engage the classes outside usual class timetable to enable them to complete the minimum prescribed number of classes.

#### **OA-17.3 Attendance and eligibility to appear for Examinations**

(i) **(Effective from 12 th February, 2019)** The attendance shall be taken by the teacher for each lecture/ tutorial/ practical or any other component of teaching separately. He/She shall maintain such a paper-/course-wise Attendance Register.

(ii) **(Effective from 12 th February, 2019)** Attendance shall be taken on a day to day basis for all the students and shall be cumulative of all the months of the Semester / Term /Year (in case of annual examination), as the case may be, for deciding the eligibility to appear for the respective examination. The statement of the cumulative attendance shall be prepared

paper/course-wise and the same shall be displayed on the Notice Board on a monthly basis. Where students have online access to attendance records, a Notice directing students to check their records may be displayed on the Notice Board on a monthly basis. A copy of this statement shall be sent to the University as and when requested by the University authorities.

**(iii) (Effective from 12 th February, 2019)** A student registered in a Semester / Term / Year, for any Programme (Degree or Diploma), shall ordinarily be required to have a minimum cumulative attendance of 75% of the total lectures and practicals engaged during that Semester / Term / Year and a minimum of 50% attendance of the total lectures and practicals engaged in any individual paper / course. In case of late admission on genuine grounds (to be decided by the Principal/Dean/Head of Department), attendance shall be considered from the date of admission to the programme. In case the faculty is unable to engage the actual numbers of lectures/practicals prescribed for a particular paper/course due to any reason, all the students shall be given full attendance to that number of classes that could not be engaged by the faculty. (For example, if a faculty could engage only 55 lectures out of prescribed 60 lectures, each student shall be given attendance of additional 5 lectures in that paper/course and the same shall be counted for counting 75% attendance requirement). Under CBCS, a student whose attendance is less than 75% shall have the option of dropping a paper(s)/ Course(s) in order to meet the minimum 75% attendance requirement. Institutions may conduct remedial classes to those students whose attendance is below 75% to meet the requirement under this provision. However, such remedial classes cannot be conducted after the commencement of the Semester End Examinations for the respective Semester.

**(iv) (Effective from 12 th February, 2019)** A student, not fulfilling the minimum attendance requirements mentioned above, shall not be eligible to appear for that Semester / Term / Annual Examination. Such student shall have to seek readmission to the Course/Programme during the subsequent Academic Year /Term / Semester by paying the requisite fees. Such a student shall not be treated as a fresh applicant for admission if the readmission is in the same Institution. Readmission to professional colleges for the First Year of the programme shall be as per the admission rules of the program. These students need not answer the eligibility test.

(v) 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.

(vi) **(Effective from 12 th February, 2019)** In case a student desires to seek admission during the course of the Academic year to a different institution for the same programme, her/his attendance shall be transferred.

(vii) **(Effective from 12 th February, 2019)** 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 marked “Present” for the lectures/practicals missed, provided such absence is supported by documentary evidence issued by the appropriate authority such as Commanding Officer of NCC, Director of Sports and Youth Affairs, Director / Asst. Director of Sports in Government / University or an authorized official of these and other similar bodies.

(viii) **(Amended on 26 th May, 2023)**

a) Absence on medical grounds for more than four continuous working days is required to be supported with a Medical Certificate which should be submitted within seven days after rejoining classes.

b) Absence beyond 25% maybe condoned on medical grounds.

c) Students participating in sports at the Inter-Collegiate Championship level may be given upto 15% relaxation in attendance. Further, a student who participates in two or more Inter-Collegiate Championships may be given an additional 10% relaxation in attendance.

d) A relaxation of an additional 25% in attendance shall be available for Maternity Leave to women candidates pursuing a UG/PG Programme (General Education) at Goa University campus and affiliated Colleges.

e) A student representing the University at Inter University Championships or the State at National Level Championships or higher levels, may be given relaxation upto 50% in attendance.

f) However, the maximum relaxation permissible to a student on all accounts shall not be more than 50%.

(ix) **(Effective from 12 th February, 2019)** Any case not covered under the above clauses but recommended by the Principal / Dean / Head of the Department to be condoned, shall ~~be~~

referred to a Committee consisting of

- (i) Vice-Chancellor (Chairperson),
- (ii) Registrar and
- (iii) Principal of the Institutions/Dean of the College / Head of the Department concerned, as members.

**(x) (Effective from 12 th February, 2019)** For Programmes that are governed by the regulations of Central governing/regulatory bodies, the norms prescribed by the respective bodies as amended from time to time shall apply

**(xi) (Effective from 12 th February, 2019)** A student, who has any grievance about the attendance record, may bring the same to the notice of the Principal/ Dean / Head of the Department, in writing, within three days from the date of display of the attendance on the Notice Board / Notice regarding checking of attendance online. The Principal/ Dean / Head of the Department, on receipt of such a complaint, shall verify the accuracy of the 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 day.

**Students should have minimum attendance of 75% of lectures, tutorial: seminars and practicals** after condonation period due to medical grounds, participation in Sports/Cultural NCC/NSS/Co-curricular activities, etc., **to be eligible to appear for Semester End Assessment (SEA).**

1.The attendance shall be taken foreach lecture/tutorial/ISAs /practical /seminars, etc., separately andseparate register shall be maintained by each teacher subject- wise.

2. In case of Science students, attendance for both theory and practicals is to be separately counted. Students have to satisfy 75% criterion separately for theory and practicals.

3. The attendance shall be taken in each lecture/practical on a day-to-day basis for all students and for the purpose of allowing the students to appear or examination, it shall be cumulative of all the teaching days of each semester respectively.

4. The cumulative attendance shall be calculated on the basis of Monthly attendance reportsattheend of thestipulated instructionaldays, and acopy ofthesameshallbe sent to the University. Only those students who have completed minimum 75% of attendance shall be eligible to appear for the Semester End Examination.

5 Any student, having any grievance about the attendance as notified by the College shall bring the same to the Notice of the Principal in writing within **three days** from the date of notification of attendance on the College Notice Board.

6. The Principal, 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 within a period of seven days.
7. Monthly attendance of students will be displayed on the Notice Board of the College for information of students. Whenever a student is unable to appear for any Examination/Test/ ISA (whole or part thereof), due to (some unavoidable circumstances other than medical grounds), the student has to write to the Principal immediately explaining the reason(s), duly endorsed by the parent or guardian of the student. The discretionary powers of condonation, in such circumstances rest wholly with the Principal.
8. If any student leaves the College any time during the academic year he/she should inform the College Office in writing at the earliest.
9. Day to day attendance for all lectures, practicals, tutorials, assignments, tests, etc. is compulsory as per the prevailing rules of Goa University.
10. Where more than the prescribed number of Lectures/Practicals for a paper/course have been engaged by the teacher(s), then, for the purpose of compilation of attendance, the number of lectures actually engaged as well as attended shall be proportionately scaled down with respect to the prescribed number of lectures/practicals for the paper/course.
11. A student registered in a Semester, 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 the semester/term/year. Although the attendance shall be cumulative for all the papers/courses taken together, in the given semester, a student shall be required to have a minimum of 50% attendance in any individual paper/course.
12. 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 End Examination. Such student shall have to seek re-admission to the course/programme during the subsequent academic year /term/semester by paying requisite fees. However, such student shall not be treated as fresh applicant for the admission if the re-admission is in the same institution.
13. Attendance of a student in an institution for a course shall be transferred to another institution wherein the student continues the course in the new institution.
14. A student representing the Institution/University/State/Country in extra curricular activities such as NCC/NSS/Sports/Cultural event shall be treated as on duty at the lectures/practicals missed by him/her and shall be marked as “D” in the Attendance Register. Absence due to such activities should be supported by the documentary evidence issued by the appropriate



authorities such as Commanding Officers of NCC, Director of Youth Affairs, Director/Assistant Director of Sports in Govt./University or authorized officials of these and other similar bodies. However, in such cases for the purpose of completion of cumulative as well as paper /course wise attendance, a number of prescribed lectures/practicals for the paper/course shall be calculated after deducting the lecture under "D" and considered as such.

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

**16.** 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.

## **ANTI RAGGING GUIDELINES**

### **UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.**

**(Under Section 26 (1) (g) of the University Grants Commission Act, 1956) Dated June, 2009.**

#### **PREAMBLE.**

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and

which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely;

**1. Title, commencement and applicability.-**

1.1 These regulations shall be called the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009”.

1.2 They shall come into force from the date of their publication in the Official Gazette.

1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

**2. Objectives.-**

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique

or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it

3 Under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

### **3. What constitutes Ragging.-?**

a. Ragging constitutes one or more of any of the following acts: a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

b. indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;

i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

#### 4. Definitions.-

1) In these regulations unless the context otherwise requires,-

a) “Act” means, the University Grants Commission Act, 1956 (3 of 1956);

b) “Academic year” means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.

c) “Anti-Ragging Helpline” means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.

d) “Commission” means the University Grants Commission;

e) “Council” means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.

f) “District Level Anti-Ragging Committee” means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.

g) “Head of the institution” means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.

h) “Fresher” means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.

i) “Institution” means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.

j) “NAAC” means the National Academic and Accreditation Council established by the

Commission under section 12(ccc) of the Act;

k) “State Level Monitoring Cell” means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be.

(2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be.

#### 5. Measures for prohibition of ragging at the institution level:-

a) No institution or any part of it thereof, including its elements, including, but not b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

#### 6 Measures for prevention of ragging at the institution level.-

6.1 An institution shall take the following steps in regard to admission or registration of students; namely, a) Every public declaration of intent by any institution, in any electronic, audiovisual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full. Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus. Provided further that the telephone numbers of the Anti- Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet<sup>49</sup>

or the prospectus.

c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.

d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.

e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.

f) The application for admission shall be accompanied by a document in the form of, or

annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioral pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.

g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.

h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.

i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force, and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.

j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.

k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.

l) The institution shall tighten security in its premises, especially at vulnerable places and

intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.

m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.

n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.

o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.

p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;

a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.



b) The institution, through the leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.

c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.

d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.

e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely;

(i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations;

(ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti -ragging committee;(iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members ; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration.(v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.

f) The institution shall set up appropriate committees, including the course-in charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshers, junior students and senior students.

g) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for

having reported such incidents.

h) Each batch of freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.

i) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/ her charge.

j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshers is strictly monitored by wardens, security guards and other staff of the institution.

k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.

l) It shall be the responsibility of the parents/guardians of freshers to promptly bring any instance of ragging to the notice of the Head of the Institution.

m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.

n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organization authorized to do so.

o) Every student at the time of his/her registration shall inform the institution about his/her

place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same.; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.

p) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution. Such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.

q) The database shall be made available by Commission to the non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance to the Councils and to such bodies as may be authorized by the Commission or by the Central Government.

r) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

### 6.3 Every institution shall constitute the following bodies; namely,

a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.

b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti- Ragging Squad in prevention of ragging in the institution.

c) Every institution shall also constitute a smaller body to be known as the Anti- Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.

e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging, and considering such other relevant information as may be required.

f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti- Ragging Committees, Anti- Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast

of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.

h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye- laws to facilitate the implementation of anti-ragging measures at the level of the institution.

6.4 Every institution shall take the following other measures, namely;

a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the softer skills of counseling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.

b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicized among all students residing in the hostel.

c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.

d) The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.

e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.

f) The faculty of the institution and its non-teaching staff, which includes, but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.

g) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.

h) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.

i) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.

j) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti-ragging and the appreciation of the relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.

k) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and crosscheck whether the institution is indeed free of ragging or not and for the purpose the institution may design its own

methodology of conducting such surveys.

l) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.

m) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members o bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.

n) The Heads of institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.

o) The Vice Chancellor of each University shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

#### 7. Action to be taken by the Head of the institution.-

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of “Ragging”.

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

## 8. Duties and Responsibilities of the Commission and the Councils.-

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

- a) The Commission shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.



b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.

c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.

d) In order to enable a student or any person to communicate with the Anti- Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.

e) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.

f) The Commission and respective council shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution through an agency approved by the Ministry of Human Resource Development, Government of India; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.

g) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorized by the Commission or by the Central Government.

## 8.2 The Commission shall take the following regulatory steps, namely;

a) The Commission shall make it mandatory for the institutions to incorporate in their

prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.

b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.

c) The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission that the institution has complied with the anti-ragging measures.

d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorized accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.

e) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation

8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.

f) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

## 9. Administrative action in the event of ragging.-

9.1 The institution shall punish a student found guilty of ragging after following the procedure<sup>62</sup> and in the manner prescribed herein under:

- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
- i. Suspension from attending classes and academic privileges.
  - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
  - iii. Debarring from appearing in any test/ examination or other evaluation process.
  - iv. Withholding results.
  - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - vi. Suspension/ expulsion from the hostel.
  - vii. Cancellation of admission.
  - viii. Rustication from the institution for period ranging from 1 to 4 semesters.
  - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
  - x. Fine which may extend up to Rs.2.5 Lakh. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
- i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
  - ii. in case of an order of a University, to its Chancellor.
  - iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

9.2 Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;

- i. Withdrawal of affiliation/recognition or other privileges conferred.
- ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University. Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.
- iii. Withholding grants allocated to it by the university, if any
- iv. Withholding any grants canalized through the university to the institution.
- v. Any other appropriate penalty within the powers of the university.

9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental enquiry, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such action.

9.5 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;

- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii. Withholding any grant allocated.
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.
- v. Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations. Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

### **OA-18A.9 Grievance Committee**

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

**OA-18A.11 Feedback** at the end of every Semester there shall be an assessment of the teaching of the Course/s in that Semester by the student(s), the records of which shall be retained by the Internal Quality Assurance Cell (IQAC).

### **OA-38 Ordinance Governing the Undergraduate (UG) General Education Programmes**

OA-38 Ordinance Governing the Undergraduate (UG) Programmes of Bachelor of Arts / Bachelor of Commerce / Bachelor of Science / Bachelor of Computer Applications / Bachelor of Business Administration / Bachelor of Social Work / Bachelor of Performing Arts (4 years Honours) and other such Programmes of study conducted by the on-campus Schools of Goa University and its Affiliated Colleges based on UGC Curriculum and Credit Framework for Undergraduate Programmes (CCFUP). (Effective from Academic Year 2023-2024).

## **Sexual Harassment of Women at Workplace(Prevention, Prohibition, and Redressal) Act, 2013(SH Act, 2013)**

**Objective:** The Act aims to prevent and address incidents of sexual harassment of women at their place of work and provide a mechanism for redressal of complaints related to such harassment.

### **Key Provisions:**

1. **Definition of Sexual Harassment:** The Act provides a clear definition of sexual harassment, encompassing unwelcome acts or behaviour that are sexually colored, creating a hostile or intimidating work environment.
2. **Applicability:** The Act applies to all workplaces, including government, private, and non-governmental organizations, as well as any organization, institution, undertaking, or establishment.
3. **Internal Committee (IC):** The Act mandates every workplace employing more than ten persons to constitute an Internal Complaints Committee. This committee is responsible for addressing complaints of sexual harassment and ensuring a safe working environment.
4. **Local Committee (LC):** In cases where the workplace does not have an IC (e.g., in organizations with less than ten employees or in certain specific circumstances), the district officer shall constitute a Local Committee to receive and redress complaints. In GNCTD District Magistrate is nominated as District Officer for constitution of Local Committee at District Level in GNCTD.
5. **Complaint Procedure:** The Act lays down a specific procedure for making complaints, conducting inquiries, and resolving cases of sexual harassment. It ensures confidentiality and timely resolution of complaints.
6. **Protection against Retaliation:** The Act prohibits retaliation or adverse actions against the complainant for filing a complaint in good faith.
7. **Penalties:** If found guilty, the Act provides for penalties, which may include a monetary fine or termination of employment, depending on the severity of the offense.

The complaint procedure under the "Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013" involves the following steps:

### **Filing the Complaint:**

The aggrieved woman or any person authorized on her behalf can file a written complaint of sexual harassment.

The complaint should be filed with the Internal Committee (IC) if the organization has more than ten employees. If the organization has less than ten employees or for any other valid reason, the complaint can be filed with the Local Committee (LC) constituted by the district officer.

### **Timeframe for Filing:**

The complaint should be filed within three months from the date of the incident of sexual harassment or within three months of the last

incident, in case of a series of incidents.

**Composition of the Committee:**

The IC or LC, as applicable, must have a majority of women members.

One of the members should be from a women's rights organization or NGO.

**Inquiry Process:**

The committee shall conduct an inquiry into the complaint in a fair and impartial manner.

The complainant, as well as the accused, shall have the right to present their case and provide evidence during the inquiry.

**Timeframe for Completion:**

The committee is required to complete the inquiry within 90 days from the date of receipt of the complaint. However, if there are valid reasons, the time limit may be extended for an additional period, not exceeding 90 days.

**Confidentiality:**

The Act mandates that the proceedings of the inquiry and the identity of the parties involved should be kept confidential.

**Report and Action:**

After completing the inquiry, the committee shall prepare a report of its findings and recommendations.

If the committee finds the accused guilty of sexual harassment, it shall recommend appropriate actions and penalties to the employer.

**Employer's Action:**

The employer is obligated to implement the recommendations of the committee within 60 days.

The employer must provide appropriate relief to the aggrieved woman, which may include monetary compensation, counseling, or any other action to ensure a safe working environment.

**Appeal:**

If either party is dissatisfied with the decision of the IC/LC or the action taken by the employer, they may appeal to the appropriate authority.

The Department of WCD has already reconstituted the Internal Committee at Headquarter level. A detail of the same is attached herewith.

**FINANCIAL ASSISTANCE FOR SCHOLARSHIPS**

Some financial assistance will be available to eligible and deserving students under various schemes like:

**Central and State Government Scholarships**

- 1) E.B.C Scholarship
- 2) Freedom Fighters Scholarship
- 3) Post-Matric Scholarship for Disabled
- 4) Post-Matric Scholarship to SC / O.B.C students
- 5) Post-Matric Scholarship to ST
- 6) Post-Matric Minority Scheme
- 7) Central Sector Scheme
- 8) Gagan Bharari ShikshaYogna for Students belonging to Dhangar Community
- 9) Bursary Scheme
- 10) Scholarship Benefit under “Scheme for Promotion of Science Education”.
- 11) Hindi Scholarship for Non-Hindi Speaking Students.
- 12) Students Aid Fund ( Inhouse Scholarship)
- 13) Dayanand Bandodkar for Orphans- Full Fee Wavier (refer to circular no 3/2/2018 - 19/Bud/DhE/ Plan/Scheme/93 dated 05/04/2018)
- 14) Full Fee Waiver SC/ST
- 15) Merit Based SSC / HSSC for ST Students
- 16) Students belonging to SC/ST/OBC shall be provided with 50% concessions in the payment of exam fees Circular No. 2/622/19-Legal (Vol.XVIII)/3069 dated 8t January 2020.
- 17) Scholarship by Blue Cross Laboratories
- 18) Umang Scholarship
- 19) Deltin Scholarship

Scholarships from Sr. No 3 to 8 are Fee Waiver scholarships based on Merit and income ceiling.  
Fee waiver for Orphan students

**Other scholarships** as announced by the Directorate of Higher Education, Directorate of Social Welfare and College. Information on these will be displayed on the college notice board from time to time.

**Documents required for benefit of various scholarship schemes**

- 1) Passport size photographs
- 2) Attested copies of certificate of educational qualification
- 3) Proof of permanent residence/ copy of ration card
- 4) Birth certificate
- 5) Income certificate issued by competent authority
- 6) Schedule tribe certificate issued by competent authority
- 7) Fees payment receipts



- 8) Photo copy of pass book from the nationalized bank account.

### **ADMISSION ELIGIBILITY GUIDELINES**

#### **NATIONAL EDUCATION POLICY ( NEP 2020)**

**OA-38.1 OA-38.2 GENERAL** The Curriculum and Credit Framework for Undergraduate Programmes (CCFUP) under National Education Policy (NEP) 2020 envisages the incorporation of a flexible choice-based Credit system, multidisciplinary approach with multiple entry and exit options, to facilitate students to pursue their career path by choosing the subject/field of their interest.

#### **OA-38.2 OBJECTIVES**

The General Objectives of the Programme shall be:

- (i) To recognize, identify, and foster the unique capabilities of each student to promote her/his holistic development.
- (ii) To provide flexibility, so that learners can select their learning trajectories and Programmes, and thereby choose their own paths in life according to their talents and interests.
- (iii) (iii) To impart multidisciplinary and holistic education across the sciences, social sciences, arts, humanities and sports.
- (iv) To emphasize on conceptual understanding rather than rote learning; critical thinking to encourage logical decision-making and innovation; ethics, human & constitutional values; life skills such as communication, teamwork, leadership, and resilience.
- (v) To encourage extensive use of technology in teaching and learning, removing language barriers, increasing access for Divyang students, and educational planning and management.
- (vi) To provide respect for diversity and respect for the local context in all curricula, pedagogy and policy.
- (vii) To uphold equity and inclusion as the cornerstone of all educational decisions, to ensure that all students are able to thrive in the education system, and the institutional environment is responsive to differences, to ensure that high-quality education is available for all.
- (viii) To have rootedness and pride in India, and its rich, diverse, ancient, and modern culture, languages, knowledge systems, and traditions.

**OA-38.3 OUTCOME BASED APPROACH** A student on completion of the Programme(9)

of study shall possess Graduate Attributes, as well as meet the Specific as well as Generic Learning Outcomes related to the disciplinary area(s) in the chosen field(s) of study.

**OA-38.3.1 GRADUATE ATTRIBUTES** Graduate attributes shall include capabilities that help broaden the current knowledge base and skills, gain and apply new knowledge and skills, undertake future studies independently, perform well in a chosen career, and play a constructive role as a responsible citizen in society. Graduate attributes shall be fostered through meaningful learning experiences made available through the curriculum and learning experience, the total college/university experience, and a process of critical and reflective thinking. Graduate attributes include learning outcomes that are specific to disciplinary areas relating to the chosen field(s) of learning within broad multidisciplinary/interdisciplinary/ transdisciplinary contexts and Generic Learning Outcomes that graduates of all Programmes of study should acquire and demonstrate.

**OA-38.3.2 SPECIFIC LEARNING OUTCOMES** A student on completion of the Programme(s) of study is expected to possess the following Specific Learning Outcomes related to his/her disciplinary area(s) in the chosen field(s) of study:

- (i) Comprehensive knowledge and coherent understanding of the chosen disciplinary/interdisciplinary areas of study including current and emerging developments in a multidisciplinary context.
- (ii) Practical, professional, and procedural knowledge required for carrying out professional skilled work, self-employment and entrepreneurship.
- (iii) Skills in areas related to specialization in the chosen disciplinary/interdisciplinary area(s) of learning in a broad multidisciplinary context, including wide-ranging practical skills.
- (iv) Capacity to extrapolate from what has been learned, translate concepts to real-life situations, and apply acquired competencies in new contexts to generate solutions to specific problems.

**OA-38.3.3 GENERIC LEARNING OUTCOMES** A student on completion of the Programme(s) of study is expected to possess the following Generic Learning Outcomes related to his/her disciplinary area(s) in the chosen field(s) of study:

**(i) Complex Problem Solving:** The capability to solve different kinds of problems and apply the learning to real-life situations.

**(ii) Critical thinking:** The capability to apply analytic thought to a body of knowledge.

(iii) **Creativity:** The ability to create knowledge and seek solutions to complex problems and situations using innovative, imaginative, lateral thinking, as well as interpersonal skills and emotional intelligence.

(iv) **Communication Skills:** Listening, reading, analytical and interpretation skills using correct technical language related to the field of learning, and convey ideas, thoughts, and arguments using language that is respectful and sensitive to gender and other minority groups.

(v) **Analytical reasoning/thinking:** The capability to evaluate the reliability and relevance of evidence; identify logical flaws in the arguments of others; analyze and synthesize data from a variety of sources; and draw valid conclusions and support them with evidence and examples, and address opposing viewpoints.

(vi) **Research-related skills:** A keen sense of observation, inquiry, and capability for asking appropriate questions; the ability to problematize, synthesize, and design proposals and undertake research.

(vii) **Coordinating/collaborating skills:** To demonstrate the ability to work effectively and respectfully with diverse teams; facilitate cooperative and coordinated effort on the part of a group.

(viii) **Leadership readiness/qualities:** To be capable of organising, directing, inspiring and building a team to work towards a common vision.

(ix) **Learning how to learn skills:** To demonstrate the ability to acquire new knowledge and skills, including 'learning how to learn skills that are necessary for pursuing learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social, and cultural objectives, and adapting to changing trades and demands of the workplace.

(x) **Digital and technological skills:** To demonstrate the capability to use ICT in a variety of learning and work situations; to access, evaluate, and analyse data using appropriate software.

(xi) **Multicultural competence and inclusive spirit:** To demonstrate the acquisition of knowledge of the values and beliefs of multiple cultures and a global perspective to honour diversity, gender sensitivity, adopting a gender-neutral approach, as also empathy for the less advantaged and the differently-abled including those with learning disabilities.

(xii) **Value inculcation:** To demonstrate the acquisition of knowledge and attitude that are required to embrace and practice constitutional, humanistic, ethical, and moral values in life, including universal human values of truth, righteous conduct, peace, love, nonviolence, scientific temper, citizenship values; practice responsible global citizenship required for responding to contemporary global challenges including environmental issues.

**(xiii)Autonomy, responsibility, and accountability:** To demonstrate the ability to apply knowledge, understanding, skills and responsibility, to work independently on a project, identifying appropriate resources and ensuring safety and security at the workplace.

**(xiv)Environmental awareness and action:** To demonstrate awareness and knowledge of global environmental challenges as well as skills, attitudes, values and actions for sustainable development and living. 304

**(xv)Community engagement and service:** To demonstrate the capability to participate in community-engaged services/ activities for promoting the wellbeing of society.

**(xvi)Empathy:** To demonstrate the ability to identify with or understand the perspective, experiences, or points of view of another individual or group, and to identify and understand other people's emotions.

**OA-38.4 DURATION OF THE PROGRAMME** (i) The duration of the UG Programme shall be of Four Years

(i) The duration of the UG Programme shall be of Four Years/Eight Semesters with multiple entry and exit options.

(ii) A student may also be permitted to take a break from the Programme during the period of study.

(iii) The total duration for completion of the UG Programme shall not exceed seven years from the date of initial registration.

(iv) Every Academic Year shall consist of two Semesters.

(iv) In addition, there shall be a Summer Term during the vacation.

#### **OA-38.4.1 UG CERTIFICATE/UG DIPLOMA AND DEGREES TO BE AWARDED**

The following Certificate/Diploma/Degrees shall be awarded as below:

**(i) UG Certificate (NCrF Level: 4.5):** Students exiting on completion of 1 year (2 Semesters) of study in the chosen broad discipline having fulfilled the Credit requirement and successfully completed a 4 Credit Vocational Course during the summer term (vacation) of the first year.

**(ii) UG Diploma (NCrF Level: 5):** Students exiting on completion of 2 years (4 Semesters) of study in the chosen broad discipline having fulfilled the Credit requirement and successfully completed a 4 Credit Vocational Course during the summer term (vacation) of the second year.

(iii) Bachelor of Arts/Bachelor of Commerce / Bachelor of Science/ Bachelor of Computer Applications/Bachelor of Business Administration/Bachelor of Social Work/Bachelor of Performing Arts and such other Degrees (**NCrF Level: 5.5**): after the successful completion

of 3 years in the Programme and the related Credit requirements, as specified elsewhere in this Ordinance.

(iv) Bachelor of Arts/Bachelor of Commerce/Bachelor of Science/Bachelor of Computer Applications/Bachelor of Business Administration/Bachelor of Social Work/Bachelor of Performing Arts (4 years Honours) and such other Degrees (**NCrF Level: 6**): after the completion of 4 years in the Programme and the related Credit requirements, as specified elsewhere in this Ordinance.

(v) Bachelor of Arts / Bachelor of Commerce /Bachelor of Science/ Bachelor of Computer Applications/Bachelor of Business Administration/Bachelor of Social Work/Bachelor of Performing Arts (4 years Honours with Research) and such other Degrees (**NCrF Level:6**): after the completion of 4 years in the Programme and the related Credit requirements, as specified elsewhere in this Ordinance.

**(vi) Interdisciplinary or Multidisciplinary Degree:** Students who opt for 3 year or 4 year Degree Programmes shall be awarded a degree in Interdisciplinary or multidisciplinary subjects as the case may be.

**(a) Interdisciplinary Degree:** A student who opts for interdisciplinary subjects shall be awarded a Bachelors Degree/Bachelors Degree (Honours)/Bachelors Degree (Honours with Research) in Interdisciplinary Subjects. For example if a student opts for subjects like Chemistry, Zoology and Botany s/he shall be awarded a BSc in Interdisciplinary Subjects (Chemistry, Zoology and Botany)

**(b) Multidisciplinary Degree:** A student who opts for multidisciplinary subjects like Mathematics, Finance and Economics will be awarded a Bachelors Degree/ Bachelors Degree (Honours) Bachelors Degree (Honours with Research) in Multidisciplinary Subjects (Mathematics, Finance and Economics).

#### **OA-38.4.2 SUMMER TERM**

(i) A summer term shall be of six to eight weeks duration during the summer vacation.

(ii) Internship/apprenticeship/work-based vocational education and training shall be carried out during the summer term, especially by students who wish to exit after two Semesters or four Semesters of study.

(iii) Colleges/Schools are permitted to offer regular courses during the summer on a fast-track mode to enable students to do additional courses or complete backlogs in coursework.

(iv) The Colleges/Schools shall decide on the courses to be offered in the summer term depending on the availability of faculty and the number of students.

### **OA-38.5 ELIGIBILITY FOR ADMISSION**

The eligibility for admission to the Four Year UG Degree Programme shall be as follows:

**(i) The Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board / equivalent body, after successful completion of Grade 12 or equivalent stage of education corresponding to Level-4.**

(ii) A student not covered under any of the above categories but desirous of seeking admission to the said Programme may apply to the University /College. However, the Vice Chancellor along with Dean of the concerned School/Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility in such cases.

(iii) A student admitted for Semester-I /III/V/VII shall be deemed eligible for admission to Semester-II/IV/VI/VIII, of each respective year provided;

a) S/he has no backlogs of previous Semesters to be eligible for admission to Semester V.

b) S/he has no backlogs of Semester V and VI to be eligible for admission to Semester VII.

(iv) A student migrating from another recognized University and desirous of direct admission to UG Programme shall be eligible for admission based on the earned Credits in the subjects for which admission is sought. This is subject to the provisions of the Academic Bank of Credits (ABC) Ordinance of Goa University. The Vice-Chancellor along with Dean of the concerned School/Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility.

(v) A student with a UG Certificate shall be eligible to take admission in the Third Semester of the Degree Programme within three years of exit and complete the Degree Programme within the stipulated maximum period of seven years.

(vi) A student with a UG Diploma shall be eligible to take admission in the Fifth Semester of the Degree Programme within a period of three years of exit and complete the Degree Programme within the maximum period of seven years.

(vii) A student who has exited with a UG Degree shall be eligible to take admission in the Seventh Semester of the Degree Honours Programme within a period of three years and complete the Degree Honours Programme within the maximum period of seven years.

(viii) A student who obtains 75% and above or equivalent CGPA of the total marks obtained in the first Six Semesters shall be eligible to take admission to the four-year Degree (Honours with Research) at the Seventh Semester. The equivalent CGPA shall be 8.25 as per the CGPA calculation given in this Ordinance.

(ix) The seven years duration shall be counted with effect from admission by him/her to the

first Semester of UG Programme.

#### **OA-38.5.1 LATERAL ENTRY FOR STUDENTS REGISTERED UNDER OC-66**

(i) Students already enrolled in the UG Programme under Choice Based Credit System (CBCS) shall be permitted to seek admission to the Four-year Undergraduate Programme effective from Academic Year 2024-2025.

(ii) The concerned Institution shall provide Bridge Courses (including online Courses) approved by the Board of Studies to enable students to transition from CBCS to CCFUGP.

#### **OA-38.6 BROAD DISCIPLINES OF STUDY (Amended on 21st August, 2024) NOTE: - The broad disciplines (i) and (ii) shall be considered as one single broad discipline for three academic years effective from 2024-25.**

A student shall be eligible to opt for a Major from one of the Broad Disciplines as a Single Major or Double Major or three or more Majors to obtain an Interdisciplinary UG Degree. A student shall be eligible to opt for two or more Majors across the Broad Disciplines, if s/he so desires, to obtain a Multidisciplinary UG Degree. Students shall be eligible to choose Courses from Broad Disciplines of Study for Major and Minor Courses which are as follows:

(i & ii) Natural and Physical Sciences: Microbiology, Botany, Zoology, Biotechnology, Biochemistry, Chemistry, Physics, Electronics, Biophysics, Astronomy, Astrophysics, Earth Sciences, Environmental Sciences, Mathematics, Statistics, and Computer Applications: Mathematics, Statistics, Computer Applications, Programming Software, Applications Software and such others.

(ii) Library, Information, and Media Sciences: Library Science, Information Science, Media Science, Journalism, Mass Media, Communication and such others.

(iii) Commerce and Management: Business Management, Financial Accounting, Cost Accounting, Finance, Banking, Fintech, and such others.

(v) Humanities and Social Sciences: Anthropology, Economics, History, Linguistics, Political Science, Psychology, Social Work, Women's Studies, Sociology, Archaeology, History, Comparative Literature, Arts & Creative Expressions, Creative Writing and Literature, Language(s), Philosophy, Cognitive Science, Environmental Science, Gender Studies, Global Environment, Health, International Relations, Political Economy and Development, Sustainable Development, Public Administration and such others.

#### **OA-38.7 COURSES AND COURSE STRUCTURE**

(i) A Course shall consist of either of the following:

- (a) Only theory component,
- (b) Only practical component or,
- (c) Both theory and practical components.

For Courses which have both theory and practical components, **the ratio of 75% theory and 25% practical shall be maintained with separate heads of passing. However, in case of Skills Enhancement Courses (SEC) and Vocational (Exit) Courses the emphasis shall be on hands on training/Practical component.**

The pedagogy for a Course shall include any of the following: Lectures, tutorials, practicum, seminar, internship, studio activities, field/laboratory projects, community engagement and such others or a combination of the above forms as recommended by the Board of Studies.

(ii) A Programme shall comprise of the following categories of courses:

**(a) Disciplinary/Interdisciplinary Major (Core)** A Major course will provide a student the opportunity to pursue in-depth study of a particular subject or discipline. Credits earned by a student from the two Major Courses of the Broad Discipline/Discipline in Semester I and II shall be counted towards total Major Credits.

**(b) Disciplinary/Interdisciplinary Minors** Students may opt for Minor courses from Disciplinary/ Interdisciplinary areas including skill- based courses relating to a chosen Vocational Education and Training. Students, who successfully complete the requisite number of courses (as specified in the OA-38 12.2 & 12.3) in a Disciplinary or an Interdisciplinary area of study other than the chosen Major, shall qualify for a Minor in that discipline or in the chosen Interdisciplinary area of study. To qualify for a Minor, a student shall have to earn a minimum of 12 Credits in the chosen Minor. A student shall declare at the end of Semester II the subjects s/he wishes to opt for under Minor.

**(c) Vocational Education and Training (VET)** VET shall form an integral part of the UG Programme to impart skills along with theory and practical. A minimum of 12 Credits will be allotted to the Minor stream relating to VET which can be related to the Major or Minor Discipline or choice of the student. A student shall have to declare subject/courses under VET at the end of Semester II. In case of Programmes such as BBA, BCA internship could be offered in lieu of VET.

**(d) Multidisciplinary Courses (MC)** UG students shall be required to undergo Three Introductory-level courses relating to any Broad Discipline that they have not undergone at the HSSC level as given below: Natural and Physical Sciences, Mathematics, Statistics and Computer Applications Library, Information and Media Sciences, Commerce and



Management, Humanities and Social Sciences.

**(e) Value-Added Courses (VAC)** The following are the VAC common to all UG students: Understanding India, Environmental Science/Education, Digital and Technological Solutions, Health & Wellness, Yoga Education, Sports, Fitness, courses related to National Service Scheme (NSS), National Cadet Corps (NCC) and such other courses. However, a two Credit Environmental Science Course shall be mandatory under VAC.

**(f) Ability Enhancement Courses (AEC)** Students shall achieve competency in a Modern Indian Language (MIL) and in the English Language with special emphasis on communication, reading and writing skills. Foreign National/ Person of Indian Origin/Non-Resident Indian/Foreign Board students may opt for additional English Language Courses or any other Foreign Language Courses in lieu of MIL.

**(g) Skills Enhancement Courses (SEC)** SECs shall focus on practical skills, hands-on training, soft skills and such other courses to enhance the employability of students.

**(h) Summer Internship / Apprenticeship (I)** Students shall be provided with opportunities for Internships in the summer term. Students shall undergo Internships in a Firm, Industry, Organizations, Laboratory with Faculty and Researchers (in their own or other HEIs), Health and allied areas, Local Governments (such as Panchayats and Municipalities), Parliament or elected representatives, media, artists, crafts persons, NGOs and other such organizations to improve their employability.

**(i) Community Engagement and Service (CES)** Through CES students shall be exposed to socio-economic issues in society to enable them to generate solutions to real life problems. CES shall be offered either as a part of the summer term activity or part of Major or Minor Course depending upon the Major Discipline.

**(j) Project/ Field-Based Learning (P)** The Project work shall be compulsory and shall be offered in lieu of a Major Course. Field-based learning may be a part of summer term activity.

**(k) Dissertation (D)** A student opting for a 4-Year Bachelor's Degree (Honours with Research) shall have to complete a 12 Credits Dissertation under the guidance of a Faculty member. An Internship shall be offered In lieu of Dissertation where Internship is an integral component of the Curriculum.

**(l) Extra-curricular Activities (EA)** Sports, Adult Education/Literacy initiatives, mentoring school students and other similar activities. National Service Scheme (NSS) and/or National Cadet Corps (NCC) courses that are not opted by a student as VAC may be permitted under EA.

## OA-38 7.2 SWAYAM COURSES

Students shall have the option to earn up to 40% of the Credits through online SWAYAM Courses recommended by the Board of Studies and approved by Academic Council preferably in the beginning of each Semester.

**OA-38.8 CREDIT REQUIREMENTS** Each Course shall carry different weightage in terms of number of Credits. The Board of Studies in the concerned discipline shall formulate Course Objectives, Course Contents and Course Outcomes. The Board of Studies shall have the option to design Courses comprising any or a combination of Lectures/ Tutorials/ Laboratory Work/ Field Work/ Outreach Activities/ Project Work/ Vocational Training/ Viva/ Seminars/ Term Papers/ Assignments/ Presentations/ Self-Study/ Internships and such others.

(i) A Programme shall comprise Courses such as Major (Core), Minor, Multidisciplinary Courses (MC), Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Value Added Courses (VAC), Summer Internship/Apprenticeship (I), Project/ Field-based learning (P), and Dissertation (D).

(ii) A Programme shall be based on a system of time-integrated Units called Credits.

(iii) One Credit of a Theory Course shall be equivalent to 15 Contact Hours of learning activities including Lectures, Group Discussions, Seminars, Problem Solving, Assessments and such others.

(iv) One Credit of a Tutorial shall be equivalent to 15 Contact Hours of engagement.

(v) Ordinarily, a Theory and Tutorial class shall be of 1 hour duration.

(vi) One Credit of Practicum or Laboratory Work, Community Engagement and Services, and Field Work shall comprise 30 hours of engagement.

(vii) One Credit of Seminar or Internship or Apprenticeship or Studio Activity or Field Work or Community Engagement and Service shall comprise 30 hours of engagement.

(viii) A student shall be eligible for the Award of a Bachelor's Degree (Honours) on successful completion of minimum of 160 Credits, to be completed over a minimum of Eight Semesters.

(ix) A student shall be eligible for the Award of a Bachelor's Degree on successful completion of minimum of 120 Credits, to be completed over a minimum of Six Semesters.

16. Minimum Credit Requirements under each Category to be eligible for the Award of the Bachelor's Degree:

Sr No.	Broad Category of	Minimum Credit Requirement	
		3 year UG	4 year UG
			78

1	Major (Core)*	60	80
2	Minor Stream	24 [Minimum 12 Credits of VET]	32 [Minimum 12 Credits of VET]
3	Multidisciplinary Course (MC)	09	09
4	Ability Enhancement Courses (AEC)	08	08
5	Skill Enhancement Courses (SEC)	09	09
6	Value Added Courses (VAC)	08	08
7	Summer Internship/ Apprenticeship (I)	02	02
8	Dissertation (D)	-	08**
	Total	120	140
<p>*A Project (P) of Four Credit shall be offered in lieu of a Major Core Course.</p> <p>**The students who are not pursuing research at honours level shall have to complete Major Core Courses of 12 Credits in lieu of a Dissertation.</p>			

### OA-38.9 LEVELS OF COURSES

**(i) 0-99 Pre-requisite Courses:** Non-Credit Courses, which a student shall have to pass.

**(ii) 100-199 Foundation or Introductory Courses:** These Courses are basic Courses which helps students to gain an understanding about the subjects, which will help them decide their discipline of interest. These courses may also be pre-requisites for courses in the major subject. These courses shall focus on foundational theories, concepts, perspectives, principles, methods, and procedures of critical thinking in order to provide a broad basis for taking up more advanced courses.

**(iii) 200-299 Intermediate-level Courses:** these include subject-specific courses to meet the Credit requirements for Minor or Major areas of learning. These courses may be part of a Major and shall be pre-requisite courses for advanced-level Major courses.

**(iv) 300-399 Higher-level courses:** which are required for majoring in a Disciplinary/Interdisciplinary area of study for the Award of a UG Degree.

**(v) 400-499 Advanced courses:** include lecture courses with practicum, seminar-based courses, term papers, research methodology, advanced laboratory experiments, software

training, research projects, hands-on training, internship/apprenticeship projects equivalent to First Year Postgraduate level.

### **OA-38.10 SEMESTER WISE DISTRIBUTION OF COURSES**

The Distribution of Courses and its levels across the Eight Semesters shall be as follows:

**i) Semesters I & II:** Students shall undergo one course each from four different subjects chosen from a broad discipline area as Major and Minor courses, and other two Multidisciplinary courses to have basic knowledge not only in Major areas but also in other disciplines. Additionally, students shall also take up courses of their interest from Ability Enhancement (language), Skill Enhancement, and Value-Added categories.

a) In order to facilitate students to make an informed choice at the end of the first year, **the two Major Courses and two Minor Courses offered at Semester I & II shall be from different subjects within the broad discipline.**

b) Students shall choose the **Major of their interest within the broad disciplines** at the end of the first year.

**ii) Semesters III & IV:** Students shall choose Courses of their interest in Major and Minor to build a career of their interest. Students shall undertake Courses to strengthen their language and other skills including VET.

**iii) Semesters V & VI:** Students shall undergo higher level courses to gain in- depth knowledge in the Major and related disciplines through the Minor stream. Students shall also gain work-related skills through courses in VET.

**Semesters VII & VIII:** During the 4th and final year, students shall undertake suitable advanced level courses in both Major and Minor streams to get a UG Degree (Honours). Students shall undertake research with courses relating to research methodology, advanced courses in theory and applied areas including seminar presentations. Students shall be permitted to carry out research and submit a dissertation in another Disciplines/Department of the same institution or another institution provided the required facilities are available.

### **OA-38.11 PROGRAMME STRUCTURE**

The Four types of UG Programmes under each of the **Four-year (160 Credits) and Three-year (120 Credits)** UG Programmes shall be;

- (i) UG Degree Programmes with Single Major
- (ii) UG Degree Programmes with Double Major
- (iii) Interdisciplinary UG Programmes
- (iv) Multidisciplinary UG Programmes

However, the Colleges shall ensure that the required facilities are available before admitting students for a particular type of UG degree Programme.

The Programme Structure for the Four-year UG Degree Programmes and the Three-year UG Degree Programmes shall be as specified below:

Types of UG Degree Programmes	Three-year UG		Four-year UG	
Three-year UG				
Four-year UG				
UG Degree Programmes with Single Major	60 Credits in Major (Core)	120	80 Credits in Major (Core) 160	160
UG Degree Programmes with Double Major	Minimum of 60 percent of Major (Core) Credits in the first Major and 40 percent of Major (Core) Credits in the second Major (Core)	120	Minimum of 60 percent of Major (Core) Credits in the first Major and 40 percent of Major (Core) Credits in the second Major (Core)	160
Interdisciplinary UG Programmes	The Credits to the Major (Core) Courses shall be distributed among the chosen	120	The Credits to the Major (Core) Courses shall be distributed among the chosen Disciplines in equal	160

	Disciplines in equal proportion		proportion	
Multidisciplinary UG Programmes	The Credits to the Major (Core) courses will be distributed across the Broad Disciplines in equal proportion	120	The Credits to the Major (Core) courses will be distributed across the Broad Disciplines in equal proportion	160

#### **OA-38.12 CREDIT DISTRIBUTION**

Ordinarily, the number of Credits to be completed in each Semester shall be 20.

**OA-38.12.1** Candidates exiting the Programme after the first year or the second year shall have to undergo one additional Four Credit Course during the Summer Term.

#### **OA-38.12.2 Semester wise Distribution of Course levels and corresponding Credits**

Semester	Major Core	Minor	MC*	AEC (language)	SEC	I	D	VAC	Total Credit
<b>I</b>	100 level Courses (4)	100 level Courses (4)	<b>1course (3)</b>	<b>1 course English-I (2)</b>	<b>1 course (3)</b>	-	-	<b>2 courses*** (2+2)</b>	<b>20</b>
<b>II</b>	100 level Courses (4)	100 level Courses (4)	<b>1course (3)</b>	<b>1 course English-I (2)</b>	<b>1 course (3)</b>	-	-	<b>2 courses*** (2+2)</b>	<b>20</b>
<b>III</b>	200 level Courses (8)	200 & above (4)	<b>1course (3)</b>	<b>1 course MIL-I** (2)</b>	<b>1 course (3)</b>	-	-		<b>20</b>
<b>IV</b>	200 level Courses (14)	<b>200 &amp; above (4)</b>	-	<b>1 course MIL-I** (2)</b>	-	-	-	-	<b>20</b>

<b>V</b>	<b>300 level (14)</b>	<b>200 &amp; above (4)</b>	-	-	-	<b>2</b>	-	-	<b>20</b>
<b>VI</b>	<b>300 level (16)</b>	<b>200 &amp; above (4)</b>	-	-	-	-	-	-	<b>20</b>
<b>VII</b>	<b>400 level (16)</b>	<b>300 &amp; above (4)</b>	-	-	-	-	-	-	<b>20</b>
<b>VIII</b>	<b>400 level (4)</b>	<b>300 &amp; above (4)</b>	-	-	-	-	<b>12</b>	-	<b>20</b>

**\*Foundation/Introductory level Courses**

**\*\* Foreign National/ Person of Indian Origin/Non-Resident Indian/Foreign Board students may opt for additional English Language Courses or any other Foreign Language Courses in lieu of MIL depending upon availability.**

**\*\*\* In Semester I, one of the two Credit courses under VAC shall be Environmental Studies (EVS).**

**Note: Values in brackets indicate Credits**

<b>OA38.12.3</b>	<b>Semester Wise distribution of Credits among the categories of Courses</b>								
<b>Semester</b>	<b>Major Core</b>	<b>Minor</b>	<b>MC*</b>	<b>AEC (language)</b>	<b>SEC</b>	<b>I</b>	<b>D</b>	<b>VAC</b>	<b>Total Credit</b>
<b>I</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>3</b>	-	-	<b>4 (2+2)</b>	<b>20</b>
<b>II</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>3</b>	-	-	<b>4 (2+2)</b>	<b>20</b>
<b>III</b>	<b>8 (4+4)</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>3</b>	-	-	-	<b>20</b>
<b>IV</b>	<b>14 (4+4+4+2)</b>	<b>4 VET</b>		<b>2</b>		<b>2</b>			<b>20</b> 83

<b>V</b>	<b>14 (4+4+4+2)</b>	<b>4 VET</b>							<b>20</b>
<b>VI</b>	<b>16 (4+4+4+4*)</b>	<b>4 VET</b>							<b>20</b>
<b>VII</b>	<b>16 (4+4+4+4*)</b>	<b>4</b>							<b>20</b>
<b>VIII</b>	<b>4***</b>	<b>4</b>					<b>12#</b>		<b>20</b>
<b>Total</b>	<b>80</b>	<b>32</b>	<b>09</b>	<b>08</b>	<b>09</b>	<b>02</b>	<b>12</b>	<b>08</b>	<b>160</b>

**\*Project is in lieu of a Major Core Course.**

**\*\* RM Course is compulsory for Honours with Research and optional for Honours students.**

**\*\*\* A seminar-based course with student presentation and discussion.**

**# Students who have registered for the Four-year Honours Degree shall undergo 12 Credits of Major courses in lieu of Dissertation in Semester VIII.**

**Note:-**

**1) The students shall undergo one course each from four different subjects chosen from a broad discipline area as Major and Minor courses in Semester I and II.**

**2) In case of BBA, BCA and such other Programmes internship can be offered in lieu of VET with the approval of BoS.**

<b>OA38.12.4</b>	<b>Distribution of Course Credits for Major and Minor for Single Major, Double Major, Interdisciplinary and Multidisciplinary</b>		
<b>UG Programmes</b>	<b>3 Year UG Degree</b>	<b>4 Year UG Degree Honours with Research</b>	<b>4 Year UG Degree Honours</b>
<b>Single Major with Minor</b>	<b>60</b>	<b>80+12(D) = 92</b>	<b>92</b>
<b>Double Major (60:40) with Minor</b>	<b>36+24 = 60</b>	<b>48+32 = 80 +12(D) = 92</b>	<b>54+38 = 92</b>
<b>Interdisciplinary UG with Minor</b>	<b>20+20+20 = 60</b>	<b>28+24+28 = 80 +12(D) = 92</b>	<b>32+28+32 = 92</b>



Multidisciplinary	20+20+20 = 60	28+24+28 = 80	32+28+32 = 92
UG with Minor		+12(D)= 92	

**Distribution of Major (Core) Credits for various types of UG Programmes (Single Major, Double Major, Interdisciplinary, Multidisciplinary) for Honours and Honours with Research shall be as follows: -**

OA38.12.5		UG Degree (Honours with Research) Programmes with Single Major								
Sem	Major Core	Minor	MC	AE C	SEC	I	D	VA C	Total Credits	Exit
<b>I</b>	Major-1(4)	Minor-1(4)	I MC-1 (3)	AEC -1 (2)	SEC -1 (3)			VA C-1 (2) VA C-2 (2)	20	-
<b>II</b>	Major-2(4)	Minor-2(4)	I MC-2 (3)	AEC -2 (2)	SEC -2 (3)			VA C-3 (2) VA C-4 (2)	20	4
<b>III</b>	<b>Major-3 (4)</b> <b>Major-4 (4)</b>	Minor-3(4)	I MC-3 (3)	AEC -3 (2)	SEC -3 (3)				<b>20</b>	-
<b>IV</b>	<b>Major-5 (4)</b> <b>Major-6 (4)</b> <b>Major-7 (4)</b>	Minor-4-VET (4)	-	AEC -4 (2)		-	-	-	<b>20</b>	<b>4</b>

	<b>Major-8 (2)</b>									
<b>V</b>	Major-9 (4) Major-10 (4) Major-11 (4) Major-12 (2)	Minor-5-VET (4)	-	-	-	<b>2</b>	-	-	<b>20</b>	-
<b>VI</b>	<b>Major-13 (4)</b> <b>Major-14 (4)</b> <b>Major-15 (4)</b> <b>Major-16 (4) P</b>	<b>Minor-6-VET (4)</b>	-	-	-	-	-	-	<b>20</b>	-
<b>VII</b>	Major-17 (4) Major-18 (4) Major-19 (4) Major - 20 (4) (RM*)	<b>Minor-7- (4)</b>	-	-	-	-	-	-	<b>20</b>	-
<b>VIII</b>	Major-21 (4)	Minor-8-(4)	-	-	-	-	<b>12</b>		<b>20</b>	-
<b>Total</b>	80	32	09	08	09	02	<b>12</b>	<b>08</b>	<b>160</b>	

**Note:**

**1) Major-1, Major-2, etc. are the Major Courses (Total 21 Major Courses).**

- 2) Minor-1, Minor-2, etc. are the Minor Courses (Total 8 Minor Courses)
- 3) \*RM- Research Methodology Course is compulsory for students of Honours with Research
- 4) VIII Semester Major, is a Seminar-based Course with students' presentations and discussions
- 5) Major-16 (P) is a Project in lieu of a Core Course and shall be in the Core Subject.
- 6) Credits are indicated in brackets.
- 7) Those who exit shall have to do an additional 4 Credit Vocational Course during the summer term.
- 8) Semester I and II shall have English under AEC while Semester III and IV shall have any one MIL under AEC.

OA38.12.6 UG Degree (Honours) Programmes with Single Major									
Sem	Major Core	Minor	MC	AEC	SEC	I	VA C	Total Credits	Exit
<b>I</b>	Major-1(4)	Minor-1(4)	I MC-1 (3)	AEC -1 (2)	SEC -1 (3)		VA C-1 (2) VA C-2 (2)	20	-
<b>II</b>	Major-2(4)	Minor-2(4)	I MC-2 (3)	AEC -2 (2)	SEC -2 (3)		VA C-3 (2) VA C-4 (2)	20	4
<b>III</b>	<b>Major-3 (4) Major-4 (4)</b>	Minor-3(4)	I MC-3 (3)	AEC -3 (2)	SEC -3 (3)			<b>20</b>	-
<b>IV</b>	<b>Major-5 (4) Major-6 (4) Major-7 (4)</b>	Minor-4-VET	-	AEC -4 (2)		-	-	<b>20</b>	<b>4</b>

	<b>Major-8 (2)</b>	(4)							
<b>V</b>	Major-9 (4) Major-10 (4) Major-11 (4) Major-12 (2)	Minor-5-VET (4)	-	-	-	2	-	20	-
<b>VI</b>	<b>Major-13 (4) Major-14 (4) Major-15 (4) Major-16 (4) P</b>	<b>Minor-6-VET (4)</b>	-	-	-	-	-	20	-
<b>VII</b>	Major-17 (4) Major-18 (4) Major-19 (4) Major-20 (4) (RM*)	<b>Minor-7 (4)</b>	-	-	-	-	-	20	-
<b>VIII</b>	Major-21 (4) Major-22 (4) Major-23 (4) Major-24 (4)	Minor-8 (4)	-	-	-	-		20	-
<b>Total</b>	92	32	09	08	09	02	08	160	

Note:

1. Major-1, Major-2, etc. are the Major Courses (Total 24 Major Courses).
2. Minor-1, Minor-2, etc. are the Minor Courses (Total 8 Minor Courses).

3. Major-16(4)P is a Project in lieu of a Four Credit Major (Core) Course and shall be in the Core Subject.

4. Research Methodology (RM) Course may be offered to Honours students in Semester VII in lieu of a 4 Credit Major (Core) Course. OA38.12.6 UG Degree (Honours) Programmes with Single Major 317

5. Credits are indicated in brackets.

6. Those who exit shall have to do an additional 4 Credit Vocational Course during the summer term.

7. Semester I and II shall have English under AEC while Semester III and IV shall have any one MIL under AEC.

<b>OA38 .12.7</b>	<b>UG Degree (Honours with Research) with Double Major</b>									
<b>Sem</b>	<b>Major Core</b>	<b>Minor</b>	<b>MC</b>	<b>AE C</b>	<b>SEC</b>	<b>I</b>	<b>D</b>	<b>VA C</b>	<b>Total Credits</b>	<b>Exit</b>
<b>I</b>	Major-A1 (4)	Minor-1(4)	I MC-1 (3)	AEC -1 (2)	SEC -1 (3)			VA C-1 (2) VA C-2 (2)	20	-
<b>II</b>	Major-B1 (4)	Minor-2(4)	I MC-2 (3)	AEC -2 (2)	SEC -2 (3)			VA C-3 (2) VA C-4 (2)	20	4
<b>III</b>	<b>Major-A2(4) Major-B2(4)</b>	Minor-3(4)	I MC-3 (3)	AEC -3 (2)	SEC -3 (3)				<b>20</b>	-
<b>IV</b>	<b>Major-A3 (4) Major-A4 (4) Major-A5 (2) Major-B3 (4)</b>	Minor-4-VET (4)	-	AEC -4 (2)		-	-	-	<b>20</b>	<b>4</b>
<b>V</b>	Major-A6 (4) Major-A7 (4) Major-A8 (2) Major-B4 (4)	Minor-5-VET (4)	-	-	-	<b>2</b>	-	-	<b>20</b>	-
<b>VI</b>	<b>Major-A9 (4) Major-A10 (4) (P)</b>	<b>Minor-6- VET (4)</b>	-	-	-	-	-	-	<b>20</b>	-

	<b>Major-B5 (4) Major-B6 (4)</b>									
<b>VII</b>	Major-A11 (4) Major-A12 (4) (RM) Major-B7(4) Major-B8 (4)	<b>Minor-7- (4)</b>	-	-	-	-	-	-	<b>20</b>	-
<b>VIII</b>	Major-A13 (4)	Minor-8-(4)	-	-	-	-	<b>12</b>		<b>20</b>	-
<b>Total</b>	80	32	09	08	09	02	<b>12</b>	<b>08</b>	<b>160</b>	

**Note:**

- 1) A and B are two Majors. There are 13 Courses under Major A and 8 Courses under Major B.
- 2) Major-A10 (4)(P) is a Project in lieu of a Four Credit Major (Core) Course and shall be in the Core Subject.
- 3) RM- Research Methodology Course is compulsory for students of Honours with Research.
- 4) Credits are indicated in brackets.
- 5) Those who exit shall have to do an additional 4 Credit Vocational Course during the summer term.
- 6) Semester I and II shall have English under AEC while Semester III and IV shall have any one MIL under AEC.

<b>OA38.12.8</b>	<b>UG Degree (Honours) Programme with Double Major</b>								
<b>Sem</b>	<b>Major Core</b>	<b>Minor</b>	<b>MC</b>	<b>AEC</b>	<b>SEC</b>	<b>I</b>	<b>VA C</b>	<b>Total Credits</b>	<b>Exit</b>
<b>I</b>	Major-A1 (4)	Minor-1(4)	I MC-1 (3)	AEC -1 (2)	SEC -1 (3)		VA C-1 (2) VA C-2 (2)	20	-
<b>II</b>	Major-B1 (4)	Minor-2(4)	I MC-2 (3)	AEC -2 (2)	SEC -2 (3)		VA C-3 (2)	20	4

							VA C-4 (2)		
<b>III</b>	<b>Major-A2(4)</b> <b>Major-B2(4)</b>	Mino r- 3(4)	I MC-3 (3)	AEC -3 (2)	SEC -3 (3)			<b>20</b>	-
<b>IV</b>	<b>Major-A3 (4)</b> <b>Major-A4 (4)</b> <b>Major-A5 (2)</b> <b>Major-B3 (4)</b>	Mino r-4- VET (4)	-	AEC -4 (2)		-	-	<b>20</b>	<b>4</b>
<b>V</b>	Major-A6 (4) Major-A7 (4) Major-A8 (2) Major-B4 (4)	Mino r-5- VET (4)	-	-	-	<b>2</b>	-	<b>20</b>	-
<b>VI</b>	<b>Major-A9 (4)</b> <b>Major-A10 (4)</b> <b>(P)</b> <b>Major-B5 (4)</b> <b>Major-B6 (4)</b>	<b>Min or-6- VET (4)</b>	-	-	-	-	-	<b>20</b>	-
<b>VII</b>	Major-	<b>Min</b>	-	-	-	-	-	<b>20</b>	-

	A11 (4) Major- A12 (4) (RM) Major- B7(4) Major- B8 (4)	or-7- (4)							
<b>VIII</b>	Major- A13 (4) Major- A14 (4) Major- B9 (4) Major- B10 (4)	Mino r-8- (4)	-	-	-	-		<b>20</b>	-
<b>Total</b>	92	32	09	08	09	02	<b>08</b>	<b>160</b>	

Note:

1. Major A and Major B are two Majors. There are 15 Courses in Major A and 10 Courses in Major B. OA38.12.8 UG Degree (Honours) Programme with Double Major
2. Major-A10 (4) (P) is a Project in lieu of a Four Credit Major (Core) Course and shall be in the Core Subject.
3. Research Methodology (RM) Course may be offered to Honours students in Semester VII in lieu of a Four Credit Major (Core) Course.
4. Credits are indicated in brackets.
5. Those who exit shall have to do an additional 4 Credit Vocational Course during the summer term.
6. Semester I and II shall have English under AEC while Semester III and IV shall have any one MIL under AEC.

### **OA-38.13 DISSERTATION**

Dissertation shall be implemented as follows:



- (i) Dissertation shall be spread over Semester VII and VIII and assessed in Semester VIII.
  - (ii) Dissertation shall be carried out by the student on an individual basis and not as group work.
  - (iii) 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.
  - (iv) The Departmental/Discipline Faculty Committee (DFC) shall decide the modalities relating to the implementation of Dissertation in tune with the OA-3813 and OA-38 14.2.
  - (v) In case of Schools, the DFC shall comprise the Dean/Vice-Dean Research 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, and faculty members teaching the Programme.
  - (vi) The DFC shall decide the distribution/number of students to be allotted to a Research Supervisor.
  - (vii) The Dissertation workload shall be two hours per week irrespective of the number of students guided by a teacher.
  - (viii) Dissertation shall be based on field work/library work /laboratory work/on the-job training or similar work assigned by the teacher.
  - (ix) The Research Report shall be accepted for assessment only after clearing the mandatory plagiarism test.
  - (x) A student shall declare, in the prescribed proforma provided by the University that the Dissertation is her/his own original work and that all the sources used are duly acknowledged.
  - (xi) The Research Supervisor shall certify, in the prescribed proforma provided by the University, that the Dissertation is a work of the student completed under her/his supervision.
  - (xii) A student shall submit their Dissertations to the College/School through the Research Supervisor not later than one week before the last teaching day in that Semester. Ordinarily, no student shall be permitted to submit the Dissertation after the due date.
- 
- (xiii) 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.
  - (xiv) The Programmes where Internship is an integral part of curriculum such as BBA, BCA and such others Programmes (as decided by the Academic Council) may offer Twelve Credits Internship In lieu of Dissertation.
  - (xv) The DFC shall decide the modalities relating to the implementation of Internship.

(xvi) All above clauses shall be applicable for the submission of Internship Reports and Project when opted for by students in lieu of Dissertation and Major Course respectively. The Project Report shall be submitted in Semester VI and Internship Report in Semester VIII.

#### **OA-38.14 SCHEME OF EXAMINATION**

The Scheme of Examination shall be as follows:

**(i) Evaluation shall be based on continuous assessment**, in which Intra-Semester Assessment (ISA) and Semester End Assessment (SEA) will contribute to the final grade. **ISA will consist of class tests, mid-Semester examination(s) homework assignments, and such other modes of evaluation, as determined by the faculty in charge of the courses of study.** Progress towards achievement of learning outcomes will be assessed using the following: time-constrained examinations; closed-book and open book tests; problem-based assignments practical assignment, laboratory reports; observation of practical skills; individual project reports (case-study reports); team project reports; oral presentations including seminar presentation; viva voce; computerized adaptive assessments surprise test, modular certifications, and any other modes of assessment.

**(ii) The evaluation for the Courses shall comprise of ISA and the SEA.**

(a) One Credit shall carry 25 marks.

**(b) The ISA shall carry 20% of maximum marks allotted for the Course, and SEA shall carry 80% marks. A Course of Four Credits for total of 100 marks having only Theory, shall have ISA for 20 marks and SEA for 80 marks.**

(c) There shall be no ISA for the One Credit Practical Component of Four Credit Courses. A Four Credit Course (100 marks) comprising Theory (Three Credits) and Practical (One Credit) shall have ISAs only for the Theory Component (15 Marks), and SEA Theory Component (60 marks). The One Credit Practical Component has only SEA (25 marks).

(d) There shall be no ISA for a One Credit Practical Course.

(e) In case of Two-Four Credit Practical Courses, the ISA shall have 20%weightage and SEA 80%.

(f) Courses of any other number of Credits shall have a proportionate marking system.

**(iii) Intra-Semester Assessment (ISA)** There shall be three ISAs in a given Semester for the theory Component of each Course of 2 Credits and above, of which a minimum of 50% shall be evidence based. The two best scores shall be considered for the final ISA marks for papers of 2 Credits and above. For a course of one Credit the best score out of two ISAs shall be considered. ISAs may be through a written test or any other alternative mode of evaluation,

including assignments, presentations, oral or online test, MCQs, open book test, and any other mode of assessment.

(a) There shall not be any averaging of ISA marks.

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

(c) The ISA schedule shall be notified at the beginning of the Semester.

(d) ISA marks shall be communicated to students within two weeks of the ISA.

(e) Ordinarily, ISA-I shall be completed by the end of the Fifth week after the commencement of the Semester and ISA-II by the end of the Tenth week of the Semester.

(f) Students who fail to appear for an ISA due to a genuine reason shall be given another opportunity, to complete the ISA.

(g) There shall be a Committee appointed to monitor the conduct of ISAs.

(h) To be eligible to appear for the Semester End Assessment (SEA), a student shall be required to appear for a minimum of two ISAs in each Course.

**(iv) Semester End Assessment (SEA)**

(a) SEAs shall be conducted at the conclusion of every Semester, and shall cover the entire syllabus prescribed for the respective Course.

(b) A student shall be considered to have successfully fulfilled the requirements of a Semester to be eligible **to appear for the SEA provided the student has appeared for two ISAs in a Course, and fulfils the minimum attendance requirements as per the relevant rules of the University.** A student failing to fulfil these conditions shall have to repeat the course.

(c) The detailed procedure for the conduct of SEA and subsequent assessment shall be as notified by the University.

(d) The pattern of question paper(s) to be set for the SEA in a given course and the scheme of marking shall be decided by the respective BoS. For this purpose, the BoS shall frame specimen question paper(s) in the various courses concerned for the information of the students. Similarly, for practical examinations, the number of laboratory exercises, marks distribution for each exercise and other relevant details shall be decided by the respective BoS.

(e) **To pass a Course a student shall have to obtain a minimum of 40% in ISA and SEA together. There is no separate passing for ISA and SEA.**

(f) The duration of SEA theory paper carrying up to 40 marks shall be 1 hour, and papers of above 40 and up to 80 marks shall be of 2 hours duration.

(g) **Supplementary exams shall be held at the end of the academic year immediately after**

**SEA.**

(v) Paper Setting The detailed procedure for the paper setting of shall be notified by the University.

(vi) SWAYAM Courses Students shall have the option to earn up to 40% of the Credits through online SWAYAM Courses recommended by the Board of Studies and approved by Academic Council preferably in the beginning of each Semester. Students shall inform Programme Director/Head of the Department before registering for the SWAYAM Courses. The certificates/marks obtained by the students after successful completion of SWAYAM course/s has to be forwarded to the Controller of Examination along with Semester marks through the Principal of the College/Dean of the Schools for uploading the Credits in the Academic Bank of Credits (ABC) account of the student.

(vii) Students shall be permitted to opt Credits/Course from any of the Colleges/Institutions affiliated to the University. The assessment and evaluation of the Course shall be conducted by the concerned College/Institution offering the Course, the Institution shall be responsible for forwarding the marks to the parent institution where student is enrolled for the Programme for further processing.

**OA-38.14.1 PRACTICAL EXAMINATION****(i) Conduct of Examination**

(a) Examination(s) in Laboratory exercises shall be conducted for Courses with a practical component. Marks will be allotted as follows: Experiment (including Field Work) 60%, Journal/Record Book 20%, Oral Examination 20%. A student shall be permitted to appear for the practical examination only is/he submits her/his journal duly certified by the teacher(s) teaching the Course and the concerned Head of the Department/Programme Director.

(b) To assess the student's performance in the assigned experiment, the examiner shall take into account the planning, procedure, techniques followed, readings/observations, results and the presentation.

(c) Students shall be required to submit the journal/record book before the practical examination. Examiner(s) shall take into account the regularity other student in attending the Laboratory Course, completeness of the 328 exercises and presentation and format of the journal. For subjects having field work component, the student shall be required to submit the report of such field excursion(s) along with the journal(s) for assessment. The examiner(s) shall consider the report along with journal(s) while allotting marks.

(d) In the oral examination, examiner(s) shall assess the knowledge of a student in the Course

as well as during the experiment(s) performed.

(e) Record of the breakup of marks obtained by the student for Semesters I to VII for the examinations conducted by the College, shall be maintained by the College in a sealed envelope for a minimum period of one year.

(f) A student unable to appear for the practical examination on medical or of the genuine grounds may be permitted to appear for a practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination. This out of turn appearance may be in the same Institution or in a different Institution. Such permission shall be granted by the University if recommended by the respective Dean or Principal of the College. The student shall be required to remit the requisite fee for this out of turn examination.

#### **OA-38.14.2 EVALUATION OF DISSERTATION**

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

**(i) Research Conceptualization:** The Research Conceptualization shall have only one assessment component of 100 marks at the beginning of the Semester VIII for the Four-Year Undergraduate Degree Programme which shall be in the form of a presentation of the research frame, identification of the research gap through a review of literature and availability of data, compiled by the student in Semester VII. 50% of the marks shall be awarded by the Research Supervisor and 50% by the faculty members of the Department/Discipline.

**(ii) Research Mentoring:** - The Research Supervisor shall continuously monitor the progress of research work, evidenced by attendance over Semesters VII and VIII, and shall award marks for research work and the Research Report submitted by the student out of 100 marks. The Research Supervisor shall also take into account the student's discipline, sincerity, interest and performance.

**(iii) Research Report:** The Research Report shall also be evaluated by an External Examiner for 100 marks. The External Examiner shall be a PhD holder in the concerned subject.

(iv) A student who fails in the Dissertation shall have to resubmit the Dissertation after incorporating changes suggested by the External Examiner. If there is further rejection of the Dissertation, the candidate shall have to change the topic of Dissertation in consultation with a guide and submit in the next Semester.

#### **(v) Evaluation of Internship:**

(a) The modalities of internal evaluation shall be decided by BoS.

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(b) The students on internship shall be under the mentorship of faculty member/s. The mentor

faculty shall orient the students on Internship and outline the expected learning outcomes from Internship. The mentor faculty shall be expected to monitor and periodically assess the progress.

(c) There shall be an ISA component of 20% marks and SEA component of 80% marks.

(d) The faculty mentoring the student shall assign ISA marks based on the feedback obtained from company/organization and the domain knowledge skill set, best practices learned by the student at the organisation/company and such others. BoS can devise suitable evaluation techniques to assess the ISA component.

(e) SEA marks shall be based on Internship Report and presentation and shall be decided by the Department/Discipline faculty members. The Internship Report shall be prepared in line with the Dissertation report for the purpose of evaluation.

(f) For BBA and BCA, Internship in lieu of each VET course shall be assessed for 100 marks with ISA and SEA components.

(g) The scheme of evaluation of Exit requirement of 4 Credits shall be as per OA-38 14.2(v)(c).

#### **OA-38.14.3 EVALUATION OF PROJECTS OFFERED AT SEMESTER VI.**

(i) A Project, in lieu of a Major Course, shall be offered in Semester VI. Ideally the Project shall be a Group Project with a maximum of five students per group. A teacher shall not ordinarily be assigned more than two Projects. The Project workload will be two hours per Project per week for a group of four or more students. For a group of three or less students the workload will be one hour per week per Project.

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

(iii) The Project Supervisor shall ensure that the content in the Project Report is not plagiarized.

(iv) The assessment of the Project shall be done by the Internal Examiner (Project Supervisor for 20 marks) and External Examiner (for 80 marks) as per the Guidelines defined in the Project Manual.

#### **OA-38.14.4 VERIFICATION AND REVALUATION OF MARKS.**

(i) Revaluation of SEA answer books in Semesters I to VIII shall be permitted as per the existing provisions of OA-5.15 for Revaluation/Verification.

(ii) All grievances pertaining to ISA marks shall be dealt with by the Grievance Committee of the College before sending the ISA marks to the University.

(iii) ISA marks shall be submitted to the University within 20 days of the conduct of the last

ISA.

(iv) Verification of only SEA theory papers is permitted.

#### **OA-38.14.5 IMPROVEMENT OF PERFORMANCE**

(i) Improvement of Performance shall be permitted to a student who has passed the UG Degree Examination. The student shall be required to appear again only in the SEA component of the papers of Semesters I to VIII Examinations excluding the Project, Dissertation, Internship, and Practical component. For this purpose, the marks scored at the first appearance in the Project/Dissertation, as also in the ISA component of the other Courses, shall be carried forward for tabulation of the result under improvement of performance.

(ii) Students are permitted to appear for improvement in any five Major (Core) courses for improvement.

(iii) Students shall appear for the improvement examinations along with the regular students.

(iv) The performance of a student, who appears under this provision and fails to improve, shall be ignored.

(vi) The student availing of this provision shall be considered to have passed under improvement and this fact shall be recorded in the statements of marks and other relevant documents.

(vi) The student shall be required to surrender the original statement of marks and other relevant documents at the time of receiving the fresh statement of marks in the event of improvement of performance.

(vii) A student can appear for improvement only once in a Course under this clause.

(viii) Students may seek improvement of performance no later than two years after the declaration of final results for the award of Certificate or Diploma or Degree, but within 7 years of the total duration of the Programme. A student shall not be eligible to apply for improvement of performance during the pursuance of a Programme.

#### **OA-38.15 AWARD OF GRADES Award of Grades shall be as per Ordinance OA - 16.**

OA-16.3 Award of Class:

Class/Distinction shall be awarded based on the percentage of marks scored/worked out on the aggregate/weighted aggregate, as per the scheme given below:

70% and above - Distinction

60% and above but below 70% - First Class

50% and above but below 60% - Second Class

Below 50% - Pass Class

**OA-16.4 (Effective from 6th June, 2016) Award of Grade:**

Marks awarded in each Course shall be represented in the form of Grades and Grade Points. The result of each Semester shall be declared as Semester Grade Point Average (SGPA) and Final result shall be declared as Cumulative Grade Point Average (CGPA).

**OA-16.4.1** The percentage of marks secured in both ISA and SEA shall be added for awarding the grade and grade points for each Course, as indicated in the table below:

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

**OA-16.4.2** Every student shall be required to secure a minimum of ‘P’ grade to pass the Course.

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

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

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

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

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



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

$$\text{SGPA (Si)} = \sum (\text{Ci} \times \text{Gi}) / \sum \text{Ci}$$

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

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

$$\text{CGPA} = \sum (\text{Ci} \times \text{Si}) / \sum \text{Ci}$$

Where Si is the SGPA of the ith Semester and Ci is the total number of credits in that Semester.

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

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

#### **OA-16.4.7 Conversion to Final Grade:**

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

CGPA	Grades
10.0	O (Outstanding)
9.0 - <10.0	A+ (Excellent)
8.0 - <9.0	A (Very Good)
7.0 - <8.0	B+ (Good)
6.0 - <7.0	B (Above Average)
5.0 - <6.0	C (Average)
4.0 - <5.0	P (Pass)
<4.0	F (Fail)

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

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

(c) A candidate who has not earned required Credits to award the Degree as per respective

Ordinance shall be given Final Grade 'F' and be declared 'Fail'.

**OA-16.4.8 (Effective from 11th March, 2021)**

**(a) Conversion from Grade to Percentage.**

The following formula shall be used to convert from Grade (CGPA) to equivalent Percentage.

$$\text{Percentage} = (\text{CGPA} - 0.75) \times 10$$

**(b) Conversion from Percentage to Grade.**

The following formula shall be used to convert from Percentage to equivalent Grade (CGPA).

$$\text{CGPA} = (\text{Percentage} / 10) + 0.75$$

**OA-16.5 Appearance as an attempt**

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

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

## **ADMISSIONS**

### **PROCEDURE FOR ADMISSIONS**

Admission to the First Semester Classes will start Online from 11th April, 2025 11.00 a.m. onwards. The admission process will be conducted on the SAAMARTH e-gov portal. **The first round of online application process will remain open till 30<sup>th</sup> April, 2025.**

Only those students willing to abide by the rules and regulations of the College may seek admission (No admission to any courses shall be given after one month from the beginning of the First Semester. Students who have passed XII Standard (HSSC) Examination of Goa Board of Secondary and Higher Secondary Education are eligible for admission to the First Semester of B.A./B.Sc./B. Com. course.

The task of issuing "eligibility" has been taken over by the University from the academic year 1998-98 vide Circular No./GU/I/Elgb/1999/99/17069 dated 23.3.99. Students will be admitted provisionally, subject to the payment of fees, etc. and their enrolment with the Goa University.

Students who have passed an Equivalent Examination through any other recognised Board may also be temporarily admitted on production of a Provisional Certificate of Eligibility from the Goa University. Their admission will be confirmed only after the submission the Final Eligibility Certificate issued by the Registrar of Goa University before the end of the Academic Year; failing which the results of the students concerned will not be declared and their admission will be rendered null and void.

As all courses offered by the College are full-time, those students who are employed will not be given admission, unless a "No Objection Certificate" from the employer is produced. All the rules and regulations of the College shall be applicable to the employed students.

### SCHEDULE OF FEES

The fee structure for undergraduate course of study in Arts, Science and Commerce is as recommended by the Directorate of Higher Education.

#### Please Note that:

- 1) All Fees are subject to change as per the University /Govt. Instructions.
- 2) All Deposits and enrolment fees are to be paid at the time of joining the College only.
- 3) All Deposits are refundable, in accordance to rules applicable.
- 4) Examination fees are refundable if a student does not appear for any examination entirely

Likely to be revised as per Goa University & Directorate of Higher Education,

#### GOVT. COLLEGE OF ARTS, SCIENCE & COMMERCE, QUEPEM - GOA ADMISSION FEES :

	F.Y.B.A		F.Y.B.A (GEOGRAPHY)		F.Y.B.COM.		F.Y.B.SC.		F.Y.B.SC. COMP. SCI.	
	GEN/OBC	SC/ST	GEN/OBC	SC/ST	GEN/OBC	SC/ST	GEN/OBC	SC/ST	GEN/OBC	SC/ST
TUITION FEES	2000	0	2000	0	2000	0	2000	0	3000	0
LIB. FEES	500	0	500	0	500	0	500	0	500	0
LAB. PRACTICAL FEES	0	0	300	0	0	0	950	0	2600	0
CAUTION DEPOSIT	140	140	140	140	140	140	230	230	230	230
OTHER FEES	500	500	500	500	500	500	500	500	500	500
GYMKHANA FEES	500	500	500	500	500	500	500	500	500	500
EXAM FEES	3310	3310	3310	3310	3310	3310	3310	3310	3310	3310
I. T. CHARGES	820	820	820	820	820	820	820	820	0	0
UNIVERSITY ENROLL.	660	660	660	660	660	660	660	660	660	660
MAGAZINE/ACADEMIC DIARY	500	500	500	500	500	500	500	500	500	500
PLACEMENT BROUCHER										
STUDENTS AID FUND	130	130	130	130	130	130	130	130	130	130
SMART CARD	150	150	150	150	150	150	150	150	150	150
P.T.A.	500	500	500	500	500	500	500	500	500	500
IAIMS FEES (DHE)	225	225	225	225	225	225	225	225	225	225
ACADEMIC RE-STRUCTURING & DEVELOPMENT	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500
APP. PROCESSING FEES	200	200	200	200	200	200	200	200	200	200
<b>TOTAL :</b>	<b>11635</b>	<b>9135</b>	<b>11935</b>	<b>9135</b>	<b>11635</b>	<b>9135</b>	<b>12675</b>	<b>9225</b>	<b>14505</b>	<b>8405</b>

Government of Goa notifications.

Likely to be revised as per Goa University & Directorate of Higher Education,  
Government of Goa notifications

<b>GOVT. COLLEGE OF ARTS, SCIENCE &amp; COMMERCE, QUEPEM - GOA</b>										
<b>ADMISSION FEES :</b>										
	<b>S.Y.B.A</b>		<b>S.Y.B.A (GEOGRAPHY)</b>		<b>S.Y.B.COM.</b>		<b>S.Y.B.SC.</b>		<b>S.Y.B.SC. COMP. SCI.</b>	
	<b>GEN/OBC</b>	<b>SC/ST</b>	<b>GEN/OBC</b>	<b>SC/ST</b>	<b>GEN/OBC</b>	<b>SC/ST</b>	<b>GEN/OBC</b>	<b>SC/ST</b>	<b>GEN/OBC</b>	<b>SC/ST</b>
<b>TUITION FEES</b>	2000	0	2000	0	2000	0	2000	0	3000	0
<b>LIB. FEES</b>	500	0	500	0	500	0	500	0	500	0
<b>LAB. PRACTICAL FEES</b>	0	0	300	0	0	0	950	0	2600	0
<b>CAUTION DEPOSIT</b>	70	70	70	70	70	70	70	70	70	70
<b>OTHER FEES</b>	500	500	500	500	500	500	500	500	500	500
<b>GYMKHANA FEES</b>	500	500	500	500	500	500	500	500	500	500
<b>EXAM FEES</b>	3270	3270	3670	3670	3270	3270	4690	4690	4690	4690
<b>I. T. CHARGES</b>	820	820	820	820	820	820	820	820	0	0
<b>MAGAZINE/ACADEMIC DIARY</b>	500	500	500	500	500	500	500	500	500	500
<b>PLACEMENT BROUCHER</b>										
<b>STUDENTS AID FUND</b>	130	130	130	130	130	130	130	130	130	130
<b>SMART CARD</b>	150	150	150	150	150	150	150	150	150	150
<b>P.T.A.</b>	500	500	500	500	500	500	500	500	500	500
<b>IAIMS FEES (DHE)</b>	225	225	225	225	225	225	225	225	225	225
<b>ACADEMIC RE-STRUCTURING &amp; DEVELOPMENT</b>	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500
<b>APP. PROCESSING FEES</b>	200	200	200	200	200	200	200	200	200	200
<b>TOTAL :</b>	<b>10865</b>	<b>8365</b>	<b>11565</b>	<b>8765</b>	<b>10865</b>	<b>8365</b>	<b>13235</b>	<b>9785</b>	<b>15065</b>	<b>8965</b>

Likely to be revised as per Goa University & Directorate of Higher Education,  
Government of Goa notifications.

<b>GOVT. COLLEGE OF ARTS, SCIENCE &amp; COMMERCE, QUEPEM - GOA</b>										
<b>ADMISSION FEES :</b>										
	<b>T.Y.B.A</b>		<b>T.Y.B.A (GEOGRAPHY)</b>		<b>T.Y.B.COM.</b>		<b>T.Y.B.SC.</b>		<b>T.Y.B.SC. COMP. SCI.</b>	
	<b>GEN/OBC</b>	<b>SC/ST</b>	<b>GEN/OBC</b>	<b>SC/ST</b>	<b>GEN/OBC</b>	<b>SC/ST</b>	<b>GEN/OBC</b>	<b>SC/ST</b>	<b>GEN/OBC</b>	<b>SC/ST</b>
<b>TUITION FEES</b>	2000	0	2000	0	2000	0	2000	0	3000	0
<b>LIB. FEES</b>	500	0	500	0	500	0	500	0	500	0
<b>LAB. PRACTICAL FEES</b>	0	0	300	0	0	0	950	0	2600	0
<b>CAUTION DEPOSIT</b>	70	70	70	70	70	70	70	70	70	70
<b>OTHER FEES</b>	500	500	500	500	500	500	500	500	500	500
<b>GYMKHANA FEES</b>	500	500	500	500	500	500	500	500	500	500
<b>I. T. CHARGES</b>	820	820	820	820	820	820	820	820	0	0
<b>MAGAZINE/ACADEMIC DIARY</b>	500	500	500	500	500	500	500	500	500	500
<b>PLACEMENT BROUCHER</b>										
<b>STUDENTS AID FUND</b>	130	130	130	130	130	130	130	130	130	130
<b>SMART CARD</b>	150	150	150	150	150	150	150	150	150	150
<b>P.T.A.</b>	500	500	500	500	500	500	500	500	500	500
<b>IAIMS FEES (DHE)</b>	225	225	225	225	225	225	225	225	225	225
<b>ACADEMIC RE-STRUCTURING &amp; DEVELOPMENT</b>	1500	1500	1500	1500	1500	1500	1500	1500	1500	1500
<b>APP. PROCESSING FEES</b>	200	200	200	200	200	200	200	200	200	200
<b>TOTAL :</b>	<b>7595</b>	<b>5095</b>	<b>7895</b>	<b>5095</b>	<b>7595</b>	<b>5095</b>	<b>8545</b>	<b>5095</b>	<b>10375</b>	<b>4275</b>

## **RULES AND REGULATIONS REGARDING PAYMENT OF FEES**

The method of paying fees will be informed at the time of counselling. All fees for the year are to be paid at the time of admission.

### **FEES FOR ISSUE OF DOCUMENTS**

Duplicate Identity Cards will be issued, only after submission of an affidavit, duly attested by the Notary. Rupees One hundred twenty (Rs.150/-) will be charged by the College for issue of a duplicate ID card.

Duplicate marksheets will be issued only on submission of an affidavit, duly attested by the Notary. A fee of Rs. 200/- will be charged for the same.

Leaving /Transference Certificate will be issued on payment of Rs. 100/-

### **RULES FOR REFUND OF FEES**

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

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

<b>Sr. No.</b>	<b>Point of time when notice of Withdrawal of Admission is served to the College / University</b>	<b>% of refund of Aggregate fees</b>
01	15 days before formally notified as date of admission.	100%
02	Not more than 15 days after the formally notified last date of admission.	80%
03	More than 15 days but less than 30 days after formally notified last date of admission.	50%
04	More than 30 days after formally notified last date of admission.	00%

**APPROACHING DIRECTLY OR INDIRECTLY THE TEACHERS, OFFICERS OR EXAMINERS OR BRINGING UNDUE PRESSURE OR INFLUENCE UPON THEM FOR FAVOURS IN THE EXAMINATIONS SHALL ATTRACT PENALTIES.** 105

## List of courses that will be offered in Semesters I under NEP by the college for the academic year 2025-26

(Ref.-Goa University Circular No.Exam/UNF/SO/87/4391dated 11/9/87).

Students should select Major and Minor courses strictly according to the combinations given below. Admission to a particular combination is subject to change during counselling.

Students shall choose the Major and Minor course combination from any single broad discipline for Semesters I.

MC denotes Multidisciplinary course, SEC denotes Skill Enhancement Courses, and AEC denotes Ability Enhancement Course and VAC denotes Value Added Courses.

MC Course: A student shall mandatorily choose the MC course from other broad disciplines.

SEC Course: be related to Major

VAC will be selected from A& B group for Semester I and C and D group for Semester II

### BROAD DISCIPLINES FOR ADMISSION (2025-26): FYBA COMBINATIONS (Semester I & II)

#### FYBA Major and Minor

Choose any 01 from following combination of Major/Minor subjects/course in either semester. The combination of Semester I and II will be different.

Sr. No	Semester I		Semester II	
	Major	Minor	Major	Minor
1	English	Geography	English	Economics
2	Hindi	Economics	Hindi	History
3	Marathi	Hindi	Marathi	Economics
4	Konkani	Geography	Konkani	Political Science
5	Political Science	History	Economics	Konkani
6	Economics	Political Science	Political Science	English
7	History	English	History	Geography
8	Geography	Marathi	Geography	Economics

9	Sociology	English	Sociology	History
10	English	Konkani	Economics	Sociology
11	Konkani	Sociology	History	Marathi
12	History	Konkani	Geography	Hindi

**FYBA Multidisciplinary Course (MC) (Semester I & II)**

**Choose any 01 Multidisciplinary subjects/course for odd semesters and it will continue for Even Semester.**

Sr. No	Semester I	Semester II
1.	<b>Zoology:</b> Food Nutrition and Health	Public Health and Hygiene
2.	<b>Physics:</b> History of Physics	History of Physics
3.	<b>Chemistry:</b> Introduction to Chemistry	Introduction to Chemistry
4.	<b>Botany:</b> Kitchen Gardening	Kitchen Gardening
5.	<b>Maths:</b> Mathematical Techniques in Competitive Exams	Descriptive Statistics
6.	<b>Computer Sc:</b> Emerging Trends in Computers	Computer Applications
7.	Geography: Geography of Natural and commercial resources of Goa	Geography of Commercial Activities in Goa
8.	<b>Commerce:</b> Marketing for Beginners	Warehouse and Inventory Management
9.	<b>Commerce:</b> Accounting for non-Accountants	Tourism and Hospitality Management
10	<b>Commerce:</b> Fundamentals of Stock Market	Management of Micro Small and Medium Enterprises

**FYBA Skill Enhancement Course (SEC) (Semester I & II)**

**Choose SEC as per the Choice/Selection of your Major Subject**

Sr. No	Semester I	Semester II
1.	<b>English:</b> Soft Skills	<b>English:</b> English for Competitive Exams
2.	<b>Hindi:</b> Vruttachitra Lekhan Evam Nirman	<b>Hindi:</b> News Writing and Presentations
3.	<b>Konkani:</b> म्हायतीपटलेखनआनीनिर्मिती प्रक्रिया	<b>Konkani:</b> Anchoring Skills
4.	<b>Marathi:</b> Communication Skill: Compering	<b>Marathi:</b> Film Appreciation

5.	<b>Economics:</b> Data Analysis I	<b>Economics:</b> Data Analysis II
6.	<b>Geography:</b> Elements Of Environmental Impact Assessment (EIA)	<b>Geography:</b> Introduction to the Principles & Practices of Land Use Planning & Management
7.	<b>History:</b> Introduction To Archaeology	<b>History:</b> Introduction to Museum
8.	<b>Sociology:</b> Tourists, Tourism and Tourist Guide	<b>Sociology:</b> Ethnographic Skills
9.	<b>Political Science:</b> Leadership Skills In Politics	<b>Political Science:</b> Introduction to Political Reporting

**FYBA Value Added Course(VAC) (Semester I & II)**

**Choose any 01 subjects/course from Each Group**

**Semester I**

<b>Sr. No</b>	<b>Group A</b>	<b>Group B</b>
1	<b>Botany:</b> Environmental Studies I	<b>Political Sc:</b> Constitutional Values and Obligations
2	<b>Geography:</b> Environmental Practices in Goa	<b>English:</b> Introduction to Folk tales of India
3	<b>Geography:</b> Sustainable Development and Ecology	<b>Economics:</b> Indian Economic Thought
4.		<b>NCC:</b> NCC ( Army)

**Semester II**

<b>Sr. No</b>	<b>Group C</b>	<b>Group D</b>
1	<b>Geography:</b> Green Energy System	<b>English:</b> Life Skills
2	<b>Computer Sc:</b> Awareness of Cyber Crimes and Security	<b>Botany / Zoology:</b> Youth Empowerment Using Mind Management
3	<b>Computer Sc:</b> E -aste Management	

**FYBA Ability Enhancement Course (AEC) (Semester I & II)**

All the students will be offering English for Semester I & II

**The Major and Minor Combination opted at Semester I and Major and Minor combination opted at semester II ought to be completely different. For instance, a student opted for English (Major) and Geography (Minor) cannot take a combination which would have either English or Geography as Major / Minor in Semester II.**

**BROAD DISCIPLINES FOR ADMISSION (2025-26):**  
**F.Y.B.Sc. COMBINATIONS (Semester I & II)**



**F.Y.B.Sc. Major and Minor**

**Choose any 01 from following combination of Major/Minor subjects/course in either semester. The combination of Semester I and II will be different.**

<b>Semester I</b>		<b>Semester II</b>	
<b>Major</b>	<b>Minor</b>	<b>Major</b>	<b>Minor</b>
Chemistry	Geography	Chemistry	Botany
Physics	Computer Science	Physics	Chemistry
Botany	Chemistry	Botany	Zoology
Zoology	Botany	Zoology	Chemistry
Computer Science	Physics	Computer Science	Geography
Mathematics	Computer Science	Mathematics	Physics
Geography	Zoology	Geography	Botany
Physics	Mathematics	Botany	Computer Science
Zoology	Chemistry	Chemistry	Mathematics
Computer Science	Mathematics	Zoology	Geography
Mathematics	Physics	Geography	Physics

**F.Y.B.Sc. Multidisciplinary Course (MC) (Semester I & II)**

**Choose any 01 Multidisciplinary subjects/course for odd semesters and it will continue for Even Semester.**

<b>Sr. No</b>	<b>Semester I</b>	<b>Semester II</b>
<b>1</b>	Commerce: Accounting for non-Accountants	Tourism and Hospitality Management
<b>2</b>	Commerce: Fundamentals of Stock Market	Management of Micro Small and Medium Enterprises
<b>3</b>	Commerce: Marketing for Beginners	Warehouse and Inventory Management
<b>4</b>	Economics: Sustainable Development	Globalization
<b>5</b>	Geography: Geography of Natural and commercial resources of Goa	Geography of Commercial Activities in Goa
<b>6</b>	Political Sci: Contemporary Issues in India	Introduction to Human Rights
<b>7</b>	History: Indigenous Heritage of Goa	Women in Goan History
<b>8</b>	Sociology: Gender Studies: An introduction	Public Health and Society

**F.Y.B.Sc. Skill Enhancement Course (SEC) (Semester I & II)**

**Choose SEC as per the Choice/Selection of your Major Subject**

Sr. No	Semester I	Semester II
1.	Botany: Nursery and Gardening	Botany: Fruits and Vegetables Processing
2.	Chemistry: Water and Soil Analysis	Chemistry: Water and Soil Analysis
3.	Computer Sci: Multimedia and Web Design	Computer Sci: Basic of Python programming
4.	Physics: Basic Experimental Techniques	Physics: Basic Experimental Techniques
5.	Geography: Elements of Environmental Impact Assessment (EIA)	Geography: Digital Cartography and Map Design
6.	Zoology: Vermi-technology	Zoology: Aquarium Fish Keeping

**F.Y.B.Sc. Value Added Course (VAC) (Semester I & II)**

**Choose any 01 subjects/course from Each Group**

**Semester I**

Sr. No	Group A	Group B
1	Botany: Environmental Studies I	Political Sc: Constitutional Values and Obligations
2	Geography: Environmental Practices in Goa	English: Introduction to Folk tales of India
3	Geography: Sustainable Development and Ecology	Economics: Indian Economic Thought
4.		NCC: NCC ( Army)

**Semester II**

Sr. No	Group C	Group D
1	Geography: Green Energy System	Geography: Life Skills
2	Computer Sc: Awareness of Cyber Crimes and Security	Computer Sc: Youth Empowerment Using Mind Management
3	Computer Sc: E Waste Management	

**F.Y.B.Sc. Ability Enhancement Course (AEC) (Semester I & II)**

All the students will be offering English for Semester I & II

**BROAD DISCIPLINES FOR ADMISSION (2025-26): F.Y.B.Com. COMBINATIONS (Semester I & II)**

**1. Major and Minor**

**Choose any 01 from following combination of Major/Minor subjects/course in either semester. The combination of Semester I and II will be different.**

Semester I		Semester II	
Major	Minor	Major	Minor
Financial Accounting	Principles and Practice of Management	Elements of Costs	Fundamental of Banking

## **2. F.Y.B.Com. Multidisciplinary Course (MC) (Semester I & II)**

**Choose any 01 Multidisciplinary subjects/course for odd semesters and it will continue for Even Semester.**

Sr. No	Semester I	Semester II
1.	Zoology: Food Nutrition and Health	Public Health and Hygiene
2.	Physics: History of Physics	History of Physics
3.	Chemistry: Introduction to Chemistry	Introduction to Chemistry
4.	Botany: Kitchen Gardening	Kitchen Gardening
5.	Maths: Mathematical Techniques in Competitive Exams	Descriptive Statistics
6.	Computer Sc: Emerging Trends in Computers	Computer Applications
7.	Economics: Microeconomics	Economics of Financial Investments
8.	Geography: Astronomical Geography	Major World Environments
9.	Political Sc: Contemporary Issues in India	Introduction to Human Rights
10	History: Indigenous Heritage of Goa	Women in Goan History
11	Sociology: Gender Studies: An introduction	Public Health and Society

## **3. F.Y.B.Com. Skill Enhancement Course (SEC) (Semester I & II)**

**Choose SEC as per the Choice/Selection of your Major Subject**

Sr. No	Semester I	Semester II
1.	Mathematics: Business Mathematics I	Mathematics: Business Mathematics II
2.	Computer Science: Computer Applications in Business	Computer Science: Spreadsheets Applications for Business

3.	Commerce: Business Documentation	Commerce: Introduction to Agripreneurship
4.	Commerce: Soft Skills & Personality Development	Commerce: Corporate Secretary ship
5.	Commerce: Innovation and Start - Ups	Commerce: Business Data processing & Networking

#### **4. F.Y.B.Com. Value Added Course (VAC) (Semester I & II)**

**Choose any 01 subjects/course from Each Group**  
**Semester I**

<b>Sr. No</b>	<b>Group A</b>	<b>Group B</b>
1	Botany: Environmental Studies I	Political Sc: Constitutional Values Obligations
2	Geography: Environmental Practices in Goa	English: Introduction to Folk tales of Ind
3	Geography: Sustainable Development and Eco	Economics: Indian Economic Thought
4.	NCC: NCC ( Army)	

#### **Semester II**

<b>Sr. No</b>	<b>Group C</b>	<b>Group D</b>
1	Geography: Green Energy System	Geography: Life Skills
2	Computer Sc: Awareness of Cyber Crimes and Security	Computer Sc: Youth Empowerment Using Mind Management
3	Computer Sc: E Waste Management	

#### **F.Y.B.Com. Ability Enhancement Course (AEC) (Semester I & II)**

All the students will be offering English for Semester I & II

#### **BROAD DISCIPLINES FOR ADMISSION (2025-26):** **SYBA COMBINATIONS (Semester III & IV)**

##### **1.SYBA Single Major with Minor**

**Choose any 01 from following combination for Single Major with Minor subjects / course in either semester. The combination of Semester I and II will same. These courses should be from the broad discipline that you have studied in Semester I and II**

<b>Sr. No</b>	<b>Semester III &amp; IV</b>	
	<b>Single Major</b>	<b>Minor</b>

1	English	Geography
2	Hindi	Economics
3	Marathi	Hindi
4	Konkani	Geography
5	Political Science	History
6	Economics	Political Science
7	History	English
8	Sociology	English

**2. SYBA Double Major ( 60% & 40% ) with Minor ( Semester III & IV)**  
**SELECT THE MINOR OF YOUR CHOICE**

Sr. No	Major1 (60%)	Major2 (40%)	Minor
01	Geography	English	Political Science
02	English	Economics	Sociology
03	Hindi	Economics	Konkani
04	Hindi	Sociology	Marathi
05	Hindi	Political Science	Economics
06	Konkani	History	Geography
07	Konkani	Geography	English
08	Konkani	Sociology	Hindi
09	Geography	Marathi	History
10	Marathi	History	Sociology
11	Marathi	Sociology	Geography
12	Economics	Political Science	English
13	Economics	English	Political Science
14	Economics	Marathi	History
15	History	Political Science	Konkani
16	History	Konkani	Economics
17	History	Hindi	Marathi
18	Political Science	Economics	Hindi
19	Political Science	English	Sociology
20	Political Science	History	Geography
21	Sociology	Hindi	Political Science
22	Sociology	Konkani	Economics
23	Sociology	Marathi	History

**Note: Combinations with less than 10 students will not be offered as per the Circular No. DHE/AIMC/NEP2020/UG Program/2024-25/1264 dated 3/05/2024**

**3. SYBA Multidisciplinary Course (MC) (Semester III)**

**Choose any 01 Multidisciplinary subjects/course from the following.**

<b>Sr. No</b>	<b>Semester III</b>
<b>1.</b>	Botany: Plant Propagation Methods
<b>2.</b>	Zoology: Standard First-Aid
<b>3.</b>	Physics: Landmark Experiments in Physics
<b>4.</b>	Mathematics: Basic Financial Mathematics
<b>5.</b>	Computer Science:-Web designing
<b>6.</b>	Commerce: Fundamentals of Event Management
<b>7.</b>	Commerce: Fundamentals of Digital Marketing
<b>8.</b>	Commerce: Business Ethics and Governance
<b>9.</b>	Commerce: Personal Investment and Tax Planning
<b>10</b>	Commerce: Intellectual Property Rights
<b>11</b>	Commerce: Fundamentals of Event Management
<b>12</b>	Commerce: Fundamentals of Digital Marketing

**4. SYBA Skill Enhancement Course (SEC) (Semester III)**

**Choose SEC as per the Choice/Selection of your Major Subject**

<b>Sr. No</b>	<b>Semester III</b>
1.	English : Text And Performance In English
2.	Hindi : Anuvad
3.	Marathi : Communication Skills: Interviewing
4.	Konkani : कार्यावळ वेवस्थापन कौशल्य
5.	Economics : Data Analysis -III
6.	Political Science : Local -Self Government
7	Geography: Economic Geography
8	Sociology : Academic Writing
9	History, Feature Writing and Journalism

**6. Ability Enhancement Course (AEC) (Semester III & IV)**

All the students will be offering Hindi / Marathi/ Konkani for Semester III & IV

**BROAD DISCIPLINES FOR ADMISSION (2025-26):**

**S.Y.B.Sc. COMBINATIONS**

**(Semester III & IV)**

**1. Single Major with Minor**

Choose any 01 from following combination for Single Major with Minor subjects /course in either semester. The combination of Semester I and II will same. These courses should be from the broad discipline that you have studied in Semester I and II

Sr. No	Semester III & IV	
	Major	Minor
1	Botany	Chemistry
2	Chemistry	Zoology
3	Physics	Mathematics
4	Computer Sci.	Mathematics
5	Mathematics	Physics
6	Zoology	Botany

**2. Multidisciplinary Course (MC) (Semester III)**

Choose any 01 Multidisciplinary subjects/course for odd semesters and it will continue for Even Semester

Sr.No	Semester III
1.	Geography : Google Earth: Bring the World inside the Classroom
2.	History: History of Ecology and Environment in India
3.	Political Science: Contemporary Global Issues
4.	Sociology: Youth and Social Institutions
5.	Economics: Making of Economic Policy in India
6.	Commerce: Fundamentals of Event Management
7.	Commerce: Fundamentals of Digital Marketing
8.	Commerce: Business Ethics and Governance

**3. Skill Enhancement Course (SEC) (Semester III)**

**Choose SEC as per the Choice/Selection of your Major Subject**

Sr. No	Semester III
1.	Botany: Herbal Technology
2.	Chemistry: Drug Synthesis and Analysis
3.	Computer Science: Embedded Systems
4.	Mathematics: Technical Typesetting Using LaTeX
5.	Physics: Introduction to Latex and open source plotting software
6.	Zoology: Wildlife & Ecotourism

**4. Ability Enhancement Course (AEC) (Semester III & IV)**

All the students will be offering Hindi / Marathi/ Konkani for Semester III & IV

**BROAD DISCIPLINES FOR ADMISSION (2025-26):**

**S.Y.B.Com. COMBINATIONS**

**(Semester III & IV)**

**1. Single Major with Minor**

Sr. No	Semester III & IV	
	Major	Minor
1	Public Economics	Business Environment
2	Methods of Costing I	Business Law

**2. Multidisciplinary Course (MC) (Semester III)**

**Choose any 01 of the following**

Sr. No	Semester III
1.	Botany: Plant Propagation Methods
2.	Zoology: Standard First-Aid
3.	Physics: Landmark Experiments in Physics
4.	Mathematics: Basic Financial Mathematics
5.	Computer Science: Data Management Essentials
6.	Geography : Google Earth: Bring the World inside the Classroom



7.	History: History of Ecology and Environment in India
8.	Political Science: Contemporary Global Issues
9.	Sociology: Youth and Social Institutions
10	Economics: Making of Economic Policy in India

### **3. Skill Enhancement Course (SEC) (Semester III)**

**Choose SEC as per the Choice/Selection of your Major Subject**

<b>Sr. No</b>	<b>Semester III</b>
1.	Accounting Software Application
2.	Business Data Analysis
3.	Personal Financial Planning
4.	Introduction to Auditing
5.	Business Database Management and Analysis

### **4. Ability Enhancement Course (AEC) (Semester III & IV)**

All the students will be offering Hindi / Marathi/ Konkani for Semester III & IV

### **BROAD DISCIPLINES FOR ADMISSION (2025-26):**

#### **T.Y.B.A. COMBINATIONS**

#### **(Semester V & VI)**

#### **1. Single Major with Minor**

#### **Subject Combinations for Third Year Bachelor of Arts**

#### **Single Major (NEP)**

<b>Sr.No</b>	<b>Single Major</b>	<b>Minor</b>
01	English	Sociology
02	Hindi	Marathi
03	Konkani	History
04	Marathi	Hindi
05	Economics	Political Science
06	History	Konkani

07	Political Science	Economics
08	Sociology	English

**2. TYBA Double Major ( 60% & 40% ) with Minor ( Semester V & VI)**

**Select a minor of your choice from broad nine subjects namely**

Sr. No	Major 1 (60%)	Major 2 (40%)	Minor
01	English	Geography	Political Science
02	English	Economics	Sociology
03	Hindi	Economics	Konkani
04	Hindi	Sociology	Marathi
05	Hindi	Political Science	Economics
06	Konkani	History	Geography
07	Konkani	Geography	English
08	Konkani	Sociology	Hindi
09	Marathi	Geography	History
10	Marathi	History	Sociology
11	Marathi	Sociology	Geography
12	Economics	Political Science	English
13	Economics	English	Political Science
14	Economics	Marathi	History
15	History	Political Science	Konkani
16	History	Konkani	Economics
17	History	Hindi	Marathi
18	Political Science	Economics	Hindi
19	Political Science	English	Sociology
20	Political Science	History	Geography
21	Sociology	Hindi	Political Science
22	Sociology	Konkani	Economics
23	Sociology	Marathi	History

**BROAD DISCIPLINES FOR ADMISSION (2025-26):**

**T.Y.B.Sc. COMBINATIONS**

**(Semester V & VI)**

**1. Single Major with Minor**

Sr. No	Single Major	Minor
01	Botany	Chemistry
02	Computer Science	Mathematics
03	Chemistry	Zoology
04	Mathematics	Physics
05	Physics	Mathematics
06	Zoology	Botany

**BROAD DISCIPLINES FOR ADMISSION (2025-26):**  
**T.Y.B.Com. COMBINATIONS**  
**(Semester V & VI)**

**1. Single Major**

Sr. No	Single Major
01	Financial Accounting
02	Cost Accounting

**Short-Term Certificate Courses**

Short-Term Certificate Course is a focused and practical learning experience designed to equip students with essential skills and knowledge in a condensed timeframe. This course offers an excellent opportunity to enhance your expertise and boost your career prospects. Short-term courses align with NEP's goal of **flexibility and skill enhancement**.

Benefits of Short-Term Courses under NEP:

- Improve employability and job readiness
- Help in career switching or upskilling
- Allow lifelong learning
- Enhance access to industry-relevant knowledge

Our program combines theoretical insights with hands-on training, ensuring that you gain practical, real-world understanding. By the end of the course, you'll receive a certificate of completion, demonstrating your commitment to learning and your new capabilities.

**Short Term Certificate Course conducted till date**

S.No	Department	Title of Short Term Certificate Course
1.	Konkani	Abhinayshastra
2.	Mathematics	Quantitative Research Method
3.	Economics	Python
4.	Commerce	1. Basic Training for banking and other professional exams 2. Tally Prime 3. Practical Aspects of IncomeTax 4. Diploma in Financial Accounting 5. Tally Prime in GST Certification
5.	PG-Commerce	1. Certificate course in Accounting through tally 2. Certificate course in Income tax return filing 3. Certificate course in computation and filing of GST Returns 4. Certificate course on Financial Accounting through Excel 5. Certificate course in basic SPSS 6. Certificate course in advanced SPSS

**IMPORTANT COMMITTEES OF THE COLLEGE AND RESPECTIVE CHAIRPERSONS**

Sr. No:	COMMITTEE	CHAIRPERSON
1	Institutional Development Plan (IDP)	Prof Remy Dias
2	Admission , Student Induction, GUMS portal and Anti Ragging Affidavit	Prof. Remy Dias
3	Anti-ragging Cell	Prof.Mehtab Bhukari
4	Time Table	Mr.Mahesh Gawkhare
5	Discipline	Prof.Dr.Sathish Anthony
6	Uniform Monitoring Committee	Ms Edna Vaz
7	Annual Plan	Dr.Reyna Sequeira
8	Examination	Mr.Filipe Rodrigues
9	IAIMS/Samarth Portal	Ms.Olivia Soares
10	Intra semester assessment monitoring	Mr.Narayan Bandodkar
11	Attendance	Ms.Maria Jacqueline Menezes
12	TY Project monitoring	Ms.Rita Sharma
13	Students Examination grievance Committee(UG)/(PG)	Dr.Renji George Amballoor
14	College Unfair means Inquiry	Mr. Ehrlich Barreto
15	Internal Complaints Committee (Prevention of Sexual Harassment Committee )	Ms.Celly Quadros e Coutinho
16	Collegiate students Grievance Redressal	Ms.Jennifer Almeida
17	Merit Scholarship	Dr.Krishnakumar Bandolkar
18	Centrally Sponsored Schemes	Ms.Maria Jacqueline Menezes 120

19	Library Advisory Committee	Ms Rita Sharma
20	Student Welfare Committee	Mr.Noel Goes
21	Canteen Facilities	Dr.Shridhar Gurav
22	NCC	Mr.Mahesh Gawkhare
23	N.S.S Unit	Mr. Vishal Naik
24	Sports Committee	Dr.Rajan Mathew
25	PTA	Ms.Sheena Paul
26	Alumini	Dr.Annie F D'souza e Gomes
27	Staff Welfare Committee	Dr.Deepa Prajith
28	National Days	Mr.Mahesh Gawkhare
29	Nature Club,Campus Beautification, Garden Committee and Butterfly park	Dr.Neeta Mazumdar
30	Startup & Incubation Centre	Dr.K.Sangeeta & Dr.Sohani Vaidya
31	Science Association	Prof. Dr.Shirish Kamat
32	Commerce Association	Dr.Parsharam Patil
33	Tribal Development Cell	Ms.Priyanka Velip
34	Research and Development Cell	Prof.Mehtab Bhukari
35	Internet Of Things Cell	Dr.Kissan Gauns Dessai
36	Innovation & Entrepreneurship Development	Mr.Heramb Aiya
37	Youth Employment Program	Mr.Heramb Aiya
38	SBSI & MGNCRE	Dr.K.Sangeeta
39	Sustainability Green initiatives and Green Audit	Mr. Vishal Jamuni
40	Training, Internship and Placement Cell/ Industry Institute Interface Cell/ Placement Cell	Dr K Sangeeta
41	Entrepreneur Development Cell	Dr Sohani Pai Vaidya
42	Computer literacy/ Cyber cell	Ms.Liana Da'costa
43	YUVA Tourism	Ms.Dixita Shinde
44	Institution Innovation Council Cell (IIC)	Prof.Dr.Sathish Anthony
45	Electoral Literacy Club	Ms.Ranjan Shetkar
46	Teaching Learning and EducationTechnology	Ms.Rita Sharma
47	Counselling Cell	Counsellor
48	Special Women's Cell	Ms.Celly Quadros e Coutinho
49	Career Guidance and Career Counselling Cell	Ms Edna Vaz
50	Faculty assessment, Remedial teaching & Mentoring	Dr.Brijpal Singh Gahloth
51	Gender Equity Cell and Women Development	Dr.Kiran Popkar
52	SC/ST/OBC/Minority/PWD matters	Ms.Glynis Dias
53	Social Inclusion and Equal Opportunities	Ms.Priyanka Da' Silva
54	First aid and Red Ribbon Cell	Dr.Prajyoti P.Gauns Desai
55	Yoga/Meditation/Wellness centre	Dr.Rajan Mathew
56	Manohar Parrikar Vidnyan Mahotsav	Dr.Evereth Fernandes
57	Field trips/ Industry visits	Ms Celly Quadros e Coutinho
58	Transport Committee	Mr Heramb Aiya
59	NEP 2020 Implementation Committee	Dr.Ignatius Fernandes
60	Purchase and Disposal Committee	Dr.Sohani Vaidya
61	Magazine	Dr.Tanvi Bambolkar
62	Academic Audit	Ms.Jennifer Almeida
63	Energy Audit	Prof.Shirish Kamat
64	Administrative Audit	Mr.Suresh Desai
65	Website Development,WIFI,Smart Boards and Mineral Foundation	Dr.Kissan Gauns Dessai 121

66	College Higher Secondary Interface	Dr.Brenda Coutinho
67	Right to Information & Public Relations Officer	Dr.Sarita Usgaonkar
68	AISHE and NIRF Committee	Mr.Govind Kelkar
69	IQAC Convenor	-----
70	NAAC Convenor	-----
71	RUSA	Mr Govind Kelkar
72	Press, News and Media Publicity	Dr.Tanvi Bambolkar
73	Signing of MOU Activities	Prof.Dr.Sathish Anthony
74	Commerce Laboratory	Dr.Parsharam Patil
75	Language Laboratory	Mr.Sushant Naik
76	Student Satisfaction Survey/Feedback Survey	Ms.Arya Prabhudesai
77	Infrastructure Maintenance & Development	Prof.Remy Dias, Mr.Suresh Desai & Mr.Chanda Gaonkar
78	Academic- students exchange programme	Ms.Sneha Fotto Desai
79	Short Term Certificate Courses Committee	Deepti Phaldesai
80	Healthy Practices & Campus Eco-friendly Cell	Ms.Shradha Pagui
81	Consumer welfare cell	Ms.Jualiana Silveira
82	Institutional social responsibility (village adoption programme)	Ms.Poonam Naik
83	University Affiliation Committee	Dr.Rakhi Amonkar
84	Extension committee & GIPARD coordination committee	Ms.Vrushali Joshi
85	Extra Mural Cell	Ms. Jofa Gonsalves
86	Seminar Hall Maintenance, Maintenance of Cleaning & Solar Panels	Ms.Sonali Gaonkar
87	Prospectus Committee 2026-27	Dr.Tanvi Bambolkar







# PROSPECTUS 2025-26

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