

PROSPECTUS 2018-19

Shree Sateri Pissani Education Society's

Shri. Gopal Gaonkar Memorial

GOA MULTI-FACULTY COLLEGE

DHARBANDORA-GOA



» BACHELOR OF BUSINESS ADMINISTRATION (B.B.A)

Affiliated to Goa University

PROSPECTUS 2018-19

GROWING MUTUALLY FOR COMPETENCE

CONTENT

About College	2
Principal's Message	3
TEACHING STAFF	5
NON-TEACHING STAFF	6
BACHELOR OF BUSINESS ADMINISTRATION (BBA - Govt. Aided)	7
ELIGIBILITY FOR BBA ADMISSION	7
ADMISSION PROCEDURE FOR BBA	7
SCHEME OF EXAMINATION FOR BBA	8
PROGRAMME COURSE STRUCTURE	10
LIST OF CORE COURSES FOR BBA	11
GOA UNIVERSITY REGISTRATION	14
ELIGIBILITY CERTIFICATE	14
TRANSFER CERTIFICATE	15
MIGRATION CERTIFICATE	15
ADMISSION RULES	15
RULES FOR CANCELLATION OF ADMISSION & REFUND OF FEES	16
SCHOLARSHIPS AND SCHEMES	17
LIBRARY & BOOK BANK	19
Library Rules	20
CLUBS AND ASSOCIATIONS	20
STUDENT COUNCIL	20
SPORTS COUNCIL	21
NATIONAL SERVICE SCHEME (NSS)	21
CULTURAL CLUB	21
NATURE CLUB	22
FINANCE CLUB	22
MARKETING CLUB	22
HR CLUB- HRuday	23
IT CLUB	23
CODE OF CONDUCT FOR STUDENTS	23
ACADEMIC CALENDAR 2018-19	26

SHREE SATERI PISSANI EDUCATION SOCIETY'S



Shri. Gopal Gaonkar Memorial

GOA MULTI-FACULTY COLLEGE

NH-4A, Ponda-Belgaum Road, Dayanand Nagar,

Tal. Dharbandora, District-South Goa, 403 406 (INDIA)

Phone No. 7768006580

Email: gmfcgoa2013@gmail.com

Website: www.gmfc.ac.in

Affiliated to Goa University and recognized by Government of Goa

PROSPECTUS & HANDBOOK

2018-2019

PROGRAMMES OFFERED

Bachelor of Business Administration (BBA)

3-Years Degree Programme (under Govt. - Grant – in aid)

Bachelor of Commerce (B.Com)

3-Years Degree Programme (under Govt. - Grant – in aid)

Bachelor of Computer Application (BCA)

3- Years Degree Programme (under Govt. - Grant – in aid)

About College

SSPES's, Shri Gopal Gaonkar Memorial **Goa Multi-Faculty College (GMFC)**, Dharbandora-Goa is passionate dream-come-true of the Ex. MLA of Sanvordem, Shri Ganeshbhau Gaonkar a graduate in Sociology, a visionary institution builder and an able first generation, self-made entrepreneur. The Goa Multi-Faculty College envisages SSPES's great vision of Sustainable Development through Education, by aiming to empower under-privileged children born in rural and remote areas by providing them the opportunity of modern education for their sustainable and holistic development.

SSPES's Goa Multi-Faculty College temporarily operates from the fully and extraordinarily renovated premises of Government Middle School, Nr. Sanjeevani Sugar Factory, Dayanandnagar, Dharbandora- Goa. The construction of new and ultra-modern premises will commence soon.

Society

SSPES, Goa is a democratic society duly registered under Society's Registration Act (21 of 1860) on 4th October 2012 with Regn No: 662/Goa/2012 with 18 promoters. The society comprises of young, educated and enterprising people with dynamic profile, active in social and political movements comprising of Statesmen, business-men, educationists and administrators. The society is led by the Shri. Ganeshbhau Gaonkar, Ex-MLA of Sanvordem Constituency, a well known Social worker.

Motto

Education is the biggest embodiment of all.

Vision

Sustainable development through education in an environment that values diversity, individuality, mutual respect and free exchange of ideas.

Mission

To provide high quality, student centered education and lifelong learning opportunities for the communities we serve.



Principal's Message

The new academic year brings forth new aspirations. The desires to learn new, burn in your hearts till you arrive at the fountain of education. In the era of liberalization and globalization, a learner is bewildered at the wide choice of institutions and courses available to him, but the foot set in the right direction can orient you towards your goals.

Welcome to SSPES's Goa Multi-Faculty College, the youngest College in Goa, the foremost in the newly formed Taluka of Dharbandora, and also the first in Sanvordem taluka. We take care to inculcate the values of 'Excellence & Ethics' among our students while shaping and sharpening their mindsets by bringing in the academic rigor in our programs offered. Due emphasis is placed on exposing our students to real-life situations of the corporate world and facilitating interaction with the best minds in the industry and with those who have achieved their missions with strong ethical undertones.

We aim at developing the rare spirit in our students' personality so that they learn to spot opportunities, mobilize resources and develop innovative solutions to the critical problems of today. We have succeeded in providing a transformational experience to our students who are expected to maintain the highest standard of integrity, professional commitment and ethics, as well.

We understand the host challenges that are in store for our students. Our mission is to support them in meeting the challenges they face, and to help them reach their goals. We believe that it is critical to teach students to apply what they learn, and offer sufficient opportunities to each student to discover and understand themselves, to make their lives fulfilling and complete. Our dedicated teachers and administrative staff are second to none, and encourage students to use their judgment in applying their knowledge to given problems.

Our College has been a hub of many activities of innovation, excellence and achievements both by students and staff in the short span of its existence. I welcome all students to take advantage of the avenues provided by our GMFC and involve yourselves to grow in strength of heart, mind and body, towards complete development.

Come to GMFC, Pick up your pestle, and Paint the master pieces of your life!

Best Wishes....

Dr. Manasvi Kamat

Salient Features

The GMFC is now five year old and boasts of a vibrant academic environment:

- 1.** Dedicated to-and-fro Transport Facility to students on 4 routes from Ponda, Mollem-Sacorda - Sanvordem - Curchorem, and Sanquelim to College and back.
- 2.** White Boards and LCD Projectors in all classrooms.
- 3.** Compulsory Industry Visits.
- 4.** 20% teaching by Visiting Faculty and Industry Experts.
- 5.** Learner Friendly Continuous Evaluation System.
- 6.** Use of Case-Studies, Role-Plays and Experiential Learning.
- 7.** Free 24X7 Wi-Fi enabled internet connectivity to all students.
- 8.** Qualified Faculty.
- 9.** Individual Sitting Arrangement in the Class with Laptop Charging Points.
- 10.** Disturbance-free, Serene Environment Conducive to Learning.
- 11.** Personalized Attention to Students.
- 12.** Yoga, Meditation and Ethics as essential part of course structure.
- 13.** Friendly Learning Environment.
- 14.** Online Learning Resources.
- 15.** Compulsory Internship.
- 16.** Digital Management Systems.
- 17.** Marketing, Finance, IT and HR Clubs to facilitate continuous learning.
- 18.** Field trips, Study Visits, and Excursion activities.
- 19.** Democratically Elected Student Bodies.
- 20.** Modern Computer Lab with Multi-media.
- 21.** Fully Equipped Digital Library, and Book Bank Facility

TEACHING STAFF

Principal: Dr. Manasvi Kamat

(Ph.D Economics, M.A Economics, NET, PGDIBO, PGDM)

BBA Program Coordinator: Mr. Subashish Mohanty

(M.Com (BHU), PGDHRM, DCA, NET (HR/IR/PM), NET (Management), NET & JRF
(Commerce))

BUSINESS ADMINISTRATION - FACULTY

Sr. No	Name of the Faculty	Subject	Qualification
1	Mr. Prasannakumar Ganji	Management	M.Phil, MBA, NET, K-SET
2	Mr. Subashish Mohanty	Commerce	M.Com (BHU), PGDHRM, DCA, NET (HR/IR/PM), NET (Management), NET & JRF (Commerce)
3	Mr. Kaustubh Kamat	Management	BE (IT), MMM, PGDM (Systems), NET
4	Mr. Eknath Shirodkar	Management	MBA – Financial Services
5	Mr. Suraj Velip	Management	M. Com (GU), NET
6	Ms. Sonam Gondlekar	Psychology (HRM)	MA Psychology-HRM, NET
7	Mr. Rajendra Gounder	Economics	M. Phil, MA Economics, PGDCA, NET
8	Ms. Sandhya Joseph	English	M.A – English, SET
9	Ms. Ashwini Sawant	Management	MBA-HR

LIBRARIAN

Mr. Sanjay Gauns

(M. Lib. Sci.)

PHYSICAL EDUCATION

Mr. Elroy Pinto

(M.Sc. Chemistry, M. Ed. Physical Education
UGC-NET, JRF)

LABORATORY ASSISTANT

Ms. Chandrika Naik

(BCA)

NON-TEACHING STAFF

Sr. No	Name	Designation
1	Mr. Praneet Shigaonkar	Accountant
2	Mr. Prasad Kamat	UDC
3	Mr. Birandhar Jaiswal	UDC
4	Ms. Trupti Naik	LDC
5	Ms. Steffie Fernandes	LDC
6	Ms. Reshma Gawade	LDC
7	Mr. Mahesh Gaonkar	MTS
8	Mr. Suresh Gaonkar	MTS
9	Mr. Udas Dessai	MTS
10	Mr. Devidas Gaonkar	MTS
11	Mr. Saiprasad Naik	MTS
12	Mr. Shamba Gaude	MTS
13	Ms. Kiran Mamlekar	MTS
14	Ms. Sushmita Shet Vereker	MTS
15	Ms. Pushpa Gawade	Sweeper
16	Ms. Prashila Mainekar	Sweeper
17	Mr. Ramdas Gaonkar	Security Guard
18	Mr. Sanjay Take	Security Guard
19	Mr. Bosco Carvalho	Security Guard

BACHELOR OF BUSINESS ADMINISTRATION (BBA - Govt. Aided)

GMFC is the first college in India to offer the BBA degree with highly subsidized fees since it is covered under government grant-in-aid basis and has the highest number of seats (2 divisions).

Bachelor of Business Administration or BBA is a three year full time program in order to build competence in students to effectively undertake entry level and middle level managerial jobs in organizations. The three year BBA degree is designed to give a broad knowledge of the functional areas of a company and their interconnections, while also allowing for specialization in a particular area. The degree also develops the student's practical managerial ability, communication skills and business decision-making capability. BBA program at GMFC incorporates class learning and practical experience in the form of case projects, presentations, internships, industrial visits, summer placements and interaction with experts from the industry.

Objective: To build competence in students to take up entry level managerial employment in business organizations.

Duration: It is a three-year full time program. Each year will consist of three trimesters. There will be an additional summer placement term of six weeks each at the end of 3rd and 7th semester. Each term will be of approx. 3 months duration.

Fees: GMFC is the only college in Goa to present the rare opportunity to the students to pursue BBA at all inclusive fees of **less than Rs. 10,000** per year.

ELIGIBILITY FOR BBA ADMISSION

Applicants with a minimum aggregate score of 50% in class XIIth are eligible for admission to BBA Program. However, admissions shall be based purely on merit and first-come-first serve basis.

ADMISSION PROCEDURE FOR BBA

Students desirous of seeking admission to the College for BBA must submit their application in the prescribed form along with the following documents:

1. Five recent Passport size Photographs
2. Higher Secondary School Leaving Certificate (in Original with One Xerox Copy)
3. Std. XII Marks Sheet (in Original with One Xerox Copy)

4. Provisional Eligibility Certificate from Goa University (in case of students from other Universities & Boards)
5. No Objection Certificate (NOC) (in case of students from other Colleges in Goa). Students migrating from another University/Board should also produce the Migration Certificate.
6. After the receipt of all application forms, admission shall be decided on the basis of the merit.

SCHEME OF EXAMINATION FOR BBA

Evaluation, Grading and Pass Requirement: Each subject or component of evaluation is split into certain units. The number of units will be approximately the number of minimum contact hours divided by 10. The teacher, with consent of the Faculty of Management studies, will decide the method as well as the content of evaluation of each unit of each subject. No component of evaluation shall exceed 50% weightage in the total evaluation of each subject. The method, as well as the content of each unit of Summer Placement Report, Summer Placement Seminar, Project Work, Project seminar and Project/fieldwork Courses will be decided by the concerned guide with consent of the Institution. The respective teacher or the guide of the unit will do the assessment as well as grading.

All examination will be class based examinations. The prescribed texts distributed to the students by the college and other hand written notes of the students can be used as a guide by the student for answering the examinations. Summer Placement Seminar and Project Seminar will be organized as public seminars, where anybody from the audience can ask questions, unless the organization on which the work was done requires the results to be kept confidential. In the later case, only the examiners will be present during the Seminar.

After evaluation, each student will be graded for each subject, as per the following scheme of grades and grade points.

Grading Scheme

Distinction: 80% and above

First Div.: 60% to 79%

Second Div.: 50% to 59%

Fail: Below 50%

The percentage awarded for a subject will be rounded off to two decimals for determining grades for the subject. To obtain a pass in BBA, the student should have obtained a weighted

average percentage (weighted by the number of each subject) 50% for the subjects of terms 1 to 11 including the Summer Placement Work taken as a whole; should not have obtained less than 50% marks for more than three subjects and should have completed the requirement of the non-credit subjects, if any, the student had registered for. The mark-list given to the student will give marks and overall percentage for each subject of each Term, his/her rank in the class in the respective institution for each subject, the overall score (weighted average by the Credits of each subject) and percentage. There will not be any University wide ranking of the students.

A student who has not met the requirements for pass in BBA may register for necessary subjects by paying the appropriate fee and attempt to obtain a pass within a period of 6 years from the date of joining the BBA program. The institution may not be in a position to make changes in the Time Table of subjects to avoid clashes of sessions to accommodate all such students.

A student has to register/reregister for a full subject and not a part thereof, including those in case of re-registering for Projects related subjects. If a student registers for the Summer Placement Report or Seminar, the Institution with the consent of the internal guide may decide whether the student should redo only the Report or the Seminar or both or whether he/she should repeat the summer work in another Term. A student may cancel an elective subject and may register for another elective while re-registering. A student who wants to improve score in a subject or subjects may re-register for such a subject or subjects in subsequent years by paying the appropriate fee and attempt to obtain improved score in such a subject/s within a period of 6 years from the date of joining the BBA program. The Institution may not be in a position to make changes in the time table to avoid clashes of sessions to accommodate all such students.

This provision will not be available for students after receiving their BBA degree. In all cases of re-registration, the grades obtained in the last registration by the student will hold good. In exceptional cases, where an employer or an entity insists on specifying equivalent marks or such classifications, the college may issue a transcript on request.

All the sessions in the course will be interactive and based on discussion method rather than lecture method. 100% attendance is expected. Guest faculty from the industries will be invited occasionally to conduct the sessions. Facilities like computer lab, OHP, TV & VCR, LCD, Wi-Fi projector will be provided to the students.

PROGRAM COURSE STRUCTURE

	Core business	Core Soft skill	Elective business	Non business	Internship Seminar	Internship report	Total Credits
Term 1	9	2	0	2			13
Term 2	10	2	0	2			14
Term 3	10	2	0	3			15
Term 4	0	0	0	0	2	6	8
Term 5	10	1	0	3			14
Term 6	7	1	4	2			14
Term 7	6	1	4	3			14
Term 8	0	0	0	0	2	6	8
Term 9	0	1	10	3			14
Term 10	0	1	10	3			14
Term 11	0	1	2	3	2	4	12
Total	52	12	30	24			140

LIST OF CORE COURSES FOR BBA

Code	Title	Credits	Specialization / Common to All Specializations	Core Business Course / Core Soft Skill
C 0-001.1 C 0-001.2	Strategic Management	2 each	Common	Business Course
C 0-002	Management Process	2	Common	Business Course
C 0-003.1 C 0-003.2	Marketing Management	2 each	Common / Marketing	Business Course
C 0-004.1 C 0-004.2	Financial Statement Analysis	2 each	Common / Finance	Business Course
C 0-005.1 C 0-005.2	Production Operations Management	2 each	Common / Operations	Business Course
C 0-006.1 C 0-006.2	Human Resource Management	2 each	Common / Human Resources	Business Course
C 0-007.1 C 0-007.2	Business Economics	2 each	Common	Business Course
C 0-008.1 C 0-008.2	IT Skills	2 each	Common / Systems	Business Course
C 0-009.1 C 0-009.2	Organizational Behavior	2 each	Common / Human Resources	Business Course
C 0-013.1 C 0-013.2	Financial Management	2 each	Common / Finance	Business Course
C 0-014.1 C 0-014.2	Management Accounting (Cost Accounting)	2 each	Common / Finance	Business Course
C 0-015.1 C 0-015.2	Macroeconomic Analysis for Management	2 each	Common	Business Course
C 0-017.1 C 0-017.2	Business Environment	2 each	Common	Business Course
C 0-018.1 C 0-018.2	Business Research Methods	2 each	Common	Business Course
C 0-019.1 C 0-019.2	Legal Aspects of Business	2 each	Common	Business Course
C 0-020.1	Business Mathematics	2 each	Common	Business

C 0-020.2				Course
C 0-021.1 C 0-021.2	Business Statistics	2 each	Common	Business Course
C 0-022.1 C 0-022.2	Operations Research	2 each	Common	Business Course
C 0-023.1 C 0-023.2	Business Ethics	2 each	Common	Business Course
C 0-024.1 C 0-024.2	Environmental Management	2 each	Common	Business Course
C 0-025.1 C 0-025.2	Management Information Systems	2 each	Common / Systems	Business Course
C 0-029.1 C 0-029.2	Comprehensive Case Analysis	1 each	Common	Business Course
C 0-030.1 C 0-030.2	Comprehensive Case Analysis	1 each	Common	Business Course
C 0-031.1 C 0-031.2	Case Writing and Analysis	1 each	Common	Business Course
C 0-032.1 C 0-032.2	Learning Management through Executive Interaction	1 each	Common	Business Course
C 0-033.1 C 0-033.2	Learning Management through Executive Interaction	1 each	Common	Business Course
C 0-034.1 C 0-034.2	Seminars on Contemporary Issues	1 each	Common	Business Course
C 0-035.1 C 0-035.2	Seminars on Contemporary Issues	1 each	Common	Business Course
C 0-037.1 C 0-037.2	Learning Management from Contemporary Articles	1 each	Common	Business Course
C 0-038.1 C 0-038.2	Live Project in Management	1 each	Common	Business Course
C 0-043.1 C 0-043.2	Entrepreneurship	1 each	Common	Business Course
C 0-101.1 C 0-101.2	Oral Communication Skills	1 each	Common	Soft Skills
C 0-101.1 C 0-101.2	Written Communication Skills	1 each	Common	Soft Skills
C 0-103.1 C 0-103.2	Presentation Skills	1 each	Common	Soft Skills
C 0-105.1 C 0-105.2	Group Discussion Skills	1 each	Common	Soft Skills
C 0-106.1 C 0-106.2	Negotiation Skills	1 each	Common	Soft Skills
C 0-107.1 C 0-107.2	Interview Facing Skills	1 each	Common	Soft Skills
C 0-109.1 C 0-109.2	Report Writing Skills	1 each	Common	Soft Skills

C 0-110.1 C 0-110.2	Etiquettes	1 each	Common	Soft Skills
C 0-111.1 C 0-111.2	Career Planning	1 each	Common	Soft Skills
C 0-112.1 C 0-112.2	Event Management Skills	1 each	Common	Soft Skills
C 0-113.1 C 0-113.2	Public Speaking Skills	1 each	Common	Soft Skills
C 0-114.1 C 0-114.2	Mock Interviews by Executives (Prerequisite: C 0-107.1 C 0-107.2)	1 each	Common	Soft Skills
C 0-115.1 C 0-115.2	Mock Interviews by Executives (Prerequisite: C 0-107.1 C 0-107.2)	1 each	Common	Soft Skills

LIST OF NON BUSINESS COURSES

Code : BBON001	Introduction to German Language – 1	Credits 3
Code : BBON002	Introduction to German Language -2	Credits 3
Code : BBON003	Conversational Portuguese (Beginners level)	Credits 4
Code : BBON004	Quilling Art	Credits 2
Code : BBON005	Flower Making	Credits 2
Code : BBON006	Basics of Professional Photography	Credits 3
Code : BBON007	Introduction To Advance Photographic techniques.	Credits 2
Code : BBON008	Creative writing	Credits 2
Code : BBON009	Warli Painting	Credits 2
Code : BBON010	Vedic Maths	Credits 2
Code : BBON011	Introduction to Computer Networking	Credits 2
Code : BBON012	Physical Health & Games I	Credits 2
Code : BBON013	Physical Health & games II	Credits 2
Code : BBON014	Repair And Maintenance of Home Appliances.	Credits 2
Code : BBON015	Introduction to Handbuilding	Credits 2
Code : BBON016	Pottery	Credits 4
Code : BBON017	Introduction to Advance Pottery	Credits 2

Code : BBON018	Batik Printing	Credits 2
Code : BBON019	Block Printing & Stencil Making	Credits 3
Code : BBON020	Body, mind and Theatre – Concepts & practice	Credits 2
Code : BBON021	Film Appreciation	Credits 2
Code : BBON022	Health & Nutrition	Credits 2
Code : BBON023	International Relations	Credits 2
Code : BBON024	Music Appreciation	Credits 2
Code : BBON025	Cultural Heritage of Goa - 1	Credits 2
Code : BBON026	Cultural Heritage of Goa – 2	Credits 2
Code : BBON027	Theatre Art	Credits 2
Code: BBON028	Critical Thinking	Credits 2
Code: BBON029	Indian Political Environment	Credits 2

GOA UNIVERSITY REGISTRATION

Students passing H.S.S.C Examination from Goa Board and seeking admission to the FYBBA class will simultaneously submit their application for Registration in Goa University through the Principal in the Prescribed Form, along with necessary Registration Fees. The Application must be accompanied by the Original Statement of Marks with One photo copy of the same.

ELIGIBILITY CERTIFICATE

Procedure for issue of Eligibility/Provisional Eligibility Certificate

- i) In respect of those students who are from any other University other than Goa University, or any Board other than the Goa Board of Higher Secondary Education, submission of Eligibility/Provisional Eligibility Certificate issued by Goa University is necessary at the time of admission.
- ii) The University will issue an Eligibility Certificate to those students who submit all the required documents at the initial stage, viz. (a) Copy of Mark sheet (b) Copy of Passing Certificate (c) Original Migration Certificate along with the filled-in application form and payment of fees of Rs. 500/-.
- iii) Students who are unable to submit all the required documents will be issued, on scrutiny, Provisional Eligibility Certificate, provided the students submits a Copy of

Mark sheet (internet copy attested by the School is also accepted), along with the filled-in application form and payment of fees of Rs. 500/-.

Cases of students under category (iii) above are to be forwarded to the University through the College for confirmation of eligibility, on or before November 30th of the academic year on compliance of all other conditions stated in the Provisional Eligibility Certificate along with the Original Migration Certificate and Copy of Mark sheet(s)/ Passing Certificate/Degree Certificate (duly certified by the Principal/Head of the Department).

Students under this category must therefore submit these documents in the College Office on or before October 30th of the academic year to ensure that they receive the Final Eligibility Certificate in time. They must subsequently submit a Final Eligibility Certificate from Goa University **before the Term III Term-End Examination**, failing which their result will be withheld.

TRANSFER CERTIFICATE

Students from other colleges affiliated to the Goa University seeking admission to this College must produce a **NO OBJECTION CERTIFICATE (N.O.C)** from the college last attended, without which they will not be admitted. Subsequently, they should apply for a **TRANSFER CERTIFICATE** in the prescribed form, which is available in the College Office and pay the T.C. Fee of Rs.50/- to the College last attended, failing which their admission is liable to be cancelled.

MIGRATION CERTIFICATE

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

ADMISSION RULES

1. Admission to any class is for the whole year. Students are required to pay the fees for all the semesters even if they discontinue their study at any time during the year.
2. Attendance at lectures and practical's is compulsory. **Absence at a single lecture or practical will be treated as absence for the whole day.**
3. There shall be minimum attendance of 75% per semester at lectures delivered and practical's conducted during the semester. **Students who do not have the minimum attendance will not be allowed to appear for the TEE.**

4. Students should note that passing of the lower class examination (i.e. FY & SY) from the College does not automatically result in admission to the next higher class (i.e. SY & T.Y respectively). They must complete the procedure for admission and pay the prescribed fees.
5. The Principal reserves the rights to refuse admission to a student whose past record and conduct were considered unsatisfactory.
6. Date of Commencement of Classes for BBA: **2nd JULY 2018**
7. Last Date for Admission to all Classes: **2nd AUGUST 2018.**
8. Admission to Foreign Students: A student of Non-Indian nationality should apply for admission to the College through the Embassy/High Commission of his/her country in India and the Goa University. He/she must obtain an Eligibility Certificate from Goa University on payment of US \$50 & submit the same to the College along with the Admission Form.

Foreign students will be given admission only if their passport contains a provisional student's visa and if they produce their AIDS Test Certificate obtained from the component authorities.

RULES FOR CANCELLATION OF ADMISSION & REFUND OF FEES

Pursuant to the directives of the UGC relating to refund of tuition and other fees, the Standing Committee of the Academic Council in its meeting held on 02/05/2017 has approved the following rules relating to refund of tuition fees and other fees.

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

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

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

- b) In case of (1) in the table above, 10% of the aggregate fees shall be deducted as processing charges from the refundable amount.
- c) Fees shall be refunded to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.
- d) The fees of students who have already been admitted to a programme of the University and have paid the fees and are subsequently admitted to another programme shall have to pay the fees for the final admission and claim the refund of fees paid earlier, in which case no administrative charges shall be deducted from fees paid earlier by the student.
- e) However, if the fees payable for the both the programmes are the same, the fees paid earlier shall be transferred to the final programme where admission is sought.
- f) All other cases of the refund of the fees will be decided on case to case basis on its merit.

In all cases of cancellation, the University enrolment fees shall be refunded in full, unless the fees have already been remitted to the University.

Whenever a dispute arises either due to interpretations or genuineness of the case, the matter shall be forwarded for consideration and decision of the Vice-Chancellor, whose decision will be final and binding on all.

RULES & REGULATIONS

Students should note that all admissions are provisional and subject to confirmation of Enrolment Registration / Eligibility by Goa University. The College authorities will not be responsible for denial of eligibility by the University.

SCHOLARSHIPS AND SCHEMES

1. FEE WAIVER SCHEME FOR SC/ST STUDENTS PURSUING HIGHER EDUCATION

A. Details of the scheme

The beneficiaries under the scheme shall be entitled to receive full waiver of the fees supposed to have been paid by them in the institutions where they have sought admissions.

B. Eligibility for providing fee waiver

- a. The student should have been born in Goa or resident of Goa for at least last fifteen years.
- b. He/She must have passed his/her qualifying examination from any of the institutions located in Goa.
- c. He/she should have been belonging to SC/ST community of Goa.

C. Commencement of the scheme

The Scheme shall come into operation from academic year 2012-13. Those students who are enrolled for First Year of their Degree/PG Courses are entitled to the benefits under the Scheme.

D. Amount of fee waiver

The amount of fee waiver provided to the eligible students shall consist of Tuition fees, Library fees, Laboratory fees and Development fees, if any. All other charges and fees would be borne by the concerned student.

E. Application procedure

Applications under the Scheme shall be submitted in the format attached at Annexure 'A' at the time of admissions.

2. DAYANAND BANDODKAR SCHEME FOR HIGHER EDUCATION FOR ORPHANS**A. Details of the scheme**

The beneficiaries under the scheme shall be entitled to receive full waiver of the fees paid by the beneficiary in the institutions where they have sought admissions.

B. Eligibility for providing fee waiver

- a. The student should have been born in Goa or resident of Goa for at least last fifteen years.
- b. He/She must have passed his/her qualifying examination from any of the institutions located in Goa.

C. Commencement of the scheme

The Scheme shall come into operation from academic year 2012-13. Those students who are enrolled for First Year of their Degree/PG Courses are entitled to the benefits under the Scheme.

D. Amount of fee waiver

The amount of fee waiver provided to the eligible students shall consist of Tuition fees, Library fees, Laboratory fees and Development fees, if any. All other charges and fees would be borne by the concerned student.

E. Application procedure

Applications under the Scheme shall be submitted in the format attached at Annexure 'A' at the time of admissions.

3. GAGAN BHARARI SHIKSHA YOJANA FOR RESERVED CATEGORY*

4. MERIT BASED AWARD FOR RESERVED CATEGORY*

5. POST MATRIC SCHOLARSHIP FOR RESERVED CATEGORY*

6. BURSARY SCHEME FOR ALL STUDENTS*

***NOTE:** As per norms and conditions laid by Government of Goa, Directorate of Higher Education, Directorate of Tribal Welfare / Social Welfare. For any further queries kindly refer to the respective departmental websites.

ELIGIBILITY FOR EXAMINATION

Term End Examination

- I. A candidate shall be eligible to appear for Term examination of Theory or Project course provided if he/ she satisfy the minimum attendance rule framed by Goa University.
- II. In addition to above, a Candidate should have answered the prescribed In-Semester evaluation component (Class Test, Assignment. Quizzes etc.) of the respective Course.

LIBRARY & BOOK BANK

Library is the heart of an institute. Teaching and Learning system are supported by library through reading material. Our library is well equipped with reference books, textbooks, journals, periodicals, newspapers etc. The library is enriched every year with books purchased on the recommendation of teachers.

Library Facilities

- ❖ Book Borrowing facility
- ❖ Referral service

- ❖ E- resources : E- Books and E-Journals (Open Access Journals)
- ❖ One Stop service to online resources
- ❖ Library webpage links
- ❖ OPAC (Online Public Access Catalogue)
- ❖ Students Profile
- ❖ Barcode for Books and Student ID for fast Circulation
- ❖ OPAC for book search and borrow books
- ❖ Teachers prepared Notes available for students online
- ❖ E-Books and E-Journals can be accessed with N-List consortium students can access over 6742 E- Journals and 135809+ E-Books

Library Rules

1. Every student must have his/her valid Identity Card and Library Card while entering the library.
2. Every student must maintain silence and discipline in the Library. Misbehavior on the part of students may invite penal action and denial of access to the Library.
3. A Library book once issued can be retained by a student for **six days** from the date of issue. **A student will be charged a fine of Rs. 5/- per book for delay in returning a book.** The books may be renewed on request, if there is no demand for them. Renewal will be at the discretion of the Librarian.
4. Periodicals, magazines, newspapers, journals etc. can be borrowed against the students Identity Card, but cannot be taken out of the Reading Room. Similarly, books stamped as Reference Books will not be available for Home Lending, and must be referred to in the Reading Room of the library.
5. Students must handle the books, magazines, periodicals etc. belonging to the College Library carefully and ensure the good condition of the same. A student found to have damaged books/periodicals/journals would be heavily fined.
6. Library Cards and Borrowers Tickets are not transferable. In case of such transfer, the student whose Card/Ticket has been transferred and also the one who has made use of such transferred Card/Ticket may be punished and denied entry in the Library thereafter.
7. In case of loss of a book, the student will have to replace the book or pay the market price of the book, as instructed by the Librarian.
8. All the Library Rules given in this Handbook as well as those periodically notified on the Notice Board will be binding on every student who is a member of the Library.

CLUBS AND ASSOCIATIONS

STUDENT COUNCIL

The Students' Council is constituted according to the Goa University Rules with the following aims and objectives

- To promote the all-round development of the students of the College
- To organize co-curricular and extra-curricular activities of the College
- To discuss any suggestions, plans of action, resolutions, issues etc. pertaining to the general welfare of the student community of the College.

The Council consists of:

- a) **President** Principal of the College (Ex-officio President)
- b) **Teacher Advisor** A Teacher of the College nominated by the Principal
- c) **General Secretary** Elected by all the students in the College.
- d) **Cultural Secretary** Elected by all the students in the College
- e) **Sports Secretary** Elected by all the students in the College
- f) One each of the following categories from each class/division, as applicable:
 - i) **Class Representatives:** One elected from each Class
 - ii) **Division Representatives:** One elected from each Division
 - iii) **Lady Student Representative** elected from each Class (All students will vote)

SPORTS COUNCIL

Sports is a council which is been formed to bring out talents of the students in various sports activities. We also organize sports meet for students and Teachers. We also participated in sports activities, state level as well as national level.

Sports activities are governed by a Sports Council Committee, which consist of the following

- a) **President** Principal of the College (Ex-officio President)
- b) **Secretary** Director of Physical Education
- c) **Teacher Advisor** Nominated by the Principal
- d) **General Captain** To be elected from among the Captains.
- e) **Captains of different teams** To be nominated by the Director of Physical Education

The major activities of the Sports Council consist of organization of Inter-Collegiate and inter-class sports events and the Annual Athletic Meet, as well as participation in various Inter-Collegiate Sports activities and event.

NATIONAL SERVICE SCHEME (NSS)

About 200 students are enrolled in the College N.S.S. Unit. Apart from being involved in socially useful projects, these students actively participate in a seven-day Special Camp, which involves community work.

CULTURAL CLUB

The cultural club is an attempt to make the member students well acquainted with the various cultural activities and in the process, facilitating others to join, participate and develop culturally. The Cultural club will offer the students ample opportunity to sharpen their co-curricular skills like Dancing, Singing, Composing, Painting, Acting etc. by providing a common platform. The club proposes events like singing and dancing competitions, Art competitions, etc on regular intervals. The club activities will also focus on developing team spirit among the students.

The Cultural Council comprises

- | | |
|-------------------------------------------|---------------------------------------------------|
| a) President | Principal of the College (Ex-officio President) |
| b) Teacher Advisor | Nominated by the Principal |
| c) General Secretary | Elected by all the students |
| d) One Student Representative | Elected from each Division. |
| e) One Lady Student Representative | Elected from each Class (All students will vote). |

NATURE CLUB

The Natures Club seeks to create awareness on environmental issues through its activities. Students are encouraged to take membership in the Nature Club. They are provided opportunities to study and admire the environment and thereby understand the need to conserve nature's bounty.

FINANCE CLUB

Finance Club is open to all students who wish to share knowledge and passion in the various areas of economics and finance. Aim of our club is to create an environment for continuous learning among its member by keeping them well informed of the current trends and developments in the economics and financial world. It is an opportunity for students to learn from actual experience and also to meet many industry professional guest lectures. Its

emphasis is on equipping students with the essential skills needed to become successful finance professionals.

MARKETING CLUB

With a view to make BBA students “Industry Ready”, we need to sharpen their ability for analysis, problem-solving, communication, scanning business environment and marketing skills. What we have at present is by and large an “academic” environment. While this has served us well, we now need to graduate into an environment where the knowledge imparted in the classroom is supplemented by inputs that improve attitude and skills. The Marketing Club shall sharpen student’s knowledge, attitude and skills with a view to manage the emerging challenges and issues in the area of marketing management.

HR CLUB- HRuday

HR club endeavours to sensitise students towards the nuances of HR and inculcate interest in Human Resource related activities among them. HR Club will offer students ample opportunities to hone and enhance their social, interpersonal, and communication skills in a natural way by organizing and managing various HR activities and events. The club shall be actively run by students and will encourage them to participate, arrange and organize HR related events. The club activities will also focus on developing team spirit among the students.

IT CLUB

The club had been constituted to provide a positive learning environment in which every participant has the opportunity to develop it skills and presentation skills which in turn foster self confidence and personal growth. It envisions of making participants face the competitive world with pride and confidence.

OTHER CELLS/COMMITTEES OF THE COLLEGE

- | | |
|-------------------------------------|------------------------------|
| 1. Internal Quality Assurance Cell | 8. Placement Cell |
| 2. Research Cell | 9. Internship Cell |
| 3. Anti-ragging Cell | 10. Alumni Cell |
| 4. Anti-Sexual Harassment Cell | 11. Industry Connect |
| 5. Women Cell | 12. Sport Advisory Committee |
| 6. Student Grievance Cell | 13. Career Advancement Cell |
| 7. Parent Teachers Association Cell | 14. Discipline Cell |

CODE OF CONDUCT FOR STUDENTS

1. Smoking, drugs and liquor consumption are strictly prohibited in the college and college bus.
2. Students are not permitted to use mobile phones without the permission of concerned teacher during the lecture hours.
3. Use of chewing gums or any eatables during class hours or guest lecturers is strictly not allowed.
4. Students should arrive to college on time. Students are not permitted to leave college without the permission of Principal.
5. 75% attendance is compulsory for all students as per Goa University Rules.
6. Students coming to College by two-wheelers are required to wear helmets and have helmet locks on their vehicles.
7. Students are not allowed to litter the campus and college bus.
8. Students must abide by the norms of decorum and respect members of the staff and fellow students. Students have to be courteous and respectful to teachers at all times. Students should not indulge in any arguments with teaching and non teaching staff.
9. Utmost care should be taken to ensure that there is no danger or damage to College property.
10. Students should be appropriately and modestly dressed. Uniform is a must for presentation and Guest lecture session. Students representing college in Competitions, Field Visit etc. should be in proper uniform, ID Card etc.
11. Students must wear their Identity Cards while in the College premises.
12. It is obligatory on the part of students to read the College Notice Boards every day to take note of announcements that are put up from time to time.
13. No outsider should be invited to attend classes, functions and programs of the College without the prior permission of the Principal.
14. In case if students are having complaint with any issue, only written complaints will be entertained. Individual complaints should be discussed with mentors and then mentors shall discuss it with principal. If students are having some urgent complaints, then they should mail it to the Principal on manasvikamat@gmail.com .
15. No group representation will be entertained. CR should represent the issues of the class.
16. No student shall remain absent from lectures, practicals, tests and examinations without the prior permission of the Principal. Attendance for Guest Lectures, Workshops, Seminars, and Conferences is compulsory for all the students.

17. No students should be in the Canteen or in the Corridors during lecture hours. Loitering on the campus is strictly disallowed.
18. Any slang language or vulgarity or abusive comments within the campus will not be tolerated.
19. No students are allowed to post on Facebook/Social Media any issue regarding teachers or college.
20. All students must be regular and punctual for lectures, practicals, tests and examinations with proper dressing and haircuts. Hair Colouring or funky styling is not allowed in the campus.
21. Copying, Cheating in any exams is strictly prohibited and will be dealt as per University Rules.
22. Ragging is strictly banned in the college.
23. Any Rules and Regulations, in addition to the above, notified separately from time to time by way of circulars and / or notices will be binding on the students.

If students are found violating the rules repeatedly and on the receipt of the report from the mentor, the case will be forwarded to the Disciplinary Committee and to the Principal for suitable stern actions and may lead to Suspension and/or Rustication and/or Denial of future admission.

RAGGING IS STRICTLY BANNED

ANY STUDENT FOUND INDULGING IN RAGGING IS LIKELY TO BE PUNISHED.

THE STUDENT MAY EVEN BE EXPELLED FROM THE COLLEGE.

ACADEMIC CALENDAR 2018-19**(Tentative Dates)**

JUNE			
Date	Day	Event For	Event Description
18 th June 2018	Monday	BCA, B.Com.	Commencement of Odd Semester BCOM/BCA Orientation
21 st June 2018	Thursday	NSS	International Yoga Day
JULY			
Date	Day	Event For	Event Description
2 nd July 2018	Monday	NSS	NSS Inauguration Function
2 nd July 2018	Monday	BBA	Beginning of Term- I, V, IX BBA Orientation Program
5 th July 2018	Thursday	NSS	Tree Plantation
7 th July 2018	Saturday	BCA	Guest Lecture
10 th July 2018	Tuesday	BBA	Guest Lecture
12 th July 2018	Thursday	BCOM	Guest Lecture
14 th July 2018	Saturday	Sports	Inter-Class Football Tournament
21 st July 2018	Saturday	NSS-EVS	Nature's Trek
28 th July 2018	Saturday	BBA	Management Games
AUGUST			
Date	Day	Event For	Event Description
2 nd Aug 2018	Thursday	BCOM	Industrial Visit
4 th Aug 2018	Saturday	BBA	HR Hunt Event
7 th Aug 2018	Tuesday	BCA	Industrial Visit
11 th Aug 2018	Saturday	BBA	Industrial Visit
15 th Aug 2018	Wednesday	ALL	Independence Day
21 st Aug 2018	Tuesday	BCA	Guest Lecture
22 nd Aug 2018	Wednesday	Holiday	Id-UI-Zuha (Bakri Id)

23 rd Aug 2018	Thursday	BCOM	Guest Lecture
24 th Aug 2018	Friday	BBA	Guest Lecture
27 th Aug 2018	Monday	BCA, B.Com.	ISA – II Examination
28 th Aug 2018	Tuesday	BCA, B.Com.	ISA – II Examination
29 th Aug 2018	Wednesday	BCA, B.Com.	ISA – II Examination
SEPTEMBER			
Date	Day	Event For	Event Description
3 rd Sept 2018	Monday	ALL	Dahi Handi
4 th Sept 2018	Tuesday	BBA	Guest Lecture
5 th Sept 2018	Wednesday	ALL	Teachers Day Celebration
6 th Sept 2018	Thursday	GMFC	Shikshak Bhushan
6 th Sept 2018	Thursday	GMFC	Newsletter Vol. 1 Release
7 th Sept 2018	Friday	BCA	Guest Lecture
8 th Sept 2018	Saturday	BCOM	Guest Lecture
10 th Sept 2018	Monday	BCA	Industrial Visit
11 th Sept 2018	Tuesday	BBA	Industrial Visit
12 th Sept 2018	Wednesday	ALL	Ganesh Chaturthi Break Begins
13 th Sept 2018	Thursday	Holiday	Ganesh Chaturthi Day 1
14 th Sept 2018	Friday	Holiday	Ganesh Chaturthi Day 2
15 th Sept 2018	Saturday	NSS	International Peace Day
19 th Sept 2018	Wednesday	ALL	College reopens after Ganesh Break
22 nd Sept 2018	Saturday	BCA	Departmental Activity
24 th Sept 2018	Monday	NSS	NSS Day
25 th Sept 2017	Tuesday	BBA	Guest Lecture
27 rd Sept 2017	Thursday	BBA	Guest Lecture
28 th Sept 2018	Friday	BBA	Guest Lecture
28 th Sept 2018	Friday	BCOM	Departmental Activity

29 th Sept 2018	Saturday	ALL	GMFC LEAD
OCTOBER			
Date	Day	Event For	Event Description
1 st Oct 2018	Monday	NSS	Swachha Bharat Abhiyan
2 nd Oct 2018	Tuesday	Holiday	Gandhi Jayanti
4 th Oct 2018	Thursday	ALL	Finance Club Activity
6 th Oct 2018	Saturday	ALL	Marketing Club Activity
18 th Oct 2018	Thursday	Holiday	Dussehra (Vijaya Dashmi)
31 st Oct 2018	Wednesday	NSS	Rashtriya Ekata Divas
NOVEMBER			
Date	Day	Event For	Event Description
6 th Nov 2018	Tuesday	Holiday	Diwali
Winter Vacation		NSS	NSS Special Camp (7-Days)
Winter Vacation		GMFC	College Tour (10-Days)
29 th Nov 2018	Thursday	Sports	Inter-Class Volleyball Tournament
30 th Nov 2018	Friday	BCA, B.Com.	Result Declaration
DECEMBER			
Date	Day	Event For	Event Description
1 st Dec 2018	Saturday	NSS	World AIDS Day
2 nd Dec 2018	Sunday	NSS	Tuberculosis Day
3 rd Dec 2018	Monday	Holiday	St. Xavier Feast
7 th Dec 2018	Friday	ALL	IT Club Event
8 th Dec 2018	Saturday	BBA	Industrial Visit
10 th Dec 2018	Monday	NSS	World Human Rights Day
14 th Dec 2018	Friday	BCA	Guest Lecture
15 th Dec 2018	Saturday	Sports	Athletic Meet
17 th Dec 2018	Monday	BBA	Industrial Visit
19 th Dec 2018	Wednesday	ALL	Goa Liberation Day
20 th Dec 2018	Thursday	GMFC	GMFC Exotica – Day1
21 st Dec 2018	Friday	GMFC	GMFC Exotica – Day2

22 nd Dec 2018	Saturday	GMFC	GMFC Exotica – Day3
24 th Dec 2018	Monday	ALL	Christmas Vacation begins
25 th Dec 2018	Tuesday	Holiday	Christmas Day
JANUARY			
Date	Day	Event For	Event Description
2 nd Jan 2019	Wednesday	ALL	College reopens after X-Mas Break
4 th Jan 2019	Friday	NSS	National Safety Day
5 th Jan 2019	Saturday	Sports	Inter-Class Cricket Tournament
7 th Jan 2019	Monday	BCA	Guest Lecture
8 th Jan 2019	Tuesday	BCOM	Guest Lecture
9 th Jan 2019	Wednesday	GMFC	Newsletter Vol. II Release
10 th Jan 2019	Thursday	BBA	Guest Lecture
12 th Jan 2019	Saturday	NSS	National Youth Day
16 th Jan 2019	Wednesday	NSS	Road Safety Week Starts
16 th Jan 2019	Wednesday	NSS	National Youth Day
21 st Jan 2019	Monday	BCA, B.Com	ISA – II Examination
22 nd Jan 2019	Tuesday	BCA, B.Com	ISA – II Examination
23 rd Jan 2019	Wednesday	BCA, B.Com	ISA – II Examination
25 th Jan 2019	Friday	NSS	Voter's Day
26 th Jan 2019	Saturday	ALL	Goa Republic Day
FEBRUARY			
Date	Day	Event For	Event Description
2 nd Feb 2019	Saturday	NSS	Blood donation camp
6 th Feb 2019	Wednesday	BCA	Guest Lecture
7 th Feb 2019	Thursday	BBA	Guest Lecture
8 th Feb 2019	Friday	BCOM	Guest Lecture
9 th Feb 2019	Saturday	BBA	Academia Industry Interaction
10 th Feb 2019	Sunday	NSS	Deworming Day
13 th Feb 2019	Wednesday	BCOM	Industrial Visit

15 th Feb 2019	Friday	BCA	Industrial Visit
16 th Feb 2019	Saturday	GMFC	Staff – Student Picnic

MARCH			
Date	Day	Event For	Event Description
4 th Mar 2019	Monday	Holiday	Mahashivratri
8 th Mar 2019	Friday	NSS	Women's Day
14 th Mar 2019	Thursday	BCA	Departmental Activity
15 th Mar 2019	Friday	BBA	Guest Lecture
20 th Mar 2019	Wednesday	BCA	Departmental Activity
21 st Mar 2019	Thursday	Holiday	Holi
23 rd Mar 2019	Saturday	GMFC	Staff Picnic
APRIL			
Date	Day	Event For	Event Description
6 th April 2019	Saturday	Holiday	Gudi Padwa
8 th April 2019	Monday	BBA	Industrial Visit
14 th April 2019	Sunday	Holiday	Dr. Ambedkar Birth Anniversary
18 th April 2019	Thursday	BBA	Finance Club Activity
MAY			
Date	Day	Event For	Event Description
1 st May 2019	Wednesday	Holiday	May Day
4 th May 2019	Saturday	BCA, B.Com.	Result Declaration
4 th May 2019	Saturday	BCA, B.Com.	Summer Vacation Begins

*With Best Compliments and Wishes
to the Students of*

Goa Multi-Faculty College



From

Shri. Ganesh Gaonkar
Ex-MLA. Sanvordem Constituency



Shree Sateri Pissani Education Society
Shri. Gopal Gaonkar Memorial
Goa Multi-Faculty College

NH -4A, Ponda- Belgaum Road, Dayanandnagar, Tal. Dharbandoda .District - South Goa. 403 406 (INDIA).
 Phone No.7768006580, Email:- gmfcgoa2013@gmail.com , www.gmfc.ac.in