



SATERI PISANI EDUCATION SOCIETY'S



Shri. Gopal Gaonkar Memorial

GOA MULTI-FACULTY COLLEGE,

DHARBANDORA - GOA

NH-4A, Ponda-Belgaum Road, Dayanandnagar, Near Sanjeevani Sugar Factory

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Affiliated to Goa University and Recognized by Government of Goa and

under section 2(f) of UGC Act 1956

PROSPECTUS CUM HANDBOOK

2023-2024

PROGRAMMES OFFERED

Bachelor of Business Administration (BBA)

Degree Programme (Govt. Grant - in - Aid)

Bachelor of Commerce (B.Com)

Degree Programme (Govt. Grant - in - Aid)

Bachelor of Computer Applications (BCA)

Degree Programme (Govt. Grant - in - Aid)

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CHAIRPERSON'S MESSAGE



Dear Students and Parents,

I am grateful for the interest you have shown in the courses offered at SPES's Goa Multi-Faculty College.

I take immense pride in informing you that GMFC is the only college in India that currently offers government aided BBA & BCA courses at subsidized rates. We also offer the B.Com. course as per government aided fee structure.

At GMFC, we continuously strive to create a nurturing environment where students feel encouraged to innovate, explore and actualize their innate potential. The college aims to provide holistic interdisciplinary education where theoretical knowledge is blended with real-world industry exposure and skill development.

We seek to create not only the managers, entrepreneurs, accomplished artists and skilled workers of tomorrow, but along with this, we aim to develop responsible future citizens who will show up to shoulder their social and civic responsibilities.

The college remains deeply committed to creating self-reliant, pragmatic and positive-minded graduates who can effectively confront the challenges of a world where fast paced technological upgrades may make many jobs redundant and expendable, while simultaneously creating a multitude of new professions with untapped economic opportunities. We seek to fashion graduates who understand that education will not and should not stop with a graduate degree and who will, with confidence, continue to adapt, update their skill and find opportunities to excel and thrive in an ever-changing world.

Dear students, I invite you to study the information in this prospectus and make an informed decision about your future academic path in consultation with your guardians.

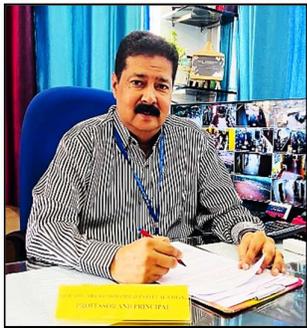
Wishing a successful and bright future to all young learners.

Best Wishes

Mrs. Sadischya G. Gaunker
Chairperson



PRINCIPAL'S MESSAGE



“The journey of a thousand steps begins with a single step”~ Lao Tzu

Greetings from SPES's Goa Multi-Faculty College (GMFC), Dharbandora-Goa!

I welcome you all to this College and assure you of nurturing and caring ecosystem to facilitate all-round and holistic development of students.

The GMFC came into being in the year 2013 to afford education to underprivileged and marginalized students of the society, particularly from rural areas. Since then, the institution has developed deep socio-cultural roots in Dharbandora Taluka and today GMFC has its integral presence in this region.

Though we still hold this desire dear to the heart, over the last decade, we grew to be recognized as an emerging leader in the education sector. Therefore today, we attract young learners from all corners of the State and beyond, and also from diverse communities and socio-economic groups.

We enjoy the unique distinction of being the only college in Goa where BBA and BCA courses are also offered as grant-in-aid courses, along with the traditional B. Com. course. Thus, students here can get benefit of pursuing the courses like BBA and BCA while paying the lowest and affordable fees in Goa.

I am happy to share with you that the new National Education Policy (NEP) 2020 is being implemented from this academic year, 2023-24 at the first year of general education undergraduate colleges in Goa. However, those students studying at second and third year would continue to be in their existing scheme (CBCS).

The college campus provides a balanced blend of academic endeavours, cultural activities, sports and athletic pursuits, personal counselling, expert-guided workshops, guest lectures, industry outreach and internship opportunities. We strive to groom every aspect of the students' personality by providing ample opportunity to polish students' overall personality, nurture their strengths and discover hidden talents and capabilities.

We also work on instilling positive social values like respect for the country's diversity, gender equity, eco-friendly consciousness etc. We believe that the ultimate aim of education is not only the creation and dissemination of knowledge and facts, but also to develop competencies and to build overall moral character of an individual. Alumni of the College have excelled in different fields and are occupying good positions at State, National and International level.

Our well-qualified teachers use a combination of diverse teaching strategies coupled with technology to keep pace with the dynamic demands of educational expectations and students' aspirations so that they are adequately trained to fulfil the needs of industry requirements and to face the challenges of contemporary society.

This college believes in an inclusive approach to education. Hence, we will continue working in a collaborative way with our student community, teachers and other staff, parents, alumni, local entrepreneurs and other stakeholders and make this college a knowledge hub that keeps attracting young, intelligent, inquisitive minds from all corners of the State and beyond.

Wish you luck in selecting a course best suited to your aptitude, interest and liking.

Sincerely,

Prof. (Dr.) Shaikh Mohammad Parvez Al-Usmeni

{D. E. (Civil), M. Sc. (Physics), M. Phil. (Material Science), Ph. D. (Environmental Science), Fellow-AEB}

Professor & Principal



ABOUT THE COLLEGE

Sateri Pisani Education Society's, Shri. Gopal Gaonkar Memorial, **Goa Multi-Faculty College (GMFC)**, Dharbandora-Goa is a passionate dream-come-true of Dr. Ganesh Gaonkar, who has been conferred with Ph.D., a visionary institution builder and an able first generation, self-made entrepreneur. The Goa Multi-Faculty College envisages SPES'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 Social-economic progress and holistic development.

The college came into being in 2013 with the introduction of two courses namely BBA and B.Com. In the subsequent year, BCA was added. The solemn objective of establishing this institution was to offer an undergraduate education at affordable cost to the students hailing from marginalised sector of the society, from rural and mining regions. However, the students from other parts of Goa as well as from different socio-economic status seek admission to this college.

This institution is one and only one college to offer tertiary level education in the entire of Dharbandora Taluka. It temporarily operates from the fully renovated premises of the Government High School, Near Sanjeevani Sugar Factory, Dayanandnagar, Dharbandora – Goa. The construction of a new and ultra-modern premises will commence shortly and codal formalities towards the same is under process. It is the matter of satisfaction that the college has been able to fulfil its obligation of starting the same.

About the Society

Sateri Pisani Education Society (SPES), Goa, is a democratic functioning society duly registered under Society's Registration Act (21 of 1860) on 4th October 2012 with Registration 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. Members of SPES are Statesmen, businessmen, educationists and administrators. The society is currently led by Mrs. Sadischya Gaunker, Wife of Dr. Ganesh Gaonkar, MLA of Sanvordem Constituency, a Philanthropist and 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.

**TEACHING STAFF****Prof. (Dr.) Shaikh Mohammad Parvez Al-Usmeni**

{D. E. (Civil), M. Sc. (Physics), M. Phil. (Material Science), Ph. D. (Environmental Science), Fellow-AEB}

Professor & Principal

Sr. No	Name of the Faculty	Nature of appointment	Designation	Total Teaching / Work Experience	Qualification
1	Dr. Manasvi M. Kamat	Regular (On Lien)	Associate Professor in Economics	22 Years	Ph.D (Economics), M.A (Economics), UGC-NET, PGDIBO, PGDM
2	Dr. Ulhas Bansode	Regular	Assistant Professor in Commerce	11 Years	Ph.D (Banking & Finance) M.Com (Accounting & Finance) NET (Commerce) CS (Inter)
3	Dr. Subasish Mohanty	Regular	Assistant Professor in Commerce	11 Years	Ph.D (Commerce) M.Com (BHU) NET-JRF (Commerce) NET-(Management) NET-(HR, PM, PGDHRM, PGDM
4	Mr. Neelesh Morajkar	Regular	Assistant Professor in Commerce	13 Years	M.Com (Accounting) NET-Commerce
5	Dr. Prasannakumar Ganji	Regular	Assistant Professor in Business Administration ENDEAVORS	14 Years	Ph.D (Business Administration) M.Phil (Business Administration) M.B.A., B.B.A., NET – Management KSET – Management
6	Dr. Kaustubh Kamat	Regular (On Deputation to DHE)	Assistant Professor in Department of Business Administration	08 Years	BE (IT), MMM, PGDM (Systems), UGC-NET (Management), Ph.D (Tourism Management)
7	Mr. Eknath Shirodkar	Regular	Assistant Professor in Business Administration	08 Years	M.B.A. (Financial Services) NET (Commerce)



8	Ms. Sonam Gondlekar	Regular	Assistant Professor in Psychology (Industrial Management/HRM)	09 Years	M.A. – Psychology (HRM) NET – Psychology
9	Dr. Elroy Pinto	Regular (On Lien)	Director of Physical Education	07 Years	M.Sc. (Physical Chemistry), M.P.Ed. (Physical Education), UGC-NET, JRF
10	Mr. Rajendra Gounder	Regular	Assistant Professor in Economics	16 years	M.A (Economics), M.Phil (Economics), UGC-NET (Economics)
11	Ms. Kalpita Naik	Regular (On Maternity Leave)	Assistant Professor in Commerce	11 Years	M.Com, MH-SET (Commerce), LLM
12	Mrs. Nisha Sawant	Regular	Assistant Professor in IT & Computer Applications	11 Years	MCA, SET (Computer Science & Applications) MBA (Finance), NET (Management)
13	Ms. Sandhya Joseph	Regular	Assistant Professor in English	13 Years	M.A. (English), SET
14	Mr. Ajit Faras	Regular	College Librarian	5 Years	MLISC, NET, SET
15	Mr. Sandesh Gaonkar	Regular (On Deputation to DHE)	Assistant Professor in IT & Computer Applications	08 Years	MCA NET (Computer Science & Applications)
16	Ms. Nilaxi Chari	Regular	Assistant Professor in IT & Computer Applications	11 Years	MCA SET (Computer Science & Applications)

**TEACHERS WHO SERVED THE INSTITUTE FOR ACADEMIC YEAR 2022-23**

Sr. No	Name of the Faculty	Nature of appointment	Designation	Total Teaching Experience	Qualification
1	Ms. Daksha M. Kunkalienkar	Contract Basis	Assistant Professor in Commerce	9 Years	M.Com. SET
2	Ms. Anaya Umesh Mulik	Contract Basis	Assistant Professor in IT & Computer Applications	3.5 Years	B.E. (IT) M.E. (IT)
3	Ms. Sharada P. Kaisuvekar	Contract Basis	Assistant Professor in IT & Computer Applications	11 Years	B.E. (IT) M.E. (IT) SET
4	Mr. Swapneel Shashikant Naik	Contract Basis	Assistant Professor in IT & Computer Applications	8 Years	B.E. (IT) M.E. (IT) NET
5	Ms. Chaitalee Joshi	Lecture Basis	Assistant Professor in Mathematics	2 Years	M.Sc. (Mathematics)
6	Ms. Kamaxi Sane	Lecture Basis	Assistant Professor in Economics	2 Year	M.A. (Economics)
7	Mr. Shubham G. Naik	Lecture Basis	Assistant Professor in Business Administration	5 Years	P.G.D.M. (Marketing & Finance) M.Com., NET (Management)
8	Mr. Shubham S. Naik	Lecture Basis	Assistant Professor in IT & Computer Applications	1 Year	MCA
9	Mrs. Siddhi Amadkar	Lecture Basis	Assistant Professor in	3 Years	M.Sc. Zoology, B.Ed.



10	Ms. Rajlaxmi Gajanan Naik	Lecture Basis	Assistant Professor In Psychology (HRM/Industrial Management)	9 Years	M.A. in Psychology (Human Resource management)
11	Ms. Nandita Dessai	Lecture Basis	Assistant Professor in Political Science	2 Years	M.A. (Political Science)
12	Ms. Deepti Gaonkar	Lecture Basis	Assistant Professor in IT & Computer Applications	12 Years	B.E., M.E. (IT)
13	Ms. Prashanti Bhamaikar	Lecture Basis	Assistant Professor in Business Administration	3.5 Years	M.Com. NET (Commerce)
14	Mr. Sanket Jotkar	Contract Basis	College Director of Physical Education	5 Years	M.P.Ed. NET
15	Ms. Milan A. Gaonkar	Contract Basis	Assistant Professor in IT & Computer Applications	4.5 Years	B.E. (IT) M.E. (CSE)

**NON-TEACHING STAFF**

Sr. No	Name	Designation
1	Mr. Girish Gaonkar	Instructor in Physical Education
2	Mr. Praneet Shigaonkar	Accountant
3	Mr. Prassad Kamat	Head Clerk
4	Ms. Ruchi Kuttikar	System Administrator
5	Mr. Diptesh Prabhu Dessai	Librarian Grade –I
6	Mr. Virendra Jaiswal	UDC
7	Ms. Chandrika Naik	Laboratory Assistant
8	Ms. Anjali Bicholkar	Junior Stenographer
9	Ms. Trupti Naik	LDC
10	Mr. Devidas Gaonkar	LDC
11	Ms. Ujwala Gaonkar	LDC
12	Mr. Mahesh Gaonkar	MTS
13	Mr. Suresh Gaonkar	MTS
14	Mr. Saiprasad Naik	MTS
15	Ms. Kiran Mamlekar	MTS
16	Mr. Mahesh Shirgaonkar	MTS
17	Ms. Sequoiah Fernandes	College Counsellor (Contract)

College Timings: 8.00 a.m. to 6.00 p.m.

**BACHELOR OF BUSINESS ADMINISTRATION (BBA - Govt. Aided)**

Bachelor of Business Administration or BBA is a full time program that aims to build competence in students to effectively undertake entry level and middle level managerial jobs in various organizations. The 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. The 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.

FEE STRUCTURE FOR ACADEMIC YEAR 2023-24 BBA COURSE

Sr. No	Particulars	F. Y.	S. Y.	T. Y.
		₹	₹	₹
1	Tuition Fees	2000	2000	2000
2	Library Fees	500	500	500
3	Gymkhana Fees	500	500	500
4	Student Aid Fund	130	130	130
5	Other Fee	500	500	500
6	PTA Fees	500	500	500
7	Caution Money Deposit	70	70	70
8	Library Deposit Fees	70	--	--
9	Student ID Card Fees	150	150	150
10	I.Tech. Charges	820	820	820
11	Laboratory Fees	500	500	500
12	IAIMS Fees	225	225	225
13	Registration Fees	660	--	--
14	Magazine/Academic Diary/Placement Brochure	500	500	500
15	Academic Re-structure & Development	1500	1500	1500
Total		Rs. 8625	Rs. 7895	Rs. 7895

Note: - Exams fees will be charged during the time of the respective examination, as notified by the Goa University.

**BBA PROGRAMME STRUCTURE******COURSE STRUCTURE AS PER NEP****F.Y. BBA**

Sem-ester	Major - Core	Minor	MC	AEC	SEC	VAC	VAC	Total Credits	Exit
I	Major- 1 MAG-100 (Management Process & Organisational Behaviour)	Minor -1 MAG-111 (Human Resource Management)	MC-1 PSY - 131: Psychology of Adjustment	AEC -1 ENG-151 (Communicative English: Spoken and Written)	MAG-144- Introduction to Computer Networks	VAC 103: Environmental Practices in Goa	VAC 110: Indian Economic Thought	20	Internship in Summer Term (4)
II	Major- 2 MAG-102 (Marketing Management)	Minor-2 MAG-112 (Financial Statement Analysis)	MC-2 PSY 132: Environmental Psychology	AEC-2 ENG-152 (Digital Content Creation in English)	MAG-143- Digital image processing	VAC 111: Awareness of Cyber Crimes and Security	VAC 117: Life Skills	20	

MC – Multidisciplinary Course, AEC – Ability Enhancement Course, SEC – Skill Enhancement Course, VAC – Value Added Course

**

Detailed course structure will be updated as per the directives of Directorate of Higher Education / Goa University.

Scheme of examination for First Year under NEP will be notified upon the receipt of related notification.

COURSE STRUCTURE UNDER CBCS**S.Y. BBA**

TERM V		
Code	Course	Credit
BBCB008	Strategic Management I	2
BBCB037	Management Information Systems I	2
BBCB011	Financial Management II	2
BBCB024	Business Environment II	2
BBCB003	Human Resource Management II	2
BBCS003	Presentation Skills	1
BBON025	Cultural Heritage of Goa I	2
Total		13



TERM VI		
Code	Course	Credit
BBCB009	Strategic Management II	2
BBCB020	Macroeconomics Analysis for Management I	2
BBCB006	Organizational Behaviour I	2
BBCB049	Learning Management Through Contemporary Articles I	1
BBCS005	Negotiation Skills	1
BBON032	Vector Graphic Designing	2
BBOF002	Insurance	2
BBOH002/BBOM006	Performance Management / Industrial Marketing	2 / 2
Total		14

TERM VII		
Code	Course	Credit
BBCB002	Marketing Management II	2
BBCB021	Macroeconomic Analysis for Management II	2
BBCB007	Organizational Behaviour II	2
BBCS006	Etiquettes	1
BBON029	Indian Political Environment	2
BBON008	Creative Writing	2
BBOF001	Banking Operations	2
BBOH003/BBOM002	Compensation Management / Advertising Management	2 / 2
Total		15

TERM VIII		
Code	Course	Credit
BBIR002	Internship Report II	6
BBIS002	Internship Seminar II	2
Total		8

T.Y. BBA

TERM IX		
Code	Course	Credit
BBOM007/BBOH001	International Marketing / Talent Acquisition	2 / 3
BBOM010/BBOH005	Retail Management / Learning & Development	2 / 3
BBOM004/BBOH004	Digital Marketing / Career Management	2 / 1
BBOM005/BBOH008	Service Marketing / HRIS	2 / 1
BBOF005	Stock Market Operations	2
BBON027	Theatre Art	2
BBON026	Cultural Heritage of Goa II	2
Total		14



TERM X		
Code	Course	Credit
BBOM008/BBOH012	Marketing Research / Employee Engagement	2 / 2
BBOM009/BBOH011	Product Management / Industrial & Organizational Psychology	2 / 2
BBOM003/BBOH009	Brand Management / Competency Mapping	2 / 2
BBOM011/BBOH007	Sales Management / Industrial Relations	2 / 2
BBOF006	Working Capital Management	2
BBON034	Database Management System & Web Designing	2
BBCS009	Team Building	1
Total		13

TERM XI		
Code	Course	Credit
BBOH010	Leadership	2
BBCS010	Emotional Intelligence	2
BBON033	Digital Image Processing	2
BBIR003	Internship Report 3	4
BBIS003	Internship Seminar 3	2
Total		12

SCHEME OF EXAMINATION FOR BBA

The assessment of all Courses shall comprise of continuous Intra-Semester / Trimester / Course Assessment (ITA) and End-Trimester Assessment (ETA), which shall be fully internal. Each Credit carries 25 marks. The concerned teacher, with the consent of the Departmental Council (DC) or equivalent body of faculty members of the Affiliated Colleges shall decide the method as well as the content of evaluation of each ITA and ETA and communicate the same to students before commencement of the course. The ITA shall be of 50% weightage, in which an individual component shall not exceed 30% of the total evaluation. There shall be ETA with 50% weightage of total evaluation covering the entire Course.

Grading Scheme

The percentage of marks secured in both ITA and ETA 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)	0



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 projector, Wi-Fi will be provided to the students. Every student shall be required to secure a minimum of 'P' grade to pass the course. Appearance at Both ISA and ESA is compulsory for passing. 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.

ELIGIBILITY FOR EXAMINATION

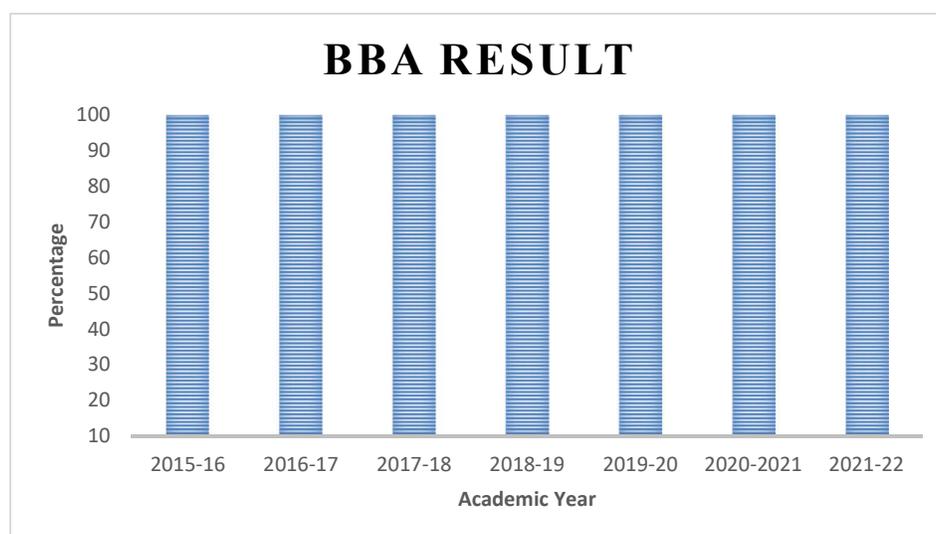
End Trimester Assessment (ETA)

- I.** A candidate shall be eligible to appear for Term End Examination of Theory or Project course provided if he/ she satisfies the minimum attendance rule framed by Goa University.
- II.** In addition to the above, a Candidate should have answered the prescribed Intra Trimester Assessment (ITA) component (Seminar Presentation, Case Study Analysis, Group Discussion, Assignment, etc.) of the respective Course.

BBA ADMISSION PROCEDURE

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 self-attested Xerox Copy).
3. Std. XII Marks Sheet (in Original with One self-attested Xerox Copy).
4. Provisional Eligibility Certificate from the Goa University (in case of students from other Universities & Boards).
5. Relevant certificates/ documents for reserved seats if applicable.
6. Soft copy of candidate's passport size photograph and signature.
7. 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.
8. Parent / Guardian shall accompany the student during the admission process.



**BACHELOR OF COMPUTER APPLICATIONS (BCA- Govt. Aided)**

Fast growing information technology and communication systems have become critical components of almost every company's strategic plan. Companies which want to take advantage of the new information technologies and communication systems require expert professionals, who can apply computer science principles to solve problems produced by the interface between business and technology. The BCA Course is an undergraduate program where students are exposed to various areas of computer applications including the latest developments in the industry.

Objective:

- a) To bring the BCA curriculum on par with model curriculum recommended by the UGC.
- b) To impart quality education on par with international standards.
- c) To offer new, relevant and need-based courses.
- d) To inculcate in students, responsibility and self-discipline in the learning process.
- e) To enable students to acquire specific skills in keeping with their area of study.
- f) To make the evaluation system continuous and more objective.
- g) To provide a choice to the students in choosing their courses.

FEE STRUCTURE FOR ACADEMIC YEAR 2023-24 BCA COURSE

Sr. No	Particulars	F. Y.	S. Y.	T. Y.
		₹	₹	₹
1	Tuition Fees	2000	2000	2000
2	Library Fees	500	500	500
3	Gymkhana Fees	500	500	500
4	Student Aid Fund	130	130	130
5	Other Fee	500	500	500
6	PTA Fees	500	500	500
7	Caution Money Deposit	70	70	70
8	Lab. Practical Fees	950	950	950
9	I. Tech. Charges	820	820	820
10	Library Deposit Fees	70	--	--
11	Student ID Card Fees	150	150	150
12	IAIMS Fees	225	225	225
13	Registration Fees	660	--	--
14	Magazine/Academic Diary/Placement Brochure	500	500	500
15	Academic Re-structure & Development	1500	1500	1500
Total		Rs. 9075	Rs. 8345	Rs. 8345

Note: - Exams fees will be charged during the time of the respective examination, as notified by the Goa University.



BCA PROGRAMME STRUCTURE

1. The programme shall be based on a system of time-integrated Units called Credits, under the CBCS (Choice-Based Credit System).
2. The programme shall comprise Courses such as Core, Elective and Ability Enhancement Courses.
3. A Credit shall consist of 15 clock hours of theory of 1 hour duration each or 15 practical classes of **2 hours duration each**, per semester or its equivalent; Field work and such other as recommended by the Board of Studies (BoS) shall be considered under practical category for calculating credits and workload.

COURSE STRUCTURE UNDER CBCS

1. Each Course can carry different weightage in terms of number of Credits. Each Course should define learning objectives and outcome. A course may be designed so as to comprise any or combination of lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ vocational training/ viva/ seminars/ term papers/ assignments/ presentations/ self-study/ such other.
2. **Core Course (CC):** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core Course. Each Core Course is of 4 credits or 2 credits and may consist of theory and practical component or only theory component or only practical component. If the course has a theory and practical component, the theory component will be of 3 credits theory and 1 credit practical for a 4 credit course. If the course has only practical component, the practical component will be of 2 credits.
3. **Elective Course:** An Elective Course can be chosen from a pool of Courses, which may be specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or which nurtures the candidate's proficiency/skill. An Elective Course may be a Discipline Specific Elective Course or Generic Elective Course.
 - 3.1 **Discipline Specific Elective (DSE) Course:** Discipline Specific Elective (DSE) Course shall be offered in the main discipline/subject of study. Each DSE shall be of 4 credits and may consist of theory and practical component or only theory component. If the course has a theory and practical component, the theory component will be of 3 credits theory and 1 credit practical or as prescribed by BoS and approved by the Academic Council. Any number of DSE's as approved by BoS and AC, can be offered depending upon the specialization available in the college.
 - 3.2 **Project:** A compulsory Project work of total 4 credits shall be offered in lieu of a DSE Course in Semester VI and shall be designed to acquire special/ advanced knowledge; it shall be specialized course involving application of knowledge in solving / analyzing / exploring a real life situation / difficult problem. Students shall undertake such a project under the guidance of a teacher / faculty member. The topic for the Project Work shall be given in Semester V. Students shall be required to carry out work for the Project during Semesters V & VI. The assessment of the Project will be carried at the end of Semester VI



3.3 Generic Elective Course: A Generic Elective (GE) course shall be of 4 Credits, and may be chosen from an unrelated discipline/subject, with an intention to seek exposure. A Core Course offered in a discipline/subject may be treated as GE Course for another discipline/ subject and vice versa. If the course has a practical component, the theory component will be of 3 credits theory and 1 credit practical or as prescribed by BoS and approved by the Academic Council.

4. Ability Enhancement Courses (AEC): The Ability Enhancement (AE) Courses may be of two kinds:

4.1 Ability Enhancement Compulsory Courses (AECC): AECC are based upon the content that leads to Knowledge enhancement. Environmental Studies, Communication & Presentation Skills and Technical Writing Skills are mandatory. Communication & Presentation Skills and Technical Writing Skills will have four credits each and Environmental Studies has two separate courses of 2 credits each.

4.2 Skill Enhancement Courses (SEC): SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies and skills. These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge. Each course will be of two credits or as prescribed by BoS and approved by the Academic Council.

****COURSE STRUCTURE AS PER NEP**

F.Y. BCA

Sem-ester	Major -Core (3T + 1P)	Minor (4T)	MC (3T)	AEC	SEC (1T + 2P)	VAC	VAC	Total Credits
I	Major- 1 CSA-100 (Problem Solving and Programming) CSA	Minor -1 MAT-111 Elementary Mathematics	MC-1 PSY-131 Psychology of Adjustment	AEC -1 ENG-151 (Communicative English: Spoken and Written)	SEC-1-CSA-142 (Python Programming)	VAC 101: Environmental Studies I	VAC 110: Indian Economic Thought	20
II	Major- 2 CSC-101 (Computer Organisation)	Minor-2 MAT-112 Elementary Statistics	MC-2 PSY-132 Environmental psychology	AEC-2 ENG-152 (Digital Content Creation in English)	SEC-2 CSA - 143 (Data Analytics using Spreadsheets)	VAC 112: E-Waste Management	VAC 117: Life Skills	20

MC – Multidisciplinary Course, AEC – Ability Enhancement Course, SEC – Skill Enhancement Course, VAC – Value Added Course

**

Detailed course structure will be updated as per the directives of Directorate of Higher Education / Goa University.

Scheme of examination for First Year under NEP will be notified upon the receipt of related notification.



S.Y. BCA
Semester III

Course Code	Course Name	Periods		Marks		Total	Course Credit
		Theory	Practical	In Sem	End Sem		
CAC -109	Object Oriented Concepts	4	-	40	60	100	4
CAC -110	Database Management Systems	4	-	40	60	100	4
CAC -111	Object Oriented Concepts Laboratory	-	2	20	30	50	2
CAC -112	Database Management Systems Laboratory	-	2	20	30	50	2
CAG-104	Human Resource Management	4	-	40	60	100	4
CAG-105	Entrepreneurship Development	4	-	40	60	100	4
CAA-101	Communication and Presentation Skills	4	-	40	60	100	4
Total Credits							24

Semester IV

Course Code	Course Name	Periods		Marks		Total	Course Credit
		Theory	Practical	In Sem	End Sem		
CAC-113	Software Engineering	4	-	40	60	100	4
CAC-114	Computer Networks	4	-	40	60	100	4
CAC-115	CASE Tools Laboratory	-	2	20	30	50	2
CAC-116	UID Laboratory	-	2	20	30	50	2
CAG-123	Investment and Portfolio Management	4	-	40	60	100	4
CAG-124	General Insurance	4	-	40	60	100	4
CAA-102	Technical Writing Skills	4	-	40	60	100	4
Total Credits							24



T.Y. BCA
Semester V

Course Code	Course Name	Periods		Marks		Total	Course Credit
		Theory	Practical	In Sem	End Sem		
CAC-117	Web Technology	4	-	40	60	100	4
CAC-118	Information Systems	4	-	40	60	100	4
CAC-119	Web Technology Laboratory	-	2	20	30	50	2
DSE-501	Human Computer Interaction	3	1	40	60	100	4
DSE-502	Cyber Security	3	1	40	60	100	4
CAP-101	Project	-	-	-	-	-	-
Total Credits							18

Semester VI

Course Code	Course Name	Periods		Marks		Total	Course Credit
		Theory	Practical	In Sem	End Sem		
CAC-120	Multimedia Technology	4	-	40	60	100	4
CAC-121	E-Commerce Applications	4	-	40	60	100	4
CAC-122	Multimedia Technology Laboratory	-	2	20	30	50	2
DSE-601	Data Science Concepts	3	1	40	60	100	4
DSE-602	Cloud Computing	3	1	40	60	100	4
CAP-101	Project	4	-	40	60	100	4
Total Credits							22



SCHEME OF EXAMINATIONS FOR BCA COURSE (CBCS)

- (a) The Evaluation of the courses shall comprise of the Intra-Semester Assessment (ISA) and the Semester End Examination (SEE). A student shall be required to appear for ISA as well as SEE. There shall be an ISA for the practical component also.
- (b) The ISA tests shall carry 40% of the maximum marks allotted for the course and SEE shall carry 60% of the maximum marks.
- (c) The marks for each credit shall be 25. Accordingly, a two-credit course will have 50 marks and a four credits course will have 100 marks.
- (d) A Course of 4 credits having only theory shall have ISA for 40 marks and SEE for 60 marks.
- (e) A Course of 2 credits having only practical shall have ISA for 20 marks and SEE for 30 marks.
- (f) A Course of 4 credits having theory and practical component shall also have ISA for total 40 marks and SEE for 60 marks. The ISA for theory component shall be 15 marks and ISA for practical component shall be 25 marks. There will be no separate SEE for practical component.
- (g) Courses of any other number of credits shall have proportionate markings.

Conduct of ISA

- (a) The ISA for the theory component of a course shall be conducted twice in a given Semester, ISA-1 through a written test and the ISA-2 by using alternate modes of evaluation including assignments/presentations/orals/such other. There shall not be any averaging of ISA marks.
- (b) The ISA for the practical component of a course shall also be conducted twice in a given Semester, ISA-1 through a lab test and the ISA-2 by using alternate modes of evaluation including assignments/presentations/orals/such other. A record of all the assignments carried out as part of the practical component shall be maintained by every student in the form of a journal. It is not compulsory to have a hard copy of the journal. It could be a soft copy (e-journal) that is maintained over Moodle/any LMS.
- (c) Generally, the ISAs for a given Course shall be conducted by the teacher/s teaching that Course.
- (d) The Schedule for the ISAs shall be notified to all at the beginning of the Semester.
- (e) The marks of the ISA shall be communicated to the students within two weeks after the conduct of the ISA.
- (f) ISA-1 shall preferably be conducted by the end of July for odd Semesters and by end of January for even Semesters. Students who fail to appear for the ISA-1 due to a genuine reason shall be given another opportunity by end of August/February respectively on a date pre-determined by the College. ISA-2 will be completed as decided by the teacher but before the end of the Semester.
- (g) A Student who does not appear for the two ISAs of a Course shall not be eligible to answer the SEE of that Course.**

STANDARD OF PASSING, CLASS & GRACING

1. Standard of Passing at F.Y., S.Y. & T.Y. BCA Examinations:

- a. To pass the Examination a candidate must obtain a minimum of 40 % marks in SEE and ISA components taken together for each paper.
- b. There is no separate passing for the ISA or SEE component.



- c. At the end of the every Year, there will be a special examination to provide an opportunity for students who have appeared for the Semester IV examination to appear for the backlog papers of Semesters I to IV.
- d. To be eligible for admission to T.Y. BCA, a student must have passed all the papers of Semesters I, II, III & IV.

AWARD OF GRADES

A grade certificate shall be issued to all the registered students after every Semester based on the grades earned. The Grade Certificate will display the Course details (code, title, number of credits, & grade secured). Marks awarded in each Course shall be represented in the form of Grades in the grade sheet issued at the end of each semester.

Letter Grade shall be the index of the performance of students in a said Course, denoted by letters O, A+, A, B+, B, C, P and F, and calculated based on Grade Point and marks obtained for each course, as shown in the table below.

Letter Grade	Grade Point	Marks %
O (Outstanding)	10	85-100
A+ (Excellent)	9	75- <85
A(Very Good)	8	65- <75
B+(Good)	7	55- <65
B(Above Average)	6	50- <55
C(Average)	5	45- <50
P(Pass)	4	40- <45
F(Fail)	0	0- < 40
Ab(Absent)	0	---

A student shall be required to score a minimum of 'P' grade in ISA, SEE and Practical components taken together to pass in a Course in Semesters I – IV.

Grade Point Average (GPA)

- The grade sheet in every semester shall reflect Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The Final result shall be declared as Final Grade Point Average (FGPA), earned at the end of the Programme, which shall be a measure of overall cumulative performance of a student over Semesters I-IV.

CGPA	Grades
10.0	O (Outstanding)
9.0 - <10	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)
0 <4.0	F(Fail)
AB	Ab(Absent)



2. **Gracing:** Gracing at the F.Y. & S.Y. BCA examinations shall be done as per the relevant Ordinances of Goa University.
3. **Improvement of Performance:** There is no provision for improvement of performance at Semester I, II, III and IV.
4. This provision is available only in the case of Semesters V & VI. A student wishing to improve his/her performance at these two semesters will be permitted to reappear only during the immediately subsequent regular Semester V & Semester VI examination. However, such a candidate will be allowed to appear only in the SEE component of the Papers of Semester V and / or Semester VI examinations excluding the Project paper. The marks secured at the first appearance in the Project paper as also in the ISA component of the other papers, will be carried forward for tabulation of the result under “improvement of performance”. The performance of a candidate who appears under this provision, but fails to improve, will be ignored. A candidate can appear only once under this clause.

ELIGIBILITY FOR BCA ADMISSION

Eligibility for admission to Semester I and Semester II

(A) To be eligible for admission to Semester-I of the Three Years course leading to the degree of Bachelor of Computer Applications (BCA), the candidate should have passed:

(i) the Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in any stream, including the vocational stream in the subjects notified by the University from time to time.

OR

(ii) the Std XII or similar examination of another body equivalent to Goa Board of Secondary and Higher Secondary Education, Goa and recognized as such by Goa University.

(B) A candidate not covered under any of the above categories but desirous of seeking admission to the said course may apply to the College. However, the Registrar along with the Dean of the Faculty and the Chairperson of the Board of Studies shall decide the eligibility.

(C) A candidate admitted to Semester-I shall be deemed eligible for admission to Semester-II.

(D) A candidate migrating from another recognized University and desirous of direct admission to Semester-II may be considered for admission provided he/she has cleared/ passed Semester-I examination of that University with those subjects, under CBCS, for which admission is sought.

Eligibility for admission to Semester III and Semester IV

(A) A candidate who has requisite attendance for Semester-I and Semester-II and has attended minimum required ISAs of all the courses in Semesters I & II shall be eligible for admission to Semester-III.

(B) A candidate migrating from any other recognized University may be considered for admission to Semester III provided:

a) He/She has passed in all courses of the Semester I and Semester II (First Year BCA) examination from that University.

b) He/She undertakes to successfully complete the required courses and credits prescribed for First Year BCA by this University, if he/she has not already done so in the previous University. Result of Semester IV examination shall be withheld if the candidate fails to fulfil this undertaking.

(C) A candidate admitted for Semester-III shall be deemed eligible for admission to Semester- IV.



(D) A candidate from another recognized University may be considered for direct admission to Semester IV provided he/she fulfils the conditions in (a) and (b) at (B) above and, in addition has passed/cleared Semester III/First Term examination of the Second Year BCA of that University. However, the result of Semester IV shall be withheld if the candidate does not fulfill these conditions.

Eligibility for admission to Semester V

(A) A candidate who has been declared Passed in Semester I to Semester IV examinations shall be eligible for admission to Semester V.

(B) A candidate admitted for Semester-V shall be deemed eligible for admission to Semester- VI.

(C) A candidate migrating from any other recognized University may be considered for admission to Semester-V of the BCA Course provided:

- a) He / She has been declared Passed in Semester I to Semester IV examinations from that University, and
- b) He / She had offered at the Second Year the required courses and credits under the scheme of this University. A candidate fulfilling these conditions shall be eligible for admission to Semester-V only.

Eligibility for admission to Semester VI

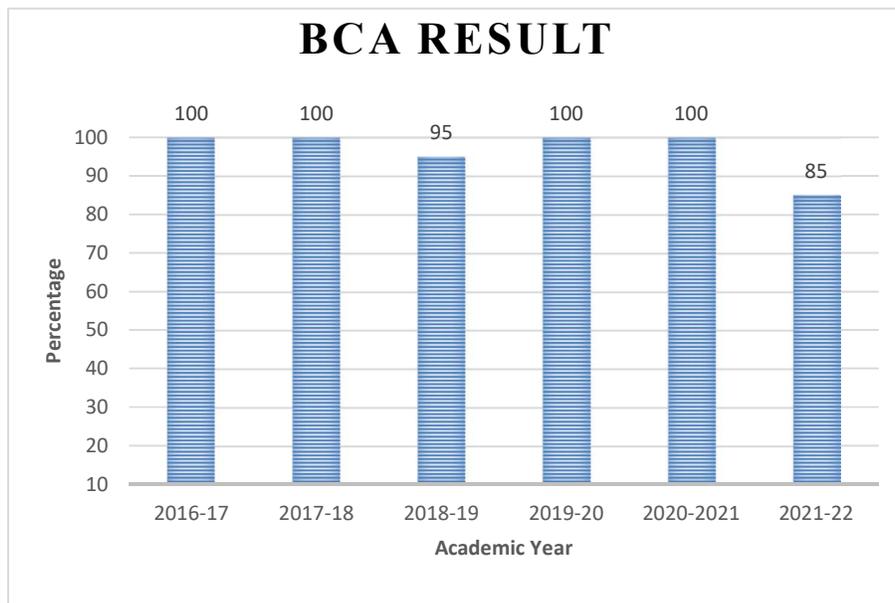
(A) A candidate already admitted for Semester-V shall be deemed eligible for admission to Semester-VI.

(B) Direct admission to Semester-VI shall not be permitted.

BCA ADMISSION PROCEDURE

Students seeking admission to the College for B.C.A must submit their application in the prescribed form along with the following:

1. Five recent Passport Size Photographs.
2. Higher Secondary School Leaving Certificate (in Original with One self-attested Photo Copy).
3. Std. XII Marks Sheet (in Original with One self-attested Photo Copy).
4. Provisional Eligibility Certificate from Goa University (in case of students from other Universities & Boards).
5. Relevant certificates/ documents for reserved seats if applicable.
6. No Objection Certificate (NOC) (in case of students from other Colleges in Goa).
 - a. Students migrating from another University/Board should also produce the Migration Certificate.
7. Admission shall be decided on the basis of the merit.
8. Compulsory to have E-mail Id (Gmail account only).
9. Soft copy of candidate's passport size photograph and signature.
10. Parent / Guardian shall accompany the student during admission process.



**BACHELOR OF COMMERCE (B.Com.)**

The degree is designed to provide the student with a wide range of managerial skills for Business and Industry while at the same time building competence in a Business and Industry oriented area. The students are exposed to general business principles and required accounting, economic and quantitative skills.

Objective:

- To impart quality education on par with international standards.
- To offer new, relevant Business and Industry based courses.
- To inculcate in students, responsibility, and self-discipline in the learning process.
- To empower students to acquire specific skills in keeping with their area of study.
- To make the evaluation system continuous and more objective.
- To offer a choice to the students in choosing their courses.

Course Requirements:

B.Com. Degree is awarded by Goa University considering the results secured by the candidate throughout the course. If he/she passes Semester I to IV, only then the student is eligible to be admitted to Sem. V and VI. The Examination I to IV Semester will be conducted by the affiliated college and the results of the same are declared by affiliated colleges.

FEE STRUCTURE FOR ACADEMIC YEAR 2023-24 B.Com. COURSE

Sr. No	Particulars	F. Y.	S. Y.	T. Y.
		₹	₹	₹
1	Tuition Fees	2000	2000	2000
2	Library Fees	500	500	500
3	Gymkhana Fees	500	500	500
4	Student Aid Fund	130	130	130
5	Other Fee	500	500	500
6	PTA Fees	500	500	500
7	Caution Money Deposit	70	70	70
8	Library Deposit Fees	70	--	--
9	Student ID Card Fees	150	150	150
10	I.Tech. Charges	820	820	820
11	IAIMS Fess	225	225	225
12	Registration Fees	660	--	--
13	Magazine/Academic Diary/Placement Brochure	500	500	500
14	Academic Re-structure & Development	1500	1500	1500
Total		Rs. 8125	Rs. 7395	Rs. 7395

Note: - Exams fees will be charged during the time of the respective examination, as notified by the Goa University.



B.Com. PROGRAMME STRUCTURE

1. The programme shall be based on a system of time-integrated Units called Credits, under the Choice Based Credit System (CBCS).
2. The programme shall comprise of Courses such as Core Courses (CC), Ability Enhancement Compulsory Courses (AECC), General Elective Courses (GEC), Skill enhancement Courses (SEC), and Discipline Specific Elective (DSE) (Elective Course).
3. A credit shall consist of 15 clock hours of the theory of 1-hour duration each or 15 practical classes of 2 hours duration each, per semester or its equivalent; fieldwork and such other as recommended by the Board of Studies (BoS) shall be considered under the practical category for calculating credits and workload.
4. One Credit shall carry a maximum of 25 marks.

COURSE STRUCTURE UNDER CBCS

1. Each Course can carry a different weight in terms of the number of credits. Each Course has defined learning objectives and outcomes. A course may be designed so as to comprise any or combination of lectures/ tutorials/ viva/ seminars/ term papers/ assignments/ presentations/ self-study/ such other.

2. **Core Course**

A Core Course (CC) shall be of 4 or 6 Credits and may consist of only theory component, or theory and practical components, in which case the theory component shall be of 3 Credits and the practical component shall be 1 Credit for 4 Credit Courses and the theory component shall be of 4 Credits and the practical component shall be 2 Credits for 6 Credit Courses, or as prescribed by BoS and approved by the Academic Council (AC).

3. **Elective Course**

An elective course can be chosen from a pool of courses, which may be specific/ specialized/ advanced/ supportive to the discipline or subject, or which provides an extended scope, or which enables exposure to some other discipline/ subject/ domain or which nurtures the candidate's proficiency/ skill. An Elective Course may be Discipline Specific Elective Course or Generic Elective Course.

- 3.1 **Discipline Specific Elective (DSE) Course**

Discipline-Specific Elective (DSE) Courses shall be offered in the main discipline/ subject. Each DSE shall be of 4/6 Credits and may consist of only Theory component, or Theory and Practical component, in which case the theory component shall be of 3 Credits and the practical component shall be 1 Credit for 4 Credit Courses and the theory component shall be of 4 Credits and the Practical component shall be of 2 Credits for 6 Credit Courses, or as prescribed by BoS and approved by the Academic Council. Any number of DSE's as approved by the Board of Studies and Academic Council can be offered depending upon the specialization available in the college.

- 3.2 **Project**

A compulsory Project work of 4/6 Credits shall be offered in lieu of a DSE Course in Semester VI and shall be designed to acquire special/ advanced knowledge; it shall be a specialized course involving the application of knowledge in solving/analyzing/exploring a real-life situation /difficult problem. Students shall undertake such a project under the guidance of a teacher/ faculty member. The topic for the Project work shall be given in Semester V. Students shall be



required to carry out work for the Project during Semester V & VI. The assessment of the project will be carried at the end of Semester VI.

3.3 Generic Elective Course

A Generic Elective (GE) course shall be of 4 Credits and may be chosen from an unrelated discipline/ subject, with an intention to seek exposure. A core course from an unrelated discipline/ subject may be treated as GE Course for another discipline/ subject and may consist of only Theory component, or Theory and Practical component, in which case the Theory component shall be of 3 Credits and the practical component shall be of 1 Credit, or as prescribed by BoS and approved by the Academic Council.

4. Ability Enhancement Courses (AEC)

The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement (SE) Courses.

4.1 AEC Courses are based upon the content that leads to Knowledge enhancement. Environmental Studies as an AEC course is mandatory for all disciplines. Each Course shall have only a Theory component of four credits or two separate courses of 2 credits each.

4.2 SE Courses are value-based and/or skill-based and are aimed at providing hands-on training, competencies, and skills. These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge. Each course will be of four credits.

****COURSE STRUCTURE AS PER NEP**

F.Y. B.Com.

Sem-ester	Major - Core	Minor	MC	AEC	SEC	VAC	VAC	Total Credits
I	Major- 1 COM-100 (Financial Accounting) (3L+1P)	Minor -1 COM-111 (Principles and Practice of Management)	MC-1 ECO 131- MC Sustainable Development	AEC -1 ENG-151 (Communicative English: Spoken and Written)	COM-143- Soft Skills and Personality Development	VAC 101: Environmental Studies	VAC 110: Indian Economic Thought	20
II	Major- 2 COM-101 (Elements of Cost) (4L)	Minor-2 COM-112 (Fundamentals of Banking)	MC-2 Eco132 - MC Globalisation	AEC-2 ENG-152 (Digital Content Creation in English)	COM-148- Corporate Secretaryship	VAC 112: E-Waste Management	VAC 117: Life Skills	20

MC – Multidisciplinary Course, AEC – Ability Enhancement Course, SEC – Skill Enhancement Course, VAC – Value Added Course

**

Detailed course structure will be updated as per the directives of Directorate of Higher Education / Goa University.

Scheme of examination for First Year under NEP will be notified upon the receipt of related notification.

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

SEMESTER III		
Code	Subject	Credit
CC-9	Business Finance	4
CC-10	Fundamentals of Cost Accounting	4
CC-11	Entrepreneurship Development	4
SEC -1	Venture Planning	4
GE-3	Business Environment-I	4
GE-4	Economic of Resources	4

SEMESTER IV		
Code	Subject	Credit
CC-12	Fundamentals of Investment	4
CC-13	Income Tax	4
CC-14	Accounting for Service Organisation	4
SEC-2	Collective Bargaining & Negotiation Skills	4
GE-5	Business Environment-II	4
GE-6	Indian Economy	4

T.Y. B.Com.

SEMESTER V		
Code	Subject	Credit
CC-15	Industrial Management	4
CC-16	Indian Monetary & Financial System	4
DES-1	Cost Accounting Major- I- Cost Accounting I	4
DSE-2	Cost Accounting Major II - Cost Accounting II	4
DES-3	Cost Accounting Major III - Techniques of Costing	4
DSE-4	Cost Accounting Major IV- Management Accounting	4
DSE-8	Projects	--

SEMESTER VI		
Code	Subject	Credit
CC-17	Human Resource Management	4
CC-18	International Economics	4
DSE-5	Cost Accounting Major V - Advanced Cost Accounting - I	4
DSE-6	Cost Accounting Major VI- Cost & Management Audit	4
DSE-7	Cost Accounting Major VII -Advanced Cost Accounting-II	4
DSE-8	Projects	4

**SCHEME OF EXAMINATIONS FOR B. Com.**

- 1 (a). The evaluation for the courses shall comprise of Intra-Semester Assessment (ISA) and the Semester End Examination (SEE).
- (b). The ISA tests shall carry 20% of the maximum marks allotted for the Course, and SEE shall carry 80% marks. There shall be an ISA for the Practical component of the Course.
- (c). A Course of 4 Credits for a total of 100 marks, having only Theory, shall have ISA for 20 marks and SEE for 80 marks.
- (d). A Course of 4 credits for the total of 100 marks having Theory and Practical components shall have ISAs only for the Theory component for a total of 15 marks, and SEE theory component for 60 marks, and Practical component for 25 marks. A Course of 6 credits for a total of 150 marks having Theory and Practical components shall have ISA's only for the Theory component for a total of 20 marks, and SEE Theory component for 80 marks, and Practical component for 50 marks.
- (e). Courses of any other number of Credits shall have a proportionate marking system.
- 2.(a). The ISA for the theory component of a Course shall be conducted twice in a given Semester, once through a written test, and the other by using alternate modes of evaluation including assignment/ presentation/ orals/ such other. 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 schedule for the ISAs shall be notified at the beginning of the Semester.
- (d). The marks of ISA shall be communicated to the students within two weeks.
- (e). ISA I shall preferably be completed by the end of July for odd semesters and the end of January for even Semesters. Students who fail to appear for the test due to a genuine reason shall be given another opportunity by the end of August/ February respectively, on a date pre-determined by the College. ISA II will be completed as decided by the teacher but before the end of the Semester.
- (f). Every College shall appoint a three-member Committee to monitor the ISA in the College. There would be no remission in workload or remuneration for carrying this work.
- (g). A student who does not appear for **two** ISAs of a Course shall not be eligible to answer the SEE of that Course.
- 3.(a). The SEE shall be conducted at the conclusion of a given Semester, and shall cover the entire syllabus prescribed for the respective Course.
- (b). A candidate shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEE provided he/she has appeared for **two ISAs of the Course and fulfils the minimum attendance requirements as per the relevant rules of the University.**
- (c). The duration of the SEE theory paper carrying 40 marks shall be of 1-hour duration, and those above 40 marks shall be of 2 hours duration.
- 5.(a).(i). The Project shall be compulsory for all students in lieu of a DSE. Discipline-Specific Project (DSP) shall be assigned during the V Semester and is assessed and assigned credits in the VI Semester. The Project shall be a group project with a maximum of 8 students per group. A teacher shall not be ordinarily assigned more than 2 Projects. The Project workload will be 2 hours per week for a group of 8 students and for a group of 3 or less students the workload will be 1 hour per week.
- (ii). Project work and the Report shall be based on fieldwork/ library work/ laboratory work/on-the-job training or similar work assigned by the teacher.
- (b). The assessment of the Project Course shall be done equally by Internal Examiner (Project Supervisor for 50 Marks) and External Examiner (for 50 marks) as per the guidelines defined by the relevant ordinance(s)/statute(s) of Goa University from time to time.



6. (a)(i). Revaluation of answer books of the candidates at semesters V and VI shall be permitted as per the existing provisions of OA-5.15 for revaluation/ verification.
- (ii). However, revaluation at Semesters I to IV examinations shall not be permitted. Personal verification of marks shall be granted to the candidate in the presence of Principal/ Vice-Principal and the concerned Examiner, provided he/she has applied for the same along with payment of prescribed fees, within one week of the declaration of result.
- (b). The following shall be the procedure for the verification of marks:
 - (i). On a notified day and time, which should be not later than 10 days after the receipt of application from the candidate, the candidate shall be shown the answer book in the chamber of the Principal or Vice-Principal in the presence of the Examiner concerned.
 - (ii). If the candidate is not satisfied with the result on personal verification of the answer book, he may apply to the College Grievance Committee within a week.
 - (iii). The College Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.
7. A supplementary examination shall be conducted, preferably after 15 days from the declaration of the results of Semester II and IV examinations. Students who have a backlog of any or all the papers (theory/ practical) of semesters I, II, III, and IV are eligible to appear for this examination.
- 8.(a)(i). Improvement of performance/ total score shall be permitted to a candidate who has passed the B.Com. degree examination, in which case he/she shall be required to appear again only in the SEE component of the papers of Semester V and /or Semester VI examinations, excluding the Project Course. For this purpose, the marks scored at the first appearance in the Project course, as also in the ISA component of the other papers, shall be carried forward for the tabulation of the result under “improvement of performance”.
- (ii). A candidate shall not be permitted to reappear for improvement of performance at Semesters- I, II, III, and IV.
- (iii). This facility to reappear under improvements shall be available during the immediately subsequent regular Semester-V and Semester-VI examinations but within double the duration period.
- (iv). The performance of a candidate, who appears under this provision and fails to improve, shall be ignored.
- (b)(i). The candidate availing this provision shall be considered to have passed Semester-V and/or VI “under improvement” and this fact shall be recorded on his/her statement of marks and other relevant documents. (Subject to the approval of Goa University ordinance(s) from time to time)
- (ii). The candidate 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/ total score.
- (iii). A candidate can appear only once under this clause.

AWARD OF GRADES

A grade certificate shall be issued to all the registered students after every Semester based on the grades earned. The Grade Certificate will display the Course details (code, title, number of credits, & grade secured). Marks awarded in each Course shall be represented in the form of Grades in the grade sheet issued at the end of each semester.

Letter Grade shall be the index of the performance of students in a said Course, denoted by letters O, A+, A, B+, B, C, P, and F, and calculated based on Grade Point and marks obtained for each course, as shown in the table below:



Letter Grade	Grade Point	Marks %
O (Outstanding)	10	85-100
A+ (Excellent)	9	75- <85
A(Very Good)	8	65- <75
B+(Good)	7	55- <65
B(Above Average)	6	50- <55
C(Average)	5	45- <50
P(Pass)	4	40- <45
F(Fail)	0	0- < 40
Ab(Absent)	0	---

A student shall be required to score a minimum of 'P' grade in ISA, SEE, and Practical components taken together to pass in a Course in Semesters I – IV.

Grade Point Average (GPA)

The grade sheet in every semester shall reflect Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The Final result shall be declared as Final Grade Point Average (FGPA), earned at the end of the Programme, which shall be a measure of the overall cumulative performance of a student over Semesters I-IV.

CGPA	Grades
10.0	O (Outstanding)
9.0 - <10	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)
0<4.0	F(Fail)
AB	Ab(Absent)

ELIGIBILITY FOR B. Com. ADMISSION

Eligibility for admission to Semester I and Semester II

Eligibility for admission leading to the Degree of Bachelor of Commerce/ Bachelor of Commerce (Honors) shall be as follows:

- A. To be eligible for admission to Semester I of the Three Years Programme leading to the Degree of Bachelor of Commerce (General) / Bachelor of Commerce (Honors) the candidate should have passed:
 - I. The Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in any stream, including Vocational Stream in the subject notified by the University from time to time.

OR



- II. Std XII Vocational/Commerce or Similar examination of another body, equivalent to Goa Board of Secondary and Higher Secondary Education, Goa, and recognized as such by Goa University.
- B. A candidate not covered under any of the above categories but desirous of seeking admission to the said course may apply to the College. However, the Registrar along with Dean of concerned Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility.
- C. A candidate admitted for Semester-I shall be deemed eligible for admission to Semester-II.
- D. A candidate migrating from another recognized University and desirous of direct admission to Semester-II may be considered for admission provided he/she has cleared/passed First Term/ Semester-I examination of that University with those subjects for which admission is sought and undertakes to successfully complete the other compulsory Courses of Semester-I.

Eligibility for admission to Semester-III & IV (In the Second Year) B.Com/ B. Com. (Hon.) Programme

- A. A candidate who has requisite attendance for Semester-I and Semester-II shall be eligible for admission to Semester-III.
- B. A candidate migrating from any other recognized University may be considered for admission to Semester-III of the B.Com/B. Com. (Hon.) provided:
- He/She has passed the First Year B.Com./B.Com.(Hon.) examination in all subjects from that University.
 - He/She had offered at the First Year the same subjects as prescribed under Major category available under the scheme of this university.
 - He/She undertakes to successfully complete the required courses as prescribed by this University for Semester-I & II if he/she has not already done so in the previous University.
- C. A candidate admitted for Semester-III shall be deemed eligible for admission to Semester-IV.
- D. A Candidate from another recognized University may be considered for direct admission to Semester-IV provided he/she fulfills the conditions in (a), (b), and (c) at (B) above and, in addition, has passed/cleared Semester-III/ First Term examination of the Second Year B.Com. of that University. However, the result of Semester IV shall be withheld if the candidate does not fulfill these conditions.

Eligibility for admission to Semester-V (in the Third Year) B. Com. / B.Com. (Hon.) Programme:

- A. A candidate who has been declared passed in Semester-I to Semester-IV examinations shall be eligible for admission to Semester-V.
- B. A candidate admitted for Semester-V shall be deemed eligible for admission to Semester-VI.
- C. A candidate migrating from any other recognized University may be considered for admission to Semester-V of the B. Com. Course provided:
- He/She has passed the Second Year B. Com. /B.Com. (Hon.) Examination in all subjects from that University, and
 - He/She has offered at the Second Year the required courses and credits under the scheme of this university. A candidate fulfilling these conditions shall be eligible for admission to Semester-V only.



Eligibility for admission to Semester-VI (in the Third Year) B. Com. / B.Com. (Hon.) Programme:

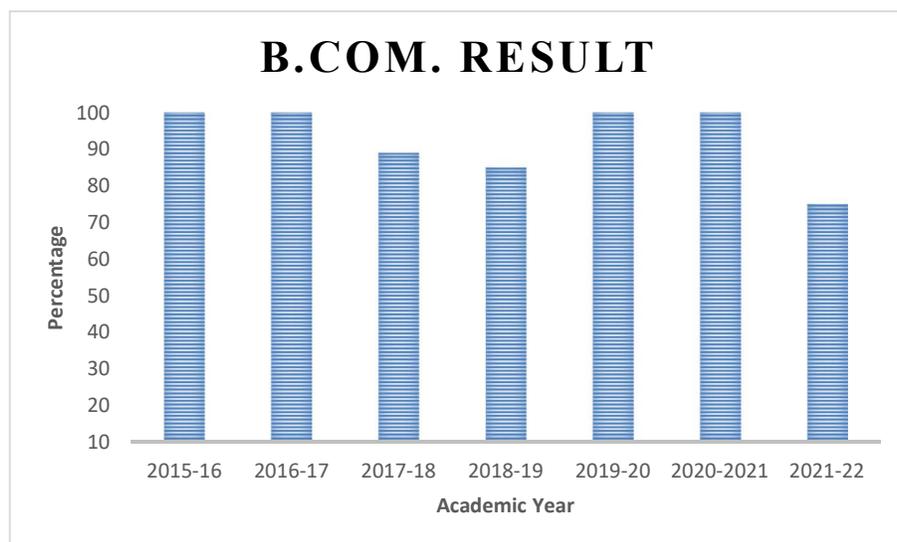
A. A candidate already admitted for Semester-V shall be deemed eligible for admission to Semester-VI. Direct admission to Semester-VI shall not be permitted.

Note: The current provisions are likely to change as per the relevant guidelines/ ordinance/ statutes of Goa University in the view of NEP, 2020, if implemented.

ADMISSION PROCEDURE

Students seeking admission to the College for B.Com course must submit their application in the prescribed form along with the following:

1. Five recent Passport Size Photographs.
2. Higher Secondary School Leaving Certificate (in Original with One self-attested Photo Copy).
3. Std. XII Marks Sheet (in Original with One self-attested Photo Copy).
4. Provisional Eligibility Certificate from Goa University (in the case of students from other Universities & Boards).
5. Relevant certificates/ documents for reserved seats if applicable.
6. No Objection Certificate (NOC) (in the case of students from other Colleges in Goa). Students migrating from another University/Board should also produce the Migration Certificate.
7. Compulsory to have an E-mail Id (Gmail account only).
8. Soft copy of candidate’s passport size photograph and signature.
9. Parent / Guardian shall accompany the student during the admission process.



**ELIGIBILITY FOR EXAMINATION (BCA / B. Com.)****Semester End Examination:-**

- I. A candidate shall be eligible to appear for End Semester Examination of Theory or Laboratory or Project course provided if he/ she satisfies 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.

SUPPLEMENTARY EXAMINATION (BCA / B. Com.)

The Following candidate shall be eligible to appear for supplementary examination:

- I. A Candidate who did not appear in the End- Semester Examination of some or all the paper of odd/even/both semester on the medical grounds or for representing the College / University/ State/Nation in Sports or Cultural or NCC /NSS activity.
- II. A candidate, who did not appear in the End Semester Examination of some or all the papers of Odd/Even/both semester only under special circumstances, provided that the Principal is satisfied.
- III. A Candidate who has failed to obtain the minimum grade of D required for passing the Subject.

REVALUATION & PERSONAL VERIFICATION OF MARKS (BCA / B. Com.)

There shall be no revaluation of answer books at FY/SY B.Com. / BCA Semester I to IV Examinations. However, facility for the Personal Verification of answer books for each examination shall be available to FY and SYB.Com/ BCA students for Semesters I to IV. Personal Verification of marks shall be carried out by the candidate in the presence of the Principal/Vice-Principal and the concerned examiner, provided he/she applies for the same within one week from the declaration of results along with the fees prescribed by Goa University. The procedure for Personal Verification of marks is as follows:

1. On a notified day and time (which should not be later than 10 days after the receipt of application from the candidate) the candidate will be shown the answer book in the chamber of the Principal/Vice-Principal and in the presence of the Examiner concerned.
2. If the candidate is not satisfied with the results on Personal Verification of the answer book, he/she may apply to College Grievance Committee within a week.
3. The Grievance Committee shall take appropriate action as per Ordinance O.47.23 and inform the candidate accordingly.

EXEMPTION (BCA / B. Com.)

An unsuccessful candidate who obtains the minimum percentage of marks prescribed for passing in a paper shall be exempted from reappearing in that paper. He/she shall be declared to have passed the full examination on his/her passing in the remaining paper(s).



ADMISSION RULES

1. Admission to any class is for the whole year. Students are required to pay the fees for both the semesters/trimester even if they discontinue their study at any time during the year.
2. Attendance at lectures and practical component is compulsory.
3. There shall be minimum attendance of **75%** per semester/trimester at lectures delivered and practicals conducted during the semester.
4. **Students who do not have the minimum attendance will not be allowed to appear for the SEE (BCA/B. Com.)**
5. **Students who do not have the minimum attendance will not be allowed to appear for the ETA (BBA)**
6. Students should note that passing of the lower class examination (i.e. F.Y. & S.Y.) from the College does not automatically result in admission to the next higher class (i.e. S.Y. & T.Y respectively). They must complete the procedure for admission and pay the prescribed fees.
7. The Principal reserves the right to refuse admission to a student whose past record and conduct were considered unsatisfactory.
8. **Date of Commencement of Semester/Term (BBA/BCA/B.Com.): 19th June 2023.**
9. 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 competent authorities.

RESERVATION POLICY FOR ADMITTING STUDENTS

- **Schedule Caste (SC) : 02 %**
- **Schedule Tribes (ST) : 12%**
- **Other Backward Classes : 27%**
- **Physically Disabled : 04%**
- **EWS : 10%**

SEATS ALLOTTED FOR EACH COURSE AND COURSE DURATION

Course	No. of Seats Allotted
BBA	60
BCA	40
B.Com.	60

**RULES FOR CANCELLATION OF ADMISSION & REFUND OF FEES**

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

Sr. No.	Point of time when notice of withdrawal of admission is served to the College	% of refund of Aggregate fees*
1	15 days or more before the formally notified last date of admission.	100%
2	Less than 15 days before the formally-notified last date of admission.	90%
3	15 days or less after the formally notified last date of admission.	80%
4	More than 15 days but less than 30 days after formally notified last date of admission.	50%
5	More than 30 days after formally notified last date of admission.	00%

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

- b) Caution Deposit and Security Deposit shall be refunded in full.

c) In case of (1) in the table above, 5% of the fees paid by the student, subject to a maximum of Rs. 5000/- shall be deducted as processing charges from the refundable amount.

d) Fees shall be refunded to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.

e) The fees of students who have already been admitted to a programme of the College and have paid the fees and are subsequently admitted to another programme shall have to pay the fees for the final admission and claim the refund of fees paid earlier, in which case no administrative charges shall be deducted from fees paid earlier by the student.

However, if the fees payable for both the 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.

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.

GOA UNIVERSITY REGISTRATION

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

**ELIGIBILITY CERTIFICATE (Candidate from other State Board/University)****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 produce 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 Semester II Semester-End Examination (B.C.A./B.Com.) or before the Term III Term-End Examination (BBA)**, 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 (Candidate from other State Board/University)

Students passing H.S.S.C Examination conducted by a 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 and submit to the college office on or before the date notified by the college.



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

- 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 came 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 hosted on the website.

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

- 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 hosted on the website.

3. POST MATRIC SCHOLARSHIP TO SC/OBC/EBC STUDENTS*:

A. Eligibility Criteria

Students belonging to Scheduled Castes OR Other Backward Caste OR Economically Backward Class are eligible to Post Matric Scholarship.



B. Family income ceiling will be as follows:

- a. SC – Rs. 2.50 lakh per annum (valid for 3 years from the date of issue)
- b. OBC – Rs. 1.50 lakh per annum (valid for 3 years from the date of issue)
- c. EBC – Rs. 1 lakh per annum (valid for 3 years from the date of issue)

4. POST MATRIC SCHOLARSHIP GAGAN BHARARI SHIKSHA YOJANA AND MERIT BASED AWARD TO ST STUDENTS*:

A. Eligibility Criteria

- a. Students belonging to Scheduled Tribes Communities are eligible to Post Matric Scholarship.
- b. Scholarship available to the students whose family income from all sources does not exceed Rs. 2,50,000/- per annum.

5. POST MATRIC SCHOLARSHIP FOR STUDENTS BELONGING TO THE MINORITY COMMUNITIES*: (Muslim, Sikhs, Christians, Buddhists, Jain and Zoroastrians (Parsi))

A. Eligibility Criteria

- a. Students belonging to the minority communities are eligible to Post Matric Scholarship.
- b. Students should score more than 50% marks in the previous final examination.
- c. In case of students of class 1, the income criteria only would be applicable. The family income from all sources of the student's parents or guardian should not exceed Rs. 2,00,000/- per annum.
- d. Inter –selection weight age is to be given to poverty rather than marks.
- e. A scholarship holder under this scheme will not avail of any other scholarship/stipend for pursuing the same course.
- f. Scholarship will not be given to more than two students in a family.

6. BURSARY SCHEME FOR ALL STUDENTS*:

A. Eligibility Criteria

- a. This scholarship is for students who are studying in class 11, 12, Graduate, Postgraduate, Technical or Vocational courses, MPhil or PhD. Students must have secured at least 50% marks or equivalent in the previous examination.
- b. The annual income of both parent(s)/ guardian taken together is less than 3,00,000/- shall be eligible.

7. STUDENTS' AID FUND

A. Eligibility Criteria

- a. The income of the parents of the applicant should not exceed Rs. 2.00 lakh per annum.
- b. Students should not be failure at previous semester examination.
- c. Students should not be in receipt of any other scholarship/ assistance except merit scholarship.
- d. They should provide the bank account no. to transfer the amount directly to their account through NEFT.
- e. If siblings are applying for this scheme, only one of the sibling can take benefits of the scheme.

***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.



POST-MATRIC SCHOLARSHIP FOR STUDENTS WITH DISABILITIES

A. Eligibility Criteria

- a. The scholarships are open to nationals of India only
- b. Students with disabilities with 40% and above
- c. Maximum of two children with disabilities of the same parents will be entitled to receive benefits of the scheme. Provided in case the second child is a twin, then he/she is admissible to both the twin.
- d. Scholarships for studying in any class will be available for one year only.
- e. A scholarship holder under this scheme will not hold any other scholarships / stipend.
- f. Income should not exceed Rs. 2,50,000/-

8. POST MATRIC SCHOLARSHIP FOR SC STUDENTS (ALL STATES)

A. Eligibility Criteria

- a. The scholarships are open to Nationals of India only.
- b. Students belong to Scheduled Castes of Indian nationals.
- c. Should have passed the Matriculation or Higher Secondary or any higher examination of a recognized University or Board of Secondary Education will be eligible.
- d. Scholarships will be paid to the students whose parents/guardians' income from all sources does not exceed Rs 2,50,000/- (Rupees Two lakh Fifty thousand only) during the last Financial Year Income certificate is required to be taken once only i.e. at the time of admission only to courses which are continuing for more than one year. The income certificate shall be issued by the Authority as decided by the State Government.
- e. Candidates who, after passing one stage of education are studying in the same stage of education in a different subject e.g. Intermediate Science after Intermediate Arts or B.Com after BA. or MA in one subject after MA in other subjects will not be eligible.
- f. A scholarship holder under this scheme will not hold any other scholarship/stipend if awarded any other scholarship/stipend, the student can exercise his/her option for either of the two scholarships/stipends whichever is more beneficial to him/her and should inform the awarding authority through the Head of the institution about the option made

9. CENTRAL SECTOR SCHEME OF SCHOLARSHIP FOR COLLEGE & UNIVERSITY STUDENTS

A. Eligibility Criteria

- i. Students who are above 80th percentile of successful candidates in the relevant stream from the respective Board of Examination in Class XII of 10+2 pattern or equivalent;
- ii. Pursuing regular degree courses and not correspondence or distance mode or pursuing Diploma courses;
- iii. Pursuing courses at colleges/institutions recognized by All India Council for Technical Education and respective Regulatory Bodies concerned;
- iv. Not availing benefit of any other scholarship schemes including State run scholarship schemes/ fee waiver & reimbursement scheme;
- v. Students with gross parental/family income upto Rs. 4.5 lakh per annum are eligible for scholarship under the scheme. Income certificate will be required only for the fresh applicants;



- vi. Student changing his/ her college/institute of study will be allowed to continue/renew the scholarship provided the course of study and the institution is having valid AISHE Code; The AISHE code can be checked in the portal <https://aishe.gov.in/aishe/aisheCode>
- vii. Students who missed to apply for renewal of application online on NSP will be allowed to apply for renewal of scholarship for subsequent year on NSP, if he/she fulfils eligibility condition for renewal;
- viii. For renewal of scholarship in each year of study, besides getting at least 50% marks in the Annual Examination, maintenance of adequate attendance of at least 75%, will also be the criteria. Complaints against the student regarding any in disciplined or criminal behaviour including any complaints of having indulged in ragging, will lead to forfeiture of scholarship; ix. Beneficiaries/Applicants under the scheme must apply online in the National Scholarships Portal (www.scholarships.gov.in) for the fresh/ renewal scholarships. Fresh/Renewal applications sent directly to the Ministry of Education shall not be accepted.

11. BLUE CROSS LABS SCHOLARSHIP

A. Eligibility Criteria

- i. Students should score more than 60% marks in the previous final examination.
- ii. A scholarship holder under this scheme will not hold any other scholarships / stipend.
- iii. Income should not exceed Rs. 2,50,000/-

12. GAGAN BHARARI SHIKSHA YOJANA AND MERIT BASED AWARD

A. Eligibility Criteria

- i. Students belonging to Scheduled Caste and Dhangar Communities are eligible to Gagan Bharari Shiksha Yojana and Merit based Award.
- ii. Scholarship available to the students whose family income from all sources does not exceed Rs. 2 lakh per annum.
- iii. Birth certificate/proof as Goan origin

LIBRARY

About Library

The Department of Library and Information Science of SPES's Goa Multi-Faculty College of Commerce, Computer Application & IT and Business Administration, Dharbandora-Goa was established in the year 2013. Since then the library has made consistent progress in terms of the collection of books, periodicals, CDs, E-resources, and services and has provided Infrastructure

The Library uses KOHA Software for its automation and follows Open Access. All the documents in the library are bar-coded. Visit the online resources page of the library website for access to available e-resources that are either available for free or subscribed through the INFLIBNET N-list. The digital resources also include curriculum, projects, presentations, and notes.



Purpose

The purpose of a library is to freely disseminate knowledge. Our library is therefore operated on a need-based approach rather than the usual rules-based treatment given to students everywhere. We allow open access to the collection, exhibitions and through information literacy, we encourage students to read books and access e-resources.

Objectives

- Enrich collection
- Optimum utilization of existing resources
- Adding to the readership number every year
- Enhancing reading habits in students and staff
- Promote the library as a vibrant learning unit
- Promoting the use of ICT
- E-governance in the library

Collaboration with other libraries:

- Developing Library Network (DELNET), New Delhi
- Renuka College, Nagpur

Facilities available

- Book Bank
- Internet
- Reprographic
- Plagiarism Check
- Online Public Access Catalogue
- Scholar Card
- Social Card

Services Offered

- Computerized user-friendly database
- Computerized Issue-return
- Reference and Referral Service
- Indexing Service
- Current Awareness Services
- Bibliographic Services
- Selective Dissemination of Information
- Information Literacy
- Book Exhibitions
- WhatsApp notifications on new arrivals and current updates
- Digital Library
- Photocopy and Printing



Library Timings:

Monday to Saturday: 09.00 am to 06.00 pm.

Issue and return timings: Monday to Saturday: 09:15 am to 05.45 pm.

Printing & Photocopying facility will be available in college library for the benefit of the students:

Time: 11:00 am to 12:00 noon and 03:00 pm to 04:00 pm.

General Rules

While using the library, please ensure to:

- Scan your ID Card at visitor's counter every time.
- Keep your bags and other belongings at the property counter near the entrance
- Do not carry any personal or issued books in the stack area
- Maintain absolute silence and strict discipline in the reading hall
- Keep your mobile phone on silent mode.
- Do not carry eatables in the library.
- Follow instructions given by the College Librarian or the staff at the counter.
- The librarian reserves right to recall a borrowed book at any time without giving any reason from the borrower
- Re-shelving of used library materials will be done by the library staff only.
- Each student shall obtain a No dues certificate from the library after returning all the books issued, surrendering the borrower's cards, and paying outstanding dues, if any, at the end of the academic year.

While taking membership

- All bonafide students can take membership free of cost
- All Teaching staff can take membership
- Outsiders can go through the collection in the library premises with Librarian's permission

While borrowing and returning books

- One book for first-year students, two books for second-year students, and three books for third-year Students (per week) will be issued against their I-Card
- Check the book at the time of issuing. In case of any defect or damage, please inform the library staff.
- Return the issued book on or before the due date
- Renewal is compulsory before the due date otherwise fine will be charged at Rs. 2/- per textbook
- Bookmarked REFERENCE" /Journals, magazines & projects will not be issued outside the library
- In case of loss or damage of book, replacement of book has to be made by the user

Collection:

- Books : 3909
- Periodicals : 29
- Newspapers : 9
- E_Journals : 6,000+ under N-LIST



- E_Books : 1,99,500+ under N-LIST and 6,00,000 through NDL
- 3,50,00,000+ Books available for loan through DELNET
- 1,00,000+ list of Journals through DELNET
- 5,000+ Full-text E-journals through DELNET
- 1,00,000+ Thesis/Dissertations through DELNET

Library Website

Website - <https://gmfclibrary.weebly.com/> contains information about the library

ICT Infrastructure

The Library is provided with Wi-Fi Broadband connectivity. The users can access Internet using their laptops. Library has an Internet Browsing Section with two computers installed exclusively for faculty and students to browse academic information from Internet, doing project work, write CDs & DVDs and get printouts.

CLUBS AND ASSOCIATIONS

SPORTS

At Goa Multi-Faculty College, we provide a range of opportunities for the students to explore and develop their skills, talents and aspirations alongside their academic subjects. This enables the students to gain confidence, enjoy learning and broaden their experiences. We also provide students with scientific training in various sports to prepare them for various inter collegiate, state and national level competitions. The aim of the college is to ensure holistic development of the student.

The college encourages the students to represent the State and Goa University in various games. Many of our students have represented Goa in Cricket, Handball, Netball, Volleyball, Rope Skipping and Karate. Students have also represented Goa University in Volleyball and Cricket. At the inter collegiate level we have medal winners in Cross Country, Judo and Lawn tennis and Medallists' in athletics events like 10000m run, 400m run and Triple Jump. Training and coaching is provided for the same.

SPORTS' AWARDS

The college has been consistently performing well in the sports arena. The students are rewarded for their performances at the end of each academic year. The awards that are given to the students are:

- Best Sportsperson (Male) Best Sportsperson (Female)
- Best Sports Performer (Male) Best Sports Performer (Female)
- Upcoming Sportsperson (Male) Upcoming Sportsperson (Female)
- Best Sports Volunteer

SPORTS' COUNCIL

Sports' Council is formed to enhance the leadership skills and talents of the students in various sports activities. We organize Inter Class and Inter Department competitions for students and teachers, and discussions on various sports related matters.

The Sports Council Committee which governs sports activities, consists of the following:



- | | |
|---------------------------------------|--|
| a) President | Principal of the College (Ex-officio President) |
| b) Secretary | College Director of Physical Education and Sports |
| c) Teacher Advisor | Nominated by the Principal |
| d) Sports Secretary | To be selected from among the students |
| e) Sports Class Representative | To be nominated by the College Director of Physical Education and Sports along with the Sports' Advisory Committee |

The major activities of the Sports Council consist of organization of Inter-Collegiate, Inter--Department and Inter-Class sports events, as well as, preparation of teams for participation in various Inter-Collegiate Sports activities.

STUDENTS' COUNCIL

The Students' Council is constituted according to the Goa University Rules with the following key 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 | To be elected from among the students. |
| d) Cultural Secretary | To be elected from among the students. |
| e) Sports Secretary | To be elected from among the students. |
| f) Lady Student Representative | To be elected from among girl students. |
| g) One from each of the following categories from each class/division, as applicable: | |
| i) Class Representatives: | One elected from their respective Class |
| ii) Division Representatives: | One elected from their respective Division |

NATIONAL SERVICE SCHEME (NSS)

National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. It provides opportunity to the student youth of 11th & 12th Class of schools at +2 Board level and student youth of Technical Institution, Graduate & Post Graduate at colleges and University level of India to take part in various government led community service activities & programmes. The sole aim of the NSS is to provide hands on experience to young students in delivering community service.

All the youth volunteers who opt to serve the nation through the NSS led community service wear the NSS badge with pride and a sense of responsibility towards helping the needy.

**Benefits of Being a NSS Volunteer:**

An NSS volunteer who takes part in the community service programme would either be a college level or a senior secondary level student. Being an active member, these student volunteers would have the exposure and experience to be the following:

1. An accomplished social leader
2. An efficient administrator
3. A person who understands human nature

Volunteers who complete minimum 60 hrs in a semester will be eligible for 10 grace marks and those volunteers attending the 7 days residential special camp would be eligible to get 5 additional grace marks.

COLLEGIATE STUDENT GRIEVANCE REDRESSAL COMMITTEE

A complaint by an aggrieved student relating to a Department / Institution shall be addressed to the Student Grievance Redressal Committee constituted in the Institute.

Following is the composition of the said committee:

Sr. No.	Name of the Faculty	Designation
1.	Prof. (Dr.) Shaikh Mohammad Parvez Al-USmani (Professor and Principal)	Head of the Institute
2.	Mr. Eknath Shirodkar	Member
3.	Ms. Kalpita Naik	Member
4	Dr. Subasish Mohanty	Member Secretary

The term of the committee is for two years except member at Sr. No. 4 and his/her term is till the end of the academic year.

INTERNAL COMPLAINT'S COMMITTEE (IC)

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 came into force after it was passed in the Parliament of India. IC is enacted to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. Women's security at the workplace will improve their participation in work, resulting in their economic empowerment and inclusive growth.

The IC is constituted in accordance with UGC Regulations, 2015 read with Sexual Harassment of Women at Workplace Act, 2013 to deal with complaints relating to Sexual harassment at the work place.

The Committee actively organizes sensitization programmes every year and invites participation from among the staff and students by involving them in various activities like talks, etc., on related theme. Any Female student, faculty member or non-teaching staff member of the college can seek redressal from the IC.



The IC of the College consists of the following members with the following composition tenable for a period of three academic years from 2021-22 to 2023-24 & the tenure of member students (Sr. No. 07 to 09) shall be of one academic Year:

Internal Committee (IC)

Sr. No	Member	Designation	Position in I.C.
01	Ms. Deepa Fernandes	Associate Professor in Zoology, PES's College of Arts and Science, Ponda Goa	Chairperson
02	Ms. Sonam Gondlekar	Assistant Professor	Member
03	Ms. Kalpita Naik	Assistant Professor	Member
04	Mr. Prasad Kamat	Head Clerk	Member
05	Ms. Chandrika Naik	Laboratory Assistant	Member
06	Ms. Ketaki Parob Gadekar	Founder and President of "WOW – Wonders of Outstanding Women Foundation, NGO	Member
07	Ms. Shagan Babulo Parwar	Student, SY B.COM	Member

ANTI-RAGGING CELL

The college remains strongly committed to providing a safe learning environment for our students. With this view in mind, the college has formulated an Anti-Ragging Committee and an Anti-Ragging Squad and the institution adheres to other recommendations put forth in the UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.

Composition of Anti-Ragging Cell

Sr. No	Members	Designation
1	Prof. (Dr.) Shaikh Mohammad Parvez Al-Usmani (Professor & Principal)	Convenor
2	Ms. Sandhya Joseph	Co-Convenor
3	Ms. Kalpita Naik	Member
4	Mr. Eknath Khedekar	Media Representative
5	Shri Vibhinav Shirodkar, PSI Ponda Police Station	Representative from Police Administration
6	Ms. Applesta Da Costa	Social Worker



7	Shri. Surendra Gaonkar Ak, Office of Deputy Collector, Dharbandora Goa	Representative from Civil Administration
8	Mr. Suhas Borkar	Member from PTA (Parent)
9	Mr. Prassad Kamat	Administrative Staff
10	Mr. Virendra Jaiswal	Administrative Staff
11	Ms. Chandrika Naik	Secretarial Staff
12	Mr. Subhash Ganachari (S.Y.BBA)	General Secretary
13	Ms. Yogita Ghadi (T.Y.BBA)	Ladies Representative
14	Mr. Chandrashekhar Donagaon (S.Y. BCA)	Student Representative (Male)
15	Ms. Melvia Manuel Mascarenhas (F.Y. B.Com.)	Student Representative (Female)

Students are requested to read through the UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.

Anti-Ragging Affidavit can be filled online at the link given below:

<https://amanmovement.org/registration/public/amanmovement/Affidavit.php#>

Students are encouraged to visit <https://www.antiragging.in/Home.aspx> for further information.

The Anti-Ragging Squad

Sr. No	Members	Designation
1	Prof. (Dr.) Shaikh Mohammad Parvez Al-Usmani (Professor & Principal)	Convenor
2	Ms. Sandhya Joseph	Co-Convenor
3	Ms. Kalpita Naik	Member
4	Mr. Rajendra Gounder	Member
5	Mr. Sanket Jotkar	Member
6	Mr. Virendra Jaiswal	Administrative Staff
7	Ms. Chandrika Naik	Secretarial Staff
8	Mr. Subhash Ganachari (S.Y.B.B.A.)	General Secretary
9	Ms. Yogita Ghadi (T.Y.B.B.A.)	Ladies Representative



Note:

1. The Anti-Ragging Cell and Anti-Ragging Squad shall perform the functions as required under 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) .
2. The Anti-Ragging cell needs to conduct a minimum of 07 surprises raids per week.

RAGGING IS STRICTLY BANNED. ANY STUDENT FOUND INDULGING IN RAGGING SHALL BE PUNISHED AS PER THE RULES. THE STUDENT MAY EVEN BE EXPELLED FROM THE COLLEGE.

OTHER CELLS/CLUBS /COMMITTEES OF THE COLLEGE

- | | |
|-------------------------------------|---|
| 1. Internal Quality Assurance Cell | 14. AISHE |
| 2. Research Cell | 15. ISO Committee |
| 3. College NAAC Cell | 16. Landscaping and Gardening Committee |
| 4. Career Guidance & Placement Cell | 17. Cultural Club |
| 5. Women's Cell | 18. Nature Club |
| 6. Parent Teachers Association | 19. Finance Club |
| 7. RTI Committee | 20. Marketing Club |
| 8. Academic Audit Committee | 21. HR Club |
| 9. Internship Cell | 22. IT Club |
| 10. Alumni Association | 23. Eco-Club |
| 11. Industry Connect Cell | 24. Red Ribbon Club |
| 12. Sport Advisory Committee | 25. Value Education Cell |
| 13. Students' Mentoring Committee | |



CODE OF CONDUCT FOR STUDENTS

1. Students **must wear their Identity Card compulsorily** while in the college premises.
2. **Consumption of tobacco, drugs, liquor and all other banned substances, and smoking are strictly prohibited** in the college including its campus and also in buses arranged for the students by the college.
3. Students are **not allowed to use cell phones** during lecture hours, except for curriculum if permitted by the concerned teacher.
4. Use of **chewing gums or any eatables** during class hours or guest lectures is strictly not allowed.
5. Students should arrive to college on time. Students are **not permitted to leave** college before their scheduled time without the permission of the Principal.
6. **Students are not allowed to carry any eatables in Computer Labs.**
7. Students shall keep **minimum required attendance** as stipulated by the Goa University Ordinance.
8. Students using two-wheelers to come to college should use helmets and have their helmet locked to their vehicle and should have a valid driving license, though students are expected not to use vehicles to come to college, except for unavoidable reasons with the permission of the authority.
9. Students should not litter classrooms, College area, campus and buses arranged by the college.
10. 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/staff at all times. Students should not indulge in any arguments with teaching and non-teaching staff.
11. Utmost care should be taken to ensure that there is no danger posed and/or no damage is caused to the College property and Students/Staff of the college.
12. Students should be appropriately and modestly dressed.
13. Uniform (if applicable) is must for presentations and Guest Lecture sessions, and any other College program/function.
14. Students representing the college in Competitions, Field Visit etc. should be in proper uniform/dress, wearing ID Card etc., as the case may be.
15. It is obligatory on the part of students to read the College Notice Boards and check the College Website every day to take note of announcements that are put up/ uploaded on timely basis.
16. No outsider should be invited to attend classes, functions and programs of the College without the prior permission of the Principal.
17. In case students have a complaint/issue, the same should be brought to the notice of the concerned authority. In case of individual complaints, students are advised to discuss the same with their class mentor. If students have some urgent complaints, then they **should mail it to the Principal/College** on gmfcgoa2013@gmail.com.



18. No group representation will be entertained. Class Representative (CR) should represent the issues of their respective class.
19. No student shall remain absent for tests, assessment and examinations without the prior permission of the Principal or shall inform immediately on joining the college.
20. Attendance for Guest Lectures, Workshops, Seminars, and Conferences is compulsory for all the students.
21. Loitering in the campus is strictly disallowed.
22. Any slang/foul language, vulgarity, or abusive comments within the campus will not be tolerated.
23. No students are allowed to post on any Social Media about any issue(s) regarding teaching staff / non-teaching staff / students /college.
24. All students must be regular and punctual for lectures, practical sessions, tests, examinations and other academic sessions.
25. Copying, cheating etc. in any exams is strictly prohibited and will be dealt with as per the University Rules.
26. Ragging and sexual harassment are strictly banned in the college and will be dealt with as per Goa University rules.
27. Participation in any activity including Sports, Cultural NSS, NCC events arranged by the college on the behalf of the college is purely voluntary and in case of any mishap during the event or during the transit for the event, the college or its authority shall not be held responsible for the same.
28. Male students are not allowed to wear earrings or ear studs while in college campus.
29. 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.

Student/s violating any of the above rules will attract strict action as per the rules. If Student/s is/are found violating the rules repeatedly/or found indulging in gross misconduct, stern action will be initiated against the concerned and it may lead to suspension and/or rustication and/or denial of future admission.



IMPORTANT INSTRUCTIONS FOR ADMITTED STUDENTS

1. Students will be issued a fresh college ID-Card every academic year.
2. Students shall surrender their college ID-Card, library card and all belongings of the college at the end of every academic year.
3. Students shall retain their fee challans till they pass out from the college so as to apply for refund if any.
4. Refund for Library Fees / Laboratory Fees / Caution Money (if any) shall be applied for positively within 3 months after leaving the college.
5. Students shall apply for the refund of the examination fees in case they are not appearing for the SEE/ETA Examination.

Students are expected to help the college with their constructive suggestions, views, ideas, acts and other enabling means for the further development and progress of the college.

Note: Activity Schedule will be notified based on instructions of competent authorities as and when received.

IMPORTANT INSTRUCTIONS FOR FIRST YEAR ADMISSION

- 1. Admissions will be done on DHE-IAIMS Portal.**
- 2. The link for the admission will be displayed on the college website.**
- 3. Payment of admission fee will be handled by college through online mode.**
- 4. Entrance examination for admission if applicable as per the instruction of DHE/Goa University will be notified on college website.**