

SATERI PISANI EDUCATION SOCIETY'S
Shri. Gopal Gaonkar Memorial

GOA MULTI-FACULTY COLLEGE

Dharbandora-Goa

*Affiliated to Goa University and Recognized by Government of Goa and
under section 2(f) of UGC Act 1956*

PROSPECTUS CUM HANDBOOK
2020 - 2021

SHRI GOPAL GAONKAR MEMORIAL GOA MULTI-FACULTY COLLEGE



DHARBANDORA-GOA

Growing Mutually for Competence

-  **BBA** / (Govt. Grant-in-Aid)
-  **BCA** / (Govt. Grant-in-Aid)
-  **BCOM** / (Govt. Grant-in-Aid)

PROSPECTUS 2020-2021

SPES's MANAGING COMMITTEE

<i>Sr. No</i>	<i>Name</i>	<i>Designation</i>
1.	<i>Shri. Ganesh Gaonkar</i>	<i>Chairman</i>
2.	<i>Shri. Jitendra R. Naik</i>	<i>Vice – Chairman</i>
3.	<i>Shri. Arun R. Bicholkar</i>	<i>General Secretary</i>
4.	<i>Adv. Udaynath R. Bicholkar</i>	<i>Treasurer</i>



Chairman



Vice-Chairman



General Secretary



Principal

Local Managing Committee (Advisory Committee)

<i>Sr. No.</i>	<i>Name</i>	<i>Designation</i>
1.	<i>Shri Ganesh Gaonkar</i>	<i>Chairman</i>
2.	<i>Shri. Jitendra Naik</i>	<i>Member</i>
3.	<i>Shri. Arun Bicholkar</i>	<i>Member</i>
4.	<i>Shri. Dyaneshwar Gaonkar</i>	<i>Member</i>
5.	<i>Shri. James Fernandes</i>	<i>Member</i>
6.	<i>Smt. Sonam Gondlekar</i>	<i>Member (Teachers' Representative)</i>
7.	<i>Shri. Praneet Shigaonkar / Shri. Prasad Kamat</i>	<i>Member (Non-Teaching Staff Representative)</i>
8.	<i>Dr. Shaikh Mohammad Parvez Al-Usmani (Principal)</i>	<i>Member Secretary</i>



SATERI PISANI EDUCATION SOCIETY'S



Shri. Gopal Gaonkar Memorial

GOA MULTI-FACULTY COLLEGE

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

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Website: www.gmfc.ac.in

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under section 2(f) of UGC Act 1956

**PROSPECTUS CUM HANDBOOK
2020-2021**

PROGRAMMES OFFERED

Bachelor of Business Administration (BBA)

3-Year Degree Programme (Govt. Grant - in - Aid)

Bachelor of Commerce (B.Com)

3-Year Degree Programme (Govt. Grant - in - Aid)

Bachelor of Computer Applications (BCA)

3- Year Degree Programme (Govt. Grant - in - Aid)



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CHAIRMAN'S MESSAGE



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

In these tough times when the whole World is fighting against COVID -19 pandemic. We do realise that we are dealing with the most precious resource of the Nation- its youth. The youth decide the future of a country.

We have an excellent team of Teaching and Non-Teaching staff that is working dedicatedly to reach new heights and providing best of facilities to our students.

We are constantly striving for holistic development of our students and the society at large. We believe that education comes with a lot of responsibility. I can proudly say that we are making our little contribution to the growth and development of our Nation through this college. We are working very hard to provide the best resources for critical thinking and personality development much beyond the prescribed curriculum. Our alumni are making us proud by achieving professional success.

We work like professionals but live like family.

*Chairman
Shri. Ganesh Gaonkar
(Ex-MLA, Sanvordem Constituency)*



PRINCIPAL'S MESSAGE

Greetings and a very warm welcome to GMFC!

“Education is simply the soul of a society as it passes from one generation to another”-Golbert K. Chesterton. Education is the vital keystone which facilitates in moulding the life of a child and effectively contributes towards building a strong and healthy society. I strongly believe that education is a collaborative effort involving professional administrators, dedicated teachers, enthusiastic parents and motivated students. Every child is like a seed which has inherent potential to excel if nourished with love and afforded right guidance.



This college, Goa multi-faculty College (GMFC) is a premier institute, the first and only college to offer undergraduate education in the Dharbandora taluka. The institution came into being in year 2013 to afford education to underprivileged and marginalized students of the society particularly from rural areas. However, students seeking admission to this institution are from different parts of Goa. The courses offered are B.B.A., B.C.A. and B.Com. and fees charged is the lowest in Goa for B.B.A. and B.C.A. courses as these are grant-in-aid ones along with that of the B.Com. course.

The college has a team of highly qualified, well experienced and deeply dedicated faculty who devote their time, energy and efforts not only to teaching but also to the holistic development of each and every student. The objectives envisaged are achieved through various scholastic programmes- sports, cultural and social, allowing each student to thrive. The college arranges various enriching and outreach activities by inviting experts, eminent personalities, executives, hands-on trainings, deputing students to various seminars/workshops/trainings, visits to industries/renowned institutions/research centres, amongst the other things. The college constantly strives hard to keep abreast with the latest technology by augmenting it into teaching to achieve better outcomes. All such measures have paid a rich dividend to do well in academics as well as in extra-curricular activities. The college students have been consistently performing well in sports arena over the couple of years.

It is the matter of satisfaction and pride to state that alumni of the college have carved a niche for themselves in varied fields and occupy prominent positions at different sectors in Goa and elsewhere.

I would like to take this opportunity to invite you to join us in our endeavour to actively and meaningfully contribute to the society and the nation by seeking quality and holistic education through this institution.

Wish you all the best!

Principal

Dr. Shaikh Mohammad Parvez Al-Usmani

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



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 the Ex-MLA of Sanvordem, Shri Ganesh Gaonkar, a graduate in Sociology, 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 B.B.A. and B.COM. In the subsequent year, B.C.A. 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 Regn No: 662/Goa/2012 with 18 promoters. The society comprises of young, educated and enterprising people with dynamic profile, active in social and political movements. Members of SPES are Statesmen, businessmen, educationists and administrators. The society is led by Shri. Ganesh Gaonkar, Ex-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**

Sr. No	Name of the Faculty	Nature of appointment	Designation	Total Teaching Experience	Qualification
1	Dr. Manasvi M. Kamat	Regular	Associate Professor in Economics	20 Years	Ph.D (Economics), M.A (Economics), UGC-NET, PGDIBO, PGDM
2	Mr. Ulhas Bansode	Regular	Assistant Professor in Commerce	08 Years	M.Com, UGC-NET
3	Mr. Subasish Mohanty	Regular	Assistant Professor in Commerce	08 Years	M.Com (BHU), PGDHRM, DCA, UGC-NET (HR/IR/PM), UGC-NET (Management), UGC-NET & JRF (Commerce)
4	Mr. Neelesh Morajkar	Regular	Assistant Professor in Commerce	10 Years	M.Com, UGC-NET, DOM
5	Dr. Prasannakumar Ganji	Regular	Assistant Professor in Department of Business Administration	12 Years	Ph.D (Management), M.Phil, MBA, UGC-NET, K-SET
6	Mr. Kaustubh Kamat	Regular (On Deputation to DHE)	Assistant Professor in Department of Business Administration	06 Years	BE (IT), MMM, PGDM (Systems), UGC-NET (Management)
7	Mr. Eknath Shirodkar	Regular	Assistant Professor in Department of Business Administration	05 Years	MBA (Financial Services), UGC-NET
8	Ms. Sonam Gondlekar	Regular	Assistant Professor in Psychology	06 Years	M.A. (Psychology)-HRM, UGC-NET
9	Mr. Elroy Pinto	Regular	Director of Physical Education	05 Years	M.Sc. (Physical Chemistry), M. Ed. (Physical Education), UGC-NET, JRF



10	Mr. Rajendra Gounder	Regular	Assistant Professor in Economics	13 Years	M. Phil, M.A. (Economics), DIT, PGDCA, UGC-NET
11	Ms. Kalpita Naik	Regular	Assistant Professor in Commerce	08 Years	M.Com, MH-SET (Commerce), LLM
12	Mrs. Nisha Sawant	Regular	Assistant Professor in IT & Computer Applications	08 Years	MCA, MBA (Finance), MH-SET (Computer Sc. & Applications), UGC-NET (Management)
13	Ms. Sandhya Joseph	Regular	Assistant Professor in English	10 Years	M.A. (English), MH-SET
14	Mr. Suraj Velip	Regular (On Lien to Goa University)	Assistant Professor in Department of Business Administration	02 Years 06 Months	M. Com., UGC-NET, JRF
15	Mr. Ajit Faras	Regular	Librarian	02 Years	MLISc, UGC-NET, SET
16	Mr. Sandesh Gaonkar	Regular	Assistant Professor in IT & Computer Applications	05 Years	MCA, UGC-NET (Computer Sc. & Applications)
17	Ms. Nilaxi Chari	Regular	Assistant Professor in IT & Computer Applications	08 Years	MCA, MH-SET (Computer Sc. & Applications)
18	Mr. Shubham Naik	Contract Basis	Assistant Professor in Department of Business Administration	02 Years	PGDM (Marketing, Finance), MH-SET (Management)
19	Ms. Shradha Naik	Contract Basis	Assistant Professor in IT & Computer Applications	02 Years 05 Months	ME (CSE)
20	Mrs. Siddhi Bhandankar	Lecture Basis	Assistant Professor in IT & Computer Applications	04 Years 05 Months	ME (IT)



21	Ms. Madhavi Priolkar	Lecture Basis	Assistant Professor in Mathematics and Statistics	02 Years	M.Sc. (Mathematics)
22	Ms. Suchita Naik	Lecture Basis	Associate Professor in Environmental Studies	04 Years	M.Sc. (Botany)
23	Ms. Akshada Palyekar	Lecture Basis	Assistant Professor in English	01 Year	M.A. (English)
24	Mrs. Rajlaxmi Naik	Lecture Basis	Assistant Professor in Psychology (Industrial Management / HRM)	07 Years	MA (Psychology- HRM)
25	Ms. Shreya Naik	Lecture Basis	Assistant Professor in Department of Business Administration	03 Months	MBA (HR)

TEACHERS WHO SERVED THE INSTITUTE FOR ACADEMIC YEAR 2019-20

Sr. No	Name	Department/ subject	Nature of Duty	Period of appointment	Qualification
1	Mr. Sarvesh R. Sawant	Assistant Professor in Business Administration	Lecture basis	From 20/07/2019, till 27/12/2019	B.B.A., MBA (Finance)
2	Ms. Shermin Shaikh	Assistant Professor in Economics	Lecture basis	From 17/06/2019 to 02/08/2019	B.A. M.A. Economics
3	Ms. Neha Matkar	Assistant Professor in Economics	Lecture basis	From 03/08/2019 till end of the Vth Semester in the academic year, 2019-20 only.	B.A. M.A. Economics
4	Ms. Prashanti Ramachandra Bhamaikar	Assistant Professor Commerce and Accounting	Lecture basis	From 17/06/2019, till 16/10/2019	B.COM, M. Com
5	Ms. Takdees Sayed	Assistant Professor in Psychology(HRM/Industrial Management)	Lecture basis	From 02/07/2019 to 09/09/2019	B.A, M.A Psychology (HRM)
6	Ms. DE SCC Rebelo Nadia Maria De Jesus	Assistant Professor in Languages-Portuguese	Lecture Basis	From 18/07/2019 till 30/09/2019(Term IX)	B.A, M.A Portuguese

**NON-TEACHING STAFF**

Sr. No	Name	Designation
1	Mr. Praneet Shigaonkar (On Deputation to Goa University)	Accountant
2	Mr. Prasad Kamat	Head Clerk
3	Ms. Ruchi Kuttikar	System Administrator
4	Mr. Diptesh Prabhu Dessai	Librarian Grade -I
5	Mr. Virendra Jaiswal	UDC
6	Ms. Chandrika Naik	Laboratory Assistant
7	Ms. Anjali Bicholkar	Junior Stenographer
8	Ms. Trupti Naik	LDC
9	Ms. Steffie Fernandes (On Extra-ordinary Leave)	LDC
10	Mr. Devidas Gaonkar	LDC
11	Mr. Mahesh Gaonkar	MTS
12	Mr. Suresh Gaonkar	MTS
13	Mr. Saiprasad Naik	MTS
14	Mr. Udas Dessai	MTS
15	Ms. Kiran Mamlekar	MTS
16	Mr. Shamba Gaude	MTS
17	Mr. Mahesh Shirgaonkar	MTS
18	Ms. Ravina Matkar	College Counsellor (Contract)
19	Mr. Kedhar Naik	Accountant (Contract)
20	Ms. Ujwala Gaonkar	LDC (Contract)
21	Ms. Manisha Jadhav	Utility Attendant (GHRDC)
22	Mr. Ramdas Gaonkar	Security Guard (GHRDC)
23	Mr. Vithal Khutkar	Security Guard (GHRDC)
24	Mr. Manoj Melekar	Security Guard (GHRDC)
25	Ms. Pushpa Gawade	Sweeper
26	Ms. Prashila Mainekar	Sweeper

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

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

The GMFC is the first college in India to offer the BBA degree with a highly subsidized fee structure since it is covered under government grant-in-aid scheme. It has two divisions with total 60 seats.

Bachelor of Business Administration or BBA is a three year, full time program that aims to build competence in students to effectively undertake entry level and middle level managerial jobs in organizations. The three-year BBA degree is designed to give a broad knowledge of the functional areas of a company and their interconnections, while also allowing for specialization in a particular area. The degree also develops the student's practical managerial ability, communication skills and business decision-making capability. 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.

Duration: It is a three-year, full time program. Each year consists of three trimesters. There will be an additional internship term of six weeks in the 4th, 8th, and four weeks in the 11th term. Each term will be of approximately 3 months duration.

FEE STRUCTURE FOR BBA

Sr. No	Particulars	F. Y.	S. Y.	T. Y.
		₹	₹	₹
1	Tuition Fees	1530	1530	1450
2	Library Fees	470	470	450
3	Gymkhana Fees	420	420	400
4	University Registration fees	580	--	--
5	Examination Fees	2875	2840	2595
6	Student Aid Fund	130	130	120
7	Other Fee	420	420	400
8	PTA Fees	100	100	100
9	Caution Money Deposit	70	--	--
10	Library Deposit Fees	70	--	--
11	Student ID Card Fees	100	--	--
12	I.Tech. Charges	820	820	780
Total		7585/-	6730/-	6295/-

* Note: Fees are subject to change as per the guidelines of Directorate of Higher Education.

P.S.: As per DHE instructions, the students have to pay additional amount of Rs. 225/- towards IAIMS fees.

**BBA PROGRAMME STRUCTURE**

Term	No. of Credits						Total Credits
	Core Business	Core Soft Skill	Optional Business	Non Business	Internship Seminar	Internship Report	
Term 1	9	2	0	2			13
Term 2	10	2	0	2			14
Term 3	10	2	0	4			16
Term 4	0	0	0	0	2	6	8
Term 5	10	1	0	2			13
Term 6	7	1	4	2			14
Term 7	6	1	4	4			15
Term 8	0	0	0	0	2	6	8
Term 9	0	0	10	4			14
Term 10	0	1	10	2			13
Term 11	0	2	2	2	2	4	12
Total	52	12	30	24	6	16	140

**LIST OF CORE COURSES FOR BBA**

Course Name	Credits
Marketing Management I & II	2 each
Human Resource Management I & II	2 each
Management Process	2
Organizational Behavior I & II	2 each
Strategic Management I & II	2 each
Financial Management I & II	2 each
Financial Statement Analysis I & II	2 each
Management Accounting I & II	2 each
IT Skills I & II	2 each
Managerial Economics I & II	2 each
Macroeconomic Analysis for Management I & II	2 each
Entrepreneurship	2
Business Environment I & II	2 each
Operations Research I & II	2 each
Production & Operation Management I & II	2 each
Business Mathematics I & II	2 each
Business Statistics I & II	2 each
Business Research Methodology I & II	2 each
Environment Management I & II	2 each
Management Information System I & II	2 each
Legal Aspect of Business I & II	2 each
Case Analysis 1 to 6	1 each
Case Writing & Analysis 1 & 2	1 each
Learning Management from Contemporary Articles 1 & 2	1 each
Seminar on Contemporary and Non Contemporary Issues 1 to 4	1 each
Learning Management through Executive Interaction 1 to 4	1 each

LIST OF SOFT SKILL COURSES FOR BBA

Subject Name	Credits
Oral Communication Skills	2
Written Communication	2
Interview Facing Skills	2
Emotional Intelligence	2
Presentation Skills	1
Negotiation Skills	1
Etiquettes	1
Time Management	1
Mock Interviews by Executives	1
Team Building	1

**LIST OF OPTIONAL NON BUSINESS COURSES**

Code : BBON001	Introduction to German Language – 1	Credits 3
Code : BBON002	Introduction to German Language -2	Credits 3
Code : BBON003	Conversational Portuguese (Beginners level)	Credits 4
Code : BBON004	Quilling Art	Credits 2
Code : BBON005	Flower Making	Credits 2
Code : BBON006	Basics of Professional Photography	Credits 3
Code : BBON007	Introduction To Advance Photographic techniques.	Credits 2
Code : BBON008	Creative writing	Credits 2
Code : BBON009	Warli Painting	Credits 2
Code : BBON010	Vedic Maths	Credits 2
Code : BBON011	Introduction to Computer Networking	Credits 2
Code : BBON012	Physical Health & Games I	Credits 2
Code : BBON013	Physical Health & games II	Credits 2
Code : BBON014	Repair And Maintenance of Home Appliances.	Credits 2
Code : BBON015	Introduction to Handbuilding	Credits 2
Code : BBON016	Pottery	Credits 4
Code : BBON017	Introduction to Advance Pottery	Credits 2
Code : BBON018	Batik Printing	Credits 2
Code : BBON019	Block Printing & Stencil Making	Credits 3
Code : BBON020	Body, mind and Theatre – Concepts & practice	Credits 2
Code : BBON021	Film Appreciation	Credits 2
Code : BBON022	Health & Nutrition	Credits 2
Code : BBON023	International Relations	Credits 2
Code : BBON024	Music Appreciation	Credits 2
Code : BBON025	Cultural Heritage of Goa - 1	Credits 2
Code : BBON026	Cultural Heritage of Goa – 2	Credits 2
Code : BBON027	Theatre Art	Credits 2
Code : BBON028	Critical Thinking	Credits 2
Code : BBON029	Indian Political Environment	Credits 2

**LIST OF OPTIONAL NON BUSINESS COURSES**

Code: BBON030	Individual and Society	Credits 2
Code: BBON031	Psychology	Credits 2
Code: BBON032	Vector Graphic Designing	Credits 2
Code: BBON033	Digital Image Processing	Credits 2
Code: BBON034	Database Management System and Web Designing	Credits 2

LIST OF OPTIONAL BUSINESS COURSES**HUMAN RESOURCE**

Code : BBOH001	Talent Acquisition	Credits3
Code : BBOH002	Performance Management	Credits 2
Code : BBOH003	Compensation Management	Credits 2
Code : BBOH004	Career Planning	Credits 1
Code : BBOH005	Learning and development	Credits 3
Code : BBOH006	Labour laws	Credits 2
Code: BBOH007	Industrial Relations	Credits 2
Code : BBOH008	Human Resource Information System	Credits 1
Code : BBOH009	Competency Mapping	Credits 2
Code : BBOH010	Leadership	Credits 2
Code : BBOH011	Industrial & Organizational Psychology	Credits 2
Code : BBOH012	Employee Engagement	Credits 2

FINANCE

Code: BBOF001	Banking Operations	Credits 2
Code: BBOF002	Insurance	Credits 2
Code: BBOF003	Investment Planning	Credits 3
Code: BBOF004	Taxation	Credits 2
Code: BBOF005	Stock Market Operations	Credits 3
Code: BBOF006	Working Capital Management	Credits 2

**MARKETING**

Code: BBOM001	Consumer Behaviour	Credits: 3
Code: BBOM002	Advertising Management	Credits: 2
Code: BBOM003	Brand Management	Credits: 2
Code: BBOM004	Digital Marketing	Credits: 2
Code: BBOM005	Services Marketing	Credits: 2
Code: BBOM006	Industrial Marketing	Credits: 2
Code: BBOM007	International Marketing	Credits: 2
Code: BBOM008	Marketing Research	Credits: 2
Code: BBOM009	Product Management	Credits: 2
Code: BBOM010	Retail Management	Credits: 2
Code: BBOM011	Sales Management	Credits: 2

SCHEME OF EXAMINATION FOR BBA

The assessment of all Courses shall comprise of continuous Intra-Semester / Trimester / Course Assessment (ISA) and End-Semester / Trimester / Course Assessment (SEA), 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 ISA and SEA and communicate the same to students before commencement of the course. The ISA shall be of 50% weightage, in which an individual component shall not exceed 30% of the total evaluation. There shall be SEA with 50% weightage of total evaluation covering the entire Course.

Grading Scheme

The percentage of marks secured in both ISA and ESA 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, Wi-Fi projector 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.

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. No Objection Certificate (NOC) (in case of students from other Colleges in Goa). Students migrating from another University/Board should also produce the Migration Certificate.
6. After the receipt of all application forms, admission shall be decided based on the merit.
7. Parent / Guardian shall accompany the student during the admission process.
8. **Admissions forms are to be filled and submitted online. Mode of payment will be Online/Offline.**

Note: Candidate shall be required to answer an Entrance Test on the date as decided by the Admission Committee, as the case may be.

ELIGIBILITY FOR BBA ADMISSION

I. Entrance Test:

The admissions to all the BBAs shall be carried out on the basis of an Entrance Test. The test may be conducted internally by respective colleges/ institutions or UGAT.

II. Weightage of Scores:

While admitting a student to the course give 50% weight for Entrance Test scores, 30% weight for Personal Interview and 20% weight for the scores in 12 standard or equivalent acceptable course while admitting students to BBA.

III. In case of a tie amongst the candidates:

In case of equal total scores for two or more candidates the test scores as the first personal interview as the second and 12th standard or equivalent acceptable course score as the third tiebreaker. In case the score remains same after the use of tiebreakers, candidates with the same score will be admitted to the course taking special approval from the appropriate authority.



IV. The last date of receiving applications:

The last date of receiving applications for BBA Programme from the candidates from Goa, Outside Goa and outside India shall depend on the 12th standard results and thus, the colleges/institutions may decide on the last date of receiving applications. The last date of giving admissions, however, must be as per the university provisions.

V. Reservation of seats:

Categories of Reservation and the percentage of seats reserved for reserved categories will be as specified by the University based on State Government directives.

VI. Procedure of admitting wait listed candidates:

A merit list of students shall be prepared according to the weightage mentioned at point No 2. If there are applications more than the seats allotted to the colleges/institutions, they shall be kept in the wait list. The admission shall be given to them in order of merit if there are any cancellations of the admissions rules with respect to reservation shall be followed wherever applicable.

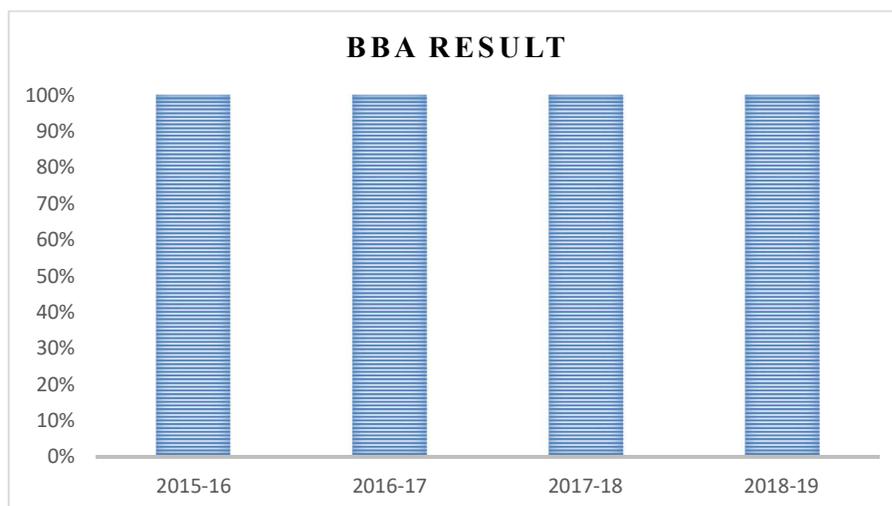
However, admissions shall be based purely on merit and first-come-first-serve basis.

ELIGIBILITY FOR EXAMINATION

Term End Examination

- 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 In-Semester evaluation component (Seminar Presentation, Case Study Analysis, Group Discussion, Assignment, etc.) of the respective Course.

BBA RESULT



***BACHELOR OF COMPUTER APPLICATIONS (BCA- Govt. Aided)****(*SUBJECT TO CHANGE IN GOA UNIVERSITY ORDINANCE)**

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:

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

Duration of the Programme & Semester:

- Duration of the programme shall be of three academic years which is divided into Six Semesters with two semesters in each academic year.
- Semester I, III and V shall be termed as Odd Semester while Semester II, IV and VI shall be termed as Even Semester.
- Academic Terms for Odd Semester and Even Semester shall be as notified by the University every year and shall follow the term that is applicable to B.A /B.Sc./B.Com Programmes.

FEE STRUCTURE FOR BCA

Sr. No	Particulars	F. Y.	S. Y.	T. Y
		₹	₹	₹
1	Tuition Fees Even & Odd Semester	1530	1530	1450
2	Library Fees	470	470	450
3	Gymkhana Fees	420	420	400
4	University Registration fees	580	--	--
5	Examination Fees	2540	2680	--
6	Student Aid Fund	130	130	120
7	Other Fee	420	420	400
8	PTA Fees	100	100	100
9	Caution Money Deposit	70	--	--
10	Laboratory Deposit	90	--	--
11	Lab. Practical Fees	880	880	800
12	I. Tech. Charges	820	820	780
13	Library Deposit Fees	70	--	--
14	Student ID Card Fees	100	--	--
Total		8220/-	7450/-	4500/-

*Note: Fees are subject to change as per the guidelines from Directorate of Higher Education.

P.S.: As per DHE instructions, the students have to pay additional amount of Rs. 225/- towards IAIMS fees.



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.

CBCS (Ordinance OC-67) for Semester I, II, III & IV

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.
4. A student shall be eligible for the award of BCA Degree on successful completion of minimum of **132 Credits**, to be completed over a minimum of six Semesters.

Non-CBCS (Old Course-Ordinance (OC-47A)) for Semester V & VI

5. A Credit shall consist of 15 clock hours of theory of 1 hour duration each or 15 practical classes of **3 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.
6. A student shall be eligible for the award of BCA Degree on successful completion of minimum of **189 Credits**, to be completed over a minimum of six Semesters.

COURSE STRUCTURE

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.

5. The Course Structure for the Three Year BCA Degree Programme shall be as specified below:

**FYBCA (CBCS)****Semester I**

Course Code	Course Name	Periods		Marks		Total	Course Credit
		Theory	Practical	In sem	End Sem		
CC-101	Problem Solving and Programming Concepts	4	-	40	60	100	4
CC-102	Computer Organization and Architecture	4	-	40	60	100	4
CC-103	Basic Mathematics	4	-	40	60	100	4
CC-104	Problem Solving and Programming Laboratory	-	2	20	30	50	2
GE -101	Basic Accounting	4	-	40	60	100	4
AECC-101	Environmental Studies	2	-	20	30	50	2
SEC-101	Computer Science Laboratory	-	2	20	30	50	2
Total Credits							22

Semester II

Course Code	Course Name	Periods		Marks		Total	Course Credit
		Theory	Practical	In Sem	End Sem		
CC-201	Data Structures	4	-	40	60	100	4
CC-202	Operating Systems Concepts	4	-	40	60	100	4
CC-203	Applied Mathematics	4	-	40	60	100	4
CC-204	Data Structures Laboratory	-	2	20	30	50	2
GE -201	Cost Accounting	4	-	40	60	100	4
AECC-201	Environmental Studies	2	-	20	30	50	2
SEC-201	Computer Science Laboratory	-	2	20	30	50	2
Total Credits							22



SYBCA (CBCS)
Semester III

Course Code	Course Name	Periods		Marks		Total	Course Credit
		Theory	Practical	In sem	End Sem		
CC-301	Object Oriented Concepts	4	-	40	60	100	4
CC-302	Database Management Systems	4	-	40	60	100	4
CC-303	Object Oriented Concepts Laboratory	-	2	20	30	50	2
CC-304	Database Management Systems	-	2	20	30	50	2
GE-301	General Elective I	4	-	40	60	100	4
GE-302	General Elective II	4	-	40	60	100	4
ACEE-301	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		
CC-401	Software Engineering	4	-	40	60	100	4
CC-402	Computer Networks	4	-	40	60	100	4
CC-403	CASE Tools	-	2	20	30	50	2
CC-404	UID Laboratory	-	2	20	30	50	2
GE-401	General Elective I	4	-	40	60	100	4
GE-402	General Elective II	4	-	40	60	100	4
ACEE-301	Technical Writing Skills	4	-	40	60	100	4
Total Credits							24



TYBCA (Non-CBCS) As Per Goa University Ordinance (OC-47A)
Semester V

Course Code	Course Name	Periods		Marks		Total	Course Credit
		Theory	Practical	In Sem	End Sem		
BCA501	Software Testing	4	-	50	50	100	5
BCA502	Web Technology	4	-	50	50	100	5
BCA503	CS Elective-I	4	-	50	50	100	5
BCA504	NCS Elective-I	4	-	50	50	100	5
BCA505	Web Technology Laboratory	1	3	50	50	100	5
BCA506	Project	-	-	-	-	-	-
Total Credits							25

Semester VI

Course Code	Course Name	Periods		Marks		Total	Course Credit
		Theory	Practical	In Sem	End Sem		
BCA601	Management Information Systems	4	-	50	50	100	5
BCA602	Multimedia Technology	4	-	50	50	100	5
BCA603	CS Elective-II	4	-	50	50	100	5
BCA604	NCS Elective-II	4	-	50	50	100	5
BCA605	Multimedia Laboratory	1	3	50	50	100	5
BCA606	Project	4	-	50	50	100	5
Total Credits							30



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 & GRADING

1. Standard of Passing at FY, SY & TYBCA 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 TYBCA, a student must have passed all the papers of Semesters I, II, III & IV.**
2. **Award of Class:** Class will be awarded as follows
- | | |
|--|---------------------|
| 70% and above | Distinction |
| 60% and above but less than 70% | First Class |
| 50% and above but less than 60% | Second Class |
| 40% and above but less than 50% | Pass Class |
- To be eligible for class, a student must pass Semesters V and VI at the first attempt.**
3. **Gracing:** Gracing at the FY & SY BCA examinations shall be done as per the relevant Ordinances of Goa University.
 4. **Improvement of Performance:** There is no provision for improvement of performance at Semester I, II, III and IV.
 5. 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.



- (E) A candidate shall be selected based on a **selection test** as prescribed by Goa University from time to time. **The selection test shall test the general aptitude, logical reasoning and analytical abilities and basic arithmetical skills of the candidate.**

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:
- He/She has passed in all courses of the Semester I and Semester II (First Year BCA) examination from that University.
 - 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:
- He / She has been declared Passed in Semester I to Semester IV examinations from that University, and
 - 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.

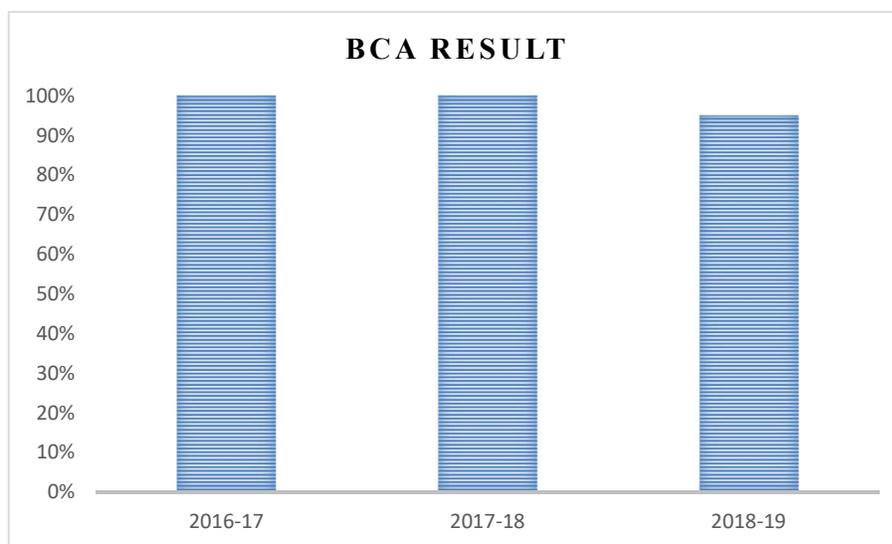


BCA ADMISSION PROCEDURE

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

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. 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.
6. After the receipt of all application forms, the Candidate shall be informed about the Date and time for conduct of Selection Test (F.Y.BCA) by the College as prescribed by Goa University.
7. Admission shall be decided on the basis of the merit in E Test (F.Y.BCA).
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.
11. **Admissions will be done in online mode. Mode of payment will be Online/Offline.**

BCA RESULT



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

(*SUBJECT TO CHANGES AS PER GOA UNIVERSITY ORDINANCE)

The degree is designed to provide the student with a wide range of managerial skills while at the same time building competence in a particular 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 and need-based courses.
- To inculcate in students, responsibility and self-discipline in the learning process.
- To enable students to acquire specific skills in keeping with their area of study.
- To make the evaluation system continuous and more objective.
- To provide a choice to the students in choosing their courses.

Duration of Course:

Duration of the programme shall be of three academic years. Every academic year shall consist of two semesters.

Course Requirements:

B.Com. Degree is awarded by Goa University considering the pass results at Sem. V & Sem. VI only. If he/she passes I to IV Sem., then only 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 B.Com.

Sr. No	Particulars	F. Y.	S. Y.	T. Y.
		₹	₹	₹
1	Tuition Fees Even & Odd Semester	1530	1530	1450
2	Library Fees	470	470	450
3	Gymkhana Fees	420	420	400
4	University Registration fees	580	--	--
5	Examination Fees	2820	2680	--
6	Student Aid Fund	130	130	120
7	Other Fee	420	420	400
8	PTA Fees	100	100	100
9	Caution Money Deposit	70	--	--
10	Library Deposit Fees	70	--	--
11	Student ID Card Fees	100	--	--
12	I.Tech. Charges	820	820	780
Total		7530/-	6570/-	3700/-

*Note: Fees are subject to change as per the guidelines from Directorate of Higher Education.

P.S.: As per DHE instructions, the students have to pay additional amount of Rs. 225/- towards IAIMS fees.



PROGRAMME STRUCTURE

1. The programme shall be based on a system of time-integrated Units called Credits, under the CBCS.
2. The programme shall comprise of Courses such as Core Course, Ability Enhancement Compulsory Courses, General Elective Courses, Skill enhancement Course and Discipline Specific Elective (Elective Course).
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.
4. One Credit shall carry a maximum of 25 marks.
5. A student shall be eligible for the award of Bachelor's Degree (General) on successful completion of minimum of 132 Credits, to be completed over a minimum of six semesters.
6. A student shall be eligible for the award of Bachelor's Degree (Honors) on successful completion of minimum of 148 Credits, to be completed over a minimum of six semesters.

COURSE STRUCTURE

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/ 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.
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 an 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 BoS and AC, 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 Courses in Semester VI and shall be designed to acquire special/ advanced knowledge; it shall be a specialized



course involving application of knowledge in solving / analyzing / exploring a real life situation /difficult problem. Student 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 AEC course is mandatory for all disciplines. Each Course shall have only 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.
5. The Course Structure of the Three Year Degree Programme in B.Com(General)/ B.Com. (Hon.) shall be as specified below:

Programme structure for Bachelor of Commerce (General)

Semester	Core Course (CC)	Ability Enhancement Compulsory Course(AECC)	Skill Enhancement Course (SEC)	Elective: Discipline Specific (DSE)	Elective: Generic (GE)
I	CC 1 Commerce CC 2 Commerce CC 3 Economics CC 4 Commercial Arithmetic	AECC 1 Spoken English AECC 2 Environmental Studies			GE 1: Computer Applications/ Geography/ Commerce/ Any other
II	CC 5 Commerce CC 6 Commerce CC 7 Economics CC 8 Commercial Arithmetic	AECC 3 Business Communication AECC 4 Environmental Studies			GE 2: Computer Applications/ Geography/ Commerce/ Any other
III	CC 9 Commerce CC 10 Commerce CC 11 Commerce		SEC 1 Business Law/ Any other		GE 3: Business Statistics/ Commerce/ Any other GE 4: Economics/ Any other
IV	CC 12 Commerce CC 13 Accounts CC 14 Commerce		SEC 2 Business Law/ Any other		GE 5: Business Statistics/ Commerce/ Any other



					GE 6: Economics/ Any other
V	CC 15 Commerce CC 16 Economics			DSE 1 Commerce DSE 2 Commerce	
VI	CC 17 Commerce CC 18 Economics			DSE 3 Commerce DSE 4 Commerce\$	

CC –Discipline Specific Core; DSE- Discipline Specific Elective GE – Generic Elective; SEC – Skill Enhancement Course; AECC – Ability Enhancement Compulsory Course. \$DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) has to be taken up.

Programme Structure for Bachelor of Commerce (Honors)

Semester	Core Course (CC)	Ability Enhancement + Compulsory Course(AECC)	Skill Enhancement Course (SEC)	Elective: Discipline Specific (DSE)	Elective: Generic (GE)
I	CC 1 Commerce CC 2 Commerce CC 3 Economics CC 4 Commercial Arithmetic	AECC 1 Spoken English AECC 2 Environmental Studies			GE 1: Computer Applications/ Geography/ Commerce/ Any other
II	CC 5 Commerce CC 6 Commerce CC 7 Economics CC 8 Commercial Arithmetic	AECC 3 Business Communication AECC 4 Environmental Studies			GE 2: Computer Applications/ Geography/ Commerce/ Any other
III	CC 9 Commerce CC 10 Commerce CC 11 Commerce		SEC 1 Business Law (With Practical component) / Any other		GE 3: Business Statistics/ Commerce/ Any other GE 4: Economics/ Any other
IV	CC 12 Commerce CC 13 Accounts CC 14 Commerce		SEC 2 Business Law (With Practical component) / Any other		GE 5: Business Statistics/ Commerce/ Any other GE 6: Economics/ Any other
V	CC 15 Commerce CC 16 Economics			DSE 1 Commerce DSE 2 Commerce DSE 3 Commerce DSE 4 Commerce	
VI	CC 17 Commerce CC 18 Economics			DSE 5 Commerce DSE 6 Commerce DSE 7 Commerce DSE 8 Commerce\$	



CC –Discipline Specific Core; DSE- Discipline Specific Elective GE – Generic Elective; SEC – Skill Enhancement Course; AECC – Ability Enhancement Compulsory Course ^SDSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) has to be taken up.

Credits for B.Com. (General)

Semester	Subjects	Credits	Total
I	CC 1 Commerce	4x1	4
	CC 2 Commerce	4X1	4
	CC 3 Economics	4x1	4
	CC 4 Commercial Arithmetic	4X1	4
	AECC 1 Spoken English	4x1	4
	AECC 2 Environmental Studies	2x1	2
	GE 1 Computer Applications/ Geography/ Any other	4x1	4
	Total		26
II	CC 5 Commerce	4x1	4
	CC 6 Commerce	4X1	4
	CC 7 Economics	4x1	4
	CC 8 Commercial Arithmetic	4X1	4
	AECC 3 Business Communication	4x1	4
	AECC 4 Environmental Studies	2x1	2
	GE 2 Computer Applications/ Geography/ Any other	4x1	4
	Total		26
III	CC 9 Commerce	4x1	4
	CC 10 Commerce	4X1	4
	CC 11 Commerce	4x1	4
	SEC 1 New Venture Planning	4X1	4
	GE 3 Business Statistics/ Commerce/ Any other	4x1	4
	GE 4 Economics/ Any other	4X1	4
	Total		24
IV	CC 12 Commerce	4x1	4
	CC 13 Commerce	4X1	4
	CC 14 Commerce	4x1	4
	SEC 2 Collective Bargaining & Negotiation Skills	4X1	4
	GE 5 Business Statistics/ Commerce/ Any other	4x1	4
	GE 6 Economics/ Any other	4X1	4
	Total		24
V	CC 15 Commerce	4x1	4
	CC 16 Commerce	4X1	4
	DSE 1 Commerce	4x1	4
	DSE 2 Commerce	4X1	4
	Total		16



VI	CC 17 Commerce	4x1	4
	CC 18 Commerce	4X1	4
	DSE 3 Commerce	4x1	4
	DSE 4 Commerce\$	4X1	4
	Total		16
TOTAL			132

1. Business Law in Semester III & IV and Accountancy papers in Semester V and VI will have 3 Credits of Theory and 1 Credit of Practical.
2. Computer Application paper in Semester I and II will have 3 Credits of Theory and 1 Credit of Practical.

\$DSP – In lieu of one of the DSE, a compulsory Discipline Specific Project (DSP) has to be taken up.

Credits for B.Com. (Honors)

Semester	Subjects	Credits	Total
I	CC 1 Commerce	4x1	4
	CC 2 Commerce	4X1	4
	CC 3 Economics	4x1	4
	CC 4 Commercial Arithmetic	4X1	4
	AECC 1 English	4x1	4
	AECC 2 Environmental Studies	2x1	2
	GE 1 Computer Applications/ Geography/ Any other	4x1	4
	Total		26
II	CC 5 Commerce	4x1	4
	CC 6 Commerce	4X1	4
	CC 7 Economics	4x1	4
	CC 8 Mathematics	4X1	4
	AECC 3 Business Communication	4x1	4
	AECC 4 Environmental Studies	2x1	2
	GE 2 Computer Applications/ Geography/ Any other	4x1	4
	Total		26
III	CC 9 Commerce	4x1	4
	CC 10 Commerce	4X1	4
	CC 11 Commerce	4x1	4
	SEC 1 Business Law/ Any other	4X1	4
	GE 3 Business Statistics/ Commerce/ Any other	4x1	4
	GE 4 Economics/ Any other	4X1	4
	Total		24



IV	CC 12 Commerce	4x1	4
	CC 13 Commerce	4X1	4
	CC 14 Commerce	4x1	4
	SEC 2 Business Law / Any other	4X1	4
	GE 5 Business Statistics/ Commerce/ Any other	4x1	4
	GE 6 Economics/ Any other	4X1	4
	Total		24
V	CC 15 Commerce	4x1	4
	CC 16 Commerce	4X1	4
	DSE 1 Commerce	4x1	4
	DSE 2 Commerce	4X1	4
	DSE 3 Commerce	4x1	4
	DSE 4 Commerce	4X1	4
	Total		24
VI	CC 17 Commerce	4x1	4
	CC 18 Commerce	4X1	4
	DSE 5 Commerce	4x1	4
	DSE 6 Commerce	4X1	4
	DSE 7 Commerce	4x1	4
	DSE 8 Commerce\$	4X1	4
	Total		24
TOTAL			148

1. Business Law in Semester III & IV and Accountancy papers in Semester V and VI will have 3 Credits of Theory and 1 Credit of Practical.
2. Computer Application paper in Semester I and II will have 3 Credits of Theory and 1 Credit of Practical.

\$DSP – In lieu of one of the DSE, a compulsory Discipline Specific Project (DSP) has to be taken up.

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 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 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 ISA's only for Theory component for total of 15 marks, and SEE theory component for 60 marks and Practical component for 25 marks. A Course of 6 credits for total of 150 marks



- having Theory and Practical components shall have ISA's only for Theory component for 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 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 to all 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 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 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 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 assessed and credits assigned in the VI Semester. The Project shall be a group project with a maximum of 5 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 5 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 field work/ 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 in the Project.
- 6.(a)(i). Revaluation of answer books of the candidates at semester 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 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 ISA component of the other papers, shall be carried forward for 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.
- (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 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 the 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:
 - a. He/She has passed the First Year B.Com./B.Com.(Hon.) examination in all subjects from that University.
 - b. He/She had offered at the First Year the same subjects as prescribed under Major category available under the scheme of this university.
 - c. 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 the 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:



- a. He/She has passed the Second Year B. Com. /B.Com. (Hon.) Examination in all subjects from that University, and
- b. 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:

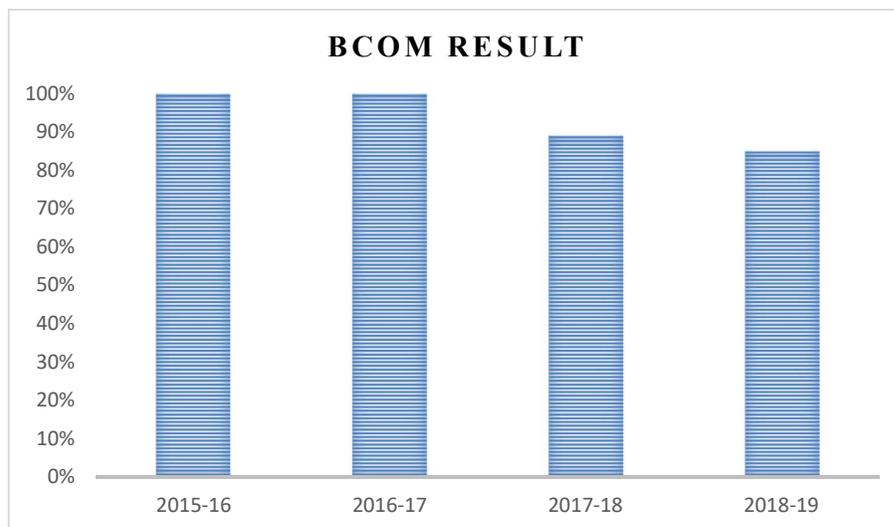
- A. A candidate already admitted for Semester-V shall be deemed eligible for admission to Semester-VI. Direct admission to Semester-VI shall not be permitted.

ADMISSION PROCEDURE

Students seeking admission to the College for B.Com course 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 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. No Objection Certificate (NOC) (in case of students from other Colleges in Goa). Students migrating from another University/Board should also produce the Migration Certificate.
6. Compulsory to have E-mail Id (Gmail account only).
7. Soft copy of candidate's passport size photograph and signature.
8. Parent / Guardian shall accompany the student during admission process.
9. **Admissions will be done in online mode. Mode of payment will be Online/Offline.**

B.Com. RESULT





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 satisfy the minimum attendance rule framed by Goa University.
- II. In addition to above, a Candidate should have answered the prescribed in-Semester evaluation component (Class Test, Assignment. Quizzes etc.) of the respective Course.

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 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 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 TEE (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. SY & 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 Classes (BCA/B.Com.) SY & TY: **1st August 2020.**
9. Date of Commencement of Classes (BCA/B.Com.) FY: **1st September 2020.**
10. Last Date for Admission to Classes (BCA/B.Com.): **1st October 2020.**
11. 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% | • CSP | : 01% |
| • Other Backward Classes | : 27% | • ESM | : 01% |
| • Physically Disabled | : 03% | • GNC | : 01% |
| • CFF | : 01% | • EWS | : 10% |

SEATS ALLOTTED FOR EACH COURSE AND COURSE DURATION

Course	No. of Seats Allotted	Course Duration
BBA	60	3 Years
BCA	40	3 Years
B.Com	60	3 Years

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

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

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

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

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

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

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

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

RULES & REGULATIONS

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



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

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 (BCA/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

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

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

C. Commencement of the scheme

The Scheme 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 for providing fee waiver

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

C. Commencement of the scheme

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

D. Amount of fee waiver

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

E. Application procedure

Applications under the Scheme shall be submitted in the format hosted on the website.



3. GAGAN BHARARI SHIKSHA YOJANA FOR RESERVED CATEGORY*

A. Eligibility Criteria:

Students belonging to Dhangar Community must have availed or eligible for Centrally Sponsored Post Matric Scholarship during the current academic year and any Dhangar Community student whose family income is less than 3 lakhs is eligible under the scheme “Gagan Bharari Shiksha Yojana”

B. Benefit under the scheme:

- a. Additional Maintenance allowance of Rs. 750/- p.m. for Day Scholar and Rs. 1500/- p.m. for those staying in Hostel during the academic year (for ten months).
- b. Additional disability allowance of Rs. 750/- p.m. during the academic year (for a period of ten months) is given.

4. MERIT BASED AWARD FOR STUDENT SECURING HIGH PERFORMANCE IN THE BOARD EXAMS OF SSC AND HSSC IN THE STATE OF GOA*:

A. Eligibility Criteria

Students belonging to Scheduled Castes Community securing high performance in the board exams of SSC and HSSC in the state of Goa.

- a. Students securing marks in the range (between 50% to 59.99%) will be given a financial award of Rs. 5000/-.
- b. Students securing marks in the range (between 60% to 69.99%) will be given a financial award of Rs. 8000/-.
- c. Students securing marks in the range (between 70% to 74.99%) will be given a financial award of Rs. 10,000/-.
- d. Students securing 75% marks and above will be given a financial award of Rs. 15,000/-.

B. Student whose family income is less than 2 lakhs is eligible under the scheme “ Merit Based Award”.

5. POST MATRIC SCHOLARSHIP TO SC/OBC STUDENTS*:

A. Eligibility Criteria

Students belonging to Scheduled Castes OR Other Backward caste Communities 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)

6. POST MATRIC SCHOLARSHIP 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.



7. POST MATRIC SCHOLARSHIP FOR STUDENTS BELONGING TO THE MINORITY COMMUNITIES*:

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.

8. 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. Students must have an annual family income not exceeding Rs. 2 lakh from all sources.

9. 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.

***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.



LIBRARY & BOOK BANK

Library is the heart of any institute and is called the knowledge house. Teaching and Learning system is supported by library through reading material. Our library is well equipped with reference books, textbooks, journals, periodicals, newspapers, e-material etc. The library is enriched every year with new books/materials purchased on the recommendation of students, teaching and non-teaching staff and other stakeholders.

Library Facilities

- Book Borrowing facility
- Referral service
- E-resources: e-books and e-journals can be accessed with N-LIST e-ShodhSindhu Consortium where students, college faculty can access over 6,000 + e-journals and 31, 35,000 + e-books.
- OPAC (Online Public Access Catalogue) for book search
- Students Profile
- Barcode for Books and Student ID for fast Circulation
- Book Bank
- Scholar Card
- Social Card
- Photocopy
- Inter-Library Loan

Library Rules

1. **Library timings: Monday to Saturday: 09.00 am to 06.00 pm.**
2. **Issue and return timings: Monday to Saturday: 09.15 am to 05.45 pm.**
3. The borrowing facility of library resources is open to the students, teaching as well as non-teaching staff of the college. The entitlement of borrowers is as follows

Plan	Borrowing Facility	Book Holding Duration (Days)
First Year	1 Book	7 days
Second Year	2 Books	7 days
Third Year	3 Books	7 days
Non-Teaching Staff	5 Books	15 days
Teaching Staff	10 Books	30 days

Delayed returns attract a late fee of Rs. 2/- per day per book.

4. The books already issued may be renewed in absence of demand by others.
5. The borrower must check the condition of the book and report unusual occurrences while borrowing itself. Else, the borrower will be solely responsible for any damage spoilage or mutilation of the book. The borrower will be charged for repair or replacement of book and other library material if found damaged.
6. If the borrower loses any book or other material issued to him/her, the same must be reported to the Librarian immediately. If the book cannot be found within sufficient period on case to case basis, then the borrower has to replace the book with latest edition or book amount plus fine. Replacement of a book by its photocopy is not permitted.



7. Library members found disfiguring the books and tearing/removing pages from the Books/Magazines/Questions Papers or found in possession of torn pages will be penalized by a cancellation of their membership of the library and by imposing a fine to cover double the cost of the Books/Magazine/Questions Papers.
8. The librarian reserves right to recall a borrowed book any time without giving any reason from the borrower.
9. Library material that is not borrowed on entitlement, cannot be taken out of the library.
10. Members are advised not to leave cash and other valuables in the Library. Library shall not be responsible for such losses.
11. Re-shelving of used library materials will be done by the library staff only.
12. For reserving a book that is borrowed by someone else, student must give requisition to the staff at issuing counter.
13. The following categories of documents will not be issued to take home but can be referred in library: Dictionaries, Encyclopedia's, Handbooks, Newspapers.
14. Eatables & Beverages are not allowed inside the library.
15. Utmost silence has to be observed in the library. Speaking on cell phone in the library is strictly prohibited. Please leave library in case you desire to speak over the phone.
16. Textbooks, printed materials and issued books are not allowed to be taken inside the library
17. Enter your name and sign in the register kept at the entrance counter before entering library
18. No personal belongings are allowed inside the library
19. Identity Card is compulsory for getting access to the library
20. Using Mobile phones and audio instruments with or without speaker or headphone in the library premises shall be allowed only with prior permission of librarian or library staff.
21. Each student shall obtain No dues certificate from the library after returning all the books issued, surrendering the borrower's cards and after paying outstanding dues, if any, at the end of the academic year.

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 bring out 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 of 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.

About 200 students are entitled to be enrolled in the College NSS Unit every year. Apart from being involved in socially useful projects, these students actively participate in a seven-day Special Camp, which involves community work.

Benefits of Being a NSS Volunteer:

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 are completing minimum 60 hours 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.	Dr. Shaikh Mohammad Parvez Al-Usmani (Principal)	Head of the Institute
2.	Mr. Eknath Shirodkar	Member
3.	Ms. Kalpita Naik	Member
4.	General Secretary – Students' Council	Student Representative
5	Mr. 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 (ICC)**

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. ICC 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 ICC 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 ICC.

The ICC of the College consists of the following members with the following composition tenable for a period of three academic years from 2018-19 to 2020-21 & the tenure of member students shall be of one academic Year:

Internal Complaints Committee (ICC)

Sr. No	Members	Designation	Position in ICC
01	Dr. Manasvi Kamat Mob: 9422415052	Associate Professor	Presiding Officer, Ex-Officio and Senior Most Lady Employee
02	Ms. Kalpita R. Naik Mob: 9552516783	Asst. Professor in Commerce	Convener
03	Ms. Sandhya Joseph Mob: 9096821585	Assistant Professor in English	Lady Employee member
04	Mr. Sandesh Gaonkar	Assistant Professor in Computer Application	Male Employee Member
05	Mrs. Siddhi Parodkar	External Lady Member with knowledge of such matters	Member
06	Mr. Uday Bicholkar	Practicing Advocate/ Any Legal Person	Member
07	Two Student nominees (if the matter involves student/s)	i. Lady Representative/Student as appointed by the Principal ii. General Secretary/Student as appointed by the Principal	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.

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.

Composition of Anti-Ragging Cell

Sr. No	Name	Designation
1	Dr. Shaikh Mohammad Parvez Al-Usmani, Principal GMFC	Convenor
2	Ms. Sandhya Joseph	Co-Convenor
3	Ms. Kalpita Naik	Member
4	Mr. Rajiv Kolvenkar	Media Person
5	Adv. Sudesh Gawade	Law Enforcement Representative
6	Mr. Dhyaneswar Gaonkar	Social Worker
7	Mr. Vijay P. Parulekar	PTA Member (Parent)
8	Mr. Prasad Kamat	Non-Teaching Staff
9	General Secretary	Student Representative
10	Ladies Representative	Student Representative
11	Male Student	Student Representative
12	Female Student	Student Representative

The Anti-Ragging Squad

Sr. No	Name	Designation
1	Dr. Shaikh Mohammad Parvez Al-Usmani, Principal GMFC	Convenor
2	Ms. Sandhya Joseph	Co-Convenor
3	Ms. Kalpita Naik	Member
4	Mr. Rajendra Gounder	Member
5	Mr. Elroy Pinto	Member
6	Ms. Chandrika Naik	Member



7	General Secretary	Member(student)
8	Ladies Representative	Member(student)

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

CODE OF CONDUCT FOR STUDENTS

1. Smoking, drugs and liquor consumption are strictly prohibited in the college and (college) bus arranged for the students.
2. Students are not allowed to use cell phones during lecture hours, except for curriculum.
3. Use of chewing gums or any eatables during class hours or guest lecturers is strictly not allowed.
4. Students should arrive to college on time. Students are not permitted to leave college before their scheduled time without the permission of the Principal.
5. Students shall keep minimum required attendance as stipulated by the Goa University Ordinance.
6. 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 special purpose with the permission of concerned teacher.
7. Students should not litter the campus and (college) bus.



8. Students must abide by the norms of decorum and respect members of the staff and fellow students. Students have to be courteous and respectful to teachers at all times. Students should not indulge in any arguments with teaching and non teaching staff.
9. Utmost care should be taken to ensure that there is no danger is posed and/or damage is caused to College property.
10. Students should be appropriately and modestly dressed. Uniform is a must for Presentation and Guest Lecture session. Students representing the college in Competitions, Field Visit etc. should be in proper uniform, wear ID Card etc., as the case may be.
11. Students must wear their Identity Card compulsorily while in the college premises.
12. It is obligatory on the part of students to read the College Notice Boards every day to take note of announcements that are put up from time to time.
13. No outsider should be invited to attend classes, functions and programs of the College without the prior permission of the Principal.
14. In case 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 on gmfcgoa2013@gmail.com.
15. Students should regularly visit college website for updates.
16. No group representation will be entertained. Class Representative should represent the issues of their respective class.
17. No student shall remain absent for tests and examinations without the prior permission of the Principal or shall inform immediately on joining the college.
18. Attendance for Guest Lectures, Workshops, Seminars, and Conferences is compulsory for all the students.
19. Loitering in the campus is strictly disallowed.
20. Any slang/foul language, vulgarity, or abusive comments within the campus will not be tolerated.
21. No students are allowed to post on any Social Media about any issue(s) regarding teaching staff / non-teaching staff / students /college.
22. All students must be regular and punctual for lectures, practical sessions, tests, examinations and other academic sessions.
23. Students are required to wear modest dress. Students are advised not to color their hair or have funky hairstyles in the college campus.
24. Copying, Cheating etc. in any exams is strictly prohibited and will be dealt with as per the University Rules.
25. Ragging and sexual harassment are strictly banned in the college.
26. 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.

Students violating any of the above rules will attract strict action as per the rules. If students are found violating the rules repeatedly, 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

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.

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.

Citizen Charter Link: www.gmfc.ac.in/citizen-charter

SALIENT FEATURES

Since its inception, GMFC has been continuously nurturing a vibrant academic environment with wide array of facilities which include the following:

- Dedicated to-and-fro Transport Facility for students on 4 routes from Ponda, Sanvordem - Curchorem, and Bicholim – Sanquelim to College and back.
- White Boards and LCD Projectors in all classrooms.
- Compulsory Industry Visits.
- 5% teaching by Visiting Faculty and Industry Experts (BBA).
- Learner Friendly Continuous Evaluation System.
- Use of Case-Studies, Role-Plays and Experiential Learning.
- Free Wi-Fi enabled internet connectivity to all students.
- Qualified and dedicated faculty.
- Individual Sitting Arrangement in the Class with Laptop Charging Points.
- Disturbance-free, Serene Environment Conducive to Learning.
- Personalized Attention to Students.
- Friendly Learning Environment.
- Online Learning Resources.
- Compulsory Internship (BBA).
- Learning Management Systems accessible from home.
- Marketing, Finance, IT and HR Clubs to facilitate continuous learning.
- Field trips, Study Visits, and Excursion activities.
- Democratically Elected Student Bodies.
- Air-conditioned Computer Laboratory with Multimedia.
- Fully Equipped Digital Library, and Book Bank Facility.
- Active participation at various sports/cultural events at state level.

SHRI GOPAL GAONKAR MEMORIAL GOA MULTI-FACULTY COLLEGE



SATERI PISANI EDUCATION SOCIETY'S

Shri. Gopal Gaonkar Memorial

GOA MULTI-FACULTY COLLEGE

Dharbandora-Goa

 NH-4A, Ponda-Belgaum Road, Near Sanjeevani Sugar Factory
Dayanandnagar. Tal. Dharbandora District- South Goa.
403406 (INDIA).

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