

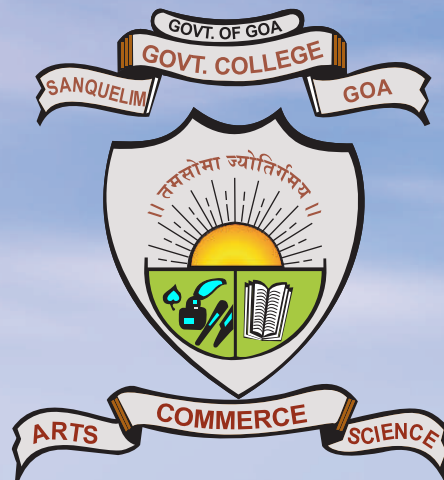
# Government College of Arts, Science & Commerce Sanquelim-Goa

Accredited by NAAC with 'A' Grade (CGPA 3.17/4.00)

Affiliated to the Goa University

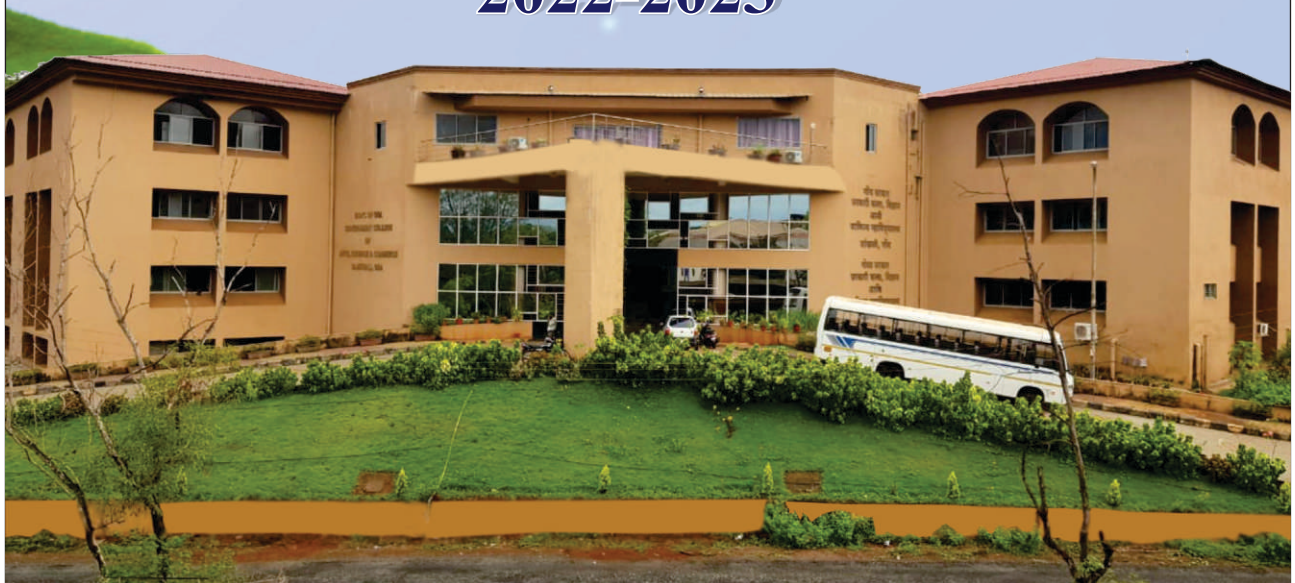
Among the top 150 Colleges in India as per NIRF

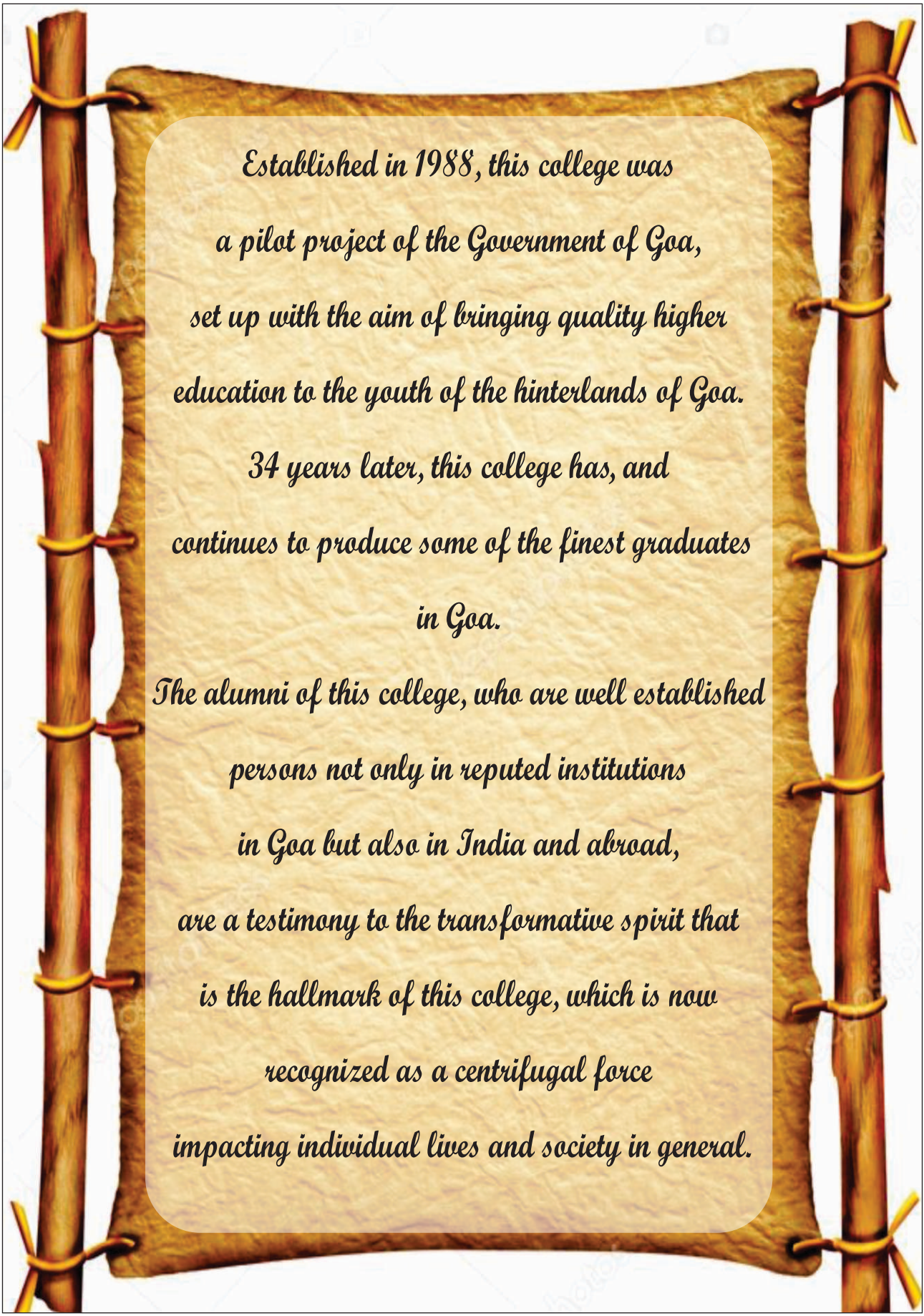
(As per- 2018-19 Ranking Survey)



TRANSFORMING LIVES SINCE 1988

## PROSPECTUS 2022-2023

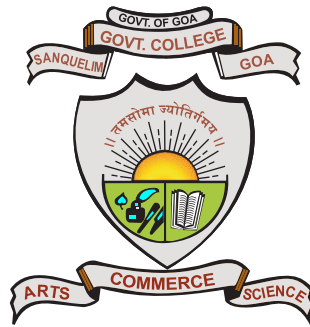




*Established in 1988, this college was  
a pilot project of the Government of Goa,  
set up with the aim of bringing quality higher  
education to the youth of the hinterlands of Goa.*

*34 years later, this college has, and  
continues to produce some of the finest graduates  
in Goa.*

*The alumni of this college, who are well established  
persons not only in reputed institutions  
in Goa but also in India and abroad,  
are a testimony to the transformative spirit that  
is the hallmark of this college, which is now  
recognized as a centrifugal force  
impacting individual lives and society in general.*



TRANSFORMING LIVES SINCE 1988

**GOVERNMENT COLLEGE  
OF  
ARTS, SCIENCE & COMMERCE,  
SANQUELIM – GOA**

Affiliated to Goa University

&

Recognised by University Grants Commission (U.G.C.)

Under section 2f & 12B of UGC Act of 1956

Accredited by NAAC with 'A' Grade with a CGPA of 3.17/4.00

Government College of Arts, Science & Commerce,

Sanquelim

Goa 403505

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## VISION

**EMPOWERMENT  
FOR SOCIAL TRANSFORMATION  
THROUGH  
HOLISTIC EDUCATION WITH  
A HUMANE APPROACH**

## MISSION

**TO INITIATE POSITIVE SOCIAL CHANGE  
THROUGH EQUAL OPPORTUNITY  
&  
DIVERSE APPROACHES, IN A HEALTHY, RESPONSIVE  
&  
INCLUSIVE ENVIRONMENT.**

### EDITORIAL BOARD

<b>Editor-in-Chief</b>	:	Dr. Gervasio S.F.L. Mendes Professor and Principal
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## GREETINGS FROM THE PRINCIPAL

A WARM WELCOME BY THE HEAD OF THE INSTITUTION

*“Do not lower your goals to the level of your abilities. Instead, raise your abilities to the height of your goals.”*

Swami Vivekananda

Dear Stakeholders,

It gives me immense joy to witness normalcy in our teaching learning process post Covid 19 pandemic. It proves the point that our positive attitude has seen us through some of the toughest times. Indeed, the joy of a teacher knows no bounds when the campus is filled with the laughter, the excitement and the expectations of the young minds. I am confident that

we shall usher in yet another fruitful, challenging and rewarding academic year in the history of this great institution as we step in our teaching programmes for 2022-23.

Government College of Arts, Science and Commerce, Sanquelim, is ready to welcome all the youngsters who wish to enrol themselves in the First Year of the varied Under Graduate Courses that we offer here. I am extremely happy that we are adding yet another exciting offering in the form of a skill-oriented B. Voc. Programme in Banking, Financial Services and Insurance (BFSI). This certainly augurs well for the academic growth of our institution.

I am sure that our friends who were with us last year in the First Year and the Second Year of the UG Programmes, the First Year of the Masters Programmes, those enrolled in the PGDAS Programme and the Ph.D. scholars will continue their academic journey with renewed vigour.

Our College is blessed with a highly motivated and dedicated team of faculty who will mentor you towards your academic and allied goals. Our Alumni Association and our PTA are important components that give muscle to the activities that are geared towards the well-being of the learners in this institution. The General Body Meetings of both our Alumni Association and our PTA, scheduled in June 2022, are expected to make deeper forays in leveraging the quality initiatives in the college.

The Directorate of Higher Education, Government of Goa, is constantly working towards new initiatives in higher education. Our college remains committed to implement all these initiatives.

Once again, I extend a warm welcome to all of you who will be part of our family at Government College Sanquelim. Let us all raise our abilities to meet the lofty goals of our dear institution. Jai Hind!



**Dr. Gervasio S.F.L. Mendes**  
**Professor and Principal**

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## OVERVIEW

Situated at the junction of two important talukas of Goa viz. Sattari and Bicholim, Government College of Arts, Science and Commerce, Sanquelim, Goa, caters to the higher education needs of students of almost 100 villages and is blessed with the unique distinction of a healthy and delicate blend of the rural and the urban.



Established way back in 1988 with a modest student strength of around 300 and a handful of teachers, the College has grown by leaps and bounds. Thirty-four years down the lane, the College today is a hub of multifarious curricular and co-curricular activities with more than 100 teaching staff coupled with more than 100 support staff, security and house-keeping, and students-enrolment crossing 1600, including foreign students! The pristine beauty of the location is harmoniously blended with the additions of space, books, technology and man power to cater to the growing needs and demands of modern education.

Considering the location and the purpose for which this college was originally set up, the efforts are constantly on to be in sync with modern trends in education. The campus is fully networked and has facilities for use of Information and Computer Technology in the teaching-learning process. The college has the State-of-the-Art Smart Classrooms, Virtual Studio, Digital Language Laboratory, Digital Economics-Commerce-Mathematics Laboratory, besides providing automated library and gymnasium facilities. The stress is on the attainment of all-round development of the physical, intellectual and moral faculties of the students through wide ranging co-curricular and extra-curricular activities. The Add-Ons in our system include -

1. Personality Development Programmes
2. On the Job Training, Internships and Placements
3. Field Trips
4. A democratically elected Students' Council
5. Freeships and Scholarships
6. Awards and Prizes for academic excellence
7. NSS
8. NCC (for women)
9. Red Ribbon Club (which aims at creating awareness about HIV and AIDS among students and society at large)
10. Parents-Teachers Association (P.T.A.)
11. Higher Secondary-Societal Linkages
12. Coaching Center for aspirants for jobs/P.G./Professional Courses
13. Grievances Redressal facility
14. Professional Counselling
15. Computer and Internet facilities

16. A variety of Clubs/Associations/Cells organising competitions, awareness programmes, talks and interactions with eminent personalities from the respective fields.

The College offers bachelor's degrees in Arts, Science, Commerce and Vocational Studies under Choice Based Credit System. The Arts section has eight departments: English, Hindi, Marathi, Konkani, Economics, History, Geography and Political Science. The Science section offers courses in Physics, Chemistry, Mathematics, Zoology, Geology, Botany and Computer Science. B.Sc. in Geography is a new addition to the science courses offered in the college. The Commerce Department, apart from dealing with compulsory papers, offers specialisations in Accounting, Cost Accounting and Business Management. The B. Voc Programme is started from this academic year to cater to the needs of the students aspiring for a degree in Vocational Studies. Four Master's degree programmes in Economics, Hindi, English and Mathematics have added additional value to this hub of education, which is also a recognised Research Center in Hindi and Economics.



The college has a qualified Counsellor who provides counselling services to students free of cost. The Mentoring System of the college takes care of the individual needs of the students in the college.

Since the needs of society are changing and academic excellence alone is not enough, educated youth are under pressure to discover their potential/talents while pursuing their degree program itself. Hence, various certificate courses have been introduced; competitive activities and training programs are taken up from time to time. A variety of Clubs/Associations organise different Co-Curricular and Extra-Curricular activities throughout the year. The alumni of the college are invited to interact with the students and professionals and experts visit the Campus to address the staff and students. The IQAD/IQAC of the college supervises the maintenance of quality in all the college activities and makes suitable suggestions for improvements.

A few of the National/State Level recognitions for the college include - The NAAC Accreditation with 'A' Grade (CGPA of 3.17/4.00), ranking among the Top 200 Colleges in India by NIRF, ranking among the Top 200 Colleges in India by India Today Ranking. The college library was awarded the 'Best Library Award' by the Government of Goa in 2019 and ranked 9<sup>th</sup> in NLIST Online Electronics Services, Gujarat, MHRD, Government of India in 2020. It is also registered for NDLI Club.

The college has worked out MOUs (Memorandum of Understanding) with other institutes of higher education and agencies/departments for an enhanced teaching-learning experience. One of the proposals is to have Credit Transfers with eminent institutions like IIT, Mumbai in select courses.

The Science departments have well equipped laboratories and lab-staff. The spacious library, with a seating capacity of 200, houses more than 26000 books, 55 journals and 400 CDs. It is enriched with E-resources - N List, TEL-NET, old question papers, project-reports



and maps. The library provides book-bank facilities to economically backward students and is fully automated. The Library undertakes training students for Library Science for six months every year. It also provides the service of the Mobile Van Library from Central Library, Panjim, to our students, wherein they can borrow books of their choice.

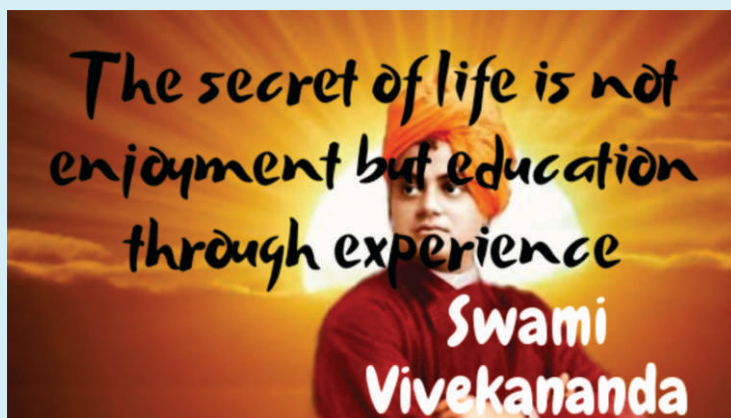
'Latitude', the hall mark Research Journal of the college with the ISSN 2395- 2520, publishes research articles, reviews and popular readings by the staff of the college.

Apart from an auditorium with a seating capacity of 400 people, the College has a separate Seminar Hall/Virtual Studio, Meeting Room, Conference Room and a Counselling Room. The Sports Department has a Gymkhana with facilities for indoor games along with a well-equipped gymnasium and a qualified College Director of Physical Education. The work of developing the college ground and stadium and a hostel for international and domestic students is in full swing. The sports persons, NSS volunteers and NCC cadets of the College have excelled at both state and national level events and have brought laurels to the institution.

The College canteen is run by an independent contractor and can accommodate up to 300 people. The college bus with a driver and a cleaner, is used to give transport facilities to staff and students going for field/study trips, taking part in sports and extra-curricular activities outside the college.

The by-gone academic year saw unexpected challenges in the field of education. The pandemic shattered the established fabric of the teaching-learning process. But there was the indomitable will of the students and the staff, not to yield, not to give-up. The teaching, learning and examinations went on smoothly on-line, as all the stakeholders put their hands to the wheel of the common goal. The difficulties still continue and our will to surmount them still soars high. This academic year we are better equipped to handle the situation even as the offline classes have been restored. At any cost, teaching-learning will not suffer. And that's a promise!

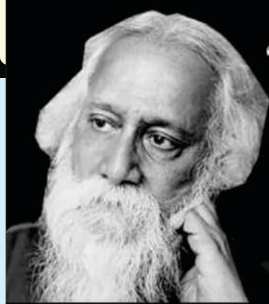
We realise that in the modern world, education is no longer limited to lecturing in the confines of the four walls. It is the result of a healthy and harmonious blend and interaction of varied processes, technology and stake holders. Every step that we take reminds us of our Vision and every effort takes us nearer our Mission, and striving for excellence becomes a way of life...



## SCROLL OF HONOUR

### Our Top Rankers at T.Y.B.A. / B.Com/B.Sc. University Examinations

Year	University Rank	Faculty	Name
1990-91	First	Commerce	Mr. Arjun Rane
	Second	Commerce	Mr. Sundatta Shirodkar
	Third	Commerce	Mr. Namdev Halarnkar
1991-92	First	Commerce	Mr. Bipin Bandekar
1992-93	Third	Science	Ms. Chetana Desai
1993-94	Third	Arts	Ms. Esperansa Barreto
1996-97	First	Science	Mr. Austin D'Souza
	Second	Science	Ms. Gauri Deshpande
	Third	Commerce	Ms. Vanita Thakur
1998-99	First	Science	Ms. Siddhi Naik
1999-2000	First	Science	Mr. Appa Desai.
2000-2001	Third	Commerce	Ms. Shirley Rodrigues
2001-2002	First	Science	Mr. Divyesh H. Shah
2010-2011	First	Science	Mr. Aditya Mandrekar



“The highest education is that which does not merely give us information but makes our life in harmony with all existence.”

— Rabindranath Tagore

## CERTIFICATE & HOBBY COURSES

- Introduction to Android Development
- Graphic Design using Photoshop
- Creative Photography
- Typing Skills in Roman & Devanagiri Script
- Certificate Course in Sanskrit
- Theatre
- Music
- Dance
- Creative Writing
- Horticulture
- Remote Sensing & GIS
- Journalism
- Training for Competitive Exams
- Drawing, Painting & Clay modelling
- Yoga
- Interview preparedness
- Application of Mathematics in Economics
- Design, Installation and Maintenance of a Biogas Plant
- Maintenance and Repairs of Domestic Electrical and Electronic Appliances and Hobby Electronic

and more....!

## ADD-ONS

- Co-curricular & extra-curricular activities
- Personality Development Programs
- On the Job Training
- Field Trips
- Students' Council
- Freeships and Scholarships
- Awards and Prizes
- Interactions with Eminent Persons from different fields.
- Membership to Clubs and Associations
- Alumni Association
- Art & Skill-based courses



## FACILITIES

- Placement Cell
- Well equipped Laboratories & Class Rooms
- Canteen
- Library with Lending, Reference, Reading Room & Internet Facilities
- Aesthetic and Disciplined Environment
- Grievance Redressal Facilities
- N.S.S.
- N.C.C. (Women)
- Professional Counselling
- Computer & Internet Facilities
- Indoor & Outdoor Sports Facilities



## ADMISSIONS

### Under Graduate Programmes

#### Eligibility

- First Year : XII pass  
First attempt, 2021-22 students.
- Second year : Students who have enrolled with the College/Goa University at F.Y., have had requisite attendance at F.Y. and who have completed two I.S.A's in each paper of F.Y. in both semesters.
- Third Year: Students who have passed I,II,III & IV semester exams.

### Post Graduate Programmes

- M.A./M.Sc. : The Students who have passed T.Y.B.A./B.Sc. Examination with a minimum of 40% marks and have answered the Ranking Test conducted by the Goa University in the relevant subjects.

#### Criteria for selection on “first come first served” basis:

1. Preference will be given to 1<sup>st</sup> attempt students.
2. Place of residence (locals on priority)
3. Receipt of admission form and fees paid within the specified time
4. Good conduct/character.

**All the admissions will be online. The details will be made available on the college website.**

## SCHEME OF EXAMINATION

### Under Graduate Programmes

Goa University has introduced Choice Based Credit System from 2017-18.

#### **(Brief Summery AS per OC – 66 of Goa University Ordinance)**

There shall be two modes of evaluation of the academic performance of the students offering the B.A. /B.Com / B.Sc. course, namely, the Intra-Semester Assessment (I.S.A.) and the Semester End Examination (S.E.E). A student is required to appear for I.S.A. as well as S.E.E. A student who does not appear for a minimum of two ISAs of a paper shall not be eligible to answer S.E.E. in that paper.

Details regarding I.S.A., S.E.E. practical exams, passing in each head, improvement in score, mark sheets, supplementary exams and project work are printed in the handbook.

### Post Graduate Programmes

As per Goa University Ordinance OA-18.

## TEACHING DEPARTMENTS

<b>ARTS :</b>	<b>English</b> <b>History</b>	<b>Hindi</b> <b>Geography</b>	<b>Marathi</b> <b>Economics</b>	<b>Konkani</b> <b>Political Science</b>
<b>SCIENCE :</b>	<b>Mathematics</b> <b>Botany</b>	<b>Zoology</b> <b>Physics</b>	<b>Geology</b> <b>Computer Science</b>	<b>Chemistry</b> <b>Geography</b>
<b>COMMERCE</b>				
<b>B.VOC.</b>				

## COURSE STRUCTURE

### Under Graduate Programmes

<b>FYBA</b>		<b>240 seats</b>
<b>Subjects to be offered</b>		
1. English - Core	4. DSC 03: (Three core subjects from the combinations given)	5. AECC- English /Hindi/ Marathi/Konkani (in one semester)
2. DSC 01:		6. Generic Elective: Anyone (other than the core subjects selected) from English, Hindi, Marathi, Konkani, History, Political Science, Geography, Economics, Computer Science
3. DSC 02:		
		Environmental Studies (in the other semester)

<b>SYBA</b>		<b>240 seats</b>
<b>Subjects to be offered</b>		
1. DSC 01:	4. CC- English / Hindi / Marathi / Konkani	5. Skill Enhancement Course (Any one amongst the above Core subjects only)
2. DSC 02:		6. Generic Elective: Anyone (other than the three selected core subjects) from English, Hindi, Marathi, Konkani, History, Political Science, Geography, Economics, Computer Science
3. DSC 03: (Same Three core subjects chosen in FYBA)		
4. CC- English / Hindi / Marathi / Konkani		

**TYBA General Course**  
**Subjects to be offered**

V semester	VI semester
1.DSC 01:	1. DSC 01:
2. DSC 02: (Any TWO core subjects from the subject combinations given)	2. DSC 02: (Same TWO core subjects of V Semester)
3. DSE 01: (of first core subject)	3. DSE 01: (of anyone core subject)
4. DSE 02: (of second core subject)	4. Project (In the other core subject)

**Subject Combinations for F.Y.B.A.**

Hindi – Marathi – Konkani	History-Geography-English
Hindi-Economics-English	Konkani-Political Science-Geography
History-Political Science-Economics	English-Economics-Political Science
Hindi-Marathi-History	Geography-Marathi-Konkani

The student has to choose one of the combinations for the first year. The same combination will be continued in the second year.

**Honours**  
**TYBA Honours Course**

V semester	VI semester
1. DSC 5	1. DSC 8
2. DSC 6	2. DCS 9
3. DSC 7	3. DSC 10
4. DSE 1	4. DSE 1
5. DSE 2	5. DSE 2
6. DSE3	6. DSP ( In lieu of one of the DSEs)

\*A student shall offer language in one semester and environmental studies in the other semester (AECC). However, Colleges may offer Language and Environmental Studies in both the semesters for different batches of students.

\*\*A student who desires to acquire Honours degree shall offer DSCs and DSEs in a single subject of his/her choices in Semester V and VI.

The core courses shall be common for B.A. and B.A. (Hons.) programmes.

DSC – Discipline Specific Core (1- subject 1; 2-subject 2; 3- subject 3).

DSE – Discipline Specific Elective (1- subject 1; 2-subject 2; 3- subject 3).

GE – Generic Elective;

SEC - Skill Enhancement Course.

‡DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) shall be taken up.

\*\* All papers are offered subject to the minimum number of students as per the DHE circular.

**Titles of papers : F.Y.B.A.**

**Semester I**

**English**

Compulsory English	EGC 201	Communicative English 1.1
English DSC	ENC 115	Introduction to Literature*
AECC / MIL	ENA 201	Spoken English
GE	ENG 107	Culture Study through Film-India

**Hindi**

DSC	HNC: 101	Maadhyakalin Evam Aadhunik Hindi Kavya Tatha Vyakaran
AECC / MIL	HNA: 101	Sampreshan Kaushal
GE	HNG: 101	*Hindi Sahitya ka Parichay - I

**Marathi**

Core	MRC-101	Short Story - A Form of Literature
MIL	MRA-101	Communication Skills: Comparing
GE	MRG-101	Film Appreciation

**Konkani**

DSC	KOC 101	Katha Sahitya: Siddhaant ani Aaswaadan
GE	KOG 101	Vevharaantali Konkani Bhaas
AECC / MIL	KOA 101	Maukhik Konkani: Bhaashik Kaushyallanchem Adhyayan

**Economics**

DSE 1	ECC 101	Microeconomics I
GE 3	ECG 103	Demography and Population Studies I

**Political Science**

DSC	POC 101	Introduction to Political Theory
GE	POG 101	Contemporary Issues in India

**History**

Core	HSC 101	History of Goa (from the Earliest Times to 1961)
G.E	HSG 101	Goan Heritage

**Geography**

Core (DSC)	GEC 101	Theory: Introduction and Fundamentals of Geography
AECC	ENVS 01	Environmental Studies I
GE	GEG 101	Resource Geography of Goa.

**Semester II****English**

Communicative English	EGC 202	Core Communicative English 1.2
English DSC	ENC 102	Indian Writing in English*
AECC / MIL	ENA 201	Spoken English
GE	ENG 123	Media & Communication Skills

**Hindi**

DSC	HNC: 102	Aadhunik Hindi Katha Sahitya Evam Vyakaran
GE	HNG:102	*Hindi Sahitya ka Parichay - II

**Marathi**

DSC	MRC 102	Drama : A Form of Literature
MIL	MRA 101	Communication skills: Compering
GE	MRG 102	News Writing for Media

**Konkani**

DSC	KOC 102	Konkani Kathaa: Aaswaadan ani Nirmiti Abhyaas
GE	KOG 102	Sampark Madhyamaanchi - Konkani Bhas
AECC / MIL	KOA 101	Maukhik Konkani: Bhaashik Kaushyallanchem Adhyayan

**Economics**

DSE 2	ECC 102	Microeconomics II
GE	ECG 104	Demography and Population Studies II

**Political Science**

DSC	POC 102	Politics and Political Ideas
GE	POG 102	Contemporary Global Affairs



<b>History</b>		
Core	HSC 102	History of India (from Earliest Times to 2nd C.E.)
GE	HSG 102	Indian Culture & Heritage

<b>Geography</b>		
Core	GEC 102	Social and Cultural Geography
AECC	ENVS 01	Environmental Studies I
GE	GEG 102	Geography of Resource Utilisation of Goa.

\* English Core papers are purely literature papers. They do not have any grammar/language components.

\* Language min. 5 students & Non-language min. 10 students - Sem.: I, II, III, IV, V, VI

### **Titles of papers : S.Y.B.A.**

#### **Semester III**

<b>English</b>		
DSC	ENC 103	British Poetry & Drama 14th to 17th Centuries
AECC / MIL	EGC 203	Advanced Core Communicative English 2.1
SEC	ENS 101	English for Competitive Exams
GE	ENG 122	Culture Study through Film-America

<b>Hindi</b>		
DSC	HNC: 103	Hindi Sahitya Ka Aadikaal Evam Madhyakaal: Parichayatmak Adhyayan.
GC	HGC:101	Aadhunik Hindi Gadya Ki Itar Vidhayein
GE	HNG:103	Hindi Sahitya KI Vividh Vidhayein
SE	HNS: 101	Sambhashan Kala

<b>Marathi</b>		
Core	MRC-103	Novel - A Form of Literature
MIL	MGC-101	Personality Development
GE	MRG-103	Goan Folk Culture & Folk Tradition
SEC	MRS-101	Communication Skill: Interview

<b>Konkani</b>		
CC-GEN	KGC 101	Konkani Ekaanki: Siddhaant ani Aswadan
DSC	KOC 103	Konkani Kavita: Sid'dhant ani Rasaswad
GE	KOG 103	Vinodi Sahityaacho Abhyaas
SEC	KOS101	Film Aawaadan

<b>Economics</b>		
DSC	ECC 103	Macroeconomics I
SEC	ECS 101	Data Analysis I
GE	ECG 105	Labour Welfare & Industrial Relation I

**Political Science**

DSC	POC 103	Indian Constitution
GE	POG 107	Introduction to Human Rights
SEC	POS 102	Introduction to Political Reporting

**History**

Core	HSC 103	History of Medieval India (from 9th C. to 18th C.)
GE	HSG 103	History of Human Civilizations
SEC	HSS 101	Introduction to Archaeology

**Geography**

Core	GEC 103	Geography of Natural Resource Development
SEC	GES 107	Geospatial Technologies in Geography
GE	GEG 109	Fundamentals of Tourism Geography

**Semester IV****English**

Core	ENC 116	British Literature: 19th Century
CC	EGC 204	Advanced Core Communicative English 2.2
SEC	ENG 124	Text and Performance
GE	ENS 103	Soft Skills

**Hindi**

DSC	HNC: 104	Aadhunik Hindi Gadya Sahitya: Parichayatmak Adhyayan (from 1850 to 1960)
GC	HGC: 102	Aadhunik Hindi Padya
GE	HNG:104	Sahitya Aur Hindi Cinema
SE	HNS:102	Samachar Sankalan Aur Lekhan

**Marathi**

DSC	MRC 104	Poem - A Form of Literature
MIL	MGC 102	Travelogue - A Form of Literature
GE	MRG 104	Study of Translation
SE	MRS 102	Reading Skill

**Konkani**

CC-GEN	KGC 102	Konkani Rangmaachi: Tiatr
DSC	KOC 104	Konkani Rangmachi: Nattak
GE	KOG 104	Goenche Lok Sanskrutik Daize
SEC	KOS 102	Film Nirmiti Parichay

**Economics**

DSC	ECC 104	Macro Economics II
SEC	ECS 102	Data Analysis II
GE	ECG 106	Labour Welfare & Industrial Relation II

**Political Science**

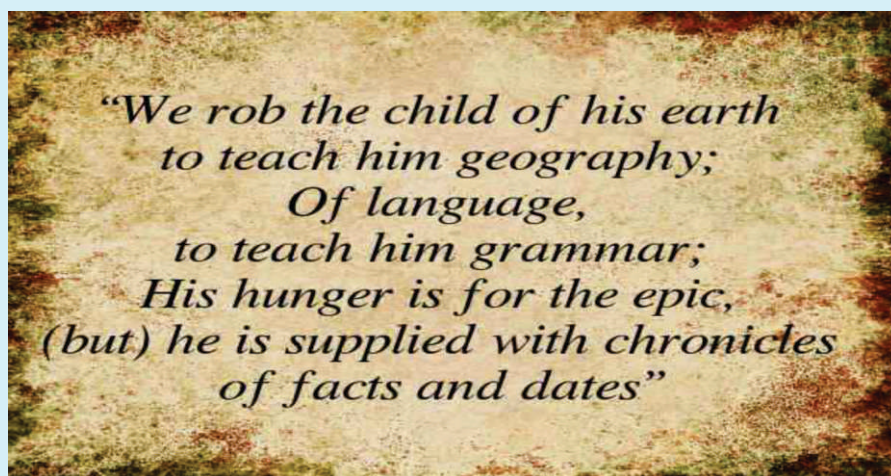
DSC	POC 104	Constitutional & Social Issues in India
GE	POG 108	Human Rights Movements in India
SEC	POS 103	Public Opinion & Survey Research

**History**

Core	HSC 104	Social Formations & Cultural Patterns of the Medieval World.
GE	HSG 104	History of World Religions
SEC	HSS 102	Introduction to Museology

**Geography**

Core	GEC 104	Geography of Secondary & Tertiary Activities.
SEC	GES 108	Application of GIS in Geography
GE	GEG 110	Applied Tourism Geography with Mini Project



**T.Y.B.A. Semester V & VI (Total 6 papers including Project for Honours  
& 4 papers including Project for General Course)  
Subject Combinations for T.Y.B.A.**

- Economics (Honours)
- Konkani (Honours)
- Geography (Honours)
- Hindi (Honours)
- Marathi (Honours)
- English (Honours)

OR

**General Courses in the following groups**

- Hindi + Marathi
- Konkani + Geography
- Marathi + Konkani
- Marathi + Geography
- History + Marathi
- Hindi + English
- Political Science + Economics
- Hindi + Economics
- History + English
- Political Science + Konkani
- History + Geography
- Konkani + Hindi
- Geography + English
- English + Economics
- History + Hindi
- English + Political Science
- History + Political Science
- Project (100 marks)

**Hindi Honours**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
HNC 105	Aadhunik Hindi Kavya ka Itihas	HNC 108	Swatantryottar Hindi Gadya
HNC 106	BhartiyaKavyashastra	HNC 109	Pashchatya Kavyashastra
HNC 107	Hindi Bhasha Ka Itihaas	HNC 110	Hindi Vyakaran
HND 101	Rachanatmak Lekhan	HND 104	Prayojanmoolak Hindi
HND 102	Asmitamoolak Vimarsh	HND 105	Bhartiya Sahitya
HND 103	Sahitya Aur Hindi Cinema	HND 106	Rachnakar Ka Vishesh Adhyayan: Mohan Rakesh
		Praklap Karya	

**HINDI GENERAL**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
HNC 105	Aadhunik Hindi Kavya ka Itihas	HNC 108	Swatantryottar Hindi Gadya
HND 101	Rachanatmak Lekhan	HND 104	Prayojanmoolak Hindi
HND 102	Asmitamoolak Vimarsh	HND 105	Bhartiya Sahitya

**Konkani (General)**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
KOC 105	Konkani Bhas ani Sahityaacho Itihas (10th to 19th Century)	KOC 108	Adhunik Konkani Sahityaacho Itihaas (20vo shenkddo tem 2015 meren)
KOD 101	Prashasakiy Vevhaaraanthi Konkani		
		KOP 101	Project Paper

**Konkani (Honours)**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
KOC 105	Konkani Bhas ani Sahityaacho Itihas (10th to 19th Century)	KOC 108	Adhunik Konkani Sahityaacho Itihaas (20vo shenkddo tem 2015 meren)
KOC 106	Bharatiya Kavyashastr		
KOC 107	Venchik Konkani Kadambarecho Abhyas	KOC 109	Samiksha: Sid'dhant ani Upayojan
KOD 101	Prashasakiy Vevhaaraanthi Konkani	KOC 110	Venchik Konkani Vyaktichitrannam
		KOD 104	Lok Vevharantli Konkani Bhaas
KOD 102	Bhasvidnyanachi Vallakh	KOD 105	Konkani Bhashecho Vyakarannik Abhyas
KOD 103	Bakibab Borkar hanchea Konkani Kavitancho Abhyas	KOP 101	Project Paper

**Marathi (General)**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
MRC 105	History of Marathi Literature - Part I	MRC 108	History of Marathi Literature - Part II
MRD 103	Writing Skill of Media	MRD 105	A Study of Modern Marathi Author (B. B. Borkar)
		DSE	PROJECT

**Marathi (Honours)**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
MRC 105	History of Marathi Literature - Part I	MRC 108	History of Marathi Literature - Part II
MRC 106	Marathi Grammar	MRC 109	Linguistics
MRC 107	Theory of Literature	MRC 110	Literary Criticism
MRD 101	Cultural Study of Goan Marathi Literature	MRD 105	A Study of Modern Marathi Author (B. B. Borkar)
MRD 102	Marathi Literature Post 1960 period	MRD 106	A Study of Form of Marathi Literature: Novel & Drama
MRD 103	Writing Skill of Media		
			Project Paper

**English (General)**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
ENC 105	American Literature	ENC 108	Post Colonial Literatures
END 103	Modern Indian Writing In English Translation	END 109	Partition Literature
		ENP	Project

**English (Honours)**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
ENC 105	American Literature	ENC 108	Post Colonial Literatures
ENC 106	Modern European Drama	ENC 109	Women's Writing
ENC 110	British Literature (Early 20th Century)	ENC 118	European Classical Literature
END 103	Modern Indian Writing in Translation	END 107	Literature of the Indian Diaspora
END 101	Literary Criticism	END 109	Partition Literature
END 105	British Literature: Post World War II	ENP	Project

**History**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
HSC 105	Indian National Movement (1857-1947)	HSC 108	India Since Independence (1947-2000)
HSD 101	History of Goa (From the Phase of Resistance to Statehood and Beyond)	HSD 105	Contemporary World

**Political Science**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
POC 105	Western Political Thinkers (Plato to Locke)	POC 106	Western Political Thinkers (Rousseau to Marx)
POD 101	International Relation	POD 102	India's Foreign Policy

**Economics (Honours)**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
ECC 105	Indian Economy - I	ECC 106	Indian Economy – II
ECC 107	Public Finance - I	ECC 108	Public Finance – II
ECC 109	International Economics - I	ECC 110	International Economics – II
ECD 111	Growth and Development - I	ECD 114	Research Methodology – II
ECD 113	Research Methodology - I	ECD 116	Environmental Economics – II
ECD 115	Environmental Economics - I		Project Paper

**Economics (General)**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
ECC 105	Indian Economy - I	ECC 106	Indian Economy – II
ECD 113	Research Methodology - I	ECD 114	Research Methodology – II

**Geography (General)**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
GEC 105	Physical Geography	GEC 106	Climatology & Oceanography
GED 102	Physical Geography of India	GED 106	Regional Development of India
		GEP	Project

**Geography (Honour)**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
GEC 105	Physical Geography	GEC 106	Climatology & Oceanography
GEC 107	Regional Planning & Development	GEC 109	Regional Planning in India
GEC 108	Quantitative Techniques in Geography I	GEC 110	Quantitative Techniques in Geography II
GED 101	Fundamentals of Geomorphology	GED 105	Environment Geography
GED 102	Physical Geography of India	GED 106	Regional Development of India
GED104	Agricultural Geography	GEP	Project

*Do not hate anybody,  
because that hatred which comes out from you must,  
in the long run,  
come back to you,  
if you love,  
that love will come back to you, completing the circle.*

*- Swami Vivekananda*

**FYBSc**  
Subjects to be offered

**176 seats**

- 1.DSC 01:
- 2.DSC 02:
- 3.DSC 03:

( Three core subjects from the combinations given)

1. Physics-Chemistry-Maths
2. Physics- Chemistry-Geology
3. Zoology-Computer Science-Geology
4. Physics -Maths-Computer Science
5. Physics -Geology-Computer Science
6. Chemistry-Botany-Zoology
7. Chemistry-Botany-Geology
8. Chemistry-Zoology-Geology
9. Geography-Botany-Zoology

4. AECC- English / MIL-Hindi/ Marathi/ Konkani (in one semester)  
Environmental Studies (in other semester)
5. Generic Elective: (Anyone (other than the above selected core subjects ) from  
Physics, Maths, Botany, Zoology ,Geology, Computer Science)

**SYBSc**  
Subjects to be offered

1. DSC 01:
2. DSC 02:
3. DSC 03:
4. Skill Enhancement Course:  
(Anyone amongst the selected Core subjects only)

"A life of joy and  
happiness is possible  
only on the basis of  
knowledge and  
science."



TYBSc		
V Semester	Subjects to be offered	VI semester
1. DSC 01		1. DSC 01:
2. DSC 02:		2. DSC 02:
3. DSC 03:		3. DSC 03:
4. DSE 01:		4. DSE 01:
5. DSE 02:		5. Project

\*A student shall offer Language in one semester and Environmental Studies in the other semester. However, Colleges may offer Language and Environmental Studies in both the semesters for different batches of students.

<sup>§</sup>DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) shall be taken up.

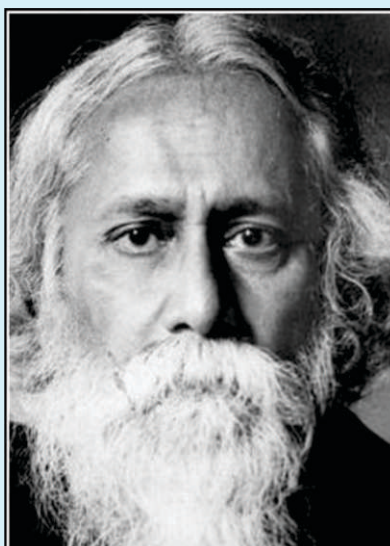
The core courses shall be common for B.Sc.(Hons.) and B.Sc. programmes.

DSC – Discipline Specific Core (1- subject 1; 2-subject 2; 3- subject 3)

DSE – Discipline Specific Elective (1- subject 1; 2-subject 2; 3- subject 3)

GE – Generic Elective; SEC – Skill Enhancement Course

<sup>§</sup>DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) shall be taken up.



A teacher can never truly teach unless he is still learning himself. A lamp can never light another lamp unless it continues to burn its own flame. The teacher who has come to the end of his subject, who has no living traffic with his knowledge but merely repeats his lesson to his students, can only load their minds, he cannot quicken them.

— Rabindranath Tagore —

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**Titles of papers : F.Y.B.Sc.**


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**Semester I**
**CC**

- \* English – Spoken English
- \* Hindi – Sampreshan Kaushal
- \* Marathi – Sampreshan Kaushal – Sutra Sanchalan
- \* Konkani – Maukhik Konkani
- \* Environmental Studies

<b>Core Courses:</b>		
Chemistry	CHC 101	Inorganic and Organic Chemistry
Computer Science	CSC 101	Programming Fundamentals Using C
Botany	BOC 101	Biodiversity – I
Physics	PYC101	Sec. 1: Mathematical methods & Mechanics Sec. 2: Electrical Circuit Theory
Zoology	ZOC 101	Diversity of Non-Chordates & Cell Biology
Mathematics	DSC - 1A	Calculus and Numerical Methods
Geology	GEC 101	Fundamentals of Mineral Science (G/H)
Geography	SGC 101	Fundamentals of Geography

<b>*Generic Electives:</b>		
Computer Science	CSG 110	Client Side Web Development
Botany	BOG 101	Environmental Biotechnology
Physics	PYG 101	Basic Physics
Zoology	ZOG 101	Food, Nutrition & Health
Mathematics	GE-01	Probability & Statistics
Geology	GEG 101	Minerals & Rocks (G/H)
Geography	GEG 101	Resource Geography of Goa

Geography	AECC	ENVS 01	Environmental Studies-I
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## Semester II

## CC

English – Spoken English  
 Hindi – Sampreshan Kaushal  
 Marathi – Sampreshan Kaushal – Sutra Sanchalan  
 Konkani – Maukhik Konkani  
 Environmental Studies

<b>Core Courses:</b>		
Chemistry	CHC 102	Physical and Organic Chemistry
Computer Science	CSC 102	Data Structures
Botany	BOC 102	Biodiversity – II
Physics	PYC102	Sec. 1: Heat and Thermodynamics Sec. 2: Properties of Matter & Acoustics
Zoology	ZOC 102	Diversity of Chordates and Genetics
Mathematics	DSC-1B	Matrices and Linear Algebra
Geology	GEC 102	Introduction to Petrology (G/H)
Geography	SGC 102	Social & Cultural Geography

<b>Generic Electives:</b>		
Computer Science	CSG 102	Cyber Space & Cyber Security
Botany	BOG 102	Coastal Mangrove Ecology
Physics	PYG 102	Optics & Instrumentation
Zoology	ZOG 102	Animal Behaviour
Mathematics	GE-02	Numerical Computations
Geology	GEG 102	Physical Geology (G/H)
Geography	GEG 102	Geography of Resource Utilization in Goa

Geography

AECC

ENVS 01

Environmental Studies-II

\* Subject to the enrollment of minimum number of students laid down in the circular of the DHE.

Education is the basic tool  
 for the development of  
 consciousness and the  
 reconstitution of society

### Titles of papers : S.Y.B.Sc.

#### Semester III

<b>Core Courses:</b>		
Chemistry	CHC 103	Physical & Organic Chemistry
Computer Science	CSC 103	Database Management System
Botany	BOC 103	Plant Anatomy & Embryology
Physics	PYC103	Sec. 1: Waves & Oscillation Sec. 2: Electronics
Zoology	ZOC 103	Anatomy of Animal Body Systems
Mathematics	DSC-1C	Ordinary Diff. Eqns & Discrete Mathematics Structures (Flipped Classroom)
Geology	GEC 103	Earth's Dynamics & Structural Geology
Geography	SEG 103	Geography of Natural Resource Development

#### Skill Enhancement Courses (SEC)

Chemistry	CHS 101	Natural Resource & Analysis
Computer Science	CSS 103	Programming in Python
Botany	BOS 101	Floriculture
Physics	PYS 101	Network Analyses
Zoology	ZOS 101	Aquarium Fish Keeping
Mathematics	SEC-1	Statistical Methods
Geology	GES 101	Basics of Remote Sensing
Geography	GES 107	Geospatial Technologies in Geography

#### Semester IV

<b>Core Courses:</b>		
Chemistry	CHC 104	Physical and Inorganic Chemistry
Computer Science	CSC 104	Computer Organisation & Operating System
Botany	BOC 104	Plant Physiology
Physics	PYC104	Sec. 1: Optics Sec. 2: Modern Physics
Zoology	ZOC 104	Animal Physiology & Biochemistry
Mathematics	DSC-1D	Analysis & Operations Research
Geology	GEC 104	Principles of Stratigraphy & Paleontology
Geography	SGC 104	Theory: Geography of Secondary & Tertiary Activities Practical: Cartographic Technique II

<b>Skill Enhancement Courses (SEC)</b>		
Chemistry	CHS 107	Advances in Energy Technology
Computer Science	CSS 104	Web Application Development using Flask
Botany	BOS 102	Herbal Technology
Physics	PYS 105	Electrical & Electronic Instrumentation
Zoology	ZOS 102	Wildlife & Eco-Tourism
Mathematics	SEC-2	Analytical Geometry
Geology	GES 102	Water Quality Assessment
Geography	GSE 108	Application of GIS in Geography

### **Titles of papers : T.Y.B.Sc.**

<b><u>Computer Science</u></b>			
<b>V Sem</b>		<b>VI Sem</b>	
<b>Paper Code</b>	<b>Paper Name/ Title</b>	<b>Paper Code</b>	<b>Paper Name/ Title</b>
CSC 105	Computer Networks	CSC 108	Mobile Application Development
CSC 106	Object Oriented Programming	CSC 109	Full Stack Web Development
CSC 107	Software Engineering	CSC 110	Internet of Things
CSD 101	Human Computer Interaction	CSD 105	Network Security
CSD 102	Data Mining	CSP 101	Project

<b><u>Physics</u></b>			
<b>V Sem</b>		<b>VI Sem</b>	
<b>Paper Code</b>	<b>Paper Name/ Title</b>	<b>Paper Code</b>	<b>Paper Name/ Title</b>
PYC105	Classical Mechanics and Thermal Physics	PYC 108	Atomic & Molecular Physics
PYC 106	Analog and Digital Electronics	PYC 109	Solid State Devices & Instrumentation
PYC 107	Mathematical Physics & Electromagnetic Theory – I	PYC 110	Electromagnetic Theory - II and Theory of Relativity
PYD 101	Quantum Mechanics	PYD 106	Nuclear Physics
PYD 103	Solid State Physics	PYD 109	Project

<b><u>Chemistry</u></b>			
<b>V Sem</b>		<b>VI Sem</b>	
<b>Paper Code</b>	<b>Paper Name/ Title</b>	<b>Paper Code</b>	<b>Paper Name/ Title</b>
CHC 105	Physical Chemistry	CHC 108	Physical Chemistry
CHC 106	Inorganic Chemistry	CHC 109	Inorganic Chemistry
CHC 107	Organic Chemistry	CHC 110	Organic Chemistry
CHD 101	Basic Topic In Analytical Chemistry	CHD 103	Selective Instrumentation in Chemistry
CHD 105	Properties and Processes of Molecular Chemistry	CHP	Project

**Zoology**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
ZOC 105	Endocrinology	ZOC 108	Developmental Biology
ZOC 106	Biochemistry & Metabolic Processes	ZOC 109	Environmental Biology & Toxicology
ZOC 107	Molecular Biology & Evolution	ZOC 110	Parasitology
ZOD 101	Research Methodology & Biostatistics	ZOD 103*	Animal Biotechnology
ZOS 103	Fish & Fisheries	ZOP 101	Project

**Maths**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
MTC 105	Algebra	MTC 108	Differential Equation – II
MTC 106	Analysis – II	MTC 109	Complex Analysis
MTC 107	Calculus of 2 & 3 Variables	MTC 110	Metric Spaces
MTE 101	Foundation of Mathematics	MTE 103	Number Theory
MTE 102	Combinatorics		Project

**Geology**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
GEC 105	Optical Mineralogy	GEC 108	Sedimentary Petrology
GEC 106	Structural Geology	GEC 109	Metamorphic Petrology
GEC 107	Igneous Petrology	GEC 110	Indian Stratigraphy
GED 101	Engineering Geology	GED 103	Mining Geology
GED 102	Economic Geology	GED 104	Project Work

**Botany**

V Sem		VI Sem	
Paper Code	Paper Name/ Title	Paper Code	Paper Name/ Title
BOC 105	Classical Taxonomy & Phylogeny	BOC 108	Cytogenetics & Plant Breeding
BOC 106	Cell Biology & Biochemistry	BOC 109	Molecular Biology & Genetic Engineering
BOC 107	Microbiology & Plant Pathology	BOC 110	Plant Ecology & Phytogeography
BOD 101	Plant Tissue Culture	BOD 104	Biofertilizers
BOD 103	Economic & Medicinal Botany	BSP	Project Paper

**FYBCom**  
Subjects to be offered

120 seats

**Semester I**

1. Commerce Core 1
2. Commerce Core 2
3. Commerce Core 3
4. Commerce Core 4
5. AECC 1 - Spoken English
6. AECC 2 - EVS-I
7. GE 1

**Semester II**

1. Commerce Core 5
2. Commerce Core 6
3. Commerce Core 7
4. Commerce Core 8
5. AECC 3 - Bus. Communication
6. AECC 4 - EVS-II
7. GE 2

**SYBCom**  
Subjects to be offered

**Semester III**

1. Commerce Core 9
2. Commerce Core 10
3. Commerce Core 11
4. SEC 1
5. GE 3
6. GE 4

**Semester IV**

1. Commerce Core 12
2. Commerce Core 13
3. Commerce Core 14
4. SEC 2
5. GE 5
6. GE 6

**TYBCom (B.Com Honour/General)**  
Subjects to be offered

**Semester V**

1. Commerce Core 15 (Hon/Gen)
2. Commerce Core 16 (Hon/Gen)
3. DSE 1 (Hon/Gen)
4. DSE 2 (Hon/Gen)
5. DSE 3 (Hon)
6. DSE 4 (Hon)

**Semester VI**

1. Commerce Core 17 (Hon/Gen)
2. Commerce Core 18 (Hon/Gen)
3. DSE 5 (Hon/Gen)
4. DSE 6 (Hon/Gen)
5. DSE 7 (Hon)
6. Project (Hon/Gen)

The end and aim of all  
education is the  
development of character

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**Titles of papers : F.Y.B.Com.**


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**Semester I**

CC1	General Management
CC2	Financial Accounting
CC3 - UCEC 101	Micro Economics
CC4	Commercial Arithmetic
AECC1	Spoken English
AECC2	Environmental Studies I
*GE1	Principles & Practice of Accounting
	Marketing Management

*\*GE: 1 paper per division*

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**Semester II**

CC5	Introduction to Marketing
CC6	Financial Statement Analysis & Interpretation
CC7 - UCEC 102	Managerial Economics
Cc8	Commercial Arithmetic
AECC3	Business Communication
AECC4	Environmental Studies II
* GE 2	Management (CRM)
	Specialised Accounting

*\*GE: 1 paper per division*

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**Titles of papers : S.Y.B.Com.**


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**Semester III**

CC9	Business Finance
CC10	Fundamentals of Cost Accounting
CC11	Entrepreneurship Development
* SEC 1	Business Laws (with practical component) OR New Venture Planning
* GE 3	Retail Management Indian Capital Markets
* GE 4	Consumer Behaviour OR Economics of Resources



**Semester IV**

CC12	Fundamentals of Investment
CC13	Income Tax
CC14	Accounting for Service Organisations
* SEC 2	Companies Act and IPR Laws (with practical component OR Collective Bargaining & Negotiation Skills
* GE 5	E-Commerce & E-Accounting Event Management
* GE6	Salesmanship & Sales Management OR Indian Economy

\* Subject to minimum 15 students for a paper as per DHE order

**Titles of papers : T.Y.B.Com.****Semester V**

CC15	Industrial Management
CC16	Indian Monetary & Financial System
DSE 1	Accounting / Cost & Management Accounting / Business Management
DSE 2	Accounting / Cost & Management Accounting / Business Management
DSE 3	Accounting / Cost & Management Accounting / Business Management
DSE 4	Accounting / Cost & Management Accounting / Business Management

**Semester VI**

CC17	Human Resource Management
CC18	International Economics
DSE 5	Accounting / Cost & Management Accounting / Business Management
DSE 6	Accounting / Cost & Management Accounting / Business Management
DSE 7	Accounting / Cost & Management Accounting / Business Management
DSP	Project

*A student who desires to acquire Honours degree shall offer 2 CC (compulsory) and 4 DSE's in a single subject of his/her choice in semester V and 2 CC (compulsory), 1 project paper(compulsory) and 3 DSE's in a single subject of his/her choice in semester VI*

## B. Voc. (Banking, Financial Services and Insurance)

### Course Structure

40 seats

#### Level 4: Certificate in Banking, Financial Services and Insurance (Semester I):

General Education		Skill Development	
VOG101	Banking	VOS 106	Business Correspondent and Business Facilitator I
VOG102	Introduction to Insurance	VOS107	Business Correspondent and Business Facilitator II
VOG103	Business English - I	VOS108	Business Correspondent and Business Facilitator III
VOP104	Language Lab	VOS109	Business Correspondent and Business Facilitator IV
VOG105	Environmental Studies-I	VOS110	Business Correspondent and Business Facilitator V

#### Level 5: Diploma in Banking, Financial Services and Insurance (Semester II)

General Education		Skill Development	
VOG201	Retail Banking	VOS 206	Credit Processing Officer I
VOG202	Fundamentals of Accounting	VOS207	Credit Processing Officer II
VOG203	Business English - II	VOSS208	Credit Processing Officer III
VOP204	Language Lab	VOS209	Credit Processing Officer IV
VOG205	Environmental Studies-II	VOS210	Credit Processing Officer V

#### Level 6: Advance Diploma in Banking, Financial Services & Insurance (Semester III & IV)

General Education		Skill Development	
VOG301	Mutual Funds Operations	VOS 306	Mutual Fund Agent I
VOG302	Indian Security Markets	VOS307	Mutual Fund Agent II
VOG303	Securities operation	VOS308	Mutual Fund Agent III
VOG304	IT for banking, finance and Insurance	VOS309	Mutual Fund Agent IV
VOP305	Lab work in IT	VOS310	Mutual Fund Agent V

#### Level 6: Advance Diploma in Banking, Financial Services & Insurance (Semester III & IV)

General Education		Skill Development	
VOG401	Risk Management, Insurance Agent and Management of Insurance Company	VOS406	Insurance Agent I
VOG402	Derivatives Markets	VOS407	Insurance Agent II
VOG403	Advanced Financial Accountancy	VOS408	Insurance Agent III
VOG404	IT for banking, finance and Insurance	VOS409	Insurance Agent IV
VOP405	Lab work in IT	VOS110	Insurance Agent V

## B. Voc. (Banking, Financial Services and Insurance) Course Structure

### Level 7: B. Voc. Degree in Banking, Financial Services and Insurance (Semester V and VI)

General Education		Skill Development	
VOG501	Direct Tax I	VOS506	Accounts Executive I
VOG502	Portfolio Management	VOS507	Accounts Executive II
VOG503	Financial Statement Analysis and interpretation	VOS508	Accounts Executive III
		VOS509	Accounts Executive IV
VOP504	Lab Work in E - Accounting	VOS510	Accounts Executive V

### Level 7: B. Voc. Degree in Banking, Financial Services and Insurance (Semester V and VI)

General Education		Skill Development	
VOG601	Direct Tax II	VOS 606	Goods and Services Tax Accounts Assistant I
VOG602	Indirect Taxes (GST)		
VOG603	Micro Finance	VOS607	Goods and Services Tax Accounts Assistant II
VOG604	Financial Services		
VOP605	Lab Work in GST	VOS608	Goods and Services Tax Accounts Assistant III
		VOS609	Goods and Services Tax Accounts Assistant IV
		VOS610	Goods and Services Tax Accounts Assistant V

**The Fees and Fee-Structure for all the programmes will be notified as soon as the circular from the DHE is received.**

*We want that education by which character is formed,  
strength of mind is increased,  
the intellect is expanded,  
and by which one can stand on one's own feet.*

**-Swami Vivekananda**

## M.A & M.Sc. Programmes

OA-18A Ordinance governing the M.A., M.Sc. & M.Com. programmes of study conducted by the on-campus Departments of the Goa University and its affiliated colleges in the Faculties of Languages and Literature, Social Science, Natural Science, Life Science and Environment and commerce and Management, based on the choice Based credit system of instruction (Effective from Academic year 2018-19 onwards). (GU Ref. No. 2/498/2017-Legal (Vol. XIV)/1023 Dated 03 July 2018.

### OA-18A.1 General

The eligibility, procedure and conditions for admission to the M.A., M.Sc. and M. Com Programmes and the rules governing (i) reservation of seats in each Department, (ii) merit list, (iii) registration and payment of fees shall be as provided in the respective Ordinances/notifications

### OA-18A.2 Programme Structure

1. The Programme shall be based on a system of time-integrated units called Credits, under the Choice Based Credit System (CBCS) and shall comprise Core Courses, Optional Courses and Dissertation (optional).
2. A student shall be eligible for the award of Master's Degree on successful completion of minimum of 64 credits, to be completed over a minimum of four Semesters.
3. The total number of 64 Credits shall comprise 32 for Core Courses and a minimum of 32 for Optional Courses.
4. A student shall be required to obtain 48 credits from the parent Department in which the student is registered, which shall comprise the 32 Core Credits, and 16 Optional Credits which may include the dissertation. The remaining 16 Credits may be earned by the student by opting for optional courses, including dissertation, from within the Department or outside the Department University.
5. The Courses may cover only theory, theory and tutorial or only practical, or any other activity as specified under OA18.2.6.
6. The Courses may also comprise self-learning Courses in the form of field work, project, summer training, online Courses and other such courses; the BoS shall specify the Credits for these activities.
7. A student shall also be permitted to obtain additional Credits. The Degree/final grade shall be awarded/computed based on his/her performance in the Core Courses and the best performance in the Optional Courses, to fulfil the minimum number of credits required for the award of the Master's Degree. Additional Credits, if any, shall be depicted in the final transcript/mark sheet.
8. Permission to transfer Credits in the case of institutions not affiliated to Goa University, may be allowed on a case to case basis, following the Credit recognition procedure. Such courses, when

opted for by the students of a Department may be approved provisionally by the Department Council and placed for ratification before the Board of Studies at its subsequent meeting.

9. A Course may be a minimum of 1 Credit up to a maximum of 6 Credits.

10. One credit of a Theory course shall be equivalent to 12 contact hours of learning activities including lecture, group discussion, seminar, problem solving, tutorial, assessment and such others.

11. One Credit of a practical Course shall be equivalent to 24 clock hours of laboratory/field work/study tour, that is, 12 practical sessions each of 2 clock hours duration, or its equivalent.

12. Ordinarily, the ratio of Credits between theory and practical/laboratory/field Core Courses shall not be less than 2.1 or as recommended by the concerned Board of studies.

13. The Departments shall notify the Core and Optional Courses offered to students for the following semester. The Department shall, also provide for adequate number of Optional Courses in case a student desires to obtain all credits from the parent Department.

14. Minimum number of students for an Optional Course shall be not be less than five. In case there are less than five students for a Course, the permission of the Vice-Chancellor shall be obtained before the commencement of teaching for the said Course.

15. Dissertation shall be of 8 Credits and in lieu of Optional Courses.

16. A student shall be permitted to register for less than 8 credits and more than 20 credits in a Semester, during the two-year programme. However, in case the dissertation is being carried out only in semester IV, entailing extensive field work, and/or work at other institutions, the student may be permitted to register for only the dissertation comprising 8 Credits.

17. A Core Course offered by a Department may be selected by a student as an Optional Course provided, the pre-requisites defined by the concerned Board of Studies are fulfilled by the student.

#### **QA-18A.4 Dissertation**

- Ordinarily, the Dissertation shall be spread over third and fourth Semesters and shall not generally constitute an entire Semester-equivalent of Credits. However, the DC/DFC may consider on case to case basis and reduce it to one Semester, if it involves full field-work or dissertation in other Institutes or Industries.
- The DC/DFC shall decide at the end of the second Semester, the modalities relating to the dissertations, which shall be informed to the students.
- Topics for dissertations shall be finalized by the students in consultation with the guiding teacher.
- The DC/DFC shall decide the number of students each teacher can guide with an equitable distribution of students to Guides for sharing the workload. Such workload shall be computed as two hours per week per student, up to a maximum of four hours per week for two or more students.
- The student shall declare, in the prescribed proforma, that the dissertation is his/her own

work and that all source used are duly acknowledged.

- The guiding teacher shall certify, in the prescribed proforma, that the dissertation is an original work of the candidate completed under his supervision.
- Students shall submit the dissertation to the Department through the guiding teacher not later than 2 weeks before the end of the term. Ordinarily, no student shall be allowed to submit the dissertation after the due date.
- Every student shall submit one soft copy on a CD and two bound copies of the dissertation to the Department in the standard format as under: The size of paper: A4(approximately) 29cm X 21cm) except for drawings, graphs and maps, on which restriction is placed, with a margin of 3cm on the left hand side 2.5 cm on all the other Three sides. The dissertation should be neatly typed in double space and only one side of the paper. The front cover of the dissertation, bound in a standardized form, should contain the title of the dissertation, the Degree, date and name of the student concerned.

#### **OA-18A.5 Scheme of Examination**

- The assessment of all the courses including Dissertation shall comprise continuous intra Semester Assessment (ISA) and Semester-end Assessment(SEA) and shall be fully internal. In case of the Programme which are offered both at Goa University campus and at affiliated Colleges, the examination of core theory papers shall be conducted by the University and common Question Papers along with answer keys for SEA shall be prepared. The SEA of all Core, Practical and all Optical Courses including dissertations shall be conducted by the teachers as decided by respective DC/DFC.
  - (a) Each teachers of the concerned Course shall be the examiner for the portion he/she has taught. The teacher/instructor of the Course shall be the Course Coordinator and shall Coordinate the teaching, examination and evaluation (both continuous ISA and SEA) of the Course and maintain record of all assessments/tests/examinations.
  - (b) When more than one teacher is involved in teaching a Course, one teacher preferably a regular teacher from the Department shall be identified as the Course Coordinator by the DC/DFC.
- In case of Programmes which are offered at Goa University campus and/or at affiliated Colleges, the assessment of SEA answer books of all core courses shall be done at respective Department or Colleges as the case may be in a manner specified in OA 18.5 (2) (e).
- In case of the University Department, the respective teacher who taught the core course shall assess the answer books based on the answer key provided by the paper setters for the purpose.
  - In case of affiliated colleges, the respective DFC shall decide the teachers for evaluation of core Courses depending upon the master panel of examiners specified in OA 18.5 (2) (e).
- For the purpose of paper setting and evaluation of core courses, the concerned BOs shall recommend a master panel of paper setter and examiners comprising both external and

internal (for the purpose of Co-ordination), which shall be placed before the Academic Council for approval. Under-graduate teachers in affiliated colleges with Ph.D degrees and at least three years of post-graduate teaching experience and teachers without a Ph.D. but who have 5 years of post-graduate teaching experience shall be eligible for inclusion in such a panel.

- (a) The nature of assessments may be written/Oral, open/closed book, Schedule/Surprise, Objective/Multiple-choice, Short-answer type, Essay type, seminar, Assignment, Experimental work, Fieldwork, Viva-Voce, Peer group assessment, Class participation as described in the Course outline.
  - (b) For each theory Course, a written or any other evidence-based component shall constitute at least 50% of ISA and SEA.
- A Course shall have a 'single passing-head' based on the combined performance at the continuous ISA and SEA. Fractional marks shall be rounded off to the nearest integer only at the time of calculating the Course grade.

#### **OA-18A.6 Evaluation of Courses**

- (a) A One credit Course shall carry 25 marks. All other Courses shall carry marks proportionate to the number of Credits.
  - (b) The weightage for the continuous ISA and SEA in both theory and practical Courses shall be 4% and 60% respectively.
  - (c) There shall be two ISAs for each Courses of two or more Credits, each of 20%, for a total of 40% of total marks of the Course. However, for a 1 Credit Course, a single ISA shall be conducted and evaluated for 40% of total marks of the Course. An additional assessment, irrespective of the number of credits a Course carrier, may be provided on the request of students to improve the Grade, in which case the best two assessment shall be considered, or best one in the case of a single Credit Course. All internal assessments shall be completed by the last teaching day of the Semester.
- The duration of all comprehensive written SEA examinations carrying 25 marks or less, shall be of one hour; SEA carrying above 25 marks and up to 50 marks, shall be of two hours; SEA carrying above 50 marks, shall be of three hours.
- The duration of SEA of all Laboratory Courses/Field Courses shall be decided by the respective BoS.

#### **OA-18A.7 Evaluation of Dissertation**

- (a) The Dissertation shall be assessed by the Guide/Supervisor and by the DC/DFC. The student shall make presentation of the work before the DC/DFC and student of the Department. The DC/DFC shall assess the work. Average of marks of all teachers attending the presentation shall be the evaluating of the dissertation which shall carry 60% of the total marks assigned for dissertation which shall be the SEA component.

(b) The Guide shall assess the Dissertation work independently for 40% marks which shall be the ISA component. The ISA be completed by the guide in the third semester based on the modalities decided by the concerned DC/DFC. If a student is willing to discontinue the dissertation due to poor performance in the ISA component',/he shall be permitted to opt for required number of optional in the fourth semester.

- To pass in the Dissertation a student has to secure a minimum grade of 'P' as indicated under OA-18A.8.2.
- A student who fails in the dissertation may be permitted to re-submit the dissertation after incorporating suitable modification under the guidance of the teacher or may be permitted to register for optional courses equivalent to the number of credits assigned to the Dissertation.
- There shall be no revaluation in case of dissertations which are based on laboratory/field/experimental work.

#### **OA-18A.8 Award of Grades**

- Marks awarded in each Course shall be represented in the form of Grades in the grade sheet issued at the end of each semester. The Final result shall be declared as Cumulative Grade Point Average (CGPA).
- The marks awarded in the ISA shall be added for awarding the grade for each Course, as indicated in the below;

<b>Range of Percentage</b>	<b>Grades</b>	<b>Grade Points</b>
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), Ab(Absent)	0

- Every student shall have to secure a minimum of 'P' grade to pass the Course.
- Provisions for grace under OA 5.16 shall not be applicable to Credit based Masters programmes.
- (a) Students who do not secure a minimum of 'P' Grade in Core Course shall have the option of answering SEA in the following Semester(s), or repeat the Course by registering for the Course whenever it is offered in the regular Programme.

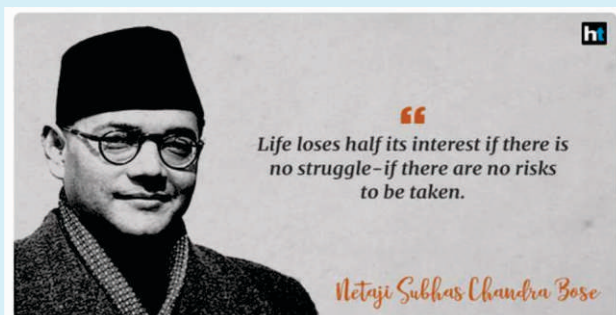


- (b) In the case of Optional Courses, a student shall have the option of answering SEA in the following Semesters(s), or repeat the Course by registering for the Course whenever it is offered in the regular Programme, or register for an alternative Optional Course to secure requisite number of Credits.
- (c) Appearance in minimal number of ISAs as prescribed, and in SEA, is compulsory for passing.
- (d) There shall not be any supplementary examinations for SEA. However, repeat examinations shall be conducted as per the allotted time frame for SEA in the academic calendar. In such cases, the ISA score shall be carried forward. However, if the candidate is re-registering for a course, neither the ISA nor the attendance of the previous attempt shall be carried forward.
- (a) The weighted grade points of a course shall be calculated by multiplying the grade point ( $G_i$ ) scored by students, by the number of Credits of the respective course.
  - (b) The Cumulative Grade Point Average (CGPA) shall be calculated on completion of 80 Credits, or more.
  - (c) CGPA is the ration of the sum of the product of the number of Credits as specified under OA-18.8.6(e) It shall be calculated as follows:

$$CGPA = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and ' $G_i$ ' is the grade point scored by the student in the  $i^{\text{th}}$  course.

- (d) The CGPA shall be rounded off to 2 decimal points and recorded in the transcripts.
- (e) For calculating CGPA, all the core courses (40 credits) and best of the grades obtained for optional course equaling 40 credits shall be considered.
- (f) Whenever the number of best Optional Credits are more than 40, the Grade Point of an Optional Course having the least Grade point amongst these, shall be computed for a lesser number of Credits, so as to obtain a total of 40 Optional Credits. Such reduction in the weightage shall be reflected in the mark list.
- (g) For each Course a student securing 'F' or 'Ab' Grade in the Course shall not be entitled to earn any Credits for that Course.
- (h) The CGPA shall be converted to the Final grade, as shown in the table below:



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

(i) In the case where CGPA is higher than the indicated upper limit in the two decimal digits by a factor of  $\geq 0.005$ , then the higher grade will be awarded. Eg. A candidate with  $CGPA \geq 4.995$  will be awarded 'C' grade. A candidate who has not earned required credits to be awarded the Degree, shall be given a final grade 'F' and be declared as 'Fail'.

- Students who have not completed the Programme in four Semesters, shall be permitted to re-register for additional Semester(s) and opt for Courses, provided that these Courses are available for instruction in the Department. This shall be subject to the provisions of maximum duration for completion of a program as specified in the relevant Ordinances. Such candidate(s) shall be treated as supernumerary for the particular Course.
- A student desiring to improve her/his final Grade on completion of the Masters degree Programme, shall be permitted with the approval of the Vice-Chancellor, to reappear only in the SEA component of one or more theory courses of her/his choice, provided that:
  - (i) She/he had answered the course/s during the Programme.
  - (ii) Such examinations shall be conducted as recommended by the DC/DFC.
  - (iii) The request is made within the maximum duration available for completing the Programme.
  - (iv) The candidate availing this provision shall be considered to have passed the Programme “Under Improvement”
  - (v) The best Course-wise performance of the candidate shall be considered for a final grade.
  - (vi) A fresh grade/mark shall be issued only if there is an improvement in grades.
  - (vii) The concerned Department's shall be conduct examinations for such candidates after receiving approval from the Vice-chancellor to that effect.

An investment in  
**KNOWLEDGE**  
 always pays the best  
**INTEREST**

~ Ben Franklin



**Post Graduate Programmes**

**M.A. Hindi Programme**

**Scheme of Instruction (Semester System)**

**(Choice Based Credit System)**

**POST GRADUATE PROGRAMME IN HINDI**

**Papers taught - Semester: I (M.A. Part I)**

**Core Course**

HNC 201 Linguistics (भाषा विज्ञान)

HNC 202 Medieval Poetry: Practical Criticism (मध्यकालीन काव्य: व्यावहारिक समीक्षा)

**Papers taught - Semester: III (M.A. Part II)**

**Core Course**

HNC 205 Indian Literature (भारतीय साहित्य)

HNC 206 Critics & Criticism (आलोचक और आलोचना)

**Papers taught - Semester: II (M.A. Part I)**

**Core Course**

HNC 203 Modern Poetry : Practical Criticism (आधुनिक काव्य: व्यावहारिक समीक्षा)

HNC 204 Hindi Language, Script & Grammar (हिंदी भाषा, लिपि एवं व्याकरण)

**Papers taught - Semester: IV (M.A. Part II)**

**Core Course**

HNC 207 Drama & Theater (नाटक एवं संगमंच)

HNC 208 Another Form of Modern Prose (आधुनिक गद्य की प्रकीर्ण विधाएँ)

**Papers taught - Semester: I, II, III, IV (M.A. Part I, II)**

**Optional Course**

HNO 208 Indian Poetics (भारतीय काव्यशास्त्र)

HNO 204 Western Poetics (पश्चात्य काव्यशास्त्र)

HNO 207 Hindi Novel (हिंदी उपन्यास)

HNO 212 Literature : Thought & Philosophy (साहित्य: विचार एवं दर्शन)

**M.A. Economics Programme**  
**Scheme of Instruction (Semester System)**  
**(Choice Based Credit System)**

<b>COURSE CODES</b>	<b>COURSE TITLES</b>	<b>NO. OF CREDITS</b>
	<b>Core Courses</b>	
ECC 111	Microeconomics – I	04
ECC 211	Microeconomics – II	04
ECC 112	Macroeconomics – I	04
ECC 212	Macroeconomics – II	04
ECC 113	Public Economics	04
ECC 114	Development Economics	04
ECC 115	Mathematics For Optimization	04
ECC 116	Statistics For Economic Analysis	04
	<b>Optional Courses</b>	
ECO 117	Labour Economics	04
ECO 118	Industrial Relations and Social Security	04
ECO 119	Financial Economics	04
ECO 120	Human Resource Management and Development	04
ECO 121	Agricultural Economics	04
ECO 122	Agricultural Development in India	04
ECO 123	Indian Public Finance	04
ECO 124	Theories of Economic Growth	04
ECO 125	Environmental Economics	04
ECO 126	Introduction to Econometrics	04
ECO 127	Options: Theory and Practice	04
ECO 128	International Trade & Globalisation	04
ECO 129	International Finance	04
ECO 226	Advance Econometrics	04

**Part I - M.Sc. Mathematics Programme**  
**Scheme of Instruction (Semester System)**  
**(Choice Based Credit System)**

**SEMESTER I**

Core Course: MTC-101: Real Analysis  
Core Course: MTC-102: Linear Algebra  
Core Course: MTC-106: Algebra  
Elective Course:

**SEMESTER II**

Core Course: MTC-107: Complex Analysis  
Core Course: MTC-105: Topology  
Core Course: MTC-201: Several Variable Calculus  
Elective Course:

**SEMESTER III**

Core Course: MTC-104: Differential Equations  
Core Course: MTC-203: Functional Analysis

**SEMESTER IV**

Elective Course:  
Elective Course:  
Elective Course:  
Elective Course:

**One individual may die for an idea;  
but that idea will, after his death,  
incarnate itself in a thousand lives.  
That is how the wheel of evolution moves on  
and the ideas and dreams of one nation are  
bequeathed to the next.**

*-Subhash Chandra Bose*

**Part - II - M.Sc. Mathematics Programme**  
**Scheme of Instruction (Semester System)**

<b>COURSE CODES</b>	<b>COURSE TITLES</b>	<b>NO. OF CREDITS</b>
	<b>Core Courses</b>	
MTC-101	Real Analysis	04
MTC-102	Linear Algebra	04
MTC-104	Differential Equations	04
MTC-105	Topology	04
MTC-106	Algebra	04
MTC-107	Complex Analysis	04
MTC-201	Several Variable Calculus	04
MTC-203	Functional Analysis	04
	<b>Optional Courses</b>	
MTO-106	Methods of Applied Mathematics	04
MTO-107	Graphs and Networks	04
MTO-108	Actuarial Science	04
MTO-204	Partial Differential Equations	04
MTO-206	Measure Theory	04
MTO-207	Number Theory	04
MTO-208	Lie Algebra	04
MTO-209	Special Functions	04
MTO-210	Difference Equations	04
MTO-301	Advanced Algebra	04
MTO-302	Combinatorics	04
MTO-303	Differential Geometry	04
MTO-304	Mathematical Modeling	04
MTO-305	Integral Equations	04
MTO-306	Sturm Liouville Problem	04
MTO-307	Mathematics for Finance	04
MTO-401	Advanced Linear Algebra	04
MTO-402	Commutative Algebra	04

**M.A. English Programme**  
(Choice Based Credit System)

<b>COURSE CODES</b>	<b>COURSE TITLES</b>	<b>NO. OF CREDITS</b>
<b>Semester I</b>		
EGC - 102	English Poetry	04
EGC - 103	English Novel	04
EGO- 108	Commonwealth Literature	04
EGO - 116	Contemporary Indian English Fiction	04
<b>Semester II</b>		
EGC - 105	American Literature	04
EGC - 107	Literary Criticism	04
EGO - 102	Study of a Major Poet : T.S. Eliot	04
EGO - 134	The Graphic Novel	04
<b>Semester III</b>		
EGC-104	English Drama	04
EGC-108	Shakespeare: Plays	04
EGO-104	Study of a Major Playwright: Harold Pinter	04
EGO-117	Regional Sensibilities in Indian Writing	04
<b>Semester IV</b>		
EGC-106	Novel as a Literary Form	04
EGC-101	Linguistics	04
EGO-103	Study of a Major Novelist: Joseph Conrad	04
EGO-106	Readings in Literary Criticism	04

**The Fees and Fee-Structure for all the programmes will be notified as soon as the circular from the DHE is received.**

## REFUND OF FEES (Under Graduate & Post Graduate Programmes)

(As per Circular No. GU/36/Acad-PG/Refund of Fees/2017/1322/446 dated: 17/05/2017)

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 30 days from 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)

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

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

However, if the fees payable for both the programmes are the same, the fees paid earlier shall be transferred to the final programme where admission is sought.

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

## COLLECTION OF DOCUMENTS

### Under Graduate Programmes

- Bonafide/Attempt/Character/Leaving Certificate shall be issued after four days from the date of application.
- If a student loses the mark sheet and wishes to apply for a duplicate mark sheet, a police complaint has to be filed (FIR) and an affidavit supporting the cause has to be enclosed to the forwarding application. Duplicate mark sheet will be issued after a period of 15 days from the date of application. A search fee of Rs. 105/- per year from the year of examination and Rs. 200/- for the mark sheet will be charged for the same.
- The application for the issue of a Duplicate Identity Card has to be enclosed with an affidavit supporting the cause. The Duplicate Identity Card will be issued two days after the date of application. The fees for the same will be Rs. 50/-
- If the original mark sheet in the first instance is not collected within the notified time, there will be a search fee of Rs. 50/- if collected in the same year and Rs. 105/- per year thereafter.

### Post Graduate Programmes

- As per the Goa University procedure



## GENERAL REGULATIONS

- All the students are responsible to the college Principal and all teachers for their general conduct both inside and outside the college.
- All extra and co-curricular activities conducted in the name of the college, either within or outside, will require prior permission from the Principal/ Convenor, Students Welfare Committee/ Director of the Association.
- No Society, Association or Union will be formed in the college and no person invited to address any meeting without the Principal's prior permission.
- No student will collect any money within or outside the college campus, using the college name in any form as contribution for extra or co-curricular activities or for charity, without the prior permission of the Principal. In case the permission is granted, a complete account of the money so collected should be prepared and submitted within a period of 15 days from the completion of the event.
- A student registered in a Semester/Term/Year, for any course (degree or diploma), shall be required to have a minimum cumulative attendance of 75% of the total lectures and practicals prescribed for the course during that Semester/term/year. Although the attendance shall be cumulative for all the papers/courses taken together, in the given Semester/Term/Year, a student shall be required to have a minimum of 50% attendance in any individual paper/ course.
- Notices once displayed on the Notice Board/Website are deemed final and official communication to all.
- The students must always come well-groomed and with a proper/decent hair style. No fancy hair styles are allowed.
- If for any reason, the continuance of a student in the college is detrimental to the best interest of the college, the Principal can ask such a student to leave the college without assigning further reasons.
- In extreme cases, the student may be rusticated or dismissed from the college.
- No visitors/ outsiders are allowed in the college to meet the students, unless permitted by the college authorities. Visitors will particularly not be permitted to meet students while a lecture/practical session is in progress except under exigencies, with prior permission of the Principal.
- The college will hold in reserve the semester end exam results of those students who fail to clear their dues (breakage, damage, loss etc.) and return library books by the end of the academic year.
- The Principal's decision in all matters of the college will be final and binding on all the students.

## ATTENDANCE RULES (Summary) (As per Goa University Ordinance OA-17)

Every student should have a minimum cumulative attendance of 75% of the total lectures and practicals prescribed for the course, and a minimum of 50% attendance in each individual paper, failing which they will not be eligible to appear for the Semester End Examination. Such students will have to seek re-admission to the course in the subsequent academic semester.

Absence on medical grounds and on grounds of representing the college for co-curricular activities shall be condoned as per the college and Goa University rules. Students are advised to read and follow the detailed rules pertaining to "Attendance" printed in the college Handbook section.

## DO'S & DON'T'S

- Do carry/wear your identity card at all times. You may be asked to leave the campus if you don't. Apply for a duplicate I-card in case yours is lost.
- Do be on time for all your lectures/practicals. You may not be allowed to enter the classroom/labs late.
- Do take care of the college property and keep it clean and tidy.
- Do submit your filled in justification form in case you remain absent for lectures/practicals/I.S.A.'s/ S.E.E.'s within three days of your rejoining the college.
- Do read all the notice Boards and visit the College website regularly.
- Do meet the Principal/Vice-Principal in case you have any problem or grievance pertaining to the college.
- Do participate in the co-curricular& extra-curricular activities of the college during your spare time.
- Do be courteous to other students and to all the teaching and administrative staff.
- Do maintain good moral and social behaviour at all times.

### Don't's

- Do not use unbecoming/indecent language or conduct in the class/campus. This may lead to suspension or dismissal.
- Do not attend lectures other than your own, except with special permission from the lecturer concerned.
- Do not damage the fixtures and fittings in the college campus.
- Do not smoke, consume liquor, drugs or other intoxicants.
- Do not use mobile/cell phones in the classrooms, laboratories and library.
- Do not talk/discuss/create disturbance in the Library.
- Do not indulge in ragging. Ragging in any form is strictly prohibited and is punishable by Law.

## IMPORTANT INSTRUCTIONS

1. **Change in subject combination is not allowed at First year level after admission. Please do not ask for it. Choose your subjects wisely.**
2. Minimum 75% cumulative (taken for all courses together) attendance at the end of a semester is mandatory for a student to appear for Semester End examination.
3. **Attendance at both the ISAs in a semester is compulsory for a student to appear for Semester End examination.**
4. Absence on medical ground will be dealt with as per Ordinance OA-17 of the Goa University.
5. Do not keep money, mobile phones and other valuables in your bags unattended in classrooms, library, laboratories and canteen. The college will not be responsible for any loss.

## RESERVATION UNDER VARIOUS CATEGORIES

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

2% of seats in each of the programmes of study, subject to a minimum of one seat, shall be reserved for candidates belonging to SC category.

12% of seats in each of the programmes of study, subject to a minimum of one seat, shall be reserved for candidates belonging to ST category. Candidates applying for admission under these categories shall be required to submit a certificate to that effect issued by the officer of the rank of the Deputy Collector or above.

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

5% of total seats, subject to a minimum of one seat for admission to various programmes of study shall be reserved for PwD (Persons with Disability) (as per State Government directives).

10% of total seats, shall be reserved for EWS (Economically Weaker Sections)

Seats falling vacant under any of the above reserved categories shall be filled from the general category candidates with the approval of the Directorate of Higher Education, Govt. of Goa.

15% of seats, over and above the allotted number of seats, shall be reserved as supernumerary seats for the overseas candidates, who are eligible for admission and are recommended by Govt. of India under scholarship from Govt. of India or under exchange programme (ICCR Programme). These seats shall be filled in accordance with the U.G.C. guidelines.

Out of the 15% supernumerary seats, one seat in each program will be reserved for Kashmiri Migrants (KM) as per the directives of the U.G.C.

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

## EXAMINATION RULES & REGULATIONS

**Rules are subject to change as per Amendments & Notifications received from Goa University from Time to Time**

### **Scheme of Examination: (As per Goa University Ordinance OC 66)**

There shall be two modes of evaluation of the academic performance of the students offering the B.A/B.Com./B.Sc course, namely, the Intra-Semester Assessment (ISA) and the Semester End Examination (SEE), hereinafter mentioned as ISA and SEE respectively, for convenience. A student shall be required to appear for ISA as well as SEE.

### **Intra-Semester Assessment (I.S.A):**

- The ISA (Intra-Semester Assessment) for each paper shall be conducted twice in a given Semester, once through a test and the other by using alternate modes of evaluation such as assignment, presentation, orals etc. Generally, ISA for a given paper shall be conducted by the teacher/s teaching that paper. ISA shall not be conducted for the Practical component of a paper. The schedule for the ISA shall be notified to all at the beginning of the semester. The marks of ISA shall be communicated to the students within two weeks.
- The ISA tests shall carry 20% of maximum marks allotted for the paper/course.
- Usually, the I and II I.S.A.'s will be conducted during July and September respectively for Odd semesters and during the January and March respectively for Even semesters. The students who fail to appear for the test due to a genuine reason shall be given another opportunity by the end of August/February on a date pre-determined by the College. The other mode of ISA will be completed as decided by the teacher but before the end of the semester.
- A student who does not appear for a minimum of two ISA's of a paper shall not be eligible to answer SEE of that paper.
- The student who remains absent for any ISA, should submit the justification letter in the prescribed format available in the office, to the Principal, **immediately after joining the college after the period of absence.**
- **Repeat ISA's will be given only if absence is on genuine grounds.**

### **Semester End Examination (S.E.E):**

- The SEE (Semester End examination) shall be conducted at the conclusion of a given semester. Semester End Examination shall cover the course of studies prescribed for the concerned/respective Semester.
- A candidate shall be considered to have successfully fulfilled the requirements of a Semester and deemed eligible to appear for the Semester End Examination provided he/she fulfills the minimum attendance requirements (75%) as per the relevant rules of the University and has appeared for 2 ISAs. A candidate, failing to fulfill these conditions, shall have to repeat the semester.
  - a) The duration of an S.E.E. theory paper carrying 60 or 80 marks shall be of two hours.

- b) The duration of an S.E.E. theory paper carrying 120 marks shall be of three hours.
- c) The duration of an S.E.E. theory paper carrying 40 marks shall be of one hour.
- There shall be no revaluation of answer books of the candidates at Semester-I to Semester –IV examinations. However, the existing provisions in the University for revaluation/verification shall be applicable to Semester V and VI. Personal verification of marks shall be granted to the candidate in the presence of the principal and the Examiner concerned, provided he has applied for the same along with payment of prescribed fees within one week of the declaration of result. The following shall be the procedure for the verification of marks.
  - On a notified day and time, which should not be later than 10 days after the receipt of application from the candidate, he/she shall be shown the answer book in the chamber of the Principal/Vice-Principal in the presence of the Examiner concerned.
  - 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.
  - The college Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.

**Practical Examination:**

- Examination(s) in Laboratory exercise shall be conducted for courses/papers having practical(s) component. Marks shall be allotted for journal/lab record book, field work, experiment assigned to the candidate and oral/viva voce during this examination. The allotment of marks shall be broadly as follows:20% for journal(s), 60% for the experiment and 20% for the oral (s).
- Candidates shall be required to submit the journal/record book while entering the laboratory to appear for the practical examination.
- A candidate may be permitted, strictly on medical or other genuine grounds, to appear for practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination programme for Semester-V and Semester-VI issued by the University.

**Passing in each Head:**

- A theory paper carrying 100 marks shall have ISA component of 20 marks and an SEE component of 80 marks. For a 75 marks theory paper, the ISA component shall be of 15 marks and the SEE component shall be of 60 marks. A theory paper carrying 50 marks shall have an ISA component of 10 marks and SEE component of 40 marks.
- A student shall be required to score a minimum of 40% of maximum marks in ISA, SEE and practical components taken together to pass in a paper in Semesters I to VI.
- 

**Improvement in Score:**

- A candidate who has passed the B.A/B.Com/B.Sc, degree examination and desires to improve his/her performance /total score shall be permitted to appear again.

- However, such a candidate shall be allowed to reappear only in the SEE component of the papers of Semester V and/or Semester VI examinations excluding the Project Paper and the Skill based papers.
- For this purpose, the marks scored at the first appearance, in the Project Paper and in the Skill based paper as also in ISA component of the other papers, shall be carried forward for tabulation of the result under “improvement of performance”. This facility to reappear under “improvement” shall be available only during the immediately subsequent regular Semester-V and Semester-VI examinations. A candidate shall not be permitted to reappear for improvement of performance at Semester-I, II, III and IV. The candidate availing of this provisions shall be considered to have passed semesters-V and/or VI “under improvement” and this fact shall be recorded on his/her statements of marks and other relevant documents. 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. The performance of a candidate, who appears under this provision and fails to improve, shall be ignored. A candidate can appear only once under this clause.

**Mark sheets:**

- The semester wise aggregate marks secured by the candidate in Semester I to Semester-IV examinations along with the paper-wise marks secured in Semester –V shall be indicated in the statement of marks issued to the candidate for Semester-V. Similarly, the semester-wise aggregate marks secured by the candidate in Semester-I to Semester-V examinations along with paper-wise marks secured in Semester-VI shall be indicated in the final statement of marks issued to the candidate after the semester-VI examination for the B.A/B.Com/B.Sc degree course. In case the student passes any semester or part thereof in the second appearance, it shall be so indicated in the statement of marks of Semester-V and Semester-VI.
- An unsuccessful candidate who obtains the minimum percentage of marks prescribed for passing in a subject (theory/practical) shall be exempted from reappearing in that subject. He/She shall be declared to have passed the full examination on his passing in the remaining subjects.

**Special Supplementary Examination:**

- Students are permitted to appear in a special examination, conducted preferably after 15 days from the declaration of results of Semester IV, for those who have any backlogs of all Semesters including Semester I irrespective of whether a student has already attempted 4 times in the said examination.

**Project Work:**

- T.Y. Project work guidelines are available in the library and with the Projects Guides.

## 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 to VI.

OC-66.6 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-VI.

The SGPA/CGPA/FGPA shall be converted to a Letter Grade, as shown in the table below:

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)
Less than required credits or CGPA <4.0	F (Fail)

## LIBRARY: GENERAL RULES

The readers of the College Library are instructed to observe the following rules and regulations, violation of which shall result in preventing them from using the Library facilities, throughout the year.

- The Library will remain open on all the working days from 8.30 a.m to 4.00 p.m. Book issue timings should be noted separately.
- Absolute silence is to be maintained in the Library. No conversation or discussion is allowed.
- Eating, smoking and use of MOBILE PHONES in the library is strictly PROHIBITED.
- While entering the Library, every reader/user should enter his/her name and other details in the Entry Register maintained at the counter.
- Each student will get two Library Cards and one Reference Card. In case of loss of cards, the student must report immediately to the librarian.
- Each student can borrow two books at a time i.e one book per card for a period of one week. In case of more demand for any book, the period of borrowing may be reduced. One book can also be borrowed for overnight use by producing Reference Card.
- Reference Books/works such as Dictionaries, Encyclopedias, Year Books, Periodicals, News papers, Question paper sets, will be issued on Reference Card and they should be read only in the Library and are not to be taken out.
- Exchange of Library Cards, Reference Card and Library books is not allowed.
- Borrowers whilst receiving a book must examine it and report to the Library staff, any damage that may be found therein. If they fail to do so, they may be held responsible for any damage that may be detected later on whilst returning the book.
- If anyone fails to return the books within the specified time, a fine of Rs. 2/- (Rupees two only) per day including holidays will be charged. The amount may be increased in case of more demand for the book.
- The book may be renewed once only, if the same is not in demand and is not reserved by any other reader.
- If a particular book is lost or damaged, the borrower is liable to replace the book or should pay three times the cost of the book. In case of rare books or out of print books etc. the amount may be increased which will be decided by the Library Committee.
- Students/Staff can avail photocopying & internet facility in the Library at concessional rates.
- In case of any difficulties regarding the library or if any help is required in getting proper books etc. students/staff are advised to consult the Librarian.
- The students are liable for punishment or fine/disciplinary action if they either misbehave or damage the books or any other property of the college Library.
- Students and staff are advised to make use of Library, as much as possible, but in dignified manner.



## ORDINANCE OA-17 RELATING TO MINIMUM ATTENDANCE

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

**Objective:** To ensure regular attendance during every form of interactive instruction pertaining to the teaching of all the Undergraduate and Post Graduate Courses offered by Goa University.

**General:**

(I) Attendance criteria under this Ordinance shall be brought to the notice of all the enrolled students by the concerned Institution/Department at the beginning of the academic year and the same shall be enforced strictly. (ii) The teacher(s) concerned shall engage not less than the actual number of lectures/practicals prescribed for the particular paper/course in the syllabus. The Principal or Dean of the College/Head of the PG Department shall ensure that the teachers in the College/Department actually engage not less than the actual number of lectures/practicals prescribed for the paper/course. {Note: “course” refers to Laboratory Course/Optional Course/Compulsory Course or other similar instructional courses}. (III) Generally, when a teacher misses some lectures/tutorials/practicals one or more days then that teacher shall engage those lectures/tutorials/practicals on other day (s) and shall maintain the record of the same.

OA-17.3 Attendance and eligibility to appear for Examinations (1) The attendance shall be taken by the teacher for each lecture/tutorial/practical or any other component of teaching separately. He/She shall maintain such a paper/course-wise Attendance register. (ii) Attendance shall be taken on a day to day basis for all the students and shall be cumulative of all the months of the Semester/Terms/Year (in case of annual examination), as the case may be, for deciding the eligibility to appear for the respective examination. The statement of the attendance shall be prepared paper/course-wise and month-wise and the same shall be displayed on the Notice Board. A copy of this statement shall be sent to the University for records. (iii) If more than the prescribed number of Lectures/Practicals for a paper/course have been engaged by the teacher(s), then, for the purpose of compilation of attendance, the number of lectures actually engaged as well as attended shall be proportionately scaled down with respect to the prescribed number of lectures/practicals for the paper/course. (iv) A student registered in a Semester/Term/Year, for any Course (degree or diploma), shall be required to have a minimum cumulative attendance of 75% of the total lectures and practicals prescribed for the course during that Semester/Term/Year. Although the attendance shall be cumulative for all the papers/courses taken together, in the given Semester/Term/Year, a student shall be required to have a minimum of 50% attendance in any individual paper/course. (v) A student, having less than 75% cumulative attendance in a Semester/Term/Year and/or less than 50% attendance in individual paper/course, shall not be eligible to appear for that semester/Term/Annual Examination. Such student shall have to seek re-admission to the Course/Programme during the subsequent Academic Year/Term/Semester by paying requisite fees. However, such student shall not be treated as fresh applicant for the admission if the re-admission is in the same institution. Readmission to professional colleges for the First Year of the course shall be as per the admission rules for these courses. These students shall not answer CET.

(vi) For a student registered for subject/subjects having practical component, attendance for both theory and practical component shall be treated separately for the requisite attendance mentioned above. (vii) Attendance of a student in an institution for a course shall be transferred to another institution if the student continues the same course in the new institution. (viii) A student representing the Institution /University/State/Country in extracurricular activities such as NCC/NSS/Sports/Cultural events, on obtaining prior approval of the Principal/Dean/Head of Department, shall be treated as “on duty” at the lectures/practicals missed by him/her and shall be marked as 'D' in the Attendance Register. Absence due to such activities shall be supported by documentary evidence issued by appropriate authority such as Commanding Officer of NCC, Director of Youth Affairs, Director/Asstt. Director of Sports in Government/University or an authorized official of these and other similar bodies. However in such case, for the purpose of compilation of cumulative as well as paper/course-wise attendance, the number of lectures/practicals for the paper/course shall be calculated after adding the lectures/practicals under 'D' and considered as such. e.g { (No. of lectures/practicals +D) ÷ (No. of lectures/practicals engaged) x100 (ix) Absence on medical grounds for more than four continuous working days is required to be supported with a Medical Certificate which should be submitted within seven days after rejoining the class. Absence on medical grounds shall be offset against the 25% concession in the attendance already granted. However, if such absence exceeds 25% and is found genuine, the student may request for the condonation of the same. The Principal/Dean/Head of the Department shall examine such absence on a case-to-case basis. (x) Any case not covered under the above clauses but recommended by the Principal/Dean/Head of the Department for condonation shall be referred to a Committee consisting of (i) Vice-Chancellor (Chairman), (ii) Registrar and (iii) Principal of the Institution/Dean of the College/Head of the Department concerned, as members. (xi) For Courses which are governed by the regulations of central governing bodies such as MCI,DCI,AICTE,CCIM, the norms prescribed by the respective bodies shall be followed with regard to the minimum attendance requirements. (xii) A student, who has any grievance about the attendance record, may bring the same to the notice of the Head of the PG Department/Dean or Principal of the College, in writing, within three days from the date of its display on the Notice-Board. The Head of the PG Department/ Dean or Principal of the College on receipt of such a complaint, shall verify the accuracy of attendance records and allow the aggrieved student to inspect the records if necessary, and shall dispose of the complaint preferably within a period of seven days.

## AWARDS & SCHOLARSHIPS

The College has various awards for the students excelling in academics instituted by various individuals/departments/companies.

- Late Shambhu Vaman Borkar award for the student of B.A. standing First in the college at the University Exam.
- Late Janakibai Shambhu Borkar Award for the student of B.Sc. standing First in the college at the University Exam.
- Late Anant Shambhu Borkar Award for the student of B.Com. standing First in the college at the University Exam.

- Permanent Annual Awards for top scorers at T.Y.B.A/B.Com/B.Sc. University Exams from the interest on the Fixed deposit of Rs.4000/- instituted by the Students' Council of 1993-94.
- Domingos Mendes Memorial Annual Award instituted by Dr. Gervasio Mendes in memory of his late father to the student securing First rank in the college at T.Y.B.Com. University Exam.
- Dept. of Economics Award to the top scorer in Economics at T.Y.B.A. University Exams, instituted by faculty members of the department of Economics, Dr.Gervasio Mendes, Dr.Agnela Dias and Ms.Shilpa Satoskar Dhuri.
- Dept. of English Award instituted by Mr. Sharat Jamkhandi and Ms. Anita Jacob for the top scorer in English at T.Y.B.A. Exam.
- Dr. Sonia Sirsat Award to the student securing highest percentage in Hindi at T.Y.B.A. University Exam.
- Dr. Sneha Mahambre Award to the top scorer in Marathi at T.Y.B.A. University Exam.
- Ms. Sunita Kanekar Award to the top scorer in Konkani T.Y.B.A. University Exam.
- Prize sponsored by the college to the student for securing First place in College at University Exams at F.Y.B.A./B.Sc./B.Com., S.Y.B.A./B.Sc./B.Com., T.Y.B.A./B.Sc./B.Com.
- Late Vasant Samant Award instituted by Dr. Purnakala Samant in memory of her late father to the top scorer in Chemistry paper-I, at the T.Y.B.Sc. University Exams.
- Late Hanumant Chodankar award instituted by Mr.Ashok Chodankar for the top scorer in Organic Chemistry at T.Y.B.Sc University Exams.
- Late Mahadev Chodankar Award instituted by Mr.Ashok Chodankar for the top scorer in Chemistry at T.Y.B.Sc. University Exams.
- Late Remedio Vincent Pereira award instituted by Ms. Rosalina De Silva for scoring highest marks in Inorganic Chemistry paper at University Exams.
- Novartis India Ltd Award for the top scorer in Chemistry at T.Y.B.Sc. Exams.
- Late Shri Manguesh Mosso Parab Gaonkar Award instituted by Ms. Manda Parab in memory of her late grandfather for the student ranking first in College at T.Y.B.Com University Exams.
- Department of Computer Science Award instituted by the teachers of the department to the student who secures highest marks in the papers of Computer Science at T.Y.B.Sc. University Exams.
- Award instituted by Mr. Uday Joshi, Ex-A.E., P.W.D., Valpoi, Goa, in memory of his late father, for the student securing highest marks in Mathematics at S.Y.B.Sc Exams.

#### **Merits Scholarships and Financial Aid**

- The College awards Merit Scholarships to provide incentives to students to excel in examinations. The first 3 students in a class, (not division), will be awarded the first, second and third Merit Scholarship, provided they obtain at least 60% marks in the examinations. Merit Scholarships for the 1st Semester of the Academic year will be awarded on the basis of the marks of the previous year end examination. Merit scholarships for the Second Semester will be awarded on the basis of the First Semester End Examinations'. In matters of dispute, the decision of the Principal will be final and binding.
- Dr. Joydeep Bhattacharjee Scholarship for needy students.
- Late Aalok Shirodkar Memorial Scheme for Financial Assistance.

**Other Government Scholarships**

1. Rajiv Gandhi Shiksha Sahayya Yojana Scholarship to Economically Backward Class students who fulfill the following conditions:
  - a) The income of parents/legal guardian from all sources does not exceed Rs. 40,0001 p.a.
  - b) He/She has secured a minimum of 45% marks at the last qualifying examination.
  - c) He/She is a resident of Goa.
2. Post Matric Scholarship to Scheduled Caste/Other backwards class students:

The students who belong to Scheduled Caste/Other Backward Class so specified in relation to Goa are eligible, provided they have passed the last qualifying examination of recognized University/Board. Only one student in the family is entitled for such Scholarship.
3. Scholarships to handicapped students:
  - a) The student should possess a minimum disability of 40%.
  - b) The student should have secured a minimum of 45% marks in the previous annual examination.
  - c) The annual income of the parents should not exceeds Rs. 25,000/from all sources.
4. SC/ST/Orphans should apply for Government of India Scholarship. (Details are available in the college office)
5. Scheme for Promotion of Science Education
6. Merit Scholarship to the children of school Teachers:

The children of working school teachers, who have obtained first class at SSC examination held in March/April are eligible to apply for the same if their parents income is less than Rs.2,30,001/- per annum by allowing standard deduction.
8. Other Government Schemes and Freeships:
  - a) Scheme for the grant of educational concession to the children of Freedom Fighters.
  - b) Freeships for children of Service Personnel.
  - c) Govt. of India Scholarships to the students from non Hindi speaking states for Post Matric studies in Hindi.
  - d) Scholarships for minority communities.
  - e) Bursary Scheme from State Government.
  - f) Fee-Waives scheme for SC/ST students pusuing higher education.
  - g) Dayanand Bandodkar Scheme for Higher Education for orphans.
  - h) Scholarship for College and University students by MHRD.
  - i) Gagan Bharari Shiksha Yojana for studnets belonging to Dhangar Community.
9. Post Matric Scholarship
  - a) Freeships to children of persons from Armed forces killed or disabled.
  - b) Financial assistance from the Institute of Public Assistance.

c) National Loan Scholarship.

10. Students' Aid Fund:

The objective of this fund is to render financial assistance to poor students to meet partly or fully their tuition fees or to purchase books or similar other expenses.

The student who fails in the annual examination will not be eligible for assistance. However, on passing in subsequent attempt he/she may be considered for the assistance for the next higher class. The income of parents of the applicant student should not exceed Rs.300,000/- per annum. The applicant will have to produce income certificate from the prescribed authority as per Government instructions. Maximum limit of assistance per student under this fund will be RS.3000/- per annum. The beneficiary should not be in receipt of any other scholarship/assistance, except merit scholarship.

#### **Ten Best All-rounders**

Ten students who have excelled in various curricular and co-curricular activities during the academic year are selected as the 'All Rounders' of the year. The selection is based on points scored by the students for excelling in the academic field and other activities of the College. Guidelines for the selection of the 'All Rounders' will be displayed on the College Notice Boards.

#### **Best Outgoing students**

To encourage students to collaborate actively with the College activities, one T.Y. Student is selected and crowned ceremoniously as the Best Outgoing Student at the end of the academics year. The selection is based on the students' involvement and active participation in various College programmes, during their three year career in the College. Other factors like good behavior, academics etc. are also taken into account. The Convenors of various Associations, Committees /Clubs/Units along with the

**I've come to realize that real  
growth of character takes  
place in the valleys of life**

*-Dave Dravecky*

## ANTI-RAGGING ACT, 2009

**Students should note that it is mandatory to file online anti-ragging undertaking. The link for online anti-ragging undertaking, [https://www.antiragging.in/Site/Affidavits\\_registration\\_form.aspx](https://www.antiragging.in/Site/Affidavits_registration_form.aspx) is available on the College website. After filing the online anti-ragging undertaking, the students should download, print and submit the same in the college office.**

### ANNEXURE III

UNIVERSITY GRANTS COMMISSION BAHADURSHAH ZAFAR MARG NEW DELHI 110002  
UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009  
(under section 26 (1)(g) of the University Grants Commission Act, 1956)

Dated 17<sup>th</sup> June, 2009.

F.1-16/2007 (CPP-II)

#### PREAMBLE

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala V. Council, Principals, Colleges and others" in SLP No.24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009 and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in consultations with the Councils, brings forth this Regulation. In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the University grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely:

Title, commencement and applicability.

These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009"

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

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

Objectives:

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any students to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, and thereby, to eliminate ragging in all its forms from universities, deemed, universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these regulations and the appropriate law in force.

What constitutes Ragging:- Ragging constitutes one or more of any of the following acts:

Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

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

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

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

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

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

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

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

Definitions:

In these regulations unless the context otherwise requires:

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

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

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

“Commission” means the University Grants Commission.

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

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

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

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

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

“NAAC” means the National Academic and Accreditation Council established by the Commission under section 12 (ccc) of the Act.

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

(2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.

5. Measures for prohibition of ragging as the institution level:

a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions shall permit or condone any reported incident of ragging in any form, and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging within the institution or outside.

b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging actively or passively, or being part of a conspiracy to promote ragging.

6. Measures for prevention of ragging at the institution level

6.1 An institution shall take the following steps in regard to admission or registration of students namely

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

b) The brochure of admission/instructions booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institutions publishing such brochure of admission/instructions booklet or the prospectus. Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-ragging Committee and anti Ragging Squads, District and Sub

Divisional authorities, Wardens of hostel, and other functionaries or authorities where relevant shall be published in the brochure of admission/instructions booklet or the prospectus.

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

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

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

f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the School or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behavior has been commented in such document.

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

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

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

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

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

l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.

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

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

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

p) The head of the institution shall provide information to the local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that



the Anti-Ragging squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

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

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.
- b) The institution, through the leaflet specified in clause (a) of regulation 6.2 of these regulations shall explain to the fresher, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.
- c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bonafied students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-Ragging Squad or to the Wardens or to the Head of the institution, as the case may be.
- d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
- e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows:, namely, (i) joint sensitization programme and counseling of both freshers and senior students by a professional counselor, referred to in clause (o) of Regulation 6.1 of these Regulations, (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti-ragging committee, (iii) organization on a large scale of cultural, sport and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members, (iv) in the hostel, the warden should address all students, and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration, (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instill a feeling of confidence among the freshers.
- f) The institution shall set up appropriate committees, including the course-in-charge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the Freshers, junior students and senior students,
- g) Freshers or any other student(s), whether being victim, or witnesses, in any incident of ragging, shall be encouraged to report such occurrence and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents,
- h) Each batch of Freshers, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the faculty, who shall interact individually with each member of the group every day for ascertaining the problems or difficulties, if any faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same, i) It shall be the responsibility of the member of the faculty assigned to the group of Freshers, to coordinate with the Wardens of the hostel and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged and such member of faculty shall maintain a diary of his/her interaction with the Freshers under his/her charge, j) Freshers shall be lodged, as far as may be, in a separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to Freshers is strictly monitored by wardens, security guards and other staff of the institution, k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution, l) it shall be the responsibility of the parents/guardians of Freshers to promptly bring any instance of ragging to the notice of the Head of the Institution, m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these regulations at the time of admission or registration, as the case may be, during each academic year, n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulations 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or by the institution or by the affiliating University or by any other person or organization authorized to do so, o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same, and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
- p) The Head of the institution shall, on the basis of the information provided by the student under clause (o) of Regulation 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private. Q) The Head of the institution shall at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishment thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies, namely, a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police

administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the Freshers category as well as senior students, non-teaching staff, and shall have a diverse mix of membership in terms of levels as well as gender, b) it shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these regulations as well as the provisions of any law for the time being in force concerning ragging and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution, c) Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times, Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation, d) it shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places, e) It shall also be the duty of the Anti-ragging squad to conduct an on the spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be, and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) Regulation 9.1 Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and view concerning the incident of ragging, and considering such other relevant information as may be required, f) Every institution shall, at the end of each academic year, in order to promote the objectives of these regulations, constitute a Mentoring cell consisting of students volunteering to be Mentors for Freshers, in the succeeding academic year, and there shall be as many levels or tiers of Mentors as the number of batches in the institutions, at the rate of one Mentor for six Freshers and one Mentor of a higher level for six Mentors of the lower level, g) Every University shall constitute a body to be known as Monitoring Cell on ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations, and the Monitoring Cell shall call for reports from the Head of Institutions in regard to the activities of the Anti-ragging Committee, Anti Ragging Squad and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the District level Anti Ragging Committee headed by the District Magistrate, h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violations, and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the statutes or Ordinances or Byelaws to facilitate the implementation of anti-ragging measures at the level of the institutions.

Every institution shall take the following other measures, namely, a) Each hostel or a place where groups of students reside, forming part of the institution, shall have a full time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing incidents of ragging within the hostel, as well as the soft skills of counseling and communicating with the youth outside the class room situations, and who shall reside within the hostel, or at the very least, in the close vicinity thereof, b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be published among all students residing in the hostel, c) The institution shall review and suitably enhance the powers of Wardens and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them, d) The professional counselors referred to under clause (o) of regulation 6.1 of these regulations shall, at the time of admission, counsel freshers and/or any other student(s) desiring counseling in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions, e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures as it may deem fit.

f) In order to enable a student or any person to communicate with the Anti-Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostel and campus, other than in class rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones, g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees or service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof, h) The institution shall obtain an undertaking from every employer of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings, lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice, i) The institution shall make provisions in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record, j) The institution shall give necessary instructions to the employees of the canteen and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their works and to report the incidents of ragging to the Head of the institution or members of the Ragging Squad or members of the Anti Ragging Committee of the Warden, as may be required, k) All Universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti-ragging and the appreciation of the

relevant human rights, as well as inputs on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counseling approach, l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and crosscheck whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys, m) The institution shall cause to have an entry apart from those relating to general conduct and behavior, made in the Migration/Transfer Certificate issued to the student while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behavior or any inclination to harm others, during his course of study in the institution, n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and section of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary, and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice, o)The Heads of institutions affiliated to a University or a constituent of the University, as the case may be shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations, and a monthly report on such status thereafter to the Vice Chancellor of the University to which the institution is affiliated to or recognized by, p) The Vice Chancellor of each University, shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

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

Abetment to ragging, ii. Criminal conspiracy to rag, iii.Unlawful assembly and rioting while ragging, iv.Public nuisance created during ragging, v.Violation of decency and morals through ragging, vi.Injury to body causing hurt or grievous hurt, vii.wrongful restraint, viii.Wrongful confinement, ix.Use of criminal force, x.Assault as well as sexual offences or unnatural offences, xi. Extortion, xii.Criminal trespass, xiii.Offences against property, xiv.Criminal intimidation, xv.Attempts to commit any or all of the above mentioned offences against the victim(s), xvi.Threat to commit any or all of the above mentioned offences against the victim(s), xvii.Physical or Psychological humiliation, xviii.All other offences following from the definition of “Ragging” Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University. If the institution is an affiliated institution. Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

8.Duties and responsibilities of the Commission and the Councils.

8.1 The Commission shall with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely, a) The Commission shall establish fund and operate a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents, b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Wards of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizen to access it, c)The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause, d) The telephone numbers of the anti-Ragging Helpline and all the important functionaries in every institution, faculty members, members of the anti ragging committee and anti ragging squad, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies, e)The Commission shall maintain an appropriate database to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it. And such database shall also function as a record of ragging complaints received, and the status of the action thereon, f) The Commission shall make available the database to a non-government agency to be nominated by the Central Government to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorized by the Commission or by the Central Government, 8.2 The Commission shall take the following regulatory steps, namely, a) The Commission shall make it mandatory for the institution to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action. b)The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations, c)The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants in aid to any institution under any of the general or special schemes of the Commission, that the institution has

complied with the anti-ragging measures, d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorized accreditation agencies while assessing the institution for accreditation, ranking or grading purposes, e) The Commission may accord priority in financial grants in aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of these being no reported incident of ragging, f) The Commission shall constitute an Inter Council Committee, consisting of representatives of the various Councils, the Non-Government agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti ragging measures in institutions across the country and to make recommendations from time to time, and shall meet at least once in six months each year, g) The Commission shall institute an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring cell and University Level Commission for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

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

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereunder a) The Anti-Ragging Committee of the institutions shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-ragging Squad, b) The Anti-ragging Committee may, depending on the nature and gravity of the guilt established by the Anti ragging Squad, award to those found guilty, one or more of the following punishment namely, i. Suspension from attending classes and academic privileges, ii. Withholding/withdrawing scholarship/fellowship and other benefits, iii. Debarring from appearing in any test/examination or other evaluation process, iv. Withholding results, v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc, vi. Suspension/expulsion from the hostel, vii. Cancellation of admission, viii. Rustication from the institution for period ranging from one to four semesters, ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment, c) An appeal against the order of punishment by the Anti Ragging Committee shall lie, i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice Chancellor of the University, ii. in case of an order of a University, to its Chancellor, iii. in case of an institution of national importance created by an Act of Parliament to the Chairman or Chancellor of the institution, as the case may be. 9.2 where an institution being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following action, namely, i. withdrawal of affiliation/recognition or other privileges conferred. ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies, iii. Withholding grants allocated to it by the university, if any, iv. Withholding any grants channelized through the university to the institution. v. Any other appropriate penalty within the powers of the university.

9.3 Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution against such member of the faculty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action, and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely, i. withdrawal of declaration of fitness to receive grants under section 12B of the Act. ii. withholding any grant allocated. iii. Declaring the institution ineligible for consideration for any assistance under any of the General or special assistance programme of the Commission. iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspaper or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards. v. Taking such other action within its powers as it may deem, fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with provisions of these Regulations, Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

(Dr.R.K Chauhan)

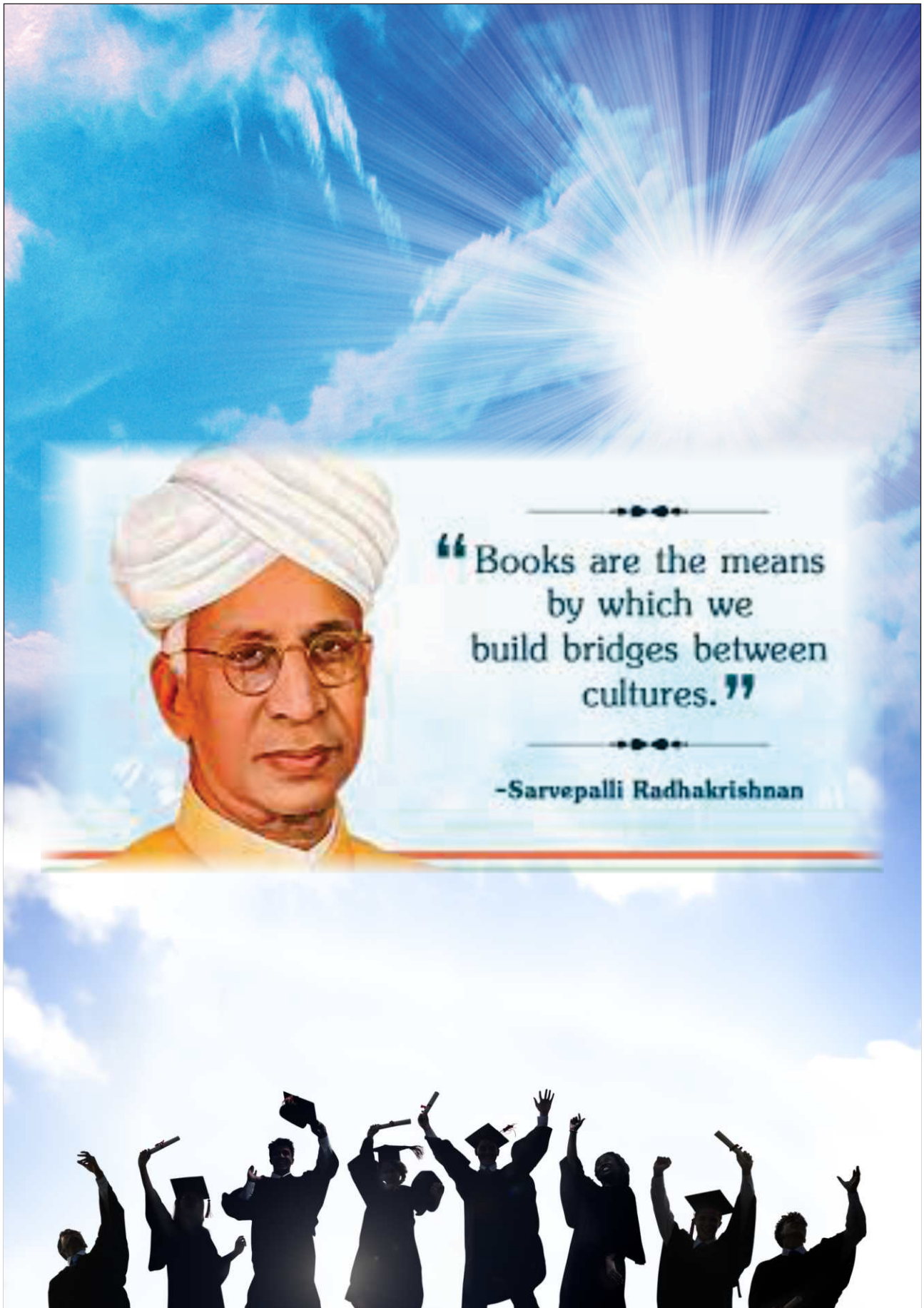
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-Sarvepalli Radhakrishnan



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