



VIKAS PARISHAD'S
MANDRE COLLEGE OF COMMERCE,
ECONOMICS & MANAGEMENT

DEV MANDREKAR NAGAR, MANDRE-GOIA

(Regd. No. 26/Goa/80)

Affiliated to Goa University

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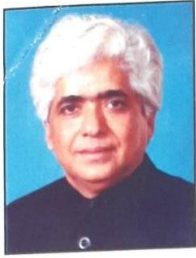
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PROSPECTUS

2022-23



MANAGING COMMITTEE



Adv. Ramakant Khalap
Founder & Chairman



Shri Raghuvir N. Sawant
Vice -Chairman



Shri Krishna Gaonkar
Vice -Chairman



Shri Narayan Naik
Manager



Shri Ashwin R. Khalap
Exe. Member/Chairman L.M



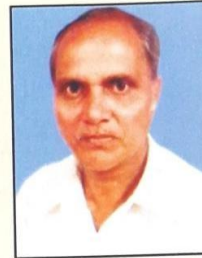
Shri Manohar A. Mhamal
Treasurer



Shri Minguel D'Souza
Executive Member



Shri Jaiwant Hanjunker
Executive Member



Shri Ramesh Shet Mandrekar
Executive Member



Shri Umesh Gaonkar
Co-opted Member



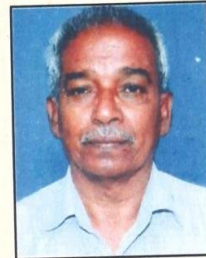
Shri Ranganath Kalshaokar
Co-opted Member



Shri Babuso Hadfadkar
Co-opted Member



Shri Chandrakant Salgaonkar
Co-opted Member



Shri Ankush Naik
Co-opted Member



Shri Shankar Chodankar
Co-opted Member



Shri Tarani Gaonkar
Co-opted Member



Shri Govind Asgaonkar
Co-opted Member



Adv. Amit Sawant
Co-opted Member



Shri Rajaram Pednekar
Co-opted Member



Shri Sachin Mandrekar
Co-opted Member



Dr. Pratiksha Khalap
Administrator



Sou. Shrimati S. Manjrekar
Honorary Member



Shri Mahesh Mandrekar
Honorary Member



Shri Subhash V. Parsekar
Honorary Member

MISSION

Mandre College aims in transforming and creating responsible and promising citizens of our country by imparting quality education and inculcating high moral standards and civic sense and also by developing their physical and intellectual capabilities

VISION

Promote highest levels of excellence and help students achieve academic, personal and career goals

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Prospectus Committee: Miss Trupti Raut (Convenor)



Chairman's

Message.....

Dear Students, Parents and Guardians, well-wishers and friends,

I am happy to announce that at long last we have started enjoying "ACCHE DIN". The problems created by our detractors have been solved. The High Court of Judicature of Bombay Goa Bench has decided all our cases in our favor and against the powers that created obstacles in our path. Our Writ Petitions challenging the government orders of withdrawal of approval and refusal of grants as well as cancellation of affiliation to Goa University have been set aside. The High Court directed the Government to release grant-in-aid to our college from academic year 2021. The High Court also directed that arrears of grants be released to our College from 2017-18. Our affiliation to Goa University has also been restored. We are likely to be awarded permanent affiliation very soon. We have passed through grueling experiences from 2012 to 2021.

Constant financial crunch and threat of closure of our College remained hanging over our heads like the Sword of Damocles. Fortunately all that is now history. Dr. Pramod Sawant Hon'ble Chief Minister of Goa inaugurated our College in the presence of dignitaries like Hon. Opposition leader Mr Digambar Kamat, Hon. Vice Chancellor Mr. Varun Sahani, the local MLA Mr Dayanand Sopte, Zilla Parishad Member Mr Satish Shetgaokar, Sarpanch Mr. Subhash Assolkar, Director of Higher Education Mr. Prasad Lolyekar and others. The function coincided with my 75th birth anniversary. You all celebrated the two events with warmth and gaiety. It sent a wonderful message to all that the College is now on the path of glory.

We have now undertaken a massive programme of development of not only our College but also our sister institutions like Sapteshwar Institute, R.D. Khalap High School, New English Primary school etc. Our buildings have been given a face lift by providing all facilities and amenities required to provide the best of ambience for education. Dr. Tushar Anvekar has been appointed as Principal of College. He is a highly experienced Professor of Chemistry and holds a Ph.D. from Goa University. Experienced Professors and Lecturers have been appointed.

Well-equipped library and sports facilities are also provided. Our library is well stocked with thousands of books beside e-library facilities. In spite of the Covid restrictions during the years 2020 and 2021 our students under the able guidance and pedagogy of our Professors have excelled in their studies. In all seven batches of B.Com Degree Graduates passed through our portals. Several students excelled in sports and extracurricular activities.

Our class rooms now are equipped with modern gadgets which help the students to access knowledge from every nook of the country and the world. Our campus is provided with Wi-Fi facilities and internet connectivity. From June 2022 onwards we shall provide National Cadet Corpse (NCC) training facilities under our very own Principal Dr. Tushar Anvekar who holds the Rank of “Major” in NCC. Having thus stabilized in our attempts to provide best of educational facilities, we have gone further in creating facilities for development of sports, music and drama, literature and agriculture in the village of Mandre which we have now adopted for the purpose of all round development.

We have extended our hand of cooperation and help to sister institutions in the village namely the Mandre High School and Rosary High School. We have sought help from the local panchayat and local members of Zilla Parishad and Assembly as well. Together we shall create Mandre Gymkhana, Centre for Performing Arts, Centre for Literature and Center for development of Agriculture. We seek your wholehearted cooperation in our efforts for holistic development of the village.

God Bless All

Thank you....

Advocate Ramakant Khalap

From the Principal's Desk



“Education is not the learning of facts, but the training of the mind to think”..... Albert Einstein

I would like to welcome you to Vikas Parishad's Mandre, College of Commerce, Economics and Management, Mandre, Goa. The College has successfully completed ten years of its existence. The College offers Bachelor of Commerce under Choice based credit System which is affiliated to Goa University.

Every student has the potential to grow, if it is nourished with love and care under right guidance. In the current challenging times, it is essential that student should not only excel in academics, but should also develop discipline, personality, social sensitivity and be imbued with traditional values and culture of our country. Education has the greatest potential and power to create an individual and the society. Our college has excellent faculty members to cater the need of the hour.

The College is giving more focus on physical, mental growth and intellectual development of the students by encouraging them to take part in various sports and cultural activities. The college organises educational/study tours. This helps them learn the things in a better way.

This year the college is starting a new NCC army division for our students. The College is also planning to start new job-oriented courses that are skill based to solve the unemployment problem in society.

Recently, our college has constructed a new floor to the existing building and it houses state-of-art classrooms, well equipped computer laboratory, spacious library with open access facility, equipped sports room, seminar hall, common rooms for boys and girls and Wi-Fi enabled campus. We are trying to improve the teaching-learning process by installing interactive panels in the class-rooms.

Once again, I warmly welcome all new students for joining our institution and assure them excellence in academics, accomplishments in co-curricular activities and finally be groomed as well disciplined and responsible citizens of our country.

Wishing all the students a grand success in their career and prosperity in their future life.

Dr. Tushar Shamba Anvekar

Principal

VIKAS PARISHAD'S
MANDRE COLLEGE OF COMMERCE, ECONOMICS & MANAGEMENT
Regd. No. 26/Goa/80
MANDRE, PEDNE — GOA 403527 Ph.No. 2247269

LIST OF MANAGING COMMITTEE

1. Adv. Ramakant D. Khalap	Chairman
2. Shri Raghuvir N. Sawant	Vice-chairman
3. Shri Krishna Gaonkar	Vice-chairman
4. Shri Narayan J. Naik	Secretary
5. Shri Ashwin R. Khalap	Exe. Member/Chairman L.M.C.
6. Shri Manohar A. Mhamal	Treasurer
7. Shri Minguel D'souza	Exe. Member
8. Shri Jaiwant Hanjunker	Exe. Member
9. Smt. Shrimati Manjrekar	Exe. Member
10. Dr. Pratiksha Khalap	Administrator

LOCAL MANAGING COMMITTEE

1. Shri Ashwin R. Khalap
2. Shri Narayan J. Naik
3. Dr. Pratiksha Khalap
4. Mrs. Sumeksha Gaonkar
5. Mrs. Yashashri Naik

CO-OPTED MEMBER

6. Shri Umesh Gaonkar
7. Shri Ranganath S. Kalshaokar
8. Shri Babuso Haddadkar
9. Shri Chandrakant Salgaonkar
10. Shri Ankush S. Naik
11. Shri Shankar T. Chodankar
12. Shri Tarani R. Gaonkar
13. Shri Govind B. Asgaonkar
14. Adv. Amit A. Sawant
15. Shri Rajaram Y. Pednekar
16. Shri Sachin A. Mandrekar

HONORARY MEMBERS

17. Shri. Ramesh Shet Mandrekar
18. Shri Mahesh Mandrekar
19. Shri Shubash V. Parsekar

P.T.A.

- | | |
|------------------------|-----------|
| 1. Shri. Sadashiv Naik | President |
| 2. Miss Chaitali Gawas | Secretary |

TEACHING STAFF



- **Mrs. Darshana A. Kerkar – Asst. Prof. in Commerce**
- **Qualification: M.Com., SET, B.P.Ed. Department Incharge**



- **Ms. Trupti S. Raut- Asst. Prof. in Commerce**
- **Qualification: M.Com, SET**



- **Ms. Chaitali P. Gawas- Asst. Prof. in Commerce**
- **Qualification: M.Com, SET**



- **Ms. Twinkle D. Salgaonkar
Asst. Professor in Commerce (Lecture Basis)**
- **Qualification: M.Com.**



- **Ms. Shahana I. Shaikh
Asst. Professor in Economics (Lecture Basis)**
- **Qualification: M. A. (Economics)**



- **Ms. Smita N. Naik
Asst. Professor in Environment (Lecture Basis)**
- **Qualification: M.Sc. NET, Ph.D.**



- **Ms. Prachi P. Panjekar Asst. Professor in Information Technology (Lecture Basis)**
- **Qualification: M.E. (Computer Science And Engineering), SET**



- **Ms. Sampada D. Nawathe**
- **Asst. Professor in English (Lecture Basis)**
- **Qualification: M.A. (English), B.Ed.**



- **Ms. Winita Rawol Asst. Professor in Mathematics (Lecture Basis)**
- **M.Sc. (Maths), B.Ed.**



- **Adv. Lida Joao Asst. Professor in Law**
- **Qualification: LLM, NET**

DEPARTMENT OF PHYSICAL EDUCATION AND SPORTS



- **Mr. Balachandra B. Jadar, Director of Physical Education and Sports**
- **Qualification: M.P.Ed., NET & JRF**



- **Mr. Pratik P. Kannaik, Instructor in Physical Education**
- **Qualification: B.A. B.P.Ed**

DEPARTMENT OF LIBRARY AND INFORMATION CENTRE



- **Ms. Jovita Lobo, College Librarian**
- **Qualification: M.Lib. SET**



- **Mr. Raya V. Kerkar, Librarian Grade I**
- **Qualification: B.Com, B.Lib.**

COLLEGE COUNSELLOR



- **Ms. Siddhi Raut – College Counsellor**
- **Qualification: MA in Clinical Psychology**

Non-Teaching Staff

1. Mrs. Yashashri Naik, U.D.C
2. Mr. Devesh N. Naik, System Administrator
3. Mrs. Priti N. Sawant, Jr. Stenographer
4. Mr. Kannaya Naik, L.D.C
5. Mr. Prasad R. Mandrekar, L.D.C
6. Mr. Babu Alias Sandesh Nhanu Shetgaonkar, L.D.C
7. Mr. Shubham D. Mhamal, M.T.S
8. Mr. Sahadev B. Sawant, M.T.S
9. Mr. Vikas G. Shetkar, , M.T.S
- 10.Ms. Diksha D. Sawant, M.T.S
- 11.Ms. Shradha S. Barde, M.T.S
- 12.Mrs. Mary Barretto, M.T.S

ELIGIBILITY FOR ADMISSION & SCHEME OF EXAMINATION

Ordinance OC-66 relating to the three year choice based credit system programmes of Bachelor of Arts, Bachelor of Arts (Honours) Bachelor of Commerce, Bachelor of Commerce (Honours), Bachelor of Science and Bachelor of Science (Honours) degrees

(Under section 24(1) of Goa University Act. 1984) (Effective from the academic year 2017-18)

OC-66.1 GENERAL

Choice Based Credit System (CBCS) provides choice for students to select from the prescribed courses Under the CBCS, the requirement for awarding a Degree is prescribed in terms of number of Credits to be completed by the students

1.1. OBJECTIVES

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

1.2. DEGREE TO BE AWARDED

Bachelor of Arts/Bachelor of Commerce/Bachelor of Science/Bachelor of Arts (Honours)/Bachelor of Commerce (Honours)/Bachelor of Science (Honours).

1.3. DURATION OF COURSE

The afore-mentioned Degree Courses shall each have duration of three academic years. Every academic year shall consist of two semesters.

OC-66.2 ELIGIBILITY FOR ADMISSION

Eligibility for admission leading to the Degree of Bachelor of Arts / Bachelor of Commerce / Bachelor of Science/ Bachelor of Arts (Honours)/Bachelor of Commerce (Honours)/Bachelor of Science (Honours) shall be as follows.

2.1. Eligibility for admission to Semester I & II (in the first year) B.A. /B.Com/B.Sc. /B. A. (Hon.)/ B.A. /B.Com/B.Sc. /B.A. B.Com. (Hon.)/ B.Sc. (Hon.) Programme:

- A. To be eligible for admission to the Semester I of the Three Years Programme leading to the Degree of Bachelor of Arts/Commerce/Bachelor of Arts (Hon.)/Commerce (Hon.) the candidate should have passed:
 - i. The Higher Secondary School certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in any stream, including Vocational stream in the subjects notified by the University from time to time, OR
 - ii. Std. XII Arts/Science/Commerce or similar examination of another body, equivalent to Goa Board of Secondary and Higher secondary Education, Goa, and recognized as such by Goa University.
- B. To be eligible for admission to the Semester I of the Three Year Programme leading to the Degree of Bachelor of Science/Bachelor of Science (Hon.) the candidate shall have passed:
 - i. The Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Science stream or Vocational stream in the subjects notified by the University from time to time. OR
 - ii. Std XII Science or a similar examination of another body, equivalent to Goa Board of Secondary and Higher Secondary Education, Goa, and recognized as such by Goa University.
- C. A candidate not covered under any of the above categories but desirous of seeking admission to the said course may apply to the College. However, the Registrar along with Dean of concerned Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility.
- D. A candidate admitted for Semester-I shall be deemed eligible for admission to semester-II.
- E. A candidate migrating from another recognized University and desirous of direct admission to Semester-II may be considered for admission provided he/she has cleared/passed First Term / Semester-I examination of that University with those subjects for which admission

is sought and undertakes to successfully complete the other compulsory Courses of semester-I.

2.2. Eligibility for admission to Semester-III & IV (In the second year) B.A. / B.Com / B.Sc./ B. A. (Hon.) / B.Com. (Hon.)/ B.Sc. (Hon.) programme:

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

2.3. (i) Eligibility for admission to Semester-V (in the third year) B. A./ B. Com./B. Sc./ B. A. (Hon.)/B.Com.(Hon.)/B.Sc.(Hon.) Programme:

- A. A candidate who has been declared passed in semester-I to Semester-IV examinations shall be eligible for admission to Semester-V.
- B. A candidate admitted for Semester-V shall be deemed eligible for admission to Semester-VI.

C. A candidate migrating from any other recognized University may be considered for admission to Semester-V of the B. A. / B.Com. / B. Sc. Course provided:

- a. She/he has passed the Second Year B. A. / B. Com. / B. Sc. / B. A. (Hon.) / B.Com. (Hon.) / B.Sc. (Hon.) Examination in all subjects from that University, and
- b. She/he had offered at the Second Year the required courses and credits under the scheme of this University. A candidate fulfilling these conditions shall be eligible for admission to Semester V only.

Eligibility for admission to Semester-VI (in the third year) B.A./B.Com./B.SC./B.A. (Hon.)/B.Com.(Hon.)/B.Sc.(Hon.) Programme:

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

2.4. Class strength:

Number of students in a class/division shall not ordinarily exceed sixty.

OC-66.3 PROGRAMME STRUCTURE:

1. The Programme shall be based on a system of time-integrated Units called Credits, under the CBCS.
2. The Programme shall comprise Courses such as Core, Elective and Ability Enhancement Courses.
3. A Credit shall consist of 15 clock hours of theory of 1 hour duration each or 15 practical classes of 2 hours duration each, per semester or its equivalent; field work and such other as recommended by the Board of Studies (BOS) shall be considered under practical category for calculating credits and workload.
4. One Credit shall carry a maximum of 25 marks.
5. A student shall be eligible for the award of Bachelor's Degree on successful completion of minimum of 132 Credits, to be completed over a minimum of six Semesters.

A student shall be eligible for the award of Bachelor's Degree (Honours) on successful completion of minimum of 148 Credits, to be completed over a minimum of six semesters.

OC-66.4 COURSE STRUCTURE

1. Each Course can carry different weightage in terms of number of Credits. Each Course should define learning objectives and outcome. A course may be designed so as to comprise any or combination of lectures/tutorials/ laboratory work/field work/outreach activities/project work/vocational training/ viva/seminars/term papers/assignments/ presentations/self-study/such other.
2. Core Course: A Core Course (CC) shall be of 4 or 6 Credits and may consist of only theory component, or theory and practical components, in which case the theory component shall be of 3 Credits and the practical component shall be 1 Credit for 4 Credit courses and the theory component shall be of 4 Credits and the practical component shall be 2 Credits for 6 credit courses, or as prescribed by BOS and approved by the Academic Council.
3. Elective Course: An Elective Course can be chosen from a pool of Courses, which may be specific / specialized / advanced/supportive to the discipline or subject, or which provides an extended scope, or which enables an exposure to some other discipline/subject/domain or which nurtures the candidate's proficiency/ skill. An Elective Course may be Discipline Specific Elective Course or Generic Elective Course.

3.1 Discipline Specific Elective (DSE) Course

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

3.2. Project

A compulsory Project work of 4 Credits shall be offered in lieu of a DSE Course in Semester VI and shall be designed to acquire special / advanced knowledge; it shall be specialised course involving application of knowledge in solving / analysing /expiring a real life situation /difficult problem. Students shall undertake such a project under the guidance of a teacher / faculty member.

The topic for the Project Work shall be given in semester V. Students shall be required to carry out work for the Project during Semesters V & VI. The assessment of the Project will be carried at the end of Semester VI.

3.3.Generic Elective Course

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

4 Ability Enhancement Courses (AEC)

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

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

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

5 The Course Structure for the Three Year Degree Programme in B.A./B.Com/B.Sc./B.A. (Hon.)/B.Com. (Hon.) / B.SC. (Hon.) shall be as specified below:

Programme Structure for Bachelor of Commerce

Semester	Core Course(CC)	Ability Enhancement + Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific (DSE)	Elective: Generic (GE)
I	CC 1 Commerce CC 2 Commerce CC 3 Economics CC 4 Commercial Arithmetic	AECC 1 Spoken English AECC 2 Environmental Studies			GE 1: Computer Applications/Service Marketing/Any Other
II	CC 5 Commerce CC 6 Commerce CC 7 Economics CC 8 Commercial Arithmetic	AECC 3 Business Communication AECC 2 Environmental Studies			GE 1: Computer Applications/Service Marketing/Any Other
III	CC 9 Commerce CC 10 Commerce CC 11 Economics		SEC 1 Business Law/Any Other		GE 3 Capital Market/Any other GE 4 Economics/Any Other
IV	CC 12 Commerce CC 13 Commerce CC 14 Commerce		SEC 2 Business Law/Any Other		GE 5 Practice of Rural Marketing/Any other GE 6 Economics/Any Other
V	CC 15 Commerce CC 16 Economics			DSE 1 Commerce DSE 2 Commerce DSE 3 Commerce DSE 4 Commerce	
VI	CC 17 Commerce CC 18 Economics			DSE 6 Commerce DSE 7 Commerce DSE 8 Commerce DSE 9 Commerce*	

CC - Discipline Specific Core; DSE - Discipline Specific Elective

GE - Generic Elective; SEC — Skill Enhancement Course; AECC - Ability Enhancement Compulsory Course

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

CREDITS FOR B.COM. (HONORS)

Semester	Subjects	Credits	Total
I	CC 1 Commerce	4×1	4
	CC 2 Commerce	4×1	4
	CC 3 Economics	4×1	4
	CC4 Commercial Arithmetic	4×1	4
	AECC 1 English	4×1	4
	AECC 2 Environmental Studies	2×1	2
	GE 1 Computer Applications/Geography/ Any other	4×1	4
	Total		26
II	CC 5 Commerce	4×1	4
	CC 6 Commerce	4×1	4
	CC 7 Economics	4×1	4
	CC 8 Mathematics	4×1	4
	AECC 3 Business Communication	4×1	4
	AECC 4 Environmental Studies	2×1	2
	GE 2 Computer Applications/Geography/ Any other	4×1	4
	Total		26
III	CC 9 Commerce	4×1	4
	CC 10 Commerce	4×1	4
	CC 11 Commerce	4×1	4
	SEC 1 Business Law/Any Other	4×1	4
	GE 3 Capital Market/Any other	4×1	4
	GE 4 Economics/Any Other	4×1	4
	Total		24
IV	CC 12 Commerce	4×1	4
	CC 13 Commerce	4×1	4
	CC 14 Commerce	4×1	4
	SEC 2 Companies Act and IPR Laws/Any Other	4×1	4
	GE 5 Practice of Rural Marketing/Any other	4×1	4
	GE 6 Economics/Any Other	4×1	4
	Total		24
V	CC 15 Commerce	4×1	4
	CC 16 Commerce	4×1	4
	DSE 1 Commerce	4×1	4
	DSE 2 Commerce	4×1	4
	DSE 3 Commerce	4×1	4
	DSE 4 Commerce	4×1	4
	Total		24
VI	CC 17 Commerce	4×1	4
	CC 18 Commerce	4×1	4
	DSE 5 Commerce	4×1	4
	DSE 6 Commerce	4×1	4
	DSE 7 Commerce	4×1	4
	DSE 8 Commerce*	4×1	4
			24
	Total		148

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

**SUBJECTS TO BE OFFERED UNDER NEW CHOICE BASED CREDIT SYSTEM FOR
B.COM. (HON).**

SEMESTER I

SR. NO.	CATEGORY	PAPER
1.	CC 1	General Management
2.	CC 2	Financial Accounting
3.	CC 3	Micro Economics
4.	CC 4	Commercial Arithmetic I
5.	AECC 1	Spoken English
6.	AECC 2	Environmental Studies I
7.	GE 1	a) Computer Applications OR
		b) Marketing Management OR Any Other

SEMESTER II

SR. NO.	CATEGORY	PAPER
1.	CC 5	Introduction to Marketing
2.	CC 6	Financial Statement Analysis & Interpretation
3.	CC 7	Managerial Economics
4.	CC 8	Commercial Arithmetic II
5.	AECC 3	Business Communication
6.	AECC 4	Environmental Studies II
7.	GE 2	a) Computer Applications OR
		b) Services Marketing-I OR Any Other

SEMESTER III

SR. NO.	CATEGORY	PAPER
1.	CC 9	Business Finance
2.	CC 10	Fundamentals of Cost Accounting
3.	CC 11	Entrepreneurship Development
4.	SEC 1	Business Laws OR Any Other
5.	GE 3	Capital Markets OR Any Other
6.	GE 4	Economics of Resources OR Any Other

SEMESTER IV

SR. NO.	CATEGORY	PAPER
1.	CC 12	Fundamentals of Investment
2.	CC 13	Income Tax (Direct Tax)
3.	CC 14	Accounting for Service Organizations
4.	SEC 2	Companies Act & IPR Laws OR Any Other
5.	GE 5	Practice of Rural Marketing OR Any Other
6.	GE 6	Indian Economy OR Any Other

SEMESTER V

SR. NO.	CATEGORY	PAPER
1.	CC 15	Industrial Management
2.	CC 16	Indian Monetary and Financial System
3.	DSE 1	COMMERCE Accounting Major I - Income Tax, Service Tax and Goa Value Added Tax OR Business Management Major I - International Marketing Management
4.	DSE 2	COMMERCE Accounting Major II - Auditing OR Business Management Major II - Retail Management Strategies
5.	DSE 3	COMMERCE Accounting Major III - Government Accounting OR Business Management Major III - Advertising Management
6.	DSE 4	COMMERCE Accounting Major IV - Financial Reporting OR Business Management Major IV - Services Marketing II

SEMESTER VI

SR. NO.	CATEGORY	PAPER
1.	CC 17	Human Resource Management
2.	CC 18	International Economics
3.	DSE 5	COMMERCE Accounting Major V - Advanced Company Accounts OR Business Management Major V - Financial Management II
4.	DSE 6	COMMERCE Accounting Major VI - Accounting I OR Business Management Major VI - Strategic Management
5.	DSE 7	COMMERCE Accounting Major VII - Accounting II OR Business Management Major VII - Supply Chain and Logistics Management
6.	DSE 8	COMMERCE Accounting Major VIII - Corporate Accounting & Tax Planning OR Business Management Major VIII - Brand Management

N.B.: Students have to choose any three elective subjects from DSE 5 to DSE 8 as offered by the College.

OC-66.5 Scheme of Examination (B. A./ B. Com./ B. Sc.)

1. (a) (i) a) The evaluation for the Courses, shall comprise Intra-Semester Assessment (ISA) and the Semester End Examination (SEE).
b) The ISA tests shall carry 20% of maximum marks allotted for the Course, and SEE shall carry 80% marks. There shall not be an ISA for the Practical component of the Course.
c) A Course of 4 Credits for total of 100 marks, having only Theory, shall have ISA for 20 marks and SEE for total of 100 marks having Theory and Practical components shall have ISA's only for Theory component for total of 15 marks, and SEE Theory component for 60 marks and Practical component for 25 marks. A Course of 6 Credits for total of 150 marks having Theory and Practical components shall have ISA's only for Theory component for total of 20 marks, and SEE Theory component for 80 marks and Practical component for 50 marks.
d) Courses of any other number of Credits shall have proportionate marking system.

2. (a) (i) a) The ISA for the theory component of a Course shall be conducted twice in a given semester, once through a written test, and the other by using alternate modes of evaluation including assignment/ presentation/orals/ such other. There shall not be any averaging of ISA marks.
- b) Generally, the ISA for a given Course shall be conducted by the teacher teaching that Course.
- c) The schedule for the ISAs shall be notified to all at the beginning of the Semester.
- d) The marks of ISA shall be communicated to the students within two weeks.
- e) ISA I shall preferably be completed by the end of July for odd semesters and end of January for even Semesters. Students who fail to appear for the test due to a genuine reason shall be given another opportunity by the end of August/February respectively, on a date pre-determined by the College. ISA II will be completed as decided by the teacher but before the end of the semester.
- f) Every College shall appoint a three member Committee to monitor the ISA in the College. There would be no remission in workload or remuneration for carrying out this work.
- g) A student who does not appear for two ISAs of a Course shall not be eligible to answer SEE of that Course.
3. (a) (i) a) The SEE shall be conducted at the conclusion of a given Semester, and shall cover the entire syllabus prescribed for the respective Course.
- b) A candidate shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEE provided he/she has appeared for two ISAs of the Course, and fulfils the minimum attendance requirements as per the relevant rules of the University. A candidate failing to fulfil these conditions shall have to repeat the Semester.
- c) A tentative schedule of SEE examination of Semesters I - IV, evaluation, declaration of results shall be prepared by the respective College(s), preferably at the beginning of each academic year and shall be notified to their students with a copy to the University. Setting of the question papers, evaluation of answer- scripts and declaration of results shall be done by respective Colleges.

- d) Assessment of answer-scripts at the Semesters I - IV shall be done by the teachers of respective Colleges. If two or more Colleges desire to have the same question paper in any of the subjects, a common paper may be set by the teachers from the concerned colleges. For this purpose, a Committee of senior teachers may be constituted by the Principals of concerned Colleges.
 - e) The pattern of question paper(s) to be set for the SEE in a given Subject and the scheme of marking shall be decided by the BOS in that subject. For this purpose, the BOS shall frame specimen question paper(s) in the concerned Subject for each Semester for the Information of the students. Similarly, for practical examinations, the number of laboratory exercises, marks distribution for each exercise and other relevant details shall be decided by the BOS in that subject.
 - f) The Schedule of the Examination and the setting of question paper(s) for SEE for Semester- V and semester- VI shall be done centrally by the University.
 - i. A Board of Paper-Setters and Examiners for the SEE of Semester V and VI shall be appointed by the University.
 - ii. The Paper-Setters shall finalise the question paper(s); there shall be no objective type of questions at SEE; however short answer questions may be set.
 - iii. The paper setters shall also prepare a key for answers to all question/sub-questions and the scheme of marking of the paper set at the examination. In case of descriptive type of answers, only important points to be expected may be highlighted in the key.
 - iv. The Chairperson shall personally hand over, the sealed set of question papers and answer keys to the Controller of Examinations in the prescribed manner.
 - v. Photocopies of this key and the marking scheme for each of the paper of the concerned semester V and VI shall be given to the examiners assessing the papers.
 - i. The duration of SEE theory paper carrying 40 marks shall be of 1 hour duration, and those above 40 marks shall be of 2 hours duration.
4. (a)(i) Examination(s) in Laboratory exercises shall be conducted for Courses having practical component. Marks shall be allotted for journal/lab record book, field work,

experiment assigned to the candidate and oral, and shall be broadly as follows: Experiment 60%, Journal 20%, and Orals 20%. The final break-up of marks shall be as recommended by the Board of Studies in the respective subject, approved by the Academic Council and notified by the University to all the Colleges.

ii) For assessing the candidate's performance in the assigned experiment, the examiner shall take into account the planning/, the procedure and the technique followed by the candidate along with the readings/observations, the results and the presentation.

iii) Candidates shall be required to submit the journal/record book while entering the laboratory to appear for the practical examination. Examiner(s) shall take into account the regularity of the candidate in attending the Laboratory Course, completeness of the exercises, presentation and style of writing the journal. For subjects having field work component, the candidate shall be required to submit the report of such field excursion(s) along with the journal(s) for assessment. The examiner(s) shall consider the report along with journal(s) while allotting the marks.

iv) In oral examination, the examiner(s) shall assess the knowledge of the candidate in the Course as well as the experiment(s) performed by the candidate.

b) Record of the breakup of marks thus obtained by the candidate for Semesters I to IV, shall be maintained by the respective College in a sealed envelope for a minimum period of 4 years.

c) 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. This out of turn appearance may be in the same college in a different batch or in a different College. Such permission may be granted by the University if so recommended by the Principal of the College. The candidate shall be required to remit the requisite fee for his/her being examined out of turn.

5.(a)(i) The project shall be compulsory for all students in lieu of a DSE. Discipline Specific Project (DSP).shall be assigned during the V semester and assessed and credits assigned in the VI

semester. The project shall be group project with a maximum of 5 students per group. A teacher shall not be ordinarily assigned more than 2 projects. The project workload will be 2 hours per week for a group of 5 students and for a group of 3 or less students the workload will be 1 hour per week.

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

(b) The assessment of the Project Course shall be done equally by Internal Examiner (Project Supervisor for 50 marks) and External Examiner (for 50 marks) as per the guidelines defined in the Project Manual.

6. (a) (i) Revaluation of answer books of the candidates at Semesters V and VI shall be permitted as per the existing provisions of OA-5.15 for revaluation/verification.

(ii) However, revaluation at Semesters I to IV examinations shall not be permitted. Personal verification of marks shall be granted to the candidate in the presence of Principal/Vice Principal and the concerned Examiner, provided he/she has applied for the same along with payment of prescribed fees, within one week of the declaration of result.

(b) The following shall be the procedure for the verification of marks:

(i) On a notified day and time, which should be not later than 10 days after the receipt of application from the candidate, the candidate shall be shown the answer book in the chamber of the Principal/Vice-Principal in the presence of the Examiner concerned.

(ii) If the candidate is not satisfied with the result on personal verification of answer book, he may apply to the College Grievance Committee within a week.

(iii) The College Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.

7. A supplementary examination shall be conducted, preferably after 15 days from the declaration of results of semester II and IV examinations. Students who have a backlog of any or all the papers (theory / practical) of semesters I, II, III and IV are eligible to appear for this examination.

8.(a) (i) Improvement of performance/ total score shall be permitted to a candidate who has passed the B.A./B.Com/B.Sc./ degree examination, in which case he/she shall be required to appear again only in the SEE component of the papers of Semester V and / or Semester VI examinations, excluding the Project Course. For this purpose, the marks scored at the first appearance in the Project Course, as also in ISA component of the other papers, shall be carried forward for tabulation of the result under "improvement of performance".

ii) A candidate shall not be permitted to reappear for improvement of performance at semesters I, II, III and IV.

iii) This facility to reappear under Improvement shall be available during the immediately subsequent regular Semester-V and Semester-VI examinations, but within double the duration period.

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

(b)(i) The candidate availing of this provision 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.

(ii) The candidate shall be required to surrender the original statement of marks and other relevant documents at the time of receiving the fresh statement of marks in the event of improvement of performance/ total score.

(iii) A candidate can appear only once under this clause. Award of Grades

9 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	0

10 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)

OC-66.7 College Examination Committee, College Unfair Means Inquiry Committee and College Grievance Committee.

OC-66.7.1 The following committee shall be constituted by the Principal of the college for the terms mentioned against each of them and shall work subject to control and supervision of the Principal.

- (a) College Examination Committee - 3 years
- (b) College Unfair Means Inquiry Committee (CUMIC) - 3 years
- (c) College Grievance Committee - 3 years

(A) The College Examination Committee shall consist of:

- (i) A senior teacher who shall be the Chairperson
- (ii) Two or four regular teachers (In addition to the Chairperson).
- (a) There shall be no remission in work-load but adequate remuneration shall be paid to the members.
- (b) This Committee shall be generally in charge of all matters pertaining to B.A., B.Com. and B.Sc. Examinations in the College.
- (c) The Committee shall prepare the examination time-table, arrange to get the question paper sets printed and answer books assessed.
- (d) The Committee shall arrange to get the results prepared, settled, announced and individual statement of marks prepared and issued to the candidates.

(B) The CUMIC shall be constituted with the following members.

- (i) Vice-Principal or a senior teacher as Chairman.
 - (ii) Two member of the College Examination Committee.
- (2) The Committee shall inquire into the cases of unfair means and malpractices reported in a manner prescribed by OC-66.7.2 and shall recommend to the Principal a course of action as prescribed in OA-5.14.

C) The College Grievance Committee shall be constituted as under:-

- i) Vice-Principal/Senior member of teaching staff as Chairman, provided that he is not the Chairman of CUMIC.
 - ii) Two regular teachers, preferably not members of CUMIC and the College Examination Committee.
 - iii) In case the Grievance concerns any member of the committee, the Principal shall reconstitute the Committee for the concerned grievance, excluding the concerned member.
- (a) This committee shall investigate into written complaints from the students, referred to Committee by the Principal, in the conduct of examinations and recommend a course of action to the Principal as prescribed In OC-66.7.3 and OA- 5.14.

OC-66.7.2 Inquiry Into cases of unfair means

The following procedure shall be followed for Inquiring into the cases of candidates alleged to have used unfair means at the F. Y. and/or S. Y. B.A./B.Com./ B.Sc., examinations.

- (a) The candidates be served with a show cause notice and made aware of the charges/allegations reported against him/her so as to enable him/her to prepare his defence at the time of this appearance before the CUMIC and inform him/her thereby of the proposed action to be taken in his/her case, directing him/her to reply to the show cause notice as to why the action proposed should not be taken against him/her.
- (b) The reply received by the Committee from the candidate when he/she appears before it be considered by the Committee and the final recommendation in the matter be taken and reported to the Principal for approval.
- (c) The punishment finally awarded can be equal to, or less than, what is mentioned in the show cause notice, but not more than what is mentioned therein.
- (d) The CUMIC is a recommendatory body. The Principal has to exercise his/her power under Statute SB-13(iv) of the University and issue final order.
- (e) The broad category of malpractice and the quantum of punishment for each category thereof shall be as given in Ordinance on malpractices i.e. OA-5.14.19. Besides these guidelines, each case may be examined in detail and punishment awarded on the merit of each case.

OC-66.7.3 Investigation of Grievance by the College Grievance Committee

1. The Committee shall consider the written complaint by a student on the conduct of examination provided that:
 - ii. The complaint is submitted within 15 days after the declaration of results;
 - iii. The complaint is accompanied with a fee of Rs. 200/- (refundable if the complaint is found genuine); and
2. The matter is referred to the Committee by the Principal.

The Committee shall invite a reply to the allegations, if any, made by the student from the concerned party.
3. After considering the reply of the concerned party, the Committee shall recommend a course of action in writing to the Principal.
4. The Principal may inform the student the findings of the Committee and shall take appropriate action including reassessment of the said answer book. However, if the marks are reduced after revaluation of the said answer book then original marks shall be retained and the student to be communicated that there is no change in his/her result.
5. A minimum fine of Rs. 200/- which shall not exceed Rs. 500/- shall be imposed on the student complainant, if the said allegation(s) is (are) found to be a deliberate attempt at casting aspersions on the teacher(s) concerned. If the allegations are found to be genuine and the same is recorded giving reasons, the action shall be taken as provided under OA-5.2.6.

ADMISSION PROCEDURE

For admission to F.Y.B.Com. class a student shall present himself with an application in the prescribed form duly filled and signed along with his/her parent/guardian, for an interview with the Admission Committee, along with following documents:

- a. Attested copy of H.S.S.C. Mark-list.
 - b. HSSC Leaving Certificate in original along with one photo copy.
 - c. Six copies of recent photographs. (Passport size).
 - d. Caste certificate wherever applicable.
 - e. Two attested photo copies of Aadhaar Card
1. No admissions shall be granted by the Principal unless the necessary fees have been received by the college along with required documents.
 2. All admission are valid only for the academic year and are required to be renewed by application in the prescribed form for every subsequent year of the study in the college.
 3. Students belonging to Scheduled Castes/Scheduled Tribes/OBC should furnish the caste and income certificates from the Collector while submitting the admission form.
 4. All the admissions are provisional until all the necessary certificate such as the Final Eligibility Certificate, HSSC Passing Certificate, Migration Certificate, Transference Certificate etc. are submitted to the college.
 5. The document such as Leaving/Transference Certificate, Migration Certificate are not returned, if the admission to the course is confirmed though the student leaves the College before completion of the course.
 6. Admission will be done on first come first serve (FCFS) as well as on merit basis. Student with good co-curricular activities will be given preference.
 7. As a part of facilitating social obligation the college has observed 5 seats for students coming from economically backward class.

ADMISSION OF STUDENTS FOR S.Y.B.COM. AND T.Y. B.COM. CLASS

The students should renew the admission with the necessary fees as early as possible after the result of F.Y. / S.Y.B. Com. Examination are declared. Admission will be closed as soon as the number of seats allotted by the University to the College, are filled. Students from other colleges seeking admission to the next Higher Class:

1. Such students will be admitted on merit subject to availability of seats.
2. The students are to submit their admission forms with the fees and a certificate from the last attended showing their completion of terms and that there is no objection from the college. Later on college should receive a Transference Certificate from the college he/she attended.
3. Such student should appear before the admission committee of the college and get its approval.
4. Such student must accompany parent during the admission time.
5. The Principal of the college has full authority to refuse
6. admission to a student of the Second or Third Year depending upon the character and general conduct of the student during the previous year(s)

ENROLMENT WITH GOA UNIVERSITY

The student who wishes to join F.Y.B.Com. Class on the basis of having passed the higher Secondary School Certificate examination conducted by the Goa Board of Secondary and Higher Secondary Education, should submit an application for registration with Goa University, in a prescribed form, along with the statement of marks in original as well as photo copy of it in duplicate. These students must pay Rs. 600/- towards registration fees.

SCHEDULE OF COLLEGE FEES

Sr. No.	Particular of Fees	F.Y.B.Com.	S.Y.B.Com.	T.Y.B.Com.
1.	Tuition Fees	Rs.1530	Rs.1530	Rs.1530
2	University Registration Fees	Rs.600	----	----
3.	Library Deposits	Rs.70	----	----
4.	Gymkhana Fees	Rs.420	Rs.420	Rs.420
5.	Student Aid Fund	Rs.130	Rs.130	Rs.130
6.	Other Fees	Rs.420	Rs.420	Rs.420
7.	Library Fees	Rs.470	Rs.470	Rs.470
8.	Caution Money Deposit	Rs.70	Rs.70	Rs.70
9.	I.T. Charges.	Rs.820	Rs.820	---
10.	Computer Practical Fees	Rs.500	Rs.500	---
11.	P.T.A. Membership Fees	Rs.100	Rs.100	Rs.100
12.	P.T.A. Development Fund	Rs.200	Rs.200	Rs.200
13.	ID Card Fees	Rs.100	Rs.100	Rs.100
14.	Cultural Activity Fees	Rs.500	Rs.500	Rs.500
15.	IAIMS Software Fees	Rs.225	Rs.225	Rs.225
16.	Magazine Fees	Rs.100	Rs.100	Rs.100
17.	Exam. Fees	Rs.2820	Rs.2680	—
	Total	Rs.9275	Rs.8465	Rs.4465

- Examination fees : As prescribed by the Goa University
- Computer practical fees to be paid by only the students who opt for computer application subject.

Note:

- Deposits are taken once on admission and are refunded (after deduction if any) at the time of leaving the college. Fees are subject to alteration as per the directives of Goa University and Govt. of Goa.
- Fees for both the Semesters are payable in full at the time of admission, failing which the admission is liable to be cancelled.

- Late payment will be subject to the fine or cancellation of term at the discretion of the Principal
- The Principal may allow any student to pay the fees in instalments if in his opinion, the student concerned is unable to pay the full fees.
- But in no case the deferment of the fees dues for the year will be permitted beyond 1st March of the concerned year and as a consequence, the admission for the relevant year would be treated as automatically cancelled.
- A student once admitted will be considered duly enrolled for the academic year, unless he informs the Principal in writing of his intention to leave the college at least a week before the commencement of the Second Term. If no such intimation is received, full fees for Second Term/Semester will have to be paid.

REFUND OF FEES



GOA UNIVERSITY TALEIGAO PLATEAU, GOA

GU/36/Acad-PG/Refund of Fees/2017/1322/446

Date : 17/05/2017

CIRCULAR

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

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

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

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

- b) In case of (1) in the table above, 10% of the aggregate fees shall be deducted as processing charges from the refundable amount.
- c) Fees shall be refunded to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.
- d) The fees of 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.
- e) All other cases of the refund of the fees will be decided on case to case basis on its merit.

Y.V. Reddy
(Prof. Y.V. Reddy)
Registrar

GOVT. SCHOLARSHIPS / OTHER SCHOLARSHIPS

1. Rajiv Gandhi Shiksha Sahaya Yojana Scholarship to Economically Backward Classes.
2. Freeships / Financial Assistance from Students Aid Fund.
3. Educational concession to the children of freedom fighters.
4. Stipend and scholarship to handicapped students.
5. Post Matric Scholarship to Scheduled Caste/ OBC students.
6. Educational Concession to the children of service personnel.
7. Merit Scholarships for Meritorious Students.
8. Nation Scholarship

FINANCIAL ASSISTANCE

The college is providing the financial assistance to the poor and needy students through Student Aid Fund. The college also assists several students to obtain free ships from various scheme of Goa govt. mentioned above. Annual Scholarship Awards are also sponsored by the Management Members and College Staff as per the Student performance for detail refer on website: **www.mandrecollege.ac.in**

COLLEGE FACILITIES

Our College is well equipped with facilities required for the best higher education. We have a spacious College campus spanning 2040 sq. mts. Of land which includes large Classrooms, Audio Visual Rooms, Tutorial Rooms, Computer Lab, Multipurpose Gymkhana Hall, Big Library, Canteen, Indoor Hall, Open Air Auditorium and a Sports ground for outdoor games.

A. Library:

This is the soul of any educational institution. Our library is situated in peaceful ambience having sitting capacity of hundred persons. The ventilated library has a collection of approximately 3500 titles in the text and reading categories besides a varied magazines and periodical section. Our library has a Book Bank facility which offers free books to needy students.

B. Gymkhana Facilities:

The College has a full-fledged Gymkhana offering games like Table Tennis, Badminton, Chess, Carrom, Tennicoit etc. Students can avail of full range sports kit in the games like Cricket, Football, Volleyball, Kho- Kho, Kabaddi etc. A training instructor assists the students in fine tuning their sports talents.

C. Computer Laboratory:

Our College has well finished Computer Laboratory. The best of hardware and the latest software packages are available in adequate measure to the aspiring students to build up a career in Information Technology. The computer lab has inbuilt classroom facilities with 20 computers, printers, scanners and other necessary infrastructure including DSL Internet connection.

D. Canteen:

Our Canteen provides well hygienic snacks, breakfast with a very low price. Our College offers other facilities like Television, Overhead Projectors, LCD, Musical Instruments, Sound System, Conference Room, etc. to the students.

**SCHEDULE OF PENALTIES TO BE IMPOSED FOR VARIOUS TYPES OF UNFAIR
MEANS THEORY AND EXAMINATION**

Sr. No.	Nature of Unfair Means	Quantum of Punishment
1	Possession of copying material- Admit	Annulment of the performance of entire examination
2	Possession of copying material - Denial	Annulment of the performance of entire examination + one chance
3	Possession of copying material - actual evidence of copying - Admit	Annulment of the performance of entire examination + One chance
4	Possession of copying material - actual evidence of copying - Denial	Annulment of the performance of entire examination + Two chance
5	Possession of another candidate's answer-book but no evidence of copying - Admit	Annulment of the performance of entire examination + One chance (Both the Candidates)
6	Possession of another candidate's answer-book but no evidence of copying - Admit	Annulment of the performance of entire examination + One chance (Both the Candidates)
7	Possession of another candidate's answer-book + actual evidence of copying - Admit	Annulment of the performance of entire examination + Two chance (Both the Candidates)
8	Possession of another candidate's answer-book + actual evidence of copying - Denial	Annulment of the performance of entire examination + Two chance (Both the Candidates)
9	Answer-books containing identical answer - Admit	Annulment of the performance of entire examination + One chance (Both the Candidates)
10	Answer-books containing identical answer - Admit	Annulment of the performance of entire examination + Two chance (Both the Candidates)

11	Answer-books, main or supplement, written outside the examination hall or any other insertion in the answer book-Amit	Annulment of the performance of entire examination + Five chances
12	Answer-books, main or supplement, written outside the examination hall or any other insertion in the answer book-Denial	Annulment of the performance of entire examination + Five chances
13	Attempt to forge the signature of the Block Supervisor on the answer-book or supplement etc. - Admit	Annulment of the performance of entire examination + Four chances
14	Attempt to forge the signature of the Block Supervisor on the answer-book or supplement etc. - Denial	Annulment of the performance of entire examination + Four chances
15	Inserting Currency notes in the answer book - Admit	Annulment of the performance of entire examination + Four chances
16	Inserting Currency notes in the answer book - Denial	Annulment of the performance of entire examination + Five chances (Note: This money is to be created of the University fund)
17	Impersonation at the examination - Admit	Annulment of the performance of entire examination + Five chances (Both the candidates)
18	Impersonation at the examination Denial	Annulment of the performance of entire examination + Six chances (Both the Candidates)
19	Using obscene language, violence, there at the examination centre to Chief Conductors/senior Block Supervisor or Examiners(irrespective of whether he/she is a candidate for a	Annulment of the performance of entire examination + Four chances

	given examination or any other examination +) Admit	
20	Using obscene language, violence, thereat the examination centre to Chief Conductors/senior Block Supervisor or Examiners (irrespective of whether he/she is a candidate for a given examination or any other examination => Denial	Annulment of the performance of entire examination + Five chances

- All the other offences not covered in the scheduled given above should be dealt with according to the gravity of the offences.
- If on previous occasion also disciplinary action was taken against a student for malpractices at examination and he/she is caught again for malpractices at examination then, he/she is to be dealt with severely. Such students can be imposed with enhanced punishments. This enhanced punishment may extend to two to three time the punishment provided for the act committed at the second or subsequent examination.

IDENTITY CARD

Every student shall provide himself/herself with an Identity Card which shall carry a recent photograph of the Student and bear the signature of the Principal. Wearing of I-card around the neck is compulsory in the college premises. Every student is expected to wear it in such a way that it is clearly seen. The Student found without an Identity Card may not be allowed to attend the class or enter the library or college office as the case may be. Loss of this card will be renewed only on payment of Rs. 100/- per card. Wearing of Identity Cards around the neck is compulsory throughout the day in the campus. Those students who are found without wearing ID Cards will be required to pay fine of Rs. 50/- per day. Teaching & non non-teaching staff are authorised to check ID cards of student

RULES OF CONDUCT AND DISCIPLINE

1. All the students are responsible to the college principal for their general conduct, both inside and outside the college.
2. Any student who is late to come to the college and not permitted to attend the lectures by the lecturer, should go to the Library or Reading Room and is not to loiter about in the corridors and disturb the class and the office. Anyone found loitering is liable to be punished.
3. Insubordination to any teacher, staff member and other college authorities and indecent language or conduct in the campus are sufficient reasons for the dismissal of a student..
4. At least 75% class attendance. In lectures & Practical's and satisfactory performance at the college examination is a condition for permitting the students to appear for the university examination as per university circular No. GUN/Attendance/138/2004/2213 dated 18/8/2004.
5. Every student is expected to deal with the college property with due care and to help in keeping the premises neat and tidy, taking college as a continuation of his/her home. Any damage caused to the college property is a breach of discipline and will be dealt with severely.
6. No visitors/ outsiders are allowed to be in the college to meet the students, unless permitted by the college authorities.
7. All extra and co-curricular activities conducted in the name of the college, either within the college premises or outside, will require prior permission from the principal.
8. No society, Association or union shall be formed in the college and no person invited to address any meeting without principal's prior permission.
9. No student is allowed to smoke, take liquor or intoxicants within the campus. Even outside the campus he/she is expected to have a good moral and social behaviour so as to keep up the college.
10. Every student should carry an Identity card which should be produced when asked for by the principal, any teacher of the college or by any administrative staff member. Duplicate Identity card/ Library card will be issued on payment.

11. No student shall collect any money within the college campus or outside using the college name in any form as contribution for picnics, trips, educational visits, get-together, charity or any activity, without the prior permission of the principal.
12. The following items also form a part of college discipline-
 - i. Attendance of N.S.S. work and practice of games and other programmes after selection.
 - ii. Participation in games and other college programmes after being selected for any game/ programme.
13. The college may hold in reserve the final examination results of those students who fail to clear their dues [breakages, damage, loss, etc.] by the end of the academic year.
14. Use of mobile phones, cameras and music players is strictly prohibited in college premises. The college administration shall confiscate these equipment's if used in college premises and strict disciplinary action shall be taken against such students.
15. A teacher shall not conduct individually or participate in conducting jointly with others coaching classes directly or indirectly, he/she shall not give any private tuition as per Goa university statutes No. SC-5[XX] e.
16. Ragging" is banned in college and anyone found indulged in ragging is likely to be punished the punishment may include expulsion from the college.
17. The principal's decision in all the matters of the college shall be final and binding on all the students.

LIBRARY RULES

1. All bonafide student of the college are member of the Library. Every student will issued library cards, one for the text books and one for general reading. Books borrowed on borrower's card can be kept for home reading for 7 days. It is left to the discretion of the Librarian to issue and to renew certain books. In case, the book is kept to overtime [beyond 7 days], a fine of Re. 1/- per book per day will be charged.
2. Every student is expected to show his/her identity card/ Library card to the attendant while entering the Library. Reference Books, pamphlets, periodicals or reading hall copies of text books can be obtained on Reading Hall Ticket for internal reading only.
3. In case, the book, etc. obtained on Reading Hall Ticket is not returned while leaving the library, a fine of RS. 5/- per book per day will be charged.
4. On receiving the books a student must examine them and report any damage done to the books, otherwise the last borrower will be held responsible if the books are found damaged.
5. If the borrower loses the book he/ she will have to replace the book itself or pay the market price of the book. In the case of rare and out of print books, the price will be determined by the Librarian.
6. The borrower is expected to report the loss of library cards immediately.
7. When a student takes back his/her library card after returning books he/she is expected to make sure that he/she got his/her own ticket. Any misplacement of the tickets should be brought to the notice of the Librarian on the spot.
8. In case of loss of Library Card the student should inform the librarian immediately. A duplicate card may be obtained on payment of the relevant charges.
9. Use of mobile in library is strictly prohibited. If anybody found in prohibiting the rules a strict action will be taken.

APPEAL TO PARENTS

1. Parents/ Guardians should see that their ward attends classes regularly and does not remain absent.
2. Parents/ Guardians are requested to be present in the college when called for particularly after the examinations to meet the principal and Teachers to discuss their ward's progress and also attend parent- Teachers Association meetings.
3. Parents/ Guardians should see the principal/Teacher, whenever any difficulty arises or any suggestion is to be made.
4. Parents/ Guardians are also requested to attend P.T.A. Meetings.

**ORDINANCE RELATING TO MINIMUM ATTENDANCE FOR ELIGIBILITY TO
APPEAR FOR EXAMINATIONS CONDUCTED BY GOA UNIVERSITY**

GOA UNIVERSITY
Taleigao Plateau, Goa.

No.: 2/558/2018-Legal (Vol.XV)/3476

Dated : 21st February 2019

Sub.: Part amendment to Ordinance OA-17 relating to minimum attendance for eligibility to appear for Examinations conducted by Goa University.

Sir/Madam,

I am to forward herewith a copy of the part amendment to Ordinance OA-17 relating to minimum attendance for eligibility to appear for Examinations conducted by Goa University. This part amendment to Ordinance has come into effect from 12th February 2019 the day on which it has received the approval of the Hon'ble Chancellor of Goa University under statute SA-2(6) as amended. The part amendment to Ordinance was approved by the Academic Council in its meeting held on 15th November, 2018 and Executive Council in its meeting held on 10th December, 2018.

Yours Sincerely,



(M. SHREEDHARA)
Officiating Registrar

MINIMUM ATTENDANCE FOR ELIGIBILITY TO APPEAR FOR EXAMINATIONS CONDUCTED BY GOA UNIVERSITY

OA-17.1 Objectives

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

OA-17.2 General

- i. Attendance criteria under this Ordinance shall be brought to the notice of all the enrolled students by the concerned Institution/Department at the beginning of the academic year and the same shall be enforced strictly.
- ii. The teacher(s) concerned shall engage not less than 90% of the actual number of lectures / practical's prescribed for the particular paper/course in the syllabus. The Principal or Dean of the College / Head of the PG Department shall ensure that the teachers in the College / Department actually engage the required lectures/practical's as mention above. {Note : "Course" refers to Laboratory Course/Optional Course /Compulsory Course or other similar instructional courses}. The Principal/Head of the Department may permit faculty members to engage the classes outside usual class timetable to enable them to complete the minimum prescribed number of classes.

OA-17.3 Attendance and eligibility to appear for Examinations

- i. The attendance shall be taken by the teacher for each lecture/tutorial/practical or any other component of teaching separately. She/he shall maintain such a paper/course-wise attendance record, preferably online.
- 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 / Term / Year (in case of annual examination), as the case may be, for deciding the eligibility to appear for the respective examination. The statement of the cumulative attendance shall be prepared paper/course-wise and the same shall be displayed on the Notice Board on a monthly basis. Where students have online access to attendance records, a Notice directing students to check their records may be displayed on the Notice Board on a monthly basis. A copy of this statement shall be sent to the University as and when requested by the University authorities.

- iii. A student registered in a Semester/Term/Year, for any Programme(degree or Diploma), shall ordinarily be required to have a minimum cumulative attendance of 75% of the total lectures and practical's engaged during that Semester / Term / Year and a minimum of 50% attendance of the total lectures and practical's engaged in any individual paper / course. In case of late admission on genuine grounds (to be decided by the Principal/Dean/Head of Department), attendance shall be considered from the date of admission to the programme.
- iv. In case the faculty is unable to engage the actual numbers of lectures/practical's prescribed for a particular paper/course due to any reason, all the students shall be given full attendance to that number of classes that could not to engage by the faculty. (For example, if a faculty could engage only 55 lectures out of prescribed 60 lectures, each student shall be given attendance of additional 5 lecture in that paper/course and the same shall be counted for counting 75% attendance requirement). Under CBCS, a student whose attendance is less than 75% shall have the option of dropping a paper(s) / Course(s) in order to meet the minimum 75% attendance requirement. Institution may conduct remedial classes to those students whose attendance is below 75% to meet the requirement under this provision. However, such remedial classes cannot be conducted after the commencement of the Semester End Examinations for the respective Semester.
- v. A student, not fulfilling the minimum attendance requirements mentioned above, shall not be eligible to appear for that Semester / Term/Annual Examination. Such student shall have to seek re- admission to the Course/Programme during the subsequent Academic Year / Term / Semester by paying the requisite fees. Such a student shall not be treated as afresh applicant for admission if the re- admission is in the same Institution. Re-admission to professional colleges for the First Year of the programme shall be as per the admission rules of the program. These students need not answer the eligibility test.
- 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. In case a student desires to seek admission during the course of the Academic year to a different institution for the same programme, her/his attendance shall be transferred.

- 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 marked "Present" for the lectures/practical's missed, provided such absence is supported by documentary evidence issued by the appropriate authority such as Commanding Officer of NCC, Director of Sports and Youth Affairs, Director / Asst. Director of Sports in Government / University or an authorized official of these and other similar bodies.
- 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 re-joining the class. Absence beyond 25% may be condoned on medical grounds.
- x. Students participating in sports at the inter-collegiate Championship level may be given up to 15% relaxation in attendance. Further, a student who participates in two or more Inter-collegiate Championships may be given an additional 10% relaxation in attendance. A student representing the University at Inter University Championships or the State at National level Championships or higher levels, may be given relaxation up to 50% in attendance. However, the maximum relaxation permissible to a student on all accounts shall not be more than 50%.
- xi. Any case not covered under the above clauses but recommended by the Principal / Dean / Head of the Department to be condoned, shall be referred to a Committee consisting of (i) Vice-Chancellor (Chairperson), (ii) Registrar and (iii) Principal of the Institution/Dean of the College / Head of the Department concerned, as members.
- xii. For Programmes that are governed by the regulations of Central governing / regulatory bodies, the norms prescribed by the respective bodies as amended from time to time shall apply.
- xiii. A student, who has any grievance about the attendance record, may bring the same to the notice of the Principal / Dean / Head of the Department, in writing, within three days from the date of display of the attendance on the Notice Board / Notice regarding checking of attendance online. The Principal / Dean / Head of the Department, on receipt of such a complaint, shall verify the accuracy of 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.

Formal Inauguration of the College



College Activities

Cultural Programs and Co-curricular Activities



Shardotsav 2021 held on 13/10/2021

Diwali Celebration - Akash Kandil



**Akash Kandil Competition held on
30th October, 2021**

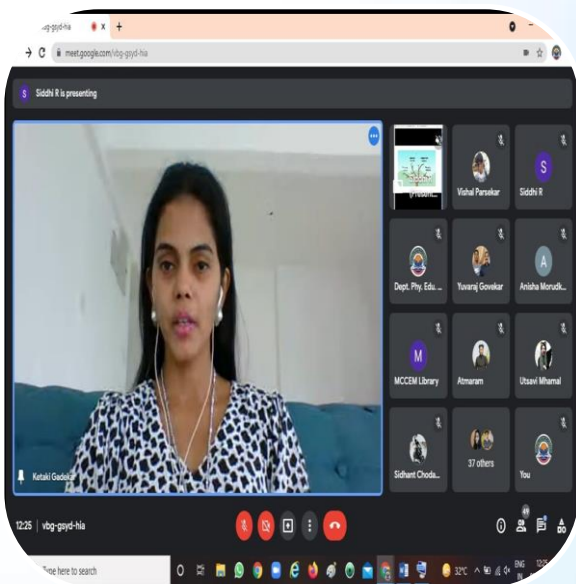




Talk on Basics of Share Market and Financial Planning



Talk on the topic "Observational Astronomy" and Live Sky Watching Session



Talk on Mental Health



Session on "Women's Health and Nutrition" on the occasion of International Women's Day



Knowledge Cell Activities



M.O.U with Confederation of Indian Industry



Talk on Plant Diversity of Goa



Medical Checkup Camp



Talk On Career Counselling



Talk on Career Opportunities in Aviation Sector

Food Day



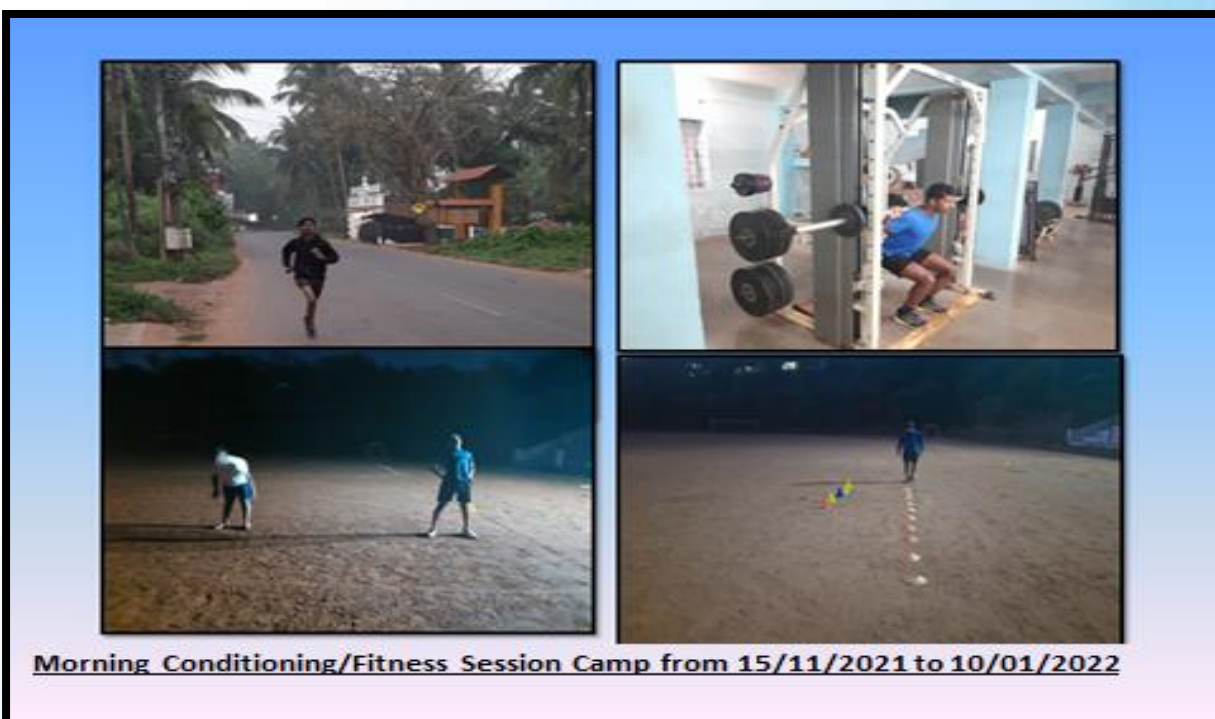
Glimpses of College Job Fair



Sports Activities



Runners-Up Men's and Women's Participation in State level Inter College Futsal Championship Org. by Goa Football Association





Intramural Carrom Competition



Intramural Cricket Competition



Runners- up at State level Inter College Football Competition Org. by DMCR, Mapusa



Fit India Freedom Run 2.0

Library Activities



Pen Stand Making Competition

BOOK EXHIBITION



NSS Activities



Campus Cleaning Activity By NSS Volunteers



Aids Awareness Programme



Distribution of Paper Bags By NSS Volunteers



Cleaning Activity in Mandrem Village Complex

College Tour



Committes



Student Council 2021-22

Infrastructural Facilities

Classroom



Computer Lab



Multipurpose Hall



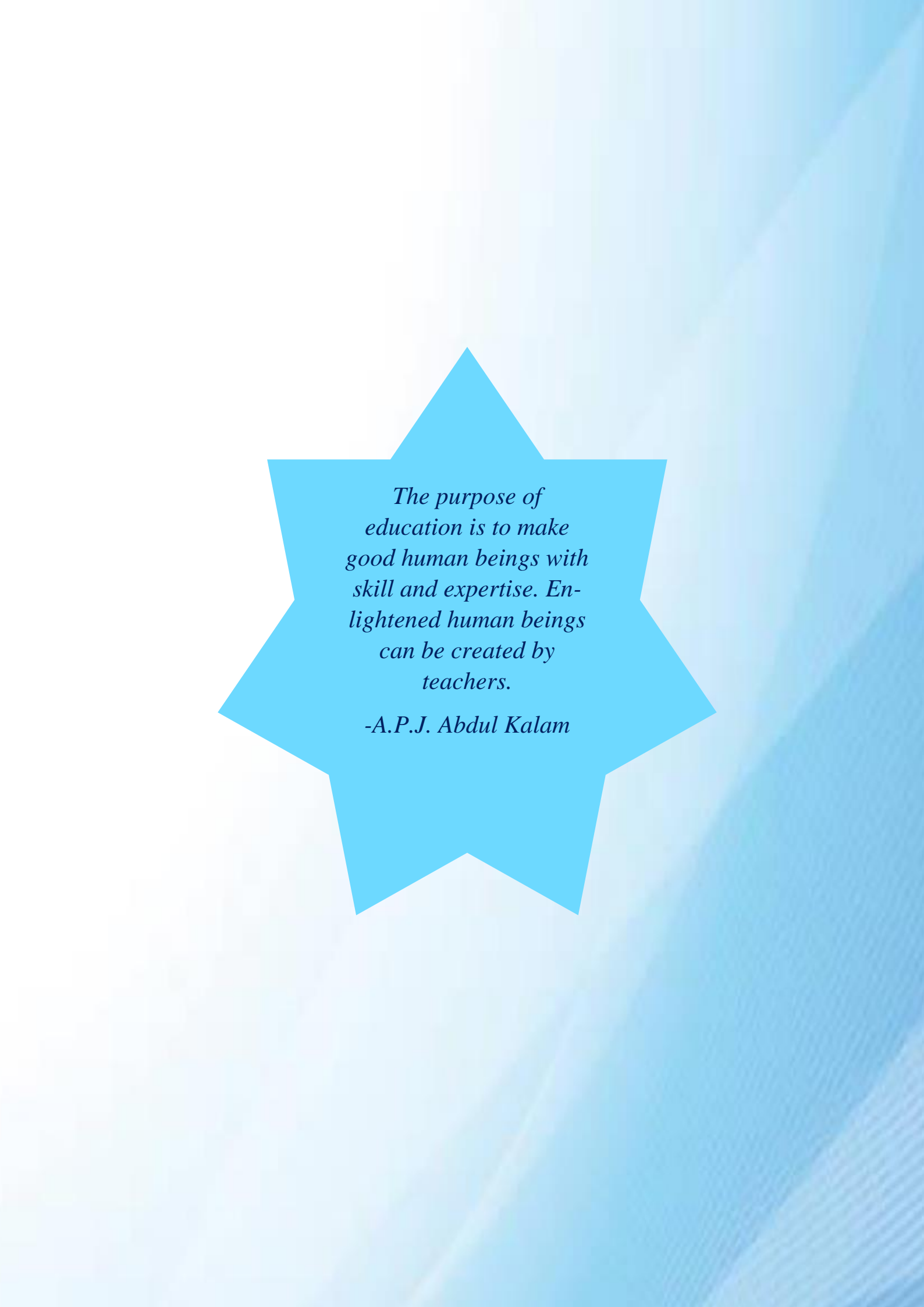
Sports Room



Library

Library





*The purpose of
education is to make
good human beings with
skill and expertise. En-
lightened human beings
can be created by
teachers.*

-A.P.J. Abdul Kalam