



GOVERNMENT COLLEGE OF ARTS,  
SCIENCE AND COMMERCE,  
KHANDOLA, MARCELA, GOA

ACCREDITED WITH 'A+' GRADE  
WITH CGPA 3.43 BY NAAC



# PROSPECTUS

2026-2027



GOVERNMENT COLLEGE OF ARTS, SCIENCE AND COMMERCE,  
KHANDOLA - MARCELA - GOA. 403 107 (Estd: 1989)

# PROSPECTUS 2026-27



(Affiliated to Goa University)

Accredited with ‘A+’ Grade with CGPA 3.43 by NAAC

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## TABLE OF CONTENTS

OUR VISION.....	3
OUR MISSION.....	3
OUR STRENGTHS.....	3
GOALS AND OBJECTIVES.....	4
PRINCIPAL'S WELCOME MESSAGE.....	5
ABOUT THE COLLEGE.....	7
ACADEMIC TERMS.....	8
FACILITIES IN THE COLLEGE.....	8
LIST OF TEACHING STAFF.....	12
LIST OF ADMINISTRATIVE STAFF.....	14
ADMISSION PROCEDURE.....	16
ADMISSION ELIGIBILITY GUIDELINES.....	17
RESERVATION UNDER VARIOUS CATEGORIES.....	18
FEE STRUCTURE.....	19
PROCEDURE FOR REFUND OF FEES.....	20
FEES FOR ISSUE OF DOCUMENTS FROM COLLEGE.....	21
NEP COURSE STRUCTURE FOR THE ACADEMIC YEAR 2026-27.....	22
FIRST YEAR COURSES FOR THE ACADEMIC YEAR 2026-27.....	23
THIRD YEAR B.A. COURSES FOR THE ACADEMIC YEAR 2026-27.....	25
THIRD YEAR B.Sc. COURSES - ACADEMIC YEAR 2026-27.....	27
THIRD YEAR B.COM. COURSES - ACADEMIC YEAR 2026-27.....	28
BACHELOR OF VOCATIONAL (B.VOC.).....	28
POST GRADUATE PROGRAMMES.....	32
MASTER OF COMMERCE.....	32
M.SC. MICROBIOLOGY.....	33
M.SC. INORGANIC CHEMISTRY.....	35
M.SC. ORGANIC CHEMISTRY.....	37
M.A. GEOGRAPHY.....	38
POST GRADUATE DIPLOMA IN TRANSLATION ( PGDT ).....	40
POST GRADUATE DIPLOMA IN CHEMICAL INDUSTRIAL TECHNIQUES.....	42
POST GRADUATE DIPLOMA IN BUSINESS INTELLIGENCE AND TECHNOLOGIES.....	43
COLLEGE RULES AND REGULATIONS.....	45
GOA UNIVERSITY DISCIPLINE AND CONDUCT RULES 2019 F.....	47
MALPRACTICE RULES.....	56
ATTENDANCE RULES.....	57
CONDONATION FORM FOR LEAVE OF ABSENCE.....	60
UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.....	61

UGC (PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT OF WOMEN EMPLOYEES AND STUDENTS IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2015.....	64
FINANCIAL ASSISTANCE/SCHOLARSHIP/PRIZES/MEDALS.....	65
PRIZE LIST.....	66
SCHEME OF EXAMINATION.....	75
SCHEME FOR AWARD OF ENTITLEMENT MARKS AND GRACE MARKS.....	78
UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018.....	83
POLICIES OF THE COLLEGE.....	89
COMMITTEES OF THE COLLEGE.....	93
TENTATIVE ACADEMIC CALENDAR.....	96

## **OUR VISION**

“Centre for Excellence”

## **OUR MISSION**

To impart progressive knowledge, professional skills and values for excellence in academics, research and co-curricular activities to nurture competence for all round development and employability, thus synergising toward nation building

## **OUR VALUES**

- Excellence
- Integrity & Accountability
- Belongingness
- Justice & Fairness
- Innovativeness
- Enterprising

## **OUR STRENGTHS**

The college takes pride in its:

- Well-trained, research-oriented, experienced, dedicated and energetic faculty
- Supportive non-teaching, library and laboratory staff
- Excellent and well-maintained infrastructure on campus.
- ICT-enabled modern teaching and learning environment supported by a well-equipped library, smart classrooms and laboratories, including special laboratories for commerce, economics and languages.
- Impressive and excellent result at university examinations
- Simple and transparent online admission procedure
- Publications indexed in SCOPUS, Web of Science (WoS) and Science Citation Index (SCI) journals.

- Centers for postgraduate courses in chemistry, commerce, geography and microbiology.
- Increasing students' strength, high enrollment ratio of SC/ST/OBC with high female students' ratio.
- Students' teachers rapport with emphasis on mentoring and counselling.
- Excellent extra-curricular activities, sports culture, well-organised extension, community service programs and outreach activities by students' and faculty.
- Rooted cultural values and moral responsibility reflected in our successful alumni.
- Very good interface with industries, research and educational institutes.
- Functional IQAD, PTA and Alumni association.

## **GOALS AND OBJECTIVES**

- To promote higher standards of education in an environment conducive to the needs of undergraduate and postgraduate students.
- To provide education that will enable students to be responsive to the needs of an ever changing society, employability and sustainability.
- To promote the advancement of scholarly and artistic activities for students' and faculty.
- To foster a culture that supports and reinforces ethical and pro-social values.
- To create an atmosphere in which students' and faculty find support and encouragement in achieving life goals.

## PRINCIPAL'S WELCOME MESSAGE



DR. PURNAKALA SAMANT (M.Sc., Ph. D., P.D.F., University of Porto, Portugal) - Principal.

Government College of Arts, Science and Commerce, Khandola stands as a premier institution committed to excellence in higher education. Accredited with an A+ Grade by NAAC (CGPA 3.43), the college has been shaped by the hard work, dedication, and excellence of our students, faculty, and all stakeholders. Our achievements have been made possible through the limitless support of the Secretary, Education, and the Director, Directorate of Higher Education, Govt. of Goa.

Government College of Arts, Science and Commerce, Khandola is a place where learning goes beyond the classroom. Since our establishment in 1989, we have grown into a dynamic institution committed to quality education, academic excellence and innovation. We stand out as leaders with innovation in our DNA, offering scalable interventions and a sustainability-focused experience. To transform the future.

The college believes in a holistic education that nurtures intellectual curiosity, ethical values, emotional achievements, linguistic growth and literary achievements, and social responsibility. In today's fast-changing world, education must prepare students to think critically about global and national challenges, including environmental sustainability and economic resilience.

At Govt. College, Khandola, we encourage creativity, critical thinking, leadership and community engagement, and excellence in arts, culture, music and sports. From sports and cultural activities to research and industry collaborations, we strive to provide an enriching environment where students can explore their passions, build a strong foundation for their future, and become leaders of tomorrow.

Govt. College, Khandola, is dedicated to advancing cutting-edge research and technologies that contribute to local and global progress. By aligning education with industrial demands, we empower students with skills for entrepreneurship in business, finance and management.

Our faculty and staff are dedicated to guiding students in their intellectual and personal growth, ensuring they are ready to navigate an ever-evolving world with confidence and integrity.

The college is also in the process of applying for Autonomous Status, marking a significant step towards greater academic flexibility and industry-focused innovation in curriculum design. As we move forward, our focus remains on blending tradition with innovation, preparing our students for a future where they can lead, inspire, and create lasting change.

We invite you to be a part of our journey. Together, let us continue to shape an institution that not only excels in education but also contributes meaningfully to society.

Let's build a brighter future together.

## ABOUT THE COLLEGE

Our college takes immense pride in nurturing talent, whether in academics, research, sports, or the arts. Among our brightest stars is **Sakshi Kale, Goa's para-athlete sensation**, who continues to make history on national and international platforms, winning gold medals at the 23rd National Para Athletics Championships in Chennai, a silver medal in the 100-meter event at the World Para Grand Prix, and gold at the Delhi Para Athletics Meet. Her achievements and her dedication to her sport cement her as a role model for perseverance and excellence. Her journey embodies the spirit of our institution—one that encourages students to push boundaries and achieve greatness in every field.

Since its inception in 1989, our college has been a beacon of education and opportunity, particularly for students from rural areas. Our mission has always been to unlock the potential of young minds and transform them into individuals who contribute meaningfully to society—whether through sports, culture, music, academics, or research.

Our commitment to academic excellence was recognized when the college was accredited with an **'A+' Grade (CGPA 3.43) by the National Assessment and Accreditation Council (NAAC)**. In the academic year 2025-26, we extended scholarship benefits to numerous students, including those from SC/ST/OBC backgrounds, as well as minorities and students with disabilities, through various external agencies and government schemes.

Following the **National Education Policy (NEP) 2020**, we offer a broad spectrum of undergraduate programmes. Our B.Sc. programme includes specializations in **Chemistry, Computer Science, Microbiology, Mathematics, Geography, and Electronics**. The B.Com. program offers **Advanced Accounting, Cost and Management Accounting, and Business Management**. Our B.A. programme features **English, Konkani, Marathi, Economics, Geography, Hindi, Psychology, and Political Science**. Additionally, we offer a B.Voc in **Software Technologies** to enhance technical and vocational skills.

In our pursuit of advanced learning and research, the college introduced a **postgraduate course in Organic Chemistry** in 2024-25, adding to our existing **PG programs in Inorganic Chemistry, Commerce, Geography, and Microbiology**. To further enhance student employability, we also offer a **Postgraduate Diploma in Translation**. In 2025-26, we introduced two new postgraduate diploma programmes: **Post Graduate Diploma in Chemical Industrial Techniques** and **Post Graduate Diploma in Business Intelligence and Technologies**. Our **Cluster Research Centres in Chemistry, Geography, and Microbiology** promotes innovation and research.

As a recognized **IGNOU Centre**, the college regularly conducts classes for various distance learning programs. Additionally, we offer a **Diploma/Certificate course in Sanskrit**. Our faculty is **actively engaged in research**, contributing to national and

international **conferences** and publishing in **reputed journals** indexed in Scopus and Web of Science.

Beyond academics, the college strongly emphasizes social responsibility and extracurricular engagement. We have five **NSS** units with 100 volunteers each, actively participating in community service and national integration programs. Our **NCC Army Wing** provides students with leadership training and discipline.

**Sports** remain a vital part of student life, with our athletes competing at interclass, intercollegiate, state, national, and even international levels. Individual artistic talents and creativity is nurtured under the **Students' Council**. The Students' Council also annually organises **the interclass competition Jubilations and inter-college competition, Aarambh**.

In addition to our core curriculum, we offer a wide range of skill development, entrepreneurship, and career-oriented programs, including college bazaars, industry visits, and workshops. Our Industrial Study Tours bridge the gap between academics and real-world experience, ensuring our students are prepared for the challenges of the evolving professional landscape.

At our college, education is about more than just knowledge—it is about transformation, empowerment, and making a lasting impact. With a strong foundation in academic excellence, research, sports, and cultural vibrancy, we continue to inspire and shape the leaders of tomorrow.

## ACADEMIC TERMS

**I / III / V Semester: TBA by Goa University**

**II / IV / VI Semester: TBA by Goa University**

**COLLEGE TIMINGS FOR STUDENTS: 8:30 a.m. onwards**

**OFFICE TIMINGS: 9:15 a.m. to 4:30 p.m. (Monday to Saturday)**

## FACILITIES IN THE COLLEGE

### **SMART AND VIRTUAL CLASSROOM:**

The college has around 30 classrooms of which 22 are Smart classrooms. (Funded under RUSA) and the remaining are ICT enabled.

### **LIBRARY:**

College library has a rich collection of over 29,047 books in various disciplines. Apart from books for general reading, the Library subscribes to 14 journals (National and International), 13 magazines, 14 newspapers, 1213 project reports including dissertations and the Government Gazette. The Collection includes encyclopaedias of high repute, dictionaries, directories, year books, rare titles and 453 CDs. The college has membership of N-List from INFLIBNET (UGC). The Students can access E-journals and E-books.  
**GCASCK LIBRARY Link:** <https://gcascklibrary.weebly.com/>

## **LIBRARY FACILITIES**

1. Book bank
2. Xerox facility
3. Reading Hall
4. Online Public Access Catalogue (OPAC)
5. Internet free access for Students and Staff
6. Research Centre

**LIBRARY TIMINGS:** Monday to Saturday 8:45 a.m. - 5:00 p.m.

**CIRCULATION TIMINGS:** Monday to Saturday 9:10 a.m. - 4:45 p.m.

## **CANTEEN:**

The college has a well-equipped in-house Canteen. It provides a variety of snacks, refreshments and lunch to students and staff at reasonable rates with a sitting capacity of 90 students.

## **LABORATORIES:**

The college has a well equipped Computer Science laboratory, Microbiology, Chemistry (UG-PG), Physics, Geography (including GIS lab) Psychology, Mathematics, Languages, Commerce & Economics for undergraduate courses. Computer Science laboratory also provides Internet facility for students and staff.

Spacious laboratories are provided for post graduate departments of Commerce, Chemistry, Microbiology and Geography. The college also has Institute-Industry collaboration for post graduate departments of Chemistry, Microbiology, Geography and Commerce.

## **AUDITORIUM /CONFERENCE HALL/ MULTIPURPOSE HALL:**

The college has a full-fledged and attractive air conditioned auditorium with a virtual smart board, Air-conditioned Mini Conference Hall and a Multipurpose Hall. These facilities are used for conducting seminars, workshops, meetings, small functions and cultural activities for staff and students.

#### **FIRST AID:**

The college provides first aid facility to all needy students and staff during the college hours. Medical references are made for any emergency cases of the students to the nearby health centres and dispensaries.

#### **COUNSELLING SERVICE:**

A professional counsellor provides counselling services to the students of the College. This service is also extended to General Public.

#### **BUS SERVICE:**

Free bus service is provided to pick-up and drop students from Marcela Bus stand to college and back. The college bus is also used for conducting field trips, workshops, seminars in other colleges and other activities of the students. Only 1 activity per day is allowed. As per the norms, public places like water bodies will be restricted.

#### **PHOTOCOPIER ( XEROX) FACILITY:**

A photocopier is available in the library for the benefit of students at discounted rates.

#### **SECURITY & SANITATION:**

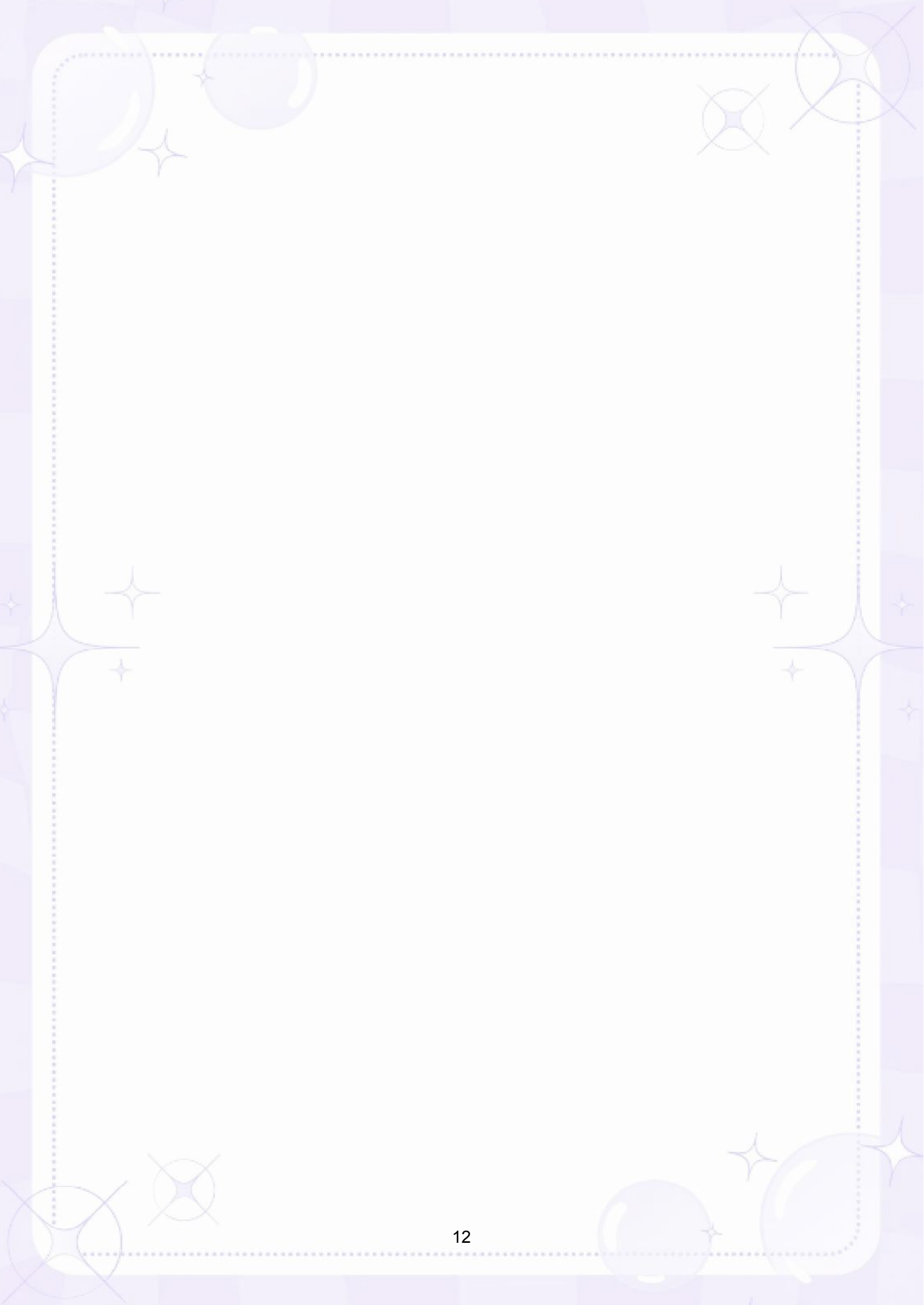
A 24 hr security service is provided by the college through Security guards and CCTV cameras. Sanitation and cleanliness of the college is outsourced to Goa Human Resource Development Corporation (GHRDC) Agency.

#### **FACILITIES FOR STUDENTS WITH DISABILITIES:**

- A classrooms on the ground floor
- Special toilet facilities
- Ramp and railings in the buildings

#### **GIRLS HOSTEL FACILITY:**

RUSA aid has been used to construct a girls hostel of international standard. The construction will be completed this year.



## LIST OF TEACHING STAFF

Principal: Dr. Purnakala Samant (M.Sc. Ph. D, P.D.F. University of Porto, Portugal)

Economics	English	Hindi
Prof. Christina De Souza	Mr. Oscar de Noronha	Dr. Asha B. Gahloth
Dr. Sharmila Dessai	Ms. Delilah Antao	Dr. Sapana V. Pelapkar
Ms. Manisha M. Phadte	Ms. Sneha Shet	Ms. Amita Gaonakar
Mr. Aditya P. Amonkar	Ms. Mavis Rodrigues	Ms. Sachi Naik
Dr. Nikshep Budihal		Mr. Akbarali Shaikh
Dr. Gulam Ansari	EVS	Ms. Priyanka N. Naik
	Dr. Mithila Bhat	
Geography (UG & PG)		
Prof. Prabirkumar Rath	Mr. Amey Sawaikar	Ms. Roshna Gawas
Dr. B. K. Haravi	Ms. Sumata Suraj Naik	Ms. Sunayana Haldankar
Mr. Vishal V. Advaiakar	Ms. Candida Dias	Ms. Surabhi Prabhu
Ms. Merel S. Dsilva	Mr. Santosh Ghadi	Ms. Priti Gosavi
Ms. Vijaya Nemikal	Dr. Neetu Naik	Mr. Agni Gaonkar
Ms. Tanvi Deshpande	Ms. Siddhi Gaonkar	
Konkani	Marathi	Political Science
Prof. Prakash R. Vazrikar	Dr. Sunetra Calangutkar	Prof. Seema Salgaonkar
Dr. Reshma A. Kholkar	Ms. Sonal Halarnkar	Mr. Nilesh B. Naik
Ms. Kiran Palkar	Ms. Anjali Naik	Dr. Nawoo Varak
Ms. Pruthavi Naik	Dr. Nayan Rane	Mr. Akbar Gaded
		Ms. Gautami Amonkar
Psychology		
Ms. Ridhima Shirodkar	Ms. Manjiri Bakhale	Dr. Siya K. Shetyet
Ms. Asawari R. Nayak	Ms. Durva Prabhu	Ms. Vidya Balekai
Chemistry (UG & PG)		
Prof. Purnakala Samant	Dr. Shambhu Parab	Dr. Samata Shetgaonkar
Dr. Beena Vernekar	Dr. Pratibha V. Bakre	Dr. Apurva Narvekar
Dr. Jyoti Sawant	Ms. Arti Naik	Dr. Pooja H. Bhargao
Dr. Rajashri Mordekar	Dr. Richa S. Sardesai	Ms. Aishwarya Nazare
Dr. Ashish R. Naik	Dr. Sarvesh Harmalkar	Ms. Shradha Piligaonkar
Dr. Rajesh Parvatkar	Dr. Prajakta Parab	Ms. Firdosh Aslam Sakli
Dr. Siddhi Dayanand Naik	Dr. Rahul Kerkar	

<b>Computer Science</b>	<b>Software Technologies (BVoc)</b>	<b>Electronics and Physics</b>
Ms. Sujata R. Gaonkar	Ms. Arishma Rane	Dr. Jaison Joseph
Ms. Anita S. Raicar	Ms. Prachi Panjikar	Mr. Prashant Chodankar
Ms. Anna Gracy Fernandes	Ms. Angeeta Naik	Ms. Shabana Chopdar
Mr. Filipe Rodrigues	Mr. Shubham Naik	Mr. Vinay Savant
Mr. Milton Pires	Ms. Jane Rodrigues	Mr. Tukaram U. Rane
Mr. Shreedatta Sawant	Ms. Jane Rodrigues	
Ms. Likita Shetty	Ms. Shambavi Desai	
Ms. Surekha Patil	Ms. Pamela Dias (Visiting)	
Mr. Saurabh Suresh Naik	Mr. Pradip Shetye(Visiting)	
<b>Mathematics</b>		
Ms. Varada A. Kalas	Mr. Vassant Chari	Mr. Kaushik Marathe
Ms. Namrata G. Naik	Mr. Vishnu Chari	
<b>Microbiology (UG &amp; PG)</b>		
Dr. Dilecta D'Costa	Dr. Sapna Gaitonde	Dr. Sulochana Shet
Ms. Marina Albuquerque	Ms. Anita Parsekar	Dr. Pankaj Dilip Parab
Dr. Sushanta Sapte	Ms. Rajani Prabhu	Ms. Johanna Gonsalves
Dr. Sushma Dessai	Ms. Shilpa Shirodkar	
<b>Commerce (UG &amp; PG)</b>		
Dr. Sitaram V. Sukthankar	Ms. Sparsha Mandreker	Mr. Mayur Subhash Naik
Dr. Radhamani Divakar	Ms. Manisha D. Manerikar	Mr. Umesh Gaonkar
Ms. Yanita Palkar	Mr. Satish Rane	Ms. Alba De Sa
Mr. Devanand Velingkar	Ms. Relita Fernandes	Mr. Arjun Ghadi
Ms. Ranjana Sawaikar	Ms. Namrata Bhandari	Ms. Pratiksha Ghadi
Mr. Mahesh Kerkar	Ms. Rucha Parab	
Dr. Mrunali Jambotkar		
	<b>Counsellors</b>	<b>Director of Physical Education and Sports</b>
<b>College Librarian</b>	Mr. Swapnil Sinari	
Mr. Ajit Faras	Ms. Shazia Shaikh	Mr. Bala Naik

<b>PG and Cluster Research Centre Coordinators</b>				
Commerce	Chemistry - Inorganic	Chemistry - Organic	Microbiology	Geography
Dr. Sitaram V. Sukthankar	Dr. Beena Vernekar	Dr. Siddhi Naik	Dr. Dilecta D'Costa	Prof. Prabirkumar Rath

## LIST OF ADMINISTRATIVE STAFF

Sr. No.	Name of the Staff	Designation
1	Mr. Uday V. Narvekar	Head Clerk
2	Mr. Atmaram Gaonkar	Accountant
3	Mr. Chetan Gaonkar	Instructor of Physical Education
4	Ms. Savita Mashelkar	Librarian Grade - I
5	Mr. Mario Gonsalves	Computer Programmer
6	Ms. Angela Nunes	U.D.C. & Cashier
7	Mr. Manoj kumar Patil	U.D.C.
8	Ms. Shilpa Divkar	U.D.C.
9	Ms. Seema Ghadi	Jr. Stenographer
10	Ms. Diliksha Gaonkar	Lab. Assistant
11	Mr. Gaurav Loleinkar	Lab. Assistant
12	Ms. Shradha Kadekar	Lab. Assistant
13	Ms. Resha Naik	Lab. Assistant
14	Mr. Rupesh S. Melekar	Lab. Assistant
15	Mr. Gaurav Bhosle	Lab. Assistant
16	Ms. Siddhi Shetkar	Librarian Grade - II
17	Mr. Ashish P. Gaitonde	L.D.C.
18	Ms. Shilpa B. Naik	L.D.C.
19	Mr. Rajat R. Chiknekar	L.D.C.
20	Mr. Adnesh A. Sinari	L.D.C.
21	Mr. Bablo Shilkar	Driver (LMV)
22	Ms. Anuja Volvoikar	Lab. Attendant

23	Mr. Sudhir Gaonkar	Lab. Attendant
24	Mr. Sunil Naik	Multi Tasking Staff
25	Mr. Pramod Mirashi	Multi Tasking Staff
26	Mr. Sangam Velip	Multi Tasking Staff
27	Ms. Kishori Volvoikar	Multi Tasking Staff
28	Mr. Chitresh B. Gawas	Multi Tasking Staff
29	Mr. Nilesh K. Jalmi	Multi Tasking Staff
30	Mr. Sarvesh S. Balekar	Multi Tasking Staff
31	Mr. Sacchit B. Solyekar	Multi Tasking Staff
32	Mr. Nikhil A. Gaude	Multi Tasking Staff
33	Ms. Reshma Asukar	Multi Tasking Staff
34	Mr. Omkar Gad	L.D.C. (Examination -CB)
35	Ms. Kirti N. Desai	L.D.C. (Examination -CB)
36	Mr. Hrishikesh Phadte	Attendant (CB)

# ADMISSION PROCEDURE

The First Year admissions for all Undergraduate (UG) programs 2026-27, both aided and self-financed, offered in colleges under the administrative purview of the Department of Higher Education (DHE) Goa will TENTATIVELY commence from **23 March 2026**.

Key Details of the Admission Process:

**1. Application Process:** The entire application process will be conducted online through the SAMARTH portal. The first round of the application process will remain open till **DATE TBA**.

- Open the URL (<https://goaadmission.samarth.ac.in/>)
- Complete Registration process (which creates 'Username' and 'Password' for you).
- Your 'User Name' and 'Password' is informed through SMS and email.
- Re-login to the system using your 'User Name' and 'Password'.
- Fill Profile Details, upload your photo, signature & other relevant documents.
- Read the instruction and declaration carefully by clicking the 'Declaration' box.
- Preview your Profile and Submit.
- Make payment of Fee through the Credit/Debit card/Net Banking.
- Payment confirmation message is sent to you through SMS and email.
- Press Next button to see the form preview.
- After the final submission of the online application form, you may download the filled in application form and keep a printout for your record.

To apply for a programme:

- Login to your account using registered email id and password.
- Complete your profile details and uploads.
- Preview your information and Submit the profile.
- Once your profile details are successfully submitted, Click "Select Programmes" and proceed for applying to the programmes of your choice.
- Candidates can apply to a **maximum of five colleges/programmes**.
- Pay the Programme Fee.
- Once the Fee Payment is paid, your application for the programme is successful.

The admission will be as per the availability of seats and as per the merit list prepared under the guidelines of DHE. **Selection will be as per the reservation quota of the government.** The reservation of seats to SC /ST/ OBC/ PH candidates will be as per the norms of Government of Goa.

Selected candidates will need to visit college for counselling along with our college form and original documents and Xerox copies as specified. Once it is approved by the admission committee, the student will then be directed to pay the course fee.

## ADMISSION ELIGIBILITY GUIDELINES

**OA-38** Ordinance Governing the Undergraduate (UG) Programmes of Bachelor of Arts / Bachelor of Commerce / Bachelor of Science / Bachelor of Computer Applications / Bachelor of Business Administration / Bachelor of Social Work / Bachelor of Performing Arts (4 years Honours) and other such Programmes of study conducted by the on-campus Schools of Goa University and its Affiliated Colleges based on UGC Curriculum and Credit Framework for Undergraduate Programmes (CCFUP). (Effective from Academic Year 2023-2024).

### SEMESTER I / II / III / IV / V / VI - B. A. / B. SC. / B. COM / B.VOC

#### OA-38.5 ELIGIBILITY FOR ADMISSION

The eligibility for admission to the Four Year UG Degree Programme shall be as follows:

(i) The Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board / equivalent body, after successful completion of Grade 12 or equivalent stage of education corresponding to Level-4.

(ii) A student not covered under any of the above categories but desirous of seeking admission to the said Programme may apply to the University /College. However, the Vice Chancellor along with Dean of the concerned School/Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility in such cases.

(iii) A student admitted for Semester-I /III/V/VII shall be deemed eligible for admission to Semester-II/IV/VI/VIII, of each respective year provided;

a) S/he has no backlogs of previous Semesters to be eligible for admission to Semester V.

b) S/he has no backlogs of Semester V and VI to be eligible for admission to Semester VII.

(iv) A student migrating from another recognized University and desirous of direct admission to UG Programme shall be eligible for admission based on the earned Credits in the subjects for which admission is sought. This is subject to the provisions of the Academic Bank of Credits (ABC) Ordinance of Goa University. The Vice-Chancellor along with Dean of the concerned School/Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility

(v) A student with a UG Certificate shall be eligible to take admission in the Third Semester of the Degree Programme within three years of exit and complete the Degree Programme within the stipulated maximum period of seven years.

(vi) A student with a UG Diploma shall be eligible to take admission in the Fifth Semester of the Degree Programme within a period of three years of exit and complete the Degree Programme within the maximum period of seven years.

(vii) A student who has exited with a UG Degree shall be eligible to take admission in the Seventh Semester of the Degree Honours Programme within a period of three years and complete the Degree Honours Programme within the maximum period of seven years.

(viii) A student who obtains 75% and above or equivalent CGPA of the total marks obtained in the first Six Semesters shall be eligible to take admission to the four-year Degree (Honours with Research) at the Seventh Semester. The equivalent CGPA shall be 8.25 as per the CGPA calculation given in this Ordinance.

(ix) The seven years duration shall be counted with effect from admission by him/her to the first Semester of UG Programme.

## 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 University shall be on the basis of the reservation policy of the State Government.

Candidates applying for admission under reserve categories shall be required to submit a valid certificate to that effect issued by the Officer of the rank of the Deputy Collector or any other authorised Officer as notified by the Government of Goa.

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

**12%** of seats in each of the postgraduate programmes of study, subject to a **minimum of one seat**, shall be reserved for candidates belonging to **ST Category of Goa State**. 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 minimum one seat for admission to various programmes of study shall be reserved for **differently abled** candidates (as per State Government directives).

**10%** of seats, subject to a **maximum of two seats and a minimum of one seat** in each programme of study, except the MCA & MBA programmes of study, shall be made available for candidates of **other Universities**.

**1%** of total seats shall be reserved for Children of Ex- servicemen.

Seats falling vacant under any of the above reserved categories shall be filled from the general category candidates with the approval of the Vice Chancellor.

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

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

As per office memorandum, F.No. 81-1/2019 (CU) dated 18<sup>th</sup> January 2019, regarding the implementation of reservation for Economically Weaker Sections (EWSs) reservation in admission to educational institution subject to maximum of 10% of the total seats provided who are not covered under the existing scheme of reservation for Scheduled Castes, Scheduled Tribes and the Socially and Educationally Backward Classes.

## FEE STRUCTURE

### Fee Structure for FY/SY/TY - B.A/B.Sc/B.Com/B.Voc. Semester I & II, III & IV, V & VI - Subject to Change

Government of Goa  
Department of Higher Education, Goa, Panaji, Goa

APPROVED

The Committee appointed by Government of Goa in order to formulate the fee structure for programmes offered at Colleges affiliated to Goa University has approved for implementation of the following fee structure from the Academic Year 2018-2019.

Stream	Class	Tuition Fees	Registration Fees	Library Fees	Gymkhana Fees	Cultural/ Other fees	Students Aid Fund	Library Deposit	Caution Money Deposit	Laboratory Deposit	Lab. Practical Fee*	SEC Laboratory Fee*	Teach Charge	Integrated Acad. Information Management System Software (IAMS) Fees	ID Card	PTA	Magazine/ Academics Diary/ Placement Brochure	Field trips	Maintenance of Musical Equipments	Academic Re-structuring fee	Total Fees
B.Sc.	First Year	2000	685	500	500	500	130	70	70	90	950	500	820	225	150	500	500	-	-	1500	9700
	Second Year	2000	-	500	500	500	130	-	70	-	950	250	820	225	150	500	500	-	-	1500	8595
	Third Year	2000	-	500	500	500	130	-	70	-	950	-	820	225	150	500	500	-	-	1500	8345
B.Sc. in Computer Science	First Year	3000	695	500	500	500	130	70	70	90	2600	500	-	225	150	500	500	-	-	1500	11530
	Second Year	3000	-	500	500	500	130	-	70	-	2600	250	-	225	150	500	500	-	-	1500	10425
	Third Year	3000	-	500	500	500	130	-	70	-	2600	-	-	225	150	500	500	-	-	1500	10175
B.Sc. in Electronics	First Year	3000	695	500	500	500	130	70	70	90	2600	500	820	225	150	500	500	-	-	1500	12350
	Second Year	3000	-	500	500	500	130	-	70	-	2600	250	820	225	150	500	500	-	-	1500	11245
	Third Year	3000	-	500	500	500	130	-	70	-	2600	-	820	225	150	500	500	-	-	1500	10995
B.A.	First Year	2000	695	500	500	500	130	70	70	-	-	500	820	225	150	500	500	-	-	1500	8660
	Second Year	2000	-	500	500	500	130	-	70	-	-	250	820	225	150	500	500	-	-	1500	7645
	Third Year	2000	-	500	500	500	130	-	70	-	-	-	820	225	150	500	500	-	-	1500	7395
B.A. (Geog.)	First Year	2000	695	500	500	500	130	70	70	-	500	500	820	225	150	500	500	-	-	1500	9160
	Second Year	2000	-	500	500	500	130	-	70	-	500	250	820	225	150	500	500	-	-	1500	8145
	Third Year	2000	-	500	500	500	130	-	70	-	500	-	820	225	150	500	500	-	-	1500	7895
BA in Psychology	First Year	2000	695	500	500	500	130	70	70	-	500	500	820	225	150	500	500	-	-	1500	9160
	Second Year	2000	-	500	500	500	130	-	70	-	500	250	820	225	150	500	500	-	-	1500	8145
	Third Year	2000	-	500	500	500	130	-	70	-	500	-	820	225	150	500	500	-	-	1500	7895

Stream	Class	Tuition Fees	Registration Fees	Library Fees	Gymkhana Fees	Cultural/ Other Fees	Students Aid Fund	Library Deposit	Caution Money Deposit	Laboratory Deposit	Lab. Practical Fee*	SEC Laboratory fees*	I Tech Charges	Integrated Acad. Information Management System Software (IAMS) Fees	ID card	PTA	Magazine/ Academic Diary/ Placement Brochure	Field trips	Maintenance of Musical Equipments	Academic Re-structuring fee	Total Fees
B.Com	First Year	2000	695	500	500	500	130	70	70	--	--	500	820	225	150	500	500	--	--	1500	8660
	Second Year	2000	--	500	500	500	130	--	70	--	--	250	820	225	150	500	500	--	--	1500	7645
	Third Year	2000	--	500	500	500	130	--	70	--	--	--	820	225	150	500	500	--	--	1500	7395

Stream	Class	Tuition fees	Registration fees	Library fees	Gymkhana Fees	Cultural/ Other Fees	Students Aid Fund	Library Deposit	Caution Money Deposit	Laboratory Deposit	Lab. Practical Fee*	SEC Laboratory fees*	I Tech Charges	Integrated Acad. Information Management System Software (IAMS) Fees	ID card	PTA	Magazine/ Academic Diary/ Placement Brochure	Field trips	Maintenance of Musical Equipments	Academic Re-structuring Fee	Total Fees
B.Ed. (Regular)	First Year	11000	695	500	500	500	130	70	70	90	950	--	820	225	150	500	500	--	--	1500	18200
	Second Year	11000	--	500	500	500	130	--	70	--	950	--	820	225	150	500	500	--	--	1500	17345
B.Ed. (Special Education)	First Year	11000	695	500	500	500	130	70	70	90	950	--	820	225	150	500	500	--	--	1500	18200
	Second Year	11000	--	500	500	500	130	--	70	--	950	--	820	225	150	500	500	--	--	1500	17345
B.Voc. Software Technologies	First Year	2000	695	500	500	500	130	70	70	--	300	--	820	225	150	500	500	--	--	1500	8460
	Second Year	2000	--	500	500	500	130	--	70	--	300	--	820	225	150	500	500	--	--	1500	7695
	Third Year	2000	--	500	500	500	130	--	70	--	300	--	820	225	150	500	500	--	--	1500	7695
Revised Auxiliary Nurse Midwifery	First Year	2000	695	500	--	500	130	70	70	90	950	--	820	225	150	500	500	--	--	1500	8700
	Second Year	2000	--	500	--	500	130	--	70	--	950	--	820	225	150	500	500	--	--	1500	7845
P.G.D.C.A.	First Year	4150	695	500	500	500	130	70	70	90	2150	--	820	225	150	500	500	--	--	1500	12550
P.G.D in Translation	First Year	2000	695	500	500	500	130	70	70	1000	2150	--	820	225	150	500	500	--	--	1500	11310

## PROCEDURE FOR REFUND OF FEES

(Circular no. GU/130/Acad-PG/Refund-of-fees/327 dated 20/11/2019)

The standing committee of the Academic council in its meeting held on 02/05/2017 has approved the following rules relating to the refund of tuition fees and other fees vide 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 five tier system shall be followed for the refund of fees remitted by him/her.

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

*\*Inclusive of tuition fees and non tuition fees but exclusive of Caution Deposit and Security Deposit*

- b) Caution Deposit and Security Deposit shall be refunded in full.
- c) In case of (1) in the table above, 5% of the fees paid by the student subject to a maximum of Rs. 5000/- shall be deducted as processing charges from the refundable amount.
- d) Fees shall be refunded to an eligible student, within 90 days from the date of receiving a written application from him/her in this regard.
- e) 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 the 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 same, the fees paid earlier shall be transferred to the final programme where admission is sought.
- f) All other cases of the refund of the fees will be decided on a case to case basis on its merit.

## **FEES FOR ISSUE OF DOCUMENTS FROM COLLEGE**

- 1) Duplicate identity card will be issued only after the submission of an affidavit for the loss and on payment of Rs.250/-.
- 2) Duplicate marksheet will be issued on payment of Rs. 265/-
- 3) Transference/leaving certificate will be issued on payment of Rs. 100/-
- 4) Certified photocopies of lost documents will be issued with a payment of Rs. 50/- per page only with written request to the Principal.
- 5) Search fee for every year delayed for issuing Duplicate Documents and Other documents not collected in time by the candidate Rs.130/- per document per delayed year not exceeding Rs.1320/- per year.
- 6) Migration certificate Goa University will be forwarded only on payment of fees of Rs.500/- by D.D favouring 'The Registrar', Goa University.
- 7) Issue for Transcript for General Education programme Rs.340/-
- 8) Attestation/ Authentication of Academic Records per programme Rs.670

# NEP COURSE STRUCTURE FOR THE ACADEMIC YEAR 2026-27

**OA-38 Ordinance Governing the Undergraduate (UG) Programmes of Bachelor of Arts / Bachelor of Commerce / Bachelor of Science / Bachelor of Computer Applications / Bachelor of Business Administration / Bachelor of Social Work / Bachelor of Performing Arts (4 years Honours) and other such Programmes of study conducted by the on-campus Schools of Goa University and its Affiliated Colleges based on UGC Curriculum and Credit Framework for Undergraduate Programmes (CCFUP). (Effective from Academic Year 2023-2024).**

## **OA-38.7 COURSES AND COURSE STRUCTURE**

(ii) A Programme shall comprise of the following categories of courses:

(a) Disciplinary/Interdisciplinary Major (Core)

A Major course will provide a student the opportunity to pursue in-depth study of a particular subject or discipline. Credits earned by a student from the two Major Courses of the Broad Discipline/Discipline in Semester I and II shall be counted towards total Major Credits.

(b) Disciplinary/Interdisciplinary Minors Students may opt for Minor courses from Disciplinary/Interdisciplinary areas including skill- based courses relating to a chosen Vocational Education and Training. Students, who successfully complete the requisite number of courses (as specified in the OA-38 12.2 & 12.3) in a Disciplinary or an Interdisciplinary area of study other than the chosen Major, shall qualify for a Minor in that discipline or in the chosen Interdisciplinary area of study. To qualify for a Minor, a student shall have to earn a minimum of 12 Credits in the chosen Minor. A student shall declare at the end of Semester II the subjects s/he wishes to opt for under Minor.

(c) Vocational Education and Training (VET)

VET shall form an integral part of the UG Programme to impart skills along with theory and practical. A minimum of 12 Credits will be allotted to the Minor stream relating to VET which can be related to the Major or Minor Discipline or choice of the student. A student shall have to declare subject/courses under VET at the end of Semester II. In case of Programmes such as BBA, BCA internship could be offered in lieu of VET.

(d) Multidisciplinary Courses (MC)

UG students shall be required to undergo Three Introductory-level courses relating to any Broad Discipline that they have not undergone at the HSSC level as given below:

Natural and Physical Sciences, Mathematics, Statistics and Computer Applications, Library, Information and Media Sciences, Commerce and Management, Humanities and Social Sciences.

(e) Value-Added Courses (VAC)

The following are the VAC common to all UG students:

Understanding India, Environmental Science/Education, Digital and Technological Solutions, Health & Wellness, Yoga Education, Sports, Fitness, courses related to National Service Scheme (NSS), National Cadet Corps (NCC) and such other courses. However, a two Credit Environmental Science Course shall be mandatory under VAC.

(f) Ability Enhancement Courses (AEC)

Students shall achieve competency in a Modern Indian Language (MIL) and in the English Language with special emphasis on communication, reading and writing skills. Foreign National/ Person of Indian Origin/Non-Resident Indian/Foreign Board students may opt for additional English Language Courses or any other Foreign Language Courses in lieu of MIL.

(g) Skills Enhancement Courses (SEC)

SECs shall focus on practical skills, hands-on training, soft skills and such other courses to enhance the employability of students.

(h) Summer Internship / Apprenticeship (I)

Students shall be provided with opportunities for Internships in the summer term. Students shall undergo Internships in a Firm, Industry, Organizations, Laboratory with Faculty and Researchers (in their own or other HEIs), Health and allied areas, Local Governments (such as Panchayats and Municipalities), Parliament or elected representatives, media, artists, crafts persons, NGOs and other such organizations to improve their employability.

(i) Community Engagement and Service (CES)

Through CES students shall be exposed to socio-economic issues in society to enable them to generate solutions to real life problems. CES shall be offered either as a part of the summer term activity or part of Major or Minor Course depending upon the Major Discipline.

(j) Project/ Field-Based Learning (P)

The Project work shall be compulsory and shall be offered in lieu of a Major Course. Field-based learning may be a part of summer term activity.

(k) Dissertation (D) A student opting for a 4-Year Bachelor's Degree (Honours with Research) shall have to complete a 12 Credits Dissertation under the guidance of a Faculty member. An Internship shall be offered In lieu of Dissertation where Internship is an integral component of the Curriculum.

(l) Extra-curricular Activities (EA) Sports, Adult Education/Literacy initiatives, mentoring school students and other similar activities. National Service Scheme (NSS) and/or National Cadet Corps (NCC) courses that are not opted by a student asVAC may be permitted under EA.

### OA-38.4.1 UG CERTIFICATE/UG DIPLOMA AND DEGREES TO BE AWARDED

The following Certificate/Diploma/Degrees shall be awarded as below:

(i) UG Certificate (NCrF Level: 4.5): Students exiting on completion of 1 year (2 Semesters) of study in the chosen broad discipline having fulfilled the Credit requirement and successfully completed a 4 Credit Vocational Course during the summer term (vacation) of the first year

(ii) UG Diploma (NCrF Level: 5): Students exiting on completion of 2 years (4 Semesters) of study in the chosen broad discipline having fulfilled the Credit requirement and successfully completed a 4 Credit Vocational Course during the summer term (vacation) of the second year.

(iii) Bachelor of Arts/Bachelor of Commerce / Bachelor of Science/ Bachelor of Computer Applications/Bachelor of Business Administration/Bachelor of Social Work/Bachelor of Performing Arts and such other Degrees (NCrF Level: 5.5): after the successful completion of 3 years in the Programme and the related Credit requirements, as specified elsewhere in this Ordinance.

(iv) Bachelor of Arts/Bachelor of Commerce/Bachelor of Science/Bachelor of Computer Applications/Bachelor of Business Administration/Bachelor of Social Work/Bachelor of Performing Arts (4 years Honours) and such other Degrees (NCrF Level: 6): after the completion of 4 years in the Programme and the related Credit requirements, as specified elsewhere in this Ordinance.

(v) Bachelor of Arts / Bachelor of Commerce /Bachelor of Science/ Bachelor of Computer Applications/Bachelor of Business Administration/Bachelor of Social Work/Bachelor of Performing Arts (4 years Honours with Research) and such other Degrees (NCrF Level: 6): after the completion of 4 years in the Programme and the related Credit requirements, as specified elsewhere in this Ordinance.

## FIRST YEAR COURSES FOR THE ACADEMIC YEAR 2026-27 (SEM I)

Sem I List of Majors		
BROAD DISCIPLINE	DISCIPLINE	COURSE CODE AND TITLE
Physical and Natural Sciences  Mathematics, Statistics and Computer Application	Chemistry	CHC-100 Fundamentals of Chemistry
	Geography	GOS-100: Foundations in Physical Geography GOS-100: Practicals in Physical Geography
	Microbiology	MIC-100 Basics of Microbiology
	Electronics	ELE-100: Electronic devices and circuits

	Computer Science	CSA-100 Problem Solving and Programming
	Mathematics	MAT-100 Foundational Mathematics
<b>Commerce and Management</b>	Commerce	COM-100 Financial Accounting
	Commerce	COM-101 Elements of Cost
<b>Humanities and Social Sciences</b>	Economics	ECO 101 Introduction to Economics
	English	ENG-100 (Introduction to English Literature)
	Geography	GOG-100: Foundations in Geography (Theory) GOG -100: Digital Cartography (Practical)
	Hindi	HIN 100 हिंदी कहानी साहित्य: परिचयात्मक अध्ययन (Hindi Story Literature : Introductory Study)
	Konkani	KON 100 - An Introduction to Konkani Short Story
	Marathi	MAR 100 - मराठी कथेच्या प्रांगणात
	Political Science	POL - 100: Introduction to Political Theory
	Psychology	PSY - 100: Essentials of Psychology

<b>Sem I List of Minors</b>		
<b>BROAD DISCIPLINE</b>	<b>DISCIPLINE</b>	<b>COURSE CODE AND TITLE</b>
<b>Physical and Natural Sciences</b>  <b>Mathematics, Statistics and Computer Application</b>	Chemistry	ICD -111 (General Industrial Chemistry)
	Geography	GOS-111 Natural Hazards and Disaster Risk Reduction
	Microbiology	MIC-111 Microbial Ecology and Environment
	Physics	PHY-111 Everyday Physics
	Electronics	ELE-111: Analog Fundamentals- EDA

	Computer Science	CSC-111 Computer Software Fundamentals
	Mathematics	MAT-111 Elementary Statistics
<b>Commerce and Management</b>	Commerce	COM-111 (Principles and Practice of Management)
	Commerce	COM-112 (Fundamentals of Banking)
<b>Humanities and Social Sciences</b>	Economics	ECO 111 Political Economy1
	English	ENG 111 (Science Fiction in English)
	Geography	GOG-111 Geography of Sustainable Development
	Hindi	HIN 111 हिंदी नाट्य साहित्य: परिचयात्मक अध्ययन (Hindi Drama Literature :Introductory Study)
	Konkani	KON-111 कोंकणी विनोदी निबंध Humorous Essays in Konkani
	Marathi	MAR-111 गोमंतकीय लोकसंस्कृती आणि लोकपरंपरा ( Goan Folk Culture and Folk Traditions
	Political Science	POL - 111: Basic Concepts in Political Science
	Psychology	PSY - 111: Child Psychology

### THIRD YEAR B.A. COURSES FOR THE ACADEMIC YEAR 2026-27

	SEMESTER V - Major	SEMESTER VI - Major
<b>Economics</b>	ECO - 300 Basic Statistics (4) ECO - 301 Public Finance (4) ECO - 302 Research Methodology (4) ECO- 303 Development Economics-II (2)	ECO- 304 Environmental Economics (4) ECO-305 Growth Economics (4) ECO-306 International Economics (4) ECO-307 Project (4)
<b>English</b>	ENG -300 Literary Criticism: From the Classical to the Modern (4)	ENG -304 Postcolonial Literatures (4) ENG -305 Women's Writing (4)

	<p>ENG -301 Modern European Drama (4)  ENG -302 British Literature: Early 20th Century (4)  ENG -303 Modern Indian Writing in English Translation (2)</p>	<p>ENG -30 6 Popular Literature (4)  ENG -307 Project (4)</p>
<b>Geography</b>	<p>GOG -300 Principles Geomorphology (3T+1P)  GOG -30 1 Principles of Remote Sensing (3T+1P)  GOG -30 2 Statistical Methods in Geography (4)  GOG -30 3 Economic Landscape of Goa (2)</p>	<p>GOG -304 Principles of Climatology (3T+1P)  GOG -30 5 Fundamentals of Geographical Information System (3T+1P)  GOG -30 6 Economic Landscape of India (4)  GOG -307 Project (4)</p>
<b>Hindi</b>	<p>HIN -300 History of Hindi Literature: Aadikal to Ritika) (4)  HIN -301 Identity -Based Discourse (4)  HIN -302 Creative Writing (4)  HIN -303 Hindi Autobiography Literature (2)</p>	<p>HIN -304 History of Hindi Literature: Aadhunik Kal (4)  HIN -305 Indian Literature (4)  HIN -306 Literature : Thought and Philosophy (4)  HIN -307 Project (4)</p>
<b>Konkani</b>	<p>KON -300 Origin and Development of Konkani (4)  KON -301 Trends in Konkani Short Stories (4)  KON - 3 Grammatical Study of Konkani) (4)  KON -303 Non -fiction Writings in Konkani (2)</p>	<p>KON - 304 History of Old Konkani Literature (4)  KON - 305 Study of Konkani Dialects (4)  KON - 306 Study of Konkani Novel (4)  KON - 307 Project (4)</p>
<b>Marathi</b>	<p>MAR -300 Ancient history of Marathi literature (beginning till 1650 (4)  MAR -301 Rasa Theory and poetic appreciation (4)  MAR -302 Pre -liberation Goan Magazine's (2)  MAR-303 Trends in Marathi literature post 1960 (4)</p>	<p>MAR -304 Ancient history of Marathi literature (1650 -1818) (4)  MAR -305 Autobiography : A form of literature (4)  MAR -306 Literary criticism (4)  MAR -307 Project (4)</p>
<b>Political Science</b>	<p>POL -300 India's Defence &amp; Security (4)  POL -301 Comparative Government &amp; Politics (4)  POL -302 Indian Political Thinkers (4)  POL -303 People's Movements in Goa (2)</p>	<p>POL-304 Western Political Thinkers (4)  POL -305 Indian Administration (4)  POL -306 # India's Foreign Policy (4)  POL -307 Project (4) *</p>
<b>Psychology</b>	<p>PSY -300 PSYCHOLOGICAL TEST AND MEASUREMENTS (3T+1P)</p>	<p>PSY -304 COGNITIVE PSYCHOLOGY (3T+1P)</p>

	PSY -301 COUNSELLING PSYCHOLOGY (4) PSY -302 ABNORMAL PSYCHOLOGY (4) PSY -303 RESEARCH METHODOLOGY (2)	PSY -305 STATISTICS FOR PSYCHOLOGY (4) PSY -306 CRIMINAL PSYCHOLOGY (4) PSY -307 PROJECT (4)
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### THIRD YEAR B.Sc. COURSES – ACADEMIC YEAR 2026-27

	SEMESTER V - Major	SEMESTER VI - Major
<b>Chemistry</b>	CHC-300 Organic Chemistry-II (3T+1P) CHC-301 Inorganic Chemistry-II (3T+1P) CHC -302 Physical Chemistry -II (3T+1P) CHC -303 Green Chemistry Techniques (2)	CHC -304 Advanced Organic Chemistry - I (3T+1P) CHC -305 Advanced Inorganic Chemistry - I (3T+1P) CHC -306 Advanced Physical Chemistry -I (3T+1P) CHC -307 Project
<b>Computer Science</b>	CSC -202 Data Structures and Algorithms (3T+1P) CSC -203 Object Oriented Technologies (3T+1P) CSC -204 Operating System (4T) CSC-205 Operating System Lab (2P)	CSC-300 Database Management System (4T) CSC-301 Computer Networks (3T+1P) CSC-302 Software Engineering (3T+1P) CSC-303 DBMS Lab (2P)
<b>Electronics</b>	ELE -300 8051 - Microcontroller (3L+1P) ELE -301 Power Electronics (3L+1P) ELE -302 Operating System (3L+1P) ELE -303 Programming with Python (1L+1P)	ELE -304 Embedded Systems (3L+1P) ELE -305 Biomedical Instrumentation (3L+1P) ELE -306 Computer Networking and System Administration (3L+1P) ELE -307: Project(4)
<b>Geography</b>	GOS -300 Fundamental of Atmospheric Sciences and Climatology (3+1) GOS -301 Fundamentals of Aerial Photography and Remote Sensing (3+1) GOS -302 Geostatistics (4) GOS -303 Economic Geography of India (2)	GOS -304 Geographical Information System (GIS) & GPS (3+1) GOS -305 Soil Geography (3+1) GOS -306 Geographic Data Analysis (4) GOS -307 Project (4)
<b>Mathematics</b>	MAT-300* Riemann Integration and Improper Integrals (3L+1T) MAT -301#*\$* Group Theory I (3L+1T) MAT -302# Metric Spaces (3L+1T)	MAT -304 Group Theory II (3L+1T) MAT -305#*\$* Complex Analysis (3L+1T) MAT -306\$ Vector Calculus (3L+1T)

	MAT -303* Analytical 3D Geometry (2L)	MAT-307* Project (3L+1T)
<b>Microbiology</b>	MIC-300 Industrial Microbiology (4) MIC -30 1 Virology (4) MIC -30 3 Introduction to Bioinformatics (2)	MIC -304 Agricultural Microbiology (4) MIC 307 Project (4)

### THIRD YEAR B.COM. COURSES – ACADEMIC YEAR 2026-27

	SEMESTER V - Major	SEMESTER VI - Major
<b>Commerce</b>	COM-300 Indian Economy CFA-301 Advanced Corporate Accounting COM-302 Direct Tax - COM-303 Research Process	COM-304 International Economics CFA-305 Financial Reporting and Sustainability Practices COM-306 Direct Tax - II CFA-307 Project

## BACHELOR OF VOCATIONAL (B.VOC.)

### B. VOC UNDER NEP. - PROGRAMME STRUCTURE FOR SEMESTER I & II.

Awaiting Approval

#### **Certificate in Software Technologies (Semester I and Semester II)**

After Successfully completing the courses of Semester-I and Semester-II, the students are expected to acquire the skills to be employable as *Software Developer, Desktop Publishing Associate, and Graphics Designer.*

NSQF / NCrf Level / Semester	Course Code	Course Title	Course Credits	Marks
Level 4.5 Semester - I	<b>General Education</b>			
	STG101	Computer Fundamentals & Programming Concepts	3 (2 Theory + 1 Practical)	75
	STG102	Relational Database Management System	3 (2 Theory + 1 Practical)	75
	STG103	Environmental Studies	2 Theory	50
	<b>Skill Development</b>			
	STS101	SSC/Q0501: Software Developer (Version 3.0)	5 Theory 4 Practical 3 Project / Internships	400
	<b>Total Semester-I</b>		<b>20</b>	<b>600</b>
Level 4.5 Semester - II	<b>General Education</b>			
	STG201	Object Oriented Concepts (2T + 1P) using Java	3 (2 Theory + 1 Practical)	75
	STG202	Multimedia Technologies (2T + 1P)	3 (2 Theory + 1 Practical)	75
	STG203	Quantitative Techniques (2T)	2 Theory	50
	<b>Skill Development</b>			
	STS201	SSC/Q2702: Associate – Desktop Publishing (Version 3.0)	5 Theory 4 Practical 3 Project / Internships	400
	<b>Total Semester- II</b>		<b>20</b>	<b>600</b>
<b>Exit Level 4.5</b>	<b>STE101</b>	Project Development	<b>4 (2 Theory + 2 Practical)</b>	<b>100</b>

## B. VOC. - PROGRAMME STRUCTURE FOR SEMESTER III & IV.

Admission and Examination procedure will be followed as per the Goa University Circular No. 2/590/2019-Legal (Vol.XVI)/551 dated: 31<sup>st</sup> May 2019. Syllabus and Course Structure implemented, is as per the UGC Guidelines for B.Voc. Programme and approved by Goa University.

B.VOC. Programme SEMESTER III						
NSQL Level/ Semester	Course code	Course title	Course Credits	Hours	Marks	
Level 6/ Semester III	STG301	DATA STRUCTURES	Theory	3	45	75
	STG302	AUDIO AND VISUAL MEDIA	Theory	3	45	75
	STG303	REASONING TECHNIQUES	Theory	4	60	100
	STP301	SOFTWARE LABORATORY -III	Practical	2	60	50
<b>Skill Development Qualification Pack</b>						
	STS 301	Associate - Desktop Publishing (SSC/Q2702)	Theory	7	435	300
			Practical	5		
			Project/OJT/Internship	6		
<b>Total</b>				<b>30</b>	<b>645</b>	<b>600</b>

B.VOC. Programme SEMESTER IV					
NSQL Level/ Semester	Course code	Course title	Course Credits	Hours	Marks

Level 6/ Semester IV	STG401	Python Programming	Theory	3	45	75
	STG402	Software Engineering & Testing	Theory	3	45	75
	STG403	Creative Thinking	Theory	4	60	100
	STP401	Software Laboratory - IV	Practical	2	60	50
<b>Skill Development Qualification Pack</b>						
	STS 401	Associate - Desktop Publishing (SSC/Q2702)	Theory	6	450	400
			Practical	6		
			Project/OJT/Internship	6		
<b>Total</b>				<b>30</b>	<b>660</b>	<b>700</b>

## B. VOC. - PROGRAMME STRUCTURE FOR SEMESTER V & VI.

Admission and Examination procedure will be followed as per the Goa University Circular No. 2/590/2019-Legal (Vol.XVI)/551 dated: 31<sup>st</sup> May 2019. Syllabus and Course Structure implemented, is as per the UGC Guidelines for B.Voc. Programme and approved by Goa University.

<b>B.VOC. Programme SEMESTER V</b>						
NSQL Level /Semester	Course code	Course title	Course Credits		Hours	Marks
Level 7/ Semester V	STG501	Mobile Application Development	Theory	3	45	75
	STG502	Human Computer Interaction	Theory	3	45	75
	STG503	Advanced Quantitative Techniques	Theory	4	60	100
	STP501	Software Laboratories	Practical	2	60	50
<b>Skill Development Qualification Pack</b>						
	STS501	Software Developer (SSC/Q0501)	Theory	7	435	300
			Practical	5		
			Project/ OJT/ Internship	6		
<b>Total</b>				<b>30</b>	<b>645</b>	<b>600</b>

## B.VOC. Programme SEMESTER VI

NSQL Level/ Semester	Course code	Course title	Course credit		Hours	Marks
Level 7/ Semester VI	STG601	RDBMS	Theory	3	45	75
	STG602	Computer Networks	Theory	3	45	75
	STG603	Entrepreneurship Development	Theory	4	60	100
	STG601	Software Laboratory VI	Practical	2	60	50
<b>Skill Development Qualification Pack</b>						
	STS601	Software Developer- (SSC/Q0501)	Theory	6	450	400
			Practical	6		
			Project/ OJT/ Internship	6		
<b>Total</b>				30	660	700

# POST GRADUATE PROGRAMMES

## MASTER OF COMMERCE

### Semester 1

Code No	Name of the Course	Credits
<u>COM-500</u>	Advanced Financial Management	4
<u>COM-501</u>	Capital Markets and Stock Exchange Operations	4
<u>COM-502</u>	Entrepreneurship and Venture Capital	4
<u>COM-503</u>	Organizational Behaviour	4
<b>ACCOUNTING AND FINANCE</b>		
<u>COM-521</u>	Advanced Corporate Accounting	4
<u>COM-522</u>	Financial Services Operations	4
<b>BUSINESS MANAGEMENT</b>		
<u>COM-523</u>	Human Resource Management	4
<u>COM-524</u>	Strategic Management	4

### Semester 2

Code No	Name of the Course	Credits
<u>COM-504</u>	Marketing and Consumer Behaviour	4
<u>COM-505</u>	Management of Mutual Funds	4
<u>COM-506</u>	Security Analysis and Portfolio Management	4
<u>COM-507</u>	Financial Derivatives	4
<b>ACCOUNTING AND FINANCE</b>		
<u>COM-525</u>	Direct Taxes	4
<u>COM-526</u>	Cost and Management Accounting	4
<b>BUSINESS MANAGEMENT</b>		
<u>COM-527</u>	Advertising and Sales Management	4
<u>COM-528</u>	Business Environment and International Trade	4

### Semester 3

Code No	Name of the Course	Credits
<u>COM-600</u>	Research Methodology	4
<u>COM-601</u>	Basic Econometrics	4
<u>COM-602</u>	Qualitative Research	4
<b>ACCOUNTING AND FINANCE</b>		
<u>COM-621</u>	Corporate Valuation	4
<u>COM-622</u>	Corporate Mergers and Acquisitions	4
<u>COM-623</u>	Indirect Taxes	4
<u>COM-624</u>	Financial Risk Management	4
<u>COM-625</u>	Treasury and Forex Management	4
<u>COM-626</u>	Cost Management and Control	4
<b>BUSINESS MANAGEMENT</b>		
<u>COM-627</u>	Banking and Financial Institutions	4
<u>COM-628</u>	Insurance Management	4
<u>COM-629</u>	International Marketing	4
<u>COM-630</u>	Retail Marketing	4
<u>COM-631</u>	Customer Relationship Management	4
<u>COM-632</u>	Travel and Tourism Management	4

### Semester 4

Code No	Name of the Course	Credits
<u>COM-603</u>	Advanced Econometrics	4
<u>COM-604</u>	Business Analytics	4
<u>COM-605</u>	Data Insights and Analytics	4
<u>COM-651</u>	Dissertation	16

## M.SC. MICROBIOLOGY

CODE	CORE COURSES	CREDIT(S)		Contact Hours
		Theory	Practical	
<b>Semester I</b>				
MIC-500	Microbial Biochemistry [T]	3	-	45
MIC-501	Microbial Biochemistry [P]	-	1	30
MIC-502	Microbial Genetics [T]	3	-	45
MIC-503	Microbial Genetics [P]	-	1	30
MIC-504	Techniques and Instrumentation in Microbiology [T]	3	-	45
MIC-505	Techniques and Instrumentation in Microbiology [P]	-	1	30
MIC-506	Biostatistics [T]	3	-	45
MIC-507	Biostatistics [P]	-	1	30

CODE	CORE COURSES	CREDIT(S)		Contact Hours
		Theory	Practical	
<b>Semester II</b>				
MIC-508	Microbial Taxonomy and Systematics [T]	3	-	45
MIC-509	Microbial Taxonomy and Systematics [P]	-	1	30
MIC-510	Industrial Microbiology [T]	3	-	45
MIC-511	Industrial Microbiology [P]	-	1	30
MIC-512	Molecular Biology [T]	3	-	45
MIC-513	Molecular Biology [P]	-	1	30
MIC-514	Archaea - Ecology, Physiology, Biochemistry, and	3	-	45
MIC-515	Genetics [T] Archaea - Ecology, Physiology, Biochemistry, and	-	1	30

### COURSE CONTENT OF M.Sc. MICROBIOLOGY AS PER 80 CREDITS

#### Discipline Specific Elective Courses (DSE)

CODE	COURSE	CREDIT(S)		CONTACT HOURS
		Theory	Practical	
<b>Semester I</b>				

MIC-521	Environmental Microbiology and Bioremediation [T]	3	-	45
MIC-522	Environmental Microbiology and Bioremediation [P]	-	1	30
MIC-523	Immunology [T]	3	-	45
MIC-524	Immunology [P]	-	1	30
<b>Semester II</b>				
MIC-525	Agriculture Microbiology [T]	3	-	45
MIC-526	Agriculture Microbiology [P]	-	1	30
MIC-527	Mycology [T]	3	-	45
MIC-528	Mycology [P]	-	1	30

#### Research Specific Elective courses (RSE)

CODE	COURSE	CREDIT(S)		CONTACT HOURS
		Theory	Practical	
<b>Semester III</b>				
MIC-600	Research Methodology and Advanced Biostatistics	4	-	60
MIC-601	Microbial Technology [T]	3	-	45
MIC-602	Microbial Technology [P]	-	1	30
MIC-603	Extremophilic Microorganisms [T]	3	-	30
MIC-604	Extremophilic Microorganisms [P]	-	1	45
MIC-605	Aquatic Virology [T]	2	-	30
MIC-606	Introduction to Bioinformatics [T]	2	-	30
<b>Semester IV</b>				
MIC-607	Marine Microbial Interactions [T]	3	-	45
MIC-608	Marine Microbial Interactions [P]	-	1	30
MIC-609	Medical Virology [T]	3	-	45
MIC-610	Medical Virology [P]	-	1	30

#### General Elective Courses (GE) Semester III

CODE	COURSE	CREDIT(S)		CONTACT HOURS
		Theory	Practical	
<b>Semester III</b>				
MIC-621	Microbial Bioprospecting [T]	4	-	60

MIC-622	Pharmaceutical Microbiology [T]	4	-	60
MIC-623	Genetic Engineering [T]	3	-	45
MIC-624	Genetic Engineering [P]	-	1	30
MIC-625	Food Microbiology [T]	3	-	45
MIC-626	Food Microbiology [P]	-	1	30
MIC-627	Medical Microbiology and Epidemiology [T]	3	-	45
MIC-628	Medical Microbiology and Epidemiology [P]	-	1	30
MIC-629	Marine Microbiology [T]	3	-	45
MIC-630	Marine Microbiology [P]	-	1	30
MIC-631	Entrepreneurship in Microbiology	4	-	60
MIC-632	Field Trip to industries/institutions in Goa	-	1	30
MIC-633	Field Trip to industries/institutions across India	-	1	30

		Semester IV		CREDIT(S)	CONTACT HOURS
CODE	COURSE	Theory	Practical		
MIC-651	Discipline Specific Dissertation	-	16	-	
MIC-652	Discipline Specific Internship in Industry / Institution	-	2	60	

## M.SC. INORGANIC CHEMISTRY

### M.Sc. Inorganic Chemistry Part-I syllabus for SEM I and SEM II

SEM I INORGANIC CHEMISTRY			
Sr. No.	Subject Code	Paper Title	Credits
1	CHI-500	Fundamentals of Inorganic Chemistry	4
2	CHO-500	Fundamentals of Organic Chemistry	4
3	CHP-500	General Physical Chemistry	4
4	CHA-500	Techniques in Analytical Chemistry-I	4
5	CHO-521	Practical Course in Organic Chemistry-I	2
6	CHA-521	Practical Course in Analytical Chemistry-I	2

### SEM II INORGANIC CHEMISTRY

Sr. No.	Subject Code	Paper Title	Credits
1	CHI-501	Chemistry of Coordination & Organometallic Compounds	4
2	CHI-502	Chemistry of Materials	4
3	CHI-503	Concepts in Molecular Symmetry and Spectroscopy	4
4	CHI-504	Concepts in Inorganic Chemistry	4
5	CHI-521	Practical Course in Inorganic Chemistry-I	2
6	CHP-521	Practical Course in Physical Chemistry-I	2

**M.Sc. Inorganic Chemistry Part-II syllabus for SEM III and SEM IV**

SEM III INORGANIC CHEMISTRY			
Sr. No.	Subject Code	Paper Title	Credits
1	CHI-600	Practical Course in Inorganic Chemistry-III	4
2	CHC-600	Research Methodology and Instrumental techniques-I	4
3	CHI-602	Principles and Applications in catalysis	4
4	CHI-621	Bioinorganic Chemistry	4
5	CHI-622	Chemistry of p-block elements & their compounds	4
6	CHI-623	Environmental Chemistry	4
7	CHP-622	Nanoscience: Concepts and Applications	4

SEM IV INORGANIC CHEMISTRY			
Sr. No.	Subject Code	Paper Title	Credits
1	CHC-651	Discipline-Specific Dissertation	16
2	CHC-601	Research Methodology and Instrumental techniques-II	4

## M.SC. ORGANIC CHEMISTRY

### M.Sc. Organic Chemistry Part-I syllabus for SEM I and SEM II

SEM I ORGANIC CHEMISTRY			
Sr. No.	Subject Code	Paper Title	Credits
1	CHI-500	Fundamentals of Inorganic Chemistry	4
2	CHO-500	Fundamentals of Organic Chemistry	4
3	CHP-500	General Physical Chemistry	4
4	CHA-500	Techniques in Analytical Chemistry-I	4
5	CHO-521	Practical Course in Organic Chemistry-I	2
6	CHA-521	Practical Course in Analytical Chemistry-I	2

SEM II ORGANIC CHEMISTRY			
Sr. No	Subject Code	Paper Title	Credits
1	CHO-501	Organic Spectroscopy	4
2	CHO-502	Pericyclic and Organic Photochemical Reactions	4
3	CHO-503	Synthetic Methodologies in Organic Chemistry	4
4	CHO-504	Stereochemistry and Organic Transformations	4
5	CHI-521	Practical Course in Inorganic Chemistry-I	2
6	CHP-521	Practical Course in Physical Chemistry-I	2

### M.Sc. Organic Chemistry Part-II syllabus for SEM III and SEM IV

SEM III ORGANIC CHEMISTRY			
Sr. No	Subject Code	Paper Title	Credits
1	CHO-601	Practical Course in Organic Chemistry-IV	4
2	CHC-600	Research Methodology and Instrumental Techniques -I	4

3	CHO-622	Concepts in Medicinal Chemistry	4
4	CHO-623	Concepts in Green Chemistry	4
5	CHO-625	Organometallic Chemistry and Rearrangement Reactions	4

SEM IV ORGANIC CHEMISTRY			
Sr. No.	Subject Code	Paper Title	Credits
1	CHO-602	Retrosynthesis and Heterocyclic Chemistry	4
2	CHC-651	Discipline Specific Dissertation	16

## M.A. GEOGRAPHY

M. A. Syllabus based on Choice Based Credit System as per the NEP 2020

### Discipline Specific Core Courses

Course Number and Name	Lecture hours per week	Credits	Page
<b>Semester I</b>			
GYTC-401: <b>Theory:</b> Advanced Geomorphology	3	3	3-5
GYPC 401: <b>Practical:</b> Practicals in Geomorphology	2	1	6-7
GYTC-402: <b>Theory:</b> Advanced Climatology	3	3	8-9
GYPC-402: <b>Practical:</b> Practicals in Climatology	2	1	10-11
GYTC-403: <b>Theory:</b> Fundamentals of Remote Sensing	3	3	12-13
GYPC-403: <b>Practical:</b> Practicals in Remote Sensing	2	1	14-15
GYTC-404: <b>Theory:</b> Environmental Geography	4	4	16-17
<b>Semester II</b>			
GYTC-405: <b>Theory:</b> Population Geography	3	3	18-19
GYPC-405: <b>Practical:</b> Practicals in Population Geography	2	1	20-21
GYTC-406: <b>Theory:</b> Economic Geography	3	3	22-23
GYPC-406: <b>Practical:</b> Practicals in Economic Geography	2	1	24-25
GYTC-407: <b>Theory:</b> Fundamentals of Geographic Information System	3	3	26-27

GYPC-407: <b>Practical:</b> Practicals in Geographic Information System	2	1	28-29
GYTC-408: <b>Theory:</b> Geographical Thought and Development of Geography	4	4	30-31

### Discipline Specific Optional Courses

Course Number and Name	Lecture hours per week	Credits	
<b>Semester I</b>			
GYTE-401 : Disaster Mitigation and Management	4	4	32-34
GYTE-402: Advance Oceanography and Soil Geography	4	4	35-37
GYTE-403: Socio-Cultural and Urban Geography	4	4	38-40
<b>Semester II</b>			
GYTE-404: Political Geography	4	4	41-42
GYTE-405: Geography of Trade and Transport	4	4	43-44

**List of P. G. courses for Semester III and Semester IV revised and approved by the BOS in Geography in the meeting held on 21 October 2022**

#### COURSES FOR SEMESTER III

Course Code and Name	Credits	Page Nos
<b>Semester III Research Specific Elective Courses</b>		
GYTR-501: Principles and Research in Fluvial Geomorphology	4	3
GYTR-502: Digital Image Processing in Geographical Research	4	5
GYTR-503: Research Tools in Field Study and Survey	4	7
GYTR-504: Principles and Research in Regional Planning in India	4	9
GYTR-505: Principles and Research in Watershed Management	4	11
GYTR-506: Research Methodology in Geography	4	13
<b>Semester III Generic Elective Courses</b>		
GYTG-501: Teaching Methodology and Competencies in Geography	4	16
GYTG-502: Bio-geography	4	18
GYTG-503: Geography of Health and Wellbeing	4	20

GYTG-504: Spatial Analysis and Modeling in Geography	4	22
GYTG-505: Geographical Data-Base Management System and Programming	4	24
GYTG-506: Economic Geography of Globalization	4	26
GYTG-507: Geography of International Relations	4	28
GYTG-508: Geopolitics of South Asia	4	30
<b>COURSES FOR SEMESTER IV</b>		
<b>Semester IV: Research Specific Elective Courses</b>		
GYTR-507: Principles and Practices of Cartographic Techniques and Computer Applications in Geographical Research	4	33
GYTR-508: Quantitative and Statistical Techniques in Geographical Research	4	34
GYTR-509: Principles and Practices of Settlement Geography	4	37
GYTR-510: Research Techniques in Tropical Geomorphology	4	39
GYTR-511: Principles and Research in Coastal Geomorphology	4	42
GYTR-512: Themes and Research in Industrial and Agricultural Geography	4	43
GYTD: Discipline Specific Dissertation	16	

## POST GRADUATE DIPLOMA IN TRANSLATION ( PGDT )

**Full Time/ Regular Course: Consists of 2 Semesters**

### **Objectives of the Course:**

- Train the students in official & literary translation
- Availability of skillful translators
- Enhance multi-lingual skills
- Practical training sessions on machine translation
- Self-reliance in translation

<b>Semester I</b>		<b>Semester II</b>	
<b>Course Code</b>	<b>Paper Title</b>	<b>Course Code</b>	<b>Paper Title</b>
HNCPGD 1	अनुवाद : सिद्धांत और प्रविधि - भाग 1 TRANSLATION : THEORY & METHODOLOGY - I	HNCPGD 5	अनुवाद : सिद्धांत और प्रविधि - भाग 2 TRANSLATION : THEORY & METHODOLOGY- II
HNCPGD 2	अनुवाद : समस्याएं एवं समाधान TRANSLATION : PROBLEMS & SOLUTIONS	HNCPGD 6	अनुवाद : कार्यालयीन एवं मीडियागत TRANSLATION : OFFICE & MEDIA
HNCPGD 3	अनुवाद : अनुप्रयुक्त और व्यावहारिक - भाग 1 TRANSLATION : APPLIED & PRACTICAL - I	HNCPGD 7	अनुवाद : अनुप्रयुक्त और व्यावहारिक - भाग 2 TRANSLATION : APPLIED & PRACTICAL - II
HNCPGD 4	अनुवाद : क्षेत्रीय कार्य TRANSLATION : FIELD WORK	HNCPGD 8	अनुवाद परियोजना TRANSLATION : PROJECT WORK

<b>Semester I &amp; II</b>	
<b>Course Code</b>	<b>Paper Title</b>
HNEPGD 1	दूरदर्शन, फिल्म और अनुवाद DOORDARSHAN, CINEMA & TRANSLATION
HNEPGD 2	अनुवाद : राजभाषा और प्रादेशिक भाषा TRANSLATION : OFFICIAL AND REGIONAL LANGUAGE
HNEPGD 3	अनुवाद : पुनरीक्षण और मूल्यांकन TRANSLATION : VETTING & EVALUATION

## POST GRADUATE DIPLOMA IN CHEMICAL INDUSTRIAL TECHNIQUES

<b>SEMESTER I</b>				
<b>Discipline Specific Core (DSC) Courses (16 credits)</b>				
Sr. No.	Course Code	Title of the Course	Credits	Level
1	CIT-5000	Introduction to Chemical Industries	4	400
2	CIT-5001	Calibration & Validation (QA/QC Compliances)	4	400
3	CIT-5002	Chemical Safety and Ethics of Research	4	400
4	CIT-5003	Laboratory Course in Chemical Techniques - I	2	400
5	CIT-5004	Laboratory Course in Chemical Techniques - II	2	400
<b>Total Credits for DSC Courses in Semester I</b>			<b>16</b>	
<b>Discipline Specific Elective (DSE) Course (4 credits)</b>				
Sr. No.	Course Code	Title of the Course	Credits	Level
1	CIT-5201	Concepts in Nanotechnology	4	400
2	CIT-5202	Materials in Chemical Industries	4	400
3	CIT-5203	Modern Characterization Techniques	4	400
4	CIT-5204	Fundamentals of Industrial Catalysis	4	400
<b>Total Credits for DSE Courses in Semester I</b>			<b>4</b>	
<b>Total Credits in Semester I</b>			<b>20</b>	

<b>SEMESTER II</b>				
<b>Discipline Specific Core (DSC) Courses</b>				
Sr. No.	Course Code	Title of the Course	Credits	Level
1	CIT-5005	Data analysis & Analytical Method Development	4	500
2	CIT-5006	Drug development & Pharmacopeial Aspects	4	500
3	CIT-5007	Process Safety and Pollution management	4	500
4	CIT-5008	Instrumental Techniques	4	500
<b>Total Credits for DSC Courses in Semester II</b>			<b>16</b>	
<b>Discipline Specific Elective (DSE) Courses (4 credits)/ Internship<sup>#</sup></b>				
Sr. No.	Course Code	Title of the Course	Credits	Level
1	CIT-5205	Laboratory Course in Chemical Techniques - III	2	500
2	CIT-5206	Laboratory Course in Chemical Techniques - IV	2	500
3	CIT-5207	Laboratory Course in Chemical Techniques - V	2	500
<b>Total Credits for DSE Courses in Semester II</b>			<b>4</b>	

<b>Industrial Internship</b>				
Sr. No.	Course Code	Title of the Course	Credits	Level
1	CIT-5208	Internship	4 <sup>#</sup>	500
<b>Total Credits in Semester II</b>			<b>20</b>	

Note: - <sup>#</sup> 4 Credit Internship can be opted in lieu of 4(2+2) credit DSE practicals.

## POST GRADUATE DIPLOMA IN BUSINESS INTELLIGENCE AND TECHNOLOGIES

<b>Semester I</b>				
<b>Discipline Specific Core (DSC) Courses (16 credits)</b>				
<b>Sr. No.</b>	<b>Course Code</b>	<b>Title of the Course</b>	<b>Credits</b>	<b>Level</b>
1	BIT-5000	<a href="#">Business Intelligence and Computing</a>	3T	400
2	BIT-5001	<a href="#">Digital Business Transformation</a>	4T	400
3	BIT-5002	<a href="#">Statistics for Business</a>	4T	400
4	BIT-5003	<a href="#">Business Computing Tools(P)</a>	1P	400
5	BIT-5004	<a href="#">Database Systems (P)</a>	2P	400
6	BIT-5005	<a href="#">Linear Programming Problems (P)</a>	2P	400
<b>Total Credits for DSC Courses in Semester I</b>			<b>16</b>	
<b>Any One Discipline Specific Elective (DSE) Course</b>				
<b>Sr. No.</b>	<b>Course Code</b>	<b>Title of the Course</b>	<b>Credits</b>	<b>Level</b>
1	BIT-5201	<a href="#">Python for Data Analytics</a>	4T	400
2	BIT-5202	<a href="#">Linear Algebra</a>	4T	400
3	BIT-5203	<a href="#">E-Business Fundamentals</a>	4T	400
<b>Total Credits for DSE Courses in Semester I</b>			<b>4</b>	
<b>Total Credits in Semester I</b>			<b>20</b>	

Semester II				
Discipline Specific Core (DSC) Courses (16 credits)				
Sr. No.	Course Code	Title of the Course	Credits	Level
1	BIT-5006	<a href="#">Data Visualisation and Dashboards</a>	3T	500
2	BIT-5007	<a href="#">Data Management</a>	3T	500
3	BIT-5008	<a href="#">Ethical Principles in Business Analytics</a>	4T	500
4	BIT-5009	<a href="#">Applied Statistics</a>	3T	500
5	BIT-5010	<a href="#">Dashboard Design and Development(P)</a>	1P	500
6	BIT-5011	<a href="#">Data Science Workflow Tools (P)</a>	1P	500
7	BIT-5012	<a href="#">Applied Statistical Analysis(p)</a>	1P	500
<b>Total Credits for DSC Courses in Semester II</b>			<b>16</b>	
Any Two Discipline Specific Elective (DSE) Courses (4 credits) / Internship				
Sr. No.	Course Code	Title of the Course	Credits	Level
1	BIT-5204	<a href="#">Generative AI (P)</a>	2P	400
2	BIT-5205	<a href="#">Cloud Computing (P)</a>	2P	400
3	BIT-5206	<a href="#">Operations Research (P)</a>	2P	400
<b>Total Credits for DSE Courses in Semester II</b>			<b>4</b>	
Sr. No.	Course Code	Title of the Course	Credits	
1	BIT-6502	Internship	4P	
<b>Total Credits in Semester II</b>			<b>20</b>	

# COLLEGE RULES AND REGULATIONS

## 1) GENERAL RULES OF CONDUCT AND DISCIPLINE:

- i. All the students are responsible to the Principal, Vice Principal and staff members of the college for their general conduct both inside and outside the college.
- ii. Students conduct in the classes as well as on the campus should be such that it will not cause any disturbance to fellow students, staff members and the normal functioning of the college. If found guilty of misconduct, then he/she may be expelled or directed to leave the college immediately.
- iii. Every student should clearly display his/her valid identity card at all times on campus. Action will be taken if any student is found without their identity card on campus.
- iv. Use or display of mobile/cell phones and/or any other music instruments/gadgets in the class rooms and college premises is strictly prohibited and forbidden during instructional and examination days except for educational purposes under faculty supervision.
- v. Every student is expected to be in the class-room well in time.
- vi. Students during their free time should visit the college library and should not disturb the other classes that are in progress.
- vii. Students are not allowed to attend lectures other than their own class-lecture except with the due permission from the teacher concerned.
- viii. Every student is expected to deal with the college property with due care and should help in keeping the premises neat and clean, considering the college as a continuation of his/her home. Any damage done to the college property is a breach of discipline and will be dealt with severely. Students suspected or found guilty are liable for paying the recovery and/or expulsion. Disfiguring of college property is punishable and students found guilty or suspected of this type of act will be expelled from the college with immediate effect.
- ix. No student is allowed to smoke and spit within the building. If found guilty, will be punishable under the Government's Prohibition of Smoking and Spitting Act.
- x. Possession and consumption of Drugs or intoxicants within the college campus is prohibited. No student is allowed to take liquor or any drugs. Even outside the college campus, he/she is expected to keep up to a very high moral and social behaviour so as to uphold the name of the college.
- xi. No student shall collect any money as contribution for picnics, trip, get-together, charity, meeting or any other activity without the permission of the Principal. No Society or Association or Union shall be formed in the College and no person shall be invited to address any meeting without the Principal's prior and proper permission.
- xii. Complete silence should be maintained in the library and premises around, and in the corridors when classes are going on.

- xiii. **Any student found guilty of ragging another student will be expelled from the college or punished as per the rulings of Central and State Government. Students should read the UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009 printed in this prospectus and are required to give a declaration along with a declaration by the parent/guardian in the annexure provided regarding Anti-ragging.**
- xiv. **One should not indulge in any act of sexual harassment. Any act of sexual harassment should be brought to the notice of the Principal, Vice-Principal or the Committee for Prevention of Harassment of Women at Work Place of the college for taking due action in this regard.**
- xv. If for any reason, the continuance of a student in the college is detrimental to the best interests of the college, then the Principal can ask such a student to leave the college without assigning further reasons. In extreme cases, the student may be dismissed and/or rusticated from the college.
- xvi. The Principal's and/or the Committee of teacher's decision in all matters of the college shall be final and binding on all.
- xvii. **All students of First Year, Second Year and Third Year of B.A., B.Sc., B.COM., and B.Voc. must wear uniforms and identity cards on campus. Failure to do so will result in a fine of Rs. 50 for each offense.**
- xviii. Students are requested to keep the washroom, toilets clean. Flush regularly after use. Assets of the washrooms should not be damaged. No sanitary pads should be flushed down the drain; instead sanitary pads can be incinerated using the incinerator.

## **2) CONDUCT BY STUDENTS IN THE COLLEGE CANTEEN:**

Use of the canteen should be only during the non-instructional hours and intervals. Students are not allowed to enter restricted areas reserved for teaching and non-teaching staff.

## **3) PARENTS RESPONSIBILITIES:**

- i. The parent/guardian should confirm that their ward has completed the admission procedure by paying the appropriate fees to be a bonafide student of this college.
- ii. They should sometimes visit the teachers, in response to the SMS sent by the college.
- iii. They should attend Parent Teachers Interaction (PTA) meetings on the scheduled date and time.
- iv. They are requested to accompany their ward to collect the results of their ward and attend the Annual College Day.
- v. They should meet teaching faculty to know the overall progress of the ward.
- vi. Parent/Guardian should ensure that their ward wears the college uniform.
- vii. They should inform the teachers concerned or the Principal/ Vice Principal immediately if their ward is absent to the classes for long duration due to sickness or any other reason.
- viii. They should feel free and are requested to meet the Principal/Vice Principal, teachers in case of any difficulty related to the college curriculum from 2.00 p.m. to 4.00.p.m.

- ix. They should encourage the child to be actively participate in academic, co-curricular and extra-curricular activities organized by the College and the University.
- x. They are also requested to keep an eye on the overall conduct and behavior of their ward outside the College premises.

## **GOA UNIVERSITY DISCIPLINE AND CONDUCT RULES 2019 FOR COLLEGE STUDENTS**

### **1. SHORT TITLE AND COMMENCEMENT**

- (a) These Rules shall be called “The College Students’ Discipline and Conduct Rules 2019” hereafter referred to as the “Rules”.
- (b) These Rules shall come into force with effect from the date of their notification.

### **2. APPLICATION RULES**

- (a) These Rules shall apply to all students of the affiliated College whether admitted prior to the commencement of these Rules or after the commencement of these Rules.
- (b) Any breach of discipline and conduct committed by a student inside or outside the College Campus shall fall under the purview of these Rules.
- (c) Without prejudice to the generality of the power to enforce discipline under Section 22 (q) of the Goa University Act, 1984 and Statue 26 there under, the acts mentioned in Rules 4 shall amount to acts of misconduct or indiscipline or both.
- (d) These rules are not meant to deny the democratic rights of the students to dissent/ air their grievances/ protest in a peaceful and lawful manner.
- (e) Peaceful and lawfully conducted sit-ins/ dharanas at a designated place with prior intimation to the College Principal will not invite any punishment under these rules.

### **3. DEFINITIONS**

For the purpose of application of these Rules-

- (a) ‘College’ means any teaching Department established and maintained by the College offering Degree/ Diploma/ Certificate/ Integrated courses, PG and Research Centre and also includes Schools, Centers, Library, Hostels, Play grounds, Canteens, Shopping Centers, Gymkhana, College Guest House, Administrative Offices, Staff quarters and entire College campus.
- (b) ‘Student’ means any person admitted to a College as given in
  - (a) Above for receiving instructions either full-time or part-time and whose name is on the rolls of the College. The word student with reference to the context if required shall mean students also.
  - (c) ‘Teacher’ means and includes Dean, Director, and Professor, Associate Professor, and Assistant Professor, Contractual / Guest / Visiting Faculty, Warden of Hostel, Librarian, Director of Physical Education, Instructor of Physical Education, Coaches and Administrative staff.
  - (d) ‘Disciplinary Authority’ means an authority competent to impose penalty on a student under these Rules for any act of indiscipline or misconduct.

- (e) 'Inquiry Authority' means a Committee appointed by the Principal or an Inquiry Officer appointed by the Principal to inquire into the charges of act/s of indiscipline or misconduct by a student or a group of students.
- (f) 'Chief Proctor' means a senior teacher appointed by the Principal under the provisions of these Rules.
- (g) 'Assistant Proctor' means a teacher appointed by the Principal under the provisions of these Rules.

#### 4. ACTS OF MISCONDUCT AND INDISCIPLINE:

##### (a) Acts of misconduct and indiscipline Category-I:

- i) Causing disturbance within the College premises, Laboratory or Reading Room, Library, Common Room, Playground or Hostel, Canteen, Gymnasium and such other places in the College Campus.
- ii) Any act leading to diverting the attention of the students from the Lectures or of the teacher from Teaching.
- iii) Insubordination and/ or disrespect to the teacher within or outside the College premises.
- iv) Habitual inattention to class work and assignments.
- v) Disturbing a class from outside by loitering aimlessly in the corridors, making noise.
- vi) Picking up quarrel with the teaching or non-teaching staff or with other students.
- vii) Using abusive language and abuses in the College premises or 'Sports-grounds'
- viii) Smoking within the College campus.
- ix) Playing any kind of musical instrument inside the class or outside during class hours.
- x) Hunger strikes, dharnas, group bargaining and any other form of protest by blocking entrance or exit of any of the academic and/ or administrative complexes or disrupting the movements of any member of the College.
- xi) Furnishing false Certificate or false information in any manner to the College.
- xii) Teasing or disrespectful behaviour or any misbehaviour with a boy / girl student, staff member/ visitor.
- xiii) Causing or colluding in the unauthorized entry of any person/ guest into the College Campus or in the unauthorized occupation of any portion of the College premises, including residential quarters/ hostels or residence by any person.
- xiv) Unauthorised occupation of the hostel rooms or unauthorised acquisition and use of College furniture in one's hostel room or elsewhere.
- xv) Damaging or defacing, in any form any property of the College or the property of the College community.
- xvi) Not disclosing one's identity when asked to do so by a faculty member or employee or security staff of the College who is authorized to ask for such identity.
- xvii) Improper behaviour while on tour or excursion.
- xviii) Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behaviour in the Health Centre on College campus.
- xix) Blockade or forceful prevention of any normal movement of traffic, violation of security or safety rules notified by the College.
- xx) Littering of any kind of waste including plastic waste in the College buildings, grounds/ roads/ premises.

- xxi) Disturbing other students/ teachers using a mobile phone inside the class or outside during class hours.
- xxii) Driving and parking the vehicles on College campus in violation of guidelines to that effect.
- xxiii) Distributing any material related to political parties / movements.
- xxiv) Any other act which may be considered by the Principal or any other competent authority to be a minor act of violation of discipline and conduct.

**(b) Acts of misconduct and indiscipline Category-II**

- i) Repetition of acts given under Category-I of indiscipline in spite of repeated warnings and penalties imposed.
- ii) Attending the College dressed in a manner contrary to social norms prevailing from time to time or violation of dress code if any.
- iii) Indecent Exposure in a proactive manner or behaving in a manner tending to rouse baser passions among the members of the same or opposites.
- iv) Disfiguring the walls, floors, furniture etc. of the College.
- v) Forcibly entering/ reaching places which have restricted entry or unauthorized handling of equipment or performing acts which would be a threat to one's life.
- vi) Instigating others to commit acts of indiscipline.
- vii) Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the College Campus.
- viii) Any Intimidate of or insulting or abusive behaviour towards a student, staff or faculty or any other person.
- ix) Wanton destruction of College properties.
- x) Consuming or possessing narcotic drugs or other intoxicants or alcohol anywhere in the College premises.
- xi) Indulging in criminal acts of any kind under the law of land including gambling and possession of arms / weapons.
- xii) Arousing communal, caste or regional feelings or creating disharmony among students.
- xiii) Demonstration of disloyalty to the country, its constitution and its flag.
- xiv) Ragging of any kind tending to cause physical and mental torture to other students or forcing others to submit to indignity and nuisance.
- xv) All acts of violence and all forms of coercion such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the College and or any act which incites or leads to violence.
- xvi) Gheraos, laying siege or staging demonstrations around the residence of any member of the College or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
- xvii) Sexual harassment of any kind which shall also include unwelcome sexual proposition/ advancements, sexually graphic comment sofa body unwelcome touching, patting, pinching or leering of parts of the body or persistent offensive or unwelcome sexual jokes and or comments as per Sexual Harassment of Women at
- xviii) Committing forgery, tampering with the Identity Card or College records, impersonation, misusing College property (movable or immovable), documents and records, tearing of pages of, defacing, burning or in any way destroying the books,

- journals, magazines and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
- xix) Any act of moral turpitude.
  - xx) Use of abusive, defamatory, derogatory or intimidator language against any member of the College Community.
  - xxi) Any other act or acts which the Principal considers as major acts of misconduct and indiscipline.
  - xxii) Publishing or posting derogative comments against any student / teaching staff / administrative staff of the college or any other person on the social media.

## 5. PUNISHMENT

The component authority may impose any one or suitable combination of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned under Category-I or Category-II as the case may be, in Rule 4.

### Category-I

- 1) Admonition / Reprimand.
- 2) Sending the student out of his class and not letting him into his class up to maximum of two consecutive periods.
- 3) Marking the student absent on repeating the misconduct at Sr. No.2.
- 4) Fine up to Rupees Twenty Thousand depending upon gravity of the issue.
- 5) Recovery of any kind, such as scholarship / fellowship, any dues, cost of damages, etc.
- 6) Withdrawal of any or all facilities available to a student as per, various Goa University Act and College Rules (such as Scholarship/ Fellowship, Hostel etc.) permanently or for a time period up to Four semesters.
- 7) Stoppage of any or all academic processes.
- 8) Rustication up to two semesters and / or Declaring any hostels, premises, building or the entire College Campus out of bounds to any students.

### Category-II

- 1) Cancellation of admission or withdrawal of degree or denial of registration for a specified period.
- 2) Rustication up to ten semesters and / or declaring any part or the entire College Campus out of bounds.
- 3) Fine up to Rupees Fifty Thousand depending upon gravity of the issue.
- 4) Expulsion.

## 6. AUTHORITIES EMPOWERED TO IMPOSE PUNISHMENT AND APPELLATE AUTHORITIES:

FOR ACTS OF INDISCIPLINE AND MISCONDUCT UNDER CATEGORY-I		
Penalties	Authority empowered to impose them	Appellate authority

i) Admonition / Reprimand	Head of the Department	No Appeal
ii) Sending the student out of his class / laboratory and not letting him into his class / laboratory up to a maximum of two consecutive periods / hours in a day.	Concerned Teacher/s	No Appeal
iii) Marking the student/s absent for repeating the type of misconduct involved in (ii) above, more than once.	Concerned Teacher/s	Head of the Department
iv) Fine up to Rupees Twenty Thousand depending upon the gravity of issue	Principal	Vice-Chancellor
v) Recovery of any such kind, such as Scholarship/ Fellowship and dues, cost of damages, etc.	Principal	Vice-Chancellor
vi) Withdrawal of any facilities available to a student as per various College Rules (such as Scholarship / Fellowship, Hostel etc.) permanently or for a time period up to two semesters.	Principal	Vice-Chancellor
vii) Stoppage of any or all academic processes	Principal	Vice-Chancellor
viii) Rustication up to two semesters and / or Declaring any hostels, premises, building or the entire College Campus out of bounds to any students.	Principal	Vice-Chancellor

#### FOR ACTS OF INDISCIPLINE AND MISCONDUCT UNDER CATEGORY-I

Penalties	Authority empowered to impose them	Appellate authority
Cancellation of admission or withdrawal of degree or denial of registration for a specified period	Principal	Vice-Chancellor
Rustication up to four semesters and / or declaring any part or the entire College Campus out of bounds.	Principal	Vice-Chancellor
Fines up to Rupees Fifty Thousand depending upon gravity of the issue.	Principal on recommended action of the Inquiry Committee and after	Vice-Chancellor

	considering the report of the inquiry Authority.	
Expulsion	Principal	Vice-Chancellor

## 7. PROCTORIAL BOARD (PB)

- a. There shall be a Proctorial board for the College consisting of a Chief Proctor and two Proctors. The Proctors shall be appointed by the Principal as follows.
  - i) One Associate Professor.
  - ii) One Assistant Professor.

The tenure of the Proctors shall be for a period of three years. One of the Proctors shall be a woman. All the matters concerning indiscipline and misconduct by student/s shall be dealt by the Proctorial Board.

### b. CHIEF PROCTOR

- (1) The Chief Proctor shall be appointed from amongst the employees of the College preferably of the rank of Associate Professor, by the Principal on the recommendation of the Vice-Chancellor. The Chief Proctor shall exercise such powers and performs such duties as may be assigned to him by these Rules or by the Principal. The tenure of the Chief Proctor shall be for a period of three years.
- (2) When the office of Chief Proctor is vacant or when the Chief Proctor is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of the office shall be performed by one of the Proctors as the Principal may appoint for the purpose.
- (3) The Chief Proctor shall be the competent authority to impose fine / penalty as per the provisions of the clause 6 of these to the student/s on the recommendation of the Proctorial Board.

### c. POWERS OF THE PROCTORIAL BOARD AND PROCEDURES

- (1) The Proctorial Board shall be the Inquiry Authority for all the cases of misconduct / indiscipline by the student/s and shall make suitable recommendations to the Principal as per the provisions of these Rules. This shall, however, exclude the cases to be handled by thick.
- (2) The Proctorial Board (PB) is authorized to take up the cases suo moto. However, complainants shall be required to report any of the matters mentioned above within three days of the occurrence of the incident to the Chief Proctor. The student(s) charged shall be notified within four working days of the charge against him/her. It shall be the responsibility of the student(s) thus charged to submit in writing his/her defense within two working days to the PB. If the PB does not receive a defense within two working days, it will take an ex parte decision on the charge. The PB shall, however, have powers to relax the time-frames mentioned above based on the merit of the case in question.
- (3) Under normal circumstances the PB shall issue a show cause notice within four working days of receiving a complaint calling for explanation within two working days. If the explanation is not received within two working days or in the further time

as may be granted, the PB may, by powers vested in it, record hearing from the other side and/ or itself conduct an enquiry or may entrust the process of enquiry including framing of charges and conducting the actual inquiry to any other official of the College. However, if the situation so demands, the PB may convene an emergency meeting and call those concerned to depose before it immediately.

- (4) Evidence to the PB shall normally be presented orally. The student charged may be required to provide written / material evidence, if the PB so demands.
- (5) It shall be the responsibility of the student charged and the complainant to arrange for their respective witnesses to give oral evidence or to submit any written statements / material evidence in their defence. A Witness giving oral evidence may be cross-examined by the PB. A witness not available for cross-examination may submit evidence in writing. The PB shall not consider evidence from persons who are not prepared to have their names revealed to the PB. The names of persons appearing as evidence / witness shall be kept confidential.
- (6) The PB shall have the power to determine the order of proceedings and to exclude any material which appears irrelevant or repetitive or even seek classification on oral/ written submissions/ material evidence.
- (7) The student charged will be invited to be present with a representative [optionally and who shall be another bonafide student only] whenever oral evidence is being heard. Representation through legal counsel/ lawyer shall not be allowed in any case to any of the parties. Non-attendance of the student charged or his/ her representative shall not bar the PB from proceeding ahead. The PB may at its discretion adjourn its proceedings in order to enable the student charged or the representative to be present.
- (8) The PB may adjourn a hearing in order to require a witness to attend for cross-examination. Where a witness who, in the opinion of the PB, is a vital witness, fails to attend, the PB may, at its discretion, postpone its deliberations or even continue with its proceedings. The PB may also adjourn/ proceed with a case where it is of the opinion that its proceedings are being impeded by any circumstances beyond its control.
- (9) The PB shall meet to consider an adjourned case, as soon as it is feasible, and not later than 15 days after the adjournment, although the case may not be determined at the resumed meeting. Where it is not reasonably practicable for the same members to attend the PB meeting reconvened to hear an adjourned case, it may co-opt one or two additional members to form the quorum.
- (10) The PB is authorised to invite members where it deems necessary. However, the members so invited shall not have voting rights.

#### **d. GENERAL**

- (1) No punishment shall ordinarily be imposed on a student unless the PB has followed normal procedures including due opportunity to the student(s) charged with offence.
- (2) The PB shall draw up:
  - i. The substance of the imputation of major acts of discipline into definite and distinct articles of charge.
  - ii. A statement of imputation of acts indiscipline in support of each article of charge, which-

- a) A statement of all relevant facts including admission or co made by student (to be signed by the concerned student/s)
  - b) A list of documents by which and list of witnesses by whom the articles of charge are proposed to be sustained. (To be signed by the concerned witness).
- (3) The Inquiry Authority shall prepare the report of inquiry which shall contain: -
- a) The articles of charge and the statement of imputation of acts of major indiscipline.
  - b) The defence of the student if any in respect of each article of charge.
  - c) An assessment of the evidence in respect of each article of charge, separately in respect of each student.
  - d) The finding on each article of charge and the reasons thereof.
- (4) In case the Principal or any Competent Authority is of the opinion that on the basis of the available material evidence on record, a prima facie case exists against a student s/he may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending inquiry.
- (5) Notwithstanding any punishment mentioned above, the Principal may, keeping in view the gravity / nature of misconduct/act of indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.
- (6) The Office of the Chief Proctor shall immediately report its decision to Principal for necessary action. It shall also report annually to the Principal and any such body that the Principal deems fit, on all cases arbitrated by it during the preceding academic year.

## **8. PLACING THE REPORTS OF INQUIRY BEFORE THE MANAGING COMMITTEE**

- (i) The Principal on the receipt of the record of inquiry from the Inquiry Authority shall cause the records to be placed before the Managing Committee at its next meeting or at a special meeting, if necessary.
- (ii) The Managing Committee after due consideration of the report and record of inquiry with the recommendation of the Principal shall pass such order as may be considered just and necessary.
- (iii) The Principal shall then communicate the orders of the Managing Committee to the student if the decision is to rusticate the student.
- (iv) If the student rusticated will be allowed to appear for the College Examination with a condition that the results will be with-held until the completion of the inquiry and the decision of the Managing Committee thereon, the Principal shall inform the Controller of Examinations that the result of the student shall not be announced.

## **9. APPEAL**

- (i) Student/s shall be allowed to appeal against the fine/ penalty imposed by the competent authority subject to provisions of the Rule 6. However, such an appeal shall be preferred by the concerned student/s within ten working days after the receipt of order of the competent authority.
- (ii) There shall be no appeal against the order of the Vice Chancellor where student/s is/are subjected to expulsion from the College or is subjected to

monetary fine by the Vice Chancellor. The decision of the Vice Chancellor shall be final.

#### **10. ACT/ACTS OF INDISCIPLINE MISCONDUCT OUTSIDE THE COLLEGE CAMPUS:**

- (i) The College shall not ordinarily take cognizance of act/acts of indiscipline committed by a student outside the College campus.
- (ii) If a student is arrested or detained by orders of a magistrate on a charge of criminal act involving moral turpitude committed outside the campus, the Principal after verifying the fact of such arrest and detention shall place him / her under suspension until s/he is released on bail or otherwise.
- (iii) If a student is sentenced to imprisonment for an offence indulging moral turpitude, the Principal shall place him/her under suspension.
- (iv) The Principal shall place the matter before the Managing Committee which shall rusticate him/her from the College.
- (v) If on appeal, the conviction is set aside, his/her rustication shall post fact cease.
- (vi) Cases of allegation/acts of sexual harassment will come under purview of the Internal Complaints Committee (ICC).

#### **11. INTERPRETATION**

In case of a dispute with regards to the interpretation of any of the Rules mentioned above, the decision of the Principal shall be final.

## MALPRACTICE RULES

(As per GU ordinance OA.5)

**OA-5.14.19. Schedule of Penalties to be imposed for various types of unfair means.**

### (A). Theory of Examination

Authority empowered to impose them	Appellate authority
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 chances
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 = Denial	Annulment of the performance of entire examination. + two chances (Both the candidates)
7. Possession of another candidate's answer-book + actual evidence of copying = Admit	Annulment of the performance of entire examination. + two chances (Both the candidates)
8. Possession of another candidate's answer-book + actual evidence of copying = Denial	Annulment of the performance of entire examination. + three chances (Both the candidates)
9. Answer-books containing identical answers = Admit	Annulment of the performance of entire examination. + one chance (Both the candidates)
10. Answer-books containing identical answers = Denial	Annulment of the performance of entire examination. + two chances (Both the candidates)
11. Answer-books, main or supplement, written outside the examination hall or any other insertion in the answer book = Admit	Annulment of the performance of entire examination. + four 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. + five 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 credited to the University Fund.
17. Impersonification at the examination = Admit	Annulment of the performance of entire examination. + five chances (Both the candidates)
18. Impersonification at the examination = Denial	Annulment of the performance of entire examination. + six chances (Both the candidates)

19.	Using obscene language, violence, threat at the examination center to Chief Conductor/Senior Block Supervisor or Examiners (irrespective of whether he/she is a candidate for a given examination or any other examination) = Admit	Annulment of the performance of entire examination. + four chances
20.	Using obscene language, violence, threat at the examination center to Chief Conductor/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

I) All the other offences not covered in the schedule given above should be dealt with according to the gravity of the offences.

II) 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 times the punishment provided for the act committed at the second or subsequent examination.

## ATTENDANCE RULES

(As per GU ordinance O.A. -17)

(Effective from 30th November, 2007) Ordinance OA-17 relating to Minimum attendance for eligibility to appear for Examinations conducted by Goa University.

### OA-17.1 (Effective from 12th February, 2019) 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.

### OA-17.3 Attendance and eligibility to appear for Examinations

(i) (Effective from 12th February, 2019) 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) (Effective from 12th February, 2019) 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.

(iv) (Effective from 12 th February, 2019) 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 practicals engaged during that Semester / Term / Year and a minimum of 50% attendance of the total lectures and practicals 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. In case the faculty is unable to engage the actual numbers of lectures/practicals 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 be engaged 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. Institutions 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) (Effective from 12th February, 2019) 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 readmission to the Course/Programme during the subsequent Academic Year /Term / Semester by paying the requisite fees. Such a student shall not be treated as a fresh applicant for admission if the re-admission is in the same Institution. Readmission 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) (Effective from 12th February, 2019) 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) (Effective from 12th February, 2019) 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/practicals 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) (Effective from 12th February, 2019) 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 beyond 25% may be condoned on medical grounds.

Students participating in sports at the Inter-collegiate Championship level may be given upto 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 upto 50% in attendance. However, the maximum relaxation permissible to a student on all accounts shall not be more than 50%.

(x) (Effective from 12th February, 2019) 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 Institutions/Dean of the College / Head of the Department concerned, as members.

(xi) (Effective from 12th February, 2019) 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

(xii) (Effective from 12th February, 2019) 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 the 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

## CONDONATION FORM FOR LEAVE OF ABSENCE

Available on the college website. To be submitted within three days.

### Student's Condonation Form for Medical / NCC / NSS / Sports / Others

Name of the Student:	
Class:	
Roll No.:	
Semester:	
Division:	
Condonation for Activity under: Medical / NCC / NSS / Sports / Others. (Note: If Others please specify):	
List of Enclosures:	

### Lectures Condoned:

Sr. No.	Teacher's Name	Name of the Subjects/Papers	Dates	Teacher's Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Verified by Attendance Committee

Verified by Principal

(Signature and Name)

Prof. Purnakala Samant

# UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009

D.O.NO.F.1-15/2009(ARC)PT-III DECEMBER, 2018.

It is compulsory for each student and every parent to submit an online undertaking every academic year at [www.antiragging.in](http://www.antiragging.in) & [www.amanmovement.org](http://www.amanmovement.org)

In Exercise of the powers conferred by Clause (g) of Sub-section (1) of section 26 of the University Grants Commission hereby makes the following Regulations, namely-

## 1. Title, commencement and applicability :-

- 1.1 These regulations shall be called the “UGC regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009”.
- 1.2 They shall come into force with immediate effect.
- 1.3 They shall apply to all the universities established or incorporated by or under a Central act, a Provincial Act or a State Act, to all institutions deemed to be university under section 3 of the UGC act, 1956, to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc) of such universities, deemed universities and other higher educational institutions, whether located within the campus or outside, and to all means of transportation of students whether public or private.

## 2. Objective

To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

**Clause 3:** What constitutes Ragging – ragging constitutes one or more of any of the following acts”

UGC has notified the 3<sup>rd</sup> Amendment in UGC Regulations on 29th June, 2016 to expand the definition of ragging by including the following:-

3 (i) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

- a. 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.
- b. Including in rowdy or in disciplined activities by any student or students which cause 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.

- c. Asking any student to do any act which such student will not in 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.
- d. Any act by a senior student that prevents, disrupts or disturb the regular academic activity of any other student or a fresher.
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g. Any act of physical abuse including all various of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gesture, causing bodily harm or any other danger to health or person.
- h. 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.
- i. Any act that affects the mental health and self-confidence of a 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.

**Clause 7:** 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 on 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 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:

- i. 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.

**Clause 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 herein under:

a) The anti-ragging committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature of 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 punishments, namely;

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/ withdrawing scholarships/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.

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 vice 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.

**UGC (PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT OF WOMEN EMPLOYEES AND STUDENTS IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2015**

All students have to read the following document to understand the regulations governing the Prevention, Prohibition and Redressal of Sexual Harassment:

[https://www.ugc.ac.in/pdfnews/7203627\\_UGC\\_regulations-harassment.pdf](https://www.ugc.ac.in/pdfnews/7203627_UGC_regulations-harassment.pdf)

## FINANCIAL ASSISTANCE/SCHOLARSHIP/PRIZES/MEDALS

Financial assistance will be available to eligible and deserving students under various schemes like:

### Central and State Government Scholarships

- 1) E.B.C Scholarship
- 2) Freedom Fighters Scholarship
- 3) Post-Matric Scholarship for Disabled
- 4) Post-Matric Scholarship to SC / O.B.C students
- 5) Post-Matric Scholarship to ST
- 6) Post-Matric Minority Scheme
- 7) Central Sector Scheme
- 8) Gagan Bharari Shiksha Yogna for Students belonging to Dhangar Community
- 9) Blue Cross Laboratories Scholarship
- 10) Deltin Scholarship
- 11) Manohar Parikkar Goa Scholars Scheme
- 12) PM-USP Central Sector Scheme of scholarship
- 13) Bursary Scheme
- 14) Scholarship Benefit under "Scheme for Promotion of Science Education".
- 15) Hindi Scholarship for Non-Hindi Speaking Students.
- 16) Students Aid Fund ( Inhouse Scholarship)
- 17) Dayanand Bandodkar for Orphans- Full Fee Waiver (refer to circular no 3/2/2018 - 19/Bud/DHE/ Plan/Scheme/93 dated 05/04/2018)
- 18) Full Fee Waiver SC/ST
- 19) Fee
- 20) Merit Based SSC / HSSC for ST Students
- 21) Students belonging to SC/ST/OBC shall be provided with 50% concessions in the payment of exam fees Circular No. 2/622/19-Legal(Vol.XVIII)/3069 dated 8th January 2020.

**Other scholarships** as announced by the Directorate of Higher Education, Directorate of Social Welfare and College. Information on these will be displayed on the college notice board from time to time.

### Documents required for benefit of various scholarship schemes

- 1) Passport size photographs
- 2) Attested copies of certificate of educational qualification
- 3) Proof of permanent residence/ copy of ration card
- 4) Birth certificate
- 5) Income certificate issued by competent authority
- 6) Schedule tribe certificate issued by competent authority
- 7) Fees payment receipts
- 8) Photo copy of pass book from the nationalized bank account.

# PRIZE LIST

## UG- External Exams

### Arts

Sr. No.	Award
1	Smt. Anjani Bhat and Late Dr Anant Ram Bhat award of Rs. 1000/- for securing the highest marks at the T.Y.B.A. (Sem V and VI) Goa University Examination, instituted by Ms. Tanvi Deshpande, Asst. Professor of Geography at the College.
2	Mrs. Varsha Satoskar Award of Rs. 11/- for securing first in T.Y.B.A. Goa University Examination. (Annual interest earned on the fixed deposit of Rs. 1000/-)
3	Pai Award of Rs. 1000/- for securing the highest marks in Psychology in T.Y. B.A. (V & VI) Goa University Examination, instituted by Dr. (Mrs.) Kishori S. Pai
4	Award of Rs. 1001/- for securing the highest marks in Environmental Economics (Sem V & VI) at T.Y.B.A. Goa University Examination instituted by Dr Sharmila Desai, Asst. Professor of Economics at the college
5	Cash prize of Rs. 1000/- for securing the highest marks in Public Finance (Sem V and VI) at the T.Y.B.A. Goa University Examination, instituted by Mrs. Manisha Phadte, Assistant Professor in Economics of the college
6	Late Shri. Mahadev Vithoba Gawas Award” of Rs. 2000/- for securing the highest marks in Hindi Major (Honours) at T.Y.B.A. Goa University Examination, instituted by Dr Asha Gahloth, Associate Prof. of Hindi of the college.
7	Late Madhavi Sardesai Memorial Award of Rs 2000/- and a book for securing the highest marks in Konkani, instituted by Ms Asawari Raju Nayak, Asst. Professor, Dept. of Psychology
8	Late Mrs. Guiomar Rodrigues Award of Rs. 2000/- for securing the highest marks in English Major (General) in the T.Y.B.A. (Sem V and VI) Goa University Examination, instituted by Ms Mavis Rodrigues, Assistant Professor in English of the college.
9	Professor Alito Sequeira Award in Politics and Society of Rs. 2000/- for securing the highest marks in Government and Politics at the T.Y.B.A. Goa University Examination, instituted by Dr. Nawoo Varak, Assistant Professor in Political

	Science of the college.
10	Judite and Fernando de Noronha Memorial Prize of Rs. 2500/- for the student securing the highest marks in English (Honours) in the TYBA Goa University examinations, instituted by Mr. Oscar de Noronha, Associate Professor of English of the college
11	The Peter and Bella Noronha Memorial Prize of Rs. 2000/- for the student securing the second highest marks in English (Honours) in the TYBA Goa University examination, instituted by Ms. Delilah Antao, Assistant Professor of English of the college
12	Late Chandrashekar Shet Memorial scholarship of Rs. 1000/- for scoring the highest marks in UENC 109 Women's Writing at TYBA Sem VI Goa University Examination, instituted by Ms. Sneha Shet, Assistant Professor of the college.
13	Late Shri Anant Mortu Shet Memorial Scholarship of Rs. 1500 for securing third place in English (Honours) at the TYBA Goa University examination, instituted by Ms. Sneha Shet, Assistant Professor of the college
14	Late Siddhi Shet Memorial Scholarship of Rs. 1000/- for scoring the highest marks in AEC English for Sem I and II examination, instituted by Ms. Sneha Shet, Assistant Professor of the college.
15	Shri. Pu. Shi. Narvenkar Memorial Award of Rs 2000/- for securing the highest marks in Marathi, instituted by Dr Sunetra Calangutkar, Asst. Professor in Marathi.
16	Shri. Umesh Parab Memorial Award of Rs. 2000/- for securing the highest marks in Marathi, instituted by Ms Sonal Halarnkar, Asst. Professor in Marathi.

## Science

Sr. No.	Award
1	Smt. Laxmi & Kanta Vernekar Memorial Meritorious Scholarship of Rs. 2500/- for securing the highest marks in Chemistry at T.Y.B.Sc., Goa University Examination by Dr. Beena Vernekar, Associate Prof. in Chemistry of the College.
2	Syngenta Annual Scholarship (Rs. 1127/-) for securing the highest marks in Chemistry at the Goa University Examination

3	Smt. Radhabai G. Padiyar Memorial Meritorious Scholarship of Rs. 2000/- for securing the highest marks in Physical Chemistry at T.Y.B.Sc., Goa University Examination by Dr. Rajashri Mordekar, Assistant Prof. in Chemistry of the College.
4	Late Vasant Vishnu Sawant Memorial Meritorious Scholarship for securing the highest marks at GUART examination in the subject of Chemistry (book).
5	Award of Rs. 4000/- for Top Scorer in T.Y.B.Sc. Computer Science at Goa University Exam by Mrs. Anita S. Raicar, Associate Professor in Computer Science of the college.
6	Award of Rs. 2000/- for Top Scorer in T.Y.B.Sc. Computer Science Practical paper at Goa University Exam by Mrs. Anna Gracy Fernandes, Associate Prof. in Chemistry of the college.
7	Award of Rs. 3000/- for the second-highest Scorer in T.Y.B.Sc. Computer Science at Goa University Exam by Mrs. Anita S. Raicar, Associate Professor in Computer Science of the college.
8	An award for securing the highest marks in TY BSc Electronics, Goa University examination. (memento)
9	Special recognition prize for hard work and dedication in electronics (memento)
10	Teachers' appreciation award in electronics. (memento)
11	Teachers' appreciation award in electronics. (memento)
12	Teachers' appreciation award in electronics. (memento)
13	A meritorious scholarship of Rs. 1,500/-for securing highest marks in Microbiology (6 units) at TY BSc by Dr. Dilecta D' Costa, Associate Prof. in Microbiology of the College.
14	Smt. Seema Kalekar Memorial Meritorious Scholarship of Rs. 2,500/- for securing the highest marks in Genetic Engineering at TY BSc by Dr. Sushanta Sapte, Assistant Prof. in Microbiology of the College
15	Late Varada Shetye Pai Meritorious Scholarship of Rs. 672/- for securing the highest marks in Microbiology at TY BSc Exam by Shri. Shetye
16	A Meritorious Scholarship of Rs. 1000/- for securing the highest marks in Microbiology (Overall) in TY B.Sc at Goa University Exam, Shri. Samir Gawas, Ex-Student of the College.

17	Scholarship of ₹ 6399/-, for the best scorer in Microbiology at the undergraduate level, instituted by Ms. Heena Momin, Assistant General Manager (QC), at Encube Ethicals Private Limited, as a tribute to her college professors.
18	A meritorious scholarship of Rs. 3000/- for securing the highest marks in Microbiology-Practicals (6 units) at TY BSc by Mrs. Marina Albuquerque, Associate Prof. in Microbiology of the College.
19	Mohini Prabhakar Deshpande Memorial Meritorious Scholarship of Rs. 1000/- for scoring the highest marks in TY BSc Geography at Goa University Examination by Ms. Tanvi Deshpande, Assistant Prof. in Geography of the College.
20	Damiao Rosario Solomao Colaco Memorial Award of books for scoring the highest marks in Soil Science and Biogeography at TY BSc Goa University Examination by Ms. Merel D' Silva, Assistant Prof. in Geography of the College. (book)
21	A Meritorious Scholarship prize of Rs. 2500/- for scoring the highest marks in core papers of Maths (Honours) in Semester V at Goa University Examination by Mrs Varada Kalas, Associate Prof. in Mathematics of the College.
22	A Meritorious Scholarship prize of Rs. 2500/- for scoring the highest marks in core papers of Maths (Honours) in Semester VI at Goa University Examination by Mrs. Varada Kalas, Associate Prof. in Mathematics of the College.
23	Meritorious Scholarship prize of Rs. 3000/- for being first in BVOC (Software Technologies) with General Component & Skill Component at T.Y.BVOC (ST) Goa University Examination, instituted by Mrs. Ana Gracy Fernandes, Associate Prof. of Computer Science & BVOC(ST), HOD of BVoc Department.
24	Meritorious Scholarship prize of Rs. 2000/- for being first in BVOC (Software Technologies) with General Component & Skill Component at T.Y.BVOC (ST) Goa University Examination, instituted by Ms. Prachi Prabhakar Panjekar, Assistant Prof. of Computer Science & BVOC(ST).
25	Meritorious Scholarship prize of Rs. 2000/- for being second in BVOC(Software Technologies) with General Component & Skill Component at T.Y.BVOC(ST) Goa University Examination, instituted by Mrs. Ana Gracy Fernandes, Associate Prof. of Computer Science & BVOC(ST), HOD of BVoc Department.
26	Meritorious Scholarship prize of Rs. 2000/- for being second in BVOC(Software Technologies) with General Component & Skill Component at T.Y.BVOC(ST) Goa University Examination, instituted by Ms. Prachi

**Commerce**

<b>Sr. No.</b>	<b>Award</b>
1	Meritorious Scholarship prize of Rs. 1000/- for standing first in T.Y.B.Com (Overall in Sem V & VI) Goa University Examination, instituted by Mr. Devanand K. Velingkar, Assistant Prof. in Commerce of the college.
2	Late Ms. Deepashri Palkar Award of Rs. 1000/- to a Girl student for standing first in T.Y.B.Com (overall in Sem V & VI) at Goa University Examination instituted by Ms. Yanita C Palkar, Assistant Prof. in Commerce of the college.
3	Mr. Venkatesh D. Satoskar Award” of Rs. 11/- for standing first in T.Y.B.Com.(Overall in Sem V & VI) at the Goa University Examination. (annual interest earned on fixed deposit)
4	Meritorious Scholarship prize of Rs. 347/- sponsored by Smt. Maria De Fernandes, in loving memory of her son, Late Artemio Fernandes, Ex-Lecturer of this college, for the student securing the highest marks in (FAAT) Financial Accounting, Auditing & Taxation at T.Y.B.Com. Goa University Examination. (The annual interest accrued on the fixed deposit)
5	Meritorious Scholarship prize of Rs. 1000/- for securing the Highest marks in (FAAT) Financial Accounting, Auditing & Taxation at T.Y.B.Com. Goa University Examination. (Overall, in Sem V & VI) Goa University Examination was instituted by Ms. Manisha Manerikar, Assistant Professor in Commerce of the college.
6	Late Dr. B.A. Sawaikar Award of Rs. 1000/- for securing the highest marks in Cost Accounting (overall in Sem V & VI) at Goa University Examination, instituted by Ms. Ranjana D. Sawaikar, Assistant Prof. in Commerce of the college.
7	Meritorious Scholarship prize of Rs. 1000/- for securing the highest marks in Cost Accounting (overall in Sem V & VI) at Goa University Examination, instituted by Ms. Manisha Manerikar, Assistant Prof. in Commerce of the college.
8	Meritorious Scholarship prize of Rs. 1000/- for securing the highest marks in IM & HRM at T.Y.B. Com (Overall in Sem V & VI), Goa University Examination, instituted by Mr. Devanand K. Velingkar, Assistant Prof. in Commerce of the college.

## UG- Internal Exams

### **Arts**

<b>Sr. No.</b>	<b>Award</b>
1	Topper in Semester –I BA Examinations
2	Topper in Semester –II BA Examinations
3	Topper in Semester –III BA Examinations
4	Topper in Semester –IV BA Examinations

### **Science**

<b>Sr. No.</b>	<b>Award</b>
1	Topper in Semester –I BSc Examinations
2	Topper in Semester –II BSc Examinations
3	Topper in Semester –III BSc Examinations
4	Topper in Semester –IV BSc Examinations

### **Commerce**

<b>Sr. No.</b>	<b>Award</b>
1	Topper in Semester –I BCom Examinations
2	Topper in Semester –II BCom Examinations
3	Topper in Semester –III BCom Examinations
4	Topper in Semester –IV BCom Examinations

### **BVoc**

<b>Sr. No.</b>	<b>Award</b>
1	Topper in Semester –I BVoc Examinations
2	Topper in Semester –II BVoc Examinations

3	Topper in Semester –III BVoc Examinations
4	Topper in Semester –IV BVoc Examinations

## **PG**

### **Arts**

<b>Sr. No.</b>	<b>Award</b>
1	Smt. Kamala Arjun Nemikal Award of Rs. 1000/- for securing first rank at MA (overall) at Goa University Examination, instituted by Ms. Vijaya Nemikal, Assistant Professor of Geography of the College.
1	Late “Shri. Mahadev Vithoba Gawas Award” of Rs. 2000/- for securing the highest marks in PGDT Hindi at the Goa University Examination, instituted by Dr. Asha Gahloth, Associate Professor of Hindi at the college.

### **Science**

<b>Sr. No.</b>	<b>Award</b>
1	Award of Rs. 3000/- for scoring the Highest marks in M.Sc. Chemistry Part-II instituted by the Department of Chemistry of the College.
2	Award of Rs. 2000/- for scoring for Scoring Highest marks in M.Sc. Chemistry Part-I instituted by the Department of Chemistry of the College.
3	An award of Rs. 2500/- to a Research Scholar in science for publishing in a SCOPUS-Indexed journal instituted by Prof. (Dr) Jaison Joseph, Professor in Physics of the College.
4	An award of Rs. 2500/- to a Research Scholar in science for publishing in a SCOPUS-Indexed journal instituted by Prof. (Dr) Jaison Joseph, Professor in Physics of the College.
5	A meritorious Scholarship of Rs. 2500/- for securing the highest marks in M.Sc Microbiology Part-II by Dr. Dilecta D’ Costa, Associate Prof. in Microbiology of the College.

6	'Late Shri Suhas Vinayak Gaitonde memorial Meritorious Scholarship of Rs. 1000/- for M.Sc Part-I topper' by Dr. Sapna Suhas Gaitonde, Assistant Prof. in Microbiology of the College.
7	'Prof. Irene Furtado Memorial Meritorious Scholarship' of Rs. 1000/- for securing the highest marks in "Archaea" by Dr. Sushama Dessai, Assistant Prof. in Microbiology of the College.
8	'Divakar Kalekar Memorial Meritorious Scholarship' of Rs. 2000/- for securing the highest marks in Molecular Biology by Dr. Sushanta Sapte, Assistant Prof. in Microbiology of the College.
9	'Divakar Kalekar Memorial Meritorious Scholarship' of Rs. 2000/- for securing the highest marks in Microbial Genetics by Dr. Sushanta Sapte, Assistant Prof. in Microbiology of the College.

### **Commerce**

<b>Sr. No.</b>	<b>Award</b>
1	In recognition of dedicated and outstanding academic performance as an M.Com II student.
2	In recognition of his dedicated and outstanding academic performance as an M.Com I student.

### **Sports**

<b>Sr. No.</b>	<b>Award</b>
1	Best Sportsmen of the Year 2025 – Rs. 2500/- By Department of Physical Education & Sports.
2	Best Sportswomen of the Year 2025- Rs. 2500/- By Department Of Physical Education & Sports.

### **Library**

<b>Sr. No.</b>	<b>Award</b>
1	Best Library Reader in the student category (Memento)
2	Best Library User in the student category (Memento)
3	Best Library Reader in the staff category (Memento)
4	Best Library User in the staff category (Memento)

### **NSS**

<b>Sr. No.</b>	<b>Award</b>
1	Best NSS Volunteer by NSS Unit of the College (token of appreciation)
2	Best NSS Volunteer by NSS Unit of the College (token of appreciation)
3	Best NSS Volunteer by NSS Unit of the College (token of appreciation)

# SCHEME OF EXAMINATION

## OA-38.14 SCHEME OF EXAMINATION (B.A. / B.COM./ B.SC.) (NEP)

The Scheme of Examination shall be as follows:

(i) Evaluation shall be based on continuous assessment, in which Intra-Semester Assessment (ISA) and Semester End Assessment (SEA) will contribute to the final grade. ISA will consist of class tests, mid-Semester examination(s), homework assignments, and such other modes of evaluation, as determined by the faculty in charge of the courses of study. Progress towards achievement of learning outcomes will be assessed using the following: time-constrained

examinations; closed-book and open book tests; problem-based assignments; practical assignment, laboratory reports; observation of practical skills; individual project reports (case-study reports); team project reports; oral presentations, including seminar presentation; viva voce; computerized adaptive assessment, surprise test, modular certifications, and any other modes of assessment.

(ii) The evaluation for the Courses shall comprise of ISA and the SEA.

(a) One Credit shall carry 25 marks.

(b) The ISA shall carry 20% of maximum marks allotted for the Course, and SEA shall carry 80% marks. A Course of Four Credits for total of 100 marks, having only Theory, shall have ISA for 20 marks and SEA for 80 marks.

(c) There shall be no ISA for the One Credit Practical Component of Four Credit Courses. A Four Credit Course (100 marks) comprising Theory (Three Credits) and Practical (One Credit) shall have ISAs only for the Theory Component (15 Marks), and SEA Theory Component (60 marks). The One Credit Practical Component has only SEA (25 marks).

(d) There shall be no ISA for a One Credit Practical Course.

(e) In case of Two-Four Credit Practical Courses, the ISA shall have 20% weightage and SEA 80%. (f) Courses of any other number of Credits shall have a proportionate marking system

(iii) Intra-Semester Assessment (ISA) There shall be three ISAs in a given Semester for the theory Component of each Course of 2 Credits and above, of which a minimum of 50% shall be evidence based. The two best scores shall be considered for the final ISA marks for papers of 2 Credits and above. For a course of one Credit the best score out of two ISAs shall be considered. ISAs may be through a written test or any other alternative mode of evaluation, including assignments, presentations, oral or online test, MCQs, open book test, and any other mode of assessment.

(a) There shall not be any averaging of ISA marks.

(b) Generally, the ISA for a given Course shall be conducted by the teacher/s teaching that Course.

(c) The ISA schedule shall be notified at the beginning of the Semester.

(d) ISA marks shall be communicated to students within two weeks of the ISA.

(e) Ordinarily, ISA-I shall be completed by the end of the Fifth week after the commencement of the Semester and ISA-II by the end of the Tenth week of the Semester.

(f) Students who fail to appear for an ISA due to a genuine reason shall be given another opportunity to complete the ISA.

(g) There shall be a Committee appointed to monitor the conduct of ISAs.

(h) To be eligible to appear for the Semester End Assessment (SEA), a student shall be required to appear for a minimum of two ISAs in each Course

(iv) Semester End Assessment (SEA) (a) SEAs shall be conducted at the conclusion of every Semester, and shall cover the entire syllabus prescribed for the respective Course. (b) A student shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEA provided the student has appeared for two ISAs in a Course, and fulfils the minimum attendance requirements as per the relevant rules of the University. A student failing to fulfil these conditions shall have to repeat the course. (c) The detailed procedure for the conduct of SEA and subsequent assessment shall be as notified by the University. (d) The pattern of question paper(s) to be set for the SEA in a given course and the scheme of marking shall be decided by the respective BoS. For this purpose, the BoS shall frame specimen question paper(s) in the various courses concerned 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 respective BoS. (e) **To pass a Course a student shall have to obtain a minimum of 40% in ISA and SEA together. There is no separate passing for ISA and SEA.** (f) The duration of SEA theory paper carrying up to 40 marks shall be 1 hour, and papers of above 40 and up to 80 marks shall be of 2 hours duration. (g) Supplementary exams shall be held at the end of the academic year immediately after SEA.

### 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	GradePoint	Marks %
O (Outstanding)	10	85 - 100
A+(Excellent)	9	75 - <85
A (VeryGood)	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	---

**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.

**1** 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.

**(a)** 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.

**(b)** 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.

**(c)** 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.

**(d)** 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

**(i)** the complaint is submitted within 15 days after the declaration of results;

**(ii)** 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 the 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.

## **SCHEME FOR AWARD OF ENTITLEMENT MARKS AND GRACE MARKS**

**OA-26 Award of entitlement marks at the University Examinations under the Choice Based Credit System (CBCS) for B.A./B.A. (Hons.)/B.Sc./B.Sc. (Hons.)/B.Com./B.Com. (Hons.) Programmes. (w.e.f. 30th May, 2018)**

### **OA-26.1 Scheme for Award of Entitlement Marks:**

Candidates who have participated in NCC /NSS /Sports /Cultural events shall be entitled to entitlement marks as per the following scheme. However, they are not eligible for general grace marks.

**(I)** Candidates who have been enrolled as members of the NCC and are certified by the Principals of their Colleges/ Heads of Institutions as having satisfactorily completed a minimum of 75% of the total number of parades during a Semester.

OR

**(II)** Candidates who have participated in the NSS programme and are certified by the Principals of their Colleges/Heads of Institutions as having satisfactorily completed at least 60 hours of social service comprising the time spent in one or more types of projects during a Semester.

OR

**(III)** Candidates who have to their credit participation in cultural events during the Semester as specified below:

**A. Cultural Events – At the University Level**

a) All students who are members of the Winning and Runners-up teams at the Inter-Collegiate level where competitions for team Championships are conducted by the University.

b) In the case of individual events at the Inter-Collegiate meets conducted by the University students winning first three places, in the order of merit.

**B. Cultural Events – At the Inter-University / Inter- State (representing the University, Zone or State / National (representing the University, Zone or State)/International (representing the University or State or Nation) Level.**

**(IV)** All the above categories of students shall be entitled to 10 marks under any one or both of the conditions (a) and (b) mentioned below, for the examination pertaining to the respective Semester.

a) A candidate who fails to pass in one or more heads of passing for a course shall be awarded entitlement marks to the extent of 5 % of the maximum marks allotted to the head of passing, subject to a maximum of 5 marks in each course.

b) The entitlement marks whether allotted or not, fully or partially, under any of the heads of passing shall be shown along with the grand total with appropriate ‘#’ sign. The benefit of gracing mentioned above shall be given at the respective Semester examinations.

The entitlement marks under this Ordinance shall not be counted for the purpose of placement in the order of merit or award of scholarships, prizes and medals or of other awards. However, such marks can be utilized for award of higher grades.

c) Level of participation in cultural events within the State of Goa:

1. Entitlement marks may be awarded to the First three prize winners in team as well as individual events organized by the State Government/ Central Government organizations.

2. To be considered for the award of entitlement marks, at least 10 Institutions should have participated in the event.

3. The Principals of those colleges whose students have secured 1st, 2nd and 3<sup>rd</sup> prizes should verify and forward the names of the students to the University for the award of entitlement marks.

4. The organizing agencies should also forward the names of the students and a list of the participating colleges to the University.

**V)** Candidates who are eligible as per University eligibility rules and have to their credit participation in Sports events during the academic year/Semester as specified below:

**A. Eligibility**

The Candidate (Sportsperson) should be a bona fide student of Goa University or its affiliated college. She/he shall participate in the sports events approved by the Sports Council of Goa University, National Sports Federations having recognition of the Ministry of Youth Affairs and Sports / Indian Olympic Association / Association of Indian Universities after obtaining prior approval of the respective Principal / Dean / Head of Department. She/he shall be eligible for the Sports Merit Marks only after the completion of her/his performance in the event and the marks so allotted shall be counted for her/his appearance at the respective Semester Examination only. In the event of her/his performance in more than one category/sport, only the highest marks allotted in any one category/ sport will be considered.

For the purpose of allotment of marks, sports events shall be divided into the following categories:

*Category A:* Students representing India in the following International events: Olympic Games, World Championships, World Cups, Davis Cup, Thomas Cup, Uber Cup, Para Olympic Games, Winter Olympics Games, Champions Trophy, Commonwealth Games, Commonwealth Championships, World University Games, World University Championships, Asian Games (Indoor/Outdoor Games), Asian Cups, Asian Championships, Asian Winter Games, Asian Para Olympics, Wimbledon Championship, US, French & Australia Open Tennis Championships, All England Badminton Tournament, Youth Olympic Games.

**Category B:** Students representing India in the following International events/Championships recognized by National Sports Federation which are duly approved by the Ministry of Youth Affairs and Sports/ Indian Olympic Association/Association of Indian Universities.

One Day International Cricket Matches, Cricket Test Matches, Commonwealth Youth Games, International Athletic Permit Meet, Asian Youth Games, Asian Martial Art Games, SAF Games, Any Other International Game/Sport recognised by Indian Olympic Association.

**Category C:** Students representing Goa State for National events organised by the recognised National Federation which are duly approved by the Indian Olympic Association /Association of Indian Universities.

i) National Games

ii) National Championships (only one in each recognised discipline to be determined by respective National Federation)

iii) Federation Cups organised by National Sports Federations recognised by the Government of India and Indian Olympic Association.

iv) National Sports Festivals for Women.

**Category D (1):** Students representing Goa University in the All India Inter-University Championships, approved by Association of Indian Universities.

**Category D (2):** Students representing Goa University in Zonal Inter-University Championships, approved by Association of Indian Universities.

**Category E1:** Students representing the College in the Inter-Collegiate Tournaments as approved by the Sports Council and organised by Goa University.

**Category E2:** Students eligible as per eligibility rules of Goa University and participating in State Championship recognized by Sports Authority of Goa in disciplines that are not in the list of annual Intercollegiate Championships organized by Goa University.

A student shall have to attend a minimum of ten practice sessions consisting of two hours each, organized by the College/University in the form of inter class/intra mural competition/coaching in order to be eligible for participation /selection at inter college championships.

**B. Allotment of Sports Merit Marks to Categories:** Students participating in sports shall be eligible for entitlement marks as per the table given below:

Category	Participation	Winner/ Gold Medal	Runners-up/ Silver Medal	Semi-finalists/ Bronze Medal
A	28	28+24 = 52	28+22 = 50	28+20 = 48
B	26	26+22 = 48	26+20 = 46	26+18 = 44
C	16	16+20 = 36	16+16 = 32	16+14 = 30
D1	20	20+16 = 36	20+12 = 32	20+10 = 30
D2	16	16+12 = 28	16+08 = 24	16+06 = 22
E1 & E2	10	10+06 = 16	10+04 = 14	10+02 = 12

**C. (i):** Sports Merit Marks allotted to a student passing on her/his own merit shall be indicated separately in the mark sheet and shall be counted for the purpose of higher grades, class, honours or distinction. However, unless otherwise eligible, the same shall not be counted for the purpose of obtaining any University scholarship, prizes, medals or placement in order of merit/rank for the said exam.

**(ii)** A student shall be eligible for the Sports Merit Marks in a particular course, provided that she/he shall have obtained a minimum of 50% marks required to pass/claim exemption in that Paper/Subject. In the event of the student being unable to utilise the Sports Merit Marks the same can be carried forward to the subsequent appearance of the same examination.

**(iii)** In case of a student failing in a particular course(s), whether in theory or practical or both, the Sports Merit Marks shall be added to that course(s) as per (ii) above and indicated by a hash (#) tag. Balance marks, if any, shall be shown separately in the statement of marks.

**(iv)** The entitlement marks on account of participation in sports shall be awarded at the examination conducted at the end of the Semester during which the student is eligible for such marks.

**N.B.**

(a) The marks awarded under this scheme shall be shown separately in the candidate's statement of marks.

(b) The benefit envisaged in the above clauses shall be made available to students on their producing the necessary certificate.

(c) If the percentage of the entitlement marks calculated /arrived at, comes to decimal of 0.5 and above then it shall be rounded to the nearest higher whole number.

(d) A student participating in Sports / NCC / NSS / Cultural activities shall be eligible for the award of entitlement marks under only one category in whichever she/he scores the highest.

**OA-26.2 Eligibility for awards:**

i) A candidate who has been awarded marks in any head/heads/subject(s) for an examination under this Ordinance, shall not be eligible for any University scholarships, prizes, medals, placement in order of merit for the said examination unless she/he is eligible to it even otherwise.

ii) The unutilized Entitlement Marks obtained for NCC /NSS/ Sports / Cultural activity can be carried forward to the subsequent appearance of the same examination.

**OA-26.3 Award of credits and grades under Skill Enhancement Courses for NCC/NSS/Cultural activities/ Sports:**

**OA-26.3.1: Entitlement marks allotted per semester for participation at various levels and for their achievement:**

**(A) NCC:**

S.No	Nature & Level of participation / Achievement	Entitlement marks/ Semester
1	Regular participation in NCC (as in OA-XX.1 (IV) above)	10
2	ATC	5
3	NIC (National Integration Camp 10 Days)	10
4	Independence Day Camp	10
5	Tal Sena Camp (Group)	5
6	Tal Sena Camp	10
7	B certificate	10
8	C certificate	15
9	Pre-RD (Group) (10 days)	5
10	Pre-RD (Directorate) (10 Days)	10
11	RD Parade at New Delhi	35

12	Youth Exchange Programme (YEP at the International Level (In addition to the RD parade marks)	15
13	Any camp attended outside Goa (Group level)	5
14	Any camp attended outside Goa (Directorate level)	10
15	Any Camp that is of Inter Group Competition (IGC)	15

(B) NSS:

S.No	Nature & Level of participation / Achievement	Entitlement marks/ Semester
1	Regular participation in NSS (as in OA-XX.1 (IV) above)	10
2	NSS Special Camp (7 days)	5
3	National Integration Camp (6 days)	5
4	Pre-RD (10 days)	5
5	Adventure Camps (8 days)	5
6	National Youth Convention (6 days)	5
7	Best all-round NSS volunteer of the College for the year	5 (based on entire year)
8	Indira Gandhi Awardee	10
9	Participation at RD Camp (one month)	10
10	Participation at International Event such as International Youth exchange programme (6 Days)	10

**OA-26.3.2 Award of Credits for Skill Enhancement Course (SEC) and Grades:**

The marks awarded as shown above shall cumulate (after subtracting the marks utilized for passing, if any) till the end of Semester II. If the candidate wishes to utilise these marks for claiming a Skill Enhancement Course (SEC) in Semester III, then she/he shall inform it in writing to the Principal of the College at the beginning of Semester III. The candidate shall be given credits in lieu of a regular SEC for NCC/NSS/Cultural activities/Sports at the end of Semester III by considering the marks accumulated till the end of Semester III for the particular activity. These accumulated marks shall be used for calculating the grade as per OC-66.5.9. If the candidate wishes to claim the credits for Semester IV, she/he shall inform it in writing to the Principal of the College at the beginning of Semester IV. The candidate will be given credits in lieu of a regular SEC for NCC/NSS/Cultural activities/Sports at the end of Semester IV by considering the marks accumulated till the end of Semester IV for the particular activity. This option is available to B.Sc. [not for B.Sc. (Hons.)] students during Semesters V and VI also, following the same principle detailed above. However, they can exercise this option only once (i.e. Semester III/ IV /V/VI). These accumulated marks shall be used for calculating the grade as per OC-66.5.9. For this purpose, any marks accumulated beyond 100 shall not be considered, nor carried forward. However marks obtained during subsequent Semesters shall accumulate.

If a candidate does not wish to claim Credits for her/his accumulated entitlement marks, the marks shall continue to accumulate till the end of Semester VI (either without utilising or after partially being utilised). These cumulative marks shall be shown separately with a # mark in each Semester. At the time of candidate fulfilling the minimum credits for the programme these marks shall be converted into GPA and added to the CGPA to arrive at the FGPA using an appropriate conversion formula.

**UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018**  
**(F.NO. 14-4/2012(CPP-11) 7<sup>th</sup> December, 2018)**

In exercise of the power conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the University Grants Commission hereby makes the following regulations:

**1. SHORT TITLE, APPLICATION AND COMMENCEMENT:**

- a) These regulations shall be called as the University Grants Commission (Grievance Redressal of Students) Regulations, 2018.
- b) They shall apply to all HEIs, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- c) They shall come into force from the date of their publication in the Official Gazette.

**2. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:**

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a person seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;
- (d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;
- (f) "grievances" include the following complaints of the aggrieved students, namely:
  - i) making admission contrary to merit determined in accordance with the declared admission policy of the institution;
  - ii) irregularity in the admission process adopted by the institution;
  - iii) refusing admission in accordance with the declared admission policy of the institution;
  - iv) non publication of prospectus, (either hard copy / online) as specified in these regulations;
  - v) publishing any information in the prospectus, which is false or misleading, and not based on facts;
  - vi) withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a students for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
  - vii) demand of money in excess of that specified in the declared admission policy to be charged by such institution;
  - viii) breach in reservation policy in admission as may be applicable;

- ix) nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;
- x) delay in conduct of examinations or declaration of results beyond the specified schedule in the academic calendar;
- xi) on provision of student amenities as may have been promised or required to be provided by the institution;
- xii) non transparent or unfair evaluation practices;
- xiii) Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the Commission from time to time.
- (g) "Department Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a Department.
- (h) "Institutional Grievance Redressal Committee" means a committee constituted under these regulations, at the level of an Institution.
- (i) "College Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a college.
- (j) "University Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a University.
- (k) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (b) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;
- (l) "Institution" for the purposes of these regulations, means any university, college or such other institutions, as the case may be;
- (m) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;
- (n) "Ombudsperson" means the Ombudsperson appointed under these regulations;
- (o) "University" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

### **3. GRIEVANCE REDRESSAL COMMITTEES (GRC):**

#### **A. Department Grievance Redressal Committee (DGRC)**

In case of universities, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) to be constituted at the level of departments / school / center whose composition shall be as follows:

- a) Head of the Department / School / Center – Chairperson
- b) a Professor from outside the department / school / center to be nominated by the Head of HEI – Member
- c) A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department – Member.
  - i) The Chairperson and members of the committee shall have a term of two years.
  - ii) The quorum for the meeting shall be two, including Chairperson.
  - iii) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.
  - iv) The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.
  - v) The DGRC shall provide a copy of the report to the aggrieved person(s).

#### **B. Institutional Grievance Redressal Committee (IGRC)**

- (i) The complaints not related to departments/schools / center and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Committee (IGRC) to be constituted by Head of the HE', whose composition shall be as follows:
  - (a) Pro-Vice Chancellor / Dean/ Senior academician of HEI Chairperson.
  - (b) Dean of students/Dean, Students Welfare
  - (c) Two senior academicians other than Chairperson.
  - (d) Proctor / Senior academician
- (ii) The above Committee shall be approved by the statutory body of institution (Executive Council or its equivalent).
- (iii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Committee members shall be two years.
- (iv) The quorum for the meetings shall be three, including Chairperson.
- (v) The IGRC shall consider the recommendation of DGRC while giving its recommendations. However, the IGRC shall have the power to review recommendations of the DGRC.
- (vi) The ICRC shall follow the principles of natural justice while deciding the grievances.
- (vii) The IGRC shall send the report and the recommendations to the Head of the HEI within in a period of 15 workings days from the date of receipt of grievance, or appeal or recommendations of the DGRC.
- (viii) The IGRC shall provide a copy of the report to the aggrieved person(s).

### **C. College Grievance Redressal Committee (CGRC)**

In case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows:

- a) Principal of the college -Chairperson
- b) Two senior faculty members nominated by the principal of the College.
- (ii) The tenure of the members shall be two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.
- (v) The CGRC shall send the report and recommendations to the Vice-Chancellor of the affiliating university within a period of 15 days of receiving the complaint.

### **D.University Grievance Redressal Committee (UGRC)**

- (i) In case of grievances not resolved by CGRC, it shall be referred to University Grievance Redressal Committee (UGRC) for which the Vice-chancellor of the affiliating university shall constitute a University Grievance Redressal Committee (UGRC) consisting of five members for a individual colleges or a group of colleges keeping in view the location of the college(s). The UGRC shall be constituted by the Vice-chancellor of the affiliating university consisting of •
  - a) A senior Professor of the university – Chairperson
  - b) Dean, Student Welfare or its equivalent - Member
  - c) Three Principals drawn from the affiliating colleges, on rotation basis to be nominated by the Vice-Chancellor – Members
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The CGRC shall follow the principle of normal justice while deciding the grievance of the students.
- (v) The CGRC shall send the report and the recommendations to the principal of the college within a period of 15 days of receiving the complaint.

E. Any person aggrieved by the decision of the Institutional Grievance Redressal Committee or University Grievance Redressal Committee may within in a period of six days prefer an appeal to the Ombudsperson.

## **5. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:**

(i) Each HEI shall appoint an Ombudsperson for redressal of grievances of students under these regulations.

The Ombudsperson shall be a person not related to the university and who is a retired Vice-Chancellor, Registrar or a faculty member who has at least ten years of experience as a Professor.

The Ombudsperson shall not be in any conflict of interest with the university, either before or after his appointment.

The Ombudsperson, or any member of his immediate family shall not -

hold or have held at any point in the past, any post or, employment in any office of profit in the university;

have any significant relationship, including personal, family, professional or financial, with the university;

hold any position in university by whatever name called, in the administration or governance structure of the university.

The Ombudsperson in a State University shall be appointed by the Executive council of the university on part-time basis from a panel of three names recommended by the search committee consisting of the following members, namely:-

Nominee of the Governor of the State or his nominee Chairperson

Vice-Chancellor of a University of State to be nominated by the State Government – Member

Vice-Chancellor of the concerned State University – Member

Registrar of the concerned State University – Secretary (nonvoting)

(vi) The Ombudsperson in a Central University and institution deemed to be university shall be appointed by the Executive Council of the Central University or the equivalent statutory body of the Deemed to be University, as the case may be, on part - time basis from a panel of three member recommended by the search committee consisting of the following members, namely:-

Nominee of University Grants Commission – Chairperson

One Vice Chancellor from Central University to be nominated by UGC (for Central Universities) – Member

OR

One Vice Chancellor from institution deemed to be university to be nominated by the UGC (for Deemed to be Universities) - Member

The Vice Chancellor of the university – Member

The Registrar of the university – Secretary (Non-Voting)

The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/she assumes the office and may be reappointed for another one term in the same university.

The Ombudsperson shall be paid the sitting fee per day as per the norms of the university for hearing the cases, in addition to the reimbursement of the conveyance.

The Ombudsperson may be removed on charges of proven misconduct or misbehavior or as defined under these regulations, by the concerned appointing authority i.e. the Executive Council of the University.

## **6. FUNCTIONS OF OMBUDSPERSON:**

The Ombudsperson shall hear any appeal of an applicant for admission as student or student of the university against the university or institution affiliated to it as the case may be, after the student has availed all remedies available in such institution for redressal of grievance such as IGRC / UGRC; No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, the issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.

Ombudsperson may seek the assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.

The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the student(s).

#### **7. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND GRIEVANCE REDRESSAL COMMITTEE:**

- i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that institution may submit an application seeking grievance redressal.
- ii) On receipt of any online complaint, the institution shall refer the complaint to the appropriate Grievance Redressal Committee, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
- iii) The Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved person.
- iv) An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.
- v) The Grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.
- vi) The institution shall co-operate with the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson to the Vice Chancellor.
- vii) On the conclusion of proceedings, the Ombudsperson shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
- viii) Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- ix) The institution shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the institution shall be reported by the Ombudsperson to the Commission.
- x) In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant.

#### **INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE:**

The institution shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in their prospectus prominently.

#### **CONSEQUENCES OF NON-COMPLIANCE:**

The Commission shall in respect of any institution which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, may proceed to take one or more of the following actions, namely:

- withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- withholding any grant allocated to the Institution;
- declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- recommend to the affiliating university for withdrawal of affiliation, in case of a college;

The Commission may take necessary and appropriate action as it may deemed fit, in case of an institution deemed to be university;

- recommend to the concerned State Government for necessary and appropriate action, in case of a university established or incorporated under a State Act;

The Commission may take necessary and appropriate actions against any institution for non-compliance.  
Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

## POLICIES OF THE COLLEGE

### 1. ADMISSION POLICY:

#### AIMS & OBJECTIVES:

1. To adopt a simplified and transparent admission process as per guidelines of Goa University and Directorate of Higher Education.
2. To provide offline & online admissions to FY/SY/TY from general and vocational streams.
3. To follow reservation rules for PH, SC/ST/OBC/EBC as per revised government rules.
4. To accommodate students with high as well as low performances from rural areas.
5. To provide concessions in admission fees as per government rules.
6. To bear admission fees of needy and poor students through the student aid fund of college.
7. To admit students from other states/countries with proper documentation & procedure.
8. To offer unique subject combinations considering trends in academics & employment.
9. To maintain up-to-date admission records of every student to furnish to Goa University, Directorate of Higher Education, NIRF, NAAC, college committees whenever needed.
10. To reimburse fees of cancelled /shifted admissions quickly as per govt. rules.

### 2. DISCIPLINE AND STUDENT CONDUCT POLICY:

#### AIMS AND OBJECTIVES:

1. To ensure overall discipline among students within the college.
2. To ensure strict disciplinary measures in case any student fails to follow the rules in the college.
3. To enable students to understand the value of leading a disciplined academic life.
4. To ensure that the student's uphold the value system of the institution.
5. To ensure that all students feel safe within the college campus.
6. To ensure that students are consistent and regular to college and take accountability for their actions.

### 3. CAPACITY BUILDING AND SKILL ENHANCEMENT POLICY:

#### AIMS AND OBJECTIVES:

1. To impart job oriented knowledge and skills to perform multitasking roles.
2. To identify and groom hidden talent of students and staff.
3. To propose certificate courses & get approved from DHE and Goa University.
4. To plan and obtain funds to organise skill base training programmes.
5. To organise Industry-Academia skill exchange programmes in collaborations.
6. To invite experts from field/ corporate trainers to develop students capacities.
7. To Sign MOUs with incubation centres for entrepreneurship development.
8. To organise career guidance, campus interviews and job placement fairs.

### 4. CULTURAL POLICY:

#### AIMS AND OBJECTIVES:

1. To promote diverse Indian culture, the Goan and local culture in particular.
2. To organise various cultural programs, to provide a platform to all to showcase their talent.
3. To ensure equity in participation, just and fair in judgement.
4. To extend financial support and mobilise sponsorships to successfully organise academic and non-academic competitions.
5. To identify creative talents in music, dance, art theatre, fine arts, folklore amongst the students and groom them by providing facilities and mentoring.
6. To develop artistic skills in talented students for enterprising benefits.
7. To acknowledge and appreciate the achievements to excel at a higher level.

### 5. EXAMINATION POLICY:

#### AIMS AND OBJECTIVES:

1. To impart education as per the defined curriculum to meet the standards of assessment.
2. To conduct free and fair assessment of every student/group on academic content.

3. To schedule all types of examinations for every semester as per pre set time table.
4. To ensure smooth conduct of examination by eliminating any form of irregularities, acts of malpractices etc.
5. To redress cases of malpractices as per the pre-defined rules of Goa University & college.
6. To facilitate students with revaluation, verification etc & declare results in time.
7. To conduct repeat examinations at regular interval for the benefit of failed students.
8. To execute examination registration process viz.guidelines, form filling, fee collection etc.
9. To compensate teachers with appropriate remuneration for supervision, evaluation, exam duties etc.
10. To preserve all records of examination, marks, answer papers and furnish when required.
11. To timely comply to any grievances raised by students with college or with Goa University.

## **6. INCLUSIVE EDUCATION POLICY**

### **AIMS AND OBJECTIVES:**

1. To ensure that children with special needs are provided with equal opportunities to pursue higher education in college.
2. To make reasonable adjustments to ensure that students with special needs have equal opportunities to access the admissions process.
3. To provide reasonable accommodations and support for students with special needs to ensure that they can participate fully in academic and extracurricular activities.
4. To provide training to faculty and staff on how to work effectively with students with special needs.
5. To protect the confidentiality and privacy of students with special needs.

## **7. ENVIRONMENT POLICY:**

### **AIMS AND OBJECTIVES:**

1. To keep the campus green and clean through eco-friendly practices.
2. To reduce carbon footprints and have a plastic free campus.
3. To train students for waste management activities and make them use resources like power, water, paper, etc. efficiently.
4. To orient the students towards green and sustainability for a healthy environment on campus and in public life.
5. To collaborate with nodal agencies in the area of green initiatives and environmental sustainability and organise related programmes.

## **8. FEEDBACK POLICY**

### **AIMS AND OBJECTIVES:**

1. Student's Feedback on teachers teaching skills, communication skills, methodology, effectiveness, syllabus completion, evaluation and also on College Infrastructural and student welfare facilities available and their quality of services.
2. Teacher's Feedback on curriculum, syllabus, learning resources, FDPs, welfare facilities, workshops on academic matters, research conferences, funding for programmes.
3. Alumni Feedback on curriculum, learning resources, skill development, job skills and job placement initiatives and support for alumni activities.
4. Parents' Feedback on curriculum, learning resources, infrastructural facilities, PTA meetings & activities, grievance redressal, admission process & counselling, fee reimbursement

## **9. INFORMATION TECHNOLOGY POLICY:**

### **AIMS AND OBJECTIVES:**

1. To ensure the integrity, reliability, availability and superior performance of IT Systems.
2. To ensure that the use of IT Systems is consistent with the principles and values that govern use of other College facilities and services.
3. All users shall be aware of and fully comply with this Policy and the relevant supporting policies,procedures of the Information Technology Act, 2000 as amended from time to time.

4. To ensure that IT systems are used for their intended purposes.
5. To establish processes for addressing policy violations and sanctions for violator.

#### **10. NSS POLICY:**

##### **AIMS AND OBJECTIVES:**

1. To understand the community in which the NSS volunteer works and to understand oneself in relation to their community;
2. To identify the needs and problems of the community and involve oneself in problem-solving exercise;
3. To develop in oneself a sense of social and civic responsibility;
4. To utilize the knowledge in finding practical solutions to individual and community problems;
5. To gain skills in mobilizing community participation;
6. To acquire leadership qualities and democratic values;
7. To develop capacity to meet emergencies and natural disasters; and
8. To practice national integration and social harmony.

#### **11. PHYSICAL EDUCATION & SPORTS POLICY**

##### **AIMS AND OBJECTIVES:**

1. To inculcate a sense of belonging towards the team and the College.
2. To involve all the College students & staff members in the different physical activities.
3. To educate students and staff on fitness and wellbeing of themselves and their families.
4. To contribute toward productive individuals through participation in games and sports.
5. Organise Physical Fitness camp from time to time for the staff and students for the College.

#### **12 GENDER EQUALITY & WOMEN DEVELOPMENT POLICY**

##### **AIMS AND OBJECTIVES:**

1. Develop the sense of gender equality among all the male and female students.
2. Promote gender sensitization through workshops, seminars, guest lectures, street plays, poster exhibitions, counseling etc.
3. Create conducive environment to ensure equal opportunities for all the students and staff of the institution towards inclusive growth.
4. Ensure the safety of staff and students by installation of CCTV surveillance at important locations on campus & review regularly.
5. Achieve academic, emotional, social and cognitive development of students through counseling center and mentoring sessions.
6. Establish a monitoring committee and develop mechanisms for prevention and redressal of gender-based violence and discrimination, including sexual harassment at the College, thereby maintaining a favorable and dignified atmosphere for women staff and girl students on the college campus.
7. Develop and enhance leadership skills and organizational competence among female students and faculties and sensitize staff, students & society on HIV/AIDS prevention, support system for women related issues.

#### **13 FINANCIAL ASSISTANCE POLICY**

##### **AIMS AND OBJECTIVES:**

1. To provide financial assistance to faculties to promote academic improvement, research activities.
2. To encourage teachers to participate in academic, co-curricular institutional exchange & research oriented activities.
3. To reimburse in full/part as applicable the fees as per prevailing reimbursement rules of Directorate of Higher Education/ Goa University/ internal rules of college.
4. To verify and approve the claim forms supported by valid evidences, through the administrative staff/ accounts standing committee.

5. To collect acknowledgement slip/note of reimbursement by respective faculty and signature on bill settlement register.
6. To prepare quarterly reimbursement report get it approved by Principal, Accountant and furnish it for IOAD records and forward copy to DHE/Govt.
7. 7. To redress any special grievances of faculties concerning discrepancies in bill settlement etc, through the periodic meeting of the account standing.committee.

#### **14. ANTI-RAGGING POLICY**

##### **AIMS AND OBJECTIVES:**

1. To inhibit the students from behaving harshly and rudely with the fresher students.
2. To make the students aware about the consequences of the acts that are considered as ragging as enumerated in the UGC Regulations, 2009.
3. To address and resolve the grievances of the students related to ragging through the anti-ragging committee.

#### **15 E- GOVERNANCE POLICY**

##### **AIMS AND OBJECTIVES:**

1. To provide easy access and convenient access to information about all the college activities, important notices to everyone through our college website.
2. To provide educational email ids to Teachers and Students to build a community to teach, learn and grow together.
3. To provide e-learning resources for benefits of teachers and students through e-library and also promote e-learning culture.
4. To provide a library management system to manage & track the daily work of the library such as issuing books, return books, due calculations, etc.
5. To promote payment by use of digital payments in the institutions for better accountability and transparency.
6. To provide online mode of admission process as mandated by university from time to time.
7. To provide information pertaining to examination activities to students from a reliable source online.
8. To install paper less marks records & generation of exam mark sheet.

#### **16 ENVIRONMENT POLICY**

##### **AIMS AND OBJECTIVES**

1. To promote waste reduction at the source by encouraging the use of digital documents, double-sided printing, and reusable containers.
2. To provide clearly marked recycling bins in all common areas and encourage the recycling of paper, plastic, metal, and glass.
3. To ensure that all hazardous waste is disposed of in accordance with relevant regulations.
4. To conduct regular energy audits to identify areas where we can reduce energy consumption.
5. To encourage the use of public transportation and carpooling to reduce carbon emissions from commuting.
6. To promote the use of drought-tolerant landscaping and rainwater harvesting.
7. To incorporate sustainability topics into our curriculum and offer courses on environmental issues.

#### **SCAN THE QR CODE TO ACCESS ADDITIONAL POLICIES**

Follow the link to access additional policies:

<https://khandolacollege.edu.in/college-policies/>



## COMMITTEES OF THE COLLEGE

COMMITTEE	CHAIRPERSON
Admission & Annual Plan	Dr. Dilecta D'Costa (Dept. of Microbiology)
Time Table	Ms. Varada Kalas (Dept. of Mathematics)
Examination	Ms. Sujata Gaonkar (Dept. of Computer Science)
Attendance	Mr. Filipe Rodrigues (Dept. of Software Technologies)
Literary Association (Abhyas Mandal)	Ms. Delilah Antao (Dept. of English)
Science Association	Mr. Kaushik Marathe (Dept. of Mathematics)
Commerce Association	Ms. Manisha Vaze (Dept. of Commerce)
National Days	Mr. Bala Naik (Director of Physical Education)
Nature Club	Ms. Arti Naik (Dept. of Chemistry)
Sustainability, Green Audit and Green Initiatives	Dr. Siddhi Naik (Dept. of Chemistry) Dr. Apurva Narvekar (Dept. of Chemistry)
SBSI & MGNCRE	Dr. Sapna Gaitonde (Dept. of Microbiology)
Library Services	Oscar de Noronha (Dept. of English))
N.S.S Unit/ Extension	Dr. Sapana Pelapkar (Dept. of Hindi)
Sports Committee	Mr. Bala Naik(Director of Physical Education) Mr. Chetan Gaonkar (Director of Physical Education)
Students' Council	Ms. Sachi Naik (Dept. of Hindi)
Career Guidance, & Entrepreneur Development Cell	Dr. Rajashri Mordekar (Dept. of Chemistry) Ms Ranjana Savaikar (Dept. of Commerce) Ms. Yanita Palkar (Dept. of Commerce)
a. SC/ST Cell, Minority Cell, & Social Inclusion and Equal Opportunities b. OBC Cell	Ms. Anita Parsekar (Dept. of Microbiology)
Merit Scholarship	Dr. Shambu Parab (Dept. of Chemistry) Mr. Aditya Amonkar (Dept. of Economics)
First Aid and Red Ribbon Cell	Dr. Sapana Pelapkar (Dept. of Hindi)

Yoga/meditation/wellness centre	Ms. Anita Raicar (Dept. of Computer Science)
Alumni/ PTA Coordination	Ms. Varada Kalas (Dept. of Mathematics) Ms. Johanna Gonsalves (Dept. of Microbiology)
Canteen	Dr. Ashish Naik (Dept. of Chemistry)
Intra Semester Assessment Monitoring	Dr. Ashish Naik (Dept. of Chemistry)
Unfair means Inquiry	Ms. Marina Albuquerque (Dept. of Microbiology)
Discipline & Anti-ragging	Dr. Reshma Kholkar (Dept. of Konkani)
Students Examination Grievance (UG)	Ms. Marina Albuquerque (Dept. of Microbiology)
Students Examination Grievance (PG)	Dr. Beena Vernekar (Dept. of Chemistry)
Faculty assessment, Remedial teaching & Mentoring	Ms. Ana Gracy Fernandes (Dept. of Computer Science) Dr. Sharmila Dessai (Dept. of Chemistry) Dr. Reshma Kholkar (Dept. of Konkani)
Computer literacy/ Cyber cell	Ms. Likita Shetty (Dept. of Computer Science)
Magazine	Mr. Devanand Velingkar (Dept. of Commerce)
Department of Research, Development and Innovation	Dr. Beena Vernekar (Dept of Chemistry)
Staff Welfare	Dr. Mrunali Jambotkar (Dept. of Commerce)
Gender Equity Cell and Women Development	Dr. Sushma Dessai (Dept of Microbiology)
Academic , Administrative, and Energy Audit	Dr. Dilecta D'Costa, Vice-Principal, (Dept. of Microbiology) Dr. Seema Salgaonkar, Vice-Principal (Dept of Political Science) Ms. Sujata Gaonkar (Dept. of Computer Science)
Website Development	Mr. Milton Pires (Dept. of Computer Science) Ms. Prachi Panjekar (Dept. of Computer Science)
Public Relations Officer	Dr. Dilecta D'Costa, Vice-Principal, (Dept. of Microbiology) Mr. Ajit Faras (Dept. of Library and Information)
Purchase and Grant utilisation, infrastructure maintenance & development	Ms. Yanita Palkar (Dept. of Commerce)
Seminar Hall Maintenance	Dr. Rajesh Parvathkar (Dept of Chemistry)

TY Project Monitoring	Ms. Manisha Vaze (Dept. of Commerce)
Sanskrit language	Ms. Varada Kalas (Dept. of Mathematics)
DBT Star College Scheme	Dr. Sushanta Sapte (Dept. of Microbiology)
Academic- students exchange programme	Dr. Prajakta Parab (Dept. of Chemistry)
Skill development, Moocs and Value Added courses	Mr. Nilesh Naik (Dept. of Political Science)
Student Induction programme	Prof. Christina De Souza (Dept. of Economics) Dr. Asha Gahloth (Dept. of Hindi)
Institutional Industry Collaboration	Dr. Richa Sardesai (Dept. of Chemistry)
Consumer welfare cell	Dr. Radhamani Divakar (Dept. of Commerce) Ms. Sparsha Mandrekar (Dept. of Commerce)
Institutional social responsibility (Village adoption programme)	Dr. Sapana Pelapkar (Dept of Hindi) Ms. Namrata Naik (Dept. of Mathematics) Mr. Kaushik Marathe (Dept. of Mathematics)
NCC	Lieutenant Vishal Advaiakar, Associate NCC Officer (Dept. of Geography) Ms. Manjiri Bakhale (Dept. of Psychology)
Foreign students	Dr. Prajakata Parab (Dept. of Chemistry)
Collegiate Students Grievance Redressal	Mr. Nawoo Varak (Dept. of Political Science)
Prevention of Sexual Harassment Committee	Dr. Radhamani Divakar (Dept. of Commerce)
University Affiliation Committee	Prof. Seema Salgaonkar (Dept. of Political Science)
Right to Information	Prof. Seema Salgaonkar (Dept. of Political Science)
IQAD Convenor	Dr. Dilecta D'Costa, Vice-Principal, (Dept. of Microbiology)
Autonomous and NAAC Convenor	Mr. Milton Pires (Dept. of Computer Science)
IGNOU Coordinator	Mr. Mahesh Kerkar (Dept. of Commerce)
AISHE and NIRF Committee	Ms. Varada Kalas (Dept. of Mathematics)
Extension Services	Mr. Nilesh Naik (Dept of Political Science)
Extra Mural Cell	Dr. Sharmila Dessai (Dept. of Economics)
Press, News, and Media Publicity	Dr. Sunetra Calangutkar (Dept. of Marathi) Ms. Delilah Antao (Dept. of English)
Institution's Innovation Council	Ms. Anita Parsekar (Dept. of Microbiology)

Start-up and Incubation Cell	Mr. Milton Pires (Dept of Computer Science) Ms. Manisha D. Manerikar (Dept. of Commerce)
Cleanliness Committee	Ms. Merel S. Dsilva (Dept. of Geography)
Youth Inspirators Network	Mr. Vasant Chari (Dept. of Maths)

**TENTATIVE ACADEMIC CALENDAR  
TENTATIVE SCHEDULE OF THE COLLEGE ACTIVITIES FOR THE ACADEMIC YEAR  
2026-2027**

Sr.No	Activities/ Events	Dates
1	Reopening of the College	19 June 2026
2	Student Induction Programme for F.Y.BA / B.SC/ B.COM / B.VOC	23 – 25 June 2026
3	1st Quarterly IQAD Meeting	30 June 2026
4	Commencement of Value-Added Courses, Seminars, Conferences, Workshops, etc.	1 July 2026 onwards
5	Academic Audit	Third Week of July 2026
6	World Population Day	11 July 2026
7	Alumni Meeting	19 July 2026
8	ISA I – Intra Semester Assessment Tests (Written Mode)	28 – 30 July 2026
9	Students' Council Elections	2 August 2026
10	Commencement of Cultural Activities and Personality Development Programmes	4 August 2026 onwards
11	Declaration of Results of ISA I – (Written Mode)	1-7 August 2026
12	International Youth Day	12 August 2026
13	Independence Day Celebration	15 August 2026
14	PTA meeting	15 August 2026
15	National Sports Day	29 August 2026
16	Chaturthi Vacation	26 Aug-1 Sept 2026
17	ISA II – Intra Semester Assessment Tests (Other than Written Test Mode)	2 – 4 September 2026
18	Teachers' Day	5 September 2026
19	Hindi Saptah	7 – 14 September 2026
20	Declaration of Results of ISA II – (Other than Written Mode)	8 – 14 September 2026
21	2nd Quarterly IQAD Meeting	27 September 2026
22	International Translation Day	30 September 2026
23	Gandhi Jayanti	2 October 2026

24	World Mental Health Day	10 October 2026
25	International Day of Girl Child	11 October 2026
26	World Food Day	16 October 2026
27	Display of Non Eligibility Lists for SEE based on ISA	One week before SEE
28	Display of Non Eligibility Lists for SEE based on Attendance	One week before SEE
29	Internal Practical	Before the commencement of SEE
30	End of Semester I/III/V	To be announced later
31	Semester End Examination	To be announced later
32	Children's Day	14 November 2026
33	Diwali Vacation / Academic Study Tours	To be announced later
34	Commencement of Sem II / IV / VI	To be announced later
35	Alumni Meeting	9 December 2026
36	Jubilations 2026	18 - 21 December 2026
37	3rd Quarterly IQAD Meeting	22 December 2026
38	Goa Liberation day / Annual Day	19 December 2026
39	Christmas Vacation	24 December 2026 - 1 January 2027
40	Provisional Declaration of SEE Result (I & III) by the College	15 January 2027
41	Verification of Results	25 January 2027
42	National Geographic Day	27 January 2027
43	Provisional Declaration of SEE Result by the University	28 January 2027
44	Republic Day Celebration	26 January 2027
45	I- ISA - Intra Semester Assessment Tests (Written Mode)	18 - 20 January 2027
46	Commencement of Value-Added Courses, Seminars, Conferences, Workshops, etc.	22 January 2027
47	Commencement of Cultural Activities, Personality Development Programmes and FDP	28 January 2027
48	II- ISA - Intra Semester Assessment Tests ( Other than Written Mode)	22 - 24 February 2027
49	National Science Day	28 February 2027
50	International Women's Day	8 March 2027
51	Alumni Meeting	16 March 2027
52	World Poetry Day	21 March 2027
53	4th Quarterly IQAD Meeting	22 March 2027

54	PTA meeting	7 April 2027
55	Internal Practicals & Project Viva Voce	Mid April 2027
56	Display of Non Eligibility Lists for SEE based on ISA	One week before the SEE
57	Display of Non Eligibility Lists for SEE based on Attendance	One week before the SEE
58	Semester End Examination	To be announced later
59	Provisional Declaration of SEE Result (II & IV) by the College	5 June 2027
60	Verification of Results	15 June 2027
61	Provisional Declaration of SEE Result (VI & Repeat V) by the University	5 July 2027
62	Filling of Forms of Supplementary SEE (II & IV)	17 June 2027
63	Filling of Forms of Supplementary SEE (II & IV) with Late Fees	20 June 2027
64	Tentative Commencement of Supplementary Examination Sem I to IV	21 June 2027
65	Summer Vacation	To be announced later
66	Admission for Next Semester	To be announced later
67	Commencement of the Academic Year 2027-28	To be announced later



**“DO ALL YOU CAN TO  
MAKE YOUR DREAMS  
COME TRUE.”  
— JOEL OSTEEN**

