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&
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aside



Government College of Arts, Science & Commerce Khandola- Goa.

Ph- 0832-2287718

Estd: 1989 (Affiliated to Goa University)

NIRF Rank Band 101 to 150

India Ranking 2019 & India Ranking 2020

Email: gcasck@rediffmail.com

Website: www.khandolacollege.edu.in

ADMISSION FORM Academic Year : 2024-2025

Post Graduate Diploma in Translation

Semester : I & II

Remark of Admission In charge : _____ Roll No. in this College : _____ PRN:

Documents to be enclosed to this form:

- (1) Two Recent Colored Passport size Photographs of Student. 1 affix on top and 2nd staple aside.
- (2) Mark Sheets (B.A./M.A.) (all attempts if Any) (Photocopy /Xerox only)
- (3) Leaving Certificate (Original and one Photocopy / Xerox)
- (4) For Other Board Students:
 - a. Eligibility Certificate - from Goa University if BA/MA is other than Goa University.
 - b. Transfer Certificate – If student is from Goa but studied in other Universities such as Karnataka University, Maharashtra University etc.
 - c. Migration Certificate – If student is from other state and BA/MA is from other than Goa University.
(All above documents in Original but if in process submit later once received).
- (5) Caste Certificate / Disability Certificate- (Compulsory for those whom applicable) Xerox.
- (6) Proof for break (gap) in studies, if applicable
- (7) Students Bank Pass Book Copy (Photocopy of front page details of bank passbook/Cancelled Cheque)
- (8) ADHAAR Card Copy/ Enrolment slip if recently applied.
- (9) Voters ID Card Copy (if eligible voter)
- (10) PAN Card Copy
- (11) Income Certificate (EWS- Economically Weaker Section- if applicable)
- (12) Course Fee paid banks Receipt/slip to be shown in office to obtain College fee Receipt. (Later)
(All originals and one self-attested copy as applicable)

NOTE: Admission Form & Set of Documents to be brought during Counseling sessions.

OFFICE USE: Fee Receipt No.: _____ Amount of Fee: _____

Signature of Cashier: _____

Date: _____

Instructions to the Applicant:

Please read the prospectus carefully and fill up the form in your **own legible hand writing**. Soiled or crumpled form will not be accepted for admission. Every applicant should keep the photo copies of all the documents submitted to the College as all the original documents/photo copies submitted will be retained by the College till the completion of University Registration process.

PARTICULARS OF THE APPLICANT

(Tick mark wherever required)

- 1 Name in Capital Letters as per HSSCE Marksheet
Mr./Ms/Mrs.: _____
- 2 Student's Mobile No : _____ E-mail
Student Whatsapp No: _____ ID: _____
- 3 Father's/Husband's Name (As per HSSCE Marksheet):
Mobile
No:
- 4 Mother's Name (As per HSSCE Marksheet):
Mobile
No:
- 5 Legal Guardian's Name (If other than Parents)
Mobile
No:
- 6 Date of Birth: DD/MM/YY _____ Birth place: _____ Gender : M/ F/ Others
- 7 Religion: Hindu/Muslim/Catholic/Minority/Others: _____
- 8 Category: General / SC/ ST/ OBC/ EBC/Physically Handicapped: _____
- 9 Complete Postal Address : _____
- 10 If Parents do not have a Phone/Mob. No.: Neighbor's Ph. No.: _____
- 11 Annual Family Income (in Rs.) : If Less than 1 Lakh; pls Specify: _____
• Marital Status: Married/ Unmarried

12 **Performance/Result of Previous Examinations:**

Sr. No	Name of Exam	Month & Year University Exam	Subjects Opted	Total Marks Scored	%	Class/Grade	No. of Attempts
i	SSC						
ii	HSSC						
iii	B.A.						
iv	M.A.						

- 13 Participated in NSS/NCC/Sports/Cultural Activities/Others
- 14 Is there any Health Problem? (If any) pls specify:

- 15 Details of Bank Account of the Student (Compulsory) Enclose photocopy of a front page of bank's pass book/ cancelled cheque)

- a) **Name of the Bank:**
- b) **Branch :**
- c) **Account No:**
- d) **Type of Account: Saving /Current: _____**
- e) **MICR Code:**
- f) **IFSC Code:**

Declaration by the Student

I have carefully read the Rules and Regulations of this College printed in the Prospectus / Information Bulletin and Notices on the Notice Boards. I am well aware of the consequences in case of violation of any of the prescribed rules and regulations of the college. I am aware about the eligibility criteria for appearing the examinations. I know that smoking, drinking, ragging and the use/ display of mobile phone is forbidden in the college.

I hereby undertake to abide by all the rules, regulations and instructions of the college given by the Principal, Teachers and College Authorities. Violation of rules and regulations of the college or misconduct by me will be sufficient reason to expel me or take any action against me deemed fit by the college authorities.

Date: _____ Name & Signature of Student: _____

Declaration by Parent / Legal Guardian of the Student

I hereby offer my written consent to the above declaration given by my/our son/daughter/ward. I /we shall also be held responsible for the satisfactory/unsatisfactory overall conduct of my/our son/daughter/ward and ready to withdraw the child from this college, if warranted and directed by the college authorities in the interest of the college, teachers and the students.

Further, I as a concerned parent in any form will not defame the name of the institution using any platform. Any grievances pertaining to the institution individually or in a group shall be forwarded through the head of the institution only for further justification.

Date: _____ Name & Signature of Parent/Guardian: _____

Recommendation of the Admission Committee / In-charge: Recommend /Remark:

Signature:

Remark of the Principal: Granted Admission / Not Granted Admission.

Signature:

ANTI-RAGING UNDERTAKING BY THE STUDENT

1. I, Mr/Ms. _____ Son/Daughter of Mr./Mrs. _____ having been admitted to Government College the Arts, Science & Commerce, Khandola, Marcela, Goa received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes Ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aware and undertake that:
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this Date: _____

Name of the Student: _____

Signature of the Student: _____

UNDERTAKING BY PARENT / GUARDIAN

1. I, Mr./Ms. _____ Father of Mr./Ms. _____ have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes Ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I hereby solemnly aware and undertake that
 - a. I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission of my ward is liable to be cancelled.

Declared on this date: _____

Name and Address of Parent/Legal Guardian: _____

Signature of the Parent/Legal Guardian: _____

Parents Mobile No:

Instructions for Submission of Admission form & Documents during Personal Counseling:

- 1) Take Print of this 7 page Application Form. Attach applicable subject list (✓ ticked subjects).
- 2) Fill the Admission form in clear handwriting & Staple set of all documents with self attested.
- 3) Transfer certificate in ORIGINAL and all other documents in Xerox with self attested.
- 4) Visit for counseling as per date scheduled with Form & all documents to confirm admission.
- 5) Any queries / enquiries contact Dr. Asha Gahlot: 9420687160 or

Dr. Sapana Pelapkar: 9420896161

Post Graduate Diploma in Translation
Subjects Offered
Effective from Academic year 2024-2025

Semester I

TRH-500 ----- TRANSLATION : THEORY & METHODOLOGY– I
TRH-501 -----TRANSLATION : PROBLEMS & SOLUTIONS
TRH-502 ----- TRANSLATION : APPLIED & PRACTICAL - I
TRH-503 ----- TRANSLATION : FIELD WORK

Semester II

TRH-504 -----TRANSLATION : THEORY & METHODOLOGY - II
TRH-505 ----- TRANSLATION : OFFICE & MEDIA
TRH-506 ----- TRANSLATION : APPLIED & PRACTICAL - II
TRH-507 -----TRANSLATION : PROJECT WORK

SEMESTER I & II

TRH-521 -----DOORDARSHAN, FILM AND TRANSLATION
TRH-522 ----- TRANSLATION : OFFICIAL AND REGIONAL LANGUAGE
TRH-523 ----- TRANSLATION : VETTING AND EVALUATION

Documents to be attached to ADMISSION Form:

- (1) Two Recent Coloured Passport size Photographs of student
- (2) Marksheets (B.A./M.A) (all attempts if Any) (Photocopy /Xerox only)
- (3) Transfer Certificate
- (4) For Other University Students: a. Eligibility Certificate- from Goa University if BA/MA is other than Goa University.
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- (7) Students Bank Pass Book Copy (Photocopy of front page showing details of bank passbook/ OR submit Cancelled cheque)
- (8) ADHAAR Card Copy / Enrolment slip if applied recently.
- (9) Voters ID Card Copy (if eligible voter)
- (10) Income Certificate (if applicable)
- (11) PAN Card
- (12) Online/ Offline Fee paid Receipt of as a proof for seat confirmation.

PLEASE KEEP ONE XEROX COPY SET of ALL YOUR IMPORTANT WITH YOU FOR YOUR FUTURE REFERENCE

NOTE: FEE PAYMENT SHALL BE STRICTLY THROUGH ONLINE MODE ON DHE'S IAIMS PORTAL. Link will be available on the online form just log in your form and follow steps.

All Instructions will also be made available on College website : khandolacollege.edu.in