

## PRINCIPAL



**Prof. D. B. Arolkar**

## VICE PRINCIPAL



**Dr. M. Shanti**

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## FACULTY PROFILE

### BBA DEPARTMENT OF MANAGEMENT STUDIES

#### **Mr. Jeevan Khedekar**

##### **Assistant Professor**

Qualification: M.M.S.

Area of Interest: Operations Industry

Experience: 9 years Teaching

Experience: 22 years

Email: jeevan\_khed@rediffmail.com



#### **Mr. Ashwin Souza**

##### **Assistant Professor**

Qualification: M.B.A.

Area of Interest: Marketing

Industry Experience: 5 years Teaching

Experience: 13 years Email:

ashwinsouza@gmail.co



**Mr. Prasad Kalangutkar**

**Assistant Professor**

Qualification: P.G.D.B. F.

Area of Interest: Human Resource/Finance

Industry Experience: 07 years

Teaching Experience: 05 years

Email: prasadpkalangutkar91@gmail.com



**Mr Sandesh Deelip Tari**

**Assistant Professor**

Qualification: M.com in Business

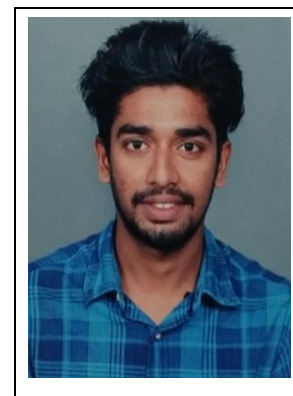
Management, P.G.D.H.R.M, NET SET,

Area of Interest: Human Resource/Finance

Teaching Experience: 03 years

Research Experience: Reading for Ph.D. in Green HRM.

Email: tarisandesh87@gmail.com



**DEPARTMENT OF PHYSICAL EDUCATION & SPORTS**

**Dr. Sushant Haldankar**

M.Ed; M.Phil, (SET); Ph.D

Areas of Specialisation:

Sports Management

College Director of Physical Education

Experience: 17 years



**DEPARTMENT OF LIBRARY & INFORMATION CENTRE**

**Dr. Jayaprakash G Hugar**

M.A.; M. LISc; M.Phil; PGDLAN, (SET), Ph.D

Librarian

Areas of Specialisation:

Academic Library, E-resources and Services

Experience: 28 years



## BACHELOR OF BUSINESS ADMINISTRATION (BBA)

With the objective of building competence in students to effectively undertake managerial jobs in organization, college has started offering a professional course Bachelor of Business Administration (B.B.A.) from the academic year 2006-07.

### **Placement Activities**

Students passing the B.B.A. Course are well accepted by the industry for taking up the entry level executive jobs. Every year Interviews are being arranged by the BBA Placement Cell in various companies in Goa to recruit BBA students. A Placement Brochure is prepared and sent to companies all over Goa and neighboring states. Interviews are held in the campus as well as in the companies.

**Some of the companies our students are working are Hotel Fidalgo, Caculo Group, Kerkar Marketing, Resort Rio, Deltin Royale, Ranbaxy, PMC Bank, Ethernet Xpress, NIIT, Bulls Eye Event Management, Funky Heads, Ultratech Cement, PowerTech, Royal Foods, Amanta Healthcare, Shoppers Stop, Persistent Systems,**

### **1 DURATION OF THE PROGRAMME**

B.B.A. programme is of three years duration

### **2 ADMISSION AND ELLIGIBILITY**

- (a) The procedure for admission to various Programmes shall be decided by the Admission Committee appointed by the Vice-Chancellor for an Academic Year. Admission Committee shall consist of selected Principals / Course Directors of Affiliated Colleges/ recognized Institutions, Dean of the Faculty and one member of the Department under which the Programme is offered. Students may be admitted at the beginning of the Programme every year subject to conditions of affiliation.
- (b) Eligibility for admission to Bachelors Programmes shall be pass in XII<sup>th</sup> Standard or equivalent. In addition, candidates shall be shortlisted through personal interview as decided by the Admission Committee
- (c) Reservation of seats shall be in accordance with the directives of Government of Goa as adopted by Goa University.

### **NUMBER OF SEATS:**

Every year, 60 students may be admitted for the course.

Reservation of seats for SC/ST/OBC will be as per the government rules.

NRI/Foreign students – 10% of the General seats (i.e.6 seats) will be for foreign/NRI students.

These seats will be in addition to 60 seats as mentioned above.

25% of the total seats will be reserved for admissions under Management quota subject to the approval of the appropriate Authorities. The students seeking admission under this category will have to meet the eligibility criteria.

### **3 ADMISSION OF STUDENTS FOR FYBBA CLASS**

1. The merit list for admitting the students to FYBBA class shall be based on 40% weight for personal interview score and 60% weight for the score in HSSC or equivalent examination.
2. Students shall submit an application in the prescribed form duly filled and signed by him/her along with following documents.
  - a. H.S.S.C. Mark list in original along with three attested copies of it.
  - b. School Leaving Certificate in original.
  - c. Eight copies of recent Passport size photographs.
  - d. Aadhar Card Copy
3. No admission shall be regarded as duly granted unless it is granted by the Principal/Director and the necessary fees have been received by the college along with required documents.
4. All admissions are valid only for the academic year and are required to be renewed by application in the prescribed form for every subsequent year to continue studies in the college.
5. Students belonging to Schedule Caste/Schedule Tribes/OBC should furnish the caste and income certificates from the Competent Authority, while submitting the admission forms.
6. All the admission are provisional until all the necessary certificates such as the Final Eligibility Certificate, HSSC Passing Certificate, and Transfer Certificate etc. are submitted to the college.
7. The documents such as Leaving Certificate, Migration Certificate are not returned, if the admission to the course is confirmed, though the students leave the college before completion of the course.
8. Admission will be closed as soon as the numbers of the seats allotted by the University to the college are filled.
9. Email ID will have to be compulsorily provided by the student.

#### **3.1 ADMISSION OF STUDENTS FOR SYBBA & TYBBA CLASS**

The students should renew the admission with the necessary fees before the commencement of the next academic year as per the notices displayed on the notice board subject to meeting the requirements of the ordinance from time to time.

### **4. STRUCTURE OF THE COURSE / SCHEME OF INSTRUCTION FOR THE BATCHES UPTO 2022-25.**

- i. Minimum number of Credits to be earned by the student for successful completion of the Programme shall be as provided in OA-24.5 (v).
- ii. The Programmes shall be divided into Trimesters for BBA. Courses shall be offered accordingly by the affiliated College, depending on availability of faculty members and other resources.

iii. The Affiliated College offering the Programme/s shall offer Courses from a list of Core and Optional Courses as recommended by Board of Studies and approved by Academic Council. For each Optional, pre-requisite Courses, if any, shall be specified.

- iv. Each Course, other than Internships/Projects, shall be of one to six Credits. One Credit stands for 15 contact hours or one week of Internship/Project Contact Hours shall include learning activities such as lecture, group discussion, seminar, problem solving, tutorial, assessment and others.
- v. Minimum Credit requirements for Programmes

### **Minimum Credit Requirements for B.B.A. Programme**

Category	Courses	BBA
Core Courses	Core Business Courses	52
Soft Skills	Soft Skill Courses	12
Optional Courses	Optional Business Courses (BC)	30
	Optional Non Business Courses (NBC)	24
Internship/Project	Internships/Projects in Organizations and Reports	16
	Internship/Project Seminars	6
Total Minimum Credits for the Program		140

vi. In Programmes with specific Specializations, the Credit requirements in the areas of Specialization shall be a minimum of 50% of the total Credits, excluding Internship/Project. Internship/Project in Organizations shall be in the area of Specialization.

vii. For all Courses, Evaluation Schemes and detailed Course Outlines shall be made available to the students by the Department before the commencement of the Course.

viii. A Course shall comprise lectures/tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva voce/ seminars/ term papers/assignments/ presentations/ self-study/ case studies and such others or a combination of any of these. Sessions shall be interactive in nature to enable peer group learning.

ix. The syllabus of Core and Optional Courses shall be as recommended by the Board of Studies and approved by the Academic Council.

x. A student may register for Project Courses subject to a maximum of 5% of total Credits of a Programme. Project Courses can be opted only in lieu of Optional Courses, under the supervision of regular/visiting faculty.

## **BBA PROGRAM STRUCTURE FROM ACADEMIC YEAR 2023-2024**

Goa University will be implementing new program curriculum from academic year 2023-2024 under National Education Policy 2020 (NEP). The new program structure will be intimated to the students as and when received from Goa University.

### **STRUCTURE OF THE PROGRAM FOR THE BATCHES UPTO 2022-25.**

#### **Term 1**

<b>Course Code</b>	<b>Subject</b>	<b>Credit</b>
BBCB001	Marketing Management 1	2
BBCB005	Management Process	2
BBCB006	Organizational Behaviour 1	2
BBCB004	Human Resource Management 1	2
BBCB041	Case Analysis 1	1
BBCS002	Oral Communication Skills	2
BBCS003	Presentation Skills	1
BBCS006	Etiquettes	1
BBON031	Psychology	2
Total		

#### **Term 2**

<b>Course Code</b>	<b>Subject</b>	<b>Credit</b>
BBCB002	Marketing Management 2	2
BBCB004	Human Resource Management 2	2
BBCB007	Organizational Behaviour 2	2
BBCB012	Financial statement Analysis 1	2
BBCB027	Production and Operations Management 1	2
BBCS001	Written Communication	2
BBON025	Cultural Heritage of Goa 1	2
Total		14

#### **Term 3**

<b>Course Code</b>	<b>Subject</b>	<b>Credit</b>
BBCB023	Business Environment 1	2
BBCB010	Financial Management 1	2
BBCB029	Business Mathematics 1	2
BBCB018	Managerial Economics 1	2
BBCB028	Production and Operations Management 2	2
BBON028	Critical Thinking	2
BBON022	Health & Nutrition	2
Total		14

#### **Term 4**

Course Code	Subject	Credit
BBIS001	Internship Seminar1	2
BBIR001	Internship Report 1	6
Total		8

## Term 5

Course Code	Subject	Credit
BBCB031	Business Statistics 1	2
BBCB035	Environment Management 1	2
BBCB039	Legal Aspects of Business 1	2
BBCB014	Management Accounting 1	2
BBCB025	Operations Research 1	2
BBCS004	Interview Facing Skills 1	2
BBON027	Theatre Art	2
Total		14

## Term 6

Course Code	Subject	Credit
BBCB036	Environment Management -2	2
BBCB040	Legal Aspects of Business 2	2
BBCB020	Macroeconomic Analysis for Management 1	2
BBCB042	Case Analysis 2	1
	Business Electives	4
BBON001	Introduction to German Language 1	3
Total		14

## Term 7

Course Code	Subject	Credit
BBCB033	Business Research Methodology 1	2
BBCB022	Entrepreneurship	2
BBCB055	Learning Management through executive interaction 1	1
BBCB049	Learning Management through Contemporary Article 1	1
	Business Electives	4
BBCS007	Time Management	1
BBON002	Introduction to German Language 2	3
Total		14

## Term 8

Course Code	Subject	Credit
BBIS002	Internship Seminar	2
BBIR002	Internship Report	6
Total		8

\*Internship in a manufacturing/Service organization for a period of 8 weeks

## Term 9

Course Code	Subject	Credit
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BBCS010	Emotional Intelligence	1
BBON008	Creative Writing	2
	Business Electives	10
Total		13

### Term 10

Course Code	Subject	Credit
	Business Electives	10
BBON012	Physical Health and Games 1	2
BBON013	Physical Health and Games 2	2
BBCS008	Mock Interview by Executives	1
Total		15

### Term 11

Course Code	Subject	Credit
	Business Electives	2
BBON030	Individual & Society	2
BBON026	Cultural Heritage of Goa – 2	2
BBIR003	Internship Report 3	4
BBIS003	Internships Seminar 3	2
Total		12

## CORE BUSINESS COURSES

BBCB001	Marketing Management 1	Credits 2
BBCB002	Marketing Management 2	Credits 2
BBCB003	Human Resource Management 1	Credits 2
BBCB004	Human Resource Management 2	Credits 2
BBCB005	Management Process	Credits 2
BBCB006	Organizational Behaviour 1	Credits 2
BBCB007	Organizational Behaviour 2	Credits 2
BBCB008	Strategic Management 1	Credits 2
BBCB009	Strategic Management 2	Credits 2
BBCB010	Financial Management 1	Credits 2
BBCB011	Financial Management 2	Credits 2
BBCB012	Financial statement Analysis 1	Credits 2
BBCB013	Financial Statement Analysis 2	Credits 2
BBCB014	Management Accounting 1	Credits 2
BBCB015	Management Accounting 2	Credits 2
BBCB016	IT Skills-1	Credits 2
BBCB017	IT Skills 2	Credits 2
BBCB018	Managerial Economics 1	Credits 2
BBCB019	Managerial Economics 2	Credits 2
BBCB020	Macroeconomic Analysis for Management 1	Credits 2
BBCB021	Macroeconomic Analysis for Management-2	Credits 2
BBCB022	Entrepreneurship	Credits 2
BBCB023	Business Environment 1	Credits 2



BBCB024	Business Environment 2	Credits 2
BBCB025	Operations Research - 1	Credits 2
BBCB026	Operations Research 2	Credits 2
BBCB027	Production and Operations Management 1	Credits 2
BBCB028	Production and Operations Management 2	Credits 2
BBCB029	Business Mathematics 1	Credits 2
BBCB030	Business Mathematics 2	Credits 2
BBCB031	Business Statistics 1	Credits 2
BBCB032	Business Statistics 2	Credits 2
BBCB033	Business Research Methodology 1	Credits 2
BBCB034	Business Research Methodology 2	Credits 2
BBCB035	Environment Management -1	Credits 2
BBCB036	Environment Management -2	Credits 2
BBCB037	Management Information Systems 1	Credits 2
BBCB038	Management Information Systems 2	Credits 2
BBCB039	Legal Aspects of Business 1	Credits 2
BBCB040	Legal Aspects of Business 2	Credits 2
BBCB041/042 /043/044/045/046	Case Analysis 1,2,3,4,5,6	Credits 1 each
BBCB047/048	Case Writing & Analysis 1 & 2	Credits 1 each
BBCB049/050	Learning management from Contemporary articles 1 & 2	Credits 1 each
BBCB051/052/053/ 054	Seminars on contemporary and Non-Contemporary issues 1, 2, 3 & 4	Credits 1 each
BBCB055/056/057/ 058	Learning Management through executive interaction 1, 2, 3 & 4	Credit 1 each

### SOFT SKILL COURSES

BBCS001	Written Communication	Credits 2
BBCS002	Oral Communication Skills	Credits 2
BBCS003	Presentation Skills	Credits 1
BBCS004	Interview Facing Skills	Credits 2
BBCS005	Negotiation Skills	Credits 1
BBCS006	Etiquettes	Credits 1
BBCS007	Time Management	Credits 1
BBCS008	Mock interviews by Executives	Credits 1
BBCS009	Team Building	Credits 1
BBCS010	Emotional Intelligence	Credits 1

### OPTIONAL BUSINESS COURSES (ELECTIVES)

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

BBOH012	Employee Engagement	Credits 2
<b>Optional Finance Courses</b>		
BBOF001	Banking Operations	Credits 2
BBOF002	Insurance	Credits 2
BBOF003	Investment Planning	Credits 3
BBOF004	Taxation	Credits 2
BBOF005	Stock Market Operations	Credits 3
BBOF006	Working Capital Management	Credits 2
<b>Optional Marketing Courses (BBA)</b>		
BBOM001	Consumer Behaviour	Credits: 3
BBOM002	Advertising Management	Credits: 2
BBOM003	Brand Management	Credits: 2
BBOM004	Digital Marketing	Credits: 2
BBOM005	Services Marketing	Credits: 2
BBOM006	Industrial Marketing	Credits: 2
BBOM007	International Marketing	Credits: 2
BBOM008	Marketing Research	Credits: 2
BBOM009	Product Management	Credits: 2
BBOM010	Retail Management	Credits: 2
BBOM011	Sales Management	Credits: 2

<b>OPTIONAL NON-BUSINESS COURSES</b>		
BBON001	Introduction to German Language – 1	Credits3
BBON002	Introduction to German Language -2	Credits 3
BBON003	Conversational Portuguese (Beginners level)	Credits 4
BBON004	Quilling Art	Credits 2
BBON005	Flower Making	Credits 2
BBON006	Basics of Professional Photography	Credits 3
BBON007	Introduction To Advance Photographic techniques.	Credits 2
BBON008	Creative writing	Credits 2
BBON009	Warli Painting	Credits 2
BBON010	Vedic Maths	Credits 2
BBON011	Introduction to Computer Networking	Credits 2
BBON012	Physical Health & Games 1	Credits 2
BBON013	Physical Health & games 2	Credits 2
BBON014	Repair And Maintenance of Home Appliances.	Credits 2
BBON015	Introduction to Hand building	Credits 2
BBON016	Pottery	Credits 4
BBON017	Introduction to Advance Pottery	Credits 2
BBON018	Batik Printing	Credits 2
BBON019	Block Printing & Stencil Making	Credits 3
BBON020	Body, mind and Theatre – Concepts & practice	Credits 2
BBON021	Film Appreciation	Credits 2
BBON022	Health & Nutrition	Credits 2
BBON023	International Relations	Credits 2
BBON024	Music Appreciation	Credits 2
BBON025	Cultural Heritage of Goa - 1	Credits 2
BBON026	Cultural Heritage of Goa – 2	Credits 2
BBON027	Theatre Art	Credits 2
BBON028	Critical Thinking	Credits 2
BBON029	Indian Political Environment	Credits 2

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

<b>INTERNSHIP</b>		
BBIR001	Internship Report 1	Credits 6
BBIR002	Internship Report 2	Credits 6
BBIR003	Internship Report 3	Credits 4
BBIS001	Internship Seminar1	Credits 2
BBIS002	Internships Seminar2	Credits 2
BBIS003	Internships Seminar 3	Credits 2

**Allocation of subjects/credits to terms is indicative.**

#### **4. Scheme of Examination**

i. The assessment of all Courses shall comprise continuous Intra-Trimester (ISA) and End- Trimester (SEA) shall be fully internal. Each Credit carries 25 marks.

ii. The concerned teacher, with the consent of the Departmental Council (DC) or equivalent body of faculty members of the Affiliated Colleges shall decide the method as well as the content of evaluation of each ISA and SEA.

iii. The ISA shall be of 50% weightage, in which an individual component shall not exceed 30% of the total evaluation.

iv. There shall be SEA with 50% weightage of total evaluation covering the entire Course.

#### **5. Scheme of Evaluation**

i. Common Grading System of the University as stated in OA-16.4 shall be applicable.

ii. The method as well as the content of evaluation of Internships/Project shall be decided by the Departmental Council. All Internship/Project Seminars shall be organized as public seminars, unless the organizations on which the work was done require the results to be kept confidential. In such a case, only the examiners shall be present during the Seminar.

For Internship Seminars, one of the examiners shall be from the Industry, who shall grade the Seminars along with Internal Faculty. However, reports shall be graded only by Internal Faculty.

iii. A student shall be considered to have completed the Programme when the student fulfills both the minimum credit and minimum duration requirements for the Programme for which he/ she has enrolled.

iv. (a) In case of students who have registered for Courses in Colleges / Institutions from other than this University, Credit transfers and the equivalence of grades and grade points shall be determined on a case to case basis by the Departmental Council of the Department offering the Programme/s or the equivalent body of the faculty members of the concerned Institution.

(b) Credit transfer shall be limited to a maximum of 25 per cent of the total Credits, except in the case of approved exchange Programmes.

(c) Credits and grades obtained by a student shall be transferred to another Institution on request from the institution as well as from the student.

**6. Award of Grade**

- i. Grade Points shall be awarded as provided under OA-16.4 stated below  
**OA-16.4** Marks awarded in each Course shall be represented in the form of Grades and Grade Points. The result of each Semester shall be declared as Semester Grade Point Average (SGPA) and Final result shall be declared as Cumulative Grade Point Average (CGPA).

**OA-16.4.1** The percentage of marks secured in both ISA and SEA shall be added for awarding the grade and grade points for each Course, as indicated in the table below:

Range of percentage scored	Grades	Grade Points
85 – 100	O (Outstanding)	10
75 - <85	A+ (Excellent)	9
65 - <75	A (Very Good)	8
55 - <65	B+ (Good)	7
50 - <55	B (Above Average)	6
45 - <50	C (Average)	5
40 - <45	P (Pass)	4
0 - <40	F (Fail)	0
	Ab (Absent)	0

**OA-16.4.2** Every student shall be required to secure a minimum of ‘P’ grade to pass the Course.

**OA.16.4.3** Students who do not secure ‘P’ grade in any Course shall have the option of answering the SEA component in the following Semester(s), for which the ISA score shall be carried forward.

**OA-16.4.4** Appearance at both ISA and SEA, is compulsory for passing.

**OA-16.4.5** There shall be no award of grace marks.

**OA-16.4.6** Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- (a) Calculation of weighted grade points of a Course shall be done by multiplying the grade points scored, by the number of Credits of the respective Course. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) is:

- i. The SGPA is the ratio of the sum of the product of the number of Credits with the grade points scored by a student in all the Courses taken by a student and the sum of the number of Credits of all the Courses undergone by a student:

$$\text{SGPA (Si)} = \frac{\sum (\text{Ci} \times \text{Gi})}{\sum \text{Ci}}$$

Where “Ci” is the number of Credits of the ith Course and Gi is the grade point scored by the student in the ith Course.

- ii. The CGPA is also calculated in the same manner taking into account all the Courses undergone by a student over all the Semesters of a Programme:

$$\text{CGPA} = \frac{\sum (\text{Ci} \times \text{Si})}{\sum \text{Ci}}$$

Where Si is the SGPA of the ith Semester and Ci is the total number of credits in that Semester.

- (b) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade

certificate.

- (c) For each Course a student securing 'F' or 'Ab' grade in the Course shall not be entitled to earn any credits for that Course.

**OA-16.4.7 Conversion to Final Grade:**

(a)(i) The CGPA shall be converted to the Final Grade, as shown in the table below:

<b>CGPA</b>	<b>Final Grade</b>
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)
<4.0	F (Fail)

(ii) A candidate who fails to earn the required number of Credits to award the Degree shall be declared 'Fail'.

- (b) The CGPA shall be calculated upto two decimal places. If the CGPA is higher than the indicated upper limit in the two decimal digits by a factor of  $>0.005$ , then the higher grade shall be awarded. For example, a candidate with CGPA  $>4.995$  will be awarded 'C' grade.
- (c) A candidate who has not earned required Credits to award the Degree as per respective Ordinance shall be given Final Grade 'F' and be declared 'Fail'.

- ii. Grade sheets shall be issued by the College to the student, at the end of the Trimester stating Credit for each course, marks, grades, grade points and Trimester Grade Point Average
- iii. At the end of the programme, grade sheet shall be issued by the University to the student, indicating marks, grades, grade point, Cumulative Grade Point Average and the corresponding overall grade.
- iv. The scores obtained by the student in each of the programmes shall be handed over to the Controller of Examinations for declaration of results and printing of final grade sheets.
- v. A student who fails or who desires to improve grades shall re-register for the same course or another course in the same category.

**7. ACADEMIC AUDIT COMMITTEE (AAC)**

- i. There shall be an AAC to assess the manner in which classes are conducted and the method as well as the content of evaluation of each course of each term.
- ii. The Chairperson shall be appointed by the Vice-Chancellor for a period not exceeding three years, for the University and each College. The remaining members for the Committee are to be selected by the Chairperson from a Master panel approve for the purpose. The Committee shall consist of atleast three members of each atleast two will be outside the College. Atleast one member should be from the Corporate sector and one from premium institution.

- iii. The AAC shall meet atleast one in a year and submit the report to Vice-Chancellor. Vice-Chancellor may forward the same to Board of Studies for consideration.

**8. FEE STRUCTURE FOR THE ACADEMIC YEAR 2023-2024**

Sr. No.	Description	F.Y.B.B.A	S.Y.B.B.A.	T.Y.B.B.A
	<b>PART-A</b>	<b>20 Credits</b>		
1	Tuition Fee**	52,000	52,000	52,000
2	Development Fee**	1,000	1,000	1,000
3	Library Fee**	1,000	3,000	3,000
4	University Administrative Fee**	1,000	1,000	1000
5	Computer Laboratory Fee**	3,000	3,000	3,000
6	Registration Fee*#	660	Nil	Nil
7	Gymkhana Fee**	174	174	174
8	Other Fee/Student Activity Fee**	174	174	174
9	Student Aid Fund**	58	58	58
10	Library Deposit*	1,000	Nil	Nil
11	Caution Money Deposit*	70	70	70
12	Integrated Academic Information Management System Software (IAIMS)*!	225	225	225
13	Academic Re-structuring & Development*	1500	1500	1500
	<b>Total of Part- A</b>	<b>61,861</b>	<b>62,201</b>	<b>62,201</b>
	<b>PART-B</b>			
14	College Examination Fee	***	600	Nil
15	University Examination Fee	Nil	Nil	600
	<b>Total of Part- B</b>	<b>0</b>	<b>600</b>	<b>600</b>
	<b>PART-C</b>			
15	Application Fees	500	500	500
16	Student I Card Fee*	150	150	150
17	P.T.A. Fee*	500	500	500
18	Alumni Association Membership Fee	Nil	Nil	300
	<b>Total of Part- C</b>	<b>1150</b>	<b>1150</b>	<b>1450</b>
	<b>Grand Total (A+B+C)</b>	<b>63,011</b>	<b>63,951</b>	<b>64,251</b>

**NOTE:**

- 1 As per the Directorate of Higher Education Circular No.: \*\* DHE Circular No. 9/30/97/DHE/Vol-II/1039 dt. 07.04.2015
- 2 As per the Goa University Notification No.: # GU Notification No. GU/Acad.Col.)/Fees/2023/806, Dt.05.05.2023 \*\*\* F.Y.B.B.A- As per the subject to the notification by Goa University
- 3 As per the Directorate of Higher Education Circular No.: DHE Circular No. ACAD/Fee. Fix/S.F.C./28/DHE/2023/1639 dt. 24.05.2023  
\*As Per the Tentative fee structure received vide E-mail from DHE, Dated. 25.05.2023
- 4 Above fees are subject to revision as per the directives of Goa University and the Government of Goa from time to time.

## **9. RULES FOR REFUND OF FEES**

As per circular No.GU/1/REF.TUIT.FEE/173/2000/983 dated 26/05/2001, in case of self-financing courses where new admissions are not possible, no fees are to be refunded. However, the fees shall be refunded only in the cases where new students are admitted in place of students who have cancelled their admission.

Once the student has been granted admission to the college, he/she shall pay the prescribed fee within the specified time. Late payment of fees shall be subject to a fine or cancellation of admission, at the discretion of the Principal. A student once admitted will be considered as duly enrolled for the year and shall be liable to pay the full fee for the year.

## **10. RULES FOR ATTENDANCE REQUIREMENTS**

- i. A student registered in any Trimester for any Course shall be required to have a minimum cumulative attendance of 75% of the total lectures and practicals prescribed for the course during that term. Although the attendance shall be cumulative for all the courses taken together in the given trimester, a student shall be required to have a minimum of 50% attendance in any individual course.
- ii. A student having less than 75% cumulative attendance in a term and/or less than 50% attendance in any individual course, shall not be eligible to appear for that term end examination. Such student shall have to seek re-admission to the course/programme during the subsequent academic year/term by paying requisite fees. However such student shall not be treated as fresh applicant for the admission if the re-admission is in the same institution.
- iii. Absence on medical grounds is required to be supported with the medical certificate which should be submitted within three (3) working days after re-joining the class. Absence on medical grounds shall be offset against the 25% concession in the attendances already granted.

## **11. GENERAL RULES - BBA**

1. Wearing of Identity cards is compulsory till the time student is in the college campus. It should be worn in a manner whereby it can be prominently displayed. The identity card should be provided to any of the college authorities (Teaching & Non-teaching) whenever asked for. Students are also required to wear the Identity card whenever they are representing the institution for any curricular, co-curricular and extra-curricular activities outside the institution.
2. Uniform/Dress code and grooming standard should be strictly followed as decided by the institution is compulsory for all the sessions. Wearing blazers along with the uniform will be compulsory whenever any guest sessions are organized or as announced by the BBA office..
3. Wherever student has been deputed by the institution with prior approval of the course director the justification should be provided within two days of joining.
4. For justified absence revaluation of only individual components may be allowed at the discretion of the faculty; however no group or surprise evaluation will be allowed to be re-conducted again.
5. Mobile Phones/smart devices/mobile accessories are banned in the college campus. In case any student is found with these the same will be confiscated and may be returned at the end of the course. The institution will not be responsible for any damage to the instrument during this time.
6. Participation in Management events organized by other institutions will be subject to prior written permission from the Course Director.
7. Internet facilities in the college are only for educational purpose and shall not be used for any other purpose. Checking of personal emails and storing, viewing and transferring any objectionable material will not be allowed.
8. Group Lockers for the students shall be provided for keeping books, no food items or any other items should be kept, one key of the locker will remain with the BBA office and the

- office staff reserves the right to check the lockers any time.
9. Students are required to attend the classes at specified timings, late comings shall not be allowed in any case.
  10. Students involved in any activities bringing disrepute to the college will be dealt with strictly and may lead to suspension/dismissal from the college.
  11. Library fines will have to be paid by the students in case of violations of any of the rules regarding library books. This applies both to the departmental as well as the college library.
  12. Refund of Library deposit has to be claimed by student who has passed the BBA course within 3 months of declaration of results.
  13. Students involved in any unfair practices with regards to any of the evaluations will be liable for strict action. Plagiarism of any kind will be strictly dealt with.
  14. Students are required to follow the grooming standard which will be explained at the time of orientation. Any accessories/jewellery worn which is not meeting the grooming standard shall be confiscated and the institution shall not be responsible for returning the same.

**Violation of any of the above rules will lead to the strict action including cancellation of admission.**

### **Rules for WIFI access**

1. Students are informed that Internet use will be monitored.
2. Downloading is prohibited.
3. If student is found visiting inappropriate sites strict action will be taken.
4. Students will have to register by providing the mac address to the system administrator and complete the formalities mandated from time to time.
5. A student will be allowed to register only one laptop.
6. Students should strictly use their own login details provided to them. If found using other's details then internet will be disconnected from their systems. Irrespective of who the user is, the user as well as the student in whose name the laptop is registered will be held responsible for any misuse and appropriate action will be taken against both of them.
7. If student's laptop is found to contain viruses /spyware then internet will temporarily be disconnected from their system until virus are cleaned from their system.
8. Any user found misusing /overloading the system resources will be disconnected from the internet with immediate effect.
9. Access is available only for academic purposes as such social networking sites etc. are banned.
10. The WIFI facility is to be used only in designated areas (classrooms and library) use of the facility outside these areas is strictly prohibited.
11. WIFI facility will be provided only from 9.00AM to 3.00PM from Monday to Friday and on Saturday upto 1.00 PM
12. No student should provide the WIFI facility to any person who is not a student of this institution.
13. Any other matter not covered under the above rules will be decided by the system administrator in consultation with the head of the institution.