Dnyanprassarak Mandal's
College and Research Centre
Assagao, Bardez, Goa, 403507
"Inspiring, Igniting and Transforming to Excel"

Affiliated to Goa University and Recognised by UGC
Under Section 2(F) and 12(B) of the UGC Act of 1956

Accredited by NAAC with 'A' grade (3rd Cycle)

Anand R. Sirsat College of Arts
Sou. SheelaPremanand Vaidya College of Science
V. N.S. Bandekar College of Commerce
Assagao, Bardez, Goa.

PROSPECTUS

2020-21

OUR VISION

Education for
Social Transformation and
Nation Building

OUR MISSION

To proactively contribute
towardsthe creation of an intellectually
dynamic society which is committed
to excellence, human dignity and
the realisation of human potential

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V. N.S. Bandekar College of Commerce
Assagao, Bardez, Goa.

Website: www.dmscollege.ac.in
E-mail: info@dmscollege.ac.in

Phone: (0832) 2268488/ 2268683

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Annexure

Published by:

PRINCIPAL

Dnyanprassarak Mandal's
College and Research Centre
Assagao, Goa

From the Principal's Desk....

It gives me immense pleasure to welcome you to Dnyanprassarak Mandal's College and Research Centre, Assagao, Goa. The College is managed by Dnyanprassarak Mandal which is the oldest educational institution in the state of Goa. This is a multi-faculty college offering a wide range of courses in the faculties of Arts, Science, Commerce, Management and Technology. It is the first college in the state of Goa to offer Ph. D Programmes in the subjects of Commerce and Chemistry. The college also has a wide array of short term certificate courses which are conducted at regular intervals throughout the year. Besides the regular formal courses, the college conducts a number of co-curricular and extra-curricular activities which help nurture the talent, develop the personality and transform students into complete Men and Women who are ready to face the challenges of the new world.

The college, over the years, has created excellent infrastructure and has recruited highly qualified, talented and dedicated teaching and non-teaching staff who help to transact the teaching - learning process very effectively.

This prospectus will give you an overview of what we offer our students and also help you to learn more about college and the courses of your choice.

I wish you all very fruitful and enriching college days.....

Dr. Dilip B. Arolkar
Principal

Dnyanprassarak Mandal's
College and Research Centre

Dnyanprassarak Mandal's College and Research Centre is located on a spacious campus on the top of Assagao hills in Bardez taluka of Goa. It is well connected by road from Mapusa town as well as the coastal villages.

In post liberation Goa, there were no facilities for higher education in Commerce in North Goa. This need was fulfilled in the year 1974 when Dnyanprassarak Mandal set up the first Commerce College in North Goa to cater to the aspirations of people who wished to graduate in the field of Commerce. In order to adapt itself to the rapidly changing socio-economic global scenario, the college decided to diversify and introduce a wider range of courses. Thus was introduced the Arts and Science faculties from the year 1996, B.B.A., B.C.A. and M.Com. in 2006, M.Sc. (Pharmaceutical Chemistry) in 2009, PhD in Commerce (2012) and PhD Chemistry (2014) and M.Sc. (Organic Chemistry in 2017). From the last academic year (2019-20), we have introduced Honours Program in History, Economics and Geology. This steady progress in the academic and infrastructure profile of the college has been made possible through the support and generosity of the Management i.e. Dnyanprassarak Mandal, Mapusa which was founded way back in 1908 and had unwaveringly moved ahead in the field of education right from K.G. (Primary Education) to P.G. (Higher Education) and Research.

The college is accredited by NAAC with A Grade in the 3rd Cycle and has had the distinction of being ranked among the top 150 colleges of India in 2017 under the National Institutional Ranking Framework

(N.I.R.F.) of the Ministry of Human Resource Development., Government of India. The college is ranked among the top 100 colleges of India– B.C.A. program is ranked 70; B.Sc. – 85; B. A. – 88 and B.Com - 89 by India Today in 2019. The BBA program is ranked 30 among the Management Institutions of India by Times of India. The college was one among the 338 Higher Education Institutions of India selected by the Ministry of Human Resource Development, Government of India under the **UNNAT BHARAT ABHIYAN**. The college was awarded the **"A" under the "Swatchatam Mahavidylaya Scheme (cleanest college)"** by Goa University. It was also awarded the **"Lokmat Goan of the Year"** Award under the Best Educational Institution Category" by the daily Lokmat in May, 2016.

The college constantly strives to provide the best of everything to the students for their all-round development. The dedicated teaching, administrative and support staff, along with the Principal, Vice-Principal and Management members have only one goal in mind – the welfare of the student community. Towards this end, the college organizes several co-curricular and extra-curricular activities to provide a platform for students to exhibit their skills and creativity, thus making the college – life of the students a rich, rewarding and satisfying experience…….

PRINCIPAL

Dr. D. B. Arolkar
M.Sc. Ph.D, M.B.A.
Areas of specialisation:
Igneous Petrology, Ground water
Environmental Geology, Marketing and HR
Teaching Experience: 40years

VICE – PRINCIPAL

Ms. Rashmi Rajendra Redkar
M.Com, (SET)
Areas of specialisation:
Cost Accounting & Business studies
Teaching Experience: 27 years

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: 19 years
Email: jeevan_khed@rediffmail.com

Mr. Neville Gama Menezes
Assistant Professor
Qualification: M.B.A.
Area of Interest: Human Resources Management
Industry Experience: 5 years
Teaching Experience: 13 years
Email: neville.gama@gmail.com

Mr. Ashwin Souza
Assistant Professor
Qualification: M.B.A.
Area of Interest: Marketing
Industry Experience: 5 years
Teaching Experience: 10 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: 2 years
Email: prasadpkalangutkar91@gmail.com

DEPARTMENT OF COMPUTER APPLICATION

Dr. Udaysing V. Rane
Designation: Associate Professor & Co-ordinator
Qualification: M.Sc (Electronics),PGDST, NET, PhD.
Teaching Experience : 20 years
E-Mail: uday.rane@dmscollege.ac.in

Mr. Prasann Mayekar
Designation: Assistant Professor & Head
Qualification: MSc(IT); MSc(Electronics); PGDST; NET;
M.Phil.
Industry Experience: 07 years
Teaching Experience: 12 years;
E-Mail: prasann.mayekar@dmscollege.ac.in

Ms. Anupa Naik
Designation: Assistant Professor
Qualification: M.C.A.
Teaching Experience : 8 years
E-Mail: anupa.naik@dmscollege.ac.in

Ms. Shruti R. Dangui
Designation: Assistant Professor
Qualification: M.E. (Computer Science & Engineering), GATE
Teaching Experience: 4 years 6 months
E-mail: shruti.dangui21@gmail.com

Ms. Monisha John
Designation: Assistant Professor
Qualification: M.C.A
Experience: Teaching: 7 years 6 months; Non-Teaching: 1 year
 E-mail: johnmonisha1@gmail.com

Mr.Krishnarao M. Rane Sardessai
Designation: Assistant Professor
Qualification: M.C.A.
Teaching Experience: 2 years;Industry Experience: 06 months
E-mail : krishnaorane@gmail.com

DEPARTMENT OF COMMERCE P.G.

Mr. MahendraTeli
Course Co-coordinator M.Com
Areas of interest: Accounting & Finance, Security Analysis and Portfolio Management, Entrepreneurship Management, Strategic Management.
Teaching Experience   : 18 years
Research Experience   : Presently pursuing doctoral degree in the area of Stock Markets under the guidance of Dr. M.R. Patil

Ms. VassantiRajendraMorudkar
Asst. Professor, M.Com
Teaching Experience: 2 years
Educational Qualification: M.Com, B.Ed, NET and SET
Area of Interest: Accounting and Finance
Research Experience:
  ➢ One Scopus publication in the Indian Journal of Finance on the topic "Impact of Dividend Announcements of Banks on Stock Returns and the Determinants of Dividend Policy"
  ➢ Currently pursuing doctoral degree in the area of Corporate Debt under the guidance of Dr. Y.V.Reddy

Dr. Dhaneesh Kumar T.K.
Assistant Professor Department of Economics
Teaching Experience: 13 years
Educational Qualification: M.A., NET Ph.D-Economics
Area of Interest: Econometrics, Macroeconomics and International Economics
Research Experience: International Trade and Econometrics Model building

Dr. Narayan Parab
Teaching Experience: 05 Years (PG: 04 Years, UG: 01 Year)
Area of Interest: Accounting and Finance
Educational Qualification: Ph.D., M.Com, SET
Research Experience: 04 Scopus Indexed Publications,
Presented Papers in 05 International and 02 National Level
Conferences.

Ms. Diksha Devanand Shirodkar
Teaching Experience: 03 Years
Area of Interest: Accounting and Finance
Educational Qualification: M.Com, SET

DEPARTMENT OF CHEMISTRY P.G.

Dr. Vidya Desai (Associate Professor)
Co-ordinator M.Sc.
MSc., SET, PhD (Organic Chemistry), Post-doc (Germany),
Teaching Experience: 24 years

Dr. E. Vadivel(Assistant Professor)
M.Sc. Pharmaceutical Chemistry,
NET, PhD (Bioactive Natural Product Chemistry)
Teaching Experience 09 years

Ms. Prabhat Dessai, (Assistant Professor)
M. Pharm. Quality Assurance
Reading for Phd
Teaching Experience: 10 years

Ms. Amrita Natekar (Assistant Professor)
M.Sc. (Physical Chemistry)
Reading for Phd
Teaching Experience:08 years

Ms. Rasmi Morajkar (Assistant Professor)
M.Sc. (Organic Chemistry), SET
Teaching Experience:03 years

Ms. Pooja Atthigundikar (Assistant Professor)
M.Sc. (Inorganic Chemistry)
Teaching Experience:03 years

Ms. Ekata Shetgaonkar (Assistant Professor)
M.Sc. (Organic Chemistry)
Teaching Experience: 01 year

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: 15 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: 26 years

Administrative Staff

Name	Designation
Ms. Judas E. Macarenhas	Superintendent
Mr. Suraj K. Gaonkar	Accountant
Mr. Sumant Y. Marihal	Head Clerk
Mr. Uttam B. Parab	Upper Division Clerk
Mr. Govind P. Shirodkar	Upper Division Clerk
Mr. Prashant G. Mandrekar	Upper Division Clerk
Ms. Kamala Srineevas R.K.	Jr. Stenographer
Mr. C. T. Karpe	Lower Division Clerk
Ms.Saisha S. Narvekar	Lower Division Clerk
Mr. Suyog S. Sirsat	Lower Division Clerk
Ms. Sujata S. Kavlekar	Lower Division Clerk
Mr. George Dias	Multi Tasking Staff
Mr. Shrikrishna P. Keni	Multi Tasking Staff
Mr. Deepak D. Keni	Multi Tasking Staff
Mr. AnanadMayekar	Multi Tasking Staff
Mr. AnandDivkar	Multi Tasking Staff
Mr. Niteen P. Lokapure	Multi Tasking Staff
Mr. Vijendra B. Mangoankar	Multi Tasking Staff
Ms. Riddhi R. Faterpekar	Multi Tasking Staff
Mr. Ram F. Paryekar	Multi Tasking Staff

Library

Ms. Varada V. Jog	Librarian Grade I
Mr. Rohan Parab	Librarian Grade II
Mr. Sanjay P. Vaingankar	Multi Tasking Staff
Mr. AtriNaik	Multi Tasking Staff

Self-Financing Courses

Mr. Brijesh A. Mandrekar	Computer Technician (Contract Basis)
Ms. Sahil Dangui	Laboratory Assistant (Contract Basis)
Ms. Maira J. Rodrigues	Office Assistant (Contract Basis)
Ms.Presha A. Bhartu	Office Assistant (Contract Basis)
Ms. Sanketa R. Kudalkar	Office Assistant (Contract Basis)
Mr. Raghunath L. Gad	Peon (Contract Basis)

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 XIIth Standard or equivalent. In addition, candidates shall be shortlisted through an Entrance Test 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 50% weightage for test score (UGAT or /internal test conducted by the college), 30% weight for personal interview score and 20% 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. Aaadhar 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

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.

Structure of the B.B.A. Programme

Term 1

Course Code	Subject	Credit
BBCB001	Marketing Management 1	2
BBCB005	Management Process	2
BBCB006	Organisational 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
BB0N031	Psychology	2
Total		15

Term 2

Course Code	Subject	Credit
BBCB002	Marketing Management 2	2
BBCB004	Human Resource Management 2	2
BBCB007	Organisational 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

Course Code	Subject	Credit
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
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
BBCB00 6	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-Contemporaryissues 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
Optional Finance Courses		
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
Optional Marketing Courses (BBA		
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

OPTIONAL NON-BUSINESS COURSES		
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 Handbuilding	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

INTERNSHIP		
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:

$$\text{SGPA (Si)} = \Sigma \, (Ci \times Gi) \, / \, \Sigma \, Ci$$

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:

$$\text{CGPA} = \Sigma \, (Ci \times Si) \, / \, \Sigma \, Ci$$

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:

CGPA	Final Grade
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 Committtee 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 2020-2021

Description	F.Y.B.B.A	S.Y.B.B.A	T.Y.B.B.A.
Tuition Fee	52000	52000	52000
Library Fee	3000	3000	3000
Gymkhana Fee	174	174	174
Other Fee	174	174	174
Registration Fee	630	0	0
Student Aid Fund	58	58	58
Development Fee	1000	1000	1000
Laboratory Fee	0	0	0
Computer Lab Fee	3000	3000	3000
Library Deposit	1000	0	0
Caution Money Deposit	70	70	70
University Administration Fee	1000	1000	1000
College Exam Fee	600	600	0
University Exam Fee	0	0	600
TOTAL	**62,706**	**61,076**	**61,076**
Infrastructure Usage Fee	1000	1000	1000
P.T.A. Fee	1000	1000	1000
Student I Card Fee	149	149	149
Alumni Association Membership	0	0	300
GRAND TOTAL	**64,855**	**63,225**	**63,525**

Note: 1. As per the Directorate of Higher Education Circular No.9/30/97/DHE/Vol-II dt. 26/3/2015
2. Above fees are subject to revision as per the directives of Goa University and Goa Government from time to time

9. RULES FOR REFUND OF FEES

As per circular No.GU/l/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 praticals 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 reevaluation 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 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 1.00PM

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.

The speed and availability of the internet will depend upon the technical feasibility

BACHELOR OF COMPUTER APPLICATIONS (B.C.A)

OBJECTIVE

The Bachelor of Computer Applications Course trains the student with comprehensive inputs from the rapidly changing IT industry, and enables them to take up the challenges of the corporate world. This course aims at giving quality education in computers to students aspiring to make careers in the IT industry. The student wills get diversified knowledge, not only in the field of computers but also, in management, accounting and allied fields. The primary focus of the course is to train the student to tackle real-life corporate problems by means of projects, seminars and case studies. Successful completion of this course opens up options like M.C.A., M.B.A., M.Sc.(I.T.), etc.

DEGREE TO BE AWARDED

Bachelor of Computer Applications (BCA).

DURATION OF COURSE

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

RULES AND PROCEDURES FOR ADMISSION TO THE FIRST YEAR B.C.A

(As per the Ordinances of the Goa University)

DOCUMENTS REQUIRED:

- An original mark sheet of H.S.S.C./Equivalent Examination
- Two attested copies of the H.S.S.C./Equivalent Examination.
- An original copy of H.S.S.C. leaving certificate
- One attested copy of the H.S.S.C. leaving certificate
- Attested photocopy of caste certificate issued by competent authority (if applicable).
- Eligibility certificate (in original) issued by Goa University
- Migration certificate (for those students who have passed Std. XII or any other Equivalent Examination through any other recognized Board other than Goa Board)
- Income Certificate issued by Competent Authority (if applicable)
- Five copies of recent passport sized photographs.

FEE STRUCTURE FOR THE ACADEMIC YEAR 2020-2021

Description	F.Y.B.C.A.	S.Y.B.C.A	T.Y.B.C.A.
Tuition Fee	39000	39000	39000
Library Fee	1000	1000	1000
Gymkhana Fee	174	174	174
Other Fee	174	174	174
Registration Fee	630	0	0
Student Aid Fund	58	58	58
Development Fee	1000	1000	1000
Laboratory Fee	0	0	0
Computer Lab Fee	3000	3000	3000
Library Deposit	1000	0	0
Caution Money Deposit	70	70	70
University Administration Fee	1000	1000	1000
College Exam Fee	2980	3120	0
University Exam Fee	0	0	0
TOTAL	**50,086**	**48,596**	**45,476**
Infrastructure Usage Fee	1000	1000	1000
P.T.A. Fee	1000	1000	1000
Student I Card Fee	149	149	149
Alumni Association Membership	0	0	300
GRAND TOTAL	**52,235**	**50,745**	**47,925**

Note: 1. As per the Directorate of Higher Education Circular No.9/30/97/DHE/Vol-II dt. 26/3/2015

2. Above fees are subject to revision as per the directives of Goa University and Goa Government from time to time.

RULES FOR REFUND OF FEES

As per circular No.GU/l/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 unless he/she informs the Principal in writing about his/her intention to leave the college at least a week before the commencement of the second term. In case no such intimation is received, the student shall be liable to pay full fees for the second term.

CHOICE BASED CREDIT SYSTEM (CBCS) FROM 2019-20 ONWARDS

OC – 67 Ordinance relating to the Three Year Choice Based Credit System(CBCS) Programme of Bachelor of Computer Applications(BCA) (effective from academic year 2019-2020 onwards)

OC – 67.1 GENERAL:

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

The Course aims at following objectives:

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

OC – 67.2 ELIGIBILITY FOR ADMISSION

Eligibility for admission leading to the Degree of Bachelor of Computer Applications (BCA) shall be as follows:-

OC – 67.2.1 Eligibility for Admission to Semester I and Semester II:

(A) To be eligible for admission to Semester-I of the Three Years course leading to the Degree of Bachelor of Computer Applications (BCA), the candidate should have passed:
(i) The Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in any stream, including the vocational stream in the subjects notified by the University from time to time.
   OR
(ii) The Std XII or similar examination of another body equivalent to Goa Board of Secondary and Higher Secondary Education, Goa and recognized as such by Goa University.

(B) A candidate not covered under any of the above categories but desirous of seeking admission to the said course may apply to the College. However, the Registrar along with the Dean of the Faculty and the Chairperson of the Board of Studies shall decide the eligibility.

(C) A candidate admitted to Semester-I shall be deemed eligible for admission to Semester-II.

(D) A candidate migrating from another recognized University and desirous of direct admission to Semester-II may be considered for admission provided he/she has cleared/ passed Semester-I examination of that University with those subjects, under CBCS, for which admission is sought.

(E) A candidate shall be selected based on an entrance test. The entrance test shall assess the general aptitude, logical reasoning and analytical abilities and basic arithmetical skills of the candidate.

OC – 67.2.2 Eligibility for admission to Semester-III and Semester-IV:

(A) A candidate who has requisite attendance for Semester-I and Semester-II and has attended minimum required ISAs of all the courses in Semesters I & II shall be eligible for admission to Semester-III.

(B) A candidate migrating from any other recognized University may be considered for admission to Semester III provided:
   i) He/she has passed in all courses of the Semester I and Semester II (First Year BCA) examination from that University.
   ii) He/she undertakes to successfully complete the required courses and credits prescribed for First Year BCA by this University, if he/she has not already done so in the previous University. Result of Semester IV examination shall be withheld if the candidate fails to fulfil this undertaking.

(C) A candidate admitted for Semester-III examination shall be deemed eligible for admission to Semester- IV.

(D) A candidate from another recognized University may be considered for direct admission to Semester IV provided he/she fulfils the conditions specified at (B) (i) and (ii) above and, in addition has passed/ cleared Semester III/ First Term examination of the Second Year BCA of that University. However, the result of Semester IV shall be withheld if the candidate does not fulfil these conditions.

OC – 67.2.3 Eligibility for admission to Semester-V:

(A) A candidate who has been declared Passed in Semester I to Semester IV examinations shall be eligible for admission to Semester V.

(B) A candidate admitted for Semester-V shall be deemed eligible for admission to Semester-VI.

(C) A candidate migrating from any other recognized University may be considered for admission to Semester-V of the BCA Course provided:
   (i) He/she has been declared Passed in Semester I to Semester IV examinations from that University, and
   (ii) He/she had taken at the Second Year the required courses and credits under the scheme of this University. A candidate fulfilling these conditions shall be eligible for admission to Semester-V only.

OC – 67.2.4 Eligibility for admission to Semester-VI:

(A) A candidate already admitted for Semester-V shall be deemed eligible for admission to Semester-VI.

(B) Direct admission to Semester-VI shall not be permitted.

OC – 67.2.5 CLASS STRENGTH:

Number of candidates to be admitted to BCA programme shall not be more than 60 per division per year. For practicals the batch size shall be up to a maximum of 20 per batch.

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.

OC – 67.3 PROGRAMME STRUCTURE:

1. The Programme shall be based on a system of time-integrated Units called Credits, under the CBCS.
2. The Programme shall comprise Courses such as Core, Elective and Ability Enhancement Courses.
3. A credit shall consist of 15 clock hours of theory of 1 hour duration each or15 practical classes of 2 hours duration each, per semester or its equivalent; Field work and such other as recommended by the Board of studies (BoS) shall be considered under practical category for calculating credits and workload.
4. A student shall be eligible for the award of BCA Degree on successful completion of minimum of 132 Credits, to be completed over a minimum of six Semesters.

OC – 67.4 COURSE STRUCTURE:

1) Each Course can carry different weightage in terms of number of Credits. Each Course should define learning objectives and outcome. A course may be designed so as to comprise any or combination of lectures/ tutorial laboratory work/ field work/

outreach activities/ project work / vocational training/ viva/ seminars/ term papers/ assignments/ presentations/ self-study/ such other.

2) **Core Course (CC):** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core Course. Each Core Course is of 4 credits or 2 credits and may consist of theory and practical component or only theory component or only practical component. If the course has a theory and practical component, the theory component will be of 3 credits theory and 1 credit practical for 4 credit course. If the course has only practical component, this component will be of 2 credits. The candidates are required to compulsorily pass all the Core Courses of the Programme.

3) **Elective Course:** An Elective Course can be chosen from a pool of Courses, which may be specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/ subject/ domain or which nurtures the candidate proficiency/ skill. An Elective Course may be Discipline Specific Elective Course or Generic Elective Course.

   3.1) **Discipline Specific Elective (DSE) Course:** Discipline Specific Elective (DSE) Course shall be offered in the main discipline/subject of study. Each DSE shall be of 4 credits and may consist of theory and practical component or only theory component. If the course has a theory and practical component, the theory component will be of 3 credits theory and 1 credit practical or as prescribed by BoS and approved by the Academic Council. Any number of DSE as approved by BoS and AC, can be offered depending upon the specialization available in the college.

   3.2) **Project:** A compulsory project work of total 4 credits shall be offered in lieu of a DSE Course in Semester VI and shall be designed to acquire special / advanced knowledge; it shall be specialized course involving application of knowledge in solving / analyzing / exploring a real life situation / difficult problem. Students shall undertake such a project under the guidance of a teacher / faculty member. The topic for the project Work shall be given in Semester V. Students shall be required to carry out work for the Project during semesters V&VI. The assessment of the project will be carried at the end of Semester VI.

   3.3) **Generic Elective Course:** A Generic Elective (GE) course shall be of 4 Credits, and may be chosen from an unrelated discipline / subject, with an intention to seek exposure. A Core Course offered in a discipline / subject may be treated as GE Course for another discipline/ subject and vice versa. If the course has a practical component, the theory component will be of 3credits theory and 1 credit practical or as prescribed by BoS and approved by the Academic Council.

4) **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds:

   4.1) **Ability Enhancement Compulsory Courses (AECC):** AECC are based upon the content that leads to knowledge enhancement. Courses on Environmental

Studies, Communication Presentation Skills and Technical Writing Skills are mandatory. Communication Presentation Skills and Technical Writing Skills will have 4 credits each and course on Environmental Studies will have two separate courses of 2 credits each.

4.2) **Skill Enhancement Courses (SEC):** SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies and skills. These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge. Each course will be of two credits or as prescribed by BoS and approved by the Academic Council.

5) The Course Structure for the Three Year BCA Degree programme shall be as specified below:

5.1) Bachelor of Computer Applications (BCA) Course Structure Details:

SEMESTER- I		
Course Code	**Subjects**	**Course Credits**
CC-101	Problem Solving and Programming Concepts	4
CC-102	Computer Organization and Architecture	4
CC-103	Basic Mathematics	4
CC-104	Problem Solving and Programming Laboratory	2
GE -101	To be selected by College from approved list	4
AECC-101	Environmental Studies	2
SEC-101	To be selected by College from approved list	2
	Total	**22**
SEMESTER – II		
Course Code	**Subjects**	**Credits**
CC-201	Data Structures	4
CC-202	Operating Systems Concepts	4
CC-203	Applied Mathematics	4
CC-204	Data Structures Laboratory	2
GE -201	To be selected by College from approved list	4
AECC-201	Environmental Studies	2
SEC-201	To be selected by College from approved list	2
	Total	**22**

Semester III			
Course Code	Course Title	Course Credits	AY
CAC-109	Object Oriented Concepts	4(T)	2020-21
CAC-110	Database Management Systems	4(T)	2020-21
CAC-111	Object Oriented Programming Laboratory	2(P)	2020-21
CAC-112	Database Management Systems Laboratory	2(P)	2020-21

GE-301	GE To be selected by College from approved list	4(T)	
GE-302		4(T)	
CAA101	Communication and Presentation Skills	4(T)	2020-21
	Total (Semester III)	24	2020-21

Semester IV			
Course Code	Course Title	Course Credits	AY
CAC-113	Software Engineering	4(T)	2020-21
CAC-114	Data Communications	4(T)	2020-21
CAC-115	Case Tools Laboratory	2(P)	2020-21
CAC-116	User Interface Design Laboratory	2(P)	2020-21
GE-401	GE To be selected by College from approved list	4(T)	
GE-402		4(T)	
CAA102	Technical Writing Skills	4(T)	2020-21
	Total (Semester IV)	24	

Semester V			
Course Code	Course Title	Course Credits	AY
CAC-117	Web Technology	4(T)	2021-22
CAC-118	Information Systems	4(T)	2021-22
CAC-119	Web Technology Laboratory	2(P)	2021-22
DSE-501	DSE To be selected by College from the approved list	4(3T+1P)	
DSE-502		4(3T+1P)	
CAP-101	Project		2021-22
	Total (Semester V)	18	

Semester VI			
Course Code	Course Title	Course Credits	AY
CAC-120	Multimedia Technology	4(T)	2021-22
CAC-121	E-Commerce Applications	4(T)	2021-22
CAC-122	Multimedia Technology Laboratory	2(P)	2021-22
DSE-601	DSE To be selected by College from the approved list	4(3T+1P)	
DSE-602		4(3T+1P)	
CAP-101	Project	4	2021-22
	Total(Semester VI)	22	
	Overall BCA credits	132	

List of Generic Electives (GE)			
Course Code	Course Title	Course Credits	AY
CAG-101	Business Accounting	4(T)	2019-20
CAG-102	Cost Accounting	4(T)	2019-20
CAG-103	Advertising	4(T)	2019-20
CAG-104	Human Resource Management	4(T)	2019-20

CAG-105	Entrepreneurship Development	4(T)	2019-20
CAG-106	Marketing Fundamentals	4(T)	2019-20

List of Skill Enhancement Courses (SEC)			
Course Code	Course Title	Course Credits	AY
CAS-101	IT Tools Laboratory	2(P)	2019-20
CAS-102	Programming in Scratch	2(P)	2019-20
CAS-103	Digital Photography	2(P)	2019-20
CAS-104	Open Source Software	2(P)	2019-20
CAS-105	Operating Systems Laboratory	2(P)	2019-20
CAS-106	Programming in Python	2(P)	2019-20
CAS-107	HTML & CSS	2(P)	2019-20
CAS-108	PHP Programming	2(P)	2019-20

Discipline Specific Electives				
Course Code	Course Title	Semester	Course Credits	AY
CAD-101	Cyber Security	V	4(3T+1P)	2021-22
CAD-102	Virtualisation	V	4(3T+1P)	2021-22
CAD-103	Mobile Application Development	V	4(3T+1P)	2021-22
CAD-104	Computer Animation	V	4(3T+1P)	2021-22
CAD-105	Computer Graphics	V	4(3T+1P)	2021-22
CAD-106	Human Computer Interaction	V	4(3T+1P)	2021-22
CAD-107	3D Modelling and Animation	VI	4(3T+1P)	2021-22
CAD-108	Ethical Hacking	VI	4(3T+1P)	2021-22
CAD-109	Internet of Things	VI	4(3T+1P)	2021-22
CAD-110	Data Science Concepts	VI	4(3T+1P)	2021-22
CAD-111	Cloud Computing	VI	4(3T+1P)	2021-22
CAD-112	Content Management Systems	VI	4(3T+1P)	2021-22
CAD-113	Search Engine Optimisation	VI	4(3T+1P)	2021-22
CAD-114	Web Frameworks	VI	4(3T+1P)	2021-22

5.2) Instructional Scheme:

i) **Instructor-in-Charge**: Each course may have one or more instructors teaching the course. One of them is to be appointed as Instructor-in-charge.

(ii)**Course Coordinator**: In case of courses taught by Visiting Faculty, one faculty member from the College shall be associated with the course as course coordinator.

(iii) **Course plan:** Every Instructor has to submit a course plan at the beginning of the course. The format for the course plan shall be as prescribed by the BOS from time to time.

(iv) **Feedback**: Individual course feedback is to be taken after the first internal class test as well as overall feedback has to be collected from every student at the end of every Semester to improve the overall quality of the course.

(v)**Course File:** For each course taught, a file shall be compulsorily maintained by the Instructor-in-charge or the Course-Coordinator comprising of course plan,

reading/teaching material used in class, assignments, question papers, student feedback, student attendance record along with final evaluation and grading.

(vi) Learning Management System (LMS) is to be used for (iv) and (v) above.

OC-67.5 SCHEME OF EXAMINATION
OC-67.5.1

a) The Evaluation of the courses shall comprise of the Intra-semester Assessment (ISA) and the Semester End Examination (SEE). A student shall be required to appear for ISA as well as SEE. There shall be an ISA for the practical component also.

b) The ISA tests shall carry 40% of the maximum marks allotted for the course and SEE shall carry 60% of the maximum marks.

c) The marks for each credit shall be 25. Accordingly, a 2 credit course will have 50 marks and a 4 credit course will have 100 marks.

d) A Course of 4 credits having only theory shall have ISA for 40 marks and SEE for 60 marks.

e) A Course of 2 credits having only practical shall have ISA for 20 mark and SEE for 30 marks.

f) A course of 4 credits having theory and practical component shall also have ISA for total 40 marks and SEE for 60 marks. The ISA for theory component shall be 15 marks and ISA for practical component shall be 25 marks. There will be no separate SEE for practical component.

g) Courses of any other number of credits shall have proportionate markings.

OC-67.5.2 Conduct of ISA

a) The ISA for the theory component of a 4 credit course shall be conducted twice in a given Semester, ISA-1 through a written test of 20 marks and the ISA-2 by using alternate modes of evaluation including assignments/ presentations/orals/such other, totalling 20 marks. Courses of any other number of credits shall have proportionate markings.

b) The ISA for the practical component of a course shall also be conducted twice in a given Semester, ISA-1 through a lab test and the ISA-2 by using alternate modes of evaluation including assignments/presentations/orals/such other. A record of all the assignments carried out as part of the practical component shall be maintained by every student in the form of a journal. It is not compulsory to have a hard copy of the journal. It could be a soft copy of the laboratory work that is maintained over any LMS.

c) Generally, the ISAs for a given Course shall be conducted by the teacher/s teaching that Course.

d) The Schedule for the ISAs shall be notified to all at the beginning of the Semester.

e) The Marks of the ISA shall be communicated to the students within two weeks after the conduct of the ISA.

f) ISA-1 shall preferably be conducted by the end of July for odd Semesters and by end of January for even Semesters. Students who fail to appear for the ISA-1 due to a genuine reason shall be given another opportunity by end of August/ February respectively on a date pre-determined by the College. ISA-2 will be completed as decided by the Instructor/teacher but before the end of the Semester.

g) Every College shall appoint a three member Committee to monitor the ISA in the College. There would be no remission in workload or remuneration for carrying out this work.

h) A Student who does not appear for the two ISAs of a Course shall not be eligible to answer the SEE of that Course.

OC-67.5.3 Conduct of SEE for theory component

a) The SEE shall be conducted at the conclusion of a given Semester, and shall cover the entire syllabus prescribed for the respective Course.

b) A candidate shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEE provided he/she has appeared for two ISAs of the Course, and fulfils the minimum attendance requirements as per the relevant rules of the University. A Candidate failing to fulfil these conditions shall have to repeat the semester.

c) A tentative schedule of SEE examination of Semesters I - IV, evaluation, declaration of results shall be prepared by the respective College(s), preferably at the beginning of each academic year and shall be notified to their students with a copy to the University. Setting of the question papers, evaluation of answer-scripts and declaration of results shall be done by respective Colleges.

d) Assessment of answer-scripts of SEE of semesters I - IV shall be organized by the Colleges. The assessment of the SEE answer scripts at the Semesters I - IV shall be done by the teachers of respective Colleges. If two or more Colleges desire to have the same question paper in any of the subjects, a common paper may be set by the teachers from the concerned colleges. For this purpose, a Committee of senior teachers may be constituted by the Principals of concerned Colleges.

e) The pattern of question paper(s) to be set for the SEE in a given Subject and the scheme of marking shall be decided by the BoS. For this purpose, the BoS shall frame specimen question paper(s) in the concerned Subject for each Semester for the information of the students. Similarly, for practical examinations, the number of laboratory exercises, marks distribution for each exercise and other relevant details shall be decided by the BoS.

f) The Schedule of the Examination and the setting of question paper(s) for SEE for Semester- V and Semester-VI shall be done centrally by the University.

   i. A Board of Paper-Setters and Examiners for the SEE of Semester V and VI shall be appointed by the University.

   ii. The Paper-Setters shall finalize the question paper(s); there shall be no objective type of questions at SEE; however short answer questions may be set.

   iii. The paper setters shall also prepare a key for answers to all Question/sub questions and the scheme of marking of the paper set at the examination. In case of descriptive type of answers, only important points to be expected may be highlighted in the key.

   iv. The Chairperson shall personally hand over the sealed set of question papers and answer keys to the Controller of Examinations in the prescribed manner.

   v. Photocopies of the key and the marking scheme for each of the paper of the concerned Semester V and VI shall be given to the examiners assessing the papers.

g) The duration of SEE theory paper carrying 40 marks shall be of 1 hour duration, and those above 40 marks shall be of 2 hours duration.

OC-67.5.4 Conduct of SEE for practical component

i. Examination(s) shall be conducted for Courses having practical component. Marks shall be allotted for Journal, laboratory work assigned to the candidate and oral, and shall be broadly as follows: Laboratory work 15%,Journal 5% and Orals 10%. In Oral examination, the examiner(s) shall assess the knowledge of the candidate in the Course as well as the experiment(s) performed by the candidate.

ii. The Course instructor/teacher shall be the internal examiner.

iii. External Examiners shall be appointed for the Laboratory Course examination at Semester - V and Semester - VI in accordance with the University Ordinance OB - 4 from the panel of examiners approved by the Academic Council. However, assessment and grading shall be done jointly by the external examiner and internal examiner for these two semesters.

iv. Lab Paper setting and assessment of Laboratory courses at Semester - I to Semester - IV shall be done internally by the instructor/teacher, teaching the paper/course.

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

vi. A candidate may be permitted, strictly on medical or other genuine grounds, to appear for practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination programme for Semester-V and Semester-VI issued by the University. This out of turn appearance may be in the same college in a different batch or in a different College. Such permission may be granted by the University if sore commended by the Principal of the College. The candidate shall be required to remit the requisite fee for his/her being examined out of turn.

OC-67.5.5 Conduct of Project

a) (i)The project shall be compulsory for all students in lieu of a DSE. Discipline Specific Project (DSP) shall be assigned during the V semester and assessed and credits assigned in the VI semester. The project shall be group project with a maximum of 5 students per group. A teacher shall not be ordinarily assigned more than 2 projects. The project workload will be 2 hours per week for a group of 5 students and for a group of 3 or less students the workload will be t hour per week. (ii) Project work and the Report shall be based on field work/ library work/laboratory work/ on-the-job training or similar work assigned by the teacher.

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

OC-67.5.6 Re-evaluation

Ordinance OC-66.5.6 applicable for B.A., B.Com., B.Sc. for Re-evaluation shall be made applicable for BCA as amended from time to time.

OC-67.5.7 Supplementary Examination

Ordinances OC-66.5.7 applicable for B.A., B.Com., B.Sc. for Supplementary Examination shall be made applicable for BCA as amended from time to time.

OC-67.5.8 Improvement of Performance

Ordinances OC-66.5.8 applicable for B.A., B.Com., B.Sc. for Improvement of Performance shall be made applicable for BCA as amended from time to time.

OC-67.5.9 Award of Grades

Ordinances OC-66.5.9 applicable for B.A., B.Com., B.Sc. for Award of Class shall be made applicable for BCA as amended from time to time.

OC-67.5.10 Criteria for Passing in a Course

Ordinances OC-66.5.10 applicable for B.A., B.Com., B.Sc. for passing in a Course shall be made applicable for BCA as amended from time to time.

OC-67. 6 Grade Point Average

Ordinances OC-66.6 applicable for B.A., B.Com., B.Sc. for Grade Point Average shall be made applicable for BCA as amended from time to time.

OC-67. 7

Ordinances OC-66.7 applicable for B.A., B.Com., B.Sc. shall be made applicable for BCA as amended from time to time.

N.B. If there is any change in course structure or scheme of examination, the same will be intimated to the students as and when received from Goa University

OC-47A ELIGIBILITY FOR ADMISSION (Batches prior to 2019-20)

OC-47A.1.4.1. Eligibility for Admission to Semester-I and Semester-II

i. Any candidate who has passed the XII standard examination in any stream from Goa Board of Secondary & Higher Secondary Education or equivalent is eligible for admission to the first semester.
ii. A candidate shall be selected based on a selection test as prescribed by Goa University from time to time. The selection test shall test the general aptitude, logical reasoning and analytical ability and basic arithmetical skills of the candidate.
iii. A candidate admitted for Semester-I shall be deemed eligible for admission to Semester-II

OC-47A.1.4.2 Eligibility for admission to Semester-III and Semester-IV:

i. A candidate securing minimum passing grade of D or above in each of the courses of Semester –I and Semester-II is eligible for admission to Semester-III.
ii. In addition to above, those candidates who secure F grade after the Supplementary examination in maximum four courses (theory as well as laboratory) out of all the

courses that were offered in Semester-I and Semester-II shall be eligible for admission to Semester-III and Semester-IV

iii. A candidate admitted for Semester-III shall be deemed eligible for admission to Semester-IV

OC-47A.1.4.3 Eligibility for admission to Semester-V and Semester-VI:
i. A candidate securing minimum passing grade of D or above in each of the courses of Semester-I to Semester-IV is eligible for admission to Semester-V.
ii. A candidate admitted for Semester –V shall be deemed eligible for admission to Semester-VI.

OC-47 A.2 COURSE STRUCTURE(Batches prior to 2019-20)
OC-47A.2.1 Number of Courses/Papers:
i. The instructional scheme for the BCA is based on a system of integrated units called courses. Each course shall mean one paper.
ii. Each Semester, except Semester V and VI, shall have seven courses of which five shall be Theory courses and two shall be Laboratory courses. Semester V and VI each shall have four theory courses, one Laboratory course and one Project Work.
iii. Out of the four theory courses, there shall be one Computer Science Elective course and one Non-Computer Science Elective course in each of the Semester V and Semester VI.
iv. The Elective courses to be offered shall be as per the list approved by Board of Studies in Computer Science (UG) from time to time.
v. Courses that shall be offered as Non-Computer Science elective shall be from disciplines other than Computer Science.
vi. Semester I and II shall include a two-credit course on Environmental Studies (EVS).
vii. The syllabus for Environmental Studies shall be as prescribed by concerned Board of Studies and as applied to B.A/B.Sc./B.Com. programmes.
viii. The actual programme structure along with nomenclature of courses and topics to be covered therein shall be as prescribed by the Board of Studies from time to time.

OC-47 A.2.2. Total marks/credits assigned to each course/Paper:
i. Semester I and II shall carry a total of 32 credit points, Semester III and IV shall have 35 credits, Semester V shall have 25 credits and Semester VI shall carry 30 credits.
ii. Each course having 5 credit points shall be evaluated out of 100 marks.
iii. Courses on Environmental Studies having 2 credit points shall be evaluated out of 50 marks per Semester.

Course Structure (Batches prior to 2019-20)

SEMESTER I							
Course Code	**Course Name**	**Periods**		**Marks**		**Total**	**Course Credit**
		T	P	Insem	Endsem		
BCA101	Problem Solving and Programming Concepts	5	-	50	50	100	5
BCA102	Computer Organization and	5	-	50	50	100	5

	Architectures						
BCA103	Business Accounting	5	-	50	50	100	5
BCA104	Basic Mathematics	5	-	50	50	100	5
BCA105	Problem Solving and Programming Laboratory	1	4	50	50	100	5
BCA106	IT Tools Laboratory	1	4	50	50	100	5
BCA107	Environmental Studies	2	-	25	25	50	2
						Total Credits	32

SEMESTER II							
Course Code	Course Name	Periods		Marks		Total	Course Credit
		T	P	Insem	Endsem		
BCA201	Data Structures	5	-	50	50	100	5
BCA202	Operating Systems Concepts	5	-	50	50	100	5
BCA203	Cost Accounting	5		50	50	100	5
BCA204	Discrete Mathematics	5	-	50	50	100	5
BCA205	Data Structure Laboratory	1	4	50	50	100	5
BCA206	Operating Systems Laboratory	1	4	50	50	100	5
BCA207	Environmental Studies	2	-	25	25	50	2
						Total Credits	32

SEMESTER III							
Course Code	Course Name	Periods		Marks		Total	Course Credit
		T	P	Insem	Endsem		
BCA301	Object Oriented Concepts	5	-	50	50	100	5
BCA302	Database Management Systems	5	-	50	50	100	5
BCA303	Management Accounting	5	-	50	50	100	5
BCA304	Introduction to Economics	5	-	50	50	100	5
BCA305	Object Oriented Laboratory	1	4	50		100	5
BCA306	Database Management Systems Laboratory	1	4	50	50	100	5
BCA307	Communication and Presentation Skills	5	-	50	50	100	5
						Total Credits	35

SEMESTER IV							
Course Code	Course Name	Periods		Marks		Total	Course Credit
		T	P	Insem	Endsem		
BCA401	Software Engineering	5	-	50	50	100	5
BCA402	Computer Networks	5	-	50	50	100	5
BCA403	Management Functions	5	-	50	50	100	5
BCA404	Data Analysis and Statistical	5	-	50	50	100	5

	Techniques						
BCA405	Graphical Interface Design Laboratory	1	4	50	50	100	5
BCA406	Data Analysis and E-Accounting Laboratory	1	4	50	50	100	5
BCA407	Technical Writing Skills	5	-	50	50	100	5
						Total Credits	35

SEMESTER V							
Course Code	Course Name	Periods		Marks		Total	Course Credit
		T	P	Insem	Endsem		
BCA501	Software Testing	5	-	50	50	100	5
BCA502	Web Technology	5	-	50	50	100	5
BCA503	CS Elective-I	5	-	50	50	100	5
BCA504	NCS Elective-I	5	-	50	50	100	5
BCA505	Web Technology Laboratory	1	4	50	50	100	5
BCA506	Project Work						
						Total Credits	25
SEMESTER VI							
Course Code	Course Name	Periods		Marks		Total	Course Credit
		T	P	Insem	Endsem		
BCA601	Management Information Systems	5	-	50	50	100	5
BCA602	Multimedia Technology	5	-	50	50	100	5
BCA603	CS Elective-II	5	-	50	50	100	5
BCA604	NCS Elective-II	5	-	50	-	100	5
BCA605	Multimedia Laboratory	1	4	50	50	100	5
BCA606	Project Work	-	5	50	50	100	5
						Total Credits	30

T-Theory periods   **CS-Computer Science**
P-Practical Periods   **NCS-Non Computer**

N.B. If there is any change in course structure or scheme of examination, the same will be intimated to the students as and when received from Goa University

OC-47A.3 SCHEME OF EXAMINATION (Batches prior to 2019-20)
OC-47A.3.1. General
   a)   There shall be both an In-semester element and an End-semester element in the evaluation of the performance of candidates for every course, each carrying equal weightage of 50%.
   b)   In-semester evaluation is to be carried out during the course of instructions within the normal lecture periods.

c) Marks secured and wherever applicable the answer scripts, of all the internal assessments of In-Semester evaluation shall be shown to the candidates within 15 days of conduct of the assessments.

d) End-semester evaluation is to be conducted at the end of every semester.

e) Supplementary Examinations for F.Y.(Semester I, II), S.Y. (Semester III, IV) of B.C.A. is to be conducted once in a year before the commencement of the fresh academic year.

f) Examinations for candidates who fail to obtain the minimum D grade in the T.Y. (Semester V and VI) of B.C.A. shall be conducted as per the schedule prescribed by Goa University from time to time for the B.A./B.Sc/B.Com programmes.

g) Examinations for candidates who fail to appear for the T.Y. (Semester V and Vi) End-Semester examination of B.C.A. shall be conducted as per the rules and schedule prescribed by Goa University from time to time for the B.A/B.Sc/B.Com programmers.

OC-47A.3.2. Eligibility of Examinations
OC-47 A.3.2.1 End-Semester examination

i. A candidate shall be eligible to appear for the End-Semester examination of a theory or laboratory or project course provided he/she satisfies the minimum attendance rules framed by Goa University.

ii. In addition to above, a candidate should have answered the prescribed In-semester evaluation, components (Class tests, assignments, quizzes, etc.) of the respective course.

OC-47A.3.2.2 Supplementary examination
The following candidates shall be eligible to appear for supplementary examination.

i. A candidate who did not appear in the End-Semester examination of some or all the papers of the odd/even/both semesters on medical grounds or for representing the college/ University/State/Nation in cultural or sports or NCC/NSS activities.

ii. A candidate, who did not appear in the End-Semester examination of some or all the papers of the odd/even/both semesters only under very special circumstances, provided that the Principal is satisfied.

iii. A candidate who has failed to obtain the minimum grade of D required for passing the course.

OC-47A.3.3. Evaluation of Theory Courses
OC-47A.3.3.1 In-semester Evaluation

i. Internal evaluation shall be conducted in continuous manner in the form of regular assignments/quizzes and class tests.

ii. Out of maximum 50 marks, at least 30 marks shall be evaluated by conducting two class tests. If two or more colleges desire to have the same question paper in any of the subjects for these class tests, a common paper may be set by the teachers from the concerned colleges. Assessment shall be done at the college by the faculty who taught the concerned course.

iii. A faculty member may conduct extra class tests to allow those candidates who were unable to appear for the regular class tests in genuine cases.

OC-47.3.3.2. End-semester Evaluation

i. Evaluation consists of an examination for 50 marks of 2 hour duration.

ii. The questions paper setting, conduct of examination and assessment for Semester I to Semester IV shall be done by the teachers of the respective colleges. If two or more colleges so desire they may have a common question paper.

iii. The question paper setting and conduct of examination for Semester V and Semester VI shall be done by the University. Assessment of End-Semester examination for Semester V and Semester VI shall be done centrally at the University.

iv. The pattern of question paper(s) to be set for the End-semester examination and the scheme of marking shall be decided by the Board of studies.

OC-47A.3.4 Evaluation of laboratory courses

OC-47A.3.4.1 In-semester Evaluation

i. Internal evaluation shall be conducted in continuous manner in the form of regular assignment submissions and laboratory tests.

ii. Out of maximum 50 marks, at least 30 marks shall be evaluated by conducting one or more laboratory test(s) during the semester.

iii. A faculty member may conduct extra laboratory tests to allow those candidates who were unable to appear for the regular laboratory tests in genuine cases.

iv. A record of work done in the form of laboratory journal (could be an e-journal) has to be maintained by every student.

OC-47A.3.4.2. End-Semester Evaluation

i. The evaluation consists of an End-semester examination of 50 marks of 3 hour duration conducted by the college.

ii. The End-Semester examination includes a laboratory examination and viva-voce which shall be jointly conducted by an internal and external examiner.

iii. The course instructor shall act as the internal examiner.

iv. Paper setting and assessment of Laboratory courses at Semester –I to Semester-IV shall be done internally by the teacher teaching the paper/course preferably along with another teacher from the same department.

v. External Examiners shall be appointed for the Laboratory Course examination at Semester V and Semester VI in accordance with the University Ordinance OB-4 from the panel of examiners approved by the Academic Council. However, paper setting and assessment shall be done jointly by the external examiner and internal examiner for these two semesters.

OC-47 A.3.5 Evaluation of Project Work

i. Evaluation of Project work shall be done at the end of sixth semester.

ii. Evaluation for 50 marks shall be done by the project guide based on the record of work done and quality of work done.

iii. The evaluation by external examiner shall be for 50 marks consisting of an oral viva-voce and demonstration for 30 marks conducted in the presence of Project Guide and 20 marks for the Project Report.

iv. External Examiners shall be appointed for the Project Work assessment at Semester VI from the panel of examiners approved by the Academic Council in accordance with the University Ordinance OB-4. Assessment and grading shall be done jointly by the External Examiner and the Internal Examiner/Guide.

OC-47A.3.6. Evaluation of Environmental Studies for Semester I and Semester II

i. In-semester evaluation for 25 marks and End-semester evaluation for 25 marks shall be made.

ii.   In-semester evaluation shall be done by the Instructor by conducting minimum one class test on minimum 10 marks and one or more practical assignments, presentations, quizzes during the semester.

iii.   End-semester examination of 1 hour duration shall be conducted. Paper-setting and assessment shall be done by the college Instructor.

iv.   A candidate has to secure minimum D grade.

v.   The grade obtained in Environmental studies will be considered for the purpose of calculating Semester Performance Index (SPI/Cumulative Performance Index (CPI).

vi.   Degree shall not be awarded unless a candidate passes these courses.

vii.   Candidate who has not secured D grade shall re-appear only for the End-Semester examination until he obtains a D grade.

OC-47A.3.7. Supplementary Examination

i.   During the supplementary Examination, the candidate shall answer only the End-Semester component. The In-semester marks are carried forward.

ii.   There should be at least 15 days period between the date of declaration of the Even semester examination results and the conduct of Supplementary examinations.

iii.   The result of the supplementary examination is to be declared preferably before the commencement of the new academic year and in no circumstances after the last day of admission, so as to enable a candidate to enroll for the higher class after passing the course.

iv.   The candidates who do not obtain the minimum grade of D after the supplementary examination shall reappear for the End-Semester course assessment till they obtain minimum D grade required for passing.

OC-47A.4 SCHEME OF GRADING(Batches prior to 2019-20)

OC-47A.4.1. Grading Scheme

i.   Absolute grading scheme shall be followed to compute grade for each course registered by the candidate.

ii.   The final grades for the course shall be awarded by the Instructor-in-charge/course Co-ordinator taking into account the collective performance in the In-semester and End-semester examination.

iii.   For each course taken by the student, a letter grade is assigned based on the performance in all assessments. These grades are defined as A, B, C, D and F

iv.   Each grade not only indicates a qualitative assessment of the student's performance but also carries an equivalent number called the grade point. The absolute grading range in terms of marks and the corresponding grade point are shown in the table below.

Letter Grade	Grade Point	Range for Total % Marks
A	10	86-100
B	8	71-85
C	6	51-70
D	4	40-50
F	0	Less than 40

v. A candidate passes the course if he/she gets any grade in the range between A and D.

vi. A candidate is awarded F grade on account of overall poor performance (total marks less than 40) or failure to appear for the End-semester examination.

vii. If a candidate is awarded F grade after the End-Semester examination, he/she has to appear for the supplementary Examination conducted at the end of that academic year.

viii. If a candidate is awarded F grade after the supplementary examination, he/she has to repeat only the End-Semester component when that course is being offered next.

ix. If a candidate is absent for the supplementary examination, he/she will get a F grade and has to repeat only the End-semester component when that course is being offered next.

OC-47 A.4.2 Performance Indices

i. Semester Performance Index (SPI): The performance of a student in a student is indicated by a number of SPI. The SPI is the weighted average of the grade points obtained in all the courses during the semester.

SPI is to be calculated as:

SPI = $\sum$ Grade point X course credit / $\sum$ credits of each paper in semester;

SPI has to be rounded to two decimal digits.

ii. **Cumulative Performance Index (CPI):** The overall performance of a student at a particular point during the entire programme is obtained by calculating a number called CPI. The CPI is calculated to two decimal places.

iii. **Conversion of C.P.I. into Percentage for the B.C.A. Course**: In cases where an employer or an institute needs the equivalent percentage they can use the following formula to get an approximate idea of the percentage equivalent for the C.P.I. score-

Equivalent Percentage = C.P.I score *10

For example- if C.P.I. = 5.67, then equivalent percentage = 5.67 *10 =56.7

OC-47 A.4.3. Award of class

i. Each semester grade report for the student shall carry his/her SPI and CPI. The final class for the B.C.A. degree would be awarded based on CPI on final semester as per the following scheme:

Distinction: CPI equal to or greater than 7.0

First class: CPI equal to or greater than 6.0 but less than 7.0

Second Class: CPI equal to or greater than 5.0 but less than 6.0

Pass Class: CPI equal to or greater than 4.0 but less than 5.0

ii. Award of Gracing and Entitlement marks shall be in accordance with the general Ordinance OA-5.16.

Addendum:

iii. In cases where the Entitlement Marks(EM) have not been fully utilized for gracing, these balance/remaining marks shall be converted to equivalent Entitlement Points (EP) using the conversion formula given below:-

EP(S)= Rounded [{EM(S) x Aggregate_Points (S)}/ Aggregate Marks (S)]; where

EP(S) is Entitlement Points allotted for the respective Semester 'S';

EM(S) is Entitlement Marks allotted in the respective Semester 'S':

Aggregate_Points (S) in Semester 'S' is equal to Aggregate Credits (S) x Max_Grade Points;

Aggregate_Credits (S) is the total of credits of all courses/subjects in that semester;

Max_Grade Points is highest Grade Point [10 in BCA Programme]

The EP(S) so obtained, shall be added to the numerator while calculating the CPI of semester 'S'

For Example- If a student has obtained 13 marks as EM(1) in the first semester of BCA and used 5 marks for gracing than the remaining 8 marks will be converted to EP(1) as follows:-

EP(1)-Rounded [{EM(1) x Aggregate_Points (1)}/ Aggregate_Marks(1)]

$=[(32 \times 10) \times 8]/650$

$= (320 \times 8)/650$

$= 2560/650$

$=3.94$

$=4$

OC-47A.4.5. Revaluation

There shall be no revaluation of answer books of the candidates at the End-semester examination, except for Semester V and VI, Revaluation of answer books shall be as per the relevant Ordinance.

OC-47 A.4.6 Personal Verification

Personal verification of answer books for Semesters I to IV shall be permitted to the candidates in the presence of Principal/ Vice-Principal and the concerned examiner, provided he/she applies for the same along with the prescribed fees within eight days from the date of declaration of results.

The following shall be the procedure for the verification of marks.

 i. On a notified day and time, which shall not be later than10 days after the receipt of application, the candidate shall be shown the answer book.

 ii. If the candidate is not satisfied with the results on personal verification of answer book, he/she may apply to the Principal for looking into the grievance(s).

OC-47A.4.6.1 Redressal of grievances

 i. The candidate can make an appeal to the Principal of College in case of any grievance with respect to evaluation within two days from the date of personal verification of the answer book(s). The Principal in consultation with the BCA programme coordinator/ HOD shall decide the matter.

 ii. The record pertaining to the appeal as well as the decision taken thereof, shall be placed before the Academic Audit Committee during the academic audit.

OC-47 A.4.7 Attempts and Improvement of class

i. Attempts: A student shall be considered to have passed a course at first attempt, provided he/she passes with a letter grade of D or higher, at the regular examination.

ii. In addition to the above, a candidate who was absent for the regular End Semester examination on valid grounds and later passes the course after appearing for the Supplementary examination shall be considered to have passed the course at first attempt.

iii. All other cases would be treated as second attempts and indicated on the grade sheet.

iv. A candidate is allowed to repeat an entire year (Even and Odd Semester) in order to improve his/her performance. In such a situation the better of the two performances shall be considered. This facility shall be permitted only once in the BCA programme and the Statement of marks shall bear the sentence "Under Improvement". The candidate shall be required to surrender the original grade sheet and other relevant documents at the time of receiving the fresh Grade Sheet in the event of improvement of performance for each concerned semester. The better of the two performances for each semester shall be considered.

MASTER OF COMMERCE

Dnyanprassarak Mandal's college started the Master of Commerce (M.Com) programme of Goa University, from the academic year 2006-07. Our college is one of the first colleges in North Goa offering B.Com and M.Com courses under the same roof. Our college has well qualified and experienced faculty, excellent infrastructure and very ambient environs to cater to the needs of the post-graduate student. Many of our faculty have pursued and are pursuing doctorates, M.Phil's and research projects.

The college will also be inviting lecturers from the various Universities and from the industry as guest faculty for this programme.

ELIGIBILITY CRITERIA

The candidate must pass the Bachelor in Commerce examination with minimum of 40% aggregate.

The total number of seats is 50. The number of reserved seats will be as per Goa University guidelines, and will be intimated subsequently.

Candidates will be admitted strictly on the basis of Goa University Admission Ranking Test (GUART).

The Course structure, Grading and the Scheme of Examinations will be as stipulated by the University and will be announced subsequently by the college.

FEE STRUCTURE FOR THE ACADEMIC YEAR 2020-2021

Description	M.COM -I	M.COM -II
Tuition Fee	39000	39000
Library Fee	1500	1500
Gymkhana Fee	174	174
Other Fee	174	174
Registration Fee	630	0
Student Aid Fund	58	58
Development Fee	1000	1000
Laboratory Fee	0	0
Computer Lab Fee	1000	1000
Library Deposit	1000	0
Caution Money Deposit	70	70
University Administration Fee	1000	1000
College Exam Fee	0	0
University Exam Fee	0	0
TOTAL	**45,606**	**43,976**
Infrastructure Usage Fee	1000	1000
P.T.A. Fee	1000	1000
Student I Card Fee	149	149
Alumni Association Membership	0	300
GRAND TOTAL	**47,755**	**46,425**

Note: 1. As per the Directorate of Higher Education Circular No.9/30/97/DHE/Vol-II dt. 26/3/2015

2. Above fees are subject to revision as per the directives of Goa University and Goa Government from time to time

A brief description of the Programme
Purpose

The main objective of offering M. Com Programme under Choice Based Credit System (CBCS) is to train manpower required for Teaching, Research and Industry requirements. After completing M. Com Programme the candidate should be able to join teaching profession as Assistant Professor, join research in any of the universities/Institutions for Ph. D Programme and join the corporate world such as Banking, Insurance, Securities Market, IT enabled services and Manufacturing at managerial level positions in the areas of Accounting, Finance, Taxation, Marketing and Human Resources or start their own enterprises.

Prerequisites

To seek admission to M. Com Programme a candidate must have passed B. Com Programme with at least 40%. The admission to the M. Com Programme is based on the Common Entrance Examination conducted by the Goa University. The candidates admitted are expected to possess the basic knowledge in the area of all the Commerce Courses covered at B. Com level. Candidates are required to possess a Laptop during their Coursework of the M. Com. Programme.

Credits (theory, tutorials, practical's)

In order to award M. Com degree, the candidate must have earned 64 Credits during two years. Of these 32 Credits are from Core Courses and 32 Credits are from Specialisation Courses offered during the Second Year. However, the candidate is allowed to opt for up to a maximum of 16 Credits from any other department to meet the requirement.

Number of semesters, how the courses are distributed

The M. Com Programme is divided in to Four Semesters. Each Semester shall have Four Courses.

Summer Training

Every student has to undergo 4 weeks Summer Training in industrial organizations to gain hands on experience at the end of Semester II. Students are responsible for identifying the Organisations for their Summer Training Program.

Dissertation

As a part of M. Com Programme Dissertation is offered as Optional during the Third and Fourth Semester as per OA-18A in lieu of Two Courses. Those students who are going to be offered the Dissertation Option may opt for 3 Courses each during the Semester III and IV.

M.Com -List of Courses

In the following tables, **L** refers to lectures, **T** refers to tutorials and **P** refers to practical.

Core Courses			
Course Code Number and Name [Semester I and II]		(Hours/weeks)	Credits
COC111	Security Analysis and Capital Markets	4	4
COC112	Fundamentals of Financial Services	4	4
COC113	Managerial Accounting	4	4
COC114	New Venture Creation	4	4
COC211	International Financial Management	4	4
COC212	Management of Financial Services	4	4
COC213	Portfolio Management	4	4
COC214	Research Methodology	4	4

Specialization Course offered during the Second Year

Accounting & Finance			
Course Code Number and Name [Semester III and IV]		(Hours/weeks)	Credits
COO311	Investment and Financing Decisions	4	4
COO312	Corporate Mergers and Acquisitions	4	4
COO313	Futures and Forward Derivatives	4	4
COO314	Direct Taxes	4	4
COO315	Corporate Valuation	4	4
COO316	Statistics and Business Econometrics	4	4
COO411	Working Capital and Dividend Decisions	4	4
COO412	Management of Mutual Funds	4	4
COO413	Options and Interest Rate Derivatives	4	4
COO414	GST and Other Indirect Taxes	4	4
COO415	Cost Management & Control	4	4
COO416	Advanced Econometrics	4	4
Field-based Optional Courses [Dissertation]			
COD423	Dissertation	4	8

At the beginning of the Semester, Department will open the Specialisation Courses from the list given above depending on availability of Faculty Members. Specialisation Courses will be offered only if 20% of the students opt for any Specialisation Course. The students are required to opt for 4 Courses each during the Semester III and IV from the Specialisation Courses offered.

Students have the option of choosing any other Optional Courses (maximum of 2 Courses per Semester III and IV) offered by other Departments and also the Courses available at the SWAYAM portal. Those students who are going to take up the Dissertation Option may opt for 3 Courses each during Semester III and IV.

Recommend distribution of course Semester-wise

	Course Code		Course Code
SEMESTER I	COC111	SEMESTER II	COC211
	COC112		COC212
	COC113		COC213
	COC114		COC214

Summer Training: At the end of Semester – II, students will have to undergo four weeks Summer Training to gain on the job experience in commercial / industrial organisations / finance & investment companies / professional firms such as CA's, Stock Brokers, Project management Consultants / small and medium enterprises in Goa or outside. At the end of the summer training, students will be required to produce a certificate of experience for duration of four weeks to become eligible for admission to the second year M. Com Course. It is the responsibility of the students to identify and join the Organisations for their Summer Training. Students have to submit the Experience Letter and the Evaluation Form duly filled and certified by the official from where they have completed their Summer Training.

	Course Code		Course Code
SEMESTER III	COO311	SEMESTER IV	COO411
	COO312		COO412
	COO313		COO413
	COO314		COO414
	COO315		COO415
	COO316		COO416

Dissertation	COD423

Those who desire further information in this regard may contact Co-ordinator of M.Com course Mr. MahendraTeli. Mob.: 9657961364

Learning Pharma Innovations For Good Health

MASTER OF SCIENCE (PHARMACEUTICAL CHEMISTRY)

The college started offering Master of Science (M.Sc. Pharmaceutical Chemistry) from the academic year 2009-2010.

COURSE OBJECTIVES

- To cater to the needs of B.Sc (chemistry) graduates, who have limited opportunities for higher studies.
- To build confidence in the candidates to be able to work on their own in pharmaceutical industries.
- To bridge the gap between academics &Pharma industries.
- To train the candidates in pharmaceutical analysis, manufacturing & drug product development, latest advances in pharmaceutical chemistry so that they can find a suitable position in an industry.
- To develop an independent & responsible work ethics.

SCOPE & OPPORTUNITIES

- Analytical Research and Development
- Quality Control & Quality Assurance
- Production Chemist in drug industry
- Research

Designing of Organic Molecules for Life

MASTER OF SCIENCE (ORGANIC CHEMISTRY)

The college started offering Master of Science (M.Sc. Organic Chemistry) from the academic year 2017-2018.

COURSE OBJECTIVES

- To cater to the needs of B.Sc (chemistry) graduates, who have limited opportunities for higher studies.
- To train the candidates to work in a synthetic organic chemistry laboratory.
- To develop an independent & responsible work ethics.

SCOPE & OPPORTUNITIES

- Organic Research and Development
- Quality Control and Production Chemist in drug industry
- Academics

STRENGTHS

- Well qualified Faculty
- Well-Equipped Laboratory facilities
- Encouraging and Good Research Culture
- Stupendous Academic success
- Powerful Industry Support
- Excellent Placement Record

BRIDGING THE GAP BETWEEN ACADEMIC AND INDUSTRIES

1. Guest Session by Experts from Industry
   - Dr. Sarvesh Sawant (Teva Pharmaceuticals)
   - Mr. Vijay Ainapurkar -(Teva Pharmaceuticals)
   - Dr. Santosh Shetgaonkar -(Deccan Fine Chemicals)
   - Mr Ravi John (Deccan Fine Chemicals)
   - Mr Arijit Das (Unichem Laboratories)
   - Mr Gajendra Vernekar (Zydus cadila)

2. Industry-based Workshops conducted
3. Industry Visits
   - Teva Pharmaceuticals Ltd
   - Glenmark Pharmaceuticals
   - ZydusCadila Ltd.
   - VerGoPharma Research

- Unichem Laboratories
- Syngenta Biosciences
- Deccan Fine Chemicals

CAMPUS INTERVIEWS

- The course has been well-appreciated by the industry experts and our students have been given the first priority to work in their companies.
- Students have been offered lucrative job offers in various sectors of pharmaceutical companies such as quality control, stability section, and quality assurance.
- Campus interviews are held by top multinational companies like Watson Pharmaceuticals, VergoPharma Ltd, Teva Pharmaceuticals Ltd., Glenmark Generics limited, Syngenta india Ltd., Unichem laboratories, Sanofi India Limited, Cadila HealthCare Ltd   Etc). Inview of this, most of the students are well-placed in the companies and are now holding officers positions in reputed companies.

STUDY TOUR-   KLE's College of Pharmacy and Maratha Mandal's Institute-Belgavi

RESEARCH CULTURE

The department of Chemistry is the only college department to have recognized research centre in chemistry that offers PhD in Organic Chemistry. The department has state of art facilities. The faculty members work in the field of varied research areas such as synthetic organic chemistry, green chemistry, medicinal chemistry, pharmaceutical analysis, supramolecular chemistry, solid state chemistry and natural product chemistry.

Signed MOU with BSRC- KLE's College of Pharmacy
- Students underwent research training for a week in their institute.
- Research training course by Research Centre-Chemistry (DM's college and Research Centre)

Association with following institutions for research
1.   Prof. Prakash Diwan – Maratha Mandal's Institute, Belgavi
2.   Dr. FatehVeerSingh- Vellore Institute of Technology Chennai
3.   Dr. Kishore Bhat-Maratha Mandal's Institute, Belgavi
4.   Dr. Sanjay Mishra- BSRC-KLE's College of Pharmacy

DURATION OF THE COURSE

It is a two-year full time programme.
The course is choice-based credit system having two semesters in each year.
The course includes total of 64 credits to be completed in four semesters in two years. Each year consisting of 32 credits.

ADMISSION AND ELIGIBILITY

A candidate, who has passed Goa University Admissions Ranking Test (GU-ART), will be eligible for admission based on their ranking and choice of subject.

NUMBER OF SEATS:

*The total number of seats is 30 for each course. The reservation will be as per Goa University guidelines.*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.

FEE STRUCTURE FOR ACADEMIC YEAR 2020-21

Description	Part–IMsc-(Pharmaceutical Chemistry) MSc-(Organic Chemistry)	Part–II Msc-(Pharmaceutical Chemistry) MSc-(Organic Chemistry)
Tuition Fee	78000	78000
Library Fee	2000	2000
Gymkhana Fee	174	174
Other Fee	174	174
Registration Fee	630	0
Student Aid Fund	58	58
Development Fee	1000	1000
Laboratory Fee	5000	5000
Computer Lab Fee	0	0
Library Deposit	1000	0
Caution Money Deposit	70	70
University Administration Fee	1000	1000
College Exam Fee	0	0
University Exam Fee	0	0
TOTAL	**89,106**	**87,476**
Infrastructure Usage Fee	1000	1000
P.T.A. Fee	1000	1000
Student I Card Fee	149	149
Alumni Association Membership	0	300
GRAND TOTAL	**91,255**	**89,925**

Note:1. As per the Directorate of Higher Education Circular No.9/30/97/DHE/Vol-II dt. 26/3/2015
2. Above fees are subject to revision as per the directives of Goa University and Goa Government from time to time

Guest/Visiting Faculty

Prof. R. V. Keny
MPharm
Associate Professor, Goa College of Pharmacy Pharmaceutics

Dr. R. N. Shirsat
MSc., PhD
Associate Professor, Goa University
Physical Chemistry

Prof. Shrivallab. P. Kamat
MSc. PhD.
Retired Professor, Goa University
Organic Chemistry
Dr. Sarvesh Sawant
MSc. PhD. Post-doc

Head, Analytical division,
Teva Pharmaceuticals
Prof. J. B. Fernandes
Retired Principal, Govt. College Sanquelim
Analytical Chemistry
Mr. KundanArondekar
Deputy General Manager,
Choksi Laboratories

Dr. Rupesh Patre
Team Leader, Syngenta Biosciences

Mr Mrunal Parsekar
MSc, Assistant Professor,
 Mathematics

Mrs Siddhali Girkar
MSc. Assistant Professor,
Organic Chemistry, Goa University

Dr. Mainak Banerjee
MSc. Ph.D. Associate Professor
BITS-Goa

Prof. Fateh Veer Singh
MSc. PhD CDRI (Lucknow)
Assistant Professor
VIT-Chennai

SYLLABUS OF M.Sc. CHEMISTRY PROGRAMME
Course Structure for MSc. (Part-I) CHEMISTRY (32 Credits) under 64 credit program (Applicable from academic year 2018-19).

Core Courses	Name of Course	Credits	Hours
ACC-401	Concepts in Analytical Spectroscopy	3	36
ACC-402	Laboratory course in Analytical Chemistry	2	48
ICC-401	General Inorganic Chemistry	3	36
ICC-402	Laboratory course in Inorganic Chemistry	2	48
OCC-401	Structure, reactivity, stereochemistry & reaction mechanism	3	36
OCC-402	Laboratory course in Organic Chemistry	2	48
PCC-401	General Physical Chemistry	3	36
PCC-402	Laboratory course in Physical Chemistry	2	48
HCC-401	Pharmaceutical Chemistry –I	3	36
HCC-402	Laboratory course in Pharmaceutical Chemistry	2	48
Optional Courses			
ACO-401	Analytical techniques	3	36
ICO-401	Topics in Inorganic and Environmental Chemistry	3	36
OCO-401	Synthetic Organic Chemistry -I	3	36
PCO-401	Topics in Physical Chemistry	3	36
HCO-401	Herbal Drug Technology and Cosmeticology	3	36

M. Sc (Pharmaceutical Chemistry) Part-II andM.Sc(Organic Chemistry) Part-II
  * Subject to changes in Syllabus as per university directive.
  * Any changes in above structure and the structure for will be notified to the students later.

Department of Chemistry (Post-graduate and Research Centre)
Activities (2020-21)

Activity	Date
Release of 4th Edition of Chemistry NewsLetter "ChemCareCreations"	August 2020
Talks to be conducted on topics, Stereochemistry, Pericyclic chemistry, Green Chemistry, Drug product formulation and Development, Drug design and development	August –October 2020
Talk and awareness programme on COVID-19	August 2020
Workshop on COVID-19 safety measures in association with industry	September 2020
Guest Lectures	August-November 2020
Symposium with industry on " Search for novel therapeutics for COVID-19"	October 2020
Polymerase 2021	January 2021
Intercollegiate event	February 2021
Campus Interviews	January-April 2021
World Cancer Day	4th February 2021
National Science Day	28th February 2021
World TB Day	24th March 2021

General Rules of Conduct

- Students must possess and wear their identity card all the time whenever they are on the college campus and produce it whenever asked for by any college authority. Only students who are on the rolls of the college and their parents shall enter the college campus.
- Students must to be seated in their respective classrooms at least 10 minutes before the stroke of the first bell and wait for the teacher. During lecture hours' students are not permitted to loiter around the corridors. If a teacher is on leave, alternate arrangements will be made to engage the class.
- The class representatives are expected to inform the Head of the Department if there is no teacher toengage that particular lecture. Students are requested to make use of the library during free periods.
- Students are not expected to sit on the steps of the staircase or on the steps of the portico of thecollege.
- A student will be denied admission to the college/classes without a valid Identity Card. Anystudent found not wearing the I-Card will be fined Rs.100/- per day except for genuine cases.
- Loss of an Identity card must be reported to the College Office immediately. A duplicate cardwill be issued on payment of the prescribed fee.
- Students must attend all lectures/tutorials/practical's as per the time-table on all working days.Absence without prior permission from the Principal may lead to disciplinary action as per the directives of the Goa University and the College Authorities.
- Students are liable to lose their terms for disobedience, misconduct, misbehaviour, violation ofrules, norms & instruction & may also be suspended, expelled & even rusticated for their acts of immodest & unpalatable conduct of serious nature.
- Students should follow a proper and decent dress code.

- Those who are guilty of serious misconduct or whose presence in the college is detrimental tothe order and discipline on the campus are liable to be expelled.

- Due care of the college property has to be taken by the student/s. Damage to college property,disfiguring the walls, portraits, doors, windows, breaking the furniture, scribbling on the furniture, writing objectionable things or trying to cause any harm to the person & / or property of the college or students will amount to serious breach of discipline & misconduct & is punishable individually or collectively. In addition to the punishment they will have to pay for the damage.

- Students will not do anything within or outside the college, which may interfere with itsadministration, hamper the functioning of the college & prove in any way detrimental to the overall management of the college &its working.

- Students are restrained from communicating any information or writing or help in writinganything about the college to the press that would damage the repute & affect the status of the college & prove harmful in any way.

- Deliberate failure to perform the required number of experiments and maintaining a practical Journal/file, unjustified absence from exams, etc. can seriously prejudice the student's record.

- Any student found in possession of pornographic books, cassettes, CD's, I-Pod, Cameras, Pen drive, Cell phone etc. will be seriously dealt with in addition to confiscation.

- Students are forbidden to organize or attend any meeting within the college or collect moneyfor any purpose or to circulate among the students any notice or petition of any kind or paste it on the college notice boards/walls without prior written permission of the principal.

- Students must not join any club or society or make any engagement that would interfere withtheir studies without the prior permission of the Principal. They are not allowed to play in any team against the college.

- Students are not allowed to make complaints in a body or present any collective petition, butthey are welcome to present their cases, if any, either individually or though their proper representatives.

- Students who are qualified in one or the other activity should always be available for theCollege activity first and in no manner associate him/herself with any club or associations.

- The students shall not little plastic, paper or any other waste in the campus. They should dispose such waste in the dustbins located in the campus

- Smoking, chewing pan, chewing gum, consumption of any narcotic, alcoholic substance etc. inthe classrooms and on the campus is strictly prohibited.

- In case of illness, a student must apply for leave and produce a medical certificate from aregistered medical practitioner within **three days** of resuming/ attending the classes.

- Students must read the College Notice Board regularly.

- Students must not attend classes other than their own without the permission of the Principal.

- Students must in no way disturb the orderly functioning of the college and the classes.

- No student is allowed to collect contributions in money or kind without obtaining a priorpermission from the Principal.

- No visitors/outsiders are allowed to meet the students in the college without the permission ofthe Principal.

- The college reserves the right to withhold the final examination results of those students whofail to clear their dues (sports, breakage, damages, etc.) and return library books and other college, items within the notified time.

- All students are responsible to the Principal and other college authorities in the college and onthe campus.

- Insubordination to any teacher or to any college authorities, use of indecent language, misbehaviour or misconduct is liable for disciplinary action as per the rules.

- No student will accompany with him/her any unauthorized person in the college premises and/or canteen or allow him/her to use any college premises &/or property.

- Parents/Guardians are advised to contact the college authorities from time to time in order toappraise themselves of the progress of their wards and their attendance.

- Whenever a student has any genuine problem, he/she is advised to bring the matter to thenotice of the Principal. Similarly, if a student has any suggestion for the improvement/development of the college, he/she may drop the suggestion in the suggestion

boxes installed in the college. Every effort will be made to see that genuine problems and suggestions are addressed.

- The college will not conduct tours and picnics for students.

- Students are advised to refrain from going to tours and picnics by themselves.

- The college is not responsible for the loss of personal property. Students should deposit any lostproperty found by them at the Office Counter. Owners can claim their lost property (if found) from the Office on producing necessary evidence.

- A student who wishes to apply for any certificate from the college shall approach the College Administrative Staff.

- Ragging and Sexual Harassment of fellow students is strictly prohibited. A student, if foundguilty of such acts, is liable for punishment as prescribed by the Competent authority.

- Students are advised not to bring their personal vehicles into the college premises as the college shall not take any responsibility for any loss/damage caused to personal vehicles.

- Use of Unfair Means during examinations (**ISA/SEE**) is strictly prohibited. A student, if found guilty, shall be liable for punishment as per the rules prescribed by Goa University.

- **Use of Mobile phones are strictly prohibited on the inside the classroom/Laboratories/Library/Gymkhana/other academic spaces. If a student is found in possession of a mobile phone the same will be confiscated and returned at the end of the academic year on payment of Rs. 500/- as fine.**

- ThePrincipal's decision on all matters of the college shall be final and binding on all the students at all times.

- Maintenance of college discipline, adherence to its rules and code of conduct and obedience to the instruction issued from time to time by the Principal or other college authorities will be mandatory and binding on each student & violation there to will render the concerned student to appropriate disciplinary action including suspension, expulsion from the college & rustication in accordance with the relevant rules as per the Directives of the Goa University and the Guidelines formulated by the College Discipline Committee.

- No student should interfere with the LCD or any electronic gadgets fitted into the classrooms without the permission and the presence of the concern teachers or any college authority.

Acts of Indiscipline and Penalties

Minor Acts of Indiscipline
- Causing disturbances within the college premises, Laboratory or Reading Room, CommonRoom, Playground or Hostel.
- Diverting the attention of the students from the lecturers or of the teacher from teaching.
- Insubordination and/or disrespect to the teacher within or outside the college premises.
- Picking up quarrel with the staff-teaching or non-teaching or with other students.
- Usingfilthy language and abuses in the college premises or Sports-grounds.
- Smoking openly within the college campus.Bringing and playing cassettes, C.D.s, tuning radios inside the class or outside during classhours.
- Any other act or acts which the Principal may deem as minor act or acts of indiscipline.

Major Acts of Indiscipline

For Minor Act of Discipline	For Major Act of Indiscipline

- Repetition of minor acts of indiscipline or repeated warning and penalties imposed.
- Attending the college dressed in a manner contrary to social norms prevailing from time totime.
- Indecent exposure in a provocative manner;
- Disfiguring the walls, floors, furniture etc., of the college.
- Wanton destruction of college properties;
- Instigating others to commit acts of indiscipline.
- Organisation of movements subversive of discipline of the college;
- Physical intimidation of other students and staff;
- Indulging in criminal acts of any kind;
- Rousing communal and caste feelings among students;
- Demonstration of disloyalty to the country, its constitution and its flag;
- Ragging of any kind tending to cause physical and mental torture to other students, or forcingothers to submit to indignity and nuisance;
- Attending the college in a drunken state and indulging in unseemly behaviour, using opiates ofany kind like Marijauna, Hashish, Bhangh, Heroine and LSD;
- Bringing to the College whistles, drums, blow pipes and such other instruments with theintention of creating noise and disturbing the peace of the college;
- Any other act or acts which the Principal considers as major acts of indiscipline.
- **No student in whatsoever manner will create/publish/comment/or do any such act/s on any social media against the interest of the institution or its members (Teaching, Non-Teaching Staff, Students and other such members), and if found doing / abetting such acts will liable for his/her misconduct under appropriate laws and the prevailing cyber law.**

Nature of Penalties and Authorities Empowered to Impose Them:

Penalties	Authorities Empowered	Penalties	Authorities Empowered
I) Issue of warning	Teacher / H.O.D. / Principal	Suspension from College up to one Month	Principal
II) Sending the student/s out of his or her class upto a maximum of 2 consecutive periods	Teacher	Asking the parent to withdraw the student from College.	Principal
III) Imposing a Fine of not exceeding Rs.50/-	Principal	Rustication from the College	University Executive Council on the recommendations of the Vice-Chancellor after considering the report of the Principal
IV) Suspension from the college for a period not exceeding seven working days at a time.	Principal		

Discontinuation from College

- In case a student after taking admission in the college wishes to cancel the same, he/she should apply/inform to the Principal within two days of the admission for better administrative convenience.

- If a student does not report to the college for more than 15 days without prior information, then the college may cancel admission off such student.

STUDENT SUPPORT FACILITIES

Physical Education & Sports

Prospectus 2020-21

The College provides its students with the best opportunities to develop their personality. The college has well equipped gymnasium facilities with modern equipmentsincluding electric cycle, treadmill, power lifting, weight training and weight lifting. The college participates in the following games:

Indoor and Outdoor
- Carrom, Chess, Table Tennis, Badminton, Powerlifting, Football, Athletics, Cricket, Volleyball, Kabaddi, Hockey and Handball.

Intra-Mural Activities
- Inter-Class tournaments in various games and sports are organized throughout the year.

Extra-Mural Activities
- The college has excelled in most of the games at various levels. Amongst the more prominent events, winning in cricket, weight lifting, power lifting, volleyball, chess etc have become a regular feature.

Coaching
- Coaching in various games and sports is imparted either directly or with the assistance of Government coaches/Departments at regular intervals as and when required.

- **Co-operative Society**

There exists a Consumer Co-operative Society for Students and faculty, which makes the books and stationery available at very reasonable prices. Every student is expected to contribute Rs. 12/-towards the share capital of the co-operative society.

- **Audio-Visual Room and Conference Hall**

The college is well equipped with a separate Air-conditioned Audio-Visual Room and Conference Hall with a sitting capacity of more than hundred people, with modern educational amenities to conduct seminars, workshops and guest lectures for both the faculty and students.

- **Auditorium**

The college has a well-equipped and spacious auditorium with a seating capacity of over 500 people. Our auditorium is a regular venue to host conferences, seminars, workshops and cultural activities.

- **Internet**

The college offers free Wi-Fi Internet facility, wherein every student can have connectivity by registering his/her laptopor mobile.

- **Cafeteria**

The college has two cafeterias which cater to the needs of the faculty, staff and students

- **Common Room for Girls**

Girl students are provided Common Rooms that have washrooms and facilities for rest and recreation.

- **First-Aid**

Students in need of First-Aid can obtain the same from the College Office.

- **Parent- Teacher Association**

Parent Teacher Association was formed in the year 2003-04. This association acts as an intermediary between Parents-Teachers and students. The association undertakes various activities such as seminars, talks, medical camps, provides financial assistance to the needy students, blood donation camps, etc. that benefits parents, students and teachers. The Annual General Meeting of the association for the current academic year will be on **12ᵗʰSeptember, 2020.**

- **National Service Scheme (N.S.S.)**

The NSS Unit has been actively involved in organizing various activities that provide an excellent opportunity to the students to develop their personality and to nurture social responsibility among the youths. Students who wish to enroll as NSS volunteers should contact the NSS Programme Officers as soon as the academic year begins. Students enrolled as NSS volunteers are expected to undertake 120 hours of community development work. Selected students only will be enrolled for NSS.

- **N.C.C. (Army)**

The National Cadet Corps aims to groom the youth of the country into disciplined, responsible and patriotic citizens
The NCC Boys Unit of our College looks forward to enroll more and more cadets each year. This Unit has encouraged young cadets to join the Armed Forces as a dignified and viable career option.

- **N.C.C. (Navy)**

The NCC Naval Unit has achieved the distinction of being adjudged the Best Institution four times during the Annual Camps.
Students who wish to enroll should contact the teachers in charge as soon as the term begins.

- **Counselling Cell**

This cell has developed facilities for group and individual counselling. The cell has a professional counsellor/therapist Mrs. Melanie Braganza who addresses the problems of students. Facilities for counselling to individual students are available on three days of the week. Students in need of counselling can approach the teacher in charge/counsellor at the counselling room during working hours on the three days of the week (will be specified at the beginning of the year)

- **Student Mentoring scheme**

The College has a well-designed Student Mentoring Program. Under the Students Mentoring Program, a small group of students is assigned to a teacher. The teacher in charge keeps in touch with students from his/her group and helps and guides them. Regular meetings are held between the mentor and the mentees.

COMMITTEES AND ASSOCIATION

A college, as we understand it, is not merely a place where a student receives classroom education. To us, a college represents an institution that nurtures positive attitudes and livelihood skills that play a positive role in nation building and, to create a humane and an equitable society.

In order to create an enabling environment that can help us achieve our goals, the college has started several Programmes/Cells/Associations. Some of these initiatives are as follows:

- **Anti-Ragging Committee**

Ragging in any form is strictly prohibited in the college premises. Students are instructed not to indulge in ragging in any form either individually or collectively. Under the Goa Prohibition of Ragging Act 2008, strict disciplinary action shall be taken against those found guilty either

directly or indirectly. Action shall also be taken against those who commit, participate in, abet or propagate ragging within or outside the college premises. Punishment shall include removal from the roll of the institution for three years, debarring the student from availing scholarships or any other benefits and, preventing students found guilty from representing the college at any event. In case individuals committing the offence of ragging are not identified, the college shall impose collective punishment on those who are found guilty of ragging (directly or indirectly). As per the directives of the Supreme Court of India, students can be refused admission to our college if an applicant is found to have indulged in ragging in the past or if this fact comes to the notice of concerned authorities; such a student shall be expelled even though he/she may have been granted admission. The Supreme Court directives also empowers the college to lodge an F.I.R. with the local police station.

Our College has constituted an Anti-Ragging Committee to monitor the incidents/acts of ragging. Students are instructed to inform any of the below members of the Anti-ragging Committee if they or any other student is directly or indirectly ragged by students of this college. The name/s of the complainants shall be kept confidential and the Committee shall conduct an immediate enquiry and take strict action against those found guilty of ragging.

Anti-Ragging Squad:

1. Mr. MangeshVarerkar - Convenor
   Associate Professor
2. Mr. PareshSirsat   - Joint Convenor
   Associate Professor
3. Ms. Anabelle Lobo   -Member
   Assistant Professor
4. Dr. Rajesh Pednekar   - Member
   Associate Professor
5. Mr. JeevanKhedekar   -Member
   BBA Coordinator
6. Mr. MahendraTeli   -Member
   M.Com Coordinator
7. Ms. Jaya Prabhu Parrikar - Member
   Assistant Professor
8. The Office Superintendent - Member

Any form of ragging noticed by any student / faculty / non-teaching staff in the campus should be brought to the notice of any of the members of the squad or the Principal @**0832-2268488.**

- **Internal Complaints Committee**

Sexual Harassment in any form shall be considered as a serious offence. Any person found guilty of this offence shall be strictly punished. According to the Supreme Court, sexual harassment is defined as any unwelcome sexually determined behaviour that includes:

- Physicalcontact
- Ademand or request for sexual favours
- Sexuallycoloured remarks
- Showingpornography

- Anyother physical, verbal, non-verbal conduct of a sexual nature

Our college has a zero-tolerance policy for any form of sexual harassment. If a student or any other woman faculty member is sexually harassed by any other student, teaching or administrative staff member or any person, the student/woman staff member should immediately bring this to the notice of the Sexual Harassment Complaints Committee constituted by the college as per the directives of the Supreme Court of India.

All complaints received by this committee shall be treated with confidentiality and shall be processed as per the Supreme Court guidelines and procedures.

1. Ms. Prashanti Talpankar   .. Presiding Officer
Associate Professor

2. Ms. Anabelle Pires Lobo   .. Member
Assistant Professor

3. Mr. Shripad Merchant   .. Member
Assistant Professor

4. Ms. Judas Mascarenhas   .. Member
Superintendent

5. Ms. Juliet Pinto   .. Member
Laboratory Assistant

6. Ms. Carol Colaco   .. Member
Advocate & NGO, Bailancho Manch

7. Ms. Sinthiya Gawandi   .. Member
Research Scholar

8. General Secretary   .. Member
Students' Council

- **Student Grievance Redressal Cell**

The institution provides mechanism to the students for redressal of their grievances with regard to their complaints on academic and non-academic matters. The committee shall examine the grievances of the students, investigate the grievances and make recommendations to the Principal for further necessary action.

1. Ms. Rashmi R. Redkar   .. Chairperson
Vice Principal and HOD
2. Mr. Somnath P. Morajkar   .. Member
Associate Professor
3. Mr. MangeshVarerkar   .. Member
Associate Professor
4. Mr. Shivdatt F. Shirodkar   .. Member
Associate Professor
5. Mr. JeevanKhedekar   .. Member
Assitant Professor and BBA Coordinator

- **Career Guidance And Placement Cell**

The objective of this Cell is to inform students about the latest developments and options in the job market, to facilitate decision-making and career planning and to act as interface between educational institutions and Industry in an attempt to secure placements for our students in reputed organizations.

- **Research, Development & Innovation Cell**

The objective of the cell is to develop research skills among the faculty and students and to promote and to encourage the students and faculty members to carry out research in emerging areas of Science, Technology, Environment, Social sciences, Languages and Humanity.

The cell aims to promote entrepreneurship and innovation among students and faculty members and to link research and innovations to the emerging needs of industry and society. The cell organises interactive sessions with entrepreneurs/industrialists to promote innovation. The cell identifies potential projects/funding agencies for Research and Development. It develops collaborations with other universities, research organizations and industries.

- **Students' Welfare Association**

The Association aims to develop leadership and organizational capabilities in students. It conducts the Annual Students' Council Election by providing a participatory forum that can address the problems and grievances of the students.

- **Cultural Association**

The Cultural association provides a platform for students to display their talents in theatre, music and art. It also encourages and trains students to participate in cultural activities organized within and outside the State. Members of the Association have done us proud by winning the various inter-collegiate competitions on several occasions.

- **Nature Club**

The aim of this club is to generate environmental awareness and consciousness amongst the students community. It organizes programmes on the environment including workshops/seminars/exhibitions, treks, etc.

- **Economics and Commerce Association**

This association conducts workshops, seminars, training programmes with a view to enhance practical knowledge of students and to prepare them to the rapid changes in the global economy.

- **Literary Association**

The Literary Association nurtures the literary talent and communication skills of its students byorganizing debates, elocution competitions, poetry recitation competitions and workshops onreading and writing skills. The wallpaper, is an expression of the multi-faceted talents of thestudents. The association also trains the students in the various facets of public speaking, such asdiscussions, compering and debates.

- **Science Association**

The Science Association brings together students from different faculties in an attempt to develop an Inter-Disciplinary approach to Science and its application for the development of society in general and, to create a scientific temper among students in particular. The association organizes anInter-Class/Inter-Collegiate Quiz Competition, workshops on various issues and also conducts a Study tour for its members.

- **Women's Cell**

The purpose of this Cell is to create awareness about issues of Gender Justice. The Cell has facilities for Documentation, Research and Counselling. It conducts programmes that include Legal Literacy

Reproductive Health, Critical Appraisal of the Media and its Impact on Women and Career Guidancefor Self-Employment.

- **Film Club**

Our college is the first in Goa to initiate a film club. Films are screened twice a month followed by a discussion. The club also conducts a course on film making and film appreciation for its members.

- **Students' Council**

The Students' Council is an institution meant for learning the functioning of democracy. The Council comprises of elected/nominated representatives of the students i.e. the General Secretary, the Gymkhana Secretary, Class Representatives and Division Representatives. The members of the Council are elected by the college electorate comprising of all the bonafide students of the college. The General Secretary, Gymkhana Secretary, the Presidents/Secretaries of the Associations/Clubs and Cells may also be nominated by the college.

The Students' Council shall function under the overall guidance of the Students' Welfare Committee constituted by the Principal. The Principal shall be the ex-officio Chairperson of the Students' Council.
The election rules and its schedule shall be notified by the Principal and will be displayed on the Notice Boards. The tenure of the Students' Council is from the day of its installation till the date of the prize distribution ceremony.

The Students' Council will deliberate and deal with the welfare of students, the difficulties/problems faced by students and, with the organization of co-curricular and extra-curricular activities. Minutes of each meeting of the Council will be recorded by the General Secretary and shall be submitted to the Convenor of the Council and then to the Principal for their perusal within a week from the date of each meeting.

The Students' Council is a non-statutory body and shall be formed at the discretion of the college. Any member of the Council can be removed/disqualified by the Principal in case she/he fails to perform her/his duties, or does/involves in any such acts against the interest of the college.

The Principal can dissolve the Students' Council if it is found that it is not functioning smoothly and/or if it acts in a manner not in consistent with the aims and objectives of the Council.

- **Student Internship Committee:**
The committee aims to help students gain first-hand industry experience. It assists students in being more receptive to market needs and in deciding their area of specialisation in future. It also helps students for planned transition from academia to industry.
Internship duration can be 2-3 weeks; months or students may be allowed to work for half day for a certain period in an organization of their choice

- **Equal Opportunity Cell**.
The college has an Equal Opportunity Cell (EOC) in accordance with the UGC Guidelines for Scheme of Equal Opportunity centre for colleges. It is fully functional body to ensure that all students and employees are treated as equal and attempts to address deep-seated inequalities in our system.

The following are some of the college working committees that assist Principal in the administrative and academic functioning of the college:

- College Admission Committee
- Examination Committee

- Discipline Committee
- Library Committee
- Time- table Committee
- Infrastructure and Resource Committee
- Gymkhana and Sports Committee
- Magazine Committee

- Attendance Monitoring Committee
- Public Relations and Publicity Committee
- Community and Extension Service Cell
- Canteen Committee

LIBRARY

The Library has closed access system and is open for eight hours a day without a break from 8.30 AM to 4.30 PM.There is a spacious reference section having a seating capacity of hundred students at atime and a separate seating arrangement also exists for the staff. Library subscribes to more than seventy-five academic journals and magazines, and nineteen Local and National Newspapers (including Konkani, Marathi and English).

Current Awareness Service is provided to the staff and students by displaying latest information regarding Arts, Commerce and Science subjects and different Scholarships available for staffs / students in various organizations / institutes. General Knowledge and other related information isdisplayed on the Notice Board. Latest additions to the library are displayed on the New Arrival Book Stand. The library has a book bank facility for the needy students. Under this Book Bank Scheme students are given textbooks for term duration to facilitate their study.

Collection

College library is having good number of reading materials including fiction, non-fiction, reference books, text books in the form of print and non-print materials to provide curricular support to the instructional programme and reading material to inculcate life – long reading habits among the students. Our College library has subscription of over 67 journals and has a rich collection of 40,000 books.

Digital Library Collection:

The Library is provided with Wi-Fi broadband connectivity, whereby the users can access internet using their Laptops. We have installed computers in the library exclusively for faculty and students to browse academic information from internet, doing project work, write CDs and DVDs and get laserprint outs.

Besides this, we are also having 1400 CD's / DVD's on various topics. To support the serious reading and research habits of the students, library also subscribes to electronic journals (6000) and electronic books (32,00,000) through N-List of UGC. Students are welcome to use these resources free of cost. Library is also providing latest information through its website.

Computerized Library Operations:

Users of the library can search for books by Title, Author, subject, Keyword etc through OPAC (Online Public Access Catalogue) where users come to know about the detailed information of a particulartitle i.e.: - number of copies, status of the book, call number, location etc. Books are issued to the students through computerized system.

Annual Book Fair:

The library organizes four scholastic book fairs from different publishing houses during the year. Students and faculties are encouraged to select the books for the library and purchase the books, CD-ROM's for their educational needs.

Access to Information:

Students are welcome to use the library during and after the college hours. Students may also use the library during holidays. Students have an opportunity for their choice of books on any subjects.

Reference section of the library is having good number of titles in commerce, along with arts and science books. Our reference section is qualitatively stocked with wide range of books such as Dictionaries, Encyclopaedias, Year books, Maps, Project Reports, and Research Reports of Reputed Organizations. Besides this, to boost the students for further study, library provides directory of higher education, Career related information, Scholarships offered by the different organizations, competitive examinations books and many more. Exclusive information on any given topic can be found in the library by consulting Reference Resources. We have good collection of Encyclopaedias to enhance the readers vocabulary and knowledge. In addition to print media, the library has educational databases on CD's and DVD's like encyclopaedia's, Handbooks, Maps, etc, which quench the thirst of knowledge from time to time of the serious readers.

Our college library has emerged as one of the best libraries in Goa. The library has been made use of by P.G. Students of Goa University and teachers, from various educational institutions besides, our college teachers and students. To encourage students towards the best use of the library, library has instituted best reader prizes to male and female students every year. The library also conducts an Annual Essay Competition for students in the memory of Late S.H. Kulkarni.

Rules for Library Users

- He/She should be a bonafide Student of the College.
- Each student shall be issued three cards (two for home issue and other for reference). Thesecards are non-transferable.
- Students are permitted to keep a book for a maximum period of one week from the date of issue.
- In case of unavailability of any text book, the student is required to fill a Requisition Slip which is available at the issuing counter and has to submit it to the library one day in advance.
- Books may be renewed at the discretion of the librarian.
- Student should possess a valid Identity Card to gain entry into the college library.
- Periodicals and newspapers are not meant for home lending.
- If a student fails to return a reference book, newspaper or, periodical issued to him/her before leaving the library, a fine of Rs. 5/- per day will be charged.
- Students are required to observe absolute silence in the library.

- Students found guilty of any misbehaviour can be denied entry in the library at the discretion of the Librarian.

- In case of loss of reader's cards, a duplicate card may be obtained by a student on payment of a stipulated fee.

- Loss of a reader's card should be reported to the Librarian immediately.

- Students are requested to examine the books issued to them and report any damage beforeactually taking the book. If a student damages/marks or loses a book, he/she will have to replace the same or will have to pay a fine as determined by the college authorities.

- If a book is not returned within the stipulated time, a fine of 1 Rupee per day for the first week and, two rupees per day will be charged until the book is returned. If a student fails to return a book for more than three weeks, his/her home lending facility will be withdrawn.

Services of the Library

The College Library has recently launched following innovative Current Awareness Services (CAS):

- Inter Library Loan (ILL) Facility.
- Paper Clipping Service.
- Independent Room facility for Group Discussion
- Bibliographic Compilation Service.
- Reference and Referral Service.
- Overnight Reference Book Lending Facility.
- Current Awareness Service.
- User Orientation Programme.
- Information Display and Notification.
- Internet Browsing and Laser Printouts Facility.
- Wi-Fi Connection.
- Electronic Resources in the form of CD's and DVD's.
- Online Electronic Journals and Electronic Books from NLIST.
- Bi-monthly Electronic Bulletin of D.M's Library - Gyan Ganga.
- Information Literacy Programme.
- Photocopying and Scanning Facility with Online UPS Connectivity
- Look for a Book Programme
- 24x7 Information Library Website

RULES AND REGULATION OF ATTENDANCE

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As per the Goa University Ordinance OA-17 relating to minimum attendance for eligibility to appear for examinations conducted by the Goa University, a student registered in a Semester/Term/Year, for any Course (degree or diploma), shall be required to have a minimum cumulative attendance of 75% of the total lectures and practical's prescribed for the course during that Semester/Term/Year. Although the attendance shall be cumulative for all the papers/courses taken together, in the given Semester/Term/Year, a student shall be required to have a minimum of 50% attendance in any individual paper/course.

A student, having less than 75% cumulative attendance in a Semester/Term/Year and/or less than 50% attendance in individual paper/course, shall not be eligible to appear for that Semester/Term/Annual Examination. Such student shall have to seek re-admission to the Course/Programme during the subsequent Academic Year/Term/Semester by paying requisite fees.

Absence on medical grounds shall be offset against the 25% concession in the attendance already granted. However, if such absence exceeds 25% and is found genuine, the student may request for the condonation of the same. Absence on medical grounds is required to be supported by a Medical Certificate which should be submitted within three days after rejoining the class.

It is the responsibility of the students to maintain the minimum required attendance.

It is the duty of the students to check their attendance regularly from the office with the concerned teacher incharge.

For further details students are advised to read carefully the ordinance copy available in the library OR Goa University Website.

Grace Marks /Activity Marks for Sports/NSS/NCC

To get the benefit of grace marks activity marks for sports/NSS/ NCC, the student should submit an attested photocopy of the required certificate.

SCHOLARSHIPS AND FINANCIAL SUPPORT SCHEMES

A student can obtain the following mentioned scholarships/fee exemptions on fulfilment of all criteria as specified by the Government. The Forms will be made available in the college office.

- Rajiv Gandhi ShikshaSahayaYojana.
- National Scholarship to Children of School Teachers.
- National Loan Scholarship.
- Free ships to Children of Freedom Fighters.
- Post-Matric Scholarships to Scheduled Castes/Scheduled Tribes/Other Backward Classes.

- Merit Scholarships to Children of Teachers.
- Educational Concession to children of Indian Repatriates from Portuguese Colonies.
- Fee Waiver for SC/SY students pursuing Higher Education
- DayanandBandodkar Scheme for Orphans students pursuing Higher education

Students' Aid Fund

The objective of this scheme is to render financial support to economically backward students to meet their tuition/examination fees in part or full or, to purchase books or meet any other expense as approved by the College Authorities.

Every student is required to contribute Rs. 130/- per annum towards this fund.

Financial support under this scheme shall be considered only for those students whose family income does not exceed Rs. 200,000/- per annum.

Applicants shall be required to produce income certificates from the prescribed authorities.

The maximum permissible financial support under this scheme will be Rs. 3,000/- per annum. The beneficiary should not be in receipt of any other scholarship/assistance except merit scholarships.

A student who fails in the final examinations will not be eligible for any assistance under this scheme. However, on clearing examinations subsequently, the student may be considered eligible for assistance during the next academic year.

D.Ms. College Welfare Scheme for Students

The objective of this scheme is to provide financial support to the students who are in need of such assistance. Under this scheme every staff member contributes Rs. 200/- per month

Emergency Warnings

In case of an emergency, which warrants the vacating of the college premises, for a short duration, **continuous warning bell** will be rang. In such situations, students should not panic and shouldvacate their class-rooms in an orderly manner. They should follow the directions as shown on the sign boards fixed at various places for their safe exit. In such situations, efforts will be made to give clear instructions and students are advised to follow the same. Fire - fighting appliances are fixed at various places in the college building in case of emergency.

Students are requested to bring to the notice of the college authorities if they notice any electric spark or any such thing, which warrants the attention of the college authorities, for the safety of the students and college property.

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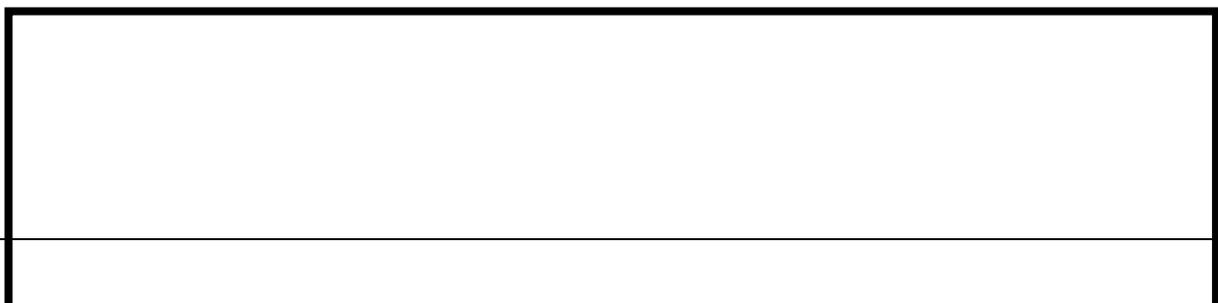
PUBLIC INFORMATION OFFICERS

DESIGNATED UNDER RIGHT TO INFORMATION ACT, 2005

   Appellate Authority   **: Principal**

   Public Information Officer   **: Vice-Principal**

   Assistant Public Information Officer: Office Superintendent

   Address: **Dnyanprassarak Mandal's College and Research Centre,Assagao, Bardez –Goa**

   Tel. No. : 0832 - 2268488

         For details log on to: www.dmscollege.ac.in

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ENDOWMENT PRIZES

- **Prof.Patrocinio Andrade Prize**

Awarded to a student who stands First in the college, at the T.Y.B.COM. Examinations conducted by the Goa University.

- **WamanAnantKhalap Prize**

Awarded to a student who stands First at the F.Y.B.Com. examinations and, is continuing studies in the S.Y.B.Com. in this college.

- **Shri. Ramnath Arjun Karpe Prize**

Awarded to a student scoring Highest Marks in, 'Accountancy and Financial Management', in the F.Y.B.Com. Examinations and, is continuing studies in this college.

- **Shri. GopikabaiMarathe Prize**

Awarded to a student scoring the Highest Marks in, 'Mathematical Techniques', in the F.Y.B.Com. Examinations and for continuing his/her studies in the college.

- **Late Shri.D. Gawandalkar Prize**

Awarded to the Best NSS Volunteers (Boy and Girl).

- **Late Smt. K.B. Bhalerao Prize**

Awarded to the Best Girl Student for her overall academic performance and extra-curricular activities.

- **Late Mast. Yeshwant Thakur Memorial Prize**

Awarded to the student securing First Rank at T.Y.B.Sc. (Computer Science) Examinations

- **Late Prof. Shekhar Hanamant Kulkarni Prize**

Awarded to the student securing highest marks in Industrial Management at T.Y.B.Com.

- **Late Smt. Rekha Ganapati Desai Prize**

Awarded to the student securing First Rank at T.Y.B.Sc. (Chemistry) Examinations
Awarded for securing highest marks in Organic Chemistry at T.Y.B.Sc Examinations

Awarded to the student securing First Rank in college at M.Sc. (Pharmaceutical Chemistry) Examinations

Awarded to the student securing highest marks in Drug Design Paper at M.Sc. (Pharmaceutical Chemistry) Examinations

- **Late Prof. Peter Hofmann Award**

Awarded to the student securing highest marks in Organic Chemistry Core Paper at M.Sc. (Pharmaceutical Chemistry) Examinations

Economics Wizards

Awarded to the student at F.Y./S.Y./T.Y.B.A/B.Com. for securing highest marks in Economics.

Late Smt. Janaki S. Kanekar Prizes*Awarded to:*

Best Sportsman of the Year   All Round Sportsman of the Year and

Best Sportswoman of the Year   All Round Sportswoman of the Year

Do's and Dont's for Students

Do's for the Student:

- Wearyour Identity Cards regularly in the College Campus.

- Never bring any outsider to the College premises without the permission of the Principal.

- Should never be found under the influence of any type of intoxicant either in the class or the college campus.

- Wear decent dress and study at regular intervals.

- Participate in various activities to explore yourself.

- Keep your classrooms and college clean and tidy.

- Switch off fans and lights when not in use.

- Be courteous and respectful to parents, teachers and elders.

- Be regular in attendance and never be late for the lectures.

- Never contribute and collect any money for any cause without Principal's permission.

Dont's for the Student:

- Involve in eve-teasing and physical assaults.

- Stage any demonstrations in the campus or address the students without the permission of the Principal.
- Bunk classes.

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- Lend or borrow money

- Use abusive language.

- Make loud noise or create confusion in the classroom, auditorium or elsewhere in the college campus.

- Bring any articles of value to the college. The College will not be held responsible for the loss of such articles.

- Bring gadgets such as mobile phones, iPods, MP3 etc. They are strictly prohibited in the campus.

Calendar of Activities (2020-21)
(THIS IS A TENTATIVE CALENDAR AND LIKELY TO CHANGE)
August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Month wise
						1	Workshop On Python Programming Language (Department Of Mathematics)
2	**3** Mantra lecture series Inter class elocution competition (Literary Association)	**4** Laboratory Safety (Guest Lecture - Chemistry)	**5** Talk on advanced digital systems – (Electronics)	**6** Career Guidance Cell (Registration of employment cards)	**7** Block Chain (Guest Lecture- Computer Science)	**8** Intercollegiate elocution competition (Literary Association)	
First week		Student Induction Programme	Workshop on Simulators: Part 1 (Electronics)	←	→		Workshop on Latex software for technical writing (Department Of Mathematics)
9	**10** Mantra lecture series How to Market your Resume? (Employment Cell) Psychometric test for the FY students (Career GuidanceCell)	**11** Marketing Skill- (Guest Lecture) Commerce	**12** Importance of Retail marketing (Guest Lecture) Commerce	**13** Inter-class Patriotic singing competition. Innovations in Teaching Commerce and Economics (Commerce and Economics Association)	**14** Bhajan Gayan Competition and Hindi Diwas Geology Department (Guest Lecture)	**15** Independence Day (Swatch Bharat Abhiyan) EBSB Sangam	Entrepreneurship Development and Intellectual Property Rights (Certificate Course) (Department of Commerce)
Second Week		Workshop on learning AnapanaMeditation and Introduction toVipassana (ValueEducation Cell)					
16	**17** Mantra lecture series Inter class essay	**18** Research Methodology for UG Project	**19** Talk on Buyback or Repurchase	**20** Exhibition Cum sale of products/services	**21** Ganesh Chaturthi	**22**	

	writing competition (Literary Association) A Career base talk: What Next? (Employment Cell)	Work (Chemistry) Soft skill development instudents: effective time management (Computer Science Guest Lecture) Program on Mudra Yojana (CommerceGuest Lecture)	of Shares (Guest Lecture-Commerce)	by student Entrepreneurs (Commerce) Sadbhavana Day (NSS)	Holidays		Inter collegiate Business Plan Competition (Department of Commerce) Poster Competition (History)
23	**24**	**25**	**26**	**27**	**28**	**28**	
30	**31**						

September 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Month wise
		1 IoT (Guest Lecture-Computer Science) EBSB Day	**2** Lighting Design: An Overview (Guest Lecture-Electronics)	**3** Intercollegiate flower arrangement competition	**4** Talk on Environmental heritage of Goa (History)	**5** Teachers' Day celebration (Student Council)	Lab Safety / Preparation Of Hand Sanitizers / Phenyl / Handmade soaps short term certificate course
First Week	←	Elections for the formation of the College	Students' Council Certificate course in Personality Development	→			
6	**7** Epiphany - Intercollegiate Student seminar (English Department)	**8** Inter class quiz (Literary Association) International Literacy Day (NSS)	**9** Workshop on Resume Writing for T.Y students (Career Guidance Cell)	**10** Inter class Business Plan Competition (Commerce)	**11** Poster Making competition (Consumer Welfare Cell)Value EducationCell)	**12** **PTA Meeting**	Workshop on Antenna design (Electronics) Workshop on Translations from English to Konkani (Department of Commerce)
Second Week	←		Installation ceremony of Students' Council			→	
13	**14** Operating System (Guest Lecture)-Electronics	**15** Workshop on Demat and Share Trading (Commerce Dept)	**16** Singing competition (Value Education Cell)	**17** Precautions for personal device safety (Workshop Computer Science)	**18** Data analysis for TY project workshop (Commerce & economics Association)	**19** Literati – Inter HSS literature festival Poster Making Competition (Science Association)	Workshop on Personality Development (Department of Commerce)
Third week	←	Coaching classesfor CompetitiveExaminations (D.M's Coachingclass Centre)			→		Arduino (Computer

20	21	22	23	24	25	26	Science short term certificate course)
				EBSB digital poster release	Geology Department (Guest Lecture)	Rendezvous- Intercollegiate Literature festival	
27	28	29	30				Workshop on Numismatics (History)
	Students' workshop on women empowerment through SHG (Commerce)	Certificate course in training for TOEFL and IELTS (English Dept)	Interclass short film competition (EBSB)				

October 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Month wise
				1 National Blood Donation Day (NSS)Intercollegiate EBSB festival	**2** Gandhi Jayanthi Swachha Bharat at Adopted Villages	**3** Industrial visit- Computer Science	One day State Level Workshop on Protection Mechanism of Intellectual Property Rights (IQAC)
4	**5** Innovations in Drugs / IPR- workshop (Chemistry)	**6** Interclass Ppt presentation competition (Commerce &Economics Association)	**7**	**8**	**9**	**10** Geology Department (Guest Lecture)	FDP on 'Professional Ethics and Code of Conduct' (IQAC) 'Fundamental Duties and Human Rights' (IQAC) Cyber Threats, Security &Forensic Science certificate course- (Computer Science)
Second week	Daan Utsaav (English Department)						
11	**12** ISA Exams	**13**	**14**	**15**	**16**	**17** Archaeological day celebration (History)	
18	**19**	**20**	**21**	**22**	**23**	**24** EBSB and swaccha Bharat	
25	**26**	**27**	**28**	**29**	**30**	**31**	

November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Month wise
1	**2**	**3**	**4**	**5**	**6**	**7**	Certificate Course Disaster Management - Future Pandemics
First week	NSS Annual Special Camp Visit to HSS- Electronics Dept						
8	**9**	**10**	**11**	**12**	**13**	**14**	

15	16	17	18	19 National Integration Day (NSS) Field Trip for FYBSc Students	20	Diwali 21 Field Trip for SYBSc Students	(Chemistry) Computer Hardware Troubleshoot and Maintenance (Certificate course)
22	23	24	25	26	27	28	Winter Camp for HSSC (Department of Mathematics)
29	30						

December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Month wise
		1	2	3	4 IPR (Guest Lecture) Electronics	5	Course- Tally Ace GST using Tally ERP-8 (Commerce Department)
6	7 Talk on Museums in Goa (History)	8	9 Interclass competition (History)	10 World Human Right Day (NSS)	11	12	
13	14 'YUVAANGAN'- Fun week (Student Council)	15	16	17	18	19 Goa Liberation Day (NSS Rally)	
20	21	22 Annual Social Gathering	23	24	25 Christmas Vacation	26	
27	28	29	30	31			

January 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Month wise
					1 College Reopens	2	Disaster Management In Pandemics / Novel Viral Drugs Workshop on PCB design (Electronics)
3	4 Talk on Jharkhand (EBSB)	5 Applications of Embedded – IoT (Computer Science)	6 Certificate course in Gender awareness and Equity	7 Coaching classes for Competitive Examinations (D.M's Coachingclass Centre)	8 Workshop on Simulators: Part 2 (Electronics Dept)	9 National Seminar on New Medias & Literature (English Dept)	Ethical Hacking (Workshop Computer

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Month
							Science) Celebration of National Mathematics Day 2020 Late Partricia Trinade Andrade Elocution Competition (Department of Commerce)
10	**11** **Road Safety week (NSS)**	**12** NSS Day Celebration	**13** Visit to HSS to promote Geology-Geology Dept	**14** Inter collegiate research paper Presentation on Entrepreneurship.	**15** Visit to the Jharkhand troupe at Lokutsav (EBSB)	**16** Debate (Literary Association)	
17	**18** Spoken English Workshop for school students	**19**	**20**	**21**	**22**	**23** Intercollegiate Student Seminar on IPR (IQAC)	
24	**25** Spoken English (Workshop forschool students)	**26** **Republic Day (Swatch Bharat Abhiyan)**	**27** **Astitva 4.0**(Student Council)	**28** Science Expo,2021 (Science Association)	**29** Geology Department –Guest Lecture	**30** PLC and its application (Electronics) EBSB Cuisine festival	
31							

February 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Month
	1 Research Paper Writing (Guest Lecture-Electronics)	**2**	**3** Career opportunities Talk(Commerce &Economics Association)	**4**	**5** Career Opportunities in Chemistry	**6**	Seminar Advance web technology for business application (Workshop Computer Science)
7	**8** Extension Activity (Workshop For School Students)	**9** Mantra lecture series	**10** Interclass debate competition (Commerce and Economics Association)	**11**	**12** Geosphere – student's conference in Geology (One day Conference)	**13**	Three day workshop on "Importance of soft skills in marketing" (Commerce)
14	**15** Extension Activity (Workshop For School Students)	**16** Mantra lecture series	**17**	**18**	**19** Celebration of Shivaji Jayanthi (History)	**20**	
21	**22** Mantra lecture series	**23**	**24** Inter class poetry writing competition (Literary Association)	**25** Debate (EBSB)	**26** Inter class Poster Making (Department of Commerce)	**27** Science Day Celebration (Science Association)	
28							

March 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Month wise
	1	**2** State level workshop on creative writing (Literary Association)	**3**	**4** National Seminar (Commerce & Economic Association)	**5** Innovations in Pharmaceutical Drug (Student Competition)	**6** Interclass Jugalbandi competition (EBSB)	FDP on Scope and Initiatives for Start -ups in Colleges
7	**8** Python Programming (Workshop for Computer Science)	**9** Mini Market Day (Department of Commerce)	**10** Career Fair (Career Guidance Cell)	**11** Exhibition on Antique Household Artefacts of Goa (History)	**12**	**13**	FDP on 'E-content creation and Online teaching' (IQAC) Annual Prize Distribution
14	**15**	**16**	**17**	**18**	**19**	**20**	
21	**22**	**23**	**24**	**25**	**26**	**27**	
28	**29**	**30**	**31**				

OUR OTHER PROGRAMMES………..

SWAYAM

SWAYAM is a programme initiative of Government of India to offer online courses for citizens of India. It is designed to achieve the three cardinal principles of education policy viz: access, equity and quality. The objective of this effort is to take the best teaching learning resources to all, including the most disadvantaged.

SWAYAM is the platform for self-actualisation by providing opportunities for life-long learning. You can choose the courses of your choice.

For more details, visit https://swayam.gov.in

For more information on SWAYAM courses please contact:

Ms. PrasannaKothwale (Assistant Professor Computer Science)

SHREYAS

SHREYAS (Scheme for Higher Education Youth for Apprenticeship and Skills) is another initiative programme of Government of India for students from non-technical courses such as B.A./ B.Sc./B. Com etc. the programme aims to establish sustainable connection between the

education system and the requirements of the employers. This initiative will help graduates to polish their skills and make them more employable.

For more information on SHREYAS courses please contact:

Dr. AtchutPednekar (Assistant Professor Commerce)

OTHER COURSES

Courses	Partner
Certificate Programme in Banking, Finance and Insurance	Bajaj Finserv Ltd.
Short term course in NCCMP to impart knowledge of financial market	National Stock Exchange (NSE)
Short term course in Tally	Tally Education Pvt. Ltd

(UGC Regulations on Anti-Ragging)
UNIVERSITY GRANTS COMMISSION
UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN
HIGHER EDUCATIONAL INSTITUTIONS, 2009
(Under Section 26 (1) (g) of the University Grants Commission Act, 1956)
Dated June, 2009

PREAMBLE
In view of the directions of the Hon'ble Supreme Court in the matter of" University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of2006 dated 16.05.2007 and that dated8.05.2009 in Civil Appeal number 887 of 2009,and in consideration of the determination of theCentral Government and the University Grants Commission to prohibit, prevent and eliminate thescourge of ragging including any conduct by any student or students whether by words spoken orwritten or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students whichcauses or is likely to cause annoyance, hardship or psychological harm or to raise fear orapprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche ofsuch fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all highereducation institutions in the country, and thereby, to provide for the healthy development,physically and psychologically, of all students, the University Grants Commission, in consultationphysically and psychologically, of all students, the University Grants Commission, in consultationwith the Councils, brings forth this Regulation.
In exercise of the powers conferred by Clause (g) of sub-section (1) of Section 26 of the UniversityGrants Commission Act, 1956, the University Grants Commission hereby makes the followingRegulations, namely;

What constitutes Ragging.-?
Ragging constitutes one or more of any of the following acts:
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) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassmentso 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 disturbs 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 variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

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.

Administrative action in the event of Ragging:

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 and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

i. Suspension from attending classes and academic privileges.
ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
iii. Debarring from appearing in any test/ examination or other evaluation process.
iv. Withholding results.
v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
vi. Suspension/ expulsion from the hostel.
vii. Cancellation of admission.
viii. Rustication from the institution for period ranging from 1 to 4 semesters.
ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
x. Fine which may extend up to Rs.2.5 Lakh. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
ii. in case of an order of a University, to its Chancellor.
iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

Where an institution, being constituent of, affiliated to or recognized by a University, fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;
i. Withdrawal of affiliation/recognition or other privileges conferred.
ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University. Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.
iii.Withholding grants allocated to it by the university, if any
iv.Withholding any grants canalized through the university to the institution.
v.Any other appropriate penalty within the powers of the university.

Where in the opinion of the appointing authority, a lapse is attributable to any member of the faulty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental enquiry, in accordance with the prescribed procedure of the institution, against such member of the faulty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such action.

The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one of more of the following measures,

i.   Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
ii.   Withholding any grant allocated.
iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
iv.   Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.
v.   Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations. Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

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For more details on UGC Regulations on Ragging log on to
www.dmscollege.ac.in

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(ANNEXURE I)
Undertaking By The Student/Candidate

I,_____of
FY/SY/T.Y.B.Com./B.A./B.Sc.

(**Full name of the Student**)

S/o/d/o Mr./Mrs./Ms._____

having been admitted to the Dnyanprassarak Mandal's College and Research Centre -Goa, 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 and the directions of the supreme court and the Central/ State Government in this regard.

I have also in particular read Clause 7 and Clause 9.1 of the Regulations and am fully aware of the penal and the administrative action that is liable to be taken against me and in case if I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging. I hereby solemnly affirm and undertake that:

a. I will not indulge in any behavior 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 in under Clause 3 of the Regulations

I hereby affirm that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC regulations mentioned without prejudice to any other criminal action that may be taken against me under any penal law or as per the law in force.

I hereby affirm 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 a part of the conspiracy to promote ragging; and further affirm that, in case if the declaration is found untrue, I am aware that my admission is liable to be cancelled

Signed on this(date) _____day of_____monthof_____year.

Signature:_____

Name:_____

Address:_____

Students have to compulsorily register themselveson : www.antiragging.in and get the reference number.

(ANNEXURE II)

Undertaking By The Parent / Guardian

I,_____Relationship_____

   (**Full name of either the parent/ guardian**)

S/o/d/o Mr./Mrs./Ms._____

       (full name of the student)

having been admitted to the Dnyanprassarak Mandal's College and Research Centre -Goa, 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 and the directions of the supreme court and the Central/ State Government in this regard.

I have also in particular read Clause 7 and Clause 9.1 of the Regulations and am fully aware of the penal and the administrative action that is liable to be taken against me and in case if I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging. I hereby solemnly affirm and undertake that:

c.   My ward will not indulge in any behavior or act that may be constituted as ragging under Clause 3 of the Regulations.

d.   My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging in under Clause 3 of the Regulations

I hereby affirm that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC regulations mentioned without prejudice to any other criminal action that may be taken against me under any penal law or as per the law in force.

I hereby affirm 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 a part of the conspiracy to promote ragging; and further affirm that, in case if the declaration is found untrue, I am aware that my admission is liable to be cancelled
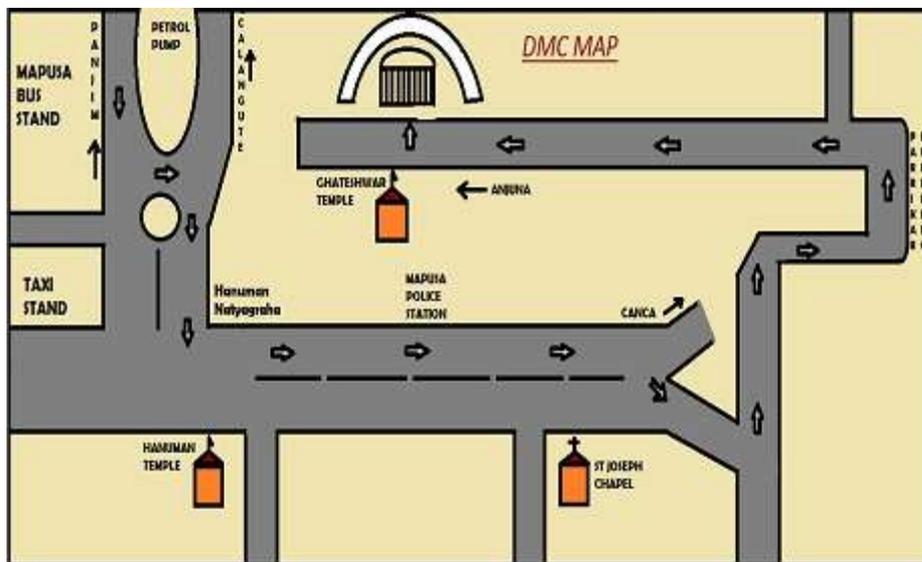
Signed on this(date)_____day of_____monthof_____year.

Signature:_____

Name:_____

Address:_____

N. B: **Incase of the guardian, please mention the relationship with the student with your contact details.**

Parents have to compulsorily register themselves on: www.antiragging.in and get the reference number.

DMC MAP

Follow us on social media to catch up on the latest updates!!!!!!

Dnyaprassarak Mandal's College and Research Centre

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