

# **GOVERNMENT COLLEGE OF COMMERCE AND ECONOMICS, BORDA-MARGAO, GOA**

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## **COMMERCE AND ECONOMICS LABORATORY MAINTENANCE AND UTILISATION POLICY**

### **Introduction:**

Today, commerce and business education has come to be perceived as an attractive and remunerative degree course. Employers prefer commerce graduates because of conceptual/ theoretical knowledge of business which is useful to the organizational activities. In order to make this stream more attractive and practical oriented, every college should have a Commerce Laboratory. The University Grants Commission as also the government has stressed the need for a commerce laboratory in educational institutions offering the commerce programme. Practical oriented and introduction of specialization in degree level course of study enhances the scope of commerce students in the job market. It is in this rationale that necessitated the creation of a Commerce Laboratory in our college.

### **Concept:**

The Commerce Laboratory is a new concept, wherein students practice their theoretical knowledge gained in the classroom. In addition students can carry on

more activities. Mock commerce and business activities are undertaken in laboratory. By this method of learning and practicing, students develop self-confidence and also understand practical difficulties. All the activities of the commerce laboratory are planned, arranged and implemented by the students with the help of the faculty.

### **Objectives of Commerce Laboratory:**

- ✓ The main objective of the Commerce Laboratory is to provide knowledge of the subjects, practical exposure to the students and to give the students experience of managing events.
- ✓ To impart knowledge about- PAN card, bank formalities, LIC, Postal services, and Income tax.

### **Working of Commerce Laboratory:**

- ✓ The first and the foremost requirement is provision of well-furnished room with internet connectivity.
- ✓ Teaching aids like smart boards, PCs, laptops are made available.

### **Activities of Commerce Laboratory:**

- ✓ Practical orientation to students on matters related to their subjects.
- ✓ Digital display of latest information.
- ✓ Preparation of charts, models, newsletters etc. for display.
- ✓ Group discussion/ interaction on current issues.
- ✓ Conduct of innovative programmes.
- ✓ Conduct of inter- collegiate competitions.
- ✓ Conduct of practical tests.
- ✓ Imparting valuable tips to students on career prospects.

- ✓ Conducting mock competitive tests.
- ✓ Imparting knowledge about- PAN card, bank formalities, LIC, Postal services, income tax etc.

**Rules and Regulations to be followed in Commerce Laboratory:**

- ✓ Students are advised to keep themselves updated on certain safety and academic norms for the smooth functioning of the laboratory.
- ✓ Any removable data storage device or hardware attachments cannot be taken in or out without approval of the department in-charge.
- ✓ Students will have to operate the computers and tools carefully and see that no damage is caused to self, others or to the institution's property.
- ✓ Use of internet will be allowed only for learning purpose. Any other use is strictly prohibited.
- ✓ The laboratory will be available to the students at timings mentioned by the in-charge.
- ✓ The nature of learning may require the students to purchase tools, stationery items from time to time.
- ✓ In case of any medical emergency in the laboratory, the student must inform the faculty member/ technical assistant without any hesitation.