

GOVERNMENT COLLEGE OF COMMERCE AND ECONOMICS

Borda, Margao Goa. 403602

Mobile No./ WhatsApp No:9028586776

e-mail: principal@gccem.ac.in

College website:https:// www.gccem.ac.in

(Affiliated to Goa University)



Estd. 2010

Our Vision

We intend to be a leading Institution in providing quality education and equal opportunities to heterogeneous student community from diverse backgrounds.

Our Mission

To offer holistic and interactive academic environment to the students from diverse backgrounds, enabling them to develop academic, interpersonal and technological skills and empower them to achieve their highest potential for adapting to the competitive global society.

PROSPECTUS

2022-2023

CONTENTS

S. No.	Particulars	Page No.
1.	Introduction	-- 3
2.	Objectives & Goals	-- 4
3.	Our Strength	-- 6
4.	Faculty Profile / Administrative and Supportive Staff	-- 7
5.	Facilities , Cells, Councils, Etc.	-- 8
6.	Eligibility for admission	-- 11
7.	Procedure for Admission	-- 14
8.	Programme and Course Structure	-- 16
9.	Programme Outcomes	-- 18
10.	Programme of Study	-- 19
11.	College Regulations and Code of Conduct	-- 22
12.	Scheme of Examination	-- 25
13.	Award of Grade	-- 30
14.	Instructions Relating to Grace Marks at the University Examination	-- 32
15.	Pattern of Semester Assessment	-- 36
16.	Financial Assistance/Scholarships Awarded and other Schemes of Assistance	-- 37
17.	UGC Regulations on Curbing the Menace of Ragging in Higher Education Institute -2009	-- 39
18.	Policy against Sexual Harassment	-- 42
19.	Short Term Certificate and Add on Courses	-- 45
20.	Library	-- 46
21.	Semester End Examination Fees	-- 48
22.	Issue of Certificates	-- 50
23.	Committees, Cells and Associations	-- 51
24.	Fee Chart	-- 53
25.	Citizen Charter	-- 54



Estd. 2010

GOVERNMENT COLLEGE OF COMMERCE AND ECONOMICS
Borda, Margao, Goa. 403602

**Mobile No./WhatsApp No: 9028586776, e-mail : e-mail : principal@gccem.ac.in/
College website : <https://www.gccem.ac.in>**

(Affiliated to Goa University)

The State Government of Goa established the Government College of Commerce & Economics at Borda, Margao in the Academic Year 2010-11, for achieving the goal of "inclusive education" for the academic empowerment of the aspiring student community of the locality.

The College is established with a main objective of meeting the higher educational needs of the less privileged students in Borda and surrounding villages. Our students are our focus and we are dedicated to provide opportunities and direction to them to acquire University degree, effective employment, career enhancement and personality development. The Principal and Teaching and Administrative staff of the Government College of Commerce and Economics, are committed to the ever increasing and diversified needs of students. The concern has always been to cultivate good character, the development of life long skills and competencies and the building of responsible citizens.

The College functions through a network of Committees, Councils and Cells of teachers and students to build a vibrant College culture, where character is paramount, teaching and learning process is exciting, and space and time are given to nurture the students talents/ passion.

LOCATION

The College is located about 3 kms away from Margao city and 2 kms from the Margao main Bus Stand, and Margao Railway Station, and 25 kms from Dabolim airport.

CLASS TIMING	: 8.30 a.m. to 2.00 p.m.
OFFICE TIMING	: 9.00 a.m. to 3.30 p.m.

OBJECTIVES AND GOALS

- ❖ To pursue knowledge through references research, innovative thinking, and multi disciplinary approach.
- ❖ To inculcate participation as a team, while thinking independently and negotiating differential opinions.
- ❖ To enhance the communicative abilities, honing problem solving skills, facilitating creative thinking and training the mind to critique.
- ❖ To aim, aspire and live a life grounded in values.
- ❖ To employ their intellectual intent and moral fibre to further the quest for universal values.
- ❖ To secure, advance and uphold the values privileged by the community and society at large.
- ❖ To foster the critical faculties through rigorous emphasis on ethics and rational temperament.
- ❖ To strengthen the intellectual, emotional, psychological, spiritual and social aptitudes to be sensible and sensitive individuals capable of being aware and resisting exploitation.
- ❖ To ensure students make for responsive and responsible citizenry.

We set to achieve our goals through :

- ❖ The Reopening Day where students are addressed and are oriented to follow the mission, rules and regulations of the college in letter and spirit. Orientation of students at the time of admission and at the Annual Inaugural Function of the College, during which not only the rights but responsibilities are emphasised.
- ❖ Teachers as guides and facilitators, lead by example through empathy and devotion to duty, as role models by displaying qualities of punctuality, diligence, accountability and a sense of devotion.
- ❖ Mandatory monitoring of students attendance for lectures tutorials and practicals of the College.
- ❖ Emphasizing discipline in the classrooms and the campus.

- ❖ Ensuring free and fair Examination system, proper conduct of Examination, by upholding the dignity and decorum of the system.
- ❖ Propelling a hands-on approach in every curricular and co-curricular activity, to exemplify dignity of labour.
- ❖ Upholding the dignity of any kinds of work with actual participation of staff and students.
- ❖ Organization of various co-curricular activities.
- ❖ Adherence to the rules and regulations of the College by the staff and students.
- ❖ Teaching through analogy, illustrations and demonstration to complete the syllabi.
- ❖ Encouraging teachers to update their knowledge and skills through participation (Periodical Teachers Participation) in Orientation & Refresher Courses, Seminars, Workshops, Conferences and Faculty Improvement Programmes.
- ❖ Maintaining the College campus and encouraging the use of civil amenities in an orderly manner. Keeping the College and its premises neat and clean.
- ❖ To nurse and fortify a sense of connection and allegiance to the college. Creating a sense of belonging and loyalty to the Alma Mater.

ONLINE LEARNING MANAGEMENT SYSTEM

Our College has now adopted a technology-first approach to ensure the continuity of the teaching-learning process and create an effective online learning environment. Students across all Semesters are be provided access to learning materials in digital form with the aid of our in-house Learning Management System (LMS) – Moodle. Our e- learning portal nicknamed as ‘e- Abhyas’ is hosted on <https://www.gcmlms.ac.in/> and is designed to take care of the entire teaching learning process in the form of activities, resources, interactive lessons, assignments, quizzes, discussion forums, etc. Students shall be facilitated to attend live classroom sessions and view pre-recorded events from their place of stay via their smartphones and/or computers. The College also bids to roll out other online platforms like Microsoft Teams, Google Classroom, Hangout, etc. to promote interactive learning.

OUR STRENGTH

- 1) All class rooms are equipped with Smart Classes and a Seminar Hall with Virtual Class.
- 2) An extensive collection of over six thousand plus reference books and journals.
- 3) The College has access to National Digital Library (NDL) and Goa University Institutional Repository.
- 4) Exclusive web for students **www.gccemargaolibrary.weebly.com**
- 5) Book Bank facility for the needy students in subjects of Commerce, Economics and other subjects included in the syllabus.
- 6) Dedicated and energetic staff ready to work beyond the official timings.
- 7) Internships for students at major companies in Goa.
- 8) Training in sales and marketing skills and organization of campus interviews.
- 9) Training in soft skills like personality development, time management, leadership, etc.
- 10) Remedial classes for slow learners.
- 11) Mentoring of students by faculty.
- 12) Facility for counseling and redressal mechanisms.
- 13) College receives all payments/fees through designated banks in order to provide students basic learning in practical banking.
- 14) Friendly infrastructure for differently abled people : Ramp, Rails, lifts, Tactiles, etc.
- 15) Sports Facilities.
- 16) Green Energy : Solar Power - 30KV capacity.
- 17) Well equipped Computer Lab and Commerce Lab.
- 18) Citizen Charter and Sign Boards.
- 19) 24x7 security and CCTV surveillance.
- 20) Two Halls : with a capacity of 400 and 80 people respectively.
- 21) College website with Wi-fi facility.
- 22) MOODLE e-learning platform for students.
- 23) Patent Registration and Financial Consultancy service by expert.
- 24) Nodal officer for foreign students (Contact No. : 9922345792)

FACULTY PROFILE OF REGULAR STAFF

1. **Dr. Gajanan V. Madiwal**
Professor, Principal & Research Guide,
M.Com (Triple), M.Ed, Ph.D
2. **Dr. Maria Fatima De Souza**
Associate Professor of Commerce
and Research Guide
M.Com, LLM (IPR), Ph.D.
3. **Mr. Miguel A.B.P.C. Martins**
Associate Professor of Mathematics
M.Sc (Mathematics)
4. **Dr. Elizabeth Joey Henriques**
Associate Professor of Economics,
M.A., Ph.D., NET
5. **Dr. Kissan Gauns Dessai**
Assistant Professor of Computer
Science,
M.C.A, Ph.D
6. **Ms. Vinita Vithu Kandolkar**
Assistant Professor of Commerce
M.Com, B.Ed, SET
7. **Ms. Tanvi Keny**
Assistant Professor of Commerce
M.Com, SET
8. **Ms. Rupali V Sangodkar**
Assistant Professor of Commerce
M.Com., B.Ed, NET
9. **Ms. Lily Endro**
Assistant Professor of Commerce
M.Com, SET
10. **Ms. Muktali Milinda Sinai Cuncolienka**
Assistant Professor of Commerce
M.Com, NET
- I. **PHYSICAL EDUCATION**
Mr. Siddhesh Subhash Kesarkar
College Director of Physical Education
& Sports, PGDCA, M.Ed (Physical
Education)NET, SET
- II. **LIBRARY**
Mr. Pravin V. Kamat
Librarian
B.Sc, MLIS, SET
- III. **ADMINISTRATIVE STAFF**
 1. **Ms. Nayana Devidas Shanbhag**
Head Clerk,
B.Sc.
 2. **Mr. Shrikant Velip**
Accountant,
XII. Commerce
 3. **Mrs.Nerita V Coutinho e Fernandes**
Upper Division Clerk,
B.Com
 4. **Mr. Rupesh Tulsidas Chopdekar**
Upper Division Clerk,
B.A.
 5. **Ms. Joshna S Waghdhare**
Laboratory Assistant,
B.Sc.
 6. **Ms. Arya Prabhugaonkar**
Laboratory Assistant,
M.Sc.
 7. **Ms. Bindiya Naik,**
Librarian Gr.III
B.A., MLIS, SET
 8. **Mr. Ashish Shetkar,**
LMV, Gr.III
- MULTI TASKING STAFF**
 9. **Ms. Binciya Figueredo,**
XII
 10. **Ms. Kavita Kerkar**
SSC
 11. **Ms. Ashu Gaonkar**
VIII

- There are other faculty and Staff Members appointed on Contract and Lecture Basis by the Directorate of Higher Education.

FACILITIES, CELLS, COUNCILS, ETC.

SMART CLASS AND VIRTUAL CLASS

The College provides quality education to all its students. All class rooms are equipped with Smart Class and the Seminar Hall with Virtual Class. The College also has a well equipped Commerce Lab and Computer Lab. The Smart Learning approach provides students with a framework of facilities which motivate higher levels of understanding and develops their learning ability.

STUDENTS' COUNCIL

The College student's Council will comprise the representatives of the students, i.e. the Class Representatives, General Secretary, Sports Secretary, and Lady Representatives etc. The rules framed for the College elections are binding and will be displayed on the Notice Board. Any member of the Council remaining absent for two meetings or functions will automatically lose his or her position in the Council. No student will be allowed to hold two posts at the same time. If any of the Council members get selected as University Representative, he/she has to give up one of the posts.

Any problem/difficulty of the students should be discussed in the College Students Council meetings and decisions be taken democratically. The council members are expected to co-operate with the College authorities to help in smooth functioning of the College. The Principal is the Ex-officio Chairman of this Council. The Students' Council must get all the activities approved by the Principal before they are implemented.

SPORTS COUNCIL

The College has a Sports Council, headed by the College Director of Physical Education. Students are coached in the various sports activities, both indoor and outdoor. The gymkhana is well equipped. The Sports Council conducts various tournaments and activities, encouraging excellence in sports and fostering a spirit of sportsmanship among the students. The Annual Sports Meet is an important event of this College. Students have to adhere to the rules regarding the usage of the sports kits and materials. The rule of the gymkhana will be displayed on the College Sports Notice Board from time to time. Indiscipline among sports persons will not be tolerated.

NATIONAL SERVICE SCHEME (N.S.S.)

The N.S.S. unit of this College was started during the academic year 2011-12. The aims of the unit is to promote social service consciousness and sense of responsibility, dignity of labour and discipline among students. The unit undertakes programmes related to environment, health, national integration, etc. A special residential camp is held annually to encourage and promote the spirit of National Integration and Fellow-Feeling among the students

NATIONAL CADET CORPS (N.C.C)

The College offers the students the facility of NCC for Boys and Girls. They can either enroll for NCC Naval or NCC Army Unit in other Institutions.

PUBLICATIONS DIVISION

Every year the Peer reviewed College Research Journal named “**Quest**” is published. This association will look after the publication of the College Magazine/Newsletter. Our magazine will provide a vast canvas to students interested in literature and other fields. It will mirror their creative outpourings.

PARENT-TEACHERS ASSOCIATION (PTA)

This Association will be formed with the objective of promoting better interaction between parents and teachers and to encourage greater involvement of parents in the smooth functioning of the College. Parents could also make important suggestions so as to promote student's activities and curricula. Workshops will be conducted for parents and distinguished counselors will be invited to deliver talks.

PERSONALITY DEVELOPMENT CELL

In keeping with the Mission Statement of the College and in order to ensure the all round development of our students, the Personality Development Cell will organize various programmes. Trained Resource Persons will be invited to interact with the student community and empower them with leadership skills, art of public speaking, stress management techniques etc.

WOMEN'S WELFARE CELL

The Women's Cell will attend to the issues related to women staff and girls.

COUNSELLING CELL

The DHE appoints trained Counselor (Psychiatrist or Psychologist), to attend to the problems of students on regular basis. Besides, our Staff Counselors will be also available to address student's concerns as and when required.

STUDENTS' AID FUND

This fund is utilized to render financial assistance to poor students to meet partly or fully their tuitions fees or to purchase books or similar other expenses. A student who fails in the annual examination will not be eligible for such assistance. However, on passing in subsequent attempt he/she may be considered for assistance for the next higher class.

The conditions applicable to applicants are : Income of parents of the applicant student should not exceed Rs. 2,00,000 per annum. The applicant will have to produce income certificate from the prescribed authority as per Government

instructions. Maximum limit for assistance per student under this fund will be 3,000 per annum. The beneficiary should not be in receipt of any other scholarship/assistance except merit scholarship.

BOOK BANK

The students can avail themselves of books from the College Book Bank facility. The books are loaned for each Semester and have to be returned after the end of the semester examinations on the notified date by the Librarian. The students failing to do so will have to pay a late fee of Rs. 5 per day .

Wi-Fi

Our College is enabled with free Wi-Fi facility benefitting faculty members and students. This service is available 24x7.

DIVYANG JAN (DIFFERENTLY ABLED) FRIENDLY CAMPUS.

The College is Divyangjan (Differently abled) friendly campus equipped with the facilities such as ramp, rails, lifts, designated washrooms on each floors and tactile for their easy access and convenience

MOBILE CANTEEN

The College is offering mobile canteen facility to the students and staff.

SHORT TERM COURSES

A variety of short term certificate courses are organised in the college. The objective of such courses is to enable the students to enhance their skills and competencies.

Courses conducted in the previous years:

- Devnagari Typing
- Tally with GST
- 3D Printing Technology
- Personality Development, Leadership and self-Grooming
- Maintenance of Electrical and Electronic Appliances
- Indian Hand Embroidery, making of Kurta and Saree Blouse
- Food Processing
- Mushroom Cultivation
- Digital Marketing
- Financial Literacy

ELIGIBILITY FOR ADMISSION

OC-66 . ORDINANCE RELATING TO THE THREE YEAR CHOICE BASED CREDIT SYSTEM PROGRAMES OF BACHELOR OF COMMERCE (HONOURS), DEGREE under Section 24(1) of Goa University Act, 1984, applicable and effective from the Academic Year 2017-18.

OC-66.1 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.

1.1 OBJECTIVES:

- a. To bring the undergraduate 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 student in choosing their course.

1.2. Degree to be Awarded

Bachelor of Commerce (Honours) in Accounting.
Bachelor of Commerce (Honours) in Cost Accounting.
Bachelor of Commerce (Honours) in Business Management.

1.3 Duration of Course

The afore mentioned Degree Courses shall each have duration of three Academic Years. Every Academic Year shall consist of two Semesters.
NB : Some of the following eligibility conditions supersedes OS-1 Special Ordinance issued during the Covid-19 Pandemic, dt. 19/05/2020.

B.COM SEMESTER I & II

OC-66.2. ELIGIBILITY FOR ADMISSION

Eligibility for admission leading to the Degree of Bachelor of Commerce (Honours)/ shall be as follows:

2.1 Eligibility for admission to Semester I and II (in the first year) B.Com. (Hon) Programme:

- (A) To be eligible for admission to the Semester I of the Three Years

Programme leading to the Degree of Bachelor of Commerce (Hon) 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 Vocational stream in the subject notified by the University from time to time.
OR
- (ii) Std XII Arts/Science/Commerce or similar Examination of another body, equivalent to Goa Board of Secondary and Higher Secondary Education, Goa, and recognized as such by Goa University.
- (C) 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 concerned Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility.
- (D) A candidate admitted to Semester-I shall be deemed eligible for admission to Semester-II.
- (E) A candidate migrating from another recognised University and desirous of direct admission to Semester-II may be considered for admission provided he/she has cleared/passed First Term/Semester-I Examination of the University with those subjects for which admission is sought and undertakes to successfully compete the other compulsory Courses of Semester-I.

B.COM SEMESTER III and IV

- (A) A candidate who has 'Registered' and has 'Requisite Attendance' for Semester I and Semester II shall be eligible for admission to Semester III (OS-1 applicable).
- (B) A candidate migrating from any other recognized University may be considered for admission to Semester-III of B.Com. provided (a) he/she has passed the First Year Commerce Examination in all subjects from that University, (b) he/ she had offered at the First Year the same subjects as prescribed under Major category available under the scheme of this University, (c) he/she undertakes to successfully complete the compulsory IT / EVS syllabus prescribed by this University for Semester I and II, 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 fulfill these conditions.

- (C) A candidate admitted for Semester III shall be deemed eligible for admission to Semester IV.
- (D) A candidate from another Recognised University may be considered for direct admission to Semester-IV of B.Com, provided he/she fulfills the conditions in (a), (b) and (c) in (B) above and in addition, has passed/cleared Semester III/ First Term Examination of the Second Year B.Com. Examination of that University. However, the Result of Semester IV examination shall be withheld if the candidate does not fulfill these conditions.

B.COM: SEMESTER V & VI:

- (A) A candidate who has been declared passed in all the Subjects and Papers of Semester I to IV exam shall be eligible for admission to Semester V (OS-1 applicable).
- (B) A candidate migrating from any other Recognised University may be considered for admission to Semester-V of B.Com. programme provided (a) he/she has passed the Second Year B.Com. examination in all subjects from that University, and (b) he/she had offered at the Second Year the same subjects as prescribed under Major category available under the scheme of this University. A candidate fulfilling these condition shall be eligible for admission to only Semester V..
- (C) A candidate already admitted for Semester V shall be deemed eligible for admission to Semester VI.
- (B) Direct admission to Sem VI shall not be permitted.

Note:

1. In case of any student seeking admission from other colleges from Goa, request for admission will be considered on its own merit and only for clearly vacant seats, if any; provided he/she has cleared all the Papers of preceding Semesters, maintained required attendance in the previous college and bears a good moral character and behaviour.
2. A candidate migrating from another University and desirous of admission to Semester III or V should contact Goa University for finding his / her eligibility.
3. The candidate, should have a good moral conduct and behaviour in the preceding Semesters to get admission to this College.
4. The age of the student should be below 23 years at the time of I Semester admission

PROCEDURE FOR ADMISSION

Online admissions for the First Year classes will start immediately after the declaration of the results of the Goa Board of Higher Secondary School Certificate Examination. The Admissions will continue for the specific time period only. Only those students willing to abide by the Rules and Regulations of the College may seek the admission.

Students who have passed XII Standard (HSSCE), Goa Board of Secondary and Higher Secondary Education are eligible for admission to the First Year B.Com. course.

The task of issuing “Eligibility Certificate” has been taken over by the University from the Academic Year 1998-99 vide Circular No./GU/I/Elgb/1999/99/17069 dated 23.3.99. Students will be admitted provisionally, subject to the payment of fees, etc. The students who have passed an equivalent Examination through any other recognized Board may also be temporarily admitted on production of a Provisional Certificate of Eligibility from the Goa University. Their admissions will be confirmed only after the submission of the Final Eligibility Certificate issued by the Registrar of Goa University before the end of the Academic Year, failing to which the results of the students concerned will not be declared and their admission will be rendered null and void. The student can also visit [www. goa university](http://www.goa.university) (Academic Section for further details on the issue of eligibility certificate.

All the courses offered by the College are full-time, those students who are employed will not be given admission, unless a “No Objection Certificate” from the employer is produced. Employed students will not be given any special preference.

All the Rules and Regulations of the College shall be applicable to the employed students.

Since the number of seats are limited based on University directives the admissions will be on First Come First Serve basis and on the following criteria:

- i. Percentage of marks.
- ii. Application for admission within the specific time.
- iii. Leaving Certificate

While applying for admissions to the B.Com. (Sem I & II) Courses, the students should submit the following documents:

- 1) Passport size photograph and clearly scanned signature .
- 2) HSSCE/Equivalent Examination's Statement of Marks in original with two photocopies, dully attested.
- 3) HSSCE Passing Certificate in original with the two photocopies of each, duly attested.
- 4) Higher Secondary School Leaving Certificate in original with two photocopies, dully attested.

- 4) Provisional Eligibility Certificate issued by Goa University to those students who have passed Std. XIIth or Equivalent Examination through any other recognized Board and Migration Certificate with three attested photo copies.

After the initial screening of the Admission Form, the student will have to present himself/herself for online counseling with the Admissions Committee accompanied by a parent or a guardian.

A student seeking admission will have to sign an undertaking that he/she will abide by the rules of discipline and proper conduct of this College. This undertaking will have to be countersigned by the parent/guardian as well.

Any student from the outside the state seeking admission to the college should produce his/her valid identity proof-adhar card/identity card issued by previous institutions/passport, credit/debit card with photo, updated nationalized bank pass book with photo, etc.

All admissions are valid for one year only and therefore have to be renewed for the subsequent year(s). The Principal of the College has full authority to refuse admission to a student for the Second Year or the Third Year, depending upon the character and general conduct of the student during the previous year(s). The decision of the Principal in this regard will be final and abiding. Admission formalities to the Second and Third year students have to be completed within the period notified on the Notice Board. Delay beyond due date will not be entertained.

Ordinarily, no admission for the Second/Third year will be granted to any student who has not completed First/Second Year in this College, and there will be no re-admissions to the same class or course.

A Transference Certificate, with three photo copies (mentioning therein the Enrolment No. and the letter No. under which their enrollment was confirmed by the Goa University) is necessary for a student seeking admission from any other College from Goa State, in this College to a higher class.

*** ADMISSION WILL BE GIVEN ON FIRST COME FIRST SERVE BASIS**

ADMISSION PROCEDURE FOR APPLYING ONLINE

Students are advised to refer the college website at <https://www.gccem.ac.in> for the detailed stepwise procedure for applying for online admission in our College.

PROGRAMME STRUCTURE

1. The Programme shall be based on a system of time-intergrated Units called Credits, under the CBCS
2. The Programme shall comprise of courses such as Core, Elective and Ability Enhancement Course.
3. A credit shall consist of 15 clock hours of theory of 1 hour duration each or 15 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. One credit shall carry a maximum of 25 marks.
5. A student shall be eligible for the award of Bachelor's Degree (Honours) on successful completion of minimum of 148 credits, to be completed over a minimum of six Semesters.

COURSE STRUCTURE

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

1. Core Course

A Core Course (CC), shall be of 4 or 6 credits and may consists of only theory component, or theory and a practical components, in which case the theory component shall be of 3 credits and the practical component shall be of 1 credit for 4 credit courses and the theory component shall be of 4 credits and the practical component shall be of 2 credit for 6 credit courses, or as prescribed by the BOS and approved by the Academic Council.

2. Elective Course

An Elective Course can be chosen from a pool of courses, which may be specific/ specialized /advanced /supportive to the discipline or subject or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill. An Elective course may be Discipline Specific Elective (DSE) course or Generic Elective course.

2.1. Discipline Specific Elective (DSE) Course

Discipline Specific Elective (DSE) courses shall be offered in the main

discipline/subject. Each DSE shall be of 4/6 credits and may consist of only theory component or theory and a practical component, in which case the theory component shall be of 3 credits and the practical component shall be of 1 credit for 4 credit courses and the theory component shall be of 4 credits and the practical component shall be of 2 credit for 6 credit courses, or as prescribed by the BOS and approved by the Academic Council. Any number of DSE's as approved by BOS and AC, can be offered depending upon the specialization available in the college.

2.2 Project

A compulsory Project work of 4/6 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 a 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 and VI. The assessment of the project will be carried at the end of semester VI.

2.3 Generic Elective (GE) 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 may consist of only theory component, or theory and a practical component, in which case the theory component shall be of 3 credits and the practical component shall be of 1 credit, or as prescribed by the BoS and approved by the Academic Council.

3. Ability Enhancement Courses (AEC)

The Ability Enhancement (AE) Programmes may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC).

- 3.1 AEC Courses are based upon the content that leads to knowledge enhancement. Environmental Studies as AEC Course mandatory for all disciplines. Each course shall have only theory component of four credits or two separate courses of 2 credits each.
- 3.2 SE Courses are value-based and/or skill-based and are aimed at providing hands-on- training, competencies, 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 four credits.

PROGRAMME OUTCOMES

(The Programme Outcomes have been constructed at the level of the College)

POs	Attribute	Statement <i>At the end of the Three-Year Commerce Programme, the Students</i>
PO 1	Knowledge	Will be equipped with detailed subject related knowledge and information and also be acquainted with recent developments in the programme domain.
PO 2	Ethics and Nation Building	Will develop a more wholesome personality, recognize their ethical responsibilities as citizens, and contribute to the process of nation building.
PO 3	Skills	Will develop proficiency in various skills needed to face the challenges of the corporate world.
PO 4	Decision Making	Will be able to enhance their decision-making capabilities at both the personal and professional level.
PO 5	Research Methodology	Will be acquainted with the basics of research methodologies, develop an interest in the same and will imbibe a desire to pursue higher education.
PO 6	Environment and Society	Will be aware of the need for environmental protection and sustainable development.
PO 7	Lifelong Learning	Will develop lifelong skills and competencies through a thorough understanding of the fundamentals of Commerce and Finance.

PROGRAMME OF STUDY

Three year B.Com (Honours) Degree Programm

SEMESTER I	
SUBJECT	
CC1	General Management
CC 2	Financial Accounting
CC 3	Micro Economics
CC 4	Commercial Arithmetic I
AECC 1	Spoken English
AECC 2	Environmental Studies I
GE 1	(Select any ONE from the given options) i. Computer Application I ii. Management of Micro, Small and Medium Enterprises iii. Co-Operative Management and Accounting iv. Principles of Insurance

SEMESTER II	
SUBJECT	
CC 5	Introduction to Marketing
CC 6	Financial Statement Analysis and Interpretation
CC 7	Managerial Economics
CC 8	Commercial Arithmetic II
AECC 3	Business Communication
AECC 4	Environmental Studies II
GE 2	(Select any ONE from the given options) i. Computer Application ii. Tourism and Hospitality Management iii. iii Services Marketing iv Practice of Insurance v Customer Relationship Management

SEMESTER III**SUBJECT**

- CC 9** Business Finance
CC 10 Fundamentals of Cost Accounting
CC 11 Entrepreneurship Development
SEC 1 (Select any **ONE** from the given options)
i. New Venture Capital Planning
ii. Computer Application for Business
iii. Business Law(With Practical Component)
GE 3 (Select any **ONE** from the given options)
i. Business Statistics
ii. Retail Management
iii. Business Environment— I
iv. Business Communication - II
GE 4 (Select any **ONE** from the given options)
i. Economics of Resources
ii. Training and Development
iii. Consumer Behaviour
iv. Macro Economics

SEMESTER IV**SUBJECT**

- CC 12** Fundamentals of Investments
CC 13 Income Tax
CC 14 Accounting for Service Organisation
SEC 2 (Select any **ONE** from the given options)
i. Collective Bargaining and Negotiations
ii. Computer Application for Business-II
iii. Companies Act and IPR Laws
GE 5 (Select any **ONE** from the given options)
i. Business Statistics
ii. E- Commerce and E- Accounting
iii. Business Environment—II
iv. Event Management
v. Mass Communication
GE 6 (Select any **ONE** from the given options)
i. Indian Economy
ii. Salesmanship and Sales management
iii. Compensation Management
iv. Economic Survey and Union Budget

SEMESTER V	
	SUBJECT
CC15	Industrial Management
CC16	Indian Monetary and Financial System
DSE 1	Accounting -Major I - Income Tax and GST
DSE 2	Accounting -Major II - Auditing
DSE 3	Accounting - Major III - Government Accounting
DSE 4	Accounting - Major IV - Financial Reporting
	OR
DSE 1	Cost Accounting - Major I - Cost Accounting I
DSE 2	Cost Accounting - Major II - Cost Accounting II
DSE 3	Cost Accounting - Major III - Techniques of Costing
DSE 4	Cost Accounting - Major IV - Management Accounting
	OR
DSE 1	Business Management - Major I - International Marketing Management
DSE 2	Business Management - Major II - Retail Management Strategies
DSE 3	Business Management - Major III - Advertising Management
DSE 4	Business Management - Major IV- Services Marketing II

SEMESTER VI	
	SUBJECT
CC17	Human Resource Management
CC18	International Economics
DSE 5	Accounting - Major V - Advanced Company Accounts
DSE 6	Accounting - Major VI - Accounting I
DSE 7	Accounting - Major VII - Accounting II
DSE 8	Accounting - Major VIII - Corporate Accounting and Tax Planning
	OR
DSE 5	Cost Accounting - Major V - Advanced Cost Accounting I
DSE 6	Cost Accounting - Major VI - Cost and Management Audit
DSE 7	Cost Accounting - Major VII - Advanced Cost Accounting II
DSE 8	Cost Accounting - Major VIII - Advanced Management Accounting
	OR
DSE5	Business Management - Major V - Financial Management II
DSE6	Business Management - Major VI - Strategic Management
DSE7	Business Management - Major VII - Supply Chain and Logistics Management
DSE8	Business Management - Major VIII - Brand Management
Project	

NOTE : Select any three DSE Courses from the selected specialization for semester VI

COLLEGE REGULATIONS AND CODE OF CONDUCT

A. General Rules & Regulations

1. All the students are responsible to the college Principal for their general conduct both inside and outside the college.
2. In subordination to any Teacher/staff member and other college authorities and use of indecent language or conduct in the class /campus are sufficient reasons for the suspension or /and dismissal of a student.
3. **Every student is expected to come to the College decently dressed and should be well groomed. Face shall be visible to identify the student till departure. No student is allowed to enter Exam Hall with covered face and ears.** Any deviation from the said practice is not acceptable and will be seriously dealt with.
4. Every student should wear his/her identity card while in campus. If a student is not wearing the college identity card, he/she will be fined Rs. 50/ per day.
5. Every student is expected to be in the classroom before the lecturer comes in. If the student is late due to unavoidable circumstances, then the lecturer may allow him/her to come in. **Habitual late comers will be denied entry to the class and will be recorded as absent. Lack of conveyance, employment, etc will not be treated as a valid reason for habitual late coming.** Similarly, no one shall leave the classroom before the lecturer leaves the room without permission. Students must not loiter in and around the College premises when classes /lectures/ practicals /tutorials/test/exams are in progress.
6. **A student, having less than 75% cumulative attendance in a Semester and /or less than 50%attendance in individual paper/course shall not be eligible to appear for that Semester Examination.**
7. **The College does not encourage students to go for private tuitions.** Hence going for tuitions cannot be a valid reason for coming late to the class.
8. Every student is expected to deal with the College property with due care and help in keeping the premises neat and tidy. Any student of the College found destroying or attempting to destroy College or any public property will be fined 10 times the value of the property (calculated on the basis of current market price of the asset). No student is allowed to use lift facility without permission. Unauthorized use of lift attracts penalty.
9. The College will hold in reserve the Semester Examination results of those students who fail to clear their dues (breakage, damage, loss, etc.) by the end of the Academic Year.
10. Use of mobile phones and other communication devices are not permitted in the class room while the lectures are in progress, except when it is required for practical's, project work etc., Any student violating this condition will be fined Rs.500/-.

11. No student is allowed to smoke, consume /take liquor, drugs or intoxicants within the college campus. Even outside the campus a student is expected to have a good moral and social behaviour, so as to keep up the name of the College.
12. Unauthorised picnics on College working days are not allowed. Similarly picnics to beaches, waterfalls and other dangerous places are banned by the state government. The College will not be responsible for any untoward incidents occurring during such picnics.
13. Ragging in any form inside or outside the College is banned. Students found indulging in ragging will be summarily expelled from the college by the Principal, as per directives received from Directorate of Education, Govt. of Goa (No.DE/CC/MISC/265/95496/dated 21.4.1995).
14. Absences from the lectures, Internal Assessment or examination must be justified in writing, immediately. In case of sickness/illness students have to submit a Medical Certificate, from a private or a Government hospital, again, to the satisfaction of the College Principal, within three days.
15. The Students Council of the College will be formed by inviting nominations.
16. No student shall collect any money within or outside the college campus, using the college name in any form as contribution for picnics, trips, educational visits, get-together, charity or any other activity without the prior permission of the Principal. Regarding the funds raised after obtaining due sanction of the Principal, the complete and genuine account of the money so collected, spent etc., shall be submitted to the Convenor of the Students Welfare Committee. The same, after approval, shall be displayed on the College Notice Board, within a period of 15 days from the date of the event. The college will be constrained to withhold the Final Examination results of the concerned students, who fail to comply with the specified directions issued by the College Authorities in this matter.
17. All extra and co curricular activities conducted in the name of the College, either within the college premises or outside, will require prior permission of the Convenor of the Students Welfare Committee and the Principal.
18. No Society, Association or Union shall be formed in the College by the students and no person shall be invited to address any meeting without obtaining prior permission of the Principal.
19. A student has to complete to the satisfaction of the Principal, the course of study prescribed for the term, for the classes to which he/she belongs. Students are warned that if their attendance at lectures, tutorials etc., is unsatisfactory, their names may be excluded from the College rolls with effect from the beginning of the new Semester of the Academic Year.

20. Students should make themselves familiar with the syllabi of their course of study as well as with other college regulations and notices displayed from time to time on the college notice board.
21. No visitors/outsideers are allowed in the College campus, unless permitted by the College Authorities. Visitors will not be permitted to meet or speak to the students during lecture or when practical session is going on. However, visitors may be allowed to meet students during emergencies with due permission of the principal.
22. Students applying for certificates, testimonials etc., and those requiring the Principals signature should contact the office at least 24 hours in advance.
23. **Notices once displayed on the Notice Board and websites are deemed as final official communication to all concerned. Hence, the students should regularly check the Notice Board.**
24. Any breach of the College Rules and Regulations will be dealt with severely. Genuine problems of the students should be put forth in writing to the Principal. Every effort will be made to solve these problems with due sympathy.
25. If for any reason the continuance of a student is detrimental to the best interest of the college, the Principal can ask such a student to leave the college premises without assigning further reasons. In extreme cases, the students may be rusticated
26. The Principals decision in all matters of the College shall be final and binding on all the students.

B. ATTENDANCE RULES (AS PER GU ORDINANCE OA-17)

- **Attendance and eligibility to appear for examinations:** A student registered in a Semester for the Course shall be required to have a minimum cumulative attendance of 75% of the total lectures and practicals prescribed for the course during that semester. Although the attendance shall be cumulative for all the papers taken together, in the given semester, 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 and /or less than 50% attendance in individual paper/course shall not be eligible to appear for Semester End Exams of that Semester. Such student shall have to seek re-admission to the programme during the subsequent Academic Year/Semester by paying requisite fees.
- For a student registered for subject/subjects having practical component, attendance for both theory and practical component shall be treated separately for the requisite attendance mentioned above.
- Attendance of a student in an Institution for a course shall be transferred to another institution if the student continues the same course in the new institution.

- A student representing the institution/university/state /country in extracurricular activities such as NCC/NSS/Sports/Cultural events on obtaining prior approval of the Principal shall be treated as “on duty” at the lectures /practicals missed by him /her and shall be marked as “D” in the attendance register. Absence due to such activities should be supported by documentary evidence issued by appropriate authority such as commanding officer of NCC, Director of Youth Affairs, Director /Asst. Director of Sports in Government /University or and authorised official of these and other similar bodies. However, in such cases for the purpose of compilation of cumulative as well as paper/course wise attendance, the number of prescribed lectures/practicals for the paper/course shall be calculated after deducting the lectures under “D” and considered as such.
- Absence on medical grounds for more than four continuous working days is required to be supported with a medical certificate, which should be submitted within seven days after rejoining the classes. 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. The Principal shall examine such absence on a case to case basis.
- A student, who has any grievance about the attendance record shall bring the same to the notice of the Principal of the college in writing within three days from the date of its display on the notice board. The Principal of the college on receipt of such a complaint shall verify the accuracy of attendance records and allow the aggrieved student to inspect the records, if necessary and shall dispose of the complaint preferably within a period of seven days.
- In addition, every student is expected to complete other academic and extracurricular work assigned to him/her.

SCHEME OF EXAMINATION FOR B.COM COURSE

INTEGRATED PROGRAMME FOR THREE YEARS CONSISTING OF TOTAL SIX SEMESTERS

I-VI Semester

- I. There shall be two modes of evaluation of the academic performance of the students offering the B.Com. Course, namely, the Intra-Semester Assessment (ISA) and the Semester End Examination (SEE), hereafter mentioned as ISA and SEE respectively, for convenience. Students shall be required to appear for ISA as well as SEE.

The ISA (Intra-Semester Assessment) shall be conducted twice (subject to change as per University guidelines from time to time) in a given semester by using modes of evaluation such as classroom quiz, seminars, presentations, objective/written tests, assignments, orals, etc. Generally, ISA for a given paper shall be conducted by the teachers teaching that paper by adopting appropriate mode of assessment. ISA shall not be conducted for the Practical component of a paper. The schedule for the ISA shall be notified to all at the beginning of the semester.

The Marks of ISA shall be communicated to the students within two weeks. The ISA tests shall carry a maximum of 20% of maximum marks allotted for the paper/course.

A student who fails to appear for ISA test(s) due to genuine reason shall be given additional ISA test(s) by the teacher (Goa University circular No. GU/III/RS-UG/4- 4/2008/489 dated 11/2/08).

Students who fail to appear for minimum of two ISAs of a paper in a given Semester shall be ineligible to appear for the Semester End Examination (SEE).

- II. The SEE (Semester End Examination) shall be conducted at the conclusion of a given semester. Semester End Examinations shall cover the course of studies prescribed for the concerned / respective semester.

A candidate shall be considered to have successfully fulfilled the requirements of a semester and **deemed eligible to appear for the Semester End Examination provided he/she fulfils the minimum attendance requirements (75%) as per the relevant rules of the University.** A candidate, failing to fulfill these conditions, **shall have to repeat the Semester.**

Conduct of examination, setting of the Question Papers, evaluation of Answer Books and declaration of results of Sem I to Sem IV shall be done by the College.

The schedule of examination and the setting of question paper(s) for SEE for semester V & VI shall be done centrally by the University. Likewise, the assessment of the SEE at semesters V & VI shall be done centrally at the University.

The duration of SEE theory paper carrying 80 or 60 marks shall be of two hours duration and the theory paper carrying 40 marks shall be of one and half hour duration.

There shall be no revaluation of answer books of the candidates at semester I to IV examinations. Personal verification of marks shall be granted to the candidate in the presence of the Principal and the concerned examiner, provided the students has applied for the same along with payment of prescribed fees within one week of the declaration of results.

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

- i. On a notified day and time, which should not be later than 10 days after the receipt of application from the candidate, the candidate shall be shown the Answer Book in the chamber of the Principal in the presence of the examiner concerned.
- ii. If the candidate is not satisfied with the results on personal verification of Answer Book, may apply to **College Grievance Committee** within a week.
- iii. The **College Grievance Committee** shall take appropriate action as per the relevant ordinance and inform the candidate of the decision taken accordingly.

A theory paper carrying 100 marks shall have ISA component of 20 marks and a SEE component of 80 marks. For 75 marks theory paper, the ISA component shall 15 marks and the SEE component shall be 60 marks. A theory paper carrying 50 marks shall have ISA component of 10 marks and SEE component of 40 marks.

A candidate shall be required to score a minimum 40% of maximum marks in (i) SEE and ISA taken together, and (iii) the practical component, if any, to pass in a paper, at SEM I to IV. Marks secured by the student in the ISA shall be carried forward even if he/she fails in a paper.

- III.** Examination(s) in laboratory exercises shall be conducted for courses/papers having practical(s) component. Marks shall be allotted for Journal / Lab Record Book, experiment assigned to the candidate and oral/viva voce during this examination. The break-up of marks shall be as per the recommendations of the Board of Studies in the respective subject as approved by the academic council. The allotment of marks shall be broadly as follows: 20% for journal(s), 60% for the experiment and 20% for the oral(s). Allotment of marks shall be notified by the University to all colleges.

Candidates shall be required to submit the Journal/Record Book while entering the laboratory to appear for the practical examination. Examination(s) shall take into account the regularity of the candidate in attending the laboratory course, completeness of the exercise, presentation and style of writing the journal. For subjects having the field work component, the candidate shall be required to submit the report of such field excursion(s) along with the journal(s) while allotting the marks. For assessing experiment, the examiner shall take into account the planning, the procedure and the technique followed by the candidate along with the readings/observations, the results and the presentation.

In oral examination, the examiner(s) shall assess the knowledge of the candidate in the course/paper as well as the experiment(s) by the candidate. Record of the breakup of marks thus scored by the candidate shall be maintained by the respective college for semester I to IV for a minimum period of 4 years in a sealed envelope.

The practical examination shall be treated as an independent head of passing.

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. The 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 so recommended by the principal of our college. The candidate shall be required to remit the requisite fee for his/her being examined out of turn.

- IV. During the semester V & VI a candidate of B.Com. Shall be assigned work for completing the project paper in the area/field of subject(s). Project work and the report shall be based on field work/ library work/laboratory work or similar work assigned by the teacher on a topic. A teacher may assign one project title to a single candidate or to a group consisting of two members maximum of five candidates or more if allowed by the University. Candidate shall be required to carry out a project in a subject in semester-V and submit the Project report at the end of semester-VI for evaluation. The assessment of the project paper 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.

To be eligible for class, the student shall be required to complete the course in minimum prescribed period and shall be required to pass semester-V and semester-VI each in a single seating with all SEE papers and practicals of respective semesters.

A candidate who has passed the B.Com. Degree examination and desires to improve his/her performance / total score shall be permitted to reappear again. However such a candidate shall be allowed to reappear only in the SEE component of the papers of semester-V and / or semester-VI examinations excluding the project paper. For this purpose, the marks scored at first appearance, in the project paper and in the skill-based paper as also in ISA component of the other papers, shall be carried forward for tabulation for the result “improvement of performance”. This facility to reappear under “improvement” shall be available only during the immediately subsequent regular semester-V and semester VI examinations.

The candidate availing of this provision shall be considered to have passed semester-V and / or VI “under improvement” and this fact shall be recorded on his/her statements of marks and other relevant documents. The candidate shall be required to surrender the original statement of marks and other relevant documents at the time of requiring the fresh statement of marks in the events of improvements of performance/ total score. The performance of a candidate, who appears under this provision and fails to improve, shall be ignored. A candidate can appear only once under this clause.

A candidate shall not be permitted to reappear for improvement of performance at semester I, II, III and IV.

The semester-wise aggregate marks secured by the candidate in semester-I to semester- IV examinations along with the paper-wise marks secured in semester-V shall be indicated in the statement of marks issued to the candidate for semester-V examination along with the paper-wise marks secured in semester-VI shall be indicated in the final statement of marks issued to the candidate after the semester-VI examination for the integrated B.Com. degree course. In case the student passes any semester or part thereof in the second appearance, it shall be so indicated in the statement of marks of semester- V and semester-VI.

An unsuccessful candidate who obtains the minimum percentage of marks prescribed for passing in a subject (theory/practical) shall be exempted from reappearing in that subject. He/she shall be declared to have passed the full examination on his/her passing the remaining subjects.

Backlog papers of the odd Semester I and III, if any can be cleared along with regular Odd Semester Exam conducted in October and the even Semester II and IV along with the regular even semester exam conducted in April. However, an unsuccessful candidate of V and VI semester can reappear for the backlog paper during Oct/Nov and April/May V/VI semester examinations. Such candidates shall be required to remit the requisite additional fees. Such appearance shall be appropriately indicated in the statement of marks. Whenever the paper has two or more heads of passing the component in which the student has secured pass marks shall be carried forward.

A Supplementary Examination shall be conducted preferably after 15 days from the declaration of results of Semester II and IV examination. A student who has a backlog paper of Semester I and IV can reappear those papers during the said examinations. The results of the Examination shall be declared preferably before the beginning of the odd semester.

A candidate who registers for three years integrated B.Com Degree programme shall be required to successfully complete all the papers and obtain 40% marks in all papers. In addition, 100% marks shall be allotted for the project and the marks scored in the project paper shall be added to the aggregate, the award of the class or grade shall be determined accordingly.

Duration for completion of course (OA-16.13): The total duration available for the students to complete the course shall be twice the actual duration prescribed for the course, unless otherwise specified. Students who do not complete the course/pass all the examinations prescribed for the course within the available duration shall have to discontinue the course.

AWARD OF GRADE:

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).

The percentage of marks secured in both ISA and SEE 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

Every student shall be required to secure a minimum of ‘P’ grade to pass the course. Students who do not secure ‘P’ grade in any course shall have the option of answering the SEE component in the following Semester(s), for which the ISA score shall be carried forward. Appearance at both ISA and SEE, is compulsory for passing. There shall be no award of grace marks.

Grade Point Average(GPA)

The grade sheet in every Semester shall reflect Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The final result shall be declared as Final Grade Point Average(FGPA), earned at the end of the Programme, which shall be measure of overall cumulative performance of a student over Semesters I-VI.

1. 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)
7.0 - < 9.0	A (Very Good)
8.0 - < 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”.

INSTRUCTION RELATING TO THE GRACE MARKS AT THE UNIVERSITY EXAMINATIONS.

OA-5.16 Amendment to ordinance relating to grace marks at the university examinations.

Ref: 2/45/131 Legal(VOL.VIII) 2208 dtd.18/8/13)

Schemes for Award of Entitlement grace marks at the university examination:

This Ordinance shall apply to all university examinations except where separate provision for gracing are made by respective statutory council or ordinance made by the Goa University or wherever Grading system of evaluation is in force.

Scheme for Award of Entitlement Marks:

Candidates who have participated in NCC/NSS/SPORTS/Cultural events shall be entitlement marks as per following scheme.

1. Candidates who have being enrolled as member of NCC and are certified by the principal of their colleges/ Heads of Institutions having satisfactorily completed 40 parades/ semester scheme or 80 parades for annual scheme.

2. Candidates who have participated in the NSS programme and are certified by the principal of their colleges/ Heads of Institutions having satisfactorily completed atleast 120 hours of social service comprising the time spent in at least two types of projects for their annual scheme of their examination or 60 hours at social service comprising the time spent in one or more type of projects during a semester of the semester scheme of examination.

OR

3. Candidates who have to their credit participation in sports/ cultural events during the Academic year/semester as specified below.

A. CULTURAL EVENTS AT THE UNIVERSITY LEVEL

- a. All the students who are the members of the winning and runner-up team at the inter-collegiate level where competitions for team championship are actually conducted by the university.
- b. In the case of individual events at the inter-collegiate meets conducted by the university as in the case of Athletics/ Cultural events. Students winning first three places in the order of merit.

Cultural events at the Inter University/Inter State/(Representing University/ or State or Nation)/National/ International (Representing the University/ or State or Nation) Level.

All the above category of students participating in the NCC/NSS/ SPORTS/ Cultural events at the university/ inter-University/inter-state/ National/ International Level (representing University or state) level shall be entitled, to the gracing of 1% of the maximum aggregate marks under any one or more condition(a) to (d) mentioned below for the examination pertaining to a candidate registered for three years integrated B.COM Degree shall be required to successfully complete 45 papers carrying a total 4100 marks and shall be required to obtain not lower than “C” Grade in each skill based papers and answer project paper.

The aforesaid mentioned regulations regarding examination is subject to change as and when the Goa University Ordinances are amended.

- a. A Candidates who fails to pass in one or more heads of passing shall be graced to the extent of 5% of the maximum marks allotted to the head of passing subject to the maximum of 1% of maximum aggregate marks.
- b. A. candidates shall be entitled to the grace marks up to a maximum 1% of maximum aggregate marks for the purpose of award of class/ honors or distinction at an examination or head of passing.

- c) A candidate who fails to pass an examination shall be grace up to maximum of 1% of the maximum aggregate of marks for the purpose of an exemption in a Head/ heads of passing provided the marks so grace in a Head/Heads of passing shall not exceed 5% of the maximum marks allotted to the head/heads of passing.
- d) The entitlement marks whether allotted or not fully or partially under any of the heads or passing shall be shown along with the grand total with appropriate '#' sign.

Provided that in the case of a candidate appearing at the university examination under semester system, the benefit of gracing mentioned above shall be given at the respective semester examinations.

The entitlement marks under this scheme shall not be counted for purpose of placement in order of merit or award of scholarships, prizes and medals or of other awards. However, such marks can be utilized for award of class/honours/distinction.

- e) Level of participation in the cultural event within the state of Goa.
 - 1. Grace marks may be awarded to the first three prize winner in the team as well as individual event organized by the State Government/Central Government organizations.
 - 2. In the events, at least 10 colleges should participate, only then the winner should be considered for the award of the grace marks.
 - 3. The Principals of those colleges whose students have secured 1st, 2nd and 3rd prizes should verify and forward the names of the students to the university for the award of grace marks.
 - 4. The organizing agencies should also forward the names of the students and a list of participating colleges to the university.
 - 5. Candidates who have to their credit, participation in sport events during academic year/semester as specified below

A) Eligibility

Candidate (sports person) should be a Bonafide student of Goa University or its affiliated college and after obtaining prior approval of the respective Principal / Dean / Head of the department should participate in the sport events approved by the Sports Council of Goa University.

National Sports Federation having recognition of the Ministry of youth Affair and Sports, Indian Olympic Association, Association of Indian University. A candidate shall be eligible for sports merit marks only after the completion of his/her appearance at the respective semester exam only. In the event of his/her first appearance at the respective Semester Exam only. In the event of his/her performance in more than one category/sport will be considered.

For the purpose of allotment of marks sports students shall be divided into the following categories.

Category A : Students representing India in international events.

Category B : Students representing India in the international events/championships recognized by the National federation which are duly approved by the Ministry of Youth Affairs and Sports/Indian Olympic Association of Indian University.

Category C : Students representing Goa State for the National Events organized by the recognized National Federation which are duly approved by the Olympic Association/Association of Indian University.

Category D :

(1) Students representing Goa University in all India Inter-University Championship approved by Association of Indian University.

(2) Students representing Goa University Zonal Inter-University Championship approved by Association of India University.

Category E : Students representing the College in the Inter-Collegiate tournaments as approved by the Sports Council and organized by Goa University.

A student shall have to attend a minimum of 10 practice sessions consisting of 2 hours each, organised by the College/University in the form of Inter-Class/Intramural Competition/Coaching in order to be eligible to participate/selection in inter-college championships.

B) Allotment of Sports merit marks to categories student participating in sport shall be eligible for merit marks for participation and achievement as per the table given below:-

CATEGORY	PARTICIPATION	WINNER/GOLD MEDAL	RUNNER-UP/SILVER MEDAL	SEMI FINALIST/BRONZE MEDAL
A	28	28+24=52	28+24=50	28+20=48
B	26	26+22=48	26+20=48	26+18=44
C	16	16+20=36	16+16=32	16+14=30
D1	20	20+16=36	20+12=32	20+10=30
D2	16	16+12=28	16+8=24	16+6=22
E	10	10+6=16	10+4=14	10+2=12

C)

- i. Sports merit marks allotted to the student passing on his/her own merit shall be indicated separately in the marks sheet and shall be counted for the purpose of class, honours of distinction however unless otherwise eligible, the same shall not be counted for the purpose of obtaining any university scholarship, medal, prizes, or placement in order of merit/ rank for said exam.
- ii. A student shall be eligible for sports merit marks in a particular paper/ subject, provided that he/she shall have obtain a minimum a 50% of marks require to pass/ claim exception in that paper/ subject. In the event of the student being unable to utilize Sports Merit marks, the same can be carried forward to the subsequent appearance in the same examination.
- iii. A student failing in particular paper (s) whether in theory or practical or both, the sports merit marks shall be added to the papers subject and indicated by hash (#). Balance marks, if any shall be shown separately in the marks sheet.
- iv. In case of Semester system of Examination, the entitlement marks on account of participation of sports shall be awarded at the examination conducted at the end of the semester during which the student is eligible for such marks.

N.B.

The rules relating to gracing under this scheme shall be applied first

- (a) The marks graced under this scheme shall be shown separately in the candidate marks sheet.
- (b) The benefit envisaged in the above clause shall be made available to students on their producing the necessary certificate on that behalf.
- (c) If the percentage of grace marks calculated/ arrived at, comes to decimal of 0.5 and above then it shall be rounded to the nearest higher whole number.
- (d) The student participating in Sports/NCC/NSS/cultural activities shall be eligible to get marks under only one category in whichever he/she scores maximum.

PATTERN OF SEMESTER ASSESSMENT

Subject/Paper	Intra Semester Assessment (ISA)	Semester End Examination (SEE)	Total Marks		Practical	
			Max	Min	Max	Min
Paper without Practical	20	80	10	40	-	-
Paper with Practical	15	60	75	30	25	10
Environmental Studies	10	40	50	20	-	-

ISSUE OF SEMESTER END EXAMINATION RESULT

The marks sheet will be handed over only if the student is accompanied by his/her parents or guardian. **Any attempt to bring hired parents/ guardian for collecting the marks sheet will be seriously viewed and the impersonation will be reported to police.**

FINANCIAL ASSISTANCE / SCHOLARSHIPS, AWARDS & OTHER SCHEMES OF ASSISTANCE

COLLEGE AWARDS

1. For meritorious performance in Academics, class-wise prizes are awarded to the students.
2. Sponsored cash prizes for toppers in different subjects of B. Com Sem V and VI. In other areas like sports, cultural activities, NSS activities etc., various prizes are awarded.
3. Outgoing students are awarded prizes for their contribution in various fields.
4. Principal's discretionary awards are given to student for their meritorious services to the institution.
5. Besides, as mentioned above Parent Teacher Association (PTA) will sponsor prizes to students who have secured Distinction and First Class .
6. 1st Ranker in the College will be awarded Certificate of Merit and Cash Prize of Rs. 1500/- instituted by Dr. Maria Fatima De Souza in memory of her late parents Mrs. Maria Isabel De Souza and Mr. Jose Francisco De Souza.

MERIT SCHOLARSHIPS

The Students securing the 1st, 2nd and 3rd place in each class(Not Division) for each term of the Academic year shall be awarded Merit Scholarship provided that they obtain at least 60% of marks as follows:-

- A. Merit Scholarship of the First term of the Academic year will be awarded on the basis of marks of the previous year examination.
- B. Merit Scholarship for the second term of the Academic year will be awarded on the basis of marks of the First term Examination.

GOVERNMENT SCHOLARSHIPS

1. *Post Matric Scholarship to Scheduled Castes/Other Backward Class Students*

Eligibility:

The students who belong to Scheduled Caste/Other Backward Class so specified in relation to Goa are eligible for this scholarship provided they have passed the last qualifying examination of recognized University/Board. Only one student in the family is entitled for such scholarship.

2. *Scholarships to Handicapped students*

Eligibility:

The student should possess a minimum disability of 40%.

3. *Merit Scholarships to the Children of School Teachers*

Eligibility:

The children of working teachers who have obtained first class at SSC examination held in March/April are eligible to apply for the same if their Parent's income is less than Rs. 25,000/- per annum after allowing standard deduction (**subject to change**).

4. *Gagan Bharai Shiksha Yojana for eligible ST applicants of Post Matric Scholarship who hails from far off places.*

5. *Post Matric Scholarship for Students from Minority community.*

6. *Dayanand Bandodkar scheme for Higher Education of Orphans.*

7. **Bursary scheme:** The Goa Financial Assistance towards fees for various courses under Higher + Technical Education Scheme.

8. *Other Government Schemes and Freeships include:*

- a) Schemes for the grant of educational concession to the children of Freedom Fighters.
- b) Freeships to the children of Service Personnel.
- c) Merit based Award to ST students.
- d) Post matric Scholarship to ST students
- e) Central Sector Scheme Of Scholarship for College and University students.
- f) Post matric scholarship for SC/OBC students.
- g) Dr Ambedkar Post Matric Scholarship for Economically Backward Classes students.

- h) Gagan Bharari Shiksha for SC/ Dhangar Students.
- i) Merit based Award to SC/ Dhangar Students.
- j) Government of India Scholarship to students from Non-Hindi speaking states for Post Matric Studies in Hindi.
- k) Freeships to dependents of iron ore mine workers.
- l) Freeships to children of persons from Armed Forces who are killed or disabled.
- m) Financial Assistance from the Institute of Public Assistance.
- n) National Loan Scholarship.
- o) Bank Loans for needy students. (College will facilitate students in availing the loans from Nationalized Banks)
Other details governing above schemes will be displayed on college Notice Board from time to time.
- p) Financial Assistance under Student Aid Fund.

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

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 any fresher or any other student;
- b. Rowdy or indisciplined activities by any student 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 embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other students 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 ;

- g. any act of physical 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 any fresher or any other student;
- I. any act that affects the 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.

Action to be taken by the head of the institution:

- i. On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of Institution shall immediately determine if a case under the Penal Law is made out and if so, either on his own or through a member of the Anti-Ragging committee authorized by him on behalf of victim, proceed to file a First Information Report (FIR), within twenty four hours of recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;
 - ii. Abetment to ragging;
 - iii. Criminal conspiracy to rag;
 - iv. Unlawful assembly and rioting while ragging
 - v. Public nuisance creating during ragging;
 - vi. Violation of decency and morals through ragging;
 - vii. Injury to body, causing hurt or grievous hurt;
 - viii. Wrongful restraint;
 - ix. Wrongful confinement;
 - x. Use of criminal force;
 - xi. Assault as well as sexual offences or unnatural offences;
 - xii. Extortion;
 - xiii. Criminal trespass;
 - xiv. Offences against property;
 - xv. Criminal intimidation;
 - xvi. Attempts to commit any or all of the above mentioned offences against the victim(s);
 - xvii. Threat to commit any or all of the above mentioned offences against the victim(s);
 - xviii. Physical or psychological humiliation;
 - xix. All other offence following from the definition of “Ragging”.

Provided that Head of the Institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal Officer of the affiliating University, if the Institution is an affiliated Institution.

Provided further that the Institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

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 here in 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 establishment 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 punishment, namely;
 - i. Suspension from attending classes and academic privileges.
 - ii. With holding/withdrawing scholarship/fellowship and other evaluation process.
 - 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 ragging from one to four Semesters.
 - ix. Expulsion from the Institution and consequent debarring from admission to any other Institution for a specific period.
 - x. 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.

POLICY AGAINST SEXUAL HARASSMENT

PREAMBLE

The Policy Against Sexual Harassment and Redressal Mechanism through Committee system is based on the guidelines issued in the case of Vishaka & others V/S State of Rajasthan & other. (Ref. Writ petition (Criminal) No.660-70 of 1992 [1997 (7) SCC.323] Dt. 13.8.1997).

This policy is adopted to prevent, prohibit and punish sexual harassment of women and female students at the work place and campus. The policy aims to provide to all the bonafide female staff members of College a healthy working environment free from any form of harassment.

OBJECTIVES

The Policy against Sexual Harassment of Government College of Commerce, Borda, Margao has been framed keeping the following objectives in:-

- 1 To fulfill the Directives of the Hon'ble Supreme Court enjoining all employers to develop and implements a Policy Against Sexual Harassment at the work place and campus.
- 2 To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the college.
- 3 To ensure the implementations of the policy in letter and spirit through proper reporting of complaints and their follow up procedures.
- 4 To promote a social and psychological environment, which would increase awareness about sexual harassment in its various forms.
- 5 To generate public opinion against sexual harassment and all forms of gender-based violence.
- 6 To make the commitment to ensure environment without gender bias or gender-based discrimination in the college campus.

WHAT CONSTITUTES SEXUAL HARASSMENT OF WOMEN & FEMALE STUDENTS?

- a) Submission to unwelcomed sexually determined behaviour such as sexually advances, request for sexual favours, and verbal or physical conduct of a sexual nature, are explicitly or implicitly made in terms of condition of

- b) teaching/guidance, education, employment, participation or evaluation of a women's engagement in any activity.
- c) Unwelcome sexually determined behaviour including but not limited to, sexual advances, physical and/or verbal or non-verbal or conduct such as loaded comments, remarks or jokes, letters, mobile call, SMS or emails, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature, have the purpose and/or effect of interfering with a women's work or academic performance or of creating an intimidating hostile or offensive employment education or living environment.
- d) When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the woman and/or when the classroom or other public forum of the university is used to denigrate/discriminate against woman or create a hostile environment on the bases of a woman's gender identity/sexual orientation.
- e) When a male uses with a sexual purpose, the body or any part of it or any object as an extension of body in relation to a woman without her consent or against her will, such conduct will amount to sexual assault.

PROCEDURE FOR LODGING A COMPLAINT

- a) Any woman/female student subject to sexual harassment shall file a written complaint/online complaint within 30 working days from the occurrence of the alleged incident. The committee shall dispose the complaint within a period of 90 days from the receipt of the complaint.
- b) The complaint shall contain all the relevant details concerning the alleged sexual harassment contravener and the complaint shall be addressed to the Internal Complaint Committee.
- c) If the complainant feels that she cannot disclose her identity for any particular reason, the complaint shall address the complaint to the Head of the Institution/Principal and hand over the same in person or in a sealed cover.
- d) Upon receipt of such complaint, Head of the Institution shall retain the original complaint with him and a gist of the complaint containing all material and relevant details other than the name of the complainant and other details which might disclose the identity of the complainant to the respective Committee for further action.
- e) **To be provided by Kissan Sir**

REDRESSAL

1. The College shall suspend the alleged harasser after a Prima Facie case has been established.
2. The Head of the Institution upon receipt of the inquiry report, institute disciplinary action on the basis of the recommendations of the CPSHW under relevant service rules.
3. The disciplinary action will be commensurate with the nature of the violation.

In the case of college employees, disciplinary action could be in the form of:

- i. Warning
- ii. Written apology
- iii. Bond of good behaviour
- iv. Adverse remarks in the confidential report
- v. Debarring from supervisory duties
- vi. Denial of membership of statutory bodies
- vii. Denial of re-employment
- viii. Stopping of increments/promotion
- ix. Reverting, demotion
- x. Suspension
- xi. Dismissal
- xii. Any other relevant mechanism

In case of college students, disciplinary action could be in the form of:

- i. Warning
- ii. Written apology
- iii. Bond of good behaviour
- iv. Debarring entry into hostel/ canteen
- v. Suspension for a specific period of time
- vi. Withholding results
- vii. Debarring from exams
- viii. Debarring from contesting elections
- ix. Debarring from holding posts such as Member of Committee of courses, Membership of College Union, etc.
- x. Expulsion
- xi. Denial of admission
- xii. Declaring the harasser as “persona non grata” for a stipulated period of time.
- xiii. Any other relevant mechanism.

- A. In the case of third party harassment/outsider harassment, the university/college authorities shall intimate action by making a complaint with the appropriate authority.
4. The nature of disciplinary action recommended by the CPSHW could depend on factors such as the nature and extent of injury caused to the complainant, the impact of the violation on the institutions as a whole, the position of the harasser in the power hierarchy, repetition of offence.
5. Non-adversarial modes of redressal and resolution could also be considered in appropriate cases. Examples of this may be verbal warning. Verbal apology, promise of good behavior, etc.

SHORT TERM CERTIFICATE (STC) AND ADD ON COURSES (AON)

Objective- The Objective of this course is to provide an opportunity for future employment.

GRADUATE +

The College proposes to introduce a variety of Short Term Add-on Certificate / Diploma Courses depending upon the availability of manpower and physical infrastructure. This will be done primarily with the purpose of enhancing skills and competencies of our students. These courses are notified on the College Notice Board from time to time.

Course content- The detailed course content will be provide to the interested students along with the admission from the course on payment.

Eligibility- To be notified by the organizing department.

Evaluation- Students will be evaluated on continuous basis. Students will have to submit assignments, present seminars and answer surprise tests on regular basis. They will also have to answer the final examination where an external examiner will set the question paper.

Duration- To be notified by the organizing department.

Venue- The classes will be in the College premises.

Fee structure- Students can contact the organizing departments for details.

Some STC and AON conducted in our Institution: Tally with GST, 3D Printing, and Personality Development. Proposed Courses: Consultancy Services - Tax, Investment, etc.

LIBRARY

LIBRARY RULES FOR STAFF AND STUDENTS

The College Library is a Centre for academic learning, and plays a vital role in supporting the educational objectives of the Institution.

The Library at a Glance

Circulation Books-2662, Reference Books-1079, Complimentary Books-519, Book Bank Books-1815, Total No. Newspapers-11, Total No. of Magazines-05, Total No. of Journal-17

Subscription of Online Database-NLIST and DELNET

Library Services

Library orientation to fresh members, Online Public Access Catalogue (OPAC), User Login ID of E-Granthalaya 4.0, Circulation (Issue/Return), Reference Services, Book Bank Facility, Display of new arrivals, Reprographic services, Facility to reserve books, Current Awareness Services, Project Reports, Question papers and Syllabus, Access to Library to the ex-students of this College and recently started Similarity checking of the research work is carried out by using the link of Urkund provided to the Librarian by the Goa University.

Membership:

The primary library members include Administrator, Faculty members, Students and administrative staff of the institute. Ex-Students may however avail the library facilities with prior approval from the Principal.

Any user who is leaving the Institute shall return all the materials (Books/CD/Periodicals) borrowed from the library and pay over-due charges, if any, to get the **NO DUES** certificate.

I] Borrowing / Loan Privileges:

A. General Rules

1. New additions to the Library will be issued to the users only after complete processing is done.
2. Issuing of books during vacations will be considered only on special requests and with prior permission from the Principal.
3. The Librarian can recall the books issued to the user at any time, if required.

4. Users will be responsible for the materials borrowed from the Library. Borrower will be charged for any loss, damage to the material(s), by way of mutilation and disfiguring of pages, by either asking for a replacement of the document (latest /same edition) or by paying an amount equal to the cost of document plus processing fee.
5. Users are requested to ensure that all the documents taken out of the library are properly issued.
6. No two copies of the same book will be issued to a user.
7. Reference material like encyclopedias , dictionaries, newspapers and other priced books are for reference only and cannot be issued.

B. For Faculty Members

1. Faculty members may borrow books, magazines (back-dated) and CD's for home reading and viewing purposes.
2. The maximum number of library materials which can be issued
 - i. Textbooks = 50
 - ii. Magazines (back-dated) = 2
 - iii. CD's = 1
3. Loan Period for books= End of Semester.
Loan Period for CD's /Projects/Magazines = 7 day

C. For Students

A) Library Books

- a. Students need to produce their identity card in person while borrowing books and other materials from the library.
- b. The maximum number of books which can be issued = 2 books
- c. Loan Period for books = 7 days
- d. Renewal of issued books is restricted to only 1 time. However, books may not be renewed if there is demand from other users.
- e. Library cards are non-transferable.
- f. Library materials issued for photocopying are to be returned within 24 hrs from the time of issue , failing which students will be liable to pay a fine.
- g. Overdue Charge is Rs. 1/- per day, Charges for Loss of Library Card is Rs. 50/- per card.
- h. Refund of library deposits will be as mentioned in the prospectus.

Book Bank Books

1. Book Bank books will be issued only during the start of the Semester and are to be returned at the end of the semester.
2. Sr. No. 4 under General Rules will be applicable.

II] The following will be treated as misconduct and they will be reported to the authorities

1. Unauthorized removal of library materials.
2. Mutilation and disfiguring of library materials.
3. Non-response to the intimations of library for return of materials.
4. Misbehavior with the library staff on duty.

SEMESTER END EXAMINATION FEES

SCHEDULE OF FEES

The fees structure for undergraduate course of study in commerce is recommended by the Goa University.

1. Schedule of fees –semester end examination will be notified separately on the notice board at the time of admission/examination.
2. The college has cash less office, hence, all fees are to be paid through the designated nationalized bank by challan.
3. All fees are subjected to change as per the University /Government notification.
4. All deposits and enrolment fees are to be paid at the time of joining the college.
5. Admissible Deposits are refundable, according to rules.

RULES AND REGULATIONS REGARDING PAYMENT OF FEES

1. Caution deposit, Gymkhana, Library, Laboratory and University Registration Fees and contribution towards Student Aid Fund have to be paid along with the First semester at the time of admission, failing which admission is liable to be cancelled.
2. At the time of admission, the student will have to pay full fees including Semester End Examination Fees of the I, II, III and IV semester respectively.
3. The Special Supplementary Examination fees will be collected 20 to 25 days prior to the commencement of Examination.

4. Payment of the fees without fine is up to the last date notified.
5. After the cut off date, fees will be collected with a nominal fine of Rs. 200/- for a period of 7 days. However, non payment of fees by the student concerned beyond this period shall make him/her ineligible to attend classes /practicals/tutorials/tests and examination.

FEES FOR ISSUE OF DOCUMENTS

1. Duplicate Identity Cards will be issued, only after submission of an Affidavit, duly attested by the Notary and the copy of the police complaint filed regarding loss of identity card. Rs 100 will be charged for issue of a duplicate ID card
2. Duplicate Marksheets will be issued only on submission of affidavit, duly attested by the Notary and the copy of the police complaint filed regarding the loss of mark sheet with the payment of Rs. 200 or as prescribed by Goa University.
3. Duplicate Transfer Certificate/Leaving Certificate will be issued with the payment of Rs. 50 only after submission of an affidavit, duly attested by the Notary Public or as prescribed by Goa University.

RULES FOR REFUND OF FEES

All fees, except other fees, IT / Computer fees, SAF, Identity card, Savishkar, Journal, Magazine and PTA fee shall be refundable as under.

1. For the students who change from one paper to another in this college, the fees shall be accordingly adjusted.
2. All fees paid by a student at the time of admission shall be refunded to him/her after deduction of Rs 100/-as administrative charges, if the student informs the Principal of the college in writing before the date of commencement of the semester that he/she desires to cancel his/her admission to join another College/Institution affiliated to Goa University. However, the original Higher Secondary School Leaving Certificate submitted by the student will not be returned after registration with Goa University for
P.R. Number.
3. If a student informs the Principal of the college in writing within 30 days from the date of commencement of the term that he/she desires to cancel his/her admission to join another college/institution, all fees shall be refunded to him/her after deducting 15% of the fees collected as administrative charges.

4. Other refund rules will be followed as per Goa University Notifications.
5. The student will get the refund only by the December month of the corresponding year, due to the cumbersome procedures involved. This is partly due to the fact that a part of the refund can be paid only after the College obtains the approval of Directorate of Higher Education, Government and partly due to the fact that certain heads of fees collected in the government treasury. Only fees collected under the following heads-tuition, Library, Lab, Gymkhana, University Enrolment, other fees and caution deposit are eligible for refund.
6. The caution money deposit will be refunded within one month after a student leaves the institution deducting the outstanding dues against her/him, if any. The application for the refund of caution money should be submitted to the Principal within six months from the last date of leaving the institution failing which the caution money shall stand forfeited.

ISSUE OF CERTIFICATES

- 1) Written application has to be submitted by the student for issue of certificates by the College. If the application is complete in all respects, the certificate will be issued as per the citizen charter.
- 2) Students can also request for certificate under the fast track mode on payment of higher fees.
- 3) Any student seeking admission to other institutions affiliated and approved by Goa University should inform the Principal well in advance. **Such students will not be returned the original Higher Secondary School Leaving but will be initially issued 'No Objection Certificate' (NOC).** Subsequently a letter from the head of the new institution has to be produced for issuing the Leaving Certificate.
- 4) **Students seeking admission to other non-affiliated and non- approved private institutions will only be issued Bonafide Certificate.**

COMMITTEES, CELLS AND ASSOCIATIONS COMMITTEES

The Administration of the College is decentralized with the formation of various Committees and Cells (consisting of the College Staff) which assist the Principal in carrying on the College Administration.

The Convenors of various committees are duly empowered to carry out their functions. They report to the Principal in matters pertaining to the functioning of the Committees. Monthly Reports in this regard also submitted.

COLLEGE STANDING COMMITTEES, CELLS/CLUBS:

- a) Internal Quality Assurance Cell (IQAC)
- b) Campus Development Committee
- c) Research/Consultancy & College Research Journal Committee
- d) Continuing Education & Extension Club (CEEC)
- e) Time Table Committee
- f) Alumni Association
- g) Committee for Promoting Academic Excellence
- h) Scholarships and Talent Search Committee
- i) PTA(Parents teachers Association)
- j) Career Guidance and Placement Cell
- k) Short-Term and Certificate Courses Committee
- l) Medical Services Cell
- m) Finance Committee
- n) Staff Welfare
- o) College Publication Cell
- p) College Grievance Committee
- q) Committee against Sexual Harassment of Women/Complaints Committee
- r) Consultancy & Extension Services
- s) Committee for“Savishkar”
- t) Intra Semester Assessment Monitoring Committee
- u) Literacy Association
- v) S.C. / S.T. and O.B.C. Committee

THE STATUTORY COMMITTEES

- a) Examination Committee.
- b) College Unfair Means Inquiry Committee.
- c) Internal Complaints Committee
- d) Anti Ragging Monitoring Committee

OTHER WORKING COMMITTEES

- a) NSS Committee
- b) Discipline Committee
- c) Admissions Committee
- d) Committee for Prospectus
- e) Attendance Committee
- f) College information/ Statistics Committee
- g) Library Committee
- h) NAAC, University Affiliation, UGC / RUSA, AISHE and NIRF
- i) Faculty Assessment Committee
- j) Committee for Celebration of National days
- k) Student's Welfare Committee
- l) Student's Council
- m) Canteen Control Committee
- n) Magazine Committee
- o) Physical Education & Sports Council
- p) Inventory Committee
- q) Nature Club
- r) Red Ribbon Club

FEE STRUCTURE OF GOVERNMENT COLLEGE OF COMMERCE AND ECONOMICS, BORDA, MARGAO-GOA.

ADMISSION FEES FOR THE ACADEMIC YEAR 2022-23	
F.Y.B.COM.	
Particulars	Amount Rs.
Tuition fee	1530.00
University Registration Fee	630.00
Library Fee	470.00
Gymkhana Fees	420.00
Other Fees	420.00
Student Aid Fund	130.00
Libray Deposit	70.00
Caution Money Deposit	70.00
Identity Card	150.00
Magazine/News letter/Journal	200.00
PTA	150.00
Soft Skill Training & Career Couselling	100.00
Saviskar	100.00
Ist Semester Exam Fee*	1800.00
IInd Semester Exam Fee*	1800.00
Admission Fees	100.00
Total	8140.00

ADMISSION FEES FOR THE ACADEMIC YEAR 2022-23	
S.Y.B.COM	
Particulars	Amount Rs.
Tuition fee	1530.00
Library Fee	470.00
Gymkhana Fees	420.00
Other Fees	420.00
Student Aid Fund	130.00
Caution Money Deposit	70.00
Identity Card	150.00
Magazine/News letter/Journal	270.00
PTA	150.00
Soft Skill Training & Career Couselling	100.00
Saviskar	100.00
E- Commerce E- Accounting Sem IV	200.00
Admission Fees	100.00
III Semester Exam Fee*	1700.00
IV Semester Exam Fee*	1700.00
Total	7510.00

ADMISSION FEES FOR THE ACADEMIC YEAR 2022-23	
T.Y.B.COM.	
Particulars	Amount Rs.
Tuition fee	1530.00
Library Fee	470.00
Gymkhana Fees	420.00
Other Fees	420.00
Student Aid Fund	130.00
Caution Money Deposit	70.00
Identity Card	150.00
Magazine/News letter/Journal	270.00
PTA	150.00
Soft Skill Training & Career Couselling	100.00
Saviskar	100.00
Alumni Registration	100.00
Admission Fees	100.00
Total	4010.00

- IAIMS fees of Rs.225/- shall be charged as per the notification of Government / Goa University.
- I.Tech Charges for Rs.820/- and Academic Re-structuring & Development fees of Rs.1500/- will be charged from FY,SY and TY. B.Com
- The fees mentioned above are subject to clarification sought from Goa University. Any change in the fees shall be notified for collection/refund of fees.
- Examination fees of the T.Y.B.Com will be Collected during the respective odd and even Semester Examination as per university guidelines..
- Exam fees of F.Y.B.Com and S.Y.B.Com will be collected during Admission.
- Computer Lab. fees Rs. 500/- will be collected from those who opt for Computer Application for Business (S.Y.B.Com) separately.

NB: *Subject to change as per the New Circular of Goa University the Government of Goa and the Directorate of Higher Education (yet to be received)..

CITIZEN CHARTER

(A) Services Rendered to the Students

Services	Duration (working days)
1. Issue of Identity cards i) S.Y./T.Y. ii) F.Y. iii) Late Admission(F.Y.) iv) Duplicate Identity Card	10 days after College re-opening. Within 15 days of College Re-opening. One week after the last date prescribed by University for admission. 10 days on payment of prescribed fees.
2. Issue of Certificates i) Transfer Certificate ii) Character Certificate iii) Bonafide Certificate iv) Leaving Certificate	Maximum 3 days.
3. Change in subject/stream and subsequent changes in the Roll Call	Maximum 3 days on receiving the application, Subject to the approval of Admission Committee.
4. Processing and forwarding migration certificate	Maximum 3 days/Refer Goa University website.
5. Processing and forwarding application forms for scholarship/freeship/fellowship	Maximum 3 days.
6. Displaying of consolidated results F.Y./S.Y.	15 days after the completion of the examination.
7. Issue of Marksheet (First time)	Within 3 days of the declaration of results.
8. Issue of Duplicate Marksheets	Maximum 7 days.
9. Verification of Marks	10 days from the declaration of results on payment of the stipulated fee.
10. Issue of Hall Tickets (T.Y.)	Within 2 days after receipt from University.
11. Issue of Fee Certificate	3 days on receiving the application form.

