

Rosary College of Commerce & Arts

NAVELIM, SALCETE, GOA

Re-accredited by NAAC with Grade 'A'
- 3rd Cycle (CGPA score of 3.29 on a 4 point scale)



Bachelor of
COMPUTER APPLICATIONS

Bachelor of
BUSINESS ADMINISTRATION

Bachelor of
**BUSINESS ADMINISTRATION
TRAVEL & TOURISM**

Master of
COMMERCE

HANDBOOK
2021-2022



OUR VISION

*An Educative Community marked by
Justice, Co-operation and Integrity*

OUR MISSION

*To empower young women and men
specially the underprivileged as
responsive citizens through Holistic Education*

CORE VALUES

The values which guide us at Rosary College are:

- ★ *Faith in God*
- ★ *Love of Fellow Beings*
- ★ *Moral Uprightness*
- ★ *Social Responsibility*
- ★ *Pursuit of Excellence*

OUR OBJECTIVES

- *To sensitize students to the needs of the community with a special focus on the minority and underprivileged sections of the society.*
- *To empower students with the necessary skills so as to enable them to play an active role in National Development and to become globally competent.*
- *To strengthen a secular, democratic and non-discriminative spirit among the students through value-based education.*
- *To use modern technology for effective teaching and learning.*
- *To make students employable, and empowered to meet the changing needs of the industry.*

Rosary College of Commerce & Arts
COMPUTER APPLICATIONS, MANAGEMENT STUDIES, TRAVEL & TOURISM,
MASTERS IN COMMERCE
NAVELIM, SALCETE, GOA.



Handbook for BCA/ BBA/ BBA (T&T)/
M.Com.
2021-2022

STUDENT'S DATA

Name of the Student: _____

Parent's/Guardian's Name: _____

Address : _____

Class : _____ Div.: _____ Year: 2021-22

Roll No. : _____ Phone No.: _____ Blood Group: _____

Emergency Contact: _____

Signature of the Student : _____

Signature of the Parent/Guardian : _____

Name of the Class Teacher : _____

Name of the Mentor : _____

CONTENTS

Welcome to Rosary College	01
About Rosary College	02
Why Rosary College?	03
Rosary College at a Glance	04
Facilities and Support Services	05
Beyond the Classroom	08
Publications	12
Awards	13
Scholarships and Financial Assistance	14
Rules and Regulations	21
Library	26
University Circulars	28
Bachelor of Computer Applications	70
Bachelor of Business Administration	74
Bachelor of Business Administration (Travel & Tourism)	78
Master of Commerce	82
Department of Physical Education	85
Administration	86
Annual Planner 2021-2022	87
Academic Calendar for 2021-2022	100
Average Attendance for 2020-2021	101
Academic Performance for 2020-2021	101
Justification of Absence (Leave Note)	102
Permission to Leave Early —Proforma	105
Duty Leave —Proforma (Sports / Cultural Activities, etc.)	107
Requirements for Duplicates of ID Cards / Marksheets	110
Proforma for Wi-Fi	111
Time Table	112
Notes	113

WELCOME TO ROSARY COLLEGE

After completing 12th Standard, students are in the process of choosing a career that will decide their future. A wide range of courses and programmes are available for a student to choose from. However, what matters the most is selecting an appropriate college to do the desired course.

I am delighted to present to you the most prestigious college in South Goa 'Rosary College of Commerce & Arts' that offers you the best education. Rosary college was awarded the prestigious 'A' Grade by the National Assessment and Accreditation Council (NAAC) during its 3rd cycle in 2017 and is one among the top 10% of the accredited college in India. The college was ranked among the top 150 Colleges in India by the National Institute Ranking Framework —Ministry of Human Resource Development (NIRF-MHRD) for the year 2017. In the year 2019, India Today Magazine has ranked Rosary College as 75th in Commerce, 76th in Computer Applications, 78th in Arts and 116th in Business Administration in the whole country. In 2021-22, the Education World has ranked Rosary College 14th amongst the Non-autonomous Colleges in India.

Rosary College of Commerce & Arts is affiliated to Goa University and offers various degree courses like Bachelor of Commerce (Honors), Bachelor of Arts (Honors), Bachelor of Computer Applications, Bachelor of Business Administration, Bachelor of Business Administration (Travel & Tourism), Master of Commerce and Ph.D. in Commerce. The College also provides coaching classes for UPSC (IAS), GPSC, Bank Exams and CA (CPT) besides conducting numerous short term skill based certificate courses in information technology and Tally ERP9.

Education is the process of acquiring knowledge, skill, technique, information and values. It shapes our career and future growth. Education also empowers women and helps in the overall development of the society. Further, it transforms the lives of many. Rosary College empowers young women and men, especially the underprivileged as responsive citizens through holistic education. The college has a mentorship programme wherein the faculties' regularly interact with students, listen to their difficulties, guide and help them cope with academic and personal problems.

Rosary College provides ample opportunities to students to excel in sports, cultural, co-curricular, extra-curricular, social activities and NCC. Over the years the college has helped produce eminent National players in Football and State players in Hockey, Athletic, and Tennikoit.

The college has the best infrastructure in the form of an excellent library, smart classrooms, multimedia lab, and state-of-the-art computer laboratories conducive for teaching, learning and to realize the goals of our students.

I am confident that you will fulfill your ambitions and realize your dreams at Rosary College.

May God bless you.

Dr. Helic M. Barretto
Acting principal

Rev. Fr. Gabriel Coutinho
Administrator

ABOUT ROSARY COLLEGE

Rosary College of Commerce and Arts was established by the Archdiocese of Goa and Daman in June 1990. The College owes its inception to the magnanimous initiative of late Rev. Can. Jose Roberto Vaz, who was then the Parish Priest of Our Lady of Rosary Church. The College is managed by the Diocesan Society of Education and is a minority institution under Article 30(1) of the Indian Constitution.

Rosary College has been built by the Fabrica de Nossa Senhora do Rosario, Navelim, almost entirely from the proceeds of the sale of properties belonging to the Fabrica, Confraria de Nossa Senhora do Rosario and Confraria do Santissimo Sacramento.

The College has made strident progress in the last 31 years with a new, fully independent and self-sufficient block constructed due to the initiative of the former Principal Rev. Prof. Simão R. Diniz. It was built on account of a gamut of new courses introduced to keep pace with the burgeoning requirements of the industry.

Rosary College of Commerce and Arts has made quantum leaps in progress whether it was the recent re-accreditation- 3rd cycle resulting in an A-grade with a CGPA score of 3.29 on a 4-point scale by NAAC, the quality of education imparted, the professional success of its alumni or the fact that Rosary College has upheld the Goa University Sports Championship for five times over the last decade. Rosary College has constantly endeavoured to reach the zenith and this is what positions it, in a league of its own.

AFFILIATION AND ACCREDITATION

Affiliated to Goa University, Rosary College of Commerce and Arts, Navelim, is recognized under sections 2(f) and 12-B of the University Grants Commission Act, 1956. The College was re-accredited during the 3rd Cycle by the National Assessment and Accreditation Council (NAAC) in the academic year 2016-17 with Grade A (CGPA score 3.29 on a 4 point scale). The College stands in the top 10% of the accredited colleges in India; it was ranked among the best top 150 colleges in India by NIRF-MHRD (2017).

WHY ROSARY COLLEGE?

The portals of holistic education beckon you!



Rosary College, veritably, personifies the credo 'holistic education.' Ever since its inception 30 years ago, Rosary College has been in the vanguard of chiselling and moulding the lives of young men and women and metamorphosing them into estimable citizens. Through the Apostolate of Education, we seek to address the material, emotional, spiritual and intellectual needs of all our educands. Every student who leaves the portals of Rosary College is empowered with not mere knowledge but wisdom and understanding to analyse, to make decisions and more importantly to serve as trailblazers.

Our all-encompassing curriculum, with a paradigm shift in pedagogy from Teacher-centric learning to student-centric learning, has been the fulcrum of the transformation of every student into a thorough-bred professional. Paramount importance is given to whole range of activities held within and outside the classroom to help spur a sense of indefatigable curiosity in the natural and academic world. Our teaching staff is replete with high levels of qualifications, experience and a vast repository of knowledge the fundamental requisites of higher education.

Rosary College symbolises dynamism in higher education with a constant endeavour to enhance the infrastructure, learning environment and curriculum in order to suit the needs and interests of students and provide a conducive learning atmosphere; thus realising the aspirations of an A-grade College to fruition. No education is complete without value-based education and Rosary College has been instrumental in imbuing values and life skills like integrity, honesty, respect, discipline, accountability, leadership, and an all pervading sense of dedication to excellence. Our relentless aim is to elicit a high degree of professional competence in all our students.

Rosary College of Commerce and Arts, located 2.5 kilometres from the commercial capital of Goa - Margao, is straddled with places of convenience such as post-office, district library, hospitals, supermarket, railway station, banks and girls' hostel. Coupled with easy accessibility, digitised academic ambience, compelling campus, highly qualified, motivated and experienced teaching staff and a plethora of opportunities provided to students, makes the College one of the most sought institutions of higher education in Goa.

Come and experience an opportunity of a lifetime and a guided journey of life here at Rosary College of Commerce and Arts!

Rosary College is more than just another College!

ROSARY COLLEGE AT A GLANCE

Administrator	: Rev. Fr. Gabriel Coutinho
Acting Principal	: Dr. Helic M. Barretto
Vice Principal	: Rev. Dr. Jeronimo D'Silva
Location	: Navelim, Salcete, Goa.
Established in	: 1990
Accreditation	: Re-accredited - 3rd Cycle by NAAC, Bangalore with 'A' Grade (CGPA score of 3.29 on a 4 point scale)
Stream	: Bachelor of Commerce (B.Com.)
	Bachelor of Arts (B.A.)
	Bachelor of Computer Applications (B.C.A.)
	Bachelor of Business Administration (B.B.A.)
	Bachelor of Business Administration (Travel & Tourism)(B.B.A.-T&T)
	Master of Commerce (M.Com.)
	- Accounting and Finance
	- Business Management
	PhD (Commerce)
Departments	: 17
Under Graduate Programmes	: 05
Post Graduate Programmes	: 01
Ph. D. degree Programmes	: 01
Short Term Skilled Based Courses	
Career Oriented Programmes	
Common Proficiency Test - (CPT)	
Coaching Classes for C.A.	
UPSC & IAS Coaching Classes	
Academic Staff (Full Time, Part Time, Contract Basis, Lecture Basis)(2020-21)	: 84
Non-Teaching Staff (2020-21)	: 27
Janitors & Watchmen (2020-21)	: 10
Total Student Enrolment (2020-21)	: 531
International Student Enrolment (2020-21)	: 21

FACILITIES AND SUPPORT SERVICES

ACADEMIC ENVIRONMENT

Rosary College offers its students an enriching academic experience. The College follows the semester pattern with Intra Semester Assessment (ISA) and Semester End Examination (SEE) Modes of Evaluation. The students are regularly evaluated through assignments, quizzes, debates, discussions and tests. The Institution emphasizes on active participation of all the students in the teaching- learning process. The faculty members of every department ensure that the appropriate teaching methodology is adopted, adequate subject matter is imparted and the presentations or projects assigned to the students enable them to acquire not just theoretical knowledge, but, empower them with essential life skills. Since the academic year 2017-18 the First Year Students (BCom/BA) are being offered the Choice Based Credit System (CBCS) Structure as per the guidelines of Goa University.

STELLAR STAFF

The Institution has a highly experienced and qualified staff possessing Ph.D., M.Phil and Post Graduate degrees. The faculty adopts innovative teaching methodologies stressing on the use of ICT, field trips, seminars, interactive and practical learning. The faculty members regularly participate in international/national seminars, conferences and undertake research projects to enhance their professional expertise.

CAMPUS

The College is located at a distance of about 2.5 kilometers from the commercial capital of Goa, Margao, and is placed amid lush surroundings that stimulate learning. This environment charges students with a new energy. The resources provided to the students include spacious classrooms each equipped with LCD projectors, interactive panels, plagiarism software excellent computer laboratories with the latest softwares, a well-stocked library, and a cafeteria, among others. The entire campus is connected with a state-of-the-art LAN connection, Wi-Fi networks, and computer servers. The campus is a blend of modernity and the latest advances in technology.

INFRASTRUCTURE

HEALTH CARE

Free eye check-up camps, diabetes camps, first-aid courses, Yoga sessions, vaccination programmes and talks on health and nutrition are periodically organized by the College. A prominent general practitioner renders his services to the College in case of medical emergencies. Another step in health care is the provision for a well-stocked infirmary and clean washrooms.

CAFETERIA

The campus houses a spacious cafeteria that caters to the varied tastes of the student community.

MULTIMEDIA CENTRE

A state-of-the-art multimedia centre is available for the screening of movies, making of documentaries and editing of short films.

LABORATORIES

The College has well-equipped laboratories that house over 300 computer systems. The systems are connected by a LAN. High-end IBM servers provide essential services across the network of computers and run various applications. A sophisticated firewall ensures that students have access to information on the internet that is relevant to their academics.

WI-FI ENABLED CAMPUS

The Wi-Fi network in the college provides internet connectivity within the computer laboratories and all throughout the campus.

LIBRARY

Besides having a large collection of books, the library contains an interesting collection of periodicals, national and international journals as well as electronic content. It has plagiarism software for the benefit of researches and students. The library is fully computerized and the books are bar-coded. The online indexing and title search facility helps the location of a specific book and gives information on its availability. Computers in the library are connected to the internet and provide students with instant access to information. For the benefit of students the library also provides printing and photo-copying facilities besides giving the students access to Kindles and tabs which can be used for studying as well as accessing general reading material.

SPORTS FACILITIES

The campus has a modern gymnasium equipped with the latest exercise machinery. There are facilities for indoor games such as Table-Tennis, Judo, Taekwondo, Chess and Carom. The gymnasium also has a weight-training room. Yoga sessions are conducted in the gymnasium by qualified Yoga instructors from time to time. The Rosary Educational Complex includes a stadium and a playground for outdoor activities. Cycling training kits and bicycles are provided to students for training as well as participating in cycling events.

SUPPORT SERVICES

COACHING FOR COMPETITIVE EXAMINATIONS

Students are guided to answer state and national level competitive examinations like IAS, UPSC, IRDA - Insurance Advisors, CPT(For Chartered Accountancy), NET and SET.

COUNSELLING

The process of growing up and making a transition into the world of responsibilities is wrought with issues such as a lack of self-esteem, insecurity and peer-pressure. Counselling facilities are offered to the students to help them deal with such issues.

REMEDIAL TEACHING

Remedial teaching is provided for those students who are academically challenged. All efforts are made to ensure that no student lags behind in his or her studies.

VALUE EDUCATION

To be grounded and not to lose oneself to the demands of the materialistic world. Value Education as a certificate course is being offered to the students of all programs. The Value Education sessions are conducted once a week for the students of all programmes by competent external faculty which comprise of religious persons and social workers. The syllabus delves into issues like family relationships, social problems, environmental concerns and personality development.

MENTORSHIP

Each class is allocated a class teacher who also functions as a mentor. The mentor closely monitors the attendance, academic performance and behavior of each student. The class teacher/mentor also periodically interacts with parents, keeping them updated about their ward's performance.

RMI HOSTEL FACILITIES

The RMI nuns (Religious of Mary Immaculate) provide hostel facilities to girl students who are enrolled in Rosary College and who require these facilities. Simple, safe accommodation and food is provided in this hostel where girls are also trained to live in a family-like atmosphere of care and concern while simultaneously nurturing healthy relationships.

AICUF (ALL INDIA CATHOLIC UNIVERSITY FEDERATION)

Members of the AICUF organize a number of religious / spiritual programmes and students are encouraged to participate in these programmes. These programmes provide the students with an opportunity for interaction with volunteers and with those persons working full-time at AIDS centres, prisons and hospitals. These activities are conducted with an objective of faith formation and with a goal of inculcating in students a genuine concern for the marginalized and oppressed sections of society, so they effectively commit themselves to the task of building a new and just society.

ROSARY COLLEGE CONVENIENCE COUNTER

The College runs a convenience counter to make available to students items like stationery and other sanitary products at subsidized rates.

STUDENTS SMS PORTAL

To convey notifications and attendance details to parents and guardians through messages via mobile phones the college has established a Students SMS Portal.

OTHER FACILITIES

- ❖ Online Course Management System
- ❖ Incubation Centre for Training and Research
- ❖ Computerised Library with Inlibnet
- ❖ Safe and Secure Campus
- ❖ Green Campus (Vermicomposting & Khamba Facility Available)

BEYOND THE CLASSROOM

STUDENT ACTIVITIES AND LEADERSHIP OPPORTUNITIES

NOESIS

The BCA Department of Rosary College organizes NOESIS which is a National-Level Technical Festival. The event brings together the best minds from all over the state. Skills learnt in the classroom are tested through mind-stimulating activities during the event. The event also strives to create awareness of the significance of IT in today's business world.

IMPRESSIONS

IMPRESSIONS is an inter-collegiate event organized by the TYBBA students of Rosary College. The event was conceptualized to provide a forum for the TYBBA students to exercise the management skills learnt in the classroom. Organisation and management of the event is part of the curriculum of the BBA programme. IMPRESSIONS aims at engaging the participants in various activities related to the business arena and promoting greater sensitivity towards environmental concerns.

ENTRADA

As part of the curriculum, the students of TYBBA-T&T of Rosary College have to conceptualize and organized a One Day National Level Event ENTRADA. The event is a platform for the students of various colleges to exhibit their talents. The event is based on the theme decided for World Tourism Day of that particular year. It gives the students an opportunity to put into practice theoretical knowledge gained in the classroom and come up with innovative solutions to the problems faced by the tourism industry.

PASSONIC

PASSONIC is a state level inter-collegiate event organized by the Post Graduate Department of Commerce. Events such as Logo Designing, Business Quiz, Extempore, Ad-Maniac, Debate, Case Study, Public Relations Challenge, Business Plan, Documentary, Photography, Fashion Show and Mr. and Ms. Passonic help students demonstrate their skills and showcase their talents. The participating students also learn how to apply conceptual knowledge to real life problems.

INSIGNIA

The Department of Commerce organizes INSIGNIA a National Level Event, which provides students a platform to showcase their talents and test their theoretical knowledge.

S-CAPADE

S-CAPADE is a National Level Annual Exhibition of software products created by the students of the BCA Department.

SPORTS

In keeping with the motto of holistic development of the students, sports activities are given due importance in the College. The students have consistently been performing well in the inter-collegiate sporting events organized by Goa University. The students of the College have brought home the title of 'Best College in Sports' for five academic years over the last decade in 2009-10, 2010-11, 2011-12, 2013-14 and 2016-17.

NET GENIUS

NET GENIUS is a State level networking Quiz organized by the BCA Department in association with Bilsoft Academy. The event provides an opportunity for all Computer Science students to compete for the NetGenius Championship.

CULTURAL ACTIVITIES

CULTURAL ACTIVITIES held during the academic year are windows for students' to display their talents and creativity. Activities like Singing Competition, Folk Dance Competition, Social Advertisement Competition, Fun Week, Bazaar Day, Carol Singing and Live Crib Competition as well as Founders' Day, besides being an explosion of fun, provide students with a platform to explore their creative faculties.

STATE, NATIONAL AND INTERNATIONAL SEMINARS, WORKSHOPS, CONFERENCES

Seminars, workshops and conferences are conducted to keep the faculty and the students abreast of the latest developments in various fields. The events address a wide variety of topics and issues which update the staff and students about current as well as subject related matters. These programmes are chaired by people who have achieved great heights in their chosen profession or interest. The seminars and workshops also bring together the student community and the corporate world with a common goal of enhancing knowledge.

CLUBS AND COMMITTEES

The College has several specialized cells and committees that conduct various programmes for the students. These are as follows:

STUDENTS' COUNCIL

The Students' Council is a student-based group that renders support for conducting the various co-curricular activities that take place throughout the academic year. The Students' Council also plays the role of a mediator between the Management of the College and the students. It conveys the views, opinions and sentiments shared by the student community to the administration.

LANGUAGE CELL

The objective of the Language Cell is to encourage the habit of reading and to expose students to a variety of literature. The cell also aims to nurture in students the ability to write well.

NCC AND NSS

Through NCC and NSS, the virtues of justice, patriotism, team spirit and social responsibility are imbibed by students. The activities that are mandatory as part of the NCC and NSS programmes expose the students to community service and create in them responsiveness to societal needs. This is done by involving the students in blood donation camps, waste collection drives, tree plantation programmes, rallies, visits to old age homes, orphanages, and other social activities.

HERITAGE CELL

The objective of the Heritage Cell is to create awareness among students about the rich cultural diversity of the country as a whole and of the State of Goa in particular. The Cell also aims at inculcating in students the need to preserve our heritage.

ENVIRONMENT CELL

The Environment Cell aims at making students responsible towards the environment and creates awareness about the various issues concerning the environment. The Cell undertakes various activities like the cultivation of herbs and the making and distribution of eco-friendly paper and cloth bags. It also screens documentaries and conducts workshops on environmental issues for students and the general public.

WOMEN'S CELL

The Women's Cell aims to empower the women members of the student community and the faculty with respect to enhancing their self-esteem and helping them advance in the career of their choice. It also holds various programmes on Women's Day and conducts activities to create awareness about diet and nutrition.

ROSARY ALUMNI FAMILY

The College aims at harnessing the feedback of ex-students for the betterment of the institution. Prominent alumni are invited periodically to share their experiences and expertise with the students.

READING CLUB

The Reading Club aims at inculcating in students the love for reading and the different genres of literature. Students are encouraged to debate, discuss and reflect on a wide range of issues that literature has to offer. The club also aims at improving the standard of English language comprehension of individual students.

CAREER GUIDANCE AND JOB PLACEMENT CELL

The Training and Job Placement Cell serves as a link between the corporate world and the students. It also works towards facilitating campus recruitments. The Cell aims at informing students about various job options and career choices available to them. The Cell also conducts job training to equip students with necessary and relevant job skills.

THE RED RIBBON CLUB

The Red Ribbon Club is concerned with creating awareness about the various aspects of HIV/AIDS among the youth and eliminating the stigma against people with this disease. The Club also encourages non-remunerated blood donation among the youth.

HEALTH CELL

The Health Cell aims at making the students, teaching and non-teaching staff, health conscious by organizing various activities such as health camps and talks on health and nutrition.

THE KONKANI CULTURAL CLUB

The Konkani Cultural Club aims to inculcate in the students the love for their mother tongue, Konkani, as well as the rich culture of the state. The club also organizes plays, dramas, workshops and seminars.

STOCK INVESTORS CLUB

The aim of the Stock Investors Club is to acquaint students with the working of the stock exchange and the operations of the share market. The club also doles out advice on related issues when the students need it, especially with regard to making investments in the stock market.

CONSUMER WELFARE CELL

The Consumer Welfare Cell aims at building awareness about the various provisions of the "Consumer Protection Act 1986" and enlightens its members regarding their rights as consumers.

EQUAL OPPORTUNITY CELL AND GENDER CHAMPIONS

Gender Champions are envisaged as responsible leaders who will facilitate a positive environment within their schools/colleges/academic institutions where girls are treated with dignity and respect. They aim at strengthening the potential of young girls and boys to advocate the cause of gender equality and monitor progress towards gender justice.

SKILL DEVELOPMENT CENTRE

The Skill Development Centre aims at getting students industry ready by giving them a taste of the skills required in the job market of the real world. It also aims to inculcate in students a sense of entrepreneurship.

CELL FOR COMMUNITY OUTREACH PROGRAMME

This programme enables the college to adopt backward schools and villages and provide them with basic necessities which may be unavailable to them like stationery, uniforms and cutlery. It also aims at creating awareness about social and environmental issues that plague our society.

COMMITTEES IN THE COLLEGE

- ❖ Student Grievance Redressal Committee
- ❖ Time-Table Monitoring Committee
- ❖ Discipline Committee
- ❖ Anti-Ragging Committee
- ❖ Canteen Committee
- ❖ Library Committee
- ❖ Maintenance and Cleanliness Committee

PUBLICATIONS

The various publications brought out by the College showcase the writing talent, reflective thoughts and innovative ideas of the students. Students are constantly encouraged to contribute articles to these publications.

NAVODAY - Navoday is the College magazine and contains departmental reports, reports of the various cells in the college, information about academic and sports awards instituted by the College and information about calendar events along with articles contributed by the students and faculty.

ROSARY COMPASS - Rosary Compass is the College newsletter. The newsletter includes information about students' performance in academics and co-curricular activities as well as sporting events at the collegiate and inter-collegiate levels and reports on seminars and workshops in addition to the articles contributed by the staff and students.

GYANA - Gyana is the College Interdisciplinary Research Journal. Research articles contributed by the staff and students are published in Gyana.

BITS & BYTES - Bits & Bytes is the E-newsletter brought out by the Department of Computer Applications.

ROSARY GEEKS - Rosary Geeks is the Newsletter brought out by the Department of Computer Applications.

ARYANA - Aryana is an international students' magazine published annually.

PHOENIX - Phoenix is a newsletter brought out by the BBA students. The newsletter is dedicated to the flame of youth empowerment.

GLOBETROTTING - Globetrotting is a newsletter brought by the BBA - Travel & Tourism students.

MCOM NEWSLETTER - This bulletin brings out news pertaining to the Post Graduate Department of Commerce.

साहित्यछंद (*Sahitaychand*) - साहित्यछंद is the newsletter of the Department of Konkani.

SEASONS - Seasons is the newsletter brought out by the Geography Department.

COMMERCE CANVAS - Commerce canvas is the newsletter brought out by the Department of Commerce

MUSINGS - Musings is the newsletter brought out by the Department of English.

AWARDS

Rosary College of Commerce and Arts evinces keen interest in the welfare and overall motivation of its students. To provide a pat on the back and enhance excellence, the College has instituted several awards in various realms.

- ❖ Late Vallabhdas V. Naik Outstanding Student Award: This award is given to a Third Year student who excels in academics.
- ❖ Mr. and Ms. Rosary Award: This award is given to a Third Year/M.Com. student (a boy and a girl for excellence in academic, co-curricular activities, sports, and leadership qualities during the three / five years they spend in the College).
- ❖ Late Edwidges and Juao Antonio Mascarenhas Best Conduct Award: A Third Year student having the best moral and civil conduct is presented with this award.
- ❖ Attendance Awards: Students with 100% attendance are awarded a cash prize.
- ❖ Hard Working NSS Volunteers Award (Boy and Girl)
- ❖ Best Camper Award (Boy and Girl)
- ❖ Best NCC Cadet Award (Boy and Girl)
- ❖ NCC Officer's Discretionary Award (Boy and Girl)
- ❖ Best Sportsman and Sportswoman Award
- ❖ Romeu da Silva Memorial Fund Award
- ❖ Late Rosalin Lobo Prize for Sportswoman of the Year
- ❖ Late Mr. Sebastian Fernandes Award
- ❖ Late Mrs. Kesar P. Naik Prize
- ❖ Shri Sebastian Fernandes Prize
- ❖ Aleixo Avertinho De Silva Prize
- ❖ Fr. Calisto De Souza Prize
- ❖ Fr. Leonardo Correia Prize
- ❖ Luis Caraciolo and Maria Antonieta Golden Jubilee Prize
- ❖ Dr. Hermano Rodrigues Prize
- ❖ The faculty members also give awards to students who excel in their respective subjects.

SCHOLARSHIPS AND FINANCIAL ASSISTANCE

All Government Scholarships have to be applied online. Students have to register themselves first and then apply for the scholarships. After applying for the same they have to download the scholarship Application Form and submit it to the college office along with hard copies of all the uploaded documents for verification, among them Aadhaar Card copy is compulsory. Students can apply for only one scholarship in a year. The below mentioned scholarships and financial assistance is provided to the students to pursue higher education.

POST MATRIC SCHOLARSHIP TO SC/OBC STUDENTS

Documents to be submitted along with the application form:

- Caste Certificate issued by Sub-Divisional Magistrate of State of Goa (Caste Certificate for OBC Community is valid for 3 years from the date of issue).
- Total income certificate from all sources issued in favour of head of family. (Family ceiling: SC —Rs. 2.50 lakh per annum, OBC —Rs. 1 Lakh per annum)
- Receipt of fees paid for the current year.
- Educational Certificates/Mark Sheets for preceding 3 years.
- Photograph.
- Aadhar Card Copy.

Students applying under Post Matric Scholarship Scheme are instructed to open a SB Account in any Scheduled/Nationalized Bank in the vicinity of the College. The amount of scholarship will be directly credited to the Bank Account of the student.

Website: www.swportal.goa.gov.in

POST MATRIC SCHOLARSHIP TO ST STUDENTS

DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM:

- Attested copy of Caste/Status Certificate issued by Deputy Collector.
- Income certificate issued by competent authority.
- Receipt of fees paid for the current year.
- Mark sheet of last annual examination passed.
- A copy of Nationalized Bank Pass book of the student.

ELIGIBILITY CRITERIA:

- Student shall belong to ST community notified by Government of Goa (i.e. Gawda, Kunbi, Velip)
- Family income of student from all sources shall not exceed Rs. 2.50 lakhs per annum.

Website: www.scholarships.gov.in

RAJIV GANDHI SHIKSHA SAHAYA YOJANA SCHOLARSHIP TO E.B.C. STUDENTS

Conditions for Fresh Scholarship:

- Income of his/her parents/guardian from all sources should not exceed Rs. 18,000/- per annum.
- He/She has to secure a minimum of 45% marks at the last year qualifying examination
- Student should be studying in the First Year of the stage of education.
- He/She should be resident of the State of Goa (15 years domicile).
- Only one student of E.B.C. family can avail of the Scholarship. To this effect declaration

from the parents/guardian that only one family member is availing of the benefit is to be enclosed with the application form.

Conditions for Renewal of Scholarship:

- Income of his/her parents/guardian from all sources should not exceed Rs. 18,000/- per annum.
- He/She has to pass examination the previous year.
- He/She should have been an awardee of the RGSSY Scholarship of the previous year.
- Only one student of E.B.C. family can avail of Scholarship. Declaration from the parents/guardian to this effect is to be enclosed with the application.
- Rate of Scholarship is Rs. 750/- per student p.a.

POST MATRIC SCHOLARSHIP FOR STUDENTS BELONG TO THE MINORITY COMMUNITIES

Eligible students who wish to apply for the above mentioned scholarships are required to fill in the form online by going to the following website: www.scholarships.gov.in

After filling the form online they have to take a print out and submit the form along with the necessary documents in the office.

ELIGIBILITY:

- Marks not less than 50% in the previous year examination.
- Annual Income from all sources from student's parents or guardian should not exceed Rs. 2 lakhs per year from all sources for Post Matric Scholarship. Students from BPL families having less income will be given preference in ascending order.
- 30% of scholarships reserved for girl students.
- Scholarship not to be given to more than two students in a family.
- Students who are studying in the present academic year can apply or are eligible.
- The Scholarship holder under this scheme will not avail any other scholarship/stipend for the same course.

ROSARY COLLEGE STUDENTS' AID FUND

CRITERIA:

- Income of parents/guardian of the applicant student should not exceed Rs. 25,000/- per annum.
- Student should have passed previous year's examination.

REQUIREMENT:

- The applicant will have to produce income certificate from the prescribed authority as per Government instruction.
- Attested HSSC Mark-Sheet copy for F.Y. students/Attested Semester Mark-Sheets for S.Y./T.Y. students.

EDUCATIONAL CONCESSION TO THE CHILDREN OF FREEDOM FIGHTERS

NOTE:

Freedom Fighters including son/daughter, the grand children i.e. the children of his/her deceased son/son-in-law provided the grand children are dependent on him/her, "the adopted children", "step children" are entitled for education concessions under this scheme.

CONDITIONS:

- Student should not be employed.
- Should not be a recipient of any other scholarship.
- Should have secured promotion in the next higher class.

REQUIREMENTS:

- Attested copy of Identity Card (Freedom Fighter).
- Attested copy of Mark sheet(s) of the previous academic year.

SCHOLARSHIP FOR DIFFERENTLY ABLED STUDENTS

The criteria for eligibility under this scheme are that:

- The student should possess a minimum disability for 40% duly certified by Medical Board.
- The student should have secured a minimum of 45% marks in the previous annual examination.
- The annual income of parents of the students should not exceed Rs.1,20,000/- p.a. from all the sources.
- Identity Card issued by Directorate of Social Welfare, Panaji —Goa.

EDUCATIONAL CONCESSION TO THE CHILDREN OF SERVICE PERSONNEL

TERMS AND CONDITIONS:

- Children of “Service Personnel” means and includes Combatant Junior Commissioned Officers, Non- Commissioned Officers and other lower ranks in the army and officers and personnel of the corresponding status in the Air Force and the Navy are eligible.
- Service Certificate of the Parent is mandatory.
- Application should be only in prescribed form.
- Only original fee receipt will be considered.
- Decision of the Service Office regarding finalization of the upper limit of the reimbursement of the Tuition Fee will be final.
- Photocopy of the mark sheet of the previous exam held, attested by the Principal/Gazetted Officer, should be attached to the application.

ROSARY COLLEGE STUDENTS WELFARE FUND

This fund is created by the college so as to provide some financial assistance to its poor and deserving students each year.

DAYANAND BANDODKAR SCHEME FOR HIGHER EDUCATION FOR ORPHANS

ELIGIBILITY:

- The beneficiaries under the scheme should be orphaned.
- He/She should have passed his/her qualifying examination from any of the Institutions located in Goa.
- He/She should be born in Goa or a resident of Goa for at least last fifteen (15) years.

REQUIREMENTS:

- Death Certificates of both parents.
- Residence Certificate/Birth Certificate.
- Copy of Marksheet(s)

PE. CHICO MONTEIRO MEMORIAL TRUST SCHOLARSHIP

(Nomination Scholarship for one deserving student)

GUIDELINES:

Students eligible for selection should be presently studying in First Year or Second Year.

GAGAN BHARARI SHIKSHA YOJANA FOR DHANGAR STUDENTS

ELIGIBILITY CRITERIA:

Dhangar student whose family income is less than 2 Lakhs is eligible under the scheme.

BENEFIT UNDER THE SCHEME:

- a. Additional Maintenance allowance of Rs. 750/-p.m. for Day Scholar and Rs. 1500/-p.m. for those staying in Hostel during the academic year (for ten months).
- b. Additional disability allowance of Rs. 750/- p.m. during the academic year (for ten months).

REQUIREMENTS:

Caste Certificate (valid for 3 years from the date of issue), Income Certificate, Fee Receipt, Passing/Mark sheet, Aadhar card copy, Bank Passbook copy, Hostel Certificate (if applicable)

SCHEME OF HIGHER EDUCATION FOR GOULY STUDENTS

DETAILS OF THE SCHEME:

Under the scheme the students of Dhagar (Gouly) community notified as OBC and whose family incomes do not exceed Rs. 1.50 lakh per annum are eligible under the scheme. An amount of Rs. 25000/- will be sanctioned by way of fixed deposit and the same will be paid along with accrued interest after passing the degree courses in any faculty. In case the student fails or drops out the beneficiaries inform that the student is re-appearing the examination, money will be kept in fixed deposit till next academic year or till he/she passes the degree examination whichever is earlier.

ELIGIBILITY:

Under the scheme the students of Dhagar (Gouly) community notified as OBC who after passing XIIth std or equivalent examination and secure admission in the first year degree course and whose family income does not exceed Rs. 1.50 lakh per annum are eligible under the scheme.

Requirements:

- Residential certificate of the students.
- Caste certificate issued by the competent Authority/Registered Organization.
- Income Certificate.
- Attested copy of mark sheet and passing certificate.
- Proof of admission in Degree course.

FEE WAIVER SCHEME FOR SC/ST STUDENTS PURSUING HIGHER EDUCATION

The beneficiaries under the scheme shall be entitled to receive full waiver of the fees supposed to have been paid by them. The amount of fee waiver provided to the eligible students shall consist of Tuition fees, Library fees, Laboratory fees and Development fees, if any. All other charges and fees would be borne by the concerned student.

ELIGIBILITY:

- Any student seeking fee waiver under the scheme should have been born in Goa or

resident of Goa for at least 15 years.

- He/She must have passed his/her qualifying examination from any of the institutions located in Goa.
- He/She should belong to SC/ST community of Goa.

**DR. AMBEDKAR POST-MATRIC SCHOLARSHIP FOR EBC
(Proposal under the Centrally Sponsored Scheme)**

The Scholarship is open to the Students belonging to General Category whose parents/guardian's total income from all sources does not exceed Rs. 1.00 Lakh per annum.

The guidelines of scheme are available at the Ministry of Social Justice & Empowerment's website: www.socialjustice.nic.in

THE BURSARY SCHEME

Students pursuing College (Higher and Professional) Education in the State of Goa including Post Graduation shall be eligible to receive the benefits under the Bursary Scheme provided they meet the eligibility criteria laid down in the Scheme.

CONDITIONS:

The concerned student shall pay the requisite fees for the course that he/she pursues. The eligible quantum of fees shall be reimbursed to him through direct transfer to his/her Bank Account. In order to be a beneficiary under the scheme, the student should have completed his/her Xth and XIIth and Graduation in case of Post Graduate students, from an institution in Goa. In case of Post Graduate Course, the requirement of graduate degree from College/University from Goa, will be relaxed for degree from Central University, NIIT, IIT & other statutorily created Institution.

The annual income of both parent(s)/guardian taken together should be less than Rupees Three Lakhs per annum.

The maximum amount of grant shall be restricted to Rs. 40,000/- per annum.

Only those cases where the total course/programme fees do not exceed Rs. 60,000/- per annum shall be considered under the scheme. Those with course fees above Rs. 60,000/- may approach the GEDC for Loans under Interest Free Loan Scheme.

The benefits under the scheme shall not be available to those who are availing financial benefits under any other scheme of Government of Goa.

DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION:

Certified photocopies of :

- a) Marksheets of Std Xth, XIIth & Graduation
- b) Family Income Certificate/Form No.16 issued by competent authority/Income Tax Returns. Affidavit in case of non-working Parent.
- c) Bonafide Certificate issued by the Institution where studying.
- d) Duly certified Fee Structure by the head of Institution where admission is sought.
- e) Fee Receipts issued by the Institution.
- f) Copy of Bank Pass Book (first page)
- g) Aadhar Card Copy

SITARAM JINDAL FOUNDATION SCHOLARSHIPS FOR PG AND UG STUDENTS

ELIGIBILITY:

1. For students other than Karnataka and West Bengal the percentage of marks is minimum 60% in respect of girls and minimum 70% in respect of boys in their last/qualifying examination including X and XII.
2. Students whose entire family income from all sources:
For those in employment - Rs.4.00 Lac per year - Certificate issued by the Employer.
For all others - Rs.2.50 Lac per year - Income Certificate issued by Patwari, BDO, Revenue Officer, any Gazetted Officer, any Retired IAS, IPS or Class I Central Govt. Officer. In case the Income Certificate is issued in any language other than Hindi or English, the student should also submit a translated copy in English or Hindi duly certified by the Principal / Authorized Signatory.
3. Scholarship shall be discontinued after the student crosses the age of 30.
4. Only those who study in reputed colleges on regular basis, affiliated to University of repute —UGC are eligible.

REQUIREMENTS:

1. Copies of the following certificates issued by the competent authority and duly attested by the Principal.
 - i) Income Certificate (income certificate should not be more than 2 years old as on the date of application). Income Certificate not required from orphans who will have to submit death certificate of both the parents.
 - ii) For Physically Challenged - Certificate from a competent authority.
 - iii) Photocopy of SSLC/SSC Marks Card and of the last exam passed.
 - iv) For hostellers, a certificate from the Warden or owner of private accommodation duly certified by Principal
 - v) For widows and Ex-servicemen : a) PPO b) Ex-servicemen Widow I-Card c) Relationship Dependency Certificate
2. There is no last date for submission of applications.
3. Family Income Limits:
 - (a) in any category —No Income Certificate is required.
 - (b) For category C, D, & E :
 - For those in employment - Rs. 4.00 Lac per year - Certificate issued by the Employer.
 - For all others - Rs.2.50 Lac per year - Income Certificate issued by Patwari, BDO, Revenue Officer, any Gazetted Officer, any Retired IAS, IPS or Class I Central Govt. Officer.
 - In case the Income Certificate is issued in any language other than Hindi or English, the student should also submit a translated copy in English or Hindi duly certified by the Principal / Authorized Signatory.
4. A student should apply for scholarship only once in the duration of the course.
5. The student should not be getting any other stipend or scholarship from any other source.
6. For 3 years or longer duration courses, applications will not be entertained from final year students.
7. Scholarship will not be given for courses of less than one year duration.

SCHOLARSHIPS FROM WELLWISHERS

- ★ Prof. Fr. Simão Remedios Diniz, Former Principal of Rosary College of Commerce & Arts, Navelim.
- ★ Lions Club of NavelimScholarship
- ★ Pe. Chico Monteiro Memorial Trust Scholarship
- ★ Ms. Nancy Pinheiro Scholarship
- ★ Mr. John Claro Fernandes Scholarship
- ★ (Late) Dr. Francisco M. Rebello Scholarship
- ★ Dr. Sicletica Rebello Scholarship
- ★ Mr. Valeriano M. Rodrigues Scholarship
- ★ Dr. Gleeson Nepomosiano Rebello
- ★ Mr. Jesus Maxmilan Costancio Antao Scholarship for Needy Students

SCHOLARSHIPS FROM ROSARY COLLEGE MANAGEMENT

- ★ Silver Management
- ★ Students Welfare Fund

RULES AND REGULATIONS

GENERAL CONDUCT

- Rosary College always expects its students to conduct themselves with dignity, decency and decorum. They are expected to display very high moral and social behaviour inside the College campus as well as outside so as to uphold the name of the College.
- All the students are responsible to the College for their conduct on the College premises. Students of this College shall abide by the rules that may be made by the Principal or Management from time to time. Disobedience, misconduct, misbehaviour, sexual harassment or failure to comply with any of the rules will entail punishment including expulsion from the College.
- Students are expected to behave in a decorous manner with fellow students in general and with students of the opposite sex in particular, in and outside the campus. Indecorous behaviour with students, administrative staff or faculty will be seriously viewed and acted upon.
- Every student must wear the College Identity Card during College hours, and during College and University examinations. The Identity Card shall be returned to the College Office for cancellation when the students leave the College. Students without Identity Cards will not be allowed in the College. Students are also compulsorily required to carry their handbook to college everyday.
- No student should invite any outsider to attend classes, functions or for any other purpose without the prior permission of the Principal.
- Intimidating/influencing the management/staff and the use of unbecoming language and aggressive behaviour is strictly prohibited which may call for the dismissal of the student.
- Students are expected to read the notice boards regularly. They should adhere to the last date given for filling in the examination, scholarship or any other form. Any queries after the given date will not be entertained.
- Students are requested not to give the College address for their personal mail.
- Students should not loiter in the College corridor or cause disturbance in the College premises while classes are in progress or at any other time. They have to use all facilities with care; any damage done to property will have to be compensated adequately.
- Students are prohibited from using classrooms and/or laboratories for eating or distributing food / eatables / drinks. Classrooms / laboratories are also not to be used for the celebration of birthdays or any other occasion.
- Students are expected to take proper care of the College property and to help in keeping the premises neat and tidy; damage done to the College property is a breach of discipline and will be dealt with severely.
- Students will form no association and will arrange no meetings in the College, without prior written permission of the Principal.
- Students will refrain from selling tickets or coupons of organizations not affiliated to the College without the prior permission of the Principal.
- Students applying for certificates, testimonials, letters of reference or any other document requiring the Principal's signature should apply for the same in writing and claim them from the office after three days.

- Ragging is a cognizable offence and is banned in the Institution. Anyone found indulging in 'ragging' is likely to be punished appropriately, which may include expulsion from the College by the Principal (as per directives received from Directorate of Higher Education, Government of Goa No.9/2/2001/HE/415 dated 07/03/2015).
- Sexual harassment is strictly prohibited and liable for punishment.
- Students are not to be involved directly/indirectly in any way (without prior written permission from Management/Principal) to create, use, print and/or upload material on any media platforms (including online social media) which can tarnish the name/reputation of the Management, Institution, employees and/or students.
- The carrying and use of cell phones is strictly prohibited on the College campus. The mobile phone will be confiscated in case the student is found using/carrying it. However, this rule has been relaxed due to covid-19 pandemic.
- Use of laptops during offline lectures is strictly prohibited.
- Possession/use of pornographic materials in print/electronic form is strictly prohibited and serious action will be taken if any student is found in possession of the same.
- The College does not undertake the responsibility of organizing picnics for students.
- The Internet facility provided in the library is strictly for academic reference. Misuse of internet facilities will attract strict action from the Principal.
- Students should avail of public transportation and avoid bringing their own vehicles to the College. The College authorities will not be responsible for the safety of students vehicles
- Parking of two/four wheelers on public roads and hindering the smooth flow of traffic is strictly not allowed.
- The Principal/Administrator/Management is the final authority in all matters pertaining to the College and his/its decision shall be final and binding on all students.
- The above rules/regulations are non-exhaustive.
- Students must observe all rules and regulations of the College and Goa University.
- The entire College campus is under video/CCTV surveillance. Strict action will be taken against students who do not comply with the rules of the college.
- Due to the COVID-19 pandemic students have to follow all the COVID SOP's in the campus.

ATTENDANCE

- As per the Goa University circular dated 30th August, 2005 students should have a minimum attendance of 75% for lectures, tutorials, seminars and practicals after condonation periods due to medical grounds, participation in sports / cultural / NCC / NSS /Co-curricular activities, etc., to be eligible to appear for the semester end assessment.
- Absence from every lecture / practical must be justified in writing in the prescribed leave note proforma provided in this handbook and in the case of sickness a medical certificate must be submitted on the day of resuming class.
- Students who represent the College at inter-collegiate competitions, attend seminars/workshops or participate in sports have to fill in the Special Justification of Attendance form and get it signed from the Principal and the teacher in-charge. The same must be produced before individual subject teachers to avail of attendance for the day (On Duty).
- Parents are requested to visit the College periodically to check on the performance/

attendance/discipline of their wards.

- Punctuality for lectures, practicals, programmes, etc. should be maintained.
- Attendance for all the programmes and functions organized by the College is compulsory for all the students.
- Any student having queries about his/her attendance should notify the Principal, in writing, within three days from the date of declaration of the attendance on the College Notice Board.
- Due to the COVID-19 pandemic the attendance rules have been relaxed by the Goa University as per OS 1 for the academic year 2021-22.

IT IS MANDATORY FOR THE STUDENTS TO ATTEND ALL CLASSES. ATTENDANCE RECORDS OF ALL STUDENTS FOR EACH COURSE WILL BE MAINTAINED (OC 45)

DRESS CODE

Students have to strictly adhere to the dress code on campus. Wearing of transparent clothes, miniskirts/ dresses, shorts, t-shirts with inappropriate text/pictures, clothes with a low neckline, body hugging attire, sleeveless dresses and tops, slits, low waist jeans, and strapless clothes are strictly prohibited.

SMOKING, ALCOHOL, DRUGS

The possession of cigarettes and alcohol as well as the consumption of tobacco, liquor, drugs, narcotics, are strictly prohibited on campus. Anyone found in possession of or consuming or abetting consumption of tobacco, liquor, drugs and narcotics or any other prohibited drug is liable to punishment which may include rustication or suspension from the Institution.

CANTEEN RULES

- Only the staff and bonafide students of the College are permitted to avail of the canteen facilities on campus. No outsiders will be permitted in the college canteen.
- Students are instructed to spend a limited amount of time in the canteen.
- Students are requested to keep the canteen clean.
- Students will not be permitted to go to restaurants for food during class hours.

RULES: ANTI RAGGING POLICY

RAGGING:

Ragging is a punishable offence. As per the Supreme Court Order ragging is strictly prohibited on the Campus. Any case of ragging should be brought to the notice of the authorities. Anyone indulging in ragging is liable to disciplinary action including rustication from the College and even criminal prosecution under relevant laws. Ragging within or outside the educational Institution is prohibited. Whoever directly or indirectly commits, participates in, abets or instigates ragging within or outside the educational Institution shall be suspended, expelled or rusticated from the Institution. 'Ragging' is banned in the College and anyone found indulging in it will be punished appropriately, which may include expulsion from the College.

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b) Indulging in rowdy or undisciplined activities by any student or 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 indulge in any act, which the said student will not in 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 student or a fresher.
- e) Exploiting the service 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 put on a fresher or any other student by students;
- g) Any act of physical abuse including all the variants of it; sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h) Any act or abuse by spoken words, e-mails, post, public insults, etc., which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Action to be taken by the Head of the Institution

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/her own or through a member of the Anti-Ragging authorized by him or her in this behalf, proceed to file a First Information Report (FIR) within 24 hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate Penal Provisions relating to one or more below mentioned acts:

- Abetment to Ragging
- Criminal conspiracy to ragging
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt or grievous hurt
- Wrongful restraint
- Wrongful confinement

- Use of criminal force
- Assault as well as sexual offences or unnatural offence
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Threat to commit any of the above mentioned offences
- Physical or psychological humiliation
- Any other offences following from the designation of “Ragging”.

Provided that Head of the Institution shall forthwith report the occurrence of the incident of ragging to the District level ARC and the office of the affiliating University, if the Institution is an affiliated Institution.

Institution shall also continue with its enquiry initiated under clause (9) of these regulations and other measures without waiting for action on the part of police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of 7 days of the reported occurrence of the incident of Ragging.

Administrative action in the event of ragging

Sub Clause: 1. 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 the punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, or award to those found guilty one or more of the following punishment namely:
 - Suspension from attending classes and academic privileges.
 - Withholding/withdrawing scholarship/fellowship and other benefits.
 - Debarring from appearing in any test/examination or other evaluation process.
 - Withholding results.
 - Debarring from representing the Institution in any regional, national or international meet, tournament, youth festival, etc.
 - Suspension/expulsion from the hostel
 - Cancellation of admission.
 - Expulsion from the Institution and consequent debarring from admission to any other Institution for a specific period.

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.
 - In case of an order of an Institution affiliated to or constituent part, of a university to the Vice Chancellor of the University.
 - In case of an order of a University to its Chancellor.
 - 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.

LIBRARY

RULES AND REGULATIONS

The Library is a power house of sources, resources and services that generate knowledge. Rosary College has a well-equipped library housed within the campus. It has a collection of over 26,127 titles. It subscribes to over 100 reputed national / international journals, magazines, periodicals, etc. The library also subscribes to INFLIBNET that has access to over 6000 e-journals, 1,35,000 e-books and also DELNET - Resource Sharing Network. A special section is earmarked for entrance examination reference books for MCA, BBA, CAT, GPSC, NDA, GMAT, NET/SET, etc.

The Library has a spacious sitting capacity of over 139 students at a time. It also has a student reading room, research centre for faculty members and ten computer systems with internet and intranet facilities, e-tabs & Kindles. The library provides web OPAC service through the library website.

With computerization networking, the library is fully automated to facilitate quick processing. The staff and students can avail of facilities such as reference, lending, issuance, on-line resources, etc. Besides, the students can also avail of internet, intranet, MOODLE (Modular Object Oriented Dynamic Learning Environment), Wi-Fi connectivity, Reprographic facilities like a printer and photocopier.

The college has an Audio Visual Section to view educational CD's and DVD's (Software for visually impaired)

Book bank facility is made available for the students of BBA, BCA, BBA (T&T) and M.Com.

The library caters to the needs of more than 1800 students. The library facilities are also availed by research scholars, visiting faculty and ex-students.

Regular book exhibitions by different publishers are organized by the College, allowing staff and students to purchase books at a discounted rate.

The Library is open from 8.15 a.m. to 5.15 p.m. The following are the rules and regulations of the library. Students are to strictly abide by the same:-

1. On entering the Library students need to compulsorily scan their ID card on the system kept at the entrance.
2. Students will be issued books against scanning of their ID cards.
3. Students will be issued one book on their ID card for maximum of 6 days after which a late fee of Rs. 5 will be charged for every additional day.
4. "New Arrivals" would be displayed on a display shelf for a period of two weeks and thereafter would be made available to the students.
5. Reference books, magazines, newspapers, question papers, files cannot be taken out of the Library premises without permission.
6. The photocopier will be operational from 9.00 am to 12:30 pm and 2:30pm to 4:30 pm.

7. Students who need large number of copies can place their order and collect the same on the next working day.
8. Students belonging to the underprivileged section i.e. SC/ST & OBC are entitled for an additional book for home reading.
9. Below Average students (40% - 45%) are entitled to take one additional books for home reading.
10. Post Graduate students securing 80% and above are entitled to three additional books for home reading.
11. Students with special needs (physically challenged or visually impaired) are also entitled for two additional books for home reading.
12. Students cannot issue books on others card.
13. Students are to keep their bags and other belongings at the students property counter at the entrance of the Library.
14. Students are requested to maintain silence in the Library and refrain from group discussion/group study.
15. In case of lost books, the student has to replace the book,
16. Or the student can pay the cost of the book and delivery charges.
17. If the book is not available for sale in the market the student is required to pay a fine thrice the amount of the book.
18. General public can avail life time membership of the library by making a deposit of Rs. 500/-.
19. One book can be taken on loan for a maximum period of 6 days.
20. Circulation counter for Issue and return and library reference hall will be kept open for general public on all working days from 2.00 pm to 5.00 pm.

THE LIBRARY IS A TEMPLE OF KNOWLEDGE.
MAINTAIN DISCIPLINE
&
ABSOLUTE SILENCE AT ALL TIMES

UNIVERSITY CIRCULARS

GOA UNIVERSITY

Ref: GU/III/ADM/2007/376

Date: 26/11/2007

C I R C U L A R

Ragging is considered a definite menace by society. Accordingly, the U.G.C. has instructed that ragging in all forms be strictly banned by the institutions and to ensure that the campus environment be made free from ragging. All the students are strictly instructed not to indulge in ragging, of any form. Strict disciplinary action will be taken against any student found guilty of ragging. The residents of the Goa University hostels are required to take special note of the above.

Further, under the Goa Prohibition of Ragging Bill 2007 strict, disciplinary action will be taken against those convicted for ragging directly or indirectly, so also those who commit, participate in, abet or propagate ragging within or outside any education institution, which may include removal from the roll of the institution for three years. Any student removed for such offence shall not be admitted in any other educational institution in the state.

Students indulging in ragging shall also be debarred from claiming scholarships or other benefits, representing in events, examinations. In case individuals committing or abetting ragging are not identified, collective punishment shall be imposed against those involved.

Principals/Deans of affiliated colleges, Head of Post Graduate Departments, Head of recognised Institutes have to obtain an annual undertaking from every student stating that they have read the relevant instructions, regulations against ragging as well as punishments details therein.

Every College must constitute an anti-ragging Committee as laid down by the Raghavan Committee available on net at www.ugc.ac.in detailed its recommendations at 5.18

Dr. M. M. Sangodkar
Registrar

GOA UNIVERSITY

Ref: GU/V/Tui Fee/173/2005/448

Date: 2.5.2005

C I R C U L A R

The Academic Council in its meetings held on 15-10-2004 has approved the following rules for the Refund of Tuition/Other Fees to be made applicable for all courses including Self-financing Courses (except those courses whose admissions are done by the Directorate of Technical Education) from the academic year 2001-2002 onwards.

All fees except Other Charges (I.T.) are to be refunded as under:-

- (1) For the students who change from one course/faculty to another in the same college, the fees are to be adjusted.
- (2) All fees paid by a student at the time of admission shall be refunded to him/her except special fees and contribution to students aid fund after deduction of 12.5% as administrative charges, if the student/guardian informs the Principal of the

college/institution in writing before the date of commencement of the Academic term/year.

- (3) If a student/guardian informs the Principal/Director/Dean of college/institution in writing within 30 days from the date of commencement of the term that he/she desires to cancel his/her admission, then all fees shall be refunded to him/her after deduction of 15% of the fees collected as administrative charges.
- (4) If a student/guardian informs the Principal/Director/Dean of college/institution in writing within 45 days from the date of commencement of the term that he/she desires to cancel his/her admission, all fees shall be refunded to him after deduction of 20% of the fees collected as administrative charges.
- (5) If a student/guardian informs the Principal/Director/Dean of college/institution, in writing by 30th September of the academic year that he/she desires to cancel his/her admission, all fees shall be refunded to him/her after deduction of 30% of the fees collected as administrative charges.
- (6) If a student/guardian informs the Principal/Director/Dean of college/institution, in writing beyond 30th September of the academic year but before the start of II term of the academic year that he/she desires to cancel his/her admission, all fees shall be refunded to him/her after deduction of 50% of the fees collected as administrative charges.
- (7) If a student/guardian informs the Principal/Director/Dean of college/institution, in writing after the start of second term of the academic year that he/she desires to cancel his/her admission, 100% of all the fees shall be deducted, but only the deposits shall be refunded.

In all cases of cancellation the University enrolment fees shall be refunded in full, unless the fees have been already remitted to the University.

Whenever a dispute arises either due to interpretation or genuineness of the case, the matter shall be forwarded for consideration and decision of the Vice-Chancellor, whose decision will be final and binding on all.

This is in supersession of all earlier circular issued regarding Refund of Fees

Prof. Jayant S. Budkuley
Registrar

GOA UNIVERSITY

Ref. No. GU/V/Attendance/138/2005/2248

Dated: 30th Aug. 2005

In supersession to this Office Circular No. GU/V/Attendance/138/ 2004/2213 dated 18th August, 2004, and other circulars regarding attendance issued earlier it is informed that the students of affiliated colleges/recognised institutions should have minimum attendance of 75% of lectures, tutorials, seminars and practicals after condonation period due to medical grounds, participation in Sports/Cultural/NCC/NSS/Co-curricular activities etc. to be eligible to appear for Semester/Term/ Annual Examination.

- I) The attendance shall be taken for each lecture / tutorial / practical / seminars, etc. separately and a separate register shall be maintained by each teacher subject wise.

- ii) In case of Science students, attendance for both theory and practicals is to be separately counted. Students will have to satisfy 75% criteria separately for theory and practicals.
- iii) The attendance shall be taken in each lecture/practical on a day-to-day basis for all students and for the purpose of allowing the students to appear for examination, it shall be cumulative of all the months for First and Second Term/Semester.
- iv) The cumulative attendance shall be calculated on the basis of Month-wise attendance reports at the end of stipulated 180 instructional days, and a copy of the same shall be sent to the University. Only those students who have completed minimum 75% of attendance shall be eligible to appear for the Semester/Term/ Annual examination.
- v) Any student having any grievance about the attendance as notified by the college shall be brought to the Notice of the Principal in writing within three days from the date of notification of attendance on the college Notice Board.
- vi) The Principal/Dean/Head of Dept. 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 within a period of seven days.
- vii) The attendance criteria should be followed strictly and given wide publicity in the beginning of each academic year.
- viii) A consolidated list of students indicating class-wise attendance report is to be sent to the University 15days, before commencement of college/University examinations.
- ix) All the Principals/Teachers of colleges/University Teaching Departments should ensure that this mandatory requirement of minimum compulsory attendance of 75% is strictly adhered to.
- x) Monthly attendance of students may be displayed on the Notice Board for information of students.

Prof. J. S. Budkuley
Registrar

GOA UNIVERSITY

Ref.No : GU/I/Attendance/138/2006/6327

Read : circular No: GU/V/Attendance /138/2006/2248 dated 30th August, 2005

In continuation to the Circular referred to above, it is informed that the contents of the Circular was discussed in a meeting held at the university on 27.2.2006 and it was decided a follows:

1. That the above circular was in order and needs to be adhered to.
2. That the minimum subject attendance 75% was not to be insisted upon. However 75% aggregate attendance was required to be considered. If the student is representing college for only official (College / University / State / National) extracurricular activity, he / she should be marked as 'D' and treated as present. The period of absence of students attending extracurricular activities will form part of 75%.
3. As regards the quantum of condonation to be given to the students who remain absent for long periods on medical grounds, it was decided that the matter be discussed in the Principal's meeting and suggestions made to the university for consideration. Pending decision on this matter, the Principals may decide such cases appropriately at their level.

4. In compliance to the court recommendations, all teachers are required to maintain a daily diary with regard to the topics taught by them on each day in the class to ensure that the teaching is done regularly and no complaint is received from any corner that the attendance alone is marked and classes are not taken.

The Principals /Deans of affiliated colleges may note the above and ensure that the Daily Diaries are maintained by all the teachers and checked by the respective Head of the Department /Principals /Deans.

Dr. M.M. Sangodkar
Registrar

GOA UNIVERSITY

GU/Exam Div./55/2018/89

Date: 13/08/2018

CIRCULAR

The principals of affiliated Colleges/Institutions and Heads of the University Teaching Department are informed to bring to the notice of the students of their colleges/departments that devices like mobile phones, cameras, Bluetooth, scanning devices, smart watches and any other form of electronic gadgets as well as chits and printed /written matter are not allowed inside the examination halls.

The possession of the above shall amount to possessing unfair means material copying there from and communicating with any candidate or any other person in or outside the examination hall with a view to take assistance or aid to answer in the examination will lead to application of the provisions of the Ordinance OA-5.14.

Heads of the Colleges/Institutions and University Teaching Departments are also informed that they shall strictly follow the Ordinance OA-5.14 and the instructions pertaining to Unfair Means adopted in the University Examinations that are conducted in their colleges / institutions / departments and shall formally report all such cases to the University of candidates involved in malpractice.

Any violation of the instructions laid down in the above Ordinance would be dealt severely by the University.

(Prof. Y. V. Reddy)
REGISTRAR

GOA UNIVERSITY

Ref. No. GU/Exam-II/B. Pharm./2005/61

Date : 29-04-2005

NOTIFICATION

The University has been time and again receiving request for issue of duplicate documents. The procedure for producing the affidavits for issue of various documents is as given below.

1. The candidate shall swear the affidavit if he/she is in India.
2. If the candidate is out of India, then his/her parents (father or mother) or brother or sister may swear the affidavit on behalf of the candidate.
3. On the basis of the Power of Attorney given by the student, any other person can swear the affidavit on behalf of the candidate for the issue of duplicate documents. The candidate should give an authority letter to the third party to collect the documents from the University on behalf of the candidate.
4. All requests for issue of duplicate documents are to be accompanied by a Xerox copy of the First Information Report (FIR) filed with the police.
5. All requests for issue of duplicate documents by the university should be routed through the Head of the Institution irrespective of whether the candidate is still studying or otherwise.

This Notification may be given wide publicity.

Prof. Jayant. S. Budkuley
REGISTRAR

GOA UNIVERSITY

C I R C U L A R

COACHING CLASSES / PRIVATE TUITIONS

The Goa University, by its Circular No. Pvt. Coach/44-1/2000/559, dated 5.5.2000, has instructed the Principals of affiliated Colleges to bring to the notice of all concerned, the content of University Statute No. SC-5(xx)e with regard to coaching classes / private tuitions, which is reproduced here below :

“A Teacher may be permitted to take up consultancy under terms and conditions as outlined in the Ordinance 0.7 as amended from time to time. However, he/she shall not conduct individually or participate in conducting jointly with others coaching directly or indirectly. He/She shall not give any private tuitions.”

SUPREME COURT DIRECTIVE TO STATES / UTS ON EVE-TEASING

The Hon'ble Supreme Court in a recently delivered judgment (Civil Appeal 8513 of 2012, the Deputy Inspector General of Police and Anr vs. S. Samuthiram dated 30.12.2012) has passed some stringent directions to the State Govts and UT Administrations in an effort to curb eve-teasing. The Bench comprising of Justices K. S. Radhakrishnan and Dipak Misra observed the following:

- Eve-teasing today has become a pernicious, horrid and disgusting practice. More and more girls and women go to educational institutions, workplaces, etc., and their protection is of extreme importance to a civilized and cultured society. The experiences

of women and girl children in overcrowded buses, metros, trains, etc., are horrendous, and a painful ordeal.

- Parliament is currently considering the Protection of Women against Sexual Harassment at Workplace Bill, 2010, which is intended to protect female workers at most workplaces. Provisions of that Bill are not sufficient to curb eve-teasing. Before undertaking suitable legislation to curb eve-teasing, it is necessary to take at least some urgent measures so that it can be curtailed to some extent.

In view of the above, the Hon'ble Supreme Court has directed the States / UTs to take urgent measures to curb eve-teasing which are as follows :

1. All the State Governments and Union Territories are directed to depute plain clothed female police officers in the precincts of bus stands and stops, railway stations, metro stations, cinema theatres, shopping malls, parks, beaches, public service vehicles, places of worship, etc. so as to monitor and supervise incidents of eve-teasing.
2. There will be a further direction to the State Government and Union Territories to install CCTV in strategic positions which itself would be a deterrent and if detected, the offender could be caught.
3. Persons in-charge of the educational institutions , places of worship, cinema theatres, railway stations, bus-stands have to take steps as they deem fit to prevent eve-teasing, within their precincts and, on a complaint being made, they must pass on the information to the nearest police station or the Women's Help Centre.
4. Where any incident of eve-teasing is committed in a public service vehicle either by the passengers or the persons in charge of the vehicle, the crew of such vehicle shall, on a complaint made by the aggrieved person, take such vehicle to the nearest police station and give information to the police. Failure to do so should lead to cancellation of the permit to ply.
5. State Governments and Union Territories are directed to establish Women' Helpline in various cities and towns, so as to curb eve-teasing within three months.
6. Suitable boards cautioning such act of eve-teasing be exhibited in all public places including precincts of educational institutions, bus stands, railway stations, cinema theatres, parties, beaches, public service vehicles, places of worship, etc.
7. Responsibility is also on the passers-by and on noticing such incident; they should also report the same to the nearest police station or to Women Helpline to save the victims from such crimes.
8. The State Governments and Union Territories of India would take adequate and effective measures by issuing suitable instructions to the concerned authorities including the District Collectors and the District Superintendent of Police so as to take effective and proper measures to curb such incidents of eve-teasing.

EXTRA TIME TO DISABLED STUDENTS

National Human Rights Commission,

D.O.No.1869/30/3/2010(M-5)

6th June, 2011

Dear Sir,

Kindly refer to this Commission's D.O. letter of even number dated 1/11/2010 (copy enclosed) requesting you to take necessary action for issue of necessary guidelines for extending the benefit of granting of extra time @ 20 minutes per hour to the disabled students in the state. However, the action taken report has not been received in the Commission so far.

The matter of non-receipt of requisite report came up before the Commission for further consideration on 13/5/2011. Commission desired that a reminder be sent to State Government to submit an action taken report within six weeks.

I would, therefore, request you to kindly look into the matter personally and submit action taken report by 15/7/2011, for placing the same before the Commission.

Encl : as above

Yours sincerely,

Sd/-

(A.K.Parashar)

Shri Sanjay Kumar Srivastava,

Chief Secretary,

Govt. of Goa, Panjim.

GOA UNIVERSITY

No.2/403/2016-Legal(Vol.XII)/3934

Date: 30th January, 2017.

Sub: Ordinance OC-66 relating to the Three Year Choice Based Credit System Programmes of Bachelor of Arts, Bachelor of Arts (Honours), Bachelor of Commerce, Bachelor of Commerce (Honours), Bachelor of Science and Bachelor of Science (Honours) Degrees (under section 24(1) of Goa University Act, 1984) (effective from the academic year 2017-18)

Sir/Madam,

I am to enclose herewith a copy of the Ordinance OC-66 relating to the Three Year Choice Based Credit System Programmed of Bachelor of Arts, Bachelor of Arts (Honours), Bachelor of Commerce, Bachelor of Commerce (Honours), Bachelor of Science and Bachelor of Science (Honours) Degrees (under section 24(1) of Goa University Act, 1984) (effective from the academic year 2017-18). This Ordinance has been approved by the Hon'ble Chancellor of Goa University on 14th January, 2017 under Statute SA-2(6). The Ordinance is approved by the Academic Council in its meeting held on 22nd December, 2016 and by the Executive Council in its meeting held on 23rd December, 2016.

(Prof. Y. V. Reddy)

Registrar

GOVERNMENT OF GOA
DIRECTORATE OF HIGHER EDUCATION
DTE Complex, Alto Porvorim-Goa.

No: 9/100/2017-HE/345

Dated :- 24/04/2018

CIRCULAR

It was observed by the Department that there is ambiguity in respect of Discretionary Holidays and Restricted holidays in Government Colleges and Govt. Aided Colleges.

After taking into consideration the views of all the stakeholders, it is decided to issue the fresh guidelines to keep uniformity in Government as well as Govt. Aided Colleges under this Directorate as follows:

1. The Heads of the Colleges are authorized to declare 06 discretionary holidays. However out of 06 discretionary holidays, minimum 02 discretionary holidays needs to be declared necessarily during Ganesh Chaturthi festival (i.e. any two days from Hartalika / third / fourth / fifth day) and minimum 01 for Christmas festival (i.e. 24th December or 1st January). Remaining 03 holidays shall be declared on local festivals / feast etc. including Ganesh Chaturthi and Christmas festivals if Principal so desires to give additional holiday if any during these festivals with the prior approval of this Directorate at the beginning of the academic year.
2. Discretionary holiday will be for entire Institution and no separate discretionary holiday for teachers and non teaching staff can be granted.
3. There shall be no Restricted Holidays for Colleges.

This supersedes the earlier guidelines issued by this office.

This issues with approval of the Government.

(Diwan N. Rane)
Under Secretary (Higher Education)

GOA UNIVERSITY

Taleigao Plateau, Goa

No-2/498/2017-Legal(Vol.XIV)/745

Date : 6 June, 2018

Sub: OA-26 Award of entitlement marks at the University Examinations under the Choice Based Credit System (CBSC) for B.A./ B.A.(Hons.) / B.Sc. / B.Sc. (Hons.) / B.Com. / B.Com. (Hons.) Programmes.

Sir/Madam,

I am to forward herewith a copy of OA-26 Award of entitlement marks at the University Examinations under the Choice Based Credit System (CBCS) for B.A./B.A. (Hons.)/B.Sc./B.Sc.(Hons.)/B.Com./B.Com. (Hons.) Programmes. This ordinance has come into effect from 30th May 2018, the day on which it has received the approval of the chancellor of Goa University under Statute SA-2(6) as amended. The ordinance is approved by the Academic Council in its meeting held on 16th February 2018 & 21st March 2018 and the Executive council in its meeting held on 30th April, 2018.

Yours sincerely,
(Prof. Y.V. Reddy)
Registrar

OA-26 Award of entitlement marks at the University Examinations under the Choice Based Credit System (CBCS) for B.A./B.A. (Hons.)/B.Sc./B.Sc. (Hons.)/B.Com./B.Com. (Hons.) Programmes.

OA-26.1 Scheme for Award of Entitlement Marks:

Candidates who have participated in NCC/NSS/Sports/Cultural events shall be entitled to entitlement marks as per the following scheme. However, they are not eligible for general grace marks.

- (I) Candidates who have been enrolled as members of the NCC and are certified by the Principals of their colleges/Heads of Institutions as having satisfactorily completed a minimum of 75% of the total number of parades during a Semester.

OR

- (II) Candidates who have participated in the NSS programme and are certified by the Principals of their Colleges/Heads of Institutions as having satisfactorily completed at least 60 hours of social service comprising the time spent in one or more types of projects during a Semester.

OR

- (III) Candidates who have to their credit participation in cultural events during the Semester as specified below:

A. Cultural Events - At the University Level

- a) All students who are members of the winning and Runners-up teams at the Intercollegiate level where competitions for team championships are conducted by the University.
- b) In the case of individual events at the Inter-collegiate meets conducted by the University students winning first three places, in the order of merit.

B. Cultural Events - At the Inter-University/Inter - State (representing the University, Zone or state/National (representing the university, zone or state)/International (representing the University or State or Nation) Level.

- (IV) All the above categories of students shall be entitled to 10 marks under any one or both of the conditions (a) and (b) mentioned below, for the examination pertaining to the respective Semester.

- a) A candidate who fails to pass in one or more heads of passing for a course shall be awarded entitlement marks to the extent of 5% of the maximum marks allotted to the head of passing, subject to a maximum of 5 marks in each course.
- b) The entitlement marks whether allotted or not, fully or partially, under any of the heads of passing shall be shown along with the grand total with appropriate # sign.
The benefit of gracing mentioned above shall be given at the respective semester examinations.

The entitlement marks under this ordinance shall not be counted for the purpose placement of in the order of merit or award of scholarships, prizes and medals or of other awards. However, such marks can be utilized for award of higher grades.

c) Level of participation in cultural events within the State of Goa:

1. Entitlement marks may be awarded to the first three prize winners in team as well as individual events organized by the State Government/ Central Government organizations.
2. To be considered for the award of entitlement marks, at least 10 Institutions should have participated in the event.
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 entitlement marks.
4. The organizing agencies should also forward the names of the students and a list of the participating colleges to the University.

V) Candidates who are eligible as per university eligibility rules and have to their credit participation in sports events during the academic year/Semester as specified below:

A. Eligibility

The Candidate (Sportsperson) should be a bona fide student of Goa University or its affiliated college. she/he shall participate in the sports events approved by the Sports Council of Goa University, National Sports Federations having recognition of the Ministry of Youth Affairs and Sports / Indian Olympic Association / Association of Indian Universities after obtaining prior approval of the respective Principal / Dean /Head of Department. She/he shall be eligible for the sports Merit Marks only after the completion of her/his performance in the event and the marks so allotted shall be counted for her/his appearance at the respective Semester Examination only. In the event of her/his performance in more than one category/sport, only the highest marks allotted in any one category/ sport will be considered.

For the purpose of allotment of marks, sports events shall be divided into the following categories:

Category A: students representing India in the following International events.

Olympic Games, World Championships, World Cups, Davis Cup, Thomas Cup, Uber Cup, Para Olympic Games, Winter Olympics Games, Champions Trophy, Commonwealth Games' Commonwealth Championships, World University Games, World University Championships, Asian Games (Indoor / Outdoor Games), Asian Cups, Asian Championships, Asian Winter Games, Asian Para Olympics, Wimbledon Championship, US, French & Australia open Tennis Championships, All England Badminton Tournament, Youth Olympic Games.

Category B: Students representing India in the following International events/Championships recognized by National Sports Federation which are duly approved by the Ministry of youth Affairs and Sports/ Indian Olympic Association/Association of Indian Universities.

i) National Games

ii) National Championships (only one in each recognised discipline to be determined by respective National Federation)

iii) Federation Cups organised by National Sports Federations recognised by the Government of India and Indian Olympic Association.

iv) National Sports Festivals for Women.

Category D (1): Students representing Goa University in the A India Inter-University Championships, approved by Association of Indian Universities.

Category D (2): Students representing Goa University in Zonal Inter-University Championships, approved by Association of Indian Universities.

Category E1: Students representing the College in the Inter-Collegiate Tournaments as approved by the Sports Council and organised by Goa University.

Category E2: Students eligible as per eligibility rules of Goa University and participating in state championship recognized by sports Authority of Goa in disciplines that are not in the list of annual Intercollegiate Championships organized by Goa University.

A student shall have to attend a minimum often practice sessions consisting of two hours each, organized by the College/University in the form of inter class/intra mural competition/coaching in order to be eligible for participation /selection at inter college championships

- B. Allotment of Sports Merit Marks to Categories: Students participating in sports shall be eligible for entitlement marks as per the table given below:

Category	Participation	Winner/ Gold Medal	Runners-up/ Silver Medal	Semi-finalists/ Bronze Medal
A	28	28+24 = 52	28+22 = 50	28+20 = 48
B	26	26+22 = 48	26+20 = 46	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+08 = 24	16+06 = 22
E1 & E2	10	10+06 = 16	10+04 = 14	10+02 = 12

- C. (i) Sports Merit Marks allotted to a student passing on her/his own indicated merit shall be indicated separately in the mark sheet and shall, be counted for the purpose of higher grades, class, honours or distinction. However, unless otherwise eligible, the same shall not be counted for the purpose of obtaining any University scholarship, prizes, medals or placement in order of merit/rank for the said exam.
- (ii) A student shall be eligible for the Sports Merit Marks in a particular course, provided that she/he shall have obtained a minimum of 50% marks required to pass/claim exemption in that Paper/Subject. In the event of the student being unable to utilise the Sports Merit Marks the same can be carried forward to the subsequent appearance of the same examination.
- (iii) In case of a student failing in a particular course(s), whether in theory or practical or both, the Sports Merit Marks shall be added to that course(s) as per (ii) above and indicated by a hash (#) tag. Balance marks, if any, shall be shown separately in the statement of marks.
- (iv) The entitlement marks on account of participation in 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.

- (a) The marks awarded under this scheme shall be shown separately in the candidate's statement of marks.
- (b) The benefit envisaged in the above clauses shall be made available to students on their producing the necessary certificate.
- (c) If the percentage of the entitlement marks calculated /arrived at, comes to decimal of 0.5 and above then it shall be rounded to the nearest higher whole number.
- (d) A student participating in sports / NCC / NSS / Cultural activities shall be eligible for the award of entitlement marks under only one category in whichever she/he scores the highest.

OA-26.2 Eligibility for awards:

- i) A candidate who has been awarded marks in any head/heads/subject(s) for an examination under this ordinance, shall not be eligible for any University scholarships, prizes, medals, placement in order of merit for the said examination unless she/he is eligible to it even otherwise.
- ii) The unutilized Entitlement Marks obtained for NCC /NSS/ Sports / Cultural activity can be carried forward to the subsequent appearance of the same examination.

OA-26.3 Award of credits and grades under Skill Enhancement Courses for NCC/NSS/Cultural activities/ Sports:**OA-26.3.1: Entitlement marks allotted per semester for participation at various levels and for their achievement:****(A) NCC:**

S. No.	Nature & Level of participation / Achievement	Entitlement marks/ Semester
1	Regular participation in NCC (as in OA-XX.1 (IV) above)	10
2	ATC	5
3	NIC (National Integration Camp 10 Days)	10
4	Independence Day Camp	10
5	Tal Sena Camp (Group)	5
6	Tal Sena Camp	10
7	B Certificate	10
8	C Certificate	15
9	Pre-RD (Group) (10 days)	5
10	Pre-RD (Directorate) (10 days)	10
11	RD Parade at New Delhi	35
12	Youth Exchange Programme (YEP at the International Level (In addition to the RD parade marks)	15
13	Any camp attended outside Goa (Group level)	5
14	Any camp attended outside Goa (Directorate level)	10
15	Any camp that is of Inter Group Competition (IGC)	15

(B) NSS :

S. No.	Nature & Level of participation	Entitlement marks / Semester
1	Regular participation in NSS (as in OA-XX.1 (IV) above)	10
2	NSS Special Camp (7 days)	5
3	National Integration Camp (6 days)	5
4	Pre-RD (10 days)	5
5	Adventure Camps (8 days)	5
6	National Youth Convention (6 days)	5
7	Best all-round NSS volunteer of the College for the year	5 (based on entire year)
8	Indira Gandhi Awardee	10
9	Participation at RD Camp (one month)	10
10	Participation at International Event such as International Youth exchange programme (6 Days)	10

OA-26.3.2 Award of Credits for Skill Enhancement Course (SEC) and Grades:

The marks awarded as shown above shall cumulate (after subtracting the marks utilized for passing, if any) till the end of semester II. If the candidate wishes to utilize these marks for claiming a Skill Enhancement Course (SEC) in Semester III, then she/he shall inform it in writing to the Principal of the College at the beginning of Semester III. The candidate shall be given credits in lieu of a regular SEC for NCC/NSS/Cultural activities/Sports at the end of Semester III by considering the marks accumulated till the end of semester III for the particular activity. These accumulated marks shall be used for calculating the grade as per OC-66.5.9. If the candidate wishes to claim the credits for Semester IV, she/he shall inform it in writing to the Principal of the College at the beginning of Semester IV. The candidate will be given credits in lieu of a regular SEC for NCC/NSS/Cultural activities/Sports at the end of Semester IV by considering the marks accumulated till the end of Semester IV for the particular activity. This option is available to B.Sc. [not for B.Sc. (Hons.) students]

during semesters V and VI also, following the same principle detailed above. However, they can exercise this option only once (i.e. Semester III/IV/V/VI). These accumulated marks shall be used for calculating the grade as per OC-66.5.9. For this purpose, any marks accumulated beyond 100 shall not be considered, nor carried forward. However marks obtained during subsequent Semesters shall accumulate.

If a candidate does not wish to claim Credits for her/his accumulated entitlement marks, the marks shall continue to accumulate till the end of Semester VI (either without utilizing or after partially being utilized). These cumulative marks shall be shown separately with a # mark in each Semester. At the time of candidate fulfilling the minimum credits for the programme these marks shall be converted into GPA and added to the CGPA to arrive at the FGPA using an appropriate conversion formula.

GOA UNIVERSITY
Taleigao Plateau, Goa

No.2/558/2018-Legal(Vol.XV)/3476

Date : 21st February, 2019

Sub : Part amendment to Ordinance OA-17 relating to minimum attendance for eligibility to appear for Examinations conducted by Goa University.

Sir/Madam,

I am forward herewith a copy of the part amendment to Ordinance OA-17 relating to minimum attendance for eligibility to appear for Examinations conducted by Goa University. This part amendment to Ordinance has come into effect from 12th February, 2019 the day on which it has received the approval of the Hon'ble Chancellor of Goa University under Statute SA-2(6) as amended. The part amendment to Ordinance was approved by the Academic Council in its meeting held on 15th November, 2018 and Executive Council in its meeting held on 10th December, 2018.

Yours sincerely,
(M. Shreedhara)
Officiating Registrar

Goa University
Taleigao, Plateau Goa.

GU/Academic(Colg.)/Refund of Fees/2020-21/61

Date: 11.01.2021

In accordance with the Special Ordinance OS-1 and in partial modification to this office circular vide no. GU/36/Acad-PG/Refund of Fees/2017/1322/446 dated 17.05.2017, it has been decided to refund the entire fees paid by the students of General Education UG Programmes who withdrawn/cancel/transfer their admission for the Academic Year 2020-21 except the Online Application/Goa University Registration Fee.

The Principals of affiliated Colleges offering the above programmes are requested to take note of the above while processing request of students for refund of fees.

(M. Shreedhara)
Officiating Registrar

Ordinance relating to minimum attendance for eligibility to appear for Examinations conducted by Goa University.

OA-17.1 To ensure regular attendance during every form of interactive instruction pertaining to the teaching of all Undergraduate and Post Graduate Programmes offered by Goa University.

OA-17.2 General

- (i) No change
- (ii) The teacher(s) concerned shall engage not less than 90% of the actual number of lectures/practicals prescribed for the particular paper/course in the syllabus. The Principal or Dean of the College/Head of the PG Department shall ensure that the teachers in the College/Department actually engage the required lectures/practicals as mentioned above. [Note: "Course" refers to Laboratory Course/Optional Course/Compulsory Course or other similar instructional Courses]. The Principal/Head of the Department may permit faculty members to engage the classes outside usual class timetable to enable them to complete the minimum prescribed number of classes.
- (iii) Deleted

OA-17.3 Attendance and eligibility to appear for Examinations

- (i) The attendance shall be taken by the teacher for each lecture/tutorial/practical or any other component of teaching separately. He shall maintain such a paper/course-wise attendance record, preferably online.
- (ii) Attendance shall be taken on a day to day basis for all the students and shall be cumulative of all the months of the Semester/Term/Year (in case of annual examination), as the case may be, for deciding the eligibility to appear for the respective examination. The statement of the cumulative attendance shall be prepared paper/course-wise and the same shall be displayed on the Notice Board on a monthly basis. Where students have online access to attendance records, a Notice directing students to check their records may be displayed on the Notice Board on a monthly basis. A copy of this statement shall be sent to the University as and when requested by the University authorities.

(iii) Deleted

- (iv) A student registered in a Semester / Term / Year, for any Programme (Degree or Diploma), shall ordinarily be required to have a minimum cumulative attendance of 75% of the total lectures and practicals engaged during that Semester/Term/Year and a minimum of 50% attendance of the total lectures and practicals engaged in any individual paper/course. In case of late admission on genuine grounds (to be decided by the Principal/Dean/Head of Department), attendance shall be considered from the date of admission to the programme.

In case the faculty is unable to engage the actual numbers of lectures/practicals prescribed for a particular paper/course due to any reason, all the students shall be given full attendance to that number of classes that could not be engaged by the faculty. (For example, if a faculty could engage only 55 lectures out of prescribed 60 lectures, each student shall be given attendance of additional 5 lectures in that paper/course and the same shall be counted for counting 75% attendance requirement). Under CBCS, a student whose attendance is less than 75% shall have the option of dropping a paper(s)/Course(s) in order to meet the minimum 75% attendance requirement.

Institutions may conduct remedial classes to those students whose attendance is below

75% to meet the requirement under this provision. However, such remedial classes cannot be conducted after the commencement of the Semester End Examinations for the respective Semester.

- (v) A student, not fulfilling the minimum attendance requirements mentioned above, shall not be eligible to appear for that Semester / Term / Annual Examination. Such student shall have to seek re-admission to the Course / Programme during the subsequent Academic Year / Term / Semester by paying the requisite fees. Such a student shall not be treated as a fresh applicant for admission if the re-admission is in the same Institution. Re-admission to professional colleges for the First Year of the programme shall be as per the admission rules of the programme. These students need not answer the eligibility test.
- (vi) No change
- (vii) In case a student desires to seek admission during the course of the Academic Year to a different institution for the same programme, her / his attendance shall be transferred.
- (viii) 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 / Dean / Head of Department, shall be marked "Present" for the lectures/practicals missed, provided such absence is supported by documentary evidence issued by the appropriate authority such as Commanding Officer of NCC, Director of Sports and Youth Affairs, Director / Asst. Director of Sports in Government / University or an authorized official of these and other similar bodies.
- (ix) 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 class.
Absence beyond 25% may be condoned on medical grounds.
Students participating in sports at the Inter-Collegiate Championship level may be given upto 15% relaxation in attendance.
Further, a student who participates in two or more Inter-Collegiate Championships may be given an additional 10% relaxation in attendance.
A student representing the University at Inter University Championships or the State at National level Championships or higher levels, may be given relaxation upto 50% in attendance.
However, the maximum relaxation permissible to a student on all accounts shall not be more than 50%.
- (x) Any case not covered under the above clauses but recommended by the Principal / Dean / Head of the Department to be condoned, shall be referred to a Committee consisting of (i) Vice Chancellor (Chairperson), (ii) Registrar and (iii) Principal of the Institutions / Dean of the College / Head of the Department concerned, as members.
- (xi) For Programmes that are governed by the regulations of Central governing / regulatory bodies, the norms prescribed by the respective bodies as amended from time to time shall apply.
- (xii) A student, who has any grievance about the attendance record, may bring the same to the notice of the Principal / Dean / Head of the Department, in writing, within three days from the date of display of the attendance on the Notice Board / Notice regarding checking of attendance online. The Principal / Dean / Head of the Department, on receipt of such a complaint, shall verify the accuracy of the attendance records and allow the aggrieved student to inspect the records, if necessary, and shall dispose off the complaint preferably within a period of seven days.

GOA UNIVERSITY
Taleigao Plateau, Goa

No.2/558/2018-Legal(Vol.XV)/3477

Date: 21st February, 2019

Sub : Part amendment to Ordinance OB-26 relating to Common Ordinance governing the Post Graduate Diploma Post Graduate Diploma and Certificate Courses in specialized fields / areas / subjects offered at the Post-Graduate teaching Departments and at affiliated college / recognized institutions of Goa University.

Sir/Madam,

I am to forward herewith a copy of the part amendment to Ordinance OB-26 relating to Common Ordinance governing the Past Graduate Diploma, advanced Post Graduate Diploma and Certificate Courses in specialized fields/areas/subjects offered at the Post-Graduate teaching amendment to Ordinance has come into effect from 12th February, 2019 the day on which it has received the approval of the Hon'ble Chancellor of Goa University under Statute SA-2(6) as amended. The part amendment to Ordinance was approved by the Academic Council in its meeting held on 15th November, 2018 and Executive Council in its meeting held on 10th December, 2018.

Yours sincerely,
(M. Shreedhara)
Officiating Registrar

Part Amendment to Ordinance OB-26 relating to Common Ordinance governing the Post Graduate Diploma, advanced Post Graduate Diploma and Certificate Courses in specialized fields/areas/subjects offered at the Post-Graduate teaching Departments and at affiliated colleges / recognized institutions of Goa University.

OB. 26.5 (effective from 12.02.2019) Courses / Papers:

Ordinarily a Diploma Programme / Course shall consist of eight courses/papers with four courses / papers per semester. Where the Programme is a four-semester duration, it shall consist of sixteen courses / papers with four courses / papers per semester. Each courses / paper shall have a minimum of 50 hours of instruction / teaching hereafter called Contact Hours (CH). For certificate courses there shall be four theory papers or two theory and two practical papers. And in lieu of one of the theory papers in case of the former or a practical paper in case of the latter a dissertation / project could be offered.

The instructional scheme for the programmes shall be based on a system of integrated units called courses / papers, which may be divided as follows:

Normally there shall be three types of courses / papers for the programme unless otherwise specified

- (a) Compulsory Courses / Papers : Total four in number or a programme and shall be compulsory for all the students in the given programme.
- (b) Optional Course / Papers : Total four in number or as specifies in a programme and shall be opted for by the students in the given programme. A student may be permitted to opt for not more than one Optional Course / paper from other programmes of the Departments / Institutions programme for which the candidate is registered and is approved by the Board of Studies in the subject to the concerned programme. One optional paper / course may be offered in the form of Project Work, if provided for in the specific diploma programme.

- (c) For certificate courses three theory papers shall be compulsory and the student shall have option for another optional theory paper or a dissertation / project in lieu of it or two theory and two practical papers and in lieu of one of the practical papers a dissertation / project could be offered or as specified for the specific programme from time to time.
- (d) Dissertation : This shall be compulsory for all the students of APGD Programme but may, be optional for other programmes. The modalities governing the preparation and submission of the dissertation shall be announced separately.

GOA UNIVERSITY
Taleigao Plateau, Goa

No.2/558/2018-Legal(Vol.XV)/3478

Date: 21st February, 2019

Sub : Part amendment to Ordinance OC-34A relating to the integrated Five Year Double Degree Programme in Law Bachelor of Arts and Bachelor of Laws (B.A. LL.B.) and / or Bachelor of Commerce and Bachelor of Laws (B.Com LL. B).

Sir/Madam,

I am to forward herewith a copy of the Part amendment to Ordinance OC-34 A relating to the integrated Five Year Double Degree Programme in Law Bachelor of Arts and Bachelor of Laws (B.A. LL. B) and /or Bachelor of Commerce and Bachelor of Laws (B.Com. LL.B). This part amendment to Ordinance has come into effect from 12th February, 2019 the day on which it has received the approval of the Hon'ble Chancellor of Goa University under Statute SA-2(6) as amended. The part amendment to Ordinance was approved by the Academic Council in its meeting held on 15th November, 2018 and Executive Council in its meeting held on 10th December, 2018.

Yours sincerely,
(M. Shreedhara)
Officiating Registrar

Part Amendment to Ordinance OC-34A Ordinance relating to the integrated Five Year Double Degree Programme in Law Bachelor of Arts and Bachelor of Laws (B.A.LL.B.) and / or Bachelor of Commerce and Bachelor of Laws (B.Com. LL.B).

OC-34A.1.3(ii) ELIGIBILITY FOR ADMISSION TO SECOND YEAR OF B.A. LL.B. and / or B.Com. LL.B.

Candidates who are eligible to appear for Semesters I and Semester II Examinations, shall be eligible for admission to Second Year B.A. LL.B. and/or B.Com. LL.B. irrespective of backlogs in Semester I and II.

OC-34A.1.3(iii) ELIGIBILITY FOR ADMISSION TO THIRD YEAR OF B.A. LL.B. and / or B.Com. LL.B.

Only those candidates, who have passed Semesters I and II, and are eligible to appear for Semesters III and Semester IV Examinations and have not more than five papers as backlog from Semesters III and IV taken together, shall be considered eligible for admission to the Third Year B.A. LL.B. and / or B.Com. LL.B.

OC-34A.1.3(iv) ELIGIBILITY FOR ADMISSION TO FOURTH YEAR OF B.A. LL.B. and / or

B.Com. LL.B.

Only those candidates, who have passed Semesters I, II, III and IV, and are eligible to appear for Semesters V and Semester VI Examinations and have not more than five papers as backlog from Semesters V and VI taken together, shall be considered eligible for admission to the Fourth Year B.A. LL.B. and / or B.Com LL.B.

OC-34A.1.3(v) ELIGIBILITY FOR ADMISSION TO FIFTH YEAR OF B.A. LL.B. and / or B.Com. LL.B.

Only those candidates, who have passed Semesters I, II, III, IV, V and VI examinations, and are eligible to appear for Semesters VII and Semester VIII Examinations and have not more than five papers as backlog in Semesters VII and VIII taken together, shall be considered eligible for admission to the Fifth year B.A. LL.B. and / or B.Com. LL.B.

**PRESS INFORMATION BUREAU
GOVERNMENT OF INDIA**

MHRD running various schemes to boost educational development fo economically backward classes in the country

New Delhi, 07th February, 2019

Ministry of Human Resource Development is implementing following schemes for the Economically Backward Class students.

1. Central Sector Scheme of Scholarship for College and University Students (CSSS)

Under this scheme, scholarship is provided to the eligible meritorious students having family income less than Rs.8.0 lakhs per annum, for pursuing higher studies. The amount of scholarship is Rs.10,000/- per annum for the first three years and Rs.20,000/- per annum for the fourth and fifth year.

2. Special Scholarship Scheme for Jammu & Kashmir (SSS for J&K)

Scholarship is provided to the eligible students from the State of Jammu & Kashmir, having family income less than Rs.8.0 lakhs per annum, to pursue higher studies outside the State of J&K. An amount to the tune of Rs.1.30 lakhs to Rs.4.00 lakhs per annum is provided.

The budget head for both the schemes indicated at (i) & (ii) above is common. BE for the Financial Year 2018-19 is Rs.339 Crore. Out of this, Rs.139 Crore is allocated for Central Sector Scheme for College and University Students and Rs.200 Crore is for Special Scholarship Scheme for Jammu & Kashmir.

3. Central Sector Interest Subsidy Scheme (CSIS)

Under this Scheme, full interest subsidy is provided during the moratorium period (course period plus one year), on the educational loan up to Rs.7.5 lakh, taken by the students having annual parental income up to Rs.4.5 lakh. The BE for the Financial Year is Rs.2150 Crore.

4. Fees Waiving in IITs

For IITs, from the academic year 2016-17, following provisions were made for protecting the interest of the socially and economically backward students while making the payment of tuition fee.

- a) The SC / ST / PH students shall get complete fee waiver.
- b) The most economically backward students (whose family income is less than Rs.1 lakh per annum) shall get full remission of the fee.
- c) The other economically backward students (whose family income is between Rs.1 lakh to Rs.5 lakh per annum) shall get remission of 2/3rd of the fee.
- d) All students shall have access to interest free loan under the Vidyalaxmi scheme for the total portion of the tuition fee payable.

Under the Vidyalaxmi Scheme, Interest subvention on the education loans for all students admitted for undergraduate and the five year integrated degree programmes is provided.

For advancement of Economically Weaker Sections of the society, and as per the Constitution 103rd Amendment Act 2019, Government has issued orders providing 10 percent reservation to EWS categories in admission to educational institutions. This reservation for EWS categories would be provided without disturbing the existing entitlements for SC/ST and OBC categories.

Beside these schemes, (i) Remedial Coaching for SC/ST/OBC (Non-Creamy Layer) & Minority Community Students, (ii) Coaching for NET/SET for SC/ST/OBC (Non-Creamy Layer) & Minority Community Students and (iii) Coaching Classes for Entry into services for SC/.ST/OBC (Non-Creamy Layer) & Minority Community Students are also being given.

The payment for the above mentioned schemes are processed online through PFMS and scholarship / interest subsidy is released through Direct Benefit Transfer (DBT) mode.

This information was given by the Minister of State (HRD), Dr. Satya Pal Singh today in a written reply to a Rajya Sabha question.

GOA UNIVERSITY
Taleigao Plateau, Goa

GU/Acad(Colg)/Acad.Term/GE/2021-22/123

Date : 9th Aug, 2021

CIRCULAR

Deans of Schools / Heads of University Teaching Departments / Principals / Deans of affiliated colleges are hereby informed that in view of the ongoing lockdown to combat the COVID-19, it has been decided to revise the academic terms for all Programmes offered at the University and affiliated colleges for the current academic year 2021-22 as follows:

Summer Vacation	01.07.2022 to 08.08.2022
First Term Commencement	01.09.2021 to 10.01.2022
Commencement of Examinations	14.01.2021 onwards
Second Term Commencement	14.02.2022 to 06.06.2022
Commencement of Examinations	11.06.2022 onwards
Commencement of Academic Year	2022-23 09.08.2022

It is further informed that in view of the prevailing situation, as decided during the meeting held with the Deans, Vice-Deans, Heads of University Teaching Departments and the Principals of the affiliated Colleges on 15th March, 2020, the attendance requirement of students for eligibility to answer the examinations is not to be insisted upon.

Deans of Schools / Heads of University Teaching Departments / Principals / Deans of affiliated college are requested to bring the contents of this circular to the notice of all concerned.

Dr. Radhika S. Nayak
Offg. Registrar

GOA UNIVERSITY
Taleigao Plateau, Goa

GU/130/Acad-PG/Refund-of-fees/327

Date : 26/11/2019

CIRCULAR

in supersession to Circular No. GU/36/Acad-PG/Refund-of-Fees/2017/1322/146 dated 17/05/2017, Rules relating to refund of tuition and other fees are revised as follows:

- a) If a student chooses to withdraw from the programme of study in which he / she enrolled, the following five-tier system shall be followed for the refund of fees remitted by him/her.

Sr. No.	Point of time when notice of withdrawal of admission is served in the College / University	% of refund of
1.	15 days or more before the formally notified last date of admission	100%
2.	Less than 15 days before the formally notified last date of admission	90%
3.	15 days or less after the formally notified last date of admission	80%
4.	More than 15 days but less than 30 days after formally notified last date of admission.	50%
5.	More than 30 days after formally notified last date of admission	00%

* (Inclusive of tuition fees and non-tuition fees but exclusive of Caution Deposit and Security Deposit)

- b) Caution Deposit and Security Deposit shall be refunded in full.

- c) In case of (1) in the table above, 5% of the paid by the student subject to a maximum of Rs. 5000/- shall be deducted as processing charges from the refundable amount.
- d) Fees shall be refunded to an eligible student within fifteen days from the date of receiving a written application from him/ her in this regard.
- e) The fees of students who have already been admitted to a programme of the University and have paid the fees and are subsequently admitted to another programme shall have to pay the fees for the final admission and claim the refund of fees paid earlier in which case no administrative charges shall be deducted from fees paid earlier by the student.
However, if the fees payable for both the programme are the same, the fees paid earlier shall be transferred to the final programme where admission is sought.
- f) All other cases of the refund of the fee will be decided on case to case bases on its merit.

(Prof. Y. V. Reddy)
Registrar

OS-1 Special Ordinance relating to the conduct of Academic Programmes during the COVID-19 pandemic.

Preamble: The unprecedented situation due to the outbreak of COVID-19 pandemic has affected every sphere of life and the education system is no exception. The lockdown is continuing throughout the country although some relaxations are available for certain areas including Goa. Due to this, the classroom teaching and research has abruptly stopped, and Intra-Semester Assessments (ISA)/Internal Assessment (IA) and scheduled Semester End examinations (SEE)/Semester End Assessment (SEA) could not be conducted as per the schedule. "UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown", issued on 29th April, 2020 prescribes various options. The present Special Ordinance has been framed taking into consideration the norms for prevention of the spread of COVID-19 infections, the status of COVID-19 in Goa, the available infrastructure for conduct of academic programmes and examinations, and the UGC Guidelines.

OS-1.1 General

- a. All provisions of the present Ordinance shall temporarily supersede the relevant provisions of other Ordinances that govern the Academic Programmes of the University, Academic Terms and Conduct of Examinations including question paper setting, types and modes of examinations, assessment/evaluation, and any such other that are specifically dealt herein.
- b. The present Ordinance shall be retroactive and operational from the date of suspension of classes i.e. from 15th March 2020, and shall continue in force therein until repealed by the Chancellor of Goa University on the advice of Executive Council.
- c. In the event of any exigency, the Vice-Chancellor shall have the power to change academic terms, modes of teaching and examinations and assessment/evaluation, after due consultation with the concerned Deans of Faculties/ Deans and Vice-Deans of Schools /Heads of University Departments/Principals of Affiliated Colleges/Officers of the University.
- d. All the decisions taken under the present Ordinance shall be communicated to the concerned School/ University Departments and Affiliated Colleges.

OS-1.2 Academic Calendar/Terms

The rescheduled Academic Calendar/Terms, as per the Provisions of this Ordinance, shall be notified by the University from time to time.

OS-1.3 Attendance and detention

- a. The minimum requirement of attendance shall not be applicable as an eligibility criterion to

appear for the examinations.

- b. No student appearing for an examination during the continuation of this Ordinance shall be detained from moving to the next semester. However, such students shall have to clear the examination for the course/s in which he/ she has failed, whenever the examination is held next.

OS-1.4 Internal Assessments (IA) / Intra Semester Assessments (ISA)

Programme-specific Guidelines regarding conduct of IA/ISA shall be notified by the University.

OS-1.5 Semester End Examination (SEE)/Semester End Assessment (SEA)

OS-1.5.1 Paper setting

- a. Question Papers for the Regular/Repeat Examinations shall be set by the respective teacher teaching the Paper/Course except in the cases where programme specific guidelines are issued by the University.
- b. The Deans/Heads of University Departments/Principals of affiliated Colleges shall appoint the paper setter if:
 - i. The course is being taught/has been taught by more than one teacher.
 - ii. The teacher/s who had taught the course is/are no longer associated with the School/University Department/College.
- c. The teachers teaching a subject on lecture/contract basis will also be eligible to set the concerned paper.
- d. Syllabus for the on-going semester shall be as per the programme specific guidelines issued by the University.
- e. The duration of examinations shall not exceed two hours.
- f. The change in the question paper pattern due to the reduction of maximum duration of examination shall be issued by the University.

OS-1.5.2 Examination Timetable

The time tables of all Regular and Repeat/Backlog/Supplementary Examinations of each Programme shall be notified by the University/Colleges, as the case may be.

Examination timings shall be staggered to maintain social distancing.

OS-1.5.3 Conduct of SEE/SEA

- a. All the Semester End/Final examinations including the Repeat/Backlog/ Supplementary Examinations shall be conducted by the respective Schools/ University Departments/Affiliated Colleges.
- b. Subsequent Repeat Examinations for the Regular batch of students shall continue to be conducted by the respective Schools/University Departments/Affiliated Colleges until the expiry of double the duration.
- c. Programme specific guidelines including conduct of examinations as per the Provisions of this Special Ordinance shall be issued by the University.
- d. Practical examinations:
 - i. All the practical examinations shall be conducted by the respective Schools/ University Departments/Affiliated Colleges as per the programme specific guidelines issued by the University.
 - ii. Subsequent Repeat /backlog Practical Examinations for the Regular batch of students shall be conducted by the same mode as the previous examination until the expiry of double the duration.
- e. Special examination:
Students who are unable to appear for an examination due to their absence from Goa will

be allowed to appear for a Special Examination upon their return to Goa.

f. Internship:

All internship requirements will either be replaced with other academic requirements or postponed until feasible, as specified by the University on a Programme-specific basis. Where the declaration of the final result is dependent upon an internship requirement, the student will have to complete the alternate academic requirement that is specified for the same.

OS-1.5.4 Evaluation

- a. The teacher who sets the question paper shall evaluate the answer books. However, in case of a large number of students in a college, all the teachers who taught the course shall evaluate the answer books.
- b. In case of non-availability of the paper setter to evaluate the answer books due to unforeseen circumstances, Dean/Principal/HOD shall appoint another teacher as examiner.
- c. Any existing provisions relating to double evaluation, revaluation or challenge evaluation shall not be applicable for examinations conducted under this Special Ordinance. However, students shall be eligible to apply for general/personal verification of marks.

OS-1.5.5 Dissertations and projects

- a. The Principals of Affiliated Colleges shall decide the schedule and mode of viva-voce examination in order to assess projects.
- b. Programme-specific guidelines with regard to submission of dissertation (hard copy/softcopy) and mode of presentation/viva-voce shall be notified by the University.

OS-1.6 Result declaration

The Schools/University Departments/Colleges shall submit the marks to the Examination Division of the University or upload the marks of the examination on the GUMS, as applicable. The results shall be declared by the University.

OS-1.7 Improvement of grade

As a special provision for the examinations of the courses taught during the Semester overlapping with COVID-19 pandemic, students are permitted to appear for the improvement of the grade in the succeeding semester/year or through supplementary examinations. For this purpose, the syllabus considered for the examination during ensuing Semester End examination shall be considered. Colleges shall conduct the examination as per this Special Ordinance.

OS-1.8 Award of Gold Medals/Scholarships/Prizes

The performance of candidates in the Examinations held under the provisions of this Special Ordinance shall not be considered for the award of Gold medals, Scholarships and prizes.

OS-1.9 Grievances

The University/Affiliated Colleges shall set up a Student Grievance Cell to resolve all academic and examination related grievances arising during the operation of this Special Ordinance.

The Vice-Chancellor shall nominate a member in the College Grievance Cell from the panel of three names submitted by the respective Principals of the Colleges.

OS-1.10 M.Phil. and Ph.D. programmes

Superseding the existing provisions for conduct of viva-voce examination, Pre-synopsis Presentation, Faculty Research Committee (FRC) meeting, Departmental Research Committee (DRC) meeting and maximum duration for submission of thesis under various ordinances such as OB-9A, OA-19 and OA-19A, the following provisions shall apply:

- i. Viva-voce examination shall be conducted through any online meeting platforms such as Google Meet, Skype, etc. However, the regular procedure of inviting faculty members, researchers, students, and such other modalities shall continue in letter and spirit. All other provisions, including submission of reports, etc. shall remain as per existing ordinances. The viva-voce examination proceedings shall be recorded and submitted to the Controller of Examinations along with other submissions.
- ii. The FRC, DRC and Pre-synopsis Presentations shall be conducted through online meeting platforms.
- iii. All registered M.Phil./Ph.D. candidates shall be eligible for six extra months to complete their dissertation/thesis.

OS-1.11 Validation of Guidelines, Circulars and Notifications

All the Guidelines, Circulars and Notifications issued by the University from 15th March, 2020 till the date of notification of this Special Ordinance, with regard to Academic Calendar/Terms and Examinations, shall be deemed to be issued under this Ordinance.

OS-1.12 Removal of Difficulties

Any difficulty arising in giving effect to the provisions of this Special Ordinance shall be referred to the Committee constituted for the purpose by the Vice-Chancellor.

Goa University
Taleigao Plateau-Goa. 403206.

GU/Acad-PG/Circular/2018-19/648

Date: 17.05.2018

CIRCULAR

Based on the decision of the Academic Council in its meeting held on 4th and 13th September 2017, students admitted to B.A/B.Sc./B.Com. Programmes conducted under Ordinance OC-45 and who have not completed their passed Semesters I to IV have been permitted to join the Semester V during the Academic Year 2018-19.

Consequently, to accommodate the increase in the number of students seeking admission to semester V during the ensuing academic year 2018-19 the following has been approved by the Academic Council in its meeting held on 11th May 2018 as a one time measure:

1. For Programmes conducted under Ordinance OC-45, the Project work shall be assigned to a group of 5 to 8 students with a remission of one and half hour per Project. The maximum remission in workload shall be restricted to three hours per teacher for two or more Projects.
2. Colleges are permitted to admit up to 80 students per division for TY during 2018-19 as a onetime measure.
3. For starting an additional division at TY, the prescribed procedure for affiliation will need to be followed.

Principals of affiliated colleges offering programmes under Ordinance OC-45 are requested to take note of the above for implementation.

(Prof. Y.V. Reddy)
REGISTRAR

INTERNATIONAL STUDENTS ADMISSION

For the past few years Rosary College has become the much sought after destination for International students wishing to pursue further studies in India. The academic facilities and the experienced teaching-learning facilities combined with a homely, friendly and supportive environment provided by the college proves to be attractive for students from all around the globe.

Currently 06 international students from Afghanistan, Maldives, Zimbabwe, Lesotho and Kenya are pursuing their studies at Rosary College.

ORDINANCE OA-18A FOR CREDIT-BASED MASTERS DEGREE PROGRAMMES (M.Com.)

- OA-18A.2 .1.** The Programme shall be based on a system of time-integrated Units called Credits, under the Choice Based Credit System (CBCS) and shall comprise Core Courses, Optional Courses and Dissertation (optional).
- OA-18A.2 .2.** A student shall be eligible for the award of Master's Degree on successful completion of minimum of 64 Credits, to be completed over a minimum of four Semesters.
- OA-18A.2 .3.** The total number of 64 Credits shall comprise 32 for Core Courses and a minimum of 32 for Optional Courses.
- OA-18A.2 .4.** A student shall be required to obtain 48 Credits from the parent Department in which the student is registered, which shall comprise the 32 Core Credits, and 16 optional credits which may include the dissertation. The remaining 16 Credits may be earned by the student by opting for optional Courses, including dissertation, from within the Department or outside the Department/University.
- OA-18A.2 .6.** Optional Courses may also comprise self-learning Courses in the form of field work, project, summer training, online Courses, and other such Courses; the BoS shall specify the Credits for these activities.
- OA-18A.2 .7.** A student shall also be permitted to obtain additional Credits. The degree/final grade shall be awarded /computed based on his/her performance in Core Courses and the best performance in the Optional Courses, to fulfill the minimum number of Credits required for the award of the Master's Degree. Additional Credits, if any, shall be depicted in the final transcript/mark sheet.
- OA-18A.2 .8.** Permission to transfer Credits in case of Institutions not affiliated to Goa University, may be allowed on a case to case basis, following the Credit recognition procedure. Such Courses, when opted for by the students of a Department, may be approved provisionally by the Departmental Council and placed for ratification before the Board of Studies at its subsequent meeting.
- OA-18A.2 .10.** One Credit of a Theory Course shall be equivalent to 12 contact hours of learning activities including lecture, group discussion, seminar, problem solving, tutorial, assessment and such others.

- OA-18A.2 .11.** One Credit of a Practical Course shall be equivalent to 24 clock hours of laboratory /field work/ study tour, that is, 12 practical sessions each of 2 clock hours duration, or its equivalent.
- OA-18A.2 .13.** The Departments shall notify the Core and Optional Courses offered to students for the following Semester.
- OA-18A.2 .14.** Minimum number of students for an Optional Course shall be not less than five.
- OA-18A.2 .15.** Dissertation shall be of 8 Credits and in lieu of Optional Courses.
- OA-18A.3 .1.** The Departmental Council (DC) or Departmental Faculty Committee (DFC) constituted for this purpose in the colleges, shall be responsible for the proper implementation and conduct of the Credit-based Master's Degree Programme(s).The DFC shall comprise the Principal of the College, Coordinator of the Course and teachers teaching the Programme.
- OA-18A.4 .1.** Ordinarily, the Dissertation shall be spread over third and fourth Semesters and shall not generally constitute an entire Semester-equivalent of Credits.
- OA-18A.5 .1.** The assessment of all Courses including Dissertation shall comprise continuous intra-Semester Assessment (ISA) and Semester-end Assessment (SEA) and shall be fully internal.
- OA-18A.5 .3.** The nature of assessments may be Written/Oral, Open/Closed book, Scheduled/ Surprise, Objective / Multiple-choice, Short-answer type, Essay type, Seminar, Assignment, Experimental work, Fieldwork, Viva-Voce, Peer group assessment, Class participation as described in the Course outline.
- OA-18A.5 .4.** A Course shall have a 'single passing-head' based on the combined performance at the continuous ISA and SEA. Fractional marks shall be rounded off to the nearest integer only at the time of calculating the Course grade.
- OA-18A.6 .1.** (a) A One Credit Course shall carry 25 marks. All other Courses shall carry marks proportionate to the number of Credits.
 (b) The weightage for the continuous ISA and SEA in both theory and practical Courses shall be 40% and 60% respectively.
 (c) There shall be two ISAs for each Course of two or more Credits, each of 20%, for a total of 40% of total marks of the Course.
- OA-18A.6 .4.** The SEA shall be conducted as per the academic calendar.
- OA-18A.6 .5.** The duration of all comprehensive written SEA examinations carrying 25 marks or less, shall be of one hour; SEA carrying above 25 marks and up to 50 marks, shall be of two hours; SEA carrying above 50 marks, shall be of three hours.
- OA-18A.7 .1.** (a) The Dissertation shall be assessed by the Guide/Supervisor and by the DC/DFC. The student shall make a presentation of the work before the DC/DFC and students of the Department. The DC/DFC shall assess the work. Average of marks of all teachers attending the presentation shall be the evaluation of the dissertation which shall carry 60% of the total marks assigned for dissertation which shall be the SEA component.
 (b) The Guide shall assess the Dissertation work independently for 40% marks which shall be the ISA component.
- OA-18A.7 .2.** To pass in the Dissertation a student has to secure a minimum grade of 'P' as indicated under OA-18A.8.2.
- OA-18A.7 .3.** A student who fails in the dissertation may be permitted to re-submit the dissertation after incorporating suitable modifications under the guidance of the teacher or may be permitted to register for optional courses equivalent to the number of credits assigned to the Dissertation.
- OA-18A.8 .1.** Marks awarded in each Course shall be represented in the form of Grades in the grade sheet issued at the end of each semester. The Final result shall be declared as

Cumulative Grade Point Average (CGPA).

OA-18A.8 .2. The marks awarded in the ISA and SEA shall be added for awarding the grade 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
40 —<40	F (Fail) , Ab(Absent)	0

OA-18A.8. 3. Every student shall have to secure a minimum of 'P' grade to pass the Course.

OA-18A.8. 4. Provisions for grace marks under OA 5.16 shall not be applicable to Credit based Masters Programmes.

OA-18A.8. 5. (a) Students who do not secure a minimum of 'P' Grade in Core Courses shall have the option of answering SEA in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular programme.

(b) In the case of Optional Courses, a student shall have the option of answering SEA in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme, or register for an alternative Optional Course to secure requisite number of Credits.

(c) Appearance in minimal number of ISAs as prescribed, and in SEA, is compulsory for passing.

(d) There shall not be any supplementary examinations for SEA. However, repeat examinations shall be conducted as per the allotted time frame for SEA in the academic calendar. In such cases, the ISA score shall be carried forward. However, if the candidate is re-registering for a course, neither the ISA nor the attendance of the previous attempt shall be carried forward.

OA-18A.9 .3. A student shall address his/her grievance(s) to the HoD/ Principal, who shall place the same before the DC/DFC for resolution. If the grievances are in the Course(s) taught by the Head of the Department, the grievances shall be addressed to the Dean of the Faculty.

OA-18A.9 .4. If the student continues to feel aggrieved, the grievance application shall be referred by the Departmental Council to the Grievance Committee.

OA-18A.9 .5. If the Grievance Committee finds that there is a prima facie case, it may refer the respective answer-scripts/ assignments, to an expert outside the University, for which the student shall have to pay the prescribed fee. The result of such an evaluation shall be final and binding.

OA-18A.9 .6. The decision of the Grievance Committee shall be communicated to the student within one month of his/her filing of the grievance.

OA-18A.11 At the end of every Semester there shall be an assessment of the teaching of the Course/s in that Semester by the student(s), the records of which shall be retained by the Internal Quality Assurance Cell (IQAC).

**New Ordinance OB -24 for
Bachelors Degree in Business Administration (BBA)
and**

Business Administration Travel and Tourism (BBA - T&T)

Objective of the Programmes

To build competence in students to effectively undertake managerial jobs in organizations

OA-24.2 Duration of the Programmes

BBA and BBA T&T Programme is of three years duration.

OA-24.3 Degree to be Awarded

The Nomenclature of the degree to be awarded shall be Bachelors Degree in Business Administration, Bachelors Degree in Business Administration (Tourism and Travel) at its Affiliated Colleges.

OA-24.4 Admission and Eligibility

(a) Eligibility for admission to Bachelors Programmes shall be pass in XIIth Standard or equivalent with minimum of 50% of marks.

In addition, candidates shall be required to qualify through the Entrance Test as decided by the Admission Committee.

OA-24.5 Scheme of Instruction

- (i) Minimum number of Credits to be earned by the student for successful completion of the Programme shall be 140 credits.
- (ii) The Programmes shall be divided into Trimesters for BBA. Courses shall be offered accordingly by the concerned Department / Affiliated College, depending on availability of faculty members and other resources.
- (iii) The Affiliated Colleges offering the Programme/s shall offer Courses from a list of Core and Optional Courses as recommended by Board of Studies and approved by Academic Council. For each Optional, pre-requisite Courses, if any, shall be specified.
- (iv) Each Course, other than Internships, shall be of one to six Credits. One Credit stands for 15 contact hours or one week of Internship.
- (v) Minimum Credit requirements for Programmes Category Courses BBA MBA
- (vi) For all Courses, Evaluation Schemes and detailed Course Outlines shall be made available to the students by the Department before the commencement of the Course.
- (vii) A Course shall comprise lectures/tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva voce/ seminars/ term papers/assignments/ presentations/ self-study/ case studies and such others or a combination of any of these. Sessions shall be interactive in nature to enable peer group learning.
- (viii) The syllabus of Core and Optional Courses shall be as recommended by the Board of Studies and approved by the Academic Council, and shall be uploaded on the University /College website prior to offering of the Course.
- (ix) A student may register for Project Courses subject to a maximum of 5% of total Credits of a Programme. Project Courses can be opted only in lieu of Optional Courses, under the supervision of regular/visiting faculty.

OA-24.6 Scheme of Examination

- (i) The assessment of all Courses shall comprise continuous Intra-Trimester Assessment (ITA) and End- Trimester Assessment (TEA) shall be fully internal. Each Credit carries 25 marks.
- (ii) The concerned teacher, with the consent of the Departmental Council (DC) or

equivalent body of faculty members of the Affiliated Colleges shall decide the method as well as the content of evaluation of each ISA and SEA.

- (iii) The ITA shall be of 50% weightage, in which an individual component shall not exceed 30% of the total evaluation.
- (iv) There shall be TEA with 50% weightage of total evaluation covering the entire Course.

OA-24.7 Scheme of Evaluation

- (i) Common Grading System of the University as stated in OA-16.4 shall be applicable.
- (ii) The method as well as the content of evaluation of Internships shall be decided by the Departmental Council. All Internship Seminars shall be organized as public seminars, unless the organizations on which the work was done require the results to be kept confidential. In such a case, only the examiners shall be present during the Seminar.
For Internship Seminars, one of the examiners shall be from the Industry, who shall grade the Seminars along with Internal Faculty. However, reports shall be graded only by Internal Faculty.
- (iii) A student shall be considered to have completed the Programme when the student fulfills both the minimum credit and minimum duration requirements for the Programme for which he/ she has enrolled.
- (iv) (a) In case of students who have registered for Courses in Colleges / Institutions from other than this University, Credit transfers and the equivalence of grades and grade points shall be determined on a case to case basis by the Departmental Council of the Department offering the Programme/s or the equivalent body of the faculty members of the concerned Institution.
(b) Credit transfer shall be limited to a maximum of 25 per cent of the total Credits, except in the case of approved exchange Programmes.
(c) Credits and grades obtained by a student shall be transferred to another Institution on request from the institution as well as from the student.

OA -24.8 Award of Grade

- (i) Grade Points shall be awarded as provided under OA-16.4
- (ii) Grade Sheet shall be issued by the College to the student, at the end of the Trimester, as the case may be, stating Credits for each Course, marks, grades, grade points and Trimester Grade Point Average.
- (iii) At the end of the Programme, Grade Sheet shall be issued by the University to the student, indicating marks, grades, grade points, Cumulative Grade Point Average and the corresponding overall Grade.
- (iv) The scores obtained by the students in each of the Programmes shall be handed over to the Controller of Examinations for declaration of results and printing of Final grade sheets.
- (v) A student who fails or who desires to improve grades shall re-register for the same Course or another Course in the same category.

OA-24.9 Academic Audit Committee (AAC)

- (i) There shall be an AAC to assess the manner in which classes are conducted and the method as well as the content of evaluation of each Course of each term.

OA -24.10 Grievance Committee

- (i) There shall be a Grievance Committee of three teachers from the Department for matters related to examination and evaluation.
- (ii) student shall address his/her grievance(s) to the Head of Department /Programme Coordinator, who shall place the same before the DC / Equivalent Body for

redressal. If the grievances are for the Course(s) taught by the Head of the Department / Programme coordinator, the grievances shall be addressed to the Dean / Principal. If the student continues to feel aggrieved, the grievance application shall be referred to the Grievance Committee by the DC / Equivalent Body.

- (iii) If the Grievance Committee finds that there is a prima facie case, it may refer the respective answer-scripts/ assignments, to an expert outside the University/College, for which the student shall have to pay the prescribed fee. The result of such an evaluation shall be final and binding.
- (iv) The decision of the Grievance Committee shall be communicated to the student within one month of his/her filing of the grievance.

New Ordinance OC-67
relating to
Bachelor of Computer Applications (BCA)
(Effective from Academic Year 2019-2020 - FYBCA)

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

OC-67.1 **GENERAL**

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

OC-67.1.1 **OBJECTIVES**

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

OC-67.1.2 **DEGREE TO BE AWARDED**

Bachelor of Computer Applications (BCA).

OC-67.1.3 **DURATION OF COURSE**

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

OC-67.2 **ELIGIBILITY FOR ADMISSION**

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

OC-67.2.1 **Eligibility for Admission to Semester I and Semester II:**

- I. To be eligible for admission to Semester-I of the Three Years course leading to the Degree of Bachelor of Computer Applications (BCA), the candidate should have passed:
 - a. the Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in any stream, including the vocational stream in the subjects notified by the University from

time to time.

OR

- b.the Std XII or similar examination of another body equivalent to Goa Board of Secondary and Higher Secondary Education, Goa and recognized as such by Goa University.
- ii. A candidate not covered under any of the above categories but desirous of seeking admission to the said course may apply to the College. However, the Registrar along with the Dean of the Faculty and the Chairperson of the Board of Studies shall decide the eligibility.
 - iii. A candidate admitted to Semester-I shall be deemed eligible for admission to Semester-II.
 - iv. A candidate migrating from another recognized University and desirous of direct admission to Semester-II may be considered for admission provided he/she has cleared/ passed Semester-I examination of that University with those subjects, under CBCS, for which admission is sought.
 - v. A candidate shall be selected based on an entrance test. The entrance test shall assess the general aptitude, logical reasoning and analytical abilities and basic arithmetical skills of the candidate.

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

- a) A candidate who has requisite attendance for Semester-I and Semester-II and has attended minimum required ISAs of all the courses in Semesters I & II shall be eligible for admission to Semester-III.
- b) A candidate migrating from any other recognized University may be considered for admission to Semester III provided:
- c) He/she has passed in all courses of the Semester I and Semester II (First Year BCA) examination from that University.
- d) He/she undertakes to successfully complete the required courses and credits prescribed for First Year BCA by this University, if he/she has not already done so in the previous University. Result of Semester IV examination shall be withheld if the candidate fails to fulfill this undertaking.
- e) A candidate admitted for Semester-III examination shall be deemed eligible for admission to Semester-IV.
- f) A candidate from another recognized University may be considered for direct admission to Semester IV provided he/she fulfils the conditions specified at (B) (i) and (ii) above and, in addition has passed/ cleared Semester III/ First Term examination of the Second Year BCA of that University. However, the result of Semester IV shall be withheld if the candidate does not fulfil these conditions.

OC-67.2.3 Eligibility for admission to Semester-V:

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

OC-67.2.4 Eligibility for admission to Semester-VI:

- a) A candidate already admitted for Semester-V shall be deemed eligible for admission to Semester-VI.
- b) Direct admission to Semester-VI shall not be permitted.

OC-67.3 PROGRAMME STRUCTURE:

1. The Programme shall be based on a system of time-integrated Units called Credits, under the CBCS.
2. The Programme shall comprise Courses such as Core, Elective and Ability Enhancement Courses.
3. A Credit shall consist of 15 clock hours of theory of 1 hour duration each 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. A student shall be eligible for the award of BCA Degree on successful completion of minimum of 132 Credits, to be completed over a minimum of six Semesters.

OC-67.4: COURSE STRUCTURE:

1. Each Course can carry different weightage in terms of number of Credits. Each Course should define learning objectives and outcome. A course may be designed so as to comprise any or combination of lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ vocational training/ viva/ seminars/ term papers/ assignments/ presentations/ self-study/ such other.
2. **Core Course (CC):** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core Course. Each Core Course is of 4 credits or 2 credits and may consist of theory and practical component or only theory component or only practical component. If the course has a theory and practical component, the theory component will be of 3 credits theory and 1 credit practical for 4 credit course. If the course has only practical component, this component will be of 2 credits. The candidates are required to compulsorily pass all the Core Courses of the Programme.
3. **Elective Course:** An Elective Course can be chosen from a pool of Courses, which may be specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/ subject/ domain or which nurtures the candidate's proficiency/ skill. An Elective Course may be Discipline Specific Elective Course or Generic Elective Course.
 - 3.1 **Discipline Specific Elective (DSE) Course:** Discipline Specific Elective (DSE) Course shall be offered in the main discipline/subject of study. Each DSE shall be of 4 credits and may consist of theory and practical component or only theory component. If the course has a theory and practical component, the theory component will be of 3 credits theory and 1 credit practical or as prescribed by BoS and approved by the Academic Council. Any number of DSE's as approved by BoS and AC, can be offered depending upon the specialization available in the college.
 - 3.2 **Project:** A compulsory Project work of total 4 credits shall be offered in lieu of a DSE Course in Semester VI and shall be designed to acquire special/ advanced knowledge; it shall be specialised course involving application of knowledge in solving / analysing / exploring a real life situation / difficult problem. Students shall undertake such a project under the guidance of a teacher / faculty member. The topic for the Project Work

shall be given in Semester V. Students shall be required to carry out work for the Project during Semesters V & VI. The assessment of the Project will be carried at the end of Semester VI.

- 3.3 **Generic Elective Course:** A Generic Elective(GE) course shall be of 4 Credits, and may be chosen from an unrelated discipline/subject, with an intention to seek exposure. A Core Course offered in a discipline/subject may be treated as GE Course for another discipline/ subject and vice versa. If the course has a practical component, the theory component will be of 3 credits theory and 1 credit practical or as prescribed by BoS and approved by the Academic Council.
4. **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds:
 - 4.1 **Ability Enhancement Compulsory Courses (AECC):** AECC are based upon the content that leads to knowledge enhancement. Courses on Environmental Studies, Communication Presentation Skills and Technical Writing Skills are mandatory. Communication Presentation Skills and Technical Writing Skills will have 4 credits each and course on Environmental Studies will have two separate courses of 2 credit each.
 - 4.2 **Skill Enhancement Courses (SEC):** SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies and skills. These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge. Each course will be of two credits or as prescribed by BoS and approved by the Academic Council.
5. The Course Structure for the Three Year BCA Degree Programme shall be as specified below:

5.1 Bachelor of Computer Applications (BCA) Course Structure Details

SEMESTER- I

Course Code	Subjects	Course Credit
CC-101	Computer Science	4
CC-102	Computer Science	4
CC-103	Mathematics	4
CC-104	Computer Science Laboratory	2
GE -101	To be selected by College from approved list	4
AECC-101	Environmental Studies	2
SEC-101	To be selected by College from approved list	2
Total		22

SEMESTER- II

Course Code	Subjects	Course Credit
CC-201	Computer Science	4
CC-202	Computer Science	4
CC-203	Mathematics	4
CC-204	Computer Science Laboratory	2
GE -201	To be selected by College from approved list	4
AECC-201	Environmental Studies	2
SEC-201	To be selected by College from approved list	2
Total		22

SEMESTER- III		
Course Code	Subjects	Course Credit
CC-301	Computer Science	4
CC-302	Computer Science	4
CC-303	Computer Science Laboratory	2
CC-304	Computer Science Laboratory	2
GE-301	To be selected by College from approved list	4
GE-302	To be selected by College from approved list	4
AECC-301	Communication and Presentation Skills	4
	Total	24

SEMESTER- IV		
Course Code	Subjects	Course Credit
CC-401	Computer Science	4
CC-402	Computer Science	4
CC-403	Computer Science Laboratory	2
CC-404	Computer Science Laboratory	2
GE-401	To be selected by College from approved list	4
GE-402	To be selected by College from approved list	4
AECC-401	Technical Writing Skills	4
	Total	24

SEMESTER- V		
Course Code	Subjects	Course Credit
CC-501	Computer Science	4
CC-502	Computer Science	4
CC-503	Computer Science Lab	2
DSE-501	To be selected by College from approved list	4
DSE-502	To be selected by College from approved list	4
DSE-603	Project	*
	Total	18

SEMESTER- VI		
Course Code	Subjects	Course Credit
CC-601	Computer Science	4
CC-602	Computer Science	4
CC-603	Computer Science Lab	2
DSE-601	To be selected by College from approved list	4
DSE-602	To be selected by College from approved list	4
DSE-603	Project	4
	Total	22
	TOTAL	132

Note: * Project Work in place of a DSE starts in Semester V, but evaluated at the end of Semester VI hence no credits assigned in Semester V. Same Course Code DSE-603 assigned in Semester V for project Work.

OC-67.5 Scheme of Examination

- OC-67.5.1.** (a) The Evaluation of the courses shall comprise of the Intra-Semester Assessment (ISA) and the Semester End Examination (SEE). A student shall be required to appear for ISA as well as SEE. There shall be an ISA for the practical component also.
- (b) The ISA tests shall carry 40% of the maximum marks allotted for the course and SEE shall carry 60% of the maximum marks.
- (c) The marks for each credit shall be 25. Accordingly, a 2 credit course will have 50 marks and a 4 credit course will have 100marks.
- (d) A Course of 4 credits having only theory shall have ISA for 40 marks and SEE for 60marks.
- (e) A Course of 2 credits having only practical shall have ISA for 20 marks and SEE for 30marks.
- (f) A Course of 4 credits having theory and practical component shall also have ISA for total 40 marks and SEE for 60 marks. The ISA for theory component shall be 15 marks and ISA for practical component shall be 25 marks. There will be no separate SEE for practical component.
- (g) Courses of any other number of credits shall have proportionate markings for SEE for Semester- V and Semester-VI shall be done centrally by the University.
- (i) A Board of Paper-Setters and Examiners for the SEE of Semester V and VI shall be appointed by the University.
- (ii) The Paper-Setters shall finalise the question paper(s); there shall be no objective type of questions at SEE; however short answer questions may beset.
- (iii) The paper setters shall also prepare a key for answers to all question/sub-questions and the scheme of marking of the paper set at the examination. In case of descriptive type of answers, only important points to be expected may be highlighted in the key.
- (iv) The Chairperson shall personally hand over the sealed set of question papers and answer keys to the Controller of Examinations in the prescribed manner.
- (v) Photocopies of the key and the marking scheme for each of the paper of the concerned Semester V and VI shall be given to the examiners assessing the papers.
- (b) The duration of SEE theory paper carrying 40 marks shall be of 1 hour duration, and those above 40 marks shall be of 2 hours duration.

OC-67.5.6 Re-evaluation

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

OC-67.5.7 Supplementary Examination

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

OC-67.5.8 Improvement of Performance

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

OC-67.5.9 Award of Grades

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

OC-67.5.10 Criteria for Passing in a Course

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

OC-67.6 Grade Point Average

Ordinances OC-66.6 applicable for B.A., B.Com., B.Sc. for Grade Point Average shall be

made applicable for BCA as amended from time to time.

OC-67.7 Ordinances OC-66.7 applicable for B.A., B.Com., B.Sc. shall be made applicable for BCA as amended from time to time.

New Ordinance OC-47A

Bachelor of Computer Applications (BCA)

(Applicable for present SYBCA & TYBCA)

OC-47A.1 GENERAL

OC-47A.1.1 Programme objective:

To produce employable IT workforce, that will have sound knowledge of IT and business fundamentals that can be applied to develop and customize solutions for Small and Medium Enterprises (SMEs).

OC-47A.1.2 Duration of the Programme & Semesters:

- i. Duration of the programme shall be of three academic years which is divided into Six Semesters with two semesters in each academic year.
- ii. Semester I, III, and V shall be termed as Odd semesters while Semester II, IV, and VI shall be termed as Even Semesters.
- iii. Academic Terms for Odd semester and Even semesters shall be as notified by the university every year and shall follow the term that is applicable to BA/BSc/BCom programmes.
- iv. All the instructions as well as examinations shall be conducted within the above mentioned period of each semester.
An academic calendar showing the commencement of B.C.A course, instructions, In-semester class tests and End-semester examinations shall be displayed before the beginning of each semester.

OC-47A.1.3 Degree to be awarded:

Upon successful completion of the programme, every candidate shall be conferred upon the degree of Bachelor of Computer Applications (BCA).

OC-47A.1.4 Eligibility for admission and intake capacity:

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

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

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

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

OC-47A.1.4.3 Eligibility for admission to Semester-V and Semester-VI:

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

OC-47A.1.4.4 Intake Capacity:

Number of candidates to be admitted to BCA programme shall not be more than 40 per division per year.

OC-47A.2 COURSE STRUCTURE**OC-47A.2.1 Number of courses/Papers:**

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

OC-47A.2.2 Total marks/credits assigned to each course/Paper:

- i. Semester I and II shall carry a total of 32 credit points, Semester III and IV shall have 35 credits, semester V shall have 25 credits and Semester VI shall carry 30 credits.
- ii. Each course having 5 credit points shall be evaluated out of 100 marks.
- iii. Courses on Environmental Studies having 2 credit points shall be evaluated out of 50 marks per Semester.

OC-47A.2.3 Total number of contact hours/lectures (with duration of lecture) per course/paper:

- i. Duration of each lecture period shall be of 45 minutes duration.
- ii. Every Theory course shall be allotted five lecture periods per week.
- iii. Every theory course shall be taught in a total of 60—lecture periods while for laboratory course a minimum of 15 lecture sessions per class and 15 lab sessions per batch shall be conducted.
- iv. Every laboratory course shall have one lecture cum demonstration period for the entire class and one practical session of four periods per batch per week.
- v. Batch size for laboratory course: Each batch shall be of not more than 20 students. A second batch can be formed only if more than 20 students have registered for the Semester.
- vi. Project Work batch size: Maximum 5 students per group are entitled to undertake one project work.
- vii. Each Instructor shall guide not more than 10 students.
- viii. Project work guidance provided to more than five students shall be considered equivalent to a workload of four lectures per week while guidance provided to five or less number of students shall be considered equivalent to a workload of two lectures per week.

- ix. In case of Environmental Studies course two lectures shall be allotted per week per semester.

OC-47A.2.4 Instructional Scheme:

- i. Instructor-in-Charge:** Each course may have one or more instructors teaching the course. One of them is to be appointed as Instructor-in-charge.
- ii. Course Coordinator:** In case of courses taught by Visiting Faculty, one faculty member from the College shall be associated with the course as course coordinator.
- iii. Course plan:** Every Instructor has to submit a course plan at the beginning of the course. The format for the course plan shall be as prescribed by the Board of studies from time to time.
- iv. Feedback:** Individual course feedback is to be taken after the first internal class test as well as overall feedback has to be collected from every student at the end of every Semester to improve the overall quality of the course.
- v. Course File:** For each course taught, a file shall be maintained by the Instructor-in-charge or the course-coordinator comprising of course plan, reading/teaching material used in class, assignments, question papers, answer papers, student feedback, student attendance record along with final evaluation and grading.
- vi. LMS (Moodle) could also be used for (iv) and (v) above.

OC-47A.2.5 Academic Audit:

- i. The task of the academic audit is to ascertain that all In-semester and End-semester evaluation is done in transparent and fair manner.
- ii. Academic Audit Committee (AAC): The constitution of the committee shall be as follows:**
 - a. Chairperson: The chairperson shall be appointed by the Vice-Chancellor from the list approved by the Board of Studies Science (U.G).
 - b. Subject expert: One subject expert each in Commerce/Management and Computer Science will be selected by the Chairperson from the list approved by the Board of Studies Science (U.G).
 - c. Member Secretary: 1 teacher from the concerned college undergoing the academic audit shall act as Member-secretary of the committee. Member Secretary will be appointed by the Principal of the respective college.
- iii. The Academic audit will be a continuous process which shall be conducted by afore mentioned committee during the Semesters with the help of LMS for uploading in- semester question papers /assignments /quizzes and obtaining feedback after In semester and End semester Examinations. The Committee will visit the college normally once during the academic year before the declaration of results of even semesters. It shall examine the course files and other academic records of all the semesters of that year.
- iv. Academic Audit Report: The committee shall prepare the report at the end of each academic year based on the inputs gathered during the semester and the visit to the college. The report shall be sent to the Board of Studies — Computer Science (U.G) chairperson before the commencement of the new academic year in the format approved by the Board of Studies —Computer Science (U.G). A copy of the report shall also be given to the concerned college Principal by the chairperson of the Audit Committee.
- v. The Board of Studies shall discuss all the audit reports and recommend improvements in the conduct of the programme to colleges.

OC-47A.3 SCHEME OF EXAMINATION

OC-47A.3.1 General

- i. There shall be both an In-semester element and an End-semester element in the evaluation of the performance of candidates for every course, each carrying equal weightage of 50%.
- ii. In-semester evaluation is to be carried out during the course of instructions within the normal lecture periods.
- iii. Marks secured and wherever applicable the answer scripts, of all the internal assessments of In-Semester evaluation shall be shown to the candidates within 15 days of conduct of the assessments.
- iv. End-semester evaluation is to be conducted at the end of every semester.
- v. Supplementary Examinations for F.Y(Semester I, II), S.Y(Semester III, IV) of B.C.A is to be conducted once in a year before the commencement of the fresh academic year.
- vi. Examinations for candidates who fail to obtain the minimum D grade in the T.Y(Semester V and VI) of B.C.A shall be conducted as per the schedule prescribed by Goa university from time to time for the B.A / B.Sc / B.Com programmes.
- vii. Examinations for candidates who fail to appear for the T.Y(Semester V and VI) end-semester examination of B.C.A shall be conducted as per the rules and schedule prescribed by Goa university from time to time for the B.A / B.Sc / B.Com programmes.

OC-47A.3.2 Eligibility for examinations

OC-47A.3.2.1 End-semester examination

- i. A candidate is eligible to appear for the end-semester examination of a theory or laboratory or Project course provided he/she satisfies the minimum attendance rules framed by Goa University.
- ii. In addition to above, a candidate should have answered the prescribed in-semester evaluation components (class tests, assignments, quizzes, etc.,) of the respective course.

OC-47A.3.2.2 Supplementary examination

The Following Candidates shall be eligible to appear for Supplementary Examination

- i. A candidate who did not appear in the End-semester examination of some or all the papers of the odd/even/both semesters of that academic year on medical grounds or for representing the college/University/State/Nation in cultural or sports, NCC/NSS activities.
- ii. A candidate who did not appear in the end-semester examination of some or all the papers of the odd/even/both semesters, only under very special circumstances, provided that the Principal is satisfied.
- iii. A candidate who has failed to obtain the minimum grade of D required for passing the course.

OC-47A.3.3 Evaluation of Theory courses

OC-47A.3.3.1 In-semester Evaluation

- i. Internal evaluation shall be conducted in continuous manner in the form of regular assignments/quizzes and class tests.
- ii. Out of maximum 50 marks, at least 30 marks shall be evaluated by conducting two class tests. If two or more colleges desire to have the same question paper in any of the subjects for these class tests, a common paper may be set by the teachers from the concerned colleges. Assessment shall be done at the college by the faculty who taught the concerned course.
- iii. A faculty member may conduct extra class tests to allow those candidates who were unable to appear for the regular class tests in genuine cases.

OC-47A.3.3.2 End-semester Evaluation

- i. Evaluation consists of an examination for 50 marks of 2 hour duration.
- ii. The question paper setting, conduct of examination and assessment for Semester I to Semester IV shall be done by the teachers of the respective colleges. If two or more colleges so desire they may have a common question

- paper.
- iii. The question paper setting and conduct of examination for Semester V and Semester VI shall be done by the University. Assessment of End-semester examination for Semester V and Semester VI shall be done centrally at the University
- iv. The pattern of question paper(s) to be set for the End-semester examination and the scheme of marking shall be decided by the Board of Studies.

OC-47A.3.4 Evaluation of laboratory courses

OC-47A.3.4.1 In-semester Evaluation

- i. Internal evaluation shall be conducted in continuous manner in the form of regular assignment submissions and laboratory tests.
- ii. Out of maximum 50 marks, at least 30 marks shall be evaluated by conducting one or more laboratory test(s) during the semester.
- iii. A faculty member may conduct extra laboratory tests to allow those candidates who were unable to appear for the regular laboratory tests in genuine cases.
- iv. A record of work done in the form of laboratory journal (could be an e-journal) has to be maintained by every student.

OC-47A.3.4.2 End-semester Evaluation

- i. The evaluation consists of an end-semester examination of 50 marks of 3 hour duration conducted by the college.
- ii. The end-semester examination includes a laboratory examination and a viva-voce which shall be jointly conducted by an internal and external examiner.
- iii. The course instructor shall act as the internal examiner.
- iv. Paper setting and assessment of Laboratory courses at Semester —I to Semester —IV shall be done internally by the teacher teaching the paper/course preferably along with another teacher from the same department.
- v. External Examiners shall be appointed for the Laboratory Course examination at Semester V and Semester VI in accordance with the University Ordinance OB-4 from the panel of examiners approved by the Academic Council. However, paper setting and assessment shall be done jointly by the external examiner and internal examiner for these two semesters.

OC-47A.3.5 Evaluation of Project work

- i. Evaluation of Project work shall be done at the end of sixth semester.
- ii. Evaluation for 50 marks shall be done by the project guide based on the record of work done and quality of work done.
- iii. The evaluation by external examiner shall be for 50 marks consisting of an oral viva-voce and demonstration for 30 marks conducted in the presence of project guide and 20 marks for the Project Report.
- iv. External Examiners shall be appointed for the project work assessment at Semester VI from the panel of examiners approved by the Academic Council in accordance with the University Ordinance OB-4. Assessment and grading shall be done jointly by the External Examiner and the Internal Examiner/Guide.

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

- i. In-Semester evaluation for 25 marks and End-Semester evaluation for 25 marks shall be made.
- ii. In-semester evaluation shall be done by the Instructor by conducting minimum one class test of minimum 10 marks and one or more practical assignments, presentations, quizzes during the semester.
- iii. End-Semester examination of 1 hour duration shall be conducted. Paper-setting and assessment shall be done by the college Instructor.
- iv. A candidate has to secure minimum D grade.

- v. The grade obtained in Environmental studies will be considered for the purpose of calculating Semester Performance Index (SPI)/Cumulative Performance Index (CPI).
- vi. Degree will not be awarded unless a candidate passes these courses.
- vii. Candidate who has not secured D grade shall re-appear only for the end-semester examination until he obtains a D grade.

OC-47A.3.7 Supplementary Examination

- i. During the Supplementary Examination, the candidate shall answer only the end-semester component. The in-semester marks are carried forward.
- ii. There should be atleast 15 days period between the date of declaration of the Even semester examination results and the conduct of Supplementary examinations.
- iii. The result of the supplementary examination is to be declared preferably before the commencement of the new academic year and in no circumstances after the last day of admissions, so as to enable a candidate to enroll for the higher class after passing the course.
- iv. The candidates who do not obtain the minimum grade of D after the supplementary examination shall reappear for the End-semester course assessment till they obtain minimum D grade required for passing.

OC-47A.4 SCHEME OF GRADING

OC-47A.4.1 Grading Scheme

- i. Absolute grading scheme shall be followed to compute grade for each course registered by the candidate.
- ii. The final grades for the course would be awarded by the Instructor-in-charge/course co-coordinator taking into account the collective performance in the In-Semester and End-Semester examination.
- iii. For each course taken by the student, a letter grade is assigned based on the performance in all assessments. These grades are defined as : A, B, C, D and F
- iv. Each grade not only indicates a qualitative assessment of the student's performance but also carries an equivalent number called the grade point. The absolute grading range in terms of marks and the corresponding grade point are shown in the table below -

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

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

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

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

If a candidate is awarded F grade after the Supplementary examination, he/she has to repeat only the end-semester component when that course is being offered next.

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

OC-47A.4.2 Performance Indices

- i. **Semester Performance Index (SPI):** The performance of a student in a semester is indicated by a number called SPI. The SPI is the weighted

average of the grade points obtained in all the courses during the semester.

SPI is to be calculated as:

$$\text{SPI} = \frac{\sum \text{Grade point} \times \text{course credit}}{\sum \text{credits of each paper in semester}};$$

SPI has to be rounded to two decimal digits.

- ii. **Cumulative Performance Index (CPI):** The overall performance of a student at a particular point during the entire programme is obtained by calculating a number called CPI. The CPI of a particular semester is the weighted average of the grade points obtained in all the courses for the programme till that semester. The CPI is calculated to two decimal places.
- iii. **Conversion of C.P.I into Percentage for the B.C.A Course:** In cases where an employer or an institute needs the equivalent percentage they can use the following formula to get an approximate idea of the percentage equivalent for the C.P.I score —

$$\text{Equivalent Percentage} = \text{C.P.I score} \times 10$$

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

OC-47A.4.3 Award of class

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

Distinction: CPI equal to or greater than 7.0

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

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

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

Due to the grading scheme adopted, there is no provision for gracing in the individual course. However, entitlement marks awarded by Goa University for candidates due to NSS, NCC, Sports or cultural activities shall be added to the total before calculating CPI at the end of each semester.

OC-47A.4.4 Declaration of results

- i. Every Instructor shall display the grades obtained by the candidates within 10 days of the last examination held by the College for Semesters I to IV.
- ii. The Colleges running the BCA program shall send the consolidated result sheet of all the students at Semester-I to Semester-IV examinations conducted by them to the Controller of Examinations, Goa University, within thirty days of the declaration of the result by the college for that semester.
- iii. The in-semester marks of all the courses of the Semester V and VI shall be sent to the Controller of Examinations, Goa University, within 10 days of the commencement of End-semester examination for that semester (V/VI).

OC-47A.4.5 Reevaluation

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

OC-47A.4.6 Personal Verification

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

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

On a notified day and time, which shall not be later than 10 days after the receipt of application, the candidate shall be shown the answer book.

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

OC-47A.4.6.1 Redressal of grievances

- i. The candidate can make an appeal to the Principal of College in case of any grievance with

respect to evaluation within two days from the date of personal verification of the answer book(s). The Principal in consultation with the BCA programme coordinator/HoD shall decide about the matter.

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

OC-47A.4.7 Attempts and Improvement of class

- i. Attempts: A student shall be considered to have passed a course at first attempt, provided he/she passes with a letter grade of D or higher, at the regular examination.
- ii. In addition to the above, a candidate who was absent for the regular end semester examination on valid grounds and later passes the course after appearing for the Supplementary examination shall be considered to have passed the course at first attempt.
- iii. All other cases would be treated as second attempts and indicated on the grade sheet.
- iv. A candidate is allowed to repeat an entire year (Even and Odd Semester) in order to improve his/her performance. In such a situation the better of the two performances shall be considered. This facility shall be permitted only once in the BCA programme and the Statement of marks shall bear the sentence "Under Improvement". The candidate shall be required to surrender the original grade sheet and other relevant documents at the time of receiving the fresh Grade sheet in the event of improvement of performance for each concerned semester. The better of the two performances for each semester shall be considered.

BACHELOR OF COMPUTER APPLICATIONS

The Bachelor of Computer Applications Programme aims to equip students with essential skills as demanded by the global software industry. This undergraduate programme covers various aspects of Computer Applications and integrates the latest industry developments in its course curriculum.

The BCA Programme is divided into six semesters with two semesters per academic year. The programme comprises of Core Computer Science Courses, Programming Language Courses and Application Oriented Courses. Students are also trained in soft skills such as Public Speaking and Written Communication.

Rosary College was the second college in the whole state to offer the BCA Programme since the academic year 1998-99. Staffed with highly qualified and experienced faculty, students are not only taught, but mentored so that their all round development can be achieved. Equipped with comfortable classrooms and state-of-the-art computing facilities such as laboratories, network access and online learning systems, every need to better the course in terms of infrastructure and academics is taken care of.

From the academic year 2019-20, as per the new guidelines of Goa University the College will be following the Choice Based Credit System (CBCS) for the Computer Applications Programme. Students seeking admissions for the first year and second year in academic year 2020-21 will be offered the new programme under CBCS; while the students in the TY will continue to follow the pre-existing programme in force before the implementation of the CBCS.

COURSE STRUCTURE

FIRST YEAR

NEW COURSE - CHOICE BASED CREDIT SYSTEM (CBCS)

SEMESTER I

Course Code	Subjects	Course Credit
CAC-101	Problem Solving and Programming Concepts	4
CAC-102	Computer Organization and Architecture	4
CAC-103	Basic Mathematics	4
CAC-104	Problem Solving and Programming Laboratory	2(P)
GE-101	GE To be selected by College from approved list	4
ESA-101	Environmental Studies-I	2
SEC-101	SEC To be selected by College from approved list	2
		22

Semester II

Course Code	Subjects	Course Credit
CAC-105	Data Structures	4
CAC-106	Operating Systems Concepts	4
CAC-107	Applied Mathematics	4
CAC-108	Data Structures Laboratory	2(P)
GE-201	GE To be selected by College from approved list	4
ESA-102	Environmental Studies-II	2
SEC-201	SEC To be selected by College from approved list	2
		22

Semester III

Course Code	Course Title	Course Credit
CAC-109	Object Oriented Concepts	4
CAC-110	Database Management Systems	4
CAC-111	Object Oriented Programming Laboratory	2(P)
CAC-112	Database Management Systems Laboratory	2(P)
GE-301	GE To be selected by College from approved list	4
GE-302	GE To be selected by College from approved list	4
CAA101	Communication and Presentation Skills	4
		24

Semester IV

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

List of Skill Enhancement Courses (SEC)

Semester I

Course Code	Course Title	Course Credit
CAS-101	IT Tools Laboratory	2(P)

CAS-102	Programming in Scratch	2(P)
CAS-103	Digital Photography	2(P)
CAS-104	Open Source Software	2(P)

Semester II

Course Code	Course Title	Course Credit
CAS-105	Operating Systems Laboratory	2(P)
CAS-106	Programming in Python	2(P)
CAS-107	HTML & CSS	2(P)
CAS-108	PHP Programming	2(P)

Semester I & II (additional SECs proposed)

Course Code	Course Title	Course Credits
CAS-109	.NET Platforms	2(P)
CAS-110	Information Communication Technology Tools	2(P)
CAS-111	E-Accounting Tools	2(P)
CAS-112	Unix Environment and Scripting	2(P)
CAS-113	Data Analysis Tools	2(P)
CAS-117	Google Tools (syllabus is limited)	2(P)

Additional GEs proposed

Course Code	Course Title	Course Credits
CAG-101	Business Accounting	4
CAG-102	Cost Accounting	4
CAG-103	Advertising	4
CAG-104	Human Resource Management	4
CAG-105	Entrepreneurship Development	4
CAG-106	Marketing Fundamentals	4
CAG-108	General Insurance	4
CAG-109	Investment and Portfolio Management	4
CAG-110	Data Analyses and Statistical Techniques	4
CAG-111	Digital Marketing Fundamentals	4
CAG-112	Research Methodology	4
CAG-113	Green Computing	4
CAG-114	Decision Making and Mathematical Models	4
CAG-115	Information Security	4
CAG-116	Operations Research	4
CAG-117	Business Infrastructure and Management	4
CAG-118	Intellectual Property Rights and Patents	4
CAG-119	Ethics & CSR	4
CAG-120	Entrepreneurship Management	4
CAG-121	Data Mining and Business Intelligence	4
CAG-122	E-Waste Management	4
CAG-124	Social Engineering	4
CAG-125	E-Governance Concepts	4
CAG-126	Ergonomics	4
CAG-127	Public Administration	4
CAG-128	Micro Economics	4
CAG-129	Monetary Economics	4
CAG-131	Social Media Marketing & Analytics	4

OLD COURSE - SEMESTER SYSTEM

SEMESTER V

Course Code	Course Name	Periods		Marks		Total Credits
		T	P	In Sem	End Sem	
BCA501	Software Testing	5	-	50	50	5
BCA502	Web Technology	5	-	50	50	5
BCA503	CS Elective-I	5	-	50	50	5
BCA504	NCS Elective I	5	-	50	50	5
BCA505	Web Technology Laboratory	1	4	50	50	5
BCA506	Project Work	-	5	-	-	-
Total Credits:						25

SEMESTER VI

Course Code	Course Name	Periods		Marks		Total Credits
		T	P	In Sem	End Sem	
BCA601	Management Information Systems	5	-	50	50	5
BCA602	Multimedia Technology	5	-	50	50	5
BCA603	CS Elective-II	5	-	50	50	5
BCA604	NCS Elective-II	5	-	50	-	5
BCA605	Multimedia Laboratory	1	4	50	50	5
BCA606	Project Work	-	5	50	50	5
Total Credits:						30

DEPARTMENT OF COMPUTER APPLICATIONS

Asst. Prof Tracy Aguiar e Almeida (H.O.D)
 Asst. Prof Leonard Joanes
 Asst. Prof Rajlakshmi R. Metri
 Asst. Prof Anusree Sadanandan
 Asst. Prof Prabhu Tendolkar Sailee Dattatraya
 Asst. Prof Maria Melissa Fernandes

Asst. Prof Mildred Lemos Susan
 Asst. Prof Reddy Ramkrishna Shankar
 Asst. Prof Sonia X. Mashal
 Asst. Prof. Alba Maria De Sa
 Asst. Prof Simran Painter

FEE STRUCTURE

All figures in Rupees^	FYBCA	SYBCA	TYBCA
Tuition Fees	39,000.00	39,000.00	39,000.00
Gymkhana Fees	400.00	200.00	200.00
Student Activity Fees	174.00	87.00	87.00
Library Fees	1,000.00	1,000.00	1,000.00
University Registration Fees	600.00	0.00	0.00
Examination Fees ^	2,870.00	2,870.00	0.00
Students' Aid Fund	58.00	58.00	58.00
Caution Deposit	55.00	0.00	0.00
Library Deposit	300.00	0.00	0.00
Graduation Day	0.00	0.00	900.00
Handbook/Admission Form/Lib & ID Cards/ Insurance / MIS/ Misc	2,000.00	2,000.00	2,000.00
Computer Lab Fees	3,000.00	3,000.00	3,000.00
Dev. Fees Sanctioned	1,000.00	1,000.00	1,000.00
Goa University Administrative Expenditure	1,000.00	1,000.00	1,000.00
Total	51,457.00	50,215.00	48,245.00

*^ Fees shown are subject to change if revised by the Government of Goa or Goa University.
TYBCA students will be required to pay the examination fees at the time of filling in of the University Exam Form.*

BACHELOR OF BUSINESS ADMINISTRATION

The Bachelor of Business Administration is a three year full-time degree programme designed for students who aspire to be innovative leaders and entrepreneurs. It provides a comprehensive and integrated understanding of business in a contemporary and international context. The programme tries to blend theoretical expertise with practical training, giving students the academic foundation required for a career in business or management.

The programme covers a range of skills such as team management, personal responsibility, management of information and providing administrative services. Students are tested not only on their memorizing power but also on their ability to grasp and apply theoretical concepts to work-related scenarios. This is done through case studies and workplace simulations.

The programme spans over 11 terms and covers 140 credits under the new course introduced from the Academic year 2017-18. The new course includes 7-8 courses per term and a compulsory summer internship to furnish the students with practical exposure. The training methodology and evaluation procedure is similar to that of an MBA Programme. It comprises of core management subjects such as Human Resource Management, Finance Management and IT and Operations Management. In addition to this, the programme draws on a selection of Non-Business Courses such as Psychology, International Relations and Applied Ethics. This helps widen the students' perspectives on current and relevant issues. Students are also trained in soft skills such as Public Speaking, Written Communication, Negotiation Skills and Etiquette. The programme adopts the enquiry based methodology of teaching to develop true managerial acumen in the students as in the case of MBA programmes. The students are tested on their ability to apply the knowledge gained in the classroom to real life situations in the industry through industry based assignments and the organization of a national level event 'Impressions' which is fully managed by the students of the department. The evaluation of the students performance is done through continuous assessment.

The BBA Department also has a book bank facility that provides every student with a reference book for each subject being offered. In addition, the Department has a computer laboratory with internet, intranet and wi-fi facilities. An excellent library and a state-of-the-art multimedia facility provides the students with a holistic education.

Three summer placements, lasting six weeks each for the FY and SY students and four weeks for the TY students is a part of the degree programme. Students can take up placements in any field of their choice. The purpose of the summer placements is for students to apply the management and leadership theories learnt in the classroom to specific situations in real life.

This programme has been designed to suit the requirements of the modern framework of the corporate world and aims at nurturing and preparing the most talented managers for which there is a great demand.

COURSE STRUCTURE FIRST YEAR

TERM -1

CODE	COURSE NAME	CREDITS
BBCB016	IT Skills 1	2
BBCB005	Management Process	2

BBCB023	Business Environment I	2
BBCB003	Human Resource Management I	2
BBCB041	Case Analysis 1	1
BBON031	Psychology	2
BBCS003	Presentation Skills 1	1
BBCS007	Time Management	1
TERM-2		
CODE	COURSE NAME	CREDITS
BBCB004	Human Resource Management 2	2
BBCB029	Business Mathematics 1	2
BBCB012	Financial statement Analysis 1	2
BBCB001	Marketing Management I	2
BBCB035	Environment Management -1	2
BBON029	Indian Political Environment	2
BBCS001	Oral Communication 1	2
TERM-3		
CODE	COURSE NAME	CREDITS
BBCB027	Production and Operations Management 1	2
BBCB002	Marketing Management 2	2
BBCB036	Environment Management -2	2
BBCB018	Managerial Economics I	2
BBCB039	Legal Aspects of Business 1	2
BBON006	Basics of Professional Photography	3
BBCS002	Soft Skills 4—Written Communication	2
TERM-4		
CODE	COURSE NAME	CREDITS
BBIR001	Internship Report 1	6
BBIS001	Internship Seminar1	2
SECOND YEAR		
TERM -5		
CODE	COURSE NAME	CREDITS
BBCB006	Organisational Behaviour I	2
BBCB010	Financial Management I	2
BBCB028	Production and Operations Management 2	2
BBCB019	Managerial Economics 2	2
BBCB014	Management Accounting 1	2
BBON025	Cultural Heritage of Goa - 1	2
BBON028	Critical Thinking	2
BBCS006	Etiquettes	1
TERM-6		
CODE	COURSE NAME	CREDITS
BBCB033	Business Research Methodology 1	2
BBCB011	Financial Management II	2
BBCB007	Organisational Behaviour II	2
BBCB055	Learning Management through executive interaction- 1	1

BBON023	International Relations	2
BBOM010	Retail Management	2
BBOH002	Performance Management	2
BBCS005	Negotiation Skills	1
TERM-7		
CODE	COURSE NAME	CREDITS
BBCB023	Business Environment I	2
BBCB008	Strategic Management I	2
BBCB051	Seminars on contemporary and Non-Contemporary issues-1	1
BBCB047	Case Writing & Analysis-1	1
BBON031	Psychology	2
BBON011	Introduction to Computer Networking	2
BBOH003	Compensation Management	2
BBOF001	Banking Operations	2
BBCS009	Soft Skills 7- Team Building	1
TERM-8		
CODE	COURSE NAME	CREDITS
BBIR002	Internship Report 2	6
BBIS002	Internships Seminar2	2
THIRD YEAR		
TERM -9		
CODE	COURSE NAME	CREDITS
BBCS004	Interview Facing Skills	2
BBOH010	Leadership	2
BBOH001	Talent Acquisition	3
BBOF003	Investment Planning	3
BBOM009	Product Management	2
BTOB 001	Event Management	2
BBON030	Individual & Society	2
BBON034	Database Management Systems and Web Designing	2
TERM-10		
CODE	COURSE NAME	CREDITS
BBCS008	Mock interviews by Executives	1
BBOH001	Learning and development	3
BBOM001	Consumer Behaviour	3
BBOF002	Insurance	2
BBOF004	Taxation	2
BBOF005	Stock Market Operations	3
BBON031	Psychology	2
BTCB007	Basics of Hospitality Management 1	2
TERM-11		
CODE	COURSE NAME	CREDITS
BBCS010	Emotional Intelligence	2
BBOM003	Brand Management	2

BBOM005	Services Marketing	2
BBOH004	Career Planning	1
BBON022	Health & Nutrition	2
BBON025	Cultural Heritage of Goa - 1	2
BBIR003	Internship Report 3	4
BBIS003	Internships Seminar 3	2

DEPARTMENT OF BUSINESS ADMINISTRATION

Asst. Prof Charlotte Concy Fernandes (H.O.D)

Asst. Prof Alpha Xess

Asst. Prof Pearl Gomes

Asst. Prof Thereza Lavita D'Costa

FEE STRUCTURE

All figures in Rupees^	FYBBA	SYBBA	TYBBA
Tuition Fees	52,000.00	52,000.00	52,000.00
Gymkhana Fees	400.00	200.00	200.00
Student Activity Fees	174.00	87.00	87.00
Library Fees	3,000.00	3,000.00	3,000.00
University Registration	600.00	0.00	0.00
University Examination Fees	0.00	0.00	500.00
Students' Aid Fund	58.00	58.00	58.00
Caution Deposit	55.00	0.00	0.00
Library Deposit	1,000.00	0.00	0.00
Graduation Day	0.00	0.00	900.00
Handbook/Admission Form/Lib & ID Cards/			
Insurance/SMS Portal/MIS/Misc.	2,000.00	2,000.00	2,000.00
Computer Lab Fees	3,000.00	3,000.00	3,000.00
Dev. Fees Sanctioned	1,000.00	1,000.00	1,000.00
Goa University Administrative Expenditure	1,000.00	1,000.00	1,000.00
TOTAL	64,287.00	62,345.00	63,745.00

^ Fees shown are subject to change if revised by the Government of Goa or Goa University.

BACHELOR OF BUSINESS ADMINISTRATION (TRAVEL & TOURISM)

With an objective of building competency in students to effectively undertake entry level managerial jobs in travel and tourism related organizations, the college offers a three year professional programme in Bachelor of Business Administration (Travel & Tourism) affiliated to Goa University. The programme has been designed to prepare the students to cope with the growing demands of the Travel & Tourism industry which increase every year.

The programme spans over 11 terms and covers 140 credits under the new course introduced from the Academic year 2017-18. The training methodology and evaluation procedure is similar to that of an MBA Programme. It comprises of core management subjects such as Fundamentals of Tourism, Hospitality Management, Travel Agency Management and Tour Operations Management. In addition to this programme draws on a selection of Non-Business Courses such as Cultural Heritage, Photography, Psychology, Introduction to German Language and Conversational Portuguese. This helps widen the student's perspectives on current and relevant issues. Students are also trained in soft skills such as Public Speaking, Written Communication, Negotiation Skills and Etiquette. The programme adopts the enquiry based methodology of teaching to develop true managerial acumen in the students as in the case of MBA programmes. The students are tested on their ability to apply the knowledge gained in the classroom to real life situations in the industry through industry based assignments and the organization of a national level event 'Entrada' which is fully managed by the students of the department. The evaluation of the student's performance is done through continuous assignments.

The BBA (T&T) Department also has a book bank facility that provides every student with a reference book for each subject being offered. In addition, the department has a computer laboratory with internet, intranet and wi-fi facilities. An excellent library facility and a state-of-the-art multimedia facility provides the students with a holistic education.

Three summer placements, lasting six-weeks each for the FY and SY students and four weeks for the TY students is a part of the degree programme. The students have to take up summer internships in any travel & tourism or hospitality organization of their choice. The purpose of the summer internship is for students to apply the management and leadership theories learnt in the classroom to specific situations in real life.

Candidates who have passed Higher Secondary School Certificate examination are eligible to join First Year BBA (T&T). As per the Ordinance of the Goa University, the intake capacity is limited to 40 seats only.

COURSE STRUCTURE

FIRST YEAR

TERM -1

CODE	COURSE NAME	CREDITS
BTCB 001	Fundamentals of Tourism Industry 1	2
BTCB 007	Basics of Hospitality Management 1	2
BBCB 005	Management Process	2
BTCB 006	Travel Agency Management	2
BBCB 041	Case Analysis 1	1

BBON 025	Cultural Heritage of Goa 1	2
BBCS 003	Presentation Skills	1
BBCS 007	Time Management	1
		13

TERM - 2

CODE	COURSE NAME	CREDITS
BBCB 035	Environment Management 1	2
BTCB 003	Marketing Hospitality and Tourism 1	2
BBCB 003	Human Resource Management 1	2
BTCB 005	Tour Operations Management	2
BTCB 009	Economics of Tourism 1	2
BBON 026	Cultural Heritage of Goa 2	2
BBCS 001	Oral Communication Skills	2
		14

TERM - 3

CODE	COURSE NAME	CREDITS
BBCB 036	Environment Management 2	2
BTCB 004	Marketing Hospitality and Tourism 2	2
BBCB 004	Human Resource Management 2	2
BTCB 015	International Tourism	2
BBCB 008	Strategic Management 1	2
BBON 003	Conversational Portuguese	3
BBCS 002	Written Communication Skills	2
		16

TERM - 4

CODE	COURSE NAME	CREDITS
BBIR 001	Summer Placement Report	6
BBIS 001	Summer Placement Seminar	2
		8

SECOND YEAR

TERM -5

CODE	COURSE NAME	CREDITS
BTCB 012	Ethical, Legal and Regulatory Aspects of Tourism	2
BTCB 014	Sustainable Tourism	2
BBCB 006	Organisational Behaviour 1	2
BBCB 009	Strategic Management 2	2
BBCB 012	Financial Statement Analysis 1	2
BBON031	Psychology	2
BBON011	Introduction to Computer Networking	2
BBCS 006	Etiquettes	1
		15

TERM -6

CODE	COURSE NAME	CREDITS
BTCB 011	Management of Transport Operations	2

BBCB 007	Organisational Behaviour 2	2
BBCB 013	Financial Statement Analysis 2	2
BBCB 047	Case Writing & Analysis 1	1
	Optional Business Course 1	2
	Optional Business Course 2	2
BBON 008	Creative Writing	2
BBCS 005	Negotiation Skills	1
		14

TERM -7

CODE	COURSE NAME	CREDITS
BTCB 013	Tourism Planning and Policies	2
BTCB 016	Tourism Products of India	2
BBCB 033	Business Research Methodology 1	2
	Optional Business Course 3	2
	Optional Business Course 4	2
BBON 001	Introduction to German Language - 1	2
BBCS 009	Team Building	1
		14

TERM -8

CODE	COURSE NAME	CREDITS
BBIR 002	Summer Placement Report	6
BBIS 002	Summer Placement Seminar	2
		8

THIRD YEAR

TERM -9

CODE	COURSE NAME	CREDITS
	Optional Business Course 5	2
	Optional Business Course 6	2
	Optional Business Course 7	2
	Optional Business Course 8	2
	Optional Business Course 9	2
BBON034	Database Management Systems and Web Designing	2
BBON030	Individual and Society	2
BBCS010	Emotional Intelligence	2
		16

TERM -10

CODE	COURSE NAME	CREDITS
	Optional Business Course 10	2
	Optional Business Course 11	2
	Optional Business Course 12	2
	Optional Business Course 13	2
	Optional Business Course 14	2
BBON029	Indian Political Environment	2
BBON031	Psychology	2
BBCS004	Interview facing skills	2

16

TERM -11

CODE	COURSE NAME	CREDITS
	Optional Business Course 15	2
BBON028	Critical Thinking	2
BBON023	International Relations	2
BBCS008	Mock Interviews by Executives	1
BBIR003	Summer Placement Report	4
BBIS003	Summer Placement Seminar	2
		13

List of Optional Business Courses (30 Credits)

CODE	COURSE NAME	CREDITS
BTOB001	Event Management	2
BTOB002	Integrated Marketing Communication in Tourism	2
BTOB003	Global Distribution System	2
BTOB 004	Total Quality Management	2
BTOB 005	Customer Relationship Management	2
BTOB 006	Entrepreneurship in Tourism	2
CODE	COURSE NAME	CREDITS
BTOB 007	Ecotourism Management	2
BTOB 008	Emerging Trends In Tourism	2
BTOB 009	Airline Management	2
BTOB 010	Food and Safety	2
BTOB 011	Destination Management	2
BBOH012	Employee Engagement	2
BBOM005	Services Marketing	2
BBOM011	Sales Management	2
BBOM004	Digital Marketing	2
BBOH002	Performance Management	2
BBOM010	Retail Management	2
BBOH006	Labour Laws	2
BBOM009	Product Management	2
BBOH007	Industrial Relations	2

DEPARTMENT OF BUSINESS ADMINISTRATION —TRAVEL & TOURISM

Asst. Prof Maya Talwadker (H.O.D)

Asst. Prof Surabhi Gore

Asst. Prof Flina Fernandes

FEE STRUCTURE

All figures in Rupees^	FYBBA(T&T)	SYBBA(T&T)	TYBBA(T&T)
Tuition Fees	52,000.00	52,000.00	52,000.00
Gymkhana Fees	400.00	200.00	200.00
Student Activity Fees	174.00	87.00	87.00
Library Fees	3,000.00	3,000.00	3,000.00
University Registration	600.00	0.00	0.00
University Examination Fees	0.00	0.00	500.00
Students' Aid Fund	58.00	58.00	58.00

Caution Deposit	55.00	0.00	0.00
Library Deposit	1,000.00	0.00	0.00
Graduation Day	0.00	0.00	900.00
Handbook/Admission Form/Lib & ID Cards/			
Insurance/SMS Portal/MIS/Misc.	2,000.00	2,000.00	2,000.00
Computer Lab Fees	3,000.00	3,000.00	3,000.00
Dev. Fees Sanctioned	1,000.00	1,000.00	1,000.00
Goa University Administrative Expenditure	1,000.00	1,000.00	1,000.00
TOTAL	64,287.00	62,345.00	63,745.00

[^] Fees shown are subject to change if revised by the Government of Goa or Goa University.

MASTER OF COMMERCE

The Master of Commerce Programme draws on the strengths of the disciplines of Accounting and Finance as well as Business Management to provide students with advanced skills and knowledge to be competent for positions in the private and public sector depending on the specialization they choose. The program makes use of students' prior knowledge & skills and paves the path for them to achieve their academic objectives.

The programme is designed to offer specialized education through student-centric teaching methodologies. Students are encouraged to participate in classroom learning via PowerPoint Presentations, Debates, Role Plays and Case Studies. In order to enhance practical learning as part of the programme, students are taken for educational tours to organizations of national repute such as BSE, NSE, NSDL and RBI Monetary Museum. Field trips to various companies located in the industrial estates in Goa, workshops, seminars and organizing the annual event 'Passonic' also serves as a learning experience for the students. In order to provide students with a hands on job experience students are required to undergo 30 days or 4 weeks of mandatory summer training in the field of Finance, Accounting and Management.

A large number of periodicals and books in the library as well as the Department's Book Bank facility caters to the needs of the students and provides them with a knowledge base that the course demands.

COURSE STRUCTURE

M.Com Part - I : Compulsory Courses

Semester I

COC111	Security Analysis and Capital Markets	4
COC112	Fundamentals of Financial Services	4
COC113	Managerial Accounting	4
COC114	New Venture Creation	4

Semester II

COC211	International Financial Management	4
COC212	Management of Financial Services	4
COC213	Portfolio Management	4

COC214	Research Methodology	4
--------	----------------------	---

M.Com Part - II: Specialisation Courses

Semester III : Accounting and Finance

COO311	Investment and Financing Decisions	4
COO312	Corporate Mergers and Acquisitions	4
COO313	Futures and Forward Derivatives	4
COO314	Direct Taxes	4
COO315	Corporate Valuation	4
COO316	Statistics and Business Econometrics	4

Semester IV : Accounting and Finance

COO411	Working Capital and Dividend Decisions	4
COO412	Management of Mutual Funds	4
COO413	Options and Interest Rate Derivatives	4
COO414	GST and Other Indirect Taxes	4
COO415	Cost Management & Control	4
COO416	Advanced Econometrics	4

Semester III: Business Management

COO317	Retail Marketing	4
COO318	Human Resource Development	4
COO319	Marketing Management	4
COO320	Material Management	4
COO321	Business Environment	4
COO322	Strategic Management	4

Semester IV : Business Management

COO417	Advertising and Sales Management	4
COO418	Tourism and Travel Management	4
COO419	Services Marketing	4
COO420	International Trade & Environment	4
COO421	Corporate Governance and Corporate Social Responsibility	4
COO422	Organizational Behaviour	4

Note : The M.Com. Programme is divided into four semesters. Each semester shall have four courses. The students are required to opt for 4 courses each during semester III and IV from the specialization courses offered.

FACULTY 2020-21

Currently the Department has four full-time faculty members and visiting faculty. As and when necessary the Department invites resource persons from prestigious institutions and industry to conduct guest lectures on specialized topics.

Asst. Prof. Racheal Lourdes Goes (H.O.D)

Asst. Prof. Valencia Salvia Baptista

Asst. Prof. Gail Bina Pires

FEE STRUCTURE

All figures in Rupees^	M.Com. I	M.Com. II
Tuition Fees	39,000.00	39,000.00
Gymkhana Fees	400.00	200.00
Student Activity Fees	174.00	87.00
Library Fees	1,500.00	1,500.00
University Registration Fees	600.00	0.00
Students' Aid Fund	58.00	58.00
Caution Deposit	55.00	0.00
Library Deposit	300.00	0.00
Graduation Day	0.00	900.00
Handbook/Admission Form/Lib & ID Cards/		
Insurance/SMS Portal / MIS/Misc	2,000.00	2,000.00
Computer Lab Fees	1,000.00	1,000.00
Dev. Fees Sanctioned	1,000.00	1,000.00
Goa University Administrative Expenses	1,000.00	1,000.00
TOTAL	47,087.00	46,745.00

^ Fees shown are subject to change if revised by the Government of Goa or Goa University.

DOCTORATE OF PHILOSOPHY IN COMMERCE (PH. D IN COMMERCE)

For registration, information and other inquiries refer to the guidelines of Goa University.

DEPARTMENT OF PHYSICAL EDUCATION

Sports play an important role in the all-round development of an individual. It is true that in a healthy body resides a healthy mind. The Department of Physical Education wholeheartedly promotes sports among the students and staff. Students are encouraged to participate in various events organised by the college and Goa University. Students also represent Goa University at the State and National level.

The College is equipped with the infrastructure mentioned below:

- ❖ A spacious Gymkhana equipped with facilities for indoor games such as table-tennis, chess, judo, taekwondo, carom, etc.
- ❖ A weight-training room equipped with the latest equipment.
- ❖ The Rosary Educational Complex has a stadium and a playground which is used by the College for conducting outdoor games such as cricket, football, tennikoit, hand ball, athletics, volley-ball etc.
- ❖ Provision of cycling kit and bicycles for training and participating in state level cycling events.
- ❖ Yoga sessions are conducted in the Gymkhana by a qualified yoga instructor.

Recent Accolades:

- ❖ The College has been consistently performing well in the inter-collegiate sporting events organized by Goa University.
- ❖ During the academic years 2009-10, 2010-2011, 2011-12, 2013-14 and 2019-20 the college won the Sports Championship at the inter-collegiate sports events organized by Goa University. The College was once again awarded the title of Best College in Sports in Goa (Women) by Goa University in 2019-20.
- ❖ The college was awarded the Best College in Sports Award at the closing ceremony of the Silver Jubilee Year celebration of Goa University (2009-10).

DEPARTMENT OF PHYSICAL EDUCATION

Dr. Francis X. Lobo, Assoc. Prof.

Ms. Christie Dias, Instructor in Physical Education

ADMINISTRATION

AIDED ADMINISTRATIVE STAFF

Mr. Egidio de Sa, *Superintendent*
Ms. Iriane Leitaó, *Headclerk*
Ms. Janet Pereira, *UDC*
Ms. Melba Fernandes, *UDC*
Ms. Maria D'Souza, *UDC*
Ms. Sibal Torquato, *LDC*
Mr. Caetano Rodrigues, *LDC*
Ms. Genevia Martins, *LDC*
Mr. Domnic Alston Lobo, *LDC*

SELF-FINANCED ADMINISTRATIVE STAFF

Ms. Jeannette Da Costa, *Office Assistant*
Ms. Roma D'Sa, *Office Assistant*
Ms. Shalini Carneiro, *Office Assistant*

AIDED MULTI-TASKING STAFF

Mr. Anthony Pires
Mr. Remete Colaco
Mr. Nazareth Colaco
Mr. Michael Carvalho
Mr. Francisco Xavier Dias
Mr. Lawrent Mascarenhas
Mr. Anthony Gomes
Ms. Jenifa Almeida
Mr. Roque Furtado

SELF-FINANCED MULTI-TASKING STAFF

Mr. Sanju Fernandes
Mr. Desmond Simoes

JANITORS

Ms. Cristalina Simoes
Ms. Antonetta Dias
Ms. Piedade Fernandes
Ms. Sebastina Carneiro
Ms. Nicael Fernandes
Ms. Socorrina Furtado
Ms. Marcelina Vaz

SECURITY GUARD

Mr. Bir Bhadur Khadka
Mr. Ekka Bhadur Oli
Mr. Sarju Singh

ANNUAL PLANNER

2021-2022

AUGUST		
1	Sun	
2	Mon	
3	Tue	
4	Wed	
5	Thu	
6	Fri	
7	Sat	
8	Sun	
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	
15	Sun	Independence Day
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	
23	Mon	
24	Tue	
25	Wed	
26	Thu	
27	Fri	
28	Sat	
29	Sun	
30	Mon	
31	Tue	

SEPTEMBER		
1	Wed	Commencement of Semester I/III/V
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	Ganesh Chaturthi (Ganesh Vacation -----)
11	Sat	Ganesh Chaturthi
12	Sun	
13	Mon	
14	Tue	
15	Wed	
16	Thu	India Tourism-Swachhta Pakhwada – B.B.A. (T&T)
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	National Webinar on “Cyber Security in Collaboration with Marwadi University Gujarat & Wildheart concepts
30	Thu	

OCTOBER		
1	Fri	
2	Sat	Gandhi Jayanti
3	Sun	
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	
9	Sat	
10	Sun	
11	Mon	
12	Tue	
13	Wed	ITA -1 (BBA & BBA (T&T)
14	Thu	ITA -1 (BBA & BBA (T&T)
15	Fri	Dussehra
16	Sat	GS/CS/Sports Secretary Elections. ITA -1 (BBA & BBA (T&T)
17	Sun	
18	Mon	
19	Tue	Id-e-Milad
20	Wed	
21	Thu	
22	Fri	
23	Sat	Inaugural Programme
24	Sun	
25	Mon	Singing Competition
26	Tue	
27	Wed	ISA I (Sem I/III/V) BCA
28	Thu	ISA I (Sem I/III/V) BCA
29	Fri	ISA I (Sem I/III/V) BCA
30	Sat	ISA I (Sem I/III/V) BCA
31	Sun	

NOVEMBER		
1	Mon.	Diwali Break (01.11.2021 to 06.11.2021)
2	Tue.	
3	Wed.	
4	Thur.	Diwali
5	Fri.	
6	Sat.	
7	Sun.	
8	Mon.	
9	Tue.	
10	Wed.	
11	Thur.	
12	Fri.	
13	Sat.	Entrada 2021 – BBA T&T
14	Sun.	
15	Mon.	
16	Tue.	
17	Wed.	Feast of Our Lady of Rosary
18	Thur.	
19	Fri.	Monologue Competition
20	Sat.	
21	Sun.	
22	Mon.	TEE Commences – BBA & BBA T&T
23	Tue.	
24	Wed.	BCA Event for HSS 'Ensemble'
25	Thur.	
26	Fri.	
27	Sat.	National Webinar on latest trends in Computer Science in collaboration with MOU Institutes
28	Sun.	
29	Mon.	Release of Bits N Bytes – BCA Department
30	Tue	Release of Rosary Geeks – BCA Department

DECEMBER		
1	Wed	Term 2, 6 & 10 Begins for BBA & BBA T&T/
2	Thu	Certification Course BBA & BBA T&T
3	Fri	Feast of St. Francis Xavier
4	Sat	
5	Sun	
6	Mon	National Level Webinar
7	Tue	
8	Wed	
9	Thu	
10	Fri	Noesis 2021 – BCA Department
11	Sat	Noesis 2021 – BCA Department
12	Sun	
13	Mon	
14	Tue	
15	Wed	National Level Webinar
16	Thu	
17	Fri	
18	Sat	
19	Sun	Goa Liberation Day
20	Mon	
21	Tue	Christmas Star Competition
22	Wed	Crib & Carol Singing Competition
23	Thu	Rosary Family Day
24	Fri	Christmas Break (24 - 01 Jan.)
25	Sat	Christmas
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	
31	Fri	

JANUARY		
1	Sat.	End Christmas Break
2	Sun.	
3	Mon.	
4	Tue.	
5	Wed.	
6	Thur.	ITA – 1 Commences
7	Fri.	
8	Sat.	
9	Sun.	
10	Mon.	End of Semester I/III/V
11	Tue.	
12	Wed.	2 Days Management Event 'Impressions'
13	Thu	Holy Family Communication Centre in association with BCA Department organize a three days Training Programme for Teachers in ICT
14	Fri	SEE Examination Sem I/III & V
15	Sat	
16	Sun	Feast of St. Joseph Vaz
17	Mon	Certificate Course on Photoshop – BBA T&T
18	Tue	
19	Wed.	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	
25	Tue	
26	Wed	Republic Day
27	Thu	Certificate courses Organized by BCA Dept: 1. Mathematics for competitive Exams
28	Fri	2. Data Analysis in SPSS.
29	Sat	3. Soft skills 4. Cyber Laws
30	Sun	
31	Mon	

FEBRUARY		
1	Tue.	
2	Wed.	
3	Thur.	
4	Fri.	
5	Sat.	
6	Sun.	
7	Mon.	
8	Tue.	
9	Wed.	
10	Thur.	Quizzard
11	Fri.	
12	Sat.	
13	Sun.	
14	Mon.	Commencement of Semester II/IV/VI / TEE Commences for Term 2, 6 & 10
15	Tue.	
16	Wed.	
17	Thur.	
18	Fri.	
19	Sat.	
20	Sun.	
21	Mon.	National Management Day
22	Tue.	
23	Wed.	
24	Thur.	
25	Fri	2 Days Inter-Disciplinary workshop on preparation of Eco friendly product from e-waste recycling
26	Sat	National Level Webinar on Tourism – BBA T&T
27	Sun	
28	Mon	

MARCH		
1	Tue.	National Webinar on Entrepreneurship – BBA T&T
2	Wed.	
3	Thur.	
4	Fri.	
5	Sat.	
6	Sun.	
7	Mon.	Certification course by BBA Department
8	Tue.	
9	Wed.	
10	Thur.	National Level Webinar on Banking
11	Fri.	
12	Sat.	Poster/Research Paper Presentation and its release by BCA Department
13	Sun.	
14	Mon.	
15	Tue.	
16	Wed.	Solo Dance Competition
17	Thur.	
18	Fri.	
19	Sat.	
20	Sun.	
21	Mon.	
22	Tue.	
23	Wed.	ISA 1 (Term 3, 7 & 11)
24	Thur.	ISA 1 (Term 3, 7 & 11)
25	Fri.	ISA 1 (Term 3, 7 & 11)
26	Sat.	ISA 1 (Term 3, 7 & 11)/ Passonic 2022
27	Sun.	
28	Mon.	
29	Tue.	
30	Wed	
31	Thur.	

APRIL		
1	Fri.	
2	Sat.	
3	Sun.	
4	Mon.	
5	Tue.	
6	Wed.	
7	Thur.	
8	Fri.	
9	Sat.	
10	Sun.	
11	Mon.	
12	Tue.	
13	Wed.	
14	Thur.	
15	Fri.	
16	Sat.	
17	Sun.	
18	Mon.	
19	Tue.	
20	Wed.	
21	Thur.	
22	Fri.	
23	Sat.	
24	Sun.	
25	Mon.	
26	Tue.	
27	Wed.	
28	Thur.	Founders Day
29	Fri.	
30	Sat.	

MAY		
1	Sun.	May Day
2	Mon.	
3	Tue.	
4	Wed.	
5	Thur.	
6	Fri.	
7	Sat.	National Inter-Collegiate Exhibition of Projects - Capade 2022 by BCA
8	Sun.	
9	Mon.	
10	Tue.	
11	Wed.	
12	Thur.	
13	Fri.	
14	Sat.	
15	Sun.	
16	Mon.	
17	Tue.	
18	Wed.	
19	Thur.	
20	Fri.	
21	Sat.	
22	Sun.	
23	Mon.	
24	Tue.	
25	Wed.	
26	Thur.	
27	Fri.	Farewell
28	Sat.	
29	Sun.	
30	Mon.	
31	Tue	Graduation Day

JUNE		
1	Wed	
2	Thu	
3	Fri	
4	Sat	
5	Sun	
6	Mon	End of Semester II/IV/VI
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	SEE Examination Sem II/IV/VI / Release of Rosary Geeks
12	Sun	
13	Mon	
14	Tue	
15	Wed	-
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	
28	Tue	
29	Wed	
30	Thu	

JULY		
1	Fri.	Summer Break
2	Sat.	
3	Sun.	
4	Mon.	
5	Tue.	
6	Wed.	-
7	Thur.	
8	Fri.	
9	Sat.	
10	Sun.	
11	Mon.	
12	Tue.	
13	Wed.	
14	Thur.	
15	Fri.	
16	Sat.	
17	Sun.	
18	Mon.	
19	Tue.	
20	Wed.	
21	Thur.	
22	Fri.	
23	Sat.	
24	Sun.	
25	Mon.	
26	Tue.	-
27	Wed.	
28	Thur.	
29	Fri.	
30	Sat.	
31	Sun	

AUGUST		
1	Mon.	
2	Tue.	
3	Wed.	
4	Thur.	
5	Fri.	
6	Sat.	
7	Sun.	
8	Mon.	Commencement of Academic Year 2022-23
9	Tue.	
10	Wed.	
11	Thur.	
12	Fri.	
13	Sat.	
14	Sun.	
15	Mon.	Independence Day
16	Tue.	
17	Wed.	
18	Thur.	
19	Fri.	
20	Sat.	
21	Sun.	
22	Mon.	
23	Tue.	
24	Wed.	
25	Thur.	
26	Fri.	
27	Sat.	
28	Sun.	
29	Mon.	
30	Tue	
31	Wed	

ACADEMIC CALENDAR

FOR THE YEAR 2021-2022

FIRST SEMESTER	Commencement	<i>1st September, 2021</i>
	End	<i>10th January, 2022</i>
	Examination	<i>14th January, 2022</i>

SECOND SEMESTER	Commencement	<i>14th February, 2022</i>
	End	<i>6th June, 2022</i>
	Examination	<i>11th June, 2022</i>

VACATION /BREAK	<i>GANESH CHATURTHI</i>	<i>9th September, 2021 To 15th September, 2021</i>
	<i>WINTER</i>	<i>1st November, 2021 To 6th November, 2021</i>
	<i>CHRISTMAS</i>	<i>24th December, 2021 To 1st January, 2022</i>
	<i>SUMMER</i>	<i>1st July, 2022 To 8th August, 2022</i>

AVERAGE ATTENDANCE FOR 2021-22

Sem. I/III/V	September 2021	October 2021	November 2021	December 2021	Consolidated Avg. for Semester
Sem. II/IV/VI	February 2022	March 2022	April 2022	May 2022	Consolidated Avg. for Semester

ACADEMIC PERFORMANCE FOR 2021-22

Semester I / III / V

Subjects	ISA				SEE 80 Marks	TOTAL 100 Marks
	Ist	IInd	IIIrd	Total 20 Marks		

ACADEMIC PERFORMANCE FOR 2021-22

Semester II / IV / VI

Subjects	ISA				SEE 80 Marks	TOTAL 100 Marks
	Ist	IInd	IIIrd	Total 20 Marks		

JUSTIFICATION OF ABSENCE (LEAVE NOTE)

[illegible]

PERMISSION TO LEAVE EARLY —PROFORMA

[illegible]

DUTY LEAVE — PROFORMA

(Sports / Cultural Activities etc.)

[illegible]

REQUIREMENTS FOR DUPLICATE IDENTITY CARD/MARK SHEET OF SEM____

1. First Information Report from the Police Station.
2. Affidavit (to be sworn before the Executive Magistrate/Notary).
3. Application form requesting for duplicate Identity Card/Mark Sheet of Sem.____

AFFIDAVIT

I, the undersigned _____ son/daughter of _____
age _____ years, resident of _____ do
hereby solemnly affirm on oath as under :

1. I say that my son/daughter _____ is studying in
Rosary College of Commerce & Arts, Navelim and presently is in the _____ class.
2. I say that he/she was issued the Identity Card/Mark Sheet of Sem.____ by the College
authorities.
3. I say that the said Identity Card/Mark Sheets of Sem.____ has been lost/misplaced
and cannot be found and traceable with all my efforts.
4. I say that if the said Identity Card/Mark Sheet of Sem.____ is found anytime
hereafter, the same shall be surrendered to the College authorities immediately.
5. I say that the duplicate Identity Card/Mark Sheet of Sem.____ is required to enter
the College/for the purpose of answering the exams.
6. I say that the contents of this affidavit is true and correct to my knowledge and belief
and no part of it is false.

DEPONENT

**Strike out which is not applicable.*

APPLICATION FOR APPLYING FOR DUPLICATE IDENTITY CARD/MARKSHEET

Date : _____

To,

The Principal,

Rosary College of Commerce & Arts,

Navelim — Salcete, Goa.

Sub : Request for duplicate Identity Card / Mark sheet.

Dear Rev. Father,

This is to inform you that I have misplaced my Identity Card/Mark Sheet of Sem.____ and
as such I require a duplicate of the same. My residential address is _____ of
Class _____ bearing roll no._____.

I am enclosing herewith the following documents :- 1) F.I.R. 2) Affidavit.

Thanking you,

Yours faithfully,

PROFORMA FOR Wi-Fi

To,
The Principal,
Rosary College of Commerce and Arts,
Navelim, Salcete-Goa.

Sub : Permission for Access of Wi-Fi Facility.

Name : _____

Department : _____

Address : _____

Laptop Sr. No. : _____

Laptop Brand / Make : _____

Dear Rev. Father,
Kindly permit me to use the Wi-Fi facility installed in our college campus.

Thanking you,

Yours faithfully,

Name :

Signature :

Principal's Signature with Stamp

TIME TABLE

Sem. I/III/V

TIME	8:30 a.m. to 9:30 a.m.	9:30 a.m. to 10:30 a.m.	10:30 a.m. to 11:30 a.m.	11:30 a.m. to 11:45 a.m.	11:45 a.m. to 12:45 p.m.	12:45 p.m. to 1:45 p.m.	1:45 p.m. to 2:45 p.m.	2:45 p.m. to 3:45 p.m.
Monday				RECESS				
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

Sem. II/IV/VI

TIME	8:30 a.m. to 9:30 a.m.	9:30 a.m. to 10:30 a.m.	10:30 a.m. to 11:30 a.m.	11:30 a.m. to 11:45 a.m.	11:45 a.m. to 12:45 p.m.	12:45 p.m. to 1:45 p.m.	1:45 p.m. to 2:45 p.m.	2:45 p.m. to 3:45 p.m.
Monday				RECESS				
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								

[illegible]

NOTES

[illegible]

NOTES

[illegible]

[illegible]

NOTES

[illegible]

[illegible]



OUR FOUNDER

Late Rev. Fr. Jose Roberto Vaz

THE CREST OF ROSARY COLLEGE



The adaption of an ancient symbol prevailing in India, a symbol adapted from a 6th —7th century medal (presently displayed at National Museum, Bangkok), the logo is an ever-flowing vase with two budding tendrils known as the vase of plenty (*Purnagatha*). The *Purnagatha* is an emblem of fruitfulness and plenty whose tendrils represent growth.

The Latin quotation "UT VITAM HABEANT ET ABUNDANTIUS HABEANT" is from the Gospel of John 10: 10 (*They may have life and have it to the full*). Rosary College is an ever- flowing vase of plenty, offering an educative environment to its students, staff and faculty. It offers its students an integral education, far from the myopic goal of obtaining a mere degree. Its constituents should grow, bloom, and blossom taking advantage of the abundance that is offered, and live their lives to the fullest. The curvature of the circle has been kept intact, as in the original medal, to indicate the journey of the College towards perfection.

POSTAL ADDRESS

Rosary College of Commerce & Arts

Navelim, Salcete, Goa.

Phone : 0832-2701564 / 2736864

Fax : 0832 - 2736864

E-mail : principal@rosarycollege.org

Website : www.rosarycollege.org

