

Rosary College of Commerce & Arts,
Navelim, Salcete, Goa

POLICY DOCUMENTS

Academic Year
2020 – 2021

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1. TEACHING & LEARNING POLICY

The aim of the Teaching & Learning Policy is to ensure that the mission statement of the college, *“To empower young women and men, especially the underprivileged as responsive citizens through holistic education”* is understood, and applied, by each and every faculty member of the college in order to progressively achieve the vision statement *“An educative community marked by justice, cooperation and integrity”*.

The College systematically ensures the effective implementation of the curriculum as per the ordinances laid down by Goa University from time to time. At present, Choice Based Credit System (CBCS) is running in the UG-programmes of BA, B.Com and BCA, however programmes such as BBA and BBA (T&T) having their own ordinances affiliated to Goa University.

The faculty members in their capacity as members of BOS play an active role in curriculum development and syllabi revision. Faculty members are deputed for workshops held to discuss syllabi revision. College through its departments organizes workshops on behalf of the different BOS to discuss extended syllabi and/or methods of engaging the syllabi from time to time as prescribed by BOS.

Planning and implementation of curriculum delivery:

Keeping in mind the NEP 2020 for HE, the Principal and the IQAC ensures quality across all the programmes offered in the college. With the objective of achieving excellence in education, the institution ensures timely preparation of academic calendar and timetable; distribution of workload; availability of adequate facilities; and periodic assessment and review. Elaborate selection of skill enhancement, discipline specific and generic elective papers is undertaken by all departments. Various co-curricular activities are planned and held throughout the academic session to provide experiential learning to students. Institution has taken several initiatives to ensure effective curriculum delivery. Circulation of information regarding curriculum Prospectus containing information regarding programmes and curriculum are uploaded on website and printed for circulation Timetables are prepared in advance before each session and are posted on the college website and in front of each classroom, enabling students to attend

class right from the beginning of the academic session. The following roles, documents and procedures are adopted to ensure the effective implementation of the curriculum to the students.

IQAC and Academic Coordinator: The IQAC oversees inter alia academic activities. The College appoints an Academic Coordinator to monitor and coordinate any ‘academics’ related activity. The Principal, Vice Principal, IQAC, Academic Coordinator, Examination Coordinator jointly look into and chalk out a plan (after a consultative process involving HOD/In-charge/Co-ordinator) and monitor teaching-learning (TL) and evaluation schedules of the institution.

Department Workload: In each department, paper distribution is undertaken well before commencement of the Semester. At the end of every academic year, each HOD/In-charge/Co-ordinator submits to the Academic Coordinator a workload of teachers for the forthcoming academic year. This workload is then reviewed by the Principal, Administrator and IQAC Coordinator and accordingly new posts are advertised if required.

Academic Calendar: At the end of every academic year, each Department submits to the Academic Coordinator a tentative plan of curricular / co-curricular activities that will be undertaken during the forthcoming academic year. The departmental concrete plan is prepared in consultation with the department faculty. On the basis of the plan submitted, the IQAC prepares the academic calendar for the year, also taking into consideration the Academic Calendar provided by Goa University. This academic calendar is included in the college handbook and are also uploaded on the college website. It includes various timelines such as dates of beginning and end of session, mid semester breaks and tentative dates of practical and theory examinations., the departments allocate papers to the faculty members. The departmental timetables are prepared well in advance based on the master timetable and are uploaded on the website. They are also displayed outside each lecture room and laboratory, which helps in monitoring the regularity of classes. Timely completion of syllabus, revision and internal evaluation are carried out in compliance with the schedule listed in the academic calendar. The performance of students is assessed

Departmental Concrete Plan: At the commencement of the academic year, the HOD/In-charge/Co-ordinator of each department independently conducts meetings wherein the syllabi and results of the previous semester are discussed, allocation of workload is finalized in case

of new recruits, and on the basis of the tentative action plan drawn earlier, concrete plan of action of activities and events for the year is submitted to the Academic Coordinator. The HOD/In-charge/Co-ordinator delegates among the faculty members of the department various activities planned for the academic year. The departmental calendars also include proposed guest lectures, seminars/conferences/workshops, educational trips, project work, and other academic activities for the session. At the beginning of the session

Documenting Teaching Plan (TP) with Learner -Centric activities: A well-documented Teaching Plan(TP) with a format as per the DHE-IAIMS for each course is submitted by the faculty member to the HOD/In-charge/Co-ordinator. The TP consists of the objectives, expected outcomes, students learning outcomes along with topics and sub-topics framed weekly as per the workload of the teacher detailed with assignments, ICT tools used, reference material topic wise and rubrics for assessment for the Intra Semester and End Semester. The HOD/In-charge/Co-ordinator then checks and submits to the Academic Coordinator. The Principal reviews and authenticates the TP which is then uploaded on the website and the department folder. Various course delivery methods followed by the faculty are included in the TP such as traditional classroom lecture, class presentation, tutorial, hands-on training, e-learning, and case studies. Apart from classroom education, students also gain experiential learning through educational trips, lectures by eminent speakers, summer training programmes and project work. The college also offers add-on courses for enhanced learning. Upgradation of laboratory materials and infrastructural facilities for timely and effective curriculum delivery. Periodic assessment and review of curriculum progress. Learner – Centric activities like participative learning, interactive sessions, student seminars, case studies, project work, assignments, problem-solving exercises, practical – field work, quiz, and collaborative learning are part of the continuous teaching-learning process at the university. Thrust has also been given to learner-centric unitized teaching plans, continuous up-gradation of teacher quality, transparent examination system, evaluation and pedagogic innovations of the day. ICT is an integral part of TLE process. The college also offers add-on courses for enhanced learning and skill development. Also upgradation of laboratory, Library and infrastructural facilities is carried out for timely and effective curriculum delivery.

Daily Time -Table: Time Table is prepared at the beginning of the year and monitored by the Daily Time-Table Monitoring Committee (in case teachers are absent alternative arrangements are made to ensure no adverse bearing on the teaching-learning process). A separate Time

Table is prepared for TY Project Paper classes. The departmental timetables are prepared well in advance based on the master timetable and are uploaded on the website and WhatsApp groups.

Daily Reports: Daily reports are maintained to ensure account of every lecture is conducted for the benefit of students. A report is submitted to the Principal each day pertaining to the conduct of classes.

Periodic assessment and review of curriculum progress and Examinations: The performance of students is assessed continuously. Tests, assignments, presentations and mock practical exams are held in time bound manner. The criteria for internal evaluation are displayed on the college website. Students are also apprised of the same on the departmental orientation day and it is reiterated in classes as well. The departments hold regular faculty meetings to ensure that continuous assessments are executed efficiently. To ensure timely completion of syllabus, TP of each teacher is obtained in advance and information of syllabi covered every month is sought thereafter. Students and parents have access to internal assessment and attendance records online. This information is updated regularly on the internal assessment portal. Any queries or discrepancies are resolved satisfactorily. Internal assessment marks are moderated by the departmental moderation committee. The Examination Committee of the college ensures that marks are uploaded timely on the university portal. All faculty members participate in the central evaluation process to ensure timely declaration of results of university examinations. This facilitates commencement of the new session as per schedule. Compliance to the departmental academic calendar is verified by the IQAC , Academic Coordinator and Cultural Coordinator at the end of every semester for all departments.

Progress of students is monitored through regular assignments and tests. This mechanism judges the progress of students and aids in identifying and correcting problem areas among students. Parents/guardians of under-performing students are informed by the institution. Tutorials / Remedial classes are held to enhance the performance of students.

In accordance with Goa University Ordinances, the College has an Examination Committee which oversees the smooth conduct of examinations. Keeping in mind the academic calendar provided by the University, the Examination Committee draws the examination/evaluation schedule for the College. The Committee prepares the schedule for the Intra Semester

Assessments (ISAs) [all three years] and Semester End Examinations (SEE) for FY and SY, TY being centralised and also specifies the modes of evaluation (for the ISAs). Progress of students is monitored through regular assignments and tests as a part of the ISA. This mechanism judges the progress of students and aids in identifying and correcting problem areas among students. Parents/guardians of under-performing students are informed by the institution. Tutorials are held to enhance the performance of students. The departments analyse the examination results and the students are mentored by the faculty in small groups to address any difficulty they may be facing academically or otherwise. The evaluation for ISA/SEE is done in a systematic manner wherein teachers are allotted fixed number of days to assess and submit the mark-sheets. This enables timely declaration of results. The departments analyse university examination results and students are mentored by the faculty in small groups to address any difficulty they may be facing academically or otherwise. Feedback is sought regularly from students to improve curriculum delivery and appropriate action is taken on the problem areas.

Syllabus Completion Report: Timely completion of syllabus, revision and internal evaluation are carried out in compliance with the schedule listed in the academic calendar. At the end of the semester, the HOD/In-charge/Co-ordinator collects and submits Syllabus Completion Reports (with appropriate justifications if necessary) to the Academic Coordinator. These reports are then reviewed and authenticated by the Principal and the same is uploaded in the department folder.

Summary of Lectures Taken: At the end of the semester, Summary of lectures taken by each faculty member is submitted by the HOD/In-charge/Co-ordinator to the Academic Coordinator. This documentation is then reviewed and authenticated by the Principal and the same is uploaded in the department folder.

Document storage and retrieval for quality purpose: After the completion of the event or activity of every department, as stated in the concrete plan, the HOD/In-charge/Co-ordinator ensures that the delegated faculty member of the department uploads the necessary documentation required in the department folder earmarked, within a weeks' time frame. The Academic Team comprising of the Academic Coordinator and two members timely assesses the extent of compliance as uploaded on the department folder. The uploaded information is also acquired by the IQAC Coordinator and its team in preparing the AQAR and for other

rankings of the college. The HOD/In-charge/Co-ordinator submits in the proforma the monthly calendar of activities conducted as per the concrete plan. At the end of the odd semester a half yearly report is uploaded in the department folder. At the end of every odd and even semesters, the system administrator takes a backup of the departmental folders.

At the end of the year, the extent of compliance with the action plan is assessed by each department through the Action Taken / Compliance Report which is prepared (with justification for any shortfall / deficiency; and the non-complied programme taken up during the next year, if suitable) and submitted to the Academic Coordinator, which is then reviewed by the IQAC and Principal.

Feedback from stakeholders: The institution has a mechanism to obtain formal/informal feedback on curricular aspects and infra structure from students, alumni, employers, parents and other stakeholders. Appropriate action is taken on the problem areas. This feedback, when appropriate, is communicated to external agencies as and when required

Segregation of students based on their competences: At the entry level in the First Year, class XII scores are taken as the initial indicator of students' learning ability. Further judgment in subsequent years is based on academic performance, level of alertness, participation in discussions, assignments, ISA and SEE evaluations. These are augmented by observations made by mentors. Students themselves express extra interests in subjects or approach teachers with their problems. Measures are taken accordingly to address the needs of students with different levels of competence.

A. Steps taken for advanced learners:

1. Encouraged to make presentations, write papers and participate in international/national conferences/seminars/workshops.
2. Provided with references to journals and advanced study material.
3. Given recommendation letters to pursue internships in institutions of repute.
4. Students are involved in research projects taken up by faculty. This stimulates out-of-the-box thinking and provides training in planning and carrying out experiments and fieldwork, analysing findings and publishing results.
5. Students are a part of innovation projects of the Ideation Centre wherein they were mentored by multiple investigators. Provided hands-on training in using latest tools and techniques in laboratories in various programmes

6. Semester toppers and university rank holders are felicitated on the Inaugural Day and Founders' day.
7. Given leadership roles in departmental and college activities to develop organisational skills and teach the value of teamwork.
8. Students are chosen as class representatives, giving them an opportunity to display their leadership skills.
9. Motivated to write articles for the college/departmental magazines and e-newsletters and also to undertake editorial work.
10. Nominated to represent the college or department in intra & inter-college competitions
11. Motivated to set high goals for themselves and counselled to prepare for entrance and competitive examinations
12. Sometimes some advanced learners themselves take initiatives to tutor or coach the slow learners.

B. Steps taken for slow learners:

1. Efforts are made to identify the cause of their problem and appropriate solutions are worked out. Teachers coordinate with parents of slow learners so that their needs can be catered to.
2. Mentor-mentee interaction keeps faculty in constant touch with students, irons out academic and personal issues, stimulates overall personality development.
3. Academic problems are addressed in remedial classes if required or meeting the teacher after class sessions to clear doubts or even encourage online meets or phone calls or WhatsApp messaging.
4. Assignments are discussed first and rendered assistance in terms of resources. Suggestions for improvement if required after evaluation are made.
5. Some tutorial classes are taken as remedial sessions for slow learners.
6. Sometimes assignment or project team groups are made of a mix of slow and advanced learners depending on the comfort level of the students so that the slow learners are encourage to raise their level of competency.
7. Slow learners are given more attention both inside and outside the class. Encouraged to take part in departmental activities. Those with potential eventually graduate to leadership roles.

8. Efforts are made to identify and nurture their skills and talents in order to bolster their confidence.
9. The library is open till 5 pm and during vacation period to provide a space for study as this may not be available in their homes.
10. Multiple career options are suggested to all students, keeping in mind their aptitude and interests.

Date: December, 2020

**Dr. Helic M. Barretto
Acting Principal**

2. EXAMINATION POLICY

The Examination Committee of Rosary College of Commerce & Arts, Navelim, is constituted to conduct various College and University examinations including administration, assessment and evaluation.

The Composition of Examination Committee is as follows:-

1. Principal (Chief Conductor)
2. Vice Principal
3. Convenor
4. Faculty (B.A)
5. Faculty (B.Com)
6. Faculty (B.C.A)
7. Faculty (BBA)
8. Faculty (BBA T & T)
9. Faculty (M.Com)
10. Examination Clerk

The Duties of Examination Committee are:

1. All the examination related information is intimated through the notices to the staff and students. The notices are displayed on the notice boards and also uploaded on the college website.
2. The examination committee along with the IQAC conduct an orientation for the newly appointed faculties and first year students to acquaint themselves with the core structure and the examination pattern.
3. To notify the schedule of ISAs/ITAs to the staff, students and parents at the beginning of the year through the college handbook.
4. To conduct Intra Semester Examination (ISA/ITA) as per the ordinance and circulars issued by the Goa University.
5. To conduct Semester/Term End Examination/Supplementary/Special Examinations (SEE/TEE) for odd and Even Semester as per the ordinance and circulars issued by the Goa University, including appointment of supervisors, display of examination notices and supervision time table.

6. To check the question papers set by the respective faculty after approval by the HOD/Incharge to ensure compliance of the paper format so as to maintain standardization.
7. Ensuring strict vigilance for the proper conduct of examination and to avoid use of any malpractices
8. Ensures submission of ISA marks on time and within two weeks from the conduct of exams.
9. Preparation of schedule for assessment and rechecking of answer scripts
10. The College follows 100% rechecking of answer script which ensures zero defect for the benefit of the students.
11. Semester End Examination marks including TY Project marks are entered on College MIS and on DHE IAIMS portal.
12. Ensures moderation of entitlement marks.
13. In case of BBA and BBA T&T the Academic Audit Committee evaluates the assessments done by the faculty in the respective courses and approves the same. A detailed report with suggestions is submitted for further improvement. Duly checked marksheets are then issued to the students.
14. Ensure evaluation within the timeline and timely declaration of results.
15. Conduct of Competitive Entrance Examinations as notified by the Government in the college which include NEET, GCET, JEE, GU-ART, etc.
16. Complaints/ grievances relating to examinations addressed to the Chief Conductor are then forwarded to the College Unfair Means Enquiry Committee or College Grievance Committee (Examination) for judicious disposal of the same.
17. Verification of answer scripts as per the application made by the students.

Procedure for verification

The following procedure is followed for the verification of marks:

1. On a notified day and time, which should be not later than 10 days after the receipt of application from the candidate, the candidate shall

be shown the answer book in the chamber of the Principal/ Vice-Principal and in the presence of the concerned Examiner.

2. If the candidate is not satisfied with the result on personal verification of answer book, he may apply to the College Grievance Committee within a week.
3. The College Grievance Committee takes appropriate action as per the relevant Ordinance and informs the candidate of the decision taken accordingly.

06.09.2022

**Dr. Helic M. Barretto
Acting Principal**

3. ADVANCED LEARNER & SLOW LEARNER STUDENTS

INTRODUCTION

Learning is a function of development and so are adapting and changing. The pace and pattern of development vary from one student to another.

It is required to determine the abilities of the students in the class. Based on the ability determined, some students need only guidance and some students need hard work and regular attention. Each type of student has different learning attitudes and learning habits. A faculty has to adopt a teaching methodology such that he/she may not lose the attention of the slow learners and turn off the advanced learners.

OBJECTIVE

- To understand the characteristics of a slow learner and the role of teachers to improve them in achieving new heights.
- To ensure that slow learners and advanced learners are taken care of as per their needs.
- To improve their academic performance.

THE CONCEPT

| Sr. No. | Who is the advanced learner student? | Who is the slow learner student? |
|---------|---|--|
| 1 | Can engage in learning activity faster than the other students in the class and achieve a high score and make significant achievements in their life. | The poor achievers lag behind with academic life and may fail or score poor grades. |
| 2 | Hard-working behaviors and usually achieve more than the majority of the classmates. | The motivation level may be poor and difficult to adjust to the teaching-learning process and can drop out or fail in the program. |
| 3 | More potential with their comprehension, retention, memory, | Difficult to understand the lessons and have difficulties in their comprehension, retention, |

| | | |
|---|--|--|
| | critical thinking, creativity, and contextualization practices. | reproduction, and integration. May fail in articulation and critical reflections. |
| 4 | Can take up higher-level learning and academic responsibilities. Can bring some new concepts, strategies and also can take leadership in the teaching-learning activities. | Poor performance may not be a sign of poor capacity or talent but may be due to inappropriate teaching methods, poor family situations, inadequate motivations, and supports, unscientific learning practices, or inability to converse in an unfamiliar language. |

IDENTIFICATION PROCESS

GENERAL GUIDELINES

- Slow Learner and advanced learner students should be identified in each subject separately by the respective subject teachers for every semester, as the course content changes accordingly.
- The process of identification of slow learners and advanced learners would be conducted immediately after finishing Unit 1 of the course content.
- Every subject teacher should conduct a class test / online objective type test of their course on the first unit of syllabus or syllabus covered within a stipulated time of teaching.

TEST DETAILS

- The test should be of 10 Marks and should contain objective type questions.
- Test paper should include Remembering, Understanding, Applying, Skill type of questions. (Accordingly, the teacher will be able to identify the student is weaknesses)
- The duration of the test will be for 15 minutes.
- The test should be related to the course content only.

OBSERVATIONS IN CLASS BY COURSE TEACHER

Teachers are bound to recognize a percentage of students who are restless in class, who takes more time to learn concepts, who disturbs the class, who are noisy, who shy away from participating, who are withdrawn, who does not talk, who answers verbally but refuses to write, who show reduced motivation to study and who tend to get into fights frequently. The teacher

must analyze their needs honestly and realistically- the needs they have now and those they will have in the future. The teacher should concern himself/herself with building up a relationship with the student, making her/him learning procedures appropriately, and with the development of good motivation.

PARAMETER FOR THE IDENTIFICATION

| Sr. No. | Parameter | Weightage in percentage / Allotted Marks out of 100 |
|----------------|---|--|
| 1. | Marks obtained by students in the respective course First ISA conducted by the college. | 40% |

STRATEGIES FOR SLOW LEARNERS

- Remedial Classes.
- Conducting Group discussions.
- Bridge Course
- Personal Counseling
- Provision of simple and easy notes/course material
- To provide need-based facilities in the library to slow learners.
- Mentoring the slow learners.
- Organizing Guest lectures.
- Motivate to participate in various events.

STRATEGIES FOR ADVANCED LEARNERS

- Support for involvement in a new advanced and innovative program
- Encouragement to use in the web learning resources
- Organize interactive session/ debates/ discussions.
- Encourage them to contribute the creative potential by writing essays, articles, and poetry in the College magazine “Novaday”/ Departmental Newsletters, etc.
- The motive to write research papers
- Motivate to participate in National and International seminars, events, cultural and extra-curricular activities.
- Personal counseling on a need basis
- Meritorious students are felicitated with cash prize and certificate.

- Organizing Special Lecture series
- Motivate them to enroll in SWAYAN courses.

LIST OF DOCUMENTS TO BE MAINTAINED

- Plan of action for Slow Learner and Advanced learner
- Result of the Class test
- List of marks obtained based on the above parameter
- List of slow learners
- List of Advanced Learners
- Notice of activities conducted for slow & advanced learners.
- Report of activities
- Attendance
- Report on the performance of the slow learner (End of the Semester)

EXPECTED OUTCOME

- Improvement in Semester result of the slow learners
- Opportunity for Slow learners to work on their weaknesses
- Slow learners will be able to build up confidence and make up for their academic shortcomings.

Advanced learners can be given exposure to courses content.

Date: December, 2020

Dr. Helic M. Barretto

Acting Principal

4. LIBRARY POLICY

Vision

Empowered citizens who would be instruments of change to further the cause of promoting reading and research

Mission

To provide convenient and effective access to quality library services and information resources to support the excellence in teaching and learning process.

1) Organization Chart/Staff:

Head of the institution

Administrator

Librarian

Librarian Grade I

Librarian Grade II

Attendant

Attendant

2) Library Advisory Committee:

2.1 The Library committee is formed every academic year to plan and carry out activities related to the Library.

2.2 Library Committee Composition:

Convener: Librarian

Chairman: Senior Faculty

Vice Chairman: Senior Faculty

Secretary: Librarian Grade I

Member – Librarian Grade II

Student Representative 1

Student Representative 2

2.3 Frequency of meetings: The committee meets thrice in an academic year. First, to plan the activities, second, to discuss ATR (Action Taken Report) and third to take feedback and suggestions for the upcoming year.

2.4 Quorum: Minimum 75% of the total members must be present for the meeting.

3) Library Budget:

The Library Budget consists of the fees collected from the students at the time of admission and the contribution by the management to acquire library resources.

4) Procurement of Books:

4.1 The Library has a clear policy related to procurements of books.

4.2 The Recommendation of book is asked from the subject teacher

4.3 The Librarian checks for the duplication of books

4.4 The final list of books is prepared by taking the consent of the Head of the institution.

4.5 The list is then sent to various distributors asking for availability and quotations.

4.6 The distributor is chosen based on the best discount offered, time taken for supply and availability of copies.

5) Procurement of Journals:

5.1 Recommendation: Every department recommends the title of journals to be purchased at the beginning of the academic year.

5.2 Renewal Process: Based on the relevance and usage of the library journals, the same are renewed.

5.3 Payments: Payments are made through NEFT or DD

5.4 Receipt of issues of journals: The journals once received are processed; bar coded and kept in the library on the journal rack. Non receipt of journal issues is intimated to the publishers.

6) Procurement of E resources:

Process and approvals: After identifying appropriate e- resource the application is made to the concerned provider. Annual fees and type of access (remote/local) is examined. After deliberation and discussion with the provider, the license agreement is signed.

7) Library Services:

7.1 Web OPAC (Online Public Access Catalogue): The library provides web OPAC service through the Library website

7.2 Remote Access: The Library provides remote access to e-resources like NLIST

- 7.3 Local Access: Library provides local access to its subscribed e-resources such as DELNET and SAGE e-journals
- 7.4 Reference Service: Under reference service the library provides different kinds of reference books such as Competitive exam books, dictionaries, encyclopedias and directories.
- 7.5 Audio visual section: Two audio visual screens are available in the library to watch recorded lectures and educational materials
- 7.6 Reprographic Services: Photocopy and printing services are provided to the students and faculty at a nominal rate.
- 7.7 Newspaper Clipping Service: Important advertisements and announcements are maintained in the library for a period of five years.
- 7.8 Learning centre for visually challenged: Braille books and software is available for visually challenged students. A special computer is also available for such students in the library.

8) Technical Processing:

- 8.1 On receiving new books, they are verified to check for damages, missing books and editions.
- 8.2 Bill amount is cross checked with the order list and with the book MRP.
- 8.3 Once they are found correct, they are entered on the accession register and also on the software
- 8.4 The books are then classified, labeled, bar-coded and are kept on their respective shelf as per Dewey Decimal Classification (DDC).

9) Circulation:

- 9.1 The Library follows Open Access system, whereby the students are allowed to select a book of their choice from the library collection with the assistance of the library staff to avoid commotion and facilitate judicious use of the collection.
- 9.2 **Membership:** Students as well as the Staff (teaching and non- teaching) are issued books according to the following decree:

| Category | No. of books issued | Loan duration |
|-----------------|----------------------------|----------------------|
| Students | 3 | 6 days |
| Staff | 15 | 6 months |

9.3 **No Due certificate:** No due certificate is issued to students upon completion of their program by checking their profile for any items held.

9.4 **Loss of Library ID card:** The loss of ID card has to be reported to the Head of the Institution and an application needs to be submitted to issue a duplicate ID card, along with a FIR copy and an Affidavit.

10) Library security and safety:

For the safety and security of the library there is a watchman posted at the entrance of the college. The entire campus is under CCTV surveillance. Also six CCTV cameras are installed in the library for its security and three fire extinguishers are placed in the library for prevention of any fire hazards.

11) E resource accessibility:

11.1 **WIFI:** Free WIFI is provided to students in the Library

11.2 **Tabs:** 10 tabs are made available to students to access e-books and to browse the internet

11.3 **Kindles:** 6 kindles are provided with e-books subscriptions

11.4 **Computers:** 21 internet connected computers are available for the students and staff in the library to access e-resources and for research.

12) Stock Verification:

12.1 As our institution has more than 25000 books, the stock verification is done after every 3 years

12.2 The stock verification committee is formed to overlook the entire stock verification procedure

12.3 The following discrepancies are identified during stock verification:

Shortage or loss of library books

Unusable library books

Normal wear and tear of books

Damaged library books

Old edition library books

Books which have endured wear and tear and still in use are bound.

Unusable books and outdated books are weeded out.

13) Maintenance of documents:

13.1 Shelving and shelf rectification: Books are shelved according to Dewey Decimal Classification (DDC) and shelf rectification is done at the end of the day

13.2 Binding: Old volumes of books are hard bound to lengthen their life and also all the question papers are bound for easy access and reduced wear and tear.

14) Library Rules and Regulations

The Library is open from 8:15am to 5:15pm. Following are the Rules and regulations of the Library. Students are to strictly abide by the same.

14.1 On entering the Library students need to compulsorily scan their ID card on the barcode reader kept at the entrance.

14.2 Students will be issued books against scanning of their ID cards.

14.3 Students will be issued 3 books on their ID card for a maximum of 6 days after which a late fee of Rs. 5 will be charged for every additional day.

14.4 Under Graduate students securing 60% and above in each semester are entitled for an additional library book for home reading

14.5 Post Graduate students securing 80% and above are entitled to three additional books for home reading and 5 books issued through departmental book bank.

14.6 Students belonging to SC, ST and OBC communities are entitled for an additional book for home reading.

14.7 Students with special needs (physically challenged or visually impaired) are entitled for two additional books for home reading.

14.8 Students should present his/her library card for borrowing books. Transfer of books is not permissible between borrowers.

14.9 "New Arrivals" would be displayed on a display shelf for a period of two weeks and thereafter would be made available to the students. However, during the first two weeks the students can use these books for reference in the library.

14.10 Reference books, magazines, newspapers, question paper files cannot be taken out of the Library premises without permission.

14.11 The photocopier is operational from 9.00 am to 12:30 pm and 2:30pm to 4:30pm.

14.12 Students who need a large number of copies can place their order and collect the same on the next working day.

- 14.13 Students while entering the library have to keep their bags and other belongings at the students property counter kept at the entrance of the Library.
- 14.14 Students are requested to maintain silence in the Library and refrain from group discussion/group study.
- 14.15 In case of lost books, the student has to replace the book or the student can pay the cost of the book including delivery charges.
- 14.16 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.

15) Outreach Program

- 15.1 General public can avail life time membership of the library by making a onetime deposit of Rs. 500/-.
- 15.2 They can take a library book on loan for a maximum period of 6 working days.
- 15.3 Circulation counter for Issue and return and library reference hall is open for general public on all working days from 2.00 pm to 5.00 pm.

Date: December, 2020

Dr. Helic M. Barretto
Acting Principal

5. SUPPORT FOR STAFF

Rosary College for the past many years has been helping the staff financially in the form of:

- **ADVANCE TOWARDS SALARY**

Due to delay in approval of salary, new staff members can apply for an advance, which is paid from the Management Fund. No sooner the employee gets the salary the same is deducted.

- **PAYMENT OF COLLEGE FEES**

The College has a policy to provide financial assistance to staff members children for payment of College fees. Deserving students are identified by the Management.

- **STAFF RETIREMENT**

Staff members are felicitated for their services as and when they retire. All expenses towards the function and memento are borne by the Management.

- **FINANCIAL ASSISTANCE**

Staff members, who have financial difficulties to purchase personal items like two wheelers etc., are given financial assistance which is paid back by the staff member at a later date.

Date: December, 2020

Dr. Helic M. Barretto
Acting Principal

6. STUDENT'S COUNCIL

Introduction:

Student's Council is formed at the beginning of the every academic year. Student's Council is a representative structure through which students from various streams (BA/ B.Com./ BCA/ BBA/ BBA-T&T/ and M.Com.) are involved in the matters of the college, working in partnership with management and staff for the benefit of the institution and its students. Student's Council gives students an opportunity to acquire and hone various skills such as leadership, communication, planning and organizational skills.

Objectives:

- To facilitate communication between management, staff and students.
- To represent the views of students on matters pertaining to the student community.
- To assist in the organization of the college events and extra-curricular activities.
- To develop leadership, communication, planning and organization skills among students.
- To promote friendship, respect and equality among the students.
- To provide opportunities for fundraising for student's activities.

Structure:

The student's Council of Rosary College of Commerce & Arts comprises of the following:

1: Advisory:

- Administrator
- Principal
- Vice-Principal
- Cultural Co-ordinator

2: Students:

- General Secretary
- Cultural Secretary
- Sports Secretary
- Sports Secretary
- Class Representatives

Eligibility for Class Representative, Assistant Class Representative, General Secretary and Cultural Secretary:

- Candidate should have good conduct.
- Candidate should have a good academic responsibilities.
- Candidate should be able to shoulder responsibilities.
- The following conditions have to be fulfilled in addition to the above mentioned criteria to be eligible for contesting for the post of General Secretary and Cultural Secretary.
 - i) Only third year and M.Com-II class representatives are eligible to contest for the post of General Secretary.
 - ii) Only second year and M.Com-I class representatives are eligible to contest for the post of Cultural Secretary.
 - iii) Sports Secretary

Role of Class Representatives/ Assistant Class Representative/ General Secretary/ Cultural Secretary:

- Class representatives have to attend meetings of the student's Council.
- Class representatives should provide accurate information about the proceedings of Student's Council meetings to their respective class.
- Class representatives as well as assistant class representatives assist the General Secretary and the Cultural Secretary & Sports Secretary in organizing college events.
- Class representatives, assistant class representatives, General Secretary, Cultural Secretary and Sports Secretary assist the faculty in raising funds for organizing various activities of the college.
- Class representatives, assistant class representatives, General Secretary, Cultural Secretary and Sports Secretary co-ordinate with the Rosary Alumni Family in organizing 'Fresher's Day'.
- In absence of class representative, assistant class representative will be performing the duties of the class representative.

Activities Undertaken:

The student's Council organizes the following activities/ events:

- Friendship Day
- Teacher's Day
- Rosary Fun Festival

Rules and Procedure for conducting Student's Council Election:

Student's Council elections shall be conducted by the college for the following posts:

- Class Representatives
- General Secretary
- Cultural Secretary
- Sports Secretary

Student's Council election is conducted in two phases:

Phase I: Election of Class Representatives

Phase II: Election of General Secretary, Cultural Secretary and Sports Secretary

Phase I: Election of Class Representatives:

- Students who are interested in contesting for the post of Class representative shall submit their applications addressing it to the Principal to their respective mentors.
- The mentors shall then submit the applications to the Cultural Co-ordinator before the stipulated time period mentioned therein.
- The applications of the proposed candidates will be scrutinized by the screening committee (Administrator, Principal, Vice-Principal and Cultural Co-ordinator). The Principal's decision will be final and binding. The list of the candidates eligible to contest the elections will be displayed on the notice board.
- The eligible candidates contesting for the Class Representative election shall then be allowed to publicize their manifesto and canvass to garner support. Students using unfair means or resorting to any unbecoming activity will be disqualified.
- The election will be conducted by the respective mentors.

- Names of candidates contesting the elections, ballot papers and ballot bags will have to be collected by the respective mentors from the College Office.
- The mentor shall create a conducive environment in the classroom for the conduct of the election.
- The names of the approved candidates have to be written on the classroom board.
- According to the roll number, each student should be called to the teacher's table to cast his/her vote. Signature of the student casting the vote is to be obtained on the attendance sheet.
- The student should be given a ballot paper carrying the college stamp on which the name of the approved candidate of this/her choice should be written.
- Students should be explained that any ballot paper with two names or without college stamp will be considered invalid.
- After casting the vote, the ballot paper should be folded and put in the ballot placed on the teacher's table.
- The mentor should count the votes in the presence of the students and declare the name of the candidate gaining maximum votes to the class as class representative. The candidate securing the second highest votes will be the Assistant class representative.
- The mentor should submit the report of the conduct of elections of the Class Representatives for student's Council on the prescribed format along with the ballot papers and the ballot bags to the College office.
- Classes wherein the C.R. is elected unopposed, the teacher in-charge should also submit the report of the conduct of elections of the Class Representatives for Students' Council on the prescribed format.
- In case of a tie, C.R. will be decided by way of draw of lots.

Phase II: Election of General Secretary, Cultural Secretary and Sports Secretary:

- The class representatives of the second year are eligible to apply for the post of Cultural Secretary of the college and the class representatives of third year are eligible to apply for the post of General Secretary of the College.
- Students who are interested in contesting for the post of Cultural Secretary and General Secretary shall submit their applications addressing it to the Principal to the Cultural Co-ordinator.
- The applications of the proposed candidates will be scrutinized by the screening committee (Administrator, Principal, Vice-Principal, Academic Co-ordinator and Cultural Co-ordinator). The Principal's decision will be final and binding. The list of the candidates eligible to contest the elections will be displayed on the notice board.
- The eligible candidates contesting for the Class Representative election shall then be allowed to publicize their manifesto and canvass to garner support. Students using unfair means or resorting to any unbecoming activity will be disqualified.
- The elections are conducted by the cultural co-ordinator. Each class representative should be called to the teacher's table to cast his/her vote. Signature of the student casting the vote is to be obtained on the attendance sheet.
- After casting the vote, the ballot paper should be folded and put in the ballot bag placed on the teacher's table.

- The votes are then counted in the presence of students and the name of the candidate gaining maximum votes will be declared as General Secretary, Cultural Secretary and Sports Secretary of the College.
- In case of a tie, the screening committee's decision shall be final and binding.
- The first meeting of the Student's Council is held as soon as the General Secretary, Cultural Secretary and Sports Secretary are elected. Thereafter, meetings are held as and when required. A notice with agenda is prepared by the General Secretary to hold the meeting of the Student's Council with prior permission for the Principal and minutes of each meeting are recorded.

Outcomes:

- Students will be able to build leadership skills.
- Students will be able to learn how to plan and organize various activities.
- Students involvement in student's council activities will help in developing confidence, personality, social skills and communication skills.

Date: December, 2020

**Dr. Helic M. Barretto
Acting Principal**

7. CULTURAL COMMITTEE

Introduction:

Rosary College seeks to promote all round development of students. Along with securing academic excellence, the college also organizes various co-curricular activities to foster team spirit, communication skills, sense of accountability, responsibility, social skills etc. The Cultural Committee provides a platform to the students to explore their creative side, enhance and polish their inherent talents and also acquire new skills and hone them.

Composition:

Administrator

Principal

Vice-Principal

Cultural Coordinator

Assistant Cultural Coordinator

General Secretary

Cultural Secretary

Sports Secretary

Objectives:

- To organize various cultural activities in college to provide a platform to students to showcase their talents.
- To enhance the campus life experience of every student through cultural and extracurricular activities.
- To encourage students to enroll themselves in various cells, clubs, committees and associations.
- To plan and schedule cultural events for the academic year.
- To encourage students to participate in intra and intercollegiate events.

Role of the Cultural Co-ordinator/ Assistant Cultural Co-ordinator:

1. The Cultural Co-ordinator/ Assistant Cultural Co-ordinator shall be responsible for the intra and inter collegiate cultural events.
2. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the college.)
3. The Cultural Co-ordinator/ Assistant Cultural Co-ordinator shall conduct meetings at regular intervals to discuss about the event and allot duties.
4. To organize and oversee the conduct of various cultural activities held in college.
5. To prepare and maintain records of all cultural activities.
6. Assistant Cultural Co-ordinator is in-charge of performing all the duties in the absence of the Cultural Co-ordinator.

General Procedure to organize cultural events:

1. To prepare the budget for various cultural events.
2. To obtain formal permission from the College authorities to organize programme.
3. To decide the date, time and agenda of the programme.

4. To inform members of staff and students about the events by displaying notices on the notice board or college website.
5. To arrange the venue and logistics.

Activities:

The Cultural committee is responsible for organizing the following activities:

- Inaugural cum Felicitation Programme
- Various inter-class competitions- Singing Competition, Social Advertisement Competition, Folk Dance Competition and Carol Singing Competition.
- Rosary Family Day
- Founders' Day
- Farewell Programme for the final year students
- Programme for all National Days (Independence Day, Liberation Day)

Outcomes:

- Students are able to enhance and transform their personality by participating in various intra as well as inter-collegiate talents.
- Students are able to explore their hidden talents.
- Participation in cultural events enables students to build their self-confidence as well self-esteem.

Date: December, 2020

**Dr. Helic M. Barretto
Acting Principal**

8. CONSUMER WELFARE CELL

The Consumer Welfare cell is formed to educate and create awareness among its members and the general public about their consumer rights and assist them in seeking redressal to consumer grievances.

Objectives:

1. To enhance knowledge and skill of its members in the area of consumer protection and consumer welfare.
2. To make its members understand the need and importance of consumer protection and welfare.
3. To explain to its members the various provision of the Consumer Protection Act.
4. To create awareness in the society through the enlightenment of its members regarding their rights as consumers.

Nature or Composition of membership:

In order to get membership of the students, teaching and non-teaching staff members a drive has to be held at the beginning of the academic year.

The members can be form any department or course or office of the college.

There is no limit on the number of members or membership.

Organisational Structure:

The cell consists of a Convenor or Coordinator (faculty member) and office bearers i.e. President, Secretary and Treasurer. The office bearers can be elected by the members of the cell or can voluntarily take up the post.

Tenure:

One academic Year.

Types of activities:

1. To organize drives to bring about consumer awareness in the society.
2. To help students to write and file complaints with the concerned authorities with regards to their consumer complaints.
3. Group or individual competitions/ debates/ quizzes on themes related to CPCA.
4. Talks/ workshops related to CPCA.

Date: December, 2020

**Dr. Helic M. Barretto
Acting Principal**

9. ANTI-RAGGING SQUAD

The Anti-Ragging Squad was constituted with the aim of preventing or avoiding ragging among students. Some of the functions of the squad are:

- To avoid ragging instances or cases at Rosary College.
- To maintain documentation of the activities conducted by Anti-Ragging Squad.
- If there is a ragging incident, to investigate the incident, and if the student is found guilty, first warn and in subsequent incident take action against the student.
- Report the incident to the Principal of the college.
- To keep regular vigilance/check to stop/prevent ragging among students.

Objectives:

1. To ensure ragging free campus and college.
2. To take necessary action against those who indulge in ragging, so as to minimize the occurrence of such events in future.

Role of the Convenor:

The Squad is headed by a lecturer who is appointed as the Convenor by the College. The Convenor has the following responsibilities:

1. Organise meetings of the squad to discuss yearly activities.
2. Create awareness among students regarding what constitutes ragging and its punishment.
3. Maintain the documents regarding the activities undertaken by the squad.

Role of the Members:

- The members of the squad will regularly visit all potential areas of ragging on the campus, like the canteen, sports room etc.
- To support the convenor of the squad in eliminating/ reducing ragging incidents in the college.
- Keep the Principal informed of all events/occurrences of ragging in the College.

Members:

The members are appointed by the College. They have to compulsorily attend meetings and take part in the activities.

Outcomes:

The outcomes of the activities are as follows:

1. All the students will be aware that ragging is prohibited and the punishments associated with ragging.
2. Ragging instances will be minimized at the College.
3. Ensure ragging free campus for students.

Date: December, 2020

Dr. Helic M. Barretto
Acting Principal

10. PREVENTION OF SEXUAL HARASSMENT COMMITTEE

Introduction

The Sexual Harassment of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013 was enacted provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

Rosary College of Commerce & Arts is committed to protect and promote equality and create safe and healthy environment which will enable employees to work without fear of gender bias and inequality. The Institution strongly believes in creating a work culture that will foster mutual respect amongst the employees thereby leading to a healthy work environment.

Scope:

This policy shall be applicable to all employees and students of the Institution engaged currently and will be employed in future including those on deputation, Contract, Temporary, Trainee, Part Time or Consultants (referred to as employee for policy).

This policy has been framed in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and rules framed thereunder (hereinafter “the Act”) and University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women employees and students in higher educational Institutions) Regulations, 2015 (hereinafter “the Regulations”). Accordingly, while the policy covers all the key aspects of the Act and the Regulations, reference to be made to the abovementioned Act and the Regulations to interpret necessary provisions.

Definitions

1. **Act** means The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
2. **Administrator:** Administrator appointed by the Management of the Institution.
3. **Aggrieved woman:** In relation to a workplace, a woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent and includes contractual, temporary, visitors.
4. **Campus** means the place where Rosary College of Commerce & Arts, Navelim Goa and its related institutional facilities like library, laboratory, lecture hall, toilets, student

centres, parking areas and also includes extended campus including transportation provided for the purpose of commuting to and from the Institution, location outside the Institution like field trips, internships, study tours, places used for camps, cultural festivals, sports meet and such other places where a person is participating in the capacity of an employee or student of the Institution.

5. **Employee:** A person employed at the workplace, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a coworker, a contract worker, probationer, trainee, apprentice or by any other such name.
6. **Employer:** A person responsible for management, supervision and control of the workplace ie. Principal of Rosary College of Commerce & Arts, Navelim Goa.
7. **Executive Authority** means the Principal of the Institution.
8. **Institution** means Rosary College of Commerce & Arts, Navelim Goa.
9. **Sexual harassment** may occur not only where a person uses sexual behavior to control, influence or affect the career, salary or job of another person, but also between co-workers. It may also occur between a Nestlé India Limited employee and someone that employee deals with in the course of his/her work who is not employed by the Company.

“Sexual Harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication):

- a) Any unwelcome sexually determined behavior, or pattern of conduct, that would cause discomfort and/or humiliate a person at whom the behavior or conduct was directed namely:
 - i. Physical contact and advances;
 - ii. Demand or request for sexual favors;
 - iii. Sexually colored remarks or remarks of a sexual nature about a person's clothing or body;
 - iv. Showing pornography, making or posting sexual pranks, sexual teasing, sexual jokes, sexually demeaning or offensive pictures, cartoons or other materials through email, SMS, MMS etc.;
 - v. Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person's wishes;

- vi. Giving gifts or leaving objects that are sexually suggestive;
- vii. Eve teasing, innuendos and taunts, physical confinement against one's will or any such act likely to intrude upon one's privacy;
- viii. Persistent watching, following, contacting of a person; and
- ix. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

b) The following circumstances if it occurs or is present in relation to any sexually determined act or behavior amount to sexual harassment :

- Implied or explicit promise of preferential treatment in employment;
- Implied or explicit threat of detrimental treatment in employment;
- Implied or explicit threat about the present or future employment status;
- Interference with the person's work or creating an intimidating or offensive or hostile work environment; or
- Humiliating treatment likely to affect her health or safety.

The reasonable person standard is used to determine whether or not the conduct was offensive and what a reasonable person would have done. Further, it is important to note that whether harassment has occurred or not, does not depend on the intention of the people but on the experience of the aggrieved woman.

- 10. **Respondent:** A person against whom a complaint of sexual harassment has been made by the aggrieved woman
- 11. **Student** means a person duly admitted and pursuing a programme of study either
- 12. **Workplace:** In addition to the place of work that is Rosary College of Commerce & Arts, it shall also include any place where the aggrieved woman or the respondent visits in connection with his/her work, during the course of and/or arising out of employment/ contract/ engagement with Rosary College of Commerce & Arts, including transportation provided for undertaking such a journey.

Objective:

- 1. To fulfil the directives of the Hon'ble Supreme Court of India in the landmark judgment of Vishaka v State of Rajasthan enjoining all employers to develop and implement a policy against sexual harassment of women at workplace.

2. To uphold women's right to protection against sexual harassment and towards that end for the prevention and redressal of Sexual Harassment of Women.
3. To evolve a permanent mechanism for the prevention, prohibition and redressal of sexual harassment of women at workplace within the college.
4. To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of girls and women in the College.
5. To provide an environment free of discrimination and violence against women.
6. To generate public opinion against sexual harassment of women at the workplace.
7. To adopt a zero tolerance policy against sexual harassment.

Composition of Sexual Harassment Committee:

1. Convenor
 2. Two Teaching Faculty members
 3. Two Non Teaching Faculty members
 4. President
 5. Secretary
 6. Treasurer
 7. Student members
- } Student members

The committee consisting of Convenor and Teaching and Non Teaching Faculty members are nominated by the Executive Authority and the Administrator.

The officiating student members ie President Secretary and the Treasurer are nominated by the Committee from amongst the student members of the Committee.

Role of the Committee members:

Role of the Convenor

1. To coordinate between the members for conducting activities.
2. To conduct membership drive.
3. To call for meeting of the committee members.
4. To prepare consolidated, compliance and yearly reports of the committee.
5. To oversee completion of activities by all the members.

Role of Faculty members

1. To assist the convenor in conducting activities of the committee
2. To prepare reports of the activities conducted by the concerned faculty member.

Role of President

1. To coordinate with Convenor of the Committee in discharge of his duties
2. To coordinate with the student members in conduct of various activities organized by the committee.

Role of Secretary

1. To maintain records of the meetings of the committee.

Role of the Treasurer:

1. To maintain the account details of the committee.

Outcomes:

1. Conducting activities which will create awareness amongst staff and students.
2. By displaying posters which will provide information to the staff and students about the committee and prevention of sexual harassment.
3. By assisting and providing guidance to the staff and students with regard to the sexual harassment.
4. By assisting aggrieved person in initiating action against any incidents of sexual harassment.

Date: December, 2020

**Dr. Helic M. Barretto
Acting Principal**

11. TEACHING AND NON-TEACHING STAFF GRIEVANCE REDRESSAL CELL

Teaching and Non-Teaching Staff Grievance Redressal Cell is one of the Staff welfare committees constituted by the College.

Scope:

This policy shall apply to the members of the Cell.

Objective

To redress any grievances faced by the Teaching and Non-Teaching Staff of the College.

Composition

1. Convenor
2. One Faculty Member
3. Two Non-teaching Staff

The members of the Committee are nominated by the Principal and the Administrator of the College.

Role and Responsibility of the Cell.

To redress the grievances faced by the Teaching and Non-Teaching Staff of the College.

Procedure:

1. Any Teaching and Non-Teaching Staff of the College having any grievance shall make an application to the Principal giving details about the grievances faced.
2. The application shall be forwarded by the Principal to the Cell.
3. Convenor of the Cell shall convene meeting of the members to decide upon the nature of the grievance thus received.
4. Notice shall thereafter be sent to the applicant to hear the nature of the grievance faced by the applicant.

Upon hearing the applicant, the cell will prepare a report and submit to the Principal for further action.

Date: December, 2020

**Dr. Helic M. Barretto
Acting Principal**

12. HEALTH CELL

The Health Cell strives to better the well-being and health of our staff and students by organizing various events related to health. The cell undertakes events and activities to spread awareness of healthy diet, nutrition, immunity building and healthy practices to enhance the health of students.

Objectives:

- To create awareness of healthy behaviors that impact and promote personal health of students.
- To provide information on aspects of health at the College level.
- To educate the students on right nutrition and diet.

Role of Convenor:

- To plan, organize and conduct activities that will be conducted by the cell.
- To plan meetings of the cell.
- To coordinate with other cell members for proper functioning by the cell.
- To invite and arrange for healthy experts to speak on health related topics.

Role of Co-covenor:

- To assist Convenor in the conduct of activities.

Role of Student Secretary:

- To write down the minutes of the meeting.

Role of Student Treasurer:

- To prepare a budget for events and activities that have to be organized.
- To maintain bills for record.

Role of Students members:

- To motivate participation of students.
- To carry out the work and organization of events and activities.

Outcomes:

- Conduct sessions on nutrition and diet.
- Organize competitions on healthy eating practices.
- Create awareness on immunity building through social media platforms.
- Organize webinar/talks on Cancer awareness.

Date: December, 2020

**Dr. Helic M. Barretto
Acting Principal**

13. CENTRE FOR INNOVATION, INCUBATION AND ENTREPRENEURSHIP

Objectives:

- To disseminate knowledge and provide basic skills in entrepreneurship
- To enhance the technology skill base of students
- To provide exposure for face to face interaction with experts across unfamiliar disciplines
- To provide platform to express and promote new ideas
- To facilitate and incubate startups and innovative ideas

Roles:

- **Convenor:**
 - To plan for activities to be conducted during the year
 - To maintain records of events
 - To conduct activities in accordance with MoU agreement with partners
 - To respond to invitations from external agencies to conduct entrepreneurship related activities as deemed suitable
- **Faculty members:**
 - To conduct activities assigned
 - To select and facilitate participation of relevant target student groups in events to be conducted
 - Participate in conferences/seminar on entrepreneurship
- **Student members:**
 - To participate in and facilitate conduct of activities
 - Participate in field visits to incubation centers

Fulfillment of Cell objectives:

Through conduct of activities which include:

- Inviting resource persons to deliver talks on entrepreneurship and conduct training that will hone entrepreneurship skills
- Organizing/participating in workshops on/off campus for capacity building of students in technology skills that are in demand and critical to innovative ideation
- Organizing contests that will identify and validate innovative ideas and business ideas from budding entrepreneurs by interfacing with incubators for mentorship and funding
- Providing mentorship/network support to the young start-ups/innovators

Date: December, 2020

**Dr. Helic M. Barretto
Acting Principal**

14. RESEARCH AND DEVELOPMENT COMMITTEE

Objectives:

To promote research by developing research strategies, initiatives and innovations that encourage quality research among students and faculty.

Roles:

✓ Convenor

- To review and plan for activities to be conducted during the year in terms of promotion of research.
- To publish the annual interdisciplinary research journal GYANA.
- To maintain records of all publications by the faculty and students.
- To call for papers for consideration of publication in GYANA.
- To collect details of research papers/chapters/books from staff as and when published/presented.

✓ Faculty members

- To perform internal peer review of papers submitted considered for publishing in GYANA.
- Assist in compiling research data for NAAC related documentation.

Fulfillment of Cell objectives:

Through conduct of activities which include:

- Maintaining an inventory of research activities within the College
- Notification of faculty/students about research related opportunities from external sources
- Encouraging faculty involvement in interdisciplinary research projects and activities by publishing in the research journal GYANA
- Assisting in information gathering related to college accreditation activities

Date: December, 2020

Acting Principal

Dr. Helic M. Barretto

15. NATIONAL SERVICE SCHEME (NSS)

The NSS Programme was launched at the National Level on September 24th 24, 1969 to mark the Mahatma Gandhi Centenary year, as it was Gandhiji who inspired the Indian youth to participate in movement towards India's Independence and social upliftment of the downtrodden masses of our nation. The motto of NSS is "NOT ME,BUT YOU". It reflects the essence of democratic living and upholds selfless service.

National Service Scheme (NSS) has been performing many important tasks and producing good results. NSS compresses of young population of the country, that is, the students studying in colleges and higher secondary schools. By joining NSS they help in the development of the country. This helps in the overall development of the volunteers. The volunteers gain confidence by participating in the NSS activities. They get to know how to make plans in order to complete a task. They develop skills like public speaking, raising funds, educating others etc. It improves their level of understanding. They can understand people and their problems better. They get to know the social, economic and political aspects of the country.

NSS Logo:

The logo for the NSS has been based on the giant Rath Wheel of the world famous Konark Sun Temple (The Black Pagoda) situated in Orissa, India. The Red & Blue colors contained in the logo motivate the NSS Volunteers to be active & energetic for the nation-building. The wheel portrays the cycle of creation, preservation and release and signifies the movement in life across time and space, The wheel thus stands for continuity as well as change and implies the continuous striving of NSS for social change.

NSS Badge:

The NSS logo is embossed on the badge of NSS. The eight bars in the wheel of NSS logo represent the 24 hours of a day. The red colour indicates that the volunteer is full of young blood that is lively, active, energetic and full of spirit. The navy blue colour indicates the cosmos of which the NSS is tiny part, ready to contribute its share for the welfare of the mankind.

Financial Arrangements:

The scheme is now a central sector scheme to organize Regular Activities (RA) and Special Camping Programmes (SCPs). An amount of Rs.250/-per volunteer per annum is released towards Regular Activities (RAs) and Rs.450/- per volunteer per Special Camping Programme (SCP) which is of 7-days duration to be organized in the adopted villages/urban slums by the college. In addition, the Government of India provides 100% financial assistance to run NSS Regional Directorates, State NSS Cells and Empanelled Training Institute (ETI).

Aims and Objectives

- Understanding the community in which the volunteers work.
- Understanding their relationship with the community in which the volunteers work.
- Identifying the needs of the community in which they work and involve the local people in their task.
- Development of social and civic responsibility in the volunteers.
- Use their knowledge in solving the problems of the local population in that area.
- Development of competence in volunteers which is required for living in group and sharing of responsibilities.
- Gain skills in organizing community participation.
- Acquiring of leadership qualities and democratic values.
- Development of stamina in the volunteers for emergencies and natural disasters.
- The practice of integrity and national harmony by the volunteers.

Role of NSS Programme Officer:

- The Programme Officer, who is a member of the teaching faculty provides necessary leadership to the youth/NSS students.
- To coordinate NSS activities in accordance with the needs of the community and students
- To coordinate plan, execute and evaluate the NSS activities in a proper perspective.
- The Programme Coordinator will execute all administrative and policy directives of the government, decisions of the State Advisory Committee and University Advisory Committee.
- The NSS programme will be prepared in the light of the guidelines issued by the Government of India.

Role of NSS Volunteer:

- Any student enrolled as NSS Volunteer should put in at least 120 hours of social work in a year for continuous period of two years i.e. 240 hours in two years, on different Programmes other than special camps.
- He should participate fully in the NSS Programmes and should be fully conversant with the objectives of NSS.
- The NSS volunteer, of development of his/her perception about the community, his/her skill to perform certain jobs, and develop quality of a leader, organiser, and an administrator and development of his/her personality as a whole.
- Through NSS, he/she gets opportunities to see the community closely and thus gets an experience of human nature in relation to his/her environment.

Code of Conduct for NSS Volunteers:

- All volunteers must work under the guidance of the Programme Officer
- They shall keep day-to-day record of their activities and submit to the programme officer on periodical basis.
- It is obligatory on the path of every volunteer to wear NSS Badge while at work.

Activities:

There are two types of activities: Regular Activities (120 hours) and Annual Special Camp (120 hours).

Regular Activities

- Tree plantation Drives
- Blood Donation Camp
- Sadhbhavna Divas
- Plastic Collection Drives
- Beach Cleaning
- Bazaar Day
- Hike
- Cloth Making activity
- Christmas Programme
- Poster Demonstration
- Rallies

- Dental Camp

Special Camp

- Special Camping forms an integral part of National Service Scheme. It has special appeal to the youth as it provides unique opportunities to the students for group living, collective experience sharing and constant interaction with community.

Composition

- NSS Coordinator: 01
- Programme Officer: 06
- Total Strength of volunteers: 617 (Academic Year 2021-2022)
- From the Academic year 2015-2016, NSS was made available to TYBCA students

Conclusion

NSS is playing an important role in the development of the country and of students associated with it. NSS has helped many people who were affected by some calamity. With so many benefits of NSS, every student must try to join NSS. For those who want to do something for their nation, NSS is a very good option. Students, who are a part of NSS, must tell other students about the benefits of NSS and motivate them to join it. NSS provides students with a platform for serving their nation and their personality development also.

- NSS helps in making education more relevant to the present situation to meet the felt needs of the community and supplement the education of the university/college students by bringing them face to face with the real life situation;
- Providing opportunities to students to play their role in planning and executing developmental projects which would not only help in creating durable community assets in rural areas and urban slums but also results in the improvement of quality of life of the economically and socially weaker sections of the community;
- Encouraging students and non-students to work together along with adults in rural areas; (iv) Emphasizing dignity of labour and self-help and the need for combining physical work with intellectual pursuits; (v) Encouraging youth to participate enthusiastically in the process of national development and promote national integration, through corporate living and cooperative action.

Date: December, 2020

**Dr. Helic M. Barretto
Acting Principal**

15. ENVIRONMENT CELL

About the Environment Cell:

In the view of increasing environmental degradation and the lack of environmental concern amongst the youth and public at large, Rosary College of Commerce and Arts felt the need to institute an Environment Cell in the College.

The main aim of the Cell was to make the students aware about the various environmental issues and challenges, and inspire them to disseminate the knowledge gained amongst society at large.

Objectives of the Environment Cell:

Objectives of the Environment Cell are as follows:-

- To sensitise students about the earth's resources and the varied environmental problems such as pollution, deforestation, waste accumulation overpopulation etc.
- To inculcate a sense of responsibility amongst students towards the planet Earth.
- To help students appreciate the beauty of nature and its resources and to safeguard them.
- To motivate students to adopt eco-friendly life styles.
- To create a clean and green consciousness amongst students by conducting various activities such as webinars, workshops, competitions, rallies etc.
- To motivate members to spread the knowledge gained amongst the public.

Role of the Convenor of the Cell:

- To implement the policy of the Cell in coordination with the student coordinator of the Cell.
- To conduct regular meetings.
- To formulate a plan of environment related activities to be conducted during the year.
- To put the plan into action and monitor the conduct of each of the activity of the Cell.
- To encourage and motivate the Cell members and other students to actively participate in the activities.

Role of student coordinators:

- To assist the Convenor of the Cell in the conduct of the various cell activities.
- To encourage students of the College to become members of the Cell.
- To act as a link between the Convenor and the members of the Cell.

Role of the Cell members:

- To co-operate with the Convenor and the Student Coordinator to conduct various activities of the Cell.
- To actively participate in the activities organized by the cell.
- To disseminate the knowledge to the general public with regards to the need to save mother Earth.

Achieving the Cell Objectives:

The Cell aims to attain its objectives by organizing various activities related to nature.

- Organize webinars/sessions by inviting eminent guest speakers having vast practical knowledge related to environmental issues and problems.
- To encourage students to develop love for the biodiversity, the Cell will motivate students to plant saplings in their neighbourhood as well as take care of them.
- Plastic is a major menace today. Thereby the Cell will conduct yearly, classwise workshop on paper bag making. Students will be motivated to make paper bags and distribute them to the public.
- The Cell will contribute towards maintaining a clean and green College campus and neighbourhood.

Date: December, 2020

**Dr. Helic M. Barretto
Acting Principal**

16. INTERNAL COMPLAINTS COMMITTEE

Internal Complaints Committee:

The Internal Complaints Committee (ICC) is a statutory committee duly constituted as per the requirements of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and rules framed thereunder (hereinafter “the Act”) and University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women employees and students in higher educational Institutions) Regulations, 2015 (hereinafter “the Regulations”).

Scope:

1. This policy shall be applicable to the Internal Complaints Committee of the Institution.
2. This policy has been framed in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013” and rules framed thereunder (hereinafter “the Act”) and University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of Women employees and students in higher educational Institutions) Regulations, 2015 (hereinafter “the Regulations”). Accordingly, while the policy covers all the key aspects of the Act and the Regulations, reference to be made to the abovementioned Act and the Regulations to interpret necessary provisions.

Definitions

1. **Act** means The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
2. **Administrator:** Administrator appointed by the Management of the Institution.
3. **Aggrieved woman:** In relation to a workplace, a woman, of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent and includes contractual, temporary, visitors.
4. **Campus** means the place where Rosary College of Commerce & Arts, Navelim Goa and its related institutional facilities like library, laboratory, lecture hall, toilets, student centres, parking areas and also includes extended campus including transportation provided for the purpose of commuting to and from the Institution, location outside the Institution like field trips, internships, study tours, places used for camps, cultural

festivals, sports meet and such other placed where a person is participating in the capacity of an employee or student of the Institution.

5. **Employee:** A person employed at the workplace, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a coworker, a contract worker, probationer, trainee, apprentice or by any other such name.
6. **Employer:** A person responsible for management, supervision and control of the workplace ie. Principal of Rosary College of Commerce & Arts, Navelim Goa.
7. **Executive Authority** means the Principal of the Institution.
8. **Institution** means Rosary College of Commerce & Arts, Navelim Goa.
9. **Sexual harassment** may occur not only where a person uses sexual behaviour to control, influence or affect the career, salary or job of another person, but also between co-workers. It may also occur between a Nestlé India Limited employee and someone that employee deals with in the course of his/her work who is not employed by the college.

“Sexual Harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication):

- a) Any unwelcome sexually determined behavior, or pattern of conduct, that would cause discomfort and/or humiliate a person at whom the behavior or conduct was directed namely:
 - i. Physical contact and advances;
 - ii. Demand or request for sexual favors;
 - iii. Sexually coloured remarks or remarks of a sexual nature about a person's clothing or body;
 - iv. Showing pornography, making or posting sexual pranks, sexual teasing, sexual jokes, sexually demeaning or offensive pictures, cartoons or other materials through email, SMS, MMS etc.;
 - v. Repeatedly asking to socialize during off-duty hours or continued expressions of sexual interest against a person’s wishes;
 - vi. Giving gifts or leaving objects that are sexually suggestive;
 - vii. Eve teasing, innuendos and taunts, physical confinement against one’s will or any such act likely to intrude upon one’s privacy;
 - viii. Persistent watching, following, contacting of a person; and

ix. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

b) The following circumstances if it occurs or is present in relation to any sexually determined act or behaviour amount to sexual harassment :

- Implied or explicit promise of preferential treatment in employment;
- Implied or explicit threat of detrimental treatment in employment;
- Implied or explicit threat about the present or future employment status;
- Interference with the person's work or creating an intimidating or offensive or hostile work environment; or
- Humiliating treatment likely to affect her health or safety.

The reasonable person standard is used to determine whether or not the conduct was offensive and what a reasonable person would have done. Further, it is important to note that whether harassment has occurred or not, does not depend on the intention of the people but on the experience of the aggrieved woman.

10. **Respondent:** A person against whom a complaint of sexual harassment has been made by the aggrieved woman

11. **Student** means a person duly admitted and pursuing a programme of study either

12. **Workplace:** In addition to the place of work that is Rosary College of Commerce & Arts, it shall also include any place where the aggrieved woman or the respondent visits in connection with his/her work, during the course of and/or arising out of employment/ contract/ engagement with Rosary College of Commerce & Arts, including transportation provided for undertaking such a journey.

Objective:

It is a statutory grievance redressal committee specifically to decide complaint by filed by aggrieved woman pertaining to sexual harassment at workplace.

Composition

1. Presiding Officer

Qualification: A Woman Faculty member employed at a senior level at Rosary College of Commerce & Arts, Navelim Goa (Not Below an Associate Professor)

Provided in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the Institution.

2. Two Faculty members and Two Non Teaching employees

Qualification: Preferably committed to the cause of woman or who have had experience in social work or have legal knowledge.

3. Three Student representatives

Qualifications: enrolled at the undergraduate, master's and research scholar levels in the Institution.

4. One External member

Qualification: From amongst non-governmental organization or association committed to the cause of women or a person familiar with the issues relating to sexual harassment.

- All the members except student members are nominated by the Executive Authority.
- Student members shall be elected through transparent democratic procedure only if the matter involves students.
- Atleast One half of the total members of the ICC shall be women.
- Persons in senior administrative positions in the Institution such as Principal, Vice Principal, Heads of Department shall not be members of ICC in order to ensure autonomy of their functioning.

Term of office:

The term of the members of the ICC shall be for a period of three years.

Responsibilities of ICC

1. Provide assistance if an employee or student chooses to file a complaint with the police
2. Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence.
3. Protect the safety of the complainant by not divulging the person's identity and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer another department as required during the pendency of the complaint, or also provide for the transfer of the offender.
4. Ensure that the victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment
5. Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protective activity.

COMPLAINT

Complaint of sexual harassment:

1. Any Aggrieved woman may make a complaint in writing either by herself or through her legal heir or such other person in case of her physical or mental incapacity or death or otherwise, of sexual harassment at workplace to the Internal Complaints Committee.
2. The complaint should be made within three months from the date of incident or in case of a series of incidents, within a period of three months from the date of last incident.
3. The Internal Complaints Committee shall have the power to condone the delay on sufficient cause for the reasons to be recorded in writing.

Conciliation:

1. The Internal Complaints Committee shall have the power to refer the complaint for conciliation if requested by the Complainant.
2. The Internal Committee shall record the settlement so arrived and forward the same to the employer to take action as specified in the recommendation. The settlement so arrived shall be treated as final settlement of the complaint conclusively. The Monetary settlement shall not be made as a basis of conciliation.

Procedure to conduct Inquiry:

1. The Internal Committee shall where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent
2. The parties shall, during the course of inquiry, be given an opportunity of being heard
3. A copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.
4. For the purpose of making an inquiry the Internal Committee shall have the same powers as are vested in a civil court the Code of Civil Procedure, 1908 (5 of 1908) when trying a suit in respect of the following matters, namely:—
 - (a) summoning and enforcing the attendance of any person and examining him on oath;
 - (b) requiring the discovery and production of documents; and
 - (c) any other matter which may be prescribed.
5. The inquiry shall be completed within a period of ninety days.

Interim Relief:

1. During the pendency of an inquiry on a written request made by the aggrieved woman, the Internal Committee may recommend to the employer to—
 - (a) transfer the aggrieved woman or the respondent to any other workplace; or
 - (b) grant leave to the aggrieved woman up to a period of three months; or
 - (c) grant such other relief to the aggrieved woman as may be prescribed.
2. The employer shall implement the interim relief granted by the Internal Complaints Committee and forward the compliance report to the Committee.

Inquiry report

3. On the completion of an inquiry, the Internal Committee, shall provide a report of its findings to the employer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.
4. Where the Internal Committee arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer that no action is required to be taken in the matter.
5. Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be—
 - (i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent
 - (ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine,
6. the Internal Committee or as, the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue if the Respondent commits default in payment
7. The employer shall act upon the recommendation within sixty days of its receipt by him.

Punishment for false or malicious complaint and false evidence:

1. Where the Internal Committee, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or

any other person making the complaint has produced any forged or misleading document, it may recommend to the employer, to take action against the woman, in accordance with the provisions of the service rules applicable to her or him.

2. Mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant.

Date: December, 2020

**Dr. Helic M. Barretto
Acting Principal**

17.READING CLUB

Introduction:

The Reading Club was constituted in July 2013. The Club was initiated to foster a love for reading and to encourage and elevate members' reading interests and develop a renewed interest in literature and culture.

Objectives:

The main objective of the Reading Club is to promote a love of literature in a positive, nurturing environment. Its purpose is to bring its members together to learn about and discuss texts that matter to them. Members of the club will read and explore works from various genres for the enrichment of literary interests. Other Activities for the club are voluntary and is subject to the approval of the Convenor and the Assistant Convenor.

Organizational Structure:

1. Convenor (Lecturer)
2. Assistant Convenor (Lecturer)
3. President (Student)
4. Treasurer (Student)
5. Secretary (Student)
6. Members (Students/Faculty)

The Convenor and Assistant Convenor will be appointed on a voluntary basis. Membership is also voluntary. The office bearers, President, Secretary and Treasurer will be elected by members of the club or by a unanimous decision.

Activities:

The club may conduct the following activities:

- Determining a theme for the Reading Club selection: Reading selections should be appropriate for a College-level audience but general enough to interest a wide audience. Readings should be of moderate length, modest cost, and ready availability.

- Screening of movies: Movies may be screened to generate a level of interest in reading literature or to supplement the interest already generated in books read. Movies screened must have their origins in literature of varied genres.
- Meetings for the purpose of Readings/ Discussions.

Outcome:

- Build a reading culture in college
- Respond to independent reading experiences in small group discussions
- Engage in critical discussions of shared texts and learn how literature can become a catalyst for social action.

Date: December, 2020

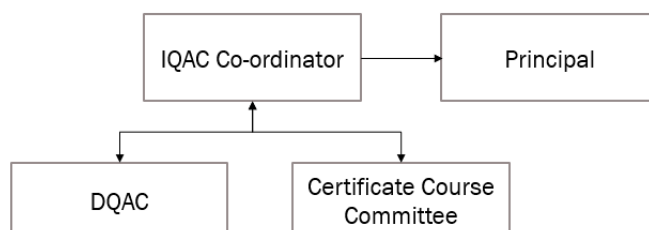
**Dr. Helic M. Barretto
Acting Principal**

18.CERTIFICATE/ DIPLOMA COURSE COMMITTEE

Objectives:

- To instill confidence in the minds of students so that they become capable of becoming entrepreneurs.
- To empower students with technical and practical knowledge to generate income.
- To introduce short term skill based courses in addition to the UGC curriculum.
- To make optimum utilization of existing infrastructure.

Procedure:



- In DQAC meetings /Certificate course committee meeting, the IQAC suggests to each H.o.D / Department in-charge / Convenor to conduct various certificate courses.
- Each H.o.D / Dept In-charge / Certificate course committee convenor along with their respective faculty/ members are tasked to draft the Certificate Course syllabus which includes objectives, course content, mode of evaluation and duration. This draft is then submitted to the IQAC
- The IQAC scrutinizes the draft and suggests any changes / improvements to be made.
- Once the necessary changes / improvements are done, the draft is submitted to the Principal for final decision

Date: December, 2020

Dr. Helic M. Barretto
Acting Principa

19.STUDENTS COMPUTER CLUB

Students Computer Club of the College is a student organization, formed with the intention of providing a platform for students to explore their ideas and develop new skills related to the field of computers. It also helps in building confidence in students through various programs and competitions. It exposes students to the latest advancements in computer technology and gives computer technology. The Club offers guidance, organizes workshops and competitions for students to explore their full potential.

Objectives of Students Computer Club:

- To nurture the minds of students towards creativity and steer their interest in the field of Computer Science and Technology.
- To students convert theoretical knowledge in practical work.
- To develop fellowship between students along with the development of mutual understanding, while learning to work along with their peers.
- To provide a forum for open discussion on matters related to computer technology.
- To deepen their knowledge, sharpen their skills and learn how to work with each other.

Role of Convenor/ Co-ordinator:

- Supporting and encouraging students to take part in extracurricular activities.
- Helping students to identify problems and formulate solutions.
- Encouraging students to communicate effectively with a range of audience and work effectively as part of team.

Role of Student Co-ordinators:

- Assisting the Convenor/ Co-Convenor in organizing programs and maintenance of accounts.

Role of Members:

- To actively participate in the programs organized by the club.

Outcomes:

The objectives of the Club can be achieved by conducting various workshops/ competitions and interactive sessions with computer professionals.

Date: December, 2020

**Dr. Helic M. Barretto
Acting Principal**

20.STOCK INVESTORS' CLUB

The Stock Investors' Club is a community of student members who come together to pool resources and expertise and learn the working of the stock market and gain the knowledge required to acquire stocks. Structured like any other cell of the college with faculty and student members, the members of the Stock Investors' Club meet regularly to discuss companies and offerings and to learn more about the operations at the stock exchange.

Objectives:

1. To acquaint its members with the workings of the stock exchange and operations of the share market.
2. To provide the foundation the student members would need to make investment decisions.
3. To encourage notional trading in shares.
4. To keep members informed about the developments in the stock market.
5. To keep the members updated with respect to the latest in the Indian Economy.

Role of the Convenor:

The Cell is headed by a lecturer who is appointed as the Convenor for a duration of 3 years which is renewable. The convenor has the following responsibilities:

1. Organise meetings of the cell to discuss yearly activities.
2. Undertake awareness programmes through Orientation Programmes, Guest Lectures, etc.
3. Collaboration with institutions and agencies involved in the Capital Markets.
4. Facilitate student exposure to various Capital Market related issues and participation in various events conducted by the cell.

Role of the Student Co-ordinator and Members:

The membership of the cell is open to all the bonafide students of the institution. A membership drive is conducted in the month of July to enroll students. Thereafter, elections are held to appoint the President, Secretary and Treasurer.

- **Student Co-ordinator**

The student co-ordinator is appointed for a period of 1 year. He/she must assist the convenor in conducting the yearly activities of the cell. He/she acts as a mediator between the Convenor and the student members and encourages participation among the cell members in all activities of the cell.

- **Members**

The members are also appointed for a period of 1 year. They must compulsorily attend meetings and take part in cell activities.

Outcomes:

The outcomes of the activities are as follows:

1. Students gain an understanding of the functioning of the stock market.
2. The members gain an understanding of the process of investment in the stock markets and other investment avenues.
3. Increase in knowledge and experience in capital markets through interactions with eminent speakers from the industry.
4. Students are trained in notional trading in the stock market.

Date: December, 2020

**Dr. Helic M. Barretto
Acting Principal**

21.WOMEN’S CELL

The Women’s Cell is constitute to ensure all-round development of women members on campus. The Cell is constantly creating awareness regarding socio-legal issues amongst female students. It also empowers women students to voice out their opinion and attain a stand in the society. The cell also motivates young women to take up challenges and achieve laurels in their life.

Objectives:

- To create awareness about various legal issues faced by women.
- To organize talks, interactive sessions, workshops, competitions.
- To provide skill based training to women students.
- To assist the importance of physical and mental wellbeing.
- To provide a platform to enablewomen students to showcase their talents.
- To provide a forum for open dialogue and discussion.

Role of Convenor:

- To conduct meetings under the cell.
- To carry out membership drive and create awareness about the cell.
- To facilitated the conduct of the election to appoint President and Secretary.
- To organize talks, interactive sessions, workshops, competitions under the cell.
- To maintain Women’s Cell file and other documentation.
- To carry out any duties needed under the cell.

Role of President and Secretary

- To attend meetings.
- To assist in carrying out membership drive and creating awareness about the cell.
- To assist in the conduct of election to appoint President and Secretary.
- To organize talks, interactive sessions, workshops, competition related to the cell.
- To assist in carrying out any duties needed under the cell.

Outcomes:

All the activities organized under the cell will lead to better understanding of the rights and legal status of women students in the society. The cell also ensure the wellbeing of opportunities in life. A well informed, happy and healthy woman would be an asset who in turn would help in the growth of other women in the society.

Date: December, 2020**Dr. Helic M. Barretto
Acting Principal**

22. CONSULTANCY & EXTENSION CELL

The Consultancy & Extension Cell of the college undertakes extension and consultancy services as a part of its commitment to the society. Community development programmes like Medical Camps, Blood Donation, Environmental Protection Awareness, Village Adoption, Communication Proficiency, Career Orientation, Tailoring & Handicraft Training etc. are undertaken.

The college also maintains a policy of promoting the expertise available on the campus for consultancy services through its Consultancy and Extension cell. The expertise is advertised through personal contact, alumni, college website and faculty contacts.

Objectives:

The objectives of the cell are

- To provide facilities and infrastructure of the college and the expertise of staff members to promote consultancy.
- To provide extension services to serve the society.

Role of the Convenor and members:

- To organize such activities that makes available the expertise of faculty members to the society.
- Record and document the activities of extension conducted by NSS, NCC cell of the college.

How the objectives will be achieved?

- Organising workshops and webinar in relevant topics which will benefit the society.
- Through conduct of various extension activities by NSS and NCC cells.

Date: December, 2020

Dr. Helic M. Barretto
Acting Principal

23.ROSARY ALUMNI FAMILY (RAF)

Alumni greatly contribute in building the College brand nationally and internationally. The College has a registered Alumni Association named Rosary Alumni Family (RAF). At the end of the academic year the outgoing students get enrolled as members of RAF by paying a membership fee of Rs 100/-. They are advised to keep in touch with the association, attend its meetings and furnish updates of information with regards to their career.

Alumni meets are held once a year to discuss the RAF activities. The Alumni also organize medical, dental and yoga camps for staff and regularly visit orphanages and old age homes to meet the inmates.

Several guest lecturers/ talks /workshops are organized where the alumni are invited to share their expertise. Alumni who have excelled in their field are also called upon to judge the various competitions held by the college.

Rosary Alumni Family (RAF) has been registered under the Societies Registration Act on 27th June 2016.

Objectives:

- a) To encourage the members to take active interest in the activities and progress of their Alma Mater.
- b) To provide assistance and facilities for the all round development of Rosary College of Commerce & Arts.
- c) To promote and encourage friendly relations among all members of the RAF.
- d) To keep Alumni informed about their Alma Mater.
- e) To promote and support technological planning, research and development of Rosary College of Commerce & Arts.
- f) To promote career guidance, interaction with industry and quality education.
- g) To serve the common cause of the members of the RAF in general.

Executive Committee of RAF:

The Executive Committee consists of:

- i. Chairman
- ii. President
- iii. Vice-President
- iv. Secretary
- v. Treasurer
- vi. Joint Secretary
- vii. Three Members of General Body
- viii. Past Secretary (ex-officio member)

Functions of Executive Committee / Office Bearers

Powers of the Executive Committee:

- The Executive Committee shall have all the powers with regards to the management and promotion of objectives of the RAF according to the directives, if any, of the General Body.
- The Executive Committee shall frame Bye-Laws in accordance with the rules and regulations, and report to the General Body. Amendments to the Bye Laws will be done by simple majority of members present at the General Body meeting.

Powers and duties of the office bearers:

i) Chairman:

- a) Principal of Rosary College of Commerce & Arts shall be the ex-officio Chairman of RAF.
- b) He shall exercise the right of voting only in case of a tie.
- c) He shall have overall powers of management of the Association and all decisions pertaining to the Rosary Alumni Family have to be taken in consultation with the Chairman of the Association.

ii) President:

- a) The President shall preside over the Executive Committee Meetings and the General Body Meetings.
- b) The President shall have the voting power.
- c) He shall have all the powers for the management and promotion of the objectives of the RAF in consultation with the Chairman.

iii) Vice President:

- a) Vice Principal of the College shall be the Vice President of RAF.
- b) The Vice President shall act for the President in absence of the President.
- c) He shall render advice to the Executive Committee with regards to the promotion of the objectives of RAF.

iv) Secretary:

- a) The Secretary should attend all the activities as approved by the Executive Committee.
- b) The Secretary should be responsible for carrying out all correspondence and preparation and distribution of all publications of RAF.

v) Treasurer:

- a) The Treasurer shall be responsible for the maintenance of the financial records and accounts of RAF.

vi) Joint Secretary:

- a) The Joint Secretary will assist the Secretary in the management of the activities of RAF.
- b) The Joint Secretary shall act for the Secretary in the absence of the Secretary.

Members of RAF:

Generally any student who successfully obtains any degree from Rosary College of Commerce & Arts automatically becomes a Life member of RAF from the date of issue of the Result Notification, upon payment of appropriate membership fee, and fulfillment of terms and conditions of RAF, subject to the approval of the General Body of RAF. As special cases, First Year / Second Year / Third Year students who discontinue their programmes in Rosary College of Commerce & Arts but are desirous to be members of the RAF and are fulfilling conditions as stated above are also permitted to be members of RAF.

Honorary Members:

- a) All members of the teaching faculty of Rosary College of Commerce & Arts will enjoy status of Honorary Members.
- b) RAF, in the General Body, on the recommendation of the Executive Committee, may nominate with the prior approval of the Principal of Rosary College of Commerce & Arts, any person connected with the said College or RAF, who is likely to promote the interests of RAF, as an Honorary Member for two years.

Outcome:

The Cell objectives are achieved by:

- a) Organizing regular Alumni meetings and events for the alumni.
- b) Alumni are informed about the college activities through various forums like Facebook, Instagram and Whatsapp.
- c) Alumni organize Fresher's Day for the college students to encourage friendle relations between the current students and Alumni.
- d) To promote career guidance and interaction with the industry, talks and seminars are organized by the different departments with the Alumni as the resource persons.

Date: December, 2020

**Dr. Helic M. Barretto
Acting Principal**

24.DISABLED FRIENDLY CAMPUS

The Government of India formulated the National Policy for Persons with Disabilities in 2006 to deal with Physical, Educational and Economic Rehabilitation of persons with disabilities. This policy recognizes that Persons with Disabilities (PWD's) are valuable human resources for the country and seeks to create an environment that provides them equal opportunities, protection and full participation in the society. With this in mind Rosary College of Commerce and Arts Navelim, has strived to create an inclusive teaching and learning environment to lend a hand towards the differently abled staff and students.

Disability

Disability is a term that includes limitations of mobility, vision and hearing impairments.. Many disabilities also result from chronic illnesses and diseases, learning disabilities, accidents, psychological disorders etc. These disabilities vary in degree and type i.e. some are Chronic disabilities and some are mild and therefore facilities need to be tailor-made for the purpose

Qualified Person with Disability

The above term i.e. "qualified person with disability alludes to a person with a disability who is qualified to participate in the college programs or activities. The person involved however has to fulfil all the scholastic guidelines required with respect to enrolment in the program as well as should be able to perform the minimum required functions of the course

Objectives of the Policy

1. To create an Inclusive culture and avoid discrimination and exclusion of differently abled students and staff in the institution
2. To provide accessible and inclusive education
3. To ensure and facilitate full participation of persons with disabilities in the college activities
4. To provide persons with disabilities equal opportunities for development.

Facilities Available in the Institution

To meet the above objectives, the institution has the following facilities for the differently abled staff and students:

1. Built in environment with ramps and disabled friendly toilets.
2. Wheelchair facility and provision of crutches.
3. Lift for easy access to classrooms.
4. Braille software for assistance of the visually impaired.
5. Easy accessibility to books and study material in the library.
6. Extra time and a provision for a writer at the time of examination.
7. Provision for classrooms on the ground floor for lectures as well as examinations.
8. Signage's including tactile path, lights, display boards and signposts

25.COUNSELLING POLICY

The Counselling Cell of Rosary College of Commerce & Arts works to support the academic mission of the College by engaging in activities that facilitate and enhance the student learning experience, promote students' personal development, psychological well-being to assist them in defining and meeting their personal, academic, and career objectives.

Mission

Empower students to meet their full potential to facilitate emotional wellbeing, promote mental health and ensure their holistic development.

Vision

To promote and educate young men and women towards overall wellbeing.

Objectives

- To assist students to acknowledge and make mental health a priority
- To provide quality counselling services to students experiencing personal adjustment, development, academic, and/or psychological challenges that require professional attention
- To facilitate and encourage healthy ways of coping
- To support students to accept themselves as they are
- To continuously improve quality of counselling services in accordance to student's needs to facilitate and enhance the growth and potential of our student body
- To sensitize students about mental health issues and hence promote awareness. • To foster collaborations with departments of various institutes that effectively addresses mental health issues and psychological wellbeing
- To communicate and behave in accordance with respect for human differences on individual, organizational, and community levels.

Hours of Operation for Counselling Services provided:

The college counsellors are available on campus every day except during holidays from 8:30 am to 3:30 pm.

Students can book their appointments for physical or online sessions through the contact details provided on the College' website or walk-in for sessions according to the availability of the Counsellors.

Types of Counselling Services provided:

Individual Counselling: Individual Counselling is available to undergraduate and

graduate students who are having difficulties in their personal lives. Counselling is usually provided on a short-term basis, although the needs of each student will vary. Counselling sessions are usually 45-50 minutes in length and may be scheduled weekly or as needed.

Assessment: When required Counsellors will complete an assessments or tests to better understand personality or issues presented, evaluate career options, judge the usefulness of Counselling, evaluate risk, assess for symptoms, formulate a tentative diagnosis, and outline initial goals or strategies.

Referral: Counsellors may make service recommendations based on the specific needs or request of a student. In some cases, a student's individualized needs may require additional support in these cases; a counselor will attempt an appropriate referral to an on- or off-campus resource. In such cases, a referral will be made for additional services (e.g., medication consultation, psychiatrist consultation) to supplement Counselling.

Group Counselling: Counsellors may offer Counselling groups when required as time and other resources permit. Groups usually consist of students who have a common focus or similar needs. Counsellors may interview potential group members to be sure the client is appropriate for the group.

Couples Counselling: Couples Counselling is available to students and their partners. The Counselling Cell provides services to students only, therefore both the student and the partner must be students.

Crisis Intervention: During working hours, the Counselling Cell will respond to crisis situations. Counselling staff provide consultation to students, faculty, and staff, as needed. Some students who are seen for crisis intervention are offered continued Counselling services, whereas other students may be provided with a referral.

Consultation: Consultation is available to all students, family of students, staff, and faculty of the university. Counsellors who consult typically provide information about mental health issues, resources, or referral options and may provide brief advising. Consultations may be documented, such as when the consultation includes information pertinent to the on-going care of a client. Students who request consultation and appear to have need of further services may be offered Counselling or referral.

Outreach: Counsellors may provide workshops, sessions, presentations to students, staff, and faculty on Counselling services, mental health and related issues. The Counselling Cell may conduct personality development programmes, activities to create awareness and to observe important days with regard to societal mental wellbeing.

Case Management: Counselling Cases at Rosary College are treated with utmost confidentiality. The management of cases will be documented so as to help follow the plan and interventions in ways that is beneficial to the students. The counsellors are liable to protect the identity of students.

Eligibility for Services

Counselling Services at Rosary College of Commerce & Arts serves currently- enrolled Undergraduate and post graduate students. Parents or family of students are eligible for consultation regarding students, but are not seen for assessment or psychotherapy. The faculty and staff members are also eligible for the counselling services provided by the institute. Students who graduate will be assisted with a referral to community resources when needed.

Procedures with Appointments

Appointments should be made by the student desiring the counselling. Appointments may be made by phone, email or face-to-face contact. If a third party (e.g., parent, faculty) contacts the Counsellors seeking to make an appointment for a student, the counsellor will require a brief screening of the issue and will ask the third party to assess consent of the student.

Students who require immediate appointment can walk-in and meet with the counsellor. Students who indicate thoughts of harm to self or others should be met by a counsellor for a brief crisis assessment and intervention.

Confidentiality

Under the ethics laid by the American Psychological Association, mental health care providers must keep a client's health information and records confidential. The counsellor at Rosary College provides students with utmost confidentiality. Confidentiality is limited or possibly breached, with or without requirement of client consent, by authorities in the following circumstances:

- There is a clear risk of imminent self-harm for the student or a specific, serious threat of risk of physical violence by the student against a specific, clearly identified or identifiable person.
- The counsellor has knowledge or reason to believe that there is current, or within the past three years, physical abuse, neglect, or sexual abuse of a minor or vulnerable adult; or
- Disclosure is specifically authorized by law.

Record Keeping Documentation

Documentation of counselling services should be completed following initial assessment, crisis intervention, and counselling sessions. These notes are documentation of the process and quality of student care and should at a minimum include identifying data, types of services provided, assessment, and plan for intervention. Such records are to be maintained by coding the names of students to avoid hassles with confidentiality. When counselling is completed or after a period of inactivity in which the student is not expected to return, case summaries should be completed for students who have been seen for two

or more appointments. Consultation notes should be written when they pertain to a client or prospective client (e.g., a client who, after consultation, reports that they will come for counselling).

Maintenance and Security of Student Records

Systematic case records must be maintained for students seen for counselling services, including assessment, case notes, case summary, results of standardized assessment, etc. Confidentiality and appropriate handling of information and records must be reflected in the collection, classification, and maintenance of client information. Temporary paper copies of session notes are kept in cabinets in counsellors' offices. Cabinets and counsellor's rooms are locked when they are unattended. Student files are never to leave the office without being authorized. Records should not be transmitted by e-mail. All case records are the property of Rosary College and should be maintained securely.

Student Feedback and Outcome Surveys

Rosary College Counselling Cell uses student surveys to gather feedback about the quality of services provided in order to improve understanding of how services could better help students. The survey is sent via email to students who have utilized counselling services during the end of the year.

Personnel

Rosary College employs two full time counsellors for the student population. These counsellors have a Master's degree in Counselling Psychology with added certification and experience of years in the field.

26.REFUND OF FEES FOR SELF- FINANCE PROGRAMMES

Students withdrawing their applications from the registered programmes during the academic year are eligible for a refund of fees as per the rules & regulations of Goa University which are as follows:-

1. The student has to meet the principal along with a written application for withdrawal of admission.
2. Once the office receives the application of withdrawal of admission, the refund of fees is processed and a cheque is issued to the student for the same, within 15 working days.
3. 100% of the fees is refunded to the student if the application for withdrawal is received 15 days or more before the formally notified last date of admission.
4. 90% of the fees is refunded to the student if the application of withdrawal is received less than 15 days before the formally notified last date of admission.
5. 80% of the fees is refunded if the application is received 15 days or less after the formally notified last date of admission.
6. 50% of the fees is refunded if application is received more than 15 days but less than 30 days after the formally notified last date of admission.
7. If the application is received more than 30 days after formally notified last date of admission 00% of the fees are refunded to the student.

Updated on 04.04.2022

Dr. Helic M. Barretto

Acting Principal