



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S

# VIDYA PRABODHINI COLLEGE OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT

VIDYANAGAR, ALTO-PARVARI, GOA

(Recognised by Govt. of Goa, Affiliated to Goa University & Approved By NCTE)  
(Recognised by U.G.C, under section 2(f) and 12(B) of the UGC Act 1956)

Accredited by NAAC with Grade 'B+' (CGPA Score 2.73 on a seven point scale)  
in the first cycle under new framework

*Excellence Everywhere Everytime*

## PROSPECTUS

B.COM | B.A.B.ED.

2022-23

## VISION

*Excellence Everywhere Everytime*

## MISSION

To create and develop a quality learning environment through the integration of conceptual knowledge, application of skills, basic human values and field realities, thereby nurturing competent, value based and resourceful citizens, who selflessly contribute to Nation Building by serving the nation above self.

## OBJECTIVES

- ❖ Design and develop skill based and practical oriented curriculum
- ❖ Increase students' learning through classroom teaching-learning process.
- ❖ Inculcate basic human values in students through curriculum.
- ❖ Develop application oriented students' performance evaluating mechanism.
- ❖ Promote teaching of topics of current relevance beyond the syllabus.
- ❖ Promote a research culture and spirit of inquiry among teachers and students.
- ❖ Develop abilities and competencies in research through workshops and training programmes.
- ❖ Inculcate employability skills in students and thereby promote their overall personality development.
- ❖ Increase placement opportunities for students through linkages with business houses and educational institutions/organizations.
- ❖ Promote collaborations and interactions with industry and research institutions for the benefits of institution.
- ❖ Sustain an Institution-Neighborhood network to enhance learning opportunities.
- ❖ Promote participation of students and teachers in outreach and community development activities.
- ❖ Seek feedback from stakeholders for the improvement of the institution's performance.
- ❖ Create industrial and entrepreneurial outlook for self-employment and Employment generation.



॥ विद्या सर्वस्य भूषणम् ॥

**PRABODHAN EDUCATION SOCIETY'S  
VIDYA PRABODHINI COLLEGE OF COMMERCE,  
EDUCATION, COMPUTER AND MANAGEMENT**  
Vidyanagar, Alto-Porvorim, Goa

*(Recognised by Govt. of Goa, Affiliated to Goa University  
Approved by NCTE and NAAC Accredited with B+)*

# **Bachelor of Commerce**

## **Bachelor of Arts**

### **&**

## **Bachelor of Education**

**(DUAL DEGREE)**

---

# **PROSPECTUS 2022-23**

---

# INDEX

| Sr. No. | Contents                                                   | Page No. |
|---------|------------------------------------------------------------|----------|
| 1       | Managing Committee of Prabodhan Education Society          | iii      |
| 2       | College Advisory Committee and Local Managing Committee    | iv       |
| 3       | From the Principal's Desk                                  | v        |
| 4       | NAAC Certificate of Accreditation                          | vi       |
| 5       | Prabodhan Education Society Overview                       | 1        |
| 6       | College Profile                                            | 2        |
| 7       | Admission process for the Academic Year 2022-2023          | 3        |
| 8       | B.Com. Program under CBCS                                  | 3        |
| 9       | Eligibility and Admission Procedure for B.Com              | 4        |
| 10      | Scheme of Examination                                      | 6        |
| 11      | B.Com. Course Structure                                    | 10       |
| 12      | Documents Necessary for B.Com. Admission                   | 11       |
| 13      | B.A.B.Ed. Programme                                        | 15       |
| 14      | Eligibility and Admission Procedure for B.A.B.Ed.          | 15       |
| 15      | Scheme of Examination                                      | 16       |
| 16      | Student Attendance                                         | 17       |
| 17      | Mandatory Documents Necessary for B.A.B.Ed. Admission      | 17       |
| 18      | B.A.B.Ed. Course Structure                                 | 18       |
| 19      | Refund of Fees                                             | 20       |
| 20      | Admission Fees                                             | 21       |
| 20      | Scholarships and Schemes of Financial Support to Students  | 22       |
| 21      | Academic Faculty Profile                                   | 23       |
| 22      | Administrative Staff Profile                               | 26       |
| 23      | Focus on Holistic Education                                | 27       |
| 24      | College Infrastructure                                     | 28       |
| 25      | About the Library                                          | 30       |
| 26      | College Working Committees / Cells / Centre / Associations | 32       |
| 27      | Code of Conduct                                            | 36       |
| 29      | Annexure - I : UGC Regulations on Anti-Ragging             | 38       |

# PRABODHAN EDUCATION SOCIETY

## Managing Committee



**Shri. Sanjay P. Walavalkar**  
Chairman



**Shri. Rajendra L. Bhohe**  
Secretary



**Shri. Guruprasad Pawaskar**  
Treasurer



**Shri. Datta B. Naik**  
Member



**Shri. Sripad K. Patnekar**  
Member



**Shri. Vithal G. P. Parrikar**  
Member



**Shri. Minannath T. Upadhye**  
Member



**Shri. Ulhas G. Asnodkar**  
Member



**Shri. Suresh B. Borkar**  
Member

## COLLEGE ADVISORY COMMITTEE

|     |                                       |                                 |
|-----|---------------------------------------|---------------------------------|
| 1.  | Shri. Sanjay P. Walavalkar            | Chairman                        |
| 2.  | Shri Rajendra L. Bhobe                | Secretary                       |
| 3.  | Shri. Avdhut alias Vithal G. Parrikar | Member                          |
| 4.  | Shri Shripad alias Kanta K. Patnekar  | Member                          |
| 5.  | Prof. Vikas Pissurlekar               | Member                          |
| 6.  | Dr. G. Srinivas                       | Member                          |
| 7.  | Shri Rajkumar Desai                   | Member                          |
| 8.  | Adv. Narendra Savoikar                | Member                          |
| 9.  | Shri. Nitin Kunkolienker              | Member                          |
| 10. | Dr. Ravindra Chodankar                | Member                          |
| 11. | Adv. Pankaj Vernekar                  | Member                          |
| 12. | Shri Bhuvanesh Sheth                  | Member                          |
| 13. | Dr. Bhushan V. Bhawe                  | Principal, Ex-Officio Secretary |

## LOCAL MANAGING COMMITTEE

|    |                            |                                 |
|----|----------------------------|---------------------------------|
| 1. | Shri. Sanjay P. Walavalkar | Chairman                        |
| 2. | Shri Rajendra L. Bhobe     | Member                          |
| 3. | Prof. Santosh Patkar       | Member                          |
| 4. | Prof. Datta B. Naik        | Member                          |
| 5. | Dr. Anil T. Thosare        | Member                          |
| 6. | Shri. Arun R. Marathe      | Member                          |
| 7. | Shri. Sunny S. Pandhre     | Member                          |
| 8. | Shri. Rajaram S. Sandye    | Member                          |
| 9. | Dr. Bhushan V. Bhawe       | Principal, Ex-Officio Secretary |

## From the Principal's Desk

Dear Student,

**W**e, the family of Prabodhan Education Society's Vidya Prabodhini College of Commerce, Education, Computer and Management, Parvari-Goa, are pleased to welcome you to be a part of the Prabodhan Parivar. The Management of this college is highly experienced and knowledgeable in the field of higher education and has a long-term vision to provide quality education to the students. The management has been making a consistent effort in enhancing the quality of higher education towards meeting the expectations of nation, society and the industry.

The College offers a Three year B.Com and a Four year integrated B.A.B.Ed. Programme. We are indeed privileged to be the first college in Goa to start a Four Year Integrated B.A.B.Ed. Programme from the Academic Year 2015-16 . Our 2021 batch of B.A.B.Ed. students having graduated in July, 2021 with 89 distinctions, 5 First Classes and 6 Second Class with an overall 100 percentage of passing. We are glad to share that more than 80 students have joined Goa University for their higher studies in different disciplines like M.A. in Hindi, Marathi, English, Konkani, History and Geography and remaining have joined as teachers in different schools in Goa.

The College, in a short span of 10 years, has achieved NAAC Assessment Accreditation (Grade B+, CGPA of 2.73 on a Seven Point Scale in the First Cycle Under New Framework), Permanent Affiliation to Goa University for both the programmes and is recognized under 2(f) and 12 (B) of the UGC Act 1956. The college has upgraded its classrooms with latest technological aids to stimulate an effective teaching-learning environment. The digitally equipped library with recent infrastructural upgradation has been specifically redesigned to create a conducive space for academic deliberations. There is also access to internet at the library, to meet the rising needs of digital learning resources for students and faculty members.

Along with academics our students have also exhibited their talents and skills in sports and cultural activities and have made a mark at International, National and State levels in different games and events. To name a few, Ms. Taniksha Chawan represented Goa in 45-48 kg weight category at 5th Elite Women's National Boxing Championship held at Hisar, Haryana in October 2021. Mr. Kshitij Parab and Mr. Roopram Choudhary represented Goa in 2nd Kudo Federation Cup held at Himachal Pradesh in February 2022. Ms. Pavina Salgaonkar represented Goa at 12th Hockey India Junior Women Nationals held at Andhra Pradesh in April 2022. Mr. Nikhil Kubal, Mr. Pritam Damanal, Vijay Maulingkar and Saish Haldankar represented Goa Tennis Ball Team at the Inter-state International Tennis Ball Championship held in Nepal in January 2022. Our college team won runners up trophy at a cultural event organized by Caculo College, and secured 3rd Place at 'Xtravaganga' a cultural event organized by Government College, Pernem. We also secured third place at 'Yuva Josh' organised by Gomantak and Young Inspirations Network.

The College was actively involved in organizing '21st Yuva Konkani Sahitya Sammelan', and has organized several seminars and talks on research publishing, consumer protection, financial literacy, child sexual abuse, electoral literacy to name a few along with other short-term courses. The college also has an active NSS unit, this year five volunteers of the college were selected for National Integration Camps which were held in Mumbai, Kerala and Telangana.

The college also has IGNOU study centre where a total of 2500 students are pursuing their education. The College is a recognized examination Centre for Company Secretary Examination of ICSI, New Delhi, SET examination of Pune University, Pune and examinations of Directorate of Higher Education, Govt. of Goa. The college has energetic and enthusiastic faculty members who work dedicatedly for all round development of the students. The faculty members are actively engaged in research, one faculty member was awarded Ph.D. degree this academic year, many are actively engaged in Doctoral Research and have published research papers in Scopus, Web of Science and UGC-CARE list journals. They also have delivered invited lectures at different National and International Workshops, Seminars and have participated in Refresher, Orientation, and Training Programmes. The teaching faculty is fully supported and assisted by efficient administrative colleagues. With your support and co-operation, the family of Vidya Prabodhini College, assures you that together we will work for the holistic development of the students who will contribute towards the betterment of the society and the nation.

I congratulate you for choosing VPCCECM and wish you all the best in your future endeavours.



**Dr. Bhushan V. Bhawe**  
Principal

## NAAC Certificate of Accreditation



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
An Autonomous Institution of the University Grants Commission

### *Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
on the recommendation of the duly appointed  
Peer Team is pleased to declare the  
Vidya Prabodhini College of Commerce, Education,  
Computer and Management  
Vidya Nagar, Alto Porvorim, Bardez, affiliated to Soa University, Goa as  
Accredited  
with CGPA of 2.73 on seven point scale  
at B<sup>+</sup> grade  
valid up to September 25, 2023*

*Date : September 26, 2018*



*S.C. Sharma*  
Director

EC(SC)/32/A&A/GACOGN100731

## Prabodhan Education Society Overview

### VIDYA PRABODHINI SHIKSHA SANKUL

Founded in June 1988, the Prabodhan Education Society firmly cherishes a vision to develop an educational philosophy in consonance with Bharatiya Culture and Bharatiya philosophy, so that it may inspire workers dedicated to the noble cause of National Regeneration and help them to march with full selfconfidence in the competitive world. The society also introduced National core curricula including moral and spiritual Education, Yoga Education, Physical Education, Sanskrit and Music for promoting National Integration and Cultural Development.

The Society also caters to the public need of the surrounding area through various extension service cells such as Kreedha Prabodhini (Sports), the Research and Consultancy Cell, etc.

The firm, determined and objective oriented journey of Prabodhan Education Society has gradually flourished into the following institutions, cherishing within its fold, a large family of educational institutions in a short span of 30 years:

1. Vidya Prabodhini College of Commerce, Education, Computer and Management.
2. Vidya Prabodhini Higher Secondary School of Arts, Science & Commerce.
3. L.D. Samant Memorial High School.
4. Prabodhan Poorva Prathamik Vidyalaya, Parvari.
5. Prabodhan Prathamik Vidyalaya Parvari.
6. Prabodhan Poorva Prathamik Vidyalaya, Pomburpha
7. Prabodhan Prathamik Vidyalaya, Pomburpha
8. Jan-Shikshan Saunstan, Parvari (Sponsored by Central Government)
9. Smt. Sunandabai Bandodkar High School, Salvador-De-Mundo
10. Smt. Sunandabai Bandodkar Poorva Prathamik, Salvador-DeMundo
11. Smt. Sunandabai Bandodkar Prathamik, Salvador-De-Mundo

The Society, with its beaming, enthusiastic, innovative, dedicated team of teachers and equally dynamic Heads of the institutions has already started its march with a spectrum of realities translated into practice such as:

- ◆ Excellent Result during the period of 30 years with Merit list.
- ◆ Dedicated and socially active staff with excellent Teamwork.
- ◆ Goal oriented and self-evaluator Training Program for staff and students through graded workshops.
- ◆ Active and comprehensively organized “Prabodhini Pariwar Palak Shikshak Sangha (PTA)”.
- ◆ Admission to any student without bar of percent-age of marks at Primary and Secondary Level, yet achieving excellent results.
- ◆ Scoring of Prizes and Merits in sports and other competitions from Panchayat level right up to the University, National level, every year.
- ◆ Each organ of activity geared up to foster National pride, inculcate patriotism and preserve Bharatiya identity at all cost.

## College Profile



**V**idya Parabodhini College of Commerce, Education, Computer and Management started in the year 2012 affiliated to Goa University, Recognized by Govt. of Goa and approved by NCTE, offering a three-year B.Com and Four Year Integrated B.A.B.Ed programs. The College takes the credit for having started a unique program i.e. a Four-Year integrated B.A.B.Ed from the Academic Year 2015-16.

The college has been assessed and accredited by NAAC with B+ Grade on a Seven Points Scale under New Framework (1st Cycle). The NAAC Peer Team visited the college on 3rd and 4th September, 2018. This college takes the credit of being the first college in the State of Goa which is accredited by the NAAC under the new guidelines effective from July, 2017. The college is also recognized by UGC under section 2(f) and 12(B) of the UGC Act 1956.

The College is situated in a spacious area at Vidyanagar, Parvari-Goa and has its own building with a 7,904 sq.mts. built up area. Besides a 4000 sq. mts. playground, the College offers excellent infrastructure facilities and a conducive learning environment. The College is also in the process of designing and developing different skill based short-term courses with an objective of enhancing the employability skills of our students. The College is also working actively to develop the Institution-Industry Network for placement opportunities for our students.

In order to bring a continuous improvement in the overall functioning of the college, the College has already setup Internal Quality Assurance Cell (IQAC), and this Cell is working in that direction. The key objective of the College is to impart a balanced holistic education to all its students and thereby develop young men and women who will be intellectually able, broad minded and disciplined citizens to serve the Nation in different capacities in various fields of life that they later choose for themselves.

## INSTITUTIONAL CORE VALUES

Build on the cornerstone that imparting accessible education to all is service to society and nation, our institution commits itself to the core values of:

- Providing Sanskarmai Shikshan through the development of Value and Culture-based education
- Promoting Creativity and Innovation
- Providing a Quality Learning Environment
- Ensuring a Holistic Education
- Having Quest for Excellence
- Commitment and Dedication
- Imbibing National Values and Philosophy
- Ensuring Welfare of the Society
- Creating Responsible Citizenry
- Upholding Work Ethics and Professionalism
- Inculcating basic values in students
- Fostering global competition among the students
- Promoting research culture and a spirit of inquiry
- Promoting use of technology
- Collaborating with other societal stakeholders
- Inculcating a Scientific Temper and Spirit of Inquiry and Reform

## Admission process for the academic year 2022-2023

The admission procedure for the academic year 2022-23, will be conducted on the IAIMS portal of DHE through online mode only.

You are required to follow the instructions for completing the Admission process provided on the DHE website ([www.dhe.goa.gov.in](http://www.dhe.goa.gov.in)) and also on the College website ([vidyaprabodhicollege.edu.in](http://vidyaprabodhicollege.edu.in))

**Reservation under various categories will be as per the reservation policy of the Government of Goa.**

The following are the competent authority for issuing certificates for reservation:

1. OBC/SC/ST : Office of Deputy Collector
2. Income Certificate for EWS: Office of the Mamlatdar.
3. Persons with Disabilities(PWD): Medical, Superintendent of either GMC / District Hospital. (and/or any other authority designated by the Government of Goa).

## B.Com. Programme Under CBCS

### Learning outcomes

The course will enable learners to get theoretical and practical exposure in the Commerce sector which includes Accounts, Commerce, Marketing, Management, Economics, Environment, etc. Develops communication skills and build confidence to face the challenges of the corporate world. Makes students industry ready and develop various managerial and accounting skills for better professional opportunities. Develops entrepreneurial skills amongst learners. After completing three years for Bachelors in Commerce (B.Com) program, students would gain a thorough grounding in the fundamentals of Commerce and Finance.

### Career opportunities

The B.Com. graduates can pursue Post Graduate Studies like M.Com., MBA, MCA, ICWA, ISCI, etc. After their Post-Graduation, they may do M.Phil. or Ph.D. and take teaching as their career in higher education institutions like Degree colleges and Universities. Other Career Options include Chartered Accountancy, Banking Services, Insurance Sectors, Marketing, Company Secretary, Stock Exchange Services, Tax Consultancy, Management & Planning, Entrepreneurship, Law etc. They are also eligible to study Certificate Courses of any discipline. They may appear for any competitive exams conducted by Union Public Service Commission (UPSC), Indian Railway Board, etc. for entering into the government services.

### Three Year Choice Based Credit System Programme of B.Com: Excerpts from Ordinance OC-66

#### Bachelor of Commerce and Bachelor of Commerce (Honours)

The relevant ordinance(OC-66) relating to the Three Year Choice Based Credit System Programme of Bachelor of Commerce and Bachelor of Commerce(Honours) degrees (under section 24(1) of Goa University Act 1984(effective from the A.Y.2017-18) is reproduced as under:

#### OC-66.1 GENERAL

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

#### 1.1 OBJECTIVES

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

**1.2 DEGREE TO BE AWARDED**

Bachelor of Bachelor of Commerce/ Bachelor of Commerce (Honours).

**1.3 DURATION OF COURSE**

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

**OC-66.2 ELIGIBILITY FOR ADMISSION**

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

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

(A) To be eligible for admission to the Semester I of the Three Years Programme leading to the Degree of Bachelor of Commerce/ Commerce (Hon.) the candidate should have passed:

- (i) The Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in any stream, including Vocational stream in the subjects notified by the University from time to time.

OR

- (ii) Std XII Arts/Science/Commerce or similar examination of another body, equivalent to Goa Board of Secondary and Higher Secondary Education, Goa, and recognized as such by Goa University.

(B) To be eligible for admission to the Semester I of the Three Year Programme leading to the Degree of Bachelor of Science/ Bachelor of Science (Hon.) the candidate shall have passed:

- (i) The Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Science stream or Vocational stream in the subjects notified by the University from time to time.

OR

- (ii) Std XII Science or a similar examination of another body, equivalent to Goa Board of Secondary and Higher Secondary Education, Goa, and recognized as such by Goa University.

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

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

(E) A candidate migrating from another recognized University and desirous of direct admission to Semester-II may be considered for admission provided he/she has cleared/passed First Term/ Semester-I examination of that University with those subjects for which admission is sought and undertakes to successfully complete the other compulsory Courses of Semester-I.

**2.2 Eligibility for admission to Semester-III & IV (in the second year) B.Com. / B.Com. (Hon.) Programme:**

(A) A candidate who has requisite attendance for Semester-I and Semester-II shall be eligible for admission to Semester-III.

(B) A candidate migrating from any other recognized University may be considered for admission to Semester-III of the B. Com. / B.Com. (Hon.) provided:

- (a) He/She has passed the First Year B. Com. / B.Com. (Hon.) examination in all subjects from that University.
- (b) He/She had offered at the First Year the same subjects as prescribed under Major category available under the scheme of this University.

- (c) He/She undertakes to successfully complete the required courses and credits prescribed by this University for Semesters-I & II, if he/she has not already done so in the previous University. Result of Semester IV examination shall be withheld if the candidate fails to fulfil this undertaking.
- (C) A candidate admitted for Semester-III shall be deemed eligible for admission to Semester-IV.
- (D) A candidate from another recognized University may be considered for direct admission to Semester IV provided he/she fulfils the conditions in (a), (b) and (c) at
- (E) above and, in addition, has passed/cleared Semester-III/First Term examination of the Second Year B. A. /B. Com. /B. Sc. of that University. However, the result of Semester IV shall be withheld if the candidate does not fulfil these conditions.

### 2.3 (i) Eligibility for admission to Semester-V (in the third year) B. Com. / B.Com. (Hon.) Programme:

- (A) A candidate who has been declared passed in Semester-I to Semester-IV examinations shall be eligible for admission to Semester-V.
- (B) A candidate admitted for Semester-V shall be deemed eligible for admission to Semester-VI.
- (C) A candidate migrating from any other recognized University may be considered for admission to Semester-V of the B.Com. Course provided:
  - (a) He/She has passed the Second Year B. Com. / B.Com. (Hon.) Examination in all subjects from that University, and
  - (b) He/She had offered at the Second Year the required courses and credits under the scheme of this University. A candidate fulfilling these conditions shall be eligible for admission to Semester-V only.

### (ii) Eligibility for admission to Semester-VI (in the third year) B.Com / B.Com. (Hon.) Programme:

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

Reservation under various categories will be as per the reservation policy of the Government of Goa.

### 2.4 Class strength:

Number of students in a class/division shall not ordinarily exceed sixty.

### OC-66.3 PROGRAMME STRUCTURE:

- 1 The Programme shall be based on a system of time-integrated Units called Credits, under the CBCS.
- 2 The Programme shall comprise Courses such as Core, Elective and Ability Enhancement Courses.
- 3 A Credit shall consist of 15 clock hours of theory of 1 hour duration each or 15 practical classes of 2 hours duration each, per semester or its equivalent; field work and such other as recommended by the Board of Studies (BoS) shall be considered under practical category for calculating credits and workload.
- 4 One Credit shall carry a maximum of 25 marks.
- 5 A student shall be eligible for the award of Bachelor's Degree on successful completion of minimum of 132 Credits, to be completed over a minimum of six Semesters.

A student shall be eligible for the award of Bachelor's Degree (Honours) on successful completion of minimum of 148 Credits, to be completed over a minimum of six Semesters.

### OC-66.4 COURSE STRUCTURE

Each Course can carry different weightage in terms of number of Credits. Each Course should define learning objectives and outcome. A course may be designed so as to comprise any or combination of lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ vocational training/ viva/ seminars/ term papers/ assignments/ presentations/ self-study/ such other.

#### Core Course

A Core Course (CC) shall be of 4 or 6 Credits and may consist of only theory component, or theory and practical components, in which case the theory component shall be of 3 Credits and the practical component shall be 1

Credit for 4 credit courses and the theory component shall be of 4 Credits and the practical component shall be 2 Credits for 6 credit courses, or as prescribed by BoS and approved by the Academic Council.

### Elective Course

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

#### 3.1 (Notified on 29th May, 2017)

Discipline Specific Elective (DSE) Course Discipline Specific Elective (DSE) Courses shall be offered in the main discipline/ subject. Each DSE shall be of 4 Credits and may consist of only Theory component, or Theory and Practical component, in which case the theory component shall be of 3 Credits and the practical component shall be 1 Credit or as prescribed by BoS and approved by the Academic Council. Any number of DSE's as approved by BoS and AC, can be offered depending upon the specialization available in the college.

#### 3.2 (Notified on 29th May, 2017) Project

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

#### 3.3 Generic Elective Course

A Generic Elective (GE) course shall be of 4 Credits, and may be chosen from an unrelated discipline/subject, with an intention to seek exposure. A Core Course offered in a discipline/subject may be treated as GE Course for another discipline/ subject, and may consist of only Theory component, or Theory and Practical component, in which case the Theory component shall be of 3 credits and the Practical component shall be of 1 Credit, or as prescribed by BoS and approved by the Academic Council.

#### 3.4 Ability Enhancement Courses (AEC)

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

- 4.1 AEC Courses are based upon the content that leads to Knowledge enhancement. Environmental Studies as AEC Course is mandatory for all disciplines. Each Course shall have only Theory component of four credits or two separate Courses of 2 credits each.
- 4.2 SE Courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills. These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge. Each course will be of four credits.

### OC-66.5 Scheme of Examination B. Com.

1. (a) The evaluation for the Courses, shall comprise Intra-Semester Assessment (ISA) and the Semester End Examination (SEE).
- (b) The ISA tests shall carry 20% of maximum marks allotted for the Course, and SEE shall carry 80% marks. There shall not be an ISA for the Practical component of the Course.
- (c) A Course of 4 Credits for total of 100 marks, having only Theory, shall have ISA for 20 marks and SEE for 80 marks.
- (d) A Course of 4 Credits for total of 100 marks having Theory and Practical components shall have ISA's only for Theory component for total of 15 marks, and SEE Theory component for 60 marks and Practical component for 25 marks. A Course of 6 Credits for total of 150 marks having Theory and Practical components shall have ISA's only for Theory component for total of 20 marks, and SEE Theory component for 80 marks and Practical component for 50 marks.

- (e) Courses of any other number of Credits shall have proportionate marking system.
2. (a) The ISA for the theory component of a Course shall be conducted twice in a given Semester, once through a written test, and the other by using alternate modes of evaluation including assignment/ presentation/ orals/ such other. There shall not be any averaging of ISA marks.
  - (b) Generally, the ISA for a given Course shall be conducted by the teacher/s teaching that Course.
  - (c) The schedule for the ISAs shall be notified to all at the beginning of the Semester.
  - (d) The marks of ISA shall be communicated to the students within two weeks.
  - (e) ISA I shall preferably be completed by the end of July for odd Semesters and end of January for even Semesters. Students who fail to appear for the test due to a genuine reason shall be given another opportunity by the end of August/ February respectively, on a date pre-determined by the College. ISA II will be completed as decided by the teacher but before the end of the semester.
  - (f) Every College shall appoint a three member Committee to monitor the ISA in the College. There would be no remission in workload or remuneration for carrying out this work.
  - (g) A student who does not appear for two ISAs of a Course shall not be eligible to answer SEE of that Course.
  3. (a) The SEE shall be conducted at the conclusion of a given Semester, and shall cover the entire syllabus prescribed for the respective Course.
  - (b) A candidate shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEE provided he/she has appeared for two ISAs of the Course, and fulfills the minimum attendance requirements as per the relevant rules of the University. A candidate failing to fulfill these conditions shall have to repeat the Semester.
  - (c) A tentative schedule of SEE examination of Semesters I – IV, evaluation, declaration of results shall be prepared by the respective College(s), preferably at the beginning of each academic year and shall be notified to their students with a copy to the University. Setting of the question papers, evaluation of answer-scripts and declaration of results shall be done by respective Colleges.
  - (d) Assessment of answer-scripts of SEE of Semesters I - IV shall be organized by the Colleges. The assessment of the SEE answer scripts at the Semesters I - IV shall be done by the teachers of respective Colleges. If two or more Colleges desire to have the same question paper in any of the subjects, a common paper may be set by the teachers from the concerned colleges. For this purpose, a Committee of senior teachers may be constituted by the Principals of concerned Colleges.
  - (e) The pattern of question paper(s) to be set for the SEE in a given Subject and the scheme of marking shall be decided by the BoS in that subject. For this purpose, the BoS shall frame specimen question paper(s) in the concerned Subject for each Semester for the information of the students. Similarly, for practical examinations, the number of laboratory exercises, marks distribution for each exercise and other relevant details shall be decided by the BoS in that subject.
  - (f) The Schedule of the Examination and the setting of question paper(s) for SEE for Semester- V and Semester- VI shall be done centrally by the University.
    - (i) A Board of Paper-Setters and Examiners for the SEE of Semester V and VI shall be appointed by the University.
    - (ii) The Paper-Setters shall finalise the question paper(s); there shall be no objective type of questions at SEE; however short answer questions may be set.
    - (iii) The paper setters shall also prepare a key for answers to all question/sub-questions and the scheme of marking of the paper set at the examination. In case of descriptive type of answers, only important points to be expected may be highlighted in the key.
    - (iv) The Chairperson shall personally hand over the sealed set of question papers and answer keys to the Controller of Examinations in the prescribed manner.

- (v) Photocopies of this key and the marking scheme for each of the paper of the concerned Semester V and VI shall be given to the examiners assessing the papers.
  - (g) The duration of SEE theory paper carrying 40 marks shall be of 1 hour duration, and those above 40 marks shall be of 2 hours duration.
5. (a) (i) The project shall be compulsory for all students in lieu of a DSE. Discipline Specific Project (DSP) shall be assigned during the V semester and assessed and credits assigned in the VI semester. The project shall be group project with a maximum of 5 students per group. A teacher shall not be ordinarily assigned more than 2 projects. The project workload will be 2 hours per week for a group of 5 students and for a group of 3 or less students the workload will be 1 hour per week.
- (ii) Project work and the Report shall be based on field work/library work /laboratory work/ on-the-job training or similar work assigned by the teacher.
- (b) The assessment of the Project Course shall be done equally by Internal Examiner (Project Supervisor for 50 marks) and External Examiner (for 50 marks) as per the guidelines defined in the Project Manual.
6. (a) (i) Revaluation of answer books of the candidates at Semesters V and VI shall be permitted as per the existing provisions of OA-5.15 for revaluation/ verification.
- (ii) However, revaluation at Semesters I to IV examinations shall not be permitted. Personal verification of marks shall be granted to the candidate in the presence of Principal/ Vice-Principal and the concerned Examiner, provided he/she has applied for the same along with payment of prescribed fees, within one week of the declaration of result.
- (b) The following shall be the procedure for the verification of marks:
- (i) 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 in the presence of the Examiner concerned.
  - (ii) 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.
  - (iii) The College Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.
7. A supplementary examination shall be conducted, preferably after 15 days from the declaration of results of Semester II and IV examinations. Students who have a backlog of any or all the papers (theory / practical) of Semesters I, II, III and IV are eligible to appear for this examination.
8. (a) (i) Improvement of performance/ total score shall be permitted to a candidate who has passed the B.A./B.Com/B.Sc./ degree examination, in which case he/she shall be required to appear again only in the SEE component of the papers of Semester V and /or Semester VI examinations, excluding the Project Course. For this purpose, the marks scored at the first appearance in the Project Course, as also in ISA component of the other papers, shall be carried forward for tabulation of the result under "improvement of performance".
- (ii) A candidate shall not be permitted to reappear for improvement of performance at Semesters- I, II, III and IV.
- (iii) This facility to reappear under improvement shall be available during the immediately subsequent regular Semester-V and Semester-VI examinations, but within double the duration period.
- (iv) The performance of a candidate, who appears under this provision and fails to improve, shall be ignored.

- (b) (i) The candidate availing of this provision shall be considered to have passed Semesters-V and/or VI “under improvement” and this fact shall be recorded on his/her statements of marks and other relevant documents.
- (ii) The candidate shall be required to surrender the original statement of marks and other relevant documents at the time of receiving the fresh statement of marks in the event of improvement of performance/ total score.
- (iii) A candidate can appear only once under this clause.

## 9. Award of Grades

A Grade Certificate shall be issued to all the registered students after every Semester based on the grades earned. The Grade Certificate will display the Course details (code, title, number of credits, grade secured). Marks awarded in each Course shall be represented in the form of Grades in the grade sheet issued at the end of each semester.

Letter Grade shall be the index of the performance of students in a said Course, denoted by letters O, A+, A, B+, B, C, P and F, and calculated based on Grade Point and marks obtained for each Course, as shown in the table below.

| Letter Grade      | Grade Point | Marks %  |
|-------------------|-------------|----------|
| O (Outstanding)   | 10          | 85 – 100 |
| A+(Excellent)     | 9           | 75 – <85 |
| A (Very Good)     | 8           | 65 – <75 |
| B+(Good)          | 7           | 55 – <65 |
| B (Above Average) | 6           | 50 – <55 |
| C (Average)       | 5           | 45 – <50 |
| P (Pass)          | 4           | 40 – <45 |
| F (Fail)          | 0           | 0 – <40  |
| Ab (Absent)       | 0           | ---      |

10. A student shall be required to score a minimum of ‘P’ grade in ISA, SEE and practical components taken together to pass in a Course in Semesters I to VI.

### OC-66.6 Grade Point Average (GPA)

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

The SGPA/CGPA/FGPA shall be converted to a Letter Grade, as shown in the table below:

| CGPA                                    | Grades            |
|-----------------------------------------|-------------------|
| 10.0                                    | O(Outstanding)    |
| 9.0 – <10                               | A+ (Excellent)    |
| 8.0 – <9.0                              | A (Very Good)     |
| 7.0 – <8.0                              | B+ (Good)         |
| 6.0 – <7.0                              | B (Above Average) |
| 5.0 – <6.0                              | C (Average)       |
| 4.0 – <5.0                              | P (Pass)          |
| Less than required credits or CGPA <4.0 | F (Fail)          |

## B. Com. Programme Structure\*

### First Year B.Com. Honours (Under Choice Based Credit System)

| SEMESTER I                                             | SEMESTER II                                        |
|--------------------------------------------------------|----------------------------------------------------|
| CC 1 General Management                                | CC 5 Introduction to Marketing                     |
| CC 2 Financial Accounting                              | CC 6 Financial Statement Analysis & Interpretation |
| CC 3 Micro Economics                                   | CC 7 Managerial Economics                          |
| CC 4 Commercial Arithmetic I                           | CC 8 Commercial Arithmetic II                      |
| AECC 1 Spoken English                                  | AECC 3 Business Communication                      |
| AECC 2 Environmental Studies I                         | AECC 4 Environmental Studies II                    |
| GE 1 Principles and Practices of Accounting            | GE 2 Specialised Accounting II                     |
| OR                                                     | OR                                                 |
| GE 1 Banking I                                         | GE 2 Banking II                                    |
| OR                                                     | OR                                                 |
| GE 1 Marketing Management                              | GE 2 Tourism and Hospitality Management            |
| OR                                                     | OR                                                 |
| GE 1 Management of Micro, Small and Medium Enterprises | GE 2 Production Management                         |
| OR                                                     | OR                                                 |
| GE 1 Computer Application I                            | GE 2 Computer Application II                       |

### Second Year B.Com. (Under Choice Based Credit System)

| SEMESTER III                                   | SEMESTER IV                                                 |
|------------------------------------------------|-------------------------------------------------------------|
| CC 9 Business Finance                          | CC 12 Fundamentals of Investment                            |
| CC 10 Fundamentals of Cost Accounting          | CC 13 Income Tax                                            |
| CC 11 Entrepreneurship Development             | CC 14 Accounting for Service Organizations                  |
| SEC 1 Business Laws (With practical component) | SEC 2 Companies Act and IPR Laws (With practical component) |
| GE 3 Business Statistics                       | GE 5 Business Statistics                                    |
| GE 4 Consumer Behaviour                        | GE 6 Compensation Management                                |

### Third Year B.Com. (Under Choice Based Credit System)

| SEMESTER V                                       | SEMESTER VI                                        |
|--------------------------------------------------|----------------------------------------------------|
| CC15 Industrial Management                       | CC17 Human Resource Management                     |
| CC 16 Indian Monetary and Financial System       | CC 18 International Economics                      |
| DSE 1: ACCT 1: Income Tax & Good and Service Tax | DSE 5: ACCT 5: Advanced Company Accounts           |
| DSE 2: ACCT 2: Auditing                          | DSE 6: ACCT 6: Accounting I                        |
| DSE 3: ACCT 3: Government Accounting             | DSE 7: ACCT 7: Accounting II                       |
| DSE 4: ACCT 4: Financial Reporting               |                                                    |
| OR                                               | OR                                                 |
| DSE 1: COST 1: Cost Accounting I                 | DSE 5: COST 5: Advanced Cost Accounting I          |
| DSE 2: COST 2: Cost Accounting II                | DSE 6: COST 6: Cost and Management Audit           |
| DSE 3: COST 3: Techniques of Costing             | DSE 7: COST 7: Advanced Cost Accounting II         |
| DSE 4: COST 4: Management Accounting             |                                                    |
| OR                                               | OR                                                 |
| DSE 1: BM 1: International Marketing Management  | DSE 5: BM 5: Financial Management                  |
| DSE 2: BM 2: Retail Management Strategies        | DSE 6: BM 6: Strategic Management                  |
| DSE 3: BM 3: Advertising Management              | DSE 7: BM 7: Supply Chain and Logistics Management |
| DSE 4: BM 4: Services Marketing                  |                                                    |
| Project                                          | Project                                            |

**Documents Necessary for F.Y. / S.Y. / T.Y. B.Com**

1. Application form
2. Original mark sheet of H.S.S.C./equivalent examination
3. Original copy & one self-attested copy of the H.S.S. Leaving Certificate.
4. Two copies of recent passport-sized photographs.
5. Anti-Ragging Undertaking form
6. I-card slip
7. Eligibility Certificate (in original) issued by Goa University and a Migration Certificate (for those students who have passed Std. XII or any other equivalent examination through any other recognized Board other than Goa Board, if applicable).
8. Students belonging to SC/ST/OBC should furnish the caste and Income certificate from the competent authority while submitting admission forms.

Note : 1) The presence of Parent/Guardian is compulsory during the admission.

2) The admission will be done purely on merit basis.

**Student Attendance for B.Com. Programme**

Minimum attendance for eligibility to appear for examination conducted by Goa University is in according with Goa University Ordinance OA-17. A student registered in a semester/term/year, for any course(degree or diploma), shall be required to have a minimum cumulative attendance of 75% of the total lectures and practicals prescribed for the course during that semester/term/year. Although the attendance shall be cumulative for all the papers/course taken together in the given semester/term/year, a student shall be required to have a minimum of 50% attendance in any individual paper/course. A student having less than 75% cumulative attendance in a semester/term/year and/or less than 50% attendance in individual paper/course, shall not be eligible to appear for that semester/term/annual examination.



## Entitlement Marks

**Activity Grace Marks**

OA-26 Award of entitlement marks at the University Examinations under the Choice Based Credit System (CBCS) for B.Com. / B.Com. (Hons.) Programmes. (w.e.f. 30th May, 2018)

**OA-26.1 Scheme for Award of Entitlement Marks:**

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

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

OR

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

OR

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

**A. Cultural Events – At the University Level**

- a) All students who are members of the Winning and Runners-up teams at the Inter-Collegiate level where competitions for team Championships are conducted by the University.

b) In the case of individual events at the Inter-Collegiate meets conducted by the University students winning first three places, in the order of merit.

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

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

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

The benefit of gracing mentioned above shall be given at the respective Semester examinations.

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

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

1. Entitlement marks may be awarded to the First three prize winners in team as well as individual events organized by the State Government/ Central Government organizations.
2. To be considered for the award of entitlement marks, at least 10 Institutions should have participated in the event.
3. The Principals of those colleges whose students have secured 1st, 2nd and 3rd prizes should verify and forward the names of the students to the University for the award of entitlement marks.
4. The organizing agencies should also forward the names of the students and a list of the participating colleges to the University.

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

#### **A. Eligibility**

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

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

**Category A:** Students representing India in the following International events.

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

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

One Day International Cricket Matches, Cricket Test Matches, Commonwealth Youth Games, International Athletic Permit Meet, Asian Youth Games, Asian Martial Art Games, SAF Games, Any Other International Game/Sport recognised by Indian Olympic Association.

**Category C:** Students representing Goa State for National events organised by the recognised National Federation which are duly approved by the Indian Olympic Association /Association of Indian Universities.

- i) National Games
- ii) National Championships (only one in each recognised discipline to be determined by respective National Federation)
- iii) Federation Cups organised by National Sports Federations recognised by the Government of India and Indian Olympic Association.
- iv) National Sports Festivals for Women.

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

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

**Category E (1):** Students representing the College in the Inter-Collegiate Tournaments as approved by the Sports Council and organised by Goa University.

**Category E (2) :** Students eligible as per eligibility rules of Goa University and participating in State Championship recognized by Sports Authority of Goa in disciplines that are not in the list of annual Intercollegiate Championships organized by Goa University.

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

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

| Category | Participation | Winner/ Gold Medal | Runners-up/ Silver Medal | Semi-finalists/ Bronze Medal |
|----------|---------------|--------------------|--------------------------|------------------------------|
| A        | 28            | 28+24 = 52         | 28+22 = 50               | 28+20 = 48                   |
| B        | 26            | 26+22 = 48         | 26+20 = 46               | 26+18 = 44                   |
| C        | 16            | 16+20 = 36         | 16+16 = 32               | 16+14 = 30                   |
| D1       | 20            | 20+16 = 36         | 20+12 = 32               | 20+10 = 30                   |
| D2       | 16            | 16+12 = 28         | 16+08 = 24               | 16+06 = 22                   |
| E1 & E2  | 10            | 10+06 = 16         | 10+04 = 14               | 10+02 = 12                   |

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

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

#### OA-26.2 Eligibility for awards:

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

#### OA-26.3 : Award of credits and grades under Skill Enhancement Courses for NCC/NSS/Cultural activities/Sports:

##### OA-26.3.1 : Entitlement marks allotted per semester for participation at various levels and for their achievement:

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

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

The marks awarded as shown above shall cumulate (after subtracting the marks utilized for passing, if any) till the end of Semester II. If the candidate wishes to utilise these marks for claiming a Skill Enhancement Course (SEC) in Semester III, then she/he shall inform it in writing to the Principal of the College at the beginning of Semester III. The candidate shall be given credits in lieu of a regular SEC for NCC/NSS/Cultural activities/Sports at the end of Semester III by considering the marks accumulated till the end of Semester III for the particular activity. These accumulated marks shall be used for calculating the grade as per OC-66.5.9. If the candidate wishes to claim the credits for Semester IV, she/he shall inform it in writing to the Principal of the College at the beginning of Semester IV. The candidate will be given credits in lieu of a regular SEC for NCC/NSS/Cultural activities/Sports at the end of Semester IV by considering the marks accumulated till the end of Semester IV for the particular activity. This option is available to B.Sc. [not for B.Sc. (Hons.)] students during Semesters V and VI also, following the same principle detailed above. However, they can exercise this option only once (i.e. Semester III/ IV /V/VI). These accumulated marks shall be used for calculating the grade as per OC-66.5.9. For this purpose, any marks accumulated beyond 100 shall not be considered, nor carried forward. However marks obtained during subsequent Semesters shall accumulate.

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

## B.A.B.Ed. Programme

The College takes credit for having started a unique program i.e. a Four-Year integrated B.A.B.Ed from the Academic Year 2015-16. The Four-Year Integrated Bachelors of Arts and Bachelors of Education Programme, approved by the N.C.T.E. (National Council for Teacher Education) Govt. of India and the Government of Goa, is affiliated to Goa University under Section 24(1) of the Goa University Act (1984). The B.A.B.Ed. programme is governed by the Goa University Ordinance, OC-54, relating to the Four-Year Integrated Programme leading to the award of the degree of Bachelor of Arts and Bachelor of Education (B.A.B.Ed.) (w.e.f. academic year 2015-16). The degree shall be Bachelors of Arts and Bachelors of Education (B.A.B.Ed.), and shall be awarded after the successful completion of the program. Notwithstanding anything contained in the ordinance, a successful candidate of the B.A.B.Ed program shall not be entitled for separate degrees of B.A and B.Ed.

### Learning outcomes

The course will enable learners to deploy suitable methods, strategies and techniques of teaching to achieve instructional objectives at school level. Manage classroom environment to ensure effective learning. Demonstrate basic understanding of chosen social science and language electives. Conduct research to improve process and product of education.

### Career opportunities

On successful completion of the program the B.A.B.Ed. graduates can opt for teaching career in the elementary and secondary schools. They can also become educational counsellor, practitioner or an edupreneur. Can pursue Post Graduate Studies in their respective subjects studied in 'Under Graduate' level, after their Post-Graduation they may do M.Phil. or Ph.D. and take teaching as their career in higher education institutions like Degree colleges and Universities.

### OBJECTIVE

The objective of this course is to create competent and trained human resource in the field of Teaching and Education in the society, to draw talented and vocationally inclined youth (after HSSC or equivalent) in the vitally significant teaching profession and to infuse a sense of purpose and commitment in the aspiring teachers at a fairly early stage in their education. The program is under the faculty of Education without any lateral exit. An integrated approach to the teaching of languages and Social Science subjects is followed throughout the teaching program. Fine Arts, Performing Arts, Physical Education, Work Experience, Health Education and Working with the Community are also an integral part of the curriculum as per recommendations of the National Council for Teachers Education (NCTE). A core training program for developing teaching skills has also been introduced as a part of the program. The B.A.B.Ed. program is a full-time program of eight semesters, with a provision of vertical mobility towards M.A. and/or M.Ed.

### ELIGIBILITY FOR ADMISSION

There are 100 seats sanctioned for the programme. To be eligible for admission to the B.A.B.Ed. Programme, a candidate must have passed the XIIth standard examination of 10+2 pattern of the Goa Board of Secondary and Higher Secondary examinations recognised as equivalent thereto by the Goa University, with a minimum percentage of 50% as per NCTE norms. Reservation under various categories will be as per the reservation policy of the Government of Goa.

#### (i) Eligibility for admission to Second Year B.A.B.Ed.:

Candidates who are eligible to appear for examinations of Semesters I and II shall be eligible for admission to the Second Year, irrespective of backlogs in Semesters I and II.

#### (ii) Eligibility for admission to Third Year B.A.B.Ed.:

Only those candidates, who have passed Semester I and II, fulfilled the requirement of the Semesters III and IV, and have not more than five papers as backlog from Semester III and IV together, shall be considered eligible for admission to the Third Year.

#### (iii) Eligibility for admission to Fourth Year B.A.B.Ed.:

Only those candidates, who have passed Semesters I, II, III and IV, fulfilled the requirement of the Semesters V and VI, and have not more than five papers as backlog from Semesters V and VI together, shall be considered eligible for admission to the Fourth Year.

**ENTRANCE TEST AND ADMISSION**

The admission procedure to the program shall be as determined by the state Government/University.

**LECTURE TIMINGS**

Students are required to be on campus during the entire duration as given below :

1. Monday to Saturday : 8:30am to 5:30pm.
2. In addition, students will be required to go for internships and other field work.

**OC-54.3 SCHEME OF EXAMINATION**

OC-54.3.1 There shall be continuous Intra-Semester Assessment (ISA) and Semester End Examination (SEE), for each of the Programmes. Examinations in Laboratory exercises shall be conducted for Courses having practical component.

- (a) (i) The continuous ISA shall be conducted by using various modes of evaluation such as assignment, presentation, orals, of which a written test shall form a compulsory component. Generally, ISA for a given Course shall be conducted by the teacher(s) teaching that Course. ISA shall not be conducted for the Practical component of a Course. The schedule for the ISA component shall be notified to all at the beginning of the semester. The marks of ISA shall be communicated to the students within two weeks.
- (ii) (a) (Notified on 25th July, 2017) The ISA components of Courses that do not have a practical module, shall carry 30% of maximum marks and the SEE components shall carry 70% of maximum marks allotted for the courses.
- (b) (Notified on 25th July, 2017) For Courses that have a practical module, the Practical component shall be assessed for 25% marks and the Theory component for 75% marks. The ISA for Theory shall carry 20% of maximum marks and the SEE shall carry 80% of maximum marks allotted.
- (c) (Notified on 25th July, 2017) The ISA components for Education related Courses that have a practical component shall carry 40% of maximum marks and the SEE components shall carry 60% of maximum marks allotted for the courses.
- (iii) Every College shall appoint a three member committee to monitor the ISA in the college. There shall be no remission in workload or remuneration for carrying out this work.
- (iv) A student who fails to appear for a test due to a genuine reason shall be given another opportunity.
- (v) A student who does not appear for the ISA tests shall not be eligible to answer SEE of that Course.
- (b) (i) The SEE shall be conducted at the conclusion of a given Semester.
- (ii) A candidate shall be considered to have successfully fulfilled the requirements of a Semester and deemed eligible to appear for the SEE provided he/she fulfills the minimum attendance requirements as per the relevant Ordinance of the University.
- (iii) A tentative schedule of SEE examination, evaluation, declaration of results, and such matters, shall be prepared by the respective College(s), preferably at the beginning of each academic year for first four Semesters and shall be notified to the students with a copy to the University. Setting of the question papers, evaluation of answer-scripts and declaration of results shall be done by the respective College.
- (iv) The pattern of question papers to be set for the SEE in a given subject and the scheme of marking shall be decided by the Board of Studies in that subject. For this purpose, the Board of Studies shall frame specimen question papers in the concerned subject for each semester for the information of the students. If two or more Colleges desire to have the same question paper in any of the subjects, a common paper may be set by the teachers from the concerned college. For this purpose, a Committee of senior teachers shall be constituted by the Principal of the concerned College.
- (v) Assessment of answer-scripts of SEE of Semesters I to IV shall be organized by the colleges. The assessment of the SEE answer scripts at the Semesters I to IV shall be done by the teachers of respective colleges.
- (vi) (Notified on 25th July, 2017) The Schedule of the Examination and the setting of question papers for SEE for Semesters V to VIII shall be done centrally by the University, by the paper setters designated

for the relevant subjects of the B.A.B.Ed. and B.Sc.B.Ed. Programmes.

- (vii) (Notified on 25th July, 2017) The duration of SEE theory paper carrying up to 30 marks shall be of one hour; the theory paper carrying above 30 marks up to 40 marks shall be of one and half hour, and the theory paper carrying above 40 marks up to 80 marks shall be of two hours.
- (c) (i) For Courses having practical components, marks shall be allotted for journal/lab record book, field work, experiments, practicum and oral/viva voce during the examination: 20% for journals, 60% for the experiment and 20% for the orals, or as recommended by the BoS and approved by the Academic Council, and notified by the University.
- ii) Examiners shall take into account the regularity of the candidate in attending the Laboratory course, completeness of the exercises, presentation and style of writing the journal.
- (iii) For subjects having field work, the candidate shall be required to submit the report of such field excursion(s) along with the journals for assessment.
- (iv) For assessing the performance of the candidate in the assigned experiment, the examiner shall take into account the planning, procedure and technique followed by the candidate along with the readings/ observations, results and presentation.
- (v) For the viva/oral examination, the examiner(s) shall assess the knowledge of the candidate in the Course, as well as the experiment(s) performed by the candidate.
- (vi) Record of the breakup of marks thus obtained by the candidate shall be maintained by the respective college for Semesters I to IV, in a sealed envelope for a minimum period of 4 years.
- (vii) The practical examination shall be treated as an independent head of passing.
- (viii) A candidate may be permitted, strictly on medical or other genuine grounds, to appear for a practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination Programme for Semester V to Semester VIII issued by the University.
- (ix) Such permission may be granted by the University if so recommended by the Principal of the college.
- (x) This 'out of turn' appearance may be in the same college in a different batch or in a different college.
- (xi) The candidate shall be required to remit the requisite fee for his/her being examined out of turn. (xii) The project shall be assessed by the Internal Examiner (Project Supervisor) and External Examiner for 50 marks each, as per the guidelines defined in the project manual.

#### Student Attendance for B.A. B.Ed. Programme

The Minimum attendance of student-teacher shall have to be 80% for all course work and practicum, and 90% for school internship.

#### DOCUMENTS NECESSARY FOR F.Y. / S.Y. / T.Y. / Fourth Y. B.A.B.ED. ADMISSION

1. Application form
2. Original mark sheet of H.S.S.C./equivalent examination
3. Original copy & one self-attested copy of the H.S.S. Leaving Certificate.
4. Two hard copies of recent passport-sized photographs.
5. Anti-Ragging Undertaking form.
6. I-card slip
7. Eligibility Certificate (in original) issued by Goa University and a Migration Certificate (for those students who have passed Std. XII or any other equivalent examination through any other recognized Board other than Goa Board, if applicable).
8. Students belonging to SC/ST/OBC category should furnish the valid caste and income certificate issued by the competent authority while submitting admission forms.
9. Signing Code of Conduct undertaking of the College.

**Note :** 1) The presence of Parent/Guardian is compulsory during the admission.  
2) The admission will be done purely on Open 'Merit Basis'.

## B.A.B.Ed. Course Structure

### FIRST YEAR B.A.B.Ed.

| SEMESTER I                             | MKS        | SEMESTER II                               | MKS        |
|----------------------------------------|------------|-------------------------------------------|------------|
| <b>COMPULSORY PAPER</b>                |            | <b>COMPULSORY PAPER</b>                   |            |
| ENGLISH – SPOKEN ENGLISH               | 100        | WRITTEN ENGLISH                           | 100        |
| FOUNDATION COURSE                      | 100        | SELF DEVELOPMENT                          | 100        |
| ENVIRONMENTAL STUDIES                  | 50         | ENVIRONMENTAL STUDIES                     | 50         |
| <b>OPTIONAL LANGUAGES</b>              |            | <b>OPTIONAL LANGUAGES</b>                 |            |
| HINDI/KONKANI/MARATHI                  | 100        | HINDI/KONKANI/MARATHI                     | 100        |
| <b>ELECTIVE GROUP I</b>                |            | <b>ELECTIVE GROUP I</b>                   |            |
| HISTORY                                | 100        | HISTORY / HINDI                           | 100        |
| <b>ELECTIVE GROUP II</b>               |            | <b>ELECTIVE GROUP II</b>                  |            |
| GEOGRAPHY                              | 100        | GEOGRAPHY                                 | 100        |
| <b>ELECTIVE GROUP III</b>              |            | <b>ELECTIVE GROUP III</b>                 |            |
| ENGLISH / MARATHI / KONKANI / HINDI    | 100        | ENGLISH / MARATHI / KONKANI               | 100        |
| <b>SCHOOL AND CLASSROOM MANAGEMENT</b> | 50         | <b>TEACHING APPROACHES AND STRATEGIES</b> | 50         |
| <b>PRACTICUM:</b>                      |            | <b>PRACTICUM:</b>                         |            |
| PHYSICAL EDUCATION                     | 25         | OBSERVATION OF 10 TEACHER LESSON          | 25         |
| CO-CURRICULAR ACTIVITIES               | 25         | CO-CURRICULAR ACTIVITIES                  | 25         |
| CCA1. FINE ARTS                        |            | CCA1. FINE ARTS                           |            |
| CCA2. PERFORMING ARTS                  |            | CCA2. PERFORMING ARTS                     |            |
| <b>TOTAL MARKS</b>                     | <b>750</b> | <b>TOTAL MARKS</b>                        | <b>750</b> |
| <b>B.A. COMPONENT: 650</b>             |            | <b>B.A. COMPONENT: 650</b>                |            |
| <b>B.ED. COMPONENT: 100</b>            |            | <b>B.ED. COMPONENT: 100</b>               |            |

### SECOND YEAR B.A., B.ED.

| SEMESTER III                                         | MARKS      | SEMESTER IV                                         | MARKS      |
|------------------------------------------------------|------------|-----------------------------------------------------|------------|
| <b>COMPULSORY PAPER</b>                              |            | <b>COMPULSORY PAPER</b>                             |            |
| FUNCTIONAL ENGLISH                                   | 100        | ENGLISH THROUGH LITERATURE                          | 100        |
| ICT IN EDUCATION                                     | 100        |                                                     |            |
| <b>ELECTIVE GROUP I</b>                              |            | <b>ELECTIVE GROUP I</b>                             |            |
| HISTORY / HINDI                                      | 100        | HISTORY / HINDI                                     | 100        |
| <b>ELECTIVE GROUP II</b>                             |            | <b>ELECTIVE GROUP II</b>                            |            |
| GEOGRAPHY                                            | 100        | GEOGRAPHY                                           | 100        |
| <b>ELECTIVE GROUP III</b>                            |            | <b>ELECTIVE GROUP III</b>                           |            |
| ENGLISH/MARATHI /KONKANI                             | 100        | ENGLISH/MARATHI /KONKANI                            | 100        |
| <b>ALLIED PAPER</b>                                  | 100        | <b>ALLIED PAPER</b>                                 | 100        |
| ENGLISH/HINDI/KONKANI/MARATHI/<br>GEOGRAPHY/ HISTORY |            | ENGLISH/HINDI/KONKANI/MARATHI/<br>GEOGRAPHY/HISTORY |            |
| <b>ACTION RESEARCH</b>                               | 50         | <b>LEARNING RESOURCES</b>                           | 100        |
| <b>PRACTICUM</b>                                     |            | <b>PRACTICUM</b>                                    |            |
| MICRO TEACHING - (5 LESSONS)                         | 25         | MICRO TEACHING (5 LESSONS)                          | 25         |
|                                                      |            | INTEGRATION LESSONS (2 LESSONS)                     | 25         |
|                                                      |            | PHYSICAL EDUCATION                                  | 25         |
| CO-CURRICULAR ACTIVITIES (CCA)                       | 25         | CO-CURRICULAR ACTIVITIES (CCA)                      | 25         |
| CCA1. FINE ARTS                                      |            | CCA1. FINE ARTS                                     |            |
| CCA2. PERFORMING ARTS                                |            | CCA2. PERFORMING ARTS                               |            |
| INTERNSHIP (TWO WEEKS)                               | 50         | INTERNSHIP (TWO WEEKS)                              | 50         |
| <b>TOTAL MARKS</b>                                   | <b>750</b> | <b>TOTAL MARKS</b>                                  | <b>750</b> |
| <b>B.A. COMPONENT: 600</b>                           |            | <b>B.A. COMPONENT: 500</b>                          |            |
| <b>B.ED. COMPONENT: 150</b>                          |            | <b>B.ED. COMPONENT: 250</b>                         |            |

### THIRD YEAR B.A.B.Ed.

| SEMESTER V                                                                                                                                                                                                          | MARKS      | SEMESTER VI                                                                                                                                                               | MARKS      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>THREE PAPERS IN ONE OF THE SUBJECTS FROM :</b><br>(ENGLISH/HINDI/KONKANI/MARATHI/ GEOGRAPHY/HISTORY)                                                                                                             | 300        | <b>THREE PAPERS IN ONE OF THE SUBJECTS FROM :</b><br>(SAME SUBJECTS OFFERED IN SEMESTER V)<br>(ENGLISH/HINDI/KONKANI/MARATHI/ GEOGRAPHY/HISTORY)                          | 300        |
| <b>PROJECT (FROM BA OR B.ED. COMPONENT)</b><br>PLANNING AND PROCESS                                                                                                                                                 | 50         | <b>PROJECT (FROM B.A. OR B.ED COMPONENT)</b>                                                                                                                              | 50         |
| <b>FOUNDATION OF EDUCATION</b>                                                                                                                                                                                      | 100        | <b>ASSESSMENT AND EVALUATION</b>                                                                                                                                          | 100        |
| <b>METHODOLOGY CUM CONTENT OF TEACHING : SCHOOL SUBJECT I</b><br>(TO BE CHOSEN FROM THE FOLLOWING SUBJECTS):<br>ENGLISH/HINDI/KONKANI/MARATHI/ GEOGRAPHY/HISTORY)                                                   | 50         | <b>METHODOLOGY CUM CONTENT OF TEACHING : SCHOOL SUBJECT I</b><br>(SAME SCHOOL SUBJECT I OFFERED IN SEMESTER V):<br>ENGLISH/HINDI/KONKANI/MARATHI/ GEOGRAPHY/HISTORY)      | 50         |
| <b>METHODOLOGY CUM CONTENT OF TEACHING: SCHOOL SUBJECT II</b><br>(TO BE CHOSEN FROM THE FOLLOWING SUBJECTS OTHER THAN THAT OFFERED AS SCHOOL SUBJECT I) : ENGLISH / HINDI / KONKANI / MARATHI / GEOGRAPHY / HISTORY | 50         | <b>METHODOLOGY CUM CONTENT OF TEACHING: SCHOOL SUBJECT II</b><br>(SAME SCHOOL SUBJECT II OFFERED IN SEMESTER V) : ENGLISH / HINDI / KONKANI / MARATHI / GEOGRAPHY/HISTORY | 50         |
| <b>PRACTICUM:</b>                                                                                                                                                                                                   |            | <b>PRACTICUM:</b>                                                                                                                                                         |            |
| PEER TEACHING<br>(5 LESSONS EACH IN SCHOOL SUBJECT METHOD I AND II)                                                                                                                                                 | 100        | PRACTICE TEACHING<br>(5 LESSONS EACH IN SCHOOL SUBJECTS METHOD I AND II)                                                                                                  | 100        |
| CO-CURRICULAR ACTIVITIES (CULTURAL ACTIVITIES)                                                                                                                                                                      | 12         | CO-CURRICULAR ACTIVITIES (SPORTS)                                                                                                                                         | 12         |
| WORK EXPERIENCE INCLUDING WORKING WITH COMMUNITY                                                                                                                                                                    | 13         | WORKING WITH THE COMMUNITY                                                                                                                                                | 13         |
| HEALTH AND PHYSICAL EDUCATION                                                                                                                                                                                       | 25         | HEALTH & PHYSICAL EDUCATION                                                                                                                                               | 25         |
| INTERNSHIP (FOUR WEEKS)                                                                                                                                                                                             | 50         | INTERNSHIP (FOUR WEEKS)                                                                                                                                                   | 50         |
| <b>TOTAL MARKS</b>                                                                                                                                                                                                  | <b>750</b> | <b>TOTAL MARKS</b>                                                                                                                                                        | <b>750</b> |
| <b>B.A. COMPONENT: 350</b><br><b>B.ED. COMPONENT: 400</b>                                                                                                                                                           |            | <b>B.A. COMPONENT: 350</b><br><b>B.ED. COMPONENT: 400</b>                                                                                                                 |            |

### FOURTH YEAR B.A.B.Ed.

| SEMESTER VII                                                                                                                                                                                                                                                                                                         | MARKS      | SEMESTER VIII                                                                                                                                                                                                                                                                                                                                                    | MARKS      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>THREE PAPERS IN ONE OF THE SUBJECTS FROM THE BELOW:</b><br>HISTORY / GEOGRAPHY / ENGLISH / KONKANI / HINDI / MARATHI<br>Subject opted for in Semester VII should be different from the subject opted for in Semester V/VI. However, it should be from amongst the Elective subjects opted for in Semester III/IV. | 300        | <b>THREE PAPERS IN THE SUBJECT OFFERED IN SEMESTER VII</b><br>(SAME SUBJECTS OFFERED IN SEMESTER VII)<br>(ENGLISH/HINDI/KONKANI/MARATHI/ GEOGRAPHY/HISTORY)                                                                                                                                                                                                      | 300        |
| <b>LEARNER AND LEARNING</b>                                                                                                                                                                                                                                                                                          | 100        | <b>METHODOLOGY CUM CONTENT OF TEACHING : SCHOOL SUBJECT I</b> (same School Subject I offered in Semester V and VI)                                                                                                                                                                                                                                               | 50         |
| <b>METHODOLOGY CUM CONTENT OF TEACHING: SCHOOL SUBJECT I</b> (same School Subject I offered in Semester V and VI)                                                                                                                                                                                                    | 50         | <b>METHODOLOGY CUM CONTENT OF TEACHING : SCHOOL SUBJECT II</b> (same School Subject II offered in Semester V and VI)                                                                                                                                                                                                                                             | 50         |
| <b>METHODOLOGY CUM CONTENT OF TEACHING: SCHOOL SUBJECT II</b> (same School Subject II offered in Semester V and VI):                                                                                                                                                                                                 | 50         | <b>CAPACITY DEVELOPMENT (Any Two):</b><br>i. DISASTER MANAGEMENT 50<br>ii. GUIDANCE AND COUNSELLING 50<br>iii. GENDER ISSUES IN EDUCATION 50<br>iv. MEDIA LITERACY 50<br>v. EVENT MANAGEMENT 50<br>vi. POPULATION EDUCATION 50<br>vii. LIFELONG EDUCATION 50<br>viii. EDUCATION FOR HUMAN RIGHTS AND PEACE 50<br>ix. INCLUSIVE EDUCATION 50<br>x. LIFE SKILLS 50 |            |
| <b>PRACTICUM:</b>                                                                                                                                                                                                                                                                                                    |            | <b>PRACTICUM:</b>                                                                                                                                                                                                                                                                                                                                                |            |
| PRACTICE TEACHING - (5 LESSONS EACH IN SCHOOL SUBJECTS METHOD I AND II)                                                                                                                                                                                                                                              | 150        | PRACTICE TEACHING - (5 LESSONS EACH IN SCHOOL SUBJECTS METHOD I and II)                                                                                                                                                                                                                                                                                          | 150        |
| INTERNSHIP (FOUR WEEKS)                                                                                                                                                                                                                                                                                              | 100        | INTERNSHIP (4 WEEKS)                                                                                                                                                                                                                                                                                                                                             | 100        |
| <b>TOTAL MARKS</b>                                                                                                                                                                                                                                                                                                   | <b>750</b> | <b>TOTAL MARKS</b>                                                                                                                                                                                                                                                                                                                                               | <b>750</b> |
| <b>B.A. COMPONENT: 300</b><br><b>B.ED. COMPONENT: 450</b>                                                                                                                                                                                                                                                            |            | <b>B.A. COMPONENT: 300</b><br><b>B.ED. COMPONENT: 450</b>                                                                                                                                                                                                                                                                                                        |            |

**Mode of Payment : Online Mode**

Link for Online Payment will be provided on the college website at the time of admission.

Commencement of the Semester/Term for the Academic Year 2022-23 is 20/07/2022.

**Refund Of Tuition Fees**

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

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

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

- b) Caution Deposit & Security Deposit shall be refunded in full.
- c) In case of (1) in the table above, 5% of the fees paid by the student, subject to a maximum of Rs. 5000/- shall be deducted as processing charges from the refundable amount.
- d) Fees shall be refunded to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.
- e) The fees of students, who have been already admitted to a programme of the University and have paid the fees and are subsequently admitted to another programme, shall have to pay the fees for the final admission of that programme and claim the refund of the fees paid earlier, in which case no administrative charges shall be deducted from fees paid earlier by the student.

However, if the fees payable for the both the programmes are the same, the fees paid earlier shall be transferred to the final programme where admission is sought.

- f) All other cases of the refund of the fees will be decided on case to case basis on its merit.

## ADMISSION FEES

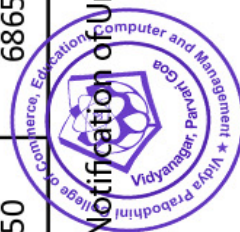
### Fee Structure For the Academic Year 2022-23, B.Com & B.A.B.Ed

| Fee Structure for the Academic Year 2022-23, B.Com & BA. B.Ed ( General / OBC ) |                         |            |            |            |               |               |                |
|---------------------------------------------------------------------------------|-------------------------|------------|------------|------------|---------------|---------------|----------------|
| S N                                                                             | Particulars             | F.Y.B.Com. | S.Y.B.Com. | T.Y.B.Com. | F.Y.B.A.B.Ed. | S.Y.B.A.B.Ed. | Fo.Y.B.A.B.Ed. |
| 1                                                                               | Admission Fee ( Total ) | 7185       | 6485       | 6485       | 12125         | 11335         | 11335          |
| 2                                                                               | Teaching Aid            | 2000       | 2000       | 2000       | 2000          | 2000          | 2000           |
| 3                                                                               | Semester / Exam Fees    | 3800       | 3400       | 0          | 6615          | 5485          | 0              |
|                                                                                 | Total Fees              | 12985      | 11885      | 8485       | 20740         | 18820         | 13335          |

| Fee Structure for the Academic Year 2022-23, B.Com & BA. B.Ed ( SC / ST ) |                         |            |            |            |               |               |                |
|---------------------------------------------------------------------------|-------------------------|------------|------------|------------|---------------|---------------|----------------|
| S N                                                                       | Particulars             | F.Y.B.Com. | S.Y.B.Com. | T.Y.B.Com. | F.Y.B.A.B.Ed. | S.Y.B.A.B.Ed. | Fo.Y.B.A.B.Ed. |
| 1                                                                         | Admission Fee ( Total ) | 4685       | 3985       | 3985       | 5655          | 4865          | 4865           |
| 2                                                                         | Teaching Aid            | 2000       | 2000       | 2000       | 2000          | 2000          | 2000           |
| 3                                                                         | Semester / Exam Fees    | 3800       | 3400       | 0          | 6615          | 5485          | 0              |
|                                                                           | Total Fees              | 10485      | 9385       | 5985       | 14270         | 12350         | 6865           |

\* T.y.B.Com/T.y.B.A.B.Ed./Fourth year B.A.B.Ed. University fees to be paid as per Circular / Notification of University at the time of exam

\* All fees may vary as per DHE Notification



## COLLEGE SCHOLARSHIP POLICY

Terms & conditions for grant of Vidya Prabodhini College of Commerce, Education, Computer & Management – college merit scholarship to the student of B.COM & B.A.B.ED.

1. One Scholarship of ₹5000/- (rupees five thousand only) is per annum per class of B.COM & B.A.B.ED will be granted every year to a student standing 1st in the respective class/year (1st year, 2nd year, 3rd year & 4th year for B.COM & B.A.B.ED irrespective of division).
2. Similarly, another scholarship of ₹3000/- (rupees three thousand only) is per annum per class of B.COM & B.A.B.ED will be granted every year to a student standing 2nd in the respective class/year (without division) & a student getting 3rd in the respective class/year will get ₹2000/- (rupees two thousand only)
3. Once scholarship is granted, it will not continue automatically every year, scholarship needs to be earned by the students by scoring 1st or 2nd or 3rd highest marks in the particular year.
4. If more than one student gets the 1st or 2nd or 3rd place, then it will be shared equally amongst the rank holders.
5. There is no income criteria for grant of scholarship.
6. Students eligible for scholarship should be bonafide students of the college.
7. Repeater are not entitled for scholarship.
8. Students standing first, second, third in the merit list are eligible for the scholarship for 1st to 3rd year of B.COM & 1st to 4th year of B.A.B.ED.
9. Students getting any free ship/Scholarship from any other source will not be eligible for getting college merit scholarship.
10. Scholarship receiving students should not leave the college in the middle of academic year. If he/she leaves the college then he/she should refund the scholarship amount.
11. Number of Scholarship and amount of Scholarship will be reviewed every financial year depending upon the availability of funds.

## Scholarships and Schemes of Financial Support to Students

Students who join the college are eligible for the following Scholarships :

1. National Merit Scholarships.
2. National Loan Scholarship.
3. Free ship to the Children of Freedom Fighters.
4. E. B. C. Scholarship
5. Post Matric Scholarships to SC / ST OBC / Minority students.
6. Scholarship to Children of Iron Ore Mine Workers.
7. Merit Scholarships to the Children of Teachers
8. Financial Assistance from Students Aid Fund (S. A. F.)
9. Scholarship for the Physically Handicapped.
10. Freeship to Children of Service Personnel.
11. Gold Medals for Students Standing First in the College with minimum 75% Marks at Final year B.Com. and Fourth Year B.A.B.Ed. respectively.

Shri. Dnyaneshwar Pundalik Pednekar has instituted an endowment of Rs.1,00,000 (Rupees One Lakh Only) with the Prabodhan Education Society, Parvari, Goa for award of GOLD MEDALS in the names of his late father Shri. Pundalik N. Pednekar and late mother Smt. Gangabai P. Pednekar out of the accrued interest of the above amount to students who secure highest aggregate marks at B.Com. and B.A.B.Ed. respectively, in the Final Year Examination of Goa University.

## Administrative Heads

### PRINCIPAL



#### Dr. Bhushan Bhawe

Ph.D., M.A. (Marathi & Konkani),

#### Areas of Specialisation :

Socio-Linguistics, Comparative Literature, Eco-Criticism

#### Areas of Interest:

Creative Writing, Inter-Disciplinary Studies

### VICE-PRINCIPAL



#### Dr. Anil T. Thosare

Ph.D. (Edn.) M.A.(Pol.Sci.), M.A.(Hist.), M.Ed.  
SET, D.Ed.

#### Areas of Specialisation :

Assessment for Learning, Educational Psychology,  
Guidance & Counselling, History Methodology

#### Areas of Interest:

Research Methodology

## Academic Faculty Profile

### DEPARTMENT OF COMMERCE

#### Assistant Professor & HOD



#### Dr. Ujvala M. Hanjunker

Ph.D., M.Com., B.Ed., PGDCA, DCA, SET

#### Areas of Specialisation :

Accounting, Auditing and Taxation

#### Areas of Interest:

Leadership, Entrepreneurship & Banking

#### Assistant Professor



#### Mr. Arun R. Marathe

M.Com., PGDCA, NET

#### Areas of Specialisation :

Cost Accounting

#### Areas of Interest:

Banking & Finance and HRM

#### Reading for Ph.D.

Savitribai Phule Pune University

#### Assistant Professor



#### Mr. Rudresh U. Mhamal

M.Com., NET

#### Areas of Specialisation :

Cost & Management, Accounting

#### Areas of Interest:

Environment / Social Entrepreneurship

#### Assistant Professor



#### Dr. Pinkesh D. Dhabolkar

Ph.D., M.Com., B.Ed., NET

#### Areas of Specialisation :

Accounting and Finance

#### Areas of Interest:

Finance

#### Assistant Professor



#### Dr. Varsha B. Ingalhalli

Ph.D., M.Com., NET

#### Areas of Specialisation :

Accounting and Finance

#### Areas of Interest:

Financial Markets and Commodity Markets

#### Assistant Professor



#### Mr. Sunny S. Pandhre

M.Com., NET

#### Areas of Specialisation :

Accounting and Finance

#### Areas of Interest:

Banking and General Management

#### Reading for Ph.D.

Goa University, Goa

#### Assistant Professor



#### Mr. Darshan S. Gaonkar

M.Com., NET, SET

#### Areas of Specialisation :

Accounting and Finance

#### Areas of Interest:

Entrepreneurship

#### Assistant Professor



#### Ms. Dhanashri Siddhesh Balo

M.Com., NET

#### Areas of Specialisation :

Financial Accounting, Management Accounting,  
Business Finance

#### Areas of Interest:

Accounting and Finance

# Academic Faculty Profile

## DEPARTMENT OF EDUCATION

### Assistant Professor



**Mr. Uaddhav V. Pol**  
*M.A.(Geography), M.Ed., M.Phil.(Edu.), SET(Edu.), Diploma in School Management*  
**Areas of Specialisation :**  
Geography Method  
**Areas of Interest:**  
Teaching Learning Process in Geography  
**Reading for Ph.D.:**  
Savitribai Phule Pune University

### Assistant Professor



**Dr. Manisha V. Kulkarni**  
*Ph.D.(ICT), M.Ed., M.A.(Sociology), M.Sc.(Environmental Science), M.Phil., NET, SET*  
**Areas of Specialisation :**  
Educational Psychology  
**Areas of Interest:**  
Educational Philosophy

### Assistant Professor



**Dr. Sonali K. Shankhwalker**  
*Ph.D., M.Ed., M.A.(Political Science), M.A.(Psychology), M.A.(History), LLB, NET*  
**Areas of Specialisation :**  
Counselling, Inclusive Education  
**Areas of Interest:**  
Disability Studies

### Assistant Professor



**Mr. Kuldeep Kamat**  
*M.A.(Marathi), M.Ed., NET*  
**Areas of Specialisation :**  
Education, Marathi Literature  
**Areas of Interest:**  
Drama

### Assistant Professor



**Mr. Saish S Nayak Dalal**  
*NET(Education), M.A.(English), M.Ed.*  
**Areas of Specialisation :**  
E.L.T., Indigenous Education, ICT in Education  
**Areas of Interest:**  
Inclusive Education

## DEPARTMENT OF ENGLISH

### Assistant Professor



**Mr. Kedarnath S. Tadkod**  
*M.A., SET, M.B.A.*  
**Areas of Specialisation :**  
Strategic Communication  
**Areas of Interest:**  
Culture Studies

### Assistant Professor



**Dr. Sangeeta R. Dessai** (On CCL)  
*Ph.D.(English Travel Writing), M.A.(English)*  
**Areas of Specialisation :**  
Travel Writing  
**Areas of Interest:**  
Literature

## DEPARTMENT OF ECONOMICS

### Assistant Professor



**Ms. Shamal K. Dessai**  
*M.A.(Economics), NET, SET*  
**Areas of Specialisation :**  
Micro Economics, Public Finance  
**Areas of Interest:**  
International Economics, Macro Economics  
**Reading for Ph.D.**  
Goa University, Goa

## DEPARTMENT OF MATHEMATICS

### Assistant Professor



**Mr. Pankaj P. Shirodker**  
*M.Sc., NET*  
**Areas of Specialisation :**  
Pure Mathematics  
**Areas of Interest:**  
Differential Mathematics

## DEPARTMENT OF LIBRARY & INFORMATION SCIENCE

### Librarian



**Mr. Nitesh Naik**  
*M.Lib., NET, SET*  
**Areas of Specialisation :**  
Library Science  
**Areas of Interest:**  
Library Administration  
**Reading for Ph.D.**  
KBCNM University, Maharashtra

### Librarian Grade I



**Shri. Gauresh G Bagli**  
*B.Lib., B.Com*  
**Areas of Specialisation :**  
Library Science

# Academic Faculty Profile

## DEPARTMENT OF HINDI

### Assistant Professor



**Ms. Priya M. Gosavi**

*M.A.(Hindi), B.Ed., SET*

**Areas of Specialisation :**

Writing, Reading

**Areas of Interest:**

Fiction, Writing Style

**Reading for Ph.D.:**

Goa University, Goa

## DEPARTMENT OF HISTORY

### Assistant Professor



**Ms. Yogita Gauns**

*M.A.(History), SET*

**Areas of Specialisation :**

History of Modern India

**Areas of Interest:**

Reading, Travelling

## DEPARTMENT OF MARATHI

### Assistant Professor



**Ms. Yogita K. Chodankar**

*M.A.(Marathi), SET*

**Areas of Specialisation :**

Marathi Novels

**Areas of Interest:**

Marathi Dalit and Rural Literature

## DEPARTMENT OF KONKANI

### Assistant Professor



**Mr. Darshan S. Kandolkar**

*M.A.(Konkani), B.Ed., NET*

**Areas of Specialisation :**

Indian Poetics

**Areas of Interest:**

Konkani Wikipedia

## DEPARTMENT OF GEOGRAPHY

### Assistant Professor



**Dr. Sagar P. Mali**

*M.A.(Geography), M.Sc.(Geo-Informatics),  
M.B.A.(Geo-Informatics), M.Phil.(Geography),  
Ph.D.(Geography), K-SET, NET*

**Areas of Specialisation :**

GIS, GPS and Remote Sensing Technology

**Areas of Interest:**

Physical Geography and Economic Geography

### Assistant Professor



**Mr. Rahul T. Gawas**

*M.A.(Geography), B.Ed., NET, SET*

**Areas of Specialisation :**

Agricultural Geography

**Areas of Interest:**

Human Geography & Physical Geography

## DEPARTMENT OF FINE ARTS

### Assistant Professor



**Mr. Kalidas M. Mhamal**

*Master in Fine Arts, NET*

**Areas of Specialisation :**

Painting

**Areas of Interest:**

Installation Art

## DEPARTMENT OF PHYSICAL EDUCATION & SPORTS

### Director of Physical Education & Sports



**Mr. Sunny Kanekar**

*M.P.Ed., M.Phil, NET, SET*

**Areas of Specialisation :**

Sports Training, Coaching

**Areas of Interest:**

Physical Education & Sports

**Reading for Ph.D.**

SRTMU, Nanded, Maharashtra

### Assistant Professor in Physical Education



**Mr. Shailesh G. Chodankar**

*M.P.Ed., NET*

**Areas of Specialisation :**

Sports Pedagogy & Athletics

**Areas of Interest:**

Sports Training

**Reading for Ph.D.**

Goa University, Goa

## Administrative Staff Profile



**Mr. Shrishkumar S. Patil**  
M.Com., D.C.M.  
Accountant



**Mr. Rajaram S. Sandye**  
M.Com, DCM, PGDPM & IR  
Head Clerk



**Mr. Swapnil S. Gaonkar**  
B.P.Ed., B.C.A.  
Instructor of Physical  
Education



**Mr. Balaji D. Naik**  
B.E.(Info. Technology)  
System  
Administrator



**Mr. Ashay N. Naik**  
M.C.A.  
Computer  
Lab. Asst.



**Mr. Siddhesh R. Naik**  
H.S.S.C., D.C.A.  
Upper Division  
Clerk



**Mr. Rohit S. Pilankar**  
B.C.A.  
Upper Division  
Clerk



**Mr. Suraj G. Sakhare**  
B.Com  
Junior  
Stenographer



**Mr. Vijay P. Kudnekar**  
B.C.A.  
Lower Division  
Clerk



**Mr. Anand B. Singh**  
B.A.  
Lower Division  
Clerk



**Mr. Suhas R. Malik**  
H.S.S.C., D.C.A.  
Lower Division  
Clerk

## Multi - Tasking Staff



**Mr. Amol H. Naik**  
S.S.C.



**Mr. Prabhakar K. Kavlekar**  
S.S.C.



**Mr. Tareshwar R. Adpaikar**  
B.Com.



**Mr. Prakash P. Gawas**  
S.S.C.



**Mr. Rajesh S. Naik**  
S.S.C.



**Mr. Vithal B. Gaude**  
H.S.S.C.



**Mr. Babu J. Yemkar**  
S.S.C.

### Office Hours

The College office remains open from 8.30 a.m. to 5.30 p.m. on week days. The office remains closed on Public Holidays and other notified holidays.

## Focus on Holistic Education

Holistic Education is a philosophy of education concerned with the development of every person's intellectual, emotional, social, physical and spiritual potentials. It emphasizes on relationships and primary human values within the learning environment. Towards this end, the college provides different platforms in the form of various clubs, societies and associations for the students to participate in various activities and develop different skills and qualities.

**The Students Council** is a body of students' representatives of the College that provides a forum to the student community to participate in various competitions and activities. It also organizes various talks, competitions and co-curricular and extra-curricular activities for the students. More importantly, it provides the students an opportunity for their self development in terms of leadership qualities, team spirit, organizing ability, adjustability, curriculum development, etc.

**National Service Scheme(NSS)** is actively involved in social service and welfare and tries to promote better relations among people in society through a framework of friendship. It aims at arousing social awareness/consciousness among the youth through community service. We take pride that our students have been actively involved in campaigns such as blood donation drives, anti-plastic drives, voters' enrolment drives and health care campaigns.

**Sports Council and Gymkhana:** The Sports Council is meant for providing platform to the students to have fun, enjoy, play and win at the same time stay fit and healthy. The Gymkhana room and other sports facilities are available for students only during recess or beyond their class hour. The Sports Council organises interclass competition in various sports events like Badminton, Football, Table Tennis, Chess, Cricket, etc. The College also participates in different sports competitions organised by Goa University and other colleges in the State. Students are entitled for sports merit marks to earn towards their sports participation at the end of every semester. Students are also allowed to participate in the State Level and National level tournaments organised by the respective associations.

**The Nisarg Club** is an initiative to generate, create and ensure adequate awareness about the environment among the youth. It serves with the motto, **"We Nurture Nature"**.

**Vidyaprabodhini Itihaas Sankalan Samiti(History Club):** The History Club has been created with an objective to inculcate love and respect for culture and heritage. The Club conducts guest lectures and organises field trips to historical sites around the state every semester. In addition, the members also hold a Heritage Festival wherein students display traditional items from around the state and country.

**Career Guidance and Placement Cell** functions more as a career facilitation and personality development centre. The purpose of this cell is to apprise the students of the emerging work related/ job opportunities and impart them sound counsel for effective career planning.

**Theatre and Cultural Club** provides a platform for students to display their talent in theater, music and art. It also encourages and trains students to participate in cultural activities organised within and outside the state.

**Students Council Cell:** Teachers guide and Counsel Students in case of their difficulties.

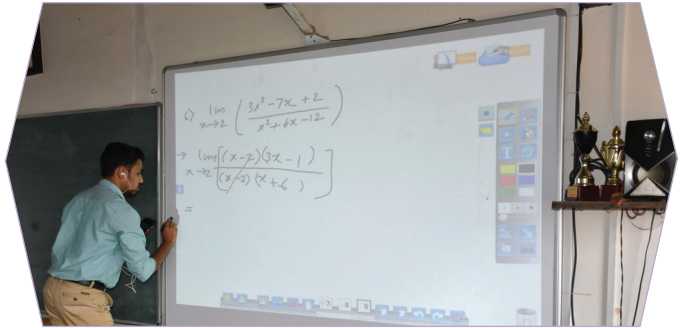
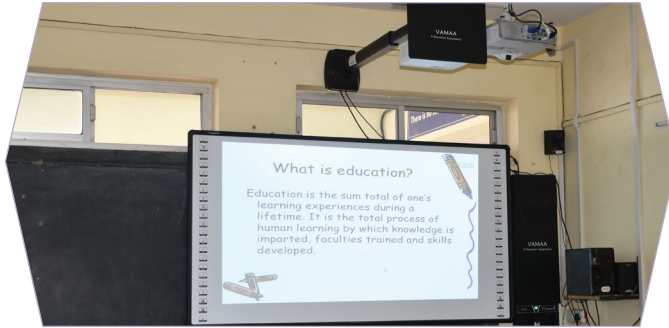
Besides these, the Institution has initiated an innovative concept which has various specialised PRABODHINIS which aim at the all-around development of the students by providing them Orientation/Training in specific areas. The following Prabodhins function as supplementary units of Vidya Prabodhini.

## College Infrastructure

### GENERAL AMENITIES / RESOURCES / FACILITIES

#### Classrooms

The College has 100% ICT enabled classrooms equipped with multimedia. The college emphasizes on Digital Presentations using ICT enabled teaching aids such as multimedia systems and smartboards.



#### Computer laboratory and Internet Facility

The College has a spacious, well furnished computer laboratory, equipped with 30 desktops out of the overall 60 computer systems, a LCD projector, a Digital Board and Wi-Fi facility. The Campus is connected via high-speed internet facility for the students.



Common Rooms



Meeting Rooms

#### Conference Hall

The college has an independent Conference Hall admeasuring 474 sq. mts. named as "Swami Vivekanand Hall" which is used for Conferences, Seminars, Orientation courses as well as multi-purpose curricular, extra-curricular and co-curricular activities of the college.



## College Infrastructure

### OTHER FACILITIES

#### Book Bank

The college has set up a student's Book Bank Scheme to ensure that they get requisite books for their academic progress and to inculcate the habit of reading books.

#### Students' Aid Fund

The objective of this scheme is to render financial support to economically backward students to meet their tuition/ examination fees in part or full or, to purchase books or meet any other expense as approved by the college authorities. Every student is required to contribute Rs. 100/- p.a. at the time of admission. Financial support under this scheme shall be considered only for those students whose family income does not exceed Rs. 2 Lakh p.a. Applicants shall be required to produce income certificate from the competent authorities. The beneficiary should not be in receipt of any other scholarships/assistance, except merit scholarships for the said academic year. A student who fails in the final examinations or/and is irregular to class will not be eligible for any assistance under this scheme.

#### Parents Teachers Association

PTA was formed in the year 2012-13. It acts as an intermediary among parents, teachers and students. It undertakes various activities such as seminars, talks, financial assistance to needy students, academic support, etc. that benefits parents, students and teachers.

#### Alumni Association

The College has formed an alumni association with an objective to promote and foster mutually beneficial interaction between the Alumni and the present students of the College, and between the Alumni themselves. The Association will also aim to encourage the Alumni to take an active and abiding interest in the work and progress of the Institute so as to contribute towards enhancement of the social utility of their Alma Mater. In addition, the Alumni will be encouraged to conduct and participate in activities that are conducive or incidental to the attainment of the above objectives and/or beneficial to the interests of the Institute and its Alumni.

#### Canteen

The College has a canteen which provides nutritious and healthy food at reasonable prices.

#### First-Aid

The College has a provision of first aid which can be obtained from the office, staff room & gymkhana.

#### Playground and Sports Room

The College has a spacious and well equipped sports room and a spacious playground for sporting activities.

#### Hostel facility for the students

The Management of Prabodhan Education Society will make efforts to provide hostel facility at an affordable rate for all students.

There will be individual as well as group facilities for students.

There will be separate and secure facilities for girl students.

## About the Library

The college library supports the mission of the college and is committed to providing information leading towards excellence in Commerce, Education, Computer and Management. It is also committed to help students gather multifaceted knowledge and thereby overall and holistic personality development.

The Library is fully air-conditioned, having a balanced collection of books in Commerce, Management, Economics, Mathematics, Computers, English, Hindi, Marathi, Konkani, Environment, Geography, Sports and other topics.

The Reference Section of the library has valuable Encyclopedias, Handbooks, Dictionaries, etc. The library is enriched every year by adding new books. Library has a Digital Library where users can access Internet, CDs, DVDs etc. Library also subscribes to N-List E-resources through INFLIBNET.

Library has a collection of more the 500 Rare books gifted by Dr. P.P.Shirodkar. Every year National Librarians Day is celebrated in the College on 12<sup>th</sup> August.



### Library Highlights

◆ Total Books - 7060 ◆ Total Journals - 20 ◆ Total Magazines - 9 ◆ Total Newspapers - 15

### Online Public Access Catalogue

OPAC is a search engine for finding any catalog information of the Library. Users of the library can search for books by title, author, subject, keyword etc. through OPAC. Also the detailed information of a particular title i.e.:- number of copies, status of the book, call number, can be retrived using OPAC. The books are issued to the students using a computerized system.

### LIBRARY SERVICES

- |                                                   |                                                           |
|---------------------------------------------------|-----------------------------------------------------------|
| 1) User orientation program                       | 2) Book Bank Facility                                     |
| 3) Photocopying facility                          | 4) Online E-Journals and E-Books through N-LIST Programme |
| 5) Internet Browsing                              | 6) Overnight reference book Lending facility              |
| 7) Current Awareness Service                      | 8) Books Reservation Facility                             |
| 9) Online Public Access Catalogue (OPAC) facility | 10) Best Book Reader is awarded every year.               |

### Readers Club

Department of Library and information Science has initiated a Readers club for the students provide more exposure to the world of literature and thereby encouraging students to enhance their reading and writing skills. This club aims to bring together all the book lovers of this college and provide them a platform to exchange their views.

## Library Rules & Regulations

### DISCIPLINE

1. Identity Card is compulsory for getting access to the library.
2. Biometric entry is compulsory at the Library entrance.
3. All users must observe total silence in the library and its environs at all times.
4. Use of mobile phones is strictly prohibited in the library.
5. All bags, cases, folders etc. must be left in the luggage area in the library.
6. Books removed from the shelves, if not required further, should be kept on the table nearest to them. Please do not try to shelve them yourself. Please remember that a book misplaced is a book lost.
7. Users are not allowed to leave their baggage overnight in the library. The library shall not take any responsibility for loss of personal property or books already signed out to a user.
8. Anyone caught marking, defacing or mutilating books or any other library resources shall have to pay for the damage.
9. Good order must be observed in the library at all times for example placing of feet on furniture, eating and drinking, smoking, sleeping etc. shall not be allowed.
10. Group discussions are not allowed and noise must be kept to a minimum and should not disturb any other user in the library.
11. Shifting of chairs from one place to another place is strictly prohibited.
12. If a student feels any deficiency in the services of the Library, the same may be brought to the notice of the Librarian immediately for necessary improvement in the services of the Library.
13. Any violation of the library rules by a student shall stop him/her from availing Library services.
14. The library is only for the staff members and bonafide students of the college, outsiders and ex-students will NOT be allowed in the library without prior permission of the Librarian OR the Higher Authorities.
15. The librarian may recall any book from any member at any time and the member shall return the same immediately.

### LEARNING RESOURCE BORROWING PROCEDURE

1. A user must be a registered student for the current Academic year.
2. All students must present their college ID card before borrowing any learning resources from the

Library.

3. Students are allowed to borrow a maximum of two books for a period of one week.
4. Students are not allowed to borrow books on behalf of others or transfer borrowed learning resources to other students.
5. Students who repeatedly fail to return the books on due date will lose the privilege of membership of the library.

### OVERDUE CHARGES/ FINES

A late fee will be charged if the books are not returned within the due date as per the norms shown below:

1. For a week after the due date : Rs. 1/- per day per book
2. From 2nd week onwards : Rs. 2/- per day per book
3. After one month : Rs. 5/- per day per book

### LEARNING RESOURCES CAN ONLY BE USED WITHIN THE LIBRARY

1. Reference books like Handbooks, Dictionaries and Encyclopedias.
2. Newspapers
3. Journals and magazines.

### DAMAGE/LOSS OF LIBRARY RESOURCES

1. Once a book is issued to the student, he/she shall be held solely responsible for any damage spoilage, or mutilation of the book detected subsequently. Students will be charged for repair or replacement of books and other Library resources to which they have caused damage.
2. Lost books must be reported to the librarian immediately and replaced or paid for within 30 days.
3. Lost library books that are recovered, must be handed over to the librarian as they remain the property of the college library.

### INTERNET ACCESS

1. Internet facility within the Library premises will be provided from 9.00 a.m. to 4.00 p.m. from Monday to Saturday.
2. Students are informed that use of internet will be monitored.
3. If a student is found visiting inappropriate sites, strict action will be taken.
4. Access is available only for academic purpose, as such social networking sites are banned.
5. The speed and availability of the internet will depend upon the technical feasibility.
6. Any other matter not covered under the above rules will be decided by the system administrator in consultation with the head of the institution.

## College Working Committees / Cells / Centre / Associations

The following are the committees/Clubs/Cells for the academic years 2021-22 and 2022-23 for the effective implementation of various curricular and co-curricular activities in the college.

| S. N.    | NAME OF THE COMMITTEE                   |                                           |
|----------|-----------------------------------------|-------------------------------------------|
| <b>1</b> | <b>HAND BOOK (PROSPECTUS) COMMITTEE</b> |                                           |
|          | 1                                       | Dr. Pinkesh D. Dhabolkar <b>Convenor</b>  |
|          | 2                                       | Dr. Sangeeta R. Dessai Member             |
|          | 3                                       | Shri. Shailesh G. Chodankar Member        |
|          | 4                                       | Shri. Ashay N. Naik Member                |
| <b>2</b> | <b>ADMISSION COMMITTEE</b>              |                                           |
|          | <b>a. B.Com.</b>                        |                                           |
|          | 1                                       | Shri. Rudresh U. Mhamal <b>Convenor</b>   |
|          | 2                                       | Dr. Pinkesh D. Dhabolkar Member           |
|          | 3                                       | Dr. Varsha B. Ingalthalli Member          |
|          | 4                                       | Shri. Sunny S. Pandhre Member             |
|          | 5                                       | Shri. Pankaj P. Shirodker Member          |
|          | 6                                       | Shri. Darshan S. Gaonkar Member           |
|          | 7                                       | Ms. Shamal K. Dessai Member               |
|          | 8                                       | Ms. Dhanashri Siddhesh Balo Member        |
|          | <b>b. B.A.B.Ed.</b>                     |                                           |
|          | 1                                       | Dr. Sagar P. Mali <b>Convenor</b>         |
|          | 2                                       | Dr. Sonali K. Shankhwalkar Member         |
|          | 3                                       | Shri. Kalidas M. Mhamal Member            |
|          | 4                                       | Shri. Kuldeep A. Kamat Member             |
|          | 5                                       | Ms. Yogita M. Gauns Member                |
|          | 6                                       | Ms. Yogita K. Chodankar Member            |
|          | 7                                       | Shri. Darshan S. Kandolkar Member         |
|          | 8                                       | Shri. Rahul T. Gawas Member               |
|          | 9                                       | Shri. Siddhesh R. Naik Member             |
| <b>3</b> | <b>TIME TABLE COMMITTEE</b>             |                                           |
|          | <b>a. B.Com.</b>                        |                                           |
|          | 1                                       | Shri. Darshan S. Gaonkar <b>Convenor</b>  |
|          | 2                                       | Shri. Pankaj P. Shirodker Member          |
|          | <b>b. B.A.B.Ed.</b>                     |                                           |
|          | 1                                       | Shri. Kedarnath S. Tadmok <b>Convenor</b> |
|          | 2                                       | Shri. Uaddhav V. Pol Member               |
| <b>4</b> | <b>WORKLOAD COMMITTEE</b>               |                                           |
|          | <b>a. B.Com.</b>                        |                                           |
|          | 1                                       | Dr. Ujvala M. Hanjunker <b>Convenor</b>   |
|          | 2                                       | Shri. Sunny S. Pandhre Member             |
|          | <b>b. B.A.B.Ed.</b>                     |                                           |
|          | 1                                       | Dr. Anil T. Thosare <b>Convenor</b>       |
|          | 2                                       | Shri. Uaddhav V. Pol Member               |

| S. N.     | NAME OF THE COMMITTEE                          |                                              |
|-----------|------------------------------------------------|----------------------------------------------|
| <b>5</b>  | <b>DISCIPLINE COMMITTEE</b>                    |                                              |
|           | 1                                              | Dr. Anil T. Thosare <b>Convenor</b>          |
|           | 2                                              | Shri. Arun R. Marathe Member                 |
|           | 3                                              | Dr. Ujvala M. Hanjunker Member               |
|           | 4                                              | Dr. Manisha V. Kulkarni Member               |
|           | 5                                              | Shri. Rajaram S. Sandye Member               |
| <b>6</b>  | <b>ATTENDANCE MONITORING COMMITTEE</b>         |                                              |
|           | 1                                              | Shri. Pankaj P. Shirodker <b>Convenor</b>    |
|           | 2                                              | Shri. Darshan S. Gaonkar Member              |
|           | 3                                              | Shri. Rahul T. Gawas Member                  |
| <b>7</b>  | <b>COLLEGE EXAMINATION COMMITTEE</b>           |                                              |
|           | 1                                              | Shri. Arun R. Marathe <b>Convenor</b>        |
|           | 2                                              | Shri. Rudresh U. Mhamal Member               |
|           | 3                                              | Dr. Pinkesh D. Dhabolkar Member              |
|           | 4                                              | Shri. Kedarnath S. Tadmok Member             |
|           | 5                                              | Shri. Uaddhav V. Pol Member                  |
| <b>8</b>  | <b>COLLEGE UNFAIR MEANS INQUIRY COMMITTEE</b>  |                                              |
|           | 1                                              | Dr. Anil T. Thosare <b>Convenor</b>          |
|           | 2                                              | Shri. Darshan S. Gaonkar Member              |
|           | 3                                              | Shri. Rudresh U. Mhamal Member               |
| <b>9</b>  | <b>COLLEGE EXAMINATION GRIEVANCE COMMITTEE</b> |                                              |
|           | 1                                              | Dr. Ujvala M. Hanjunker <b>Convenor</b>      |
|           | 2                                              | Shri. Rudresh U. Mhamal Member               |
|           | 3                                              | Dr. Sangeeta R. Dessai Member                |
| <b>10</b> | <b>GRIEVANCE REDRESSAL COMMITTEE</b>           |                                              |
|           | 1                                              | Shri. Guruprasad Pawaskar <b>Chairperson</b> |
|           | 2                                              | Dr. Sangeeta R. Dessai Member                |
|           | 3                                              | Shri. Shrishkumar S. Patil Member            |
| <b>11</b> | <b>STUDENTS' COUNCIL COMMITTEE</b>             |                                              |
|           | 1                                              | Shri. Darshan S. Kandolkar <b>Convenor</b>   |
|           | 2                                              | Dr. Varsha B. Ingalthalli Member             |
|           | 3                                              | Shri. Kalidas M. Mhamal Member               |
|           | 4                                              | Ms. Yogita M. Gauns Member                   |

| S. N. | NAME OF THE COMMITTEE                         |                 |
|-------|-----------------------------------------------|-----------------|
| 12    | <b>NATIONAL SERVICE SCHEME (NSS)</b>          |                 |
|       | 1 Ms. Shamal K. Dessai                        | <b>Convenor</b> |
|       | 2 Dr. Pinkesh D. Dhabolkar                    | Member          |
|       | 3 Shri. Kalidas M. Mhamal                     | Member          |
|       | 4 Ms. Yogita K. Chodankar                     | Member          |
| 13    | <b>SPORTS/GYMKHANA ACTIVITIES COMMITTEE</b>   |                 |
|       | 1 Shri. Sunny R. Kanekar                      | <b>Convenor</b> |
|       | 2 Shri. Pankaj P. Shirodker                   | Member          |
|       | 3 Mr. Shailesh G. Chodankar                   | Member          |
| 14    | <b>RED RIBBON CLUB</b>                        |                 |
|       | 1 Mr. Shailesh G. Chodankar                   | <b>Convenor</b> |
|       | 2 Shri. Sunny R. Kanekar                      | Member          |
| 15    | <b>GUIDANCE AND COUNSELING CELL</b>           |                 |
|       | 1 Dr. Sonali K. Shankhwalkar                  | <b>Convenor</b> |
|       | 2 Dr. Ujvala M. Hanjunker                     | Member          |
|       | 3 Shri. Arun R. Marathe                       | Member          |
|       | 4 Dr. Manisha V. Kulkarni                     | Member          |
| 16    | <b>PARENT TEACHER ASSOCIATION</b>             |                 |
|       | 1 Dr. Manisha V. Kulkarni                     | <b>Convenor</b> |
|       | 2 Shri. Arun R. Marathe                       | Member          |
|       | 3 Ms. Yogita K. Chodankar                     | Member          |
| 17    | <b>CALENDAR COMMITTEE</b>                     |                 |
|       | 1 Shri. Kalidas M. Mhamal                     | <b>Convenor</b> |
|       | 2 Shri. Ashay N. Naik                         | Member          |
| 18    | <b>STUDY CIRCLE</b>                           |                 |
|       | 1 Shri. Kedarnath S. Tadkod                   | <b>Convenor</b> |
|       | 2 Ms. Shamal K. Dessai                        | Member          |
| 19    | <b>STUDENTS TEACHERS EVALUATION COMMITTEE</b> |                 |
|       | 1 Shri. Darshan S. Gaonkar                    | <b>Convenor</b> |
|       | 2 Mr. Rahul T. Gawas                          | Member          |
| 20    | <b>EXTENSION ACTIVITIES COMMITTEE</b>         |                 |
|       | 1 Shri. Kuldeep A. Kamat                      | <b>Convenor</b> |
|       | 2 Dr. Varsha B. Ingalthalli                   | Member          |
|       | 3 Dr. Sagar P. Mali                           | Member          |
| 21    | <b>BOOK BANK COMMITTEE</b>                    |                 |
|       | 1 Shri. Nitesh D. Naik                        | <b>Convenor</b> |
|       | 2 Shri. Darshan S. Gaonkar                    | Member          |
|       | 3 Ms. Yogita M. Gauns                         | Member          |
| 22    | <b>WOMEN CELL</b>                             |                 |
|       | 1 Ms. Priya S. Gosavi                         | <b>Convenor</b> |
|       | 2 Ms. Shamal K. Dessai                        | Member          |
|       | 3 Dr. Sonali K. Shankhwalkar                  | Member          |

| S. N. | NAME OF THE COMMITTEE                       |                    |
|-------|---------------------------------------------|--------------------|
| 23    | <b>NAAC STEERING COMMITTEE</b>              |                    |
|       | 1 Shri. Arun R. Marathe                     | <b>Convenor</b>    |
|       | 2 Dr. Ujvala M. Hanjunker                   | Member             |
|       | 3 Shri. Rudresh U. Mhamal                   | Member             |
|       | 4 Dr. Pinkesh D. Dhabolkar                  | Member             |
|       | 5 Dr. Varsha B. Ingalthalli                 | Member             |
|       | 6 Shri. Sunny S. Pandhre                    | Member             |
|       | 7 Shri. Darshan S. Gaonkar                  | Member             |
|       | 8 Shri. Kedarnath S. Tadkod                 | Member             |
|       | 9 Dr. Manisha V. Kulkarni                   | Member             |
|       | # Shri. Pankaj P. Shirodker                 | Secretary          |
| 24    | <b>AISHE COMMITTEE</b>                      |                    |
|       | 1 Dr. Pinkesh D. Dhabolkar                  | <b>Convenor</b>    |
|       | 2 Shri. Uaddhav V. Pol                      | Member             |
| 25    | <b>NIRF</b>                                 |                    |
|       | 1 Shri. Nitesh D. Naik                      | <b>Convenor</b>    |
|       | 3 Shri. Rajaram S. Sandye                   | Member             |
| 26    | <b>RUSA</b>                                 |                    |
|       | 1 Shri. Arun R. Marathe                     | <b>Convenor</b>    |
|       | 2 Shri. Sunny S. Pandhre                    | Member             |
| 27    | <b>STUDENT AID FUND</b>                     |                    |
|       | 1 Dr. Anil T. Thosare, Vice Principal       | <b>Convenor</b>    |
|       | 2 Dr. Varsha B. Ingalthalli                 | Member             |
|       | 3 Dr. Sagar P. Mali                         | Member             |
|       | 4 General Secretary (Students' Council)     | Member             |
| 28    | <b>INTERNAL COMPLAINT COMMITTEE</b>         |                    |
|       | 1 Dr. Manisha V. Kulkarni                   | <b>Chairperson</b> |
|       | 2 Dr. Anil T. Thosare                       | Member             |
|       | 3 Dr. Ujvala M. Hanjunker                   | Member             |
|       | 4 Dr. Sonali K. Shankhwalkar                | Member             |
|       | 5 Ms. Sarita Parkar (Advocate)              | Member             |
|       | 6 Ms. Kunda Chodankar (Social Worker)       | Member             |
|       | 7 General Secretary (Students' Council)     | Member             |
|       | 8 Ladies Representative (Students' Council) | Member             |
|       | 9 Class Representative (Students' Council)  | Member             |
| 29    | <b>CAMPUS MAINTENANCE COMMITTEE</b>         |                    |
|       | 1 Shri. Kuldeep A. Kamat                    | <b>Convenor</b>    |
|       | 2 Ms. Yogita K. Chodankar                   | Member             |
|       | 3 Shri. Rajaram S. Sandye                   | Member             |

| S. N.     | NAME OF THE COMMITTEE                                               |                    |
|-----------|---------------------------------------------------------------------|--------------------|
| <b>30</b> | <b>ANTI-RAGGING COMMITTEE</b>                                       |                    |
| 1         | Dr. Bhushan V. Bhawe, Principal                                     | <b>Coordinator</b> |
| 2         | Shri. Ajit S. Pawaskar,<br>(Representative of Civil Administration) | Member             |
| 3         | Ninad Deulkar,<br>(Police Inspector, Parvari Police Station)        | Member             |
| 4         | Shri. Datta Shirodkar<br>(Media Person)                             | Member             |
| 5         | Ms. Sawani Shetye Malik                                             | Member             |
| 6         | Shri. Kedarnath S. Tadmok<br>(Representative of the Faculty)        | Member             |
| 7         | Chairperson, Parent-Teacher Association                             | Member             |
| 8         | Shri. Rajaram S. Sandye<br>(Office Incharge)                        | Member             |
| 9         | Class Representative of Senior Class                                | Member             |
| 10        | Class Representative of Junior Class                                | Member             |
| <b>31</b> | <b>FINANCIAL RESOURCE COMMITTEE</b>                                 |                    |
| 1         | Shri. Sunny S. Pandhre                                              | <b>Convenor</b>    |
| 2         | Shri. Kuldeep A. Kamat                                              | Member             |
| <b>32</b> | <b>TEACHERS STUDENTS GUIDE SCHEME (MENTORING COMMITTEE)</b>         |                    |
| 1         | Dr. Sonali K. Shankhwalkar                                          | <b>Convenor</b>    |
| 2         | Shri. Kedarnath S. Tadmok                                           | Member             |
| 3         | Shri. Rudresh U. Mhamal                                             | Member             |
| <b>33</b> | <b>COLLEGE PLANNING BOARD</b>                                       |                    |
| 1         | Dr. Bhushan V. Bhawe, Principal                                     | <b>Convenor</b>    |
| 2         | Dr. Anil T. Thosare, Vice Principal                                 | Member             |
| 4         | Dr. Ujvala M. Hanjunker                                             | Member             |
| 5         | Shri. Arun R. Marathe                                               | Member             |
| 6         | Shri. Sunny R. Kanekar                                              | Member             |
| 7         | Shri. Nitesh D. Naik                                                | Member             |
| 8         | Shri. Rajaram S. Sandye                                             | Member             |
| 9         | Shri. Shrishkumar S. Patil                                          | Member             |
| <b>34</b> | <b>CAREER GUIDANCE, INTERNSHIP &amp; PLACEMENT CELL</b>             |                    |
| 1         | Shri. Rudresh U. Mhamal                                             | <b>Convenor</b>    |
| 3         | Ms. Shamal K. Dessai                                                | Member             |
| 4         | Dr. Sonali K. Shankhwalkar                                          | Member             |

| S. N.     | NAME OF THE COMMITTEE                        |                 |
|-----------|----------------------------------------------|-----------------|
| <b>35</b> | <b>RESEARCH AND CONSULTANCY CELL</b>         |                 |
| 1         | Dr. Varsha B. Ingalthalli                    | <b>Convenor</b> |
| 2         | Dr. Sagar P. Mali                            | Member          |
| 3         | Dr. Sangeeta R. Dessai                       | Member          |
| <b>36</b> | <b>ISA MONITORING COMMITTEE</b>              |                 |
| 1         | Shri. Uaddhav V. Pol                         | <b>Convenor</b> |
| 2         | Dr. Pinkesh D. Dhabolkar                     | Member          |
| <b>37</b> | <b>ALUMNI ASSOCIATION</b>                    |                 |
| 1         | Dr. Pinkesh D. Dhabolkar                     | <b>Convenor</b> |
| 2         | Shri. Sunny R. Kanekar                       | Member          |
| 3         | Shri. Uaddhav V. Pol                         | Member          |
| 4         | Shri. Vasant Narulkar,<br>President Alumni   | Member          |
| <b>38</b> | <b>ACTIVITY RECORD MAINTENANCE COMMITTEE</b> |                 |
| 1         | Shri. Pankaj P. Shirodker                    | <b>Convenor</b> |
| 2         | Ms. Yogita M. Gauns                          | Member          |
| 3         | Shri. Darshan S. Kandolkar                   | Member          |
| 4         | Shri. Nitesh D. Naik                         | Member          |
| 5         | Shri. Ashay N. Naik                          | Member          |
| <b>39</b> | <b>PUBLICITY AND P.R.O.</b>                  |                 |
| 1         | Shri. Kuldeep A. Kamat                       | <b>Convenor</b> |
| 2         | Ms. Priya S. Gosavi                          | Member          |
| <b>40</b> | <b>COLLEGE LIBRARY COMMITTEE</b>             |                 |
| 1         | Dr. Sagar P. Mali                            | <b>Convenor</b> |
| 2         | Shri. Nitesh D. Naik                         | Member          |
| 3         | Dr. Varsha B. Ingalthalli                    | Member          |
| 4         | Dr. Sangeeta R. Dessai                       | Member          |
| <b>41</b> | <b>NISARG CLUB</b>                           |                 |
| 1         | Shri. Uddhav V. Pol                          | <b>Convenor</b> |
| <b>42</b> | <b>WALL PAPER AND COMMUNICATION CLUB</b>     |                 |
| 1         | Ms. Yogita K. Chodankar                      | <b>Convenor</b> |
| 2         | Shri. Kedarnath S. Tadmok                    | Member          |
| 3         | Ms. Priya S. Gosavi                          | Member          |
| 4         | Shri. Kuldeep A. Kamat                       | Member          |
| 5         | Shri. Darshan S. Kandolkar                   | Member          |
| <b>46</b> | <b>GENDER CHAMPION CLUB</b>                  |                 |
| 1         | Ms. Priya S. Gosavi                          | <b>Convenor</b> |
| 3         | Shri. Kuldeep A. Kamat                       | Member          |
| 4         | Mr. Shailesh G. Chodankar                    | Member          |

| S. N. | NAME OF THE COMMITTEE                                                  |                 |
|-------|------------------------------------------------------------------------|-----------------|
| 43    | <b>COLLEGE MAGAZINE COMMITTEE</b>                                      |                 |
|       | 1 Dr. Sangeeta R. Dessai                                               | <b>Convenor</b> |
|       | 2 Mr. Shailesh G. Chodankar                                            | Member          |
|       | 3 Ms. Priya S. Gosavi                                                  | Member          |
|       | 4 Shri. Darshan S. Kandolkar                                           | Member          |
|       | 5 Shri. Nitesh D. Naik                                                 | Member          |
| 44    | <b>STOCK VERIFICATION COMMITTEE</b>                                    |                 |
|       | 1 Dr. Sagar P. Mali                                                    | <b>Convenor</b> |
|       | 2 Shri. Pankaj P. Shirodker                                            | Member          |
|       | 3 Shri. Nitesh D. Naik                                                 | Member          |
|       | 4 Shri. Ashay N. Naik                                                  | Member          |
| 45    | <b>MEDICAL CENTRE</b>                                                  |                 |
|       | 1 Mr. Shailesh G. Chodankar                                            | <b>Convenor</b> |
|       | 2 Shri. Sunny R. Kanekar                                               | Member          |
|       | 3 Representative of P.H.C, Porvorim                                    | Member          |
|       | 4 Shri. Anand Singh                                                    | Member          |
| 47    | <b>IGNOU</b>                                                           |                 |
|       | 1 Shri. Rahul T. Gawas                                                 | <b>Convenor</b> |
| 48    | <b>IAIMS</b>                                                           |                 |
|       | 1 Shri. Arun R. Marathe                                                | <b>Convenor</b> |
|       | 2 Shri. Vijay P. Kudnekar                                              | Member          |
| 49    | <b>SEMINAR/CONFERENCE HALL &amp; AUDIO-VISUAL MONITORING COMMITTEE</b> |                 |
|       | 1 Shri. Ashay N. Naik                                                  | <b>Convenor</b> |
|       | 2 Shri. Rajesh S. Naik                                                 | Member          |
| 50    | <b>CANTEEN COMMITTEE</b>                                               |                 |
|       | 1 Dr. Manisha V. Kulkarni                                              | <b>Convenor</b> |
|       | 2 Canteen Contractor                                                   | Member          |
|       | 3 General Secretary (Students' Council)                                | Member          |
|       | 4 Ladies Representative (Students' Council)                            | Member          |
| 51    | <b>EK BHARAT SHRESHTHA BHARAT</b>                                      |                 |
|       | 1 Shri. Sunny R. Kanekar                                               | <b>Convenor</b> |
|       | 2 Shri. Kalidas M. Mhamal                                              | Member          |
|       | 3 Ms. Yogita K. Chodankar                                              | Member          |
|       | 4 Mr. Amar T. Kulkarni                                                 | Member          |
| 54    | <b>SCHOLARSHIP &amp; FELLOWSHIP COMMITTEE</b>                          |                 |
|       | 1 Ms. Yogita M. Gauns                                                  | <b>Convenor</b> |
|       | 2 Ms. Shamal K. Dessai                                                 | Member          |
|       | 3 Shri. Rohit G. Pilankar                                              | Member          |

| S. N. | NAME OF THE COMMITTEE                                                  |                                |
|-------|------------------------------------------------------------------------|--------------------------------|
| 52    | <b>INDIAN MUSIC, DANCE, THEATRE ART CLUB &amp; SPICMACAY COMMITTEE</b> |                                |
|       | 1 Shri. Kalidas M. Mhamal                                              | <b>Convenor</b>                |
|       | 2 Ms. Priya S. Gosavi                                                  | Member                         |
|       | 3 Shri. Kuldeep A. Kamat                                               | Member                         |
|       | 4 Shri. Amar T. Kulkarni                                               | Member                         |
|       | 5 Shri. Vijay P. Kudnekar                                              | Member                         |
| 53    | <b>PROJECT CO-ORDINATOR</b>                                            |                                |
|       | <b>a. B.Com.</b>                                                       |                                |
|       | 1 Shri. Sunny S. Pandhre                                               | <b>Convenor</b>                |
|       | <b>b. B.A.B.Ed.</b>                                                    |                                |
|       | 1 Shri. Rahul T. Gawas                                                 | <b>Convenor</b>                |
| 55    | <b>STAFF GUILD</b>                                                     |                                |
|       | 1 Shri. Sunny S. Pandhre                                               | <b>Secretary</b>               |
|       | 2 Shri. Darshan S. Kandolkar                                           | Joint Secretary                |
| 56.   | <b>INTERNAL QUALITY ASSURANCE CELL</b>                                 |                                |
|       | 1 Dr. Anil Thosare                                                     | Co-ordinator                   |
|       | 2 Prof. Datta B. Naik                                                  | Management Representative      |
|       | 3 Shri. Shripad K. Patnekar                                            | Employer's Representative      |
|       | 4 Prof. Manoj Kamat                                                    | Stakeholder                    |
|       | 5 Shri. Sanjeev Joglekar                                               | Administrator                  |
|       | 6 Shri. Sandeep Naik                                                   | Industrialist                  |
|       | 7 Dr. Shankar B. Naik                                                  | Administrator                  |
|       | 8 Dr. Rohit Phalgaonkar                                                | Representative (Local Society) |
|       | 9 Dr. Anil Dingo                                                       | Member                         |
|       | 10 Shri. Arun Marathe                                                  | Member                         |
|       | 11 Dr. Ujala Hanjunker                                                 | Member                         |
|       | 12 Shri. Vasant Narulkar, President Alumni Association                 | Member                         |
|       | 13 General Secretary, Students' Council, VPCCECM                       | Member                         |
|       | 14 Shri. Sunny S. Pandhre                                              | Secretary                      |

### Transgender Grievances

The Principal is the compliant officer for redressal of grievance related to transgender person.

# College Code of Conduct

The College Students' Discipline and Conduct Rules 2019

## 1. SHORT TITLE AND COMMENCEMENT

- (a) These Rules shall be called "The College Students' Discipline and Conduct Rules 2019" hereafter referred to as the "Rules".
- (b) These Rules shall come into force with effect from the date of their notification.

## 2. APPLICATION OF RULES

- (a) These Rules shall apply to all students of the affiliated college whether admitted prior to the commencement of these Rules or after the commencement of these Rules.
- (b) Any breach of discipline and conduct committed by a student inside or outside the College Campus shall fall under the purview of these Rules.
- (c) Without prejudice to the generality of the power to enforce discipline under Section 22 (q) of the Goa University Act, 1984 and Statue 26 thereunder, the acts mentioned in Rules 4 shall amount to acts of misconduct or indiscipline or both.
- (d) These rules are not meant to deny the democratic rights of the students to dissent/air their grievances/protest in a peaceful and lawful manner.
- (e) Peaceful and lawfully conducted sit-ins/dharanas at a designated place with prior intimation to the College Principal will not invite any punishment under these rules.

## 3. ACTS OF MISCONDUCT AND INDISCIPLINE:

### (a) Acts of misconduct and indiscipline Category-I:

- i) Causing disturbance within the University premises, Laboratory or Reading Room, Common Room, Playground or Hostel.
- ii) Any act leading to diverting the attention of the students from the Lectures or of the teacher from Teaching.
- iii) Insubordination and/or disrespect to the teacher within or outside the University premises.
- iv) Habitual inattention to classwork and assignments.
- v) Disturbing a class from outside by loitering aimlessly in the corridors, making noise.
- vi) Picking up quarrel with the teaching or non-teaching staff or with other students.
- vii) Using filthy language and abuses in the University premises or 'Sports-grounds'
- viii) Smoking openly within the University campus.
- ix) Playing any kind of musical instrument inside the class or outside during class hours.
- x) Hunger strikes, dharnas, group bargaining and any other form of protest by blocking entrance or exit of any of the academic and/or administrative complexes or disrupting the movements of any member of the University Community.
- xi) Furnishing false certificates or false information in any manner to the University.
- xii) Teasing or disrespectful behavior or any misbehavior with a boy/girl student, staff member/ visitor.
- xiii) Causing or colluding in the unauthorized entry of any person/guest into the Campus or in the unauthorized occupation of any portion of the University premises, including residential quarters/hostels or residence by any person.
- xiv) Unauthorized occupation of the hostel rooms or unauthorized acquisition and use of University furniture in one's hostel room or elsewhere.
- xv) Damaging or defacing, in any form any property of the University or the property of any member of the University community.
- xvi) Not disclosing one's identity when asked to do so by a faculty member or employee or security staff of the University who is authorized to ask for such identity.
- xvii) Improper behavior while on tour or excursion.
- xviii) Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behavior in the Health Centre of University.
- xix) Blockade or forceful prevention of any normal movement of traffic, violation of security or safety rules notified by the University.
- xx) Littering of any kind of waste including plastic waste in the University buildings, grounds/ roads/premises.
- xxi) Disturbing other students/ teachers using a mobile phone inside the class or outside during class hours.
- xxii) Driving and parking the vehicles on University campus in violation of guidelines to that effect.
- xxiii) Distributing any material related to political parties/movements.
- xxiv) Any other act which may be considered by the Vice-Chancellor or any other competent authority to be a minor act of violation of discipline and conduct.

**(b) Acts of misconduct and indiscipline Category-II:**

- i) Repetition of acts given under Category-I of indiscipline in spite of repeated warnings and penalties imposed.
- ii) Attending the University dressed in a manner contrary to social norms prevailing from time to time or violation of dress code if any.
- iii) Indecent exposure in a proactive manner or behaving in a manner tending to rouse baser passions among the members of the same or opposite sex.
- iv) Disfiguring the walls, floors, furniture etc. of the University.
- v) Forcibly entering/ reaching places which have restricted entry or unauthorizedly handling of equipment or performing acts which would be a threat to one's life.
- vi) Instigating others to commit acts of indiscipline.
- vii) Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the Campus.
- viii) Any Intimidation of or insulting or abusive behavior towards a student, staff or faculty or any other person.
- ix) Wanton destruction of University properties.
- x) Consuming or possessing narcotic drugs or other intoxicants or alcohol anywhere in the University premises.
- xi) Indulging in criminal acts of any kind under the law of land including gambling and possession of arms/weapons.
- xii) Arousing communal, caste or regional feelings or creating disharmony among students.
- xiii) Demonstration of disloyalty to the country, its constitution and its flag.
- xiv) Ragging of any kind tending to cause physical and mental torture to other students or forcing others to submit to indignity and nuisance.
- xv) All acts of violence and all forms of coercion such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the University and or any act which incites or leads to violence.
- xvi) Gheraos, laying siege or staging demonstrations around the residence of any member of the University Community or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
- xvii) Sexual harassment of any kind which shall also include: unwelcome sexual proposition/ advancements, sexually graphic comments of a body unwelcome College Prospectus 2018-19 Page 135 touching, patting pinching or leering of parts of the body or persistent offensive or unwelcome sexual jokes and or comments.
- xviii) Committing forgery, tampering with the Identity

Card or University records, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages of, defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorized photocopying or possession of library books, journals, magazines or any other material.

- xix) Any act of moral turpitude.
- xx) Use of abusive, defamatory, derogatory or intimidatory language against any member of the University Community.
- xxi) Any other act or acts which the Vice-Chancellor considers as major acts of misconduct and indiscipline.
- xxii) Publishing or posting derogative comments against any student/teaching staff/ administrative staff of the college or any other person on social media.

**4 PUNISHMENT**

The competent authority may impose any one or suitable combination of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned under Category-I or Category-II as the case may be, in Rule 4.

**Category-I:**

- 1) Admonition/Reprimand.
- 2) Sending the student out of his class and not letting him into his class up to a maximum of two consecutive periods.
- 3) Marking the student absent on repeating the misconduct at Sr No. 2.
- 4) Fine up to Rupees Twenty Thousand depending upon gravity of the issue.
- 5) Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages, etc.
- 6) Withdrawal of any or all facilities available to a student as per, various College Rules (such as Scholarship/ Fellowship, Hostel etc.) permanently or for a time period up to two semesters.
- 7) Stoppage of any or all academic processes.
- 8) Rustication up to two semesters and/or Declaring any hostels, premises, building or the entire College Campus out of bounds to any students.

**Category-II:**

- 1) Cancellation of admission or withdrawal of degree or denial of registration for a specified period.
- 2) Rustication up to four semesters and/or declaring any part or the entire College Campus out of bounds.
- 3) Fine up to Rupees Fifty Thousand depending upon gravity of the issue.
- 4) Expulsion.

**5. Student ID Card**

Every student must be in possession of a valid identity card. He / she must wear it on campus at all times.

## Annexure - I : UGC Regulations on Anti-Ragging

### UNIVERSITY GRANTS COMMISSION

#### UGC REGULATIONS ON CURBING THE MEANCE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009.

(Under Section 26 (1) (g) of the University Grants  
Commission Act, 1956) Dated June, 2009

#### PREAMBLE

In view of the Directions of the Hon'ble Supreme Court in the matter of "University of Kerala V/S Council, Principals, Colleges and others" in SPL no. 24295 of 2006 dated 16.05.2007 and that dated 08.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grant Commission to Prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students, which causes or likely to cause annoyance, hardships or psychological harm or to raise fear or apprehension thereof in any fresher or any other students, or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of sane, torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institution in the country, and thereby, to provide for the healthy development, physically or psychologically, of all students, the University Grant Commission, is consultation with the Councils, brings forth this Regulation.

In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956, the University Grant Commission hereby makes the following Regulations, namely

What constitutes Ragging?

- a. Ragging constitutes one or more of any of the following acts:
  - a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
  - b. Indulging in rowdy or indisciplined activities by any student or student which cause or likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
  - c. Asking any student to do any act which such student will not in the ordinary course to do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
  - d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher,
  - e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
  - f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
  - g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
  - h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

- I. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student

#### Administrative action in the event of Ragging:

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

- a) The Anti-Ragging committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely :
  - I. Suspension from attending classes and academic privileges.
  - II. Withholding / withdrawing scholarships / fellowship and other benefits.
  - III. Debarring from appearing in any test / Examination or other evaluation process.
  - IV. Withholding results.
  - V. Debarring from representing the institution in any Regional, National or International meet, tournament, youth festival, etc.
  - VI. Suspension / expulsion from the hostel.
  - VII. Cancellation of admission
  - VIII. Rustication from the institution for a period ranging from 1 to 4 semesters.
  - IX. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
  - X. Fine which may extend up to 2.5 lakhs. Provided that where the person committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie;
  - i. In case of an order of an institution, affiliated to or constituent part, of a University to the Vice-Chancellor of the University;
  - ii. In case of an order of a University, to its Chancellor.
  - iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

For more details on UGC Regulations on Ragging,

Log on to

<http://www.vidyaprabodhicollege.edu.in>

## सरस्वती वंदना

या कुन्देन्दुतुषारहारधवला या शुभ्रवस्त्रावृता  
या वीणावरदण्डमण्डितकरा या श्वेतपद्मासना।  
या ब्रह्माच्युत शंकरप्रभृतिभिर्देवैः सदा वन्दिता  
सा मां पातु सरस्वती भगवती निःशेषजाड्यापहा॥१॥

हे हंसवाहिनी ज्ञान दायिनी  
अम्ब विमल मति दे। अम्ब विमल मति दे॥  
जग सिरमौर बनाएँ भारत,  
वह बल विक्रम दे। वह बल विक्रम दे॥  
हे हंसवाहिनी..

अम्ब विमल मति दे। अम्ब विमल मति दे॥  
साहस शील हृदय में भर दे,  
जीवन त्याग-तपोमर कर दे,  
संयम सत्य स्नेह का वर दे,  
स्वाभिमान भर दे। स्वाभिमान भर दे॥१॥  
हे हंसवाहिनी .

अम्ब विमल मति दे। अम्ब विमल मति दे॥  
लव-कुश, ध्रुव, प्रहलाद बनें हम  
मानवता का त्रास हरें हम,  
सीता, सावित्री, दुर्गा मां,  
फिर घर-घर भर दे। फिर घर-घर भर दे॥२॥  
हे हंसवाहिनी  
अम्ब विमल मति दे। अम्ब विमल मति दे॥

