

# PROSPECTUS

(Bachelor of Commerce)

**2023 – 2024**

ONLINE ADMISSION

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**Saraswat Education Society's**  
**Sridora Caculo College of Commerce**  
**& Management Studies**

(Accredited by NAAC with B Grade)

Telang Nagar, Khorlim, Mapusa, Goa - 403 507.

[www.caculocollege.ac.in](http://www.caculocollege.ac.in)

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# SARASWAT EDUCATION SOCIETY'S

Telang Nagar, Khorlim, MAPUSA, GOA - 403 507.

*(Founded on 2nd March, 1911)*

## INSTITUTIONS MANAGED

1. Saraswat Vidyalaya Pre-Primary, Mapusa
2. Saraswat Vidyalaya Primary School, Mapusa
3. Saraswat Vidyalaya High School, Mapusa
4. S.V.'s Swar Shrungar Musical School, Mapusa
5. S.V.'s Purushottam Walawalkar Higher Secondary School of Arts, Science, Commerce & Vocational Studies, Mapusa
6. S. V.'s Smt. Sitabai Shambhu Kamat Institute of Management & Human Resource Development, Mapusa
7. S.V.'s Sridora Caculo College of Commerce & Management Studies, Mapusa **(B.Com, BBA & BCA Programme)**
8. Shri Vasant Vidyalaya, Siolim
9. Progress High School, Panjim
10. Computer Academy, Mapusa



## ..... VISION .....

To be a model institution, providing for a holistic development of individuals with an aim of promoting a healthy and progressive society.

## ..... MISSION .....

To impart value added education, to nurture the creative abilities of our youth, to develop professional competence with a focus on opportunities for individual excellence and the collective wellbeing of the community.

## ..... OBJECTIVES .....

To help students in developing their creative abilities to become productive members of the society.

To inculcate values, ethics and principles among the students for their holistic development.

To emphasize on the professional and personality development of students in order to prepare the students to adapt to a rapidly changing environment.

To build confidence level and to develop competency through the use of modern technology.  
To help students in career guidance and placements to seek employability so that they turn out to be responsible citizens of our nation.







# SARASWAT EDUCATION SOCIETY'S

Established on 2nd March 1911

Telang Nagar, Khorlim, MAPUSA, GOA - 403 507.

[www.saraswatvidyalaya.in](http://www.saraswatvidyalaya.in)

## GENERAL ASSEMBLY :

*Chairman* : Shri Vithal G. Prabhu Parrikar

*Secretary* : Shri Vivek G. Kerkar

## EXECUTIVE COMMITTEE :

*President* : Shri Ramnath N. Burye

*Vice President* : Shri Rajesh R. Mahambrey

*Secretary* : Shri Rupesh R. Kamat

*Joint Secretary* : Shri Kaustubh V. Sawkar

*Treasurer* : Shri Anup A. Prabhu Verlekar

*Joint Treasurer* : Shri Balkrishna V. Parulekar

*Co-opted Members* : Shri Akhil S. Prabhu Parrikar

Shri Sachin S. Pai Bir

## PROSPECTUS 2023 - 2024

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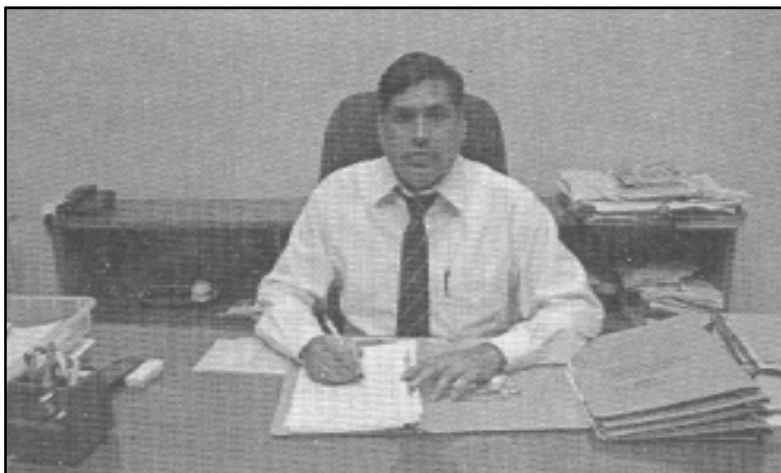
Prof. Santosh Patkar  
Principal

**Prospectus Committee**

Mr. Prakash N. Tamhankar  
Ms. Nisha Gangan  
Ms. Poonam Navelkar  
Mr. Guruprasad Namshikar  
Mr. Sudesh Chandelkar

**Cover Concept, Typesetting and Printing :**

M/s. Kamat Offset, Mapusa, Goa.



## PRINCIPAL'S MESSAGE

It is with great pleasure that I welcome you all for the new academic year 2023-24. You are all aware that some states in the country have adopted the National Education Policy and our state has taken the initiative in implementing it from this academic year starting in June. Due to the implementation of NEP, there will be some changes in the structure and curriculum, but at the same time, it is an opportunity for the coming students to learn something new and practical. The NEP focuses on skill development courses along with an interdisciplinary and multi-disciplinary approach. The implementation of NEP is a challenge for all educational institutions and stakeholders, but we have to face the challenges, and that is the core of the education system.

The college focuses on academic and extracurricular activities and tries to maintain a balance between the two so that it helps in developing the personalities of the students. The college has a blend of experienced as well as young and energetic faculty, which have become the strength of our institution.

Our management has always been very supportive and has encouraged faculties and students in various activities.

I am sure that you would be very happy with your decision to choose our college, and it would surely pay a rich dividend.

I wish you the very best for this academic year.

Prof. Santosh Patkar  
PRINCIPAL

### *From Vice Principal's Desk—*



It gives me great pleasure to invite you to Saraswat Education Society's Sridora Caculo College of Commerce & Management Studies for the new academic year 2023-24. Located in the town of Mapusa, our College has recorded decades of progressive development in the course, Bachelor of Commerce, and thus making it a most preferred institute to the freshers seeking admission in the State of Goa. It's a model institution, focusing on holistic development of students who eventually contribute in the making of a healthy, progressive and vibrant nation.

Our College has the best infrastructure, dynamic faculty and expansive campus which together provide an inclusive academic ambience required to achieve excellence in erudition. Besides, the College has adopted an extensive, vibrant co-curricular programme that includes sports, leadership training programmes and community development activities. Our mission is to inculcate the love of knowledge in our students and make them responsible citizens. On a much deeper level, we make efforts to instil the values of respect, dignity and trust in relationships that are the nucleus for real success.

It is our firm conviction that the students we educate and train are our strength and brand ambassadors. Our students have always excelled in the vocation of their choice. Many have joined further studies in premier institutions across the country and overseas; others chose to become entrepreneurs on successful completion of the course, or have taken up employment in leading firms and companies in the State and elsewhere.

Learning is a continuously nourishing exercise which transforms us into ideal human beings. I accord a warm welcome and invite you to our College, and I wish you all the best in the pursuit of your aspirations.

## TEACHING STAFF (REGULAR FACULTY)

Name : **Professor Santosh B. Patkar**  
 Designation : Principal  
 Qualification : M.Com, B.Ed., L.L.B., M. Phil., Ph.D., SET  
 Experience : 33 years



Name : **Mrs. Smruti Borkar**  
 Designation : Vice Principal (Associate Professor)  
 Qualification : B.E. (Computer Engr.) M.C.A., SET  
 Department : Computer Science  
 Experience : 27 years



Name : **Professor Sharmila Borkar**  
 Designation : Professor  
 Qualification : M.A. (Eco.), SET, Ph.D  
 Department : Economics  
 Experience : 32 years



Name : **Dr. Jayesh Churi**  
 Designation : College Dir. of Phy. Education & Sports  
 Qualification : M. P.Ed., L.L.B, NET, Ph.D  
 Department : Sports  
 Experience : 33 years



Name : **Dr. Smita Shrivastava**  
 Designation : Associate Professor  
 Qualification : M.M.S., SET, Ph.D  
 Department : Management  
 Experience : 32 years



Name : **Ms. Sterol Godinho**  
 Designation : Associate Professor  
 Qualification : M.Com., SET  
 Department : Management  
 Experience : 28 years



Name : **Ms. Devi P.S.**  
 Designation : Assistant Professor  
 Qualification : Ph. D, M.A., B. Ed., NET, PGDHR.  
 Department : Economics  
 Experience : 23 years



Name : **Mr. Prakash Tamhankar**  
 Designation : Associate Professor  
 Qualification : M.Sc (Maths) PGDCA, NET, MPS  
 Department : Mathematics & Statistics  
 Experience : 24 years



Name : **Ms. Pragati Bhonsule**  
 Designation : Associate Professor  
 Qualification : M.Com., Inter C.A, M. Phil.  
 Department : Accountancy  
 Experience : 28 years



Name : **Mr. Satyajit Hirve**  
 Designation : Associate Professor  
 Qualification : M.Com, M. Phil, NET, SET, LLB  
 Department : Accountancy  
 Experience : 28 years



Name : **Ms. Purna Tamhankar**  
 Designation : Assistant Professor  
 Qualification : M.Com., PGDHR, SET, NET  
 Department : Commerce  
 Experience : 21 years



Name : **Dr. Henrique D'Souza**  
 Designation : Assistant Professor  
 Qualification : M.A. (Philo), SET, M.B.A. Ph. D  
 Department : Economics  
 Experience : 28 years



Name : **Ms. Nisha Gangan**  
 Designation : Assistant Professor  
 Qualification : M.A., B.Ed., M. Phil., NET  
 Department : English  
 Experience : 26 years



Name : **Dr. Reshma P. Verlekar alias Riddhi Kholkar**  
 Designation : Assistant Professor  
 Qualification : Ph. D., M.Com., NET  
 Department : Accountancy  
 Experience : 22 years



Name : **Mr. Kavir K. Shirodkar**  
 Designation : Assistant Professor  
 Qualification : MFS, NET  
 Department : Commerce  
 Experience : 7 years



Name : **Dr. Shobha Karekar**  
 Designation : Librarian  
 Qualification : M.L.I.SC., M. Phil, Ph.D  
 Experience : 27 years



Name : **Mr. Sahil H. Sawkar**  
 Designation : Assistant Professor  
 Qualification : M. Com, SET, Inter C.A., NET  
 Department : Commerce  
 Experience : 8 years



Name : **Ms. Poonam Navelker**  
 Designation : Assistant Professor  
 Qualification : B.E. (IT), MCA, M. Phil, SET  
 Department : Computer Science  
 Experience : 14 years



Name : **Dr. Amitha Shanbhogue**  
 Designation : Assistant Professor  
 Qualification : Ph. D, M. A. Economics  
 Department : Economics  
 Experience : 16 years



### TEACHING STAFF [CONTRACT / LECTURE BASIS (DURING 2022 - 23)]

Name : **Mr. Tushar Karmalkar**  
 Designation : Assistant Professor  
 Qualification : M. Com., NET, SET  
 Department : Accountancy  
 Experience : 10 years



Name : **Ms. Disha B. Toraskar**  
 Designation : Assistant Professor  
 Qualification : M. Com, SET  
 Department : Accountancy  
 Experience : 5 years 4 months





Name : **Ms. Bhagyalaxmi Khedekar**  
 Designation : Assistant Professor  
 Qualification : M. Com., B. Ed., SET  
 Department : Commerce & Management  
 Experience : 1 year



Name : **Mr. Ramakant a/s Sahil Nayak**  
 Designation : Assistant Professor  
 Qualification : M. Com., Inter C.A., NET  
 Department : Commerce & Management  
 Experience : 2 years



Name : **Mr. Pranav Samant**  
 Designation : Assistant Professor  
 Qualification : M. Com., SET  
 Department : Commerce & Management  
 Experience : 2 years



Name : **Ms. Pooja Nagoji**  
 Designation : Assistant Professor  
 Qualification : M. Com., NET  
 Department : Commerce & Management  
 Experience : 3 years



Name : **Ms. Nita R. Nachinolkar**  
 Designation : Assistant Professor (Study Leave Vacancy)  
 Qualification : M. Com., M. Phil., SET  
 Department : Commerce  
 Experience : 15 years



Name : **Ms. Bandana Yadav**  
 Designation : Assistant Professor  
 Qualification : M. Com., NET  
 Department : Commerce  
 Experience : 3 years



Name : **Ms. Navami Navnath Sawant**  
 Designation : Assistant Professor  
 Qualification : M. Com., SET  
 Department : Commerce  
 Experience : 1 year



Name : **Ms. Ruta Nandish Kenkare**  
 Designation : Assistant Professor  
 Qualification : B.A., LLB, LLM  
 Department : Law  
 Experience : 1 year



Name : **Ms. Padmashree A. Gawas**  
 Designation : Assistant Professor  
 Qualification : M.A., Economics, SET  
 Department : Economics  
 Experience : 3 years



Name : **Ms. Gouri Pankar**  
 Designation : Assistant Professor  
 Qualification : M. A., Economics  
 Department : Economics  
 Experience : 7 months



Name : **Mr. Dattaraj A. Kamalkar**  
 Designation : Assistant Professor  
 Qualification : M. A., Economics  
 Department : Economics  
 Experience : 4 months



Name : **Mr. Shankar S. Nadkarni**  
 Designation : Assistant Professor  
 Qualification : M. Com.,  
 Department : Commerce  
 Experience : 5 years



Name : **Mr. Aniket Jagdish Shenai**  
 Designation : Assistant Professor  
 Qualification : M. Com., M sm  
 Department : Commerce  
 Experience : 2 months



Name : **Mr. Janardan N. Tamhankar**  
 Designation : Assistant Professor  
 Qualification : M. Sc., Maths  
 Department : Mathematics  
 Experience : 19 years



**NON-TEACHING STAFF**



Ms. Lynn Lobo  
Head Clerk



Mr. Avdhut A. Gunaji  
Accountant



Mr. Guruprasad S. Namshikar  
System Administrator



Ms. Suchita Sawant  
U.D.C.



Mr. Abhay Hajare  
U.D.C.



Ms. Riddhi B. Raikar  
Librarian Gr-I



Ms. Kranti R. Korgaonkar  
Jr. Stenographer



Mr. Rudresh D. Kamat  
Lab. Asstt. (IT)



Mr. Sudesh Chandelkar  
L.D.C.



Mr. Damodar Desai  
L.D.C.



Mr. Pramod Pal  
L.D.C.



Ms. Pragati Puranik  
L.D.C.



Mr. Tejas V. Nagvenkar  
Instructor in  
Physical Education

**CONTRACT (22-23)**



Ms. Surabi Thakur  
Counsellor



Mr. Rohish A. Pednekar  
L.D.C. Examination



Mr. Rupam R. Kandolkar  
Examination

**MULTI TASKING STAFF**



Mr. Vilas Amnekar



Mr. Anand Shetkar



Mr. Ramakrishna Sawant



Mr. Rajendra Raut



Mr. Mahesh Parwar



Mr. Mohammad Amin Khan



Ms. Sneha Kotta



Mr. Sarvesh Chari

# CONTENTS

1. Management .....	14
2. Ordinance OC-66.....	15
3. Eligibility for Admission & Scheme of Examination.....	16
4. Admission process .....	24
5. Enrolment.....	25
6. Eligibility Certificate.....	25
7. Fees payable .....	26
8. Schedule of College Fees.....	26
9. Refund of fees .....	27
10. Circular - National Commission for Backward Classes .....	28
11. Scheme of papers .....	29
12. Identity Card .....	33
13. Rules of Conduct and Discipline .....	33
14. Schedule of Penalties .....	35
15. Ordinance OA-17 (Attendance) .....	37
16. Minimum attendance for eligibility to appear for examination .....	38
17. Ordinance OA-26 (Grace Marks) .....	40
18. Migration Certificate .....	45
19. Anti Ragging Circular .....	46
20. UGC Regulations.....	47
21. Sexual Harassment of Women at Workplace Circular .....	59
22. Sexual Harassment of Women at Workplace Act .....	60
23. Sexual Harassment Prevention Committee .....	69
24. Scholarship/freeship .....	71
25. Awards .....	71
26. Students Aid Fund .....	71
27. College Infrastructure: Library .....	72
28. Class Room/Computer Lab/ Canteen/Sports/N.S.S./ .....	73
29. Co-curricular & Extra Curricular Activities .....	73
30. Activities undertaken in addition to Regular Teaching.....	73
31. Disclaimer .....	73

SARASWAT EDUCATION SOCIETY'S

**SRIDORA CACULO COLLEGE OF COMMERCE & MANAGEMENT STUDIES**

Telang Nagar, Khorlim, Mapusa, Goa - 403 507

'SARASWAT VIDYALAYA' is one of the oldest educational institutions in Goa, established on 2nd March, 1911.

At present it manages a High School with classes from Kindergarten to Std. X. It also runs a musical school "Swar Shrungar" at Altinho, Mapusa. From June 1988 the Society started **Purushottom Walawalkar Junior College of Arts, Science & Commerce for Std. XI & XII**. The Society is one of the few institutions in Goa, to introduce vocational courses for the first time in Goa from the academic year 1988-89 in the faculties of Auto-Engineering Technology, Office Secretaryship & Stenography and Accountancy & Auditing to Std. XI and XII. The Society also managed **Smt. Sitabai S. Kamat Institute of Management and Human Resource Development**. The Saraswat Education Society also manages **Shri Vasant Vidyalyaya of Siolim, Bardez and Progress High School, Panaji**. The performance of all these institutions is noteworthy.

To meet the needs of aspiring students of higher education, the Society has established this **Saraswat Education Society's College of Commerce & Management Studies** in the year 1991. The College conducts following Programmes in Commerce & Management. B.Com (Bachelor of Commerce) B.B.A.

(Bachelor in Business Administration) B.C.A. (Bachelor in Computer Application).

The Society has a campus admeasuring 44,000 sq. mts. with its own building and playground. The society has plans to construct an independent building for the College.

Saraswat Education Society's College of Commerce & Management Studies was renamed as S.V.'s Sridora Caculo College of Commerce & Management Studies (SCCCMS) w.e.f. June 2005. This institute is part of one of the oldest Educational Societies in Goa, Saraswat Educational Society and is affiliated to the Goa University.

The Institute takes immense pride in the fact that it is considered as one of the pioneers in Commerce and Management education in Goa and its students have been commended as some of the better human resources by the corporate world.

Management or Commerce Education for SCCCMS is not just a business venture but a passion that drives it to contribute, a qualitative value driven human force to our society and economy. We envisage our students to be the torch-bearers for the future of economic and industrial development of the state.



## GOA UNIVERSITY TALEIGAO PLATEAU, GOA

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

Date : 30th January, 2017

To,

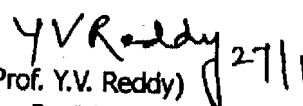
1. The Special secretary to Hon'ble Governor of Goa & Chancellor of Goa University, Raj Bhavan, Dona Paula, Goa.
2. The Director, Directorate of Higher Education, Govt. of Goa, D.T.E. Complex, Opp. Directorate of Education, Alto Porvorim Goa.
3. All the Deans/Principals of affiliated colleges.
4. All the Directors of recognized institutions.
5. All the Heads of University Teaching Departments.
6. All the Divisional/Sectional Heads of University Offices.
7. The President, University College Teacher's Association, Goa C/o V.M. Salgaocar College of Law, Miramar, Panaji, Goa-403 001.
8. The Secretary, Goa University Teacher's Association.
9. The Registrar, High Court of Bombay at Panaji, Goa.
10. Senior Adv. A. A. Agni, University Counsel, Navelkar Trade centre, 2<sup>nd</sup> Floor, Opp. Azad Maidan Panaji, Goa.
11. The P.S. to Vice-Chancellor
12. The P.A. to Registrar
13. The Office copy
14. The Guard File

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

Sir/Madam

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

Yours sincerely,

  
 (Prof. Y.V. Reddy)  
 Registrar

Encl. : as above



## ELIGIBILITY FOR ADMISSION & SCHEME OF EXAMINATION

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

### 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

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

#### 1.2 DEGREE TO BE AWARDED

Bachelor of Arts/Bachelor of Commerce/Bachelor of Science/Bachelor of Arts (Honours)/Bachelor of Commerce (Honours)/Bachelor of Science (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.A. / B.Com / B.Sc. / B. A. (Hon.) / B.Com. (Hon.) / B.Sc. (Hon.) Programme:

- To be eligible for admission to the Semester I of the Three Years Programme leading to the Degree of Bachelor of Arts/Commerce/Bachelor of Arts (Hon.)/Commerce (Hon.) the candidate should have passed:
  - 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
  - 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.
- 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:
  - 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
  - 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.
- 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.
- 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.A. / B.Com / B.Sc./ B. A. (Hon.) / B.Com. (Hon.) / B.Sc. (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. A./ B. Com. / B. Sc./ B. A. (Hon.) /B.Com. (Hon.) /B.Sc. (Hon.) provided :
- (a) He/She has passed the First Year B. A./ B. Com./ B. Sc./ B. A. (Hon.)/B.Com. (Hon.) / B.Sc. (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 (B) 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. A./ B. Com./B. Sc./ B. A. (Hon.)/B. Com. (Hon.)/B. Sc. (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. A. / B.Com./B. Sc. Course provided:
- (a) He/She has passed the Second Year B. A. / B. Com. / B. Sc. / B. A. (Hon.) /B.Com. (Hon.) /B.Sc. (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 SemesterV only.

**(ii) Eligibility for admission to Semester-VI (in the third year) B.A./B.Com./B.SC./ B.A. (Hon.)/B.Com.(Hon.)/B.Sc.(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.

**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

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

#### 2. Core Course

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.

#### 3 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 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 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.

#### 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.

- 5 The Course Structure for the Three Year Degree Programme in B.A./B.Com/B.Sc./B.A. (Hon.)/B.Com. (Hon.) /B.SC. (Hon.) shall be as specified below:

**OC-66.5 Scheme of Examination (B. A. / B. Com. / B. Sc.)**

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 or 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.
- 4.(a) (i) Examination(s) in Laboratory exercises shall be conducted for Courses having practical component. Marks shall be allotted for journal/lab record book, field work, experiment assigned to the candidate and oral, and shall be broadly as follows: Experiment 60%, Journal 20%, Orals 20%. The final break-up of marks shall be as recommended by the Board of Studies in the respective subject, approved by the Academic Council and notified by the University to all the Colleges.
- (ii) For assessing the candidate's performance in the assigned experiment, the examiner shall take into account the planning/, the procedure and the technique followed by the candidate along with the readings/observations, the results and the presentation.
- (iii) Candidates shall be required to submit the journal/record book while entering the laboratory to appear for the practical examination. Examiner(s) 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. For subjects having field work component, the candidate shall be required to submit the report of such field excursion(s) along with the journal(s) for assessment. The examiner(s) shall consider the report along with journal(s) while allotting the marks.
  - (iv) In 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.
  - (b) Record of the breakup of marks thus obtained by the candidate for Semesters I to IV, shall be maintained by the respective College in a sealed envelope for a minimum period of 4 years.
  - (c) A candidate may be permitted, strictly on medical or other genuine grounds, to appear for practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, In the examination programme for Semester-V and Semester-VI issued by the University. This out of turn appearance may be in the same college in a different batch or in a different College. Such permission may be granted by the University if so recommended by the Principal of the College. The candidate shall be required to remit the requisite fee for his/her being examined out of turn.
- 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 (Agerage)	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 (Agerage)
4.0 - <5.0	P (Pass)
Less than required credits or CGPA<4.0	F (Fail)

#### **OC-66.7 College Examination Committee, College Unfair Means Inquiry Committee and College Grievance Committee.**

**OC-66.7.1** The following committee shall be constituted by the Principal of the college for the terms mentioned against each of them and shall work subject to control and supervision of the Principal.

- (a) College Examination Committee - 3 years
- (b) College Unfair Means Inquiry Committee (CUMIC) - 3 years
- (c) College Grievance Committee - 3 years
- (A) The College Examination Committee shall consist of :
  - (i) A senior teacher who shall be the Chairperson
  - (ii) Two or four regular teachers (In addition to the Chairperson).
- (a) There shall be no remission in work-load but adequate remuneration shall be paid to the members.
- (b) This Committee shall be generally in charge of all matters pertaining to B.A., B.Com. and B.Sc. Examinations in the College.
- (c) The Committee shall prepare the examination time-table, arrange to get the question paper sets printed and answer books assessed.
- (d) The Committee shall arrange to get the results prepared, settled, announced and individual statement of marks prepared and issued to the candidates.
- (B) The CUMIC shall be constituted with the following members.
  - (i) Vice-Principal or a Senior teacher as Chairman.
  - (ii) Two member of the College Examination Committee.
- (2) The Committee shall inquire into the cases of unfair means and malpractices reported in a manner prescribed by OC-66.7.2 and shall recommend to the Principal a course of action as prescribed in OA-5.14.
- (C) The College Grievance Committee shall be constituted as under :-
  - (i) Vice-Principal/Senior member of teaching staff as Chairman, provided that he is not the Chairman of CUMIC.

- (ii) Two regular teachers, preferably not members of CUMIC and the College Examination Committee.
- (iii) In case the Grievance concerns any member of the committee, the Principal shall reconstitute the Committee for the concerned grievance, excluding the concerned member.
- (a) This committee shall investigate into written complaints from the students, referred to Committee by the Principal, in the conduct of examinations and recommend a course of action to the Principal as prescribed in OC-66.7.3 and OA- 5.14.

#### OC-66.7.2 Inquiry Into cases of unfair means

The following procedure shall be followed for Inquiring into the cases of candidates alleged to have used unfair means at the F. Y. and/or S. Y. B.A./B.Com./B.Sc., examinations.

- 1 The candidates be served with a show cause notice and made aware of the charges/allegations reported against him/her so as to enable him/her to prepare his defence at the time of this appearance before the CUMIC and inform him/her thereby of the proposed action to be taken in his/her case, directing h i m / h e r t o reply to the show cause notice as to why the action proposed should not be taken against him/her.
- (a) The reply received by the Committee from the candidate when he/she appears before it be considered by the Committee and the final recommendation in the matter be taken and reported to the Principal for approval.
- (b) The punishment finally awarded can be equal to, or less than, what is mentioned in the show cause notice, but not more than what is mentioned therein.
- (c) The CUMIC Is a recommendatory body. The Principal has to exercise his/her power under Statute SB-13(iv) of the University and issue final order.
- (d) The broad category of malpractice and the quantum of punishment for each category thereof shall be as given in Ordinance on

malpractices i.e. OA-5.14.19. Besides these guidelines, each case may be examined in detail and punishment awarded on the merit of each case.

#### OC-66.7.3 Investigation of Grievance by the College Grievance Committee

- 1 The Committee shall consider the written complaint by a student on the conduct of examination provided that
  - (i) the complaint is submitted within 15 days after the declaration of results;
  - (ii) the complaint is accompanied with a fee of Rs. 200/- (refundable if the complaint is found genuine); and
2. The matter is referred to the Committee by the Principal.
 

The Committee shall invite a reply to the allegations, if any, made by the student from the concerned party.
- 3 After considering the reply of the concerned party, the Committee shall recommend a course of action in writing to the Principal.
- 4 The Principal may inform the student the findings of the Committee and shall take appropriate action including reassessment of the said answer book. However, If the marks are reduced after revaluation of the said answer book the original marks shall be retained and the student to be communicated that there is no change in his/her result.
- 5 A minimum fine of Rs. 200/- which shall not exceed Rs. 500/- shall be imposed on the student complainant, if the said allegation(s) is (are) found to be a deliberate attempt at casting aspersions on the teacher(s) concerned. If the allegations are found to be genuine and the same is recorded giving reasons, the action shall be taken as provided under OA-5.2.6.



## ADMISSION PROCESS

Admissions will be held online. Kindly visit college website at [www.caculoccollege.ac.in](http://www.caculoccollege.ac.in)

Students should upload the scanned copies of the following :

1. Passport size Photograph
2. H.S.S.C. Marksheet
3. School Leaving Certificate
4. Caste Certificate wherever applicable
5. Aadhaar Card

**As per the circular of the Directorate of Higher Education, guidelines for the admission Process are given below :**

The admission procedure for all colleges under the administrative purview of The Directorate of Higher Education Goa for the academy year 2022-2023, will be conducted on the IAIMS portal through online mode only.

The admission portal will be open for applicants for a certain period which will be communicated to all colleges. During the application period, students will be able to apply, edit and submit the application. After the last date of application, colleges will be given additional time to verify the applicant's documents, conduct entrance exam (wherever applicable) and prepare a merit list.

This directorate has issued the guidelines for carrying out the admission process for the academic year 2023-2024. All colleges are hereby instructed to follow the guidelines as mentioned below :

- After Verification of e-documents of the applicants, colleges may prepare the merit list.
- The colleges are free to decide the criteria for the preparation of the merit list.
- The colleges can offer admissions to applicants, strictly based on the approved divisions by the DHE.
- To confirm the admissions in the college the applicants will have to submit all the valid documents and pay the appropriated fees during the time of counseling.
- The fees should be collected from the applicants in the digital mode only.
- Once the applicant is admitted to the college of his/her first preference, he/she will not be permitted to switch to the second or third preference college.
- If an applicant did not receive the admission offer from his/her first preference college then he/she may choose to get admitted to the second or third preference college, subject to availability of the seats and offer by the college of their second or third preference.
- However, the applicants may get a chance to upgrade their admission in the college of their highest preference, subject to the availability of the vacant seats and offer from the college within a stipulated time period.
- During the counseling session, the admission committee can edit the subject preference choices including DSC, AECC, GE, SEC, only with the applicant's consent.
- If the applicant wants to withdraw the admission from the college, the respective college should hand over his/her documents along with the fees paid, back to the applicant.
- The college admission committee has to ensure that his/her admission is cancelled on the IAIMS portal against his/her application number.
- All colleges are expected to follow fair and transparent practices during the course of the admission process.

The selected candidates will have to pay the fees by visiting the College website mentioned below :

**www.caculocollege.ac.in**

**On the Home page Menu, click on Students and click on Pay Fees Online**

**Admission will be confirmed only after the payment of Fees.**

## ADMISSION LINK

**Admission Link will be available on :**

**DHW Website                      dhe.goa.gov.in**

**OR**

**College Website                      www.caculocollege.ac.in**

## ENROLMENT

The student who wishes to join F.Y.B.Com. Class on the basis of having passed the Higher Secondary School Certificate examination conducted by the Goa Board of Secondary and Higher Secondary Education, has to fill the university registration form online. The details of the same will be intimated at a later date by the office.

## ELIGIBILITY CERTIFICATE

The candidates passing the qualifying examination from a Board other than Goa Board and seeking admission to this college for B. Com. Degree course will have to obtain the eligibility certificate by applying in University office.

The candidate must submit the following certificates for confirmation of eligibility, in original along with two xerox copies.

- 1) Migration Certificate.
- 2) Passing Certificate.

The attention of the student is invited to the fact that if the necessary certificates in original along with xerox copies of each are not submitted to the college office before the close of 1st Term for the confirmation of eligibility, they are liable to lose the attendance kept by them and their admission to the college may be cancelled.

## NOTE

**The college has made one certificate course compulsory for the SYBCOM and TYBCOM students. The list of the courses will be displayed in the beginning of the academic year.**

## FEES PAYABLE

Fees to be paid by a student to the college are as follows: (Subject to change if any, effected by the Goa University & Govt. of Goa.)

### SCHEDULE OF COLLEGE FEES

Sr. No.	Particulars	FY BCom (Comp)	FY BCom	SY BCom (Comp)	SY BCom	TY BCom
1.	Tuition Fees	2000	2000	2000	2000	2000
2.	Registration Fees	660	660			
3.	Gymkhana Fees	500	500	500	500	500
4.	Library Fees	500	500	500	500	500
5.	Other Fees	500	500	500	500	500
6.	Exam Fees	2820	2820	2680	2680	
7.	Student Aid Fund Fees	130	130	130	130	130
8.	Library Deposit	70	70			
9.	Caution Money Deposit	70	70	70	70	70
10.	Laboratory Fees	500		500		
11.	I.Tech Fees	820	820	820	820	820
12.	IAIMS Fees	225	225	225	225	225
13.	ID Card Fees	150	150	150	150	150
14.	PTA Fees	500	500	500	500	500
15.	Placement Brochure Fees	500	500	500	500	500
16.	Academic Restructuring & Dev. Fees	1500	1500	1500	1500	1500
17.	Statement of Marks Fees/T.C./L.C. Fees					
18.	Fines (Office/Library)					
	<b>TOTAL</b>	<b>11445</b>	<b>10945</b>	<b>10575</b>	<b>10075</b>	<b>7395</b>

**Note :**

Once admission is confirmed all fees to be paid through link provided on College website mentioned below :

[caculcollege.ac.in](http://caculcollege.ac.in) Menu/Students Pay Fees Online OR

[caculo college.ac.in](http://caculo college.ac.in)

Pay Fees Online

Deposits are taken once on admission and are refunded (after deduction if any) on completion of degree. **Fees are subject to alteration as per directives of the Goa University and Govt. of Goa.**

Fees for both the Semesters are payable in full at the time of admission, failing which the admission is liable to be cancelled.

Late payment will be subject to a fine or cancellation of term at the discretion of the Principal

The Principal may allow any student to pay the fees in installments if in his opinion, the student concerned is unable to pay the full fees.

But in no case the deferment of the fees dues of the year will be permitted beyond 1st March of every year and as a consequence of which the admission for the relevant year would be treated as automatically cancelled.

A student once admitted will be considered duly enrolled for the Academic year, unless he informs the Principal in writing of his intention to leave the college at least a week before the commencement of the Second Term. If no such intimation is received, full fees for Second Term/Semester will have to be paid.

**REFUND OF FEES**

**GOA UNIVERSITY**  
**TALEIGAO PLATEAU, GOA**

GU/36/Acad-PG/Refund of Fees/2017/1322/446

Date : 17/05/2017

**CIRCULAR**

Pursuant to the directives of the UGC relating to refund of tuition and other fees, the Standing Committee of the Academic Council in its meeting held on 02/05/2017 has approved the following rules relating to refund of tuition fees and other fees.

- a) If a student chooses to withdraw from the programme of study in which he/she is enrolled, the following four-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	% of refund of Aggregate fees*
1.	15 days before the formally notified last date of admission.	100%
2.	Not more than 15 days after the formally notified last date of admission.	80 %
3.	More than 15 days but less than 30 days after formally notified last date of admission	50 %
4.	More than 30 days after formally notified last date of admission.	00 %

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

- b) In case of (1) in the table above, 10% of the aggregate fees shall be deducted as processing charges from the refundable amount.
- c) 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.
- d) The fees of the students who have already been admitted to a programme of the University and have paid the fees and are subsequently admitted to another programme shall have to pay the fees for the final admission and claim the refund of fees paid earlier, in which case no administrative charges shall be deducted from fees paid earlier by the student.

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

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

*Y.V. Reddy*  
(Prof. Y.V. Reddy)  
Registrar



**GOVERNMENT OF GOA  
DIRECTORATE OF HIGHER EDUCATION**

SCERT Building, Porvorim - Goa.

Tel. : 2415585/2410824

Email : dir-dhe-go@nic.in

No. EST/Reservation Circular/180/2020/1990

Dated 22/07/2020

**CIRCULAR**

National Commission for Backward Classes has received complaints against the National Law Universities / Schools stating that there are irregularities in the process of admission thereby violating the reservation rules.

National Commission for Backward Classes New Delhi has therefore issued guidelines on 20-1-2020 (A copy enclosed) regarding implementation of reservation in admission. Commission has observed that National Law Universities and State Government Universities which are established under Statutes enacted by the State Legislature and also received grant-in-aid from UGC and State Government are not following rule of reservation in admission. The Statute provide reservation for local domicile candidate and for the all Indian seats in their admission. And few of the Universities are providing reservation only in the local domicile percentage of seats and not in the all India seats.

The Commission has therefore recommended that the reservation rules in admission of OBC candidates (27%) in all India seats and local domicile seats may strictly be followed for the admission of academic year starting from 2020 onwards.

All the Government Colleges, Aided Colleges and Goa University shall strictly implement the reservation rule in admission for OBC Categories (27%)

Therefore, Colleges shall maintain the reservation as follows :

1)	Other Backward Classes (OBC)	27%
2)	Schedule Caste (SC)	2%
3)	Schedule Tribes (ST)	12%
4)	Economically Weaker Section (EWS)	10%

All the Government Colleges, Aided Colleges and Goa University shall strictly implement the reservation rule in admission for all above categories in all Indian seats and local domicile seats.

In case any seats reserved for all above categories remain vacant, the same shall be filled by admitting general student.

Receipt of this circular shall be acknowledged.

(Prasad Lolayekar)

Director of Higher Education

To,

- 1) The Registrar, Goa University Taleigao Plateau, Goa.
- 2) The Principal of Govt. Colleges & Aided Colleges.
- 3) The Director of Social Welfare, Panaji w.r.t. his office letter No. 61-35-2020-BC/DSW/1050

## BACHELOR OF COMMERCE

### PROGRAMME OUTCOMES

The Programme aims to make the students employable and self employment oriented (Self employable). It aims to make the students learn the writing and interpretation of books of accounts, be conversant with the financial and economic environment and acquire the management skills required to manage the business. The programme includes imparting and developing the oral and written communication, Information Technology and statistical skills as well as legal knowledge. Considering the importance of self employment, the programme aims to develop and inculcate entrepreneurial skills among the students. Overall the course aims to work on the enrolled students to make them more productive, self reliant and constructive for self and society's benefit.

### SCHEME OF PAPERS

Programme Structure for Semester I and II Under Graduate Programme (B.Com)  
for the Academic Year 2023-24 (NEP)

Semester	Major -Core	Minor	MC	AEC	SEC	I	D	VAC	Total Credits	Exit
I	Major- 1 COM-100 (Financial Accounting) (3L+1P) <b>OR</b> Major- 2 COM-101 (Elements of Cost) (4L)	Minor -1 COM-111 (Principles and Practice of Management)	MC-1 ECO 131_MC_ Sustainable development	AEC -1 ENG-151 (Communicative English: Spoken and Written)	SEC-1 CSC 143 Data Analytics using Spreadsheets -I <b>OR</b> SEC-1COM-142 Business Mathematics I <b>OR</b> SEC-1 COM-143 Soft Skills and Personality Development			VAC-101: Environmental Studies I <b>and</b> VAC 110: Indian Economic Thought <b>OR</b> VAC-119: Health and Physical Education		
II	Major- 1 COM-100 (Financial Accounting) (3L+1P) <b>OR</b> Major- 2 COM-101 (Elements of Cost) (4L)	Minor-2 COM-112 (Fundamentals of Banking)	MC-2 ECO 132_MC_ Globalisation	AEC-2 ENG-152 (Digital Content Creation in English)	SEC-2 CSC 148 Data Analytics using Spreadsheets -II <b>OR</b> SEC-2 COM-147 Business Mathematics II <b>OR</b> COM-148 Corporate Secretaryship			VAC-112: E-Waste Management <b>and</b> VAC 110: Indian Economic Thought <b>OR</b> VAC-119: Health and Physical Education		

FOR B.COM DEGREE PROGRAM UNDER CBCS we.f. 2017-18  
B.COM. (HONORS) COURSE STRUCTURE

**SEMESTER III**

CATEGORY	PAPER	Credits
CC 9	Business Finance	4
CC 10	Fundamentals of Cost Accounting	4
CC 11	Entrepreneurship Development	4
SEC 1	(Any One)	
	a) Business Law (with practical component) /	4
	b) Computer Applications for Business I	
GE 3	<b>Generic Elective (Any One to be selected)</b>	
	1. Business Statistics	4
	2. Business Environment	4
	3. Retail Management	4
	4. Indian Capital Markets	4
GE 4	Economics of Resources / Environmental Ethics	4
<b>Total</b>		<b>24</b>

**SEMESTER IV**

CATEGORY	PAPER	Credits
CC 12	Fundamentals of Investment	4
CC 13	Income Tax	4
CC 14	Accounting for Service organizations	4
SEC 2	(Any One)	
	a) Companies Act and IPR Laws (with practical component)	4
	b) Computer Applications for Business II	
GE 5	<b>Generic Elective (Any One to be selected)</b>	
	1. Business Statistics	4
	2. Business Environment	4
	3. Financial Services	4
	4. E-Commerce & E-Accounting	4
GE 6	Indian Economy / Environmental Ethics	4
<b>Total</b>		<b>24</b>



**SEMESTER V**

CATEGORY	PAPER	Credits
CC 15	Industrial Management	4
CC 16	Indian Monetary & Financial System	4
DSE 1	<b><u>Commerce</u></b> Accounting Major I - Income Tax, Service Tax & Goa Value added Tax OR Cost Accounting Major I - Cost Accounting I OR Business Management Major I - International Marketing Management	4
DSE 2	<b><u>Commerce</u></b> Accounting Major II - Auditing OR Cost Accounting Major II - Cost Accounting II OR Business Management Major II - Retail Management Strategies	4
DSE3	<b><u>Commerce</u></b> Accounting Major III - Government Accounting OR Cost Accounting Major III - Techniques of Costing OR Business Management Major III- Advertising Management	4
DSE4	<b><u>Commerce</u></b> Accounting Major IV- Financial Reporting OR Cost Accounting Major IV - Management Accounting OR Business Management Major IV- Service Marketing	4
	<b>Total</b>	<b>24</b>

**SEMESTER VI**

CATEGORY	PAPER	Credits
CC 17	Human Resource Management	4
CC 18	International Economics	4
DSE 5	<b><u>Commerce</u></b> Accounting Major V - Advanced Company Accounts OR Cost Accounting Major V - Advanced Cost Accounting OR Business Management Major V - Financial Management II	4
DSE 6	<b><u>Commerce</u></b> Accounting Major VI - Accounting I OR Cost Accounting Major VI - Cost & Management Audit OR Business Management Major V I- Strategic Management	4
DSE 7	<b><u>Commerce</u></b> Accounting Major VII - Accounting II OR Cost Accounting Major VII - Advanced Cost Accounting II OR Business Management Major VII- Supply chain and logistics management	4
DSE 8	Accounting Major VIII : Corporate Accounting & Tax Planning OR Cost Accounting Major VIII : Advanced Management Accounting OR Business Management Major VIII : Brand Management	4
DSE 9	<b><u>Commerce (PROJECT)</u></b>	4
	<b>Total</b>	<b>24</b>

Students are required to opt for any three papers from DSE 5 to DSE 8

## IDENTITY CARD

Every student shall provide himself /herself with an Identity Card which shall carry a recent photograph of the student and bear the signature of the Principal. Wearing of I-card around the neck is compulsory in the college premises. Every student is expected to wear it in such a way that it is clearly seen. A student found without an Identity Card may not be allowed to attend the class or enter the

library or college office as the case may be. Those students who are found to be not wearing ID Cards will be required to pay a fine of Rs. 50/- per day. On loss of this card, a fresh card will be issued only on payment of Rs. 100/- per card. Teaching & non-teaching staff are authorised to check ID cards of students

## RULES OF CONDUCT AND DISCIPLINE

1. Every student must have an Identity Card, which shall carry a photograph of the Student and bear signature of Principal. Student's must always wear the card in the college and college campus.
2. Every student must attend lectures, tutorials or seminars according to the time-table on all working days of the college. Students must not remain absent from lectures, tutorials, seminars and examinations without the prior permission of the Principal. Absence without prior leave may lead to loss of term.  
In order to keep a term a student has to complete the course of study prescribed for the term for the class to which he/she belongs, to the satisfaction of the Principal. Students are warned that if their attendance at lectures, tutorials or seminars is unsatisfactory, their names may not be kept on the College rolls with effect from the beginning of the second/half of the academic year.
3. In case of illness a student must apply for leave by post as soon as possible, with doctor's certificate attached to the application and must report to the Principal immediately after resuming classes.
4. Student must not attend classes other than their own without the permission of the Principal.
5. Conduct of students in the classrooms as well as in the premises of the college shall be such that it should cause no disturbance to fellow students or to other classes.
6. Students must not loiter in the College premises while the classes are in progress.
7. Students' act in or outside the college should be such, as not to interfere in any way with orderly administration and discipline of the college.
8. No society or association shall be formed in the college, no person shall be invited to address a meeting without the Principal's prior permission.
9. No student shall collect any money as contribution for any purpose without the prior sanction of the Principal.
10. Students are expected to take proper care of the college property and help in keeping the premises neat and tidy. Damaging the property of college i.e. disfiguring walls, doors, damaging library books and property, etc is a breach of discipline and will be duly punished.

11. The college is not responsible for the loss of any property in possession of the student. Students should deposit the lost property found by them at the college office. The owner should claim it from the college office.
12. Students applying for certificate, testimonials etc. requiring the principal's signature should contact the office, three days in advance. No documents should be brought by the students directly to the Principal for his signature.
13. All students are responsible to the Staff & Principal for their conduct in the college.
14. Insubordination and unbecoming language or conduct are sufficient reasons for the dismissal of a student.
15. **Smoking in the College campus is strictly prohibited.**
16. Students should not invite personal mail on college address. College will not be responsible for any personal mail received at the office.
17. **Students should strictly adhere to decent dress code. Students should observe formal dress code for all college programmes.**
18. **No student shall use CELL/MOBILE PHONE in the college premises. If any student is found using the cellphone, then the mobile/cell will be seized and will not be returned back. All teaching and non-teaching staff are authorised to do the same. A fine of Rs. 500 may be imposed at the discretion of the Principal. No complaints of students with regard to cellphones will be entertained by the Principal.**
19. **Ragging is strictly banned in the institution and any one indulging in ragging is likely to be punished appropriately which may include expulsion from the institution.**
20. **Minimum 75% attendance is compulsory for every student.**
21. Students should make themselves familiar with the syllabus of their course of study, the Time-Table and the University Regulations as well as with all other college regulations and notices appearing from time to time on the notice board.
22. A minimum of two intrasemester assessment (ISA) Components in each subject is compulsory. A student failing to answer a minimum of two components will not be allowed to answer the semester end examination(SEE). If a student not having completed the required ISA components & answers the SEE by mistake or by over sight, then the said examination will be considered as null and void and the answersheet will not be assessed.
23. It is the duty of the parents/guardians to update themselves on the status of their wards/children from time-to-time regarding attendance, examinations, discipline or any other matter.
24. College correspondence to the parent on matters such as students attendance, PTA meetings etc, will normally be handed to students to handover to their parents.
25. Student forming their own groups on whatsapp, facebook, etc. and found using abusive language against teaching and non-teaching staff of the institution or defaming the institution then strict action will be initiated including rustication from college.
26. Matters not covered by the existing rules will rest on the absolute discretion of the Principal.

## SCHEDULE OF PENALTIES TO BE IMPOSED FOR VARIOUS TYPES OF UNFAIR MEANS

### (A) THEORY EXAMINATION

Sr. No.	Nature of Unfair Means	Quantum of Punishment
1	Possession of copying material- Admit	Annulment of the performance of entire examination
2	Possession of copying material- Denial	Annulment of the performance of entire examination + one chance
3	Possession of copying material = actual evidence of copying - Admit	Annulment of the performance of entire examination + One chance
4	Possession of copying material = actual evidence of copying - Denial	Annulment of the performance of entire examination + Two chances
5	Possession of another candidate's answer-book but no evidence of copying - Admit	Annulment of the performance of entire examination + One chance (Both the Candidates)
6	Possession of another candidate's answer-book but no evidence of copying - Admit	Annulment of the performance of entire examination + One chance (Both the Candidates)
7	Possession of another candidate's answer-book + actual evidence of copying - Admit	Annulment of the performance of entire examination + Two chance (Both the Candidates)
8	Possession of another candidate's answer-book + actual evidence of copying - Denial	Annulment of the performance of entire examination + Two chance (Both the Candidates)
9	Answer-books containing identical answer - Admit	Annulment of the performance of entire examination + One chance (Both the Candidates)
10	Answer-books containing identical answer - Admit	Annulment of the performance of entire examination + Two chance (Both the Candidates)
11	Answer-books, main or supplement, written outside the examination hall or any other insertion in the answer book-Amit	Annulment of the performance of entire examination + Five chances
12	Answer-books, main or supplement, written outside the examination hall or any other insertion in the answer book-Denial	Annulment of the performance of entire examination + Five chances
13	Attempt to forge the signature of the Block Supervisor on the answer-book or supplement etc. - Admit	Annulment of the performance of entire examination + Four chances
14	Attempt to forge the signature of the Block Supervisor on the answer-book or supplement etc. - Denial	Annulment of the performance of entire examination + Four chances

Sr. No.	Nature of Unfair Means	Quantum of Punishment
15	Inserting Currency notes in the answer book - Admit	Annulment of the performance of entire examination + Four chances
16	Inserting Currency notes in the answer book - Denial	Annulment of the performance of entire examination + Five chances (Note : This money is to be created of the University fund)
17	Impersonification at the examination - Admit	Annulment of the performance of entire examination + Five chances (Both the candidates)
18	Impersonification at the examination - Denial	Annulment of the performance of entire examination + Six chances (Both the Candidates)
19	Using obscene language, violence, there at the examination centre to Chief Conductors/Senior Block Supervisor or Examiners (irrespective of whether he/she is a candidate for a given examination or any other examination +) Admit	Annulment of the performance of entire examination + Four chances
20	Using obscene language, violence, there at the examination centre to Chief Conductors/Senior Block Supervisor or Examiners (irrespective of whether he/she is a candidate for a given examination or any other examination -) Denial	Annulment of the performance of entire examination + Five chances

(i) All the other offences not covered in the scheduled given above should be dealt with according to the gravity of the offences.

(ii) If on previous occasion also disciplinary action was taken against a student for malpractices at examination and he/she is caught again for malpractices at examination then, he/she is to be dealt with severely. Such students can be imposed with enhanced punishments. This enhanced punishment may extend to two to three times the punishment provided for the act committed at the second or subsequent examination.

**(B) PRACTICAL EXAMINATION :**

Candidates involved in malpractices at practical examination will be dealt with as per the provisions for theory examination.



**GOA UNIVERSITY**  
Taleigao Plateau, Goa.

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

Dated : 21st February 2019

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

Sir/Madam,

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

*Yours Sincerely,*



**(M. SHREEDHARA)**

Officiating Registrar

## Ordinance relating to Minimum attendance for eligibility to appear for Examinations conducted by Goa University

### OA-17.1 Objectives

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

### OA-17.2 General

(i) Attendance criteria under this Ordinance shall be brought to the notice of all the enrolled students by the concerned Institution/Department at the beginning of the academic year and the same shall be enforced strictly.

(ii) The teacher(s) concerned shall engage not less than 90% of the actual number of lectures/ practicals prescribed for the particular paper/ course in the syllabus. The Principal or Dean of the College / Head of the PG Department shall ensure that the teachers in the College / Department actually engage the required lectures/ practicals as mention above. {Note : "Course" refers to Laboratory Course/Optional Course /Compulsory Course or other similar instructional courses}. The Principal/Head of the Department may permit faculty members to engage the classes outside usual class timetable to enable them to complete the minimum prescribed number of classes.

### OA-17.3 Attendance and eligibility to appear for Examinations

(i) The attendance shall be taken by the teacher for each lecture/tutorial/practical or any other component of teaching separately. He/She shall maintain such a paper/course-wise attendance record, preferably online.

(ii) Attendance shall be taken on a day to day basis for all the students and shall be cumulative of all the months of the Semester /Term /Year (in case of annual examination), as the case may be, for deciding the eligibility to appear for the respective examination. The statement of the cumulative attendance shall be prepared

paper/course-wise and the same shall be displayed on the Notice Board on a monthly basis. Where students have online access to attendance records, a Notice directing students to check their records may be displayed on the Notice Board on a monthly basis. A copy of this statement shall be sent to the University as and when requested by the University authorities.

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

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

Institution may conduct remedial classes to those students whose attendance is below 75% to meet the requirement under this provision. However, such remedial classes cannot be conducted after the commencement of the Semester End Examinations for the respective Semester.

(iv) A student, not fulfilling the minimum attendance requirements mentioned above, shall not be eligible to appear for that Semester / Term / Annual Examination. Such student shall have to seek re-admission to the Course/Programme during the subsequent Academic Year / Term / Semester by paying the requisite fees. Such a student shall not be treated as afresh applicant for admission if the re-admission is in the same Institution. Re-admission to professional colleges for the First Year of the programme shall be as per the admission rules of the program. These students need not answer the eligibility test.

(v) For a student registered for subject / subjects having practical component, attendance for both theory and practical component shall be treated separately for the requisite attendance mentioned above.

(vi) In case a student desires to seek admission during the course of the Academic year to a different institution for the same programme, her/his attendance shall be transferred.

(vii) A student representing the Institution University / State / Country / in extracurricular activities such as NCC / NSS / Sports / Cultural events, on obtaining prior approval of the Principal / Dean / Head of Department, shall be marked "Present" for the lectures/practicals missed, provided such absence is supported by documentary evidence issued by the appropriate authority such as Commanding Officer of NCC, Director of Sports and Youth Affairs, Director / Asstt. Director of Sports in Government / University or an authorized official of these and other similar bodies.

(viii) Absence on medical grounds for more than four continuous working days is required to be supported with a Medical Certificate which should be submitted within seven days after rejoining the class.

Absence beyond 25% may be condoned on medical grounds.

Students participating in sports at the inter-collegiate Championship level may be given upto 15% relaxation in attendance.

Further, a student who participates in two or more Inter-collegiate Championships may be given an additional 10% relaxation in attendance.

A student representing the University at Inter University Championships or the State at National level Championships or higher levels, may be given relaxation upto 50% in attendance.

However, the maximum relaxation permissible to a student on all accounts shall not be more than 50%.

(ix) Any case not covered under the above clauses but recommended by the Principal / Dean / Head of the Department to be condoned, shall be referred to a Committee consisting of (i) Vice-Chancellor (Chairperson), (ii) Registrar and (iii) Principal of the Institution/Dean of the College/Head of the Department concerned, as members.

(x) For Programmes that are governed by the regulations of Central governing / regulatory bodies, the norms prescribed by the respective bodies as amended from time to time shall apply.

(xi) A student, who has any grievance about the attendance record, may bring the same to the notice of the Principal / Dean / Head of the Department, in writing, within three days from the date of display of the attendance on the Notice Board / Notice regarding checking of attendance online. The Principal / Dean / Head of the Department, on receipt of such a complaint, shall verify the accuracy of attendance records and allow the aggrieved student to inspect the records, if necessary, and shall dispose of the complaint preferably within a period of seven days.



**GOA UNIVERSITY**  
**TALEIGAO PLATEAU, GOA**

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

Date : 06th June, 2018

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

Sir/Madam,

I am to forward herewith a copy of OA-26 Award of entitlement marks at the University Examinations under the Choice Based Credit System (CBCS) for B.A./B.A. (Hons.)/B.Sc./B.Sc. (Hons.)/B.Com./B.Com. (Hons.) Programmes. This Ordinance has come into effect from 30th May, 2018, the day on which it has received the approval of the Chancellor of Goa University under Statute SA-2(6) as amended. The Ordinance is approved by the Academic Council in its meeting held on 16th February 2018, 8th March 2018 & 21st March 2018 and the Executive Council in its meeting held on 30th April, 2018.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'YVR Reddy' followed by a flourish.  
(Prof. Y.V. Reddy)  
**Registrar**

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

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

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

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

OR

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

OR

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

#### A. Cultural Events - At the University Level

a) All students who are members of the Winning and Runners-up teams at the 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 anyone 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 bonafide 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 anyone 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, Common wealth 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, Common wealth 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 E1:** 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	Semifinalist / 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:**

**(A) NCC :**

S.No.	Nature & Level of participation / Achievement	Entitlement marks/Semester
1.	Regular participation in NCC (as in OA-XX.1 (IV) above)	10
2.	ATC	5
3.	NIC (National Integration Camp 10 Days)	10
4.	Independence Day Camp	10
5.	Tal Sena Camp (Group)	5
6.	Tal Sena Camp	10
7.	B certificate	10
8.	C certificate	15
9.	Pre-RD (Group) (10 days)	5
10.	Pre-RD (Directorate) (10 Days)	10

11.	RD Parade at New Delhi	35
12.	Youth Exchange Programme (YEP at the International Level (In addition to the RD parade marks)	15
13.	Any camp attended outside Goa (Group level)	5
14.	Any camp attended outside Goa (Directorate level)	10
15.	Any Camp that is of Inter Group Competition (IGC)	15

**(B) NSS :**

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

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

The marks awarded as shown above shall cumulate (after subtracting the marks utilized for passing, if any) till the end of Semester II. If the candidate wishes to 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.

**GOA UNIVERSITY  
TALEIGAO PLATEAU**

Ref. No. GU/Acad(Colleges)/2018-2019/1742

Date : 04-09-2018

**CIRCULAR**

The Migration Module, under the Goa University Management System (GUMS) is ready for implementation. Candidates registered with Goa University who wish to migrate to another University / Institution, can now submit their Application for the Migration Certificate online by visiting the Goa University [www.unigoa.ac.in](http://www.unigoa.ac.in)

Guidelines and procedure for filling up the application online and mode of payment of the prescribed fees are available on the Goa University website.

An electronic copy of the User Manual on the Migration Module has been sent to the College registered email id, to assist in understanding the process and steps involved in the issue of the Transference Certificate by the College/University Department and submission of the Application online to the University.

It is proposed to commence receiving of Applications online from 10th September 2018. In case of any difficulty please write to us at [arcolg@unigoa.ac.in](mailto:arcolg@unigoa.ac.in)

Heads of the University Teaching Departments and Principals/Deans of Colleges are requested to inform their students of the above facility.

A handwritten signature in black ink, appearing to read 'YVR Reddy'.

(Prof. Y.V. Reddy)  
**Registrar**



## GOA UNIVERSITY TALEIGAO PLATEAU

Established by State Legislature by Notification No. LD/10/7/84(D) of year 1984

Tel.: (0832) 6519001, 6519005, 6519021, 6519221.

e-mail : registrar@unigoa.ac.in.

Fax : +091(832) 2451184, +91(832) 2452889 Web site : www.unigoa.ac.in

Ref. No. GU/III/ADM/2007/376

Date : 26th November 2007

### CIRCULAR

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

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

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

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

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

(Dr. M. M. Sangodkar)  
REGISTRAR

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

(under Section 26 (1) (g) of the University Grants Commission Act, 1956)

### 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 SLP No. 24295 of 2006 dated 16-05-2007 and that dated 8-05-2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants 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 is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student 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 shame, or 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 institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the University Grants Commission, in 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 Grants Commission hereby makes the following Regulations, namely;

### 1. TITLE, COMMENCEMENT AND APPLICABILITY:-

1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".

1.2 They shall come into force from the date of their publication in the official Gazette.

1.3 They shall apply to all the institutions coming within the definition of an University under sub-section (f) of section (2) of the University Grants Commission Act, 1956, and to all institutions deemed to be a university under Section 3 of the University Grants Commission Act, 1956, to all other higher educational institutions, or elements of such universities or institutions, including its departments, constituent units and all the premises, whether being academic, residential, playgrounds, canteen, or other such premises of such universities, deemed universities and higher educational institutions, whether located within the campus or outside, and to all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such universities, deemed universities and higher educational institutions.

### 2. OBJECTIVES:-

To prohibit any conduct by an 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 is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student 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 shame, or 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; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

**3. WHAT CONSTITUTES RAGGING :** Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other 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.

**4. Definitions :-**

1) In these regulations unless the context otherwise requires :-

- a) "Act" means, the University Grants Commission Act, 1956 (3 of 1956);
- b) "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
- c) "Anti-Ragging Helpline" means the Helpline established under clause (a) of Regulation 8.1 of these Regulations.
- d) "Commission" means the University Grants Commission;
- e) "Council" means a body so constituted by an Act of Parliament or an Act of any State Legislature for setting, or co-ordinating or maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the India Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.
- f) "District Level Anti-Ragging Committee" means the Committee, headed by the District Magistrate, constituted by the State Government, for the control and elimination of ragging in institutions within the jurisdiction of the district.
- g) "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.



- h) "Fresher" means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
- i) "Institution" means a higher educational institution including, but not limited to an university, a deemed to be university, a college, an institute, an institution of national importance set up by an Act of Parliament or a constituent unit of such institution, imparting higher education beyond 12 years of schooling leading to, but not necessarily culminating in, a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.
- j) "NAAC" means the National Academic and Accreditation Council established by the Commission under section 12(ccc) of the Act;
- k) "State Level Monitoring Cell" means the body constituted by the State Government for the control and elimination of ragging in institutions within the jurisdiction of the State, established under a State Law or on the advice of the Central Government, as the case may be.

(2) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1897, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1897, as the case may be.

**5. Measures for prohibition of ragging at the institution level:-**

- a) No institution or any part of it thereof, including its elements, including, but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside.
- b) All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

**6. Measures for prevention of ragging at the institution level:-**

6.1 An institution shall take the following steps in regard to admission or registration of students; namely,

- a) Every public declaration of intent by any institution, in any electronic, audiovisual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution and anyone found guilty of ragging and/or abetting ragging, whether actively or passively or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
- b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.

Provided that the institution shall also draw attention to any law concerning ragging and its consequences, as may be applicable to the institution publishing such brochure of admission/instruction booklet or the prospectus.

Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

- c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.

- d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulation and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.
- e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishment prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.
- f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate/Transfer Certificate/Migration Certificate/Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behaviour has been commented in such document.
- g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his/her parents/guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.
- h) Before the commencement of the academic session in any institution, the Head of the Institution shall convene and address a meeting of various functionaries/agencies, such as Hostel Wardens, representatives of students, parents/guardians, faculty, district administration including the police, to discuss the measures to be taken to prevent ragging in the institution and steps to be taken to identify those indulging in or abetting ragging and punish them.
- i) The institution shall, to make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, prominently display posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of these Regulations and also any other law for the time being in force and the punishments thereof, shall be prominently displayed on Notice Boards of all departments, hostels and other buildings as well as at places, where students normally gather and at places, known to be vulnerable to occurrences of ragging incidents.
- j) The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- k) The institution shall identify, properly illuminate and keep a close watch on all locations known to be vulnerable to occurrences of ragging incidents.

- l) The institution shall tighten security in its premises, especially at vulnerable places and intense policing by Anti-Ragging Squad, referred to in these Regulations and volunteers, if any, shall be resorted to at such points at odd hours during the first few months of the academic session.
- m) The institution shall utilize the vacation period before the start of the new academic year to launch a publicity campaign against ragging through posters, leaflets and such other means, as may be desirable or required, to promote the objectives of these Regulations.
- n) The faculties/departments/units of the institution shall have induction arrangements, including those which anticipate, identify and plan to meet any special needs of any specific section of students, in place well in advance of the beginning of the academic year with an aim to promote the objectives of this Regulation.
- o) Every institution shall engage or seek the assistance of professional counsellors before the commencement of the academic session, to be available when required by the institution, for the purposes of offering counselling to freshers and to other students after the commencement of the academic year.
- p) The head of the institution shall provide information to the local police and local authorities, the details of every privately commercially managed hostels or lodges used for residential purposes by students enrolled in the institution and the head of the institution shall also ensure that the Anti-Ragging Squad shall ensure vigil in such locations to prevent the occurrence of ragging therein.

6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely,

- a) Every fresh student admitted to the institution shall be given a printed leaflet detailing to whom he/she has to turn to for help and guidance for various purposes including addresses and telephone numbers, so as to enable the student to contact the concerned person at any time, if and when required, of the Anti-Ragging Helpline referred to in these Regulations, Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities.
- b) The institution, through the leaflet, specified in clause (a) of Regulation 6.2 of these Regulations shall explain to the freshers, the arrangements made for their induction and orientation which promote efficient and effective means of integrating them fully as students with those already admitted to the institution in earlier years.
- c) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall inform the freshers about their rights as bonafide students of the institution and clearly instructing them that they should desist from doing anything, with or against their will, even if ordered to by the seniors students, and that any attempt of ragging shall be promptly reported to the Anti-ragging Squad or to the Warden or to the Head of the institution, as the case may be.
- d) The leaflet specified in clause (a) of Regulation 6.2 of these Regulations shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
- e) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely; (i) joint sensitization programme and counselling of both freshers and senior students by a professional counsellor, referred to in clause (o) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti-ragging committee; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration. (v) as far as possible faculty members should dine

with the hostel residents in their respective hostels to instil a feeling of confidence among the freshers.

- f) The institution shall set up appropriate committees, including the course-incharge, student advisor, Wardens and some senior students as its members, to actively monitor, promote and regulate healthy interaction between the freshmen, junior students and senior students.
- h) Each batch of fresher, on arrival at the institution, shall be divided into small groups and each such group shall be assigned to a member of the group every day for ascertaining the problems or difficulties, if any, faced by the fresher in the institution and shall extend necessary help to the fresher in overcoming the same.
- i) It shall be the responsibility of the member of the faculty assigned to the group of freshmen, to co-ordinate with the Wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshmen under his/her charge.
- j) Freshers shall be lodged, as far as may be, in separate hostel block, and where such facilities are not available, the institution shall ensure that access of seniors to accommodation allotted to freshmen is strictly monitored by wardens, security guards and other staff of the institution.
- k) A round the clock vigil against ragging in the hostel premises, in order to prevent ragging in the hostels after the classes are over, shall be ensured by the institution.
- l) It shall be the responsibility of the parents/guardians of freshmen to promptly bring any instance of ragging to the notice of the Head of the Institution
- m) Every student studying in the institution and his/her parents/guardians shall provide the specific affidavits required under clauses (d), (e) and (g) of Regulation 6.1 of these Regulations at the time of admission or registration, as the case may be, during each academic year.
- n) Every institution shall obtain the affidavit from every student as referred to above in clause (m) of Regulation 6.2 and maintain a proper record of the same and to ensure its safe upkeep thereof, including maintaining the copies of the affidavit in an electronic form, to be accessed easily when required either by the Commission or any of the Councils or the institution or by the affiliating University or by any other person or organisation authorised to do so.
- o) Every student at the time of his/her registration shall inform the institution about his/her place of residence while pursuing the course of study, and in case the student has not decided his/her place of residence or intends to change the same, the details of his place of residence shall be provided immediately on deciding the same; and specifically in regard to a private commercially managed lodge or hostel where he/she has taken up residence.
- p) The Head of the institution shall, on the basis of the information provided by the student under clause (o) of Regulation 6.2, apportion sectors to be assigned to members of the faculty, so that such member of faculty can maintain vigil and report any incident of ragging outside the campus or en route while commuting to the institution using any means of transportation of students, whether public or private.
- q) The Head of the institution shall, at the end of each academic year, send a letter to the parents/guardians of the students who are completing their first year in the institution, informing them about these Regulations and any law for the time being in force prohibiting ragging and the punishments thereof as well as punishments prescribed under the penal laws, and appealing to them to impress upon their wards to desist from indulging in ragging on their return to the institution at the beginning of the academic session next.

6.3 Every institution shall constitute the following bodies; namely,

- a) Every institution shall constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and

police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.

- b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) Every institution shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.

Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

- d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents of and having the potential of ragging and shall be empowered to inspect such places.
- e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incident of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action under clause (a) of Regulation 9.1.

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incident of ragging and considering such other relevant information as may be required.

- f) Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level of six Mentors of the lower level.
- g) Every University shall constitute a body to be known as Monitoring Cell on Ragging, which shall coordinate with the affiliated colleges and institutions under the domain of the University to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads and the Mentoring Cells at the institutions and it shall also keep itself abreast of the decisions of the District level Anti-Ragging Committee headed by the District Magistrate.
- h) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year to abstain from ragging activities or willingness to be penalized for violations; and shall function as the prime mover for initiating action on the part of the appropriate authorities of the university for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

6.4 Every institution shall take the following other measures, namely;

- a) Each hostel or a place where groups of students reside, forming part of the institution shall have a full-time Warden, to be appointed by the institution as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline and preventing



incidents of ragging within the hostel as well as the softer skills of counselling and communicating with the youth outside the class-room situation; and who shall reside within the hostel, or at the very least, in the close vicinity thereof.

- b) The Warden shall be accessible at all hours and be available on telephone and other modes of communication, and for the purpose the Warden shall be provided with a mobile phone by the institution, the number of which shall be publicised among all students residing in the hostel.
- c) The institution shall review and suitably enhance the powers of Wardens; and the security personnel posted in hostels shall be under the direct control of the Warden and their performance shall be assessed by them.
- d) The professional counsellors referred to under clause (o) of Regulation 6.1 of these Regulations shall at the time of admission, counsel freshers and/or any other student(s) desiring counselling, in order to prepare them for the life ahead, particularly in regard to the life in hostels and to the extent possible, also involve parents and teachers in the counselling sessions.
- e) The institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, counselling sessions, workshops, painting and design competitions among students and such other measures, as it may deem fit.
- f) In order to enable a student or any person to communicate with the Anti-Ragging Helpline, every institution shall permit unrestricted access to mobile phones and public phones in hostels and campuses, other than in class-rooms, seminar halls, library, and in such other places that the institution may deem it necessary to restrict the use of phones.
- g) The faculty of the institution and its non-teaching staff, which includes but is not limited to the administrative staff, contract employees, security guards and employees of service providers providing services within the institution, shall be sensitized towards the ills of ragging, its prevention and the consequences thereof.
- h) The institution shall obtain an undertaking from every employee of the institution including all teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns and employees of service providers providing services within the institution, that he/she would report promptly any case of ragging which comes to his/her notice.
- i) The institution shall make a provision in the service rules of its employees for issuing certificates of appreciation to such members of the staff who report incidents of ragging, which will form part of their service record.
- j) The institution shall give necessary instructions to the employees of the canteens and messing, whether that of the institution or that of a service provider providing this service, or their employers, as the case may be, to keep a strict vigil in the area of their work and to report the incidents of ragging to the Head of the institution or members of the Anti-Ragging Squad or members of the Anti-Ragging Committee or the Wardens, as may be required.
- k) All universities awarding a degree in education at any level, shall be required to ensure that institutions imparting instruction in such courses or conducting training programme for teachers include inputs relating to anti-ragging and the appreciation of the relevant human rights, as well as units on topics regarding sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counselling approach.
- l) Discreet random surveys shall be conducted amongst the freshers every fortnight during the first three months of the academic year to verify and crosscheck whether the institution is indeed free of ragging or not and for the purpose the institution may design its own methodology of conducting such surveys.



- m) The institution shall cause to have an entry, apart from those relating to general conduct and behaviour, made in the Migration / Transfer Certificate issued to the student while leaving the institution, as to whether the student has been punished for committing or abetting an act of ragging, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others, during his course of study in the institution.
- n) Notwithstanding anything contained in these Regulations with regard to obligations and responsibilities pertaining to the authorities or members of bodies prescribed above, it shall be the general collective responsibility of all levels and sections of authorities or functionaries including members of the faculty and employees of the institution, whether regular or temporary and employees of service providers providing service within the institution, to prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.
- o) The Heads of the institutions affiliated to a University or a constituent of the University, as the case may be, shall, during the first three months of an academic year, submit a weekly report on the status of compliance with Anti-Ragging measures under these Regulations and a monthly report on such status thereafter, to the Vice-Chancellor of the University to which the institution is affiliated to or recognized by.
- p) The Vice Chancellor of each University, shall submit fortnightly reports of the University, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the State Level Monitoring Cell.

**7. Action to be taken by the Head of the institution :-** On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to rag;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;
- ix. Use of criminal force;
- x. Assault as well as sexual offences or unnatural offences;
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s);
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s);
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of "Ragging".

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

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

#### **8. Duties and Responsibilities of the Commission and the Councils:-**

8.1 The Commission shall, with regard to providing facilitating communication of information regarding incidents of ragging in any institution, take the following steps, namely;

- a) The Commission shall establish, fund and operate a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.
- b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.
- d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.
- e) The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received and the status of the action taken thereon.
- f) The Commission shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorised by the Commission or by the Central Government.

8.2 The Commission shall take the following regulatory steps, namely;

- a) The Commission shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The Commission shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these regulations.
- c) The commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grant-in-aid to any institution under any of the general or special schemes of the commission, that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.

- e) The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemishless record in terms of there being no reported incident of ragging.
- f) The Commission shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the Commission under clause (g) of Regulation 8.1 and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- g) The Commission shall institute an Anti-Ragging Cell within the Commission as and institutional mechanism to provide secretarial support for collection of information and monitoring and to coordinate with the State Level Monitoring Cell and University level Committees for effective implementation of anti-ragging measures and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the Commission appointed under clause (g) of Regulation 8.1.

**9. Administrative action in the event of ragging:-**

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

- 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 scholarship/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 period ranging from one to four semesters.
  - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
  - 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.

9.2 Where an institution, being constituent of, affiliated to or recognized by a University fails to comply with any of the provisions of these Regulations or fails to curb ragging effectively, such University may take any one or more of the following actions, namely;

- i. Withdrawal of affiliation/recognition or other privileges conferred.
- ii. Prohibiting such institution from presenting any student or students then undergoing any programme of study therein for the award of any degree/diploma of the University.

Provided that where an institution is prohibited from presenting its student or students, the Commission shall make suitable arrangements for the other students so as to ensure that such students are able to pursue their academic studies.

- iii. Withholding grants allocated to it by the university, if any
- iv. Withholding any grants channelised through the university to the institution.
- v. Any other appropriate penalty within the powers of the university.

9.3. Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff.

Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

9.4 The Commission shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one or more of the following measures, namely;

- i. Withdrawal of declaration of fitness to receive grants under section 12B of the Act.
- ii. Withholding any grant allocated.
- iii. Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission.
- iv. Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum academic standards.
- v. Taking such other action with its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

Provided that the action taken under this clause by the Commission against any institution shall be shared with all Councils.

**Faculty representation on Anti-Ragging Committee :**

Sr.No.	Name of the members	Contact No.
01	Ms. Sterol Godinho	9881467117
02	Mr. Abhishek Karmali	9823061274
03	Student representative	

**Anti-Ragging Squad :**

Sr.No.	Name of the members	Contact No.
01	Mr. Rajeev Narvekar	9422442122
02	Dr. Jayesh Churi	9822137913

**Government of Goa**

**Directorate of Women & Child Development**

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**CIRCULAR**

Sexual harassment of women at workplace is a violation of women's right to gender equality, life and liberty. The Sexual Harassment of Women at Workplace(prevention, Prohibition and Redressal) Act, 2013 has come into force from 09/12/2013. The Rules under this Act have also been notified on 09/12/2013.

The Act needs to be implemented in an effective manner in order to provide a safe and secure working environment to women. A copy of the Act and Rules is enclosed which are also available at Ministry's website i.e. [www.wcd.nic.in](http://www.wcd.nic.in)

As mandated under the Act, an Internal Complaints Committee is required to be constituted in every department / organisation / undertaking / industrial establishment and educational institutions.

All the stakeholders viz every department / organisation / undertaking / industrial establishment and educational institutions are therefore hereby requested to ensure constitution of Internal Complaints Committee as mandated in the Act, immediately.

**(Sunil P. Masurkar)**

Director & Ex-Officio Jt. Secretary to the Government  
Women & Child Development

The following Act of Parliament received the assent of the President on the 22nd April, 2013, and is hereby published for general information :-

## **THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013**

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

Be it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows :-

### **CHAPTER I PRELIMINARY**

1. (1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2012.

(2) It extends to the whole of India.

(3) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

2. In this Act, unless the context otherwise requires,—

(a) "aggrieved woman" means—

(i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(ii) in relation to a dwelling place or house, a woman of any age who is employed in such a dwelling place or house;

(b) "appropriate Government" means—

(i) in relation to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly—

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) "Chairperson" means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;



- (d) "District Officer" means an officer notified under section 5;
- (e) "domestic worker" means a woman who is employed to do the household work in any house hold for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;
- (f) "employee" means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;
- (g) "employer" means—
- (i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;
- (ii) in any workplace not covered under sub-clause
- (i), any person responsible for the management, supervision and control of the workplace.
- Explanation.—For the purposes of this sub-clause “management” includes the person or board or committee responsible for formulation and administration of policies for such organisation;
- (iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;
- (iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;
- (h) "Internal Committee" means an Internal Complaints Committee constituted under section 4;
- (i) "Local Committee" means the Local Complaints Committee constituted under section 6;
- (j) "Member" means a Member of the Internal Committee or the Local Committee, as the case may be;
- (k) "prescribed" means prescribed by rules made under this Act;
- (l) "Presiding Officer" means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;
- (m) "respondent" means a person against whom the aggrieved woman has made a complaint under section 9;
- (n) "sexual harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:—
- (i) physical contact and advances; or
- (ii) a demand or request for sexual favours; or
- (iii) making sexually coloured remarks; or
- (iv) showing pornography; or
- (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;
- (o) "workplace" includes—
- (i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;

(ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;

(iii) hospitals or nursing homes;

(iv) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

(v) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;

(vi) a dwelling place or a house;

(p) "unorganised sector" in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

3. (1) No woman shall be subjected to sexual harassment at any workplace.

(2) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:—

(i) implied or explicit promise of preferential treatment in her employment; or

(ii) implied or explicit threat of detrimental treatment in her employment; or

(iii) implied or explicit threat about her present or future employment status; or

(iv) interferes with her work or creating an intimidating or offensive or hostile work environment for her; or

(v) humiliating treatment likely to affect her health or safety.

## CHAPTER II

### CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

4. (1) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee":

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committee shall consist of the following members to be nominated by the employer, namely:—

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from among the non-governmental organisations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

(5) Where the Presiding Officer or any Member of the Internal Committee,—

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest, such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

### CHAPTER III

#### CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a District Officer for every District to exercise powers or discharge functions under this Act.

6. (1) Every District Officer shall constitute in the district concerned, a committee to be known as the “Local Complaints Committee” to receive complaints of sexual harassment from establishments where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

(2) The District Officer shall designate one nodal officer in every block, taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Complaints Committee within a period of seven days.

(3) The jurisdiction of the Local Complaints Committee shall extend to the areas of the district where it is constituted.

7. (1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:—

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) one Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, which may be prescribed:

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge:

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be an member ex officio;

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.

(3) Where the Chairperson or any Member of the Local Complaints Committee —

(a) contravenes the provisions of section 16, or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest, such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson and Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceedings of the Local Committee as may be prescribed.

8. (1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

#### CHAPTER IV COMPLAINTS

9. (1) Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident :

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

10. (1) The Internal Committee or, as the case may be, the Local Committee, may, before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation:

Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where a settlement has been arrived at under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section (2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section (1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. (1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if prima facie case exist, forward the complaint to the police, within a period of seven days for registering the case under section 509 of the Indian Penal Code, and any other relevant provisions of the said Code where applicable:

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code, the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:—

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents; and
- (c) any other matter which may be prescribed.

(4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

## CHAPTER V

### INQUIRY INTO COMPLAINT

12. (1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee or the Local Committee, as the case may be, may recommend to the employer to—

- (a) transfer the aggrieved woman or the respondent to any other workplace; or
- (b) grant leave to the aggrieved woman upto a period of three months; or
- (c) grant such other relief to the aggrieved woman as may be prescribed.

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.



(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section (1), the employer shall implement the recommendations made under sub-section (1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

13. (1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be—

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15:

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman:

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation within sixty days of its receipt by him.

14. (1) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.



15. For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to—

- (a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
- (b) the loss in the career opportunity due to the incident of sexual harassment;
- (c) medical expenses incurred by the victim for physical or psychiatric treatment;
- (d) the income and financial status of the respondent;
- (e) feasibility of such payment in lump sum or in instalments.

16. Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

18. (1) Any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

## CHAPTER VI DUTIES OF EMPLOYER

19. Every employer shall—

- (a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;
- (b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting the internal Committee under sub section(1) of section 4;
- (c) organise workshops and awareness programmes at regular intervals for sensitising the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;
- (d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;
- (e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

- (f) make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;
- (g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force;
- (h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;
- (i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;
- (j) monitor the timely submission of reports by the Internal Committee.

## CHAPTER VII

### DUTIES AND POWERS OF DISTRICT OFFICER

20. The District Officer shall,—

- (a) monitor the timely submission of reports furnished by the Local Committee;
- (b) take such measures as may be necessary for engaging non-governmental organisations for creation of awareness on sexual harassment and the rights of the women.

## CHAPTER VIII

### MISCELLANEOUS

21. (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

22. The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organisation or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

23. The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

24. The appropriate Government may, subject to the availability of financial and other resources,—

- (a) develop relevant information, education, communication and training materials, and organise awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace;
- (b) formulate orientation and training programmes for the members of the Local Complaints Committee.

25. (1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,—

- (a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;
  - (b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.
- (2) Every employer and District Officer shall produce on demand before the officer making the inspection all

information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26. (1) Where the employer fails to—

(a) constitute an Internal Committee under sub-section (1) of section 4;

(b) take action under sections 13, 14 and 22; and

(c) contravenes or attempts to contravene or abets contravention of other

provisions of this Act or any rules made thereunder, he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to—

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same while awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. (1) No court shall take cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

29. (1) The Central Government may, by notification in the Official Gazette, make rules for carrying out the provisions of this Act.

(2) In particular and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(a) the fees or allowances to be paid to the Members under sub-section (4) of section 4;

(b) nomination of members under clause (c) of sub-section (1) of section 7;

(c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (4) of section 7;

(d) the person who may make complaint under sub-section (2) of section 9;

(e) the manner of inquiry under sub-section (1) of section 11;

(f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;

(g) the relief to be recommended under clause (c) of sub-section (1) of section 12;

(h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;

(i) the manner of action to be taken under sub-sections (1) and (2) of section 14;

(j) the manner of action to be taken under section 17;

(k) the manner of appeal under sub-section (1) of section 18;

(l) the manner of organising workshops, awareness programmes for sensitising the employees and orientation

programmes for the members of the Internal Committee under clause (c) of section 19; and

(m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

30. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

Provided that no such order shall be made under this section after the expiry of a period of two years from the commencement of this Act.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

### SEXUAL HARASSMENT PREVENTION COMMITTEE

Sr. No.	Name of the Member	Contact No.
1.	Dr. Smita Srivastava ---- Convenor	9850066734
2.	Adv. Ruta Kenkare	9049899634
3.	Ms. Suchita Sawant	7066589885
4.	Mr. Satyajit Hirve	9850955334
5.	Ms. Suchita Joshi	8806730322
6.	Ms. Surabhi Thakur	9561782255
7.	Adv. Sudhir Salgaonkar	9923246750

## SCHOLARSHIP AND FREESHIPS

The following scholarships are made available as per eligibility criteria :

1. National Merit Scholarships.
2. National Loan Scholarships.
3. Scholarship / Grant in Aid Scheme of Maulana Azad Education Foundation.
4. Freeships to the Children of Freedom Fighters.
5. Freeship to children of Service Personnel.
6. Merit Scholarships to the Children of Teachers.
7. Scholarships to Children of Iron Ore Mine workers.
8. E.B.C. Scholarships.
9. Post Matric Scholarships to SC/ST/OBC/ Minority students.
10. Fee Waiver scheme for SC/ST students pursuing Higher Education.
11. Dayanand Bandodkar Scheme for Higher Education for orphans.
12. Scholarships for the Physically Handicapped.
13. Dempo Charities Trust Scholarships.
14. Financial Assistance from student's Aid Fund. (S.A.F.)
15. PTA Freeship
16. Bursary Scheme (General Category)

## AWARDS

There are various awards and prizes for meritorious students. Endowment & cash prizes have been instituted for excellence in academic field. In order to encourage extra-curricular

activities, the college has prizes for the students who excel in sports/games, N.S.S. & various other competitions organized by the college.

## STUDENTS AID FUND

Financial assistance is made available to poor and needy deserving students from Students Aid Fund which is raised by collecting an amount of Rs. 130/- from each student at the time of admission.

### Eligibility Conditions :

- a. The applicant should be a bonafide and regular student of the college.
- b. The annual family income should be less than Rs.2 lakhs per annum.
- c. The applicant should not be in receipt of any stipend/scholarship or financial assistance from any other source for the concerned academic year.

### Other Conditions :

1. There will be a Committee to scrutinize the applications and select the applicants.
2. The applicant may be interviewed if required.
3. A copy of Income Certificate and Mark-sheet of last examination passed must be enclosed along with the applications.
4. Decision of Committee will be final.

## COLLEGE INFRASTRUCTURE & ACTIVITIES

### LIBRARY

We have a spacious library with seating capacity more than 90. The college has a well-furnished, spacious library housing nearly 20000 books on various subjects like Commerce, Management, Accountancy, Economics, Computer Science and others. Besides, it has a good collection of books for general reading, books for competitive examination. The Library is also a home to Encyclopedias such as World book Encyclopedia and 32 volumes of Encyclopedia Britannica and dictionaries on various subjects, reports of various Ministries of Government of India, Economic surveys of India and Economic Surveys of Goa. We subscribe to 25 journals, 15 magazines and 9 newspapers.

New Gen. Lib. a library management system was installed as an initiation towards the library automation process. College has registered for access to e-journals under NLIST programme of INFLIBNET an autonomous Inter-University centre of UGC which make more than 3000 e-journals and 75,000 e-books to accessible remotely.

Collections on Goa : The Library is well equipped with books on Goa.

#### Library Timings :

Monday - Saturday : 9.00 a.m. to 4.30 p.m. (without lunch break) Closed on Sundays & Public Holidays.

#### Library Rules :

1. Each student should possess a valid identity card while entering the library.
2. As the student enters the library he/she should sign the register at the library counter.
3. Maintain PINDROP SILENCE in the library,
4. Switch OFF mobile phones in the library.
5. Periodicals / Magazines / Dictionaries / Encyclopedias are strictly for reference in the library.
6. In case book issued for the reference is not returned while leaving the library, a fine of Rs. 10/- will be charged per day per volume.

#### Issuing Books :

Every bonafide student of the college is eligible to be the member of the library. Each member of the library should carry barcoded identity card, books can be borrowed for the period of one week.

#### Library Overdues :

1. Rs. 5/- per day will be charged for first week for the book if the student fails to return on the due date.
2. Rs. 10/- per day will be charged from 2nd week onwards.
3. After one month the home lending services for the student will be withdrawn.

#### Damage and Loss :

While taking the books, a student should examine them and report any damage done to the books. Otherwise the borrower will be held responsible, if the book is found damaged on return.

If the borrower loses the book he/she should replace the book or has to pay the market price of the book. In case of rare and out of print books, the price will be determined by the Librarian.

If the borrowed book is lost by the student and not reported to the librarian even after the due date the student is entitled to pay the amount of the book along with the fine till the date of reporting to the librarian.

#### Book Bank Facility :

The library has a book bank scheme since more than ten years of which good numbers of students have benefited.

In the year 2012 the library introduced overnight reference service during the examination period only, under which students are issued one book against their reading hall tickets for overnight reference. This facility is only during the examination time.

Besides this, the library provides photocopying facility to the staff and students.



## CLASS ROOMS

The class rooms are spacious, well ventilated and equipped with sound system and mounted LCD projectors for facilitating teaching and learning.

## COMPUTER LAB

The college has a well equipped computer laboratory for the B.Com section.

## CANTEEN

The college also provides canteen facility to the students and staff members. It is managed by a Canteen Contractor. Vegetarian, non vegetarian snacks, tea, coffee, meals etc. are served at reasonable rates.

## SPORTS

The Sports Department provides facilities for certain outdoor games. While every attempt is made to provide the requisite sports material for developing the talents of students, no personal kit like clothing and shoes etc. is provided to them.

Further the travelling and incidental allowances paid to the student for participating in sports and other authorised activities on behalf of the college will be in the nature of subsidy. It is not intended to cover the actual expenditure incurred by the student.

Fees collected as "Gymkhana Fees" is used for conduct of sports activities for the full year. The college regularly conducts Annual Sports Day.

## NATIONAL SERVICE SCHEME (N.S.S.)

The College has a NSS unit. Students are advised to join the scheme which aims at inculcating among the student community, a sense of social responsibility and developing national consciousness, besides imbibing in them a sense of discipline.

Every student who joins NSS and puts in required number of hours of approved social work, will be given a certificate which will qualify him/her to a credit of 1 percent of the maximum aggregate marks at the ensuing University Exam.

## CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

Besides the activities mentioned above, the college provides a platform through the following activities for our students :

1. Literary activities.
2. Dramatics.
3. Wall paper.
4. Opportunities for participation in co-curricular activities at the collegiate and inter collegiate level.

5. Extra Curricular activities are organised as part of Talent Search and Fun Feast Celebrations.
6. Annual Social Gathering is organised by the Students Council.
7. Phoenix an inter collegiate event is conducted by the B.Com students.

## ACTIVITIES UNDERTAKEN IN ADDITION TO REGULAR TEACHING

- |   |  |
|---|--|
| 1. Short Term Courses on natural fibre items, handwash making and vegetable carving etc. are conducted during holidays. | GST with Tally in association with Skills World, Mapusa                              |
| 2. Short-term Certificate courses in Computers HTML & Front Page, Tally Ace &   | 3. Certificate Programme in Banking, Finance & Insurance conducted by Bajaj Finserv. |
|   | 4. College is a centre for C.A. examination.   |

## DISCLAIMER

The rules and regulations pertaining to admission, attendance, examination, disciplinary procedures, code of conduct etc. stated in the Prospectus are not exhaustive but may be altered or modified by the institution or Goa University as the case may be from time to time and shall be binding on all the students.

*Sd/-*  
**PRINCIPAL**







