



## Parvatibai Chowgule College of Arts and Science Autonomous

Accredited by NAAC with Grade A' (CGPA Score 3.41 on a 4 Point Scale 3rd cycle)  
Best affiliated College-Goa University Silver Jubilee Year Award



# Handbook



# Parvatibai Chowgule College of Arts And Science

## AUTONOMOUS

### **VISION**

*“To be among global leaders  
in imparting relevant education  
of highest standards in a disciplined  
and conducive environment”*

### **MISSION**

*“To continue to be pioneers of change using cutting edge  
educational inputs and technology, providing equal  
opportunities to all and inculcating social  
and moral values that will  
transform society and the  
nation at large”*



## PERSONAL INFORMATION

Name

Address

Class

Department

Roll No.

Mobile No.

Vehicle Registration No.

Driving Licence No.

Blood Group

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# I

## ABOUT THE COLLEGE

Parvatibai Chowgule College of Arts and Science is a premier educational institution in the State of Goa, offering courses at Graduate and Postgraduate levels. The National Assessment and Accreditation Council (NAAC) re-accredited the College in May 2014, in its 3rd cycle of accreditation, at Grade 'A' with a cumulative grade point average (CGPA) of 3.41 on a 4 point scale, attaining the highest score given to any college in Goa thus far.

Goa University adjudged this institution as the “Best Affiliated College” at the time of its Silver Jubilee in the year 2009. Chowgule College was also conferred with the Best Educational Institute award by Business Goa at their award ceremony for Corporate Excellence in 2014.

The University Grants Commission conferred the autonomous status on this College in June 2014.

### HISTORY:

Parvatibai Chowgule College was founded in 1962 in Margao by late Shri. Vishwasrao Chowgule, in fond memory of his mother, Parvatibai Chowgule. Initially, the College was affiliated to the University of Bombay, and that affiliation was transferred to Goa University in 1986, after the latter was founded.

Since its inception, the College has always been at the forefront in educational innovation. In 1986, the College pioneered computer science education in Goa by starting a Post-Graduate Diploma in Computer Applications. In 2004, the College initiated post graduate programmes in Information Technology and Geography. In subsequent years, on the basis of prevalent societal needs, courses in Biotechnology and Psychology were introduced at undergraduate level, and post graduate diplomas in Geoinformatics and Human Genetics & Pathological Techniques were started. The College now offers courses leading to Post graduate diploma in Clinical Genetics, Post graduate Diploma in Analytical Instrumentation, M.A. degrees in Geography, Applied Economics, Hindi, and Child Psychology and Child Development as well as M.Sc. degrees in Information Technology and Analytical Chemistry. It also offers Ph.D. programme in Botany, Hindi and Geography. To ensure that its students develop a professional edge along with academic knowledge, the College commenced the Honours Programme that continues to run since it was initiated in 2010-2011. Today, the College has twenty-one undergraduate and six post-graduate departments, offering wide variety of programmes and courses, some of which are unique in Goa.

The courses offered at undergraduate level in the Arts Stream are: English, Hindi, Konkani, Marathi, French, Portuguese, Economics, Geography, Sociology, Mathematics, History, Philosophy, and Psychology. Courses in the Science Stream are: Botany, Chemistry, Computer Science, Geography, Geology, Mathematics, Physics, Zoology, Biotechnology and Biochemistry.

Creation of knowledge remains a priority in this institution, with faculty members of most



departments actively involved in research activities. Thus, the College boasts of the fact that 45 percent of its faculty has Ph.D. research qualification. The College organizes numerous state / national / international conferences, workshops and seminars. Numerous faculty members have been awarded research grants by various state and national funding bodies viz. University Grants Commission, Department of Science and Technology, Department of Biotechnology of the Government of India, Indian Council for Social Science Research, ESRI-India, Mineral Foundation Goa, and Government of Goa, Water Works Department.

#### **RECENT DEVELOPMENTS:**

The Chowgule Education Society has initiated massive infrastructural development at the College. As a result of this, state-of-the-art infrastructure is available for curricular, co-curricular and extra-curricular activities. The infrastructure added over the last ten years includes: science laboratory block, multimedia-equipped auditoriums, classrooms, conference room, campus-wide Wi-Fi network, additional computer labs, web-based virtual infrastructure for teaching-learning (C-LAAP, C-mail, Online Library), computerized library, well equipped faculty offices, FIFA accredited football ground with field turf, multipurpose ground, gymnasium and fitness center, sports medicine and physiotherapy center, open-air seating arrangements, new canteen, well maintained rest-rooms, spacious well-laid four-wheeler and two-wheeler parking grounds and new administrative offices. The entire campus and the administrative buildings have been re-engineered. Many of the science departments have research laboratories to carry out extensive and specialized research.

This institution also renders various services that seek to provide motivation for students to excel. These support services include the Office of Information Technology, Estate Office, Student Support Services, Tiger's Sports School, Centralized Printing Facilities and a Shopping Centre.

Two prominent student guidance facilities available at the College are: Staff Advisory Programme (mentoring) and Student Support Services. Mentoring of students is an integral part of our educational system, providing guidance and encouragement. Mentors play a key role in this college as they nurture students and help them remain connected and engaged, thus strengthening their performance. Student Support Services of our College has various arms such as Writing Centre, Career & Personal Counseling Centre (CPCC), Business English Certificate (BEC) Training, Statistical Analysis Support Service (SASS), and Centre for Portuguese Language & Culture (CPLC).

Collaborations with other institutions abroad and within the nation helps students at Chowgules develop a global perspective. Thus, it has a Memorandum of Understanding (MoU) with Instituto Camoes, Portugal under the Foreign Ministry of Portugal, to encourage the learning of Portuguese language and deepen the understanding of Portuguese culture as also with University of Porto, Portugal for academic and research collaboration. It has international collaborations with educational institutions in Stockholm, Sweden and with Waseda University, Japan. The College also has signed a MoU with "Instituto Cervantes" – a body that operates under the Government of Spain and is its official centre for language and culture. Another Memorandum of Understanding exists between Chowgule College and Gogate Joglekar College, Ratnagiri, Maharashtra – itself an

'A' Grade College.

The College invites successful personalities from various fields on distinctive occasions to engage with students. Through these interactions students get a chance to communicate with people who have attained success in life through many adversities. Shri Chetan Bhagat, noted author and columnist, Shri Vishwanathan Anand, Five-time World Chess Champion, Shri Geet Sethi, Nine time World billiard Champion, Shrimati Nandita Das, Actress, Shri Agnello Dias, Ad-guru, Shri. Milkha Singhji, Padmashree award winner among others have graced the College with their presence. Departments also invite noted personalities in their field to engage with students in a lively give and take. Shrimati Shashi Deshpande, noted author, Ex- RBI Deputy Governor Shrimati Usha Thorat were notable mentions among the host of invitees to the College. Internally famous educational researcher and winner of the TED 2013 prize, Dr. Sugata Mitra was another guest at Chowgule College.

The College has remained committed to its mission of being an agent of change, assisting not only its stakeholders but also, through them, the community and the nation at large. The institution seeks to actively create well rounded students with positive values, who go to become contributors to society. All this has been possible due to the support of the Chowgule Educational Society and the stakeholders of the College, to whom education is a matter of passion.

## **AUTONOMY**

To further its pursuit of excellence in education, the College has obtained 'academic autonomy', which was granted to it by the UGC in June 2014 and by the Goa University in August 2014. Such autonomy gives academic freedom to the College in providing education that is globally relevant and allows it to design its own programmes, courses, methods of instruction as well as the evaluation system. Under its autonomous mode, the College has migrated to a Choice Based Credit System (CBCS) and a semester-pattern of study.

In conjunction with the highest possible level of academic input, another key thrust is to help students develop necessary skills for employment. To that end, internships in actual work places will give students hands-on experience and prepare them for entry into the world of employment. Among its various other expected outcomes, autonomy will promote healthy practices such as community service and extension activities for the benefit of society.

Chowgule College has been a pioneer in higher education since Goa's liberation, yet it refuses to rest on its laurels. Among its other initiatives, the acquisition of academic autonomy will propel this institution forward in its stride towards global leadership in imparting higher education that is simultaneously excellent in standard and relevant in application.



## II

### IMPLEMENTATION OF AUTONOMY FROM THE ACADEMIC YEAR 2015-2016 ONWARDS

#### **Introduction:**

Parvatibai Chowgule College of Arts and Science offers a range of undergraduate and postgraduate degrees as well as postgraduate diploma programmes. Having been affiliated to Goa University, the College has been conferred with Academic Autonomy by the University Grants Commission, the Goa Government and the Goa University during the academic year 2014-15. The College functions as an autonomous institution from the academic year 2015-16.

Students who were admitted to undergraduate programmes during the academic year 2014-15 continue to be under the same affiliating system of Goa University.

The new course structure of the Autonomous College provides students an opportunity to study under the Choice Based Credit System (CBCS). Thus, students can select subjects of their choice, based on their individual aptitudes and career goals. The CBCS also provides a 'cafeteria' type approach in which the students can take courses of their choice, learn at their own pace, undertake additional courses and acquire more than the required credits, while adopting an interdisciplinary approach to learning.

With respect to gradation, the College follows a uniform grading system, given its significant benefits over the conventional marks system. Numerous educational institutions of repute in this nation and abroad have also opted for grading, given its merits. The grading system at Chowgule College will facilitate student mobility across institutions within and across countries, while also enabling potential employers to assess the performance of students. The College has formulated guidelines based on the UGC recommendations to produce uniformity in the grading system and in the computation of the cumulative grade point average (CGPA) based on the performance of students in the examinations.

Another progressive change being implemented is the credit based semester system. It provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching. The semester system thus accelerates the teaching-learning process and enables vertical and horizontal mobility in learning.

#### **Aims and Objectives:**

##### **Aims:**

1. **To respond to the needs of rapidly changing times:** The College has been in the affiliating system for fifty years, initially under Bombay University and since 1986, under Goa University. As an institution of higher education, it is vital that this College has the necessary flexibility and freedom to design curriculum, syllabi, teaching-learning methods and evaluation methods that best meet contemporary needs.

2. **To address the specific needs of our students:** The College wants to offer programmes and subject choices to students that would improve their competitive profiles both in the employment market and in higher education.
3. **To introduce innovations:** The College would like to bring about necessary change in teaching and evaluation methodologies that would help make education learner-centric.
4. **To adopt healthy practices:** The College seeks to adopt healthy practices such as community service, extension activities and neighbourhood programmes and integrate these with the main curriculum.

#### **Objectives:**

The key objective is to address important requirement-related issues raised by employers about higher education in India and provide an upward educational mobility to students.

The College endeavours to provide its students with good communication skills, develop their problem solving abilities, help them to think outside the box and find new ways of doing things, and to provide them with skills that aim at tackling the problems of “know how” and “know why” – i.e. develop in them the ability to question and engage deeply, enable them to take responsibility for their careers in acquiring new skills and develop a professional and ethical personality.

#### **Grading System:**

The grading system shall apply to all undergraduate programmes under the credit system awarded by the College.

#### **Definitions of Key Words:**

1. **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
2. **Choice Based Credit System (CBCS):** The CBCS enables students to make a selection from the prescribed courses (core, elective or minor or soft skill courses).
3. **Course:** Usually referred to as 'papers', and is a component of a programme. All courses need not carry the same weight. The courses define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.
4. **Core Courses:** Core courses are those that are basic and essential to acquire the required expertise in a subject.
5. **Elective Courses:** Elective courses are those that a student can select from the alternatives offered in the subject as per the interest of the student.
6. **Foundation Courses:** Foundation courses are those that provide basics skills that can

be transferred across disciplines.

7. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed by students.
8. **Credit Point:** It is the product of grade point and number of credits for a course.
9. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
10. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
11. **Grade Point:** It is a numerical weight allotted to each letter grade on a 10-point scale.
12. **Letter Grade:** It is an index of the performance of students in a given course. Grades are denoted by letters O, A+, A, B+, B, C, P and R.
13. **Programme:** An educational programme leading to award of a degree, diploma or certificate.
14. **Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
15. **Semester:** Each semester will consist of 15 weeks of academic work. The odd semester may be scheduled from June to November and even semester from December to May, including breaks and vacations.
16. **Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester.

Under the CBCS the undergraduate degree programme is of three years duration and consists of six semesters. A student needs to offer a minimum of 130 credits to complete the programme. The B.A. programme is offered in thirteen different subjects and the B.Sc. programme is offered in ten different subjects.

#### **Autonomy Ordinance (AO) relating to the Three Years Undergraduate Degree Programmes in Arts and Science:**

##### **Degree to be awarded:**

Though autonomous status is conferred by UGC, the College continues to be affiliated to Goa University and degrees will be awarded by Goa University indicating the name of the College.

The following undergraduate degree programmes shall be conducted:

Undergraduate Degree

- (a) Bachelor of Arts (B.A.)
- (b) Bachelor of Science (B.Sc.)

**Duration of course:**

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

**Eligibility for admission:**

The College shall adopt the ordinance OC-45.2 of Goa University with certain amendments.

**AO-1: Eligibility for admission to Undergraduate Programme**

Eligibility for admission to the undergraduate programme leading to the degrees of Bachelor of Arts and Bachelor of Science shall be as follows.

**AO-1.1: Eligibility for admission to Semester - I and Semester - II (in the first year) B. A. course**

- (A) To be eligible for admission to the Semester-I of the Three Year course leading to the degree of Bachelor of Arts, the candidate should have passed (i) the Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Arts / Commerce stream, **OR** (ii) the Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Vocational stream in the subjects notified by the University under this clause from time to time, **OR** (iii) Std XII (Arts) or similar examination of any another body, equivalent to Goa Board of Secondary and Higher Secondary Education, Goa, and recognized as such by Goa University.
- (B) A candidate satisfying the conditions laid down by the University for admission to the Semester-I course in B. Sc. / B. Com. shall also be eligible for admission to the Semester-I of B. A. course.
- © 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 Principal along with the Dean of concerned Faculty and the Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility.
- (D) A candidate admitted for Semester-I shall be deemed eligible for admission to Semester-II.

**AO-1.2: Eligibility for admission to Semester-I and Semester-II (in the first year) B. Sc. course**

- (A) To be eligible for admission to the Semester-I of the three years course leading to the degree of Bachelor of Science, the candidate should have passed (i) the Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Science stream, OR (ii) the Higher Secondary Certificate (Std. XII) Examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Vocational stream in the subjects notified by the University, under this clause, from time to time, OR (iii) Std XII (Science) or similar examination of another body equivalent to Goa Board of Secondary and Higher Secondary Education, Goa and recognised as such by Goa University.
- (B) 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 Principal along with the Dean of concerned Faculty and the Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility.
- (C) A candidate admitted for Semester-I shall be deemed eligible for admission to Semester-II.

**AO-1.3: Eligibility for admission to Semester-III, IV, V and VI of B.A./B. Sc. course**

- (A) A student will be eligible to be admitted to each of the semester on completion of the previous semester.
- (B) A student migrating from any other recognized University may be considered for admission to Semester-III of the B. A./ B.Sc. Programs provided: (a) he/she has passed the First Year B. A./ B. Sc. 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 College, (c) he/she undertakes to successfully complete the compulsory courses prescribed by this College 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 student migrating from any other recognized University may be considered for admission to Semester-V of the B. A. /B. Sc. Programs provided: (a) he/she has passed the Second Year B. A. /B. Sc. Examination in all subjects from that University, and (b) he/she had offered at the First and Second Year the same subjects as prescribed under Major category available under the scheme of this College, (c) he/she undertakes to successfully complete the compulsory courses prescribed by this College for Semesters-I, II, III and IV if he/she has not already done so in the previous University. Result of Semester VI examination shall be withheld if the candidate fails to fulfil this undertaking.
- (D) Direct admission to Semester-IV and VI shall not be permitted.

**AO-2: Class strength:**

Maximum number of students in a class/division shall not exceed sixty and eighty in Arts and Science faculty respectively.

**AO-3: Types of Courses:**

Course in a B.A./B.Sc. programme shall be of three kinds: **Core, Elective and Foundation.**

**(A) Core Course:**

There shall be a Core Course(s) in every semester. This is the course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme in a said discipline of study.

**(B) Elective Course:**

Elective course is a course which can be chosen from a pool of papers. It may:

- i. Support the discipline of study
- ii. Provide an expanded scope
- iii. Enable an exposure to some other discipline/ domain
- iv. Nurture student's proficiency/skill.

**(C) Foundation Course:**

“Foundation Course(s)” are based on content that leads to knowledge enhancement. They are mandatory for all disciplines.

**AO-3.1: Structure of Undergraduate Programme in Arts (B.A.)**

The structure of three year degree programme in B.A. is given below.

The B.A. programme is offered in thirteen different subjects- English, French, Hindi, Konkani, Marathi, Portuguese, Economics, Geography, History, Mathematics, Philosophy, Psychology and Sociology.

The B.A. programme is structured into four components

**Component A:** This consists of 21 courses, with 4 credits per course. A student has to complete 84 credits under this component as per the choice of subject/s. They can choose any one of three options:

**Option I:** Single Major: A student shall choose any one subject from stated above, as Major.

**Option II:** Major–Minor: A student shall choose any two subjects from stated above, one subject as Major and the other as Minor.

**Option III:** Double Major: A student shall choose any two subjects from stated above as Major.



### Course Structure for Autonomous Programmes of B.A. and B. Sc.

STRUCTURE		CREDITS	CORE COURSES	Major + Project	Minor	Elective
Component A (84Credits) Core Courses	CHOICE 1	32+4	8 Core Courses (Major) + Project Paper	8 + 1		
	Single Major	48	12 Elective Courses (Major)		--	12
	CHOICE 2	32+4	8 Core courses (Major) + Project Paper	8 + 1		
	Major and Minor	24	6 Core Course (Minor)		6	
		24	6 Elective Course (Major)			6
	CHOICE 3	32+4	8 Core Courses (Major 1) + Project Paper	8 + 1	--	
	Double Major	32	8 Core Courses (Major 2)	8	--	
		16	2+2 Elective Courses (Major 1 / Major 2)			4
STRUCTURE		CREDITS	FOUNDATION COURSES	Compulsory		Elective
Component B (36 Credits) Foundation Courses	Foundation Courses	4 + 4	A. Language (Option Offered)	2		
		4 + 4	B. (1) Academic Writing (2) Cyber Security	2		
		2 + 2	C. Environmental Studies	2		
		4 + 4	D. (1) (a) <u>Statistical Methods</u> (For Economics, Geography, Psychology, Botany, Biotechnology, Chemistry, Computer Science, Geology, Mathematics, Physics and Zoology ) (b) <u>Elements of Basic Statistics</u> (For English, French, Hindi, Konkani, Marathi, History, Philosophy and Sociology) (2) Research Writing	2		
		4 + 4	E. Interdisciplinary Courses			2
Component C (6 Credits)	Extra-curricular	2	Music or Arts or Exchange Program			1
		2	Sports			1
		2	NCC or NSS			1
Component D (4 Credits)	Internship	4	Internship (Minimum One Month)	1		
Abbreviations: CC – Core Course EC –Elective Course CP – Core Project CM – Core Minor FC – Foundation Course I – Internship						

#### Core Courses (CC), Elective Courses (EC) and Credits:

Subjects offered in above options shall have Core Courses (CC) and Elective Courses (EC) courses. Students are also permitted to choose from the elective courses offered in a subject. Core Courses (CC) and Elective Courses (EC) shall have 4 credits each and each credit shall be of 15 contact hours. Each contact hour (instructional period) shall be of 60 minutes duration.

Core Courses (CC) and Elective Courses (EC) in experimental subjects such as Geography and Psychology in Social Sciences shall have 3 theory credits and 1 practical credit each. Each theory credit shall be of 15 contact hours. Each contact hour (instructional period for theory component) shall be of 60 minutes duration. Credit in practicals shall have two hours duration.

#### **Option I: Single Major**

Students choosing a Single Major option will complete:

- 8 Core Courses of 32 credits,
- 12 Elective courses of 48 credits,
- A project course of 4 credits.

#### **Option II: Major-Minor**

Students choosing a Major – Minor option will complete:

- 8 Core courses of 32 credits in the major subject,
- 6 Elective courses of 24 credits in the major subject,
- 6 Core courses of 24 credits in the minor subject,
- A project course of 4 credits in the major subject.

#### **Option III: Double Major**

Students choosing a double major option will complete:

- 8 Core Courses of 32 credits in the first major subject,
- 8 Core Courses of 32 credits in second major subject,
- 2 Elective Courses of 8 credits in the first major subject,
- 2 Elective Courses of 8 credits in the second major subject,
- A project course of 4 credits in either of the major subjects.

**Component B:** This consists of 9 courses, with each course having 4 credits each. A student has to complete 36 credits under this component. This component has courses in: Language (two courses), Academic Writing, Research Writing, Statistics, Cyber Security, Environmental Studies and any two Interdisciplinary courses.

**Component C:** This consists of 3 extra-curricular activities each of 2 credits. A student has to complete 6 credits under this component. The activities are: NCC or NSS, Performing Arts or Music and Sports. These activities are mandatory for students.

**Component D:** This consists of internship of 4 credits. The duration of internship is a minimum of four weeks. Students can choose to do their internship during any of the first four semester breaks of their studentship.

#### **AO-3.2: Structure of Undergraduate Programme in Science (B.Sc.)**

The structure of three year degree programme in B.Sc. is given below.

The B.Sc. programme is offered in nine different subjects: Biotechnology, Botany, Chemistry, Computer Science, Geography, Geology, Mathematics, Physics and Zoology.

The B.Sc. programme is structured into four components:

**Component A:** This consists of 21 courses, with 4 credits per course. A student has to complete 84 credits under this component as per the choice of subject/s. They can choose any one of three options:

**Option I: Single Major:** A student shall choose any one subject from stated above, as Major.

**Option II: Major-Minor:** A student shall choose any two subjects from stated above, one subject as Major and the other as Minor.

**Option III: Double Major:** A student shall choose any two subjects from stated above, as Major.

#### **Core Courses (CC), Elective Courses (EC) and Credits:**

Subjects offered in above options shall have Core Courses (CC) and Elective Courses (EC). Students are also permitted to choose from the elective courses offered in a subject. Core Courses (CC) and Elective Courses (EC) shall have 4 credits each, of which 3 credits are for theory and 1 credit for practical. Each theory credit shall be of 15 contact hours. Each contact hour (instructional period for theory component) shall be of 60 minutes duration. Each credit in practicals shall have two hours duration.

#### **Option I: Single Major**

Students choosing a Single Major option will complete:

- 8 Core Courses of 32 credits,
- 12 Elective courses of 48 credits,
- A project course of 4 credits.

#### **Option II: Major-Minor**

Students choosing a Major – Minor option will complete:

- 8 Core courses of 32 credits in the major subject,
- 6 Elective courses of 24 credits in the major subject,
- 6 Core courses of 24 credits in the minor subject,
- A project course of 4 credits in the major subject.

#### **Option III: Double Major**

Students choosing a double major option will complete:

- 8 Core Courses of 32 credits in the first major subject,
- 8 Core Courses of 32 credits in second major subject,
- 2 Elective Courses of 8 credits in the first major subject,
- 2 Elective Courses of 8 credits in the second major subject,
- A project course of 4 credits in either of the major subjects.

**Component B:** This consists of 9 courses, with each course carrying 4 credits. Thus, a student has to complete 36 credits under this component. This component has courses in: Language (two courses), Academic Writing, Research Writing, Statistics, Cyber Security,

Environmental Studies and any two Interdisciplinary courses.

**Component C:** This consists of 3 extra-curricular activities, each activity carrying 2 credits. Thus, a student has to complete 6 credits under this component. The activities are: NCC or NSS, Performing Art or Music and Sports. These activities are mandatory for students.

**Component D:** This consists of internship of 4 credits. The duration of internship is a minimum of four weeks. Students can choose to do their internship during any of the first four semester breaks of their studentship.

**AO-3.3: Semester wise distribution of core courses and elective courses in Bachelor of Arts (B.A.) shall be as below:**

**Option I: Single Major:**

Distribution of Courses (Single Major) - ARTS						
Semesters	I	II	III	IV	V	VI
Courses	2CC	2CC	CC	CC	CC	CC
	FC - A	FC - A	3EC	3EC	3EC	3EC
	FC - B (2)	FC - B (1)	FC - C	FC - C	FC - E	FC - E
	FC - D (1) (a) / FC - D(1) (b)		FC - D (2)		PROJ	PROJ

**SEMESTER-I:**

- (i) Two Core courses (CC)
- (ii) One course in Cyber Security (FC - B (2)).
- (iii) One course in Language (FC - A)
- (iv) One course in Statistical Methods (FC - D (1) (a)) (Economics, Geography, Mathematics & Psychology) / One course in Elements of Basic Statistics (FC - D (1) (b)) (English, French, Hindi, Konkani, Marathi, History, Philosophy, Sociology)

Instructional Periods: Each course in (i) to (iv) above shall have four instructional periods per week.

Maximum Marks: The courses under (i) to (iv) above shall carry 100 marks each.

Note: Notwithstanding the selection of subject/s and/or option at the Semester-I at the time of admission, the Principal of the college may permit a student to change subject/s and/or option chosen by the student within a period of **fifteen days** from the reopening of the college.

**SEMESTER-II:**

- (i) Two Core courses in the same subject offered in semester I (CC)
- (ii) One course in Academic writing (FC - B (1)).
- (iii) One course in the same Language which is offered in semester I (FC - A)

Instructional Periods: Each course in (i) to (iii) above shall have four instructional periods per week.

Maximum Marks: The courses under (i) to (iii) above shall carry 100 marks each.

#### SEMESTER-III:

(i) One Core course in the same subject offered in semester I and II (CC)

(ii) Three Elective courses (EC)

(iii) One course in Research writing (FC – D (2))

(iv) One course in Environmental studies (FC – C)

Instructional Periods: Each course in (i) to (iii) above shall have four instructional periods per week and course (iv) above shall have two instructional periods per week.

Maximum Marks: The courses under (i) to (iii) above shall carry 100 marks each and course (iv) above shall carry 50 marks.

Note: Notwithstanding the selection of electives courses at Semester-III, the Principal of the college may permit a student to change electives courses chosen by the student within a period of **fifteen days** from the commencement of the semester.

#### SEMESTER-IV:

(i) One Core course in the same subject offered in semester I, II and III (CC)

(ii) Three Elective courses (EC)

(iii) One course in Environmental studies (FC – C)

Instructional Periods: Each course in (i) to (ii) above shall have four instructional periods per week and course (iii) above shall have two instructional periods per week.

Maximum Marks: The courses under (i) to (ii) above shall carry 100 marks each and course (iii) above shall carry 50 marks.

Note: Notwithstanding the selection of electives courses at Semester-IV, the Principal of the college may permit a student to change electives courses chosen by the student within a period of **fifteen days** from the commencement of the semester.

#### SEMESTER-V:

(i) One Core course in the same subject offered in semester I, II, III and IV (CC)

(ii) Three Elective courses (EC)

(iii) One Interdisciplinary (FC – E) course

(iv) Project

Instructional Periods: Each course in (i) to (iii) above shall have four instructional periods per week and course (iv) above shall have two instructional periods per week.

Maximum Marks: The courses under (i) to (iii) above shall carry 100 marks each. Project work carried in semester V and VI shall be assessed at the end of semester VI and shall carry 100 marks.

Note: Notwithstanding the selection of Elective courses at Semester-V, the Principal of the college may permit a student to change Elective courses chosen by the student within a period of fifteen days from the commencement of the semester.

#### SEMESTER-VI:

- (i) One Core course in the same subject offered in semester I, II, III, IV and V (CC)
- (ii) Three Elective courses (EC)
- (iii) One Interdisciplinary (FC – E) course
- (iv) Project

Instructional Periods: Each course in (i) to (iii) above shall have four instructional periods per week and course (iv) above shall have two instructional periods per week.

Maximum Marks: The courses under (i) to (iii) above shall carry 100 marks each. Project work carried in semester V and VI shall be assessed at the end of semester VI and shall carry 100 marks.

Note: Notwithstanding the selection of core electives at Semester-VI, the Principal of the college may permit a student to change core electives chosen by the student within a period of fifteen days from the commencement of the semester.

#### Option II: Major–Minor:

Distribution of Courses (Major - Minor) - ARTS						
Semesters	I	II	III	IV	V	VI
	2CC	2CC	CC	CC	CC	CC
Courses	FC - A	FC - A	EC	EC	2EC	2EC
	FC - B (2)	FC - B (1)	FC - C	FC - C	FC - E	FC - E
	CCm	CCm	CCm	CCm	CCm	CCm
	FC - D (1) (a) / FC - D (1) (b)		FC - D (2)		PROJ	PROJ

#### SEMESTER-I:

- (i) Two Core courses of Major subject (CC)
- (ii) One course in Cyber Security (FC – B (2)).
- (iii) One course in Language (FC – A).
- (iv) One Core course in Minor subject (CCm)
- (v) One course in Statistical Methods (FC – D (1) (a)) (Economics, Geography, Mathematics & Psychology) / One course in Elements of Basic statistics (FC – D (1) (b)) (English, French, Hindi, Konkani, Marathi, History, Philosophy, Sociology)



Instructional Periods: Each course in (i) to (v) above shall have four instructional periods per week.

Maximum Marks: The courses under (i) to (v) above shall carry 100 marks each.

Note: Notwithstanding the selection of subject/s and/or option at the Semester-I at the time of admission, the Principal of the college may permit a student to change subject/s and/or option chosen by the student within a period of **fifteen days** from the reopening of the college.

#### SEMESTER-II:

- (i) Two Core courses in the same Major subject offered in semester I (CC)
- (ii) One course in Academic writing (FC – B (1)).
- (iii) One course in the same Language which is offered in semester I (FC – A).
- (iv) One Core course in Minor subject (Ccm)

Instructional Periods: Each course in (i) to (iv) above shall have four instructional periods per week.

Maximum Marks: The courses under (i) to (iv) above shall carry 100 marks each.

#### SEMESTER-III:

- (i) One Core course in the same Major subject offered in semester I and II (CC)
- (ii) One Elective course (EC)
- (iii) One course in Research writing (FC – D (2))
- (iv) One Core course in Minor subject (CCm)
- (v) One course in Environmental Studies (FC – C)

Instructional Periods: Each course in (i) to (iv) above shall have four instructional periods per week and course (v) above shall have two instructional periods per week.

Maximum Marks: The courses under (i) to (iv) above shall carry 100 marks each and course (v) above shall carry 50 marks.

Note: Notwithstanding the selection of core electives at Semester-III, the Principal of the college may permit a student to change core electives chosen by the student within a period of **fifteen days** from the commencement of the semester.

#### SEMESTER-IV:

- (i) One Core course in the same Major subject offered in semester I, II and III (CC)
- (ii) One Elective course (EC)
- (iii) One Core course in Minor subject (CCm)
- (iv) One course in Environmental Studies (FC – C)

Instructional Periods: Each course in (i) to (iii) above shall have four instructional periods per week and course (iv) above shall have two instructional periods per week.

Maximum Marks: The courses under (i) to (iii) above shall carry 100 marks each and course (iv) above shall carry 50 marks.

Note: Notwithstanding the selection of core electives at Semester-IV, the Principal of the college may permit a student to change core electives chosen by the student within a period of fifteen days from the commencement of the semester.

#### SEMESTER-V:

- (i) One Core course in the same Major subject as offered in semester I, II, III and IV (CC)
- (ii) Two Elective courses (EC)
- (iii) One course in Interdisciplinary (FC – E)
- (iv) One Core course in Minor subject (CCm)
- (v) Project

Instructional Periods: Each course in (i) to (iv) above shall have four instructional periods per week and course (v) above shall have two instructional periods per week.

Maximum Marks: The courses under (i) to (iv) above shall carry 100 marks each. Project work carried in semester V and VI shall be assessed at the end of semester VI and shall carry 100 marks.

Note: Notwithstanding the selection of core electives at Semester-V, the Principal of the college may permit a student to change core electives chosen by the student within a period of fifteen days from the commencement of the semester.

#### SEMESTER-VI:

- (i) One Core course in the same subject offered in semester I, II, III, IV and V (CC)
- (ii) Two Elective courses (EC)
- (iii) One Interdisciplinary (FC – E) course
- (iv) One Core course in Minor subject (CCm)
- (v) Project

Instructional Periods: Each course in (i) to (iv) above shall have four instructional periods per week and course (v) above shall have two instructional periods per week.

Maximum Marks: The courses under (i) to (iv) above shall carry 100 marks each. Project work carried in semester V and VI shall be assessed at the end of semester VI and shall carry 100 marks.

Note: Notwithstanding the selection of core electives at Semester-VI, the Principal of the college may permit a student to change core electives chosen by the student within a period of **fifteen days** from the commencement of the semester.

### Option III: Double Major:

Distribution of Courses (Double Major) - ARTS						
Semesters	I	II	III	IV	V	VI
	2CC - 1	2CC - 1	CC - 1	CC - 1	CC - 1	CC - 1
Courses	FC - A	FC - A	EC - 1	EC - 1	EC - 2	EC - 2
	2CC - 2	2CC - 2	2FC - B(2)	FC - B (1)	FC - C	FC - C
	FC - D (1) (a)		CC - 2	CC - 2	CC - 2	CC - 2
	/					
	FC - D (1) (b)		2FC - D (2)		FC - E	FC - E
					PROJ	PROJ

#### SEMESTER-I:

- (i) Two Core courses of Major subject I (CC)
- (ii) One course in Language (FC - A)
- (iii) Two Core courses of Major subject II (CC)
- (iv) One course in Statistical Methods (FC - D (1) (a)) (Economics, Geography, Mathematics & Psychology) / One course in Elements of Basic statistics (FC - D (1) (b)) (English, French, Hindi, Konkani, Marathi, History, Philosophy, Sociology)

Instructional Periods: Each course in (i) to (iv) above shall have four instructional periods per week.

Maximum Marks: The courses under (i) to (iii) above shall carry 100 marks each.

Note: Notwithstanding the selection of subject/s and/or option at the Semester-I at the time of admission, the Principal of the college may permit a student to change subject/s and/or option chosen by the student within a period of **fifteen days** from the reopening of the college.

#### SEMESTER-II:

- (i) Two Core courses of Major subject I (CC)
- (ii) One course in the same Language which is offered in semester I (FC - A)
- (iii) Two Core courses of Major subject II (CC)

Instructional Periods: Each course in (i) to (iii) above shall have four instructional periods per week.

Maximum Marks: The courses under (i) to (iii) above shall carry 100 marks each.

#### SEMESTER-III:

- (i) One Core course in the same Major subject I offered in semester I and II (CC)
- (ii) One Elective course in Major subject I (EC)

- (iii) One course in Cyber Security (FC – B (2))
- (iv) One course in Research writing (2FC – D (2))
- (v) One Core course in the same Major subject II offered in semester I and II (CC)

Instructional Periods: Each course in (i) to (v) above shall have four instructional periods per week.

Maximum Marks: The courses under (i) to (v) above shall carry 100 marks each.

Note: Notwithstanding the selection of core electives at Semester-III, the Principal of the college may permit a student to change core electives chosen by the student within a period of **fifteen days** from the commencement of the semester.

#### SEMESTER-IV:

- (i) One Core course in the same Major subject I offered in semester I, II and III (CC)
- (ii) One Elective course in Major subject I (EC)
- (iii) One course in Academic Writing (FC – B (2))
- (iv) One Core course in the same Major subject II offered in semester I, II and III (CC)

Instructional Periods: Each course in (i) to (iv) above shall have four instructional periods per week.

Maximum Marks: The courses under (i) to (iv) above shall carry 100 marks each.

Note: Notwithstanding the selection of core electives at Semester-IV, the Principal of the college may permit a student to change core electives chosen by the student within a period of **fifteen days** from the commencement of the semester.

#### SEMESTER-V:

- (i) One Core course in the same Major subject I offered in semester I, II, III and IV (CC)
- (ii) One Elective course in Major subject II (EC)
- (iii) One Interdisciplinary (FC – E) course
- (iv) One Core course in the same Major subject II offered in semester I, II, III, IV (CC)
- (v) One course in Environmental Science (FC – C)
- (vi) Project

Instructional Periods: Each course in (i) to (iv) above shall have four instructional periods per week, course (v) to (vi) above shall have two instructional periods per week.

Maximum Marks: The courses under (i) to (iv) above shall carry 100 marks each and course (v) above shall carry 50 marks. Project work carried in semester V and VI shall be assessed at the end of semester VI and shall carry 100 marks.

Note: Notwithstanding the selection of core electives at Semester-V, the Principal of the college may permit a student to change core electives chosen by the student within a period

of **fifteen days** from the commencement of the semester.

**SEMESTER-VI:**

- (i) One Core course in the same Major subject I offered in semester I, II, III, IV, V (CC)
- (ii) One Elective course in Major subject II (EC)
- (iii) One Interdisciplinary (FC – E) course
- (iv) One Core course in the same Major subject II offered in semester I, II, III, IV, V (CC)
- (v) One course in Environmental Science (FC – C)
- (vi) Project

Instructional Periods: Each course in (i) to (iv) above shall have four instructional periods per week, course (v) to (vi) above shall have two instructional periods per week.

Maximum Marks: The courses under (i) to (iv) above shall carry 100 marks each and course (v) above shall carry 50 marks. Project work carried in semester V and VI shall be assessed at the end of semester VI and shall carry 100 marks.

Note: Notwithstanding the selection of core electives at Semester-VI, the Principal of the college may permit a student to change core electives chosen by the student within a period of fifteen days from the commencement of the semester.

**AO-3.4: Semester wise distribution of Core Courses and Elective courses in Bachelor of Science (B.Sc.) shall be as below.**

**Option I: Single Major:**

Distribution of Courses (Single Major) - SCIENCE						
Semesters	I	II	III	IV	V	VI
Courses	2CC	2CC	CC	CC	CC	CC
	FC - A	FC - A	3EC	3EC	3EC	3EC
	FC - B (1)	FC - B (2)	FC - C	FC - C	FC - E	FC - E
		FC - D (1) (a)		FC - D (2)	PROJ	PROJ

**SEMESTER-I:**

- (i) Two Core courses (CC)
- (ii) One course in Academic writing (FC – B (1)).
- (iii) One course in Language (FC – A).

Instructional Periods: Each course in (i) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, for courses having Theory component only, there shall be four instructional periods per week. Each course in (ii) and (iii) above shall have four instructional periods per

week.

Maximum Marks: The courses in (i) above shall carry 100 (75 marks for Theory and 25 marks for Practicals component) marks each. The courses without Practical component shall carry 100 marks.

Note: Notwithstanding the selection of subject/s and/or option at the Semester-I, at the time of admission, the Principal of the college may permit a student of Semester-I B.Sc. admitted to change subject/s and/or option taken by the student within a period of **fifteen days** from the reopening of the college.

#### SEMESTER-II:

- (i) Two Core courses in the same subject offered in semester I (CC)
- (ii) One course in Cyber Security (FC – B (2)).
- (iii) One course in the same Language which is offered in semester I (FC – A).
- (iv) One course in Statistical Methods ((FC – D (1) (a)).

Instructional Periods: Each course in (i) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, for courses having Theory component only, there shall be four instructional periods per week. Each course in (ii) to (iv) above shall have four instructional periods per week.

Maximum Marks: The courses in (i) above shall carry 100 (75 marks for Theory and 25 marks for Practical component) marks each. The courses without Practical component shall carry 100 marks.

#### SEMESTER-III:

- (i) One Core course in the same subject offered in semester I and II (CC)
- (ii) Three Elective courses (EC).
- (iii) One course in Environmental Studies (FC – C)

Instructional Periods: Each course in (i) and (ii) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, for courses having Theory component only, there shall be four instructional periods per week. The course in (iii) above shall have two instructional periods per week.

Maximum Marks: The courses in (i) and (ii) above shall carry 100 (75 marks for Theory and 25 marks Practical component) marks each. The courses without Practical component shall carry 100 marks and (iii) above shall carry 50 marks.

Note: Notwithstanding the selection of elective courses at Semester-III, the Principal of the college may permit a student to change core electives chosen by the student within a period of **fifteen days** from the commencement of the semester.



#### SEMESTER-IV:

- (i) One Core course in the same subject offered in semester I, II and III (CC)
- (ii) Three Elective courses (EC)
- (iii) One course in Research writing (FC – D (2))
- (iv) One course in Environmental Studies (FC – C)

Instructional Periods: Each course in (i) and (ii) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, for courses having Theory component only, there shall be four instructional periods per week. The course in (iii) above shall have four instructional periods per week and the course in (iv) above shall have two instructional periods per week.

Maximum Marks: The courses in (i) and (ii) above shall carry 100 (75 marks for Theory and 25 marks for Practical component) marks each. The courses without Practical component shall carry 100 marks and (iv) above shall carry 50 marks.

Note: Notwithstanding the selection of elective courses at Semester-IV, the Principal of the college may permit a student to change core electives chosen by the student within a period of **fifteen days** from the commencement of the semester.

#### SEMESTER-V:

- (i) One Core course in the same subject offered in semester I, II, III and IV (CC)
- (ii) Three Elective courses (EC)
- (iii) One Interdisciplinary (FC – E) course
- (iv) Project

Instructional Periods: Each course in (i) to (iii) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, for courses having Theory component only, there shall be four instructional periods per week and course (iv) above shall have two instructional periods per week.

Maximum Marks: The courses in (i) to (iii) above shall carry 100 (75 marks for Theory and 25 marks Practical component) marks each. The courses without Practical component shall carry 100 marks. Project work carried in semester V and VI shall be assessed at the end of semester VI and shall carry 100 marks.

Note: Notwithstanding the selection of elective courses at Semester-V, the Principal of the college may permit a student to change core electives chosen by the student within a period of **fifteen days** from the commencement of the semester.

#### SEMESTER-VI:

- (i) One Core course in the same subject offered in semester I, II, III, IV and V (CC)
- (ii) Three Elective courses (EC)

(iii) One Interdisciplinary (FC – E) course

(iv) Project

Instructional Periods: Each course in (i) to (iii) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, for courses having Theory component only, there shall be four instructional periods per week and course (iv) above shall have two instructional periods per week.

Maximum Marks: The courses in (i) to (iii) above shall carry 100 (75 marks for Theory and 25 marks for Practical component) marks each. The courses without Practical component shall carry 100 marks. Project work carried in semester V and VI shall be assessed at the end of semester VI and shall carry 100 marks.

Note: Notwithstanding the selection of core electives at Semester-VI, the Principal of the college may permit a student to change core electives chosen by the student within a period of **fifteen days** from the commencement of the semester.

#### Option II: Major-Minor:

Distribution of Courses (Major - Minor) - SCIENCE						
Semesters	I	I	III	IV	V	VI
	2CC	2CC	CC	CC	CC	CC
Courses	FC - A FC - B (1) CCm	FC - A FC - B (2) Ccm FC - D (1) (a)	EC FC - C CCm	EC FC - C CCm FC - D (2)	2EC FC - E CCm PROJ	2EC FC - E CCm PROJ

#### SEMESTER-I:

(i) Two Core courses of Major subject (CC)

(ii) One course in Academic writing (FC – B (1)).

(iii) One course in Language (FC – A)

(iv) One Core course in Minor subject (CCm)

Instructional Periods: Each course in (i) and (iv) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, for courses having Theory component only, there shall be four instructional periods per week. Each course in (ii) and (iii) above shall have four instructional periods per week.

Maximum Marks: The courses in (i) and (iv) above shall carry 100 (75 marks for Theory and 25 marks for Practical component) marks each. The courses without Practical component shall carry 100 marks.

Note: Notwithstanding the selection of subject/s and/or option at the Semester-I, at the time of admission, the Principal of the college may permit a student of Semester-I B.Sc. admitted

to change subject/s and/or option taken by the student within a period of fifteen days from the reopening of the college.

#### SEMESTER-II:

- (i) Two Core courses in the same Major subject offered in semester I (CC)
- (ii) One course in Cyber Security (FC – B (2)).
- (iii) One course in the same Language which is offered in semester I (FC – A)
- (iv) One Core course in Minor subject (CCm)
- (v) One course in Statistical Methods (FC – D (1) (a))

Instructional Periods: Each course in (i) and (iv) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, for courses having Theory component only, there shall be four instructional periods per week. Each course in (ii), (iii) and (v) above shall have four instructional periods per week.

Maximum Marks: The courses in (i) and (v) above shall carry 100 (75 marks for Theory and 25 marks Practical component) marks each. The courses without Practical component shall carry 100 marks.

#### SEMESTER-III:

- (i) One Core course in the same Major subject offered in semester I and II (CC)
- (ii) One Elective course (EC)
- (iii) One Core course in Minor subject (CCm)
- (iv) One course in Environmental Studies (FC – C)

Instructional Periods: Each course in (i) to (iii) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, for courses having Theory component only, there shall be four instructional periods per week. Course in (iv) above shall have two instructional periods per week and course.

Maximum Marks: The courses in (i), (ii) and (iii) above shall carry 100 (75 marks for Theory and 25 marks Practical component) marks each. The courses without Practical component shall carry 100 marks. The course in Environment Studies shall carry 50 marks.

Note: Notwithstanding the selection of elective courses at Semester-III, the Principal of the college may permit a student to change core electives chosen by the student within a period of fifteen days from the commencement of the semester.

#### SEMESTER-IV:

- (I) One Core course in the same Major subject offered in semester I, II and III (CC)
- (ii) One Elective course (EC)

- (iii) One course in Research writing (FC – D (2))
- (iv) One Core course in Minor subject (CCm)
- (v) One course in Environmental Studies (FC – C)

Instructional Periods: Each course in (i), (ii) and (iii) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, for courses having Theory component only, there shall be four instructional periods per week. Course in (iv) above shall have four instructional periods per week and course (v) above shall have two instructional periods per week.

Maximum Marks: The courses in (i), (ii) and (iv) above shall carry 100 (75 marks for Theory and 25 marks for Practical component) marks each. The courses without Practical component shall carry 100 marks. The course in Environment Studies shall carry 50 marks.

Note: Notwithstanding the selection of elective courses at Semester-IV, the Principal of the college may permit a student to change core electives chosen by the student within a period of **fifteen days** from the commencement of the semester.

#### SEMESTER-V:

- (i) One Core course in the same Major subject offered in semester I, II, III and IV (CC)
- (ii) Two Elective courses (EC)
- (iii) One Interdisciplinary (FC – E) course
- (iv) One Core course in Minor subject (CCm)
- (v) Project

Instructional Periods: Each course in (i) to (iv) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, for courses having Theory component only, there shall be four instructional periods per week and course (v) above shall have two instructional periods per week.

Maximum Marks: The courses in (i) to (iv) above shall carry 100 (75 marks for Theory and 25 marks Practical component) marks each. The courses without Practical component shall carry 100 marks. Project work carried in semester V and VI shall be assessed at the end of semester VI and shall carry 100 marks.

Note: Notwithstanding the selection of core electives at Semester-V, the Principal of the college may permit a student to change core electives chosen by the student within a period of **fifteen days** from the commencement of the semester.

#### SEMESTER-VI:

- (I) One Core course in the same subject offered in semester I, II, III, IV and V (CC)
- (ii) Two Elective courses (EC)
- (iii) One Interdisciplinary (FC – E) course

(iv) One Core course in Minor subject (CCm)

(v) Project

Instructional Periods: Each course in (i) to (iv) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, courses having Theory component only shall have four instructional periods per week. Course (iv) above shall have two instructional periods per week.

Maximum Marks: The courses in (i) to (iv) above shall carry 100 (75 marks for Theory and 25 marks for Practical component) marks each. The courses without Practical component shall carry 100 marks. Project work carried in semester V and VI shall be assessed at the end of semester VI and shall carry 100 marks.

Note: Notwithstanding the selection of core electives at Semester-VI, the Principal of the college may permit a student to change core electives chosen by the student within a period of **fifteen days** from the commencement of the semester.

### Option III: Double Major:

Distribution of Courses (Double Major) - SCIENCE						
Semesters	I	II	III	IV	V	VI
Courses	2CC - 1	2CC - 1	CC - 1	CC - 1	CC - 1	CC - 1
			EC - 1	EC - 1	EC - 2	EC - 2
	FC - A	FC - A	FC - B(1)	FC - B (2)	FC - C	FC - C
	2CC - 2	2CC - 2	CC - 2	CC - 2	CC - 2	CC - 2
		FC - D (1) (a)		FC - D (2)	FC - E	FC - E
					PROJ	PROJ

### SEMESTER-I:

(i) Two Core courses of Major subject I (CC)

(ii) One course in Language (FC - A)

(iii) Two Core courses of Major subject II (CC)

Instructional Periods: Each course in (i) and (iii) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, for courses having Theory component only, there shall be four instructional periods per week. Each course in (ii) above shall have four instructional periods per week.

Maximum Marks: The courses in (i) and (iii) above shall carry 100 (75 marks for Theory and 25 marks for Practical component) marks each. The courses without Practical component shall carry 100 marks. Course (ii) above shall carry 100 marks.

Note: Notwithstanding the selection of subject/s and/or option at the Semester-I, at the time of admission, the Principal of the college may permit a student of Semester-I B.Sc. admitted to change subject/s and/or option taken by the student within a period of **fifteen days** from

the reopening of the college.

#### SEMESTER-II:

- (i) Two Core courses of Major subject I (CC)
- (ii) One course in the same Language which is offered in semester I (FC – A)
- (iii) Two Core courses of Major subject II (CC)
- (iv) One course in Statistical Methods (FC – D (1) (a))

Instructional Periods: Each course in (i) and (iii) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, for courses having Theory component only, there shall be four instructional periods per week. Each course in (ii) and (iv) above shall have four instructional periods per week.

Maximum Marks: The courses in (i) and (iii) above shall carry 100 (75 marks for Theory and 25 marks Practical component) marks each. The courses without Practical component shall carry 100 marks. The course (ii) and (iv) above shall carry 100 marks.

#### SEMESTER-III:

- (i) One Core course in the same Major subject I offered in semester I and II (CC)
- (ii) One Elective course in Major subject I (EC)
- (iii) One course in Academic Writing (FC – B (1))
- (iv) One Core course in the same Major subject II offered in semester I and II (CC)

Instructional Periods: Each course in (i), (ii) and (iv) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, for courses having Theory component only, there shall be four instructional periods per week. The course in (iii) above shall have four instructional periods per week.

Maximum Marks: The courses in (i), (ii) and (iv) above shall carry 100 (75 marks for Theory and 25 marks for Practical component) marks each. The courses without Practical component shall carry 100 marks. The Courses in (iii) above shall carry 100 marks each.

Note: Notwithstanding the selection of electives courses at Semester-III, the Principal of the college may permit a student to change core electives chosen by the student within a period of **fifteen days** from the commencement of the semester.

#### SEMESTER-IV:

- (i) One Core course in the same Major subject I offered in semester I, II and III (CC)
- (ii) One Elective course in Major subject I (EC)
- (iii) One course in Cyber Security (FC – B (2))
- (iv) One course in Research writing (FC – D (2))



(v) One Core course in the same Major subject II offered in semester I, II and III (CC)

Instructional Periods: Each course in (i), (ii) and (v) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, for courses having Theory component only, there shall be four instructional periods per week. The Courses in (iii) and (iv) above shall have four instructional periods per week.

Maximum Marks: The courses in (i), (ii) and (v) above shall carry 100 (75 marks for Theory and 25 marks Practical component) marks each. The courses without Practical component shall carry 100 marks. The Courses in (iii) and (iv) above shall carry 100 marks each.

Note: Notwithstanding the selection of elective courses at Semester-IV, the Principal of the college may permit a student to change core electives chosen by the student within a period of **fifteen days** from the commencement of the semester.

#### SEMESTER-V:

(i) One Core course in the same Major subject I offered in semester I, II, III and IV (CC)

(ii) One Elective course in Major subject II (EC)

(iii) One Interdisciplinary (FC – E) course

(iv) One Core course in the same Major subject II offered in semester I, II, III, IV (CC)

(v) One course in Environmental Studies (FC – C)

(vi) Project

Instructional Periods: Each course in (i) to (iv) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, for courses having Theory component only, there shall be four instructional periods per week. The courses (v) and (vi) above shall have two instructional periods per week.

Maximum Marks: The courses in (i) to (iv) above shall carry 100 (75 marks for Theory and 25 marks for Practical component) marks each. The courses without Practical component shall carry 100 marks. The course in (v) above Environmental Studies shall carry 50 marks. Project work carried in semester V and VI shall be assessed at the end of semester VI and shall carry 100 marks.

Note: Notwithstanding the selection of elective courses at Semester-V, the Principal of the college may permit a student to change core electives chosen by the student within a period of fifteen days from the commencement of the semester.

#### SEMESTER-VI:

(i) One Core course in the same Major subject I offered in semester I, II, III, IV, V (CC)

(ii) One Elective course in Major subject II (EC)

(iii) One course in Interdisciplinary (FC – E)

(iv) One Core course in the same Major subject II offered in semester I, II, III, IV, V (CC)

(v) One course in Environmental Studies (FC – C)

(vi) Project

Instructional Periods: Each course in (i) to (iv) above shall have three instructional periods per week for the Theory component and two instructional periods for the Practical component. However, courses having Theory component only shall have four instructional periods per week. The courses (v) and (vi) above shall have two instructional periods per week.

Maximum Marks: The courses in (i) to (iv) above shall carry 100 (75 marks for Theory and 25 marks Practical component) marks each. The courses without Practical component shall carry 100 marks. The course in (v) above Environmental Studies shall carry 50 marks. Project work carried in semester V and VI shall be assessed at the end of semester VI and shall carry 100 marks.

Note: Notwithstanding the selection of elective courses at Semester-VI, the Principal of the college may permit a student to change core electives chosen by the student within a period of **fifteen days** from the commencement of the semester.

#### **AO-4: Scheme of Examination (B. A. and B. Sc.)**

##### **AO-4.1: Modes of evaluation**

There shall be two modes of evaluation of the academic performance of the students offering the B.A. and B.Sc. courses: Continuous Assessment (CA) and Semester End Examination (SEE), hereafter mentioned as CA and SEE respectively. A student shall be required to appear for CA as well as SEE.

##### **AO-4.2: Continuous Assessment**

- (a) The CA (Continuous Assessment) shall be conducted in a given Semester using alternate modes of evaluation such as assignment, seminar presentation, orals, demonstration, written etc. Generally, CA for a given course shall be conducted by the teacher/s teaching that course. CA shall not be conducted for the Practical component of a paper. The schedule for the CA shall be notified to the students in advance. The marks of CA shall be communicated to the students within Ten Days after the conduct of the CA. The teachers are expected to submit the marks of CA to the examination cell atleast two weeks before the commencement of SEE (Semester End Examination).
- (b)
  - (i) The CA tests shall carry 40% of maximum marks allotted for the course i.e. 40 marks for papers without practicals and 30 marks for papers with practicals.
  - (ii) A teacher may assess a student more than the mandatory 3 modes of assessment. Three of the best performance of the students in such an instance is to be considered.
- (c) The College shall appoint a three member committee to monitor CA in the College.
- (d) Students who fail to appear for any of the CA in a course due to a genuine reason shall be given another opportunity on a date pre-determined by the concerned teacher of

that course.

- (e) A student who does not appear for the mandatory three CA's of a course shall not be eligible to answer the SEE of that course.

#### **AO-4.3: Semester End Examination**

- (a) The SEE (Semester End Examination) shall be conducted at the conclusion of a given Semester. SEE shall cover the course of studies prescribed for the respective semester.
- (b) A candidate who has successfully fulfilled the requirements of a course shall be deemed eligible to appear for the SEE of that course. A candidate who fails to fulfil these condition(s) will have to ensure that they are suitably completed to re-appear at the examination of the course.
- © A tentative schedule of SEE examination, evaluation, declaration of results etc. shall be prepared by the Examination Cell of the college, preferably at the beginning of each academic year for all semesters and shall be notified to students. Setting of the question papers, evaluation of answer-scripts shall be done by the teacher/s of the particular course. The declaration of results shall be done by the college.
- (d) Assessment of answer-scripts of SEE of Semesters-I to Semester-VI shall be organized by the college. The assessment of the SEE answer scripts at the Semesters I to VI shall be done by the teacher/s of the particular course.
- (e) The pattern of question paper(s) to be set for the SEE in a given course shall be decided by the college. Similarly, for assessment of practicals, the number of laboratory exercises, marks distribution for each exercise and other relevant details shall be decided by the Board of Studies in that subject.
- (f) The Schedule of the Examination and the setting of question paper(s) for SEE for Semester-I to Semester-VI shall be done centrally by the college. There shall be no objective type of questions at SEE. Photocopies of the key shall be given to the examiners assessing the papers. In case of descriptive type of answers, only important points to be expected may be highlighted. The assessment of the SEE at Semesters I to VI shall be done centrally at the College.
- (g) The duration of SEE theory paper carrying 60 or 45 marks shall be of two hours and the theory paper carrying 30 marks shall be of one and half hour duration.

#### **AO-4.4: Scheme of evaluation for course (Theory)**

- (a) A theory paper carrying 100 marks shall have CA component of 40 marks and SEE component of 60 marks. For a 75 marks theory course, CA component shall be 30 marks and SEE component shall be 45 marks. A theory course carrying 50 marks shall have CA component of 20 marks and SEE component of 30 marks.
- (b) A student shall be required to appear in a minimum of three CAs and SEE so that the result in a course may be declared.
- (c) A student shall be required to score a minimum of 40% marks in CA and 40% marks in

SEE components in each non practical course, to obtain a minimum Grade P.

- (d) A student shall be required to score a minimum of 40% marks in CA, minimum of 40% marks in practical and 40% marks in SEE components in each course with practical component, to obtain a minimum Grade P.
- (e) A student failing to score a minimum of 40% marks in a practical component will need to be reassessed in that component as decided by the concerned teacher. Failure to get reassessed will cause the result to be withheld.
- (f) Marks scored by the student in CA shall be carried forward even if he/she fails in the course.

#### **AO-4.5: Scheme of evaluation for course (Practical)**

- (a) No separate examination(s) in laboratory exercises shall be conducted for courses having practical(s) component. Each experiment/laboratory work carried out by the student shall be assessed by the teacher/s during the regular practical. Marks shall be allotted for journal/lab record book, field work and oral/viva voce. The teacher concerned will decide the distribution of marks under different heads.
- (b) 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.
- (c) 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.
- (d) Record
- (a) of the marks obtained by the candidate shall be maintained by the respective department for Semesters I to VI, in a sealed envelope for a minimum period of 3 years.
- (e) The practical assessment shall be treated as an independent head of passing.
- (f) A candidate may be permitted, strictly on medical or other genuine grounds, to perform practical(s) missed, at the end the course.

#### **AO-4.6: General guidelines for Project Work**

- (a) A student registered for the three years B.A. /B.Sc. Degree programme shall be required to carry out a project in the subject (Major) during the Semesters-V and Semester-VI, and submit the Project Report at the end of Semester-VI for evaluation.
- (b) During the Semesters-V and Semester-VI, candidates of B.A./B.Sc. shall be assigned work for completing the Project in the area/field of subject/s. Project work and the Report shall be based on field work/library work /laboratory work or on-the-job training or similar work assigned by the teacher on a topic identified by the latter.
- (c) Project work shall be assigned to a single student or to a group of up to 5 students. The teacher shall be assigned one or more such groups according to the requirement of the subject. Two contact hours per week shall be considered as teaching work load for a group of 5 students in Semesters-V and Semester-VI.

#### **AO-4.7: Assessment of Project Work**

- (a) The assessment of the project paper shall be done equally by Internal Examiner (Project Supervisor for 50 marks) and External Examiner (for 50 marks) as per the guidelines defined in the project manual of Goa University.
- (b) The grade point of the project paper shall be based on the total marks scored from internal and external assessments. A student shall earn 4 credits for the project paper on obtaining a minimum Grade P.

#### **AO-4.8: Procedure for preparing Results**

- i. Marks, Grades and Grade Points:

Absolute grading method shall be adopted for awarding grades in a course. Under the absolute grading, the marks are converted to grades based on pre-determined class intervals. To implement the grading method, a 10-point grading system shall be used.

- ii. The following table gives the conversion of marks, grade points and letter grades to indicate the performance of the candidate in each course at the undergraduate level.

% of Marks obtained out of 100	Grade Point	Letter Grade	Description
90-100	10	O	Outstanding
80-89	9	A+	Excellent
70-79	8	A	Very Good
60-69	7	B+	Good
55-59	6	B	Above Average
45-54	5	C	Average
40-44	4	P	Satisfactory
39 and less	0	R	Reappear
Absent	0	Ab	Absent

- iii. A student obtaining Grade R/Ab in a course shall be required to reappear for the examination in that course.
- iv. For non evaluative courses (Component C and D of the structure) the letter grade shall be indicated on the grade card and this will not be counted for the computation of CGPA.
- v. Computation of SGPA and CGPA:

The following procedure shall be used to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

The performance of a student in a semester is indicated by a number called SGPA.

The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student,

$$\text{SGPA}(\text{Si}) = \frac{\text{Sum of the product of the number of credits with the grade points scored in a semester}}{\text{Total number of credits in that semester}}$$

$$\text{SGPA}(\text{Si}) = \frac{\sum (\text{Ci} \times \text{Gi})}{\sum \text{Ci}}$$

where  $\text{Ci}$  is the number of credits of the  $i$ th course and  $\text{Gi}$  is the grade point scored by the student in the  $i$ th course in each semester. Here,  $i = 1, 2, 3, \dots, n$ , represent the number of courses in which a student is registered in the concerned semester.

**The SGPA is rounded upto two decimal places.**

#### Illustration of Computation of SGPA:

Course	Credit	Grade letter	Grade Point	Credit Point =(Credit x Grade Point)
Course 1	4	A	8	4 x 8 = 32
Course 2	4	B+	7	4 x 7 = 28
Course 3	4	B	6	4 x 6 = 24
Course 4	4	A+	9	4 x 9 = 36
Course 5	4	B	6	4 x 6 = 24
	20			144

$$\text{Thus, SGPA} = 144/20 = 7.2$$

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme,

$$\text{CGPA} = \frac{\text{Sum of the product of the total number of credits in a semester with its grade point average}}{\text{Total number of credits in the entire programme}}$$

$$\text{CGPA} = \frac{\sum (\text{Cj} \times \text{Sj})}{\sum \text{Cj}}$$

where  $\text{Sj}$  is the SGPA of the  $j$ th semester and  $\text{Cj}$  is the total number of credits in that semester.  $j = 1, 2, 3, \dots, m$ , represent the number of Semesters of an entire programme for which the CGPA is to be calculated.

$$\text{Percentage} = \text{CGPA} \times 10$$

**The CGPA is rounded up to two decimal places**

### Illustration of Computation of CGPA

Semester	Credit	SGPA	Credit x SGPA
Semester I	20	7.2	20 X 7.2 = 144
Semester II	20	6.8	20 X 6.8 = 136
Semester III	20	7.4	20 X 7.4 = 148
Semester IV	20	6.6	20 X 6.6 = 132
Semester V	20	7.0	20 X 7.0 = 140
Semester VI	20	6.4	20 X 6.4 = 128
	120		828

**Thus, CGPA=828/120=6.9 (Grade: B+)**

- vi. The Undergraduate Degree shall be awarded according to the following classification.

CGPA	Grade	Classification of Final Result
9.0-10	O	Outstanding
8.0-8.99	A+	Excellent
7.0-7.99	A	Very Good
6.0-6.99	B+	Good
5.5-5.99	B	Above average
4.5-5.49	C	Average
4.0-4.49	P	Satisfactory



**AO-4.9: Revaluation**

There shall be no revaluation of answer books of the candidates at Semester-I to Semester-VI examinations. Personal verification of marks shall be granted to the candidate in the presence of Principal/Vice-Principal and the concerned Examiner, provided the candidate has applied for the same along with payment of prescribed fees within one week of the declaration of result.

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

- (a) 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.
- (b) If the candidate is not satisfied with the result on personal verification of answer book, he may apply to College Grievance Committee within a week.
- (c) The College Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.

**AO-4.10: Provision for Improvement**

A candidate who has passed the B.A. / B.Sc. degree examination and desires to improve his/her performance/total score shall be permitted to appear again. However, such a candidate shall be allowed to reappear only in the SEE component of the courses of Semester I to Semester VI examinations, excluding the Project. For this purpose, the marks scored at the first appearance, in the Project and in CA component of the courses, shall be carried forward for tabulation of the result under "improvement of performance". This facility to reappear under "improvement" shall be available only during the immediately subsequent regular Semester examinations. A candidate shall be permitted to reappear for improvement of performance at Semesters- I, II, III, IV, V and VI. A candidate availing of this provision shall be considered to have passed "under improvement" and this fact shall be recorded on his/her statements of marks and other relevant documents. The candidate shall be required to surrender the original statement of marks and other relevant documents at the time of receiving the fresh statement of marks in the event of improvement of performance/total score. The performance of a candidate, who appears under this provision and fails to improve, shall be ignored. A candidate can appear only once under this clause.

**AO-4.11: Format of Statement of Marks**

The semester-wise SGPA secured by the candidate in Semester-I to Semester-VI examinations shall be indicated in the final statement of marks issued to the candidate after the Semester-VI examination for the B.A./B.Sc. degree programme. In case the student passes any Semester or part thereof in the second appearance, it shall be so indicated in the statement of marks of Semester I to Semester-VI.

**AO-4.12: Guidelines for Exemption**

- i. A candidate who obtains a minimum Grade P in a course(s) shall be exempted from

- reappearing in that course(s).
- ii. He/She shall be declared to have passed the full examinations on his/her obtaining a minimum Grade P in all the courses.
  - iii. A supplementary examination shall be conducted, preferably after 15 days from the declaration of results of Semester II, IV and VI examinations. Students who have a backlog of any or all the courses (theory / practical) of Semesters I, II, III, IV, V and VI are eligible to appear for this examination.

**AO-4.13: Constitution and working of College Examination Committee (CEC)**

- (A) The CEC shall be constituted by the Principal of the college for the terms of 3 years and shall work subject to control and supervision of the Principal.
1. The College Examination Committee (CEC) shall be constituted with the following members.
  2. A senior teacher as the Chairman and three/four more regular teachers (in addition to the Chairman) as members.
  3. There will be no remission in work-load but adequate remuneration shall be paid to the members.
- (B) Functions of College Examination Committee:
1. This Committee shall be generally in-charge of all matters pertaining to F.Y., S.Y. and T.Y. examinations in the College.
  2. The Committee shall prepare the examination time-table, arrange to get the question paper sets printed or duplicated and answer books assessed.
  3. The Committee shall arrange to get the results prepared, announced, individual statement of marks prepared and issued to the candidates.

**AO-4.14: Constitution and working of College Unfair Means Inquiry Committee (CUMIC)**

- (A) The CUMIC shall be constituted by the Principal of the college for a term of 3 years and shall work subject to control and supervision of the Principal.
1. The College Unfair Means Inquiry Committee (CUMIC) shall be constituted with the following members:  
The Vice-Principal or a senior teacher as Chairman and two other regular teachers as members, who are also members of the College Examination Committee.
  2. This committee shall investigate into cases of unfair means and malpractices reported in a manner prescribed by the college and shall recommend a course of action to the Principal.
- (B) Procedure for investigating cases of unfair means:
- The following procedure shall be followed for investigating the cases of candidates

alleged to have used unfair means at the First Year and/or Second Year and/or Third Year B.A. and B.Sc., examinations.

1. The candidates will be served a show cause notice and made aware of the charges/allegations reported against him so as to enable him to prepare his defence at the time of this appearance before the Unfair Means Inquiry Committee. The candidate will be informed of the proposed action to be taken in his case, with a request to reply to the show cause notice as to why the action proposed under it should not be taken against him.
2. The reply received by the Committee from the candidate when he appears before it will be considered by the Committee and the final recommendation in the matter be taken and reported to the Principal for his approval.
3. 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.
4. The College Unfair Means Inquiry Committee is a recommendatory body. The Principal has to exercise his power under Statute SB-13(iv) of the University and issue final order.
5. The broad category of malpractice and the quantum of punishment for each category thereof shall be as given in general Ordinance on malpractices i.e. OA-5.14.19 of Goa University. Besides these guidelines, each case will be examined in detail and punishment awarded on the merit of each case.

**AO-4.15: Constitution and working of College Grievance Committee (CGC)**

- (A) The CGC shall be constituted by the Principal of the college for a term of 3 years and shall work subject to the control and supervision of the Principal.

1. The College Grievance Committee shall be constituted with the following members:

The Vice-Principal or a senior teacher as Chairman, provided that the person is not the Chairman of CUMIC, and two other regular teachers as members, preferably not members of CUMIC and CEC.

2. In case the grievance concerns any member of the committee, the Principal shall reconstitute the committee, excluding the concerned member.
3. This committee shall investigate written complaints from the students referred to them by the Principal in the conduct of examinations and recommend a course of action to the Principal.

- (B) Procedure for 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 by the student 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 (iii) the matter is

referred to the committee by the Principal. The committee shall invite a reply to the allegations (if any are made by the student) from the concerned party.

2. After considering the reply of the concerned party, the committee shall recommend a course of action in writing to the Principal.
3. The Principal may inform the student about 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 will be informed that there is no change in his/her results.

A fine, ranging from a minimum of Rs.200/- to a maximum of 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 with appropriate reasons, action shall be taken as provided under OA-5.2.6 of Goa University

# III

## A. BACHELOR OF ARTS - B.A

### 1. ENGLISH

SEMESTER	CORE COURSES	
I	Understanding Poetry & Drama	History of English Literature from Fifth Century to the Eighteenth Century
II	Understanding Fiction	An Introduction to Linguistics & Stylistics
III	Contemporary Indian English Literature	---
IV	Literary Criticism	---
V	Nineteenth Century English Literature	Project
VI	Twentieth Century English Literature	Project

SEMESTER	ELECTIVE COURSES			
III	Goan Literature	American Literature of the Twentieth Century	Writing for the Media	New literatures in English
IV	The Literature of the Indian Diaspora	Creative Writing	Visual Literature	Representation of Gender & Sexuality in Literature
V	Shakespeare Today	Ancient Indian Classics in Translation	Film Studies	Women's Writing in India
VI	English Language and Literature Teaching	Latin American Literature	Contemporary Literary Theory	World Literature

SEMESTER	FOUNDATION COURSE - LANGUAGE OPTIONAL
I	Communicative English
II	Effective Use of English

SEMESTER	INTERDISCIPLINARY
III	Creative Writing for Beginners
IV	Introduction to Mass Media

SEMESTER	FOUNDATION COURSE - COMPULSORY
I	Academic Writing (Science Stream)
II	Academic Writing (Arts Stream)
III	Research Writing (Arts Stream)
IV	Research Writing (Science Stream)

## 2. FRENCH

SEMESTER	CORE COURSES	
I	Language in Context: Developing Reading and Writing Skills Level 1 Part 1	Language in Context: Developing Listening and Speaking Skills Level 1 Part 1
II	Language in Context: Developing Reading and Writing Skills Level 1 Part 2	Language in Context: Developing Listening and Speaking Skills Level 1 Part 2
III	Language in Context: Developing Reading and Writing Skills Level 2 Part 1	
IV	Language in Context: Developing Reading and Writing Skills Level 2 Part 2	
V	Language in Context: Developing Reading and Writing Skills Level 3 Part 1	Project
VI	Language in Context: Developing Reading and Writing Skills Level 3 Part 2	Project

SEMESTER	ELECTIVE COURSES		
III	Language in Context: Developing Listening and Speaking Skills Level 2 Part 1	French for Tourism and Hospitality Level 2 Part 1	Study of Selected Elementary Text in French
IV	Language in Context: Developing Listening and Speaking Skills Level 2 Part 2	French for Tourism and Hospitality Level 2 Part 2	Introduction to Francophony
V	Initiation to Translation	Overview of 17 <sup>th</sup> Century French Literature	Overview of 18 <sup>th</sup> Century French Literature
VI	Overview of 19 <sup>th</sup> Century French Literature	Business Communication in French	Study of Collection of French Short Stories

### 3. HINDI

SEMESTER	CORE COURSES	
I	{hXr H\$Zr Ed\$ aXgrYZ	{hXr H\$dvH Ed\$ Hn grX ©
II	{hXr Zr Ed\$ Hn Ed\$ Hn Ed\$ (gQV Hj )	hm -i` \$Z~\$ Ed\$ H\$Vm
III	à mZ_gHhXr: AZdX Ed\$ cbZ	
IV	{hXr nH\$AmY Ed\$ Ed\$ Ed\$	
V	rS nobZ ArhXr (\\$AcbZ Ed (ckmZ cbZ)	Project
VI	AZdX Ed\$ cbZ	Project

SEMESTER	ELECTIVE COURSES			
III	{hXr grH\$ H\$BVhg (ArX Hn ^SV Hn Ed\$ a(V Hn)	_Ü H\$Zr Hn (M{ZV H\$Mn)	{hXr _{cnobZ	{hXr XcV cbZ
IV	AmZ H\$Hn H\$dvH (BVhg Ed\$ Hn g\$ka)	{de6AU` Z: gyH\$ { mZacm	{de6AU` Z: {hXr H\$Zr	{hXr grH\$ Hn AmXZ Ed\$ rj m (H\$dvH H\$Zr Ed\$ ChY rg)
V	H\$VAX? grH\$ (g\$ aJ, ` nmpArH\$ H\$Ed\$ OrZ Hn AU` Z, {Hr {cYnH\$ E-\$ mR nM\$	{de6AU` Z: Hnem ( ^rav Ed\$ mMn)		
VI	AmZ H\$Hn Zr Ed\$ Z-\$	^m\$ kZ Ed\$ Hn i` nH\$U	{hXr H\$Ed\$ Hn Ed\$ grH\$	

SEMESTER	FOUNDATION COURSE - LANGUAGE OPTIONAL
I	i` rnh\$ Hn
II	dhZ - cbZ H\$pc

SEMESTER	INTER DISCIPLINARY COURSE
V	{hXr E-\$ ArnVZ
VI	E-\$ ArnVZ : àW H\$U



#### 4. KONKANI

SEMESTER	CORE COURSES	
I	<p>History of Konkani Language and Literature (From beginning till 1858)</p> <p>(Outline History of Konkani Language and Literature)(From beginning till 1858)</p>	<p>Contribution of Shenvoy Goembab towards Konkani Identity)</p>
II	<p>History of Konkani Language Movement (Period from 1858 till 1992)</p> <p>(Outline History of Konkani Language Movement) ( Period from 1858 till 1992)</p>	<p>Study of Konkani Dialects)</p>
III	<p>Grammatical And Linguistic Study of Konkani)</p>	
IV	<p>Study of konkani Folklore)</p>	
V	<p>Evolution in Konkani Literature in Post Liberation Era)</p>	<p>Project</p>
VI	<p>Introduction to the Study of Indian and Western Poetics)</p>	<p>Project</p>

SEMESTER	ELECTIVE COURSES			
III	<p>Special Study of Konkani Poetry)</p>	<p>(Special Study of Konkani Short Story)</p>	<p>(Special Study of Konkani Novel)</p>	<p>(Appreciation of Konkani Writings) (Part-1)</p>
IV	<p>(Special Study of Konkani Drama)</p>	<p>(Study of Konkani Tiatr)</p>	<p>(Study of Konkani Essays )</p>	<p>(Appreciation of Selected Konkani Writings)</p>
V	<p>(Film and Drama Appreciation)</p>	<p>(Social Study Of Selected Form of Konkani Literature)</p>	<p>(History of Konkani Literature from Karnataka and Kerala)</p>	

VI	<p>ಉಪಯುಕ್ತ ಕವಿಗಳ ವಿಶೇಷ ಅಧ್ಯಯನ (Special Study of Selected Konkani Writer)</p> <ol style="list-style-type: none"> <li>1. ಕೊನೆಯ ಕವಿ</li> <li>2. ಅದ್ವೈತ</li> <li>3. ಸುಮಿತ್ರಾ</li> <li>4. ಅನಿರೂಪಣೆ</li> <li>5. ಮನೋಹರ</li> <li>6. ಮಹಾಕವಿ</li> <li>7. ದತ್ತಾತ್ರೇಯ</li> <li>8. ಜಿ.ಎ.ಎಸ್</li> <li>9. ಕೊನೆಯ ಕವಿ</li> <li>10. ಕೊನೆಯ ಕವಿ</li> <li>11. ಕೊನೆಯ ಕವಿ</li> <li>12. ಕೊನೆಯ ಕವಿ</li> </ol>	<p>ಅಭಿಮಾನಿ - ಅಭಿಮಾನಿ</p> <p>(Literary Literary Appreciation)</p>	<p>ಹಿರಿಯರ ಕೃತಿಗಳ ಅಧ್ಯಯನ (Study of Transliterated Konkani Literature (From Kannada and Romi Script))</p>	<p>ಅನುವಾದ ಅಧ್ಯಯನ (Translation Study)</p>
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SEMESTER	FOUNDATION COURSE - LANGUAGE OPTIONAL
I	<p>ಹಿರಿಯರ ಕೃತಿಗಳ ಅಧ್ಯಯನ (Functional Study of Konkani Language)</p>
II	<p>ಹಿರಿಯರ ಕೃತಿಗಳ ಅಧ್ಯಯನ (Spoken and Written Skills of Konkani Language)</p>

SEMESTER	INTERDISCIPLINARY COURSES
I	<p>ಹಿರಿಯರ ಕೃತಿಗಳ ಅಧ್ಯಯನ - ಉಪಯುಕ್ತ (A Study of Konkani One Act Play and Street Play)</p>
II	<p>ಹಿರಿಯರ ಕೃತಿಗಳ ಅಧ್ಯಯನ - ಅನುವಾದ (Study of Konkani One Act Play &amp; Street Play)</p>

## 5. MARATHI

SEMESTER	CORE COURSES	
I	अभिधानचिन्ता (1945-2000)	अभिधानचिन्ता (अभिधान 1945नं व)
II	अभिधानचिन्ता (अभिधान 1920)	अभिधानचिन्ता (1950- 2000)
III	अभिधान (अभिधान)	
IV	अभिधानगुण	
V	अभिधान	Project
VI	अभिधान (Philology)	Project

SEMESTER	ELECTIVE COURSES			
III	अभिधान (अभिधान -1650)	अभिधानचिन्ता	अभिधान (अभिधान)	अभिधान (अभिधान)
IV	अभिधान (1651 -1818)	अभिधान	अभिधान	अभिधान
V	अभिधान	अभिधान	अभिधान	अभिधान
VI	अभिधान	अभिधान	अभिधान	अभिधान

SEMESTER	FOUNDATION COURSES - LANGUAGE OPTIONAL
I	अभिधान
II	अभिधान - अभिधान

SEMESTER	INTER DISCIPLINARY
III	अभिधान
IV	अभिधान

## 6. PORTUGUESE

SEMESTER	CORE COURSES	
I	Portuguese Language Elementary I	Introduction to the Portuguese History and Culture
II	Portuguese Language Elementary II	Introduction to the Portuguese Art and Culture
III	Portuguese Language Intermediate I	
IV	Portuguese Language Intermediate II	
V	Portuguese Language Advanced I	Project
VI	Portuguese Language Advanced II	Project

SEMESTER	ELECTIVE COURSES		
III	Introduction to Translation I	Portuguese for Travel and Tourism	Introduction to Literary Analysis
IV	Introduction to Translation II	Business Portuguese	Narrative Text
V	Mass Media in Contemporary Society	Lusophone Cultures	Dramatical Text
VI	Practice of Translation / Interpretation - Portuguese- English; English-Portuguese	Lusophone Cultures	Dramatical Text

## 1. ECONOMICS

SEMESTER	CORE COURSES	
I	Evolution of Methods in Economic Analysis	Mathematical Techniques for Economic Analysis
II	Economics of Growth and Development	Empirical Techniques for Economic Analysis
III	Microeconomics	
IV	Macroeconomics	
V	Public Economics	Project
VI	International Economics	Project

SEMESTER	ELECTIVE COURSES				
III	Economics and Governance	Economics of Foreign Exchange	Economics and Law	Regional Economics	
IV	Indian Economy	Entrepreneurship	Accounting for Non Accountants	Emerging Market Economies	
V	Econometrics	Game theory	Experimental Economics	Advanced Microeconomics	
VI	Labour Economics	Environmental Economics	Advanced Macroeconomics	Financial Economics	Industrial Economics

Sr. No,	INTER DISCIPLINARY
I	Entrepreneurship
II	Gandhian Economic Thought

## 2. GEOGRAPHY

SEMESTER	CORE COURSES	
I	Introduction to Geography	Fundamentals of Physical Geography
II	Basics of Human Geography	Basics of Regional Geography
III	Cartography	
IV	Advanced Regional Geography	
V	Geomorphology and Climatology	Project
VI	Population and Economic Geography	Project

SEMESTER	ELECTIVE COURSES			
III	Socio-Economic Survey	Field Survey	Quantitative Techniques	Computer Geography
IV	Photogrammetry	Spatial Analysis	Open Source GIS	GIS Applications
V	Coastal Geomorphology	Fluvial Geomorphology	Synoptic Climatology	Agro-Climatology
VI	Regional Planning	Geography of Trade and Transport	Geography of Tourism	Socio-Cultural Geography

## 8. HISTORY

SEMESTER	CORE COURSES	
I	History of Goa: Political History From Earliest Times to 1987- I.	World Civilizations: Persia, India, Greece and Rome. (Earliest Times to 500 A.D.) - I
II	History of Goa: Economic, Social and Cultural History From Earliest Times to 1987 - II	World Civilizations: Egypt, Mesopotamia, China and Maya. (Earliest Times to 1500 AD)- II
III	Ancient India From Earliest Times to 1206 A.D.	
IV	Medieval India : Political and Administrative History (1206-1757 A.D.)	
V	Modern India (1757-1950)	Project
VI	Modern World (1789 - 1945)	Project

SEMESTER	ELECTIVE COURSES				
III	History of South India: From Earliest Times to C. 1250	History of Marathas	Introduction to Archaeology	Socio-Economic History of Europe (c. 800 A.D. - 1700)	Portuguese Language Level - A1.1
IV	Goan Heritage and Culture	Medieval India: Economy, Society and Culture (1206-1757 A.D.)	Indian Archaeology	World History (Renaissance to French Revolution)	Portuguese Language Level - A1.2
V	History of Modern China and Japan (1839-1949)	History of South East Asia	Introduction to Constitution of India	Introduction to Historical Method and Indian Historiography	
VI	History of U.S.A (1776-1963)	India after Independence (1950 -1996)	History of West Asia (1900 -1995)	Modern World (1945 -1990)	



#### 4. PHILOSOPHY

SEMESTER	CORE COURSES	
I	Moral Philosophy	Logic
II	Philosophy of Religion	Practical Ethics
III	Classical Indian Philosophy	
IV	Orthodox Indian Philosophy	
V	Ancient Greek & Medieval Philosophy	Project
VI	Modern Western Philosophy	Project

SEMESTER	ELECTIVE COURSES			
III	Study of World Religions	Philosophy of Mind	Symbolic Logic	Value Education
IV	Problems of Philosophy	Political Philosophy	Philosophy of Human Rights	Eco-Philosophy
V	Philosophy of Science	Contemporary Indian Philosophy	Philosophy of Education	Philosophy of Management
VI	Contemporary Western Philosophy	Vedanta Philosophy	Philosophy of Law	Applied Philosophy (Yoga & Art of Living)

Sr. No,	INTER DISCIPLINARY
III	Current Ethical Issues
IV	Philosophy and Films

## 5. PSYCHOLOGY

SEMESTER	CORE COURSES	
I	Basic Course in Psychology	Emotional Development
II	Personality Theories	Basics of Counselling
III	Psychopathology I	
IV	Psychopathology II	
V	Experimental Psychology	Project
VI	Psychological Testing	Project

SEMESTER	ELECTIVE COURSES			
III	Health Psychology	Child Psychology	Interpersonal Relations	Sports Psychology
IV	Psychology of Adjustment	Criminal Psychology	Psychology of Adolescence	Positive Psychology
V	Cognitive Psychology	Applied Statistics in Psychology	Environmental Psychology	Parenting
VI	Gerontology	Organizational Behaviour	Intelligence and Creativity	Cross Cultural Psychology

## 6. SOCIOLOGY

SEMESTER	CORE COURSES	
I	Fundamentals of Sociology	Social Change and Processes
II	Social Movements in India	Sociology of Religion
III	Social Institution in India	
IV	Sociology of Education	
V	Classical Sociology	Project
VI	Schools of Sociological Theory	Project

SEMESTER	ELECTIVE COURSES			
III	Understanding Goa's culture	Introduction to Qualitative Research Methods	Introduction to NGO Management-1	Globalization and New Media
IV	Teaching sociology: Theory and Practice	Contemporary Goan Society: Issues and Concerns	An Introduction to Sociology in India	Family, Kinship and Marriage in India
V	Rural sociology	Social concern's in Contemporary India-1	Women and Society in India	Introduction to Social Work and Social Welfare
VI	Urban sociology	Social Concern's in Contemporary India-2	Contemporary Issues of Women in India	Migration and Society in Goa

**B. BACHELOR OF SCIENCE – B.Sc.**  
**1. BIOTECHNOLOGY**

SEMESTER	CORE COURSES	
I	Basic Microbiology	Fundamentals of Biochemistry
II	Fundamental Genetics	Cell and Molecular Biology
III	Immunology	
IV	Concepts in Genetic Engineering	
V	Industrial Biotechnology - Basic	Project
VI	Bioethics and Biosafety	Project

SEMESTER	ELECTIVE COURSES			
III	Basics of Plant and Animal Sciences	Molecular Genetics	Biostatistics	Evolution and Anthropology
IV	Plant and Animal Physiology	Applied Biophysics	Ecology and Biodiversity	Advanced Biochemistry
V	Molecular Medicine	Environmental Biotechnology	Introduction to Drug Development	Bioinformatics
VI	Advanced Microbiology	Industrial Biotechnology – Advanced	Plant Biotechnology	Animal Cell Culture

## 2. BIOCHEMISTRY

SEMESTER	CORE COURSES	
I	Molecules of Life	Cell Biology
II	Protein Chemistry	Biophysics
III	Enzymology	
IV	Metabolism of Biomolecules	
V	Molecular Biology	Project
VI	Immunology	Project

SEMESTER	ELECTIVE COURSES			
III	Tools & Techniques in Biochemistry	Microbiology	Bioethics & Bio-safety	Plant Biochemistry
IV	Human Physiology	Nutritional Biochemistry	Hormone: Biochemistry & Function	Advance Cell Biology
V	Concepts in Genetics	Regulation of gene expression	Genetic Engineering & Biotechnology	Bioinformatics
VI	Biochemical correlation of Diseases	Clinical Biochemistry	Environmental Biochemistry	Industrial Biochemistry

### 3. BOTANY

SEMESTER	CORE COURSES	
I	Plant Diversity	Cell Biology & Biomolecules
II	Plant Anatomy & Embryology	Microbiology
III	Physiology of Plants	
IV	Cytogenetics	
V	Plant Molecular Biology	Project
VI	Plant Biotechnology & Genetic Engineering	Project

SEMESTER	ELECTIVE COURSES			
III	Ecology & Conservation	Techniques & Instrumentation in Botany	Enzyme and its metabolic pathways	Herbal Cosmetology
IV	Plant Breeding and Biostatistics	Systematics of Flowering plants and Phylogeny	Plant pathology	Horticulture
V	Bioinformatics	Seed Technology	Pharmacognosy	Organic Farming
VI	Plant tissue culture	Agricultural Biotechnology	Plant Drug Technology	Field Ecology

### 3. CHEMISTRY

SEMESTER	CORE COURSES	
I	General Physical and Inorganic Chemistry	General Organic and Inorganic Chemistry
II	Concepts in Physical and Analytical Chemistry	Concepts in Organic and Inorganic Chemistry
III	Comprehensive Chemistry –I	
IV	Comprehensive Chemistry –II	
V	Advanced Chemistry – I	Project
VI	Advanced Chemistry - II	Project

SEMESTER	ELECTIVE COURSES			
III	Name Reactions and Synthetic Methodologies	Industrial Chemistry	Surface Chemistry and Catalysis	Bioinorganic Chemistry
IV	Pharmaceutical Chemistry	Polymer and Colloid Science	Spectroscopic Techniques	Chemistry of Natural Products
V	Heterocyclic Chemistry	Organometallic Chemistry	Electroanalytical Techniques	Chemistry of main group elements
VI	Applied Electrochemistry	Instrumental Methods in Analytical Chemistry	Introduction to Nanomaterials	Solid State Chemistry



## 5. COMPUTER SCIENCE

SEMESTER	CORE COURSES	
I	Mathematical foundation of Computer Science – I	Introduction to Programming
II	Object Oriented Programming	Data Structures
III	Data Base Management Systems	
IV	Computer Architecture and Organization	
V	Operating Systems	
VI	Computer Networks	

SEMESTER	ELECTIVE COURSES			
III	Software Engineering	Digital Logic Design	Mathematical Foundation of Computer Science – II	Web Designing
IV	Design & Analysis of Algorithms	Data Base Application Development	Server Side Programming	HCI
V	Embedded Systems	Mobile Apps Development	Data Analytics	Software Testing and Quality Assurance
VI	System Security	Cloud Computing	Project Management	Business Intelligence

## 6. GEOGRAPHY

SEMESTER	CORE COURSES	
I	Fundamentals of Physical Geography	Basic Cartographic Techniques
II	Oceanography	Geography of Man and Environment
III	Fundamentals of GIS and Remote Sensing	
IV	Fundamentals of Geomorphology	
V	Atmospheric Sciences	Project
VI	Geography of Sustainability	Project

SEMESTER	ELECTIVE COURSES			
III	Spatial Analysis	Raster and Vector Data Models in GIS	Participatory GIS	Applied GIS
IV	Coastal Geomorphology	Fluvial Geomorphology	Watershed Management	Biogeography
V	Synoptic Climatology	Agro-Meteorology	Disaster Management	Applied Climatology
VI	Cities and Sustainability	Statistical Geography	Population, Society and Sustainability	Globalization and Sustainable Development

## 7. GEOLOGY

SEMESTER	CORE COURSES	
I	Fundamentals of Mineralogy	Elementary Petrology
II	Earth's Dynamics and Tectonics	Principles of Stratigraphy and Paleontology
III	Optical and Systematic Mineralogy	
IV	Structural Geology	
V	Igneous Petrology	Project
VI	Sedimentary Petrology	Project

SEMESTER	ELECTIVE COURSES			
III	Physical Geology	Groundwater and Hydrogeology	Engineering Geology	Marine Geology
IV	Ore Genesis	Stratigraphy of India: Part I	Natural Hazards and Management	Geotectonics
V	Stratigraphy of India: Part II	Petroleum Geology	Principles of Geophysical Exploration	Remote Sensing and GIS Applications
VI	Metamorphic Petrology	Mining and Mineral Exploration	Surveying and Mapping	Gemstone Testing and Evaluation

## 8. MATHEMATICS

SEMESTER	CORE COURSES	
I	Basic Algebra	Basic Real Analysis
II	Mathematical Analysis	Coordinate Geometry
III	Linear Algebra	
IV	Differential Equations	
V	Functions of Several Variables	Project
VI	Vector Analysis	Project

SEMESTER	ELECTIVE COURSES			
III	Algebra - I	Number Theory - I	Numerical Methods	Pedagogy of Mathematics
IV	Operation Research	Advanced Analysis	Computers for Math	Combinatorics I
V	Algebra - II	Number Theory - II	Graph Theory	Metric Spaces
VI	Advanced Differential Equations	Complex Analysis	Combinatorics II	Coding Theory & Cryptography

### CORE COURSES FOR MINOR IN MATHEMATICS

SEMESTER	CORE COURSES
III	Basic Real Analysis
IV	Mathematical Analysis
V	Pedagogy of Mathematics / Number Theory - I
VI	Operation Research / Differential Equations

## 9. PHYSICS

SEMESTER	CORE COURSES	
I	Introduction to Mathematical Physics	Mechanics-I
II	Heat and Thermodynamics	Electricity and Magnetism
III	Electromagnetic Theory-I	
IV	Quantum Mechanics	
V	Electromagnetic Theory-II	Project
VI	Atomic and Molecular Physics	Project

SEMESTER	ELECTIVE COURSES			
III	Optics	Modern Physics	Oscillations, Waves and Sound	Properties of Matter and Acoustics
IV	Electronics - I	Solid State Devices	Computational Physics	Astronomy and Astrophysics / Instrumentation
V	Solid State Physics	Thermodynamics and Statistical Mechanics	Electronics-II	Introduction to Physical Oceanography
VI	Mechanics -II	Nuclear and Elementary Particle Physics	Introduction to Special Theory of Relativity	Introduction to Material Science

## 10. ZOOLOGY

SEMESTER	CORE COURSES	
I	Animal Diversity : Non Chordates	Cell and Molecular Biology
II	Diversity and Biological Systems of Chordates	Fundamentals of Animal and Human Genetics
III	Human Physiology	
IV	Biochemistry and Metabolic Regulation	
V	Developmental Biology	Project
VI	Wildlife Biology	Project

SEMESTER	ELECTIVE COURSES			
III	Endocrinology	Basic microbiology and Fundamentals of Animal Biotechnology	Environmental Toxicology	Parasitology
IV	Animal cell culture and Applications	Aquaculture and Fisheries	Immunology	Evolutionary Biology
V	Molecular Genetics and Forensic Science	Cryobiology	Ecology and Ethology	Fish Preservation and Processing
VI	Health and Nutrition	Basic and Applied Entomology	Laboratory Techniques in Pathology	Bio Entrepreneurship

## 1. Credits for Extra Curricular Subjects/Activities

The following categories of extra-curricular subjects are available to students under the undergraduate curriculum (B.A. and B. Sc.) of Parvatibai Chowgule College of Arts and Science (Autonomous)

These are:

1. Music, Dance
2. Sports
3. NCC Programme
4. NSS Programme
5. Life-skills Programmes
6. Exchange Programme
7. Outreach Programme (initiated by Academic Departments of the College)
8. Fine Art

The policy pertaining to credits for the above extra-curricular subjects / activities shall be as follows:

1. Extra curricular subjects / activities carry a total of six credits, involving 180 hours of contact training / practice.
2. Students can choose any activity listed above and specialize in the activity fully to earn six credits. In such a case, he/ she will have to complete 180 hours of contact training in that chosen activity over six semester period, but preferably in first four semesters.
3. Students can also choose multiple activities from those listed above. In such a case, a student has to complete at least a minimum of 60 hours of contact training / practice in the activity to earn a minimum admissible two credits in any activity or subject. Three such activities can be pursued by a student to earn the total of six credits. Students can schedule the training in these activities so as to complete it at one's own pace.
4. However, if a student opts to earn credits by participating in an exchange programme, then he/she has to actually work as part of the exchange programme for two weeks. This will fetch the student two credits. The remaining four credits can be earned by a student by opting for any other subject / activity listed above.
5. A student should schedule the training, preferably, in such a way as to complete it within the first four semesters. A student may complete this training in two semesters or may schedule it evenly over a four semesters' period so as to complete it at her/his own pace.
6. It is important that records of such training sessions are maintained accurately and in a transparent manner by a supervising authority responsible for it. These records must be vetted every semester by the faculty member overseeing the activity. It is important that College Clubs as well as outside institutes/trainers provide transparent records of the duration of contact training.
7. Every student should submit, every semester, authentic report about their training/ participation in the extra curricular activity, and the number of contact hours

maintained in it, to the College through the faculty in charge of the activity.

8. To impart training it is important that the Clubs have a structured training regime and the training programme is well scheduled with increasing level of difficulty as the training sequence progresses.

### **1. Enrolling for Music and Dance**

A student opting for an activity under this head should enrol with the designated club/s of the College. . The minimum duration of contact training will be 60 hours. Successful completion of 60 hours of training will entitle a student for the award of two credits.

In case such activity is not offered by any club of the College, a student, on seeking the permission from the College, may enrol with an accredited outside institute imparting such training or with an accredited outside trainer. Outside institutions approved for training are the Trinity College of Music, London, and Kalangan, Margao.

It is important that records of such training sessions are maintained accurately and in a transparent manner by a supervising authority responsible for it. These records must be vetted every semester by the faculty member overseeing the activity. It is important that College Clubs as well as outside institutes/trainers provide transparent records of the duration of contact training.

### **2. Enrolling for Sports**

A student has to enrol in sports activities as per the Sports Policy of the College. A student is required to enrol with a specific sports club of the College and attend the required number of practice and training sessions. Sixty hours of contact practice or training is the minimum required to obtain two credits. Students can choose to pursue only sports as an extra-curricular activity to earn the maximum of six credits by putting in 180 hours of contact practice or training over a period of six semesters, preferably the first four semesters.

### **3. Enrolling for the National Cadet Corps (NCC)**

A student should enrol in the NCC as per the NCC charter. Students need to complete a minimum of 60 contact hours of NCC training to be eligible for two credits. Minimum number of hours permitted to be completed in a semester is 30 hours. If a student wants to obtain all six credits of extra-curricular activities by opting for NCC, he/she has to continue with NCC in all the semesters so as to complete the 180 hours of contact sessions.

### **4. Enrolling for the National Service Scheme (NSS)**

A student should enrol in the NSS as per the NSS policy. Students need to complete a minimum of 60 contact hours of NSS work to be eligible for two credits. Minimum number of hours required to be completed in a semester is 30 hours. If a student wants to obtain all six credits of extra-curricular activities by opting for NSS, he/she may have to continue with NSS in all the six semesters so as to complete the 180 hours of contact sessions.

### **5. Enrolling for the Life-Skills Programme**

Students may choose to pursue life-skills programme as one of the extra curricular subjects. In such cases, students could pursue activities/training like public-speaking, leadership



training, and other similar life-skill programmes accepted by the College. Students may enrol with clubs sponsored by the College for imparting such skills as the Toastmasters' Club for public speaking. Student Support services of the College conducts two life-skills courses: (1) Communication Skills and Self Management, and (2) Interpersonal Relationships and Conflict Resolution.

#### **6. Enrolling for the Students' Exchange Programme**

To be selected as participant of a students' exchange programme (International Exchange Programme – with educational institutions overseas – as well as National Exchange Programme – with educational institutions within the country but outside the state of Goa), students will have to apply to the College when there is a call for such applications and comply with all the formalities of the selection process. Students will have to clearly follow the guidelines given to them on the Exchange Programmes. These guidelines include dos and don'ts before, during and after the programme. Students are expected to attend lectures, field-visits and/or laboratory work, present cultural programmes and behave in a manner consistent with being an ambassador of the College. On return from the exchange programme, students will have to present a report.

#### **7. Enrolling for the Outreach Programme**

Students may choose to get involved in the outreach programme initiated by the College or by the academic departments of the College. Outreach programmes will be notified by the College and by the academic department of the College from time to time. Conditions required to be fulfilled to obtain two credits are sixty hours of contact time. The students need to meet the other conditions specified above in this policy to obtain credits for the outreach programme.

#### **8. Enrolling for Fine Art**

Students may choose to develop their skills in Fine Art. The student may approach the College for a Fine Art course of 60 hours duration involving 2 credits.

Table: Requirements for Earning Credits under Extra-curricular Activities

Sr. No.	Category	Minimum Credits	Minimum Contact Hours	Maximum Credits	Maximum Contact Hours	Confirmation Required
1	Music / Dance,	2	60 Hours	6	180 Hours	Authentic Records
2	Sports	2	60 Hours	6	180 Hours	Authentic Records
3	National Cadet Corps	2	60 Hours	6	180 Hours	Authentic Records
4	National Service Scheme	2	60 Hours	6	180 Hours	Authentic Records
5	Life Skills Programme	2	60 Hours	6	180 Hours	Authentic Records
6	Student Exchange Programme	2	60 Hours	6	2 Weeks	Authentic Records
7	Outreach Programme	2	60 Hours	6	180 Hours	Authentic Records
8	Fine Art	2	60 Hours	6	180 Hours	Authentic Records

## 2. Credits for Internship

Internship is a compulsory and an inherent part of the undergraduate curriculum of Parvatibai Chowgule College of Arts and Science (Autonomous). On successful completion of the internship programme a student will earn four credits. Successful completion means that a student has participated in the internship programme for at least four weeks and adhered to all the other requirements of the programme. These include:

- Strictly following the guidelines given to them while on internship. These guidelines include adhering to the dos and don'ts before, during and after the programme.
- Attending the internship work in a manner deemed fit and expected of him or her as representative or ambassador of the College.
- Presenting a report of his or her learning from internship after the return from the internship programme

The College visualizes internship, in the current form, to be subject related rather than general. Hence it expects academic departments to get directly involved with internship programme and explore as well as monitor the internship opportunities pertaining to the students majoring in their subjects.

As such, internship work of the students will be supervised by the respective academic department of the College. The department will obtain periodic feedback on the performance of the student during internship. It will also ask the student to make a presentation about his or her experience from internship and on the amount of skills and learning accumulated from internship.

Depending on the subject, internship work for a student may be explored and pursued in organizations outside the College such as a manufacturing plant / commercial firm / laboratory / NGO / or in a department within the College.

Internship work outside the College should be pursued by a student during the summer and/or the winter vacations. A student should schedule the internship work in such a way as to complete it, preferably, by the end of the fourth semester.

## **IV**

### **STUDENT RESOURCES**

#### **LIBRARY:**

The College has an impressive library building with a built-up area of 1200 sq. mtrs. Equipped with the 21st century technology, the library has worldwide links, giving end users easy access to scholarly material that is relevant and current. A vast collection of 65,000 items covering every field of knowledge serves to make resources available to faculty and students. Facilities within the library block include reading rooms, books stacks, as well as special function areas such as Video Room and Multimedia Resource Centre.

#### **STUDENT SUPPORT SERVICES DEPARTMENT**

This college extends support to students with regards to various activities required for a well-developed academic life. Student Support Services department ensures that students receive friendly and easily accessible guidance and support.

The Student Support Services provides a host specialized services to students, which are aimed at developing well-rounded personality of the students, offering them counsel on academic and non-academic concerns. The department further aims to improve and teach new skills and offer avenues for increasing participation in various activities to enhance academic life.

#### **WRITING CENTRE**

The Writing Centre at Parvatibai Chowgule College was founded with the help of international experts to teach, develop and improve the writing skills of the students. The writing centre aims to develop the academic writing skills of the students and provides assistance and help with other forms of writing required by students and faculty in the general academic atmosphere. The centre is keen to pro-actively pursue its mission of helping students become more effective and confident writers through one to one interactions and group sessions.

The Writing Centre offers standard and customized workshops, seminars and courses on a range of language related topics like academic writing, avoiding plagiarism, referencing.

Various non-academic activities like film screenings and word games are conducted from time to time to make English skills fun to learn.

#### **STATISTICAL ANALYSIS SUPPORT**

Most assignments, research projects and articles have to be supported by statistics. A statistician provides statistical analysis and support to students and faculty members to help and guide them with project work, journal articles, research papers and academic assignments.

## **CAREER AND PERSONAL COUNSELLING CENTRE**

There are a wide range of career options, which are available for students in today's world. This may lead to confusion and at times can be distressing. In order to help students to make a well-researched choice of careers, the Career and Personal Counseling Centre offers a range of counseling solutions such as Vocational Guidance (aptitude testing), Career Counseling. Personal counseling with a personal counselor is also available to tide over personal issues and concerns.

The centre aims at developing a career plan for students by helping them to connect with their field of study to different occupational alternatives, create a post-graduate educational plan and explore job opportunities.

## **MENTORING**

Parvatibai Chowgule College of Arts and Science has a system of mentoring which acts as a safety net for students. The main aim of assigning mentors to students is to help them with their academic, family, personal and other day-to-day issues. Mentors are selected randomly from teaching the staff. Mentors help students in grade tracking which is helping them be accountable for their academic performance.

## **BUSINESS ENGLISH CERTIFICATE (BEC)**

The College conducts a coaching programme for students and members of the public who would like to obtain the prestigious Business English Certificate (BEC) of the Cambridge University, UK, under its English for Speakers of Other Language (ESOL) programme.

## **INTERNATIONAL STUDENT AND TEACHERS EXCHANGE PROGRAMMES**

The College has an ongoing international student-teacher exchange programme with institutions of higher learning in Sweden and in Japan.

Under these exchange programmes, students from the College visit these institutes to learn about the education, culture and experience the unique hospitality of the families of students there have to offer.

Similarly, students from these institutes visit Parvatibai Chowgule College of Arts and Science and undergo a similar programme in India.

## **SCHOOL FOR FOREIGN LANGUAGES**

School for Foreign Languages at Parvatibai Chowgule College of Arts and Science promotes foreign language learning and culture.

Experts and native speakers conduct following foreign language courses for the students and public at the College.

- Portuguese language courses for basic, elementary and intermediate levels are conducted and certificates are issued by Instituto Camoes, Portugal

- French language courses of different levels are conducted by the Alliance Française, Panjim at Parvatibai Chowgule College of Arts and Science.

#### **TIGERS COOP:**

The College has a campus shopping centre called “Tiger's Coop”. The basic purpose of the Coop is to provide all goods required by any person on the campus. The goods available at the coop range from stationery, apparels to electronic goods and eatables.

#### **THE TIGER STUDIO:**

The College is the first educational institution in Goa to have a full-fledged studio for pre & post production of videos for film and television. The studio is well equipped with HD Cameras, Crane, Professional Indoor & Outdoor Lights, MAC and Windows workstations as well as professionally sound proofed areas.

Tiger Studio runs a number of short term and advanced courses in Video-Editing , Animation, Sound-Editing, Photography, Videography, Special Effects and many more.

#### **PHYSICAL FITNESS CENTRE AND REHABILITATION & SPORTS MEDICINE CENTRE:**

Spread over 35000 Square feet, the Centre is equipped with sports and recreational fitness facility, featuring cardio equipment, selector machines, Iso kinetic machines, free weights, indoor running track, plyometrics platforms, dot drill mats and Olympic platforms. These are useful for a wide range of users, from elite athletes to recreational gym goers.

The sports medicine centre is designed to cater to all the sports persons and others who are suffering from all musculoskeletal alignments. It is equipped with x-ray unit to conduct thorough diagnostics of the athletes as well as other individuals who are seeking for pain relieving modalities. The centre also has hydro therapy pool to treat athletes and others who are suffering from injuries to lower extremities.

#### **EXTENSION AND RESEARCH ACTIVITIES AT CHGRL:**

'Chowgules Human Genetic Research Lab' (CHGRL) offers blood testing services on the campus (collection centre). This includes testing of body fluids for checking conditions such as anaemia, cholesterol, diabetes, various infections, kidney function, calcium levels, liver function, blood disease, abnormalities in the body, etc are available at CHGRL. The research at CHGRL is focused on genetic disorders in humans, DNA damage and repair studies, genetic toxicity studies, and epidemiological studies. The CHGRL offers summer training to the interested students in the field of human genetics, use of software in human karyotyping, Comet assays, cell culture techniques, cytogenetic techniques for prenatal diagnosis etc. CHGRL also offers Post Graduate Diploma course in Clinical Genetics and Medical Lab techniques (PGDCGMLT), affiliated to Goa University.

**COMPUTER LABS:**

*Department Labs:* Physics, Botany, Zoology, Chemistry, Geography, Geology & Psychology departments are equipped with modern laboratories that have provision for research facilities.

*Computer Labs:* The college campus has three Computer Labs with a total of 128 Thin Client computers available to staff and students. The college has its own server for these computers, ensuring continuous and reliable access and networking. Lab III has special facilities for discussion, demonstrations and also Skype interactions with collaborators in this and other nations.

**CANTEEN/TIGER CENTER:**

The college has a spacious building that is purpose built to house the college cafeteria and a guest room. Dubbed the "Tiger Centre", it also has recreational facilities and is Wi-Fi enabled.

**TIGER SPORTS:**

Department of Physical Education & Sports caters to the sports related activities on the campus. Whether indoor or outdoor, team or individual, students at Chowgule College can use a wide range of facilities. Some of these are:

**FOOTBALL GROUND:**

Infrastructure for sports is now of international standard. The artificial turf on the foot ball ground was laid the famous American company "Field Turf", and the ground remains one of its kind among all the SAARC nations.

**MULTIPURPOSE GROUND:**

The multipurpose court has a Basket ball court, a Handball court, a Tennis court and a Volleyball court.

**FUTSAL:**

Called the 'Tigers Ghol', this multipurpose hall houses Goa's only Futsal facility. This venue is also used for cultural events and indoor sports activity.

**STUDENT CLUBS:**

The sports department has clubs like tiger volleyball club, tiger table tennis club, tiger hockey club etc. The Tiger Studios also have the clubs such as trekking club, click club and dance club.

**SPORTS CLUBS:**

Various sports clubs are registered with Tiger sports and these are entirely student centered as well as student driven. Every Club has an executive committee which plan and execute various events under the guidance of Department of Physical Education & Sports.

These Clubs have been empowered to conduct activities such as:

- Annual Weekly Training Programme – Two days per week training in the particular sport throughout the year to keep the sportsmen fit and ready for any inter collegiate or open tournaments under a coach appointed for the purpose.
- Extramural – Participation in tournaments, selection of team, taking care of all necessary arrangements etc.
- Intramurals – Inter class or intra club tournaments within the campus.

**ATM:**

There is a Bank of India ATM at the entrance of the college for the assistance of the students.

# V

## COLLEGE POLICIES

### 1. SPORTS POLICY

Sports activities at Chowgule College are considered an important component of overall personality development of students. Sport is an integral part of social development and therefore needs to be encouraged. Our aim is to produce young men and women who play with good sportsmanship and are competitive every time they step onto the field. We want to teach our pupils to be committed to their team and take responsibility for their actions.

The main objective of the College Sports Policy is to include SPORTS as an important part of the overall curriculum offered by the college to its pupils.

The objectives of the college sports policy are:

1. To motivate students to become part of the ongoing recreational and competitive sports programme.
2. To inform the students about the benefits of sports and active lifestyles.
3. To involve faculty members to assist the Department of Physical Education and Sports in promoting, organizing and supervising the college sports programme.
4. To feature 'Sports Hour' in the Time Table and to assign a faculty member to monitor the students' presence in the activities conducted during the sports hour.

#### **Features :**

1. The college considers sports to be an integral part of the college academic programme.
2. The college makes available necessary funds and infrastructure to implement the sports policy.
3. The college encourages talented sportsmen to join its academic programmes.
4. The college makes provision in the time table to involve students in sports.

#### **Roles and Responsibilities of Director of Physical Education:**

1. To organize, supervise and administrate all competitive, recreational and leisure time sports activities.
2. To organize orientation programme for students for better understanding of sports facilities and programmes of the college.
3. To organize talent search programme to identify talented sportsmen eligible to join the college at graduate and post graduate levels.
4. To organize "Sports Test" for all the students joining at graduate and post graduate levels for the respective term.



**Responsibilities of the Faculties:**

1. To sensitize the students about the sports policy of the college and to motivate them to take part in sports.
2. To assist the Department of Physical Education and Sports in promoting, organizing and supervising the college sports programme.
3. To recognize the sports achievements of their students.
4. To assign “duty leave” to students on sports duties authorised by the college.

**Responsibilities of the Students:**

1. To associate themselves with sports activities and to motivate fellow students to take part in sports.
2. To appear in the “SPORTS TEST” conducted by the Department of Physical Education and Sports.

College Team/ Attendance/ Annual Weekly Training Program/ Academic Performance

In order to avail themselves of the benefits of the College Sports Facilities, Tiger Sports Club system and the new sports policy of Government of Goa and Goa University, a student of this college must abide by the following guidelines of the sports policy of the college.

1. A student must be a regular member of a students' sports club (Students' Sports Club affiliated to the Department of Physical Education and Sports).
2. A student must be registered for the annual weekly training program in order to represent the college in the extramural tournaments.
3. The student must have 75% of attendance in the annual weekly training program as well as in the academic programme for which he or she is admitted.
4. The student must represent the college team in the inter-institutional and other tournaments authorized by the college.
5. The student must appear in all the continuous assessments and semester end examinations.
6. The college team will withdraw from any tournament if there is no sufficient number of players to form a team.
7. College teams that travel are representatives of Chowgule College and the college expects very high standards of behaviour from them. They are also proud members of a team and their behaviour should in no way cast aspersions on themselves, their team members, the coaching staff and most importantly the college. Consequently all college teams show a sense of belonging by adhering to the dress code while the Tiger team travels.
8. The Director of Physical Education will inform the Principal before starting any new sports programme.

9. Captains of all the teams will meet the Principal before they leave college for external sports competitions.

Annual Athletic Meet / Intramural / Mentor Sports

1. It is desirable that every student participates in either or all of the above mentioned events.
2. The request for participation in any of the above activities should be routed through their respective clubs.

## **2. LIBRARY POLICY**

The library policy is designed to provide maximum benefits to the users of the Learning Resources Centre (LRC). The resources include books, reference materials, journal editions and VCDs. The LRC also has access to INFLIBNET and e-journals.

### **Facilities Available:**

- Reading Facilities
- Referencing (Cyber) Facilities
- Lending Facilities

### **Who can use the LRC Facilities:**

- Students of the College
- Faculty and Non-teaching Staff of the College
- Members of the Public

All students and staff possessing a valid College Identity can use LRC facilities. Members of the public can apply for membership of the LRC (College Library) by filling the online form available at the Library link on the College website and paying the required fees in the LRC.

### **Policies pertaining to the Use of Facilities**

- ⊙ Reading Facility: This facility is located on the First Floor of the LRC building. It can accommodate 100 readers at a time. The reading facility is available on first-come-first-served basis and no reservation of sitting place is entertained. This facility is available between 8.30 a.m. and 5.30 p.m. on all working days.
- ⊙ Referencing And Cyber Facilities: This facility is located on the Ground Floor of the LRC building. It has work places for 99 persons at a time. Each work place has a desk with computer terminal and internet access. These work places provide seamless access to digital learning resources of the LRC as well as to the internet. Each work place is connected to the printing facility located on the Ground Floor. The reading facility is available on first-come-first-served basis. This facility is available between 8.30 a.m. and 5.30 p.m. on all working days. Online resources of the LRC can be accessed through the internet from anywhere.
- ⊙ Lending Facility: The lending counter is located on the Ground Floor of the LRC building. Students and staff of the College can borrow up to twenty books for seven days and two VCD for five days. Members of the public can borrow up to two books for seven days and two VCD for five days. Journals and reference books are not issued

out of the LRC. If books are not returned on the due date the borrowers will have to pay a penalty which is as follows:

Overdue charges for a delay of up to three days are Rs. 10.00 per book per day. For a delay of four to fifteen days, the overdue charges are Rs. 20.00 per book per day. For a delay of sixteen to thirty days, the overdue charges are Rs. 30.00 per book per day. For a delay of more than thirty days the overdue charges are Rs. 50.00 per book per day from day one. The overdue charges will have to be paid at the issuing counter of LRC. No complaints on the issue of overdue shall be entertained.

- ⊙ Loss Of Borrowed Items: If borrowers have lost any item they have to inform the Librarian immediately through email at [library@chowgules.ac.in](mailto:library@chowgules.ac.in). A penalty equivalent to 150 percent of the current cost of the item will be imposed on all lost items.
- ⊙ Behaviour In The Lrc: Users of the LRC should adhere to the code of conduct. Users are advised to familiarize themselves with this code which is available at the library link on the College website <http://www.chowgules.ac.in>.
- ⊙ Grievances With Respect To The Functioning Of LRC: All grievances /complaints with respect to the function of the library should be brought to the notice of the College authorities. Grievances can be written on paper and dropped in the complaint box kept at the lending counter of LRC. Alternatively, grievances can be emailed to the Principal at [principal@chowgules.ac.in](mailto:principal@chowgules.ac.in).
- ⊙ Responsibilities Of The Borrower: The borrowers are personally responsible for items borrowed from the library. They must ensure that the material borrowed from the LRC is not misused or soiled or in any form mishandled. The ultimate liability for the penalty will lie with the borrowers.
- ⊙ Authority Of Appeal: The final authority for appeal and for adjudication is the Principal.
- ⊙ Important Provision – Right To Amend: The College reserves the right to amend these policies whenever the need arises.

### **3. STATEMENT ON PLAGIARISM**

The following statement is issued by the management of this college for the information of students and faculty. The information below can be supplemented by course-specific guidance and recommendation from individual departments.

It is the student's responsibility to read, and ensure they have understood this Statement on Plagiarism.

Ensure that you ask your faculty or department about their particular guidelines with respect to referencing techniques and other academic conventions that you are expected to adhere to.

Ensure that you always follow these conventions, and ask for clarification or support if you need it from the respective department. Do not leave any room for doubt or confusion about any aspect of academic integrity.

#### **Defining Plagiarism**

Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement.

Why is plagiarism considered a serious offence, rather than just a mild type of cheating? Every scholar, whether student or senior research fellow, is a member of an intellectual community that seeks academic achievement and progress. This means that due respect should be given to originators of ideas, data and works. Proper referencing ensures that such respect and acknowledgement is given, where it is due. Academic and intellectual dishonesty occur when work done by others is copied without giving due references.

Thus, Plagiarism is not just unethical; it can destroy reputations and careers, besides jeopardizing the learning process. At Chowgule College, plagiarism is considered a breach of academic integrity and is an indicator of inferior scholarship.

When you plagiarize, you are also cheating on yourself. You short-circuit your own learning process, and put your reputation at high risk. Your faculty and examiners are experts in their field, and will usually detect copied work. Plagiarism will open the possibility of disciplinary procedures, often with lasting consequences which could hamper your job prospects.

Remember, it is always best to devote time, attention and effort towards investing in your own academic future.

#### **Examples of plagiarism**

Plagiarism includes using another person's language and/or ideas as if they are a candidate's own. Such illegal copying takes place by:

- ❖ quoting verbatim another person's work without due acknowledgement of the source;
- ❖ paraphrasing another person's work by changing some of the words, or the order of

the words, without due acknowledgement of the source;

- ❖ using ideas taken from someone else without reference to the originator;
- ❖ cutting and pasting from the Internet to make a composition of online sources;
- ❖ submitting someone else's work as part of a candidate's own without identifying clearly who did the work.
- ❖ buying written material from professional essay / assignment / thesis writers and submitting it as one's own;
- ❖ not attributing research contributed by others to a joint project.

To avoid a charge of plagiarism, a student should also include a general acknowledgement where he or she has received substantial help with the written work in question, for example with the language and style of a piece of written work.

### **Areas of Plagiarism**

Plagiarism can occur in respect to all types of sources and media:

- ❖ text, illustrations, mathematical derivations, computer code, etc;
- ❖ material downloaded from websites or drawn from manuscripts or other media;
- ❖ published and unpublished material, including lecture handouts and other students' work.

### **Penalizing Plagiarism**

- ❖ Failure to conform to the expected standards of scholarship (e.g. by not referencing sources) in submitted written work may affect the mark given to the candidate's work.
- ❖ In addition, suspected cases of plagiarism will be investigated by suitable means, including the use of relevant software.
- ❖ Those found guilty of plagiarism will be suitably disciplined, and such disciplinary action can include rustication of the offending individual and/or deprivation of diploma / degree.

### **Avoiding Plagiarism**

- ❖ Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) vary according to the subject matter and mode of assessment.
- ❖ Individual departments should issue written guidance on the relevant scholarly conventions for submitted work, and also make it clear to candidates what level of acknowledgement might be expected in written assignments and examinations.
- ❖ Candidates are required to familiarize themselves with this guidance, to follow it in all work submitted for assessment, and may be required to sign a declaration to that

effect.

- ❖ The Writing Centre at Chowgule College is keen to help you learn proper referencing techniques, so as to avoid any charge of plagiarism. Please meet any advisor at the Writing Centre to know more or to ask for help.
- ❖ If your department has not specified any particular referencing system, you should consider using the guidelines for bibliography provided by the Writing Centre, as available on the College website, under 'Writing Centre' tab.

## **4. INFORMATION TECHNOLOGY (IT) POLICY**

### **INTRODUCTION**

Commensurate with our Mission statement “We at Chowgule College are committed to excellence in education, empowering personalities and developing responsible members of society”, it is the purpose of this Executive Memorandum to set forth the administrative policy of Parvatibai Chowgule College and provide guidance relating to responsible use of the College's electronic information system.

### **GENERAL**

Access to electronic information systems at the Parvatibai Chowgule College is a privilege, not a right, and must be treated as such by all users of these systems. All users must act honestly and responsibly. Every user is responsible for the integrity of these information resources. All users must respect the rights of other computer users, respect the integrity of the physical facilities and controls, and respect all pertinent license and contractual agreements related to Parvatibai Chowgule College information systems. All users shall act in accordance with these responsibilities, and there relevant local and state laws and regulations. Failure to so conduct oneself in compliance with this Policy may result in denial of access to Parvatibai Chowgule College information systems or other disciplinary action.

### **OBJECTIVE AND PURPOSE**

The purpose of this Policy is to ensure an information technology infrastructure that promotes the basic mission of the college in teaching, learning, research and administration. The Policy therefore aims to promote the following goals:

- a. To ensure the integrity, reliability, availability and superior performance of IT systems.
- b. To ensure the use of IT systems is consistent with the principles and values that govern use of other College facilities and services.
- c. To ensure that IT systems are used for their intended purposes
- d. To establish processes for addressing policy violations and sanctions for violators.

### **SCOPE**

This Policy applies to all Users of IT Systems, including but not limited to College students, faculty, and staff. It applies to the use of all IT Systems. These include systems, networks, and facilities administered by ITS, as well as those administered by individual departments, College laboratories, and other College-based entities. Use of IT Systems, even when carried out on a privately owned computer that is not managed or maintained by Parvatibai Chowgule College, Margao, is governed by this Policy.



## DEFINITIONS

For the purpose of this Policy, the following definitions shall apply:

[IT Systems] These are the computers, terminals, printers, networks, modem banks, online and offline storage media and related equipment, software, and datafiles that are owned, managed, or maintained by Chowgule College. For example, IT Systems include institutional and departmental information systems, faculty research systems, desktop computers, the College campus network, and College general access computer clusters.

[User] A "User" is any person, whether authorized or not, who makes any use of any IT System from any location. For example, Users include a person who accesses IT systems in a University computer cluster, or via an electronic network.

[Systems Authority] While Chowgule College is the legal owner or operator of all IT systems, it delegates oversight of particular systems to the head of a specific subdivision, department, or office of the College ("Systems Authority"), or to an individual faculty member, in the case of IT systems purchased with research or other funds for which he or she is personally responsible.

[Systems Administrator] Systems Authorities may designate another person as "Systems Administrator" to manage the particular system assigned to him or her. The Systems Administrator oversees the day-to-day operations of the system and is authorized to determine who is permitted access to particular IT resources.

[Certifying Authority] This is the Systems Administrator or other College authority that certifies the appropriateness of an official College document for electronic publication in the course of College business.

[Specific Authorization] This means documented permission provided by the applicable Systems Administrator.

[Electronic Communications] shall mean and include the use of information systems in the communicating or posting of information or material by way of electronic mail, bulletin boards, World Wide Web (Internet), or other such electronic tools.

[Information Systems] shall mean and include computers, networks, servers and other similar devices that are administered by the College and for which the College is responsible. "Networks" shall mean and include video, voice and data networks, routers and storage devices.

[Obscene] with respect to obscene material shall mean (1) that an average person applying contemporary community standards would find the material taken as a whole predominantly appeals to the prurient interest or a shameful or morbid interest in nudity, sex, or excretion, (2) the material depicts or describes in a patently offensive way sexual conduct (3) the material taken as a whole lacks serious literary, artistic, political, or scientific value. (4) the material encourages / promotes religious fanaticism / propaganda or anti-social behavior.

## PERMITTED USE

- (a) The College Information Systems are to be used predominately for University and

College related purposes. However, personal use is permitted so long as it conforms to this Policy and does not interfere with College operations or an employee user's performance of duties as a College employee. As with permitted personal use of telephones for local calls, limited personal use of information systems does not ordinarily result in additional costs to the College and may actually result in increased efficiencies. Personal use of any College information system to access, download, print, store, forward, transmit or distribute obscene material is prohibited.

UNDER ALL CIRCUMSTANCES, PERSONAL USE BY EMPLOYEES MUST COMPLY WITH SUBSECTION b. OF THIS SECTION AND SHALL NOT CONFLICT WITH AN EMPLOYEE'S PERFORMANCE OF DUTIES AND RESPONSIBILITIES FOR THE COLLEGE.

Personal use may be denied when such use requires an inordinate amount of information systems resources (e.g. storage capacity).

- (b) Prior Approval Required for Personal Use for Outside Consulting, Business or Employment. Personal use of College information systems resources or equipment by any user for personal financial gain in connection with outside (non-College) consulting, business or employment is prohibited. Employee personal use in conjunction with outside professional consulting, business or employment activities is permitted only when such use has been expressly authorized and approved by the College Administration or the Management of the College.

## **RESPONSIBILITIES**

For any Assistance the following is the information:

- (a) Office of Information Technology (OIT) at Parvatibai Chowgule College
- (b) OIT Help Desk

### **Facilities:**

[IT-Policy] One has to Sign the online IT-Policy located on <http://www.chowgules.ac.in>; in order to access the Chowgule College, IT Infrastructure.

[Computer Labs] All authorized users are requested to use their Department Computer Lab.

[Hardware / Software] Every faculty is given an access point as per the department policies.

[Printing & Scanning] As per College policies.

### **Policy on Chowgule College Academic Area Network**

1. Office of Information Technology (OIT) is responsible for the core Chowgule College network (includes Internet facilities: email, web etc).
2. Office of Information Technology (OIT) will provide connectivity to each Department, to the gigabit backbone, and also the necessary IP addresses, proxies, email relays etc.

3. The operation of the network within each Department is the sole responsibility of the Department Head and OIT will only play an advisory role.
4. Installation of hardware/software, setting up and configuration, virus cleaning, maintenance and upkeep of residential computers is the sole responsibility of the residents of the department. In case, a particular department cannot perform the following task, OIT should perform this task to ensure that all systems are updated and maintained.
5. If a Department network “misbehaves” and causes problems for any other department or the entire campus, or disrupts services, the Head will notify OIT and the Systems Administrator can disconnect the Department from the core network until the problem is fixed satisfactorily. System Administrator should notify the Department (Staff as well as Students) before proceeding with any maintenance activities.
6. Use of pirated/illegal software is not acceptable. It is the responsibility of the Departments Heads and Systems Administrator to ensure compliance.
7. It is the responsibility of the Systems Administrator to ensure that all systems in all departments are protected against harmful viruses and other services that may be disrupt the security of the existing networks present in the campus. All departments should MANDATORILY have, both, authorized antivirus and firewalls setup on the systems and the Systems Administrator should ensure compliance.
8. It is the responsibility of the System Administrator to document the network infrastructure for maintenance purposes of the entire campus. All activities such as number of users, number of networks, periodic reports of virus scanning, traffic generated over network, the bandwidth available and its proper allocation etc should also be documented and submitted to the Head of the Institution, at the most, once in the month. Diagrammatic Models should be provided wherever necessary in the documentation.
9. OIT is responsible for allocating and controlling the available bandwidth to all departments and should ensure the appropriate bandwidth is available to all departments depending on the usage requirement as per the department. OIT staff and System Administrator are not permitted to restrict the bandwidth for personal use in which the Head of the Institution will take strict action.

### **Policy on Help, Complaints and Requests**

#### **Departments**

1. The System Administrator should resolve password issues.
2. System Administrator should add new Student, Staff etc.
3. Logins once changed cannot be renamed.

Note that posting complaints only on the newsgroups may not receive a response. So please register complaints at the right place to get a prompt response.

### **How to log a request/complaint (in order of preference)**

1. The following details are to be sent by email whenever any problem is encountered to the OIT:
  - a. Name, Class, Roll no, email id
  - b. Brief description of the problem
2. You may log your request in a register kept in the OIT. This facility is available only on working days and timings i.e. when the office is open.

### **Guidelines for use of newsgroups hosted by OIT**

1. Please post material that is consistent with the title of the newsgroup.
2. Ensure that your mails are polite and follow netiquette accepted by the Chowgule College community.
3. Do not make postings related to materials or topics that are considered unlawful or unacceptable to the Chowgule College community. In particular, hate speech and slander are forbidden.
4. Advertising and exchange offers for items of commercial value or those not considered legal is prohibited.
5. Postings must be made from genuine Ids and not from aliases.
6. Penalties for not following these guidelines may include: banned from posting to newsgroups, removal of access to the Chowgule College network and a complaint to the College Principal.

### **Information for STUDENTS/FACULTY leaving Parvatibai Chowgule College**

This is regarding your college account login and your email address of the form(user@chowgules.ac.in). OIT will keep this address as a forwarding address for you. But the following things will not work from the time you cease to be a student of the college. i.e. Once the name is no longer on the college rolls:

1. Email authentication will not succeed.
2. The email storage space will be removed. Do take a backup of any important data that you have there.

### **POLICY SECTIONS**

#### **Appropriate use of IT Systems**

Although this Policy sets forth the general parameters of appropriate use of IT Systems, faculty, students, and staff should consult their respective governing policy manuals for more detailed statements on permitted use and the extent of use that the College considers appropriate in light of their varying roles within the community. In the event of conflict between IT policies, this Appropriate Use Policy will prevail.

- A. [Appropriate Use] IT Systems may be used only for their authorized purposes -- that is, to support the research, education, clinical, administrative, and other functions of Chowgule College. The particular purposes of any IT System as well as the nature and scope of authorized, incidental personal use may vary according to the duties and responsibilities of the User.
- B. [Proper Authorization] Users are entitled to access only those elements of IT Systems that are consistent with their authorization.
- C. [Specific Proscriptions on Use] The following categories of use are inappropriate and prohibited:
  - 1. Use that impedes, interferes with, impairs, or otherwise causes harm to the activities of others. Users must not deny or interfere with or attempt to deny or interfere with service to other users in any way, including by "resource hogging," misusing mailing lists, propagating "chain letters" or virus hoaxes, "spamming" (spreading email or postings widely and without good purpose), or "bombing" (flooding an individual, group, or system with numerous or large email messages). Knowing or reckless distribution of unwanted mail or other unwanted messages is prohibited. Other behavior that may cause excessive network traffic or computing load is also prohibited.
  - 2. Use that is inconsistent with College's non-profit status. The College is a non-profit, tax-exempt organization and, as such, is subject to specific state, and local laws regarding sources of income, political activities, use of property, and similar matters. As a result, commercial use of IT Systems for non-Chowgule College purposes is generally prohibited, except if specifically authorized and permitted under the College's conflict-of-interest, outside employment, and other related policies. Prohibited commercial use does not include communications and exchange of data that furthers the College's educational, administrative, research, clinical, and other roles, regardless of whether it has an incidental financial or other benefit to an external organization.
  - 3. Use of IT Systems in a way that suggests College endorsement of any political candidate or ballot initiative is also prohibited. Users must refrain from using IT Systems for the purpose of lobbying that connotes College involvement, except for authorized lobbying through or in consultation with the College Office.
  - 4. Harassing or threatening use: This category includes, for example, display of offensive, sexual material in the workplace and repeated unwelcome contacts with another.
  - 5. Use damaging the integrity of Chowgule College or other IT Systems. This category includes, but is not limited to, the following six activities:
    - a. Attempts to defeat system security. Users must not defeat or attempt to defeat any IT.
    - b. System's security – for example, by "cracking" or guessing and applying the

identification or password of another User. (This provision does not prohibit, however, the System Administrator from using security scan programs within the scope of their Systems Authority).

- c. Unauthorized access or use: The College recognizes the importance of preserving the privacy of Users and data stored in IT systems. Users must honour this principle by neither seeking to obtain unauthorized access to IT Systems, nor permitting or assisting any others in doing the same. For example, a non-Chowgule organization or individual may not use non-public IT Systems without specific authorization. Privately owned computers may be used to provide public information resources, but such computers may not host sites or services for non-Chowgule College organizations or individuals across the College network without specific authorization. Similarly, Users are prohibited from accessing or attempting to access data on IT
  - d. Systems that they are not authorized to access. Furthermore, Users must not make or attempt to make any deliberate, unauthorized changes to data on an IT System. Users must not intercept or attempt to intercept or access data communications not intended for that user, for example, by "promiscuous" network monitoring, running network sniffers, or otherwise tapping phone or network lines.
  - e. Disguised use - Users must not conceal their identity when using IT Systems, except when the option of anonymous access is explicitly authorized. Users are also prohibited from masquerading as or impersonating others or otherwise using a false identity.
  - f. Distributing computer viruses - Users must not knowingly distribute or launch computer viruses, worms, or other rogue programs.
  - g. Modification or removal of data or equipment - Without specific authorization, Users may not remove or modify any College-owned or administered equipment or data from IT Systems.
  - h. Use of unauthorized devices. Without specific authorization, Users must not physically or electrically attach any additional device (such as an external disk, printer, or video system) to IT Systems.
6. Use in violation of law: Illegal use of IT Systems -- that is, use in violation of civil or criminal law at the state, or local levels -- is prohibited. Examples of such uses are: promoting a pyramid scheme; distributing illegal obscenity; receiving, transmitting, or possessing child pornography; infringing copyrights; and making bomb threats. With respect to copyright infringement, Users should be aware that copyright law governs (among other activities) the copying, display, and use of software and other works in digital form (text, sound, images, and other multimedia). The law permits use of copyrighted material without authorization from the copyright holder for some educational purposes (protecting certain classroom practices and "fair use," for example), but an educational purpose does not automatically mean that the use is permitted without authorization.



7. Use in violation of Parvatibai Chowgule College contracts: All use of IT Systems must be consistent with the Parvatibai Chowgule College's contractual obligations, including limitations defined in software and other licensing agreements.
  8. Use in violation of Parvatibai Chowgule College policy: Use in violation of other Parvatibai Chowgule College policies also violates this AUP. Relevant Parvatibai Chowgule College policies include, but are not limited to, those regarding sexual harassment and racial and ethnic harassment, as well as Parvatibai Chowgule College, departmental, and work-unit policies and guidelines regarding incidental personal use of IT Systems.
  9. Use in violation of external data network policies. Users must observe all applicable policies of external data networks when using such networks.
- D. [Personal Account Responsibility] Users are responsible for maintaining the security of their own IT Systems accounts and passwords. Any User changes of password must follow published guidelines for passwords. Accounts and passwords are normally assigned to single Users and are not to be shared with any other person without authorization by the applicable Systems Administrator. Users are presumed to be responsible for any activity carried out under their IT Systems accounts or posted on their personal web pages.
- E. [Repair and Maintenance of Equipment and Software] Users should be aware that on occasion duly authorized Parvatibai Chowgule College information systems technological personnel have authority to access individual user files or data in the process of performing repair or maintenance of computing equipment the Parvatibai Chowgule College deems is reasonably necessary, including the testing of systems in order to ensure adequate storage capacity and performance for Parvatibai Chowgule College needs. Information systems technological personnel performing repair or maintenance of computing equipment are prohibited by law from exceeding their authority of access for repair and maintenance purposes or from making any use of individual user files or data for any purpose other than repair or maintenance services performed by them. The Programmers of the College will do the maintenance of the Software like Admission, Examination, etc. and any other work given by the Principal from time to time.
- F. [Procurement of Software] A duly constituted committee of the college will do this.
- G. [Encryption of Data] Users are encouraged to encrypt files, documents, and messages for protection against inadvertent or unauthorized disclosure while in storage or in transit over data networks.
- H. [Responsibility for Content] Official College information may be published in a variety

of electronic forms. The Certifying Authority under whose auspices the information is published is responsible for the content of the published document. Users also are able to publish information on IT Systems or over College's networks. Neither the College nor the System Administrator can screen such privately published material nor can they ensure its accuracy or assume any responsibility for its content. The College will treat any electronic publication provided on or over IT Systems that lacks a Certifying Authority as the private speech of an individual user.

- I. [Personal Identification] Upon request by the System Administrator or other Parvatibai Chowgule College authority, Users must produce valid Parvatibai Chowgule College identification.

#### CONDITIONS OF ACCESS

The College places a high value on privacy and recognizes its critical importance in an academic setting. There are nonetheless circumstances in which, following carefully prescribed processes, the College may determine that certain broad concerns outweigh the value of a User's expectation of privacy and warrant College access to relevant IT Systems without the consent of the User. Those circumstances are discussed below, together with the procedural safeguards established to ensure access is gained only when appropriate.

Unauthorized access to information systems is prohibited. No one should use the ID or password of another; nor should anyone provide his or her ID or password to another, except in the cases necessary to facilitate computer maintenance and repairs. When any user terminates his or her relation with the Parvatibai Chowgule College, his or her ID and password shall be denied further access to College computing resources.

- A. [Conditions] The College may access all aspects of IT Systems, without the consent of the User, in the following circumstances:
  1. When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the IT Systems; or
  2. When required by state, or local law or administrative rules; or
  3. When there are reasonable grounds to believe that a violation of law or a significant breach of College policy may have taken place and access and inspection or monitoring may produce evidence related to them is conduct; or
  4. When such access to IT Systems is required to carry out essential business functions of the College; or
  5. When required to preserve public health and safety.
- B. [Process] Consistent with the privacy interests of Users, College access without the consent of the User will occur only with the approval of the Principal and Head (for faculty users as appropriate (for student users), or their respective delegates, except when an emergency entry is necessary to preserve the integrity of facilities or to



preserve public health and safety. The College, through the Systems Administrator, will log all instances of access without consent. Systems Administrator will also log any emergency entry within their control for subsequent review by the Principal.

- C. [User Access Deactivations] In addition to accessing the IT Systems, the College, through the appropriate Systems Administrator, may deactivate a User's IT privileges, whether or not the User is suspected of any violation of this Policy, when necessary to preserve the integrity of facilities, user services, or data. The Systems Administrator will attempt to notify the User of any such action.
- D. [Use of Security Scanning Systems] By attaching privately owned personal computers or other IT resources to the College's network, Users consent to College use of scanning programs for security purposes on those resources while attached to the network.
- E. [Logs] Most IT systems routinely log user actions in order to facilitate recovery from system malfunctions and for other management purposes. The Systems Administrator is required to establish and post policies and procedures concerning logging of User actions, including the extent of individually identifiable data collection, data security, and data retention.
- F. [Encrypted Material] The College may access encrypted files, documents, and messages.

## WEBPAGES

The Central Administration at the campus may establish standards for those WebPages considered to be "official" pages of the Parvatibai Chowgule College. All official WebPages shall contain the administrative unit's logo in the header and footer in order to identify it as an official Parvatibai Chowgule College of Web Page. No other Web Pages shall be allowed to use Parvatibai Chowgule College of Chowgule College logos without the express permission of the Parvatibai Chowgule College. Originators of all Web Pages using information systems associated with the Parvatibai Chowgule College shall comply with Parvatibai Chowgule College policies and are responsible for complying with all state and local laws and regulations, including copyright laws, obscenity laws, laws relating to libel, slander and defamation, and laws relating to piracy of software. The person creating a Web Page is responsible for the accuracy of the information contained in the Web Page. Content should be reviewed on a timely basis to assure continued accuracy. Web Pages should include a phone number or e-mail address of the person to whom questions/comments may be addressed, as well as the most recent revision date. The Web Pages should also provide FAQ's and all college related activities/information from time to time.

## ENFORCEMENT PROCEDURES

- A. [Complaints of Alleged Violations] An individual who believes that he or she has been harmed by an alleged violation of this Policy may file a complaint in accordance with established College Grievance Procedures (including, where relevant, those procedures for filing complaints of sexual harassment or of racial or ethnic harassment) for students, faculty, and staff. The individual is also encouraged to report the alleged violation to the Systems Authority overseeing the facility most directly involved, or to the Principal's Office, which must investigate the allegation and (if appropriate) refer the matter to College disciplinary and/or law enforcement authorities.
- B. [Reporting Observed Violations] If an individual has observed or otherwise is aware of a violation of this Policy, but has not been harmed by the alleged violation, he or she may report any evidence to the Systems Authority overseeing the facility most directly involved, or to the Principal's Office, which must investigate the allegation and (if appropriate) refer the matter to College disciplinary and/or law enforcement authorities.
- C. [Disciplinary Procedures] Alleged violations of this Policy will be pursued in accordance with the appropriate disciplinary procedures for faculty, staff, and students as per college regulations. The System Administrator may participate in the disciplinary proceedings as deemed appropriate by the relevant disciplinary authority. Moreover, at the direction of the appropriate disciplinary authority, the Systems Administrator is authorized to investigate alleged violations.
- D. [Penalties] Individuals found to have violated this Policy may be subject to penalties provided for in other College policies dealing with the underlying conduct. Violators may also face IT-specific penalties, including temporary or permanent reduction or elimination of some or all IT privileges. The applicable disciplinary authority in consultation with the Systems Administrator shall determine the appropriate penalties.
- E. [Legal Liability for Unlawful Use] In addition to College discipline, Users may be subject to criminal prosecution, civil liability, or both for unlawful use of any IT System.
- F. [Appeals] Users found in violation of this Policy may appeal or request reconsideration of any imposed disciplinary action in accordance with the appeals provisions of the relevant disciplinary procedures.

Incidence that is reported will attract penalties for punitive action by appropriate authorities

constituted by the college.

#### **POLICY DEVELOPMENTS**

This Policy must be periodically reviewed and modified by the Provost of the College, who may consult with relevant College committees, faculty, students, and staff.

## **5. INFORMATION SYSTEMS SECURITY POLICY**

### **Policy Statement**

- I. Any Information is a critical asset of Parvatibai Chowgule College of Arts & Science. Accurate, timely, relevant, and properly protected information is essential to the success of the College's academic and administrative activities. The College is committed to ensuring all accesses to, uses of, and processing of College information is performed in a secure manner.
- II. Technological Information Systems play a major role in supporting the day-to-day activities of the College. These Information Systems include but are not limited to all Infrastructure, networks, hardware, and software, which are used to manipulate, process, transport or store Information owned by the College.
- III. The Policy provides a framework in which security threats to College Information Systems can be identified and managed on a risk basis and establishes terms of reference, which are to ensure uniform implementation of Information security controls throughout the College.
- IV. The College recognizes that failure to implement adequate Information security controls could potentially lead to:
  - Financial loss
  - Irretrievable loss of Important College Data
  - Damage to the reputation of the College
  - Legal consequencesTherefore measures must be in place, which will minimize the risk to the College from unauthorized modification, destruction or disclosure of data, whether accidental or deliberate. This can only be achieved if all staff and students observe the highest standards of ethical, personal and professional conduct. Effective security is achieved by working with a proper discipline, in compliance with legislation and College policies, and by adherence to approved College Codes of Practice
- V. The Information Systems Security Policy and supporting policies apply to all staff and students of the College and all other users authorized by the College.

The Information Systems Security Policy and supporting policies relate to use of:

  - All College networks connected to the College Backbone
  - All College-owned/leased/rented and on-loan facilities.

- To all private systems, owned/leased/rented/on-loan, when connected to the College network directly, or indirectly.
  - To all College-owned/licensed data/programs, on College and on private systems.
- VI. The objectives of the Information Systems Security Policy and supporting policies are to:
- Ensure that information is created used and maintained in a secure environment.
  - Ensure that all of the College's computing facilities, programs, data, network and equipment are adequately protected against loss, misuse or abuse.
  - Ensure that all users are aware of and fully comply with the Policy Statement and the relevant supporting policies and procedures.
  - Ensure that all users are aware of and fully comply with the relevant Information Technology (Amendment) Act, 2008 legislation.
  - Create awareness that appropriate security measures must be implemented as part of the effective operation and support of Information Security.
  - Ensure that all users understand their own responsibilities for protecting the confidentiality and integrity of the data they handle.

## **IT Management Roles and Responsibilities**

### **I. The Committee To Oversee Cyber Policy (COCP)**

The COCP is responsible for approving the IT Security Policy, distributing the policy to all heads of department and for supporting the IT security officer in enforcement of the policies where necessary.

Committee members include:

- i) Principal
- ii) Vice-Principals
- iii) Head, department of computer science
- iv) IT security officer

### **II. The IT Security Officer**

The IT Security Officer is responsible for:

- Reviewing and updating the Security policy and supporting policies and procedures. The promotion of the policy throughout College.
- Periodical assessments of security controls as outlined in the Security Policy and

procedures.

- Investigating Security Incidents as they arise.
- Maintaining Records of Security Incidents. These records will be stored for statistical purposes.
- Reporting to the Principal, Heads of department and other appropriate persons on the status of security controls within the College.

### **III. Information Systems Users**

It is the responsibility of each individual Information Systems user to ensure his/her understanding of and compliance with this Policy and the associated Codes of Practice.

All individuals are responsible for the security of College Information Systems assigned to them. This includes but is not limited to infrastructure, networks, hardware and software. Users must ensure that any access to these assets, which they grant to others, is for College use only, is not excessive and is maintained in an appropriate manner

### **IV. Purchasing, Commissioning, Developing an Information System**

All individuals who purchase, commission or develop an Information System for the College are obliged to ensure that this system conforms to necessary security standards as defined in this Information Security Policy and supporting policies.

Individuals intending to collect, store or distribute data via an Information System must ensure that they conform to College defined policies and all relevant legislation.

### **V. Reporting of Security Incidents**

All suspected information security incidents must be reported as quickly as possible through the appropriate channels. All College staff and students have a duty to report information security violations and problems to the IT Security Officer on a timely basis so that prompt remedial action may be taken. Records describing all reported information security problems and violations will be created.

Incidents can be reported via:

- (I) Email (itofficer@chowgules.ac.in)
- (ii) Appointment with IT security officer (Any time)
- (iii) Complain Box in Lab 3

### **VI. Compliance with Legislation**

The College has an obligation to abide by legislation of India The relevant acts, which apply in Indian law to Information Systems Security, include:

Information Technology (Amendment) Act, 2008. The Information Technology Act, 2000.

## **Breaches of Security**

### **I. Monitoring**

The Information Systems Services department will monitor network activity, reports from the OIT and take action/ make recommendations consistent with maintaining the security of College information systems.

### **II. Incident Reporting**

Any individual suspecting that there has been, or is likely to be, a breach of information systems security should inform the IT Security Officer or the OIT help desk immediately who will advise the College on what action should be taken.

### **III. Enforcement**

The Principal or committee has the authority to invoke the appropriate College disciplinary procedures to protect the College against breaches of security.

In the event of a suspected or actual breach of security, the committee or the IT Security Officer may, after consultation with the Principal make inaccessible/remove any unsafe user accounts, data and/or programs on the system from the network.

### **IV. Action At Institutional Level**

- In the event of a suspected or actual breach of security, The IT Security Officer will report to Principal Unsafe users college accounts would be disabled
- Committee verifies report and recommends action plan to Principal Action would be notified to respective Mentor/Parent/student Immediate suspension from college.
- Fine would be charged 5 times the replacement cost of the stolen/damaged asset amount.
- Committee will go with Legal implication if necessary

### **V. Legal Implications**

Any breach of security of an Information System could lead to loss of security of personal information. This would be an infringement of Information Technology (Amendment) Act, 2008 and could lead to civil or criminal proceedings. It is vital, therefore, that users of the Colleges

Information Systems must comply, not only with this policy, but also with the College's Data Protection policy.

#### VI. Disciplinary Procedures

Failure of an individual student or member of staff to comply with this policy may lead to the instigation of the relevant disciplinary procedures and, in certain circumstances, legal action may be taken.

#### Procedure For Lodging Cyber Crime Complaints

##### 1] Contact:

GOA POLICE, Margao

Police Control Room, Margao	2714450 , 2714450
Police Exchange, Margao	2700142/143 2712816

##### 2] Send Email To Following Email IDs:

Director General of Police, Goa - dgpgoa@goapolice.gov.in

Inspector General of Police Goa - igpgoa@goapolice.gov.in

Superintendent of Police North Goa - spn-pol.goa@nic.in

Superintendent of Police South Goa - sps-pol.goa@nic.in

General e-mail - goapol@bsnl.in

#### REFERENCE

According to Goa Police , we follow section 55, 65, 66 of Information Technology Amendment Act 2008 which are given below for your reference :

55. Orders constituting Appellate Tribunal to be final and not to invalidate its proceedings.-

No order of the Central Government appointing any person as the Chairperson or the Member of a Cyber Appellate Tribunal shall be called in question in any manner and no act or proceeding before a Cyber Appellate Tribunal shall be called in question in any manner on the ground merely of any defect in the constitution of a Cyber Appellate Tribunal.

In section 55 of the principal Act, for the words “Presiding Officer”, the words “Chairperson or the Member” shall be substituted

65. Tampering with Computer Source Documents.-

Whoever knowingly or intentionally conceals, destroys or alters or intentionally or knowingly causes another to conceal, destroy or alter any computer source code used for a



computer, computer program, computer system or computer network, when the computer source code is required to be kept or maintained by law for the time being in force, shall be punishable with imprisonment up to three years, or with fine which may extend up to 2 lakh rupees, or with both.

*Explanation* - For the purposes of this section, "Computer Source Code" means the listing of programme, Computer Commands, Design and layout and program analysis of computer resource in any form.

66. If any person, dishonestly or fraudulently, does any act referred to in section 43, he shall be punishable with imprisonment for a term which may extend to three years or with fine which may extend to five lakh rupees or with both.

*Explanation.* — For the purposes of this section, —

- (a) the word “dishonestly” shall have the meaning assigned to it in section 24 of the Indian Penal Code;
- (b) the word “fraudulently” shall have the meaning assigned to it in section 25 of the Indian Penal Code.

66A. Any person who sends, by means of a computer resource or a communication device, —

- (a) any information that is grossly offensive or has menacing character; or
- b) any information which he knows to be false, but for the purpose of causing annoyance, inconvenience, danger, obstruction, insult, injury, criminal. Intimidation, enmity, hatred or ill will, persistently by making use of such computer resource or a communication device,
- c) any electronic mail or electronic mail message for the purpose of causing annoyance or inconvenience or to deceive or to mislead the addressee or recipient about the origin of such messages, shall be punishable with imprisonment for a term which may extend to three years and with fine.

*Explanation.* — For the purpose of this section, terms “electronic mail” and “electronic mail message” means a message or information created or transmitted or received on a computer, computer system, computer resource or communication device including attachments in text, images, audio, video and any other electronic record, which may be transmitted with the message.

66B. Whoever dishonestly received or retains any stolen computer resource or communication device knowing or having reason to believe the same to be stolen computer resource or communication device, shall be punished with imprisonment of either description for a term which may extend to three years or with fine which may extend to rupees one lakh or with both.

66C. Whoever,, fraudulently or dishonestly make use of the electronic signature, password or any other unique identification feature of any other person, shall be punished with imprisonment of either description for a term which may extend to three years and shall also be liable to fine with may extend to rupees one lakh.

66D. Whoever, by means for any communication device or computer resource cheats by personating, shall be punished with imprisonment of either description for a term which may extend to three years and shall also be liable to fine which may extend to one lakh rupee.

66E. Whoever, intentionally or knowingly captures, publishes or transmits the image

of a private area of any person without his or her consent, under circumstances violating the privacy of that person, shall be punished with imprisonment which may extend to three years or with fine not exceeding two lakh rupees, or with both.

*Explanation.* – For the purposes of this section –

(a) “transmit” means to electronically send a visual image with the intent that it be viewed by a person or persons;

(b) “capture”, with respect to an image, means to videotape, photograph, film or record by any means;

(c) “private area” means the naked or undergarment clad genitals, public area, buttocks or female breast:

(d) “publishes” means reproduction in the printed or electronic form and making it available for public;

(e) “under circumstances violating privacy” means circumstances in which a person can have a reasonable expectation that –

(I) he or she could disrobe in privacy, without being concerned that an image of his private area was being captured; or

(ii) any part of his or her private area would not be visible to the public, regardless of whether that person is in a public or private place.

966F. (1) Whoever, –

(A) with intent to threaten the unity, integrity, security or sovereignty of India or to strike terror in the people or any section of the people by –

(I) Denying or cause the denial of access to any person authorized to access computer resource;

(ii) Attempting to penetrate or access a computer resource without authorisation or exceeding authorised access; or

(ii) Introducing or causing to introduce any computer contaminant;

and by means of such conduct causes or is likely to cause death or injuries to persons or damage to or destruction of property or disrupts or knowing that it is likely to cause damage or disruption of supplies or services essential to the life of the community or adversely affect the critical information infrastructure specified under section 70, or

(B) knowingly or intentionally penetrates or accesses a computer resource without authorisation or exceeding authorised access, and by means of such conduct obtains access to information, data or computer database that is restricted for reasons for the security of the

State or foreign relations, or any restricted information, data or computer database, with reasons to believe that such information, data or computer database so obtained may be used to cause or likely to cause injury to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or in relation to contempt of court, defamation or incitement to an offence, or to the advantage of any foreign nation, group of individuals or otherwise, commits the offence of cyber terrorism.

- (2) Whoever commits or conspires to commit cyber terrorism shall be punishable with
- (i) Imprisonment which may extend to imprisonment for life.<sup>1</sup>

**In section 43 of the principal Act, —**

- (a) In the marginal heading, for the word “Penalty”, the words “Penalty and Compensation” shall be substituted;
- (b) In clause
- (a), After the words “computer network”, the words “or computer resource” shall be inserted;
- (c) After clause (h), the following clauses shall be inserted, namely: —
- “(i) destroys, deletes or alters any information residing in a computer resource or diminishes its value or utility or affects it injuriously by any means;
- (j) steals, conceals, destroys or alters or causes any person to steal, conceal, destroy or alter any computer source code used for a computer resource with an intention to cause damage;”
- (d) for the portion beginning with the words “he shall be liable to pay damages” and ending with the words “persons so affected” the following shall be substituted, namely: —
- “he shall be liable to pay damages by way of compensation to the person so affected”;
- (e) in the Explanation,
- after clause (iv), the following clause shall be inserted, namely: —
- “(v) “computer source code” means the listing of programmes, computer commands, design and layout and programme analysis of computer resource in any form.”

22. After section 43 of the principal Act, the following section shall be inserted, namely: —

- <sup>1</sup> 43A. Where a body corporate, possessing, dealing or handling any sensitive personal data or information in a computer resource which it owns, controls or operates, is

negligent in implementing and maintaining reasonable security practices and procedures and thereby causes wrongful loss or wrongful gain to any person, such body corporate shall be liable to pay damages by way of compensation to the person so affected.

#### Explanation

. – For the purposes of this section, –

- (I) “body corporate” means any company and includes a firm, sole proprietorship or other association of individuals engaged in commercial or professional activities;
- (ii) “reasonable
- (i) security practices and procedures” means security practices and procedures designed to protect such information from unauthorised access, damage, use, modification, disclosure or impairment, as may be specified in an agreement between the parties or as may be specified in any law for the time being in force and in the absence of such agreement or any law, such reasonable security practices and procedures, as may be prescribed by the Central Government in consultation with such professional bodies or associations as it may deem fit;
- (iii) “sensitive personal data or information” means such personal information as may be prescribed by the Central Government in consultation with such professional bodies or associations as it may deem fit.'

## VI

### CODE OF CONDUCT

Students are required to take note of the following and to adhere to the requirements:

#### **\* Classroom Attendance**

The College runs full time programmes and requires the students to attend classroom sessions. Students should have at least a minimum of 75% attendance to complete the programme. Students having low attendance will not be allowed to appear for examinations.

#### **\* Wearing of Identity Cards**

While on the College Campus the student must compulsorily wear their Identity Cards and must produce the same when any staff member of the College asks for identification. Library cards are not substitutes for official Identity Cards.

Please note the following fines as applicable:

If a student is found to be not wearing ID card – Rs 500/-

If students have swapped cards – Rs. 500/- per defaulter

Crossing over Library flowerbeds or Behind animal house –Rs. 500/-

Damage to College property – Estimated cost of damage payable at full cost

If a card is lost, a new one can be procured at a cost of Rs 200/- The cost of lanyard is an additional Rs 20/-

All money transactions within the campus are to be made through smart cards only. Students can recharge the card from the following top-up points in the college:

1. Tiger's COOP
2. Administrative Office
3. College Library

Credit would be given to students only for 24 hours.

#### **Campus Discipline and Conducive Environment**

The College is making concerted efforts to provide relevant education of global standards in a disciplined and conducive environment. The following regulations are some building blocks of this environment and all students are required to take note of them.

#### **Computers Usage Rules**

College encourages students to use laptops and to bring their personal laptops to the class. Students may also use Thin Clients available in the Computer Lab I, II & III. However, thin clients will not be available to students when they are required to attend their regular

lectures. Users must be fully aware of the usage rules and the IT protocol of the College. Disciplinary action will be taken against violators.

### **Tiger Centre Rules**

The Tiger Centre (College Canteen) is an eating and relaxation place. It is wi-fi enabled, allowing students to use their personal laptops for study purposes. However, playing kits for recreation will not be made available at the Tiger Centre during the regular lecture periods. Getting such kits from external sources and using them during the regular lecture periods is an offence and would invite disciplinary action.

### **Vehicle Parking Rules**

The College is not responsible for the safety of vehicles parked at the vehicle parking area of the college. Persons must vacate the parking space after parking the vehicles. Misusing the parking ground is an offence and would invite fine and disciplinary action.

### **Stand against Ragging**

The college recognizes the criminality of ragging and strictly prohibits it within the institution. Whoever directly or indirectly commits, participates in, abets or instigates it shall be suspended/expelled/rusticated and shall be liable to pay a fine. Ragging includes display of noise, disorderly conduct, teasing, rough or rude treatment, indulging in rowdy, undisciplined and obscene activities which cause or are likely to cause annoyance, undue hardship, physical or psychological harm or mental trauma or raise apprehension or fear on a fresher, other students or other persons, or forcing students to do any act which such a student or person is not willing to do or which cause him/her harm, shame, embarrassment or danger to his /her life or limb or indulging in eve teasing or sexual harassment or instigating others to do so.

## **ADDITIONAL OPPORTUNITIES**

### **Value Addition Courses**

There exists a divide of different degrees between what students learn in colleges and what is required at places of employment. The value adding courses and programmes being offered by the College are aimed at bridging this divide so that the candidates become immediately productive on employment. Students should take maximum advantage of these courses.

### **Time-table Spread**

Additional skills possessed by employment-seekers make a big difference to their earning ability when employed. The College has restructured the time-table for the First Year and the Second Year degree programmes in order to provide students with an opportunity to

acquire additional skills by participating in new programmes being offered to them. Students are encouraged to choose those programmes that are suitable to their needs and benefit from them.

### **Job Opportunities& Career Development**

On completion of their learning programme at Chowgule College students can target various employment opportunities allied to their expertise and aim at careers in those fields. The College has a Career Development and Guidance Cell that provides additional help in this regard.

## **VII**

### **ADMINISTRATION**

#### **THE COLLEGE OFFICE**

Office Hours for Students: 9.00 am to 1.00 pm. and 1.45 pm. to 4.30 pm.

1. Request for certificates, testimonials and other documents requiring the Principal's signature should be addressed to the Principal and submitted to the College Office.
2. The Principal will take into consideration the reports of the departments when issuing academic/ conduct / attendance / other certificates.
3. A student desiring to obtain a certificate (transfer / conduct / age etc) shall apply for it in the prescribed form available in the College office. The application should be submitted along with a search fee.
4. Certificates will not be issued at less than 48 hours notice.



## **VIII**

### **SCHOLARSHIPS AND PRIZES**

#### **A. GOVERNMENT SCHEMES**

- ▲ Government of India National Scholarships
- ▲ E.B.C. Scholarships to those who secure at least 45% marks in their last annual examination and whose parent's annual income does not exceed R s. 4800/-. These are limited in number and therefore are awarded in order of merit.
- ▲ National Merit Scholarship to children of Secondary School Teachers
- ▲ Free-ship to children of freedom fighters
- ▲ Free-ship to dependents of freedom fighters.
- ▲ Free-ship to children of persons from Armed Forces killed or disabled.
- ▲ Free-ship to physically handicapped students.
- ▲ Free-ship to students belonging to Scheduled castes and tribes.
- ▲ Free-ship to Repatriates from Portuguese colonies etc.
- ▲ Financial help from the Institute of Public Assistance.
- ▲ National Loan Scholarships.

#### **B. MERIT SCHOLARSHIPS:**

The first 3 students in a class (not division) for each academic discipline shall be awarded the first, second and third merit scholarship, provided they obtain at least 60% of marks in the examination.

#### **C. FINANCIAL HELP FROM STUDENTS AID FUND**

The college has 'STUDENTS AID FUND' to render financial assistance to poor students to meet part or full tuition fee or examination fee or purchase of books or similar other expenses. Income of the parents of the applicant student should not exceed Rs. 25000/- per annum.

#### **GENERAL RULES APPLICABLE TO ALL THE ABOVE SCHOLARSHIPS**

1. The amount of scholarship will be adjusted against the fees and other dues and will NOT be given in cash.
2. The scholarships are not transferable (Government or any other)
3. In case a student is awarded a better scholarship by the private agency, the college scholarship will be withdrawn.

4. Half the Scholarship will be paid in the first term.
5. Continuation of the scholarship in the second term is subject to regular attendance and satisfactory performance at all College examinations and tests.

#### ENDOWMENT PRIZES:

**Carmo Rebello Memorial Prize** - will be awarded to student from amongst the regular students of T.Y.B.Sc. class who passes the F.Y.B.Sc. and S.Y.B.Sc. examinations at the first due attempt with the highest percentage of marks in the aggregate in the subject of Chemistry with a minimum of 50% marks and takes Chemistry as a major subject.

**Physics Department Prize** - will be awarded to a student from amongst the regular students of the T.Y.B.Sc. and S.Y.B.Sc. examinations at the due attempt with the highest percentage of marks in the aggregate in the subject of Physics as a major subject.

**Margao Rotary Club Prize (D'sa Prize Fund)** - will be awarded to a student from amongst the regular students of the H.S.S.C. of this College who passes the H.S.S.C. examination of the Goa Board at the Goa Board at first due attempt with the highest number of marks in the aggregate of Science subject and joins Medical College in the following year.

**Mrs. Hira Wagh Prize** : will be awarded to the deserving student of the year in the College on the grounds of achievements in studies, sports and extra-curricular activities.

**Ex-staff Member prize** will be awarded to a student who makes the best literary contribution in any language to 'Vidya' Magazine.

**Adv. Jaywant Ghanashyam Sinai Malkarnekar Memorial Prize** - (1) One prize will be awarded to the student who passes B.Sc. Degree Examination with the highest total marks in the aggregate and obtains at least a second class. (2) One prize will be awarded to the student who passes the B.A. Degree Examination with the highest total marks in the aggregate and obtains at least second class.

The prizes will be paid in cash. The students should have passed B.Sc. / B.A. Examination at the first due attempt from this College. If no candidate qualifies, the amount will be utilized for furthering the object of the Endowment.

**Mrs. Matilda Da Silva Ribeiro Memorial Prize** - will be awarded to the female student who passes T.Y.B.A. examination with the highest total marks in the aggregate with Philosophy as a major subject and obtain at least a second class. The prize will be paid in cash. The student should have passed the B.A. examination at the first due attempt from this College. If no candidate qualifies the amount will be utilized in any manner for furthering the object of this Endowment.

**U.N. Shalini Prize** - will be awarded to a student passing T.Y.B.A. Examination at the first due attempt with the highest total marks from this College offering Economics as a major subject obtaining at least 50% marks. If no candidate qualifies, the amount will be utilized in any manner for furthering the object of this Endowment.

**Late (Mrs.) Muriel Falerio Memorial Prize** – will be awarded to a girl student who passes the T.Y.B.Sc. Degree examination from this College at the first due attempt with the highest total marks in the aggregate.

**Dr. R.Y. Mishra Memorial Prize** – will be awarded to a student passing T.Y.B.A. examination at the due attempt with highest total marks from amongst the student from this College offering Hindi as a major subject and obtaining at least 60% marks. If no candidate qualifies, the amount will be utilized in any manner for furthering the object of this Endowment.

**Shri Raghunath Baburao Nagvekar Memorial Prize** – will be awarded to a student who passes B.Sc. examination at first due attempt with the highest total marks in aggregate from amongst the students from this College offering Chemistry as a major subject at T.Y.B.Sc. University examination by securing minimum 50% marks in the subject.

**Smt Laximibai Raghunath Nagvenkar Memorial Prize** – will be awarded to a student who passes B.A. Degree examination at the first due attempt with the highest total marks in aggregate from amongst the students of this College offering Marathi as a major subject at T. Y.B.A. University Examination

**Shri L.D.Samant Memorial Prize** – will be awarded to students who passes B.Sc. degree examination at the first due attempt with the highest total marks in aggregate from amongst the students from the students from this College offering Geology as a major subject at T.Y.B.Sc. University Examination by securing minimum 60% marks in the subject.

**Dr. S. S.Phadke Prize** – in the form of Konkani books will be awarded to a student who passes T.Y.B.A. degree examination at the first due attempt with highest total marks in aggregate from amongst students from this College offering Konkani as a major subject at T.Y.B.A. University Examination by securing a minimum of 50% marks in the subject . If no candidate qualifies, the amount will be utilized by the College by organizing Inter collegiate Essay Competition / Own Poetry recitation competition in Konkani.

**"Sadhu Vaswani Scholarship"**: will be awarded to an "Ideal Student " of our college every year. The ideal student who in deeds of daily living bears witness to qualities of character such as simplicity and service; purity and prayer, truthfulness and trust worthiness ; courage and compassion for all living things; faith in god and service of poor and downtrodden".

**Prof. Devidas Jaiwant Malkernekar Memorial Prize** will be awarded to a student passing T.Y.B. Sc. University Examination from this college at first attempt, securing highest total marks in Physics (obtaining min. 60% marks)

**Shri R. S. Rao Prize** will be awarded to a student passing XII Examination conducted by Goa Board, securing highest marks in Mathematics and taking admission to F.Y.B. Sc. with Mathematics as one of the subjects in Chowgule College.

**Shri R. S. Rao Prize** will be awarded to a student passing T.Y.B. Sc. University Examination from this college at first attempt, securing highest marks in Mathematics.

**Ms. Pratima Naik Memorial Prize** will be awarded to a student of this college, scoring

highest total marks in final Examination of M.A. Part II in Geography.

**Ms. Pratima Naik Memorial Prize** will be awarded to a student passing TYBA University Examination from this college at first attempt, securing highest marks in Geography.

**Ms. Pratima Naik Memorial Prize** will be awarded to a girl student, passing TYBA University Examination from this college at first attempt, securing highest marks in Geography.

**Prof. M.S. Honarao and Dr. S.S. Hiremath scholarship** will be awarded to needy and meritorious students to pay part of the fee of the M.A. programme in Geography.

**Late Afroz Sheikh Memorial Scholarship** will be awarded to a student who scores highest in semester I and II in MA Geography.

**Subject Prizes :** in Chemistry, Physics, Geology, Zoology, Botany, Mathematics, Computer Science, Philosophy, Economics, History, English, Hindi, Geography, Marathi and Konkani will be awarded in each subject as mentioned above, to regular students who pass F.Y.B.A./B.Sc./S.Y.B.A./B.Sc. Examination through this college at the first due attempt scoring the highest percentage of marks taken together in the relevant subject of eligibility with minimum of 50% marks in the subject and join this college for T.Y.B.A./B.Sc. taking the relevant subject with 7 papers.

#### **N.C.C. PRIZES :**

**Best Cadet Prize** – will be awarded to the best male/female cadet of N.C.C. (Navy, Infantry).

**Best Under-officer Prize** – will be awarded to the best eligible male/female under-officer of N.C.C. (Navy, Infantry).

**Special Principal Award** – will be awarded to the cadet selected for Republic Day Parade at Delhi.

**N.S.S. Prizes** – will be awarded to the best male and female N.S.S. volunteers.

## IX FACULTY

### MEMBERS OF THE FACULTY

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# X

## ACADEMIC CALENDAR 2016- 17

### **Academic Calendar for semester I, III and V**

Semester begins	- 15 June 2016
First CA for semester I, III and V	- Dates will be announced by the respective departments
Second CA for semester I, III, and V	- Dates will be announced by the respective departments
Ganesh Chaturthi Break	- 5 September 2016 to 10 September 2016
Semester End Examinations	- 15 October 2016
Semester ends	- 28 October 2016
Winter break	- 29 October 2016 to 19 November 2016

### **Academic Calendar for Semester II, IV and VI**

Semester begins	- 21 November 2016
First CA for semester II, IV and VI	- Dates will be announced by the respective departments
Second CA for semester II, IV and VI	- Dates will be announced by the respective departments
Christmas Break	- 24 December 2016 to 1 January 2017
Semester End Examinations	- 3 April 2017
Semester ends	- 3 May 2017
Summer break	- 4 May 2017 to 12 June 2017

# XI

## ACADEMIC PROGRAMMES

The College offers twenty-three Undergraduate and ten Postgraduate programs in Arts and Science and three Ph.D. programmes.

The College offers following courses in Bachelor of Arts (B.A)

1. English
2. French
3. Hindi
4. Konkani
5. Marathi
6. Portuguese
7. Economics
8. Geography
9. History
10. Mathematics
11. Philosophy
12. Psychology
13. Sociology

The College offers following courses in Bachelor of Science (B.Sc.):

1. Biochemistry (Self Financed)
2. Biotechnology (Self Financed)
3. Botany
4. Computer Science
5. Chemistry
6. Geography
7. Geology
8. Mathematics
9. Physics
10. Zoology

Post-Graduate Diploma courses

1. Post-Graduate Diploma in Computer Applications
2. Post Graduate Diploma in Clinical Genetics And Medical Lab Techniques
3. Post graduate diplomas in Geo-Informatics
4. Post Graduate Diploma in Analytical Instrumentation

Post-Graduate Degree Programmes in Arts (M.A.):

1. Applied Economics
2. Geography
3. Hindi
4. Child Psychology

Post-Graduate Degree Programmes in Science (M.Sc.):

1. Information Technology
2. Analytical Chemistry

PhD programme:

1. Botany
2. Geography
3. Hindi



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