

No. GCAC/P/Notice /2014-15/  
Office of the Principal,  
Govt.College of Arts & Commerce,  
Virnoda, Pernem, Goa.  
Date: 12/05/2014

## **NOTICE**

### **(DISCIPLINE, ATTENDANCE AND ACADEMICS)**

1. All the students of this college are hereby reminded, as follows:
    - i) To observe the much-needed discipline, as per the College Prospectus, 2014-2015
    - ii. No Student should be found loitering around in the college premises, when the class work is going on.
    - iii. Adequate care needs to be taken of all the furniture, fittings & fixtures, in the college premises and Class rooms/Laboratory/toilets, corridors, etc. For every damage caused, inspite of this Notice and other relevant provisions in the College Prospectus and other Notices issued from time to time, the students will be fined to make up for the cost.

OR

they should name the culprit/culprits, accordingly, if a general cost-based fine is to be avoided. This is in the interest of good "education".

  - iv. "Fine" is a general financial/fiscal concept, aimed at disciplining erring citizens. This is universally acceptable...
2. "Attendance" Rules are laid out in the College Prospectus. They will be implemented in letter and spirit. Defaulter-students will be detained from examinations, accordingly. Only "acceptable" written Justifications of absence will be accepted for admissible condonation.
3. ONLY THOSE STUDENTS WHO ARE WILLING TO ABIDE FAITHFULLY BY THE RULES AND REGULATIONS OF THIS COLLEGE MAY APPLY FOR ADMISSION TO THE F.Y./S.Y./T.Y. CLASSES OF B. A./B.COM.
4. Students who join this College should understand the purpose of their joining here.They are expected to put in maximum effort in excelling themselves in academics and co-academics, in their own interest, now and in future.

(Dr. Gervasio S. F.L.Mendes)  
Acting Principal

To:

1. All the students of this College, along with the Prospectus or otherwise.
2. Students' Notice Board.
3. Staff Notice Board.
4. Head Clerk &Acctt.
5. Subject File.
6. Admissions Committee Members.
7. Guard File.

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**(Please submit the enclosed undertaking to the Principal)**

No.GCAC/P/Adm./14-15/  
Office of the Principal,  
Govt.College of Arts & Commerce,  
Virnoda, Pernem, Goa.  
Dated: 12/05/2014.

**NOTICE**

**ADMISSIONS TO FIRST YEAR B.A. & B. COM.**

Admissions to First Year B.A. and B.Com for students who have passed regular XII Arts/Commerce will commence in this College immediately after the Std.XII results of Goa Board of Secondary & Higher Secondary Education, Porvorim, are announced.

1. Copies of the Prospectus (2014-15) will be available for sale in the College Office, from 12<sup>th</sup>May, 2014. Cost of the Prospectus is Rs.150/- (Rupees hundred Fifty only).
2. Students seeking admissions to First Year B.A./B.Com., in this college, should do the following:
  1. Buy a copy of the Prospectus (along with the Admission form)
  2. Read the contents of the Prospectus carefully;
  3. Fill in the Admission Form neatly and correctly, along with the enclosures to be submitted to the Admissions Committee, for scrutiny;
  4. **Meet the College Principal along with his/her parent (in case no parent living, then a responsible guardian only, could accompany the student), without fail**;
  5. Pay the fees in the College Office. The admission is deemed finalised only on payment of the fees.
  6. **The fees receipt should be carefully preserved as it is required at the time of I& II Term Examinations compulsorily.**
3. F.Y. Admissions will be on merit-cum-first-come-first-serve basis, since the seats are limited, based on GoaUniversity Circulars. **Students from vocational stream will be admitted only if seats remain vacant.**
4. **Only those students who are willing to abide by the rules and regulations of this College, as embodied in the College Prospectus or displayed on the College Notice Boards, from time to time, may seek admission in this College.**

**(Dr. Gervasio S.F.L. Mendes)**  
**Acting Principal**

To:

1. College Prospectus Copy, along with the Admission form.
2. Admissions Committee.
3. Subject file
4. Cashier
5. Accountant
6. Head Clerk
7. Staff Notice Board
8. Guard File

No.GCAC/P/Admission/14-15/  
Office of the Principal,  
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Dated:12/05/2014.

## NOTICE

### **(S.Y. & T.Y.B.A. & B.COM. ADMISSIONS, 2014-15)**

1. All the students desirous of enrolling themselves in this College, for the academic session 2014-15 in S.Y/T.Y. classes, are hereby instructed to do so, by:
  - i) Purchasing a copy of the new College Prospectus, along with the Admission Form and a handout of some instructions.
  - ii) Reading the Prospectus & other handouts carefully and if willing to abide by the Rules and Regulations of the College as embodied in its Prospectus, they may **fill in the Admission Form neatly.**
  - iii) **Getting the form verified by a member of the Admission Committee.**
  - iv) Submitting the filled in Admission form to the College Office/Cashier, along with the required enclosures; and the **Admission is deemed completed only on payment of the fees.**
2. **The fees receipt has to be maintained safely**, as the same is required at the time of Semester-end Examinations.
3. The time schedule for payment of fees, etc., in the College office is as follows:
  - From 10.00 a.m. to 12.30 noon time on all the working days (except Saturdays on 17<sup>th</sup> May, 24<sup>th</sup> May, 2014), upto 27<sup>th</sup>May, 2014.
  - After 27<sup>th</sup> May upto 2<sup>nd</sup> June 2014 – a fine of Rs.10/- per day will have to be paid, whilst paying the fees. **Only the names of the students who have paid the fees will be entered in the Rolls of this College.**
4. The College Prospectus is available for sale in the office from 9.30 a.m. to 3.00 p.m. on all the working days, **except Saturdays** (as mentioned in para 3 above)
5. Price of the Prospectus, along with the Admission Form & other Hand-outs is Rs.150/- (one hundred fifty only).
6. Discipline & Orderliness should be maintained at the time of Admissions, in the College premises.

....2/-

...2...

7. **The College reopens** for the new academic session 2014-2015 from **Monday the 16<sup>th</sup> June, 2014**. On this day, there will be an Inaugural Session to be addressed by the Principal and some Senior Teachers and students, followed by a staff meeting. From 20<sup>th</sup> June, 2014, serious instruction/teaching will begin.
8. The successful students at the Repeat Examinations for S.Y. will be notified later, about their admission to the T.Y. Class.

(Dr. Gervasio S.F.L. Mendes)  
Acting Principal

To:

1. College Prospectus (for S.Y. & T.Y.)
2. Admissions Committee
3. Head Clerk & Accountant .. for necessary action
4. Cashier
5. Subject file
6. Staff Notice Boards
7. Students' Notice Board
8. Guard file.

To,  
The Principal,  
Govt.College of Arts & Commerce,  
Virnoda, Pernem, Goa.

Reference: Notice No. GCAC/P/Notice/2014-15/      dated 12/05/2014

## UNDERTAKING

(to be submitted to the Principal, duly filled in )

1. I, Mr./Ms. .... have sought admission in Govt.College, Pernem, Goa, for ..... (Class), during 2014-2015.

2. I, hereby, solemnly state that I have read the Notice dt. 12/05/2014, under reference above, given to me, very carefully. I have also read the College Prospectus, 2014-2015, which is in my possession, very carefully ; and I, hereby, undertake to abide faithfully by the provisions laid out in this Notice as well as in this College Prospectus, **failing which**, I know that I can be fined/ detained from Examinations/rusticated from the College, as the default-case may be, with all the attendant consequences, without any further warning.

3. I am giving this written undertaking, on my own accord, as required, since I have joined this College only after reading carefully the College Prospectus, 2014-2015and the College Notice of 12/05/2014.

Signature of the Student:- .....  
Name of the Student:.....  
Class: .....  
Roll No. ....  
Address .....  
.....  
.....  
Date:                    ..... / /2014

Countersigned, holding  
joint responsibility, by Mother/ Father of the student:

Signature: .....  
Name: .....  
Address: .....  
.....  
.....

Date:                    / /2014.



## ANNEXURE I

### UNDERTAKING BY THE STUDENT

- 1) I, \_\_\_\_\_  
(Full name of the student with admission/registration/enrolment number)  
s/o/d/o.Mr./ Mrs./Ms. \_\_\_\_\_  
having been admitted to \_\_\_\_\_(Name of the institution)have received a copy of the UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2012, (hereinafter called the “Regulations”) carefully read and fully understood the provision contained in the said Regulations.
- 2) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6) I hereby declare that I have not been expelled nor debarred from admission in any institution in the country on account of being

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## **NOTICE**

The students of S.Y./ T.Y. B.A./B.Com are hereby informed that the admissions for the academic year 2014-15 are scheduled from 15<sup>th</sup> May, 2014 to 27<sup>th</sup> May, 2014. They should purchase the Prospectus well in advance and submit their duly filled in Admission forms to the concerned teachers on the dates mentioned above.

S.Y. B.A./B.Com students with backlogs are not eligible to take admission for the T.Y. B.A./B.Com classes.

**(Dr. Gervasio S.F.L. Mendes)**  
**Acting Principal**

To:

1. Student's Notice Boards
2. Admission Committee
3. Staff Notice Boards
4. Subject file
5. Guard file.



**GOVT. COLLEGE OF ARTS & COMMERCE  
VIRNODA, PERNEM, GOA.**

No. GCAC/P/Adms./2014-15/

Date: 12/05/2014

**NOTICE FOR ADMISSION**

The students who wish to take admission to S.Y. and T.Y. B.A./B.Com are hereby informed that the prospectus will be issued from 12<sup>th</sup> May, 2014 and the admissions will be open from 15<sup>th</sup> to 27<sup>th</sup> May 2014.

The Application Forms for F.Y. B.A./B.Com will be accepted for scrutiny between 15<sup>th</sup> to 27<sup>th</sup> May 2014.

On 13<sup>th</sup> May 2013 the Principal will counsel the parents and the applicants of F.Y. B.A./B.Com and announce the names of selected applicants who can then enroll for admission from 13<sup>th</sup> to 15<sup>th</sup> May 2013.

(Dr. Gervasio S.F.L. Mendes)  
Acting Principal

**Copy to:**

1. Students' Notice Board
2. Subject file
3. Guard file

No.GCAC/Ped/O.Order/2014-15/  
Office of the Principal,  
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Virnoda, Pernem.  
Date: 12/05/2014

### **OFFICE ORDER**

The following faculty members of this College are hereby called for duties in this College in connection with the admissions of the students for the new academic year 2014-15 from 8.45 a.m. to 01.45 p.m. each day:

<b>Sr. No.</b>	<b>Days</b>	<b>Commerce Faculty In charge</b>	<b>Arts Faculty In charge</b>	<b>Supporting staff</b>
1	14/05/2014	Dr. Gajanan Madiwal	Neeta Torne	Mr. Sujay Mrs. Surabai
2	15/05/2014	Dr. Gajanan Madiwal	Neeta Torne	Mr. Sujay Mrs. Surabai
3	16/05/2014	Dr. Gajanan Madiwal	Neeta Torne	Mr. Sujay Mrs. Surabai
4	19/05/2014	Virendra Amonkar	Dr. Kiran Popkar	Mr. Vijay Mrs. Pratima
5	20/05/2014	Virendra Amonkar	Dr. Kiran Popkar	Mr. Vijay Mrs. Pratima
6	21/05/2014	Virendra Amonkar	Dr. Kiran Popkar	Mr. Vijay Mrs. Pratima
7	22/05/2014	Roshan Usapkar	Dr. Xavier Martins	Mr. Sujay Ms. Rohini
8	23/05/2014	Roshan Usapkar	Dr. Xavier Martins	Mr. Sujay Ms. Rohini
9	26/05/2014	Roshan Usapkar	Dr. Xavier Martins	Mr. Sujay Ms. Rohini
10	27-28-29 /05/2014	Virendra Amonkar	Mr. Pramod Kerkar	Mr. Ritesh Mrs. Pratima

The concerned teachers will be entitled for proportionate earned leave, as per the rules.

The duties will basically cover the following areas:

- (a) Checking the filled in Admission Forms in all respects including choice of subjects, of the F.Y. S.Y. T.Y. and the documents to be attached along with the Admission Form.
- (b) Drawing attention of the students and parents to the rules and regulations contained in the College Prospectus;
- (c) Guiding/Counseling the students towards good attendance; studies and co-curricular activities.
- (d) Arranging to refer the cases to the University for Eligibility Certificate in case the candidate has passed from other Board/Boards of Secondary Education. and
- (e) Perform such other functions pertaining to Admission as entrusted/assigned by the Principal.

(Dr. Gervasio S.F.L. Mendes)  
Acting Principal

To:

1. Members of the Prospectus & Admission Committee
2. Staff Notice Boards
3. Subject file
4. Guard file.

