MURGAON EDUCATION SOCIETY'S

COLLEGE OF ARTS & COMMERCE

ZUARINAGAR, GOA - 403 726

ACCREDITED BY NAAC WITH 'B' GRADE

B.C.A Prospectus 2019 - 20

SALIENT FEATURES

▶ **Well Qualified Teaching Faculty.**

▶ **Independent Block**

▶ **Computer Labs with High speed Internet & Wi fiFacility**

▶ **Project / Hands - on practical Training**

▶ **Industry Interface, Innovative Pedagogy**

▶ **Field Visit, Career Counselling.**

▶ **Installment Facility for Fees Payment**

Banking Professional

MCA

QA & QC

SEO

BCA

UPSC/ GPSC

Programmer

Network Admin

MScIT
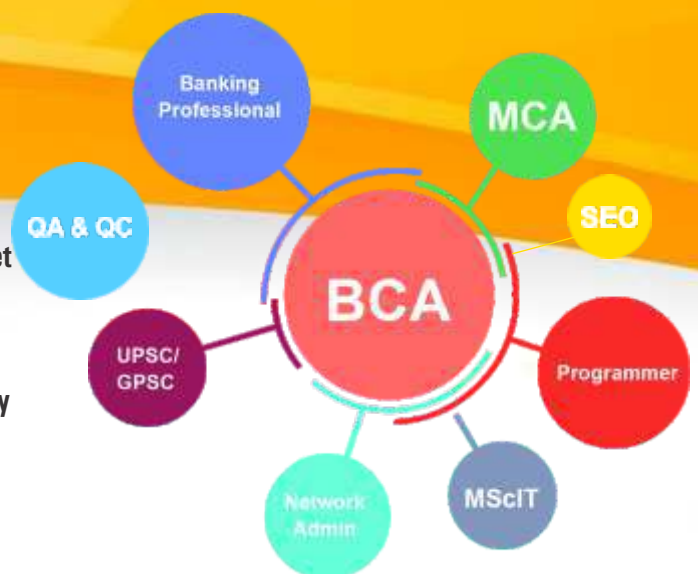
MURGAON EDUCATION SOCIETY'S
COLLEG OF ARTS & COMMERCE, ZUARINAGAR, GOA

VISION

A dynamic centre of excellence to learn and innovate, fostering holistic development of the individual

MISSION

The college is committed to provide a foundation for lifetime learning through innovative and value-based inclusive education responsive to the ever-changing needs of the society

GOALS

➢ To empower youth to be responsible citizens through holistic education

➢ To make effective use of latest technology for enhancing the teaching-learning process

➢ To promote research culture by stimulating a scientific temper and critical thinking among students and faculty

➢ To promote entrepreneurial skills through innovative job-oriented courses

➢ To nurture ethical and social responsibility among individuals towards building a sustainable environment

➢ To sensitize students about the needs of the community by developing programmes for the upliftment of the weaker sections

➢ To strengthen academia-industry interface through collaborations

➢ To synergize with reputed institutions by signing MOUs

➢ To establish a strong link between stakeholders

➢ To create a conducive environment for developing individuals with a healthy body and healthy mind

➢ To inculcate leadership qualities in students and faculty through curricular, co-curricular and extracurricular programmes

➢ To respect diverse cultures by instilling empathy and compassion among students and faculty

MURGAON EDUCATION SOCIETY

Late Shri. Vasantrao S. Joshi
Founder President

27 May 1921 to 28 December 2013

Members of Managing Committee

Shri. Madhav S. Kamat	Chairman	Shri. Jayaram Dayalani	Member
Shri. Paresh V. Joshi	Vice-Chairman	Shri. Kishore Tolani	Member
Shri. Bhaskar G. Nayak	Vice-Chairman	Dr. Digambar Talaulikar	Member
Shri. U. A. Sarmalkar	Hon. Secretary	Shri. Sukant V. Shanbhag	Member
Shri. G. S. Naik	Treasurer	Smt. Lalita P. Joshi	Member
Shri. Suvarn R. S. Bandekar	Member	Dr. Monica P. Joshi	Member
Shri. Prashant V. Joshi	Member	Prin. Dr. R. B. Patil	(Invitee)
Shri. Parag V. Joshi	Member	Prin. Dr. N. M. Jambagi	(Invitee)
Shri. Pankaj V. Joshi	Member	Prin. Shri. Y.L. Rao	(Invitee)
Shri. Pushkar V. Joshi	Member		

Local Members of Managing Committee

Shri. M. S. Kamat	Chairman.
Shri. Paresh V. Joshi	Vice - Chairman
Shri. U. A. Sarmalkar	Member
Shri. Parag V. Joshi	Member
Shri. Prashant V. Joshi	Member
Shri. Kishor Tolani	Member
Smt. Lalita P. Joshi	Member
Principal - Dr. R. B. Patil	Ex-Officio, Member, Secretary, M.E.S College, Zuarinagar, Goa
Shri. Ashish Joshi	Teacher Representative – Member
Dr. Freda Cota e Pereira	Teacher Representative - Member
Smt. Semele Sardesai	Invitee, B. B. A Course Co-ordinator
Smt. Gauri Desai	Invitee BCA Course Co-ordinator
Smt. Rochana Kharangate	Invitee, M.Com Course Co-ordinator

Message
from the
Principal

Dear Parents and Students:

Greetings from M. E. S. College of Arts & Commerce.

Our college is soon progressing into its fiftieth year of existence and it gives me honour and pride that you have chosen our institution to pursue your higher education. Being one of Goa's earliest colleges, we are striving to provide equal opportunities and holistic education to one and all.

"Education is the most powerful weapon which you can use to change the world," said Nelson Mandela and by opting to study further, you are not only empowering yourself but your family, community and the nation; and we at M. E. S. fortify you with the necessary tools, both curricular and extra-curricular. The college has everything for everyone – be it Sports, Drama, Debate, Street-play, or academics. You could choose to engage yourself with the various clubs and associations or enroll in a certificate course. The strength of the college lies in its dedicated faculty and administrative staff who will assist you in every way possible to ensure your smooth stay while you study here.

Our college provides undergraduation courses in B. A., B. Com., B. C. A., B. B. A., B. B. A. in Shipping and Logistics and postgraduation courses in M. Com. in addition to conducting short-term courses. ICT enabled classrooms and diverse modes of teaching-learning in addition to challenging and innovative assignments, the college aims to rise to the demands and needs of the 21st century classroom pedagogy. The college has developed a network connecting the various stakeholders comprising of Alumni and Parents, which ensures that everyone associated with the college play an equal and consistent role in the overall development of the college.

We would indeed be happy if you decide to choose M. E. S. for your higher education ensuring that you would be a different individual than the time you walked into the portals of this institution.

Looking forward to seeing you in our college.

Dr. R. B. Patil
Principal

Table of Contents

MURGAON EDUCATION SOCIETY'S

COLLEGE OF ARTS & COMMERCE
ZUARINAGAR – GOA 403726

1. (a) Education - A Life long mission

Murgaon Education Society was established in 1971 with the noble goal of providing educational facilities at Vasco-da-Gama and in other parts of Goa. It has been the endeavour of M.E.S. College to develop professional skills among its students and to provide a select core of leadership qualities. The college has become over the years, a positive force for national and global development. The first educational institution set up by the Murgaon Education Society was the College of Arts and Commerce, which was established at Vasco-da-Gama in 1972. This was also the first composite Arts and Commerce College in the state of Goa to be affiliated to the University of Mumbai and then to Goa University. The college was shifted to its present Zuarinagar campus in June 1985.

The college seeks to bring about an all round integrated development of the intellectual, moral and physical faculties of its students, so that they can become self reliant, play a positive role in the nation building and provide leadership to the society in various walks of life. Pursuit of excellence is the motto of the college.

(b) National and International recognition

In recognition of the high standards of education and the all round excellence attained by it, the College has been selected by the University Grants Commission for introducing vocational courses at the B.A. and B.Com. degree level and by the Ford Foundation, U.S.A., for implementing its campus diversity initiative programmes. The college was granted re-accreditation by the National Assessment And Accreditation council (NAAC) of the University Grants Commission with B++ in the year 2015. Further, the UGC, under its innovative programmes, selected the institution to introduce 'B. Com. in Shipping Management' course and an add-on course entitled, 'Management of NGOs'.

2. College Timings :

The lectures/practicals are conducted from 9.00a.m. to 2.00 p.m. (These timings are subject to change). The office timings are 10.00 a.m. to 5.00 p.m.

Bachelor of Computer Application (B.C.A)

Introduction:

With the affiliation of Goa University, the College has introduced the Bachelor of Computer Applications Course B.CA from the academic year 2001-2002; This Course combines the study of Commerce, Accounts and Computer Application and is a fully integrated way to be able to meet the requirements of the emerging world of trade, commerce and industry. This course is innovatively designed by the Goa University, synthesising knowledge, skills and hands-on experience. As such the course is designed to be highly oriented in respect of wage as well as self employment.

OC-67 Ordinance relating to the Three Year Choice Based Credit System (CBCS) Programme of Bachelor of Computer Applications (BCA) (effective from academic year 2019-2020 onwards)

OC-67.1 GENERAL

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

OC-67.1.1 OBJECTIVES

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

OC-67.1.2 DEGREE TO BE AWARDED

Bachelor of Computer Applications (BCA).

OC-67.1.3 DURATION OF COURSE

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

OC-67.2   ELIGIBILITY FOR ADMISSION

Eligibility for admission leading to the Degree of Bachelor of Computer Applications (BCA) shall be as follows :-

* For S.Y.B.C.A, T.Y.B.C.A OC-47A is applicable

OC-67.2.1 Eligibility for Admission to Semester -I and Semester- II

    (A) To be eligible for admission to Semester-I of the Three Years course leading to the Degree of Bachelor of Computer Applications (BCA), the candidate should have passed:

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

<div align="center">OR</div>

    (ii) The Std XII 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 Registrar along with the Dean of the Faculty and the Chairperson of the Board of Studies shall decide the eligibility.

    (C) A candidate admitted to Semester-I shall be deemed eligible for admission to Semester-IL

    (D) A candidate migrating from another recognized University and desirous of direct admission to Semester-Il may be considered for admission provided he/she has cleared/ passed Semester-I examination of that University with those subjects, under CBCS, for which admission is sought.

    (E) A candidate shall be selected based on an entrance test. The entrance test shall assess the general aptitude, logical reasoning and analytical abilities and basic arlthmetical skills of the candidate.

OC-67.2.2 Eligibility for admission to Semester-Ill and Semester-IV:

    (A) A candidate who has requisite attendance for Semester-I and Semester-Il and has attended minimum required ISAs of all the courses in Semesters I & II shall be eligible for admission to Semester-Ill.

    (B) A candidate migrating from any other recognized University may be considered for admission to Semester III provided:

    (I) He/she has passed in all courses of the Semester I and Semester II (First Year BCA) examination from that Universi

    (ii) He/she undertakes to successfully complete the required courses and

credits prescribed for First Year BCA by this University, if he/she has not already done so in the previous University. Result of Semester IV examination shall be withheld if the candidate fails to fulfil this undertaking.

(C)   A candidate admitted for Semester-Ill examination shall be deemed eligible   for admission to Semester- IV.

(D)   A candidate from another recognized University may be considered for direct admission to Semester IV provided he/she fulfils the conditions specified at (i) and (ii) above and, in addition has passed/ cleared Semester III/ First Term examination of the Second Year BCA of that University. However, the result of Semester IV shall be withheld if the candidate does not fulfil these conditions.

OC-67.2.3 Eligibility for admission to Semester-V:
(A)   A candidate who has been declared Passed in Semester I to Semester IV examinations shall be eligible for admission to Semester V.
(B)   A candidate admitted for Semester-V shall be deemed eligible for admission
       to Semester- VI.
(C)   A candidate migrating from any other recognized University may be considered for admission to Semester-V of the BCA Course provided:
(I)   He/she has been declared Passed in Semester I to Semester IV examinations from that University, and
(ii) He/she had taken at the Second Year the required courses and credits under the scheme of this University. A candidate fulfilling these conditions shall be eligible for admission to Semester-V only.

OC-67,2,4   Eligibility for admission to Semester-Vl:
(A)   A candidate already admitted for Semester-V shall be deemed eligible for admission to Semester-VI.
(B)   Direct admission to Semester-Vl shall not be permitted.

OC-67,2.5 Classstrength:
       Maximum number of students in a class/ division shall not exceed forty. For practicals the batch size shall be upto a maximum of 20 per batch.

OC-67.3   PROGRAMME STRUCTURE:
1.   The Programme shall be based on a system of time-integrated Units called Credits, under the CBCS.

2. The Programme shall comprise Courses such as Core, Elective and Ability Enhancement Courses.
3. A credit shall consist of 15 clock hours of theory of t hour duration each or 15 practical classes of 2 hours duration each, per semester or its equivalent; Fierd work and such other as recommended by the Board of studies (Bos) shafl be considered under practicar category for carcurating credits and workload.
4. A student shall be eligible for the award of BCA Degree on successful completion of minimum of 132 Credits, to be completed over a minimum of six Semesters.

OC - 67. 4: COURSE STRUCTURE:
1. Each Course can carry different weightage in terms of number of Credits. Each Course should define learning objectives and outcome. A course may be designed so as to comprise any or combination of lectures/ tutorial /laboratory work/ field work/ outreach activities/ project wor(vocational training/ viva/ seminars/ term papers/ assignments/ presentations/ self_study/ such other.
2. **Core Course (CC):** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core Course. Each Core Course is of 4 credits or 2 credits and may consist of theory and practical component or only theory component or only practical component. If the course has a theory and practical component, the theory component will be of 3 credits theory and I credit practical for 4 credit course. If the course has only practical component, this component will be of 2 credits. The candidates are required to compulsorily pass all the Core Courses of the Programme.
3. **Elective Course:** An Elective Course can be chosen from a pool of Courses, which may be specific or specialized or advanced or suppoftive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/ subject/ domain or which nurtures the candidatet proficiency/ skill. An Erective Course may be Discipline Specific Elective Course or Generic Elective Course.
3.1 **Discipline Specific Elective (DSE) Course:** Discipline Specific Elective (DSE) Course shall be offered in the main discipline/subject of study. Each DSE shall be of 4 credits and may consist of theory and practicar component or only theory component. If the course has a theory and piactical component, the theory component will be of 3 credits theory and 1 credit practical or as prescribed by BoS and approved by the Academic Council. Any number of DSEt as approved b, BoS and AC, can

be offered depending upon the specialization availabie in the college.

3.2　Project: A compulsory project work of totar 4 credits shafl be offered in lreu ot a DSE Course in Semester VI and shall be designed to acquire Special/ advanced knowtedge; it shalt be speciatised course invotvins apptrcarron ot knowledge in solving / analysing / exploring a real lif6 situation / difficult probrem. students shail under[ake such a project under the guidance of a teacher / fac-ulty member. The topic for the'project Work shall be given in Semester V. Students shall be requireJ to .urry out for work the Project during semesters v & vI. The assessment of the iroject wirt be carried at the end of Semester VI.

3.3　Generic Elective Course: A Generic Elective(GE) course shall be of 4 Credits, and may be chosen from an unrelated discipline/subject, with an　intention　to seek exposure. A Core Course offered in discipline/subject may be treated as GE Course for another discipline/ subject and vice versa. If the course has a practical component, the theory component will be of 3 credits theory and 1 credit practical or as prescribed by BoS and approved by the Academic Council.

4.　Ability Enhancement Courses (AEC): The Ability Enhancement (AE) Courses may be of two kinds:

4.1　Ability Enhancement Compulsory Courses (AECC): AECC are based upon the content that leads to knowledge enhancement. Courses on Environmental Studies, Communication Presentation Skills and Technical Writing Skills are mandatory. Communication Presentation Skills and Technical Writing Skills will have 4 credits each and course on Environmental Studies will have two separate courses of 2 credits each.

4.2　Skill Enhancement Courses (SEC): SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies and skills. These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge. Each course will be of two credits or as prescribed by BoS and approved by the Academic Council.

5.　The Course Structure for the Three Year BCA Degree programme shall be as specified below:

5.1 Bachelor of Computer Applications(BCA) Course Structure Details

Semester - I		
Course Code	Subjects	Course Credits
CC-101	Computer Science	4
CC-102	Computer Science	4
CC-103	Mathematics	4
CC-104	Computer Science Laboratory	2
GE -101	To be Selected by College from Approved List	4
AECC-101	Environmental Studies	2
SEC-101	To be Selected by College from Approved List	2
	Total	22

Semester - II		
Course Code	Subjects	Course Credits
CC-201	Computer Science	4
CC-202	Computer Science	4
CC-203	Mathematics	4
CC-204	Computer Science Laboratory	2
GE -201	To be Selected by College from Approved List	4
AECC-201	Environmental Studies	2
SEC-201	To be Selected by College from Approved List	2
	Total	22

Semester - III		
Course Code	Subjects	Course Credits
CC-301	Computer Science	4
CC-302	Computer Science	4
CC-303	Computer Science Laboratory	2
CC-304	Computer Science Laboratory	2
GE -301	To be Selected by College from Approved List	4
GE -302	To be Selected by College from Approved List	4
AECC-301	Communicatio and Presentation Skills	4
	Total	24

Semester - IV		
Course Code	**Subjects**	**Course Credits**
CC-401	Computer Science	4
CC-402	Computer Science	4
CC-403	Computer Science Laboratory	2
CC-404	Computer Science Laboratory	2
GE -401	To be Selected by College from Approved List	4
GE-402	To be Selected by College from Approved List	4
AECC-401	Technical Writing Skills	4
	Total	24

Semester - V		
Course Code	**Subjects**	**Course Credits**
CC-501	Computer Science	4
CC-502	Computer Science	4
CC-503	Computer Science Laboratory	2
DSC-501	Computer Science To be Selected by College from Approved List	4
DSC-502	Computer ScienceTo be Selected by College from Approved List	4
DSC-603	Project	*
	Total	18

Semester - VI		
Course Code	**Subjects**	**Course Credits**
CC-601	Computer Science	4
CC-602	Computer Science	4
CC-603	Computer Science Laboratory	2
DSC-601	Computer Science To be Selected by College from Approved List	4
DSC-602	Computer ScienceTo be Selected by College from Approved List	4
DSC-603	Project	4
	Total	22

Note: *Project Work in place of a DSE starts in Semester V, but evaluated at the end of Semester VI hence no credits assigned in Semester V. Same Course Code DSE-603 assigned in Semester V for project Work.

5.2 Instructional Scheme:
Instructor-in-Charge: Each course may have one or more instructors teaching the course. One of them is to be appointed as Instructor-in-charge.

(ii) Course Coordinatori In case of courses taught by Visiting Faculty, one faculty member from the College shall be associated with the course as course coordinator.

(iii) Course plan: Every Instructor has to submit a course plan at the beginning of the course. The format for the course plan shall be as prescribed by the BOS from time to time.

(iv) Feedback: Individual course feedback is to be taken after the first internal class test as well as overall feedback has to be collected from every student at the end of every Semester to improve the overall quality of the course.

(v) Course File: For each course taught, a file shall be compulsorily maintained by the Instructor-in-charge or the Course-Coordinator comprising of course plan, reading/teaching material used in class, assignments, question papers, student feedback, student attendance record along with final evaluation and gradinq.

(vi) Learning Management System (LMS) is to be used for (iv) and (v) above.

OC-67.5 Scheme of Examination
OC-67.5.1.(a) The Evaluation of the courses shall comprise of the Intra-semester Assessment (ISA) and the Semester End Examination (SEE). A student shall be required to appear for ISA as well as SEE. There shall be an ISA for the practical component also.

(b) The ISA tests shall carry 40% of the maximum marks allotted for the course and SEE shall carry 60% ofthe maximum marks.

(c) The marks for each credit shall be 25. Accordingly, a 2 credit course will have 50 marks and a 4 credit course will have 100 marks.

(d) A Course of 4 credits having only theory shall have ISA for 40 marks and SEE for 60 marks.

(e) A Course of 2 credits having only practical shall have ISA for 20 mark and SEE for 30 marks.

(f) A course of 4 credits having theory and practicar component shalr arso have ISA for total 40 marks and SEE for 60 marks. The ISA for theory

component shall be 15 marks and ISA for practcar component shafl be 25 marks. There will be no separate SEE for practical component.

(g)   Courses of any other number of credits shafl have proportionate markings.

OC-67.5.2. Conduct of ISA

(a) The ISA for. the theory component of a 4 credit course shal be conducted twice in a given Semester, ISA-1 through a written test of 20 marks and the ISA-2 by using alternate modes of evaluation including assignments/ presentations/orals/such other, totalling 20 marks. Courses of any other number of credits shall have propodionate markings.

(b) The ISA for the practical component of a course shall also be conducted twice in a given Semester, ISA-1 through a lab test and the ISA-2 by using alternate modes of evaluation including assignments/presentations/ orals/such other. A record of all the assignments carried out as pat of the practical component shall be maintained by every student in the form of a journal. It is not compulsory to have a hard copy of the journal. It could be a soft copy of the laboratory work that is maintained over any LMS.

(c) Generally, the ISAs for a given Course shall be conducted by the teacher/s teaching that Course.

(d) The Schedule for the ISAs shall be notified to all at the beginning of the Semester

(e) The Marks of the ISA shall be communicated to the students within two weeks after the conduct of the ISA.

(f) ISA-1 shall preferably be conducted by the end of July for odd Semesters and by end of January for even Semesters. Students who fail to appear for the ISA-1 due to a genuine reason shall be given another opportunity by end of AugusflFebruary respectively on a date pre-determined by the College. ISA-2 will be completed as decided by the Instructor/teacher but before the end of the Semester.

(g) Every College shall appoint a three member Committee to monitor the ISA in the College. There would be no remission in workload or remuneration for carrying out this work.

(h) A Student who does not appear for the two ISAs of a Course shall not be eligible to answer the SEE of that Course.

OC-67.5.3. Conduct of SEE for theory component

(a) The SEE shall be conducted at the conclusion of a given Semester, and shall cover the entire syllabus prescribed for the respective Course.

(b) A candidate shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEE provided he/she has appeared for two ISAs of the Course, and fulfils the minimum

attendance requirements as per the relevant rules of the University. A candidate failing to fulfil these conditions shall have to repeat the semester.

(c) A tentative schedule of SEE examination of Semesters I - IV, evaluation, declaration of results shall be prepared by the respective College(s), preferably at the beginning of each academic year and shall be notiniO to their students with a copy to the University. Setting of the question papers, evaluation of answer-scripts and declaration of results shall be Obne UV respective Colleges.

(d) Assessment of answer-scripts of SEE of semesters I - IV shall be organized by the Colleges. The assessment of the SEE answer scripts at the Semesters I - IV shall be done by the teachers of respective Colleges. If two or more Colleges desire to have the same question paper in any of the subjects, a common paper may be set by the teachers from the concerned colleges. For this purpose, a Committee of senior teachers may be constituted by the Principals of concerned Colleges.

(e) The pattern of question pape(s) to be set for the SEE in a given Subject and the scheme of marking shall be decided by the BoS. For this purpose, the BoS shall frame specimen question pape(s) in the conterned Subject for each Semester for the information of the students. Similarly, for practical examinations, the number of laboratory exercises, marks distribution for each exercise and other relevant details shall be decided by the BoS.

(f) The Schedule of the Examination and the setting of question pape(s) for SEE for Semester- V and Semester-Vl shall be done centrally by the University.

(i) A Board of Paper-Setters and Examiners for the SEE of Semester V and VI shall be appointed by the University.

(ii) The Paper-Setters shall finalise the question pape(s); there shall be no objective type of questions at SEE; however short answer questions may be set.

(iii) The paper setters shall also prepare a key for answers to all question/sub-questions and the scheme of marking of the paper set at the examination. In case of descriptive type of answers, only important points to be expected may be highlighted in the key.

(iv) The Chairperson shall personally hand over the sealed set of question papers and answer keys to the Controller of Examinations in the prescribed manner.

(v) Photocopies of the key and the marking scheme for each of the paper of the concerned Semester V and VI shall be given to the

examiners assessing the papers.

(g) The duration of SEE theory paper carrying 40 marks shall be of t hour duration, and those above 40 marks shall be of 2 hours duration.

OC-67.5.4   Conduct of SEE for practical componen

(a) Examination(s) shall be conducted for Courses having practical component. Marks shall be allotted for Journal, laboratory work assigned to the candidate and oral, and shall be broadly as follows: Laboratory work 15%, Journal 5% and Orals 10%. In Oral examination, the examine(s) shall assess the knowledge of the candidate in the Course as well as the experiment(s) performed by the candidate.

(b) The Course instructor/teacher shall be the Internal examiner.

(c) External Examiners shall be appointed for the Laboratory Course examination at Semester - V and Semester - VI in accordance with the University Ordinance OB - 4 from the panel of examiners approved by the Academic Council. However, assessment and grading shall be done jointly by the external examiner and internal examiner for these two semesters.

(d) Lab Paper setting and assessment of Laboratory courses at Semester - I to Semester - IV shall be done internally by the instructor/teacher, teaching the paper/course.

(e) Record of the breakup of mark thus obtained by the candidate for Semesters I to IV, shall be maintained by the respective College in a sealed envelope for a minimum period of 4 years.

(f) A candidate may be permitted, strictly on medical or other genuine grounds, to appear for practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination programmefor Semester-V and Semester-Vl issued by the University. This out of turn appearance may be in the same college in a different batch or in a different College. Such permission may be granted by the University if so recommended by the Principal of the College. The candidate shall be required to remit the requisite fee for his/her being examined out of turn.

OC-67.5.5   Conduct of Project

(a) (i) The project shall be compulsory for all students in lieu of a DSE. Discipline Specific Project (DSP) shall be assigned during the V semester and assessed and credits assigned in the VI semester. The project shall be group project with a maximum of 5 students per group. A teacher shall not be ordinarily assigned more than 2 projects. The project workload will be 2 hours per week for a group of 5 students and for a group of 3 or

less students the workload will be 1 hour per week.

(ii) Project work and the Report shall be based on field wor (library work /laboratory work/ on-the-job training or similar work assigned by the teacher.

(b) The assessment of the Project Course shall be done equally by Internal Examiner (Project Supervisor for 50 marks) and External Examiner (for 50 marks) as per the guidelines defined in the project Manual.

OC-67.5.6 Re-evaluation

Ordinance OC-66.5.6 applicable for B.A., B.Com., B.Sc. for Re-evaluation shall be made applicable for BCA as amended from time to time.

OC-67.5.7   Supplementary Examination

Ordinances OC-66.5.7 applicable for 8.A., B.Com., B.Sc. for Supplementary Examination shall be made applicable for BCA as amended from time to time.

OC-67.5.8   Improvement of Performance

Ordinances OC-66.5.8 applicable for 8.A., B.Com., B.Sc. for Improvement of Performance shall be made applicable for BCA as amended from time to time.

OC-67.5.9   Award of Grades

Ordinances OC-66.5.9 applicable for B.A., B.Com., B.Sc. for Award of Class shall be made applicable for BCA as amended from time to time.

OC-67.5.10 Criteria for Passing in a Course

Ordinances OC-66.5.10 applicable for B.A., B.Com., B.Sc. for passing in a Course shall be made applicable for BCA as amended from time to time.

OC-67.6 Grade Point Average

Ordinances OC-66.6 applicable for B.A., B.Com., B.Sc. for Grade Point Average shall be made applicable for BCA as amended from time to time.

OC-67.7   Ordinances OC-66.7 applicable for B.A., B.Com., B.Sc. shall be made applicable for BCA as amended from time to time.

8. Fees for the BCA Course

(a) BCA FEES FOR THE YEAR 2018 - 2019

Sr. No.	Particulars	FYBCA (Sem I & II) (Rs.)	SYBCA (Sem III & IV) (Rs.)	TYBCA (Sem V & VI) (Rs.)
1	Tuition Fees	39000.00	39000.00	39000.00
2	Gymkhana Fees	420.00	250.00	250.00
3	Student Activity Fees	174.00	174.00	174.00
4	Library Fees	1000.00	1000.00	1000.00
5	Goa University Administrative Fees	1000.00	1000.00	1000.00
6	University Registration Fees	580.00	---------	---------
7	Students' Aid Fund	130.00	100.00	100.00
8	Caution Deposit (refundable)	70.00	---------	---------
9	Library Deposit (refundable)	70.00	---------	---------
10	Identity / Library Cards	75.00	75.00	75.00
11	Computer Lab Fees	3000.00	3000.00	3000.00
12	Examination Fees	2732.00	2590.00	2590.00
13	P.T.A. Fees	100.00	100.00	100.00
14	Development Fees	1000.00	1000.00	1000.00
	TOTAL	**49349.00**	**48289.00**	**48289.00**

Note :
1. Fees are subject to change based on directive of Goa University / Goa Government.
2. Fees for BCA may be increased or decreased based on directive of, Directorate of Higher Education, Govt. Of Goa
3. Caution/Library Deposit will be refunded after all books are returned, Students have to replace lost book
4. Students have to preserve the BCA fees challans and produce it to claim library deposit a the end of third year
5. Fees will be refunded as per Goa University Circular No. GUN/Tuit. Fee/173/2005/448 dated 2/5/2005 (Refer MES college website)
6. Students seeking admission are required to enclose photocopies of their Aadhar Card and the first page of their Bank Pass Book consisting the name of Bank and Branch, SB account number, IFSC and MICR code for the purpose of NEFT Transactions. .

Computer Lab :

The students will have access to a well-equipped computer lab, along with internet facility, which will be allowed to use as per the schedule given. However students are not allowed to use their own CDs or floppies in the lab. Any student found doing so will be fined accordingly. Any damage caused to the computer due to such usage will also have to be compensated by the students.

Meet the Principal or Vice-Principal :

For more details, guardiance and avoidance and advice, if needed the students and the parents should without any hesitation meet the Principal, the Vice-Principal or course Director in their offices, during office hours.

Code of Conduct :

(i)   The College expects the students to conduct themselves with dignity, decency and decorum inside and outside its premises. They will not engage in any such act which will bring disrepute to the college.

(ii)   Attendance at lectures, practicals, tests and examinations is compulsory. Absence at a single lecture, will be considered absence for the whole day. Minimum attendance of 75% per semester is compulsory.

(iii)   Students shall not arrange any function, form associations, arrange meetings or raise funds in the college without prior permission of the Principal.

(iv)   Smoking is strictly prohibited in the college premises.

(v)   Students have to strictly abide by all rules and regulations framed from time to time by the Principal or by the persons authorised by him/her. Disobedience, misconduct, mis behaviour and violation of the rules and regulations will entail punishment including expulsion from the college.

(vi)   In every matter relating to the college, the decision of the Principal shall be final and binding upon every student.

(vii)   Pursuit of excellence is the motto of this college. Students, their parents and guardians should cooperate with the authorities and the staff of the college to translate this goal into reality.

(viii) The college is an academic body and hence the society at large expects it to conform to high standards of discipline, integrity, academic excellence and intellectual honesty. Every student should live up to this expectation, without forgetting that rights also imply duties.

(ix)   The students are expected to maintain decency and modesty in the way they dress.

(x)   The students are advised not to join any coaching classes.

(xi)   Indulging in drinking and drug abuse is strictly prohibited and liable for punishment.

(xii)   The use and possession of cell phone is strictly prohibited in the college campus. Besides confiscation, appropriate punishment shall follow, including a fine of Rs.100/-

(xiii) A Fine of Rs. 50/- shall be collected from the students as punishment for not wearing Identity card within the campus.

CPSHW Committee:

In accordance with the directive issued by the Goa University the college has instituted a "Committee for prevention of sexual harassment of human at workplace". It is an endeavor of the committee to create and maintain a community in which students, teachers and non- teaching

Attendance and Eligibility to appear for examination:
Ordinance OA-17 relating to Minimum attendance for eligibility to appear for examination conducted by College /Goa University. Kindly refer to Website for details (www.mescollege.org)

Note : **Students with less than 75% attendance will not be issued hall tickets.**
No Students / Parents / Guardian should approach the principal for issue of hall tickets once the final list of students having less than 75% attendance is displayed.

Co- Curricular and Extra-curricular activities:
Students are advised to take part in various co- curricular and extra – curricular activities.

(I) **Sports:** The Sports Department provides facilities for certain indoor and outdoor games. While every attempt will be made to provide the requisite sports material for developing the sporting talent of students, no personal kit like clothing and incidental shoes etc. will be provided for them. Further, the travelling and incidental allowance paid to the students for participating in sports and other authorized activities on behalf of the college will be in the nature of a subsidy. It is not intended to cover the actual expenditure incurred by the students and will be paid as per the guidelines of the University.

(ii) **N.S.S & N.C.C :** The college provides NSS and NCC (Army and Navy) schemes to the students. Students are advised to join the schemes which aim to inculcate among the student community a sense of social responsibility and develop national consciousness, besides imbibing in them a sense of discipline.

Identity Card:
Every student shall provide himself/herself with an identity card, and also with laminated Identity Card which shall carry a recent photograph of the student and bear- the signature of the Principal. Every student is expected to show it to the teacher/librarian/office staff on demand. The student found without an identity card may not be allowed to attend the class or enter the library or college premises as the case may be. He/She must bring identity card on every working day. Lost card will be renewed only on payment of Rs. 50/- per card.

Library :
The college Library proudly named after Dr. Tristao Braganza D'Cunha a renowned freedom fighter and an illustrious son of Goa is housed in a spacious and beautiful M.ES. Information Center building, specially constructed to provide all required modern Library and other facilities to the students and teachers, The M.E.S. Information Center has spacious reading rooms for the students and teachers, a study room, which will shortly be equipped with computers and Internet facilities, and open access to book facility. The library has a large collection of books. It subscribes to a large number of periodicals and newspapers. Students are advised to make the best use of the library facility. They will abide by the library rules that will he displayed on the library notice boards. Students will keep absolute silence in the reading room of the library.

staff can work together in an environment free of violence, haresement, exploitation and intimidation

UGC Rules and Regulation on Anti Ragging :

For details on UGC Rgulations on ragging log onto : www.ugc.ac.in or www.mescolleg.org

Zuarinagar - Goa
Dr. R. B. Patil
Principal

Schedule of the academic year 2019 - 20 :

The college will reopen on 17th June 2019 for the new academic year 2019–2020. The details of the academic terms will be as follows :

Sr. No.	Program	First Semester / Term			Second Semester / Term			Vacation / Break		
		Commencement	End	Commencement of Examination	Commencement	End	Commencement of Examination	Type of Vacation / Break	From	To
1	B.A. /B.Sc./ B.Com./ B.C.A	17/06/2019	09/11/2019	21/10/2019	02/12/2019	02/05/2020	13/04/2020	Chaturthi	02/09/2019	07/09/2019
								Winter	11/11/2019	30/11/2019
								Christmas	24/12/2019	01/01/2020
								Summer	04/05/2020	14/06/2020

* Tentative

ACADEMIC CALENDAR
BCA Course

17th June 2019	Start of semester (1,3,5)
25th June 2019	Workshop for in house faculty's on Evaluation and Academic Course Audit
3rd - 8th July 2019	Technical Workshop
01st - 08th August 2019	ISA - I (Theory & Practical)
17th August 2019	Guest lectures
22nd August 2019	Guest lectures
02nd Sept. - 07th Sept. 2019	Chaturthi Break
21th - 27th September 2019	ISA - II (Theory & Practical)
29th September 2019	Career Guidance Talk
21st October 2019 onwards	End Semester Examination
09th November 2019	End of Semesters (1,3,5)
11th Nov - 30th Nov 2019	Winter Vacation
2nd December 2019	Start of semester (2,4,6)
15th December 2019	Result For Semester (1,3)
7th - 12th December 2019	Technical Workshop
24th - 1st January 2020	Christmas Break
11th - 16th January 2020	ISA - I (Theory & Practical)
22nd - 23rd January 2020	Genesis (State level IT Event)
13th February 2020	Personality development and Group Discussion
18th February 2020	Guest lecture
28th February 2020	Guest lecture
22nd Feb - 26th Feb 2020	ISA - II (Theory & Practical)
5th March - 10th March 2020	Career Guidance and placement activities
13th April 2020 onwards	End Semester Examination
15th May 2020	Result For Semester (2,4)
2nd May 2020	End of semester (2,4,6)
4th May - 14th June 2020	Summer Vacations

FACULTY RESOURCE

Mrs. Gauri Dessai,
Co-ordinator BCA, Asst. Prof.
MCA,IIBA (Business Analytics),
SAPBI, B.Sc(Comp. Sc)
Having 12 years of experience
in Industry and Academics
Area of Expertise : OOP, DBMS
& WebTechnology

Ms. Madhumeeta Dhar, Asst. Prof.
M.Com & SET
1 years of experience in
Academics & Research
Area of Expertise :
Accounting & Finance

Mr. Bhiku Bhave, Asst. Prof.
Msc. (IT), B.Sc(Comp. Sc)
Having 12 years of experience
in Academics
Area of Expertise : DBMS &
WebTechnology, Networks.

Ms. Vinita R K Singh, Asst. Prof.
Msc.
Having 1 years of experience
in Industry & Academics
Area of Expertise : OOP & MIS

Mr. Rajesh Tanksali, Asst. Prof.
M.E (IT)
Having 7 years of experience
in Industry and Academics
Area of Expertise : Software Engineering,
Compilers Prog, Data structures,
Programming

Ms. Myrtle Fernandes, Asst. Prof.
MCA
Having 1 years of experience in Academics
& Industrial Experiences of 9 Years
Area of Expertise : Software Development

Mr. Amey Kuncolienkar, B.E(Comp. Sc)
Computer Programmer
Having 15 years of experience in
Academics
Area of Expertise : DBMS,
Programming & Hardware

Ms. Joslyn A Fernandes, Asst. Prof.
MA. English
Having 2 years of experience in Academics
Area of Expertise : Communication &
Technical Writing

Ms. Hasina Shaikh,
Master of Engineering (ME IT)
Having 2 years experience in
Academics
Area of Expertise :Software Engineering

Mr. Aniketh Dessai,
Computer Programmer
Having 9 years experience in
Industries & Academics
Area of Expertise :Hardware & Networking

GUEST FACULTY

Deepak Agarwal - Andriod & Web Technology

Akhila Kamath - H. R. M. & Business Ethics

Trupti Naik - Mathematics

Atiya Shaikh - Environmental Studies

Photo Gallery

Photo Gallery

OUR RECRUITERS

• Virtual Webs • Open Destination • ICICI Bank • IFB • Team Inertia • Srija ech • V - Tech • JP Computers • Indigo Airlines • Jet Airways • PC Station • Andocid Ltd. • Goa Hyundai • Digital Markeeting Goa • Magsons • Helixtech

MES COLLEGE OF ARTS AND COMMERCE

Department of Computer Application (BCA)

Block IV, Above Library
Zuarinagar, Goa, 403 726

Contact : 0832 2556193, 2555772
bca.mes16@gmail.com
mescollege1@gmail.com