

CITIZENS' CHARTER

GOA COLLEGE OF HOME SCIENCE, CAMPAL, PANAJI-GOA

INTRODUCTION

The Goa College of Home Science (GCHS), established in July 1988, is the only College of Home Science in the State of Goa offering a three-year Degree Course - B.Sc. (Hons.) in Home Science. The Degree Course was initiated to facilitate the wholistic education of students in the field of Home Science under the Specialization Streams of Food, Nutrition and Dietetics, Textiles and Clothing, Human Development, Extension Education, and Community Resource Management so as to equip them with skills needed to pursue higher education in an area relevant to their future occupations. The College is funded by the State Government and is affiliated to Goa University.

The GCHS is situated in its own premises at Campal, Panaji on land admeasuring approximately 10,000sq.m. with a built up area of approximately 2500 sq.m. The Institute has well-qualified faculty, well equipped Classrooms, Laboratories, a Seminar Room, Canteen, Library and other areas with the required facilities for Sports and extra-curricular activities.

The teaching-learning process takes place in an interactive environment involving the use of innovative techniques to enhance this process. Participatory techniques are stressed upon with a focus on building up student morale, stimulating independent thinking and fostering creativity. Project work and seminar presentations constitute an integral part of this system.

ORGANISATION AND MANAGEMENT

The Director of Higher Education is the Head of Department and the Budget Controlling Authority for the college.

The Principal, as the head of the Institute discharges administrative, academic and social responsibilities.

VISION

Cultivating Erudite Community Builders

MISSION

To ensure all round development of students, by instilling in them the Institute's core values of innovation, excellence and discipline with a thrust on being self-reliant and responsive to the changing trends in Industry and Society.

TERMS

There are two terms in the academic year, each consisting of a minimum of ninety instructional days. The terms are specified by the Goa University. The academic year begins in the month of June.

DETAILS OF THE COURSE

The College offers a 3-year Degree Course under the nomenclature of Bachelor of Science (Hons.) Home Science. This course follows the Choice Based Credit System as per guidelines prescribed by Goa University.

First Year B.Sc. (Hons.) Home Science

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.

An Academic Year shall comprise two consecutive Semesters (one odd + one even in that order).

Degree to be Awarded

Bachelor of Science (Hons.) Home Science

Objectives of the Course

1. To understand and appreciate the role of interdisciplinary sciences in the development and well-being of individuals, families and communities.
2. To learn about the sciences and technologies that enhance quality of life of the people.
3. To acquire professional and entrepreneurial skills for economic empowerment of the student in particular, and community in general.
4. To develop professional skills in food, nutrition, textiles, housing, product making, communication technologies and human development.
5. To take science from the laboratory to the people.

Duration of course

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

Class strength

Maximum number of students in a class/division shall not exceed sixty.

ADMISSION AND ELIGIBILITY

Eligibility for admission leading to the Degree of Bachelor of Science (Hons.) Home Science shall be as follows.

Eligibility for Admission to Semester I & II (First Year) B. Sc. (Hons) Home Science Course

To be eligible for admission to the Semester-I, the candidate should have passed:

The Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Arts/Science/Commerce Stream,

OR

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

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

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, Goa University, along with the Dean of Faculty and the Chairperson of Board of Studies shall decide the eligibility.

- * A candidate admitted for Semester-I shall be deemed eligible for admission to Semester-II.
- * A candidate who has registered and has requisite attendance for Semester-I and Semester-II shall be eligible for admission to Semester-III.
- * A candidate admitted for Semester-III shall be deemed eligible for admission to Semester-IV.
- * A candidate who has been declared passed in Semester-I to Semester-IV examinations shall be eligible for admission to Semester-V.
- * A candidate admitted for Semester-V shall be deemed eligible for admission to Semester-VI.

SUBMISSION OF APPLICATION FORMS

The admission to F.Y.B.Sc. (Home Science) will be online. Please visit the College website: www.goahomescience.gov.in and click on the "Admission" link. Once you get to the Admission web page, go to point no. 3 and click on the relevant link to fill in the form.

The admission will be as per the availability of seats on a first come first serve basis. The reservation of seats to SC/ST/OBC/PH candidates will be as per the norms of Government of Goa.

Application forms duly filled, shall be accompanied with the following documents:

- a) College Leaving Certificate
- b) H.S.S.C.E. Mark Sheet
- c) Eligibility Certificate
- d) SC/ST/OBC Certificate (if applicable)

For students coming from Universities other than Goa University or Examination Board other than the H.S.S.C. Examination Board Goa, the following documents shall be attached:

- a) Migration Certificate
- b) Passing Certificate

INTIMATION OF PROVISIONAL SELECTION

The list of selected candidates will be notified on the Notice Board of the College. The candidates who apply online will receive an e-mail and SMS message about the date of interview with the Principal. Subsequently, they will also receive a message regarding their selection. Candidates are required to appear before the Principal, along with their parents or responsible guardians and with original certificates for verification and admission. They will bring along with them fees to be paid.

CANCELLATION OF ADMISSION

- 1) If any candidate who is offered admission does not pay the fees within the dates prescribed, the offer will be treated as cancelled.
- 2) Admission offered to candidates will be cancelled if later, Goa University declares that the candidate is not eligible for admission.
- 3) If any information given by candidates in connection with admission is later at any time found to be incorrect, the candidate is liable to be dismissed from the Institute and the fee paid by the candidate shall be forfeited. The decision of the Principal shall be final.

PROGRAMME STRUCTURE

The Programme shall be based on a system of time-integrated Units called Credits, under the Choice Based Credit System. It shall comprise:

Core Courses,
Generic Electives,
Discipline Specific Electives, and
Ability Enhancement Courses

A credit consists of 15 clock hours of Theory or 15 Practical classes each of a duration of 2-hours or its equivalent. Field work, field visits and other such work shall be considered under the Practical category for calculating Credits and workload.

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

Course Structure

Each Course may carry a different weightage in terms of the number of Credits. Each Course will define learning objectives and learning outcomes.

A Course may comprise of any combination of lectures/tutorials/laboratory work/field work/outreach activities/project work/vocational training/viva/seminars/term papers/assignments/presentations/self-study and such other.

Core Course

A Core Course (CC) shall be of 6 Credits and may consist of Theory components and a Practical component, in which case the Theory component will be of 4 Credits and the Practical component will be of 2 Credits, or as prescribed by the Board of Studies and approved by the Academic Council.

From Semester III onwards, students will have a choice of subjects to choose from as Electives/Discipline Specific Electives. These will be detailed out in an Orientation as the new Academic Year begins.

Generic Elective

A Generic Elective (GE) course shall be of 6 Credits and may be chosen from an unrelated discipline/subject, with an intention to seek exposure to the same. It may consist of Theory components and a Practical component, in which case the Theory component will be of 4 Credits and the Practical component will be of 2 Credits, or as prescribed by the Board of Studies and approved by the Academic Council.

Discipline Specific Elective

Discipline Specific Elective (DSE) courses, which may also be of inter-disciplinary nature, shall be offered in the main discipline/subject of study. It may consist of Theory components and a Practical component, in which case the Theory component will be of 4 Credits and the Practical component will be of 2 Credits, or as prescribed by the Board of Studies and approved by the Academic Council.

Ability Enhancement (AE) Courses

AEC Courses are based upon the content that leads to knowledge enhancement. Environmental Studies as an AEC Course is mandatory for all disciplines. Each AE Course shall have only Theory components of four Credits or two separate Courses of 2 Credits each.

SEMESTER-I

Semester I shall consist of:

- ♦ Three Compulsory Core Courses from each specialization in Home Science (CC)
- ♦ Two Compulsory Courses, one in English and one in Environmental Studies (AEC).

The CC Courses in (i) above shall carry 100 marks each (75 marks for Theory and 25 marks for Practical component). The Course in English and in Environmental Studies shall carry 50 marks each.

SEMESTER-II

There shall be:

- ♦ Two Compulsory Core Courses from each specialization in Home Science (CC).
- ♦ One Compulsory Core Course in Life Science (CC).
- ♦ Two Compulsory Courses, one Course in English and one in Environmental Studies (AEC).

The CC Courses in (i) and (ii) above shall carry 100 marks each (75 marks for Theory and 25 marks for Practical component). The Course in English and in Environmental Studies shall carry 50 marks each.

Details of Semester I & II

| Semester | Course Opted | Course Name | Credits |
|----------|---|---|---------|
| I | Ability Enhancement Compulsory Course I | English Communications/ Environmental Science | 4 |
| | CC-1 Theory | Human Development I: The Childhood Years | 4 |
| | CC -1 Practical | Human Development I: The Childhood Years | 2 |

| | | | |
|-----------|--|--|---|
| | | Practical | |
| | CC -2 Theory | Food and Nutrition | 4 |
| | CC -2 Practical | Food and Nutrition Practical | 2 |
| | CC -3 Theory | Fashion Design Concepts | 4 |
| | CC-3 Practical | Fashion Design Concepts Practical | 2 |
| II | Ability Enhancement Compulsory Course -II | English Communications/ Environmental Science | 4 |
| | CC-4 Theory | Dynamics of Communication and Extension | 4 |
| | CC-4 Practical | Dynamics of Communication and Extension Practical | 2 |
| | CC-5 Theory | Resource Management | 4 |
| | CC-5 Practical | Resource Management Practical | 2 |
| | CC-6 Theory | Life Sciences | 4 |
| | CC-6 Practical | Life Sciences Practical | 2 |

SEMESTER-III

Semester III shall consist of:

- i. Three Compulsory Core Courses (Theory & Practical) from three of the specializations in Home Science (CC 7, 8, 9)
- ii. One Skill Enhancement Course from among the options specified (SEC-1)
- iii. One General Elective (Theory & Practical) from among the options specified (GE-1)

The Courses in (i), (ii) and (iii) above shall carry 100 marks each (75 marks for Theory and 25 marks for Practical component).

SEMESTER-IV

There shall be:

- i. Three Compulsory Core Courses (Theory & Practical) from three of the specializations in Home Science (CC 10, 11, 12)

- ii. One Skill Enhancement Course from among the options specified (SEC-1)
- iii. One General Elective (Theory & Practical) from among the options specified (GE-1)

The Courses in (i), (ii) and (iii) above shall carry 100 marks each (75 marks for Theory and 25 marks for Practical component).

Details of Semester III & IV

| Semester | Course Opted | Course Name | Credits |
|------------|-----------------------------------|--|---------|
| III | CC-7 Theory | Physical Sciences | 4 |
| | CC -7 Practical | Physical Sciences Practical | 2 |
| | CC -8 Theory | Communication Systems and Mass Media | 4 |
| | CC -8 Practical | Communication Systems and Mass Media Practical | 2 |
| | CC -9 Theory | Personal Finance and Consumer Studies | 4 |
| | CC -9 Practical | Personal Finance and Consumer Studies Practical | 2 |
| | SEC -1 | <ul style="list-style-type: none"> - Maternal & Child Nutrition - Activities & Resources for Child Development (P) - Surface Ornamentation (P) - Advertising & Social Media - Travel & Tourism | 4 |
| | GE -1 Theory & Practical/Tutorial | <ul style="list-style-type: none"> - Current Concerns in Public Health Nutrition - Adolescent Relationships - Fashion Accessories - Gender, Media & Society - Interior Design | 4+2 |
| IV | CC-10 Theory | Human Development II: Development in Adolescence & Adulthood | 4 |
| | CC-10 Practical | Human Development II: Development in Adolescence & Adulthood Practical | 2 |
| | CC-11 Theory | Nutrition: A Life-Cycle Approach | 4 |
| | CC-11 Practical | Nutrition: A Life-Cycle Approach Practical | 2 |
| | CC-12 Theory | Introduction to Textiles | 4 |
| | CC-12 Practical | Introduction to Textiles Practical | 2 |
| | SEC-2 | <ul style="list-style-type: none"> Nutrition & Health Communication Activities & Resources for Child Development II (P) Housekeeping Product Development in Textiles & Apparel Training & Capacity Building | 4 |

| | | |
|----------------------------------|---|-----|
| GE-2 Theory & Practical/Tutorial | Entrepreneurship for Small Catering Units Child Rights & Social Action Fashion Design & Development Media, Culture & Society Entrepreneurship & Enterprise Management | 4+2 |
|----------------------------------|---|-----|

SEMESTER-V

Semester V shall consist of:

- i. One Compulsory Core Course (Theory & Practical) (CC 13)
- ii. One General Elective (Theory & Practical) from among the options specified (GE-3)
- iii. Two Discipline Specific Electives from among the options specified (DSE-1, DSE-2)

The four Courses in (i), (ii) and (iii) above shall carry 100 marks each (75 marks for Theory and 25 marks for Practical component).

SEMESTER-VI

Semester VI shall consist of:

- i. One Compulsory Core Course (Theory & Practical) (CC 14)
- ii. One General Elective (Theory & Practical) from among the options specified (GE-4)
- iii. Two Discipline Specific Electives from among the options specified (DSE-3, DSE-4)

The four Courses in (i), (ii) and (iii) above shall carry 100 marks each (75 marks for Theory and 25 marks for Practical component).

Details of Semester V & VI

| Semester | Course Opted | Course Name | Credits |
|----------|--------------|--------------------------------------|---------|
| V | CC-13 Theory | Research Methodology in Home Science | 4 |

| | | | |
|-----------|---------------------------|---|-----|
| | CC-13 Practical | Research Methodology in Home Science Practical | 2 |
| | GE - 3 Theory & Practical | <ul style="list-style-type: none"> - Textile Care and Conservation - Gender and Social Justice - Behaviour Change Communication - Facilities and Service Management - Nutrition: A Lifespan Approach | 4+2 |
| | DSE -1 Theory & Practical | <ul style="list-style-type: none"> - Indian Textile Heritage - Theories of Human Development - Food Science | 4+2 |
| | DSE -2 Theory & Practical | <ul style="list-style-type: none"> - Pattern Making & Drafting - Child Rights and Gender Justice - Nutritional Biochemistry | 4+2 |
| VI | CC-14 Theory | Socio Economic Environment | 4 |
| | CC-14 Practical | Socio Economic Environment Practical | 2 |
| | GE - 4 Theory & Practical | <ul style="list-style-type: none"> - Appreciation of Textile Crafts - Care and Well-being in Human Development - Information and Communication Technology for Development - Training and Development - Human Nutrition | 4+2 |
| | DSE -3 Theory & Practical | <ul style="list-style-type: none"> - Apparel Marketing and Merchandising - Human Resource Management - Public Nutrition | 4+2 |
| | DSE -4 Theory & Practical | <ul style="list-style-type: none"> - Apparel Production - Childhood Disability and Social Action - Therapeutic Nutrition | 4+2 |

PROJECT WORK

A Project of 6 Credits, may be opted for in lieu of a DSE Course in Semester VI and shall be designed to acquire special/advanced knowledge. It shall be a specialized course involving application of knowledge in solving/analyzing/exploring a real-life situation/difficult problem.

A student shall undertake such a project under the guidance of a teacher/faculty member. The topic for the Project Work shall be given in Semester V, the candidate shall

be required to carry out work for the Project during Semesters V and VI. The assessment of the Project will be carried out at the end of Semester VI.

Project work and the Project Report shall be based on field work/ laboratory work/ library work/ on-the-job training/ any similar work assigned by the teacher.

Project work shall be assigned to individual students. No group project work shall be permitted.

The Project Report shall be submitted at the end of Semester VI for evaluation.

The assessment of the Project shall be done equally by the Internal Examiner (Project Supervisor for 50 marks) and the External Examiner (for 50 marks) as per guidelines prescribed.

INTERNSHIP

Students are expected to undergo an Internship for a period of one month at the end of the academic year, after completion of the final examination.

Scheme of Examination

The evaluation for the Courses shall comprise of the Intra-Semester Assessment (ISA) and Semester End Examination (SEE).

The ISA tests shall carry 20% of maximum marks allotted for the Course, and SEE shall carry 80% marks.

A purely Theory Course carrying 100 marks shall have an ISA component of 20 marks and a SEE component of 80 marks. A Theory Course having both Theory and Practical component, shall have ISAs only for Theory component for total of 15 marks, and SEE for Theory component of 60 marks and for Practical component of 25 marks. A Theory Course carrying 50 marks shall have ISA component of 10 marks and SEE component of 40 marks.

The ISA for the Theory component of a Course shall be conducted twice in a given Semester, once through a written test, and the other by using alternate modes of evaluation including assignment/presentation/orals/such other. There shall not be any averaging of ISA marks. Generally, ISA for a given Course shall be conducted by the teacher(s) teaching that Course.

The schedule for the ISAs shall be notified at the beginning of the Semester.

The marks of ISA shall be communicated to the students within two weeks.

ISA written test shall preferably be completed by the end of July for odd Semesters and end of January for even Semesters.

Students who fail to appear for the test due to a genuine reason shall be given another opportunity by the end of August/February respectively, on a date pre-determined by the College.

The other mode of ISA will be completed as decided by the teacher but before the end of the Semester.

Every College shall appoint a three-member committee to monitor the ISA in the college. There will be no remission in workload or remuneration to the student for carrying out this work.

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

A candidate shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEE, provided he/she has appeared for two ISAs of the Course, and fulfills the minimum attendance requirements (75%) as per the relevant rules of the University. A candidate, failing to fulfill these conditions, shall have to repeat the Semester.

A tentative schedule of SEE examination, evaluation and declaration of results shall be prepared by the College, preferably at the beginning of each Academic Year for the first two years, and shall be notified to the students, with a copy to the University.

The duration of SEE Theory Course carrying 80 marks will be of two and half hours, Theory Course carrying 60 marks shall be of two hours, Theory Course carrying 40 marks shall be of one and half hours; Practical examination of 40 marks shall be of two hours duration and of 20 marks shall be of one and half hour duration.

Examination(s) for Courses having Practical component shall have marks allotted for journal/lab record book, field work, experiment assigned to the candidate and orals, and may be broadly as follows: Experiment 60%, Journal 20%, Orals 20%. The final break-up of marks shall be as recommended by the BoS, approved by the Academic Council and notified by the University to the College(s).

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.

Examiner(s) shall take into account the regularity of the candidate in attending the Laboratory Course and presentation of the journal. For subjects having field work component, the candidate shall be required to submit the report of such field excursion(s) along with the journal(s) for assessment. The examiner(s) shall consider the report along with journal(s) while allotting the marks.

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.

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

The Practical examination shall be treated as an independent head of passing.

Award of Grades

1. Marks awarded in each Course shall be represented in the form of Grades in the grade sheet issued at the end of each Semester.
2. Letter Grade shall be the index of the performance of students in a said Course, denoted by letters O, A+, A, B+, B, C, P and F, and calculated based on Grade Point and marks obtained for each Course, as shown in the Table below. A candidate registered for the three years B.Sc. Degree Programme, to be declared successful, shall be required to obtain a minimum Pass Grade (P) in all Courses.
3. The conversion of marks into Grade and Grade Point shall be as follows:

| Marks % | Letter Grade | Grade Point |
|----------------|---------------------|--------------------|
| 85 - 100 | O (Outstanding) | 10 |
| 75 - <85 | A+(Excellent) | 9 |
| 65 - <75 | A (Very Good) | 8 |
| 55 - <65 | B+(Good) | 7 |
| 50 - <55 | B (Above Average) | 6 |
| 45 - <50 | C (Average) | 5 |

| | | |
|----------|-------------|---|
| 40 - <45 | P (Pass) | 4 |
| 0 - <40 | F (Fail) | 0 |
| --- | Ab (Absent) | 0 |

- A student shall be required to score a minimum of 'P' grade in ISA, SEE and Practical components taken together to pass in a Course in a Semester. Marks secured by the student in ISA shall be carried forward even if he/she fails in the paper.
- A Semester-end Grade Point Average (SGPA) Certificate shall be issued to all the registered students after every Semester, based on the Grades earned.

CUMULATIVE GRADE POINT AVERAGE

- The Final result shall be declared as CGPA, earned at the end of the Programme, which shall be a measure of overall cumulative performance of a student over Semesters V – VI.
- The CGPA shall be the ratio of Total Credit Points secured by a student in all Core Courses and best of DSEs to the maximum number of Credits required in the T. Y. Semesters V and VI, calculated as specified under Ordinance OA-16.4.6.
- In case a candidate has accumulated more than required number of Credits, the CGPA shall be calculated taking into accounts all the Core Courses at T. Y. and the best of Discipline Specific Elective (DSE) Courses, without forgoing the minimum number of DSEs required under each Subject.
- Additional DSEs offered if any will be shown on the grade sheet. CGPA shall be expressed up to two decimal places.
- The CGPA shall be converted to the Final Letter Grade, as shown in the table below:

| CGPA | Grades |
|-------------|----------------|
| 10.0 | O(Outstanding) |
| 9.0 - <10 | A+ (Excellent) |

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

CO-CURRICULAR ACTIVITIES

The Goa College of Home Science organizes numerous activities for students and the community. In a special way, the College commemorates **World Breastfeeding Week (1st to 7th August)**, **National Nutrition Week (1st to 7th September)**, and **Youth Week (2nd week of January)**.

The College has also established a **“Nature Club”** which organizes various treks and other activities like visits to nature related sites, waste treatment plants, activities related to waste segregation, e-waste collection, guest lectures on various environment related topics, short workshops on gardening in PET waste containers, and so on.

Students’ Council, Consumer Welfare Club, Rotaract Club, and Stress-Buster Club are other active student bodies.

Every year, the College organizes State-level and/or National-level Workshops and/or Seminars.

EXTRA-CURRICULAR ACTIVITIES

Competitions and activities are important for the all-round development and enrichment of the student community. The Students’ Council of the College organizes various competitions and activities during the academic year. Various sporting events are also conducted for the students and the staff. The students are also encouraged to participate in various Inter Collegiate competitions and in the past have won many laurels.

The College organizes the Annual Sport Events and the Annual Gathering, which is open to parents and family members of the students to attend. The students also have an option to go on a study tour in the month of October-November during the Diwali break.

NATIONAL SERVICE SCHEME (NSS)

The Goa College of Home Science actively promotes NSS and the students are encouraged and motivated to adhere to the NSS motto “**Not Me But You**”. The NSS aims to develop the personality of students through community service. The various activities conducted by the NSS Unit are under the broad areas of Education and Recreation, Environment Enrichment and Conservation, Health, Family Welfare, Nutrition Programs, etc.

PARENTS’ ROLE

Goa College of Home Science prizes the role of parents in a child’s education and strongly believes that the involvement of parents, influences the academic achievement of their children. In this respect, the College encourages the parents to be partners in education in the following ways:

- ### Parents/guardians should confirm that their ward has completed the admission procedure by paying the appropriate fees to be a bonafide student of the College.
- ### They should periodically visit the College and the teacher(s) in response to notices or SMS messages sent to them, and to check on their wards’ attendance and performance/progress.
- ### The College holds a **Parents Meet** twice a year, and parents are expected to attend this meet.
- ### They are also expected to attend the Annual College Day and any other special events organized.
- ### They should ensure that their ward is decently, comfortably, and appropriately dressed to suit the teaching-learning atmosphere of the College.
- ### They should inform the Principal/Teacher(s) in advance/immediately if their ward is absent in class for more than two-days at a stretch due to any reason. An

accompanying medical certificate has to be submitted for absence due to illness to be excused.

- ☛ They should encourage their ward to actively participate in co-curricular and extra-curricular activities organized by the College or when required to represent the College in external forums.
- ☛ For any difficulties/problems/inquiries they are requested to make a prior appointment with the Principal/Teacher(s) concerned to discuss the issue at hand.

INSTANT SMS SERVICE TO UPDATE PARENTS

The College has recently introduced an SMS service, to keep parents updated about the activities and programmes of the college and the progress of their wards. By signing up for this service, parents will receive timely SMS messages about the schedule of examinations, special programmes and holidays if any, and meetings and events organized. This SMS service will be available to every parent at a nominal fee of Rs. 360 per year, and is included in the fee structure for the academic year 2018-19. This is a one-time, non-refundable payment.

RULES OF CONDUCT

- ▶ Rules of conduct as applicable to students joining the course should be strictly followed.
- ▶ In relation to any clause or section of the Prospectus the interpretation of the Government shall be final.
- ▶ The rules of examinations, dates of starting and closing of terms etc. stipulated by Goa University from time to time will be applicable.

COLLEGE REGULATIONS (GENERAL)





1. The College attaches great importance to good discipline and the same shall be scrupulously observed by all the students. Disobedience, misconduct, misbehavior or failure to comply with any of the rules will be dealt with severely.

2. Students of the College shall abide by the rules that may be made by the Principal of the College from time to time and shall do nothing inside or outside the College that will interfere with its orderly Administration.
3. Students' should conform to a dress code in keeping with expected decency & decorum.
4. Conduct of students in the classes as well as in the premises of the College shall be such as will cause no disturbance to fellow students or to other classes.
5. Students must not attend classes other than their own.
6. Students must not loiter in the College premises while the Classes/Examinations/ Tests are in progress.
7. A Complaints Committee has been constituted to deal with reports of **Sexual Harassment of Women at the Work Place** and to ensure the prevention of Sexual Harassment of women. Appropriate disciplinary action shall be initiated in accordance with the rules against the offender if found guilty.
8. Students are expected to take proper care of the College property and to help in keeping the premises neat and clean.
9. Cleanliness in Laboratories is to be maintained during and after the practicals.
10. No person shall be invited to address a College meeting without the prior permission of the Principal. Even in College debates it is necessary to get all the subjects proposed for discussion approved previously and such debates should be held under the presidentship of a person approved by the Principal.
11. The students should take care of their personal belongings and not leave their belongings anywhere in the premises. The College shall not be responsible for any theft or loss of belongings.
12. Students are not permitted to use mobile phones during College hours.
13. Students are expected to be on time for their classes; if not, they may not be permitted to attend the classes.
14. For any Financial Assistance/Scholarship/Students Aid/Support Services, students may contact the College Office/Respective Class Coordinator.
15. Students must attend all classes, practicals, seminars, etc. according to the timetable on all working days of the College. **Students should not absent themselves from classes, practicals, seminars, and examinations without the prior permission of the Principal.**

16. Every student shall compulsorily submit the course work (articles, garments, journals etc.) from time to time as instructed by the respective teacher/Principal, failing which they shall face the consequences thereof.
17. A minimum of **75% attendance** in lectures and practicals etc. is required for students to answer the Annual Examination, failing which they will not be eligible to appear for the Annual Examination.
18. **“Ragging”** is banned strictly in the College and anyone found indulging in **“ragging”** is likely to be punished which may include expulsion from the College. **(Ref: The Goa Prohibition of Ragging Act, 2008 & UGC Regulations on curbing the menace of Ragging in Higher Education Institutions, 2009)**
19. Smoking in the College premises is strictly prohibited.
20. **“Possession and consumption of drugs is an Offence”** and is strictly prohibited in the College premises.
21. Absolute silence is expected in the College Library.
22. Every student must have their identity card with them when they are in the College premises.
23. The parents, guardians and the students are requested to help the College Authorities to attain academic excellence.
24. Students must read the Notice Board regularly.
25. If, for any reason, in the opinion of the Principal (which shall be final), the continuance of a student in the College is detrimental to the best interests of the College, the Principal may ask the student to leave the College without assigning any reason for the decision.

The decision of the Principal in matters relating to the College shall be final and Conclusive.

LIBRARY RULES

-  The Library is open on all working days from 9.15 a.m. to 4.45 p.m.
-  Bags and other belongings should be stored on the shelves near the entrance of the Library at the owner's risk.
-  Eating, sleeping and talking loudly are strictly prohibited in the Library.
-  Readers should not mark, underline, dog ear, write, and tear pages of the books and other printed materials.

- 📖 Books issued from the library should be returned within 7 days from the date of issue, failing which, students will be charged a fine of Rs.5/- per day.
- 📖 Readers can renew/reissue the books again after the completion of the charging period, subject to the same books not being requested from other readers.
- 📖 In case of loss/damage of a book the student will have to replace a copy of the same. If any student fails to compensate for a lost/damaged book, then their result will be withheld.
- 📖 Anyone who violates the rules & regulations of the library would be liable to lose the privilege of library membership & may be debarred from using the library facilities.

IDENTITY CARDS

Every student must obtain from the College Office a student's Identity Card. Applications for this will have to be accompanied by the fee receipt and two copies of the student's photograph when notified. Every student must have their Identity Card with them during the College hours and during College and University Examinations to be shown whenever asked for. In case of loss of the original Identity Card, necessary charges of the duplicate Identity Card should be paid by the students.

MATERIAL FOR CLASSES/PRACTICALS

Each student is required to procure the following material for the conduct of classes/practicals:

1. Laboratory coat for the Food Laboratory
2. Laboratory coat for the Chemistry Laboratory
(*Specification for the coats will be notified in the College*)
3. Required material from time to time for drafting/stitching of garments (Brown paper, Sewing Kit, Fabric, etc.)
4. Cutlery kit for the Food Laboratory
5. Journals, etc.
6. Required material for project work and seminar presentation.

BRIEF PROFILE OF FACULTY MEMBERS

Dr. Mahesh Pai

Principal

M.A., Ph.D. (Psychology), Diploma in HIV/AIDS Related Counseling

Full Time Teaching Faculty:

Dr. Daisy John, Associate Professor,

Ph.D, PGDEM

Ms. Rita Godinho e Vaz, Associate Professor

M.Sc. (Textiles & Clothing) SET

Ms. Ranju Joshi e Kunkalikar, Associate Professor

M.Sc. (Food Science & Nutrition) NET

Ms. Charlotte Facho e Lourenco, Associate Professor

M.Sc. (Home Science) Textiles & Clothing SET

Ms. Varsha @ Swetal S. Naik, Assistant Professor

M.Sc. (Home Science) Food, Nutrition & Dietetics, NET

Ms. Gauravi Gajanan Shirodkar, Assistant Professor

M.H.Sc. (Food Science & Nutrition) NET

Faculty on Contract Basis:

Ms. Suvarnagowri Y, Assistant Professor

M.Sc. (Home Science) Textiles & Clothing, PG Dip. CATD, PG Dip. Marketing Management, NET

Ms. Larissa Rodrigues, Assistant Professor

M.Sc. (Home Science) Human Development, P.G.Dip.HRDM, SET

Ms. Nezima Lawrence, Assistant Professor

M.A. Psychology, PGDGC

Ms. Roopa Mulgaonker, Assistant Professor

M.Sc. (Home Science) Family Resource Management

Ms. Mitali Bhate, Assistant Professor

M.Sc. (Home) Home Science Extension & Communication

Ms. Delilah Antao, Assistant Professor

M.A. English

Non-Teaching Staff:

Administrative Staff

Neha Datye
Yoganand Naik
Andrea Dias
Tushar Gaunker
Pratiksha Kunkolienkar

Laboratory Assistants

- Rajendra C. Naik
- Dilip D. Sawant

Support Staff

- Namdev Y. Parab
- Pushpa Kunkolkar
- Rajan Parsekar
- Rajesh Naik
- Sneha Haldankar
- Poornima Kunkolkar
- Shweta Naik
- Sumitra Gaonkar

***IGNOU* STUDY CENTRE**

AT GOA COLLEGE OF HOME SCIENCE

IGNOU (Indira Gandhi National Open University) has emerged as the largest Open University in the world and aims to democratise education by taking it to the doorsteps of the learners, offering need-based academic programmes, providing access to high quality education to all, setting and maintaining standards in distance education in the country as an apex body. The university offers both short-term and long term programmes leading to Certificates, Diplomas, Advance Diplomas and Degrees.

The Goa College of Home Science is one of the privileged institutes for being approved as a study centre (08032 P) of IGNOU from the academic year 2016-17 for the following courses:

1. Master of Science-Dietetics and Food Service Management (MScDFSM),
2. Diploma in Nutrition & Health Education (DNHE)
3. Certificate in Food and Nutrition (CFN)
4. Certificate in Nutrition and Child Care (CNCC)
5. Diploma in Early Childhood Education (DECE)
6. Post Graduate Diploma in Counselling and Family Therapy (PGDCFT).

Some of the faculty from the department of Foods, Nutrition & Dietetics, and Human Development from Goa College of Home Science and from Hotel Management Institute, Nursing School and other aided colleges in Panjim, have been selected as Academic Counsellors by IGNOU, for teaching the above mentioned courses.

The academic counselling sessions are held on Sundays at the College premises.

Ms. Ranju S. Kunkaliker, a senior faculty member from Goa College of Home Science is the Co-ordinator for the Study Center and Ms. Nityashri Iyer (student) is the part time staff for IGNOU related work.

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

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

Title, Commencement and Applicability

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

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

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

Objectives

To prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

What constitutes Ragging

Ragging constitutes one or more of any of the following acts:

- a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student ;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Action to be taken by the Head of the Institution

On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of

receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely:

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

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

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

Administrative action in the event of ragging

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

- a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
- i. Suspension from attending classes and academic privileges.
 - ii. Withholding/withdrawing scholarship/fellowship and other benefits.
 - iii. Debarring from appearing in any test/examination or other evaluation process.
 - iv. Withholding results.
 - v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vi. Suspension/expulsion from the hostel.
 - vii. Cancellation of admission.
 - viii. Rustication from the institution for period ranging from one to four semesters.
 - ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
 - x. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
- i. in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
 - ii. in case of an order of a University, to its Chancellor.
 - iii. in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

Location of College

The Goa College of Home Science is centrally located in a prime area of the capital city Panaji. It is in close proximity to the Sports Authority of Goa, Bal Bhavan, Campal Parade Grounds, Criticare Hospital, Panjim Fire Brigade and Caculo Mall and offers easy access to road transport and popular eateries.

Office Timings

Monday to Friday: 9:15 a.m. to 4:45 p.m.

Saturday: 9:15 a.m. to 1:15 p.m.

Goa College of Home Science,

D. B. Road, Campal, Panaji-Goa. 403001

Tel: **2227603**

Fax: **2425254**

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