I N D E X

RECAST ORDINANCES

PART – A

Ordinances applicable to University and Colleges

New recast Ordinance No.	Existing Ordinance No.	Subject	Page No.
OA-1	2	Ordinance relating to conferment of degrees and other academic distinction and grant of diploma and certificates	
OA-2	3	Ordinance relating to the recognition of persons as teachers of the University	
OA-3	4	Ordinance prescribing duties of teachers of the Goa University	
OA-4	43	Code of Professional ethics for University teachers	
OA-5	5	Ordinance relating to general instructions to Chairman, Board of Examiners, Paper Setters and Examiners at the Examination in all the faculties and other connected matters of conduct of exams.	
OA-6	6	Ordinance relating to scales of remuneration to teaching and non-teaching staff at the examination	
OA-7	11	Ordinance relating to the fees to be charged for undergraduate and post-graduate courses of study in the University and fees prescribed for registration as a post-graduate student for a Master's degree course whether by papers or by research for Medical degree course or diploma course or certificate course and for Doctor of Philosophy	
OA-8	12	Ordinance relating to the applications for grant out of the research fund.	
OA-9	14	Ordinance regarding medium of instruction	
OA-10	20	Ordinance covering fees for various examinations conducted by the University	
OA-11	23	Ordinance relating to preparation of panels for appointment of paper setters and examiners and their qualifications.	
OA-12	25	Ordinance for appointing staff for the conduct of examination	
OA-13	28	Ordinance relating to the merit lists	
OA-14	41	Ordinance regarding Board of Studies in various subjects	
OA-15		Ordinance relating to procedure for the evaluation of answer papers of Professional Examinations.	
OA-16		General Ordinance for the award of class at the University Examinations, Duration for completing a course and other related matters.	
OA-17		Ordinance relating to minimum attendance for eligibility to appear for Examinations conducted by Goa University.	
OA-18		Ordinance for Credit-Based Masters Degree Programmes in the subjects of Languages, Humanities, Commerce and Sciences in Goa University and Affiliated Colleges (Applicable for	

		candidates who registered from the academic year 2014-15 onwards).	
OA-18A		Ordinance governing the M.A., M.Sc. and M.Com. Programmes of study conducted by the on-campus Departments of the Goa University and its affiliated colleges in the Faculties of Languages and Literature, Social Sciences, Natural Sciences, Life Sciences and Environment, and Commerce and Management, based on the Choice Based Credit System of Instruction.(Effective from Academic Year 2018-19 onwards).	
OA-19		Ordinance Governing the Degree of Doctor of Philosophy (Ph.D.) (Applicable for candidates who registered from the academic year 2014-15 onwards)	
OA-19A		Ordinance Governing the Degree of Doctor of Philosophy (Ph.D.) (under Section 24(1) of the Goa University Act, 1984) (Applicable for candidates who registered from the academic year 2017-18 onwards).	
OA-20		Ordinance relating to the Policy of Admission to the Post Graduate Academic Programmes of Goa University (Applicable for candidates who registered from the academic year 2014-15 onwards)	
OA-21		Ordinance relating to the Community College (effective from the academic year 2014-2015).	
OA-22		Ordinance relating to Credit-Based Masters Degree in Business Administration (Financial Services) [MBA(FS)] and Bachelors Degree in Business Administration (Financial Services) [BBA(FS)] at Goa University and Affialiated Colleges under the Faculty of Commerce (w.e.f. Academic year 2015-16 onwards)	
OA-23		Ordinance relating to the Degree in Bachelor of Vocation (B.Voc.) (w.e.f. 2015-2016)	
OA-24		Ordinance for Masters Degree in Business Administration (MBA), Bachelors Degree in Business Administration (BBA) and Integrated Masters in Business Administration (IMBA) at Goa University and in its affilioated Colleges (applicable for candidates who register from the academic year 2016-17 onwards)	
OA-25		Ordinance OA-25 relating to Challenge Evaluation in the SEE/SEA/University examination component of theory course/s.(w.e.f. 12th March 2018)	
OA-26		Award of entitlement marks at the University Examinations under the Choice Based Credit System (CBCS) for B.A./B.A. (Hons.)/B.Sc./B.Sc. (Hons.)/B.Com./B.Com. (Hons.) Programmes.	
OA-27		Ordinance governing the Credit-Based-Integrated Master of Commerce (I.M.Com.) Degree Programme of study conducted by the on-campus Departments of Goa University and its affiliated colleges.	

SCHEDULE OF PART – A

Ordinance applicable to the University and Colleges

New recast Ordinance No.	Existing Ordinance No.	Subject	Page No.
OSA-1	6.15(b)	Schedule for appointment of under study Supervisor/s. Relieving Supervisor/s, Peons, Watchman, Hamals, and such others for the University Exams	

Forms of Part - A

New recast Ordinance No.	Existing Ordinance No.	Subject	Page No.
Form A-1	3	Application for recognition as teacher of the University	
Form A-2	3	Application for recognition as a teacher of the University for the Ph.D. degree	
Form A-3	3	Application for recognition as a teacher of the University for medical degrees and diplomas	
Form A-4	3	Application for recognition as a teacher of the University for the M.D.S. Degree	
Form A-5	3	Application for Renewal of recognition as a teacher of the University	
Form A-6	12	Application for grants out of the research fund	
Form A-7	41	Proforma for the submission of the minutes of Board of Studies	

PART A

Ordinance applicable to University and Colleges

OA-1 Ordinance relating to conferment of degrees and other academic distinctions and grant of diplomas and certificates. (Under Section 24(1) of Goa University Act, 1984).

OA-1.1 The Executive Council shall institute on the recommendation of the Academic Council, degrees, diplomas, certificates and other academic distinctions in the different Faculties of the University constituted under the statutes.

OA-1.2 The Executive Council shall confer the degrees and other academic distinctions instituted under clause (1) above, upon persons, who are duly qualified for such award in accordance with the Ordinances and the Regulations at a Convocation to be held in accordance with the provision of the statutes.

OA-1.3 The Executive Council shall grant diplomas and Certificates to such persons as have undergone the prescribed courses and have passed the qualifying examinations for the same in accordance with the Ordinances and the Regulations.

OA-2 (effective from 11th July, 2017) Ordinance relating to the recognition of persons as teachers (Post Graduate, M.Phil and Ph.D Degree) **of the University.** (Under Section 24(1) of Goa University Act, 1984).

OA - 2.1 (effective from 27th January, 2015) (a) A person shall be recognized as a teacher of the University on the recommendation of a committee constituted for the purpose, consisting of:

i)	Vice-Chancellor	- Ex-officio Chairman
ii)	The Dean of the Faculty concerned	- Member
iii)	The Head of Department of the University / affiliated College / Institutions concerned.	- Member
iv)	An expert in the subject for which the teacher is to be recognized, who shall be nominated by the Vice-Chancellor.	- Member

(effective from 27th January, 2015) (b) A Person shall be recognized as a teacher of the University in additional subjects, on the recommendation of the Committee constituted for the purpose, as under:

i)	Vice-Chancellor	- Ex-officio Chairman
ii)	The Dean of the Faculty concerned	- Member
iii)	The Head of Department of the University / affiliated College / Institutions concerned.	- Member
iv)	Two subject experts having expertise in the subject in which the teacher is to be recognized, to be nominated by the Vice-Chancellor.	- Members

OA-2.2 The Executive Council shall, after considering the recommendations of the Committee, grant or withhold recognition of such teachers in the manner required by the ordinances.

OA-2.3 Except in the case of persons with pre-eminent qualifications, recognition will ordinarily be granted only on application made in the prescribed form.

OA-2.4 **(effective from 11th July, 2017)** Every application for recognition as a teacher of the University shall be made in the prescribed form in quadruplet, or five copies in case of additional subject, and shall be submitted through the Head of the College/ Recognized Institution in which the applicant is working, along with the prescribed processing fees.

OA-2.5 **(effective from 27th August, 2018)** (i) The Head of the College or Recognized Institution through whom the application is submitted, and the applicant, shall provide additional information as may be required by the University in connection with application of the candidate to be recognized as a teacher of the University.

(effective from 27th August, 2018) (ii) The University shall process such applications, ordinarily within a period of 60 days. If the recognition is not granted, the reason/s shall be communicated to the applicant and the candidate shall be eligible to apply *de novo* for recognition after a moratorium period of 24 months from the date of communication of the decision along with the prescribed processing fees.

OA-2.6 For Master's Degrees by Papers & Research.

OA-2.6.1 For Master's Degrees by Papers

Teacher to be recognized for the Master's degree by papers must have:

A Master's degree by papers either in the first class or with distinction and three year's experience of teaching the subject to degree classes; **OR**

A Master's degree by papers in the second class, or a Master's degree by papers where no class is awarded, and five years' experience of teaching the subject to degree classes; **OR**

A Master's degree by research or published work of acknowledged merit (other than publications based on thesis submitted for any research degree) and five years' experience of teaching the subject to degree classes; **OR**

A Ph.D. Litt. Or D. Sc. Degree and three year's experience of teaching the subject to degree classes or published work of acknowledged merit (other publications based on thesis submitted for any research degree).

Further that for the purpose of teaching statistics in any Faculty, persons must have a Master's degree in the Second Class in Statistics of this University or of any other University.

OA-2.6.2 For Masters Degree by Papers and Research.

Teacher to be recognized for the Master's degree by papers and Research must have, in addition to the above clauses under OA-2.6.1, at least two publications or equivalent published research work of merit.

OA-2.7 Notwithstanding anything contained in this ordinance, a person who is a Chartered Accountant and who has at least five years experience of teaching the subject of Accounting and Auditing to degree classes may be deemed eligible for recognition as a teacher for the M.Com. degree in Cost Accounting.

OA-2.8 Notwithstanding anything contained in this Ordinance a teacher may be recognized for the LL.M. degree, even though he may not have a Master's degree by papers in Law, provided that he has at least five years experience of teaching the subject to degree classes.

OA-2.9 Teachers holding the B.Ed. degree at least in the second class and a Master's degree in Arts or Science at least in the second class with seven years teaching experience in a Secondary Training College, shall also be, deemed qualified for recognition as teachers for the M.Ed. degree by papers.

OA-2.10 Teachers holding the M.Ed. degree, at least in the second class, if by papers, and having three years experience in a Secondary Training College, including colleges for post graduate studies in education, shall be deemed qualified for recognition as teachers for the M.Ed. degree.

OA-2.11 M.E. Degree

A Ph.D. degree or a Master's degree in engineering in special subjects where there is shortage of teachers, or the subject is not taught at the undergraduate stage, the minimum conditions specified may be waived, provided that both the Recognition Committee and the Executive Council are satisfied that the required number of persons with the prescribed minimum qualification are not available for teaching the subject and the only persons available are qualified to teach it because of their scholarship or specified knowledge.

OA-2.12 (effective from 27th August, 2018) For the Ph.D. Degree

(a) All persons recognized as Ph.D. Guide by Goa University shall be eligible to work as Guides for the Ph.D. Degree in which she/he is recognized.

(b) The following persons shall be eligible to apply for recognition as Ph.D. Guides of this University:

(i) All the confirmed full time Faculty members: Assistant Professor, Associate Professor and Professor from the Post Graduate Department of Goa University and Research Centres, having a Ph.D. Degree with minimum of five publications in refereed journals in case of Professor, and minimum of two publications in case of Associate/Assistant Professor, are eligible to apply for recognition. The published data shall be from independent research, other than the data used in the thesis.

(ii) All confirmed research scientists from recognized research Institutes having a Ph.D. Degree and minimum of 2 years of post Ph.D. research experience as evidenced by published work from independent research other than the data from the thesis, with minimum of five publications in refereed journals, are

eligible to apply for recognition as Research Guides of Goa University.

(c) In addition to the above, candidates seeking recognition as Ph.D. Guide, shall also have to fulfil the conditions laid down by the regulatory Bodies/Councils such as Medical Council of India/Dental Council of India, wherever applicable.

OA-2.13 (effective from 11th July, 2017) - Deleted -

OA-2.14 For Medical Degrees and Diplomas.

1. Teacher to be recognised as undergraduate teacher in any medical discipline must have:

i) A Post-graduate degree qualification recognised by Medical Council of India.

ii) Three years teaching experience to the undergraduate classes in the capacity of demonstrator/Senior Resident after acquiring the post graduate degree.

OA-2.15 Teachers to be recognized as Post graduate teacher (guide) for the Medical Degrees and Diplomas in Pre-Clinical, para-clinical and Clinical subjects must have:-

i) A post graduate degree qualification recognized by Medical Council of India.

ii) Eight years teaching experience out of which at least five years teaching experience as Assistant Professor gained after obtaining Post graduate degree.

iii) At least 2 publications or equivalent published research work of merit.

(b) Clinical Subjects

OA-2.16 B. D. S. Degree

Teacher to be recognised as undergraduate Teacher in any dental discipline must have:-

i) A Post-graduate degree qualification recognised by Dental Council of India.

ii) Three years teaching experience to undergraduate classes in the capacity of clinical assistant/dental surgery/ Resident after acquiring the postgraduate degree.

(c) Non-clinical and Clinical Subjects

OA-2.17 M. D. S. Degree

Teachers to be recognised as postgraduate teacher (guide) for the Dental Degrees and Diplomas in Dental subject must have:-

i) A post graduate degree qualifications recognised by Dental Council of India.

ii) Five years teaching experience of teaching the subject to the undergraduate

classes after acquiring postgraduate degree and recognised as undergraduate teacher.

iii) Published research work of recognised merit or at least three articles published in recognized/indexed national or international dental journals, as first author.

iv) Must have presented at least three papers in national/international official Conferences of Dental Associations.

v) Must have participated/attended at least three continuing Dental Education Courses/ workshops after being recognised as undergraduate teacher.

vi) In case of subjects like oral surgery, fascia- mascillary surgery or equivalent disciplines, must be member of unit in capacity of Head or Assistant, either single or together and be in independent charge of at least 10 beds.

OR

vii) In special cases, a candidate may be recognised as postgraduate teacher if

a) he is already a recognised postgraduate teacher of any other University and recognised as equivalent thereto by this University and Dental Council of India.

b) Five years teaching experience of teaching the undergraduate classes after acquiring postgraduate degree and recognised as undergraduate teacher of any other University recognised as equivalent thereto by this University and Dental Council of India and fulfilling clauses (iii), (iv), (v) and (vi) as above.

OA-2.18 M.D.S. Degree

Teachers to be recognized for the M.D.S. degree must have a post-graduate qualification in the subject obtained after at least one academic years training, including practicals and clinical or a research degree in dental subjects and either five years experience of teaching the subject to undergraduate classes gained subsequent or prior to their obtaining a post graduate qualification as a Professor; Assistant Professor in a recognized dental college or three years' experience of teaching the subject to undergraduate classes as Professor, Assistant Professor and published research work in a recognized journal.

OA-2.19 In special cases the Executive council shall have power on the recommendations of the committee for recognition of persons as teachers of the University, to grant recognition to officer Specialist of the Armed forces who have been in the service for a period of at least ten years of which not less than five years should be after obtaining the requisite post graduate qualification in the subject concerned and have a minimum experience of 2 years of conducting the refresher courses in the subject of their specialty for the Armed Forces personnel; **OR**

OA-2.20 Eminent persons attached to a teaching dental institution possessing a post graduate qualification in the subject and having a practice of not less than fifteen years and having published research work to their credit.

OA-2.20(A) (Effective from 3rd July, 2015) M.Sc. Nursing

OA-2.20(A).1 (i) To be recognized as a teacher for the M.Sc. Nursing

Programme, the person is required to have:

(a) A postgraduate degree in Nursing recognized by the Indian Nursing Council.

(b) Three years teaching experience at the undergraduate Nursing Programme after acquiring the postgraduate degree.

(ii) **To be recognized as a guide for the M.Sc. Nursing Programme, a teacher is required to have:**

(a) A postgraduate degree in Nursing recognized by the Indian Nursing Council.

(b) Three years teaching experience at the undergraduate Nursing Programme after acquiring the postgraduate degree.

OA-2.21 **(effective from 11th July, 2017) -** Deleted -

OA-2.22 **(effective from 11th July, 2017) -** Deleted -

OA-2.23 **(effective from 11th July, 2017) -** Deleted -

OA-2.24 **(effective from 11th July, 2017) -** Deleted -

OA-2.25 Every recognized teacher must be attached to a college or a recognized institution and ordinarily his recognition will continue as long as he answers to the designation on the basis of which he was granted recognition.

OA-2.26 **(effective from 11th July, 2017) -** Deleted -

OA-2.27 **(effective from 11th July, 2017) -** Deleted -

OA-2.28 **(effective from 11th July, 2017) -** Deleted -

OA-2.29 **(effective from 11th July, 2017)** The teacher recognized as Guiding Teacher for the Ph.D. Degree Programme in a subject shall be deemed to be a recognized teacher for teaching Master's Degree course in that subject.

OA-2.30 "Experience of Teaching" means experience gained after the degree concerned has been obtained by an applicant for recognition.

OA-2.31 **(effective from 11th July, 2017)** The Executive Council may withdraw at any time the recognition of a person as a teacher of the University.

OA-2.32 **(effective from 11th July, 2017) -** Deleted -

OA-2.33 **(effective from 11th July, 2017)** In inter-disciplinary subjects, a candidate may be allowed to take guidance from an expert, within the jurisdiction of the University with special permission of the Vice-Chancellor. The request for this purpose should be made to the Vice-Chancellor through the concerned Guide and Head of the Department.

OA-2.34 The term of office of the members appointed by the Vice-Chancellor on the Committee constituted under the provision of statute of the Goa University Act 1984, for the purpose of recognition of persons as teachers of the University shall be of a period of three years from the date of constitution of the Committee.

OA-2.35 **(effective from 11th July, 2017)** Notwithstanding anything contained in OA-2.1 to OA-2.5 relating to the recognition of persons as teachers of the University it will be open to the Vice-Chancellor to recommend to the Committee constituted under OA-2.1, any eminent persons connected or not connected with any of the educational/ academic/ research institution within the jurisdiction of this University, connected or not connected with any educational or academic or research institution, to be recognized as research Guide for Ph.D. or M.Phil. or

any other post-graduate research Degrees of this University.

OA-3 Ordinance prescribing duties of teacher of the University (Under Section 24(1) of Goa University Act, 1984).

A. Teachers recognized for examination by papers

OA-3.1 As a condition of his recognition, a post-graduate teacher shall do the reaching work assigned to him and if he does not do so, his/her recognition will be withdrawn.

(a) Post graduate lectures and seminar shall be spread over the whole term. Ordinarily lectures or seminars shall be delivered or conducted by every teachers, as determined by the Head of the Department.

(b) As regards practicals for science students each science teachers shall supervise practicals for science students as determined by the Head of the Department.

OA-3.2 Post-graduate teachers of each Department shall form themselves into a Committee, and meet before the end of second term of the academic year to draw up timetables of post graduate lectures for the following year.

OA-3.3 The Chairman of each Committee, of recognized teacher shall be the Head of the Department when there is a University Department in that Subject.

OA-3.4 In the absence of the University Department in a subject, the Chairman of the Committee of recognized teachers in such subject shall be nominated by the Vice-Chancellor.

OA-3.5 The Chairman of the Committee of recognized teachers in a subject shall convene meetings of the Committee for drawing up a time table of post graduate lectures in the subject or for revising the same, if necessary.

OA-3.6 Post-graduate teachers shall keep attendance roll of post-graduate students and submit the rolls to the University at the end of every term.

OA-3.7 The Chairman of the Committee of Post graduate teachers, or in his absence, the next senior member, shall, at the end of each academic year, certify the attendance of the students for the purpose of terms.

OA-3.8 The Chairman of the Committee should determine that each student registered in that subject has maintained 75% attendance in the lectures/practicals/seminars. In the event of the shortage in attendance, the Chairman has the power to condone 10% attendance of the student after receiving satisfactory reasons of shortage of attendance given by the student.

B. Teachers recognized for guiding students for research degrees.

OA-3.9 As a condition of his recognition, a teacher recognized for guiding students for research degrees shall guide research students, and if he does not do so his recognition may be withdrawn.

OA-3.10 A teacher in a science subject shall not ordinarily be permitted to guide students at a place of research other than the one at which he is recognized as a teacher.

OA-3.11 A teacher recognized for guiding students for research degrees shall not, without the permission of the Vice Chancellor take for guidance at a time more than 5 students.

OA-3.12 A research student already registered and receiving guidance from his teacher shall be deemed, to continue under the guidance of his teacher until he submits a synopsis of his thesis for a research degree.

OA-3.13 A teacher recognized for guiding research shall, as a condition of his resignation, serve as an internal referee to examine the thesis of the students registered under him.

OA-3.14 Teacher recognized for guiding research shall, after every six months after registration of student, submit report of their work during the period in a prescribed proforma.

OA-4 Code of Professional Ethics for University and College Teachers

OA-4.1 (i) The basis purpose of education is to create skill, knowledge, and awareness of our glorious national heritage and achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the preamble to our constitution.

(ii) Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

(iii) Higher education should strive for academic excellence and progress of arts and science, education, research and extension should be conducted in conformity with our national needs and priorities and ensure that out best talents make befitting contributions to international endeavour on societal needs.

OA-4.2 Teachers and their rights:

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

OA-4.3 Teachers and their responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is compatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient, communicative by temperament and amiable in disposition.

Teachers should:

(i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;

(ii) Manage their private affairs in a manner consistent with the dignity of the profession;

(iii) seek to make professional growth continuous through study and research;

(iv) express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.

(v) maintain active membership of professional organizations and strive to improve education and profession through them;

(vi) perform their duties in the form of teaching tutorial, practical and seminar work conscientiously and with dedication;

(vii) cooperate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examination, including supervision, invigilation and evaluation; and

(viii) participate in extension, co-curricular and extra-curricular activities including community service.

(ix) Teacher shall enjoy civic and political rights and enshrined in the constitution of India. This does not mean that they can indulge in malicious, defamatory activities which are prejudicial to the reputation and the growth of the University in which they are employed to serve.

(x) Teachers shall show normal courtesy, decency and decorum in their individual and a collective behaviour or communication with the University authorities which in their turn, shall reciprocate in appropriate manner.

OA-4.4 Teachers and students

Teachers should

(i) Respect the right and dignity of the student in expressing his/her opinion;
(ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
(iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
(iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
(v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy patriotism and peace;
(vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
(vii) pay attention to only the attainment of the student in the assessment of merit;
(viii) make themselves available to the student seven beyond their class hours and help and guide students without any remuneration or reward;
(ix) aid students to develop an understanding of our national heritage and national goals; and
(x) refrain from inciting students against other students, colleagues or administration.

OA-4.5 Teachers and Colleagues

Teachers should

(i) treat other members of the profession in same manner as they themselves wish to be treated;
(ii) speak respectfully of other teachers, and render assistance for professional betterment;
(iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
(iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

OA-4.6 Teachers and authorities

Teachers should

(i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

(ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

(iii) cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(iv) cooperative through their organization in the formulation of policies of the other institutions and accept offices;

(v) cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;

(vi) should adhere to the conditions of contract;

(vii) give and expect due notice before a change or position is made; and

(viii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

OA-4.7 Teachers and non-teaching staff

(i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative understanding within every educational institution; and

(ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

OA-4.8 Teachers and Guardians

Teachers should

Try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

OA-4.9 Teachers and Society

Teachers should
(i) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

(ii) work to improve education in the community and strengthen the community's moral and intellectual life;

(iii) be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

(iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices; and

(v) refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religious or linguistic groups but actively work for national integration.

OA-5 Ordinance relating to the appointment of Chairpersons, Board of Examiners, Paper-setters, examiners and moderators, and the general instructions pertaining to the conduct of examinations in all the Faculties. (Under Section 24(1) of the Goa University Act, 1984) (Amended).

OA-5.1 Appointment.

OA-5.1.1 No teacher/person can claim appointment as paper setter/examiner/moderator or any other examination work as a matter of right. Appointments of persons as Chairpersons, paper-setters/examiners/moderators shall be ordinarily made at the time of examinations.
In case of paper setters/chairpersons, the communication relating to their appointment to that effect shall be received at least twenty days prior to the date prescribed for the submission of the manuscript to the University.

OA-5.1.2 The Chairpersons/paper-setters/ examiners/ moderators or any other persons connected with the conduct of examination shall not refuse to accept the assignment of the examination work ordinarily. They shall also ensure that the acceptance of the appointment is communicated to the University, within the prescribed time limit. If communication is not received within the prescribed time limit, it will be presumed that the appointment is accepted by the paper setter/ examiner/moderator/Chairperson.

OA-5.1.3 The Chairpersons, Members of Board of Examiners, Paper-Setters and Examiners shall abide by these instructions, and such other instructions (and information) as may be issued to them hereinafter as confidential.

OA-5.1.4 The Executive Council reserves the right to withhold or reduce the remuneration earned by Chairpersons, Paper-Setters, Moderators or Examiners or cancel the appointment as examiner for neglect or remissness of any kind on their part in carrying out of the work entrusted to them in accordance with the instruction issued to them. (Added).

(New Clauses added)

OA-5.2 Malpractices used or Lapses Committed by any Chairpersons, Paper-Setters, Examiners, Moderators, Teachers or any other persons connected with the Conduct of Examination and deterrent action thereof.

OA-5.2.1 Competent Authority:

a) The Board of Evaluation shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University. For the said purpose, the Board of Evaluation is provided for under OB-6 shall be as follows:

1. Vice-Chancellor - Chairman
2. All the Deans of the Faculties – Members
3. One member nominated by the Executive Council - Member
4. One member nominated by the Academic Council – Member
5. Registrar – Member
6. Controller of Examinations – Member Secretary

b) The Management (includes the Trustees, Managing Body, Governing Body or the Government as the case may be) of the affiliated/college or Recognized Institution shall be the competent authority to take appropriate disciplinary action against the Chairpersons, paper-setters, examiners moderators, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examination conducted by the affiliated/colleges or Recognized Institution on behalf of the University.

OA-5.2.2 Definition: Unless the Context Otherwise Requires

a) "Chairperson, Board of Examiners/Paper-setters, Paper-setter, examiner, moderator and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.

b) Malpractice/lapse includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination:-

i) Leakage of question/s or question paper set at the University/College/Institution examination before the time of examination.

ii) Examiner/Moderator awarding marks to student in assessment of answer books, dissertation or project work/practical examination/Term work/Thesis/Dissertation etc. to which the student is not entitled or not assigning marks to the student to which the student is entitled.

iii) Paper-setter omitting question. Sr. No. of question, repeating question in the same paper/course or setting question outside the scope of the syllabus/pattern wherever specified.

iv) Failure on the part of the paper-setter/examiners to submit the manuscript of question paper/assessed answer books and marks list by the stipulated date.

v) Jr. Supervisor, Sr. Supervisor, Chief conductor showing negligence/apathy in carrying out duties or aiding/abetting/allowing/encouraging students to use malpractice/s.

vi) Guiding teacher showing negligence in supervision of dissertation/project work (e.g. use of manipulated data)

vii) Or any other similar act/s and omission/s which may be considered as malpractice or lapse by the Competent authority.

(c) "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.

(d) "College" means affiliated college or recognized institution of the University.

OA-5.2.3 Investigating Committee

The Board of Evaluation constituted under the provisions of OB-6 shall appoint a Committee to investigate the cases of malpractices used and/or lapses committed by the Chairpersons, paper-setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations by the University and by the affiliated college or Institution on behalf of the University.

OA-5.2.4 Procedure for Investigation

(i) The cases of alleged use of unfair means or lapses committed by the Chairpersons, paper-setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations, reported to the University/College/ Institution shall be scrutinized by the concerned Office/In-charge of the Sub-Section/Unit to which the case primarily pertains at the Examination Section of the University/College/ Institution, collect preliminary information to find out whether there is a prima-facie case so as to fix primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is prima-facie case, it shall place the same before the Board of Evaluation/the Committee appointed by it for further investigation. The concerned Officer of the Sub-Section/Unit through which the case has originated or pertains to, shall be the Presenting Officer of the case before the Investigation committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

(ii) The Investigating Committee or the Officer authorized by it in this behalf, shall inform the implicated person (Chairperson, paper-setter, examiner, moderator, teacher or any other person connected with the conduct of examination) in writing of the act of malpractice used and or lapse committed by him/her at the examination and shall ask him/her to show cause as to why the charge/s leveled against him/her should not be held as proved and the deterrent action stipulated in the Show Cause Notice be imposed.

(iii) The concerned person be asked to appear before the Investigation Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her and charge leveled against him/her therein. The concerned person himself only shall present his/her case before the Committee.

(iv) The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Investigation Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the person accused.

(v) Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defense before the committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making its final report/recommendation.
(vi) The Committee should follow the above procedure in the spirit of principles of natural justice.

(vii) If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/her defense. Even after offering two opportunities, if the concerned person fails to appear before the Committee, the committee shall take decision in his/her case in his/her absentia on the basis of whatever evidences/documents which are available before it and same shall be binding on the concerned implicated person.

(viii) The Investigating Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be imposed on the concerned person or otherwise.

OA-5.2.5 Deterrent Action

The Competent authority, after taking into consideration the report of the Investigating Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall impose any one or more of the following deterrent action on the implicated person found guilty of using malpractice/s or committing lapses at the examination:-

(i) Declaring disqualified the concerned paper-setter, examiner, moderator, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specified period.

(ii) Imposing fine - If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment/penalty as it may deem fit.

(iii) Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.

(iv) The competent authority or the Officer authorized in this behalf, shall inform the concerned person of the decision taken in his/her case and the deterrent action imposed on him/her.

(v) An appeal made within 30 days of imposition of the deterrent action, other than referred to in clause No. (iii) above, shall lie with the Executive Council of Goa University in matters pertaining to University Departments/Examination and the Board of Evaluation for matters pertaining to affiliated colleges/recognized Institutions and their decision in the appeal shall be final and binding.

(vi) The Competent Authority shall supply a copy of the relevant extract of fact-finding report of the Investigating Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/petitioner, if applied for in writing.

(vii) The court matters in respective cases of malpractices/lapses should be dealt with by the respective competent authority.

(viii) As far as possible the quantum of deterrent action should be prescribed category-wise as provided hereunder at OA-5.2.6.

OA-5.2.6 Action for Malpractices and lapses on the part of the Chairperson, Paper-Setter, Examiner, Moderator, Teacher or any another person connected with the Conduct of University/College/Institution Examinations.

Sr. No	Nature of Malpractices/ Lapses	Deterrent Action
1.	Paper-setter/Chairperson found responsible for leakage of the question set in the University/ College/ Institution examination/s whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable + no remuneration to be paid in respect of paper setting.
2.	Leakage of question/ question paper set in the University/ College/ Institution examination before the time of examination at the University/ College/ Institution, or examination center by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty/ responsible person/s as per the prevailing rules/ standard code by the concerned authorities + no remuneration to be paid.
3.	Favoring a student (examinee) by examiner, moderator, in assessment of answer books/ dissertation/ Project Report/Practical Examination/Term work/ Thesis by assigning the student marks to which the student is not entitled at the University/College/ Institution examination.	Disqualification from any examination work + no remuneration to be paid in respect of the number of answer papers so assessed.
4.	Examiner/Moderator intentionally/negligently not assigning the student in assessment of his/her answer-books/ dissertation/ project work, the marks to which the student is entitled to at the University/College/ Institution examinations.	Disqualification from any examination work + no remuneration to be paid in respect of the number of answer papers/ dissertation/Project work so assessed.
5.	Paper-setter/Chairperson omitting question at the time of finalization of question paper set at examination or repeating Sr. No. of question while writing.	Disqualification from any examination work for a period of one year + no remuneration to be paid in respect of paper-setting.
6.	Paper-setter/Chairperson setting questions outside the scope of the syllabus.	Disqualification from any examination work for a period of three years + no remuneration to be paid in respect of setting the question paper.
7.	Guiding Teacher showing negligence in supervision of dissertation/project work (e.g. use of manipulated data)	As decided by the competent authorities of the University/ College/ Institution.
8.	Senior Supervisor/Chief Conductor showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at examination Center during examination period or opening the packet of question paper before prescribed time)	As decided by the competent authorities of the University/College/ Institution.
9.	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.	Disqualification from any examination work up to a period of three years + disciplinary action by the concerned authorities as per the rule if he/she is a University/College/ Institution employee.
10.	Jr. Supervisor helping student (examinee) in	Permanent disqualification from any

	mass-copying while on examination duty.	examination work + disciplinary action by the concerned authorities as per the rule if he/she is a University/ College/ Institution employee.

11. The competent authority, in addition to the above-mentioned deterrent action, may impose a suitable fine of Rs. 300/- to 500/- depending on the nature of the lapse committed on the concerned person if declared guilty.

12. The competent authority may report the case of the concerned implicated person to the appropriate Authorities as per the provision of The Goa Prevention of Malpractices at University, Board and other specified Examinations Act (Goa Act No. 8 of 1991)

OA-5.3. Instructions to the Chairperson Board of Examiners.

OA-5.3.1. The Committee prescribed under the Ordinance OB-4 shall appoint the Chairman of the Board of Examiners and other examiners/paper setters for the University Examination from among the panel of examiners proposed by the Board of Studies and duly approved by the Academic Council.

OA-5.3.2. The Chairperson Board of Examiners shall arrange for the distribution of the work of setting question papers, assessment of Answer Scripts and moderation. He/She shall assign the above item of work among the Examiners listed in the panel as approved by the Executive Council.

OA-5.3.3. The Chairperson shall so arrange to distribute the work of setting the question paper, assessment and moderation that no one person will normally be given more than 2 papers for setting, for assessing, and for moderation subject to equal distribution of remuneration to the extent possible.

OA-5.3.4. As far as possible the work shall be distributed equally among the Paper setters/Examiners, and where it is so distributed the remuneration payable to them shall also be equally distributed among them. Where it is not possible to divide the work equally, examiner will receive remuneration in proportion to the actual work done by them. In the event of any dispute among the examiners as to the distribution of remuneration, the Vice-Chancellor shall decide how the remuneration shall be distributed and his decision on the matter shall be final.

OA-5.3.5. The Chairperson shall arrange with the approval of the Controller of Examinations, for the conduct of the Practical Examinations in consultation with the Principals of affiliated colleges and shall assign practical setting and assessment among the eligible examiners only.

OA-5.3.6. The Chairperson shall extend the required assistance and advise the Paper Setters in determining the standards of the question papers required in each subject of examination.

OA-5.3.7. The Chairperson of Board of Examiners shall ensure that the question papers after they are approved by the Board of Examiners are legibly written in the manuscript booklet in ink or typed by himself or by any other member of the Board. When a paper is to be divided into two sections, specific instructions should be given to that effect. The marks assigned to each question must be entered on the question paper, before the final manuscript of the question papers are sent to the C.O.E. The Chairperson shall certify that he has personally examined all the papers and found them perfectly legible, and further he shall initial on each sheet of question paper manuscript in token of having examined it personally.

OA-5.3.8. The Chairperson shall attend to the correction of the proof of question papers as indicated by the Controller of Examinations or he may depute any other member of the Board to attend to this work, with the prior approval of the Controller of Examinations. The Chairman shall send statement of distribution of work among various examiners both in theory and practicals well in advance to the Controller of Examinations for approval and further action.

OA-5.3.9. **(Effective from 1st July, 2011)** In the case of papers of 100 marks, the Chairperson shall not normally allot more than 200 full answer scripts or 400 sectional answer scripts to any one examiner, keeping in view the number of answer scripts available. In the case of the papers having marks less than 100, the number of answer scripts allotted to each examiner shall be increased proportionately.

In order to ensure the completion of work in a time-bound manner, the Chairperson at his/her discretion shall allot more than the prescribed answer scripts to an examiner.

OA-5.3.10. The Chairperson shall assign the paper setting among various teachers approved by the Executive Council depending upon the field of specialization of each person and ensure that persons who do not have these qualifications or specialization are not assigned the setting of the question papers in any subject.

OA-5.3.11. The Chairperson shall request the paper setters who are the members of the Board of Examiners to attend the meeting of the Board when the papers are taken up for discussion, if need be under intimation to the Controller of Examinations.

OA-5.3.12 The Chairman shall also maintain the minutes of the meetings of Board of Examiners and send copies of them to the Controller of Examinations

OA-5.4 Instruction to the Board of Examiners.

OA-5.4.1 **(effective from 14th July, 2005)** The OB-4 Committee chaired by the Vice-Chancellor shall constitute Board of Examiners for University examinations 40 days in advance ordinarily of the commencement of the examinations in an academic year, from the panel of Examiners prepared by the Board of Studies.

OA-5.4.2 **(effective from 14th July, 2005)** The OB-4 Committee chaired by the Vice-Chancellor shall have the power to constitute one or more Board(s) of Examiners for each faculty.

OA-5.4.3. The Board of Examiners shall set the question papers, number of questions to be included and allotment of marks for various questions in the question papers as per the pattern decided by the BOS and the related Ordinances.

OA-5.4.4. The Board of Examiners shall ensure that the correct title of the paper, name of the exam, the course (Old, New, Revised) etc., subject, its number, if any, part in the paper if any, duration of the paper, the maximum marks allotted for paper the number of questions to be answered by the students and any other instructions to candidates are all correctly noted in the question paper

OA-5.4.5. The Board of Examiners shall ensure that the question papers set are within the syllabus approved by the University. (No changes).

OA-5.4.6. The Board of Examiners shall ensure that all its members scrutinize and affix their signature on the facing sheet of each question paper brought under its review. (No changes).

OA-5.4.7. The Board of Examiners shall hold the meeting only in the University premises or with prior permission from the Vice-Chancellor in affiliated college. (No changes).

OA-5.5 Instructions to Reviewer (Moderators).

OA-5.5.1. The Chairperson/Board of Examiners shall generally be the Moderator. If there is a need for more moderators to be appointed depending on the subjects/papers, the Controller of Examinations shall appoint them on the basis of a written request from the Chairperson, Board of Examiners to that effect out of the approved panel for each subject(s)/examination.

OA-5.5.2. The additional moderators appointed shall attend the meeting convened by the Chairman to determine the scheme of valuation and adopt the agreed procedure in their moderation.

OA-5.5.3. The Moderator shall moderate 10% of the total scripts assessed by each Examiner.

OA-5.5.4. The Moderator shall use "Green ink" for the moderation work and put "M" against the answers moderated. The moderated scripts shall be sent back to the respective examiner for forwarding them to the Controller of Examinations with the other scripts and the marks lists shall be sent to the Controller of Examinations by name directly.

OA-5.5.5 If the Moderator finds that the assessment of any Examiner is unsatisfactory he/she shall arrange for fresh assessment of the scripts by the Examiner, and report the same to the Controller of Examinations.

OA-5.5.6. If there is wide divergence between the Examiner and moderator, the Controller of Examinations with the permission of the Vice-Chancellor shall refer the concerned scripts to a third Examiner whose valuation shall be final.

OA-5.5.7. The Moderators shall ensure the immediate dispatch of moderated answer scripts to the Examiner and the marks lists to the University.

OA-5.5.8. The valued answer scripts and the marks list addressed to the Controller of Examinations by name, and arranged to be delivered at the Controller of Examinations Office either by person or through Registered post duly packed and sealed. (No changes).

OA-5.6 Instructions to Paper Setters.

OA-5.6.1. The Committee as prescribed under Ordinance OB-4 shall appoint the Paper Setters for University Examinations of each year from among the panel of examiners furnished by the Board of Studies and duly approved by the Academic Council.

OA-5.6.2. The Paper Setter shall set the paper only on the texts and courses of study prescribed and ensure that no question or topics not included in the prescribed syllabus is set. (No changes).

OA-5.6.3. The Paper Setter shall set 3 different sets of question paper. Covering a wide range of the contents of the courses for which they are set, along with the marking scheme and answer keys and synoptic answers and send them all to the Chairperson Board of Paper setter in sealed packets in separate covers.

OA-5.6.4. Paper Setter must be careful to seal properly the packets containing questions using a seal, which can be identified, and then to enclose it in a cloth lined envelope marking as "Confidential" if it is sent through the registered post or delivered to the Chairperson in person.

OA-5.6.5. The Paper Setter shall take all the necessary precaution for the maintenance of secrecy of the question submitted by him to the Chairman. (No changes).

OA-5.6.6. Paper Setter shall see that each question should be numbered, typed or written out carefully in a legible hand in the manuscript question paper personally. If there are alternatives to a question, all the alternative questions must be written on the same page of the manuscript and should bear the same number as that of the original question. He must ensure that the paper set carry correct caption of the subject, paper, scheme, parts title and division of paper. He shall also ensure that proper instructions regarding the duration of the paper, the maximum marks allotted to each question of the paper. If the question paper is common to two or more examinations it shall be indicated. Necessary instructions for the guidance of candidates shall also be at the top of the question paper. Any Mathematical, Physical tables, charts data and handbooks permitted to be used should also be clearly indicated.

OA-5.6.7. Paper Setter are not permitted to submit carbon copies of hand written paper, and further they must burn the rough notes of manuscripts if any, of the question paper, as soon as the latter are decided upon and before they are finally delivered to the Controller of Examinations. (No changes).

OA-5.6.8. The Paper Setter shall indicate clearly the instructions if any, to the candidate/s regarding the answering of different sections in different answer books or regarding the number of questions to be answered. (No changes).

OA-5.6.9. The Paper Setter shall avoid additions, and alterations and erasures in the manuscript of the question paper. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs and index figures. He/She should work out the numerical problems before including them in question papers in order to avoid wrong solutions.

OA-5.6.10. The Paper Setter shall write the questions on the booklet specially provided for the purpose by the University. Sufficient space should be provided between two questions.

OA-5.7 Instructions to Examiners

OA-5.7.1 (effective from 14th July, 2005) The Controller of Examinations shall appoint Examiners for each examination from among the lists of eligible examiners appointed by the OB-4 Committee. Under special circumstances the Vice-Chancellor may appoint examiner whose names are not in the Master Panel.

OA-5.7.2. The Examiner shall maintain strict secrecy regarding their appointment and work in connection with the examination. (No changes).

OA-5.7.3. The Examiner shall attend the meeting convened by the Chairperson, Board of Paper Setter at which the scheme of assessment is discussed and finalized. Failure to attend the meeting may result in the cancellation of the assignment. The Chairperson Board of Paper Setter shall prepare a statement showing the scheme of distribution of work among the proposed examiners.

OA-5.7.4. As far as possible distribution of work among the Examiners, so far as the written part of examination is concerned, shall be so arranged that an entire paper or section or questions of all the candidates are examined by the same Examiner.(No change).

OA-5.7.5. The Examiner on intimation from the Controller of Examinations shall arrange to collect the answer scripts assigned to them from the staff and at the place indicated in the letter. The answer scripts will be sent only to the headquarters address of the Examiner. Further, the Examiners must make their own arrangements for taking delivery of the answer scripts, if they subsequently change their addresses, letters and telegrams for such change cannot be attended to.

OA-5.7.6. If answer scripts are returned to the University, for want of proper address, all incidental expenses will have to be borne by the Examiners concerned. Unless specially permitted by the Vice-Chancellor answer scripts will not be sent to any address outside Indian Union. In case of central valuation the Examiner shall attend to the assignment at the place intimated by the Controller of Examinations. (No changes).

OA-5.7.7. The examiners are instructed to open parcels of answer scripts as soon as they reach them, even if they are unsealed or have their seal broken, and to make a report to the Controller of Examinations whether the contents of the parcels are in accordance with the Junior Supervisors report and mark input form supplied along with the bundle of answer scripts.

OA-5.7.8. The examiner shall assess the scripts strictly in accordance with the scheme of assessment given by the Chairperson.

OA-5.7.9. The examiner shall observe the following instructions, while assessing and entering marks in the answer scripts and in the marks input form.

(i) The Examiner shall assess the answer scripts assigned to them and write the marks legibly in red ink on the front page of the answer book in the space provided. Under no circumstances the Examiners shall write the marks elsewhere on the body of the answer book or otherwise as per the instructions issued to that effect by the C.O.E. from time to time.

(ii) The Examiner shall write Zero, wherever the answers do not deserve any marks.

(iii) The Examiner shall ensure that no answer or part of any answer is left out unassessed.

(iv) Marks awarded for each answer or part shall be entered in red ink on the facing sheet of the answer scripts along the columns provided for them. The examiner shall enter both in figures and in words, the total marks obtained, and shall record his/her full signature in the column provided for on the facing sheet as well as the mark input forms provided for the said purpose

(v) Examiners shall verify the marks in the marks list and the total they assigned in the answer book and make sure of the correctness of the entries, before the answer scripts are delivered to the University.

OA-5.7.10. If a candidate has attempted more questions or more sub-questions than he/she is required to answer, all the questions shall be assessed and the marks of all questions shall be entered on the front page of the answer book. While totaling however, the marks only of the maximum number of questions including the compulsory question/s, if any, he is required to answer shall be taken into consideration, and out of the marks assigned to additional question/s attempted by him/her, the lowest number of marks given to any question/s except compulsory question/s if any shall be left out in totaling and shall be denoted on the front page of the

answer book by drawing a circle around the entry/entries of marks assigned to such additional question/s.

OA-5.7.11. If the Examiner during the assessment of the scripts suspect any case of malpractice, he/she shall immediately report it to the Controller of Examinations.

OA-5.7.12. Examiners are required to report to the Controller of Examinations by name the code number of such candidates, as appear to them or have in their opinion resorted to any unfair means. In such cases the Examiner shall send the answer scripts of that candidate subject, paper etc., along with his report to the Controller of Examinations forthwith. The Examiner shall value not less than 20 scripts, 40 sectional scripts and not more than 30 scripts or 60 sectional scripts per day.

OA-5.7.13. The Examiner shall prepare the lists in the marks input form provided for the purpose. Separate marks lists shall be prepared for each packet. The marks shall be entered against their corresponding code numbers in the marks list. Marks lists shall be prepared in ink.

OA-5.7.14. The Examiner shall not enclose along with the marks lists, any other letter/communication, or remuneration bill. The Examiner shall enclose the marks lists in the "inner cover" supplied for the purpose, which in turn shall be enclosed in outer cover and send it to the Controller of Examinations. The Examiners shall not include the mark input form in the answer book bundles while dispatching to the Controller of Examinations.

OA-5.7.15. Examiners shall maintain strict confidentiality with all matters connected with the examination including marks obtained and shall not enter into communication with candidates or persons representing them or any matter connected with the examination nor shall they give the marks to the candidate or make them known to any other persons.

OA-5.8 Instruction for conduct of oral and practical examination.

OA-5.8.1. In each laboratory where a practical Examination is held, the Principal of the college to which the laboratory belongs is authorized to appoint a member of his staff to supervise the laboratory when the practical examination is going on. Where a member of the staff of the college is an Examiner, no such appointment shall be made. (No change).

OA-5.8.2. It shall be the duty of the laboratory supervisor to ascertain on day to day basis from the examiners at the center, the actual number of students appearing each day and for whom the necessary preparations have to be made.

OA-5.8.3. When no separate Board of Paper Setters and/or Examiners is appointed for the practical examinations, the Examiners appointed in the subject shall be responsible for the conduct of the practicals also. (No change).

OA-5.8.4. Examiners at the Practical Examinations, or the Board of Paper Setters when such a Board is appointed for the practical Examinations, shall meet together to settle the time-tables of the practical Examinations and the questions to be set to the candidates as also the substances, specimens cases etc., (wherever necessary) to be given to the candidates on the different dates at the different centres. (No change).

OA-5.8.5. The programme for the examination shall be prepared and handed over to the Controller of Examinations at least ten clear days before the commencement of the examination, programmes of individual subjects should not clash any way.

OA-5.8.6. It is competent to an examiner to examine a candidate on any of the experiments which according to syllabus, he is expected to be familiar, with such variations as may test the skill of the candidate, and do not involve knowledge of new principles or facts not learnt by the candidate.

OA-5.8.7. Examiners shall be present at the centre at least one day before the practical examination begins, to supervise the selection and arrangements of experiments with the help of the laboratory supervisor. If the examiners find the equipment or facilities for the practical examination at any place fixed for examination are not adequate they are instructed to make an immediate report to the Controller of Examinations accordingly.

OA-5.8.8. In deputing Examiners for the conduct of practical examination, the Chairman or the Senior Examiner shall see to it that more than one examiner from the same college does not examine in practicals at his college. (No change).

OA-5.8.9. The Examiners appointed for the conduct of Practical Examinations shall ensure that the marks are awarded in the answer scripts to each answer or part of an answer to the question set for practical examinations and that the marks are entered on the facing sheet, of the answer scripts in the column provided. The Examiners shall also enter the marks awarded for class records reported in the marks lists in the column provided for, and in case of exceptions shall make the required observations in the mark column in the marks lists. The Examiners shall hand over the assessed practical answer scripts duly sealed in cloth cover along with the practical marks lists in a separate cover to the Principal of the College on the same day for onward submission to the Controller of Examinations. Where no answer books are required for the practical examinations, Examiners are instructed to communicate to the Controller of Examinations in writing that no answer-books were required for practical test. The mark-lists containing the marks of each practical or oral shall invariably be submitted to the Controller of Examinations. Under no circumstances shall the marks of the Practical/oral/Term work/internal tests/viva voce etc. once submitted shall be altered/changed.

OA-5.8.10. All practical, clinical and oral examinations shall take place as per the schedule decided by the Controller of Examinations in consultation with the Chairman, BOE. These shall not be held on Sundays or public holidays, except with the special permission of the Vice-Chancellor. The programmes of practical examinations should be also arranged as to cause as short a detention as possible of the candidates at the place of Examination.

OA-5.8.11. Additional instructions regarding oral and practical examinations and about the maximum number of candidates per batch, etc., are given in the tabular statements appearing at the end of the 'Scale of remuneration'. At no practical oral or clinical examination shall a large number of candidates be examined than can be thoroughly tested in the time available. (No change).

OA-5.8.12. When more Examiners than one are appointed in a subject, two shall be present at the same time at the oral, practical or clinical examination of each candidate, and the oral, practical or clinical examination shall be carried out by the Examiners grouped in pairs. The marks shall be given after consultation between and with the concurrence of the Examiners constituting the pair.

OA-5.8.13. Examiners are further instructed to note that at the practical, clinical or oral examination, nobody is permitted without the previous written permission from the Vice-Chancellor to be present in the hall where the practical, oral or clinical tests are being conducted, except the examiners and persons specially appointed to assist the examiners. (No change).

OA-5.8.14. In those practical examinations where papers are not set, the examiner shall send to the C.O.E. along with the mark list the scheme of questions asked with specifications of substance or specimen provided to the candidate at the practical examination.

OA-5.8.15. The Executive Council shall hold the Examiners responsible for the quantity of drugs, chemicals etc., supplied by the colleges and consumed under their supervision at the practical examination in Chemistry and in other science subjects. Examiners at all Examinations where flat rates of payment to colleges are not sanctioned shall certify the quantity actually used, bills for expenditure incurred on this account being countersigned by them.

OA-5.9 Instructions regarding submission of mark-lists/answer books and reports.

OA-5.9.1. The Chairman/Senior Examiners at the various examinations should ensure that the mark-lists in their respective subjects should be submitted on or before the last date fixed by the University in that behalf. (No change).

OA-5.9.2. Mark-lists containing marks assigned to each candidate for the answers to each of the questions attempted together with the totals for each section/or paper entered in ink and signed by the Examiners concerned must be forwarded to the Controller of Examinations so as to reach him/her on or before the date fixed by him/her for the purpose. The maximum number of marks assigned to each question must be mentioned in the columns provided for the purpose on the mark list.

(i) The Chairman/Senior Examiners and Examiners in various subjects at the University Examinations shall not keep with them a copy of the marks-lists or any other records of marks allotted after they hand over the mark-lists to the Controller of Examinations.

(ii) The meetings of the Practicals examiners for finalizing* the mark-sheets shall be convened by the Chairman/Senior Examiner, who shall preside over the same If the Chairman/Senior Examiner is unable to convene and preside over the meeting, he should with the permission of the Vice-Chancellor, empower the next Senior Examiner to act for him and arrange for the finalising the mark sheet at the practical examination.

OA-5.9.3 The examiners shall send the assessed answer-scripts properly arranged in serial order by insured registered post parcel as early as possible after their assessment and simultaneously mark lists shall also be delivered to the University.

OA-5.9.4. The Chairperson, Board of Examiner (or one of the Examiners authorized by him) shall deliver to the Controller of Examinations, in properly sealed packets, the consolidated mark-lists showing the total number of marks gained by the candidates in the subject together with the marks sheets for the different sections and/or papers in the subject. The following certificates shall accompany the mark-lists.

(i) Certificates of verification of marks signed by the individual Examiners.
(ii) A report on the performance of the candidates.

* Examiners will be supplied with printed forms of certificates to be signed by them to the effect that the mark lists have been so finalized.

OA-5.9.5. In the case of subjects in which more papers than one are set by the same Examiner or group of Examiners, or in which there are oral or practical examinations, one of the lists should also show the number of marks gained by each candidate in each paper and in each

oral, practical and clinical examinations, as well as the total number of marks gained in the whole subject.(No change).

OA-5.9.6. Examiners conducting Practical Examinations are required to submit the details of marks assigned by them in each practical as well as to answers to the various questions or experiment set at the practical examinations, if marks have been so assigned to them. The examiners in a subject shall hand over the mark-sheets in person to the Controller of Examinations, in a sealed cover so as to reach him on or before the appointed date.

OA-5.9.7. Examiners at the Engineering examinations who are appointed for examining the term works only for conducting the practicals/orals only shall submit the mark-lists to the Principals of their respective colleges, who shall forward the same to the University in one lot.

The Examination Section has the Authority to refuse to accept any list in respect of which these instructions are not carried out.

OA-5.10 Instructions regarding submission of bills.

OA-5.10.1. (a) It shall be the duty of the Chairman or the Senior Examiner as the case may be to prefer a joint bill of remuneration on behalf of all the Paper Setters and Examiners in a subject and submit the same to the Controller of Examinations separately. Special care should be taken to see that the joint claim of remuneration is not mixed up with the marks-lists and such other papers as are required to be submitted by the Examiners to the Examinations Section.

(b) It shall be the duty of the Chairman/Senior Examiners in various subjects at the various examinations to submit along with their remuneration claim, a certificate stating the total number of answer-books /term works/journals etc., assessed and/or the total number of candidates examined in practicals/orals, by all the Examiners in the subject.

(Note: Since the certificate is to be relied upon in audit for the purpose of admitting for the payment the joint remuneration claim, Chairman/Senior Examiners are requested to see to it that utmost accuracy is maintained in furnishing the same).

OA-5.10.2. The Chairman or the Senior Examiner as the case may be appointed to conduct the practical examinations are requested not to include in their bills amounts due to their assistants as practical examinations, such claims should be preferred by the assistants themselves on separate printed forms prescribed for the purpose and countersigned by the examiners concerned who will be supplied with such forms by the Controller of Examinations.

OA-5.11 Norms for appointment of Chairperson Board of Examiners, Paper Setters, Examiners, etc.

OA-5.11.1 Chairperson, Board of Examiners: The Chairperson should be a teacher who has put in a minimum of 10 years of teaching experience in the subject.

OA-5.11.2 Members of Board of Examiners: External and Internal examiners should have a minimum of 10 years teaching experience in their subject areas in which they can be members of the Board of Examiners.

OA.5.11.3 (effective from 18th August, 2003) Paper Setters: The Paper Setters should have a minimum of five years teaching experience. He can work as a Paper Setters in addition to being a member of Board of Examiners. The Chairperson Board of Paper Setters shall submit three sets of question paper in each subjects.

OA-5.11.4 Examiners for Reassessment of Answer books: The examiners for the work of reassessment of answer books shall be selected from the Master Panel approved by the Academic Council.

OA-5.12 Instruction to candidates issued (on the theory answer books) at the examination.

OA-5.12.1. Before entering your seat number and other particulars on the cover page make sure that answer book given to you bears the initials of the Junior Supervisor in the space provided for the purpose at the top of the cover page. If the answer book does not bear initials of the Junior Supervisor draw his attention to the fact. Also please ensure that the stamp of the college WITH DATE is affixed on every supplement. (No change).

Answer-books which do not bear the signature with date of the Junior Supervisor, or the stamp of the college will not be examined. (No change).

OA-5.12.2. Use only one main answer-book for each section. Where there are no sections only one main answer book shall be used. Each main answer book contains 16/20/24 pages. Check whether the answer book supplied to you contain the specified number of pages mentioned and whether the pages are numbered in serial order.

OA-5.12.3. Candidates should write their answers in a legible hand. They are warned that no marks will be assigned to answers which cannot be assessed by the examiners owing to illegible handwriting. (No change).

OA-5.12.4. Enter on the cover page of each of the answer books your examination seat number, the name of the Examination, the date and the centre of the examination, the subject of the question paper, the number of the paper and/or of the section.

OA-5.12.5. Write on both side, rough work when necessary, should be done on the left-hand side and in pencil only. (No change).

OA-5.12.6. Do not write your name and seat No. in any part of your answer book. Do not enter any sign or initial or sign or indicate any marks or word to reveal the identity or change the colour of ink in between other than the one used in the beginning on any page of the answer books. Only the seat No. has to be entered in the space provided on the front page. The answers shall be written in either blue or black shade (ink) only.

OA-5.12.7. No sheet shall be torn from the answer books provided nor shall additional papers brought from outside be attached. (No change).

OA-5.12.8. All answer books supplied shall be returned whether written in or blank. (No change).

OA-5.12.9. Nothing shall be written on the question-paper or on the blotting paper. (No change).

OA-5.12.10. Each section shall be answered in separate books. Examiners do not undertake to examine answers written in wrong books. Tie together all answer books relating to the same

paper or section and enter on the first page of the answer-book the total number of answer books submitted. (No change).

OA-5.12.11. Begin your answer to each question on a new page. The unused space if any in the answer book should be crossed. Write the number of the question in the margin before beginning to write an answer to it.

OA-5.12.12. Exchange of writing materials, stencils, mathematical instruments etc., is strictly prohibited. (No change).

OA-5.12.13. You will not be permitted to leave the examination hall until half an hour after the question papers are distributed. Similarly during the last 10 minutes you will not be allowed to leave the hall.

OA-5.12.14. If you want anything, apply to your Supervisor; but do not leave your seat on any account.

OA-5.12.15. (i) If you bring with you any book, notes or scribbled paper or speak to or communicate in any other way with any other candidate while the exam is going on or smuggle in or take out any answer books written in or blank, the Chief conductor may upon being informed by the Senior Supervisor/block supervisor may instantly issue suitable order for necessary action including expulsion from the examination hall for that particular paper.

(ii) Only after executing an undertaking that the decision of the University in respect of Unfair Means adopted is binding, the candidate will be allowed to write any further papers.(No changes).

(iii) Any method of bribing the Examiner/s by attaching rupee-notes or letters is strictly prohibited, and will result in serious action being taken by the University. (No changes).

OA-5.12.16. A warning bell will be given ten minutes before the close of the examination; and at the second bell, you must stop writing and be ready to hand over your answer-books to the supervisors. You must not leave your seat until all your answer books are collected by thee Supervisor. (No changes).

OA-5.12.17. Smoking is prohibited in the Examination Hall. (No changes).

OA-5.12.18. Candidates who are not in their seats by the time notified will not, as a rule be admitted to the examination. The Senior Supervisor may, however at his discretion admit those who give him satisfactory reason for delay, which under no circumstances should exceed more than half an hour. (No changes).

OA-5.12.19. Every candidate present must sign on the attendance sheet on each day of the examination against his/her seat number.

OA-5.12.20 Candidates should occupy correct seats and write correct seat numbers in the space provided for the purpose on the answer-books. If they enter incorrect seat numbers, the marks assigned to such answer books will not be transferred to their correct seat numbers.

N.B.: - A candidate who disobeys any instructions issued by the Senior Supervisor or the Junior Supervisor or who is guilty of rude or disobedient behaviour shall be liable to be instantly expelled from the Examination Hall.

OA-5.13 The following shall be the rules relating to refund of examination fees.

OA-5.13.1 If a candidate expires prior to the examination, the entire fee paid by him/her will be refunded on a specific request to that effect.

OA-5.13.2 When a candidate is not permitted to appear for an examination for his failure to meet the eligibility condition such as the dissertation submitted by him under the rules for the examination has been rejected by the examiners, or he/she does not secure the minimum percentage of attendance or he/she fails to obtain the required percentage of marks in the internal assessment, fifty percent of the fees paid by him shall be refunded.

OA-5.13.3 Where a candidate is unable to appear for the examination due to his/her sickness subsequent to the submission of his application for admission to the examination and is prevented on medical grounds from appearing at the examination, 50% of the fees shall be refunded to him/her provided an application for such refund supported by a medical certificate is submitted to the University through the concerned Heads of the different University Departments, Principals of the affiliated colleges within three days from the date of commencement of the examination.

OA-5.13.4 (Effective from 26th June, 2014) Where a candidate is unable to appear for the entire semester examination on account of his/her participation in sports activities, subsequent to the submission of his application for admission to the examination, 15% of the fees shall be deducted as administrative charges by the University.

OA-5.13.5 (Effective from 26th June, 2014) When a candidate withdraws his/her admission to the programme prior to the examination subsequent to the submission of his application for admission to the examination, 15% of the fees shall be deducted as administrative charges by the University.

OA-5.13.6 (Effective from 26th June, 2014) No refund is permissible if the student do not appear for the examination for reasons other than specified above.

OA-5.13.7 (Effective from 26th June, 2014) A repeater candidate who submits his application form to appear at an examination but is subsequently declared passed in revaluation in one or more papers of that examination shall be entitled to refund the examination fees so paid by him for those papers he has passed in revaluation less 10% of refundable fees which shall be deducted as administrative charges by the University

(Note: - By the expression "date of commencement of the examination" is meant the date on which the first paper at the examination is set and not a date on which candidate has to appear for his first paper. It is necessary that the application for refund should invariably be submitted through the concerned Head of University Departments. Principal/Dean of the concerned affiliated colleges as the case may be and that the amount, where refund is granted, be paid to the students concerned through the respective Departments/ Colleges).

OA-5.14 Instructions pertaining to Unfair Means adopted in the University Examinations. (Under Section 29 of the Goa University Act, 1984). (Amended).

OA-5.14.1. (a) Interpretation of these ordinances, unless the context otherwise requires is as follows.

(i) 'Act' means the Goa University Act. 1984 as amended to-date.

(ii) 'Student' means and includes a person who is enrolled as such by the University/College/Institution for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examination.

(iii) 'Chief Conductor' means a person appointed to that post by the Controller of Examinations.

(iv) 'Examination Centre' means any designated premises for the conduct of examinations.

(v) 'Examination Hall' includes any room, hall, laboratory workshop or any other premises used for holding examination.

(vi) 'Discipline Committee' means Unfair Means Inquiry Committee appointed by the Academic Council.

(vii) Expressions used but not defined in these ordinances but defined in the Act or Statutes shall have the meanings assigned to them in the Act or Statutes, accordingly.

(b) 'Unfair Means' includes any one or more of the following acts/omissions on part of student/s/examinee(s) during the examination period.

OA-5.14.2 Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.

OA-5.14.3 Possessing unfair means material and or copying there from. Interfering with or counterfeiting of University/Institution Seal or answer books or office stationery used in the examination.

OA-5.14.4 Transcribing any unauthorized material or any other use thereof.

OA-5.14.5. Communicating with any candidate or any other person in or outside the examination hall with a view to take assistance or aid to answer in the examination.

OA-5.14.6 Mutual/Mass copying.

OA-5.14.7 Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.

OA-5.14.8 Revealing identity in any form in the answer written or in any other part of the answer book by the student.

OA-5.14.9 Smuggling-out either blank or written or smuggling-in of answer books/supplements as copying material and/or smuggling-in blank or written answer book/supplements and forging signature of the Junior Supervisor thereon.

OA-5.14.10. Impersonating or allowing any other person to impersonate for him/her in the examination hall.

OA-5.14.11. Committing any other act or omission which may be considered as unfair means by the Unfair Means Committee.

OA-5.14.12. Application:
These ordinances shall apply to all the examinations held by the University or conducted by the affiliated colleges/institutions on behalf of the University.

OA-5.14.13. Authority for imposing penalty:
The Vice-Chancellor and the Executive Council shall impose penalties taking into account the provision of section 29 of the Act. (No changes).

OA-5.14.14. **Procedure for imposing penalties:**
(a) No penalties may be imposed on a candidate except after an enquiry held, as far as may be, in the manner hereinafter provided. (No changes).

(b) The Unfair Means Enquiry Committee or Discipline Committee shall frame definite charges and communicate such charges together with a statement of allegation on which they are based to the candidate in writing and he shall be required to submit within such time as may be specified by the Committee, a written statement of his defense and also to state whether he desires to be heard in person. Provided, if any candidate has admitted to having resorted to unfair means before the Chief Conductor of the Examination Centre, the Vice-Chancellor may issue the charge sheet and if the candidate accepts the charge without contest, proceed to impose the punishment as provided in the Ordinances.

(c) On receipt of the written statement of defense or if no such statement is received within the time specified, the Unfair Means Enquiry Committee shall inquire into the charges alleged against the candidate. (No changes).

(d) The Unfair Means Enquiry Committee may nominate any Official or Officer to present the case in support of the charge before it. The candidate may present his case himself/herself but shall not engage a legal practitioner for the purpose.

OA-5.14.15. The Unfair Means Enquiry Committee shall in the course of enquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge/s. The candidate shall be entitled to cross examine witnesses examined in support of the charges and to give evidence in defense. The person presenting the case in support of the charges shall be entitled to cross examine the candidate and witnesses examined in defense.

(a) At the conclusion of the enquiry, the Unfair Means Enquiry Committee shall submit a report with findings on each of the charges together with all the documents and recommend to the Vice-Chancellor the penalty that may be imposed, if charges are established.

(b) The Vice-Chancellor in turn shall if the penalty proposed attracts Section 29 of the Act send the report to the Executive Council which shall consider and impose the penalty provided that no such penalty shall be imposed without giving to the candidate concerned a reasonable opportunity to show cause against the action proposed to be taken against him.

OA-5.14.16. **Penalties**:
(a) Penalties shall be imposed by the Vice-Chancellor for various types of unfair means as detailed in the schedule given in OA-5.14.19 below: (No changes).

(b) Provided than no such penalty shall be imposed without giving to the candidate concerned a reasonable opportunity to show cause against the action proposed to be taken against him/her. (No changes).

OA-5.14.17. The procedure for reporting Unfair Means.
(a) The Block Supervisor/Invigilator shall seize the incriminating material and the answer script or other substances forming part of answer and report the same to the Senior Supervisor/ Chief Conductor immediately, if he notices unfair means being resorted to by a candidate. The candidate however shall be allowed to write the remaining part of the examination on a fresh answer paper.

(b) If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted duly witnessed by two members of the supervisory staff and report the matter to the Sr. Supervisor/ Chief Conductor immediately. If the candidate refuses to give the statement, the candidate should be asked to record in writing his refusal to give a statement, if he refuses to do even that, the fact shall be recorded, duly witnessed by two members of the supervisory staff.

(c) The Sr. Supervisor/ Chief Conductor shall hold a summary enquiry, immediately after the conclusion of the said paper and record the report of the Room Supervisor, the statement of the candidate in presence of a teacher other than the Room Supervisor concerned. The Chief Conductor shall forward a report along with answer script or other substance and the incriminating material in a sealed cover or box, the statement and the report of the Room Supervisor, the statement of the candidate, if any, to the Controller of Examinations by name, who, in turn shall place before the Unfair Means Enquiry Committee all the materials and records received by him. Further action is taken under the Ordinance and a report submitted to the Controller of Examinations.

OA-5.14.18. (a) The Examiner, shall, if he suspects unfair means while evaluating the answer scripts or other material, return the said answer scripts or other material with reasons in writing for such suspicion on evaluation to the Controller of Examinations by name separately. He/she shall enter 'suspected unfair means case' against the code number of the candidate in the input form.

b) Ordinarily, the University shall conclude the process within a period of six months or in any case before the commencement of the next examination.

OA-5.14.19 Schedule of Penalties to be imposed for various types of unfair means. (No changes)

(A) Theory Examination

Sr. No.	**Nature of Unfair Means**	**Quantum of punishment**
1.	Possession of copying material = Admit	Annulment of the performance of entire examination.
2.	Possession of copying material = Denial	Annulment of the performance of entire examination. + one chance
3.	Possession of copying material = actual evidence of copying = Admit	Annulment of the performance of entire examination. + one chance
4.	Possession of copying material + actual evidence of copying = Denial	Annulment of the performance of entire examination. + two chances
5.	Possession of another candidate's answer-book but no evidence of copying = Admit	Annulment of the performance of entire examination. + one chance (Both the candidates)

6.	Possession of another candidate's answer-book but no evidence of copying = Denial	Annulment of the performance of entire examination. + two chances (Both the candidates)
7.	Possession of another candidate's answer-book + actual evidence of copying = Admit	Annulment of the performance of entire examination. + two chances (Both the candidates)
8.	Possession of another candidate's answer-book + actual evidence of copying = Denial	Annulment of the performance of entire examination. + three chances (Both the candidates)
9.	Answer-books containing identical answers = Admit	Annulment of the performance of entire examination. + one chance (Both the candidates)
10.	Answer-books containing identical answers = Denial	Annulment of the performance of entire examination. + two chances (Both the candidates)
11.	Answer-books, main or supplement, written outside the examination hall or any other insertion in the answer book = Admit	Annulment of the performance of entire examination. + four chances
12.	Answer-books, main or supplement, written outside the examination hall or any other insertion in the answer book = Denial	Annulment of the performance of entire examination. + five chances
13.	Attempt to forge the signature of the Block Supervisor on the answer-book or supplement etc = Admit	Annulment of the performance of entire examination. + four chances
14.	Attempt to forge the signature of the Block Supervisor on the answer-book or supplement etc. = Denial	Annulment of the performance of entire examination. + five chances
15.	Inserting currency notes in the answer book = Admit	Annulment of the performance of entire examination. + four chances
16.	Inserting currency notes in the answer book= Denial	Annulment of the performance of entire examination. + five chances Note: This money is to be credited to the University Fund.
17.	Impersonification at the examination = Admit	Annulment of the performance of entire examination. + five chances (Both the candidates)
18.	Impersonification at the examination = Denial	Annulment of the performance of entire examination. + six chances (Both the candidates)
19.	Using obscene language, violence, threat at the examination center to Chief Conductor/Senior Block Supervisor or Examiners (irrespective of whether he/she is a candidate for a given examination or any other examination) = Admit	Annulment of the performance of entire examination. + four chances
20.	Using obscene language, violence, threat at the examination center to Chief Conductor/Senior Block Supervisor or Examiners (irrespective of whether he/she is a candidate for	Annulment of the performance of entire examination. + five chances

	a given examination or any other examination) = Denial	

I) All the other offences not covered in the schedule given above should be dealt with according to the gravity of the offences.

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

(B) **Practical Examination:**
Candidates involved in malpractices at practical examinations will be dealt with as per the provisions for theory examinations.

(Effective from 16th July, 2013) Amendment to Ordinance OA-5.15 Instructions relating to the revaluation of answer books at a University Examination.

OA-5.15(A) The facility of revaluation of answer scripts shall be available for all examinations except for:
(a) Examinations having double assessment.
(b) Examinations having different and specific provisions relating to valuation.

OA-5.15 (A) (i) **(Effective from 22nd December, 2017)** A candidate who desires to have revaluation of his paper/papers shall be required to apply for revaluation of his paper / papers within 10 days from the date of declaration of the results of the candidate of the concerned examination and that the revaluation shall not include verification of marks.

OA-5.15(A) (ii) The applications for revaluation shall be submitted to the Controller of Examinations through the Principal of the College alongwith the prescribed fees.

OA-5.15 (A)(iii) The candidate applying for revaluation shall give an undertaking in writing to the effect that the result of the revaluation of his / her answer-books shall be binding on him/ her and that he / she shall accept the revised marks assigned to his / her paper or papers. However, if the marks are reduced after revaluation, original marks of the candidate are to be retained and the candidate shall be informed that there is no change in his/her result.

OA-5.15 (A) (iv) The marks obtained by a candidate after revaluation if more than the original marks shall be considered for the purpose of amendment of his/her result. These marks shall be taken into account for the purpose of award of scholarships, prize, medals and/or the order of merit.

OA-5.15(A) (v) The revaluation of answer books shall not be permitted in respect of scripts of practical examinations/ term work/ sessional work / project work / dissertation / internal assessment.

OA-5.15 (A)(vi) The whole answer script of a candidate at the revaluation shall be examined by a single examiner except in subject heads with sections

dealing with different subjects.

OA-5.15 (A)(vii) **(Effective from 28th January, 2015)** Better of the two scores original and revaluation marks shall be considered for the benefit of the students while declaring the results. However, if the variation in the revaluation marks and the original marks is more than 20% of the total marks allotted to the paper, the paper shall be sent to a third examiner for revaluation. The average of the best two out of the three scores shall be considered as the revaluation marks allotted to the candidate.

OA-5.15 (A) (viii) The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for revaluation.

OA-5.15 (A)(ix) The result of the revaluation shall ordinarily be made known to the student within 2 months of the last date of receipt of applications by the Office of the Controller of Examinations.

OA-5.15 (A)(x) The University shall send 1 or 2 answer papers of the students who have scored higher marks in the paper for the guidance of the examiner along with the answer papers of the students who have sought revaluation.

OA- 5.15(B) Instructions relating to the verification of answer books at a University examination.

OA-5.15 (B) (i) 1. The candidate shall apply to the Controller of Examination for verification of the answer papers within 15 days from the date of declaration of the result alongwith the prescribed fees.

OA-5.15(B) (ii) On receipt of the application for verification the following factors shall be verified.

a) The answer books contain the number of supplements recorded.
b) All the answers of the questions have been assessed by the examiner, and
c) The total of the marks has been correctly recorded.

OA-5.15 (B) (iii) For verification of marks in respect of the script of practical examination and oral examination marks on the record only shall be verified.

OA-5.15 (B) (iv) Marks obtained by the candidate in any individual question in a section of the paper/course/Head of passing shall not be communicated to the candidate.

Ordinance OA 5.16 Instructions relating to the grace marks at the University Examinations.

OA-5.16 **(Effective from 23rd July, 2013) Scheme for award of entitlement marks and grace marks at the University Examinations.**
This ordinance shall apply to all University examinations except where separate provisions for gracing are made by respective statutory Councils or Ordinance made by Goa University or wherever Grading system of evaluation is in force.

OA-5.16.1 **Scheme for Award of Entitlement Marks.**

Candidates who have participated in NCC / NSS / Sports / Cultural events shall be entitled to entitlement marks as per the following scheme.

I) Candidates who have been enrolled as members of the NCC and are certified by the Principals of their colleges / Heads of Institutions as having satisfactorily completed 40 parade's/Semester for Semester Scheme or 80 parade's for annual scheme.

OR

II) Candidates who have participated in the NSS programme and are certified by the Principals of their colleges/Heads of Institutions as having satisfactorily completed at least 120 hours of social service comprising the time spent in at least two types of projects for the annual scheme of examinations or 60 hours of social service comprising the time spent in one or more types of projects during a semester for the Semester Scheme of examination.

OR

III) Candidates who have to their credit participation in cultural events during the academic year/semester as specified below:

A. Cultural Events – At the University Level

a) All the students who are members of the Winning and Runners-up teams at the Inter-Collegiate level where competitions for team Championships are actually conducted by the University.

b) In the case of individual events at the Inter-Collegiate meets conducted by the University as in the case of cultural events, students winning first three places, in the order of merit.

B. Cultural Events – At the Inter-University / Inter- State / (representing the University or State or Nation) / National / International (representing the University or State or Nation) Level.

IV) All the above category of students participating in the NCC / NSS / Cultural Events at the University / Inter- University / Inter-State/ National / International level (representing the University or State) level shall be entitled, to the gracing of 1% of maximum aggregate marks under any one or more of conditions (a) to (d) mentioned below, for the examination pertaining to the respective semester/academic year.

a) A candidate who fails to pass in one or more heads of passing shall be graced to the extent of 5 % of the maximum marks allotted to the head of passing subject to a maximum of 1% of maximum aggregate marks.

b) A candidate shall be entitled to grace marks upto a maximum of 1% of maximum aggregate marks for the purpose of the award of class / honours or distinction at an examination or head of passing.

c) A candidate who fails to pass an examination shall be graced upto a maximum of 1% of the maximum aggregate marks for the purpose of an exemption in a Head/Heads of passing provided the marks so graced in a Head/Heads of passing shall not exceed 5% of the maximum marks allotted to the Head/Heads of passing.

d) The entitlement marks whether allotted or not fully or partially under any of the heads of passing shall be shown along with the grand total with appropriate '#' sign.

Provided that in the case of a candidate appearing at the University examination under semester system, the benefit of gracing mentioned above shall be given

at the respective semester examinations.
The entitlement marks under this scheme shall not be counted for purposes of placement in the order of merit or award of scholarships, prizes and medals or of other awards. However, such marks can be utilized for award of class/honours/distinction.

e) Level of participation in the cultural event within the State of Goa:

1. Grace marks may be awarded to the 1st three prize winners in the team as well as individual events organized by the State Government/ Central Government organizations.
2. In the events, at least 10 colleges should participate, only then the winner should be considered for the award of the grace marks.
3. The Principals of those colleges whose students have secured 1st, 2nd and 3rd prizes should verify and forward the names of the students to the University for the award of grace marks.
4. The organizing agencies should also forward the names of the students and a list of the participating colleges to the University.
V) Candidates who are eligible as per University eligibility rules and have to their credit participation in Sports events during the academic year/semester as specified below:

A. Eligibility
Candidate (Sportsperson) should be a bonafide student of the Goa University or its affiliated college after obtaining prior approval of the respective Principal / Dean / Head of Department should participate in the sports events approved by the Sports Council of Goa University, National Sports Federations having recognition of the Ministry of Youth Affairs and Sports / Indian Olympic Association / Association of Indian Universities.

A candidate shall be eligible for the Sports Merit Marks only after the completion of his/her performance in the event and the marks so allotted shall be counted for his/her appearance at the respective Semester/Term/Annual exam only. In the event of his/her performance in more than one category/sport, only the highest marks allotted in any one category/sport will be considered.

For the purpose of allotment of marks, sports events shall be divided into the following categories:

Category A: Students representing India in the following International events.
Olympic Games, World Championships, World Cups, Davis Cup, Thomas Cup, Uber Cup, Para Olympic Games, Winter Olympics Games, Champions Trophy, Commonwealth Games, Commonwealth Championships, World University Games, World University Championships, Asian Games (Indoor/Outdoor Games), Asian Cups, Asian Championships, Asian Winter Games, Asian Para Olympics, Wimbledon Championship, US, French & Australia Open Tennis Championships, All England Badminton Tournament, Youth Olympic Games.

Category B: Students representing India in the following International events/Championships recognized by National Sports Federation which are duly approved by the Ministry of Youth Affairs and Sports/ Indian Olympic Association/Association of Indian Universities.
One Day International Cricket Matches, Cricket Test Matches, Commonwealth Youth Games, International Athletic Permit Meet, Asian Youth Games, Asian

Martial Art Games, SAF Games, Any Other International Game/Sport recognised by Indian Olympic Association.

Category C: Students representing Goa State for National events organised by the recognised National Federation which are duly approved by the Indian Olympic Association / Association of Indian Universities.

i) National Games
ii) National Championships (only one in each recognised discipline to be determined by respective National Federation)
iii) Federation Cups organised by National Sports Federations recognised by the Government of India and Indian Olympic Association.
iv) National Sports Festivals for Women.

Category D (1) : Students representing Goa University in the All India Inter-University Championships, approved by Association of Indian Universities.

Category D (2) : Students representing Goa University in Zonal Inter-University Championships, approved by Association of Indian Universities.

Category E1: Students representing the College in the Inter-Collegiate Tournaments as approved by the Sports Council and organised by Goa University.

Category E2: Students eligible as per eligibility rules of Goa University and participating in State Championship recognized by Sports Authority of Goa in disciplines that are not in the list of annual Intercollegiate Championships organized by Goa University.

A student shall have to attend a minimum of ten practice sessions consisting of two hours each, organized by the College/University in the form of inter class/intra mural competition/coaching in order to be eligible for participation /selection at inter college championships.

B. Allotment of Sports Merit Marks to Categories

Students participating in sports shall be eligible for marks for participation and achievements as per the table given below:

Category	Participation	Winner/ Gold Medal	Runners-up/ Silver Medal	Semifinalists/ Bronze Medal
A	28	28+24 = 52	28+22 = 50	28+20 = 48
B	26	26+22 = 48	26+20 = 46	26+18 = 44
C	16	16+20 = 36	16+16 = 32	16+14 = 30
D1	20	20+16 = 36	20+12 = 32	20+10 = 30
D2	16	16+12 = 28	16+08 = 24	16+06 = 22
E1 & E2	10	10+06 = 16	10+04 = 14	10+02 = 12

C. (i): Sports Merit Marks allotted to a student passing on his/her own merit shall be indicated separately in the mark sheet and shall be counted for the purpose of class, honours or distinction. However, unless otherwise eligible, the same shall not be counted for the purpose of obtaining any University scholarship, prizes, medals or placement in order of merit/rank for the said exam.

(ii) A student shall be eligible for the Sports Merit Marks in a particular Paper/Subject, provided that he/she shall have obtained a minimum of 50% marks required to pass/claim exemption in that Paper/Subject. In the event of the student being unable to utilise the Sports Merit Marks the same can be carried forward to the subsequent appearance of the same examination.
(iii) A student failing in a particular Paper(s)/Subject(s), whether in theory or practical or both, the Sports Merit Marks shall be added to that Paper(s)/Subject(s) and indicated by a hash (#), after which the general grace marks will be added and indicated by a dollar ($). Balance marks, if any, shall be shown separately in the mark sheet.

(iv) In case of semester system of examination, the entitlement marks on account of participation of sports shall be awarded at the examination concluded at the end of the semester during which the student is eligible for such marks.

N.B. (a)The rules relating to gracing under this scheme shall be applied first and thereafter if need be the scheme for the award of General Grace Marks, shall be applied.

(b) The marks graced under this scheme shall be shown separately in the candidate's marks sheet.

(c) The benefit envisaged in the above clauses shall be made available to students on their producing the necessary certificate in that behalf.

(d) If the percentage of the grace marks calculated /arrived at, comes to decimal of 0.5 and above then it shall be rounded to the nearest higher whole number.
(e) The student participating in Sports / NCC / NSS / Cultural activities shall be eligible to get marks under only one category in whichever he/she scores maximum.

OA-5.16.2 (Effective from (8th/9th May, 2008) Scheme for the award of general grace marks.

Where a candidate appears at a University examination either in all subjects or in compartments as allowed by the University in the scheme of examination, or with exemptions, and fails in one or more heads of passing, or where a candidate passing in all the subjects falls short of requisite number of marks on the aggregate for passing the examination or for securing exemption in the individual subject(s) or falls short of requisite number of marks for a class, honours, distinctions or on the aggregate, he shall be graced upto the necessary number of marks as provided hereunder to enable him to pass the examination or to pass the head of passing or to be eligible for exemption in any head of passing or to secure a class, honours or distinction on the aggregate, or class, honours or distinction in individual subjects.

The General Grace Marks if allotted under any of the heads of passing or at the aggregate level shall be shown separately alongwith the appropriate "$" sign.

If the percentage of the grace marks calculated/arrived at, comes to decimal of 0.5 and above then it shall be rounded to the nearest higher whole number.

OA-5.16.3 Effective from (8th/9th May, 2008) Scheme for the award of general grace marks for class purpose

i) To secure a class, honours or distinction on the aggregate, a candidate be graced up to a maximum of 1% of the maximum aggregate marks.

ii) Where class/honours/distinction is given in individual subjects/heads of passing, the candidate be graced up to 2% of the maximum marks in a subject/head of passing.

iii) When one head of passing is within another head of passing, the inner head of passing requiring grace marks for securing class / honours /distinction in individual subjects shall be awarded grace marks first.

Clause (iii) shall be applied before Clause (iv) is applied.

(iv) While awarding grace marks for more than one subject or head of passing, the subjects/heads of passing shall be selected for award of grace marks in the order of increasing grace marks required for obtaining honours / distinction / passing.

(v) Together for (i) and (ii) above, the grace marks awarded shall not exceed 1% of the maximum aggregate marks.

OA-5.16.4 Effective from (8th/9th May, 2008) Scheme for award of general grace marks for passing purpose

(i) To secure a pass on the aggregate, a candidate be graced up to a maximum of 2% of the maximum aggregate marks. This provision is applicable also to the repeater/supplementary students irrespective of the number of papers appeared provided these marks were not utilized earlier.

(ii) To secure a pass or to secure exemption in individual subject(s) /head(s) of passing, the candidate be graced up to 5% of the maximum marks in the subject(s)/head(s) of passing or 1% of the maximum aggregate marks whichever is less.

(iii) When one head of passing is within another head of passing, the inner head of passing requiring grace marks shall be awarded grace marks first.

Clause (iii) shall be applied first and then Clause (iv) shall be applied.

(iv) While awarding grace marks for more than one subject or head of passing, the subject(s)/head(s) of passing shall be selected for award of grace marks in the order of increasing grace marks required for passing. However, when a candidate applies for revaluation or appears for repeat examination and grace marks are already allotted to some subject/s for passing, such result shall not be altered. The candidate shall be entitle to the remaining unused grace marks only for the subjects he/she has applied for revaluation or reappear.

(v) Together for (i) and (ii) above, the grace marks awarded shall not exceed 2% of the maximum aggregate marks

OA-5.16.5 Effective from (8th/9th May, 2008) Eligibility for awards /scholarships etc.

i) A candidate whose marks are graced in any head/heads/subject(s) for an examination under this Ordinance shall not be eligible for any University scholarships, prizes, medals, placement in order of merit for the said examination unless he/she is eligible to it even otherwise.

ii) Similarly, a candidate whose marks are graced in any head/heads/subjects under this Ordinance in order to pass the examination shall not be eligible for award of grace marks for the purpose of class, honours or distinction.

iii) The unutilized Entitlement Marks obtained for NCC or NSS or Sports or cultural activity along with the unutilized General Grace Marks can be carried forward to the subsequent appearance of the same examination.

OA-5.17 (i) **(effective from 3rd April, 2006)** The candidates who have passed the final examination of a programme conducted by the Goa University will be issued the Passing Certificate.

OA-5.17 (ii) **(effective from 3rd April, 2006)** A statement in the prescribed format showing the marks obtained in each head of passing at an examination shall be issued on payment of prescribed fees to the candidates whose result is announced by the Goa University.

OA-5.17 (iii) **(effective from 3rd April, 2006)** Provisional Degree will be issued to the candidates who have passed the final examinations of a programme conducted by the Goa University on payment of prescribed fees.

OA-5.17 (iv) **(effective from 3rd April, 2006)** The students of M.B.B.S., B.D.S., B.A.M.S. & B.H.M.S. will be issued the Internship Training completion Certificate on payment of prescribed fees, on the basis of the report submitted by the Principals of the respective Colleges on the completion of the compulsory Internship training by the student.

Amendment and addendum to Ordinance OA-6 relating to Remuneration to Teaching and Non-teaching Staff at the Examination (under Section 24(1) of Goa University Act 1984) **(Notified on 15th May, 2017)**

OA-6 Ordinance relating to remuneration to teaching and non-teaching staff at the examinations (under Section 24(1) of Goa University Act 1984)

Remuneration shall be paid to Paper-setters, moderators, examiners, chairpersons of the boards of paper-setters, examiners and chief moderators appointed at the various University examinations for the work of setting question papers, assessment of answer books, dissertations, project work, journals, term work/sessional work, moderation of answer-books, conducting practical, oral and *viva-voce* examinations and such other work specified in the booklets "General instructions to Paper-setters and Examiners at the examinations in all the Faculties" and "Instructions to moderators and examiners in the subjects in which moderators are appointed", and to referees appointed for examining thesis and examiners conducting *viva-voce* examinations.

OA-6.1 General Instructions

OA-6.1.1 The Chairperson or the Senior Examiner as the case may be, shall ensure that a joint claim for himself/herself and on behalf of all his/her colleagues in the subject, indicating there in the amount of remuneration payable to each, is submitted to the University, countersigned by him/her.

OA-6.1.2 a) Examiners in a subject shall share the remuneration equally among themselves. In the event of there being any dispute among the examiners as to the distribution of remuneration, the Vice-Chancellor shall decide how the remuneration shall be distributed and his decision in the matter shall be final.

b) Ordinarily, the remuneration pertaining to the examination work shall be paid to the concerned persons expeditiously, in any case within a period of 3 months from the date of declaration of the respective results.

OA-6.2 Remuneration for writer

(1) **Up to graduation level/diploma examinations**

(a) Papers with duration 2 hrs.: Rs. 75/- per paper

(b) Papers with duration 3 hrs. : Rs. 100/- per paper

(2) **At post-graduate examination**

(a) Papers with duration 2 hrs. : Rs. 100/- per paper

(b) Papers with duration 3 hrs. : Rs. 125/- per paper

OA-6.3 Remuneration to teaching and non-teaching staff at the examinations of the Colleges and University.

A) Non-Professional Examinations

Sr. No.	Item	Amount	
		UG	PG
1.	Remuneration to Chairperson/ Convenor (For theory and practical)	400.00	500.00
2.	Remuneration to Paper Setting in the paper/subject (per set) (to be shared equally by the No. of paper setters involved)	400.00	400.00
3.	Remuneration for preparation of answer key irrespective of number of hours and number of marks (per set) (to be shared equally by the No. of paper setters involved)	400.00	400.00
4.	Evaluation of answer paper (theory) (per script)	For assessment of papers less than 3 hours duration Rs.10.00	For assessment of paper of 3 hours and more Rs.14.00
5.	Minimum Remuneration to the Examiners for evaluation of papers (Theory)	250.00	300.00
6.1.	Remuneration to UG practical examiners approved from the OB-4 panel (per examination/per examiner);	UG	PG
		300.00	
6.2.	Remuneration to PG practical examiners approved from the OB-4 with a minimum of Rs.500/- per batch/per examiner or Rs.50/- per student examined		500.00
7.	Faculty involved in the practical examination other than the OB-4 panel (per day/per faculty)	Lab Supervisor for UG	Expert
		250.00	200.00
8.	Group 'C' staff involved in the practical examination (per day/per session)	60.00	
9.	Group 'D' staff involved in the practical examination (per day/per session)	50.00	
10.	Chief conductor for two Sessions Forenoon examination and afternoon examination are considered as one Session each	180.00 (Rs.90/- per session)	
11.	Sr. Supervisor per two Session	150.00 (Rs.75/- per session)	
12.	Jr. Supervisor/ Block supervisor per two sessions	100.00 (Rs.50/- per session)	
13.	Understudy Supervisor per two Sessions	90.00 (Rs.45/- per session)	
14.	Group 'D' staff per two sessions (Theory)	50.00 (Rs. 25/- per session)	
15.	Dissertation other than M.Phil. & Ph.D. per Examiner	UG	PG
		Examination/Viva-voce of project per student Rs.30/- Evaluation per project Rs.125/-	Evaluation for dissertation 150.00

16.	M.Phil. Dissertations	Evaluation	Conduct of Viva-Voce
		400.00	250.00
17.	Ph.D. Thesis	Evaluation	Conduct of Viva-Voce
		1500.00	500.00
18.	Remuneration to Group 'C' & 'D' staff of the Examinations Section involved in transportation of materials such as question papers, answer sheets and other confidential materials	Group 'C'	Group 'D'
		150.00 (more than 6 hours) 75.00 (less than 6 hours)	125.00 (more than 6 hours) 60.00 (less than 6 hours)

- Practical examination may include term work, oral, seminar, practical, project-viva and all such other components.
- The number of staff required for the Practical Examination shall be decided by the specific Board of Studies.

B) Professional Examinations

Sr. No.	Items	Amount			
1.	Remuneration to Chairperson/ Convenor (For theory and practical)	400			
2.	Remuneration for paper setting per paper for 3 hours duration	200 (per paper per examiner)			
3.	Remuneration per answer key irrespective of number of hours and number of marks	200 (per paper per examiner)			
4.	Evaluation of answer paper (theory) (per script)	For assessment of papers less than 3 hours duration (amount to be divided between the Sections, wherever applicable)		For assessment of paper of 3 hours and more	
		UG	PG	UG	PG
	(1) MBBS, MD/MS, BDS/MDS, BHMS, BAMS Programmes	-	-	40	50
	(2) B.Sc. Nursing, B.Pharm., M.Pharm. and other para-medical B.Sc. Programmes, Law Programmes, Engineering Programmes, B.P.A./ M.P.A., B.F.A., B.Arch.	15	20	20	30
5.	Minimum Remuneration to the Examiners for evaluation of papers (Theory)	250.00		300.00	
6.	Remuneration to UG & PG practical and oral examiners approved from the OB-4 panel	UG		PG	
		Rs.50/- per student examined		Rs. 200/ -per student examined	

		(Minimum Rs. 1000.00 per examiner)	(Minimum Rs.1000.00 per examiner)
7.	Faculty involved in the practical examination other than the OB-4 panel (per day/per faculty)	Lab Supervisor for UG	Expert
		250.00	200.00
8.	Group 'C' staff involved in the practical/ dissertation examination (per day/ per session)	60.00	
9.	Group 'D' staff involved in the practical/ dissertation examination (per day/ per session)	50.00	
10.	Chief conductor for two Sessions Forenoon examination and afternoon examination are considered as one Session each	180.00 (Rs.90/- per session)	
11.	Sr. Supervisor per two Session	150.00 (Rs.75/- per session)	
12.	Jr. Supervisor/ Block supervisor per two sessions	100.00 (Rs.50/- per session)	
13.	Understudy Supervisor per two Sessions	90.00 (Rs.45/- per session)	
14.	Group 'D' staff per two sessions (Theory)	50.00 (Rs. 25/- per session)	
15.	Dissertation per Examiner	UG	PG
		Examination/ Viva-voce of project per student Rs.30/- Evaluation per project Rs.125/-	Evaluation for dissertation per student 200.00
16.	Remuneration to Group 'C' & 'D' staff of the Examinations Section involved in transportation of materials such as question papers, answer sheets and other confidential materials.	Group 'C'	Group 'D'
		150.00 (more than 6 hours) 75.00 (less than 6 hours)	125.00 (more than 6 hours) 60.00 (less than 6 hours)

- Practical examination may include term work, oral, seminar, practical, project-viva and all such other components.
- The number of staff required for the Practical Examination shall be decided by the specific Board of Studies.

OA-6.4 Schedule laying down the appointment of Chief Conductor, Senior Supervisors, Junior Supervisors, other assisting staff and their remuneration.

The following schedule is laid down for the appointments of Chief Conductors, Senior Supervisors and Junior Supervisors for the College/University Examinations to be held in the premises of the colleges.

For College examinations, the Principal shall appoint the Chief Conductor, Senior Supervisors, Junior Supervisors and other assisting staff, and for University examinations, the Controller of Examinations shall appoint the Chief Conductor and the Chief Conductor shall appoint Senior Supervisors, Junior Supervisors and other assisting staff for University examinations conducted in the premises of the College.

(a) One Chief Conductor shall be appointed for each examination/group of examinations to be held simultaneously. He/she will be the overall in charge for the smooth and efficient conduct of the examination held in the college. The Chief Conductor shall also work as Senior Supervisor in addition to his/her own duties when the number of candidates appearing at an examination in the College/ Exam Centre is less than 100.

(b) The appointment of the Senior Supervisor/s shall be made from amongst the senior teaching staff of the College by the Principal, of the College/ Examination Centre, or the Chief Conductor in case of University examinations, on the following basis:-

Number of candidates

101 – 250 1 Senior Supervisor
Up to 500 2 Senior Supervisors
Up to 750 3 Senior Supervisors
Up to 1000 4 Senior Supervisors

Additional Senior Supervisor shall be appointed in case the number of candidates exceeds by 50 than the minimum limits as provided above. For example, if the number of candidates is 300, only one Senior Supervisor shall be appointed, and so on.

One Junior Supervisor shall be appointed for each block. The Principal of the College/ Centre, or the Chief Conductor of the Examination shall appoint the required number of Junior Supervisors. The Principal/ Chief Conductor while making seating arrangements shall ensure that the block does not exceed 30 and is not less than 20 for a paper without separate sections, and 25 and not less than 15 for a paper with sections, where the number of candidates appearing at the Centre is sufficiently large. However, the Principal/ Chief Conductor may arrange a block of less than 20 or 15 candidates respectively, where seating capacity of the room is insufficient to accommodate the candidates.

Note: 1. In a room where the seating arrangement is for 90 to 100 candidates, there shall be 3 blocks for a paper without sections and 4 blocks for a paper with sections.

2. In a room where the seating arrangement is for 60 to 70 candidates, there shall be 2 blocks for a paper without sections and 3 blocks for a paper with sections.

If the number of candidates is less than specified above for a block, candidates from two or more blocks shall be accommodated together to constitute a single block.

If further additional staff is required, prior sanction of the University shall be obtained for the same.

The appointment of Understudy Supervisor/s and other support staff required for the conduct of the examination shall be as provided in Schedule OSA-1.

There shall be no provision for appointment of Senior clerks, Clerks or Dispatch Clerks at the University examination.

OA-7 Ordinance relating to the fees to be charged for undergraduate and post-graduate courses of study in the University and fees prescribed for registration as a post-graduate student for a Master Degree course whether by paper or by research for Medical Degree course or Diploma course or Certificate course and for Doctor of Philosophy. (Under Section 24(1) OF Goa University Act, 1984).

(Effective from 28h January, 2015)

OA-7 Ordinance relating to the fees to be charged for undergraduate and post-graduate courses of study in the University and fees prescribed for registration as a post–graduate student for Master Degree course whether by paper or by research for Medical Degree course or Diploma Course or Certificate course and for Doctor of Philosophy (under Section 24(1) of Goa University Act, 1984).

OA-7.1 The tuition fees per semester / term / year to be charged for various undergraduate and post graduate programmes of study shall be as notified by the University / State Government from time to time.

OA-7.2 The rates of fees other than Tuition fee, such as Library fee, Gymkhana fee, Student Aid Fee, Annual Social Gathering fee, College Magazine Fee, and any other such fee, shall be as notified by the University from time to time.

The fee prescribed for registration as a Post-graduate student for a Master's degree course whether by paper or by Research and for a Medical Post-graduate Degree / Diploma / Certificate Course shall be as notified by the University from time to time.

The fee prescribed for registration of post-graduate students for the Ph. D. shall be as notified by the University from time to time.

OA-8 Ordinance relating to the applications for grant of the research fund. (Under Section 24(1) of Goa University Act, 1984)

OA-8.1 No grant is made out of the research fund in aid of the cost of publication of a book or paper or to students preparing thesis for the Master's degree. The assistance from this fund is mainly, meant to encourage the growth of a climate of research work in the University/College and also to encourage research work by those teachers who may not otherwise be able to get financial support for their research projects or who may not even have research scholars working with them with the help of fellowship or scholarship from various sources. Applications for assistance from the research students registered for one Doctor's degree may also be considered by the University.

OA–8.2 Applications must make definite demands for definite needs. Applications for grants must be forwarded through the Dean of the Faculty and the grants will be awarded by the Vice-Chancellor on the recommendations if the Dean of the concerned faculty subject to the availability of funds.

OA–8.3 All instruments and apparatus of permanent value whether prescribed by means of he grant or supplied from among those at the University, shall be returned to the University/College by the grantee on the conclusion of his research or a such other time as may be determined by the University.

OA–8.4 No portion of the grant may be devoted to personal expenses or to the payment of assistants. Teachers obtaining support from this grant will have to utilize the amount for their research work and contingencies, for field work, traveling and halting, computation work or for purpose of equipments, apparatus, instruments or for its fabrication, chemicals glass wares, books etc, which are specially required for the project and which are not normally provided by the University, College but not for appointment of fellows, research assistants or any other staff. Any non-consumables material purchased out of the grant would belong to the University/College concerned but available for use of the teacher for period of his research work.

OA-8.5 Materials and apparatus prescribed with the help of the grant should, as far as possible, be of Indian Manufacturer. The materials and/or apparatus shall be ordered through the Head of the Institution in which the teachers is doing the research work.

OA-8.6 Grantees are not allowed to devote an portions of the grant towards the purchase of ordinary laboratory apparatus and materials which are normally available in the University/College.

OA-8.7 Applications from teachers seeking support from this fund should indicate briefly the research work already undertaken by the teacher with the help of facilities available in the University/college, results if any obtained the present stage of research work and purpose for which support is needed in furtherance of his research work in case the research work for which support is a new programme yet to be started, the applicant should clearly specify te object of the research.

OA-8.8 The minimum mount to be given to any single teacher in a yea may not ordinarily exceed Rs. 10,000/-. In exceptional circumstances this ma be suitably increased if more than one teacher want to work on the project as a team.

OA-8.9 Applicants will be required to sign an undertaking in te \form-6.

OA-8.10 The grant will be paid in two installments, the first one on receipt of the undertaking referred to above, and the second after the receipt and approval if the first six–monthly report of the research work done and the statement of accounts. All reports and accounts shall be submitted in triplicate through the Head of the Department of Institution, if any, in which the grantee is doing the research regularly every six months till the amount of the grant is fully utilized by the awardee for consideration and assessment of the performance of the awardees by the University so as to find out whether the progress of the research work done by them is satisfactory whether the awardees have displayed research potential and ability and achieved significant progress in te research work done by them. Any grantee failing to furnish a report satisfactory to the University or within the prescribed time, may be called upon to refund the total amount of the grant allotted to him.

OA-8.11 If no expenditure is incurred within a period of 12 months from the date of the receipt of the first installment of the grant or should any balance remain unexpended at the end of the period the amount in the grantee's hands must be returned to the University and if the grantee later on which to proceed with the work he must make an application for a new grant.

OA-8.12 On the award being made each grantee will be required to give a further undertaking to the effect that he is in a position to supplement, in case of need, the amount of the grant wit his own money or from any other source, and that he shall spend the entire amount of the grant on materials and/or apparatus. In subjects failing under 'Humanities and Social Sciences' the entire amount of the grant may, however, he spent on traveling, hailing, field work, tabulation work and for processing of data on a computer. The amount of the grant shall be utilized only for the purpose for which it is sanctioned by the University.

OA-8.13 No assistance from this fund will be given to any teacher who has on hand any research scheme or project supported by the University Grants Commission or the Council of Scientific and Industrial Research or any other sponsoring agency or who has research fellows working with him with the help of fellowships or scholarships and contingency grants from various sources.

OA-8.14 Applications for grants must be forwarded to the Registrar not later than the date prescribed in their behalf.

OA-9 Ordinance regarding Medium of Instruction (Under Section 24(1) of Goa University Act 1984).

OA-9.1 That the medium of instruction in Goa University, in general, shall be English language and the Examinations at all levels shall be conducted in English language. However, languages other than English will be taught and examined at all levels in the medium of the languages concerned.

OA-9.2 In addition to English, instruction and examination in Ayurvedic medicine will also be permitted to e conducted in Hindi, Marathi & Konkani.

OA-10 **(Notified on 25th July, 2017)** Ordinance covering fees for various examinations conducted by the University (under Section 24(1) of Goa University Act, 1984)

The examination fees chargeable for the different examinations of the University shall be as follows:

Sr. No.	Items	Fees ₹
1.	Examination registration fees for Professional/ Non-professional Undergraduate and Post Graduate Examination (For First/ subsequent appearance)	300.00
2(i)	***Examination fee per theory paper:***	
(a)	**Undergraduate - Non Professional Course**	
	i) for first appearance F.Y./S.Y.	100.00
	ii) for first appearance T.Y.	125.00
	iii) for second and subsequent appearance F.Y./S.Y.	180.00
	iv) for second and subsequent appearance T.Y.	250.00
(b)	**Undergraduate - Professional Course**	
	1) MBBS, BDS, BHMS, BAMS	
	i) for first appearance	400.00
	ii) for second and subsequent appearance	600.00
	2) B.Sc. Nursing, B.Pharm, Para medical B.Sc. Programmes, B.P.A., B.F.A., B.Arch., LL.B., B.E.	
	i) for first appearance	300.00
	ii) for second and subsequent appearance	500.00
(c)	**Post-graduate Courses Professional**	
	MD/MS, MDS, Medical Diplomas	
	i) for first appearance	1000.00
	ii) for second and subsequent appearance	1500.00
	M.Pharm., M.E., M.P.A., LL.M.	
	i) for first appearance	500.00
	ii) for second and subsequent appearance	750.00
(d)	**Post-graduate Courses Non-Professional**	
	i) for first appearance	250.00
	ii) for second and subsequent appearance	350.00
(e)	**All Diplomas – PG Diplomas**	
	i) for first appearance	250.00
	ii) for second and subsequent appearance	350.00
(f)	**i) M.Phil**	1200.00
	ii) Ph.D.	1800.00
2(ii)	**Post-graduate Courses under OA- 18 and OB- 10(A)**	
	A) Examination fees for courses other than laboratory course, Examination Registration, statement of Grades and Examination Form Fees For all appearances (per credit)	125.00 75.00

	B) Examination fees for Laboratory Courses	100.00
	C) Dissertation	500.00
3.	**Practical examination fees (Professional/Non Professional) (both for Under Graduate & Post Graduate Courses):**	
(i)	**Per Practical (including Viva-Voce, Term work/Project and such other practical components upto 100 marks or less)**	
	i) For Undergraduate Non Professional F.Y./S.Y	**150.00**
	ii) For Undergraduate Non-Professional T.Y.	**250.00**
	iii) For Undergraduate Professional	
	a) MBBS, BDS, BHMS, BAMS	500.00
	b) B.Sc. Nursing, B.Pharm, Para medical B.Sc. Programmes, B.P.A., B.F.A., B.Arch, LL.B., B.E.	380.00
(ii)	**Per Practical (including Viva-Voce, Term work/ project and such other practical components of above 100 marks or less than 100 marks)**	
	i) For Post Graduate Professional	
	a) MD/MS, MDS, Medical Diplomas	1000.00
	b) M.Pharm., M.E., M.P.A., LL.M.	500.00
	ii) For Post Graduate Non-Professional	380.00
(iii)	Practical Examinations of Fine Art Course carrying 100 marks or less	500.00
(iv)	**1) Fees for examination of Dissertation/ Thesis at the Professional P.G. Examinations**	
	i) MD/MS, MDS, Medical Diplomas	1800.00
	ii) M.Pharm., M.E., M.P.A., LL.M.	1200.00
	2) Fees for examination of Dissertation/Thesis at the Non-Professional P.G. Examinations	1200.00
(v)	For second and subsequent appearance, for the Practical examination (including viva-voce, term work/project and such other practical components/ resubmission of Dissertations.	Twice the fees mentioned for the regular appearance.
4.	Statement of marks	75.00
5.	Examination form	50.00
6.	Late fees for submission of Examination forms	250.00
7.	**Duplicate copy of Degree/Certificate:**	
	(i) For Non-Professional/ Under graduate/ Post graduate Courses	2000.00
	(ii) For Professional/ Undergraduate/ Post Graduate Courses	3000.00
	(iii)Search fee for every year delayed for issuing duplicate documents and other documents not collected in time by the candidate	100.00 (per year not exceeding ₹ 1000.00)
	(iv)Statement of Marks	250.00

	(v)Passing Certificate	250.00
8.	**Revaluation (per paper):**	
	(i) Undergraduate (Non-professional, Professional)	500.00
	(ii) Post-Graduate (Non-professional, Professional)	700.00
9.	**Verification (per paper, where provision exists):**	
	(i) Undergraduate	150.00
	(ii) Post-graduate	150.00
10.	Provisional Degree / Issue of miscellaneous Certificates	250.00
11.	Internship Training Certificate	250.00
12.	Personal Verification	250.00
13.	Grievances (Under Ordinance OC-45)	250.00
14.	**Convocation Degree Certificate:**	
	(i) Professional	1200.00
	(ii) Non-Professional	700.00
	(iii) Postal Charges in absentia (within India)	150.00
	(iv) Postal Charges in absentia (abroad)	1200.00
	(v) Search Fee for Convocation Degree:	
	a) Upto 5 years	
	b) Above 5 years	100.00 (Per year but not exceeding ₹ 1000.00)
15.	Authentication of Documents (Per Programme)	500.00

There shall be 5% increase on all the above fees for each academic year w.e.f. 2017-18.

Note: 1) These fees will be rounded upwards or downwards to the nearest ₹ 5.00.
2) A yearly circular to be sent to all the Colleges/Departments specifying exact fees for clarity.

The students belonging to SC/ST/OBC category shall be provided with 50% concession in the payment of examination fees.

OA-11 Ordinance relating to preparation of panels for appointment of paper-setters and examiners and their qualifications. Under Section 24(1) of Goa University Act, 1984)

OA-11.1 Application for Examinership will be made to the Controller of Examinations in the prescribed form obtainable from the University Office. The last date for submission of application for examinership in the University Office will be 16th August.

OA-11.2 An Applicant will apply for Examinership separately in the subject where he/she is teaching the subject/s falling under the different Board of Studies.

OA-11.3 The Examination Section will send all applications received to the Chairman of the Board of Studies concerned for preparation of the panel by 30th August.

OA-11.4 The Panel of Examiners in each subject or group of subjects will be prepared by the Board of Studies concerned by 30th September in order to present the same before the Academic Council in October.

OA-11.5 In this Ordinance, the word 'Teacher' unless repugnant to the subject or context shall mean a teacher in a University Department or a College or an Institution affiliated or recognized by this or any other statutory University. (No changes).

OA-11.6 The 'teaching experience' shall mean experience as Lecturer/Assistant Professor/Reader/Associate Professor/Professor in such University Department or a College or Institution affiliated or recognized by such University.

OA-11.7 (effective from 15th November, 2005) The Internal Paper-Setter/Examiner shall mean a teacher who is imparting instruction for the course of studies at a particular level or higher level.

OA-11.8 (effective from 15th November, 2005) The External Paper-Setter / Examiner shall mean (a) a person teaching the subject/s in any other College / Department / Institution under the same University or any other recognised University or Institution under other recognised Universities, **OR** (b) a person possessing the required academic qualifications in the subject or allied subject and actively engaged in professional work or research work in the subject, whether in service or retired, at the time of appointment as Paper Setter / Examiner.

OA-11.9 The degree qualifications must be in the subject/s concerned and of a statutory Indian University or a recognized Foreign University.

(i) No person shall ordinarily be held eligible for appointment as Paper Setter and Examiner for F.Y./S.Y./B.A./B.Sc./B.Com./B.C.A. and such other undergraduate non-professional courses unless he/she is an approved teacher with the qualifications as laid down by the U.G.C. and has 3 years teaching experience in the subject/papers as in the same or higher class in a College of this or any other statutory and recognized University.
(ii) No person shall ordinarily be held eligible for appointment as paper setter and Examiner for T.Y.B.A., B.Sc., B.Com./B.C.A. and such other undergraduate non-professional courses unless he is an approved teacher with qualification as laid down by the UGC and has **Five years** teaching experience in the subject/papers in the same or higher class in a college of this or any other statutory and recognized University unless he has evidence of five years professional experience in the subject.

OA-11.10 The Board of Studies in various subjects shall consider applications for examinership in respective subject and prepare for various examinations of suitable persons from amongst the applicants and non-applicants from this and other Universities. (No changes).

OA-11.11 The Board of Studies shall suggest in the panel of Internal Examiners at least five times the number of such persons required for appointment in each subject and the same number of persons in the panel of External Examiners.

OA-11.12 A non-applicant may be included in the panel of Examiners by the Board of Studies only if such a person satisfies the conditions of academic qualifications and the required experience. The Boards of Studies shall mention the qualifications, experience and the complete address of non-applicants proposed to be included in the panel and shall submit the Bio-data obtained from the non-applicant who may be proposed to be an examiner.

OA-11.13 The Board of Studies, shall on no account include in their panels.

(a) persons who are neither teachers of statutory Universities nor outstanding researchers in the subject, except in the case of professional subjects.

(b) persons who have written guides, pamphlets of questions and answer/solution (digest) or who are coaching students privately in the subject of the examination for which the panel is prepared.

OA-11.14 The Board of Studies while preparing the panel in any subject/s shall include, after careful scrutiny and necessary modification, the names of persons from previous panel. When a Board of Study deletes any name, a special resolution indicating the reasons for such deletion should be made. The Board will necessarily remove from the panel of Internal/External examiners the names of such persons who are no longer Internal/External examiner according to the Ordinance. The Board shall not delete the name of any person from the panel on the grounds that any of his/her relation is appearing for the examination.

OA-11.15 The panel of Internal Examiners shall include the names of all internal applicants who satisfy the qualifications and experience laid down in that behalf except where the Board of Studies excludes a name by a special resolution for the reasons recorded in it. If for any specified reason to be recorded in writing, the Board of Studies think it necessary to recommend persons deficient in qualifications /experience, their names should be separately listed.

OA-11.16 The Board of Studies shall prepare the panel of Examiners for Post-graduate & Under-graduate courses separately. At the Post-graduate courses where special papers in specialized branches are prescribed the Board of Studies shall prepare separate panel for each such paper.

OA-11.17 The names recommended in the panel in a subject for a higher examination in a faculty may be considered for inclusion in the panel at a lower examination. The names included in the higher panel should not be repeated in the lower panel unless any applicant for the higher examination clearly communicates his unwillingness for being considered for appointment at a lower examination

OA-11.18 No person shall be appointed as paper setter and examine for more than one subject except in exceptional circumstances and post-graduate courses and professional courses.

OA-11.19 Ordinarily a person shall not be appointed as an Examiner/paper-setter/Chairpersons in the same subject for more than four terms/2 years consecutively.

OA-11.20 The provision at OA-11.19 may be relaxed if necessary at Master's degree and at all professional courses and post graduate Diploma Examination.

OA-11.21 Number of internal and external examiners to be appointed at the examination will be decided by O.B-4 Committee.

OA-11.22 In Engineering Examinations, for the first and second year Semester Engineering Undergraduate Examination, only internal paper setters and examiners shall be appointed.

OA-11.23 In Fine Arts and Architecture Examination only internal examiners be appointed for first three years. (No changes).

OA-11.24 The number of examiners to be appointed shall ordinarily be determined on the basis of one examiner for 300 sections or 150 answer books in one paper. (No changes).
OA-11.25 The number of Paper-Setters be appointed according to the requirement of papers to be set in a subject at post-graduate and under-graduate examinations. (No changes).

OA-11.26 Persons having following relations appearing in any subject at an examination will be considered ineligible for appointment as examiner/paper setter in the said subject at the said examination.

"Father, Mother, Wife, Husband, Son, Daughter, Grandson, Granddaughter, Brother, Sister, Nephew, Niece, Uncle, Aunt, First Cousin, Son-in-Law, Daughter-in-Law, Brother-in-Law and Sister-in-Law.

OA-11.27 The OB-4 Committee while recommending the names of internal Paper-Setters or Examiners will designate senior-most paper setter or examiner, as the case may be, as Chairman or Convener of the Board of Paper-Setter and/or Examiner. (No changes).

OA-11.28 At the Under-graduate examinations where the number of students for certain subject is small, more than one examination may be combined into one group in the subject for the purpose of appointment of Paper-Setter and Examiner and appointment for each group of examinations will be treated as one appointment. (No changes).

Faculties of Languages & Literature, Social Sciences, Commerce and Management Studies.

OA-11.29 For the Post-graduate examinations in the Faculties of Languages and Literature, Social Sciences, Commerce and Management Studies, the appointment of paper setters/examiners shall be carried out as per the relevant Ordinance prescribed in that behalf.

OA-11.30 For the Under-graduate examinations in the faculties of Languages and Literature, Social Sciences Commerce and Management Studies, ordinarily, the paper setters/examiners shall be the recognized teachers from the affiliated colleges having necessary qualifications and experience prescribed for such appointments.

Faculties of Natural Sciences and Life Sciences & Environment.

OA-11.31 For Post-graduate examinations in the Faculties of Natural Sciences and Life Sciences and Environment, the appointment of paper setters/examiners shall be carried out as per the relevant ordinance prescribed in that behalf.

OA-11.32 For under-graduate examinations in the Faculties of Natural Sciences and Life Sciences and Environment, the paper setters/examiners shall be the recognized teachers from the affiliated colleges having the necessary qualifications and experience prescribed for such appointments.

Faculty of Law.

OA-11.33 For Post-graduate examinations in the Faculties of Law, ordinarily there will be half internal and half external Paper-Setters/Examiners and fractions will be completed by internal. (No changes).

OA-11.34 The first degree examination for LL.B. in the Faculty of Law there will be half internal and half external Paper-Setters/Examiners and fraction will be completed by internal. The Chairman of Board of Paper Setters will always be a full-time teacher. (No changes).

Faculties of Performing, Fine Art & Music and Engineering & Architecture.

OA-11.35 For Post-graduate examinations in the faculties of Performing, Fine Art and Music and Engineering & Architecture, there will be one internal and one external Paper-Setter/Examiner. (No changes).

OA-11.36 In the Faculty of Engineering and Architecture there will be two internal Paper-Setters/Examiners for the first and second year of the degree course and there will be one internal and one external examiner for the third and fourth year of the degree course. In the Faculty of Performing, Fine Art & Music there will be two internal Paper Setters/Examiners for first, second and third year of the degree course and one internal and one external Paper-Setter/Examiner for the fourth and fifth year of the degree course. (No changes).

Qualification for Examiner

OA-11.37 Qualification for appointment of internal examiner in a subject at an examination shall be invariably the same, if not higher than those laid down by the University for appointment as a teacher in that subject for the examination. (No changes).

OA-11.38 The External Examiner shall possess the qualifications and teaching experience equivalent to the qualifications and teaching experience required for internal examiner at the same or corresponding examination. (No changes).

OA-11.39 The qualification and minimum period of teaching experience for eligible for appointment of an examiner shall be as laid down by the University. The teaching experience is to be inclusive of the academic year in which the appointment is to be made. (No changes).

OA-11.40 If applicant completes his four years of teaching experience prior to the date of application his teaching experience is to be taken as five year (i.e. 4 + 1 = 5 years) inclusive of the year of application that he would complete by the end of March next. (No changes).

OA-11.41 The following shall be the minimum qualification for appointment as examiner at the various examinations in the various faculties. (No changes).

M.Phil. Examination Qualifications (No changes).

A Ph.D. in a subject with at least three years teaching experience of post-graduate classes **OR**

M.Phil. in subject with at least five years of teaching experience at post-graduate classes.

Proportion of Internal and External Examiners will be the same as is laid down for M.A. or M.Sc. and M.Com. examinations as the case may be.

M.A., M.Sc., M.Com. and M.B.A.. examinations (No changes).

(a) A first or second class at Master's degree **OR**

(b) A first or second class at Bachelor's degree with first class or second class at Master's degree in a subject **OR**

(c) A Doctor's degree with at least second class Bachelor's degree OR

(d) Any other equivalent degree or degrees of foreign University.

(e) A minimum of five years experience of teaching post-graduate classes.

Third Year B.A., B.Sc. and B.Com. examinations (No changes).
(a) Academic qualifications of a teacher of post-graduate classes as mentioned in OA-11.4 (ii) with minimum teaching experience of five years at the Third B.A./B.Com. courses **OR**

(b) A first class or second class Master's degree or Master's degree with research with minimum five years teaching experience at Third Year B.A./B.Com. courses.

(c) A first or second class Bachelor's degree with first class or second class Master's degree in subject with minimum five years teaching experience at third year B.A./B.Com. courses **OR**
(d) Any other equivalent degree or degrees of Indian University or foreign University.
(e) B.Com. examination – Special subjects
1) Financial Accounting and Auditing and Taxation
2) Cost Accounting and Management Accounts

Qualifications:
Fellow of the Institute of Chartered Accountant India with minimum five years standing **Or**
F.C.A. Fellow of the Institute of Chartered Accountant India with ten years standing as practicing accountant.

Faculty of Law - LL.B. Examination (No changes).
(a) A Master's degree in Law and a Master's degree in Social Sciences **Or**
(b) First Class Bachelor's degree in Law and with a Master's degree in Arts, Humanities and Social Sciences **Or**
(c) A Bachelor's degree in Law with a Bachelor's degree in Social Sciences and ten years standing at the Bar **Or**
(d) A Bachelor's degree in Law with fifteen years standing at the Bar.

Faculty of Medicine

Qualifications for examiners in the faculty of Medicine shall be as per the guidelines of the Medical Council of India and subject to amendment from time to time.

M.Ed. & B.Ed. examinations

(a) Master's degree in Education in First or Second class **Or**
(b) Doctor's degree with at least Second Class Bachelor's degree **Or**
(c) Any other equivalent degree of foreign University And
(d) A minimum five years experience of teaching at Bachelor of Education Classes (for B.Ed. examination).

M.E. Examination
(Effective from 1st July, 2016)

(a) A Ph.D. Degree
OR
Master's Degree in Engineering with minimum Second Class in the subject;
AND
(b) Five years teaching experience as Post-Graduate teacher.
OR
Five years standing in the profession.

B.E. Examination

(Effective from 1st July, 2016)

(a) Master's Degree in Engineering with minimum Second Class in the subject;
AND

(b) Five years teaching experience in the subject
OR
Five years standing in the profession.

M. Pharm. Examination

(a) A Doctor's degree **Or**
(b) Master's degree in Pharmacy in First or Second Class in the subject; and
(c) Five years teaching experience or five years standing in the profession.

B. Pharm. Examination

(a) Master's degree in Pharmacy in First or Second Class in the subject; and
(b) Five years teaching experience **OR**
(c) Five years standing in the profession

Architecture - M. Arch.
(Effective from 1st July, 2016)

(a) A Ph.D. Degree
OR
Master's Degree with minimum Second Class in the following :
Master in Architecture
Master of Planning
Master's in Engineering.
Master's in Technology.
MA in History
MA in Humanities/ Sociology/ Economics
Master in Fine Arts and Crafts
AND
(b) Five years teaching experience at the post-graduate level
OR
Five years standing in the profession.

Architecture - B. Arch.
(Effective from 1st July, 2016)

(a) Master's Degree in Architecture and /or in the courses of :

1) Theory and Design Studio
Master in Architecture
Master of Planning
2) Construction-Technology-Management
Master in Architecture
Master of Planning
Master's in Engineering.
Master's in Technology.
3) History (Theory)- Humanities- Visual Art
Master in Architecture
Master in Planning

MA in History

MA in Humanities/ Sociology/ Economics
Master in Fine Arts and Crafts
AND

(b) Five years teaching experience at Bachelors Degree Level
OR
Five years standing in the profession.

Master of Dental Surgery
(Effective from 29th September, 2017)

a) Master degree in the subject; and
b) 5 years teaching experience at the post-graduate level in the relevant subject.
c) Shall be an active Post-graduate teacher in the subject.

Bachelor of Dental Surgery
(Effective from 1st August, 2013)

I) (a) Masters degree in the subject; and
i) A Professor/Associate Professor/Reader/Assistant Professor with four years of teaching experience in the subject; or

ii) A Lecturer with six years of teaching experience in the subject.

II) (a) In the subject of Public Health Dentistry, one examiner from Public Health Dentistry and the second from Periodontics is permissible.

(b) In the subject of Physiology and Biochemistry, if the internal examiner is from Physiology, the external examiner shall be from Biochemistry or vice versa.

(c) In the subject of Pathology and Microbiology, if the internal examiner is from Pathology, the external examiner shall be from Microbiology or vice- versa.

(d) In the subject of Dental Materials, if the internal examiner is from Prosthodontics, the external examiner shall be from Conservative Dentistry or vice-versa.

III) Fifty percent of examiners appointed shall be external from Dental Institutions preferably outside the state and approved/recognised by the Dental Council of India for BDS program.

IV) The internal examiner in a subject shall not accept external examinership in a college from which the external examiner is appointed in his/her subject for the corresponding period.

V) No person shall be appointed as an external examiner in a subject for more than three consecutive examinations.

Bachelor's degree in Fine Art, Performing Art and Music

(a) Bachelor's degree in the subject in First Class or Second class; and
(b) Five years teaching experience **Or**
(c) Five years professional experience

(Note: The qualifications for appointment of Examiners need to be reviewed to bring them in line with the qualifications prescribed by the U.G.C., MCI DCI, AICTE etc. There is also need to lay down qualifications for appointment of examiners for BAMS in line with the qualifications prescribed by the Central Council of Indian Medicines).

OA-12.1 Chief Conductor: Normally, the Head of the Institution/Principal/Vice-Principal/Dean (in case of Medicine faculty) by name shall be the Chief Conductor for the conduct of examinations in that center. The Chief Conductor will be In-charge of the entire conduct of University examinations. The appointment to that effect shall be made by the Controller of Examinations.

OA-12.2 Head of the Institution/Principal/Vice-Principal/Dean should have adequate teaching experience, if he has to be considered for the appointment as Chief Conductor.

OA-12.3 Where the Head of the Institution/ Principal/Vice-Principal/Dean expresses his/her inability/non-availability with valid reasons to be the Chief Conductor, the work may be assigned to his/her nominee by the Controller of Examinations. Such nominee must be a permanent senior teacher with sufficient experience in the conduct of examinations.

OA-12.4 Where the Head of the Institution/ Principal/Vice-Principal/Dean happens to be a person who does not have adequate teaching experience, another permanent senior teacher having adequate teaching experience from that college with experience in the conduct of examinations may be appointed as a Chief Conductor by the Controller of Examinations.

OA-12.5 Where the Head of the Institution/Principal/Vice-Principal/Dean or other members of the teaching staff of a college do not possess adequate experience in teaching and the conduct of examination, a senior teaching staff from another college may be appointed by the Controller of Examinations as Chief Conductor to that centre, provided the Head of the Institution undertakes the responsibility to provide the necessary administrative support for the conduct of examination at his/her centre failing which the said college may not be considered as the centre for the University examination.

OA-12.6 (effective from 14th July, 2005) The examinations for the ISA component of the compulsory courses shall be conducted by teacher(s) teaching the course. The examinations for the SEA components of the Compulsory courses shall be conducted by the Head of the Department / Teacher-in-charge concerned or a Senior teacher nominated by him. The Examination Section shall provide all necessary stationary including blank answer books. The Envelope containing the question paper shall not be opened more than 15 minutes before the examination. Invigilation work shall done by all the teachers in the Department equitably as part of their duty and shall be non-remunerative. Two or more Departments, having less students appearing for the given examination, may jointly conduct the examination. Dean of the Faculty/Head of the Department/Teacher-in-charge shall provide adequate supportive assistance of the office staff of the Faculty/Department for the conduct of examination.

OA-12.7 It is mandatory on the part of the Chief Conductor to give declaration to the Controller of Examinations along with the acceptance letter that his/her children, brother, sister, or spouse are not taking any University examination at that centre. (No changes).

OA-12.8 The Chief Conductor shall be the overall in-charge and custodian of all matters relating to the examinations in his/her College. He/She shall ensure its smooth and efficient conduct.

OA-12.9 The Deputy Chief Conductor: The Deputy Chief Conductor whenever required, shall be drawn from the teaching staff of a college other than that where the examination is conducted. He/She shall have to his/her credit adequate teaching experience and be a permanent teacher of that college with knowledge of college administration and conduct of University examinations.

OA-12.10 The Chief Conductor will make appointments of the Senior Supervisors/Block Supervisors from among the teachers of his college. He can also appoint Librarian and Director

of Physical Education of his college as Senior Supervisors/Block Supervisors where more number of Senior Supervisors/Block Supervisors is required for duties of conduct of examination. In exceptional cases, Superintendent/Head Clerk/UDC can also be appointed as Block Supervisors. (No changes).

OA-12.11 The Senior Supervisors/Block Supervisors appointed by the Chief Conductor shall give declaration to the Chief Conductor that his/her children, brother, sister or spouse are not appearing at any University examination at that centre.

OA-12.12 The Chief Conductor will hold a meeting of the Dy. Chief Conductor (if Dy. Chief Conductor is appointed at his centre), Senior Supervisors and Block Supervisors at least a day prior to the commencement of the University examinations to ensure that the seating arrangements are made and necessary instructions for the smooth conduct of the university examinations are given. Copies of relevant instructions for the guidance of the Senior Supervisors/Block Supervisors shall be distributed at this meeting.

OA-12.13 The Chief Conductor will receive the following material from the University.
1. Blank answer books and supplements
2. Log tables, Statistical tables, graphs, etc.
3. Question-papers.
4. Any other material required for the conduct of examination.

OA-12.14 The Chief Conductor/Dy. Chief Conductor /Senior Supervisor and Block Supervisor are hereby invested with the authority to make search on person or a candidate in the examination hall if they suspect any copying material with the candidate. (No changes)

OA-12.15 The Controller of Examinations may collect the names of teachers who are willing to accept responsibilities of Deputy Chief Conductor in other colleges. (No changes)

OA-12.16 (a) The allotment of colleges to the Deputy Chief Conductor will be the decision of the Controller of Examinations.

(b) The Controller of Examinations shall have the necessary authority to visit the examination centers to ensure/satisfy himself/herself that the University examinations are conducted as per the prescribed guidelines.

OA-12.17 Examination Observers.

Observers may be appointed by the Vice-Chancellor to visit the centres of University examinations to:

(i) Ensure that the University examinations are conducted as per the norms laid down;

(ii) Check whether the Chief Conductor /Dy. Chief Conductor / Senior Supervisor and Block Supervisor are following scrupulously the instructions given to them for conduct of the University examinations; and

(iii) Check the students who try to resort to malpractices at the time of University examinations and report such cases to the University.

OA-12.18 The Observers are authorized to visit any centre of University examinations without prior intimation of visit to the Chief Conductor/Dy Chief Conductor/Senior Supervisor and enter any block/s of examination for checking the candidates photo identity card, fee receipts, hall tickets etc. to ascertain that duly authorized candidates have only appeared for the

examinations. The Observers are invested with the necessary authority act towards detecting use of mal practices and unfair means in the examination.

OA-12.19 (a) The senior teachers of a college/Institution having teaching experience can be appointed as an Observer.
(b) The University teachers having teaching experience can be the members of the Observer team.

OA-12.20 Prominent citizens (other than the members of the managing committee pertaining to the College/Institution concerned) from the area where the College/Institution is located could be considered for their appointment as Observers.

OA-12.21 The Vice-Chancellor may include as one of the members of the non-teaching staff of the level of Controller of Examinations/Deputy Registrar/University Librarian/Director of Physical Education of University/Director Students' Welfare/Director of Extra Mural Studies as one of the members of the Observers team.

OA-12.22 The Observers will submit their reports on surprise visits directly to the Vice-Chancellor. The Observer can make suggestions in the matter of proper conduct of examinations, if necessary.

OA-12.23 Instructions for guidance of the Senior Supervisors

About 250 candidates spread over 6-8 blocks in an examination center shall be directly under the control of one Senior Supervisor.

OA-12.24 The Senior Supervisor shall be responsible for the conduct of the examination at the centre under the overall control of the Chief Conductor / Deputy Chief Conductor.

OA-12.25 The Senior Supervisor shall be present during the entire duration of the University examinations for which he/she is appointed.

OA-12.26 The Chief Conductor /Dy. Chief Conductor and Senior Supervisor shall both sign the following certificate which is pasted on each cover of the question papers after ensuring that the packets of question papers are intact and duly sealed and is opened in their presence 20 minutes prior to the commencement of the respective examinations.

Certificate to be signed by Chief Conductor and Deputy Chief Conductor/Senior Supervisor.

This sealed packet containing question papers was opened in our presence on ……day the …… 200 at... a.m. /p.m.

……..... .....
Chief Conductor Dy.ChiefConductor/Sr. Supervisor

Date :…….

Place : ……

The number of copies used…….. The number of copies Balance ……

The packet should be returned to the University on the conclusion of the examination.

OA-12.27 The Senior Supervisor will receive from the Chief Conductor/Dy. Chief Conductor the requisite number of copies of question papers about 10 minutes before handing over the question papers to the candidates.

OA-12.28 The Senior Supervisor shall hand over the question papers to the Block Supervisor in their respective blocks before the "commencement bell" and ensure that the question papers are distributed to the candidates as soon as the second bell sounds. The Senior Supervisor shall ensure that surplus copies of the question papers are returned to him/her half an hour after the commencement of the examination.

OA-12.29 In the event of any doubt with regard to questions/instructions given in the question paper, the Senior Supervisor shall contact the Chief Conductor/Dy. Chief Conductor for clarifications. The Chief Conductor/Dy. Chief Conductor may, if necessary contact the Controller of Examinations for further clarifications. The clarifications/instructions so received will be immediately announced in the blocks for the information of the candidates. The Chief Conductor will make a report of such clarifications/instructions to the Controller of Examinations mentioning the time at which clarifications/instructions were announced to the candidates and the staff.

OA-12.30 Under no circumstances, the Chief Conductor/Dy. Chief Conductor/Senior Supervisor shall make announcement of any clarifications/instructions on his/her own.

OA-12.31 No candidate who arrives at the examination center late by more than 30 minutes after the commencement of the concerned examination shall be admitted.

OA-12.32 No persons apart from the candidates and those directly concerned with the conduct of the examinations shall be permitted to enter the premises where the University examinations are being conducted.

OA-12.33 The candidates shall not be allowed to bring in books, magazines, handwritten or any other printed material into the examination block. Similarly, the candidates are forbidden to carry cell phones, lap tops, etc. in the examination block.

OA-12.34 The Senior Supervisor shall keep strict vigilance during the entire duration of the examination. He/she shall go round the blocks as often as necessary to ensure that the Block Supervisors are on alert.

OA-12.35 (a) In the event of any mal-practices or unfair means adopted to by a candidate, and reported to the Senior Supervisor by the Block Supervisor, the former shall proceed to the block to verify personally that such a mal-practice/use of unfair means has taken place, and if satisfied summon the candidate to the office for inquiry. After obtaining statement from the candidate and the Block Supervisor, the Senior Supervisor shall submit his own report to the Chief Conductor. The Chief Conductor shall in turn report the matter to the University immediately.

All the cases of copying, use of mal-practices or unfair means to be forwarded to the Controller of Examinations shall be accompanied by the following: -

(i) The original answer book/s and supplement/s involved in copying or in the act of mal practice or unfair means;
(ii) Senior Supervisor's report giving his findings;
(iii) The Block Supervisor's report giving the fact as to how the case was detected;
(iv) Written statement or explanation of the candidate found copying;
(v) Statement of any other person present at the scene of the case of copying, if available;
(vi) such other objectionable material brought by the candidate in the examination block; and
(vii) such other material that is relevant to the case.

(b) The Senior Supervisor's report on 'copying cases' should mention the following points:

(i) The time at which the "copying" was detected by the Block Supervisor;
(ii) The time at which the Senior Supervisor went to the block of the 'copying' candidate;
(iii) The way how the Block Supervisor detected (a) "copying' or (b) bringing written objectionable copying material in the Examination Block;
(iv) The extent to which the material found with the candidate was used or would have been useful to the candidate in view of the questions set in the papers; and
(v) Senior Supervisor's findings, if any in addition to above.

OA-12.36 The Senior Supervisor shall see that the Block Supervisors do not:-
(i) Encourage the candidates to leave the examination hall during the examination time;
(ii) Allow any candidate to come to the examination hall late by more than half an hour;
(iii) Allow any candidate to leave the examination hall within the first half an hour;
(iv) Engage in conversation with candidates during the examination;
(v) Give any kind of help, assistance, explanation or answer enabling the candidate to answer the questions;
(vi) Read what the candidates write in their answer book;
(vii) Carry messages from one candidate to another;
(viii) Engage in any office work or private work or read books/newspapers;
(ix) Permit copying, whispering and talking among the candidates;
(x) Retain with them spare copies of question papers after they have been delivered to the candidates;
(xi) Hand out copy/copies of the question paper to any person not appearing for the examination; and
(xii) Allow any exchange of writing material, stencils, mathematical instruments, etc., when the examination is in progress.

OA-12.37 No additional time should be allowed to any candidate for answering a paper on the ground of illness, accident or any other cause, save when any loss of time is caused to the candidate by any act or omission on the part of the University or its officials.

OA-12.38 The Senior Supervisor shall instruct the Block Supervisors to ensure that the answer books and the supplements supplied to candidates are duly signed and dated in the space provided for the purpose.

OA-12.39 The Senior Supervisor shall instruct the Block Supervisor/s to (i) sign only as many main answer books and supplements as are actually required for a session of an examination in his/her block; (ii) see that the candidates write their seat numbers legibly and accurately (both in figures and in words) on the answer books/supplements; (iii) not to cancel/alter/overwrite the seat number of the candidate entered by him/her either on the main answer book or the supplement; (iv) take particular care to collect from candidates all answer books and supplements supplied to them whether used or unused; and (v) see that no candidate leaves his/her seat after the final bell is rung at the close of an examination until the Block Supervisor collects all the answer books of the candidates in his/her block.

OA-12.40 The Senior Supervisor should scrupulously follow the following instructions:

(i) A copy of the question paper at any of the University examinations should not be given for perusal or reference to any person not connected with the examination;

(ii) The copies of the surplus question papers shall only be in the custody of the Senior Supervisor or the under study working under him;

(iii) The candidates should be strictly prohibited from loitering in the premises where the University examinations are held; and

(iv) Block Supervisors are to make three copies of their report for each paper of two sections. Out of two copies are to be packed with the respective sections of the answer books and the third copy should be forwarded to the Controller of Examinations immediately after the conclusion of the examination.

OA-12.41 (effective from 13th May, 2013)

(a) The Chief Conductor is authorized to appoint a scribe at the University examination (theory or practical) for a candidate who is unable to write the answer scripts on medical grounds or due to disability. The scribe appointed shall be at least one class lesser than the examination for which he is appointed to work as a scribe for the examination and has not registered for the same or an equivalent degree.

(a) The scribe shall be allowed in the following cases:

i. To blind, physically handicapped, spastic, dyslexic and candidates with disabilities as defined in the Persons with Disabilities Act, 1995.

ii. In case of sudden illness / accident rendering the candidate unable to write the examination. However, this should be certified by a Medical Officer.

(c) The Chief Conductor shall make seating arrangement in a separate room preferably on the ground floor for such candidate and the scribe.

(d) The scribe shall be paid an honorarium by the College / University as the case may be, as prescribed by the University from time to time. However, a scribe may render his / her service free of cost.

(e) The candidate shall not be charged towards the fee of the scribe.

(f) The candidate as defined in b(i) above shall be given 50% additional time to answer the examination than the normal time prescribed for that paper, subject to a minimum of 30 minutes duration.

OA-12.41 (effective from 27th March, 2018)

A. The Chief Conductor is authorized to appoint a scribe / reader / lab-assistant at the University / College examination and grant such other facilities for a candidate who is unable to write the answer scripts on medical grounds or due to disability, if so desired by the candidate, as below :

(i) To any candidate who has disability of upto 40% or more, duly certified by the competent medical authority.

(ii) In case of sudden illness / accident / injury rendering the candidate unable to write / read the examination, provided it is certified by the medical officer.

(iii) The candidate may be allowed to meet the scribe / reader / lab-assistant a day before the examination to verify the suitability.

(iv) In case of emergency, a change in scribe/ reader / lab-assistant may be allowed. The candidate may be allowed to take more than one scribe / reader for writing different language papers.

(v) The compensatory time not less than twenty (20) minutes per hour be allowed for candidates who use a scribe / reader / lab-assistant in University / College examination.

(vi) The candidates with disability as defined in A(i) & (ii) not availing the facility of scribe / reader / lab-assistant may be allowed fifty (50%) percent compensatory time than the normal duration for each paper, subject to a minimum of thirty (30) minutes duration.

(vii) The candidate shall not be charged any extra fees for availing the facility of scribe/ reader / lab-assistant and assisting devices.

(viii) The scribe / reader / lab-assistant shall be paid an honorarium by the University / College as the case may be and as prescribed by the University from time to time.

(ix) The Chief Conductor shall make separate seating arrangement (separate block) for the candidates using the facility of a scribe / reader / lab-assistant, preferably on the ground floor of the premises.

(x) Candidates may be allowed to use assisting devices like talking calculator in case where calculators are allowed and question paper in enlarged print.

B. The candidates with disability as defined in A (i) are entitled to grace marks to the extent of hundred (100%) percent more than the grace marks allotted generally to the candidates appearing in University / College examination.

C.(i) The candidates with disability as defined in A (i) are exempted from minimum attendance requirement of seventy-five (75%) percent in University / College examination. However, these candidates need to fulfill a minimum attendance requirement of fifty percent (50%) to appear in the examinations.

(ii) If any such candidate needs further exemption in attendance, he / she may forward the case to the University with appropriate supporting medical documents seeking the exemption. Based on the request of the candidate, the Controller of Examinations may decide the extent of further relief in attendance to the applicant.

D.(i) The candidates having disability as defined in A (i) seeking alternative mode of examination / evaluation may be referred to a need-based special Committee of the University consisting of the Controller of Examinations, a Dean of the respective Faculty, and two senior teachers as subject experts.

(ii) The Committee, based on the merit of the case and viability of alternative mode of evaluation / examination shall submit its recommendations to the University for approval and implementation.

(iii) The candidate seeking such a customized mode of examination / evaluation should forward his / her request to the University within one month of commencement of the academic year of the Programme / Course of the University / College.

OA-12.42 The Senior Supervisor shall display at a conspicuous place at the examination center the following instructions to the candidates: -

1) Make sure that you are not in possession of any material such as book, note book, scribble notes, lap tops, cell phones etc. which may assist in copying/malpractice;

2) Do not carry with you answer books or supplements written in or blank while leaving the examination hall;

3) Do not speak or communicate in any way with any other candidate in the examination hall or outside while the examination is going on;

4) Do not disobey any instruction/s issued to you by the Block Supervisor or the Senior Supervisor; and

5) Do not behave in a rude or disobedient manner; and

6) Failure to observe the above instructions may result in expulsion from the examination or penalty deemed suitable by the University Authorities.

Instructions to Block Supervisors

OA-12.43 Instructions to Block Supervisors

The Block Supervisors shall be in attendance at the place of examination and report to the Chief Conductor/Dy. Chief Conductor/Senior Supervisor at least 30 minutes before the commence of the examination.

OA-12.44 The Block Supervisors shall be present in the block allotted to them by the Senior Supervisor at least fifteen minutes before the examination commences. They should carry with them blank answer books and supplements, Supervisors' report forms, students attendance report and other material to be supplied to candidates at the examination.

OA-12.45 They shall go round the block and ensure that the examination hall is ready in all respects. The blackboard if any in the hall should be kept clean, books, stray papers, written chits etc., must be scrupulously removed from the hall.

OA-12.46 They shall allow the candidates to enter the hall only after the warning bell is sounded, make sure that no books, papers etc., are carried to the hall.

OA-12.47 They shall instruct the candidates to occupy the seats bearing their respective seat numbers.

OA-12.48 They shall supply to each candidate one main answer book for each section duly signed and dated on the cover page. They shall not supply additional blank supplements/main answer books than what is necessary.

OA-12.49 When the commencement bell sounds, Block Supervisor shall start distributing question papers from the last candidate in the respective block. When the question paper is of more than one page, shall instruct the candidates to ensure that they have received all the pages of the question paper and ensure that all the candidates are supplied with the question paper in accordance with the subject the candidates have offered at the examination.

OA-12.50 Ten minutes after the commencement of the paper, the block supervisor shall ensure that every candidate occupies the specified seat.

OA-12.51 Thirty minutes after the commencement of the paper, the block supervisors shall check the photo identity card and examination hall ticket of every candidate in every session.

OA-12.52 One hour after the commencement of the paper, the block supervisors shall check that the candidates have made all entries correctly on the front page of each answer book/supplement supplied to them and have written correctly their seat number, the subject and the number of sections on each answer book/supplement.

OA-12.53 The block supervisors shall ensure that the examination proceed smoothly and prevent use of malpractice by the candidates while the examination is going on.

OA-12.54 Whenever a candidate requests for supplements, the block supervisor shall ensure that the candidate is issued the supplements duly signed and dated at his place only after he has completed the answer book supplied to him/her earlier.

OA-12.55

The Block Supervisor shall not:

(i) Encourage the candidates to leave examination hall during examination time;

(ii) Allow any candidate to come to the examination hall late by more than half an hour;

(iii) Allow any candidate to leave the examination hall within the first half an hour of starting of the examination;

(iv) Engage in conversation with the candidates during the examination;

(v) Read what the candidates write in answer books;

(vi) Give any kind of explanation connected with the question paper;

(vii) Carry messages from one candidate to another;

(viii) Engage in any office work or private work or read books/newspapers;

(ix) Permit copying, whispering, talking etc., among the candidates or with persons outside;

(x) Keep with them spare copies of question papers after they have been delivered to the candidates;

(xi) Hand out copy of the question paper to any one who is not a candidate appearing for the examination; and

(xii) Allow any exchange of writing material, stencils, mathematical instrument, etc., when the examination is in progress.

OA-12.56 If the Block Supervisor/s suspect any malpractice, copying or any other use of unfair means he/she should immediately bring it to the notice of the Senior Supervisor and follow his/her instructions in the matter.

OA-12.57 If any candidate wants to leave the examination hall before closing time of the examination, the Block Supervisor shall collect all his/her answer books written or blank before allowing him to leave the hall. He/she should ensure that in each section the main answer books and supplements are tied together and the details such as seat number, subject and section etc., are entered on the cover page by the candidate.

OA-12.58 At the sounding of warning bell i.e., 10 minutes prior to the completion of the examination session, the Block Supervisor shall close the doors and shall not allow any candidate to leave the examination hall

OA-12.59 When the last bell sounds, the Block Supervisor shall collect the answer books from the last candidate onwards to the first candidate in the Block and shall not allow any candidate to leave the hall till all the answer books of all the candidates. He/she shall also collect all the blank answer books/supplements if any, from the candidate.

OA-12.60 When the collection of the answer books is complete, the Block Supervisor shall arrange them in two separate bundles according to respective sections and their serial order. The block supervisor shall deliver the bundles personally together with their reports to the Senior Supervisor.

OA-12.61 The Block Supervisor shall make three copies of the reports for each paper/subject. Two of these shall be packed with the bundles containing the respective section of the answer books. The third copy of each report shall be handed over separately to the Senior Supervisor to be sent to the Controller of Examinations.

OA-12.62 The Block Supervisor shall mention the number of their respective Block allotted to them on their report.

OA-12.63 The Block Supervisor shall carry out all the instructions which may be given to them by the Chief Conductor/Senior Supervisor in regard to their work not covered in the above instructions.

OA-12.64 Remuneration shall be paid if the work of the Block Supervisor is satisfactory and only after the results are declared.

OA-12.65 Whenever the affiliated colleges conduct examination on behalf of the University, the Head of the Institution/Principal/Vice-Principal/Dean shall arrange to conduct the University examination (both theory and practical) to be held in first and/or second half of every year in their college for their own students. They shall also appoint senior supervisor/s, block supervisor/s, laboratory supervisor/s, laboratory experts and other related staff required for the smooth conduct of the said examinations.

OA-12.66 In respect of the F.Y./S.Y. Year B.A., B.Sc. and B.Com. and B.C.A. terminal examinations and conduct of other supplementary examinations, the University shall fix the

centres and places of examinations and the concerned colleges/recognized institutions shall arrange to conduct the said examinations.

(Effective from 2nd March, 2015) Amendment to Ordinance OA-13 relating to merit list

OA-13 Eligibility for Merit and Awards at Examinations

OA-13.1 Eligibility for award of certificate of merit, prize, medal and scholarship.

1. Candidates have to pass all examinations, within the minimum prescribed period, conducted by the Colleges and/ or University in first attempt without any grace marks.

2. Candidates should secure a minimum of 60% in aggregate marks in those examinations that are considered for weightage for awarding the final grade/class.

3. a. The University shall award a certificate of merit to the first three top rankers of all the degree/diploma examinations.

b. There shall be a minimum of five candidates appearing for the examination for being eligible for the certificate of merit.

OA-13.2 The candidates who obtain equal number of marks/grades shall be eligible for the same rank in merit.

OA-13.3 Deleted

OA-13.4 Deleted

OA-13.5 In case of a tie for Prize/Medal/ scholarship, the amount shall be equally divided

OA-14 (effective from 29th October, 2008) Amendment to Ordinance relating to Board of Studies in various Subjects. (Under Section 24(1) of Goa University Act, 1984)

OA-14.1 There shall be a Board of Studies for every subject or group of subjects taught at undergraduate and post-graduate level, as prescribed by the Statutes. However, depending upon the exigencies/requirements of a subject or group of subjects, the Academic Council shall decide, if necessary, to have separate Board of Studies for undergraduate and post-graduate subjects.

OA-14.2 There shall be Board of Studies in the subjects or group of subjects taught under various Faculties as specified in the Statute SA-17 of the University.

OA-14.3 The Executive Council on the recommendation of the Academic Council shall include or delete a subject or group of subjects under various Faculties of the University, if necessary. For a new subject introduced or for the subjects which are being taught, the Academic Council

shall identify the appropriate Faculty and the nature of the Board of Studies in that subject. For composition of Board of Studies in various subjects, teacher(s) having preferably a minimum five years of teaching experience in that subject shall be nominated as members.

OA-14.4 Composition of Board of Studies

Composition of Board of Studies (BOS) in various subjects:

(a) For subject taught at undergraduate level in colleges as well as post-graduate level in Post-graduate departments in the University:

(1)Head of the University Post-graduate Department in the concerned subject as Chairperson of BOS,
(2)One Reader from the concerned University Department;
(3)One Lecturer from the concerned University Department;
(4)(5) (6) (7) Four teachers in the concerned subject from affiliated colleges or institution;
(8) One expert in the subject from any other University/Institutions/Academics outside Goa having a special knowledge of the subject concerned; and
(9) One expert member in the closely related subject;

NOTE: For a subject having various specialization(s), Sub-committee of the BOS shall be constituted for each such specialization consisting of three members, including the member(s) with this specialization in the main BOS in the subject. Chairman of the BOS shall preside over the meeting of such Sub-committee.

(b)For subject taught at post-graduate courses of studies in the University Departments:

(1) Head of the University Post-graduate Department in the concerned subject as Chairperson of BOS,
(2) One Reader from the concerned University Department;
(3) One Lecturer from the concerned University Department;
(4) One expert in the subject from any other University/Institution having a special knowledge of the subject concerned;
(5) One expert in the subject from Goa having knowledge of the subject concerned; and
(6) One expert member in a closely related subject from the same/sister Department of the University.

(c) For subject taught at undergraduate and/or post-graduate courses of studies in more than one college:

(1) A senior teacher (including Principals) having not less than ten years of teaching experience in the concerned subject as Chairperson of BOS,
(2), (3), (4) Three teachers in the concerned subjects, preferably not more than one from any one college.
(5) One external expert having special knowledge of the subject concerned.
(6) Additional Expert in the subject.
For example, a member from Industry in case of Pharmacy / Computer Science/ Engineering or Medical Practitioner in case of subject of Medicine or Practicing Lawyer/Judge in case of subject of Law or expert in Education in case of subject of Education.

(d) For subject taught at undergraduate and/or post-graduate courses of studies in only one college:

(1) Head of the concerned department or a senior teacher (including Principal) having not less than ten years of teaching experience in the concerned subject as Chairperson of BOS,

(2) Two teachers in the concerned subjects.
(3) Two external experts having special knowledge of the subject concerned.

Note:
(i) External Expert shall be nominated when sufficient number of teachers in the subject are not available.

(ii) Whenever a new subject is introduced, the Vice Chancellor may constitute an Adhoc BOS for that subject. Tenure of such BOS shall be of two years.

(iii) Separate BOS shall not be constituted for an isolated subject taught in a single college or a few colleges. Such subject shall be brought under the purview of existing BOS in allied/alike subject.

(iv) The Head of the Department at (a) and (b) above shall be the Ex-Officio Chairman of the Board of Studies. The Vice-Chancellor may nominate the chairman from among the members representing the University Departments and affiliated colleges for OB-4 meetings during the absence of the chairman BOS.

(v) The University shall maintain the list of University teachers and college teachers in each subjects for nominating teachers on the Board of studies. The teachers from such a list shall be nominated by the Vice- Chancellor on the Board of Studies on a rotational basis.

OA-14.5 Quorum

OA-14.5.1 Not less than half of the number of members shall constitute a quorum and all issues shall be decided by a majority of votes of the members present and voting. Chairman will have casting vote in case of tie. No quorum shall be necessary in the case of a meeting adjourned for want of a quorum.

OA-14.5.2 If there is no quorum at the commencement of the schedule meeting the Registrar or his representative under the signature of the Chairman should record the adjournment and the adjourned meeting shall be held after half an hour.

OA-14.5.3 The term of each Board of Studies shall be three years.

OA-14.6 Cessation of membership.

OA-14.6.1 A member appointed in his capacity as a teacher in any of the University Department or affiliated college or as the holder of an office shall cease to be a member of the Board of Studies concerned from the date he ceases to be a teacher in the University or of such college or the holder of any such office. Any person appointed in a casual vacancy shall subject to other provisions, be a member of the Board concerned only for the period for which he is appointed in that vacancy.

OA-14.7 Meetings:

(i) The Registrar or his representative under the intimation from the Chairperson BOS shall fix the date; time and place of the meeting of the Board of Studies and the Members shall be informed accordingly.

(ii)The Registrar under the directions of the Vice-Chancellor shall fix the date; time and place of the Special Meeting of the Board of Studies and the Board shall meet on the appointed date, time and place of the meeting.

(iii) The Chairperson shall issue the agenda at least fifteen days before the date of the meeting.

(iv) In the absence of the Chairperson of the Board of Studies one of the members from amongst the members of BOS shall be chosen by the members as Chairperson who shall then preside.

(v) Ordinarily, in every academic year at least one meeting of the Board of Studies shall be held.

OA-14.8 Joint meeting

OA-14.8.1 Whenever it is deemed necessary it shall be competent for the Vice-Chancellor to convene joint meetings of two or more Board of Studies. The Vice-Chancellor or his nominee shall preside over such meetings.

OA-14.9 Minutes:

(i) Every resolution of the Board of Studies shall be recorded at the meeting and shall be read out by the Chairperson at the meeting itself.

ii) The Chairman of the meeting shall send to the Registrar through the Dean of the concerned faculty, a copy of the minutes as approved at the meeting within ten days of the date of the meeting of BOS. The minutes shall be presented in the format (Form-7). The important points which need consideration and approval of the academic council shall be highlighted. Dean of the concerned faculty before forwarding the minutes shall point out clearly important policy decisions included therein for the information of the Registrar and the members of Academic Council.

(iii) The Vice-Chancellor, may in urgent cases obtain the opinion of the Board of Studies by circulation of any proposal among the members of the Board. Such opinion together with the action taken thereon shall be communicated to all the members of the BOS and the Academic Council.

OA-14.10 Functions of the Board

The Board of Studies shall have, apart from the powers listed in the schedule of the Act, the following powers:

i) To recommend courses of study in the subject or group of subjects within its purview and general academic requirements.

ii) To prepare and recommend to the Academic Council the scheme of examinations, paper-wise master panel of the examiners for different examinations other than research degrees (M.Phil & Ph.D.)

iii) To recommend to the Academic Council, for being forwarded to the Executive Council for its approval, reading material for publication by the University.

iv) To recommend the general academic requirements in the University/affiliated colleges.

v) To recommend text-books and other reading material for the courses of study under its purview.

vi) To review the question papers, within its purview, set at all University examinations during the previous year.

OA-15 (effective from 17th August, 2000) Ordinance relating to procedure for the evaluation of answer papers of Professional Examinations. (under Section 24 (1) of the Goa University Act, 1984

(effective from 17th August, 2000) There shall be double evaluation scheme for all the papers of professional courses. For this purpose, the following general principles shall be followed:

OA-15 (i) **(effective from 18th July, 2005)** An answer script of a single subject shall be valued by one examiner; if there is more than one subject it shall be examined by such number of examiners.

OA-15 (ii) **(effective from 18th July, 2005)** For the subjects where one internal and one external examiners are appointed as per the existing practice, each of the examiners shall evaluate only a particular section of the answer paper.

(iii) Ordinarily the same set of examiners shall not be appointed for both theory and practical examinations.

OA-15 (iv) **(effective from 18th July, 2005)** The assessment shall be equally done by the examiners as per the distribution arranged by the Chairman Board of Examiners

The Chairman Board of Examiners shall distribute the answer scripts for evaluation among the available examiners equitably.

OA-15 (vi) **(effective from 18th July, 2005)** For the answer papers where each section has different subject components, one internal and one external examiner specialized in the respective components shall evaluate the said components. The sum of the two scores shall be the final score in the paper.

OA-15.5 (IV) **(effective from 14th July, 2005)** The marks obtained by a candidate after revaluation shall be considered for the purpose of amendment of his / her result provided the revaluation marks are more than the original marks. Such revaluated marks shall be taken into account for the purpose of award of Scholarships, Prizes, Medals and / or the Order of Merit.

The University shall declare the Merit List as per OA-13 only after the declaration of the revaluated results of that examination.

(Effective from 6th February, 2015) Amendment to Ordinance OA-16 relating to general Ordinance for the award of class at the university examinations, duration for completing a course and other related matters.

OA-16 General Ordinance for the award of class at the University Examinations,

duration for completing a programme and other related matters. This Ordinance shall apply to all University examinations and shall replace any similar provision/s existing earlier under any other Ordinances. This is to bring uniformity across all programmes offered by the University.

OA-16.1 Whereas the minimum standard for passing an examination may vary from programme to programme as per the recommendations and approvals of the respective Councils, the award of class shall be uniform as specified in this Ordinance.

OA-16.2 Respective Ordinance governing each programme shall specify whether Class or Grade shall be awarded for a particular programme of study.

OA-16.3 Award of Class:

Class/Distinction shall be awarded based on the percentage of marks scored/worked out on the aggregate/weighted aggregate, as per the scheme given below:
70% and above - Distinction
60% and above but below 70% - First Class
50% and above but below 60% - Second Class
Below 50% - Pass Class

OA-16.4 (Effective from 6th June, 2016) Award of Grade:

Marks awarded in each Course shall be represented in the form of Grades and Grade Points. The result of each Semester shall be declared as Semester Grade Point Average (SGPA) and Final result shall be declared as Cumulative Grade Point Average (CGPA).

OA-16.4.1 The percentage of marks secured in both ISA and SEA shall be added for awarding the grade and grade points for each Course, as indicated in the table below:

Range of percentage scored	Grades	Grade Points
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

OA-16.4.2 Every student shall be required to secure a minimum of 'P' grade to pass the Course.

OA.16.4.3 Students who do not secure 'P' grade in any Course shall have the option of answering the SEA component in the following Semester(s), for which the ISA score shall be carried forward.

OA-16.4.4 Appearance at both ISA and SEA, is compulsory for passing.

OA-16.4.5 There shall be no award of grace marks.

OA-16.4.6 Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

(a) Calculation of weighted grade points of a Course shall be done by multiplying the grade points scored, by the number of Credits of the respective Course. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) is:

i. The SGPA is the ratio of the sum of the product of the number of Credits with the grade points scored by a student in all the Courses taken by a student and the sum of the number of Credits of all the Courses undergone by a student:

$$SGPA\ (Si) = \sum (Ci \times Gi) / \sum Ci$$

Where "Ci" is the number of Credits of the ith Course and Gi is the grade point scored by the student in the ith Course.

ii. The CGPA is also calculated in the same manner taking into account all the Courses undergone by a student over all the Semesters of a Programme:

$$CGPA = \sum (Ci \times Si) / \sum Ci$$

Where Si is the SGPA of the ith Semester and Ci is the total number of credits in that Semester.

(b) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade certificate.

(c) For each Course a student securing 'F' or 'Ab' grade in the Course shall not be entitled to earn any credits for that Course.

OA-16.4.7 Conversion to Final Grade:

(a) (i) The CGPA shall be converted to the Final Grade, as shown in the table below:

CGPA	Final Grade
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)
<4.0	F (Fail)

(ii) A candidate who fails to earn the required number of Credits to award the Degree shall be declared 'Fail'.

(b) The CGPA shall be calculated upto two decimal places. If the CGPA is higher than the indicated upper limit in the two decimal digits by a factor of $\geq$0.005, then the higher grade shall be awarded. For example, a candidate with CGPA $\geq$4.995 will be awarded 'C' grade.

(c) A candidate who has not earned required Credits to award the Degree as per respective Ordinance shall be given Final Grade 'F' and be declared 'Fail'.

OA-16.5 Appearance as an attempt

A candidate's appearance at an examination shall be considered as an attempt when he/she appears in at least one paper or practical of the examination.

OA-16.6 If a student seeks withdrawal of the examination form and requests for the refund of his/her examination fees, his/her non- appearance will not be considered as an attempt.

OA-16.7 First University Examination:

The first University examination is the first examination that the student answers after his**/**her admission to a University Degree programme and which is conducted at the end of the semester/term or at the end of the year (in case of annual pattern) or at the end of 1 ½ years (in case of BAMS, BHMS) as per the scheme of examination recommended by the Board of Studies and approved by the Academic Council.

The first University examination shall also include an examination conducted by the college on behalf of the University.

OA-16.8 Final Examination:

The final examination is the examination where the candidate's performance is the basis for the award of the degree. The final examination shall also include examinations, which have weightage for the award of the degree.

For example, for the award of B.E. degree, the examinations of V (50%) VI (50%), VII (100%) and VIII (100%) are considered final examination. Similarly the final examination is defined for other programmes wherever applicable.

OA-16.9 First Attempt:

To pass the examination in the first attempt means passing in one and the same sitting, in all the heads of passing, except those heads where exemptions are permitted as prescribed in the scheme of examinations.

OA-16.10 (effective from 22nd December, 2015) A student shall be eligible for the award of Class based on his/her performance, provided he/she completes the programme within the prescribed total duration available for the completion of the programme**.**

OA-16.11 Duration for the completion of the Programme:

(effective from 6th February, 2015)

(i) The total duration available for students to complete the course shall be twice the actual duration prescribed for the course, unless otherwise specified. In case of courses having guidelines prescribed by regulatory bodies such as MCI, DCI, CCH, CCIM, AICTE, the duration for completion of such course shall

be as prescribed. Students who do not complete the course/pass all the examinations prescribed for the course within the available duration, shall have to discontinue the course.

(effective from 22nd December, 2015)

(ii) Exceptional cases of candidates who are unable to complete the academic programme within the prescribed duration shall be placed before the Academic Council for appropriate decision on case to case basis. In such cases if the candidate is permitted by the Academic Council to answer the examination beyond twice the actual duration prescribed, he/she shall not be eligible for award of class. **(effective from 6th February, 2015)** However, candidates of differently-abled category shall be eligible for award of class but shall not be considered for award of medal/prize/scholarship.

(effective from 18th June, 2018)

(iii) The Academic Council shall grant a one time and final opportunity to candidates having backlogs to appear for examination and complete the Programme, subject to the following conditions:

1. This one time opportunity would be allowed only for the existing/current Programme/Course being conducted by University, in view of the availability of syllabus, paper setters and teaching faculty who are conversant with the subject.

2. Candidates who have completed all the requirements of the course but could not obtain a degree due to failure in University SEE/SEA Examination of theory papers alone.

3. This is a facility to clear backlog papers which prevented a candidate from obtaining his/her final degree.

4. Only those candidates who have completed/kept the terms and are otherwise eligible to appear for exam but could not appear due to "double the duration rule", will be allowed to appear.

5. Candidates will be allowed to appear irrespective of number of subjects/backlogs subject to point 2 and 3 above.

6. The candidates will be allowed to answer the papers/examination in one single sitting only, although this will be offered in two consecutive semesters.

7. All internal marks earned by the candidate shall be compulsorily considered.

8. An undertaking accepting the conditions laid down will be taken from the candidate and countersigned /certified by the Head of the Institution.

9. The request shall be made through the Principal of the College, who shall verify the details submitted by the candidate and forward the application certifying that the candidate meets the criteria laid down in this Ordinance.

10. This one time opportunity will not be extended on a regular basis and may be considered not more than once a decade with the approval of the Academic Council.

11. All matters pertaining to the conduct of this facility, including the fees to be charged shall be decided by the University.

(Effective from 30th November, 2007) Ordinance OA-17 relating to Minimum attendance for eligibility to appear for Examinations conducted by Goa University.

OA-17.1 Objectives

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

OA-17.2 General

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

(ii) The teacher(s) concerned shall engage not less than the actual number of lectures / practicals prescribed for the particular paper/course in the syllabus. The Principal or Dean of the College / Head of the PG Department shall ensure that the teachers in the College/Department actually engage not less than the actual number of lectures / practicals prescribed for the paper/course. {Note: "course" refers to Laboratory Course / Optional Course / Compulsory Course or other similar instructional courses}.

(iii) Generally, when a teacher misses some lectures/ tutorials/ practicals on one or more days then that teacher shall engage those lectures/ tutorials/ practicals on other day(s) and shall maintain the record of the same.

OA-17.3 Attendance and eligibility to appear for Examinations

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

(ii) Attendance shall be taken on a day to day basis for all the students and shall be cumulative of all the months of the Semester / Term / Year (in case of annual examination), as the case may be, for deciding the eligibility to appear for the respective examination. The statement of the attendance shall be prepared paper-/course-wise and month-wise and the same shall be displayed on the Notice Board. A copy of this statement shall be sent to the University for records.

(iii) If more than the prescribed number of Lectures / Practicals for a paper/course have been engaged by the teacher(s), then, for the purpose of compilation of attendance, the number of lectures actually engaged as well as attended shall be proportionately scaled down with respect to the prescribed number of lectures / practicals for the paper / course.

(iv) A student registered in a Semester / Term / Year, for any Course (degree or diploma), shall be required to have a minimum cumulative attendance of 75% of the total lectures and practicals prescribed for the course during that Semester / Term / Year. Although the attendance shall be cumulative for all the papers /

courses taken together, in the given Semester / Term / Year, a student shall be required to have a minimum of 50% attendance in any individual paper / course.

(v) A student, having less than 75% cumulative attendance in a Semester / Term / Year and/or less than 50% attendance in individual paper/course, shall not be eligible to appear for that Semester / Term / Annual Examination. Such student shall have to seek re-admission to the Course / Programme during the subsequent Academic Year / Term / Semester by paying requisite fees. However, such student shall not be treated as fresh applicant for the admission if the re-admission is in the same institution. Re-admission to professional colleges for the First Year of the course shall be as per the admission rules for these courses. These students shall not answer CET.

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

(vii) Attendance of a student in an institution for a course shall be transferred to another institution if the student continues the same course in the new institution.

(Effective from 2nd March, 2015) (viii) A student representing the Institution / University / State / Country in extracurricular activities such as NCC / NSS / Sports / Cultural events, on obtaining prior approval of the Principal / Dean / Head of Department, shall be treated as 'on duty' at the lectures / practicals missed by him / her and shall be marked as 'D' in the Attendance Register. Absence due to such activities shall be supported by documentary evidence issued by appropriate authority such as Commanding Officer of NCC, Director of Youth Affairs, Director / Asstt. Director of Sports in Government / University or an authorized official of these and other similar bodies. However, in such cases, for the purpose of compilation of cumulative as well as paper / course-wise attendance, the number of lectures / practicals for the paper / course shall be calculated after adding the lectures / practicals under 'D' and considered as such.

e.g. $\frac{\text{No. of lectures / practicals attended+ D}}{\text{No. of lectures / practicals engaged}} \times 100$

(ix) Absence on medical grounds for more than four continuous working days is required to be supported with a Medical Certificate which should be submitted within seven days after rejoining the class. Absence on medical grounds shall be offset against the 25% concession in the attendance already granted. However, if such absence exceeds 25% and is found genuine, the student may request for the condonation of the same. The Principal / Dean / Head of the Department shall examine such absence on a case-to-case basis.

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

(Effective from 20th September, 2014) (xi) For Programmes in the field of Medicine, Dental, Ayurveda, Homoeopathy, Nursing, Engineering and such

others, which are governed by the regulations of Central governing bodies such as MCI, DCI, AICTE, CCIM, Indian Nursing Council (INC), the norms prescribed by the respective bodies shall be followed with regard to the minimum attendance requirements as amended from time to time.

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

Ordinance OA-18 for Credit - Based Masters Degree Programmes in the subjects of Languages, Humanities, Commerce and Sciences in Goa University and Affiliated Colleges (Applicable for candidates who registered from the academic year 2014-15 onwards).

OA-18 **Ordinance for Credit-Based Masters Degree Programmes in the subjects of Languages, Humanities, Commerce and Sciences in Goa University and Affiliated Colleges** (Applicable for candidates who registered from the academic year 2014-15 onwards).

OA-18.1 Ordinance governing the M.A., M.Sc. and M.Com. Programmes of study conducted by the on-campus Departments of the Goa University and its affiliated colleges in the Faculties of Languages and Literature, Social Sciences, Natural Sciences, Life Sciences and Environment, and Commerce, based on the Choice Based Credit System of Instruction.

OA-18.2 The eligibility, procedure and conditions for admission to the M.A., M.Sc. and M.Com. Programmes and the rules governing (i) reservation of seats in each Department, (ii) merit list, (iii) registration and payment of fees are provided in separate Ordinances/notifications.

OA-18.3 (a) The instructional scheme for M.A., M.Sc., M.Com. Degree Programmes is based on a system of time-integrated units called Credits. To be eligible for the award of a Degree under the Choice Based Credit System (CBCS) a student shall earn a minimum of 80 Credits.

(b) These Credits shall comprise Core Courses, Optional Courses and Dissertation. Every Programme shall have adequate number of Core Courses to choose 32 to 40 Credits as recommended by the Board of Studies (BoS) in the concerned subject and approved by the Academic Council, and adequate number of Optional Courses. Dissertation shall be a compulsory component.

OA-18.3.1 One Credit Theory Course shall be equivalent to 15 contact hours of learning activities such as lectures, group discussion, seminars, problem solving, tutorials, assessment and such others.

OA-18.3.2 One Credit Practical Course shall be equivalent to 45 clock hours of laboratory/ field work/ study tour, that is, 15 practicals, each of 3 clock hours duration, or its equivalent.

OA-18.3.3 A student shall be eligible for the award of Master's Degree on successful

completion of 80 Credits. A student is also permitted to obtain additional Credits. However, the degree/final grade shall be awarded /computed based on his/her performance in Core Courses, and the best performance in the Optional Courses, to fulfill the minimum number of Credits required for the award of the Master's degree. Additional Credits, if any, shall be depicted in the final transcript/mark sheet.

OA-18.3.4 The distribution of Credits between theory and practical/laboratory/field Courses is recommended in the ratio of 3:1 in the case of Core Courses or as prescribed by the Board of Studies.

OA-18.3.5 A student must obtain 60 Credits from the parent Department, for the specific degree for which the student is registered, of which the minimum number of Core Credits shall form part. The remaining 20 Credits may be earned by the student by opting for Courses either from the parent Department or from outside the Department/ University. These Courses shall be referred to as Optional Courses.

OA-18.3.6 Permission to transfer Credits in case of Institutions not affiliated to Goa University, may be allowed on a case to case basis, following the Credit recognition procedure. Such Courses, when opted for by the students of a Department, may be approved provisionally by the Departmental Council and placed for ratification before the Board of Studies at its subsequent meeting.

OA-18.3.7 The Departments shall notify the Core and Optional Courses offered to students for the following Semester. The Department shall also have adequate Optional Courses in case the students desire to obtain all Credits from the parent Department. In addition, each BoS may identify Credits for self-learning Courses in the form of field work, project, summer training, online Courses, and other such Courses. The BoS shall specify the Credits for these activities.

OA-18.3.8 Minimum number of students for an Optional Course shall be not less than five. In case there are less than five students for a Course, the permission of the Vice-Chancellor shall be obtained before the commencement of teaching for the said Course.

OA-18.3.9 Each Course may consist of 1 to 6 number of Credit(s). The Courses may cover only theory, theory and practical or only practical, or any other activity as specified under OA-18.3.7.

OA-18.3.10 Dissertation shall be of 12 Credits; in Commerce it may include 4 Credits of Summer Training.

OA-18.4 The Departmental Council (DC) or Departmental Faculty Committee (DFC) constituted for this purpose in the colleges, shall be responsible for the proper implementation and conduct of the Credit-based Master's Degree Programme(s). The Principal of the College, Co-ordinator of the Course and teachers teaching the Programme shall constitute the DFC.

OA-18.4.1 Ordinarily one teacher shall teach an entire Course, unless the Course requires more than one teacher to meet intra- or inter-disciplinary requirements.

The Course outline/session plan for each Course offered during the Semester shall be submitted by the teacher/ instructor to the DC/DFC before the commencement of teaching of the said Course.

OA-18.4.2 (a) The DC of University Departments shall prepare the details of objectives, themes and topics of Core and Optional Courses for discussion and recommendation of BoS and approval by the Academic Council.

(b) In case of Programmes offered only in Colleges, the BoS shall prepare the objectives, themes and topics and recommend it for the approval of the Academic Council.

(c) All the approved Courses, either Core or Optional, shall be uploaded to the University/College Website prior to offering of the Course.

OA-18.4.3 The Course outline/session plan shall depict the Objectives of the Course and the themes in terms of both teaching/ learning and assessment.

OA-18.4.4 The Courses shall be designed with a hierarchical structure indicating the complexity levels and may be prefixed with number series of 100, 200, 300, 400 to denote the level of the Courses. The numbers do not necessarily represent the Semester(s). The DC/BoS shall identify the pre-requisite for each Course.

OA-18.5 The assessment of all Courses shall comprise continuous intra-Semester assessment (ISA) and Semester-end assessment (SEA) and shall be fully internal. However, in case of the Programmes which are offered both at Goa University campus and at affiliated Colleges, SEA for Core Courses shall be conducted by the University.

OA-18.5.1 (a) Each teacher of the concerned Course shall be the examiner for the portion he/she has taught. The teacher/instructor of the Course shall be the Course Co-ordinator and shall coordinate the teaching, examination and evaluation (both continuous ISA and SEA) of the Course and maintain records of all assessments/ tests/ examinations.
(b) When more than one teacher is involved in teaching a Course, one teacher preferably a regular teacher from the Department shall be identified as the Course Co-ordinator by the DC/DFC.
(c) However, in case of the Programmes which are offered at Goa University campus and also at affiliated Colleges, SEA for Core Courses shall be through Central Assessment Programme (CAP) conducted by the University.

OA-18.5.2 (a) The nature of assessments may be Written/Oral, Open/Closed book, Scheduled/Surprise, Objective/ Multiple-choice, Short-answer type, Essay type, Seminar, Assignment, Experimental work, Fieldwork, Viva-Voce, Peer group assessment, Class participation as described in the Course outline.
(b) For each theory Course, a written or any other evidence-based component shall constitute at least 50% of ISA and SEA.

OA-18.5.3 A Course shall have a 'single passing-head' based on the combined performance at the continuous ISA and SEA. Fractional marks shall be rounded off to the nearest integer only at the time of calculating the Course grade.

OA-18.5.4 The DC/DFC shall constitute a Departmental Examination Committee (DEC) to monitor the conduct of the continuous ISA and SEA.

OA-18.5.5 The Course-wise time-table of internal assessment shall be displayed at the beginning of each Semester. Every teacher shall submit to the Head of the Department (HoD)/Principal, the question paper of the assessment and the marks assigned within seven days after the conduct of each assessment. The result of each assessment shall be displayed on the Notice Board and the assessed material shall be shown to the candidate(s) by the concerned teacher and submitted to the HoD along with the question paper in a sealed envelope.

OA-18.6 The Dissertation shall be spread over third and fourth Semesters and shall not generally constitute an entire Semester-equivalent of Credits. However, the DC/DFC may consider on case to case basis and reduce it to one Semester, if it involves full field-work or dissertation in other Institutes or Industries.

OA-18.6 .1 The DC/DFC shall decide at the end of the second Semester, the modalities relating to the dissertations, which shall be informed to the students.

OA-18.6.2 Topics for dissertations shall be finalized by the student in consultation with the guiding teacher.

OA-18.6.3 The DC/DFC shall decide the number of students each teacher can guide with an equitable distribution of students to Guides for sharing the load.

OA-18.6.4 The student shall declare, in the prescribed proforma, that the dissertation is his/her own work and that all the sources used are duly acknowledged.

OA-18.6.5 The guiding teacher shall certify, in the prescribed proforma, that the dissertation is an original work of the candidate completed under his supervision.

OA-18.6.6 Students shall submit the dissertations to the Department through the guiding teacher not later than 2 weeks before the end of the term. Ordinarily, no student shall be allowed to submit the dissertation after the due date.

OA-18.6.7 Every student shall submit one soft copy in CD and two bound copies of the dissertation to the Department in the standard format as under:
The size of paper: A4 (approximately 29 cm x 21 cms) except for drawings, graphs and maps, on which no restriction is placed. A margin of 2.5 cm. is to be kept on the left hand side. The front cover of the dissertation, bound in a standardized form, should contain the title of the dissertation, degree, date and name of the student concerned. The dissertation should be neatly typed in double space and only on one side of the paper.
The soft copies of the dissertations in pdf format with same format and page numbers as that of hard copy shall be submitted to the University for uploading on Library Website after the declaration of the results.

OA-18.6.8 (a) The dissertation shall be assessed by the Guide/Supervisor and by the DC/DFC. The student shall make a presentation of the work before the DC/DFC and students of the Department. The DC/DFC shall assess the work. Average of marks of all teachers attending the presentation shall be the evaluation of the dissertation which shall carry 50% of the total marks assigned for dissertation.
(b) The Guide shall assess the dissertation independently for 50% marks.

OA-18.6.9 To pass in the dissertation a student has to secure a minimum grade of 'E' as indicated under OA-18.8.1

OA-18.6.10 A student who fails in the dissertation may be allowed to re-submit the dissertation after incorporating suitable modifications under the guidance of the teacher.

OA-18.7 Evaluation of the Courses shall be by Intra-Semester (ISA)and Semester End Assessment (SEA). Each ISA shall be evaluated for 20% of the total marks of the Course. Total number of ISA for each Course shall be two irrespective of the number of Credits. However for 1 Credit Course, a single ISA shall be conducted and evaluated for 40% of total marks of the Course. An additional assessment, irrespective of the number of Credits a Course carries, may be provided on the request of students to improve the Grade, in which case the assessment with the least score shall not be considered for ISA. All internal assessments shall be completed by the last teaching day of the Semester.

OA-18.7.1 Ordinarily a teacher who teaches a particular Core Course or part thereof shall assess the performance of the students in the ISA component of that Course. Guest Faculty/contributory teachers teaching a Course or part thereof, shall conduct such assessment in consultation with the Course Co-ordinator.

OA-18.7.2 There shall be a continuous review of the teaching Programme by the DC/DFC in every Semester.

OA-18.7.3 A One Credit Course shall carry 25 marks. All other Courses shall carry marks proportionate to the number of Credits.

OA-18.7.4 The weightage for the continuous ISA and SEA in both theory and practical Courses shall be 40% and 60% respectively.

OA-18.7.5 The SEA shall be conducted as per the academic calendar. The DEC shall work out the examination schedule for SEA in consultation with other departments from where the students are taking Optional Courses, which shall be approved by the DC/DFC and displayed on the Notice Board before the last teaching day of the Semester. The same shall be communicated to the concerned departments. However, in case of the Programmes which are offered both at Goa University campus and at affiliated Colleges, the examination schedule for SEA of Core Courses shall be announced by the office of the CoE.

OA-18.7.6 The duration of all comprehensive written SEA examinations carrying 25 marks or less, shall be of one hour; SEA carrying above 25 marks and up to 50 marks, shall be of two hours; SEA carrying above 50 marks, shall be of three hours.

OA-18.7.7 The duration of SEA of all Laboratory Course/Field Course shall be decided by the BoS.

OA-18.7.8 The duration of all assessments for Courses having both theory and laboratory components shall be proportionate to the marks allotted to the requisite component.

OA-18.7.9 The SEA answer scripts shall be assessed by the teacher concerned, within one week from the date of the examination. Before finalizing the scores obtained, the answer scripts should be shown to the students after specifying the date and time on the Notice Board well in advance.

However, in case of the Programmes which are offered both at Goa University campus and at affiliated Colleges, SEA for Core Courses shall be conducted by the University.

OA-18.8 Marks awarded in each Course shall be represented in the form of Grades. The Final result shall be declared as Grade Point Average (GPA).

OA-18.8.1 The percentage awarded in the ISA and SEA shall be added for awarding the grade for each Course, as indicated in the table below:

Range of Percentage scored	Grades	Grade Points
75 - 100	O	6
65 –<75	A	5
55 – <65	B	4
50 – <55	C	3
45 – <50	D	2
40 – <45	E	1
0 – <40	F	0

OA-18.8.2 Every student shall have to secure a minimum of 'E' grade to pass the Course.

OA-18.8.3 Provisions of OA-5.16 shall not be applicable to Credit-based Masters Programmes.

OA-18.8.4 (a) Students who do not secure a minimum of 'E´Grade in Core Courses shall have the option of answering SEA in theory, as well as practical component, where applicable, in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme.

(b) In the case of Optional Courses, a student shall have the option of answering SEA in theory, as well as practical component where applicable, in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme, or register for an alternative Optional Course to secure requisite number of Credits.

(c) Appearance in ISA and SEA is compulsory for passing. When SEA supplementary is answered, the ISA score shall be carried forward.

OA-18.8.5 The Course Co-ordinator shall be responsible for finalizing the assessment pattern and to ensure that the assessment reflects teaching/ learning-time and weightage assigned to the topic/unit/module as prescribed in the Course outline.

OA-18.8.6 Calculation of weighted Grade Points of a Course shall be done by multiplying the grade points scored, by the number of Credits of the respective Course.

OA-18.8.7 For each Course a student securing 'F' Grade in the Course shall not be entitled to earn any Credits for that Course and provisions of OA-18.8.4 shall be applicable.

OA-18.8.8 (a) On completion of 80 Credits, or more, the Grade Point Average (GPA) shall be calculated by considering the Core Courses and appropriate additional Optional Course(s). The GPA shall be computed by dividing the total number of the weighted Grade Points in all the four or more Semesters corresponding to 80 Credits, divided by the maximum number of 80 Credits.

(b) Wherever the number of best Credits are more than 80, the Grade Point of an Optional Course shall be computed for lesser number of Credits to fit 80 Credits and explanation shall be indicated in the mark list.

(c) The GPA shall be converted to the Final Grade, as shown in the table below:

Grade Point Average (GPA)	Final Grade
05.50-6.0	O
04.50-5.49	A
03.50-4.49	B
02.50-3.49	C
01.50-2.49	D
01.00-1.49	E
< 80 Credits	F

OA-18.8.9 The GPA shall be calculated up to two decimal places. If the GPA is higher than the indicated upper limit in the three decimal digit, then higher grade shall be awarded. Hence, a candidate with GPA 4.492 shall be awarded 'A'; a candidate who has not earned 80 Credits shall be given final grade 'F' and be declared 'unsuccessful'.

OA-18.8.10 At the end of each Semester, within one week from the last teaching day, the ISA scores shall be approved by the DC/DFC and thereafter sent to the Controller of Examinations (CoE). SEA scores shall be moderated and approved by DC/DFC and thereafter sent to the CoE within a week of the last examination. The Examination section shall prepare Grades and declare results within two weeks of the receipt of the SEA scores. However, in case of the Programmes which are offered both at Goa University campus and at affiliated Colleges, SEA scores obtained through CAP for Core Courses, shall be submitted to the CoE for declaration of results.

OA-18.8.11 Students who have not completed the Programme in four Semesters, are permitted to re-register for additional Semester(s) and opt for Courses, provided that these Courses are available for instruction in the Department. Such candidate(s) shall be treated as supernumerary for the particular Course.

OA-18.8.12 Students shall have to acquire minimum of 80 Credits and be registered for the Master's Programme for a minimum of four Semesters, to be eligible for award

of a degree. On any account a student shall not be allowed to register for less than 10 Credits and more than 25 Credits in a Semester.

OA-18.9 There shall be an audit of the Academic Programme(s) of each Department of the University or College, annually conducted by an Academic Audit Committee (AAC). For this purpose, an AAC shall be constituted for each Faculty.

OA-18.9.1 The AAC consisting of three members who shall be nominated by the Vice-Chancellor from the panel of experts prepared by the BoS and approved by the Academic Council.

OA-18.9.2 The audit shall be conducted at the end of every Academic Year, within two months after the declaration of results.

OA-18.9.3 The conduct of the academic audit by the AAC shall comprise:
(1) Review of question papers of the assessments held during the preceding year/Semester:
(a) to determine the adequacy of coverage of the syllabus and
(b) to determine the standard of questions in relation to the syllabus.
(2) Review of sample answer scripts to check for objectivity and uniformity of assessment.
(3) Scrutiny of the records of ISA and SEA maintained by the Department, in order to determine the suitability and adequacy of the methods of assessment. However, in case of the Programmes which are offered both at Goa University campus and at affiliated Colleges, scrutiny shall be of records of ISA for Core Courses, and ISA and SEA for Optional Courses maintained by the Department and Colleges.
(4) Evaluation and suggestion of remedial measures on the basis of feed-back obtained from the students.

OA-18.9.4 The AAC shall prepare a report and submit the same to the Vice-Chancellor, who, after making necessary observations, shall forward the same to the BoS of the concerned subject. The BoS shall make suitable recommendations to the DC/DFC for implementation**.**

OA-18.9.5 The CoE shall coordinate the meeting of the AAC.

OA-18.10 There shall be a Grievance Committee of five teachers from different Faculties and the same shall be constituted at the commencement of every academic year. The Vice-Chancellor shall appoint a Chairperson from among the five. No teacher against whom a grievance is made shall participate in the meetings of the Committee.

OA-18.10.1 The Grievance Committee shall examine and decide on the grievances relating to the marking of answer-scripts/evaluation of tests of the students. The Committee may also consider any other matter related to examination and evaluation.

OA-18.10.2 A student shall address his/her grievance(s) to the HoD/ Principal, who shall place the same before the DC/DFC for resolution. If the grievances are in the Course(s) taught by the Head of the Department, the grievances shall be addressed to the Dean of the Faculty.

OA-18.10.3 If the student continues to feel aggrieved, the grievance application shall be referred by the Departmental Council to the Grievance Committee.

OA-18.10.4 If the Grievance Committee finds that there is a *prima facie* case, it may refer the respective answer-scripts/ assignments, to an expert outside the University, for which the student shall have to pay the prescribed fee. The result of such an evaluation shall be final and binding.

OA-18.10.5 The decision of the Grievance Committee shall be communicated to the student within one month of his/her filing of the grievance.

OA-18.11 There shall be a Coordination Committee for the Credit-based Masters Programme, with representatives of all Faculties.

OA-18.11.1 The Vice-Chancellor shall appoint a Coordination Committee which shall comprise a Dean of a Faculty of University Departments as Chairperson and four members from various Faculties other than that of the Dean. The Committee shall be assisted by the Academic Section of the University.

OA-18.11.2 The Committee shall coordinate implementation of the Credit-based Masters Programme, and resolve anomalies arising during the implementation of the Programme. The Committee shall draw a common time-table for Optional Courses offered across the Departments, so as to enable students to opt for various Courses.

OA-18.11.3 The Committee shall consider suggestions received from students, HoDs, Faculty members, BoS, Faculty Boards and the Examination Section, and recommend modification of existing provisions or introduction of new provisions.

OA-18.11.4 At the end of the teaching of every Semester there shall be an assessment of the teacher, the Course-taught and of the overall Programme by the student(s), the records of which shall be retained by the Internal Quality Assurance Cell (IQAC).

Ordinance OA-18 governing the M.A., M.Sc. and M.Com. Programmes of study conducted by the on-campus Departments of the Goa University and its affiliated colleges in the Faculties of Languages and Literature, Social Sciences, Natural Sciences, Life Sciences and Environment, and Commerce, based on the Choice Based Credit System of Instruction (Effective from 6th June, 2016).

OA-18 Ordinance governing the M.A., M.Sc. and M.Com. Programmes of study conducted by the on-campus Departments of the Goa University and its affiliated colleges in the Faculties of Languages and Literature, Social Sciences, Natural Sciences, Life Sciences and Environment, and Commerce, based on the Choice Based Credit System of Instruction (Effective from 6th June, 2016).

OA-18.1 General

The eligibility, procedure and conditions for admission to the M.A., M.Sc. and M.Com. Programmes and the rules governing (i) reservation of seats in each

Department, (ii) merit list, (iii) registration and payment of fees shall be as provided in the respective Ordinances/notifications.

OA-18.2 Programme Structure

1. The Programme shall be based on a system of time-integrated Units called Credits, under the Choice Based Credit System (CBCS) and shall comprise Core Courses, Optional Courses and Dissertation (optional).

2. A student shall be eligible for the award of Master's Degree on successful completion of minimum of 80 Credits, to be completed over a minimum of four Semesters.

3. The total number of 80 Credits shall comprise 40 for Core Courses and a minimum of 40 for Optional Courses.

4. A student shall be required to obtain 60 Credits from the parent Department in which the student is registered, which shall comprise the 40 Core Credits, and 20 optional credits which may include the dissertation. The remaining 20 Credits may be earned by the student by opting for optional Courses, including dissertation, from within the Department or outside the Department/University.

5. The Courses may cover only theory, theory and tutorial or only practical, or any other activity as specified under OA-18.2.6.

6. Optional Courses may also comprise self-learning Courses in the form of field work, project, summer training, online Courses, and other such Courses; the BoS shall specify the Credits for these activities.

7. A student shall also be permitted to obtain additional Credits. The degree/final grade shall be awarded /computed based on his/her performance in Core Courses and the best performance in the Optional Courses, to fulfill the minimum number of Credits required for the award of the Master's Degree. Additional Credits, if any, shall be depicted in the final transcript/mark sheet.

8. Permission to transfer Credits in case of Institutions not affiliated to Goa University, may be allowed on a case to case basis, following the Credit recognition procedure. Such Courses, when opted for by the students of a Department, may be approved provisionally by the Departmental Council and placed for ratification before the Board of Studies at its subsequent meeting.

9. Each Course may comprise 1 to 6 number of Credit(s).

10. One Credit of a Theory Course shall be equivalent to 15 contact hours of learning activities including lecture, group discussion, seminar, problem solving, tutorial, assessment and such others.

11. One Credit of a Practical Course shall be equivalent to 30 clock hours of laboratory /field work/ study tour, that is, 15 practical sessions each of 2 clock hours duration, or its equivalent.
    However, in the case of Psychology subject, one credit of the Practical Course (Psychology Experiments and Psychological Testing) shall be

equivalent to 15 clock hours of laboratory/field work/study tour.

12. The ratio of Credits between theory and practical/laboratory/field Core Courses shall be 3:1 or as recommended by the Board of Studies.

13. The Departments shall notify the Core and Optional Courses offered to students for the following Semester. The Department shall also provide for adequate number of Optional Courses in case a student desires to obtain all Credits from the parent Department.

14. Minimum number of students for an Optional Course shall be not less than five. In case there are less than five students for a Course, the permission of the Vice-Chancellor shall be obtained before the commencement of teaching for the said Course.
15. Dissertation shall be of 8 Credits and shall be optional.

16. A student shall not be permitted to register for less than 10 Credits and more than 25 Credits in a Semester, during the two- year Programme. However, in case the dissertation is being carried out only in Semester IV, entailing extensive field work, and/or work at other institutions, the student may be permitted to register for only the dissertation comprising 8 Credits.

OA-18.3 Scheme of Instruction

1. The Departmental Council (DC) or Departmental Faculty Committee (DFC) constituted for this purpose in the colleges, shall be responsible for the proper implementation and conduct of the Credit-based Master's Degree Programme(s).The DFC shall comprise the Principal of the College, Co-ordinator of the Course and teachers teaching the Programme.

2. Ordinarily one teacher shall teach an entire Course, unless the Course requires more than one teacher to meet intra- or inter-disciplinary requirements. The Course outline/session plan for each Course offered during the Semester shall be submitted by the teacher/ instructor to the DC/DFC before the commencement of teaching of the said Course.

(a) The DC of University Departments shall prepare the details of objectives, themes and topics of Core and Optional Courses for discussion and recommendation of BoS and approval by the Academic Council.

(b) In case of Programmes offered only in Colleges, the BoS shall prepare the objectives, themes and topics and recommend it for the approval of the Academic Council.

(c) All the approved Courses, either Core or Optional, shall be uploaded on the University/ College Website prior to offering of the Course.

3. The Course outline/session plan shall depict the Objectives of the Course and the themes in terms of both teaching/ learning and assessment.

4. The Courses shall be designed with a hierarchical structure indicating the complexity levels and may be prefixed with number series of 100, 200, 300, 400 to denote the level of the Courses. The numbers do not necessarily represent the Semester(s). The DC/BoS shall identify the pre-requisite for each Course.

OA-18.4 Dissertation

1. The Dissertation shall be spread over third and fourth Semesters and shall not generally constitute an entire Semester-equivalent of Credits. However, the DC/DFC may consider on case to case basis and reduce it to one Semester, if it involves full field-work or dissertation in other Institutes or Industries.

2. The DC/DFC shall decide at the end of the second Semester, the modalities relating to the dissertations, which shall be informed to the students.

3. Topics for dissertations shall be finalized by the student in consultation with the guiding teacher.

4. The DC/DFC shall decide the number of students each teacher can guide with an equitable distribution of students to Guides for sharing the workload. Such workload shall be computed as one hour per week per student, up to a maximum of four hours per week for four or more students.

5. The student shall declare, in the prescribed proforma, that the dissertation is his/ her own work and that all the sources used are duly acknowledged.

6. The guiding teacher shall certify, in the prescribed proforma, that the dissertation is an original work of the candidate completed under his supervision.

7. Students shall submit the dissertations to the Department through the guiding teacher not later than 2 weeks before the end of the term. Ordinarily, no student shall be allowed to submit the dissertation after the due date.

8. Every student shall submit one soft copy on a CD and two bound copies of the dissertation to the Department in the standard format as under:
   The size of paper: A4 (approximately 29 cm x 21 cm) except for drawings, graphs and maps, on which no restriction is placed, with a margin of 3 cm on the left hand side and 2.5 cm on all the other three sides. The dissertation should be neatly typed in double space and only on one side of the paper. The front cover of the dissertation, bound in a standardized form, should contain the title of the dissertation, the Degree, date and name of the student concerned.

OA-18.5 Scheme of Examination

1. The assessment of all Courses shall comprise continuous intra-Semester Assessment (ISA) and Semester-end Assessment (SEA) and shall be fully internal. However, in case of the Programmes which are offered both at Goa University campus and at affiliated Colleges, the theory examination shall be conducted by the University and common Question Papers along with answer keys for SEA shall be prepared. The SEA of practical and optional courses in case of Science subjects (M.Sc. programmes) shall be conducted by the teachers as decided by respective DC/ DFC.

2. (a) Each teacher of the concerned Course shall be the examiner for the portion he/she has taught. The teacher/instructor of the Course shall be the Course Coordinator and shall coordinate the teaching, examination and evaluation

(both continuous ISA and SEA) of the Course and maintain records of all assessments/tests/ examinations.

(b) When more than one teacher is involved in teaching a Course, one teacher preferably a regular teacher from the Department shall be identified as the Course Co-ordinator by the DC/DFC.

(c) However, in case of Programmes which are offered at Goa University campus and also at affiliated Colleges or in college(s) only, but excluding M.Sc. Programmes, SEA for all Courses shall be through Central Assessment Programme (CAP) conducted by the University.

(d) In case of M.Sc. Programmes which are offered at Goa University campus and also at affiliated Colleges or in college(s) only, CAP is applicable only for Core Courses (theory only). Paper setting and evaluation of all the optional courses and practical courses or practical components of the courses, either core or optional will be carried out at respective places by the concerned teachers.

(e) In case of courses coming under the purview of CAP, Question papers shall be common and copies of answer keys prepared by the paper setters shall be available for the examiners.

(f) For the purpose of paper setting and CAP, the BoS shall recommend a master panel of paper setters and examiners comprising both external and internal (for the purpose of co-ordination),which shall be placed before the Academic Council for approval.

3. (a) The nature of assessments may be Written/Oral, Open/Closed book, Scheduled/ Surprise, Objective / Multiple-choice, Short-answer type, Essay type, Seminar, Assignment, Experimental work, Fieldwork, Viva-Voce, Peer group assessment, Class participation as described in the Course outline.

(b) For each theory Course, a written or any other evidence-based component shall constitute at least 50% of ISA and SEA.

4. A Course shall have a 'single passing-head' based on the combined performance at the continuous ISA and SEA. Fractional marks shall be rounded off to the nearest integer only at the time of calculating the Course grade.

5. The DC/DFC shall constitute a Departmental Examination Committee (DEC) to monitor the conduct of the continuous ISA and SEA.

6. The Course-wise time-table of internal assessment shall be displayed at the beginning of each Semester. Every teacher shall submit to the Head of the Department (HoD)/Principal, the question paper of the assessment and the marks assigned within seven days after the conduct of each assessment. The result of each assessment shall be displayed on the Notice Board and the assessed material shall be shown to the candidate(s) by the concerned teacher and submitted to the HoD along with the question paper in a sealed envelope.

OA-18.6 Evaluation of Courses

1. (a) A One Credit Course shall carry 25 marks. All other Courses shall carry marks proportionate to the number of Credits.

   (b) The weightage for the continuous ISA and SEA in both theory and practical Courses shall be 40% and 60% respectively.

   (c) There shall be two ISAs for each Course of two or more Credits, each of 20%, for a total of 40% of total marks of the Course. However for a 1 Credit Course, a single ISA shall be conducted and evaluated for 40% of total marks of the Course. An additional assessment, irrespective of the number of Credits a Course carries, may be provided on the request of students to improve the Grade, in which case the best two assessments shall be considered, or best one in the case of a single Credit Course. All internal assessments shall be completed by the last teaching day of the Semester.

2. Ordinarily a teacher who teaches a particular Core Course or part thereof shall assess the performance of the students in the ISA component of that Course. Guest Faculty/contributory teachers teaching a Course or part thereof, shall conduct such assessment in consultation with the Course Co-ordinator.

3. There shall be a continuous review of the teaching Programme by the DC/DFC in every Semester.

4. The SEA shall be conducted as per the academic calendar. The DEC shall work out the examination schedule for SEA in consultation with other departments from where the students are taking Optional Courses, which shall be approved by the DC/DFC and displayed on the Notice Board before the last teaching the Semester. The same shall be communicated to the concerned departments. However, in case of the Programmes which are offered both University campus and at affiliated Colleges, the examination schedule for SEA of Core Courses shall be announced by the office of the CoE.

5. The duration of all comprehensive written SEA examinations carrying 25 marks or less, shall be of one hour; SEA carrying above 25 marks and up to 50 marks, shall be of two hours; SEA carrying above 50 marks, shall be of three hours.

6. The duration of SEA of all Laboratory Courses/Field Course shall be decided by the BoS.

7. (a) The SEA answer scripts shall be assessed by the teacher concerned, within one week from the date of the examination. Before finalizing the scores obtained, the answer scripts should be shown to the students after specifying the date and time on the Notice Board in advance.

   (b) However, in case of the Programmes which are offered both at Goa University campus and at affiliated Colleges or in Colleges only, the following are applicable:
   (i) SEA for Core Courses (Theory) of Science subjects shall be conducted and evaluated through CAP as per OA-18.5.2 (c), (d).
   (ii) SEA for all courses of other than M.Sc. programmes shall be conducted by the University and evaluated through Central Assessment Programme (CAP).

(iii) In these cases there is no provision of showing the answer books to students. However students are entitled to apply for revaluation of their answer books.

OA-18.7 Evaluation of Dissertation

1. (a) The dissertation shall be assessed by the Guide/Supervisor and by the DC/DFC. The student shall make a presentation of the work before the DC/DFC and students of the Department. The DC/DFC shall assess the work. Average of marks of all teachers attending the presentation shall be the evaluation of the dissertation which shall carry 50% of the total marks assigned for dissertation.

(b) The Guide shall assess the dissertation independently for 50% marks.

2. To pass in the dissertation a student has to secure a minimum grade of 'P' as indicated under OA-18.8.1.

3. A student who fails in the dissertation may be allowed to re-submit the dissertation after incorporating suitable modifications under the guidance of the teacher or may be permitted to register for optional courses equivalent to 8 credits.

OA-18.8 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. The Final result shall be declared as Cumulative Grade Point Average (CGPA).

2. The marks awarded in the ISA and SEA shall be added for awarding the grade for each Course, as indicated in the table below:

Range of percentage scored	Grades	Grade Points
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

3. Every student shall have to secure a minimum of 'P' grade to pass the Course.

4. Provisions for grace marks under OA 5.16 shall not be applicable to Credit-based Masters Programmes.

5.(a) Students who do not secure a minimum of 'P' Grade in Core Courses shall have the option of answering SEA in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular

Programme.

(b) In the case of Optional Courses, a student shall have the option of answering SEA in the following Semester(s),or to repeat the Course by registering for the Course whenever it is offered in the regular Programme, or register for an alternative Optional Course to secure requisite number of Credits.

(c) Appearance in minimal number of ISAs as prescribed, and in SEA, is compulsory for passing.

(d) There shall not be any supplementary examinations for SEA. However, repeat examinations shall be conducted as per the allotted time frame for SEA in the academic calendar. In such cases, the ISA score shall be carried forward. However, if the candidate is re-registering for a course, neither the ISA nor the attendance of the previous attempt shall be carried forward.

6. The Course Co-ordinator shall be responsible for finalizing the assessment pattern and to ensure that the assessment reflects teaching/ learning-time and weightage assigned to the topic/unit/module as prescribed in the Course outline.

7. (a) The weighted grade points of a course shall be calculated by multiplying the grade points (Gi) scored by a student, by the number of Credits of the respective course.

(b) The Cumulative Grade Point Average (CGPA) shall be calculated on completion of 80 Credits, or more.

(c) CGPA is the ratio of the sum of the product of the number of Credits as specified under OA-18.8.6(e). It shall be calculated as follows:

$$CGPA = \Sigma(Ci \times Gi) / \Sigma Ci$$

Where 'Ci' is the number of credits of the *i*th course and 'Gi' is the grade point scored by the student in the *i*th course.

(d) The CGPA shall be rounded off to 2 decimal points and recorded in the transcripts.

(e) For calculating CGPA, all the core courses (40 credits) and best of the grades obtained for optional course equalling 40 credits shall be considered.

(f) Wherever the number of best Optional Credits are more than 40, the Grade Point of an Optional Course having the least Grade Point amongst these, shall be computed for a lesser number of Credits, so as to obtain a total of 40 Optional Credits. Such reduction in the weightage shall be reflected in the mark list.

(g) For each Course a student securing 'F' or 'Ab' Grade in the Course shall not be entitled to earn any Credits for that Course.

(h) The CGPA shall be converted to the Final 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)
< Required Credits for award of the Degree	F (Fail)

(i) In the case where CGPA is higher than the indicated upper limit in the two decimal digits by a factor of ≥0.005, then the higher grade will be awarded. Eg. A candidate with CGPA ≥4.995 will be awarded 'C' grade. A candidate who has not earned required credits to be awarded the Degree, shall be given a final grade 'F' and be declared as 'Fail'.

8. At the end of each Semester, within one week from the last teaching day, the ISA scores shall be approved by the DC/DFC and thereafter sent to the Controller of Examinations (CoE). SEA scores shall be finalised and approved by DC/DFC and thereafter sent to the CoE within a week of the last examination. The Examination section shall prepare Grades and declare results within two weeks of the receipt of the SEA scores. However, in case of the Core Courses evaluated through CAP, marks awarded shall be directly processed by the CoE for declaration of results.

9. Students who have not completed the Programme in four Semesters, are permitted to re-register for additional Semester(s) and opt for Courses, provided that these Courses are available for instruction in the Department. Such candidate(s) shall be treated as supernumerary for the particular Course.

OA-18.9 Academic Audit Committee (AAC)

1. There shall be an audit of the Academic Programme(s) of each Department of the University or College, conducted once in two years by an Academic Audit Committee(AAC). For this purpose, an AAC shall be constituted for each Faculty.

2. The AAC shall comprise three members who shall be nominated by the Vice-Chancellor from the panel of experts prepared by the BoS and approved by the Academic Council.

3. The audit shall be conducted at the end of every alternate Academic Year, within two months after the declaration of results.

4. The conduct of the academic audit by the AAC shall comprise:

(i) Review of question papers of the assessments held during the preceding year/Semester:
(a) to determine the adequacy of coverage of the syllabus and
(b) to determine the standard of questions in relation to the syllabus.

(ii) Review of sample answer scripts to check for objectivity and uniformity of assessment.
(iii) Scrutiny of the records of ISA and SEA maintained by the Department, in order to determine the suitability and adequacy of the methods of assessment. However, in case of the Programmes which are offered both at Goa University campus and at affiliated Colleges, scrutiny shall be of records of ISA for Core Courses, and ISA and SEA for Optional Courses maintained by the Department and Colleges.
(iv) Evaluation and suggestion of remedial measures on the basis of feed-back obtained from the students.

5. The AAC shall prepare a report and submit the same to the Vice-Chancellor, who, after making necessary observations, shall forward the same to the BoS of the concerned subject. The BoS shall make suitable recommendations to the DC/DFC for implementation.

6. The CoE shall coordinate the meeting of the AAC.

OA-18.10 Grievance Committee

1. There shall be a Grievance Committee of five teachers from different Faculties and the same shall be constituted at the commencement of every academic year. The Vice-Chancellor shall appoint a Chairperson from among the five. No teacher against whom a grievance is made shall participate in the meetings of the Committee.

2. The Grievance Committee shall examine and decide on the grievances relating to the marking of answer-scripts/evaluation of tests of the students. The Committee may also consider any other matter related to examination and evaluation.

3. A student shall address his/her grievance(s) to the HoD/ Principal, who shall place the same before the DC/DFC for resolution. If the grievances are in the Course(s) taught by the Head of the Department, the grievances shall be addressed to the Dean of the Faculty.

4. If the student continues to feel aggrieved, the grievance application shall be referred by the Departmental Council to the Grievance Committee.

5. If the Grievance Committee finds that there is a prima facie case, it may refer the respective answer-scripts/ assignments, to an expert outside the University, for which the student shall have to pay the prescribed fee. The result of such an evaluation shall be final and binding.

6. The decision of the Grievance Committee shall be communicated to the student within one month of his/her filing of the grievance.

OA-18.11 Coordination Committee

1. There shall be a Coordination Committee for the Credit-based Masters Programme, with representatives of all Faculties.
2. The Vice-Chancellor shall appoint a Coordination Committee which shall comprise a Dean of a Faculty of University Departments as Chairperson and four members from various Faculties other than that of the Dean. The committee shall be assisted by the Academic Section of the University.

3. The Committee shall coordinate implementation of the Credit-based Masters Programme, and resolve anomalies arising during the implementation of the Programme. The Committee shall draw a common time-table for Optional Courses offered across the Departments, so as to enable students to opt for Courses.
4. The Committee shall consider suggestions received from students, HoDs, Faculty members, BoS, Faculty Boards and the Examination Section, and recommend modification of existing provisions or introduction of new provisions.

OA-18.12 Feedback

1. At the end of the teaching of every Semester there shall be an assessment of the teacher, the Course-taught and of the overall Programme by the student(s), the records of which shall be retained by the Internal Quality Assurance Cell (IQAC).

(Effective from Academic year 2018-19 onwards)

OA-18A Ordinance governing the M.A., M.Sc. M.Com., M.S.W. and M.T.T.M. programmes of study conducted by the on-campus Departments of the Goa University and its affiliated colleges in the Faculties of Languages and Literature, Social Sciences, Natural Sciences, Life Sciences and Environment, and Commerce and Management, based on the Choice Based Credit System of Instruction (Effective from 31st August, 2018)

OA-18A.1 General (Effective 31st August, 2018)

The eligibility, procedure and conditions for admission to the M.A., M.Sc., M.Com., M.S.W. and M.T.T.M. Programmes and the rules governing (i) reservation of seats in each Department, (ii) merit list, (iii) registration and payment of fees shall be as provided in the respective Ordinances/notifications

OA-18A.2 Programme Structure

1. The Programme shall be based on a system of time-integrated Units called Credits, under the Choice Based Credit System (CBCS) and shall comprise Core Courses, Optional Courses and Dissertation (optional).

2. A student shall be eligible for the award of Master's Degree on successful completion of minimum of 64 Credits, to be completed over a minimum of four Semesters.

3. The total number of 64 Credits shall comprise 32 for Core Courses and a minimum of 32 for Optional Courses.

4. A student shall be required to obtain 48 Credits from the parent Department in which the student is registered, which shall comprise the 32 Core Credits, and 16 optional credits which may include the dissertation. The remaining 16 Credits may be earned by the student by opting for optional Courses, including dissertation, from within the Department or outside the Department/University.

5. The Courses may cover only theory, theory and tutorial or only practical, or any other activity as specified under OA-18.2.6.

6. Optional Courses may also comprise self-learning Courses in the form of field work, project,

summer training, online Courses, and other such Courses; the BoS shall specify the Credits for these activities.

7. A student shall also be permitted to obtain additional Credits. The degree/final grade shall be awarded /computed based on his/her performance in Core Courses and the best performance in the Optional Courses, to fulfill the minimum number of Credits required for the award of the Master's Degree. Additional Credits, if any, shall be depicted in the final transcript/mark sheet.

8. Permission to transfer Credits in case of Institutions not affiliated to Goa University, may be allowed on a case to case basis, following the Credit recognition procedure. Such Courses, when opted for by the students of a Department, may be approved provisionally by the Departmental Council and placed for ratification before the Board of Studies at its subsequent meeting.

9. A Course may be a minimum of 1 Credit and up to a maximum of 6 Credit(s).

10. One Credit of a Theory Course shall be equivalent to 12 contact hours of learning activities including lecture, group discussion, seminar, problem solving, tutorial, assessment and such others.

11. One Credit of a Practical Course shall be equivalent to 24 clock hours of laboratory /field work/ study tour, that is, 12 practical sessions each of 2 clock hours duration, or its equivalent.
    However, in the case of Psychology subject, one credit of the Practical Course (Psychology Experiments and Psychological Testing) shall be equivalent to 12 clock hours of laboratory/field work/study tour.

12. Ordinarily, the ratio of Credits between theory and practical/laboratory/field Core Courses shall not be less than 2:1 or as recommended by the concerned Board of Studies.

13. The Departments shall notify the Core and Optional Courses offered to students for the following Semester. The Department shall also provide for adequate number of Optional Courses in case a student desires to obtain all Credits from the parent Department.

14. Minimum number of students for an Optional Course shall be not less than five. In case there are less than five students for a Course, the permission of the Vice-Chancellor shall be obtained before the commencement of teaching for the said Course.

15. Dissertation shall be of 8 Credits and in lieu of Optional Courses.

16. A student shall not be permitted to register for less than 8 Credits and more than 20 Credits in a Semester, during the two- year Programme. However, in case the dissertation is being carried out only in Semester IV, entailing extensive field work, and/or work at other institutions, the student may be permitted to register for only the dissertation comprising 8 Credits.

17. A Core Course offered by a Department may be selected by a student as an Optional Course provided the pre-requisites defined by the concerned Board of Studies are fulfilled by the student.

OA-18A.3 Scheme of Instruction

1. The Departmental Council (DC) or Departmental Faculty Committee (DFC) constituted for this purpose in the colleges, shall be responsible for the proper implementation and conduct

of the Credit-based Master's Degree Programme(s).The DFC shall comprise the Principal of the College, Coordinator of the Course and teachers teaching the Programme.

2. Ordinarily one teacher shall teach an entire Course, unless the Course requires more than one teacher to meet intra- or inter-disciplinary requirements. The Course outline/session plan for each Course offered during the Semester shall be submitted by the teacher/ instructor to the DC/DFC before the commencement of teaching of the said Course.

   (a) The DC of University Departments shall prepare the details of objectives, themes and topics of Core and Optional Courses for discussion and recommendation of BoS and approval by the Academic Council.

   (b) In case of Programmes offered only in Colleges, the BoS shall prepare the objectives, themes and topics and recommend it for the approval of the Academic Council.

   (c) All the approved Courses, either Core or Optional, shall be uploaded on the University/ College Website prior to offering of the Course.

3. The Course outline/session plan shall depict the Objectives of the Course and the themes in terms of both teaching/ learning and assessment.

4. The Courses shall be designed with a hierarchical structure indicating the complexity levels and may be prefixed with number series of 100, 200, 300, 400 to denote the level of the Courses. The numbers do not necessarily represent the Semester(s). The DC/BoS shall identify the pre-requisite for each Course.

OA-18A.4 Dissertation

1. Ordinarily, the Dissertation shall be spread over third and fourth Semesters and shall not generally constitute an entire Semester-equivalent of Credits. However, the DC/DFC may consider on case to case basis and reduce it to one Semester, if it involves full field-work or dissertation in other Institutes or Industries.

2. The DC/DFC shall decide at the end of the second Semester, the modalities relating to the dissertations, which shall be informed to the students.

3. Topics for dissertations shall be finalized by the student in consultation with the guiding teacher.

4. The DC/DFC shall decide the number of students each teacher can guide with an equitable distribution of students to Guides for sharing the workload. Such workload shall be computed as two hours per week per student, up to a maximum of four hours per week for two or more students.

5. The student shall declare, in the prescribed proforma, that the dissertation is his/ her own work and that all the sources used are duly acknowledged.

6. The guiding teacher shall certify, in the prescribed proforma, that the dissertation is an original work of the candidate completed under his supervision.

7. Students shall submit the dissertations to the Department through the guiding teacher not later than 2 weeks before the end of the term. Ordinarily, no student shall be allowed to submit the dissertation after the due date.

8. Every student shall submit one soft copy on a CD and two bound copies of the dissertation

to the Department in the standard format as under: The size of paper: A4 (approximately 29 cm x 21 cm) except for drawings, graphs and maps, on which no restriction is placed, with a margin of 3 cm on the left hand side and 2.5 cm on all the other three sides. The dissertation should be neatly typed in double space and only on one side of the paper. The front cover of the dissertation, bound in a standardized form, should contain the title of the dissertation, the Degree, date and name of the student concerned.

OA-18A.5 Scheme of Examination

1. The assessment of all Courses including Dissertation shall comprise continuous intra-Semester Assessment (ISA) and Semester-end Assessment (SEA) and shall be fully internal. In case of the Programmes which are offered both at Goa University campus and at affiliated Colleges, the examination of core theory papers shall be conducted by the University and common Question Papers along with answer keys for SEA shall be prepared. The SEA of all Core, Practical and all Optional Courses including dissertations shall be conducted by the teachers as decided by respective DC/ DFC.

2. (a) Each teacher of the concerned Course shall be the examiner for the portion he/she has taught. The teacher/instructor of the Course shall be the Course Coordinator and shall coordinate the teaching, examination and evaluation (both continuous ISA and SEA) of the Course and maintain records of all assessments/tests/ examinations.

   (b) When more than one teacher is involved in teaching a Course, one teacher preferably a regular teacher from the Department shall be identified as the Course Coordinator by the DC/DFC.

   (c) In case of Programmes which are offered at Goa University campus and/or at affiliated Colleges, the assessment of SEA answer books of all core Courses shall be done at respective Department or College as the case may be in a manner specified in OA 18.5 (2) (e).

   (d) In case of the University Departments, the respective teacher who taught the core course shall assess the answer books based on the answer key provided by the paper setters for the purpose.
   In case of affiliated colleges, the respective DFC shall decide the teachers for evaluation of core courses depending upon the master panel of examiners specified in OA 18.5 (2) (e).

   (e) For the purpose of paper setting and evaluation of core courses, the concerned BoS shall recommend a master panel of paper setters and examiners comprising both external and internal (for the purpose of co-ordination),which shall be placed before the Academic Council for approval. Under-graduate teachers in affiliated colleges with Ph.D. degrees and at least three years of post- graduate teaching experience and teachers without a Ph.D. but who have 5 years of post-graduate teaching experience shall be eligible for inclusion in such a panel.

3. (a) The nature of assessments may be Written/Oral, Open/Closed book, Scheduled/ Surprise, Objective / Multiple-choice, Short-answer type, Essay type, Seminar, Assignment, Experimental work, Fieldwork, Viva-Voce, Peer group assessment, Class participation as described in the Course outline.

   (b) For each theory Course, a written or any other evidence-based component shall constitute at least 50% of ISA and SEA.

4. A Course shall have a 'single passing-head' based on the combined performance at the continuous ISA and SEA. Fractional marks shall be rounded off to the nearest integer only

at the time of calculating the Course grade.

5. The DC/DFC shall constitute a Departmental Examination Committee (DEC) to monitor the conduct of the continuous ISA and SEA.

6. The Course-wise time-table of internal assessment shall be displayed at the beginning of each Semester. Every teacher shall submit to the Head of the Department (HoD)/Principal, the question paper, assessed answer books and the marks assigned within seven days after the conduct of each assessment. The result of each assessment shall be displayed on the Notice Board and the assessed material shall be shown to the candidate(s) by the concerned teacher and submitted to the HoD along with the question paper in a sealed envelope.

OA-18A.6 Evaluation of Courses

1. (a) A One Credit Course shall carry 25 marks. All other Courses shall carry marks proportionate to the number of Credits.

(b) The weightage for the continuous ISA and SEA in both theory and practical Courses shall be 40% and 60% respectively.

(c) There shall be two ISAs for each Course of two or more Credits, each of 20%, for a total of 40% of total marks of the Course. However, for a 1 Credit Course, a single ISA shall be conducted and evaluated for 40% of total marks of the Course. An additional assessment, irrespective of the number of Credits a Course carries, may be provided on the request of students to improve the Grade, in which case the best two assessments shall be considered, or best one in the case of a single Credit Course. All internal assessments shall be completed by the last teaching day of the Semester.

2. Ordinarily a teacher who teaches a particular Core Course or part thereof shall assess the performance of the students in the ISA component of that Course. Guest Faculty/contributory teachers teaching a Course or part thereof, shall conduct such assessment in consultation with the Course Coordinator.

3. There shall be a continuous review of the teaching Programme by the DC/DFC in every Semester.

4. The SEA shall be conducted as per the academic calendar. The DEC shall work out the examination schedule for SEA in consultation with other departments from where the students are taking Optional Courses, which shall be approved by the DC/DFC and displayed on the Notice Board before the last teaching day of the Semester. The same shall be communicated to the concerned departments. However, in case of the Programmes which are offered both University campus and at affiliated Colleges, the examination schedule for SEA of Core Courses shall be announced by the office of the CoE.

5. The duration of all comprehensive written SEA examinations carrying 25 marks or less, shall be of one hour; SEA carrying above 25 marks and up to 50 marks, shall be of two hours; SEA carrying above 50 marks, shall be of three hours.

6. The duration of SEA of all Laboratory Courses/Field Course shall be decided by the respective BoS.

7. (a) The SEA answer scripts shall be assessed by the teacher concerned, within one week from the date of the examination. Before finalizing the scores obtained, the answer scripts should be shown to the students after specifying the date and time on the Notice Board in

advance.

OA-18A.7 Evaluation of Dissertation

1. (a) The Dissertation shall be assessed by the Guide/Supervisor and by the DC/DFC. The student shall make a presentation of the work before the DC/DFC and students of the Department. The DC/DFC shall assess the work. Average of marks of all teachers attending the presentation shall be the evaluation of the dissertation which shall carry 60% of the total marks assigned for dissertation which shall be the SEA component.

   (b) The Guide shall assess the Dissertation work independently for 40% marks which shall be the ISA component. The ISA shall be completed by the guide in the third semester based on the modalities decided by the concerned DC/DFC. If a student is willing to discontinue the dissertation due to poor performance in the ISA component, s/he shall be permitted to opt for required number of optional courses in the fourth semester.

2. To pass in the Dissertation a student has to secure a minimum grade of 'P' as indicated under OA-18A.8.2.

3. A student who fails in the dissertation may be permitted to re-submit the dissertation after incorporating suitable modifications under the guidance of the teacher or may be permitted to register for optional courses equivalent to the number of credits assigned to the Dissertation.

4. There shall be no revaluation in case of dissertations which are based on laboratory/field/experimental work.

OA-18A.8 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. The Final result shall be declared as Cumulative Grade Point Average (CGPA).
2. The marks awarded in the ISA and SEA shall be added for awarding the grade for each Course, as indicated in the table below:

Range of percentage scored	**Grades**	**Grade Points**
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) , Ab (Absent)	0

3. Every student shall have to secure a minimum of 'P' grade to pass the Course.

4. Provisions for grace marks under OA 5.16 shall not be applicable to Credit based Masters Programmes.

5. (a) Students who do not secure a minimum of 'P' Grade in Core Courses shall have the

option of answering SEA in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular programme.

(b) In the case of Optional Courses, a student shall have the option of answering SEA in the following Semester(s),or to repeat the Course by registering for the Course whenever it is offered in the regular Programme, or register for an alternative Optional Course to secure requisite number of Credits.

(c) Appearance in minimal number of ISAs as prescribed, and in SEA, is compulsory for passing.

(d) There shall not be any supplementary examinations for SEA. However, repeat examinations shall be conducted as per the allotted time frame for SEA in the academic calendar. In such cases, the ISA score shall be carried forward. However, if the candidate is re-registering for a course, neither the ISA nor the attendance of the previous attempt shall be carried forward.

6. The Course Coordinator shall be responsible for finalizing the assessment pattern and to ensure that the assessment reflects teaching/ learning-time and weightage assigned to the topic/unit/module as prescribed in the Course outline.

7. (a) The weighted grade points of a course shall be calculated by multiplying the grade points (Gi) scored by a student, by the number of Credits of the respective course.

(b) The Cumulative Grade Point Average (CGPA) shall be calculated on completion of 80 Credits, or more.

(c) CGPA is the ratio of the sum of the product of the number of Credits as specified under OA-18.8.6(e). It shall be calculated as follows:

$$CGPA = \Sigma(CixGi) / \Sigma Ci$$

Where 'Ci' is the number of credits of the i^{th} course and 'Gi' is the grade point scored by the student in the i^{th} course.

(d) The CGPA shall be rounded off to 2 decimal points and recorded in the transcripts.

(e) For calculating CGPA, all the core courses (40 credits) and best of the grades obtained for optional course equaling 40 credits shall be considered.

(f) Wherever the number of best Optional Credits are more than 40, the Grade Point of an Optional Course having the least Grade Point amongst these, shall be computed for a lesser number of Credits, so as to obtain a total of 40 Optional Credits. Such reduction in the weightage shall be reflected in the mark list.

(g) For each Course a student securing 'F' or 'Ab' Grade in the Course shall not be entitled to earn any Credits for that Course.

(h) The CGPA shall be converted to the Final grade, as shown in the table below:

CGPA	**Grades**
10.0	O (Outstanding)
9.0 – <10.0	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)
< Required Credits for award of the Degree	F (Fail)

(i) In the case where CGPA is higher than the indicated upper limit in the two decimal digits by a factor of ≥0.005, then the higher grade will be awarded. Eg. A candidate with CGPA ≥4.995 will be awarded 'C' grade. A candidate who has not earned required credits to be awarded the Degree, shall be given a final grade 'F' and be declared as 'Fail'.

8. Within one week from the last examination at the end of each Semester, the ISA/SEA scores shall be approved by the DC/DFC and thereafter sent to the Controller of Examinations (CoE) in the format made available for the same. Checking/verification of the scores data entry, preparation of grades and declaration of the results within two weeks of the receipt of all (ISA/SEA) the scores from the respective Departments/Colleges shall be the responsibility of the Examination Section.

9. Students who have not completed the Programme in four Semesters, shall be permitted to re-register for additional Semester(s) and opt for Courses, provided that these Courses are available for instruction in the Department. This shall be subject to the provision of maximum duration for completion of a program as specified in the relevant Ordinances. Such candidate(s) shall be treated as supernumerary for the particular Course.

10. A student desiring to improve her/his final Grade on completion of the Masters Degree Programme, shall be permitted with the approval of the Vice-Chancellor, to reappear only in the SEA component of one or more theory courses of her/his choice, provided that:

    (i) She/he had answered the course/s during the Programme.

    (ii) Such examinations shall be conducted as recommended by the DC/DFC.

    (iii) The request is made within the maximum duration available for completing the Programme.

    (iv) The candidate availing this provision shall be considered to have passed the Programme "Under Improvement"

    (v) The best Course-wise performance of the candidate shall be considered for the final grade.

    (vi) A fresh grade/mark sheet shall be issued only if there is an improvement in grades.

    (vii) The concerned Department's shall conduct examinations for such candidates after receiving approval from the Vice-chancellor to that effect.

OA-18A.9 Grievance Committee

1. There shall be a Grievance Committee of five teachers from different Faculties and the same shall be constituted at the commencement of every academic year. The Vice-

Chancellor shall appoint a Chairperson from among the five. No teacher against whom a grievance is made shall participate in the meetings of the Committee.

2. The Grievance Committee shall examine and decide on the grievances relating to the marking of answer-scripts/evaluation of tests of the students. The Committee may also consider any other matter related to examination and evaluation.

3. A student shall address his/her grievance(s) to the HoD/ Principal, who shall place the same before the DC/DFC for resolution. If the grievances are in the Course(s) taught by the Head of the Department, the grievances shall be addressed to the Dean of the Faculty.

4. If the student continues to feel aggrieved, the grievance application shall be referred by the Departmental Council to the Grievance Committee.

5. If the Grievance Committee finds that there is a prima facie case, it may refer the respective answer-scripts/ assignments, to an expert outside the University, for which the student shall have to pay the prescribed fee. The result of such an evaluation shall be final and binding.
6. The decision of the Grievance Committee shall be communicated to the student within one month of his/her filing of the grievance.

OA-18A.10 Coordination Committee

1. There shall be a Coordination Committee for the Credit-based Masters Programme, with representatives of all Faculties.

2. The Vice-Chancellor shall appoint a Coordination Committee which shall comprise a Dean of a Faculty of University Departments as Chairperson and four members from various Faculties other than that of the Dean. The committee shall be assisted by the Academic Section of the University.

3. The Committee shall coordinate implementation of the Credit-based Masters Programme, and resolve anomalies arising during the implementation of the Programme. The Committee shall draw a common time-table for Optional Courses offered across the Departments, so as to enable students to opt for Courses.

4. The Committee shall consider suggestions received from students, HoDs, Faculty members, BoS, Faculty Boards and the Examination Section, and recommend modification of existing provisions or introduction of new provisions.

OA-18A.11 Feedback

At the end of every Semester there shall be an assessment of the teaching of the Course/s in that Semester by the student(s), the records of which shall be retained by the Internal Quality Assurance Cell (IQAC).

Ordinance OA-19 governing the Degree of Doctor of Philosophy (Ph.D.) (Under Section 24(1) of the Goa University Act, 1984) (Applicable for candidates who registered from the academic year 2014-15 onwards)

OA-19 Ordinance governing the Degree of Doctor of Philosophy (Ph.D.)
(under section 24(1) of the Goa University Act, 1984) (Applicable for candidates who registered from the academic year 2014-15 onwards)

Preamble:

In order to regulate the minimum standards and procedures for the award of a Ph.D. degree in conformity with the University Grants Commission Regulations

dated 01 June 2009 and subsequent guidelines, the following Ordinance is promulgated to make provisions for Ph.D. programme in different faculties of Goa University.

This Ordinance shall be called the Ordinance for the Degree of Doctor of Philosophy (Ph.D.).

OA-19.1 Admission Procedure:

(i) A Ph.D. degree is awarded for original work and for academic attainment in a chosen field, on the basis of scientific investigations. The relevance of applied developmental/interdisciplinary work of innovative nature is equally recognized. The University desires that the evaluation of a thesis for the award of a Ph.D. degree by the University is based on the quality of research work embodied in the thesis submitted by the candidate.

(ii) A candidate desirous of seeking registration for a Ph.D. degree of this University shall have to qualify in the Entrance Test conducted for the purpose during the period July/August. The number of seats for the Ph.D. Programme in respective subjects, along with the name of the Guides and area of research shall be notified by the University.

(iii)The Entrance Test for admission to the Ph.D. Programme shall consist of two Papers: One general aptitude test (on lines of UGC NET) and the other on the subject in which the candidate desires to take admission. The procedure for the tests and exemption shall be as provided in subsections below.

a. Paper I: This shall be a Research Aptitude Test on the lines of the CSIR-UGC NET examination and shall be different for students of the Faculties of Science and for students of Faculties of Languages and Humanities, Commerce, Management Studies, and Social Sciences. This Paper shall be of two hours duration having multiple choice questions (MCQ) and shall carry a total of 100 marks.

b. Paper II: This shall be subject specific and shall be of two hours duration and shall carry a total of 100 marks. This Paper shall consist of multiple choice/ objective type questions for 50 marks and theoretical/descriptive questions for 50 marks.

c. Syllabi for the Papers shall be as per CSIR-UGC/UGC NET examinations.

d. In case of subjects which are not included in the NET, the concerned Department shall set the syllabus.

e. Admission to the Ph.D. Programme shall be twice a year: In July/August and in January. Admission in January is for those candidates who are exempted from Entrance Test. However, the facility is also extended to those Candidates who are successful in the previous Entrance Test.

f. The Entrance examination shall be followed by a personal interview in the concerned Department. Those faculty members and guides of Research Institute/Research Centre (RI/RC) who announced the vacancies shall be the members of the interview board. The number of vacancies shall depend on the number of existing students per faculty member, the available specialization among the Guides, and the research interest of the candidate as indicated in the application. Grading the candidates for admission to Ph.D. programme shall be as per the procedure given in Annexure-I.

g. Subsequent to the interview, the Head of the Department shall display the details of admission process in selecting the candidates as per the table given in Annexure-I.

(iv) **Exemption from the Entrance Test.** The following candidates shall be exempted from appearing for the Entrance Test and shall be eligible to appear for an interview in the concerned Department. There are two categories under this group.

Category I.

Candidates who have qualified in the examinations of apex bodies such as CSIR-UGC NET JRF/ lecturership, SET/SLET examination of different Indian states , JRF examination of ICAR/ICMR/DBT/GATE, DST-Inspire fellowship, or regular M.Phil. degree holders qualified through entrance test.

Category II.

Citizens who have excelled in their field of interest and whose eligibility shall be assessed by a sub-committee appointed by the Academic Council.

(v) Application for inter-disciplinary research and for change of subject/faculty shall be considered on the basis of the candidate's proven ability and the results of the Entrance Test/qualifying NET examination in any allied subject, followed by a personal interview in the Department, where the registration is sought.

(vi) The Department Council shall formally allocate a selected candidate to the respective Guide depending on the number of vacancies announced by the Guide.

(vii) Only the predetermined number of students declared by the University on its website, shall be admitted to the Ph.D. programme in the respective Departments.

(viii) The admission to the Ph.D. programme shall be as per State Reservation Policy.

(ix) A candidate from another University seeking Ph.D. registration in this University shall obtain a provisional statement of eligibility from this University by applying for the same in the prescribed form and paying the prescribed fees. A provisional statement of eligibility may be issued to the candidate if found eligible for registration, in a particular year.

(x) A list of teachers recognized by the University as Guides for the Ph.D. degree in various subjects together with the names of the University Departments/Research Centres/ Research Institutions to which they are attached shall be available for reference in the University Office/web site.

(xi) **(Notified on 18th June, 2018)** Every candidate shall have to reside within the territorial jurisdiction of Goa University during the first three years of the period of research leading to Ph.D. Degree. However, on the recommendation of the Departmental Research Committee (DRC), a confirmed candidate may be permitted by the Vice-Chancellor to reside outside the jurisdiction of Goa University for the conduct of research work.

Candidates under FIP/Study Leave shall have to obtain prior permission of the Government before placing the matter for approval of the Vice-Chancellor.

(xii) **(Notified on 18th June, 2018)** In special cases, the Academic Council may permit a confirmed candidate to reside outside the territorial jurisdiction of Goa University on the recommendation of the Departmental Research Committee (DRC), the HOD and the Dean of the concerned faculty.

OA-19.2 Eligibility

(i) A candidate who has obtained a Master's Degree by papers securing at least second class with a minimum of 55% marks (5% relaxation for SC/ST/PD/VH candidates) or equivalent grade and/or by research from Goa University or from any other University recognized by Goa University is eligible to register for the Ph.D. Degree.

However, candidates who are in-service teachers of Goa University and its affiliated colleges appointed under earlier service conditions, with a minimum of 50% marks shall be considered as eligible to register for the Ph.D. Degree.

(ii) Candidates who have passed the professional examinations conducted by the Institute of Chartered Accountants of India are eligible to apply for a Ph.D. programme in the faculty of Commerce, subject to the conditions, that the candidate has :

(a) A B.Com. Degree recognized by Goa University.

(b) Passed the Degree examination at least in the second class with 50% of aggregate marks in the first attempt.

(c) Passed the professional examination of the Institute of Chartered Accountants of India with at least a second class.

(iii) The subject of research shall be that which relates to the main branch/ branches of knowledge chosen by the candidate for the post-graduate degree. However, a candidate wishing to conduct research in a subject of an interdisciplinary character shall also be eligible for registration. In this case, the candidate shall submit an application to the Guide for permission. The application shall be considered by following the procedure set out under OA-19.1 (ii).

(iv) Special Eligibility:

Candidates who have Master's Degree in Subjects/ Faculties whose nomenclature does not correspond to the Programme/ Faculties of this University are eligible to apply for Ph.D. Programme under the provision of Special Eligibility. A candidate who desires to register for Ph.D. under the provision of Special Eligibility shall submit an application to the Registrar for permission through the University Department /Research Centre/ Research

Institution where the research work is proposed to be conducted. The application must be accompanied with the curriculum of the Masters Programme completed by the candidate, along with the profile of the Institution and details relating to recognition by Association of Indian Universities (AIU) and UGC. The Special Eligibility Committee constituted by the Vice-Chancellor for this purpose shall decide upon the application.

OA-19.3 Registration.

(i) **(Notified on 25th July, 2017)** The candidates whose admission procedure is completed as laid down by OA-19.1(ii) and (iii), shall be provisionally registered, through a process as specified below.

(ii) **(Notified on 25th July, 2017)** The candidate shall submit the application through the proposed Guide and Co-Guide, as the case may be, under whose supervision the candidate proposes to do research, to the Head of the Department/Research Centre.

In the case of Research Centre, the application(s) shall be sent to the concerned Department of the University. Each DRC shall be held in the concerned Departments of the University. However, for subjects not offered at the University Departments, the DRC shall be held in the respective Research Centre.

There shall be a Departmental Research Committee for each Ph.D. scholar. The composition of DRC will be as follows:

(a) Guide - Chairperson
(b) Co-Guide (if applicable) - Member
(c) Two Subject Experts - Members

(iii) **(Notified on 25th July, 2017)** A list of a minimum of four subject experts shall be submitted by the Guide through the Head of the respective Department to the Dean of the Faculty. Among them, two shall be from the concerned Department of Goa University. The list shall be forwarded to the Vice-Chancellor to select the subject experts, which shall include at least one expert from the concerned Department. In case of non-availability of experts from the concerned Department, the guide may suggest experts from sister department/s.

(iv) **(Notified on 25th July, 2017)** In case of interdisciplinary subjects, the expert can be from any related Department of the University having expertise in the subject.

(v) **(Notified on 25th July, 2017)** Provisional registration shall be given to the candidate from the date of payment of fees. The proposal of the research work shall be finalized by the Research Scholar in consultation with the Research Guide/s within six months of provisional registration, followed by an oral presentation before the DRC. A write-up of up to 1000 words incorporating the following points shall be enclosed with the application.

1. Area/Specialization of the research work.
2. Title of the proposed research
3. A thorough literature review and the relevance of the research in the present context
4. Objectivities of the research work.
5. Proposed Methodology and expected outcome
6. Schedule of activity (Programme chart)
7. Facilities available to carry out the research in the Department/ Research

Centre/ Research Institution.

(vi) **(Notified on 25th July, 2017)** The DRC shall assess the suitability of the research proposal for the Ph.D. Degree and make suitable recommendations for the finalization of the Research Topic.

(vii) **(Notified on 25th July, 2017)** To confirm the registration, the Research Scholar shall be required to submit progress report of the first year and to present a seminar on the work done, on the basis of the objectives of the proposal, with justification for the selection of the proposed topic/area of research, before the DRC and other interested faculty members/Research Scholars/students at the end of the first year.

(viii) **(Notified on 25th July, 2017)** The Research Scholar shall also undergo successfully two theory courses, of 4 credits each, namely, one in Research Methodology and the other in Advanced Theory related to the proposed research work in the chosen field of research. The syllabus of Research Methodology and the Question Paper shall be prepared by the concerned Department/ Research Centre while that of Advanced Theory shall be prepared by the Guide, which shall be approved by the DRC. Evaluation of these courses shall be by the Guide. These courses shall be completed within one year from the date of provisional registration. The evaluation of the courses shall be as per Ordinance OA–18.6. The Research Scholar shall have to obtain a minimum of 55% of marks or its equivalent grade in the 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading is followed) in the course work to be eligible to continue the Programme. In case a Research Scholar is unable to pass the examinations in two successive attempts, the provisional registration shall stand cancelled.

(ix) **(Notified on 25th July, 2017)** Each Research Scholar shall appear before the DRC once in six months to make a presentation of the progress of her/his work for evaluation and further guidance starting from the time of confirmation of registration. Six-monthly progress reports shall be submitted in the prescribed form to the DRC.

The seminars shall be conducted at the University Department or Research Centre (for subjects not offered in the University Departments) and shall be open to all the teachers and students of the Department, affiliated Colleges and recognized Institutions. The DRC shall evaluate the progress of the student and advise on corrections/improvements. The DRC shall recommend continuation of registration or otherwise. The six-monthly reports and recommendations of the DRC shall be submitted to the University through the Head of the Department. However, in exceptional cases, in case a Research Scholar is unable to be present for the DRC meeting, she/he shall be permitted, on the recommendation of the guide and approval of the Vice-Chancellor to present her/his Annual Seminar Presentation over Skype/video conference.

(x) A candidate possessing M.Phil. or equivalent degree, of this University or of any other recognized University shall be exempted from the two Courses as specified under OA-19.3 (viii). However, they shall be required to give a seminar, as in the case of other students.

(xi) The candidate's registration of the Ph. D. programme shall be confirmed by the DRC from the date of provisional registration, only after the candidate qualifies in the above courses and in the annual seminar presentation.

(xii) No research scholar shall join any course of study leading to a degree other than connected with the Ph. D. programme or appear for any other examination conducted by the Goa University or any other University during the entire period of Ph. D. registration or until the submission of Ph. D. Thesis.

(xiii) Absence from research work by the candidate due to illness, maternity leave or other circumstances must be reported by the Guide to the DRC. The same will be sent through Head of the Department and the Dean of the concerned faculty to Vice Chancellor.

(xiv) Neglect of research work or any other acts of indiscipline must be recorded and reported to the DRC and to the Dean of the faculty through the Head of the concerned Department. Cases of neglect of research work and indiscipline that include unethical practices such as plagiarism and misrepresentation of data must be reported to the DRC, and through Head and the Dean of the concerned Faculty, to the Vice Chancellor.

(xv) If a candidate fails to submit two consecutive six-monthly progress reports /the reports are unsatisfactory and/or fails to make an annual seminar presentation, the DRC shall recommend cancellation of registration to the Vice-Chancellor.

(xvi) Any candidate whose case for registration is not covered by any of the ordinances above shall apply to the concerned Head of the University Department/Research Centre/Research Institute requesting for registration as a special case. The Head of the Department/Research Centre/Research Institute shall forward the application to the Vice-Chancellor for consideration.

(xvii) No candidate, who is a full-time research scholar, shall undertake any employment during the period of research without permission of the Guide(s) and the DRC, which will then be reported to Dean of the faculty through the Head of the respective Department and the registration shall be converted to part-time.

(xviii) No candidate shall enroll for any other course of study which is not stipulated as an essential requirement for the PhD Programme without the permission of the Guide(s) and the DRC.

(xix) Before doctoral thesis is submitted, the research findings will be discussed in the DRC. In case of issues related to Intellectual Property Rights, necessary patents shall be filed before disclosure in the pre-synopsis

presentation. The Guide(s) and the candidate, shall provide an undertaking in the beginning, or whenever deemed fit, that they will maintain the confidentiality of the research till the patent is filed and obtained.

OA-19.4 Period

(i) **(Notified on 25th July, 2017)**Full-time Research Scholars shall have to conduct research for a minimum period of four terms (2 years). The Research Scholar shall have to submit the Thesis within ten terms (5 years). However, a Research Scholar can apply for extension of registration, giving reasons, through the Guide(s) to the DRC, which may recommend the extension to the Vice-Chancellor for a period of two terms. The registration of a Research Scholar, who is not able to submit the Thesis within 12 terms (6 years) from the date of registration, shall stand terminated and the Research Scholar shall have to apply for registration afresh. However, under exceptional circumstances, the Vice-Chancellor on the recommendation of the DRC may grant a further extension of a maximum of six months to submit the Thesis.

(ii) **(Notified on 25th July, 2017)** Part-time Research Scholars shall have to conduct research for a minimum period of six terms (3 years). The Research Scholar shall have to submit the Thesis in not more than twelve terms (6 years). However, the Research Scholar can apply for extension of registration giving reasons through the Guide(s) to the DRC, which may recommend the same to the Vice-Chancellor, for a maximum period of two terms. However, under exceptional circumstances, the Vice-Chancellor on the recommendation of the DRC may grant a maximum extension of six months to submit the Thesis.

(iii) **(Notified on 25th July, 2017)** Women candidates and persons with Disability (more than 40%) shall be permitted a relaxation of two years in the maximum duration.

(iv) **(Notified on 25th July, 2017)** Women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of the Programme for up to 240 days.

(v) **(Notified on 25th July, 2017)** The registration of a Research Scholar, who is not able to submit the Thesis within the stipulated extension period, shall stand terminated. The Research Scholar shall have to apply for registration afresh, if so desired.

OA-19.5 Guides

(i) The following persons shall be eligible to be Guides for research leading to the Ph. D. Degree.

(a) All the persons recognized as Ph.D. Guides by Goa University.

(b) All the confirmed faculty members – Assistant Professor, Associate Professor and Professor, from the Post-Graduate Departments of Goa University and Research Centres, having a Ph. D. degree and minimum of 2 years of post-Ph. D., post-graduate teaching experience with minimum of two publications in referred journals are eligible to apply for recognition. The published data shall be from independent research, other than the data used in the thesis.

(c) All confirmed research scientists from recognized R&D Institutions having a Ph.D. degree and minimum of 2 years of post Ph. D. research experience as evidenced by published work, from independent research other than the data from the thesis (minimum of five publications) in referred journals are eligible to apply for recognition as Research Guides of Goa University.

(ii) Maximum number of research scholars that a Guide shall supervise for Ph.D. at a time shall be eight.

(iii) In all such cases where the topic of research is of an Interdisciplinary nature, a Co-Guide shall be appointed in consultation with the Guide. However, the administrative responsibility of the smooth conduct of the research work shall remain with the main Guide. The final certification of the thesis shall be done by both the Guide and the co-Guide.

(iv) A Guide shall not be permitted to register a candidate for Ph. D. Degree within the period of 3 years prior to superannuation. However, the Guide shall be permitted to register a research scholar with a Co-Guide during the said period. The Guide shall have to give an undertaking that she/he shall be available to provide guidance to the candidate.

(v) As a special case, a superannuated teacher recognized as Ph.D. Guide of the University may be permitted by the Vice-Chancellor to guide a research scholar jointly with a Co-Guide.

OA-19.6 Evaluation

(i) **(Notified on 25th July, 2017)** A panel of six names of experts who are not in employment of Goa University/ Research Centre, which may include experts from outside the country, and shall not include two experts from the same Institute, along with their specializations and contact details, shall be submitted by the DRC, through the Head of the Department/Research Centre, to the Vice-Chancellor.

(ii) **(Notified on 25th July, 2017)** Within three weeks of receipt of the Synopsis, the Vice-Chancellor, on behalf of the Academic Council/ Executive Council, shall appoint two External Examiners to evaluate the Thesis.

(iii) **(Notified on 25th July, 2017)** As soon as the Thesis is received from the Research Scholar after plagiarism check, the Controller of Examinations shall contact the External Examiners so appointed and after obtaining their consent, forward an electronic copy of the Thesis, if acceptable to them, or dispatch a hard copy, while maintaining strict confidentiality.

OA-19.7 Fees.

(i) **(Notified on 25th July, 2017)** All the fees to be paid by the Research Scholar towards the Ph.D. Programme shall be as per the relevant Ordinances/ Notification issued by the University from time to time.

(ii) **(Notified on 25th July, 2017)** The Research Scholar shall be required to pay the prescribed fees annually to continue his/her Registration for the Programme, including the period of leave/absence.

(iii) **(Notified on 25th July, 2017)** The fees for the Programme shall be paid until the student submits her/his final Thesis. In such cases Research Scholar shall be permitted to pay fees on a pro rata basis for a period of three/six/nine months instead of the entire annual fees.

(iv) **(Notified on 18th June, 2018)** Tuition fees for candidates who register for Ph.D. program after superannuation and for senior citizens shall be waived.

OA-19.8 Examination.

(i) **(Notified on 25th July, 2017)** A Research Scholar shall publish at least one research paper in a refereed journal and make two paper presentations in conferences/seminars based on the research findings of the Ph.D. work, before the Pre-Synopsis presentation, evidenced by an acceptance letter /pre-print/ re-print of the paper/certificate**.**

It shall be mandatory for all Research Scholars from Research Institutes/Centres, to include the name of the concerned Department of Goa University and Goa University in all publications from the Thesis.

(ii) **(Notified on 25th July, 2017)** The Research Scholar shall have to give a Pre-Synopsis seminar before the DRC. The Guide shall invite the members of Departmental Council/ Faculty of Research Institution/ Research Centre/ research scholars/students for the seminar. If the DRC finds the work carried out is adequate for the award of Ph.D. Degree, the student shall be permitted to submit the Synopsis. During the Pre-Synopsis presentation, the Research Scholar may be permitted to make minor changes in the title of the Thesis. The Research Scholar shall have to submit the Synopsis not later than two months from the date of the Pre-Synopsis presentation.

(iii) **(Notified on 25th July, 2017)** Before submission of the Thesis the research student/ scholar shall submit to the Controller of Examinations through his Guide, a statement giving the title of the Thesis and six print copies and an electronic copy of the Synopsis including bibliography and publications from the Thesis, along with the report of the plagiarism test and the prescribed fee.

The Synopsis and Thesis submitted for the award of the Degree shall be subjected to a similarity test with suitable well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. In case of high similarity index of more than 3%, the same shall be reported to the guide for appropriate action and resubmission.

(iv) **(Notified on 18th June, 2018)** The Research Scholar shall submit four printed copies of thesis and a soft copy within six months after submission of the synopsis but not exceeding the overall registration period as specified under OA-19.4. If a Research Scholar is unable to submit the Thesis within six months after submission of the Synopsis, s/he may apply for extension of a maximum of three months through the Guide to the Departmental Research Committee, which may recommend the extension to the Vice Chancellor. However, if the candidate fails to submit the thesis within the extended time s/he shall have to submit a fresh synopsis. The extended period however shall be within the overall registration period.

(v) The thesis shall embody the result of the candidate's research and shall state whether the work is based on the discovery of new facts, or of new relations of facts observed by others, and how the work contributes to the general advancement of knowledge. The candidate shall forward a statement indicating the sources from which the information has been derived and the extent to which the findings are based on the work of others, and shall indicate the portion(s) of the thesis that are claimed as original. Where a candidate presents a joint work, individual contribution by the candidate shall be clearly stated to distinguish from the portions contributed by other collaborator(s). The statement shall be certified by the Guide and the Co-Guide as the case may be. The thesis shall be printed in English and if the subject matter of the thesis relates to an Indian/ Foreign Language it shall be printed in that language, with the prior permission of the DRC.

(Note: Indian languages shall include languages given in the 8th schedule of the Constitution of India, and Foreign Languages shall include the language in which the research work has been carried out.)

(vi) The candidate shall not be permitted to submit in the thesis, any work for which a degree or diploma or other academic award has been conferred on her/him in this or in any other University or Body. A candidate however, shall not be precluded from incorporating work which she/he had already submitted for a degree or diploma or other academic award in this or in any other University or Body in a thesis covering a wide field, provided that she/he shall indicate in a written statement in the prescribed format to accompany in the thesis, any work that has been incorporated.

(vii) Four print copies along with a soft copy of the thesis fulfilling all the above said conditions shall be forwarded to the Controller of Examinations. During the initial submission, the thesis shall be in soft bound form, with no spiral binding, and final hard binding of one copy of the thesis shall be done before the Viva-voce examination. Changes, if any, suggested by the examiners shall be incorporated in the thesis before final binding. A thesis approval sheet in the prescribed format shall be signed by the Board of Viva-voce Examination and enclosed along with the thesis, before submitting the final hard bound copy to the controller of examinations.

(viii) Each candidate shall submit with the thesis, a certificate from the Guide(s) that the thesis submitted is a record of research work done by the candidate during the period of study and that it has not previously formed the basis for the award to the candidate of any degree, diploma, or other similar titles. The certificate shall also include a statement from the Guide(s) indicating the extent to which the thesis represents independent work on the part of the

candidate.

(ix) The two Examiners appointed to evaluate the thesis as per OA-19.6(vi) shall send an evaluation report in the prescribed format (B-1) to the Controller of Examinations in a confidential cover within two months of receipt of the thesis. Copy of the report shall also be sent to the Guide, who shall be the convenor of the Viva-Voce Board of Examiners. The report shall include:

(a) A critical assessment of the work as embodied in the thesis and an evaluation of the work in terms of its contribution to the advancement of knowledge.

(b) List of questions to be asked or points to be clarified in the Viva-voce examination.

(c) A definite recommendation as to whether the thesis attains or not, the required standards for the award of Ph.D. Degree.

(d) A checklist containing the overall recommendations on the thesis duly filled in.

OA-19.9 Eligibility for the Viva-Voce Examination

(a) Viva-Voce examination shall be conducted after positive reports are received from both the external Examiners.

(b) A candidate shall be permitted to appear for Viva-voce examination only if both the reports of the Examiners are satisfactory and the research scholar has been recommended for the award of Ph.D. Degree.

(c) If there is one positive report and the second report is conditional, specifying definite recommendations by providing explicit suggestions/ suitable modifications in the thesis, the candidate shall be asked to resubmit the thesis after revising the same in the light of the suggestions made by the Examiners and the same shall be sent to the same Examiners.

(d) The candidate shall not be permitted to resubmit the same thesis if it is rejected outright by both the Examiners.

(e) If any Examiner recommends the revision of the thesis, the Viva-Voce examination shall be held only after student revises and resubmits the thesis and after the same is approved by both the Examiners.

(f) The reports from the Examiners shall be considered by the DRC and a suitable date for Viva-Voce shall be finalized provided the reports are positive. The DRC shall make available to the student through the Guide(s) pertinent contents of the Examiners' reports for revision / modification / correction if any.

OA-19.10 Viva Voce Examination.

i) **(Notified on 27th August, 2018)** (a) The Vice-Chancellor shall appoint on recommendation of Guide/ Head of Department/ Dean of the Faculty, a Chairperson of Board of Viva-Voce for the purpose of proper conduct of Viva-Voce Examination. A senior Faculty Member of the concerned Department or

allied discipline is eligible to be appointed as Chairperson. The Guide of the candidate shall function as the Convener and coordinate the conduct of the Viva-Voce Examination.

(b) The Board for Viva Voce examination shall consist of Chairperson appointed by the Vice Chancellor, the Guide as the Convenor, Co-Guide(s), if they so desire, and one/two External Examiners.

(ii) Satisfactory performance in the Viva-Voce examination is compulsory to recommend the work of the candidate for the award of Ph. D. Degree. Assistant Registrar Examinations, shall assist the Chairperson in the conduct of Viva-Voce examination.

(iii) Controller of Examinations shall intimate the External Examiners of the name of the Guide with a request to communicate/send a copy of the report to the Guide.

(iv) The contents of the reports of two examiners pertaining only to the revision, elaborations and corrections shall be communicated to the candidate by the Guide/s while maintaining the confidentiality of the Examiner's identity such as name and address, at least 15 days in advance of the Viva-voce examination.

(v) The Convenor shall inform the date and time of the Viva-Voce examination to all the members of the DRC, members of the Departmental Council, other faculty members of the University and scientists from other relevant fields working in different Institutions. The intimation of the Viva-Voce examination shall be given at least 7 working days in advance.

(vi) **(Notified on 25th July, 2017)** Notice for the public regarding the *Viva-Voce* Examination shall be displayed on the Departmental/ Institution Notice Board and Library Notice Board and on the University website at least 7 days in advance.

(vii) A copy of the thesis shall be kept in the Library of the concerned Institution at least 7 working days in advance. Scholars interested in familiarizing themselves with the research work are allowed to peruse the thesis in the Library.

(viii) Copies of the synopsis/summary of main conclusions shall be made available for the participants of the Viva-Voce examination.

(ix) Viva-voce examination shall be conducted on an Academic instructional day and during the convenient hours to ensure large participation.

(x) **(Notified on 25th July, 2017)** The *Viva-Voce* Examination shall be primarily designed to assess the understanding of the candidate on the subject matter of the Thesis including methodology employed and his competence in the general field of study. The points raised by the Examiners on the Thesis in their evaluation reports shall be clarified by the candidate during the *Viva-Voce* Examination.

However, in exceptional cases, if the Examiner is unable to attend the *Viva-Voce* Examination due to prior commitment, she/he shall be permitted, with the approval of the Vice-Chancellor, to examine/assess the Research Scholar's performance at the examination over Skype/video conference.

(xi) The Board of Viva-Voce Examination shall report specifically on whether the candidate's performance at the examination was satisfactory or not.

(xii) A Candidate who is not successful at the Viva-Voce Examination may be permitted to undergo the Viva-Voce Examination a second time after a period of 3 - 6 months. No candidate shall be permitted to take the Viva-Voce Examination for more than two attempts.

(xiii) After successful performance of the candidate in the Viva-Voce Examination, the Board shall consolidate the recommendations for the award of the Degree based on the thesis reports of the Examiners and the evaluation of the Candidate's performances in the Viva-Voce Examination. The Board shall prepare the following reports/statements/ enclosures and forward the same to the Controller of the Examinations for further processing.

1. Summary of the Thesis examination reports.
2. Reports of the Viva-voce examination.
3. Statements on the status of corrections or modifications in the Ph.D. thesis as suggested by the Examiners.
4. Final recommendation on the award of Ph. D. Degree.
5. Final hard bound copy of the thesis, duly certified by the Board of Viva-voce Examination.

(xiv) In addition to the above reports/ enclosures, the Viva-Voce Examination Board shall also submit a certified copy of the final hard bound thesis in which the research scholar has incorporated all the revision/ modifications/ correction if any, for placing in the University Library and a certified Abstract of the thesis in about 500 words submitted by the candidate.

(xv) The final copy of the thesis shall be bound in accordance with the following specifications:

(a) Size of the paper Quarto approx. 25 cms x 20 cms. except for drawings, graphs and maps, on which no restriction is placed. A margin of 3 cms is to be left on the left hand side and the thesis copy bound in a standard form as follows: The letter shall be of 12 font size and in Times New Roman, extra white executive bond or equivalent shall be used. Art Vellum or cloth overcast lettered boldly on the spine in gold (approx. 6.35 mm to 1.27 cm). Degree, date, name of the Candidate and short title printed neatly and legibly on the front cover. A thesis which consists of collection of pamphlets shall be bound in a similar cover. The thesis shall be printed with double line spacing only on one side of the page.

(xvi) A candidate shall submit to the Controller of Examinations a soft copy of the approved thesis as well as a copy of research publications /reprint or the letter of acceptance of the paper from the publisher of the referred journal.

OA-19.11 Award of Doctorate degree.

(i) Within ten days after the successful Viva-Voce Examination, the Controller of Examinations shall forward the reports along with all relevant documents which are specified below, to the Dean of the concerned faculty for verification and certification:

(a) All the reports of the thesis Examiners
(b) Certified copy of the abstract submitted by the Candidate
(c) Final hard bound copy of the thesis, duly certified by the Board of Viva-voce Examination
(d) No dues certificate submitted by the student from respective Department /University/Library/Hostel.
(e) A Certificate of Equivalence to those who qualified NET/SET as per UGC Regulations 2009 or for those who passed the Entrance Test to the Ph. D., and are declared successful at the Viva-Voce Examination.

(ii) After verification and certification, the Dean shall forward the above documents to the Controller of Examinations who shall then declare the results.

(iii) Following the successful completion of the evaluation process and announcement of the award of Ph. D., the Controller of Examinations shall submit the soft copy of the thesis to the UGC within a period of 30 days for hosting the same by UGC in INFLIBNET.

(iv) Along with the notification of the award of the Ph. D. Degree, the University shall issue a provisional certificate certifying that the Degree has been awarded in accordance with the provisions of UGC regulation F.1.1/2002(PS) Exemp dated 01.06.2009. The date of award of Ph. D. Degree will be the date of Viva-Voce Examination subject to the approval of the Executive Council of Goa University.

Annexure-I

Admission Procedure to Ph. D. Programme

Table format for grading a candidate for admission to the Ph. D. Programme

Name of the candidate	Written test		Percentage of marks in the examination	Interview (A/B/C grade)	Recommendation of the board
	Paper I (%)	Paper II (%)			

While grading a student, in addition to the percentage of marks obtained in the written test and qualifying examination, the overall temperament/ behaviour of the student has also to be assessed. While making a recommendation, the availability of an Academician/Scientist to guide a candidate must be considered.

Hence, (i) a candidate under category A is the one who has been selected for admission to Ph. D. And the Research Guide has been allotted on the date of interview.

(ii) a candidate under category B is the one who has been selected for admission to Ph. D. and the Research Guide has not been allotted on the date of interview.

(iii) a candidate under category C is the one who has not been selected for admission to Ph. D. on the date of interview.

Ordinance OA-19A governing the Degree of Doctor of Philosophy (Ph.D.) (under Section24(1) of the Goa University Act, 1984) (Applicable for candidates registering from the academic year 2017-18 onwards)

Preamble:

In order to regulate the minimum standards and procedures for the award of a Ph.D. Degree in conformity with the University Grants Commission Regulations dated 05 May 2016 and subsequent guidelines, the following Ordinance is promulgated to make provisions for Ph.D. Programme in different faculties of Goa University.

A Ph.D. Degree is awarded for original work and for academic attainment in a chosen field, on the basis of scientific investigations. The relevance of applied developmental/ interdisciplinary work of innovative nature is equally recognized. The University desires that the evaluation of a Thesis for the award of a Ph.D. Degree by the University is based on the quality of research work embodied in the Thesis submitted by the candidate.

OA-19A.1 Eligibility

(i) A candidate who has obtained a Master's Degree or a professional Degree declared equivalent to the Master's Degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate, or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed), or an equivalent Degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible to register for the Ph.D. Degree.

(ii) A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, shall be given for those belonging to SC/ST/OBC(non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's Degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace marks.

(iii) Candidates who have cleared the M.Phil. Course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completed the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated Programme. A relaxation of 5% of marks, from 55% to 50%, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time.

(iv) The subject of research shall be that which relates to the main branch/ branches of knowledge chosen by the candidate for the post-graduate Degree. However, a candidate wishing to conduct research in a subject of an interdisciplinary character shall also be eligible for registration. The applications of such candidates shall be considered by following the procedure set out under OA-19A.2(ii).

(v) Candidates of Goa University whose M.Phil Dissertation has been evaluated and Viva is pending, shall be eligible to apply for the Ph.D. Programme.

(vi) Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. Programme.

OA-19A.2 Admission Procedure:

(i) Admission to the Ph.D. Programme shall be through an Entrance Examination.

(ii) A candidate desirous of seeking registration for a Ph.D. Degree of this University shall have to obtain a minimum of 50% marks (5% relaxation for SC/ST/OBC(non-creamy layer)/ Differentially-abled candidates, or other categories of candidates as specified by the State Government) to qualify in the Entrance Test conducted for admission during the period July/August. The number of seats for the Ph.D. Programme in respective subject, along with the name of the Guides and area of research shall be notified by the University.

(iii) The Entrance Test for admission to the Ph.D. Programme shall consist of two Papers: One general aptitude test (on lines with CSIR-UGC/UGC NET) and the other on the subject in which the candidate desires to take admission. The procedure for the tests and exemption shall be as provided in subsections below.

a. Paper I shall be a Research Aptitude Test on the lines of the CSIR-UGC NET examination and shall be different for students of the Faculties of Science and for students of Faculties of Languages and Humanities, Commerce, Management Studies, and Social Sciences. The Paper shall be of two hours duration having multiple choice questions (MCQ) and carry a total of 100 marks.

b. Paper II shall be subject specific, of two hours duration and shall carry a total of 100 marks. The Paper shall consist of multiple choice/ objective type questions for 50 marks and theoretical/ descriptive questions for 50 marks. However, in interdisciplinary Programmes such as Marine Science, Paper II shall be set in the respective subject specialization of the candidates. Each candidate is permitted to answer questions only from the respective specialisation.

c. Syllabi for the Papers shall be as per CSIR-UGC/UGC NET examinations.

d. In case of subjects which are not included under NET, such as those Subjects under Life Sciences, the concerned Department shall set the syllabus which shall be notified while announcing the admission.

e. Admission to the Ph.D. Programme shall be twice a year: In July/ August through Entrance examination, and in January for those candidates who are exempted from Entrance Test. However, the facility is also extended to those Candidates who are successful in the Entrance Test of July/ August of the same academic year or the preceding academic year.

f. The Entrance Test shall be followed by a personal interview in the concerned Department. The recognized Guides of the concerned Department of Goa University shall be the members of the Departmental Selection Committee. In case of Subjects not offered at the University Departments, the personal interview shall be conducted at the respective Research Centres. However, if the same subject is offered in more than one Centre, the personal interview shall be conducted jointly in one of the Centres. The number of vacancies shall depend on the number of existing students per faculty member, the available specialization among the Guides, and the research interest of the candidate as indicated in the application.

g. While grading the candidates for admission to Ph.D. Programme, in addition to the percentage of marks obtained in the written test and qualifying examination, the overall temperament/ behaviour of the student shall also be assessed. While making a recommendation, the availability of an Academician/Scientist to guide a candidate shall be considered.

(i) Candidates who have been selected for admission to the Ph.D. Programme shall be placed under category A.

(ii) Candidates who have not been selected for admission to the Ph.D. Programme shall be placed under category B.

h. Subsequent to the interview, the Head of the Department/ Research Centre shall forward the details of the admission process in selecting the candidates to the Academic Section of Goa University.

i. The Lists of selected candidates shall be placed before the University Ph.D. Admission Committee for consideration. The recommendations of the Committee shall be approved by the Vice-Chancellor and thereafter the lists so approved shall be published on the University website.

(iv) (**w.e.f.27th August, 2018**)

a. Exemption from the Entrance Test: Candidates who have qualified in the examinations of apex bodies such as CSIR-UGC/UGC NET JRF/ lectureship, DBT-JRF, SET/SLET examination of different Indian States/ GATE with a valid certificate, or regular M.Phil. Degree holders admitted on the basis of Entrance Examination and interview shall be exempted from appearing for the Entrance Test.

b. Senior Citizens who are otherwise qualified shall also be exempted from appearing at the Ph.D. Entrance Test. However, they will not be issued an Equivalence Certificate.

c. Such candidates shall be eligible to appear for an interview in the concerned Department.

(v) Application for inter-disciplinary research and for change of Subject/ Faculty shall be considered on the basis of the candidate's proven ability and the results of the Entrance Test/qualifying CSIR-UGC/ UGC NET examination in any allied subjects, which shall be drawn up and notified by the University, followed by a personal interview in the Department, where the registration is sought.

(vi) The Department Selection Committee shall formally allocate a selected candidate to the

respective Guide depending on the number of vacancies announced by the Guide. Preference shall be given to those who have been awarded JRF in the CSIR-UGC/UGC NET examination.

(vii) Only the predetermined number of students declared by the University on its website, shall be admitted to the Ph.D. Programme in the respective Departments.

(viii) The admission to the Ph.D. Programme shall be based on the State Reservation Policy.

(ix) A candidate from another University seeking Ph.D. registration in this University shall obtain a provisional statement of eligibility from this University by applying for the same in the prescribed form and paying the prescribed fees.

(x) A list of teachers/ scientists recognized by the University as Guides for the Ph.D. Programme in various Subjects together with the names of the University Departments/ Research Centres to which they are attached shall be available for reference in the University Office and on the University website.

(xi) (**w.e.f.15th June, 2018**) Every candidate shall have to reside within the territorial jurisdiction of Goa University during the first three years of the period of research leading to Ph.D. Degree. However, on the recommendation of the Departmental Research Committee (DRC), a confirmed candidate may be permitted by the Vice-Chancellor to reside outside the jurisdiction of Goa University for the conduct of research work.

Candidates under FIP/Study Leave shall have to obtain prior permission of the Government before placing the matter for approval of the Vice-Chancellor.

(xii) (**w.e.f.15th June, 2018**) In special cases, the Academic Council may permit a confirmed candidate to reside outside the territorial jurisdiction of Goa University on the recommendation of the Departmental Research Committee (DRC), the HOD and the Dean of the concerned faculty.

(xiii) In case of relocation of a Ph.D. Research Scholar due to reasons such as marriage, or change of job by the Guide, the research data shall be allowed to be transferred to Goa University provided all other conditions of the Ordinance are followed in letter and spirit, and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. In such a case, the scholar shall have to give due credit to the parent Guide and the Institution for the part of the research already done. Similarly, in the event of a Guide leaving Goa University, she/he may be permitted to transfer the Ph.D. Research Scholar to her/his new place of work provided the Ph.D. Research Scholar has no objection for the same.

(xiv) A list of students registered for the Ph.D. Programmes including the name of the registered candidate, topic of her/his research, name of her/his Guides, Co-Guide, if applicable, and date of registration shall be maintained on the university website on a year to year basis.

OA-19A.2A Admission Procedure for Foreign Students: (**w.e.f.14th March 2018**)

(i) Each Department/Centre shall announce Ph.D seats for foreign students, based on subject areas, on a supernumerary basis, in January and July/August. The supernumerary seats will be about 15 percent of total seats offered, calculated as follows:

$N=(t \times 0.15) - f$

Where 'N' is number of supernumerary Ph.D. seats available to foreign students/ applicants, 't' is the total number of Ph.D. seats in the Department/Centre (calculated on the basis of 8 seats per Professor, 6 seats per Associate Professor and 4 seats per Assistant Professor), and
'f' is the number of supernumerary seats already filled.

(ii) The foreign students may apply either through their Government/ICCR Scholarship or on a self-financing basis. In case they apply on a self-financing basis, they shall submit proof of having sufficient means of meeting the financial costs of their entire education (such as bank statement of the students or their parents/ guardians).

(iii) The foreign students applying from their respective countries shall apply 'in absentia' and appearing for the Entrance Test and Personal Interview shall not be mandatory for them.

(iv) The foreign students shall send the application to the Registrar, Goa University with copies to the Head of the Concerned Department/Centre and the Director, International Office, Goa University giving full details of the subject/area applying for, a preliminary research proposal giving the Objectives, Scope, Hypothesis, Methodology and Tentative Chapterisation of about 1000 words and certified scanned copies of their School/College/Degree certificates.

(v) In case the Department/Centre gives in principle approval for accepting the student, the Academic Section shall decide on the issue of a letter of Provisional Eligibility, which can be used by the student to initiate his/her visa formalities.

(vi) After the admission to the Ph.D. programme, the foreign students shall be guided by the same Ordinance, rules and framework as applicable to other students of Goa University.

OA-19A.3 Registration.

(i) The candidates whose admission procedure is completed as laid down in OA-19A.2, shall be provisionally registered, through a process as specified below.

(ii) The candidate shall submit the application through the proposed Guide and Co-Guide, as the case may be, under whose supervision the candidate proposes to do research, to the Head of the Department /Research Centre.

In the case of Research Centre the application(s) shall be sent to the concerned Department of the University.

(iii) Provisional registration shall be given to the candidate from the date of payment of fees.

OA-19A.4 Departmental Research Committee (DRC) and its Functions.

(i) There shall be a Departmental Research Committee for each Ph.D. scholar. The composition of DRC will be as follows:

(a)	Guide	Chairperson
(b)	Co-Guide (if applicable)	Member
(c)	Two Subject Experts	Members

(ii) The DRC shall have the following functions:

(a) To review the research proposal and finalize the topic of research;
(b) To guide the Research Scholar to develop the study design and methodology of research and identify the course(s) that she/he may have to do.
(c) To periodically review and assist in the progress of the research work of the Research Scholar.

(iii) Each DRC shall be held in the concerned Departments of the University. However, for subjects not offered at the University Departments, the DRC shall be held in the respective Institution.

(iv) A list of a minimum of four Subject Experts shall be submitted by the Guide through the Head of the respective Department to the Dean of the Faculty. Among them, two shall be from the concerned Department of Goa University. The list shall be forwarded to the Vice-Chancellor to select the subject experts, which shall include at least one expert from the concerned Department. In case of non availability of experts from the concerned Department, the Guide may suggest experts from sister departments.

(v) In case of interdisciplinary subjects, the expert can be from any related Department of the University having expertise in the subject.

(vi) The proposal of the research work shall be finalized by the Research Scholar in consultation with the research Guide/s within six months of provisional registration, followed by an oral presentation before the DRC. A write-up of about 1000 words incorporating the following points shall be enclosed with the application.

1. Area/Specialization of the research work.
2. Title of the proposed research
3. A thorough literature review and the relevance of the research in the present context
4. Objectivities of the research work.
5. Proposed Methodology and expected outcome
6. Schedule of activity (Programme chart)
7. Facilities available to carry out the research in the Department/ Research Centre/ Research Institution.

(vii) The DRC shall assess the suitability of the research proposal for the Ph.D. Degree and assist in the finalization of the Research Topic.

(viii) To confirm the registration, the Research Scholar shall be required to submit progress report of the first year and make a seminar of the work done on the basis of the objectives of the proposal with justification for the selection of the proposed topic/area of research, before the DRC and other interested faculty members/Research Scholars/students at the end of the first year.

(ix) The Research Scholar shall also undergo successfully two theory courses, of 4 credits each, namely, one in Research Methodology and the other in Advanced Theory related to the proposed research work in the chosen field of research. The syllabus of Research Methodology and the Question Paper shall be prepared by the concerned Department/Research Centre while that of Advanced Theory, by the Guide, which shall be approved by the DRC. Evaluation of these courses shall be by the Guide. These courses shall be completed within one year from the date of provisional registration. The assessment of the courses shall be as per Ordinance OA–18.5. The Research Scholar shall have to obtain a minimum of 55% of marks or its equivalent grade in the 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading is followed) in the Course work to be eligible to continue the Programme. In case a Research Scholar is unable to pass the examinations in two successive attempts, the provisional registration shall stand cancelled.

(x) A Research Scholar possessing M.Phil. or equivalent Degree, of this University or of any other recognized University shall be exempted from the two Courses specified under OA-19A.4(ix) above. However, they shall be required to give a seminar, as in the case of other students.

(xi) The Research Scholar's registration of the Ph.D. Programme shall be confirmed by the DRC from the date of provisional registration, only after the Research Scholar qualifies in the above courses and in the annual seminar presentation.

(xii) Each Research Scholar shall appear before the DRC once in six months to make a presentation of the progress of her/his work for evaluation and further guidance starting from the time of confirmation of registration. The six monthly progress reports shall be submitted in the prescribed format by the DRC to the University through the Head of the Department. At the end of each year, based on the progress, the candidate shall present a seminar before the DRC, which shall be conducted at the University Department or Research Centre for Subjects not offered in the University Departments, and shall be open to all the teachers and students of the Department, affiliated Colleges and recognized Institutions. The DRC shall evaluate the progress of the student and advise on corrections/improvements. The DRC shall recommend continuation of registration or otherwise.

However, in exceptional cases, if the student is unable to be present for the seminar presentation, on the recommendation of the Guide, she/he shall be permitted to present her/his annual seminar over Skype/video conference.

(xiii) No Research Scholar shall join any course of study leading to a Degree other than connected with the Ph.D. Programme or appear for any other examination conducted by the Goa University or any other University during the entire period of Ph.D. registration or until the submission of Ph.D. Thesis.

(xiv) Absence from research work by the Research Scholar due to illness, maternity leave or other circumstances must be communicated to the Guide along with supporting documents for placing before the DRC. The same will be sent through Head of the Department and the Dean of the concerned Faculty, to the Vice-Chancellor.

(xv) Neglect of research work or any other acts of indiscipline must be recorded and reported to the DRC and to the Dean of the faculty through the Head of the concerned Department. Cases of neglect of research work and indiscipline that include unethical practices such as plagiarism and misrepresentation of data must be reported to the DRC, and through Head and the Dean of the concerned Faculty, to the Vice-Chancellor.

(xvi) If a Research Scholar fails to submit two consecutive six-monthly progress reports /the reports are unsatisfactory and/or fails to make an annual seminar presentation, the DRC shall recommend cancellation of registration to the Vice-Chancellor.

(xvii) No Research Scholar, who is full-time, shall undertake any employment during the period of research without the permission of the Guide(s) and the DRC. Such cases shall be reported to the Dean of the Faculty through the Head of the respective Department and the registration thereafter, shall be converted to part-time.

(xviii) Before doctoral Thesis is submitted, the research findings will be discussed in the DRC. In case of issues related to Intellectual Property Rights, necessary patents shall be filed before its disclosure in the pre-synopsis presentation. The Guide(s) and the Research Scholar shall provide an undertaking at the beginning, or whenever deemed fit, that they will maintain the confidentiality of the research till the patent is filed and obtained.

OA-19A.5 Period.

(i) Full-time Research Scholars shall have to conduct research for a minimum period of six terms (3 years). The Research Scholar shall have to submit the Thesis within ten terms (5 years). However, a Research Scholar can apply for extension of registration, giving reasons, through the Guide(s) to the DRC, which may recommend the extension to the Vice-Chancellor for a period of two terms. The registration of a Research Scholar, who is not able to submit the Thesis within 12 terms (6 years) from the date of registration, shall stand terminated and the Research Scholar shall have to apply for registration afresh. However, under exceptional circumstances, the Vice-Chancellor on the recommendation of the DRC may grant a maximum extension of six months to submit the Thesis.

(ii) Part-time Research Scholars shall have to conduct research for a minimum period of six terms (3 years). The Research Scholar shall have to submit the Thesis in not more than twelve terms (6 years). However, the Research Scholar can apply for extension of registration giving reasons through the Guide(s) to the DRC, which may recommend the same to the Vice-Chancellor, for a maximum period of two terms. However, under exceptional circumstances, the Vice-Chancellor on the recommendation of the DRC may grant a maximum extension of six months to submit the Thesis.

(iii) Women candidates and persons with Disability (more that 40%) shall be permitted a relaxation of two years in the maximum duration.

(iv) Women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of the Programme for up to 240 days.

(v) The registration of a Research Scholar, who is not able to submit the Thesis within the stipulated extension period, shall stand terminated. The Research Scholar shall have to apply for registration afresh, if so desired.

OA-19A.6 Guides.

(i) The Eligibility criteria for being a recognized Guide for the Ph.D. Degree shall be as specified under Ordinance OA – 2 relating to recognition of persons as teachers (Post Graduate, M.Phil

and Ph.D. Degree) of the University. All recognized Guides of the University shall be eligible to guide Research Scholars in the subject/s in which they are recognized.

(ii) A Research Guide, who is a Professor or of equivalent cadre in case of Research Institutions, shall guide not more than eight Ph.D. scholars at any given time; an Associate Professor, or equivalent cadre in case of Research Institutions, shall guide not more than six Ph.D. scholars at any given time, and an Assistant Professor or equivalent cadre in case of Research Institutions, shall guide not more than four Ph.D. scholars at any given time.

(iii) In cases where the Ph.D. research topic is of an interdisciplinary nature, a Co-Guide in consultation with the Guide shall be appointed from other Departments of the same Institute or from other related recognized Centres. However, the administrative responsibility of the smooth conduct of the research work shall remain with the Guide. The final certification of the Thesis shall be done by both the Guide and the Co-Guide.

(iv) (**w.e.f.14th March 2018**) A Guide who is to superannuate within a period of 3 years, shall be permitted to register upto a maximum of three research scholars, provided there is a Co-Guide, and that the superannuating Guide and the Co-Guide shall submit a joint undertaking at the time of admission of the candidate, stating that they shall abide by the following conditions :

(a) The responsibility of the Guide to supervise his/her students in such cases shall cease on the day of his/her superannuation, and the Co-Guide shall assume full responsibility as the Guide of such student(s).

(b)The Co-Guide, at the time of registration, shall not include the number of such candidate(s) in his/her quota of research scholars permitted.

(v) A Guide may additionally supervise as Co-Guide, a maximum of eight Research Scholars for Ph.D. at a given time.

OA-19A.7 Fees.

(i) All fees to be paid by the Research Scholar towards the Ph.D. Programme shall be as per the relevant Ordinances / Notification issued by the University from time to time.

(ii) Research Scholar shall be required to pay the prescribed fees annually to continue their Registration for the Programme, including the period of leave/absence.

(iii) The fees for the Programme shall be paid until the student submits her/his final Thesis. In such cases Research Scholar shall be permitted to pay fees on a pro rata basis for a period of three/six/nine months instead of the entire annual fees.

(iv) (**w.e.f.15th March 2018**) Tuition fees for candidates who register for Ph.D. program after superannuation and for senior citizens shall be waived.

OA-19A.8 Thesis submission.

(i) A Research Scholar shall publish the research findings of the Ph.D. work, with at least one research paper in a refereed journal, evidenced by an acceptance letter/pre-print/ re-print of the paper, and present two papers in conferences/seminars, evidenced by attendance/ participation certificate, before the pre-synopsis presentation.

It shall be mandatory for all Research Scholars from Research Centres, to include the name of Goa University, and the concerned Department of Goa University where applicable, in all publications from the Thesis.

(ii) The Research Scholar shall give a pre-synopsis seminar before the DRC. The Guide shall invite members of the Departmental Council/Research Centre, Research Scholars/students for the seminar. If the DRC is satisfied that the work carried out is adequate for the award of Ph.D. Degree, the Research Scholar shall be permitted to submit the Synopsis. During the pre-synopsis presentation, the Research Scholar may be permitted to make minor changes in the title of the Thesis.

(iii) The Research Scholar shall have to submit the Synopsis not later than two months from the date of the pre-synopsis presentation. She/he shall submit through the Guide, a statement giving the title and five copies of Synopsis which shall include bibliography and publications from the Thesis along with an electronic copy and the report of the plagiarism test as indicated in OA-19A.8(vi) below along with the prescribed fee.

(iv) A panel of six names of experts who are not in employment of Goa University/Research Centre, which may include experts from outside the country, and shall not include two experts from the same Institute, along with their specializations and contact details, shall be submitted by the DRC, through the Head of the Department/Research Centre, to the Vice-Chancellor.

(v) Within three weeks of receipt of the synopsis, the Vice-Chancellor, on behalf of the Academic Council /Executive Council, shall appoint two external Examiners to evaluate the Thesis. The Research Guide shall be the internal Examiner.

(vi) The Synopsis and Thesis submitted for the award of the Degree shall be subjected to a similarity test by Goa University, with suitable well-developed software and gadgets to detect plagiarism and other forms of academic dishonesty. In case of high similarity index of more than 3%, the same shall be reported to the Guide for appropriate action and re-submission.

(vii) (**w.e.f.15th March 2018**) The Research Scholar shall submit four printed copies of Thesis and an electronic copy along with the report of the plagiarism test within six months from the date of submission of the Synopsis, but not exceeding the overall registration period as specified under OA-19A.5. If a Research Scholar is unable to submit the Thesis within six months after submission of the Synopsis, s/he may apply for extension of a maximum of three months through the Guide to the Departmental Research Committee, which may recommend the extension to the Vice Chancellor. However, if the candidate fails to submit the thesis within the extended time s/he shall have to submit a fresh synopsis. The extended period however shall be within the overall registration period.

(viii) The Thesis shall embody the result of the Research Scholar's research and shall state whether the work is based on the discovery of new facts, or of new relations of facts observed by others, and how the work contributes to the general advancement of knowledge. The Research Scholar shall forward a statement indicating the sources from which the information has been derived and the extent to which the findings are based on the work of others, and shall indicate the portion(s) of the Thesis that are claimed as original. Where a Research Scholar presents a joint work, individual contribution by the Research Scholar shall be clearly stated to distinguish from the portions contributed by other

collaborator(s). The statement shall be certified by the Guide and the Co-Guide as the case may be.

(ix) Each Research Scholar shall submit with the Thesis, a certificate from the Guide(s) that the Thesis submitted is a record of research work done by the Research Scholar during the period of study and that it has not previously formed the basis for the award to the candidate of any Degree, Diploma, or other similar titles. The certificate shall also include a statement from the Guide(s) indicating the extent to which the Thesis represents independent work on the part of the candidate.

(x) The Research Scholar shall not be permitted to submit in the Thesis, any work for which a Degree or Diploma or other academic award has been conferred on her/him in this or in any other University or Body. She/he however, shall be permitted to incorporate work already submitted for a Degree or Diploma or other academic award in this or in any other University or Body, in a Thesis covering a wide field, provided that any such work that has been incorporated, shall be indicated in a written statement in the prescribed format, to be included in the Thesis.

(xi) The Thesis shall be printed in English. If the subject matter of the Thesis relates to an Indian/ Foreign Language, it shall be printed in that language, with the prior permission of the DRC. Indian languages shall include languages given in the 8th schedule of the Constitution of India, and Foreign Languages shall include the language in which the research work has been carried out.

(xii) During the initial submission, the Thesis shall be in soft bound form, with no spiral binding. Changes, if any, suggested by the examiners shall be incorporated in the Thesis before final hard binding of one copy of the Thesis before the *Viva-Voce* Examination. A Thesis approval sheet in the prescribed format shall be signed by the Board of *Viva-Voce* Examination and enclosed along with the Thesis, before submitting the final hard bound copy to the Controller of Examinations.

OA-19A.9 Evaluation.

(i) As soon as the Thesis is received from the Research Scholar after plagiarism check, the Controller of Examinations shall contact the external Examiners so appointed and after obtaining their consent, forward an electronic copy of the Thesis, if acceptable to them, or dispatch a hard copy, while maintaining strict confidentiality.

(ii) The Guide and the two Examiners appointed to evaluate the Thesis as per OA-19A.8(v) shall send an evaluation report in the prescribed format, in a confidential cover, to the Controller of Examinations, within two months of receipt of the Thesis. Copy of the reports shall also be sent by the Controller of Examinations to the Guide, who shall be the Convenor of the *Viva-Voce* Board of Examiners.

(iii) The report shall include:

(a) A critical assessment of the work as embodied in the Thesis and an evaluation of the work in terms of its contribution to the advancement of knowledge.

(b) List of questions to be asked or points to be clarified in the *Viva-Voce* Examination.

(c) A definite recommendation as to whether the Thesis attains or not, the required standards for the award of Ph.D. Degree.

A checklist containing the overall recommendations on the Thesis, duly filled in.

(iv) The *Viva-Voce* of the Research Scholar to defend the Thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the Thesis is/are satisfactory and include a specific recommendation for conducting the *Viva-Voce* Examination.

(v) If the evaluation report of one of the external examiner is unsatisfactory and does not recommend *Viva-Voce*, the Thesis shall be sent to another external examiner out of the approved panel of examiners and the *Viva-Voce* examination shall be held only if the report of the third external examiner is satisfactory. If this report is also unsatisfactory, the Thesis shall be rejected and the Research Scholar shall be declared ineligible for the award of the Degree.

(vi) The Research Scholar shall not be permitted to resubmit the same Thesis if it is rejected outright by both the external examiners.

(vii) Upon receiving the recommendation of the Examiners, a meeting of the DRC shall be convened by the Guide.

(viii) The contents of the two Examiner's Reports for revision/ modification/ correction if any, shall be communicated to the candidate by the Guide/s while maintaining the confidentiality of the Examiner's identity such as name and address, at least 15 days in advance of the *Viva-Voce* Examination.

(ix) The final hard bound copy of the Thesis incorporating the modifications given by the Examiners, shall be prepared in accordance with the following specifications:
Size of the paper Quarto 25 cm x 20 cm except for drawings, graphs and maps, on which no restriction is placed; a margin of 3 cm is to be left on the left hand side. The letter shall be of 12 font size and in Times New Roman, printed on extra white executive bond or equivalent. The Thesis shall be bound in a standard form using Art Vellum or cloth, lettered boldly in golden on the spine (approx. 6.35 mm to 1.27 cm), giving Degree, date, name of the candidate and short title printed neatly and legibly on the front cover. A Thesis which consists of collection of pamphlets shall be bound in a similar cover. The Thesis shall be printed with 1.5 line spacing only on one side of the page.

(x) The date of the *Viva-Voce* shall be finalised by the Chairperson of the DRC, in consultation with the External Expert nominated by the Vice-Chancellor.

OA-19A.10 Viva-Voce Examination.

(i) The *Viva-Voce* examination shall be conducted after positive reports are received from both external and internal Examiners.

(ii) The Vice-Chancellor shall appoint, on recommendation of Guide/Head of Department/Dean of the Faculty, a Chairperson of Board of *Viva-Voce* for the purpose of proper conduct of the *Viva-Voce* Examination. A senior Faculty Member of the concerned Department or allied discipline is eligible to be appointed as Chairperson of the Board. The Guide of the candidate shall function as the Convenor and coordinate the conduct of the *Viva-Voce* Examination.

(iii) The Convenor shall inform the date and time of the *Viva-Voce* Examination to all the members of the DRC, members of the Departmental Council, other faculty members of the

University and scientists from other relevant fields working in different Institutions. The intimation of the *Viva-Voce* Examination shall be given at least 7 working days in advance.

(iv) Notice for the public regarding the *Viva-Voce* Examination shall be displayed on the Department/ Institution Notice Board and Library Notice Board and on the University website at least 7 days in advance.

(v) A copy of the Thesis shall be kept for perusal in the Library of Goa University at least 7 working days in advance.

(vi) Copies of the synopsis/summary of main conclusions shall be made available for the participants of the *Viva-Voce* Examination.

(vii) *Viva-Voce* Examination shall be conducted on an Academic instructional day and during the convenient hours to ensure large participation.

(viii) The *Viva-Voce* examination shall be primarily designed to assess the understanding of the candidate on the subject matter of the Thesis including methodology employed and her/his competence in the general field of study. The points raised by the Examiners on the Thesis in their evaluation reports shall be clarified by the candidate during the *Viva-Voce* Examination.

(ix) However, in exceptional cases, if the examiner is unable to be present for the *Viva-Voce* Examination of the candidate, she/he may be permitted with the approval of the Vice-Chancellor, to conduct the *Viva-Voce* Examination over Skype/video conference.

(x) The Board of *Viva-Voce* Examination shall report specifically on whether the Research Scholar's performance at the examination was satisfactory or not.

(xi) A Research Scholar who is not successful at the *Viva-Voce* Examination may be permitted to undergo the *Viva-Voce* Examination a second time after a period of 3 - 6 months. No Research Scholar shall be permitted to take the Viva-Voce Examination for more than two attempts.

(xii) Satisfactory performance in the *Viva-Voce* Examination is compulsory to recommend the work of the candidate for the award of Ph.D. Degree. The Assistant Registrar (Examinations) shall assist the Chairperson towards the conduct of the *Viva-Voce* examination.

(xiii) After successful performance of the Research Scholar in the *Viva-Voce* Examination, the Board shall consolidate the recommendations for the award of the Degree based on the Thesis reports of the Examiners and the evaluation of the Research Scholar's performance in the *Viva-Voce* Examination.

(xiv) The Board shall prepare the following reports/statements/ enclosures and forward the same to the Controller of the Examinations for further processing.

1. Summary of the Thesis Examination reports.
2. Reports of the *Viva-Voce* examination.
3. Statements on the status of corrections or modifications in the Ph.D. Thesis as suggested by the Examiners.
4. Final recommendation on the award of Ph.D. Degree.

5. A certified Abstract of the Thesis in about 500 words submitted by the candidate.
6. Final hard bound copy of the Thesis, duly certified by the Board of *Viva-Voce* Examination for placing in the University Library.

(xv) A Research Scholar shall submit to the Controller of Examinations a soft copy of the approved Thesis as well as a soft copy of research publications /reprint or the letter of acceptance of the paper from the publisher of the refereed journal.

OA-19A.11 Award of Doctorate Degree.

(i) Within ten days after the successful *Viva-Voce* Examination, the Controller of Examinations shall forward the reports along with all relevant documents which are specified below, to the Dean of the concerned faculty for verification and certification:

(a) All the Reports of the Examiners
(b) Certified copy of the abstract submitted by the Research Scholar
(c) Final hard bound copy of the Thesis, duly certified by the Board of *Viva-Voce* Examination
(d) No dues certificate submitted by the student from respective Department/ University/Library/Hostel.
(e) A Certificate of Equivalence to those who qualified NET/SET as per UGC Regulations 2009 or for those who passed the Entrance Test to the Ph.D., and are declared successful at the *Viva-Voce* Examination.

(ii) After verification and certification, the Dean shall forward the above documents to the Controller of Examinations who shall then declare the results.

(iii) Following the successful completion of the evaluation process and announcement of the award of Ph.D., the Controller of Examinations shall submit the soft copy of the Thesis to the UGC within a period of 30 days for hosting the same on the web.

(iv) Along with the notification of the award of the Ph.D. Degree, the University shall issue a provisional certificate certifying that the Degree has been awarded in accordance with the provisions of UGC regulation F.1.1/2002(PS) Exemp dated 01.06.2009. The date of award of Ph.D. Degree will be the date of *Viva-Voce* Examination subject to the approval of the Executive Council of Goa University.

Part Amendment to Ordinance OA-20 relating to the Policy of Admission to the Post Graduate Academic Programmes of Goa University (Under Section 24(1) of the Goa University Act, 1984) (Applicable for candidates who register from the academic year 2018-19 onwards).

OA-20 **Ordinance relating to the Policy of Admission to the Post Graduate Academic Programmes of Goa University** (Under Section 24(1) of the Goa University Act, 1984) (Applicable for candidates who register from the academic year 2018-19 onwards).

OA-20.1 **Receipt of Applications**

OA-20.1.1 All applications for admission to M.A./M.Sc./M.Com. and other approved Post Graduate Degree Programmes shall be made in the prescribed form which shall be available online by the end of May each year or as specified in the University Notification/ Prospectus. The fees payable towards application for a Programme

in an additional subject and the mode of payment of fees shall be as notified by the University from time to time.
Candidates shall be eligible to apply for a maximum of three Post Graduate programmes.

OA-20.1.2 All applications for admission to Post-Graduate Degree Programmes shall be received by the University as per the dates specified in the University Notification/ Prospectus each year.

OA-20.1.3 Applications can also be received by the University on payment of a late fee as prescribed, over and above the cost of the application form and Prospectus, up to the date specified in the University Notification/ Prospectus. Such applications shall be considered only if seats are available in the relevant Programme after exhausting the candidates in the admission list.

OA-20.2 Reservation of Seats

OA-20.2.1 Admission under various categories.

a) The number of seats under various reservation categories specified by the State Government, shall be in accordance with the directives of the Government of Goa and as adopted by Goa University. Candidate applying for admission under these categories shall be required to submit a valid certificate to that effect issued by the Officer of the rank of the Deputy Collector or any other authorized Officer as notified by the State Government.

b) Ten percent of seats, subject to a maximum of two seats, in each course of study, except the MBA and M.Sc. (Marine Biotechnology) Programme, shall be made available for candidates of other Universities.

c) Seats falling vacant under the reservation categories shall be transferred to the General Category with the approval of the Vice-Chancellor.

d) The reservation percentage for programmes financed by the Central Government for the planned period, shall be as prescribed by the Central Government Body. After this period, the reservation policy shall be as prescribed by Goa University.

e) Supernumerary seats: 15 percent of seats, over and above the allotted number of seats, shall be reserved as supernumerary seats for the overseas candidates, who are eligible for admission. These shall include candidates recommended under Government of India Scholarship/Exchange Programme/ ICCR Programme and those approved by the University. These seats shall be filled in accordance with the UGC guidelines. Out of the 15% supernumerary seats, one seat in each programme will be reserved for Kashmiri Migrants (KM) as per directives of the UGC.

OA-20.3 Merit Lists

Admissions to the Part-I course in M.A./M.Sc./ M.Com. and other Post Graduate Programmes shall be on the basis of merit decided through a Ranking Test held

for admission to all the programmes.
The candidates falling under supernumerary seats/category shall be admitted on the basis of merit in the qualifying examinations/degrees, and appearing for the Ranking Test shall be optional for them.

OA-20.3.1 Criteria for preparation of Merit Lists

(i) (a) Ranking Test shall be conducted by all the Departments for admission of candidates from Goa University and other Universities/Institutes in India, and shall be as decided by the Academic Council and specified in the University Notification/ Prospectus each year.

(b) The Ranking Test shall be of one paper of 100 marks, for 1½ hour duration, containing 50 objective type multiple choice questions of 2 marks each, evaluated with negative marking if not separately specified in the Prospectus for a specific programme. The Question Paper shall have three sections with questions having varying difficulty levels; Section I being the least difficult and Section III being the most difficult. The Ranking Test shall be based on the syllabus specified in the Notification/Prospectus.

(c) For some Programmes, which shall be specified in the Prospectus from time to time, tests may be of 1½ to 2 hour duration depending upon the number and nature of questions asked such as multiple choice/short/essay type answer. The Ranking Test shall be based on the syllabus up to the graduation level.

(d) However for those Departments/ Programmes which admit candidates from across the disciplines such as M.A. Women's Studies, M.C.A., M.Sc. in Biotechnology, Marine Science, Biochemistry and other such Programmes, the test shall be based on general knowledge, analytical ability, logical reasoning and the specific subject syllabus, where applicable, of up to the level of HSSC or as notified by the concerned Department/University.

There shall be negative marking for evaluation of Ranking Test.

(e) For candidates seeking admission to the M. A. Programmes under the Change of Faculty/Subject provision, the modalities specified under OA-20.4 shall be applicable.

A separate fee shall be charged per candidate for appearance at each additional Ranking Test, which shall be specified in the University Notification/Prospectus. For those Departments which publish their own Prospectus, the fees shall be specified in the respective Prospectus.

OA-20.3.2 Preparation of Merit List

(i)A common merit list, including General, SC, ST and OBC category candidates, and others, shall be prepared for selecting candidates for admission to the Programme.
The merit list shall be based on the marks scored by the candidates in the Ranking Test.

(ii) For selecting candidates for admission to the Programme under SC, ST,OBC and other categories, a separate Merit List of candidates in each category, who do not get admission under General Category, shall be prepared.

(iii) A separate Merit List shall be prepared for candidates qualifying for admission from other Universities. A Wait-list of candidates shall also be prepared in each of the above categories.

(iv) In case of candidates who have answered the Ranking Test and have secured equal marks in the Merit list/Ranking Test ;
(a) Section III scores shall be the first level of tie breaker, followed by Section II and thereafter
Section I.
(b) In case of tie after first level, Section II scores shall be the second level of tie breaker.
(c) In case of tie after second level, Section I scores shall be the third level of tie breaker.
(d) In case the tie still exists, the University shall decide the order of merit.
(e) Unclaimed seats from the Reserved Categories shall be transferred to the General Category as defined under OA-20.2.1(c).

OA-20.4 Change of Faculty /Subject.

OA-20.4.1 Candidates who have passed Bachelor's degree examination of this University or any other recognized University and secured at least 40% of the aggregate marks may seek admission to the Master's Degree Programme in a subject in which they have not obtained the Bachelor's degree with a minimum of three units. Similarly, candidates passing out the Bachelor's Degree of this University or of any other recognized University in a Faculty other than the Faculty under which admission is sought, with at least 40% of the aggregate marks may also seek admission to the Master's Degree Programme of study of this University. Both these types of candidates will have to apply to the Registrar, in the prescribed form, on or before the date specified in the University Notification/ Prospectus for such change of subject or faculty.

OA-20.4.2 The candidates desirous to be admitted under the scheme of Change of Faculty/Subject for admission to the Master's Degree course shall appear for the Ranking Test in the concerned subject as stated in OA-20.3 and OA-20.3.1.

OA-20.4.3 (i) Under the scheme of Change of Faculty/Subject, the candidates who have answered the Ranking Test shall be considered eligible for admission to the Master's Degree Programme in the concerned subject, against the vacant seats available, if any, after students from the merit lists are given admission.

(ii) Under the scheme of Change of Faculty/Subject, up to two seats may be made available as supernumerary with the approval of Vice-Chancellor, if no vacant seats are available for the qualified candidates and if the normal supernumerary seats are not filled.

OA-20.5 **Rules regarding Registration and payment of Fees:**

(i) No student shall be permitted to register himself/herself for more than one Programme of the University or any other University simultaneously.

(ii) All candidates who are given admission in the University Teaching Departments shall have to fill in a registration form available from the University Office and deposit the prescribed fee in the Branch of the State Bank of India in the University premises by online payment which shall be notified separately.

(iii)The annual tuition fees shall be paid in full at the time of registration.

OA-20.6 **Availability of Seats and Eligibility to Programmes**

(A) Availability of Seats

The intake capacity at the First Year for Programmes leading to the Masters Degree in different subjects shall be specified in the University Notification/ Prospectus for a particular subject, each year.

OA-20.6.1 **(A) Eligibility**

Faculty of Languages & Literature:

(include Post Graduate degree programmes in English, French, Hindi, Konkani, Marathi, Portuguese)

OA-20.6.2 **Faculty of Social Sciences:**

(include Post Graduate degree programmes in Economics, History, Philosophy, Political Science, Sociology, International Studies, Women's Studies and Library Science).

For being eligible for admission to the Programmes leading to the Degree of Master of Arts (M.A.) a candidate shall have passed the examination of Degree of Bachelor of Arts (B.A.) of the University with six units or three units in the subject for which admission is sought or an examination of any other University recognised as equivalent thereto.

The specification of – in the subject for which admission is sought – shall not be applicable to programmes like M.A. in Women's Studies, M.A. in International Studies, B.Lib.Sc. or for subjects which are not offered at Under Graduate level. In such cases, candidates from different subjects shall be eligible to apply for admission.

The provision for admission to programmes under Change of Faculty /Subject is stated in OA-20.4.

OA-20.6.3 **Faculty of Natural Sciences:**

(i) M.Sc Degree Programmes in Mathematics, Physics, Electronics, Chemistry, Earth Sciences, Master of Computer Applications (MCA), M.Tech (Computer Science)

OA-20.6.3.1 (a) A candidate for being eligible for admission to a course leading to the degree

of Master of Science in Mathematics, Physics, Chemistry, Earth Science, must have passed the examination of the degree of Bachelor of Science of the University or from any other recognized University, with at least 7 units of 100 marks each in the first, second and third years taken together, in the subjects for which admission is sought in the annual pattern of examination. In Semester system of examination the number of papers or units shall be 14, with a total of 1400 marks, out of which eight papers are studied in F.Y. and S.Y. taken together and minimum 6 papers in T.Y. for being eligible for PG admission in that subject.

(b) A candidate passing the T.Y.B.Sc. Examination with two subjects, that is, with at least three units in each subject, will be considered eligible to apply for admission to the M.Sc. Part I Course in either of the said two subjects.

(i) Master of Science in Chemistry

(a)Candidates passing B.Pharm shall also be eligible to apply for M.Sc. in Chemistry and considered for admission as per provisions notified in the concerned Department from time to time.

(b) Candidates applying for admission to the M.Sc. Programme in Chemistry shall be eligible to be admitted to only one of the various specialisations at M. Sc., Part II, as notified in the University Prospectus.

(c) Allotment of seats under various specializations of the Master's Programme in Chemistry, shall be specified in the University Prospectus.

(ii) Master of Science in Electronics

(a) A candidate for being eligible for admission to a course leading to the degree of Master of Science in Electronics must have passed the examination of the Degree of Bachelor of Science with Physics/ Computer Science/ Electronics of the University or from any other recognised University. Admission to this programme shall be as per provisions specified under OA-20.3.1.

(iii) Master of Computer Applications

Admission to the first Semester of the 3-year, six semester, full time course leading to the degree of Master of Computer Applications, is open to any graduate with first Degree in any discipline and securing at least 55% aggregate marks, or 50% in case of SC, ST or OBC, provided that the candidate shall have offered Mathematics as one of the subjects at HSSCE (10+2) Science, or its equivalence in syllabus content.

Admission to the MCA course is based on Ranking Test, which shall be conducted by the department. The details about the Ranking test shall be made available on the University website.

OA-20.6.4 Faculty of Life Sciences & Environment

M.Sc. degree courses in Microbiology, Marine Microbiology, Biochemistry, Botany, Zoology, Marine Sciences, Biotechnology, Marine Biotechnology.

(i) A candidate for being eligible for admission to a course leading to the degree of Master of Science in Microbiology, Botany and Zoology must have passed the examination of the Degree of Bachelor of Science of the University or from any other recognized University with at least 7 units of 100 marks each in the first, second and third years taken together in these subjects for

which admission is sought in the annual pattern of examination. In Semester system of examination the number of papers or units shall be 14, with a total of 1400 marks, out of which eight papers are studied in F.Y and S.Y and minimum 6 papers in T.Y, for being eligible for Post Graduate admission in that subject.

(ii) A candidate passing the T.Y.B.Sc. Examination with two subjects, that is, with at least three units of 100 marks in each subject, will be considered eligible to apply for admission to the M.Sc. Part I Course in either of the said two subjects.

OA-20.6.4.1 **(i) M.Sc. in Biochemistry:** A candidate for being eligible for admission to a course leading to the Degree of Master of Science in Biochemistry shall have passed the examination of the Degree of Bachelor of Science of this University or from any other recognized University with Chemistry as principal subject with 6 units (or 3 units) at T.Y.B.Sc. and at least 8 papers of 100 marks each in the Semester pattern of examination of Biological Sciences (Botany, Zoology, Microbiology, Biochemistry, Biotechnology and allied subjects) in the first, second and third years taken together, OR any of the Biological Sciences as principal subject with 6 units (or 3 units) at T.Y. B.Sc. and at least 8 papers of 100 marks each in the Semester pattern of examination of Chemistry in the first, second and third years taken together.

(ii) M.Sc. in Marine Science: A candidate, for admission to M.Sc. (Marine Science) Programme, must have passed the examination of the Degree of Bachelor of Science of this University or an examination of any other University recognized as equivalent thereto, with at least seven units of 100 marks each in the first, second and third years taken together in any of the following subjects: microbiology, botany, zoology, chemistry, physics, mathematics, earth sciences. In Semester system of examination the number of papers or units shall be 21, with a total of 2100 marks, in any of the above subjects, individually or taken together, in the six semesters programme of B.Sc.

Allotment of seats under various specializations of the Master's Programme in Marine Science, shall be specified in the University Handbook.

(**iii) M.Sc. in (a) Biotechnology & (b) Marine Biotechnology**

Candidates having Bachelor's degree in Natural / Biological & Clinical Sciences, Agricultural / Veterinary / Fishery Sciences / Pharmacy / Engineering / Technology or 4-years B.Sc. (Physician Assistant) or Medicine (MBBS) or B.D.S., with at least 55% marks, shall be eligible for the Programmes.

Admissions to Marine Biotechnology Admissions are granted on the basis of **"National Combined Entrance Examination in Biotechnology"** conducted by Jawaharlal Nehru University (New Delhi) at various centres.

N.B: The date of closure of the national list for M.Sc. Marine Biotechnology (which is usually 20 – 25th July each year) will be announced generally in the 1st week of July of each year. On the date fixed as above, the unfilled vacancies would be first offered (in order of merit) at the entrance test to students from the Goa state list who have passed the national entrance test. Any vacant seats remaining thereafter, would be transferred to the M.Sc. Biotechnology Programme to fill up the total declared seats in the Dept. for Biotechnology and Marine Biotechnology.

OA-20.6.5 (effective from 22nd December, 2015) Faculty of Commerce and Management Studies

(a) Programmes :

(i) M. Com.
For being eligible for admission to the programme leading to the degree of Master of Commerce (M.Com.) a candidate shall have passed the examination for a degree of Bachelor of Commerce, of this University or an examination of any other University recognized as equivalent thereto.

(ii) MBA (Financial Services) Graduates in any stream including Commerce, Science, Arts, Engineering, Management and Professionals like CS, CA, ICWA, CMA, CAIIB and CFA who have completed their graduation from Goa University or any other recognised University in India or abroad are eligible to apply for the course. Those who are in final year of their graduation can also apply. A separate brochure with detailed information about the programme shall be available in the Department.

(iii) Master in Business Administration (MBA)
Eligibility / Admission Criteria: Graduate in any subject such as Arts, Commerce, Science and Engineering, who has undergone the 10+2+3 or more than 3 scheme to graduate, is eligible for admission to MBA. Admission to a particular batch will be made based on an admission test. The nature of the particular admission test and procedures for admission shall be decided by an Admission Committee appointed by the Vice-Chancellor of the University for the particular batch. A separate brochure with detailed information about the programme shall be available in the Department.

(iv) Integrated MBA (Hospitality, Travel and Tourism)
Eligibility: Candidates who have passed the H.S.S.C. (10+2) or equivalent, shall be eligible.
Selection process: Admission for the seats based on UGAT (Under Graduate Admission Test) conducted by AIMA / Institute level test or as prescribed by the Admissions committee.

(b) The nomenclature 'Faculty of Commerce and Management Studies' shall hereafter be applicable to all clauses under any Ordinance pertaining to the Faculty of Commerce or Faculty of Management Studies.

OA-20.6.6 - Deleted -

ORDINANCE OA-21 RELATING TO THE COMMUNITY COLLEGE (effective from the academic year 2014-2015).

OA-21.1 GENERAL

OA-21.1.1 Objective:

To impart affordable quality education, encompassing vocational skills development and traditional coursework, thereby providing opportunities to candidates for employability or to move into the higher education sector. It offers a flexible and open education system which also caters to community-based life-long learning needs. It has a synergistic relationship between the community, Community College and the job market.

OA-21.1.2 Nomenclature of the Programmes:

The nomenclature of the Programmes shall be Certificate, Advanced Certificate, Diploma and Advance Diploma in Programmes as given below, and others as decided from time to time.

1. Certificate in Refrigeration and Air conditioning mechanic
2. Certificate in Computer Hardware and Networking mechanic
3. Certificate in Food Production
4. Certificate in Bakery and Patisserie
5. Certificate in Entrepreneurship

The Programmes shall be in keeping with National Vocational Education Quality Framework (NVEQF)/ National Skill Quality Framework(NSQF).

OA-21.1.3 Duration and NVEQF/NSQF level of the Programme:

The duration of the Programmes shall be as given in the table below.

Nomenclature	Duration	NVEQF /NSQF Level
Certificate	3 months(full day) 6 months(half day)	Level 5
Advanced Certificate	One Semester	
Diploma	Two Semester	
Advance Diploma	Four Semester	Level 6

(Note: NVEQF Levels 1 to 4 certification shall be under the Goa Board of Secondary and Higher Secondary Education or equivalent)

OA-21.1.4 Admission:

For admission to the programmes offered by the Community Colleges, preference shall be given to candidates from the local community. There shall be no age bar for admission in the Community Colleges.

OA-21.1.4.1 Eligibility:

The minimum educational qualification for admission into Community College under the above scheme shall be a Pass class in the Higher Secondary School Certificate Examination (Std XII) or equivalent from any recognized Board or University. However, provision should be made to enrol students who will come up to this level following the NVEQF / NSQF, thus assuring vertical mobility for students who have completed Level-3 and Level-4.

OA-21.1.4.2 Reservation:

Reservations to categories shall be as per the Goa State policy and adopted by

Goa University.

OA-21.1.4.3 Admission List:

The preparation of the list for admission shall be based on the interview conducted by the Community College implementing the programme, to test the aptitude of the candidate.

Admissions may be done through the year depending on the duration of the Programmes, to facilitate a steady stream of candidates and moving out as trained work force to the job market, round the year and not just once in a year.

OA-21.1.4.4 Fees:

Fees shall be as approved by the Academic Council and notified by the University from time to time.

OA-21.2 PROGRAMME STRUCTURE

The Community College Programmes shall comprise Courses on skill component and general education, consisting of lecture, field work, seminar, practical training and internship. The credits for skill component and general education shall be as shown in the following table:

Nomenclature	Duration	Skill component (Practical+ Internship) Credits	General Education (Theory) Credits	Total Credits
Certificate	3 months (full day) Or 6 months (half day)	10	5	15
Advanced Certificate	One Semester	20	10	30
Diploma	Two Semester	40	20	60
Advance Diploma	Four Semester	80	40	120

The Credits for individual Courses of each Programme shall be as recommended by the Board of Studies (BoS) and approved by the Academic Council, and shall be notified in the Prospectus of the Institution offering the Programme(s).

(a) One Credit shall be equivalent of 15 sessions of 60 minutes each, for theory, workshops / labs and tutorials.

(b) For internship / field work, the credit weightage for equivalent hours shall be 50% of that for lectures / workshops. The internship shall be carried out under the guidance of an assigned Guide who shall be a member of the faculty of the Community College.

OA-21.3 SCHEME OF EXAMINATION

OA-21.3.1 Eligibility to appear for Course End Examination (CEE):

A student registered in a Semester / Term / Year, for any Course, shall be required to have a minimum cumulative attendance of 75% of the total lectures and practicals prescribed for the Programme during that Semester / Term / Year. However, a student shall be required to have a minimum of 50% attendance in any individual Course.

OA-21.3.2 Evaluation Scheme:

The performance of a student in each course shall be evaluated through

1) Internal Assessment (IA) which shall be a continuous assessment throughout the Course, and shall be conducted by the internal faculty.

2) Course End Examination (CEE) which shall be conducted by an internal examiner from the Community College who is an expert in the field.

OA-21.3.3 Each credit of a Course shall be evaluated for a total of 25 marks. The marks for total Course credits of 2, 4, 5 and 6 shall be divided for theory and practical (skill based) components in a ratio as shown below:

Number of Credits	Ratio of marks Theory: Practical
2	1:1
3	1:2
4	1:1
5	2:3
6	1:2

Internship shall be evaluated for 100 marks.

Total marks assigned to IA and CEE for individual Courses of each Programme shall be as recommended by the Board of Studies and approved by the Academic Council, and shall be notified in the Prospectus of the Institution offering the Programme(s).

A Course shall have a single head of passing on the combined performance at the IA and CEE. The standard of passing shall be 40% of the aggregate in each Course. Fractional marks shall be rounded off to the nearest integer on the sum total of the IA and CEE.

OA-21.3.4 The Principal/ Head of Institution shall constitute an internal three member Examination Committee from amongst the faculty, which shall be chaired by the In-charge of Examinations, who shall be a senior faculty member. The Committee may co-opt other faculty members if required. The tenure of this Committee shall be for a period of three years.

This Committee shall undertake the following tasks:

(a) Specify the structure and mode of evaluation including the nature of question papers of continuous IA as well as CEE

(b) Draw the schedules for all examinations

(c) Conduct the examinations

(d) Co-ordinate with the University

(e) Final tabulation, verification and preparation of Result Sheets of all the Programmes for the examinations conducted by the Community College.

OA-21.3.5 The Community College shall constitute a panel(s) of examiners for the CEE of the Courses. Each panel shall have one internal examiner who shall generally be

the faculty teaching the Course, and an expert in the field who may be a Community College Faculty member or an external member.

OA-21.3.6 The assessment for the Theory, Practical and Internship Courses/components shall be as follows:

(i) Theory

(a) The IA for the theory component of Courses may comprise term papers/ seminar presentations/ field based assignments/ and other such forms of assessment.

(b) The CEE for the theory component of Courses may consist of a comprehensive written exam.

(c) The duration of a written examination carrying 25 marks shall be of 1 hour, those carrying above 25 marks and up to 50 marks, shall be of two hours, and those carrying above 50 marks, shall be of three hours.

(ii) Practical

(a) The IA for the skilled component of the Courses shall be a comprehensive laboratory course examination/fieldwork report assessment.

(b) The CEE for the skilled component of the Courses shall be through a written examination and/ or viva-voce.

(iii) Internship training

The candidate shall be required to obtain a certificate from the firm indicating that he/she has satisfactorily completed the required training and shall submit an Internship Report to the Guide.

(a) IA shall be conducted at various stages, by the internal faculty, and shall include an assessment of the Final Internship Report by the Guide.

(b) CEE shall comprise an evaluation of the Report and a viva-voce. The Internship Report shall be sent to the examiner appointed by the Community College, at least fifteen days prior to the CEE for evaluation.

OA-21.3.7 There shall be a Grading System with GPA for individual Courses in each of the Programmes.

The marks awarded in the IA and CEE shall be added for awarding the grade for each Course, as indicated in the table below.

Range of percentage scored	Grades	Grade Points
75 - 100	O	6
65 – < 75	A	5
55 – < 65	B	4
50 – < 55	C	3
45 – < 50	D	2
40 – < 45	E	1
0 – < 40	F	0

Every student shall have to secure a minimum of E Grade to pass the Course.

OA-21.3.8 Calculation of Weighted Grade Points of a Course shall be done by multiplying the grade points scored, by the Credits of the respective course.

OA-21.3.9 The Grade Point Average (GPA) shall be computed by dividing the total number of the weighted Grade Points obtained for all the Courses in the Programme, corresponding to the total number of Credits of the Programme, divided by the maximum number of Credits of the Programme. The GPA shall be calculated up to two decimal places and the grades will be O, A, B, C, D and E wherein a candidate with GPA of <1.00 shall be declared as Unsuccessful/Fail, as shown in the table below:

Grade Point Average (GPA)	Final Grade
5.50 - 6.0	O
4.50 - 5.49	A
3.50 - 4.49	B
2.50 - 3.49	C
1.50 - 2.49	D
1.00 - 1.49	E
< 1.00	F

OA-21.3.10 **Minimum requirement for Passing and Grading**
A student shall be required to secure a minimum GPA of 1.0, in the combined aggregate of the IA and CEE/ SCEE in order to successfully complete the course, failing which, he/she shall have to repeat the course in the subsequent year.

OA-21.3.11 The internal examiner(s) for each Course shall submit the final grade sheet along with the attendance in a sealed envelope to the Principal /Head of Institution.

OA-21.3.12 There shall be an academic audit for each Programme. The Audit Committee shall consist of
i)One member from the Community College
ii) One member from Goa University/Affiliated colleges
iii) An expert in the subject.

OA-21.3.13 On the recommendation of the Audit Committee, the Community College shall forward the consolidated Grade-sheet for each Programme, authenticated by the Principal / Head of Institution, to the Controller of Examinations, Goa University, for declaration of the results.

OA-21.3.14 **Supplementary CEE**
In case a student fails in the CEE, or fails to appear in the CEE alone, he/she shall be given the chance for appearing in the form of a Supplementary CEE (SCEE) which shall be conducted after a period of two weeks from the date of declaration of results.

OA-21.3.15 A student shall be required to successfully complete a programme within twice the duration for that particular programme, failing which he/she shall have to discontinue the programme, or re-register for the Programme.

OA-21.3.16 **Eligibility for award of Certificate or Diploma:**
In order to be eligible for the award of Certificate or Diploma, the student shall be required to successfully complete the programme.

OA-21.3.17 Verification and Revaluation:

Verification and Revaluation shall be permitted only in case of Written Papers and the same may be done as recommended by the BoS and approved by the Academic Council.

OA-21.3.18 Award of Certificates and Diplomas.

All such persons who have undergone the prescribed courses and have passed the qualifying examinations shall be awarded the Certificates/Diplomas signed by the Principal/ Head of Institution of the Community College and the Controller of Examination of the University.

ORDINANCE OA-22 FOR CREDIT-BASED MASTERS DEGREE IN BUSINESS ADMINISTRATION (FINANCIAL SERVICES) [MBA(FS)] AND BACHELORS DEGREE IN BUSINESS ADMINISTRATION (FINANCIAL SERVICES) [BBA(FS)] AT GOA UNIVERSITY AND AFFILIATED COLLEGES UNDER THE FACULTY OF COMMERCE.

(Applicable for candidates who register from the Academic Year 2015-16 onwards)

OA-22.1 General

Ordinance governing the MBA(FS) and BBA(FS) Programmes of study conducted at the Goa University and Affiliated Colleges under the Faculty of Commerce, based on the Choice Based Credit System (CBCS) of Instruction.

OA-22.2 Degree to be awarded

The nomenclature of the degree to be awarded shall be Master of Business Administration (Financial Services) and Bachelor of Business Administration (Financial Services).

OA-22.3 Eligibility and Admission

(a) To be eligible for admission to MBA(FS) Programme a candidate shall be required to be a Graduate in any stream with 50% aggregate marks and for admission to BBA(FS) Programme shall be required to have passed the Standard XII Examination or its equivalent in any stream with 50% marks.

(b) Admission to the MBA(FS) and BBA(FS) shall be based on an Entrance Test conducted by the University/ College.

(c) Reservation of seats shall be in accordance with the directives of the Government of Goa and as adopted by Goa University. A candidate applying for admission under these categories shall be required to submit a valid certificate to that effect, issued by the Officer of the rank of the Deputy Collector or any other authorized Officer as notified by the State Government.

(d) The Merit List shall be prepared based on the score obtained by the candidate at the Entrance Test.

(e) Fee Structure for the Programmes shall be as prescribed under Ordinance OA-7.

OA-22.4 Duration of Programmes

MBA(FS) Programme is of two years duration.
BBA(FS) Programme is of three years duration.

OA-22.5 Scheme of Instruction

1.(a) The scheme of instruction for MBA(FS) Programme and BBA(FS) Programme is based on a Choice Based Credit System (CBCS).

(b) One Credit (Theory) shall be equivalent to 15 contact hours of learning activities such as Lectures, Case Studies, Group Discussion, Seminars, Problem Solving, Tutorials and Assignments, OR, 30 contact hours of Practical Work/Field Work.

(c) Latest developments in Financial Service Industry are to be taught by Adjunct Faculty/ Experts from Industry, over and above the number of credits of each programme.

2.(a) For the award of a MBA(FS) degree, a student shall earn a minimum of 100 credits, comprising Core Courses, Optional Courses, Summer Training, Corporate Internship and Dissertation as specified under OA-22.5.7

(b) **(Effective from 20th June, 2016)** MBA(FS) shall have a minimum of 48 credits of Core Courses.

(c) Dissertation shall be a compulsory component for MBA(FS)

3. (a) **(Effective from 29th September, 2017)** For the award of a BBA(FS) Degree, a student is required to earn a minimum of 148 credits, comprising Core Courses, Ability Enhancement Compulsory Courses, Generic Elective Courses, Skill Enhancement Courses and Discipline Specific Elective Courses.

(b) **(Effective from 29th September, 2017)** BBA(FS) shall have a minimum of 72 Credits of Core Courses.

(c) Project Reports shall be a compulsory component for BBA(FS).

4.(a) A student shall be permitted to earn additional Credits.

(b) The degree/final grade for MBA(FS) shall be awarded/ computed based on his/her performance in Core Courses, Summer Training and Report, Corporate Internship and Dissertation, and the best performance in the Optional Courses, to fulfill the minimum number of Credits required.

(c) **(Effective from 29th September, 2017)** The Degree/ final grade for BBA(FS) shall be awarded/computed based on his/her performance in Core Courses, Ability Enhancement Compulsory Courses, and the best performance in the Elective Courses, to fulfill the minimum number of Credits required.

(d) Additional Credits, if any, shall be depicted in the final transcript/mark sheet.

5.(a) A MBA(FS) student is required to obtain a minimum of 80 credits from the parent Department and the remaining credits for optional courses may be obtained either from the parent Department or from other Departments at the University/ College within the State or any other State/ Country.

(b) The department shall have adequate Optional Courses in case the students desire to obtain all credits from the Parent Department.

(c) **(Effective from 29th September, 2017)** A BBA(FS) student is required to obtain 116 credits, which shall include Core Courses, Ability Enhancement Compulsory Courses and Discipline Specific Elective Courses from the parent Department, and the remaining Credits for Skill Enhancement Courses and Generic Elective Courses may be obtained either from the parent Department or from other Departments at the University/ College within the State or any other State/ Country.

(d) Permission to transfer Credits may be allowed on a case to case basis, only in the case of institutions outside the Goa University, following the credit recognition procedure. Such courses, when opted for by the students of a Department / College, may be approved provisionally by the Departmental Council (DC) for departments at the University, or a Departmental Faculty Committee (DFC) at the Colleges and placed for ratification before the BoS at its subsequent meeting. The DFC shall comprise the Principal of the college, Coordinator of the Programme and Teachers teaching the Programme.

6. The Department / College shall notify the Core and Optional Courses offered to students for the subsequent semesters.

7. In addition, DC / DFC may identify Courses for Self Learning Courses in the form of Field Work, Project, Summer Training, Online Courses and other such courses. The BoS shall approve and specify the Credits for these Courses. A student may obtain a maximum of 8 Credits in MBA(FS) and 16 Credits in BBA(FS) for such Courses.

8. Each course may comprise 1, 2, 3, 4, 5 or 6 number of Credit(s), and may consist of only theory, or theory and practicals, or any other activity as specified under OA-22.5.7.

9. Minimum number of students for an Optional Course shall be not less than 25% of the intake.

10. (a) The DC at the University department/ DFC in the colleges shall be responsible for the proper implementation and conduct of the Credit-based MBA(FS) and BBA(FS) Degree Programme(s).

(b) Ordinarily one teacher will teach an entire course, unless the course requires more than one teacher to meet intra- or inter-disciplinary requirements.

(c) The Course outline / Session plan for each course offered during the Semester shall be submitted by the Teacher / Instructor to the DC / DFC before the commencement of teaching of the said Course.

(d) The course structure and syllabus of Core and Optional Courses for MBA(FS) and for BBA(FS) shall be as recommended by the BoS and approved by the Academic Council, and shall be uploaded on the University /College website, prior to offering of the Course.

OA-22.6 Scheme of Examination

The assessment of all Courses shall comprise continuous Intra-Semester Assessment (ISA) and Semester-End Assessment (SEA) and shall be fully internal.

1. (a) Each teacher of the concerned Course shall be the examiner for the portion she/he has taught. The teacher/instructor of the Course shall be the Course Coordinator and shall coordinate the teaching, examination, and evaluation (both continuous ISA and SEA) of the Course and maintain records of all Assessments / Tests / Examinations.

(b) When more than one teacher is involved in teaching a Course, one teacher preferably a regular teacher from the Department shall be identified as the Course Coordinator by the DC/DFC.

2. (a) The nature of assessment for ISA may be any one or more of the following: Written/Oral, Open/Closed Book, Scheduled/Surprise, Objective/Multiple-Choice, Short-Answer-Type, Essay-Type, Seminar, Assignment, Experimental-Work, Field-Work, Viva-Voce, Peer Group Assessment, Class Participation. However, each theory course shall have at least 50% ISA in the form of written or any other evidence-based component.

(b) SEA shall constitute only written test.

(c) It shall be ensured that module(s) of the syllabus taught is/are reflected in the question paper/ assessment pattern and there is a rational distribution of items and questions and their weightage vis-à-vis the teaching time of the module(s).

3. A course shall have a single head of passing based on the combined performance at the continuous ISA and SEA. Fractional marks shall be rounded off to the nearest integer only for the final aggregate of marks.

4. The DC / DFC shall constitute a Departmental Examination Committee (DEC) to monitor the conduct of the continuous ISA and SEA.

5. The course-wise schedule of internal assessment shall be displayed in the department at the beginning of each semester.

6. The assessed answer scripts shall be shown to the candidate(s) by the concerned teacher and the result displayed on the Notice Board. The question paper and the marks assigned along with the assessed answer scripts shall be submitted to the Head of the Department, within seven days after the conduct of each course.

OA-22.7 Evaluation of Courses

1. Evaluation of the Courses shall be by ISA and SEA. ISA shall be evaluated for 40% of the total marks of the Course. For 1 Credit course, a single ISA shall be conducted and evaluated for 40% of total marks of the Course. An additional assessment, irrespective of the number of Credits a Course carries, may be provided on the request of students to improve the Grade, in which case the assessment with the least score shall not be considered for ISA. All internal assessments shall be completed by the last teaching day of the Semester.

2. Ordinarily a teacher who teaches a particular Core Course or part thereof shall assess the performance of the students in the ISA component of that Course. Guest Faculty / Contributory Teachers teaching a Course or part thereof shall conduct such assessment in consultation with the Programme Coordinator.

3. There shall be continuous review of the teaching Programme by the DC / DFC in every Semester.

4. Each credit of a course shall be evaluated for 25 marks. All courses shall be evaluated for marks proportionate to the number of credits.

5. The weightage for the ISA and SEA in every Course shall be 40% and 60% respectively.

6. The SEA shall be conducted as per the academic calendar. The DC / DFC shall workout the examination schedule for SEA in consultation with other departments from where the students are taking Optional Courses, which shall be approved by the DC / DFC and displayed on the Notice Board before the last teaching day of the Semester. The same shall be communicated to the concerned Departments.

7. **(Effective from 29th September, 2017)** The duration of all comprehensive written SEA examinations for BBA(FS) carrying 25 marks or less, shall be of one hour; SEA carrying 25 marks and upto 50 marks, shall be of 90 minutes; SEA carrying above 50 marks, shall be of two hours.

8. The SEA answer scripts shall be assessed by the teacher concerned within one week from the date of the examination. Before finalizing the scores obtained the answer scripts should be shown to the students after specifying the date and time on the Notice Board well in advance.

OA-22.8 Summer Training and Summer Internship

1. **(Effective from 20th June, 2016)** For MBA(FS), the Summer Training shall be of 8 Credits and is compulsory.

(a) It shall be undertaken after the Second semester and before the start of the Third semester.

(b) The DC shall decide at the end of the preceding Semester, the modalities relating to the Summer Training, which shall be informed to the students.

(c) On completion of the Training, each student shall submit a Summer Training Report to the Department through the guiding Teacher within one month of the start of the following Semester. Ordinarily, no student shall be allowed to submit the Summer Training Report after the due date.

2. **(Effective from 29th September, 2017)** For BBA(FS), there shall be two compulsory Summer Internships with Project Reports, each of 4 Credits, for a total of 8 Credits.

(a) The Summer Internships shall be undertaken after the end of the Second Semester and the Fourth Semester, and before the start of the following semester.

(b) The DFC shall decide at the end of the preceding Semester, the modalities relating to the Summer Internships/ Project Reports, which shall be informed to the students.

(c) On completion of each Internship, each student shall submit a Summer Internship/ Project Report to the Department through the guiding Teacher within one month of the start of the following Semester. Ordinarily, no student shall be allowed to submit the Project Reports after the due date.

(d) **(Effective from 29th September, 2017)** Teachers shall be assigned a weekly workload of 1 hour for guiding upto 3 students, 2 hours for guiding 4 – 6 students, and 4 hours for guiding 7 – 10 students.

OA-22.9 Corporate Internship and Dissertation

(Effective from 20th June, 2016) For MBA(FS), Corporate Internship of 8 Credits and Dissertation of 12 Credits are compulsory and shall be undertaken during the Fourth Semester.

1. **(Effective from 20th June, 2016)** The DC shall decide at the end of the preceding Semester, the modalities relating to the Dissertation, which shall be informed to the students.
2. **(Effective from 20th June, 2016)** Topics for Dissertation shall be approved by the guiding teacher.
3. **(Effective from 20th June, 2016)** The DC shall decide the number of students each teacher can guide with an equitable distribution of students to guides, by dividing the total number of Dissertation within the Department by the existing number of teachers in the Department.

4.(a) The student shall declare, in the prescribed proforma, that the Dissertation is his/her own work and that all the sources used by him/her are duly acknowledged.

(b) The guiding Teacher shall certify, in the prescribed proforma, that the Dissertation is an original work of the candidate completed under his/her supervision.

5.(a) For MBA(FS), students shall submit one Soft Copy on a CD and two bound copies of the Dissertation to the Department through the guiding Teacher, not later than 2 weeks before the end of the Semester. Ordinarily, no student shall be allowed to submit the Dissertation after the due date.

(b) The format shall be as follows:

(i) The paper shall be of A4 size (except for drawings, graphs and maps, on which no restriction is placed), with a margin of 2.5 cm on the left hand side. The text shall be in Times New Roman, 12 pt font size. The front cover of the Dissertation, bound in a standardized form, should contain the title of the Dissertation, degree, date and name of the student concerned. The Dissertation shall be neatly typed in double space and only on one side of the paper.

(ii) The soft copies of the Dissertation shall be submitted in PDF format for uploading on Library Website after the declaration of the results.

OA-22.10 Evaluation of Dissertation and Report

1.(a) The Dissertation shall be assessed by the Guide / Supervisor and by the DC; the Project Reports shall be assessed by the Guide / Supervisor and by the DFC.

(b) The student shall make a presentation of the work before the DC / DFC with a minimum of three members, who shall assess the work. Average of the marks of all the members present shall be considered for the evaluation of the Dissertation / Project Reports which shall carry 50% of the total marks assigned for Dissertation / Project Reports.

(c) The Guide shall assess the Dissertation / Project Reports independently for 50% marks.

(d) The final marks for the Dissertation/ Project Reports shall be an aggregate of the assessment by the guide and by the DC/ DFC.

2.(a) To pass in the Dissertation / Project Reports a student has to secure a minimum grade of 'P' as indicated under OA-22.11.1

(b) A student who fails in the Dissertation / Project Reports may be allowed to re-submit the Dissertation / Project Reports after incorporating suitable modifications under the guidance of the teacher.

OA – 22.11 (Effective from 20th June, 2016) Award of Grade

Marks awarded in each Course shall be represented in the form of Grades and Grade Points. The result of each Semester shall be declared as Semester Grade Point Average (SGPA) and Final result shall be declared as Cumulative Grade Point Average (CGPA).

1. **(Effective from 20th June, 2016)** The percentage awarded in the ISA and SEA shall be added for awarding the grade and grade points for each course, as indicated in the table below.

Range of percentage scored	Grades	Grade Points
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

2. Every student shall have to secure a minimum of 'P' grade to pass the course.

3. (Effective from 29th September, 2017) There shall be no award of grace marks or entitlement marks, or provision for re- evaluation of answer scripts for MBA(FS) and BBA(FS).

4. (a) Students who do not secure 'P' grade in any course, shall have the option of answering SEA component in the following semester(s), for which the ISA score shall be carried forward.

(b) Appearance in ISA and SEA, is compulsory for passing.

5. The Teacher for each Course shall be responsible for finalizing the assessment pattern and for taking care that the assessment reflects teaching / learning-time and weightage assigned to the topic / unit / module is as prescribed in the course outline.

6. (a) Calculation of weighted grade points of a course shall be done by multiplying the grade points scored, by the number of Credits of the respective course. Calculation of Semester Grade Point Average
(SGPA) and Cumulative Grade Point Average (CGPA) is:

(b) The SGPA is the ratio of the sum of the product of the number of Credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student:

$$SGPA(Si) = \Sigma(Ci \times Gi) / \Sigma Ci$$

where "C*i*" is the number of credits of the *i*th course and G*i* is the grade point scored by the student in the *i*th course.

7.(a) **(Effective from 20th June, 2016)** The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a Programme:

$$CGPA = \Sigma(Ci \times Si) / \Sigma Ci$$

where 'Si' is the SGPA of the ith semester and 'Ci' is the total number of credits in that semester.

(b) **(Effective from 20th June, 2016)** The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

(c) **(Effective from 20th June, 2016)** For each Course a student securing 'F' or 'Ab' grade in the Course shall not be entitled to earn any credits for that Course.

8. (a) **(Effective from 20th June, 2016)** For MBA(FS), the CGPA is to be calculated taking into account all the Courses, which shall include Credits of all Core Courses, Summer Training Report, Corporate Internship, Dissertation, and best of the remaining Optional Courses opted by the student over all the Semesters of the Programme as specified under Ordinance OA-16.4.5(a)(ii).

(b) **(Effective from 29th September, 2017)** For BBA(FS), on completion of all Credits, the CGPA shall be computed by dividing the total number of the weighted grade points in all the six/ more semesters, corresponding to 148 Credits, divided by the maximum possible weighted grade points, corresponding to the Core Courses, Ability Enhancement Compulsory Courses, Skill Enhancement Courses, Discipline Specific Elective Courses and Generic Elective Courses, opted for by the student.

(c) (i) **(Effective from 20th June, 2016)** The CGPA shall be converted to the Final grade, as shown in the table below:

CGPA	Grades
10.0	O (Outstanding)
9.0 - <10.0	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)
<4.0	F (Fail)

(ii) **(Effective from 20th June, 2016)** A candidate who fails to earn the required number of Credits to award the Degree shall be declared 'Fail'.

(d) **(Effective from 29th September, 2017)** The CGPA shall be calculated upto two decimal places. If the CGPA is higher than the indicated upper limit in the two decimal digits by a factor of ≥0.005, then the higher grade will be awarded. Example: A candidate with CGPA ≥4.995 will be awarded 'C' grade. A candidate who has not earned 100 Credits / 148 credits will be given final grade 'F' and be declared 'Fails'.

9. At the end of each Semester, within one week from the last teaching day, the ISA scores have to be sent to the CoE after the approval of the DC/ DFC. SEA scores have to be moderated and approved by DC/ DFC and sent to the CoE within a week of the last assessment. Examination section shall prepare Grades and declare results within two weeks of the receipt of the SEA scores.

10. Students, who have not completed the programme in Four Semesters MBA(FS) and in Six Semesters BBA(FS), are permitted to re-register for additional semester(s) and opt for courses, provided that these courses are available for instruction in the Department/ College. Such candidate(s) shall be treated as supernumerary for the particular Course.

11. **(Effective from 29th September, 2017)** A student shall have to opt for a minimum of 10 credits and not more than 26 Credits in a Semester.
To be eligible for the award of MBA(FS) Degree, a student shall be required to acquire a minimum of 100 Credits and be enrolled for a minimum of Four Semesters.

To be eligible for the award of BBA(FS) Degree, a student shall be required to acquire a minimum of 148 Credits and be enrolled for a minimum of Six Semesters.

OA-22.12 Academic Audit Committee (AAC)

(Effective from 20th June, 2016) There shall be an audit of Academic Programme for the department at Goa University or College conducted by an Academic Audit Committee (AAC).

1. **(Effective from 20th June, 2016)** The AAC shall comprise three members nominated by the Vice-Chancellor for each academic year from the panel of experts prepared by the BoS and approved by the Academic Council.

2. **(Effective from 20th June, 2016)** The audit shall be conducted once in two years, within two months after the declaration of results.

3. The conduct of the academic audit by the AAC shall consist of the following:

(a) To review question papers of the assessments held during the preceding year/semester.

(i) To determine the adequacy of coverage of the syllabus.

(ii) To determine the standard of questions in relation to the syllabus.

(b) To review sample answer scripts to check for objectivity and uniformity of assessment.

(c) To scrutinize the records of ISA and SEA maintained by the Department, in order to determine the suitability and adequacy of the methods of assessment.

(d) Evaluation and suggest of remedial measures on the basis of feed-back obtained from the students.

4. The AAC shall prepare a report and submit the same to the Vice-Chancellor, who, after making necessary observations, shall forward the same to the concerned BoS. The BoS shall make suitable recommendations to the DC/ DFC for implementation.

5. The AAC at the University shall be coordinated by the Controller of Examinations, and the AAC at Colleges shall be coordinated by the Principal.

OA-22.13 Grievance Committee:

1.(a) There shall be a Grievance Committee of three teachers from the Department for matters related to examination and evaluation.

(b) The Committee shall be constituted at the commencement of every academic year. The Vice-Chancellor / Principal shall appoint one of the three as Chairperson.

(c) No Teacher against whom a grievance is made shall participate in the meetings of the Committee.

2. The Grievance Committee shall examine and decide on the grievances relating to the marking of answer-scripts/evaluation of tests of the students. However, it may also consider any other matter.

3.(a) A student shall address his/her grievance(s) to the Head of Department / Programme Coordinator, who shall place the same before the DC/ DFC for redressal. If the grievances are for the Course(s) taught by the Head of the Department / Programme coordinator, the grievances shall be addressed to the Dean / Principal.

(b) If the student continues to feel aggrieved, the grievance application shall be referred to the Grievance Committee by the DC / DFC.

4. If the Grievance Committee finds that there is a *prima facie* case, it may refer the respective answer-scripts/ assignments, to an expert outside the University/ College, for which the student shall have to pay the prescribed fee. The result of such an evaluation shall be final and binding.

5. The decision of the Grievance Committee shall be communicated to the

student within one month of his/her filing of the grievance.

OA-22.14 Feedback

At the end of the teaching of every semester there shall be an assessment of the teacher, the course taught and of the overall programme, by the student(s), the records of which shall be retained by the Internal Quality Assurance Cell (IQAC).

OA-22.15 Coordination Committee

There shall be a Coordination Committee with three faculty members from the Department, for the MBA(FS) and BBA(FS) Programme, to resolve anomalies arising during the implementation of the Programmes.

1. The Vice-Chancellor shall appoint the Coordination Committee comprising a Dean of the Faculty, as Chairperson and two faculty members of the Department. The committee shall be assisted by the Academic Section of the University.
2. The committee shall consider suggestions received from students, HoD, faculty members, BoS, Faculty Board, Examination Section, and recommend modification of existing provisions or introduction of new provisions.

Ordinance OA-23 relating to the Degree in Bachelor of Vocation (B.Voc.). (Effective from the academic year 2015-2016)

OA-23.1 General

OA-23.1.1 Objective

(i) To provide judicious mix of skills relating to a profession and appropriate content of General Education.

(ii) To ensure that the students have adequate knowledge and skills, so that they are work-equipped at each exit point of the Programme.

(iii) To provide flexibility to the students by means of pre-defined entry and multiple exit points.

(iv) To integrate National Skill Quality Framework (NSQF) within the undergraduate level of higher education in order to enhance employability of the graduates and meet industry requirements. Such graduates, apart from meeting the needs of local and national industry are also expected to be equipped to become part of the global workforce.

(v) To provide vertical mobility to students who have passed HSSC or its equivalent, with vocational subjects.

OA-23.1.2 Nomenclature of the Course

The nomenclature of the course shall be Diploma/Advanced Diploma/B. Voc Degree in Programmes as decided from time to time. The Programmes shall be in keeping with NSQF.

OA-23.1.3 Duration and NSQF level of the Programme

The duration of the Programme shall be as given in the table below.

Nomenclature	Duration	NSQF Level
Diploma	Two Semesters	Level 5
Advanced Diploma	Four Semesters	Level 6
B. Voc Degree	Six Semesters	Level 7

OA-23.1.4 Eligibility

Any candidate who has passed the HSSC or its equivalent, in any stream from Goa Board of Secondary and Higher Secondary Education or equivalent is eligible for admission to the First Semester.

OA-23.1.5 Admission

(i) Admission shall be based on the merit list prepared on the basis of an aggregate of 40% of marks at the qualifying exam and 60% of an aptitude assessment / interview.

(ii) Number of seats under various reservation categories specified by the State Government, shall be in accordance with the directives of the Government of Goa and as adopted by Goa University. Candidates applying for admission under these categories shall be required to submit a valid certificate to that effect issued by the Officer of the rank of the Deputy Collector or any other authorized Officer as notified by the State Government.

(iii) The fee structure shall be as decided by the University/ Fee Fixation Committee, from time to time.

OA-23.2 Programme structure

1. The B.Voc. Programme shall comprise credits for Skill-based Courses and General Education as per the following table:

Nomenclature	Duration	Skill-based Credits	General Education Credits	Total Credits
Diploma	Two Semesters	36	24	60
Advanced Diploma	Four Semesters	72	48	120
B.Voc. Degree	Six Semesters	108	72	180

2. Each Programme may have Core Courses and Optional Courses as recommended by the Board of Studies (BoS) and approved by the Academic Council

3. Courses of each Programme shall be assigned Credits as recommended by the BoS and approved by the Academic Council, and shall be notified in the Prospectus of the Institution offering the Programme(s).

4. One Credit shall be equivalent to 15 hours for theory, workshops/labs and tutorials, 30 hours for internship/field work and self-learning, based on e-content or such other.

OA-23.3 Scheme of Examination

OA-23.3.1 Evaluation Scheme

(i) There shall be continuous Intra Semester Assessment (ISA) and Semester End Assessment (SEA).

(ii) ISA and SEA shall be conducted by the faculty teaching the Course.

(iii) The assessment for the Theory, Practical and Internship Courses/components shall be as follows:

(A) Theory

(a) The ISA may comprise written tests/ seminar presentations/ field based assignments/ and other such forms of assessment.

(b) The SEA shall consist of a comprehensive written exam.

(c) The duration of a written examination carrying 25 marks shall be of 1 hour, those carrying above 25 marks and up to 50 marks shall be of two hours and those carrying above 50 marks shall be of three hours.

(B) Practical

(a) The ISA for the skilled component of the Courses shall be a comprehensive laboratory course examination/fieldwork report assessment.

(b) The SEA for the skilled component of the Courses shall be through a written examination and/ or viva-voce.

(C) Internship training

The candidate shall be required to obtain a certificate from the firm indicating that he/she has satisfactorily completed the required training and shall submit an Internship Report to the Guide/ Teacher In-charge, who shall be a faculty member.

(a) ISA shall be conducted by the internal faculty, and shall include an assessment of the Final Internship Report by the Guide/ Teacher In-charge, who shall be a faculty member.

(b) SEA shall comprise an evaluation of the Report and a viva-voce.

(iv) Total marks assigned to ISA and SEA for individual Courses of each Programme shall be as recommended by the Board of Studies and approved by the Academic Council, and shall be notified in the Prospectus of the Institution offering the Programme(s).

(v) A Course shall have a single head of passing on the combined performance at the ISA and SEA.

(vi) The standard of passing shall be 40% of the aggregate in each Course. Fractional marks shall be rounded off to the nearest integer on the sum total of the ISA and SEA.

OA-23.3.2 Eligibility to appear for SEA

A student registered in a Semester for any Course, shall be required to have a minimum cumulative attendance of 75% of the total lectures and practicals prescribed for the Programme during that Semester. However, a student shall be required to have a minimum of 50% attendance in any individual Course.

OA-23.3.3 Examination Committee

(i) The Principal/ Head of Institution shall constitute an internal three member Examination Committee from amongst the faculty, which shall be chaired by the In-charge of Examinations, who shall be a senior faculty member. The Committee may co-opt other faculty members if required. The tenure of this Committee shall be for a period of three years.

(ii) The Committee shall undertake the following tasks:

(a) Specify the structure and mode of evaluation including the nature of question papers of continuous ISA and SEA

(b) Draw the schedules for all examinations

(c) Conduct the examinations

(d) Co-ordinate with the University

(e) Final tabulation, verification and preparation of Result Sheets of all the Programmes for the examinations conducted by the College.

OA-23.3.4 Grading System

Marks awarded in each Course shall be represented in the form of Grades. The Final result shall be declared as Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

(i) The percentage awarded in the ISA and SEA shall be added for awarding the grade for each course, as indicated in the table below.

Range of percentage scored	Grades	Grade Points
90 – 100	O (Outstanding)	10
75 – <90	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

Every student shall have to secure a minimum of 'P' grade to pass the course.

(ii) Weighted grade points of a course shall be calculated by multiplying the grade points scored, by the number of Credits of the respective course.

(iii) (a) The SGPA is the ratio of the sum of the product of the number of Credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student:

$$SGPA\ (Si) = \Sigma(Ci \times Gi) / \Sigma Ci$$

where "C*i*" is the number of credits of the *i*th course and G*i* is the grade point scored by the student in the *i*th course.

(b) The SGPA shall be rounded off to 2 decimal points and reported in the transcripts.

(c) For each course a student securing 'F' or 'Ab' grade in the course shall not be entitled to earn any credits for that course and provisions of OA-23.3.6 shall be applicable.

(iv)(a) On completion of all Credits, the CGPA shall be computed by dividing total number of the weighted grade points in all the semesters.

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

$$CGPA = \Sigma(Ci \times Si) / \Sigma\ Ci$$

where S*i* is the SGPA of the *i*th semester and C*i* is the total number of credits in that semester.

(c) The CGPA shall be converted to the Final grade, as shown in the table below:

CGPA	Grades
9.5 – 10.0	O(Outstanding)
9.0 – <9.5	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)
< 180 Credits	F (Fail)

(d) The CGPA shall be calculated upto two decimal places. If the CGPA is higher than the indicated upper limit in the two decimal digits by a factor of ≥0.005, then the higher grade will be awarded. Eg. A candidate with CGPA ≥4.995 will be awarded 'C' grade.

(e) The final grade sheet shall be submitted by the examiner(s) for each Course along with the attendance to the Head of the Institution.

OA-23.3.5 There shall be an academic audit for each Programme. The Audit Committee

(a) shall consist of:

(i) The Dean of the Faculty as Chairperson

(ii) Two Experts in the subject.

(b) On the recommendation of the Audit Committee, the College shall forward the consolidated Grade-sheet for each Programme, authenticated by the Principal / Head of Institution, to the Controller of Examinations, Goa University, for declaration of the results.

OA-23.3.6 Repeat Examinations

(i) In case a student fails in the SEA, or fails to appear in the SEA alone, he/she shall be given the opportunity to appear at a Supplementary SEA (SSEA) to be conducted after a period of two weeks from the date of declaration of results.

(ii) In case a student fails in the SEA/SSEA, he/she shall have the option to repeat the course.

(iii) A student shall be required to successfully complete a Programme within twice the duration for that particular Programme, failing which he/she shall have to discontinue the Programme, or re-register for the Programme.

OA-23.4 Verification and Revaluation

Verification and Revaluation shall be permitted only in case of Written Papers and the same may be done as recommended by the BoS and approved by the Academic Council.

OA-23.5 Award of Diploma, Advanced Diploma and B.Voc. Degree

All such persons who have undergone the prescribed courses and have passed the qualifying examinations shall be awarded the Diploma/Advanced Diploma/ B.Voc. Degree.

Ordinance OA-24 for Masters Degree in Business Administration (MBA), Bachelors Degree in Business Administration (BBA) and Integrated Masters in Business Administration (IMBA) at Goa University and in its Affiliated Colleges (Applicable for candidates who register from the Academic Year 2016-17 onwards).

OA-24.1 General

Objective of the Programmes

To build competence in students to effectively undertake managerial jobs in organizations

OA-24.2 Duration of the Programmes

MBA Programme is of two years duration.
BBA Programme is of three years duration.
IMBA Programme is of five years duration with an exit option after three years with a BBA Degree.

OA-24.3 Degree to be Awarded

The Nomenclature of the degree to be awarded shall be Masters Degree in Business Administration, Bachelors Degree in Business Administration, Bachelors Degree in Business Administration (Tourism and Travel), Bachelors Degree in Business Administration (Hospitality and Culinary Management), Bachelors Degree in Business Administration (Shipping Management) and Integrated Masters in Business Administration (Hospitality, Travel and Tourism) at Goa University and in its Affiliated Colleges.

In case of students who exit after three years from the IMBA Programme, they shall be awarded a Bachelors Degree in Business Administration (Hospitality, Travel and Tourism).

OA-24.4 Admission and Eligibility

(a) The procedure for admission to various Programmes shall be decided by the Admission Committee appointed by the Vice-Chancellor for an Academic Year. Admission Committee shall consist of selected Principals / Course Directors of Affiliated Colleges/ recognized Institutions, Dean of the Faculty and one member of the Department under which the Programme is offered. Students may be admitted at the beginning of the Programme every year subject to conditions of affiliation.

(b) Eligibility for admission to Bachelors Programmes and Integrated MBA shall be pass in XIIth Standard or equivalent. The eligibility for admission to MBA shall be minimum of 50% of marks at Bachelors Degree Examination of a recognized University.
In addition, candidates shall be required to qualify through the Entrance Test as decided by the Admission Committee.

(c) Reservation of seats shall be in accordance with the directives of Government of Goa as adopted by Goa University.

OA-24.5 Scheme of Instruction

(i) Minimum number of Credits to be earned by the student for successful completion of the Programme shall be as provided in OA-24.5 (v).

(ii) The Programmes shall be divided into Trimesters for BBA and Semesters for MBA and IMBA. Courses shall be offered accordingly by the concerned Department / Affiliated College, depending on availability of faculty members and other resources.

(iii) The University Department /Affiliated Colleges offering the Programme/s shall offer Courses from a list of Core and Optional Courses as recommended by Board of Studies and approved by Academic Council. For each Optional, pre-requisite Courses, if any, shall be specified.

(iv) Each Course, other than Internships, shall be of one to six Credits. One Credit stands for 15 contact hours or one week of Internship.

(v) **(w.e.f.27th June 2018)** Minimum Credit requirements for Programmes

(V) Minimum Credit Requirements for programmes

Category	Course	BBA	MBA	IMBA
Core Course	Core Business Courses	52	34	86
Soft Skills	Soft Skill Courses	12	06	18
Optional Courses	Optional Business Courses	30	24	54
	Optional Non-Business Courses	24	06	30
Internships	Internships in Organizations and Report	16	24	40
	Internship Seminar	06	04	10
Total Credit for the Programmes		140	98	238

(vi) In Programmes with specific Specializations, the Credit requirements in the areas of Specialization shall be a minimum of 50% of the total Credits, excluding Internship. Internship in Organizations shall be in the area of Specialization.

(vii) For all Courses, Evaluation Schemes and detailed Course Outlines shall be made available to the students by the Department before the commencement of the Course.

(viii) A Course shall comprise lectures/tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva voce/ seminars/ term papers/assignments/ presentations/ self-study/ case studies and such others or a combination of any of these. Sessions shall be interactive in nature to enable peer group learning.

(ix) The syllabus of Core and Optional Courses shall be as recommended by the Board of Studies and approved by the Academic Council, and shall be uploaded on the University /College website prior to offering of the Course.

(x) A student may register for Project Courses subject to a maximum of 5% of total Credits of a Programme. Project Courses can be opted only in lieu of Optional Courses, under the supervision of regular/visiting faculty.

OA-24.6 Scheme of Examination

The assessment of all Courses shall comprise continuous Intra-Semester / Trimester / Course Assessment (ISA) and End-Semester / Trimester / Course Assessment (SEA) shall be fully internal.

(i) Each Credit carries 25 marks.

(ii) The concerned teacher, with the consent of the Departmental Council (DC) or equivalent body of faculty members of the Affiliated Colleges shall decide the method as well as the content of evaluation of each ISA and SEA.

(iii) The ISA shall be of 50% weightage, in which an individual component shall not exceed 30% of the total evaluation.

(iv) There shall be SEA with 50% weightage of total evaluation covering the entire Course.

OA-24.7 Scheme of Evaluation

(i) Common Grading System of the University as stated in OA-16.4 shall be applicable.

(ii) The method as well as the content of evaluation of Internships shall be decided by the Departmental Council. All Internship Seminars shall be organized as public seminars, unless the organizations on which the work was done require the results to be kept confidential. In such a case, only the examiners shall be present during the Seminar.
For Internship Seminars, one of the examiners shall be from the Industry, who shall grade the Seminars along with Internal Faculty. However, reports

shall be graded only by Internal Faculty.

(iii) A student shall be considered to have completed the Programme when the student fulfills both the minimum credit and minimum duration requirements for the Programme for which he/ she has enrolled.

(iv)(a) In case of students who have registered for Courses in Colleges / Institutions from other than this University, Credit transfers and the equivalence of grades and grade points shall be determined on a case to case basis by the Departmental Council of the Department offering the Programme/s or the equivalent body of the faculty members of the concerned Institution.

(b) Credit transfer shall be limited to a maximum of 25 per cent of the total Credits, except in the case of approved exchange Programmes.

(c) Credits and grades obtained by a student shall be transferred to another Institution on request from the institution as well as from the student.

OA -24.8 Award of Grade

(i) Grade Points shall be awarded as provided under OA-16.4

(ii) Grade Sheet shall be issued by the University or College / Institution to the student, at the end of the Semester or Trimester, as the case may be, stating Credits for each Course, marks, grades, grade points and Semester / Trimester Grade Point Average.

(iii) At the end of the Programme, Grade Sheet shall be issued by the University to the student, indicating marks, grades, grade points, Cumulative Grade Point Average and the corresponding overall Grade.

(iv) The scores obtained by the students in each of the Programmes shall be handed over to the Controller of Examinations for declaration of results and printing of Final grade sheets.

(v) A student who fails or who desires to improve grades shall re-register for the same Course or another Course in the same category.

OA-24.9 Academic Audit Committee (AAC)

(i) There shall be an AAC to assess the manner in which classes are conducted and the method as well as the content of evaluation of each Course of each term.

(ii) The Chairperson shall be appointed by the Vice Chancellor for a period not exceeding three years, for the University and each College. The remaining members of the committee are to be selected by the Chairperson from a master panel approved for the purpose. The Committee shall consist of at least three members of which at least two will be from outside the University / College, as the case may be. At least one member should be from the corporate sector and one from a premier Institution.

(iii) The AAC shall meet at least once in a year and submit the report to Vice Chancellor. Vice Chancellor may forward the same to Board of Studies for consideration.

OA -24.10 Grievance Committee

(i)(a) There shall be a Grievance Committee of three teachers from the Department for matters related to examination and evaluation.

(b) The Committee shall be constituted at the commencement of every Academic Year. The Vice-Chancellor / Principal shall appoint one of the three as Chairperson.

(c) No Teacher against whom a grievance is made shall participate in the meetings of the Committee.

(ii) The Grievance Committee shall examine and decide on the grievances relating to the marking of answer-scripts/evaluation of tests of the students. However, it may also consider any other matter.

(iii)(a) A student shall address his/her grievance(s) to the Head of Department /Programme Coordinator, who shall place the same before the DC / Equivalent Body for redressal. If the grievances are for the Course(s) taught by the Head of the Department / Programme coordinator, the grievances shall be addressed to the Dean / Principal.

(b) If the student continues to feel aggrieved, the grievance application shall be referred to the Grievance Committee by the DC / Equivalent Body.

(iv) If the Grievance Committee finds that there is a prima facie case, it may refer the respective answer-scripts/ assignments, to an expert outside the University/College, for which the student shall have to pay the prescribed fee. The result of such an evaluation shall be final and binding.

(v) The decision of the Grievance Committee shall be communicated to the student within one month of his/her filing of the grievance.

(w.e.f.12th March 2018) ORDINANCE OA-25 RELATING TO CHALLENGE EVALUATION IN THE SEE/SEA/UNIVERSITY EXAMINATION COMPONENT OF THEORY COURSE/S:

1 Application for challenge evaluation shall be submitted to the Controller of Examinations through the Principal/Head of the Department/Head of the Institution within seven working days of the declaration of revaluation result in cases of Programmes wherein revaluation provisions exist. In cases of Programmes without revaluation, and Programmes with double evaluation, the application for challenge evaluation shall be submitted through the Principal/Head of the Department/Head of the Institution within seven working days of the declaration of result.

OA-25.2 Challenge evaluation shall be allowed in all Courses/Papers of all Programmes at all

levels.

OA-25.3 Only the theory component of the Course/Paper and the answer books of the end semester/ trimester/ annual written examination shall be covered under this provision. This provision shall not be applicable to the Internal/ ISA/ Laboratory/ Practical/ Field Work/ Project Work/ Dissertation/ Seminar components of Course/s or Paper/s or Programme/s.

OA-25.4 The fee per Course/Paper shall be ₹.5,000/-. Candidates belonging to SC and ST categories shall be eligible for 50% concession in this fee. The answer book shall be evaluated by a senior external examiner not below the rank of an Associate Professor appointed by the University from a Panel of Examiners suggested by the Board of Studies in various subjects and approved by the University. The Examiner should not have been involved in the regular assessment/first or second assessment of the relevant Course/Paper earlier. After the challenge evaluation is done, if the increase in marks on the single evaluation/ double evaluation/ revaluation result (as applicable) is 15% or more of the maximum marks allotted for the written examination in a Course/Paper, or each of the Course/Paper applied for in a Programme, an amount of ₹ 2,500/- per Course/Paper, shall be refunded to the candidate. If it is less than 15% per Course/Paper applied for, no amount shall be refunded to the candidate. The result of the candidate in the Course/s or Programme/s shall be revised based on the marks obtained in the Challenge Evaluation, irrespective of increase or decrease in the marks. If there is no change in the marks, then the original result shall be considered as final.

OA-25.5 The outcome of the challenge evaluation shall be binding on the student. An undertaking to this effect shall be obtained from the student along with the application for challenge evaluation (Form A-8 and Form A-9).

UNDERTAKING
FOR CHALLENGE EVALUATION

Form A - 8

(See OA-25 of Part A)

(To be submitted on a plain paper)

I _____ hereby state that I have been granted a special facility of the Challenge Evaluation of my paper(s) _____ [Code(s) of Paper(s)] at the Semester(s) _____ of _____(Degree/Diploma/etc.) examination of _____ (mm/yyyy).

I confirm that I shall accept the marks/evaluation of this independent assessment as prescribed in the relevant Ordinance of Goa University, irrespective of increase/decrease/no change in the original marks.

I hereby undertake to abide by the decision of the University in the matter of this evaluation facility that has been provided to me.

Name of student: _____

Signature: _____

Date: _____

Witness No. 1

Name: _____

_____

Signature: _____

_____

Date: _____

_____

Details of Photo ID attached: _____

Witness No. 2

Name:

Signature:

Date:

Details of Photo ID attached: _____

GOA UNIVERSITY

APPLICATION FOR CHALLENGE EVALUATION OF ANSWER-BOOKS

(The form for challenge evaluation to be submitted to the Controller of Examinations, Goa University through the Principal/Head of Institution/University Department)

(Fees: As notified by Goa University from time to time)

(Use separate form for each Examination/Semester)

Form A - 9

(See OA-25 of Part A)

Challenge Evaluation Case No.

To
The Controller of Examinations,
Goa University,
Taleigao Plateau, Goa

Sir,
I, the undersigned apply for challenge evaluation of my answer book as per details given below.

1. Name of the Candidate :_____
2. Address : _____
   _____
3. Permanent Registration No. : _____
4. Seat No. : _____
5. Programme : _____
6. Month and Year of Examination:_____
7. College/Department with address : _____
   _____

Paper/Course in which Challenge Evaluation is sought.

Sr. No.	Course/Paper	Course code	Marks obtained	Marks out of
1.				
2.				
3.				
4.				
5.				

The prescribed fee of Rs. _____ for Challenge Evaluation of answer book(s) has been paid by D.D. No./ Indian Postal Order No./ Bank Challan No. _____ dated _____ in favour of the Registrar, Goa University and payable at Panaji, Goa.
I enclose the certified true copy of statement of marks.
I have read the rules and accepted them.

Yours faithfully,

Signature of the Candidate

The application has been verified and found correct in all respects and it is forwarded for needful action.
Place:
Date: Signature
(Principal/Head of Institution/University Department)

(With Seal)

----------XXXX ----------

OA-26 Award of entitlement marks at the University Examinations under the Choice Based Credit System (CBCS) for B.A./B.A. (Hons.)/B.Sc./B.Sc. (Hons.)/B.Com./B.Com. (Hons.) Programmes. (w.e.f. 30th May, 2018)

OA-26.1 Scheme for Award of Entitlement Marks:

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

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

OR

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

OR

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

A. Cultural Events – At the University Level

a) All students who are members of the Winning and Runners-up teams at the Inter-Collegiate level where competitions for team Championships are conducted by the University.

b) In the case of individual events at the Inter-Collegiate meets conducted by the University students winning first three places, in the order of merit.

B. Cultural Events – At the Inter-University / Inter- State (representing the University, Zone or State / National (representing the University, Zone or State)/International (representing the University or State or Nation) Level.

(IV) All the above categories of students shall be entitled to 10 marks under any one or both of the conditions (a) and (b) mentioned below, for the examination pertaining to the respective Semester.

a) A candidate who fails to pass in one or more heads of passing for a course shall be awarded entitlement marks to the extent of 5 % of the maximum marks allotted to the head of passing, subject to a maximum of 5 marks in each course.

b) The entitlement marks whether allotted or not, fully or partially, under any of the heads of passing shall be shown along with the grand total with appropriate '#' sign.

The benefit of gracing mentioned above shall be given at the respective Semester examinations.

The entitlement marks under this Ordinance shall not be counted for the purpose of placement in the order of merit or award of scholarships, prizes and medals or of other awards. However, such marks can be utilized for award of higher grades.

c) Level of participation in cultural events within the State of Goa:

1. Entitlement marks may be awarded to the First three prize winners in team as well as individual events organized by the State Government/ Central Government organizations.

2. To be considered for the award of entitlement marks, at least 10 Institutions should have participated in the event.

3. The Principals of those colleges whose students have secured 1st, 2nd and 3rd prizes should verify and forward the names of the students to the University for the award of entitlement marks.

4. The organizing agencies should also forward the names of the students and a list of the participating colleges to the University.

V) Candidates who are eligible as per University eligibility rules and have to their credit participation in Sports events during the academic year/Semester as specified below:

A. Eligibility

The Candidate (Sportsperson) should be a bona fide student of Goa University or its affiliated college. She/he shall participate in the sports events approved by the Sports Council of Goa University, National Sports Federations having recognition of the Ministry of Youth Affairs and Sports / Indian Olympic Association / Association of Indian Universities after obtaining prior approval of the respective Principal / Dean / Head of Department. She/he shall be eligible for the Sports Merit Marks only after the completion of her/his performance in the event and the marks so allotted shall be counted for her/his appearance at the respective Semester Examination only. In the event of her/his performance in more than one category/sport, only the highest marks allotted in any one category/ sport will be considered.

For the purpose of allotment of marks, sports events shall be divided into the following categories:

Category A: Students representing India in the following International events.

Olympic Games, World Championships, World Cups, Davis Cup, Thomas Cup, Uber Cup, Para Olympic Games, Winter Olympics Games, Champions Trophy, Commonwealth Games, Commonwealth Championships, World University Games, World University Championships, Asian Games (Indoor/Outdoor Games), Asian Cups, Asian Championships, Asian Winter Games, Asian Para Olympics, Wimbledon Championship, US, French & Australia Open Tennis Championships, All England Badminton Tournament, Youth Olympic Games.

Category B: Students representing India in the following International events/Championships recognized by National Sports Federation which are duly

approved by the Ministry of Youth Affairs and Sports/ Indian Olympic Association/Association of Indian Universities.

One Day International Cricket Matches, Cricket Test Matches, Commonwealth Youth Games, International Athletic Permit Meet, Asian Youth Games, Asian Martial Art Games, SAF Games, Any Other International Game/Sport recognised by Indian Olympic Association.

Category C: Students representing Goa State for National events organised by the recognised National Federation which are duly approved by the Indian Olympic Association /Association of Indian Universities.

i) National Games

ii) National Championships (only one in each recognised discipline to be determined by respective National Federation)

iii) Federation Cups organised by National Sports Federations recognised by the Government of India and Indian Olympic Association.

iv) National Sports Festivals for Women.

Category D (1): Students representing Goa University in the All India Inter-University Championships, approved by Association of Indian Universities.

Category D (2): Students representing Goa University in Zonal Inter-University Championships, approved by Association of Indian Universities.

Category E1: Students representing the College in the Inter-Collegiate Tournaments as approved by the Sports Council and organised by Goa University.

Category E2: Students eligible as per eligibility rules of Goa University and participating in State Championship recognized by Sports Authority of Goa in disciplines that are not in the list of annual Intercollegiate Championships organized by Goa University.

A student shall have to attend a minimum of ten practice sessions consisting of two hours each, organized by the College/University in the form of inter class/intra mural competition/coaching in order to be eligible for participation /selection at inter college championships

B. Allotment of Sports Merit Marks to Categories: Students participating in sports shall be eligible for entitlement marks as per the table given below:

Category	Participation	Winner/ Gold Medal	Runners-up/ Silver Medal	Semi-finalists/ Bronze Medal
A	28	28+24 = 52	28+22 = 50	28+20 = 48
B	26	26+22 = 48	26+20 = 46	26+18 = 44
C	16	16+20 = 36	16+16 = 32	16+14 = 30
D1	20	20+16 = 36	20+12 = 32	20+10 = 30
D2	16	16+12 = 28	16+08 = 24	16+06 = 22
E1 & E2	10	10+06 = 16	10+04 = 14	10+02 = 12

C. (i): Sports Merit Marks allotted to a student passing on her/his own merit shall be indicated separately in the mark sheet and shall be counted for the purpose of higher grades, class, honours or distinction. However, unless otherwise eligible, the same shall not be counted for the purpose of obtaining any University scholarship, prizes, medals or placement in order of merit/rank for the said exam.

(ii) A student shall be eligible for the Sports Merit Marks in a particular course, provided that she/he shall have obtained a minimum of 50% marks required to pass/claim exemption in that Paper/Subject. In the event of the student being unable to utilise the Sports Merit Marks the same can be carried forward to the subsequent appearance of the same examination.

(iii) In case of a student failing in a particular course(s), whether in theory or practical or both, the Sports Merit Marks shall be added to that course(s) as per (ii) above and indicated by a hash (#) tag. Balance marks, if any, shall be shown separately in the statement of marks.

(iv) The entitlement marks on account of participation in sports shall be awarded at the examination conducted at the end of the Semester during which the student is eligible for such marks.

N.B.

(a) The marks awarded under this scheme shall be shown separately in the candidate's statement of marks.

(b) The benefit envisaged in the above clauses shall be made available to students on their producing the necessary certificate.

(c) If the percentage of the entitlement marks calculated /arrived at, comes to decimal of 0.5 and above then it shall be rounded to the nearest higher whole number.

(d) A student participating in Sports / NCC / NSS / Cultural activities shall be eligible for the award of entitlement marks under only one category in whichever she/he scores the highest.

OA-26.2 Eligibility for awards:

i) A candidate who has been awarded marks in any head/heads/subject(s) for an examination under this Ordinance, shall not be eligible for any University scholarships, prizes, medals, placement in order of merit for the said examination unless she/he is eligible to it even otherwise.

ii) The unutilized Entitlement Marks obtained for NCC /NSS/ Sports / Cultural activity can be carried forward to the subsequent appearance of the same examination.

OA-26.3 Award of credits and grades under Skill Enhancement Courses for NCC/NSS/Cultural activities/ Sports:

OA-26.3.1: Entitlement marks allotted per semester for participation at various levels and for their achievement:

(A) NCC:

S. No.	Nature & Level of participation / Achievement	Entitlement marks/ Semester
1	Regular participation in NCC (as in OA-XX.1 (IV) above)	10
2	ATC	5
3	NIC (National Integration Camp 10 Days)	10
4	Independence Day Camp	10
5	Tal Sena Camp (Group)	5
6	Tal Sena Camp	10
7	B certificate	10
8	C certificate	15
9	Pre-RD (Group) (10 days)	5
10	Pre-RD (Directorate) (10 Days)	10
11	RD Parade at New Delhi	35
12	Youth Exchange Programme (YEP at the International Level (In addition to the RD parade marks)	15
13	Any camp attended outside Goa (Group level)	5
14	Any camp attended outside Goa (Directorate level)	10
15	Any Camp that is of Inter Group Competition (IGC)	15

(B) NSS:

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

9	Participation at RD Camp (one month)	10
10	Participation at International Event such as International Youth exchange programme (6 Days)	10

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

The marks awarded as shown above shall cumulate (after subtracting the marks utilized for passing, if any) till the end of Semester II. If the candidate wishes to utilise these marks for claiming a Skill Enhancement Course (SEC) in Semester III, then she/he shall inform it in writing to the Principal of the College at the beginning of Semester III. The candidate shall be given credits in lieu of a regular SEC for NCC/NSS/Cultural activities/Sports at the end of Semester III by considering the marks accumulated till the end of Semester III for the particular activity. These accumulated marks shall be used for calculating the grade as per OC-66.5.9. If the candidate wishes to claim the credits for Semester IV, she/he shall inform it in writing to the Principal of the College at the beginning of Semester IV. The candidate will be given credits in lieu of a regular SEC for NCC/NSS/Cultural activities/Sports at the end of Semester IV by considering the marks accumulated till the end of Semester IV for the particular activity. This option is available to B.Sc. [not for B.Sc. (Hons.)] students during Semesters V and VI also, following the same principle detailed above. However, they can exercise this option only once (i.e. Semester III/ IV /V/VI). These accumulated marks shall be used for calculating the grade as per OC-66.5.9. For this purpose, any marks accumulated beyond 100 shall not be considered, nor carried forward. However marks obtained during subsequent Semesters shall accumulate.

If a candidate does not wish to claim Credits for her/his accumulated entitlement marks, the marks shall continue to accumulate till the end of Semester VI (either without utilising or after partially being utilised). These cumulative marks shall be shown separately with a # mark in each Semester. At the time of candidate fulfilling the minimum credits for the programme these marks shall be converted into GPA and added to the CGPA to arrive at the FGPA using an appropriate conversion formula.

OA-27 (w.e.f.26th June 2018) Ordinance governing the Credit-Based-Integrated Master of Commerce (I.M.Com.) Degree Programme of study conducted by the on-campus Departments of Goa University and its affiliated colleges.

OA-27.1 General

Ordinance governing the four-year Integrated M.Com. (I.M.Com.) Programme of study conducted by the on-campus Departments of the Goa University and its affiliated colleges in the Faculty of Commerce, based on the Choice Based Credit System of Instruction.

OA-27.2 Duration of the Programme

The I.M.Com Programme shall be of four years duration without an exit option.

OA-27. 3 Degree to be awarded

The nomenclature of the degree to be awarded shall be "Integrated Masters of Commerce (Professional Accountancy and Financial Analysis)"

OA-27.4 Admission and Eligibility

(a) The procedure for admission to the I.M.Com. Programme shall be decided by the Admission Committee appointed by the Vice-Chancellor for an Academic Year. The Admission Committee shall consist of Principals/ Course Directors of affiliated colleges, the Dean of Faculty of Commerce and Management and one member of the Department under which the programme is offered.

(b) Eligibility for admission to the I.M.Com. Programme shall be a minimum score of 60% in XII standard or equivalent. In addition, candidates shall be required to qualify in the Entrance Test to be conducted as decided by the Admission Committee.

(c) Reservation of seats shall be in accordance with the directives of Government of Goa as adopted by Goa University.

OA-27.5 Programme Structure

(a) The Programme shall be based on a system of time-integrated Units called Credits, under the Choice Based Credit System (CBCS) and shall comprise Core Courses, Optional Courses, Dissertation (Optional) and mandatory corporate internship component which shall also carry prescribed credits.

(b) A student shall be eligible for the award of the Degree on successful completion of a minimum of 160 Credits, to be completed over a minimum of eight Semesters.

(c) The total number of 160 Credits shall comprise 128 for Core Courses and a minimum of 16 Optional Courses including Dissertation, if opted for by the students, which shall carry 8 credits. Corporate Internship shall carry 16 credits.

(d) The Courses shall consist of either theory, theory and tutorial or only practical, or any other activity as recommended by the Board of Studies and approved by the Academic Council.

(e) Optional Courses may also comprise self-learning Courses in the form of field work, project, online Courses, and other such Courses; the BoS shall specify the Credits for these activities.

(f) A student shall also be permitted to obtain additional Credits. The degree/final grade shall be awarded /computed based on his/her performance in the Core Courses and the best performance in the Optional Courses, to fulfill the minimum number of Credits required for the award of the Master's Degree. Additional Credits, if any, shall be depicted in the final transcript/mark sheet.

(g) Each Course may comprise 1 to 4 Credit(s).

(h) One Credit of a Theory Course shall be equivalent to 15 contact hours of learning activities including lecture, group discussion, seminar, problem solving, tutorial, assessment and such others.

(i) One Credit of a Practical Course shall be equivalent to 30 clock hours of laboratory /field work/ study tour, that is, 15 practical sessions each of 2 clock hours duration, or its equivalent.

(j) The ratio of Credits between theory and practical/laboratory/field Core Courses shall be 3:1 or as recommended by the Board of Studies.

(k) Minimum number of students for an Optional Course shall be not less than five.

OA-27.6 Scheme of Instruction

(a) The Departmental Council (DC) or Departmental Faculty Committee (DFC) constituted for this purpose in the colleges, shall be responsible for the proper implementation and conduct of the Credit-based I.M.Com. Programme(s).The DFC shall comprise the Principal of the College, Coordinator of the Course and teachers teaching the Programme.

(b) Ordinarily one teacher shall teach an entire Course, unless the Course requires more than one teacher to meet intra or inter disciplinary requirements or level of complexity particularly for syllabus components for building professional competencies. The Course outline/session plan for each Course offered during the Semester shall be submitted by the teacher/ instructor to the DC/DFC before the commencement of teaching of the said Course.

(i) The BoS shall prepare and recommend the course objectives, learning outcomes, themes and topics for each Course to the Academic Council for approval.

(ii) All the approved Courses, either Core or Optional, shall be uploaded on the University/ College Website prior to offering of the Course.

(c) The Course outline/session plan shall indicate the Objectives of the Course, learning outcomes and the themes in terms of both teaching/ learning and assessment.

(d) The contents of each Course shall be delivered at three levels, namely, foundation level, advanced level and professional competency level.

(e) The Courses shall be designed with a hierarchical structure indicating the complexity levels and may be prefixed with number series of 100, 200, 300, 400 to denote the level of the Courses. The numbers do not necessarily represent the Semester(s). The DC/BoS shall identify the pre-requisite for each Course, if any.

OA-27.7 Scheme of Examination

(a) The assessment of all Courses shall comprise continuous Intra-Semester Assessment (ISA) and Semester-end Assessment (SEA).

(b) (i) The teacher/instructor of the Course shall be the Course Coordinator and shall coordinate the teaching, examination and evaluation (both continuous ISA and SEA) of the Course and maintain records of all assessments/tests/ examinations.

(ii) When more than one teacher is involved in teaching a Course, one teacher preferably a regular teacher from the Department shall be identified as the Course Co-ordinator by the DC/DFC.

(iii) However, in case the Programme is offered at Goa University campus and also at affiliated Colleges, or more than one affiliated colleges, the assessment of SEA for all Courses shall be through Central Assessment Programme (CAP) conducted by the University.

(iv) In case of courses coming under the purview of CAP, Question papers shall be common and copies of answer keys prepared by the paper setters shall be available for the examiners.

(v) For the purpose of paper setting and CAP, the BoS shall recommend a master panel of paper setters and examiners comprising both external and internal (for the purpose of co-ordination),which shall be placed before the Academic Council for approval.

(c) (i) The nature of ISA assessments may be Written/Oral, Open/Closed book, Scheduled/ Surprise, Short-answer type, Essay type, Seminar, Assignment, Experimental work, Fieldwork, Viva-Voce, Peer group assessment, Class participation as described in the Course outline.

(ii) For each theory Course, a written or any other evidence-based component shall constitute at least 50% of ISA and SEA.

(d) A Course shall have a 'single passing-head' based on the combined performance at the continuous ISA and SEA. Fractional marks shall be rounded off to the nearest integer only at the time of calculating the Course grade.

(e) The DC/DFC shall constitute a Departmental Examination Committee (DEC) to monitor the conduct of the continuous ISA and SEA.

(f) The Course-wise time-table of internal assessment shall be displayed at the beginning of each Semester. Every teacher shall submit to the Head of the Department (HoD)/Principal, the question paper of the assessment and the marks assigned within seven days after the conduct of each assessment. The result of each assessment shall be displayed on the Notice Board and the assessed material shall be shown to the candidate(s) by the concerned teacher and submitted to the HoD/Principal along with the question paper in a sealed envelope.

OA-27.8 Evaluation of Courses

(a) (i) A One Credit Course shall carry 25 marks. All other Courses shall carry marks proportionate to the number of Credits.

(ii) The weightage for the continuous ISA and SEA in both theory and practical Courses shall be 40% and 60% respectively.

(iii) There shall be two ISAs for each Course of two or more Credits, each of 20%, for a total of 40% of total marks of the Course. However for a 1 Credit Course, a single ISA shall be conducted and evaluated for 40% of total marks of the Course. An additional assessment, irrespective of the number of Credits a Course carries, may be provided on the request of students to improve the Grade, in which case the best two assessments shall be considered, or best one in the case of a single Credit Course. All internal assessments shall be completed by the last teaching day of the Semester.

(b) Ordinarily a teacher who teaches a particular Core Course or part thereof shall assess the performance of the students in the ISA component of that Course. Guest Faculty/contributory teachers teaching a Course or part thereof, shall conduct such assessment in consultation with the Course Co-ordinator.

(c) There shall be a continuous review of the teaching Programme by the DC/DFC in every Semester.

(d) The SEA shall be conducted as per the academic calendar. The DEC shall work out the examination schedule for SEA in consultation with other departments from where the students are taking Optional Courses, which shall be approved by the DC/DFC and displayed on the Notice Board before the last teaching the Semester. The same shall be communicated to the concerned departments. However, in case the Programme is offered both at the University campus and at affiliated Colleges, the examination schedule for SEA shall be announced by the office of the CoE.

(e) The duration of all comprehensive written SEA examinations carrying 25 marks or less, shall be of one hour; SEA carrying above 25 marks and up to 50 marks, shall be of two hours; SEA carrying above 50 marks, shall be of three hours.

(f) The duration of SEA of all Laboratory Courses/Field Course shall be decided by the BoS.

(g) (i) The SEA answer scripts shall be assessed by the teacher concerned, within one week from the date of the examination. Before finalizing the scores obtained, the answer scripts should be shown to the students after specifying the date and time on the Notice Board in advance.

(ii) However, in case the Programme is offered both at Goa University campus and at affiliated Colleges SEA for all courses shall be conducted by the University and evaluated through Central Assessment Programme (CAP) and in these cases there is no provision of showing the answer books to students. However students are entitled to apply for revaluation of their answer books.

(h) A student shall be considered to have completed the Programme when he/she fulfills both the minimum credit and minimum duration requirements for the Programme.

OA-27.9 Award of Grades

(a) Marks awarded in each Course shall be represented in the form of Grades in the grade sheet issued at the end of each semester. The Final result shall be declared as Cumulative Grade Point Average (CGPA).

(b) The marks awarded in the ISA and SEA shall be added for awarding the grade for each Course, as indicated in the table below:

Range of Percentage	**Grades**	**Grade Points**
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), Ab (Absent)	0

(c) Every student shall have to secure a minimum of 'P' grade to pass the Course.

(d) Provisions for grace marks under OA 5.16 shall not be applicable to I.M.Com.

(e) (i) Students who do not secure a minimum of 'P' Grade in Core Courses shall have the option of answering SEA in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme.

(ii) In the case of Optional Courses, a student shall have the option of answering SEA in the following Semester(s),or to repeat the Course by registering for the Course whenever it

is offered in the regular Programme, or register for an alternative Optional Course to secure requisite number of Credits.

(iii) Appearance in minimal number of ISAs as prescribed, and in SEA, is compulsory for passing.

(iv) There shall not be any supplementary examinations for SEA. However, repeat examinations shall be conducted as per the allotted time frame for SEA in the academic calendar. In such cases, the ISA score shall be carried forward. However, if the candidate is re-registering for a course, neither the ISA nor the attendance of the previous attempt shall be carried forward.

(f) The DEC shall be responsible for finalizing the assessment pattern and to ensure that the assessment reflects teaching/ learning-time and weightage assigned to the topic/unit/module as prescribed in the Course outline.

(g) Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

(i) The weighted grade points of a course shall be calculated by multiplying the grade points (Gi) scored by a student, by the number of Credits of the respective course.

(ii) The SGPA is the ratio of the sum of the product of the number of Credits with the grade points scored by a student in all the Courses taken by a student and the sum of the number of Credits of all the Courses undergone by a student:

$$SGPA\ (Si) = \Sigma\ (Ci \times Gi) / \Sigma\ Ci$$

Where "Ci" is the number of Credits of the ith Course and Gi is the grade point scored by the student in the ith Course.

(iii) The Cumulative Grade Point Average (CGPA) shall be calculated on completion of 160 Credits, or more.

(iv) CGPA is also calculated in the similar manner taking into account all the courses undergone by a student over all semesters of the Programme.

It shall be calculated as follows:

$$CGPA = \Sigma(Ci \times Si) / \Sigma\ Ci$$

Where Si is the SGPA of the ith Semester and Ci is the total number of credits in that Semester.

(v) The CGPA shall be rounded off to 2 decimal points and recorded in the transcripts.

(vi) For calculating CGPA, all the core courses and best of the grades obtained for optional course shall be considered.

(vii) For each Course a student securing 'F' or 'Ab' Grade in the Course shall not be entitled to earn any Credits for that Course.

(viii) The CGPA shall be converted to the Final 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)
< Required Credits for award of the Degree	F (Fail)

(ix) In the case where CGPA is higher than the indicated upper limit in the two decimal digits by a factor of ≥0.005, then the higher grade will be awarded. Eg. A candidate with CGPA ≥4.995 will be awarded 'C' grade. A candidate who has not earned required credits to be awarded for the Degree, shall be given a final grade 'F' and be declared as 'Fail'.

(h) At the end of each Semester, within one week from the last teaching day, the ISA scores shall be approved by the DC/DFC and thereafter sent to the Controller of Examinations (CoE). SEA scores shall be finalised and approved by DC/DFC and thereafter sent to the CoE within a week of the last examination. The Examination section shall prepare Grades and declare results within two weeks of the receipt of the SEA scores. However, in case of the Core Courses evaluated through CAP, marks awarded shall be directly processed by the CoE for declaration of results.

(i) Students who have not completed the Programme in eight Semesters, are permitted to re-register for additional Semester(s) and opt for Courses, provided that these Courses are available for instruction in the Department. Such candidate(s) shall be treated as supernumerary for the particular Course.

(j) A student desiring to improve her/his final Grade on completion of the Masters Degree Programme, shall be permitted with the approval of the Vice-Chancellor, to reappear only in the SEA component of one or more theory courses of her/his choice, provided that:

(i) S/he had answered such course/s during the Programme.
(ii) Such examinations shall be conducted as recommended by the DC/DFC.
(iii) The request is made within the maximum duration available for completing the Programme.
(iv) The candidate availing this provision shall be considered to have passed the Programme "Under Improvement"
(v) The best Course-wise performance of the candidate shall be considered for the final grade.
(vi) A fresh grade/mark sheet shall be issued only if there is an improvement in grades.

OA-27.10 Grievance Committee

(a) There shall be a Grievance Committee of five teachers from the Faculty of Commerce and Management and Colleges and the same shall be constituted at the commencement of every academic year. The Vice-Chancellor shall appoint a Chairperson from among the five. No teacher against whom a grievance is made shall participate in the meetings of the Committee.

(b) The Grievance Committee shall examine and decide on the grievances relating to the marking of answer-scripts/evaluation of tests of the students. The Committee may also consider any other matter related to examination and evaluation.

(c) A student shall address his/her grievance(s) to the HoD/ Principal, who shall place the same before the DC/DFC for resolution. If the grievances are in the Course(s) taught by the Head of the Department, the grievances shall be addressed to the Dean of the Faculty.

(d) If the student continues to feel aggrieved, the grievance application shall be referred by the Departmental Council to the Grievance Committee.

(e) If the Grievance Committee finds that there is a prima facie case, it may refer the respective answer-scripts/ assignments, to an expert outside the University, for which the student shall have to pay the prescribed fee. The result of such an evaluation shall be final and binding.

(f) The decision of the Grievance Committee shall be communicated to the student within one month of his/her filing of the grievance.

OA-27.11 Coordination Committee

(a) There shall be a Coordination Committee for the Credit-based Masters Programme, with representatives of Faculty of Commerce and Management and Colleges.

(b) The Vice-Chancellor shall appoint a Coordination Committee which shall comprise a Dean of a Faculty of Commerce and Management as Chairperson and four members from Colleges and the Faculty other than the Dean. The committee shall be assisted by the Academic Section of the University.

(c) The Committee shall coordinate implementation of the Credit-based Masters Programme, and resolve anomalies arising during the implementation of the Programme.

(d) The Committee shall consider suggestions received from students, HoDs, Faculty members, BoS, Faculty Boards and the Examination Section, and recommend modification of existing provisions or introduction of new provisions.

OA-27.12 Feedback

At the end of the teaching of every Semester there shall be an assessment of the teacher, the Course-taught and of the overall Programme by the student(s), the records of which shall be retained by the Internal Quality Assurance Cell (IQAC).

(effective from 8th May, 2017) **SCHEDULE OSA-1**

(See OA-6.4 of Part A)

OSA-1 Schedule for appointments of understudy Supervisor/s, Relieving Supervisor/s, Peons, Watchmen, Hamals and such others for the University exams.

OSA-1(A) Understudy Supervisor/s

(1) One understudy Supervisor for each examination/group of examinations to be held simultaneously.

(2) One additional understudy Supervisor where the number of candidates exceeds 300 or where there are more than 6 blocks and the need for an additional understudy Supervisor is felt.

(3) One relieving Supervisor where the number of candidates exceeds 300 or where there are more than 6 blocks and the need for a relieving supervisor is felt.

OSA-1(B) Peons, Watchmen, Hamals and such others.
(1) One Peon to attend to the Chief Conductor, Senior Supervisors.

(2) One peon to attend to the understudy Supervisors.

(3) One Peon to attend to the bell.

(4) One liftman in case there is a lift in a college and it is made available for students and supervisors during the examination.

(5) Watchman.

(6) One Peon-cum-Waterman per block.

(7) One Peon for 100 candidates where waterman are appointed by the University.

(8) One sweeper for cleaning W.C. and such others (Two sweepers may be appointed, if the number of candidates appearing is more than 500).

(9) One Hamal for approximately 250 to 300 students for sweeping the rooms cleaning the desks and such others.

If need is felt for any additional staff, prior sanction of the University should be obtained for the additional appointment.

(1) Arrangement of blocks as per instructions to be issued by the University Office;

(2) Pasting of Seat number on the desks;

(3) Restoration of previous arrangements after the conclusion of the examination/s; and

(4) Holding the stock of stationery required for examination and supplying the same day-to-day to the Senior Supervisor of the examination will be remuneration as follows:

The Head Clerk or Senior Clerk who will be in-charge of this arrangement and seating accommodation will be paid for 2 days at the rate of Rs. 60/- per day for making the arrangement for the first examinations to be held in college. If more than one examination are held in the college and work of making the seating arrangement for the subsequent examination does not entail re-arrangement of desks and chairs but only pasting or numbers, the clerk in-charge will be paid for one day at the rate of Rs. 60/- per day. (This will be in addition to the remuneration which will be paid to him as under-study supervisor during the course of the examination.

The understudy supervisor at the F.Y., Arts, intermediate Arts, B.A./B.Sc., M.A., M.Sc. and

such other examinations where the re-arrangement is necessary, will be paid Rs. 30/- for each intervening day for the additional work involved in re-arranging desks or pasting seat numbers etc.

The Peons who will be entrusted with the work of pasting seat numbers on the desks and pasting seats …. Rs. 14/- per 100 candidates.
For pasting seat numbers only ….. Rs. 6/- per 100 candidates.

Where more than one examinations are held in the college and fresh seat numbers are not required to be pasted, the understudy supervisor in-charge may take the assistance of a peon for one day for re-arrangement of the blocks, and such others and seeing that the numbers originally pasted are in good condition. The peon engaged for this work will be paid at the rate of Rs. 14/- per day.

Form A-1
(See OA-2.6 of Part A)

For Master's degrees in the Faculties other than Medicine and Dentistry

Application for Recognition as teacher of the University

1. Applicant's name in full : _____

   Name and address of the College/Institution : _____

   Date of joining the College/Institution: _____

---

2. (i) Residential Address: _____

   (ii) Residential Telephone No.(If any): _____

   (iii) Age: _____ years.

   (iv) Date of retirement: _____

---

3. (i) Designation and the exact position of the applicant, the teaching staff of the college/ Institution in which he is working.

   (ii) Number of years working in the Institution: _____

---

4. (i) The Degree (Diploma course/s and the paper/s subject (with branch/es; if any for which the applicant desires to be recognized:

   (ii) Whether by papers or research.

---

5. The level i.e. whether Principal/Special/Major at which the subject (in which recognition is sought) is taught in the applicant's College)

---

6. Particulars of the degree and the subject/s in which the applicant is already recognized as post-graduate teacher of the University

7. Particulars of University degrees, Diplomas obtained by the applicant.

(A) Details of the papers offered and the class obtained at the Bachelor's degree examination.

Bachelor's Degree

Name of the University	Degree	Papers offered		Class Obtained	Years of passing	By papers
		No.	Subject			

(B) Details of the papers offered and the class obtained at the Master's Degree Examination,

Master's Degree

Name of the University	Degree	Papers offered		Class Obtained	Years of passing	By papers/research
		No.	Subject			

(c) Details of the other Examinations, if any passed by the applicant.

Name of the University	Degree	Papers offered		Class Obtained	Years of passing	By papers/research or published work
		No.	Subject			

8. Title/s of thesis or published work for which the research degree/s was/were awarded

---

9. Books and Research Publications including articles embodying the results of research or investigations, published in recognized

journals (give list with dates of publications) (work done subsequent to the award of the research degree/s should be specifically indicated)

10. The branch of the subject in which the applicant has specialized with details of specialization

11. Total teaching experience in years specifying the period, the subject/s and the classes taught

Designation	University	College/Institution	Subject	Classes	Years	
					From	To

(i) Undergraduate (First Year/Pre-Degree, Intermediate)

Designation	University	College/Institution	Subject	Classes	Years	
					From	To

(ii) Degree (First Year, Second Year, Third Year etc.)

Designation	University	College/Institution	Subject	Classes	Year	
					From	To

(iii) Post-graduate (if any)

Designation	University	College/Institution	Subject	Classes	Years From To

12. Total experience in years of teaching to degree classes in the subject for which the recognition is sought

Subject	Class	Year	College	University

Experience in years of teaching to degree classes the subject for which the recognition is sought after obtaining the Post-graduate degree in the subject.

Subject	Class	Year	College	University

13. Previous experience of guiding post-graduate students by research	Name of the University	Number of Students		Branch of subject	Year
		Master's Degree by Research	Ph.D. Degree		
Number of students registered for guidance					
Number of students guided by the applicant whose thesis have been accepted					

14. Details of experience of teaching the subject at degree level:

(i) (Principal/Special/Major level)

Name of College	University	Class	Principal/Special/Major level	Years

(ii) (Subsidiary/General level)

Name of College	University	Class	Mention whether subsidiary or General level	Years

15. A complete statement of the actual teaching work at present being done

Period of Lectures per week _____ of _____ duration _____ classes

Period of Seminars per week _____ of _____ duration _____ classes

Period of Tutorials per week _____ of _____ duration _____ classes

Period of Lab. Supervision per week _____ of _____ duration _____ classes

---

16. The place at which the applicant proposes to guide research or teach

---

The details as to the facilities available for the purpose (e.g. library, Laboratory, equipment etc.)

The time at the disposal of the applicant

---

17. The exact position of the applicant on the teaching staff (give order of seniority)

Name of the Head of the Department (give names of the other teachers in the Department in the order of seniority and whether they are recognized).

1.
2.
3.
4.
5.

Submitted through the Head of the Department of the subject in the college/Institution and the Head of the Institution.

Date: _____ (Signature of the-applicant)

Date: _____ (Signature of the Head of the Department of the subject in the College/Institute.

Date: _____ (Signature of the Head of the Institution through whom the application is submitted).

Form A-2
(See OA-2.12 of Part A)

For Ph.D. Degree

Application for recognition as a teacher of the University for the Ph.D. degree.

1. Applicant's Name in full: _____

   Residential Address _____

   Abbreviated name of the College/Institution: _____

---

2. The exact position of the applicant on the teaching staff of the institution in which he is working showing its relation to the staff generally

---

3. The degree and the subject (with Branch/es if any) in respect of which the applicant desires to be recognized.

---

4. University degrees (with particulars re: Universities, class, year and subjects to be stated) obtained by the applicant, and whether obtained (i) by papers (ii) Research or (iii) for published work.

Degree	University	Class	Years	Subjects	Papers/ Research or published work

5. Title of thesis or published work for which research degree was awarded

---

6. Research publication (give list with dates of publication) in the subject in which recognition is 'sought; these may include articles embodying the results of research or investigations, published in recognized journals. Work done subsequent to the award of the research degree should be specially indicated.

Note: Teachers should forward along with their applications, a full list of all publications, articles etc. (except publication based on the thesis submitted for any research degree), giving dates and other necessary particulars about them. They should submit a note indicating in exact terms the specific research value of each of the publication listed by them. They should also furnish along with such note a estimate from a well known authority in the subject, on the research value of the respective publication in support of their own estimate.

---

7. The branch of subject in which the applicant has specialized, with details of the same

---

7(A) Particulars of the degree and the subject/s in which the applicant is already recognized as a post-graduate teacher of the University and since when.

---

8. Previous experience of guiding post-graduate students by research.

Name of University	Number of students		Branch of subject	Year
	Master's Degree By research	Ph.D. Degree		

Number of students successfully Guided.

	Subject	Degree	University	Year
9. Previous experience of teaching the Students for post-graduate degree by Papers				

	Periods	Subject	Class	Year

10. (a) Periods of undergraduate lectures per week and experience in years of teaching undergraduate classes in this University				
(b) Periods of Post-graduate lectures per week and experience in years of teaching post-graduate classes in this University.				

11.(a) Hours per week of laboratory supervision: _____

(b) Number of research students at present under guidance:
(i) For Master's Degree
(ii) For Ph.D. degree

(c) The place in which the applicant purposes to guide research or teach: _____

(d) The details as to the facilities available for the purpose (e.g library laboratory, equipment, etc.) _____

(e) The time at the disposal of the teachers: _____

---

12. Other particulars in support of the application, if any.

Submitted through the _____

(Signature of the applicant)

Date: _____

(Signature of the Head of the Institution through whom the application is submitted)

Date: _____

Form A-3
(See OA-2.14 of Part A)
For Medical Degrees and Diploma

Application for recognition as a teacher of the University for Medical Degree and Diplomas

1. Applicant's Name in full : _____

   Residential Address: _____

   Tel. No.: _____

   Abbreviated name of the College/Institution: _____

   Tel. No. _____ Ext. No. _____

---

2. The exact position of the applicant on the teaching staff of the institution in which he is working showing its relation to the staff generally.

---

3. Subject and the Degree or Diploma in research of which the applicant desires to be recognized.

---

4. Whether the Unit is recognized by the University to enroll students for the Degree/Diploma course in the subject for which recognition is sought.

---

5. Particulars of the Degree/Diploma and the subject/s in which the applicant is already recognized as a Post-graduate teacher of the University.

6. Particulars of University Degree, Diploma obtained by the applicant

Name of the University	Degree	Subject/s	Class obtained	Month & Year of Passing	By Papers or by Research

7. Books and papers of acknowledged merit published by the applicant, which may include articles embodying the results of research or investigations published in recognized journals.

Note: Teachers should forward along with their applications, a full list of all publications, articles etc. (except publication based on the thesis submitted for any research degree), giving dates and other necessary particulars about them. They should submit a note indicating in exact terms the specific research value of each of the publication listed by them. They should also furnish along with such note a estimate from a well known authority in, the subject, on the research value of the respective publication in support of their own estimate.

---

8. **In the case of clinical subjects**

(i) Whether he belongs to a recognized Post-graduate teaching Unit of 30 beds in the case of speciality 25 beds in the case of super speciality.

(ii) Whether he holds full-time appointment in any other Institute/College/Hospital.

---

9. Previous experience in the preparation of students for Post-graduate degrees specifying the particular subject/s in which the applicant has so prepared or assisted in the preparation of students.

---

10. A complete statement of the actual teaching work (Post-graduate and undergraduate)which the applicant is now doing including the number of lectures delivered by his or number of hours devoted by him to teaching in a week.

Period of Under-graduate lectures per week, if any

Period of post-graduate per week, if any.

11. Total teaching experience in years specifying period, the subject/s and the classes taught.

Degree	University	Subject	Years From To
(i) 1st M.B.B.S.			
2nd M.B.B.S			
3rd M.B.B.S			
(ii)Post-graduate Degree/Diploma (if any)			

12. (i) Total experience in years of teaching to degree classes the subject for which the recognition is sought.

Subject	Class	Years	College	University

(ii) Experience in years of teaching to degree classes the subject for which the recognition is sought after obtaining the Post-graduate degree in the subject.

Subject	Class	Years	College	University

13. The details of the Post held:
(i) Designation with subject

(ii) Name of the teacher under whom the post held.

(iii) Whether the Hospital/College in which the post held is recognized as a teaching post .

---

14. In the case of subjects where outside work is necessary, whether the applicant is actively engaged in such outside work.

15. The place in which the applicant proposes to guide research or teach and the details as to the facilities available for the purpose (i.e. library, laboratory, etc.)

Submitted through the _____

Date: _____

(Signature of the applicant)

(Signature of the Head of the Institution whom the application, is submitted)

Date: _____

(In case of clinical subjects only)

Statement regarding the number of beds and the names of full-time teachers and Assistant Honoraries in the Unit.

Name of the Hospital at which the applicant is working	Number of beds in Unit*	Name of the Head of the Unit	Name of the full-time teachers and Assistant Honoraries in the order of their seniority**	Whether recognized as a teacher of the University in the subject
			1.	
			2.	
			3.	
			4.	
			5.	
			6.	
			7.	

Date: _____ (signature of the Head of the Institution)

Note:

* Number of beds in the specialty concerned only should be mentioned.

** Names of Assistant Honoraries in the specialty concerned only should be mentioned.

Form A-4
(See OA-2.18 of Part A)

Application for recognition as a teacher of the University for the M.D.S. Degree

1. Applicant's Name in full : _____

   Residential Address: _____

   _____

   Tel. No. _____

   Abbreviated name of the College/Institution: _____

   Tel. No. _____ Ext. No. _____

---

2. The exact position of the applicant on the teaching staff of the institution in which he is working showing its relation to the staff generally.

---

3. The Degree and the subject (with branch/es if any) in respect of which the applicant desires to be recognized.

---

4. University degrees (with particulars re: Universities, class, year and subjects to be stated) obtained by the applicant, and whether obtained (i) by papers (ii) Research or (iii) for published work.

Degree	University	Class	Years	Subjects	Papers/Research for published work

5. Books and. papers of acknowledged merit published by applicant, which may include articles embodying the results of research or investigations published in recognized journals (excluding publications based on thesis submitted for any research degree).

Note: Teachers should forward along with their applications, a full list of all publications, articles etc. (except publication based on the thesis submitted for any research degree),

giving dates and other necessary particulars about them. They should submit a note indicating in exact terms the specific research value of each of the publication listed by them. They should also furnish along with such note a estimate from a well known authority in the subject, on the research value of the respective publication in support of their own estimate.

---

6. The branch of subject in which the applicant has specialized with details of the same.

---

7. Previous experience in the preparation of students for Post-graduate degrees specifying the particular subject/s in which the applicant has so prepared or assisted in the preparation of students.

Name of the University	Branch of subject	Years

8. Experience in years of teaching in other University, if any.

University	Years	Subject taught	Classes

9. A complete statement of the actual teaching work (Post-graduate and under-graduate) which the applicant is now doing including the number of lectures delivered by his or number of hours devoted by him to teaching in a week.

Period of Under-graduate lectures per week, if any.

Period of post-graduate per week, if any.

---

10. Previous teaching experience in years specifying the period, with respective subjects and the classes taught.

	University	Subject	Classes	Years	
(i) Under-graduate				From	To
(ii) Degree					
(iii) Post-Graduate					

11. (i) Experience in years of teaching to degree classes the subject for which the recognition is sought.

Subject	Class	Year	College	University

(ii) Experience in years of teaching to degree classes the subject for which the recognition is sought after the degree concerned obtained.

Subject	Class	Years	College	University

12. Details of Post/s held in College/s by the applicant

	Subject taught	Class	Years	College	University
Professor					
Asstt. Professor					
Senior Lecturer					

13. The place in which the applicant proposes to guide research or teach and the details as to the facilities available for the purpose (e.g. library, laboratory etc.)

Submitted through _____

Date: _____

(Signature of the applicant)

(Signature of the Head of the Institution
whom the application is submitted)

Date: _____

Form A-5
(See OA-2 Part A)

Application for renewal of recognition as a teacher of the University

1. Applicant's Name in full:

Name of the College/Institution : _____

Tel. No. _____

Address: _____

---

2. (i) Residential Address: _____

(ii) Tel. No.(if any) _____

(iii) Age: _____ years

(iv) Date of Retirement: _____

---

3. Designation and the exact position of the applicant on the teaching staff of the institution in which he is working showing its relation to the staff generally.

---

4. The degrees or Diplomas and the subject (with branch/es, if any) for which the applicant was recognized and since when. Whether recognition is for papers or Research.

---

5. Particulars of University degree/s obtained by the applicant and the type of the Degree/s i.e. whether obtained (i) by papers (ii) by guided research (iii) partly by papers and partly by research or (iv) for published work

Degree	University	Class	Years	Subjects	Papers/Research for published work

6. Title of thesis/theses or published work for which the research degree/s was/were awarded.

7. Books and research publications including articles embodying the results of research or investigations, published in recognized journals (give list with dates of publication) work done subsequent to the award of the research degree/s should be specially indicated)

---

8. The branch of the subject in which the applicant has specialized with details specialization

---

9. A complete statement of the actual teaching work:

(i) Undergraduate work:

Period of lectures per week _____ of _____ duration

Period of Seminars per week _____ of _____ duration

Period of Tutorials per week _____ of _____ duration

Period of Laboratory supervision per week _____ of _____ duration

---

(ii) Post-graduate works:

Period of lectures per week _____ of _____ duration

Period of Seminars per week _____ of _____ duration

Period of Laboratory supervision per week _____ of _____ duration

10. Previous teaching experience	University	Subject	Class	Year From To
(i) Undergraduate (F.Y., Intermediate, Pre-Degree)				
(ii) Degree (F.Y., S.Y. & T.Y.)				
(iii) Post graduate				

11. Experience in years of teaching to degree classes the subject for which the applicant is recognized, gained after obtaining post-graduate degree/s in the subject.

Subject	Class	Years	College	University

12. Previous experience guiding post-graduate students by research.

Name of University	Number of students		Branch of subject	Year
	Master's Degree By research	Ph.D. Degree		

Number of students guided by the applicant
whose thesis have been accepted.

---

13. Previous experience of teaching students for Post-graduate degree by papers. (Please state the special subject/s and/or topic/s taught).

Subject	Degree	University	Years

For Masters' Degree For Ph.D. Degree

14. Name of research students at present under guidance with dates of their registration.

The place in which the applicant proposes to guide research or teach

---

The details as to the facilities available for the purpose (e.g. Library, Laboratory, Equipment, etc.)

The time at the disposal of the applicant

---

15. Other particulars in support of the application:

(i) Details of the post held in College/s University/ies by the applicant:

	Subject/s taught	Class/es	Year	College/s	University
I. Principal/Dean/Director					
2. Professor					
3. Associate Professor					
4. Reader					
5. Assistant Professor					
6. Senior Lecturer					
7. Junior Lecturer					
8. Assistant Lecturer					
9. Demonstrator					
10. Tutor					
11. Registrar					
12. Houseman					
13. Research Officer					
14. Research Assistant					

(ii) In the case of clinical subjects:

(a) The exact designation of the applicant on the staff of the College (i.e. Professor/Associate Professor/Assistant Professor or Lecturer).

(b) Whether the applicant is holding full-time or part-time appointment.

(c) Whether he is independent charge of at least 16 beds in the unit.

(d) If not, whether of the total number of beds in the unit to which he is attached, he has under him 16 beds effectively for the purpose of post-graduate work.

Submitted through the _____

Signature of the applicant

Date: _____

Signature of the Head of the Department of the subject in the college/Institution

Date: _____

Signature of the Head of the Institution through whom the application is submitted.

Date: _____

Form A-6
(See OA-8 of Part A)

Application for grant out of the research fund

(Applicants are particularly requested to write clearly and to make their statements as concise as possible)

1. Name and Designation of the applicant (in block letters) : _____
_____

2. Place and date of birth: _____

3. Residential address: _____
_____

4. Particulars of academic qualifications:
(Give particulars of all examinations passed commencing from, the matriculation or its equivalent examination. Attach certified copies of mark sheets, certificates, diploma etc.).

Examination passed and year of passing	School/College/ University	Subjects offered	Marks obtained	Class or Division

5. Name of the Institution where working:
(a) Designation: _____
(b) Department/College/Institution: _____
(c) No. of years of service: _____
(d) Whether permanent or temporary : _____
(e) Total emoluments drawn per month: _____

6. Particulars of academic experience:

(a) Research experience : _____ Years

(b) Teaching experience: _____ Years

(c) Industrial/Field work experience: _____ Years

(d) No. of research scholars working with the applicant : _____

(e) No. of papers or books published: _____

(Give title of papers, names of journals in which published and year of publication. Separate sheet may be attached, if necessary)

---

7. Particulars of appointments to held in the past 20 years:

	Designation	Institution	Period
(a)			
(b)			
(c)			
(d)			
(e)		.	

8. Particulars of research project(s)/subject: _____
_____

(a) Title of research project(s) (in block letters): _____
_____

(Three copies of the summary (about 500 words) of the proposed research work may be attached, giving details of the nature of the research, its importance, the methods by which the applicant wishes to pursue it, material and scientific apparatus proposed to be used, and the scientific results expected to follow there from with special reference to the practical application thereof. Please give name(s) with designation of collaboration(s), if any, for the proposed project).

(b) If working for the doctorate degree, please indicate:

(i) Date of registration: _____

(ii) Specific subject or research: _____

(iii) Name and designation of Supervisor: _____

(iv) Department/College where registered: _____

---

9. Financial assistant sought:

Item	Amount Required (Rs.)
(i)	
(ii)	
(iii)	
(iv)	
(v)	

Total Rs. _____

(a) Three copies of the statement giving details of actual amount of the grant required, the purpose for which it is required and the way in which the applicant proposes to spend the amount of the grant may be attached.

(b) Three copies of the statement giving details of books and equipments etc. required for the proposed work may be attached.

(c) If assistance for "fieldwork" is required, the purpose and approximate expenditure on travel and collection of data/specimen may be given in the statement.

---

10. Particulars of assistance received for research work from UGC and/or from, other sources, if any, in the past 3 years:

(a) Source from which assistance was received: _____

(b) Amount sanctioned: _____

(c) Amount utilized: _____

(d) Research work done and papers published: _____

(e) Particulars of the work done further: _____

(f) Reasons for not completing the work with the assistance already sanctioned : _____

_____

_____

_____

(Please attach separate sheet wherever necessary)

---

11. Have you been recipient in the past 5 years of any grant from the University for your present project or for any other project. If so, details thereof may kindly be given on a separate sheet of paper.

---

12. Any other information relevant to the research work which you may like to give in support of your application.

Declaration to be made by the applicant

I hereby declare that I have read the rules relating to applications for grants out of the research fund and shall abide by them and that the information given in the Form is correct to the best of my knowledge. The materials and/or apparatus for which assistance is sought are not available for my use in the University/College i.e. I am not in receipt of a similar grant from any other source.

Date: _____ (Signature of the applicant)

Place: _____

(For use of the College/Institution)

Facilities for research work will be provided to Shri/Smt./Kum. _____ in the Department/College. The equipment/apparatus/chemicals/books etc. for which assistance is requested are not available for his/her use in the Department/College. The applicant is not in receipt of a similar grant from any other source.

Place: _____ (Signature of the Head of the Department Principal of the College/Head of the Institution)

Date: _____

Undertaking required to be signed by the applicant

I hereby undertake to supplement, in case of need the amount of the grant with my own money or from the Department/College or from any other source for carrying on the research work for which the grant has been made to me and that I shall spend the entire amount of the grant on materials and/or apparatus and only for the purpose for which the grant has been sanctioned to me by the University.

I also undertake to submit to the University, on completing of the work, a detailed report of the investigations for which the grant has been made to me and a detailed statement of accounts (supported by vouchers wherever possible) showing how the amount of the grant was actually spent and a paper ready for the press embodying the results of the investigations carried out with the help of the grant received from the University for publication, if approved, in the University and submit, free of cost, three copies of the reprints or publication as the case may be to the University in the said paper. I undertake to acknowledge the assistance received from the University.

I declare that the materials and/or apparatus for which assistance has been granted arc not available for my use in the University/College. I also declare that I am not in receipt of a grant for similar purpose from any other source. I further declare that I have read the rules relating to grant out of the research fund and I agree to abide by them. I also undertake to utilize the entire amount of the grant within a period of two years. I further undertake to purchase other items of materials and/or apparatus, if any, required by me for my research work with my own money or from any other source. I also declare that I have no research scheme or project on hand supported by the University Grants Commission or Council of Scientific & Industrial Research or any other sponsoring agency or research fellows working with me with the help of fellowship or scholarships and contingency grants from various sources. I further undertake to hand over to the University, on completion of the research

work the instruments, original manuscripts or any other non-consumable materials that I may have purchased out of the grant made to me by the University. I also further undertake that during the course I shall submit regularly six-monthly reports and account through the Head of the Institution in which I am doing the research, till the grant has been fully utilized by me and that I shall order the materials and/or apparatus through the Head of the Institution.

In the event of my failure to fulfill any of the conditions of this undertaking or such rules governing the award of the research grant as are paid down by the University, I agree to refund whatever amount or the grant I may have received from the University.

Place: _____ (Signature of the applicant)

Date: _____

Form A- 7
(See OA-14 of Part A)

Proforma for the submission of the minutes of the Board of Studies

Part A

(i) Recommendations regarding courses of study in the subject or group of subjects at the undergraduate level.

(ii) Recommendations regarding courses of study in the subject or group of subjects at the post-graduate level and under-graduate level.

Part B

(i) Scheme of examinations at the under-graduate level.

(ii) Panel of examiners for different examinations at the under-graduate level.

(iii) Scheme of examinations at the post-graduate level.

(iv) Panels of Examiners for different examinations at post-graduate level.

Part C

(i) Recommendations regarding preparation and publication of selection of reading material in any subject or group of subject or group of subjects and names of persons recommended for appointment to make the selection.

Part D

(i) Recommendations regarding general academic requirements in the Departments of University or affiliated Colleges.

Part E

(i) Recommendations of text books for the courses of study at the under-graduate level.

(ii) Recommendations of text books for the courses of study at Post-Graduate level.

Part F

(i) The declaration .by the Chairman, that the minutes were read out by the Chairman at the meeting itself.

Date: _____ Signature of the Chairman

Place: _____

****