PART – A
OA - Ordinances applicable to University and Colleges (Updated on 15/07/2025)

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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 (Amended on 11th May, 2024)

(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 Chairperson

ii) The Dean of the School/Faculty concerned – Member

iii) The Vice-Dean (Research) of the concerned School of the University / Head of Department of 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

(Amended on 11th May, 2024)

(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 Chairperson

ii) The Dean of the School/Faculty concerned – Member

iii) The Vice-Dean (Research) of the concerned School of the University / Head of Department of 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.

(Amended on 11th May, 2024)

OA-2.4 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 Dean of the concerned School/Faculty, Head of the College/ Recognized Institution in which the applicant is working, along with the prescribed processing fees.

OA-2.5 (effective from 31st August, 2023)

(i) The candidate shall submit her/his application in the prescribed format through the proper channel.

(ii) The University shall process applications, ordinarily within a period of 60 days and communicate the decision to the candidate/s.

(iii) A candidate who has not been granted recognition may re-apply.

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

OA-2.6.1 For Master's Degrees by Papers

(Amended on 11th May, 2024)

i) 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.

(Amended on 11th May, 2024)

ii) Applicant has to be either the First/Second/corresponding Author in all the Research Publications in Journals under UGC CARE LIST /Scopus/Web of Science for the purpose of Recognition.

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 31st August, 2023) For the Ph.D. Degree

(a) Only persons recognized as PhD Supervisors by Goa University shall be eligible to supervise students for PhD Degree.

(b) The following persons from Schools of Goa University, affiliated Colleges and Research Centres shall be eligible to apply for recognition as a PhD Supervisor.

(i) a. All confirmed full-time Professors/Associate Professors or equivalent having a PhD Degree with a minimum of five post-PhD research publications in journals under UGC CARE list/Scopus Web of Science. The published data shall be from independent research, other than the data used in the thesis.

b. All confirmed full-time Assistant Professors or equivalent having a PhD Degree with a minimum of three post-PhD research publications in journals

under UGC CARE list/Scopus /Web of Science.

c. For persons from disciplines where there is no UGC CARE list/Scopus/Web of Science journal, the University may relax this condition of publication in UGC CARE list/Scopus /Web of Science for recognition of a person as Research Supervisor with reasons recorded in writing. However, the minimum number of journal publications required shall apply.

(ii) All confirmed Research Scientists from Central/State Govt. recognized Research Institutes having a PhD Degree with a minimum of five post-PhD research publications in journals under UGC CARE list/Scopus Web of Science. The published data shall be from independent research, other than the data used in the thesis.

(c) In addition to the above, candidates seeking recognition as a PhD Supervisor, shall also have to fulfil the conditions laid down by the concerned Regulatory Body/Council, wherever applicable.

(Amended on 11th May, 2024)

(d) Applicant has to be either the First/Second/corresponding Author in all the Research Publications in Journals under UGC CARE LIST /Scopus/Web of Science for the purpose of Recognition.

(Amended on 11th May, 2024)

(e) Faculty members recognized in any of the subjects namely Commerce, Financial Services, Management, and Hospitality, Travel & Tourism, shall be deemed to be recognized in the remaining three subjects.

(Amended on 11th May, 2024)

(f) Faculty members appointed on a regular basis shall be eligible to apply for recognition of Ph.D. guideship during their probation period. Further, such recognized guides shall be eligible to register Ph.D. students during their probation period.

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.

(Effective from 18th September, 2020)

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

(Effective from 18th September, 2020)

At least one publication 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 22nd May, 2019)*** **-**

For Masters Degree Programmes in – General Education.

Teachers appointed to teach at the undergraduate level shall be deemed to be recognized as postgraduate teachers in their respective subjects provided the minimum education l qualifications prescribed for teaching

general education programmes at the undergraduate and post graduate level are the same.

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 mass-copying while on examination duty.	Permanent disqualification from any 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-5.6.3.(i) ***(Effective from 22nd May, 2019)***
The Paper Setter shall set 3 different sets of question papers, covering a wide range of the contents of the concerned courses as per prescribed examination pattern and marking scheme. Answer keys shall be prepared and submitted to the Chairperson, Board of Paper Setters in sealed envelopes in separate covers.

OA-5.6.3.(ii) ***(effective from 22nd May,2019)***
In case of Bachelor of Engineering Degree Program, there shall be three Paper Setters who shall set one paper each along with an answer key. In exceptional cases, where three paper setters are not available, two paper setters may be appointed to set two papers each, with the approval of the Vice – Chancellor.

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	Annulment of the performance of entire

	= Denial	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 a given examination or any other examination) = Denial	Annulment of the performance of entire examination. + five chances

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.

(Amended on 26th April, 2023)

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.

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:

(Amended on 29th August, 2024)
Category A1: 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.

(Amended on 29th August, 2024)
Category A2: Students representing India as a Unified player in the Special Olympics World Games/ Special 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.

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.

(Amended on 29th August, 2024)
Category C1: Students representing Goa State or other State Units for National events organised by the recognised National Federation which are duly approved by the Indian Olympic Association /Association of Indian Universities and National Championship/Tournaments organised by Board of Control for Cricket in India (BCCI)

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.

(Amended on 29th August, 2024)
v) Khelo India Youth Games

(Amended on 29th August, 2024)
Category C2: Students representing Goa State or other State Units in the National Ranking tournament/ Khelo India League organised by the recognised National Federation which are duly approved by the Indian Olympic Association / Association of Indian Universities

(Amended on 29th August, 2024)
Category C3: Students representing Goa State or other State Units as a Unified player in the Special Games/ Special National 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.

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.

(Amended on 29th August, 2024)
Category E3: Students eligible as per eligibility rules of Goa University and participating in State Ranking Championship/State Khelo India League 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.

(Amended on 29th August, 2024)
Any competition newly introduced shall be categorized and notified by Goa University from time to time.

(Amended on 26th April, 2023)
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:

a) For undergraduate students:
(Amended on 29th August, 2024)

Category	Participation	Winner/ Gold Medal	Runners-up/ Silver Medal	Semi finalists/ Bronze Medal
A1	28	28+24=52	28+22=50	28+20=48
A2	16	16+18=34	16+16=32	16+14=30
B	26	26+22=48	26+20=46	26+18=44
C1	16	16+20=36	16+16=32	16+14=30
C2	12	12+10=22	12+08=20	12+06=18
C3	10	10+06=16	10+04=14	10+02=12
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
E3	7	07+05=12	07+03=10	07+01=08

b) For Post Graduate students:
(Amended on 29th August, 2024)

Category	Participation	Winners/ gold medal	Runners up/ silver medal	Semi-finalist/ Bronze medal
A 1	14	14+12=26	14+11=25	14+10=24
A2	08	08+9=17	08+08=16	08+07=15
B	13	13+11=24	13+10=23	13+09=22
C1	10*/08**	08+10=18	08+08=16	08+07=15
C2	06	06+05=11	06+04=10	06+03=09
C3	05	05+03=08	05+02=07	05+01=06
D1	10	10+08=18	10+06=16	10+05=15

D2	08	08+06=14	08+04=12	08+03=11
E1 & E2	05	05+03=08	05+02=07	05+01=06
E3	04	04+03 = 07	04+02=06	04+01=5

***10 marks- for events having four or more participating states.**
****08 marks- for events having less than four participating states.**

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	180.00 (Rs.90/- per session)	

	Forenoon examination and afternoon examination are considered as one Session each		
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 (Minimum Rs. 1000.00 per examiner)		Rs. 200/ -per student examined (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. **(Effective from 21st February, 2019)** *In a single block the number of candidates shall not exceed 30, and the number of papers shall not exceed three.*

2. **(Effective from 21st February, 2019) deleted**

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).

(Amended on 11th May, 2024)

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.

(Amended on 11th May, 2024)

OA-9.2 In addition to English, instruction and conduct of examination, in Hindi, Marathi & Konkani languages is permitted for the following programmes:

1. Ayurvedic medicine
2. Bachelor of Performing Arts (B.P.A).
3. Master of Performing Arts (M.P.A.)
4. Hindustani Classical Music
5. Foundation course in Hindustani Classical Music

OA -10 (Effective from 4th December, 2019) Ordinance covering fees for various examinations conducted by the University (under Section 24(1) of Goa University Act, 1984)

OA-10	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)	345.00
	2. (i) (a)	**Examination fee per theory paper** **Undergraduate - Non Professional Programmes (Non CBCS Programmes)**	
		i) for first appearance F.Y./S.Y. --- ii) for first appearance T.Y. -- iii) for second and subsequent appearance F.Y./S.Y. iv) for second and subsequent appearance T.Y.	115.00 140.00 210.00 295.00
	(b)	**Undergraduate Non-Professional Programmes (Credit Based)**	
		B.A., B.Sc., B.Com. (General and Honours), B.C.A., B.Sc. (Home Science)BBA, BBA(FS)	
		For all appearances (per credit)	50.00
	(c)	**Undergraduate - Professional Course**	
		1) MBBS, BDS, BHMS, BAMS	
		i) for first appearance	460.00
		ii) for second and subsequent appearance	695.00
		2) B.Sc. Nursing, B.Pharm, Para Medical B.Sc. Programmes, B.P.A., Bridge Course(Performing Arts),B.F.A., B.Arch, B.A. LL.B,LL.B., B.E., B.Ed., B.P.Ed., B.A.B.Ed., B.Sc.B.Ed.	
		i) for first appearance	345.00
		ii) for second and subsequent appearance	580.00
	(d)	**Under-graduate – Professional Courses (Credit Based)**	
		B.E., B.Pharm	
		For all appearances (per credit)	200.00
	(e)	**Post-graduate Courses Professional**	
		MD/MS, MDS, Medical Diplomas	
		i) for first appearance	1155.00
		ii) for second and subsequent appearance	1740.00
		M.Pharm., M.E., M.P.A., L.L.M.	

		i) for first appearance	580.00
		ii) for second and subsequent appearance	870.00
		M.E. (Credit Based Course) **For all appearances (per credit)**	120.00
	(f)	**Post-graduate Courses Non-Professional** i) for first appearance	295.00
		ii) for second and subsequent appearance	410.00
	(g)	**All Diplomas – PG Diplomas**	
		i) for first appearance	295.00
		ii) for second and subsequent appearance	410.00
	2. (ii)	**i) M.Phil – Evaluation of Dissertation**	1500.00
		ii) Ph.D. – Evaluation of Ph.D. Thesis	3000.00
	2. (iii)	**All Post-graduate Credit Courses**	
		A) Examination fees for courses other than laboratory course, Examination Registration, statement of Grades and Examination Form Fees	140.00
		For all appearances (per credit)	90.00
		B) Examination fees for Laboratory Courses	115.00
		C) Dissertation	580.00
	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	180.00
		ii) For Undergraduate Non-Professional T.Y.	295.00
		iii) **For Undergraduate Professional**	
		a) MBBS, BDS, BHMS, BAMS	580.00
		b) B.Sc. Nursing, B.Pharm, Para Medical B.Sc. Programmes, B.P.A., B.F.A., B.Arch,B.A. LL.B, LL.B., B.E., B.Ed., B.P.Ed., B.A.B.Ed., B.Sc.B.Ed.,L.L.M.	440.00
	(ii)	**Per Practical (including Viva-Voce, Term work/project and such other practical components of above 100 marks).**	
		i)For Post Graduate Professional	
		a) MD/MS, MDS, Medical Diplomas	1155.00
		b) M.Pharm., M.E., M.P.A., LL.M.	580.00
		ii) For Post Graduate Non-Professional	440.00
	(iii)	Practical Examinations of Fine Art Course carrying 100 marks or less	580.00
	(iv)	**1) Fees for examination of dissertation/Thesis at the Professional P.G. Examinations**	
		i) MD/MS, MDS, Medical Diplomas	2085.00
		ii) M.Pharm., M.E., M.P.A., LL.M.	1390.00
		2) Fees for examination of dissertation/Thesis at the Non-Professional P.G. Examinations	1390.00
	(v)	For second and subsequent appearance, for the practical Examination (including Viva-voce, term work/project and such other practical components/	Twice the fees mentioned for the regular

		resubmission of dissertations).	appearance
	4.	**Result Processing Fee (Per student)** i) B.Sc. in International Hospitality Management ii) B.Sc.in Agriculture iii) B.B.A. (All Branches) iv) Certificate/Diploma/Advanced Diploma in Languages v) Advanced Diploma in Agriculture vi) Diploma in Agriculture vii) Diploma in Pre-Primary Teacher Education	 1200.00 500.00 600.00 500.00 200.00 200.00 200.00
	5.	Statement of marks	90.00
	6.	Examination form	65.00
	7.	Late fees for submission of Examination forms	295.00
	8.	**Duplicate copy of Degree/Certificate**	
		(i) For Non-Professional/Under graduate/Post graduate Programmes	2315.00
		(ii) For Professional/Undergraduate/Post Graduate Programmes	3475.00
		(iii) Search fee for every year delayed for issuing duplicate documents and other documents not collected in time by the candidate.	115.00 (per year not exceeding `1155.00)
		(iv) Statement of Marks	295.00
		(v) Passing Certificate	295.00
	9.	**Revaluation (per paper):**	
		(i)Undergraduate (Non-professional, Professional)	580.00
		(ii)Post-Graduate (Non-professional, Professional)	810.00
	10.	**Verification (Per paper, where provision exists):**	
		(i) Undergraduate	180.00
		(ii) Post-graduate	180.00
	11.	Provisional Degree / Correction in name / Endorsement / Issue of miscellaneous Certificates	295.00
	12.	Internship Training Certificate	295.00
	13.	Personal Verification	295.00
	14.	Grievances (Under Ordinance OC-45)	295.00
	15.	**Convocation Degree Certificate:**	
		(i) Professional	1390.00
		(ii) Non-Professional	810.00
		(iii) Postal Charges in absentia (within India)	180.00
		(iv) Postal Charges in absentia (abroad)	1390.00

		(v) Search Fee for Convocation Degree	
		(a) Upto 5 years	-
		(b) Above 5 years	115.00 (Per year but not exceeding ` 1155.00)
	16.	Authentication of Documents (Per Programme) (i) Each additional copy (Per Programme)	580.00 105.00
	There shall be 5% increase on all the above fees for each academic year. 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. 3) Fees for any new programmes not listed above will be notified from time to time. 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.

(Amended on 11th May, 2024)

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 or CGPA 7.0 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, in programmes decided in CGPA, the marks of the final two semesters shall be considered. If the tie is still not resolved, then the marks of the final semester shall be considered. If the Tie still exists, then the amount shall be equally divided between the awardees.

In case of a tie for Prize/Medal/ scholarship, in programme decided on the basis of marks, the amount shall be equally divided between the awardees.

OA-14 (Effective from 19th February, 2020) Part 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/Sub-Board of Studies (BoS/SBoS) 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 may decide to have separate BoS/SBoS for a subject at the Undergraduate and Post-graduate levels.

OA-14.2 There shall be Boards/Sub-Boards of Studies in the subjects or group of subjects taught under various Faculties/Schools as specified in Statute SA-17.

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/Schools of the University, if necessary. For a subject introduced for the first time or for subjects which are already being offered, the Academic Council shall identify the appropriate Faculty/School and the nature of the BoS/SBoS in that subject. For composition of BoS/SBoS 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 **(Effective from 11th March, 2021) Composition of Board/Sub-Board of Studies**

Composition of Board/Sub-Board of Studies BoS/SBoS in various subjects:

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

(1) Head of the University Post-graduate Department/Dean of School in the concerned subject as Chairperson.
(2) One Associate Professor from the concerned University Department/School;
(3) One Assistant Professor from the concerned University Department/School;
(4) (5) (6) (7) Four teachers in the concerned subject from affiliated colleges or institutions;
(8) One expert in the subject from any other University/Institution not affiliated to Goa University, having specialized knowledge of the concerned subject and
(9) One expert member in a related subject;
(10) The Immediate past Chairperson (In service) or a member of the previous Board.
(11) An eminent Alumnus in the concerned subject.

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

(1) Head of the University Post-graduate Department/Dean of School in the concerned subject as Chairperson
(2) One Associate Professor from the concerned University Department/School;
(3) One Assistant Professor from the concerned University Department/School;
(4) One expert in the subject from any other University/Institution not affiliated to Goa University, having specialized knowledge of the concerned subject;
(5) One expert in the subject from Goa having knowledge of the subject concerned; and
(6) One expert member in a related subject from the same / sister Department/School of the University.
(7) The Immediate past Chairperson (In service) or a member of the previous

Board.

(8) An eminent Alumnus in the concerned subject.

(c)For subjects taught at undergraduate and/or post-graduate courses of studies in more than one college including separate UG Board/Sub-Board of Studies:

(1)A senior teacher (including Principals) having not less than ten years of teaching experience in the concerned subject as Chairperson.

(2),(3),(4) Three teachers in the concerned subject, preferably not more than one from any one college.

(5) One external expert having specialized 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 Medicine or Practicing Lawyer/Judge in case of Law or expert in Education in case of Education.

(7)The Immediate past Chairperson (In service) or a member of the previous Board.

(8) Distinguished alumnus/ alumna

The composition of the Sub-Board of Studies (BoS/SBoS) in Commerce (UG) shall be as follows:

(1) A senior teacher (including Principals) having not less than ten years of teaching experience in the subject of Commerce as Chairperson

(2) The Chairperson of the Sub-Board of Studies in Commerce(PG)

(3), (4), (5), (6), (7) Five Teachers teaching the subject of Commerce, preferably not more than one from any one college.

(8), (9), (10), (11), (12) One teacher each teaching Economics, Mathematics, English, Geography, and Computer Science for Business, respectively in the B.Com. programme.

(13) One External Expert having special knowledge of Commerce.

(14) One Additional Expert from Industry.

(15) The Immediate past Chairperson (In service) or a member of the previous Board.

(16) An eminent Alumnus of the B.Com programme.

The composition of the Sub-Board of Studies (BoS/SBoS) in Computer Science (UG) shall be as follows:

(1) A senior teacher (including Principals) having not less than ten years of teaching experience in the subject of Computer Science as Chairperson

(2) The Chairperson of the Sub-Board of Studies in Computer Science (PG)

(3), (4), (5) Three Teachers from the Department of Computer Science of the B.Sc. in Computer Science Programme, preferably not more than one from any one college.

(6), (7), (8) Three Teachers from the Department of Computer Science of the BCA Programme, preferably not more than one from any one college.

(9), (10) Experts from Industry

(11) The Immediate past Chairperson (In service) or a member of the previous Board.

(12) An eminent Alumnus of the B.Sc. in Computer Science /BCA Programme.

(d) For subjects 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.
(2) Two teachers in the concerned subject.
(3) Two external experts having special knowledge of the subject concerned.
(4) The Immediate past Chairperson (In service) or a member of the previous Board.
(5) An Eminent Alumnus in the concerned subject.

Note: (i) An 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 Ad hoc Board/Sub-Board of Studies for that subject. The tenure of such Board/Sub-Board of Studies (BoS/SBoS) shall be of two years.

(iii) Separate Board/Sub-Board of Studies (BoS/SBoS) 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/Dean of School at (a) and (b) above shall be the Ex-Officio Chairperson of the BoS/SBoS. The Vice-Chancellor may nominate the Chairperson from among the members representing the University Departments and affiliated colleges for OB-4 meetings during the absence of the Chairperson Board of Studies.

(v) The University shall maintain a list of University teachers and College teachers in each subject for nominating teachers on the BoS/SBoS. The teachers from such a list shall be nominated by the Vice-Chancellor on the BoS/SBoS on a rotational basis.

(e) For subjects taught at undergraduate level in colleges as well as post-graduate level in Post-graduate Departments/Schools at the University and the affiliated colleges:

(1) Head of the University Post-graduate Department /Dean of School in the concerned subject as Chairperson.
(2) One Associate Professor from the concerned University Department/School;
(3) One Assistant Professor from the concerned University Department/School;
(4) (5) (6) Three teachers teaching at the undergraduate level in the concerned subject from affiliated colleges or institutions;
(7) (8) Two teachers teaching at the postgraduate level in the concerned subject from affiliated colleges or institutions;
(9) One expert in the subject from any other University/Institution not affiliated to Goa University, having specialized knowledge of the concerned subject and
(10) One expert member in a related subject;
(11) The Immediate past Chairperson (In service) or a member of the previous

Board.

(12)An eminent Alumnus in the concerned subject.

(Effective from 11th March, 2021)

(f) For BoS in Interdisciplinary and Transdisciplinary Studies, BoS in Value Education and BoS in Skill Enhancement and Vocational Studies:

(1) A Professor from the University School/Department as Chairperson;

(2)(3)(4)(5) Four Professor/Associate Professor/Assistant Professor from the School/Department of the University;
(Not more than one from each Faculty/School).

(6)(7)(8) Three teachers from affiliated colleges or institutions;

(9) The Immediate past Chairperson (in Service) or Member of the previous Board of Studies.

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. The Chairperson shall have the deciding vote in case of a tie. No quorum shall be necessary in the case of a meeting adjourned for want of quorum.

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

OA-14.5.3 The term of each BoS/SBoS 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 University Department or affiliated college or as the holder of an office shall cease to be a member of the concerned BoS/SBoS 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 Board/Sub-Board of Studies shall fix the date, time and place of the meeting of the BoS/SBoS 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/Sub-Board of Studies and the Board/Sub-Board of Studies 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 Board of Studies one of the members

from amongst the members of Board of Studies 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/Sub-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/Sub-Board of Studies. The Vice-Chancellor or his nominee shall preside over such meetings.

OA-14.9 Minutes:

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

(ii) The Chairperson shall send to the Registrar through the Dean of the concerned Faculty/School, a copy of the minutes as approved at the meeting within ten days of the date of the meeting of Board/Sub-Board of Studies. 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. The Dean of the concerned Faculty/School before forwarding the minutes shall clearly point out 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/Sub-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 Board/Sub-Board of Studies and the Academic Council.

OA-14.10 Functions of the Board

The Board/Sub-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 22nd May, 2019)

(a) The Controller of Examinations shall appoint the Chairperson of Board of Examiners/Director for the Central Assessment Program (CAP) and assign various duties relating to assessment of answer-scripts to serve as a link between the University Examinations Division and the Examiners and to co-ordinate CAP for orderly assessment of answer-scripts and the declaration of results.

(b) Detailed duties/terms of reference of the Chairperson, Board of Examiners/Director of the CAP shall be prescribed by the Controller of Examinations in the appointment letter.

(c) The assessment shall be equally carried out by the Examiners as per the distribution arranged by the Chairperson, Board of Examiners/Director of CAP..

(d) The Chairperson, Board of Examiners /Director of CAP shall distribute the answer-scripts for evaluation amongst 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'.

(Effective from 11th March, 2021)

OA-16.4.8 (a) Conversion from Grade to Percentage.

The following formula shall be used to convert from Grade (CGPA) to equivalent Percentage.

Percentage = (CGPA – 0.75) × 10

(b) Conversion from Percentage to Grade.

The following formula shall be used to convert from Percentage to equivalent Grade (CGPA).

CGPA = (Percentage / 10) + 0.75

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 ***(Effective from 21st February, 2019) 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.

Benefit of 'First Attempt' shall extend to the students who participate in National level events in NSS/NCC/Sports and Cultural activities during the 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 ***(Effective from 12th February,2019)*** **Objectives**

To ensure regular attendance during every form of interactive instruction pertaining to the teaching of all the Undergraduate and Post Graduate Programmes 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) ***(Effective from 12th February, 2019)*** *The teacher(s) concerned shall engage not less than 90% of 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 the required lectures/practicals as mentioned above.*

{Note: "Course" refers to Laboratory Course/Optional Course/ Compulsory Course or other similar instructional Courses} The Principal/Head of the Department may permit faculty members to engage the classes outside usual class timetable to enable them to complete the minimum prescribed number of classes.

(iii) ***(Effective from 21st February, 2019)*** Deleted

OA-17.3 Attendance and eligibility to appear for Examinations

(i) ***(Effective from 12th February, 2019)*** *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)***(Effective from 12th February, 2019)****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 cumulative attendance shall be prepared paper/course-wise and the same shall be displayed on the Notice Board on a monthly basis. Where students have online access to attendance records, a Notice directing students to check their records may be displayed on the Notice Board on a monthly basis. A copy of this statement shall be sent to the University as and when requested by the University authorities.*

(iii) ***(Effective from 12th February, 2019)*** Deleted

(iv) ***(Effective from 12th February, 2019)****A student registered in a Semester / Term / Year, for any Programme (Degree or Diploma), shall ordinarily be required to have a minimum cumulative attendance of 75% of the total lectures and practicals engaged during that Semester / Term / Year and a minimum of 50% attendance of the total lectures and practicals engaged in any individual paper / course. In case of late admission on genuine grounds (to be decided by the Principal/Dean/Head of Department), attendance shall be considered from the date of admission to the programme.*

In case the faculty is unable to engage the actual numbers of lectures/practicals prescribed for a particular paper/course due to any reason, all the students shall be given full attendance to that number of classes that could not be engage by the faculty. (For example, if a faculty could engage only 55 lectures out of prescribed 60 lectures, each student shall be given attendance of additional 5 lecture in that paper/course and the same shall be counted for counting 75% attendance requirement). Under CBCS, a student whose attendance is less than 75% shall have the option of dropping a paper(s)/ Course(s) in order to meet the minimum 75% attendance requirement

Institutions may conduct remedial classes to those students whose attendance is below 75% to meet the requirement under this provision. However, such remedial classes cannot be conducted after the commencement of the Semester End Examinations for the respective Semester.

(v) ***(Effective from 12th February, 2019)****A student, not fulfilling the minimum attendance requirements mentioned above, 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 the requisite fees.Sucha student shall not be treated as afresh applicant for admission if the re-admission is in the same Institution. Re-admission to professional colleges for the First Year of the programme shall be as per the admission rules of the program. These students need not answer the eligibility test.*

(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) ***(Effective from 12th February, 2019)****In case a student desires to seek admission during the course of the Academic year to a different institution for the same programme, her/his attendance shall be transferred.*

(*viii)* ***(Effective from 12th February, 2019)*** *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 marked "Present" for the lectures/practicals missed, provided such absence is supported by documentary evidence issued by the appropriate authority such as Commanding Officer of NCC, Director of Sports and Youth Affairs, Director / Asst. Director of Sports in Government / University or an authorized official of these and other similar bodies.*

(ix) ***(Amended on 26th May, 2023)***

a) 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 classes.

b) Absence beyond 25% maybe condoned on medical grounds.

c) Students participating in sports at the Inter-collegiate Championship level may be given upto 15% relaxation in attendance. Further, a student who participates in two or more Inter-collegiate Championships may be given an additional 10% relaxation in attendance.

d) A relaxation of an additional 25% in attendance shall be available for Maternity Leave to women candidates pursuing a UG/PG Programme(General Education) at Goa University campus and affiliated Colleges.

e) A student representing the University at Inter University Championships or the State at National level Championships or higher levels, may be given relaxation upto 50% in attendance.

f) However, the maximum relaxation permissible to a student on all accounts shall not be more than 50%.

(*x)* ***(Effective from 12th February, 2019)****Any case not covered under the above clauses but recommended by the Principal / Dean / Head of the Department to be condoned, shall be referred to a Committee consisting of (i) Vice-Chancellor (Chairperson), (ii) Registrar and (iii) Principal of the Institutions/Dean of the College / Head of the Department concerned, as members.*

(xi) ***(Effective from 12th February, 2019)****For Programmes that are governed by the regulations of Central governing/regulatory bodies, the norms prescribed by the respective bodies as amended from time to time shall apply*

(xii) ***(Effective from 12th February, 2019)****A student, who has any grievance about the attendance record, may bring the same to the notice of the Principal/ Dean / Head of the Department, in writing, within three days from the date of display of the attendance on the Notice Board / Notice regarding checking of attendance online. The Principal/ Dean / Head of the Department, on receipt of such a complaint, shall verify the accuracy of the 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-18.8.10 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-18.8.13 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.
vi) The concerned Department's shall conduct examinations for such candidates after receiving approval from the Vice-Chancellor to that effect.

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-18.8.9 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-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 17th September, 2021)

OA-18A Ordinance governing the M.A., M.Sc. M.Com., M.S.W., M.T.T.M., M.P.Ed. and M. Sc. I.H.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 17th September, 2021)

OA-18A.1 General

The eligibility, procedure and conditions for admission to the M.A., M.Sc., M.Com., M.S.W., M.T.T.M., M.P.Ed. and M.Sc. I.H.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.

(Effective from 17th September, 2021)

3. The total number of 64 Credits shall comprise 32 Credits of Core Courses and a minimum of 32 Credits of Optional Courses.However, M.Sc. I.H.T.M. Programme shall comprise 32 Credits of Core Courses, a minimum of 24 Credits of Optional Courses and 8 Credits of Internship.

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.

(Effective from 17th September, 2021)

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

    i) 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.
    ii) For M.Sc. I.H.T.M., One Credit shall be equivalent to one week of Internship.

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.

(Effective from 17th September, 2021)
OA-18A.4 Dissertation and Internship

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.

(Effective from 17th September, 2021)

9. For M.Sc. I.H.T.M., the Internship shall be undertaken at the beginning of the Fourth Semester. On completion of the Internship, each student shall submit an Internship Report to the guiding teacher.

OA-18A.5 Scheme of Examination

(Effective from 17th September, 2021)

1. The assessment of all Courses including Dissertation & Internship shall comprise continuous Intra Semester Assessment (ISA) and Semester-end Assessment (SEA) and shall be fully internal, carried out by the teacher offering the Course.

   If the teacher/s who had taught the course is/are no longer associated with the School/Department/College, the Dean/ HOD/ Principal shall appoint a paper setter cum evaluator

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.

(Effective from 17th September, 2021)

(b) When more than one teacher is involved in teaching a Course, one teacher preferably a regular teacher from the School / Department shall be identified as the Course Coordinator by the DC/DFC.

(Effective from 17th September, 2021)
(c) Deleted

(Effective from 17th September, 2021)
(d) Deleted

(Effective from 17th September, 2021)
(e) Deleted

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.

(Effective from 17th September, 2021)
5. The DC/DFC shall constitute a School / Departmental Examination Committee (DEC) to monitor the conduct of the continuous ISA and SEA.

(Effective from 17th September, 2021)
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 School/ 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.

(Effective from 17th September, 2021)

OA-18A.7 Evaluation of Dissertation and Internship

1. (a) The Dissertation /Internship 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 /Internship which shall carry 60% of the total marks assigned for Dissertation/Internship which shall be the SEA component.

(Effective from 17th September, 2021)

(b) The Guide shall assess the Dissertation /Internship 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.

(Effective from 17th September, 2021)

2. To pass in the Dissertation /Internship a student has to secure a minimum grade of 'P' as indicated under OA-18A.8.2.

(Effective from 17th September, 2021)

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. In case of M.Sc. I.H.T.M. a student who does not pass the Internship will have to repeat the Internship component.

(Effective from 17th September, 2021)

4. There shall be no revaluation in case of Dissertation which are based on laboratory/field/experimental work and Internship.

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.

(***effective from 31st August 2018***)

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.

(***effective from 31st August 2018***)

(b) The Cumulative Grade Point Average (CGPA) shall be calculated on completion of 64 Credits, or more.

(***effective from 31st August 2018***)

(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.

(***effective from 31st August 2018***)

(d) The CGPA shall be rounded off to 2 decimal points and recorded in the transcripts.

(***effective from 31st August 2018***)

(e) For calculating CGPA, all the core courses (32 credits) and best of the grades obtained for optional course equaling 32 credits shall be considered.

(***effective from 31st August 2018***)

(f) Wherever the number of best Optional Credits are more than 32, 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 32 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.

(Notified on 16th February, 2022)

(xiii) **Transfer/Relocation**

(a) In case of relocation of a Ph.D. Research Scholar or Research Guide due to reasons such as marriage, change of job etc. The research data may be transferred to Goa University/Research Centre's 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 Guide from the parent Institution for that part of the research completed.

(b) In the event of a Guide leaving Goa University, S/he may be permitted to transfer the PhD. Research Scholar to her/his new place of work provided the PhD. Research Scholar has no objection to the same.

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 21st January, 2019)*** *Full-time Research Scholars shall have to conduct research for a minimum period of four terms (2 years). In exceptional cases, the minimum period of registration may be reduced on the recommendation of the DRC and approval of the Academic Council. 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 period of six months to submit the Thesis.

(ii) ***(Notified on 21st January, 2019)*** *Part-time Research Scholars shall have to conduct research for a minimum period of six terms (3 years). In exceptional cases, the minimum period of registration may be reduced on the recommendation of the DRC and approval of the Academic Council. 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 further extension of a maximum period 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 21st January, 2019)** 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 s/he so desires.

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 11th February, 2021)** A panel of six subject experts (which may include experts from outside the country) shall be submitted by the DRC, through the Head of the Department/Research Centre/ Vice-Dean (Research) /Dean to the Vice-Chancellor. The Expert panel should have at least three Professor/Scientist G grade. Disciplines, where adequate numbers of Professors are not available, Professors may be replaced with Associate Professors having experience of guiding Ph.D. students.
The list submitted should include (a) names, (b) contact details (c) affiliation, and (d) brief description of their academic specialization.
The panel shall not include names of experts.

- Who are in employment of Goa University/ Research Centres/Affiliated Colleges.
- Who are working in the same institution as another expert on the panel.

Prior to forwarding the panel of experts, the Head of Department/Vice-Dean (Research)/Dean of the respective Faculty/School shall examine the suitability of the panel as per the above two clauses. In case the panel of experts is not as per the above two clauses, the same shall be reported to the guide for appropriate action and resubmission.

(ii) **(Notified on 11th February, 2021)** 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. Subsequently, Controller of Examination shall forward digital and/or hard copy of synopsis to Examiners and obtain their consent within two weeks of the receipt of intimation from Goa University. In case the examiner fails to reply within two weeks, the synopsis shall be sent to another expert from the panel.

(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 11th February, 2021)** Before submission of the Thesis the research scholar shall submit to the Academic PG Section, through her/his Guide, a statement giving the title of the Thesis and six printed copies and a digitalcopy of the Synopsis, including bibliography along with publications from the Thesis, the report of the similarity test and the Thesis submission fee receipt.

The Synopsis and Thesis submitted for the award of the Degree shall be subjected to a similarity test with suitable well developed software to discern plagiarism and other forms of academic dishonesty. The copy of the synopsis and Thesis submitted should have the, 'Certificate of similarity test for plagiarism' along with the report issued by the Librarian, Goa University. The Certificate format and first page of plagiarism report can be obtained from the University Library. In case of high similarity index of more than 15%, 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) **(Notified on 11th February, 2021)** Four copies of the Thesis fulfilling all the above said conditions shall be forwarded to the Academic PG Section, who then shall forward it to Controller of Examinations for the evaluation process. During the initial submission, the Thesis shall be in soft bound form and final hard bound copy of the Thesis shall be provided before the Viva-Voce Board. 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) **(Notified on 11th February, 2021)** 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/ password protected email, within three months of receipt of the Thesis. Copy of the report shall be sent by the Controller of Examinations to the Guide who shall present the reports in the DRC and the relevant portion of the reports shall be communicated to the research scholar for compliance. Guide /Co-guide, as the case may be, shall be the Convenor of the Viva-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 any 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) **(Notified on 11th February, 2021)** 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 student shall be asked to resubmit the Thesis after revising the same in the light of the suggestions made by the examiner and the same shall be sent to the same Examiner.

(d) The candidate shall not be permitted to resubmit the same thesis if it is rejected outright by both the Examiners.

(e) **(Notified on 11th February, 2021)** 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 the same is evaluated and approved by the said Examiner.

(f) **(Notified on 11th February, 2021)** If the evaluation report of one of the external examiner is not positive 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 positive. If this report is also not positive as per Checklist Form B-1, the Thesis shall be rejected and the Research Scholar shall be declared ineligible for the award of the Degree.

(g) **(Notified on 11th February, 2021)** A meeting of the DRC shall be convened by the Guide, upon receiving the recommendations of the Examiners. The reports of the examiners shall be placed before the DRC for their perusal. The minutes of the meeting shall be forwarded

to the Controller of Examinations.

(h) **(Notified on 11th February, 2021)** The Reports from the examiners shall be assessed by the Departmental Research Committee. The Departmental Research Committee shall make available to the student through the Research Guide/s pertinent contents of the reports of examiners' for revision/ modification/ correction, if any. Minutes of DRC meeting shall be communicated to COE's office for information and further action, forwarded through the Vice-Dean (Research) and Dean of concerned School/Faculty.

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)**(Notified on 11th February, 2021)**The Board for Viva-Voce examination shall consist of Chairperson appointed by the Vice Chancellor, the Guide/ Co-Guide as the Convenor and one External Examiner.

(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) **(Notified on 11th February, 2021)** The date of the Viva-Voce shall be finalized by the Chairperson of the DRC, in consultation with the External Expert nominated by the Vice-Chancellor and Chairperson of Board of Viva-Voce and same shall be informed to the office of COE.

(vi) **(Notified on 11th February, 2021)** The Chairperson of Board of Viva-Voce 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 to the extent possible, scientific and academic experts 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.

(vii) **(Notified on 11th February, 2021)** Notice regarding Viva-Voce Examination shall be displayed on the School/Faculty/Institution Notice Board, Library Notice Board and on the University website at least 7 days prior to Viva-Voce examination. Circular regarding the Viva-Voce examination will also be sent to the concerned School/Faculty/ Institution and a copy to the Office of Controller of Examinations.

(viii)**(Notified on 11th February, 2021)** 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.

(ix) **(Notified on 11th February, 2021)** Copies of the synopsis/summary of main conclusions shall be made available for the participants of the Viva-Voce examination.

(x) **(Notified on 11th February, 2021)** Viva-Voce Examination shall be conducted on a working day and during convenient hours to ensure large participation. Conduct of Viva-Voce examination of two Ph.D. candidates under the same guide shall not be scheduled on the same working day.

(xi) **(Notified on 11th February, 2021)** 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.

(xii) **(Notified on 11th February, 2021)** The Board of Viva-Voce Examination shall report specifically on whether the candidate's performance at the examination was satisfactory or not.

(xiii) **(Notified on 11th February, 2021)** 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.

(xiv) **(Notified on 11th February, 2021)** 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. Final hard bound Thesis copy shall be as per the Ordinance.
2. Summary of the Thesis examination reports.
3. Reports of the Viva-Voce examination.
4. Statements on the status of corrections or modifications in the Ph.D. Thesis as suggested by the Examiners.
5. Final recommendation on the award of Ph. D. Degree.
6. A certificate stating revision/modification/correction if any suggested by examiners, incorporated in the thesis. (Format B- 7)
7. Format for consolidated recommendation for Ph.D. Degree as per Form B-3, duly certified by the Viva Board.
8. Format for the Thesis of the Month, certified by the Viva-Board.
9. A certified abstract of the Thesis in about 500 words submitted by the candidate.
10. Attendance sheet of viva-voce examination.
11. No due certificate submitted by the student from respective Department/School and Library and Hostel.

(xv) **(Notified on 11th February, 2021)** In addition to the above reports/ enclosures, the board shall also submit a certificate stating that the research scholar has incorporated all the revision/ modifications/ corrections, if any, suggested by the Examiners in final hard bound Thesis, for submission to the University Library along with a certified abstract of the Thesis in about 500 words (Refer

format B-7)

(xvi) **(Notified on 11th February, 2021)** Four printed final copies of Thesis shall be bound in accordance with the format provided by the Academic PG Section and as per 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 Full 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 on both sides of the page. The figures preferably could be incorporated into the running text.

In addition, a digital copy of the Thesis shall also be submitted to the Controller of Examinations.

(xvii) **(Notified on 11th February, 2021)** 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.

Viva Voce Examination (Notified on 18th May, 2020)

(i) Within ten days after the successful Viva-Voce examination, the Controller of Examinations shall forward the examiners' reports along with all relevant documents which are specified below, to the Dean of the concerned Faculty/Vice-Dean (Research) of the concerned School 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) **(Notified on 11th February, 2021)** After verification and certification, the Vice-Dean (Research) of concerned School, through the Dean of the School/Faculty shall forward the above documents to the Controller of Examinations who shall then declare the results.

(iii) **(Notified on 11th February, 2021)** Following the successful completion of the evaluation process and announcement of the award of Ph. D., the Goa University Librarian shall upload the same in the Goa University Repository and shall submit the soft copy of the Thesis to the UGC within a period of 30 days for hosting the same by UGC in Shodhganga.

(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.

Form B-1

GOA UNIVERSITY
Taleigao Plateau, Goa
Form B-1
Ph.D. Degree
EXAMINER'S CHECK SHEET FOR PH.D. **CONFIDENTIAL**

Name of the Candidate	:
Title of the Thesis	:
Department / Institute	:

The Examiner is requested to go through the check sheet and tick one [✓] of the following and return it along with the thesis report.

I. I recommend acceptance of the thesis in its present form. ☐

II. I recommend acceptance of the thesis with revision, however the revised thesis need not be sent back to me. ☐

III. I recommend the revision of the thesis and the revised thesis to be sent back to me after incorporating the corrections indicated in my report. ☐

IV. I do not recommend acceptance of this thesis for the reason stated in my report. ☐

Name of Examiner: Signature: _____

Date: _____

GOA UNIVERSITY

Taleigao Plateau, Goa

PH.D. DEGREE EXAMINER'S REPORT **CONFIDENTIAL**

Name of the Candidate	:
Title of the Thesis	:
Department / Institute	:

Name of Examiner: Signature: _____

Date: _____

Continuous Sheet

Name of Examiner:

Signature: _____

Date: _____

Form B-7

Form B-7

FACULTY / SCHOOL
GOA UNIVERSITY

CERTIFICATE

This is to certify that Ms./Mr._____ Ph.D. student in _____has incorporated all the corrections/modifications suggested by the external examiners in the final hard bound thesis titled,"_____".

Or

This is to certify that Ms./Mr._____ Ph.D. student in _____has submitted final hard bound thesis titled, "_____". There were no corrections/modifications suggested by the external examiners.

Viva Voce Board has examined and recommended the thesis for the award of Ph.D. degree.

Chairperson of BOE | External Examiner | Research Guide

Ordinance OA-19A governing the Degree of Doctor of Philosophy (Ph.D.) (Applicable for candidates registered from the academic year 2020-21 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) **(Notified on 31st March, 2021)** 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)/ Differently-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) **(Notified on 31st March, 2021)** 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. **(Notified on 31st March, 2021)** Syllabi for the Papers shall be as per the syllabi of CSIR-UGC/UGC NET examinations in the respective subject.

d. **(Notified on 31st March, 2021)** In case of subjects which are not included under NET, such as those Subjects under Life Sciences, the concerned Department/School shall set the syllabus which shall be notified while announcing the admission.

e. **(Notified on 31st March, 2021)** Admission to the Ph.D. Programme shall be Six times a year: In August through the Goa University Ph.D. Entrance Test (GUPET) and every two months thereafter for those candidates who are exempted from Entrance Test. However, the facility is also extended to those Candidates who are successful in the GUPET of August of the same academic year or the preceding academic year. Applications shall be invited for the admissions through a rolling advertisement notified on the University Website.

f. **(Notified on 31st March, 2021)** The Entrance Test which shall be of 70 marks shall be followed by a personal interview in the concerned Department/School. The recognized Guides of the concerned Department/School of Goa University shall be the members of the Departmental Selection Committee. In case of Subjects not offered at the University Departments/Schools, 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.

g. **(Notified on 31st March, 2021)** While grading the candidates for admission to Ph.D. Programme, a weightage of 70% shall be given for the Entrance Test and 30% to the performance in the Interview/Viva-Voce. A Candidate shall be required to score a minimum of 50% marks at the Interview. (5% relaxation for SC/ST/OBC (non-creamy layer)/ Differently-abled Candidates, or other categories of Candidates as specified by the State Government).

(i) **(Notified on 31st March, 2021)** The Candidates who have cleared any of the National or State Level Tests like NET, SET, GPAT, GATE etc. shall be admitted by normalizing their marks/score/ percentage in such tests with respect to 70% component of GUPET.

For normalizing the marks obtained in National Level and State Level Tests, the following formula shall be used.

Normalized %Marks = 70 – [0.45 x (100 – Obtained %Marks)]

Provided that in case of the Candidates who do not possess certificates of the National or State level tests / fellowships mentioned above showing the score earned by the Candidates, the percentage score obtained by them at Master's level shall be considered for normalizing.

In case of Candidates with GPAT score, obtained marks shall be calculated by dividing the GPAT score by 5 and then normalised using the above formula.

In case of Candidates with M. Phil. normalized marks shall be equal to percentage marks scored by the candidate times 0.7.

(ii) **(Notified on 31st March, 2021)** The actual marks scored by candidates at the GUPET shall be treated as normalised marks.

(iii) **(Notified on 31st March, 2021)** There shall be two rounds of interviews; the first one for candidates who have qualified the JRF/ M.Phil/NET/SET/GATE/GPAT Examinations and the second one for those who have answered the GUPET and Senior Citizens.

(iv) **(Notified on 31st March, 2021)** Senior Citizens shall be deemed to have scored 50% marks in the GUPET.

(v) **(Notified on 31st March, 2021)** Candidates who have been selected for admission to the Ph.D. Programme shall be placed under category A.

(vi) **(Notified on 31st March, 2021)** Candidates who have not been selected for admission to the Ph.D. Programme shall be placed under category B.

(vii) **(Notified on 31st March, 2021)** The interview component shall consider the following aspects for marking:

Whether,

(a) the candidate has basic knowledge of the chosen field of study;

(b) the candidate possesses competence for the proposed research;

(c) the research work can be suitably undertaken in the Department/School concerned;

h. **(Notified on 31st March, 2021)** Subsequent to the interview, the Department/ School/ Research Centre shall forward the names of the candidates under Category A and B, the marks obtained by them and names of assigned guides and co-guide (if any) to the Academic Division of the University.

i. **(Notified on 31st March, 2021)** The Lists of selected candidates shall be placed before the University's 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.

(Notified on 31st March, 2021)

(iv)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, those having DST Inspire fellowship, or those awarded M.Phil. Degree as per the UGC guidelines shall be exempted from appearing for the Entrance Test.

b. (**Notified on 31st March, 2021)** Senior Citizens who are otherwise qualified shall also be exempted from appearing at the Ph.D. Entrance Test. Such candidates shall be eligible to appear for an interview in the concerned Department. However, they will not be issued an Equivalence Certificate.

c. (**Notified on 31st March, 2021)** deleted

(v) (**Notified on 31st March, 2021)** 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.

(**Notified on 31st March, 2021)**

(vi) The Department/School Selection Committee shall formally allocate a selected candidate to the respective Guide depending on the number of vacancies announced by the Guide. In case of a tie in scores, preference shall be given to those who have been awarded JRF in the CSIR-UGC/UGC NET examination, followed by DST Inspire, M. Phil degree holders, NET, SET, GPAT over GUPET qualified candidates in that order. If the tie still persists then interview performance will be used as a tiebreaker.

(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.

(**Notified on 25th October, 2021)**

(xiv) **Transfer/Relocation**

(b) In case of relocation of a Ph.D. Research Scholar or Research Guide due to reasons such as marriage, change of job etc. The research data may be transferred to Goa University/Research Centre's 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 Guide from the parent Institution for that part of the research completed.

(c) In the event of a Guide leaving Goa University, S/he may be permitted to transfer the PhD. Research Scholar to her/his new place of work provided the PhD. Research Scholar has no objection to the same.

(d) In case, a recognized Guide of Goa University affiliated to a Research Centre/ Cluster is appointed as a Faculty member of Goa University's School/ Department or vice versa, s/he shall be permitted to transfer the Ph.D. Research Scholar to her/his new place of work. If the destination location is not a recognized Research Centre then the Guide shall be permitted to continue to guide the scholar at the parent Institution.

(xv) 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.

(Amended on 24th June, 2022)

(ix) a) The Research Scholar is required to undergo successfully the following three Theory Courses:

(i) Research Methodology (3 credits)
(ii) Advanced Theory related to the proposed research work in the chosen field of research (4 credits).
(iii) Research and Publication Ethics (RPE) (3 credits).
(1 Credit = 12 contact hours)

b) Research Guides may prescribe one additional Course to their candidates if required.

c) The syllabus for the Course on Research Methodology (a-(i) above) shall be prepared and recommended by the respective BoS for the approval of the Academic Council. The syllabus of Advanced Theory Course (a-(ii) above) shall be prepared by the Guide and approved by the DRC. The syllabus for the Course on Research and Publication Ethics (RPE) shall be based on UGC syllabus, recommended by the BoS in Interdisciplinary Courses and approved by the Academic Council.

d) The Research Methodology Course shall be taught by one or more Research Guides as decided by the School/ Departmental Council/ Research Centre. The Course on Advanced Theory shall be taught by the concerned Guide. The Course on RPE shall be taught by the interdisciplinary faculty members having teaching experience of more than 10 years and Ph.D. in the relevant subject areas. The faculty member teaching the Course shall be Coordinator and if more than one faculty member is involved in

teaching a Course, one of them shall be appointed as the Coordinator of the Course.

e) Evaluation shall consist of both Intra Semester Assessment (ISA) and End Assessment (SEA) for 60 and 40 marks respectively.

f) The Question Paper shall be prepared by the Coordinator in consultation with other faculty members, if any, who are involved in teaching that Course.

g) The mode of ISA may include among others, Written/Oral, Open/Closed book, Scheduled/ Surprise, Objective / Multiple-choice, Short-answer type, ESSBy type, Seminar, Assignment, Experimental work, Fieldwork, Viva-Voce, Peer group assessment, Class participation. The SEA shall be a Written Examination.

h) Evaluation of these Courses shall be by the faculty members who taught the Course. The Coordinator shall be responsible for compiling ISA and SEA marks. Deans of Schools/ Heads of the Departments/ Concerned authorities of Research Centres shall forward the certified ISA and SEA marks to the Controller of examination within 10 days from the conduct of the last examination.

i) The Notification for the registration of the Courses shall be done at the level of the School/Department. The Marks/Grades obtained shall be forwarded to Controller of Examinations who shall issue the Mark sheet to the Candidates.

j) These Courses shall be completed within one year from the date of registration. The Candidate shall 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 Candidate is unsuccessful at the examinations in two successive attempts, the provisional registration stands 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 three Courses specified under OA19A.4(ix) above. However, s/he 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) **(Notified on 21st January, 2019)** Full-time Research Scholars shall have to conduct research for a minimum period of six terms (3 years). In exceptional cases, the minimum period of registration may be reduced on the recommendation of the DRC and approval of the Academic Council. 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 period of six months to submit the Thesis.

(ii) **(Notified on 21st January, 2019)** Part-time Research Scholars shall have to conduct research for a minimum period of six terms (3 years). In exceptional cases, the minimum period of registration may be reduced on the recommendation of the DRC and approval of the Academic Council. 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 further extension of a maximum period of six months to submit the Thesis.

(iii) **(Notified on 21st January, 2019)** Women candidates and persons with Disability (more that 40%) shall be permitted a relaxation of two years in the maximum duration.

(iv) **(Notified on 21st January, 2019)** 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 21st January, 2019)** 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 s/he so desires.

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.

(Amended on 26th April, 2023)

(iv) 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 her/his students in such cases shall cease on the day of her/ his 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 include the number of such candidate(s) in her/his 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.

(Notified on 24th June, 2022)

(vi) Teachers who are recognized as Research Guides in more than one subject shall guide `not less than 50%' of the students in the discipline in which they are appointed.

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) **(Notified on 11th February, 2021)** A panel of six subject experts (which may include experts from outside the country) shall be submitted by the DRC, through the Head of the Department/Research Centre/Vice-Dean (Research)/Dean to the Vice-Chancellor. The Expert panel should have at least three Professor/Scientist G grade. Disciplines, where adequate numbers of Professors are not available, Professors may be replaced with Associate Professors having experience of guiding Ph.D. students.

The list submitted should include (a) names, (b) contact details (c) affiliation, and (d) brief description of their academic specialization.

The panel shall not include names of experts.

- Who are in employment of Goa University/ Research Centres/Affiliated Colleges.
- Who are working in the same institution as another expert on the panel.

Prior to forwarding the panel of experts, the Head of Department/Vice-Dean (Research)/Dean of the respective Faculty/School shall examine the suitability of the panel as per the above two clauses. In case the panel of experts is not as per the above two clauses, the same shall be reported to the guide for appropriate action and resubmission.

(v) **(Notified on 11th February, 2021)** 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. Subsequently, Controller of Examination shall forward digital and/or hard copy of synopsis to Examiners and obtain their consent within two weeks of the receipt of intimation from Goa University. In case the examiner fails to reply within two weeks, the synopsis shall be sent to another expert from the panel.

(vi) **(Notified on 11th February, 2021)** Before submission of the Thesis the research scholar shall submit to the Academic PG Section, through her/his Guide, a statement giving the title of the Thesis and six printed copies and a digitalcopy of the Synopsis, including bibliography along with publications from the Thesis, the report of the similarity test and the Thesis submission fee receipt.

The Synopsis and Thesis submitted for the award of the Degree shall be subjected to a similarity test with suitable well developed software to discern plagiarism and other forms of academic dishonesty. The copy of the synopsis and Thesis submitted should have the, 'Certificate of similarity test for plagiarism' along with the report issued by the Librarian, Goa University. The Certificate format and first page of plagiarism report can be obtained from the University Library. In case of high similarity index of more than 15%, the same shall be reported to the Guide for appropriate action and resubmission.

(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) **(Notified on 11th February, 2021)** Four copies of the Thesis fulfilling all the above said conditions shall be forwarded to the Academic PG Section, who then shall forward it to Controller of Examinations for the evaluation process. During the initial submission, the Thesis shall be in soft bound form and final hard bound copy of the Thesis shall be provided before the Viva-Voce Board. 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.

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) **(Notified on 11th February, 2021)**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 (B-1), in a confidential cover/ password protected email, to the Controller of Examinations, within three months of receipt of the Thesis. Copy of the report shall be sent by the Controller of Examinations to the Guide who shall present the reports in the DRC and the relevant portion of the reports shall be communicated to the research scholar for compliance. Guide /Co-guide, as the case may be, shall be the Convenor of the Viva-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) **(Notified on 11th February, 2021)** 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 student shall be asked to resubmit the Thesis after revising the same in the light of the suggestions made by the examiner and the same shall be sent to the same Examiner.

(vii) **(Notified on 11th February, 2021)** 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 the same is evaluated and approved by the said examiner.

(viii) **(Notified on 11th February, 2021)**The Research Scholar shall not be permitted to resubmit the same Thesis if it is rejected outright by both the external examiners.

(ix) **(Notified on 11th February, 2021)** A meeting of the DRC shall be convened by the Guide, upon receiving the recommendations of the Examiners. The reports of the examiners shall be placed before the DRC for their perusal. The minutes of the meeting shall be forwarded to the Controller of Examinations.

(x) **(Notified on 11th February, 2021)** The Reports from the examiners shall be assessed by the Departmental Research Committee. The Faculty Research Committee shall make available to the student through the Research Guide/s pertinent contents of the reports of examiners' for revision/ modification/ correction, if any. Minutes of DRC meeting shall be communicated to COE's office for information and further action, forwarded through the Vice-Dean (Research) and Dean of concerned School/Faculty.

(xi) **(Notified on 11th February, 2021)**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.

(xii) **(Notified on 11th February, 2021)** Four printed final copies of Thesis shall be bound in accordance with the format provided by the Academic PG Section and as per 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 full 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 on both sides of the page. The figures preferably could be incorporated into the running text.

In addition, a digital copy of the Thesis shall also be submitted to the Controller of Examinations.

(xiii) **(Notified on 11th February, 2021)** The date of the Viva-Voce shall be finalized by the Chairperson of the DRC, in consultation with the External Expert nominated by the Vice-Chancellor and Chairperson of Board of Viva-Voce and same shall be informed to the office of COE.

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) **(Notified on 11th February, 2021)**The Board for Viva-Voce examination shall consist of Chairperson appointed by the Vice Chancellor, the Guide/Co-Guide as the Convenor and one External Examiner.

(iv) **(Notified on 11th February, 2021)** The Chairperson of Board of Viva-Voce 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 to the extent possible, scientific and academic experts 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.

(v) **(Notified on 11th February, 2021)** Notice regarding Viva-Voce Examination shall be displayed on the School/Faculty/Institution Notice Board, Library Notice Board and on the University website at least 7 days prior to Viva-Voce examination. Circular regarding the Viva-Voce examination will also be sent to the concerned School/Faculty/ Institution and a copy to the Office of Controller of Examinations.

(vi) **(Notified on 11th February, 2021)** A copy of the Thesis shall be kept for perusal in the Library of Goa University at least 7 working days in advance.

(vii) **(Notified on 11th February, 2021)** Copies of the synopsis/summary of main conclusions shall be made available for the participants of the Viva-Voce Examination.

(viii) **(Notified on 11th February, 2021)** Viva-Voce Examination shall be conducted on a working day and during convenient hours to ensure large participation. Conduct of viva-voce examination of two Ph.D. candidates under the same guide shall not be scheduled on the same working day.

(ix) **(Notified on 11th February, 2021)** 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.

(x) **(Notified on 11th February, 2021)** 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.

(xi) **(Notified on 11th February, 2021)** The Board of Viva-Voce Examination shall report specifically on whether the Research Scholar's performance at the examination was satisfactory or not.

(xii) **(Notified on 11th February, 2021)** 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.

(xiii) **(Notified on 11th February, 2021)** 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.

(xiv) **(Notified on 11th February, 2021)**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.

(xv) **(Notified on 11th February, 2021)** The Board shall prepare the following reports/statements/ enclosures and forward the same to the Controller of the Examinations for further processing.

1. Final hard bound Thesis copy shall be as per the Ordinance.
2. Summary of the Thesis examination reports.
3. Reports of the *Viva-Voce* examination.
4. Statements on the status of corrections or modifications in the Ph.D. Thesis as suggested by the Examiners.
5. Final recommendation on the award of Ph. D. Degree.
6. A certified abstract of the Thesis in about 500 words submitted by the candidate.
7. A certificate stating revision/modification/correction if any suggested by examiners, incorporated in the Thesis. (Format B- 7)
8. Format for consolidated recommendation for Ph.D. Degree as per Form B-3, duly certified by the Viva Board.
9. Format for the Thesis of the Month, certified by the Viva-Board.
10. Attendance sheet of viva-voce examination.
11. No dues certificate to be submitted by the student from respective Department/School and Library and Hostel.

(xvi) **(Notified on 11th February, 2021)** In addition to the above reports/ enclosures, the board shall also submit a certificate stating that the research scholar has incorporated all the revision/ modifications/ corrections, if any, suggested by the Examiners in final hard

bound Thesis, for submission to the University Library along with a certified abstract of the Thesis in about 500 words (Refer format B-7).

(xvii) **(Notified on 11th February, 2021)** 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.

Viva Voce Examination (Notified on 18th May, 2020)

i) Within ten days after the successful Viva-Voce examination, the Controller of Examinations shall forward the examiners' reports along with all relevant documents which are specified below, to the Dean of the concerned Faculty/Vice-Dean (Research) of the concerned School 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) **(Notified on 11th February, 2021)** After verification and certification, the Vice-Dean (Research) of concerned School, through the Dean of the School/Faculty shall forward the above documents to the Controller of Examinations who shall then declare the results.

(iii) **(Notified on 11th February, 2021)** Following the successful completion of the evaluation process and announcement of the award of Ph. D., the Goa University Librarian shall upload the same in the Goa University Repository and shall submit the soft copy of the Thesis to the UGC within a period of 30 days for hosting the same by UGC in Shodhganga.

(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.

Form B-1

GOA UNIVERSITY
Taleigao Plateau, Goa
Form B-1
Ph.D. Degree
EXAMINER'S CHECK SHEET FOR PH.D. **CONFIDENTIAL**

Name of the Candidate	:
Title of the Thesis	:
Department / Institute	:

The Examiner is requested to go through the check sheet and tick one [✓] of the following and return it along with the thesis report.

I. I recommend acceptance of the thesis in its present form. ☐

II. I recommend acceptance of the thesis with revision, however the revised thesis need not be sent back to me. ☐

III. I recommend the revision of the thesis and the revised thesis to be sent back to me after incorporating the corrections indicated in my report. ☐

IV. I do not recommend acceptance of this thesis for the reason stated in my report. ☐

Name of Examiner: Signature: _____

Date: _____

GOA UNIVERSITY
Talelgao Plateau, Goa

PH.D. DEGREE EXAMINER'S REPORT **CONFIDENTIAL**

Name of the Candidate	:
Title of the Thesis	:
Department / Institute	:

Name of Examiner: Signature: _____

Date: _____

Continuous Sheet

Name of Examiner:

Signature: _____

Date: _____

Form B-7

Form B-7

FACULTY / SCHOOL
GOA UNIVERSITY

CERTIFICATE

This is to certify that Ms./Mr._____ Ph.D. student in _____has incorporated all the corrections/modifications suggested by the external examiners in the final hard bound thesis titled,"_____".

Or

This is to certify that Ms./Mr._____ Ph.D. student in _____has submitted final hard bound thesis titled, "_____". There were no corrections/modifications suggested by the external examiners.

Viva Voce Board has examined and recommended the thesis for the award of Ph.D. degree.

Chairperson of BOE | External Examiner | Research Guide

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.

(Notified on 01st February, 2021)

OA-20.6.6 A candidate for being eligible for admission to a programme leading to the Degree of Master of Science in International Hospitality And Tourism Management shall have passed the examination of the Degree of Bachelor of Science in International Hospitality Management/ Hospitality Studies/ Hotel Management/ Tourism & Hospitality Management / Hotel & Hospitality Administration / Home Science from a recognized University in India or abroad.

(Notified on 29th January, 2020)

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/MCA/MBA and other approved Post Graduate Degree Programmes shall be made in the prescribed form which shall be available online and 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.

(Notified on 24th February, 2022)

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.

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 Schools/Departments which publish their own Prospectus, the fees shall be specified in the respective Prospectus.

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 Government of Goa, 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 Government of Goa.

(Notified on 24th February, 2022)

b) Ten percent of seats, subject to a maximum of two seats, in each programme of study, except-for M.Sc. (Marine Biotechnology) Programme, shall be made available for candidates of other Universities.

(Notified on 24th February, 2022)

c) Seats falling vacant under the Reserved Categories shall be transferred to the un-reserved category during the First round of the admission process 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. 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/MCA 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.

(Notified on 24th February, 2022)

OA-20.3.1 Criteria for preparation of Merit Lists

a) A Ranking Test shall be conducted 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.

c) The Ranking Test shall be based on the syllabus specified in the Notification/Prospectus.

d) There shall be negative marking for evaluation of Ranking Test, where half a mark shall be deducted for each wrong answer. No marks will be deducted for unanswered questions.

(Notified on 24th February, 2022)

OA-20.3.2 Preparation of Merit List

a) 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.

b) 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.

c) 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.

d) In case of candidates who have answered the Ranking Test and have secured equal marks in the Merit list/Ranking Test,
   i. Section III scores shall be the first level of tie breaker, followed by Section II.
   ii In case the tie still exists, the University shall decide the order of merit.

e) For Programmes offered at both the University as well as the affiliated colleges or for programmes offered at more than one College, Seats shall be allotted through Counselling.

(Notified on 24th February, 2022)

OA-20.4 Change of Discipline.

(Notified on 24th February, 2022)

OA-20.4.1 a) Candidates who have passed Bachelor's Degree examination in any subject of this University or any other recognized University and secured at least 40% of the aggregate marks in their qualifying examination may seek admission to the Master of Arts Degree Programme in a subject of their choice.

b) Candidates who have passed Bachelor's Degree examination in any Science subject of this University or any other recognized University and secured at least 40% of the aggregate marks in their qualifying examination may seek admission to the Master of Science Degree Programme subject to the following:

   i. Candidates who intend to apply for the M.Sc. programmes in the discipline in which they have not studied at the undergraduate level are required to answer the Change of Discipline Test (CDT) in addition to the Ranking Test in the respective subject.
   ii. The CDT shall be on the lines of the Ranking Test. Candidates are required to score a minimum of 50% marks in the CDT to pass the test.
   iii. The CDT shall be conducted prior to the Ranking Test, by the respective School/ Department/ College.
   iv. Only qualified candidates will be eligible to answer the Ranking Test in the respective subject.
   v. The CDT will be conducted only once in a year before the first

Round of Ranking Test.

vi. The Eligibility for the CDT shall be as per OA-20.6.

(Notified on 24th February, 2022)

OA-20.4.2 a) Under the scheme of Change of Discipline, the candidates who have answered the Ranking Test shall be considered eligible for admission against the vacant seats available, if any, after students from the merit lists of concerned programme are given admission.

b) Under the scheme of Change of Discipline, 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.

(Notified on 24th February, 2022)

OA-20.4.3 Deleted

(Notified on 24th February, 2022)

OA-20.5 Rules regarding Registration and payment of Fees:

a) No student shall be permitted to register for more than one Programme of the University or any other University simultaneously.

b) All candidates who are given admission in the Schools/University Teaching Departments shall have to fill in a registration form available on the University portal and remit the prescribed fee online which shall be notified separately.

c) The tuition fees shall be paid in full at the time of admission

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.

(Notified on 24th February, 2022)

OA-20.6.1 Eligibility

Faculty of Languages & Literature:

(include Post Graduate Degree programmes in English, French, Hindi, Konkani, Marathi and Portuguese)

Master of Arts English, French, Hindi, Konkani, Marathi and Portuguese

To be eligible for admission to the Programmes leading to the Degree of Master of Arts, a candidate shall have passed the examination of Degree of Bachelor of Arts General/ Honors of the University in the subject for which admission is sought or an examination of any other University recognised as equivalent thereto.

(Notified on 24th February, 2022)

(Notified on 24th February, 2022)

OA-20.6.2 Faculty of Social Sciences:

(include Post Graduate Degree programmes in History, Political Science, Sociology, Geography, Psychology and Library Science,).

Master of Arts in History, Political Science, Sociology, Geography, Psychology and Library Science.

To be eligible for admission to the Programmes leading to the Degree of Master of Arts a candidate shall have passed the examination of Degree of Bachelor of Arts (B.A.) General/ Honors in the subject for which admission is sought of the University or any other University recognised as equivalent thereto.

The above eligibility criteria shall not be applicable to programmes like 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.

(Notified on 24th February, 2022)

OA-20.6.3 School of Physical and Applied Sciences

M.Sc Degree Programmes in Mathematics, Physics and Electronics.

OA-20.6.3.1 Master of Science in Mathematics, Physics

a) To be eligible for admission to a Programme leading to the Degree of Master of Science in Mathematics and Physics, a candidate must have passed the examination of the Degree of Bachelor of Science General/ Honors in the subject for which admission is sought of the University or any other University recognised as equivalent thereto.

b) **Master of Science in Electronics**

To be eligible for admission to a Programme leading to the Degree of Master of Science in Electronics, a candidate 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.

(Notified on 24th February, 2022)

OA-20.6.3.2 Change of Discipline

For admission to the following programmes candidates qualified with the specified subject are eligible to apply under Change of Discipline.

a) **Master of Science in Physics**

B. Sc. in Mathematics, Chemistry, Electronics and Computer Science, B.E. / B. Tech. in any discipline.

b) **Master of Science in Mathematics**

B. Sc. in Physics, Electronics and Computer Science B.E. / B. Tech. in any discipline

(Notified on 24th February, 2022)

OA-20.6.4 Faculty of Life Sciences & Environment

M.Sc. Degree Programmes in Microbiology, Botany, Zoology, Biotechnology, Marine Biotechnology and Food Technology.

a) **Master of Science in Microbiology, Botany and Zoology**

To be eligible for admission to Programmes leading to the Degree of Master of Science in Microbiology/Botany/Zoology, a candidate must have passed the examination of the Degree of Bachelor of Science General/ Honors in the subject for which admission is sought of the University or any other University recognised as equivalent thereto.

b) **Master of Science in Biotechnology & 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 the National Combined Entrance Examination in Biotechnology conducted by Jawaharlal Nehru University (New Delhi) at various centres.

c) **Master of Science in Food Technology**

A Candidate must have passed the examination of the Degree of Bachelor of Science General/ Honors in Food Science / Food Technology / Microbiology / Biotechnology / Biochemistry / Life Sciences/ Biological Sciences / Home Science / Food, Nutrition and Dietetics and Allied Sciences OR four years Bachelor's Degree in Agriculture/ Veterinary/ Forestry/ Pharmacy/ Fishery Sciences / B.E. (Biochemical / Biotechnology)/ B.Tech (Biochemical / Biotechnology/ Food Science / Food Technology).

(Notified on 24th February, 2022)

OA-20.6.4.1 Change of Discipline

For admission to the following programmes candidates qualified with the specified subject are eligible to apply under Change of Discipline.

a) **Master of Science in Microbiology**

The candidate should have Bachelor's Degree in Botany/ Zoology/ Biotechnology/ Biochemistry/ Life Sciences/ Biological Sciences/ Home Science/ Paramedical/ Physician Assistant/ Clinical Sciences / Forensic Science OR four year Bachelor's Degree in M.B.B.S./ B.A.M.S./ B.H.M.S./ Physiotherapy/ Nursing/ Agriculture/ Veterinary/ Forestry/ Pharmacy/ Fishery Sciences/ BDS/ B.E. (Biochemical / Medical / Biotechnology)/ B.Tech (Biochemical / Medical / Biotechnology/ Food Science / Food Technology)

b) **Master of Science in Botany**

The candidate should have Bachelor's Degree in Life Sciences and allied disciplines/ Microbiology/ Biotechnology/ Agricultural and Horticultural Sciences/ Pharmacy/ Environmental Sciences.

(Notified on 24th February, 2022)

OA-20.6.5 School of Chemical Sciences

(Include Post Graduate Degree programmes M.Sc. in Chemistry and M.Sc. in Biochemistry)

(Notified on 24th February, 2022)

OA-20.6.5.1 a) **Master of Science in Chemistry**

To be eligible for admission to a Programme leading to the Degree of Master of Science in Chemistry, a candidate must have passed the examination of the Degree of Bachelor of Science of the University General/ Honors or from any other recognized University, in the subject for which admission is sought.

i. 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.

ii. Allotment of seats under various specializations of the Master's Programme in Chemistry, shall be specified in the University Prospectus.

b) **M.Sc. in Biochemistry**

To be eligible for admission to a Programme leading to the Degree of Master of Science in Biochemistry, a candidate shall have passed the examination of the Degree of Bachelor of Science General/ Honors of this University or from any other recognized University. in Chemistry / Biological Sciences (Botany, Zoology/ Microbiology/ Biochemistry/ Biotechnology and allied subjects.

(Notified on 24th February, 2022)

OA-20.6.5.2 Change of Discipline

For admission to the following programmes candidates qualified with the specified subject are eligible to apply under Change of Discipline.

a) **Master of Science in Chemistry**
The candidate should have Bachelor's Degree in Physics/ Mathematics/B Pharm/MBBS/BE in various Engineering disciplines.

b) **Master of Science in Biochemistry**
A candidate should have B Pharm/ MBBS Degree.

(Notified on 24th February, 2022)

OA-20.6.6 School of Earth, Ocean and Atmospheric Sciences

M.Sc. Degree Programme in Marine Sciences, Marine Microbiology, Applied Geology and Environment

(Notified on 24th February, 2022)

OA-20.6.6.1 a) **Master of Science in Applied Geology:**
To be eligible for admission to a Programme leading to the Degree of Master of Science in Applied Geology, a candidate must have passed the examination of the Degree of Bachelor of Science General/ Honors of the University or from any other recognized University, in the subject for which admission is sought.

b) **Master of Science in Marine Science:**

i. To be eligible for admission to a Programme leading to the Degree of Master of Science in Marine Science Programme, a candidate must have passed the examination of the Degree of Bachelor of Science of the University or from any other recognized University, in Mathematics/Physics/Chemistry/Biology/Hydrochemistry/ Environmental Science/ Environmental Chemistry/ Marine Science/Ocean Science/Biotechnology. A candidate with BSc Geography /B.C.A with mathematics at HSSC level is also eligible.

ii. Un-reserved seats shall be equally allotted to specializations of Marine Science.

c) **Master of Science in Marine Microbiology:**
To be eligible for admission to a Programme leading to the Degree of Master of Science in Marine Microbiology, a candidate must have passed the examination of the Degree of Bachelor of Science General/ Honors in Microbiology/ Biotechnology of the University or from any other recognized University.

d) **Master of Science in Environmental Science/ M.A in Environmental Studies**

To be eligible for admission to a Programme leading to the Degree of Master of Science in Environmental Science, a candidate must have passed the examination of the Degree of Bachelor of Science General/ Honors of the University or from any other University recognized as equivalent thereto.

To be eligible for admission to a Programme leading to the Degree of Master of Arts in Environmental Science must have passed the examination of Degree of Bachelor of Arts General/ Honors of the University or an examination of any other University recognised.

(Notified on 24th February, 2022)

OA-20.6.6.2 Change of Discipline

For admission to the following programmes candidates qualified with the specified subject are eligible to apply under Change of Discipline.

Master of Science in Marine Microbiology

The candidate should have Bachelor's Degree in Botany/ Zoology / Biochemistry/ Life Sciences/ Biological Sciences/ Environmental Sciences/ Clinical Sciences/ Forensic Sciences OR four-year Bachelor's Degree in M.B.B.S./ B.A.M.S./ B.H.M.S./ Agriculture/ Veterinary/ Fishery Sciences/ B.E. (Biochemical / Medical / Biotechnology)/ B.Tech. (Biochemical / Medical / Biotechnology/ Food Science / Food Technology).

(Notified on 24th February, 2022)

OA-20.6.7 Goa Business School:

Master of Arts Programme in Economics, Master of Computer Applications, Master of Commerce, Master of Business Administration, Master of Business Administration (Financial Services), Master of Business Administration (Executive), Integrated M.B.A. (Hospitality, Travel & Tourism), Master of Science (Integrated) and Master of Travel and Tourism Management

a) **Master of Arts in Economics**

To be eligible for admission to a Programme leading to the Degree of Master of Arts in Economics, a candidate must have passed the examination of Degree of Bachelor of Arts General/ Honors of the University in the subject for which admission is sought or an examination of any other University recognised as equivalent thereto.

b) **Master of Computer Applications**

To be eligible for admission to the Two-year MCA Programme a candidate must have:

i. Passed the Bachelor of Computer Applications/ Bachelor Degree in

Computer Science/ Engineering or equivalent Degree with at least 50% marks (relaxation in minimum percentage for reserved categories shall be applicable as per State Government Rules).

OR

ii. Passed her/his Graduation in a Non-Computer Science discipline with Mathematics at 10+2 level or at Graduation level with at least 50% marks (relaxation in minimum percentage for reserved categories shall be applicable as per State Government Rules). Such candidates shall be provisionally admitted until successful completion of Bridge Course(s) as specified in OB-33.2.1. b. The procedure for admission to MCA shall be decided by the Admissions Committee of the MCA Programme, appointed by the Vice-Chancellor for an Academic Year.

c) **Masters of Commerce (M.Com).**

To be eligible for admission to the programme leading to the Degree of Master of Commerce (M.Com.), a candidate must have passed the examination for the Degree of B.Com/BBA/BBA(FS), of this University or an examination of any other University recognized as equivalent thereto.

d) **Master in Business Administration (Financial Services)**

To be eligible for admission to the programme leading to the Degree of Master of Business Administration (Financial Service), a candidate must have competed graduation in any discipline. The procedure for admission shall be decided by the Admissions Committee of the Programme, appointed by the Vice-Chancellor for an Academic Year.

e) **Master in Business Administration (MBA)**

To be eligible for admission to the programme leading to the Degree of Master of Business Administration, a candidate must have completed graduation in any discipline. The procedure for admission shall be decided by the Admissions Committee of the Programme, appointed by the Vice-Chancellor for an Academic Year.

f) **Integrated MBA (Hospitality, Travel and Tourism)**

To be eligible for admission to the programme leading to the Integrated Degree of MBA (Hospitality, Travel and Tourism)**,** a candidate must have passed the H.S.S.C. (10+2) examination or equivalent. The procedure for admission shall be decided by the Admissions Committee of the Programme, appointed by the Vice-Chancellor for an Academic Year.

g) **Master of Science Degree (Integrated) Programme [M.Sc. (Integrated)]**

i. To be eligible for admission to the programme leading to the of Degree M.Sc. (Integrated): a candidate must have obtained a minimum of 55% in H.S.S.C. (10+2) examination or equivalent. Relaxation in minimum

percentage for reserved categories shall be applicable as per Government Rules.

ii. A candidate must have opted for Mathematics as a subject of study in the Higher Secondary Examination or equivalent.

iii. Admission shall be based on performance in the Entrance Test and as per guidelines of the Admission Committee of the Goa Business School.

h) **Master of Business Administration (Executive)**

To be eligible for admission to the MBA (Executive) Programme, a candidate must have completed graduation in any discipline from this University or any other University recognized as equivalent thereto and have a minimum of two years work experience.

i) **Master of Travel and Tourism Management**

To be eligible for admission to the programme leading to the Degree of Master of Travel and Tourism Management, a candidate must have completed graduation in any discipline from this University or any other University recognized as equivalent thereto.

(Notified on 24th February, 2022)

OA-20.6.8 School of International and Area Studies

MA International Studies

MA International Studies

To be eligible for admission to the Programmes leading to the Degree of Master of Arts in International Studies, a candidate must have completed graduation in any discipline from this University or any other University recognized as equivalent thereto.

(Notified on 24th February, 2022)

OA-20.6.9 Manohar Parrikar School of Law, Governance & Public Policy

Master of Social Work, Master of Arts in Women's Studies

a) Master of Social Work

To be eligible for admission to the Programmes leading to the Degree of Master of Social Studies a candidate must have completed graduation in any discipline from this University or any other University recognized as equivalent thereto.

b) Master of Arts in Women's Studies

To be eligible for admission to the Programmes leading to the Degree of Master of Arts in Women's Studies, a candidate must have completed graduation in any discipline from this University or any other University recognized as equivalent thereto.

(Notified on 24th February, 2022)

OA-20.6.10 School of Sanskrit, Philosophy and Indic Studies

a) Master of Arts in Philosophy

To be eligible for admission to the Programmes leading to the Degree of Master of Arts in Philosophy, a candidate must have passed the examination of Degree of Bachelor of Arts General/ Honors in the subject of Philosophy from this University or any other University recognised as equivalent thereto.

ORDINANCE OA-21 RELATING TO THE COMMUNITY COLLEGE (*(Effective from the academic year 2019-20).*

OA-21.1 GENERAL

OA-21.1.1 Objective:

The main objectives of the scheme are:

(i) to make higher education relevant to the learner and the community;

(ii) to integrate relevant skills into the higher education system;

(iii) to provide skill based education to students currently pursuing higher education but actually interested in entering the workforce at the earliest opportunity;

(iv) to provide employable and certifiable skills based on National Occupational Standards (NOSs) with necessary general education to Senior Secondary School pass-outs, with general education and /or vocational education background.

(v) to provide for up-gradation and certification of traditional / acquired skills of the learners irrespective of their age;

(vi) to provide opportunities for community–based life-long learning by offering courses of general interest to the community for personal development and interest;

(vii) to provide opportunity for vertical mobility to move to higher education in future;

(viii) to offer bridge courses to certificate holders of general / vocational education, so as to bring them at par with appropriate NSQF level; and to provide entrepreneurial orientation along with required skill training for self-employment and entrepreneurship development.

OA-21.1.2: Nomenclature of the Programmes:*The nomenclature of the Programmes shall be Certificate, Diploma and Advanced Diploma in skill sets decided from time to time.*

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)*	
Advanced Certificate	*One Semester*	
Diploma	*Two Semester*	*Level 5*
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-21.3.2

There shall be a Grading System with GPA for individual Courses in each of the Programmes as per the following UGC recommended 10-point grading system:

Range of percentage scored	***Letter Grade***	***Grade Point***
85 -100	*O (Outstanding)*	*10*
75 - < 85	*A+ (Excellent)*	*9*
65 - < 75	*A (Very Good)*	*8*
55 - < 65	*B+ (Good)*	*7*
50 - < 55	*B (Above Average)*	*6*
45 - < 50	*C (Average)*	*5*
40 - < 45	*P (Pass)*	*4*
0 - < 40	*F(Fail)*	*0*
	Ab (Absent)	*0*

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

OA-21.3.3 *Each credit of a* ***General Component*** *Course shall be evaluated for a total of 25 marks.*

Computation of SGPA and CGPA:

OA-21.3.3 *The procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be as follows:*

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

$$\textbf{SGPA}\ (Si) = \Sigma(Ci \times Gi) / \Sigma Ci$$

where 'Ci' is the number of credits of the ith course component and 'Gi' is the grade point scored by the student in the ith course component.

• 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, i.e.

$$\textbf{CGPA} = \Sigma(Ci \times Si) / \Sigma\ Ci$$

where 'Si' is the SGPA of the ith semester and Ci is the total number of credits in that semester.

• The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

OA-21.3.4 *The College Examination Committee, College Unfair Means Inquiry Committee and the College Grievance Committee shall be constituted and function as per OC-66.7*

OA-21.3.4 Final Letter Grade

The SGPA/CGPA shall be converted to the Final Grade, as shown in the table below:

CGPA	Letter Grade
9.5 - 10	O (Outstanding)
8.5 - < 9.5	A+ (Excellent)
7.5 - < 8.5	A (Very Good)
6.5 - < 7.5	B+ (Good)
5.5 - < 6.5	B (Above Average)
4.5 - < 5.5	C (Average)
4 - < 4.5	P (Pass)

OA-21.3.5 Supplementary CEE

In case a student fails in the CEE of general component, or fails to appear in the CEE of general component 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-21.3.6 *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.*
For this purpose, each level will be considered as a separate programme.

OA-21.3.7 Award of Certificate, Diploma or Advanced Diploma

(i) Award of Certificate, Diploma or Advanced Diploma, as the case may be, would depend on acquisition of requisite credits as prescribed in the guidelines and not on the duration of the calendar time spent in pursuing the course.

(ii) The certificate for skilling component would be awarded by the Sector Skill Council in terms of NSQF level either singly or jointly with the institution concerned and the general education grades will be certified along with the skill component in terms of certificate/ diploma awarded by the institution.
(iii) The affiliated colleges may themselves award diploma/ certificate under their own seal and signature. However, in such cases a written authorization shall be obtained from the university and the college should mention the name of the university and name of the scheme on the award.
(iv) On completion of Diploma (60 credits) a student will be eligible to seek admission into Advanced Diploma in a community college or second year of B.Voc degree. Similarly on completion of Advanced Diploma (120 Credits), a student is eligible for admission to third year of B.Voc. Degree.

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 Deleted

OA-21.3.18 Deleted

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)

(Amended on 14th September, 2023)

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 Goa Business School 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).

(Amended on 14th September, 2023)

OA-22.3 Eligibility and Admission

(a) (a)To be eligible for admission to the MBA (FS) Programme, a candidate shall be required to be a Graduate in any stream.

(b) To be eligible for admission to the BBA (FS) Programme, a candidate shall be required to have passed the Standard XII Examination or its equivalent in any stream with a minimum of 50% marks.

(Amended on 14th September, 2023)

(b) (i) Admission to the MBA (FS) Programme shall be based on a National Level Entrance Test, Group Discussion and Personal Interview.

(ii) Admission to the BBA (FS) shall be based on an Entrance Test conducted by the University/College Admissions Committee.

1) The procedure for admission to MBA (FS) and BBA (FS) shall be decided by the Admissions Committee appointed by the Vice-Chancellor for an Academic Year.

2) The Admissions Committee shall consist of
   a. Dean, Goa Business School
   b. Vice-Dean (Academic) Goa Business School
   c. Chairperson BoS (Financial Services)
   d. Programme Director (MBA-FS)
   e. Principals of affiliated Colleges offering BBA FS Programmes.
   f. Assistant Registrar (PG), Member Secretary
3) The Admissions Committee shall decide on the National Level Entrance Tests applicable for admission to MBA (FS) Programme.
4) The Admissions Committee shall recommend suitable weightage for Entrance Test, Group Discussion and Personal Interview for the preparation of the admission Merit List.

(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.

(Amended on 14th September, 2023)

(d) (i) For BBA (FS) a Merit List shall be prepared based on the scores obtained at the Entrance Test.
(ii) For MBA (FS), a Merit List shall be prepared based on the scores of national level Entrance Test, Group Discussion and Personal Interview.

(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).

(Amended on 14th September, 2023)

(b) (i) For BBA (FS) Programme, 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.
(ii) For MBA (FS) Programme, one Credit (Theory) shall be equivalent to 12 contact hours of learning activities such as Lectures, Case Studies, Group Discussion, Seminars, Problem Solving, Tutorials and Assignments OR, 24 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.

(Amended on 14th September, 2023)

2.(a) For the award of a MBA (FS) degree, a student shall earn a minimum of 76 Credits, comprising Core Courses, Elective Courses, Summer Training, Corporate Internship and Project Work as specified under OA-22.5.7.

(Amended on 14th September, 2023)

(b) MBA (FS) shall have a minimum of 52 Credits of Core Courses.

(Amended on 14th September, 2023)

(c) Project Work shall be a compulsory component of the MBA (FS) Programme.

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.

(Amended on 14th September, 2023)

(b) BBA (FS) shall have a minimum of 88 Credits of Core Courses

(Amended on 14th September, 2023)

(c) Internship/Project Report shall be a compulsory component for BBA (FS).

4.(a) A student shall be permitted to earn additional Credits.

(Amended on 14th September, 2023)

(b) The Final Grade/ Degree for MBA (FS) shall be computed/ awarded based on performance in Core Courses, Summer Training and Report, Corporate Internship and Project Work, and the best performance in the Elective Courses, to fulfill the minimum number of Credits required.

(Amended on 14th September, 2023)

(c) The Final Grade/Degree for BBA (FS) shall be computed/ awarded based on performance in Core Courses, Ability Enhancement Compulsory Courses, Internship/Project Report 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.

(Amended on 14th September, 2023)

5.(a) A student of MBA (FS) is permitted to obtain a maximum 8 Credits of Elective Courses from other Departments/Schools/Disciplines at the University.

(Amended on 14th September, 2023)

(b) The Programme shall have adequate Elective Courses in case the students desire to obtain all Credits from the Parent Discipline.

(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.

(Amended on 14th September, 2023)

(d) Permission to transfer Credits may be allowed on a case-to-case basis only in Institutions outside Goa University, following the Credit recognition procedure. Such Courses, when opted for by the students of a School / College, may be approved provisionally by the Discipline Council (DC) for Schools 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.

(Amended on 14th September, 2023)

6. The DC/DFC shall notify the Core and Elective 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.

(Amended on 14th September, 2023)

9. The minimum number of students enrolled for an Electives Course shall not be less than 20% of the number of students admitted.
In case there are less than 20% of the students opting for a Course, the permission of the Vice- Chancellor shall be obtained before the commencement of teaching of the said Course.

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.

(Amended on 14th September, 2023)

(c) It shall be ensured that Unit(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 Unit (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.

(Amended on 14th September, 2023)

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 Programme Director within seven days after the conduct of SEA 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.

(Amended on 14th September, 2023)

OA-22.8 Summer Training and Internship

(Amended on 14th September, 2023)

1. (a) For MBA (FS), the Summer Training shall be of 4 Credits and is compulsory. It shall be undertaken afterthe 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.

(Amended on 14th September, 2023)

2. For BBA (FS), there shall be one compulsory Internship culminating in the submission of the Internship/ Project Report, for a total of 24 Credits.

For BBA (FS), the supervisor at the organization where a student has completed her/his internship, shall assess the performance of the student for 8 Credits (200 marks).

(Amended on 14th September, 2023)

(a) The Internship shall be undertaken during Semester VI.

(Amended on 14th September, 2023)

(b) The Departmental Faculty Committee (DFC) shall, at the end of Semester V, decide the modalities relating to the Internship and the Internship/Project Report, which shall be informed to the students.

(Amended on 14th September, 2023)

(c) On completion of the Internship, each student shall submit an Internship/Project Report to the Department through the Guiding Teacher. Ordinarily, no student shall be allowed to submit the Internship/Project Report 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.

(Amended on 14th September, 2023)

OA-22.9 CORPORATE INTERNSHIP, PROJECT WORK, AND MBA (FS) COURSE ON CONTEMPORARY DEVELOPMENTS IN FINANCIAL MARKETS

(Amended on 14th September, 2023)

For MBA (FS), Corporate Internship of 4 Credits and Project Work of 4 Credits are compulsory and shall be undertaken during the Fourth Semester.

Corporate Internship shall be evaluated by the Internship Organization and modalities of evaluation shall be decided by the School Council.

The MBA (FS) Course on Contemporary Developments in Financial Markets will be offered in the Fourth Semester. This Course will be covered by the Visiting Faculty in terms of Senior Industry Managers/ Academic Faculty from recognized institutions/Universities. 2 Credits of this Course will be covered before Corporate Internship and 2 Credits will be conducted after the completion of Corporate Internship. The sessions will be engaged either in traditional classroom setting or through online mode. The evaluation of this Course will be done in the format of multiple-choice questions (MCQ) and the modalities of such evaluation shall be decided by the Programme Director in consultation with the SC. Evaluation of the course may be conducted after completion of each of the 2 Credits into which the Course is split.

(Amended on 14th September, 2023)

1. The DC shall decide at the end of the preceding Semester, the modalities relating to the Project Work, which shall be informed to the students.

(Amended on 14th September, 2023)

2. Form of Project Work shall be approved by the Guiding Teacher.

(Amended on 14th September, 2023)

3. The MBA (FS) Faculty members shall decide the number of students each teacher can guide with an equitable distribution of students to guides, by dividing the total number of Projects within the Discipline by the existing number of teachers in the Discipline.

(Amended on 14th September, 2023)

4.(a) (a) A student shall declare, in the prescribed proforma, that the Project Work is his/her own work and that all the sources used by him/her are duly acknowledged.

(Amended on 14th September, 2023)

(b) The Guiding Teacher shall certify, in the prescribed proforma, that the Project Work is the original work of the candidate completed under his/her supervision.

(Amended on 14th September, 2023)

5.(a) For MBA (FS), students shall submit the Project Work Report as per the guidelines issued by SC from time to time.

(Amended on 14th September, 2023)

(b) The format shall be as follows:

(Amended on 14th September, 2023)

(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 Project Work Report, bound in a standardized form, should contain the title of the Project Work, degree, date and name of the student concerned. The Project Work report shall be neatly typed in double space and only on one side of the paper.

(Amended on 14th September, 2023)

(ii) The soft copies of the Project Work Report shall be submitted in PDF format for uploading on Library Website after the declaration of the results.

OA-22.10 (Amended on 14th September, 2023)

EVALUATION OF PROJECT WORK.

(Amended on 14th September, 2023)

1.(a) The Project Work shall be assessed by the Guide / Supervisor and by the DC/DFC.

The Project Work of MBA (Financial Services) shall be evaluated by the Project Guide for 2 Credits for the Project Report and by the SC for 2 Credits for the presentation of the Project Work.

The Internship/Project Report of BBA (Financial Services) shall be evaluated by the Guide for 8 Credits (200 marks) and by the DFC for 8 Credits (200 marks).

(Amended on 14th September, 2023)

(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. The average of the marks of all the members present shall be considered for the evaluation of the Project Reports.

(Amended on 14th September, 2023)

(c) The Guide shall assess the Project Report independently for 50% marks for MBA (FS) Programme.

(Amended on 14th September, 2023)

(d) The final marks for the Project Work Report shall be an aggregate of the assessment by the Guide and by the SC for MBA (FS) and the final marks for the Internship and the Internship Project Report for BBA (FS) Programme shall be the aggregate of the assessment of Internship and assessment of Internship Project Report.

(Amended on 14th September, 2023)

2.(a) To pass Project Work a student has to secure a minimum grade of 'P' as indicated in Ordinance OA- 22.11.1.

(Amended on 14th September, 2023)

(b) A student who fails Project Work may be permitted to resubmit the Project Report afterincorporating suitable modifications.

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.

(Amended on 14th September, 2023)

3. There shall be no award of grace marks or entitlement marks, or provision for re- evaluation of answer scripts for MBA (FS).
The entitlement marks for BBA (FS) will be as per the provisions of Ordinance OA-26.

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 'S*i*'is the SGPA of the *i*th semester and 'C*i*' 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'.

(Amended on 14th September, 2023)

(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. Example: A candidate with CGPA ≥4.995 will be awarded 'C' grade. A candidate who has not earned 76 Credits / 148 Credits will be given final grade 'F' and be declared 'Fail'.

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.

(Amended on 14th September, 2023)

11. To be eligible for the award of the MBA (FS) Degree, a student shall be required to acquire a minimum of 76 Credits and be enrolled in the Programme 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.

(Amended on 14th September, 2023)

3.(a) A student shall address his/her grievance(s) to the Programme Director/Programme Coordinator, who shall place the same before the DC/ DFC for redressal. If the grievances are for the Course(s) taught by the Programme Director/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.

(Effective from 5th December, 2019)

OA-22.16 Entitlement Marks

The Provision of Ordinance OA-26, as amended from time to time, shall be applicable for the BBA(FS) programme.

Ordinance OA-23 relating to the Degree in Bachelor of Vocation (B.Voc.). (Effective from the academic year 2019-2020)

OA-23.1 General

OA-23.1.1 Objectives

(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 coming out of (a) 10+2 with vocational subjects; and (b)Community Colleges.

OA-23.1.2 Nomenclature of the Course

The nomenclature of the course shall be Certificate/Diploma/Advanced Diploma/B. Voc Degree as per 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*
Certificate	*One Semester*	*Level 4*

Diploma	*Two Semesters*	*Level 5*
Advanced Diploma	*Four Semesters*	*Level 6*
B. Voc Degree	*Six Semesters*	*Level 7*

OA-23.1.4 Eligibility

(i) *There may be three types of learners getting admission to the first semester of B.Voc courses under NSQF:*

(a) Category – 1: students who have already acquired NSQF certification Level 4 in a particular industry sector and opted for admission in the B.Voc degree courses under NSQF in the same sector for which he / she was previously certified at school level.

(b) Category – 2: students who have acquired NSQF certification Level 4 but may like to change their sector and may enter in B.Voc course in a different sector.

(c) Category – 3: students who have passed 10+2 examination with conventional schooling without any background of vocational training.

(ii) *The institutions will develop curriculum and arrange for skill intensive training / teaching for the learners belonging to the category-2 and 3 as above during the first six months who will be assessed and certified for NSQF Level 4 of skill competency by concerned SSC at the end of first semester. However, learners belonging to category-1 will not require such certification as they were already having NSQF level 4 certificates in same industry sector / job role required for specified skill credits.*

(iii) *All the learners continuing for Diploma courses or further will be treated at par from second semester onwards. Students may exit after six months with a Certificate (NSQF Level 4) or may continue for diploma or advanced diploma or B.Voc degree level course(s). An academic progression for the students in vocational stream is illustrated below:*

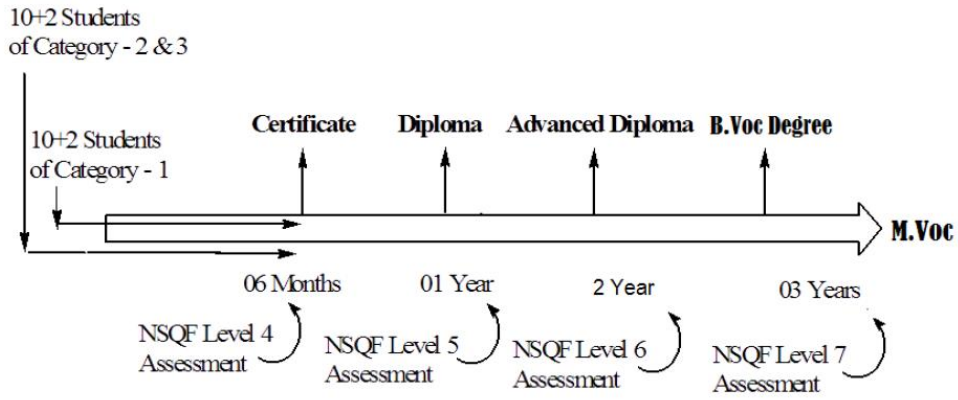

Fig. 1: Assessment of Skill Component under NSQF in Vocational Courses

(iv) *The candidates who have acquired vocational Certificate / Diploma or Advanced Diploma from UGC recognized Community Colleges / B.Voc institutions or DDU KAUSHAL Kendras in a specific sector with certified skills on a particular job role will be eligible for admission through lateral entry to next higher level on same sector.*

(**Effective from 20th August, 2020)**

(v) To be eligible for admission to Advanced Diploma (Level 6) / Semester III, a candidate shall have passed the General Education Component of Semesters I & II

To be eligible for admission to B.Voc. (Level 7) / Semester V, a candidate shall have passed the Diploma (Level 5) / Semesters I & II as well as the General Education Component of Semesters III & IV.

OA-23.1.5 Admission and Fee criteria

(i) The minimum educational qualification for admission into B.Voc degree course will be class XII pass or equivalent from any recognized board or university.

(ii) Equal weightage, at par with other subjects, should be given to vocational subjects at +2 level while considering the students for admission into B.Voc.

(iii) Preference will be given to students

(a) who have acquired NSQF certification Level 4 in the particular trade.

(b) learners living in the local community.

(iv) Reservation will be as per Goa State policy.

(v) There shall be no age bar for admission.

(vi) Admissions may be done twice a year (summer / winter session).

(vii) The applicants seeking re-entry into the education and training for further advanced leanings in their field of expertise in particular trade will be given preference in admission over the new applicants.

(viii) 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. For this purpose Category 1 will form a separate priority category at the entry level. Category 2 & 3 will form the next combined category.

(IX) For the candidates joining fresh at subsequent levels, the marks of previous level will be considered and 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.

(X) Students counselling will be an integral part of the admission process and the parents will be involved appropriately

(XI) Fee will be as decided by the 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:*

NSQF Level	*Skill Component Credits*	*General Education Credits*	*Total Credits for Award*	*Normal Duration*	*Exit Points / Awards*
4	*18*	*12*	*30*	*One Sem.*	*Certificate*
5	*36*	*24*	*60*	*Two Sem.*	*Diploma*
6	*72*	*48*	*120*	*Four Sem.*	*Advanced Diploma*
7	*108*	*72*	*180*	*Six Sem.*	*B.Voc Degree*

2.The General Education Component shall have 40 % of the total credits and balance 60% credits will be of Skill Component.

3. Each Programme may have General Education Courses as recommended by the Board of Studies (BoS) and approved by the Academic Council.

4. 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).

5.One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. Accordingly, one Credit would mean equivalent of 14-15 periods of 60 minutes each or 28 – 30 hrs of workshops / labs.

6. For internship / field work, the credit weightage for equivalent hours shall be 50% of that for lectures / tutorials.

7. For self-learning, based on e-content or otherwise, the credit weightage for equivalent hours of study shall be 50% of that for lectures / tutorials.

8. The practical / hands-on portion of the skills component of the curriculum shall be transacted in face to face mode. The skill component of these programmes will conform to the QPs/NOSs and the general education component will conform to the university norms.

9. The B.Voc degree programmeis a full time degree course. It should not be conducted as an add-on programme.

OA-23.3 Scheme of Examination

OA-23.3.1 Evaluation Scheme

(i) The Skill component of the course will be assessed and certified by the respective Sector Skill Councils. In case, there is no Sector Skill Council for a specific trade, the assessment may be done by an allied Sector Council or the Industry partner. The certifying bodies may comply with and obtain accreditation from the National Accreditation Board for Certification Bodies (NABCB) set up under Quality Council of India (QCI). Wherever the university/college may deem fit, it may issue a joint certificate for the course(s) with the respective Sector Skill Council(s).

(ii) The credits for the skill component will be awarded in terms of NSQF level certification which will have 60% weightage of total credits of the course in following manner.

Name of the Course	***NSQF Level Certificate***	***Cumulative Credits***
Certificate	*Level - 4*	*18 credits*
Diploma	*Level – 5*	*36 credits*
Advanced Diploma	*Level - 6*	*72 credits*
B.Voc. Degree	*Level - 7*	*108 credits*

(iii) The general education component will be assessed by the University/college as per OC-66.

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 *The College Examination Committee, College Unfair Means Inquiry Committee and College Grievance Committee shall be constituted and function as per OC-66.7*

OA-23.3.4 Grading System

(i)Letter Grades and Grade Points:

There shall be a Grading System with GPA for individual Courses in each of the Programmes as per the following UGC recommended 10-point grading system:

Range of percentage scored	***Letter Grade***	***Grade Point***
85 -100	*O (Outstanding)*	*10*
75 - < 85	*A+ (Excellent)*	*9*
65 - < 75	*A (Very Good)*	*8*
55 - < 65	*B+ (Good)*	*7*
50 - < 55	*B (Above Average)*	*6*
45 - < 50	*C (Average)*	*5*
40 - < 45	*P (Pass)*	*4*
0 - < 40	*F(Fail)*	*0*
	Ab (Absent)	*0*

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

(ii) Computation of SGPA and CGPA:

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

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

$$\textbf{SGPA}\ (Si) = \Sigma(Ci \times Gi) / \Sigma Ci$$

where 'Ci' is the number of credits of the ith course component and 'Gi' is the grade point scored by the student in the ith course component.

• 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, i.e.

$$\textbf{CGPA} = \Sigma(Ci \times Si) / \Sigma\ Ci$$

where 'Si' is the SGPA of the ith semester and Ci is the total number of credits in that semester.

• The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

(iii)Final Letter Grade

The SGPA/CGPA shall be converted to the Final Grade, as shown in the table below:

CGPA	***Letter Grade***
9.5 - 10	*O (Outstanding)*
8.5 - < 9.5	*A+ (Excellent)*
7.5 - < 8.5	*A (Very Good)*
6.5 - < 7.5	*B+ (Good)*
5.5 - < 6.5	*B (Above Average)*
4.5 - < 5.5	*C (Average)*
4 - < 4.5	*P (Pass)*

OA-23.3.5 *Repeat Examinations for general component*

(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. For this purpose each level will be considered as a separate programme.

OA-23.3.6 (Effective from 21st May, 2020) Entitlement Marks:

i) Entitlement/Grace Marks shall be as per Ordinance OA-26.
ii) These Entitlement/Grace marks shall be applicable only to the General Education component at every semester.

OA-23.4 Verification and Revaluation

Verification and Revaluation shall be permitted only in case of Written Papers of general component as per the provisions of OA-5.15.

OA-23. 5 Award of Certificate, Diploma, Advanced Diploma and B.Voc. Degree:

(i) *Award of B.Voc degree or Advanced Diploma / Diploma / Certificate as the case may be, would depend on acquisition of requisite credits as prescribed in the guidelines and not on the duration of the calendar time spent in pursuing the course.*

(ii)The certificate for skilling component would be awarded by the Sector Skill Council in terms of NSQF level either singly or jointly with the institution concerned and the general education grades will be certified along with the skill component in terms of certificate/ diploma awarded by the institution.

(iii) UGC guidelines on Choice Based Credit System (CBCS), and Guidelines on Curricular Aspects, Assessment Criteria and Credit System in Skill based Vocational Courses may be referred for further illustration on computation of SGPA, CGPA etc. to confer the awards as above.

(iv) Each of the awards shall specify within parenthesis, the Skill(s) specialization, such as:

- *B. Voc. (Renewably Energy Management)*
- *B. Voc. (Retail Management)*
- *B.Voc. (Retail Management and IT)*
- *Advanced Diploma (Food Processing)*
- *Advanced Diploma (Health Care)*
- *Advanced Diploma (Hospitality and Tourism)*
- *Diploma (Green House Technology)*
- *Diploma (BPO)*
- *Diploma (Jewellery Designing)*

(v) The students will have the option to exit with a Certificate, Diploma or Advanced Diploma after acquiring requisite number of credits. In case of affiliated colleges, such students may be awarded Certificate, Diploma or Advanced Diploma, as the case may be by the concerned College after a written authorization by the affiliating University.

Ordinance OA-23A relating to the Degree in Bachelor of Vocation (B. Voc.) based on the NEP 2020 and National Credit Framework 2023 (Effective from the academic year 2025-2026)

OA-23A.1 Objectives

a. Provide for integrating and crediting vocational education, training, and skill learning in various dimensions of academics, skilling, and experiential learning including relevant experience and proficiency/ professional levels acquired, subject to assessment.
b. The desired competency levels in terms of knowledge, skills, aptitude, responsibility, and learning outcomes expected after undergoing the course/ qualification while assigning a pre-defined NSQF/NCrF level to the same shall be specified.
c. Each and every type of learning hour needs to be assessed to earn credit.
d. Facilitate assigning of credit levels across vocational education/ skilling including that in higher education, based on the cumulative number of hours/ years of learning.
e. Establish academic equivalence between vocational & general education while enabling mobility within & between them.
f. Enable multi-disciplinarity, multiple entry-multiple exits (ME-ME), and progression pathways within and between higher education, technical education, vocational education, training & skilling, and the job markets.
g. Recognize learning through close partnerships with industry and employers through internships, apprenticeships and on-the-job training across all sectors.

OA-23A.2 Nomenclature of the Programme:

The nomenclature of the course shall be UG Certificate/ UG Diploma /B. Voc. Degree /B. Voc. Degree Honours /B. Voc. Degree Honours with Research as per NSQF.

OA-23A.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	Exit Option
UG Certificate	Two Semesters	Level 4.5	With an additional 4 Credits Course
UG Diploma	Four Semesters	Level 5	With an additional 4 Credits Course
B. Voc. Degree	Six Semesters	Level 5.5	-
B. Voc. Degree Honours/ B. Voc. Degree Honours with Research	Eight Semesters	Level 6	-

OA-23A.4 Eligibility:

Entry Level Acquired/ Admission	Qualification	Relevant Experience
A. Level 4/ First Year of B.Voc	a. 12th -grade pass b. Completed 2nd year of 3-year diploma (after 10th) c. Pursuing 2nd year of 3-year regular Diploma (after 10th) d. 10th grade pass with two years of any combination of NTC/NAC/CITS or equivalent. e. 8th pass plus 2-year NTC plus 1-Year NAC plus 1-Year CITS f. 10th-grade pass and pursuing continuous schooling (for 2-year program) g. 11th Grade Pass and pursuing continuous Schooling	No experience required
	h. 11th Grade Pass	1 year
	i. 10th Grade Pass	2 years
	j. Previous relevant Qualification of NSQF Level 3.5	1.5 years
	k. Previous relevant Qualification of NSQF Level 3.0	3 years

B.	**Level 4.5/ Year 2 of B.Voc**	a. Completed 1st year of 3-year/ 4-years UG b. Pursuing 1st year of 3-year/ 4-years UG and continuing education c. Pursuing 3rd year of 3-year diploma after 10th and continuing education d. Completed 3-year diploma after 10th e. Completed 1st year of 2-year diploma after 12th f. Pursuing 2nd year of 2-year diploma after 12th sand continuing education g. 12th Grade pass with 1-year NTC/NAC h. 10th grade pass with 3 years of any combination of NTC/NAC/CITS or equivalent.	No experience required
		i. 12th Grade Pass	1 year
		j. 10th grade pass with 2 years of any combination of NTC/NAC/CITS or equivalent.	1 year
		k. 8th Grade pass with 2-year NTC plus 1 year NAC plus 1-year CITS.	1 year
		l. 10th Grade pass	3 years
		m. Previous relevant Qualification of NSQF Level 4	1.5 years
		n. Previous relevant Qualification of NSQF Level 3.5	3 years
C.	**Level 5/ Year 3 of B. Voc.**	a. Completed 2nd year of 3-year/ 4-years UG b. Pursuing 2nd year of 3-year/ 4-years UG and continuing education c. Completed 2nd year of diploma (after 12th) d. Pursuing 2nd year of 2-year diploma after 12th	No Experience required
		e. 12th pass with 2 years of any combination of NTC/NAC/CITS or equivalent.	No Experience required
		f. Completed 3-year diploma after 10th g. 12th Grade pass with 1 year of NTC/NAC	1 year

		h. Completed 1st year of 3-year/ 4-years UG	
		i. 12th Grade pass	2 years
		j. 10th Grade pass	4 years
		k. Previous relevant Qualification of NSQF Level 4.5	1.5 years
		l. Previous relevant Qualification of NSQF Level 4	3 year
D.	**Level 5.5/ Year 4 of B. Voc.**	a. Completed 3rd year of 3-year/ 4-years UG b. Pursuing 3rd year of 3-year/ 4-years UG and continuing education c. Completed 12th grade with 1-year of NTC plus 1-year NAC plus 1-year CITS	No Experience required
		d. 12th Grade Pass with 2 years of any combination of NTC/NAC/CITS or equivalent e. Completed 2nd-year diploma after 12th f. Completed 2nd year of 3-year UG	1 year
		g. 12th Grade pass with 1-year NTC/ NAC h. Completed 3-year diploma (after 10th)	2 year
		i. Completed 3-year diploma after 10th	2 year
		j. 12th Grade pass	3 year
		k. Previous relevant Qualification of NSQF Level 5	1.5 year
		l. Previous relevant Qualification of NSQF Level 4.5	3 years
E.	**Level 6/ Year 4 of B. Voc. Degree Honours /B. Voc. Degree Honours with Research**	a. Pursuing first year of 2-year PG program after completing 3-year UG degree b. Pursuing 1-year PG diploma after 3-year UG degree c. Completed 4th year UG (in case of 4-year UG) d. Pursuing 4th year UG (in case of 4-year UG) and continuing education	No Experience Required
		e. Completed 3-Year UG Degree f. 12th Grade Pass with 2 years of any combination of NTC/NAC/CITS g. Completed 2 years of diploma after 12th	1 year
		h. 12th Grade Pass with 2 years of	2 years

	any combination of NTC/NAC/CITS i. Completed 2 years of diploma after 12th	
	j. Completed 1st year of 2-year diploma after 12th Grade	3 years
	k. 12th Grade pass	4 years
	l. Previous relevant Qualification of NSQF Level 5.5	1.5 years
	m. Previous relevant Qualification of NSQF Level 5	3 years

OA-23A.4.1 To be eligible for admission to B.Voc. (3rd Year) / Semester V, s/he must clear all courses of General Education and Skill Component of the Semesters I to IV.

OA-23A.4.2 A student who obtains 75% and above or equivalent CGPA of the total marks obtained in the first Six Semesters shall be eligible to be admitted to the four-year Degree (Honours with Research) in the Seventh Semester.

OA-23A.5 Admission

a. The minimum educational qualification for admission into B.Voc degree course will be as per eligibility mentioned at OA-23A.4
b. Preference will be given to students
   i. who have acquired NSQF certification Level 4 in the particular trade.
   ii. learners living in the local community.
c. Reservation will be as per Goa State policy.
d. There shall be no age bar for admission.
e. The applicants seeking re-entry into the education and training for further advanced leanings in their field of expertise in particular trade will be given preference in admission over the new applicants.
f. The accepting institution will have the flexibility to prescribe the modalities and process for admission which may include merit-based listing, an entrance test/ examination, or simply a first come-first serve basis.
g. Student counseling will be an integral part of the admission process.

OA-23A.6 Programme Structure

a. The B.Voc. Programme shall comprise credits for Skill-based Courses and General Education as per the following table:

NSQF Level	Skill Component Credits	General Education Credits	Total Credits for Award	Duration	Exit Points / Awards
4.5	24	16	40	Two Semesters	UG Certificate
5	48	32	80	Four Semesters	UG Diploma
5.5	72	48	120	Six Semesters	B.Voc Degree
6	96	64	160	Eight Semesters	B. Voc. Degree Honours/ B. Voc. Degree Honours with Research

b. The General Education Component shall have 40 % of the total credits and the balance 60% of credits will be of Skill Component.
c. Each Programme shall have General Education Courses as recommended by the Board of Studies (BoS) and approved by the Academic Council.
d. 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).
e. A notional learning hour may include classroom learning/ teaching, practical and laboratory/ innovation labs, class projects, assignments, tutorials; sports and games, yoga, performing arts, social work, NCC; examinations, class tests, quizzes, assessments; minor or major project work, field visits in skill education; internship, apprenticeship, on the job training (OJT); and experiential learning including relevant proficiency and professional levels acquired, etc.
f. One credit of practical course shall be equivalent to 30 notional hours.
g. One credit of theory shall be equivalent to 15 contact hours and 15 notional hours.
h. A minimum of 40 credits (1200 Notional Hours) to be assigned for one Academic Year which corresponds to 20 credits (600 Notional Hours) per semester.
i. One credit of internship/fieldwork/ self-learning shall be equivalent to 60 notional hours.
j. The practical/hands-on portion of the skills component of the curriculum shall be transacted in face-to-face mode. The skill

component of these programmes will conform to the QPs/NOSs and the general education component will conform to the University norms.

k. The B.Voc. Degree programme is a full-time degree course. It should not be conducted as an add-on programme.

OA-23A.7 Scheme of Examination

OA-23A.7.A. For Skill Component:

a. The Skill component of the course will be assessed and certified by the respective Sector Skill Councils.
b. In case, there is no Sector Skill Council for a specific trade, the assessment may be done by an allied Sector Council or the Industry partner. The certifying bodies may comply with and obtain accreditation from the National Accreditation Board for Certification Bodies (NABCB) set up under the Quality Council of India (QCI). Wherever the university/college may deem fit, it may issue a joint certificate for the course(s) with the respective Sector Skill Council(s).
c. The Credits for the skill component shall be awarded in terms of NSQF level certification which will have 60% weightage of total credits of the course in the following manner.
d. Skill component credit shall be designed preferably to a maximum of 4 credits per Course and accordingly, it should be assessed with justifiable duration.

OA-23A.7.B. 1. For General Education Component:

The Scheme of Examination shall be as follows:

a. Evaluation shall be based on continuous assessment, in which Intra-Semester Assessment (ISA) and Semester End Assessment (SEA) will contribute to the final grade. ISA will consist of class tests, mid-Semester examination(s), homework assignments, and such other modes of evaluation, as determined by the faculty in charge of the courses of study. Progress towards achievement of learning outcomes will be assessed using the following: time-constrained examinations; closed-book and open book tests; problem-based assignments; practical assignment, laboratory reports; observation of practical skills; individual project reports (case-study reports); team project reports; oral presentations, including seminar presentation; viva voce; computerized adaptive assessment, surprise test, modular certifications, and any other modes of assessment.

b. The evaluation for the Courses shall comprise ISA and the SEA;
   i. One Credit shall carry 25 marks.
   ii. In case of Two to Four Credit Practical/Theory/ Practical and Theory Course, the ISA shall carry 20% of the maximum marks allotted for the Course, and SEA shall carry 80% marks. A Course of Four Credits for a total of 100 marks, having only Theory, shall have ISA for 20 marks and SEA for 80 marks.
   iii. There shall be no ISA for the One Credit Practical Component of Four Credit Courses. A Four Credit Course (100 marks) comprising Theory (Three Credits) and Practical (One Credit) shall have ISAs only for the Theory Component (15 Marks), and SEA Theory Component (60 marks). The One Credit Practical Component has only SEA (25 marks).
   iv. There shall be no ISA for a one-credit practical Course.
   v. Courses of any other number of Credits shall have a proportionate marking system.

c. Intra-semester Assessment (ISA)

   There shall be three ISAs in a given Semester for the theory Component of each Course of 2 Credits and above, of which a minimum of 50% shall be evidence-based. The two best scores shall be considered for the final ISA marks for papers of 2 Credits and above. For a course of one Credit, the best score out of two ISAs shall be considered. ISAs may be through a written test or any other alternative mode of evaluation, including assignments, presentations, oral or online tests, MCQs, open-book tests, and any other mode of assessment.

i. There shall not be any averaging of ISA marks.
ii. Generally, the ISA for a given Course shall be conducted by the teacher/s teaching that Course.
iii. The ISA schedule shall be notified at the beginning of the Semester.
iv. ISA marks shall be communicated to students within two weeks of the ISA.
v. Ordinarily, ISA-I shall be completed by the end of the Fifth week after the commencement of the Semester and ISA-II by the end of the Tenth week of the Semester.
vi. Students who fail to appear for an ISA due to a genuine reason shall be given another opportunity, to complete the ISA.
vii. There shall be a Committee appointed to monitor the conduct of ISAs.

d. Semester End Assessment (SEA)
i. SEAs shall be conducted at the conclusion of every Semester, and shall cover the entire syllabus prescribed for the respective Course.
ii. A student shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEA provided the student has appeared for two ISAs in a Course, and fulfils the minimum attendance requirements as per the relevant Ordinance of the University. A student failing to fulfil these conditions shall have to repeat the course.
iii. The detailed procedure for the conduct of SEA and subsequent assessment shall be as notified by the University.
iv. The pattern of question paper(s) to be set for the SEA in a given course and the scheme of marking shall be decided by the respective BoS. For this purpose, the BoS shall frame specimen question paper(s) in the various courses concerned for the information of the students. Similarly, for practical examinations, the number of laboratory exercises, marks distribution for each exercise and other relevant details shall be decided by the respective BoS.
v. To pass a Course a student shall have to obtain a minimum of 40% in ISA and SEA together. There is no separate passing for ISA and SEA.
vi. The duration of SEA theory paper carrying up to 40 marks shall be 1 hour, and papers of above 40 and up to 80 marks shall be of 2 hours duration.
vii. Supplementary exams shall be held at the end of the academic year immediately after SEA.

OA-23A.7. Practical Examination
B. 2

Conduct of Examination

a. Examination(s) in Laboratory exercises shall be conducted for Courses with a practical component. Marks will be allotted as follows: Experiment (including Field Work) 60%, Journal/Record Book 20%, Oral Examination 20% or as recommended by the concerned Board of Studies. A student shall be permitted to appear for the practical examination only if s/he submits her/his journal duly certified by the teacher(s) teaching the Course and the concerned Head of the Department/Programme Director.
b. To assess the student's performance in the assigned experiment, the examiner shall take into account the planning, procedure, techniques followed, readings/observations, results, and presentation.
c. Students shall be required to submit the journal/record book before the practical examination. Examiner(s) shall take into account the regularity of the student in attending the Laboratory Course, the completeness of the exercises and presentation, and the format of the journal. For subjects having field work component, the student shall be required to submit the report of such field excursion(s) along with the journal(s) for assessment. The examiner(s) shall consider the report along with journal(s) while allotting marks.
d. In the oral examination, the examiner(s) shall assess the knowledge of a student in the Course as well as during the experiment(s) performed.
e. A student unable to appear for the practical examination on medical or other genuine grounds may be permitted to appear for a practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination. This out-of-turn appearance may be in the same Institution or in a different Institution. Such permission shall be granted by the University if recommended by the respective Dean or Principal of the College. The student shall be required to remit the requisite fee for this out-of-turn examination

OA-23A.8 The Examination Committee, Unfair Means Inquiry Committee and Grievance Committee shall be constituted and function as per Ordinance OA-38.

OA-23A.9 Grading and calculation of SGPA & CGPA shall be as per Ordinance OA-16

OA-23A.10 Repeat Examinations for general component

a. Supplementary exams shall be held at the end of the academic year after a period of two weeks from the date of declaration of results.
b. There shall be no supplementary examination conducted for Semester V to VIII.
c. In case a student fails in the SEA/SSEA, he/she shall have the option to repeat the course
d. A student shall be required to successfully complete a Programme as per Ordinance OA-16.

OA-23A.11 Entitlement Marks:

a. Entitlement/Grace Marks shall be as per Ordinance OA-26.
b. These Entitlement/Grace marks shall be applicable only to the General Education component at every semester.

OA-23A.12 Verification and Revaluation

Verification and Revaluation shall be permitted only in case of Written Papers of general components as per the provisions of Ordinance OA-5.15.

OA-23A.13 Award of UG Certificate/ UG Diploma /B. Voc. Degree /B. Voc. Degree Honours /B. Voc. Degree Honours with Research

a. Award of UG Certificate/ UG Diploma /B. Voc. Degree /B. Voc. Degree Honours /B. Voc. Degree Honours with Research as the case may be, would depend on the acquisition of requisite credits as prescribed in the guidelines and not on the duration of the calendar time spent in pursuing the course.
b. The certificate for the skilling component would be awarded by the Sector Skill Council in terms of NSQF level either singly or jointly with the institution concerned and the general education grades will be certified along with the skill component in terms of certificate/ diploma awarded by the institution.
c. Each of the awards shall specify within parenthesis, the Skill(s) specialization, such as:
    i. B.Voc. Honours with research (Renewable Energy Management)
    ii. B.Voc. Honours (Renewable Energy Management)
    iii. B. Voc. (Renewable Energy Management)
    iv. UG Diploma (Green House Technology)
    v. UG Certificate (Jewellery Designing)
d. The students will have the option to exit with a UG Certificate, UG Diploma after acquiring a requisite number of credits along with an additional four credits. In the case of affiliated colleges, such students may be awarded UG Certificate, UG Diploma as the case may be by the concerned College after written authorization by the affiliating University.

(w.e.f.11th March 2019) OA-24 ORDINANCE FOR MASTER IN BUSINESS ADMINISTRATION (MBA), BACHELOR IN BUSINESS ADMINISTRATION (BBA), INTEGRATED MASTER IN BUSINESS ADMINISTRATION (IMBA), AND MASTER IN BUSINESS ADMINISTRATION (EXECUTIVE)

OA-24.1 General

Objective of the Programmes

To build competence in students to effectively undertake managerial jobs in organizations

OA-24.2 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. MBA (Executive) Programme is of three years (Part Time) duration.

OA-24.3 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), Integrated Masters in Business Administration (Hospitality, Travel and Tourism) and Masters Degree in Business Administration (Executive

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. For MBA (Executive), candidates who have a minimum two years work experience are considered eligible. They also need to have a Bachelors Degree from a recognised university. In addition, candidates shall be shortlisted through an Entrance Test as decided by the Admission's 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/projects, shall be of one to six Credits. One Credit stands for 15 contact hours or one week of Internship/projects.

Contact hours shall include learning activities such as lectures, group discussion, seminars, problem solving, tutorials, assessment and such others.

(v) Minimum Credit requirements for Programmes

Category	Course	BBA	MBA	IMBA	MBA (for Executives)
Core Course	Core Business Courses	52	34	86	20
Soft Skills	*Soft Skills Courses*	*12*	*06*	*18*	*04*
Optional Courses	*Optional Business Courses*	*30*	*24*	*54*	*34*
	Optional Non Business Courses	*24*	*06*	*30*	*06*
Internship /Projects	*Internship /Projects in organizations and Report*	*16*	*24*	*40*	*08*
	Internship/Project Seminar	*06*	*04*	*10*	*04*
Total Credits for the Programme		*140*	*98*	*238*	*76*

(vi) In Programmes with specifc Specializations, the Credit requirements in the areas of Specialization shall be a minimum of 50% of the total Credits, excluding Internship/ Project. Internship/ Project 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

(i) 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.
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/Project 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.

(Notified on 16th December, 2020)
(W.E.F. July 2020) OA-24 Ordinance For Master of Business Administration (MBA), Bachelor of Business Administration (BBA), Master of Business Administration (Integrated) (MBA Integrated), and Master of Business Administration (Executive)

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

The MBA Programme is of two years duration. The BBA Programme is of three years duration. The MBA Integrated Programme is of five years duration with an exit option after three years with a BBA Degree. The MBA (Executive) Programme is Part Time and of three years duration.

OA-24.3 Degree to be Awarded

The Nomenclature of the degree to be awarded shall be Master of Business Administration, Bachelor of Business Administration, Bachelor of Business Administration (Tourism and Travel), Bachelor of Business Administration (Hospitality and Culinary Management), Bachelor of Business Administration (Shipping Management), Master of Business Administration (Hospitality, Travel and Tourism) and Master of Business Administration (Executive). Students who exit after three years from the MBA Integrated Programme shall be awarded a Bachelor of 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 Admissions Committee appointed by the Vice-Chancellor for an Academic Year. The Admissions Committee shall consist of selected Principals /Course Directors of Affiliated Colleges/ recognized Institutions, Dean/Vice Dean (Academics) of the School and one member of the Discipline of the School under which the Programme is offered. Students may be admitted at the beginning of the Programme every year subject to conditions of affiliation.

(b) a. To be eligible for admission to the Bachelors Programmes and MBA Integrated Programme candidates should have passed the XIIth Standard or equivalent.

b. To be eligible for admission to the MBA Programme candidates should have a Bachelors Degree from a recognized University.

c. To be eligible for admission to the MBA (Executive) Programme, candidates should have a Bachelors Degree from a recognized University and a minimum of two years work experience.

In addition, candidates will be shortlisted through an Entrance Test as decided by the Admissions Committee for admission to MBA, MBA Integrated and BBA Programmes.

(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 MBA (Executive) and Semesters for MBA and MBA Integrated. 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.

(Effective from 15th September, 2021)

(iv) Each Course, other than Internships/projects, shall be of one to six Credits. One

Credit stands for one week of Internship/projects.

One Credit stands for 12 contact hours for Postgraduate programmes, including integrated programmes, and 15 contact hours for undergraduate programmes in management.

Contact hours shall include learning activities such as lectures, group discussion, seminars, problem solving, tutorials, assessment, and such others.

(Effective from 15th September, 2021)
(v) Minimum Credit requirements for Programmes

Category	**Courses**	**BBA**	**MBA**	**IMBA**	**MBA (Exec)**
Core Courses	Core-Courses	52	34	86	20
Soft Skills	Soft-skill Courses	12	6	18	4
Optional Courses	Optional Business Courses	30	24	54	34
	Perspective Building Optional Courses	24	6	30	6
Internships /Projects	Internships in Organizations and Report	16	16	32	8
	Internship Seminar	6	4	10	4
Total Credits for the Programmes		**140**	**90**	**230**	**76**

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/ Project. Internship/ Project 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

(i) 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. 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/Project 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 fulfils both the minimum credit and minimum duration requirements for the Programme for which s/he 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 Discipline Council of the School offering the Programme/s or the equivalent body of the faculty members of the School.

(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 School 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 Programme Director /Programme Coordinator, who shall place the same before the Discipline Council/Department Council or equivalent body for redressal. If the grievances are for the Course(s) taught by the Programme Director / 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 Discipline Council/Department Council or 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.

OA-24A ORDINANCE FOR MASTER'S IN BUSINESS ADMINISTRATION (EXECUTIVE) (Effective from April, 2023)

OA-24A.1 General Objective of the Programme

To build competence in students to effectively undertake managerial jobs in organizations.

OA-24A.2 Duration of the Programme

MBA (Executive) Programme is of three years (Part Time) duration.

OA-24A.3 Degree to be Awarded

The Nomenclature of the Degree to be awarded shall be Master's Degree in Business Administration (Executive).

OA-24A.4 Admission and Eligibility

(a) The procedure for admission to Programme shall be decided by the Central Admission Committee appointed by the Vice-Chancellor for an Academic Year.

(b) To be eligible for admission to the MBA (Executive) Programme, a candidate must have completed graduation in any discipline from this University or any other University recognized as equivalent thereto and have a minimum of two years' work experience.

(c) Reservation of seats shall be in accordance with the directives of Government of Goa as adopted by Goa University.

OA-24A.5 Scheme of Instruction

(i) To be eligible for award of Degree the Students are required to earn a minimum of 80 Credits:

Courses	**Credits**	
Discipline Specific Core (DSC)	32	
Discipline Specific Elective (DSE)	20	
Generic Elective (GE)	12	
Discipline Specific Internship (DSI)	Internships in Organizations and Report	12
	Internship Seminar	4
Total Credits for the Programme	**80**	

(ii) The Programme shall be divided into 9 Trimesters.

(iii) The University discipline /affiliated Colleges offering the Programme shall offer Courses from a list of Courses as recommended by Board of Studies and approved by Academic Council.

(iv) A Course may be of a minimum of 1 Credit and up to a maximum of 6 Credit(s), other than Internships.

(v) One Credit of a Theory Course shall be equivalent to 15 contact hours of learning activities such as lectures/ group discussion/ problem solving/ tutorial laboratory work/ field work /outreach activities / project work/ vocational training / viva voce/ seminars/ term papers / assignments / presentations / self-study/ case studies or a combination of any of these.

(vi) One-week of Internship (30 Hours) shall be equivalent to one Credit.

(vii) Internship in Organizations shall be in the area of discipline specific elective courses opted during the Programme.

(viii) A student shall be permitted to register for Courses outside the University with any other Higher Education Institutions registered with the ABC and transfer the Credits to Goa University through ABC, subject to the provisions of the Ordinance relating to the Academic Bank of Credits.

OA-24A.6 Scheme of Evaluation

(i) Ordinarily, a teacher who teaches a particular Core Course or part thereof shall assess the performance of the students in the ITA component of that Course. Guest Faculty/Contributory Teacher teaching a Course or part thereof, shall conduct such assessment in consultation with the Course Coordinator.

(ii) The method of evaluation and modalities for Internship shall be recommended by the Board of Studies.

(iii) A One Credit Course shall carry 25 marks. All other Courses shall carry marks proportionate to the number of Credits.

(iv) The concerned teacher, with the consent of the Discipline Faculty Committee (DFC) or equivalent body of faculty members of the affiliated Colleges shall decide the method as well as the content of evaluation of each ITA and TEA.

(v) The ITA shall be of 60% weightage.

(vi) There shall be four ITA's for each Course of two or more Credits, each of 20%, for a total of 60% of total marks of the Course. Out of four ITA's best three ITA's shall be considered. However, for a 1 Credit Course, only two ITAs shall be conducted and evaluated for 60% of the total marks of the Course and the best ITA will be considered.

(vii) There shall be TEA with 40% weightage of total evaluation covering the entire Course.

(viii) The TEA shall be conducted as per the academic calendar. The DFC shall work out the examination schedule for TEA in consultation with other Schools from where the students are taking Elective Courses and displayed on the Notice Board.

(ix) All Internship/Project 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.

(x) The duration of all written TEA examinations carrying 25 marks or less, shall be of one hour; TEA carrying above 25 marks and up to 50 marks, shall be of two hours; TEA carrying 50 marks and above, shall be of three hours.

(xi) All internal assessments shall be completed by the last teaching day of the Trimester.

(xii) A Course shall have a "single passing-head" based on the combined performance at the ITA and TEA. Fractional marks shall be rounded off to the nearest integer only at the time of calculating the Course Grade.

(xiii) The Course-wise time-table of internal assessment shall be displayed at the beginning of each Trimester.

(xiv) For each Theory Course, a written or any other evidence-based component shall constitute at least 50% of ITA and TEA.

OA -24A.7 Award of Grade

(i) Computation of CGPA and Award of Grade shall be provided under OA-16.

(ii) Marks awarded in each Course shall be represented in the form of Grades in the grade sheet issued at the end of each Trimester. The Final result shall be declared as Cumulative Grade Point Average (CGPA).

(iii) Appearance in minimal number of ITAs (50%), and in the TEA, shall be compulsory for passing.

(iv) Students who do not secure a minimum of 'P' Grade in Core Courses shall have the option of answering the TEA in the following Trimester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme.

(v) In the case of Elective Courses, a student shall have the option of answering TEA in the following Trimester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme, or register for an alternative Elective Course to secure the requisite number of Credits.

(vi) There shall not be any supplementary examinations for TEA. However, repeat examinations shall be conducted as per the allotted time frame for TEA in the academic calendar. In such cases, the ITA score shall be carried forward. However, if the candidate is re-registering for a Course, neither the ITA nor the attendance of the previous attempt shall be carried forward.

(vii) Within two weeks from the last examination at the end of each Trimester, the ITA/TEA scores shall be approved by the 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 three weeks of the receipt of all (ITA/TEA) the scores from the respective School/College shall be the responsibility of the Examination Section.

(viii) A student who has not completed the Programme in nine Trimesters, shall be permitted to re-register for additional Trimester(s) and opt for Courses, provided that these Courses are available for instruction in the School/College. This shall be subject to the provision of maximum duration for completion of a Programme as specified in the relevant Ordinances. Such students(s) shall be treated as supernumerary for the particular Course.

OA -24A.8 Improvement

Provisions relating to improvement for Programme under OA-35.9 shall be applicable.

OA-24A.9 Academic Audit Committee (AAC)

The Academic Audit Committee shall be as per OA-35.12

OA -24A.10 Grievance Committee

The Grievance Committee shall be as per OA-35.10.

(w.e.f.12th March 2018) ORDINANCE OA-25 RELATING TO CHALLENGE EVALUATION IN THE SEE/SEA/UNIVERSITY EXAMINATION COMPONENT OF THEORY COURSE/S:

Repealed as on 3rd July, 2024

(w.e.f.27thApril,2020) OA-26 Award of entitlement marks at the University Examinations under the Choice Based Credit System (CBCS) for Undergraduate Programmes

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 bonafide 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:

(Amendment on 29th August, 2024)

Category A1: 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.

(Amendment on 29th August, 2024)

Category A2: Students representing India as a Unified player in the Special Olympics World Games/ Special 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.

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.

(Amendment on 29th August, 2024)

Category C1: Students representing Goa State or other State Units for National events organised by the recognised National Federation which are duly approved by the Indian Olympic Association /Association of Indian Universities and National Championship/Tournaments organised by Board of Control for Cricket in India (BCCI)

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.

(Amendment on 29th August, 2024)

v) Khelo India Youth Games

(Amendment on 29th August, 2024)

Category C2: Students representing Goa State or other State Units in the National Ranking tournament/ Khelo India League organised by the recognised National Federation which are duly approved by the Indian Olympic Association / Association of Indian Universities

(Amendment on 29th August, 2024)

Category C3: Students representing Goa State or other State Units as a Unified player in the Special Games/ Special National 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.

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.

(Amendment on 29th August, 2024)

Category E3: Students eligible as per eligibility rules of Goa University and participating in State Ranking Championship/State Khelo India League 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

(Amendment on 29th August, 2024)

Any competition newly introduced shall be categorized and notified by Goa University from time to time.

(Amendment on 29th August, 2024)

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
A1	28	28+24=52	28+22=50	28+20=48
A2	16	16+18=34	16+16=32	16+14=30
B	26	26+22=48	26+20=46	26+18=44
C1	16	16+20=36	16+16=32	16+14=30
C2	12	12+10=22	12+08=20	12+06=18
C3	10	10+06=16	10+04=14	10+02=12
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
E3	7	07+05=12	07+03=10	07+01=08

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

a) The nomenclature of the degree to be awarded shall be "Integrated Masters of Commerce (Professional Accountancy and Financial Analysis)".

b) Students opting for lower-level Elective Courses in Semester VIII shall be awarded a B. Com Honours Degree upon formal request from a student.

Note: The level of courses shall be identified and recommended by the BoS.

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).

OA-28 relating to Common Ordinance governing (a) the Post Graduate Diploma Programme, and (b) the Advanced Post-Graduate Diploma Programme, Certificate Programme in specialized fields/areas/subjects offered at the Post-Graduate teaching Departments and at affiliated colleges/recognized institutions of Goa University *(Effective from 16th May, 2019)*

OA-28.1 Objectives:

Post Graduate Diploma (PGD) Programme, Advanced Post-Graduate Diploma (APGD) Programme and Certificate Programmes are intended to impart instruction and training to candidates in specialized and emerging fields/areas for human resource development etc. These Programmes are also intended to develop capacity building for teaching and research in emerging areas.

OA-28.2 Eligibility for admission:

(i) To be eligible for admission to the programme leading to the award of Post Graduate Diploma (PGD) and Certificate Programme in a subject/course area/ field, the candidate must have passed the Bachelor's Degree examination of this University or the equivalent examination of any other recognized University,

securing a minimum of 45% marks on aggregate or equivalent Grade or as specified for a specific Programme**.**

(ii) To be eligible for admission to the programme leading to the award of the Advanced Post Graduate Diploma (APGD) in a subject/areas, the candidate must have passed the Master's Degree examination in a relevant subject of this University or the equivalent examination of any other recognized university, securing a minimum of 45% marks or equivalent Grade, or as specified for a specific programme.

Note: List of the relevant subjects for a given Programme shall be notified by the University at the time of announcement for the admission to the Programme.

(iii) If a student enrolls for a Diploma Programme but completes only one semester of the Programme and intends to discontinue the Diploma, s/he will be considered eligible for grant of a certificate in that Programme, provided s/he desires so. Such a lateral exit can be permitted with the issuance of a certificate provided the curricular structure and instructional programme of the first semester is complete in itself. Similarly, if a student enrolls for a Certificate Programme and successfully completes the first semester, s/he may be permitted to continue for the Diploma if s/he desires so. In such cases no certificate and only a Diploma shall be awarded. Such provisions of midway lateral exit or continuation for higher level Diploma are permissible in the Institution(s)/Department that run both Certificate as well as Post Graduate Diploma Programme in the relevant area.

OA-28.3 Admission:

The procedure and rules for admission, registration and payment of fees shall be notified by the Head of the concerned Department/Institution before the beginning of the Teaching Programme.

OA-28.4 Duration of the programme:

(i) The duration of the Diploma Programme shall be a minimum of two semesters, preferably over one academic year. The duration of the Certificate Programme shall be of one semester for the regular course and two semesters for the courses run on weekends. However, the duration of the Certificate and Diploma Programmes of the UGC shall be as prescribed from time to time.

(ii) Duration for the PG Diploma in "Clinical Genetics and Medical Laboratory techniques" is a two semester programme followed by Compulsory Hands on training in the following Clinical Laboratories namely Biochemistry, Blood Bank, Pathology, Microbiology from Central /State Government recognized Medical College / Hospital / Institute for a period of one month each.

OA-28.5 Programme Structure:

(i)The instructional scheme for the programme shall be based on a system of time-integrated Units called Credits, under the Choice Based Credit System of Instruction.

(ii) One (1) Credit shall be equal to 25 marks.

(Effective from 20th August, 2020)

(iii) One (1) Credit (Theory) shall be equivalent to 12 clock hours of contact teaching.

(Effective from 20th August, 2020)

(iv) One (1) Credit (Practical) shall be equivalent to 24 clock hours of contact teaching.

(v) Ordinarily a Diploma Programme shall consist of 16 credits per semester.

(vi) Normally there shall be three types of courses for the programme unless otherwise specified:

(a) Core Courses: Total four in number or as specified for a programme and shall be compulsory for all the students in the given programme.

(b) Elective Courses: Total four in number or as specified in a programme and shall be opted for by the students in the given programme. A student may be permitted to opt for not more than one Elective Course from other programmes of the Departments/Institutions other than the one in which s/he is enrolled, provided such a course is relevant to the programme for which the candidate is registered and is approved by the Board of Studies in the subject to the concerned programme. One Elective course may be offered in the form of Project Work, if provided for in the specific Diploma Programme.

1. The Certificate Programmes will comprise of four courses. Three theory courses shall be compulsory and the student shall have the option to choose either another theory course or a dissertation/project or as specified for a programme from time to time.

2. Dissertation shall be compulsory for all the students of APGD Programme but may be optional for other programmes. The modalities governing the preparation and submission of the dissertation shall be announced separately.

(vii) A student shall be eligible for the award of Post-Graduate Diploma on successful completion of 32 Credits, and for award of Advanced Post-Graduate Diploma on successful completion of 64 Credits. A student is permitted to obtain additional credits. The final grade shall be computed based on the candidate's best performance in the minimum number of credits required for the award of the Diploma. Additional credits, if any, shall be depicted in the final mark sheet.

(Effective from 20th August, 2020)

OA-28.6 Scheme of Instruction:

The scheme of instruction shall be decided by the Departmental Council (where the Programme is offered by a University Teaching Department) or by the Coordination Committee (three members) chaired by the Programme Coordinator (where the Programme is offered by an Affiliated College or a Recognized Institution). The teaching of both, Core and Elective Courses shall be started and completed ordinarily within a given semester as per the teaching schedule (time table) drawn up at the beginning of each semester. Ordinarily, one teacher shall teach an entire Course. However, to meet the requirements of intra and/or inter-disciplinary subject requirements, the Course may be taught by two or more teachers.

OA-28.7 Evaluation:

OA-28.7.1

Assessment of the performance of the students in Core and Elective Courses shall be as follows or as specified for the specific p-rogrammes:

(A) **Elective Courses:**

Ordinarily a teacher who teaches a particular Elective Course or part thereof shall assess the performance of the students in that Course. Guest Faculty teaching a course

or a part thereof, shall assess the performance of the student in that Course in consultation with the teacher appointed for that purpose by the Departmental Council or in consultation with the Coordinator, if the programme is offered by an Affiliated College/ Recognized Institution.

The assessment of the Course shall be based on the examination at the end of each semester. The examination shall consist of either a comprehensive written test or a comprehensive laboratory examination, depending on whether it is a theory Course or laboratory/practical Course or as specified for the Certificate Programme in the concerned subject.

The written examination carrying a maximum of up to 50 marks shall be two hours duration and that carrying up to 100 marks shall be of three hours duration or as specified for a particular Certificate Programme. The duration of comprehensive laboratory examination carrying a maximum of up to 50 marks shall be a minimum of three hours duration and that carrying 100 marks shall be a minimum of six hours duration.

Core Courses

(i) The examination of all the Core Courses for PGD, APGD and Certificate Programme shall normally carry a maximum of 100 marks or as specified for a Programme.

(ii) The examination of each Course shall be conducted by the External and/or Internal Examiner.

(iii) Course setting of the Core Course(s) shall be done by the External and/ or Internal Examiners. The question Paper(s) set by the External Examiner shall be scrutinized by the Internal Examiner who shall ensure that proper weightage is accorded in terms of marks vis-à-vis the topics in the prescribed syllabus and the same is taken into consideration while setting the question Paper (s)/framing the questions and that no part thereof is outside the prescribed syllabus.

(iv) The assessment of answer scripts of the Core Course(s) shall be carried out by the External/Internal Examiners, such that all the answer scripts of a given Course are assessed by a single examiner i.e. the Internal or the External Examiner.

However, in respect of the PGD programme on "Clinical Genetics and Medical Laboratory Techniques," all the Core and Elective Courses (Theory as well as Practical) are to be evaluated by two examiners separately i.e. a faculty member from the respective institutes who taught the Course as Internal Examiner and another from other institutes within Goa State as External Examiner. The average marks of two evaluations will be taken for preparing the result. The Examiner(s) will be appointed from the Master Panel as per the existing Ordinance OB-4. Cases in which the difference of marks is 15% or higher shall be evaluated by a third Examiner. In such cases the average of all three evaluations will be treated as the final evaluation and there shall not be any provision for re-evaluation.

(v) In case of the four-semester PGD, evaluation will have two components – Intra Semester Assessment (ISA) and Semester End Assessment (SEA) each with a weightage of 50% marks.

(vi) The duration of the examination of all the Core courses shall be same as specified for Elective courses.

(vii) Appointment of Examiners for University examinations shall be as per Ordinance OB-4.

(C) Students who fail in the course may be permitted to reappear for the same at the end of next semester. Supplementary examinations for the Course shall be charged separate fees. However, if a candidate fails in the supplementary examination, the candidate can either repeat that Course or opt for a different Course during the subsequent year or semester. The candidate registered for a Semester during the subsequent academic year for repeating a Course shall be required to pay fees for the Semester, which shall be half the annual Tuition/Laboratory fees. If the candidate passes a Course in the second appearance, the same shall be indicated on her/his mark sheet.

OA-28.7.2 "Improvement in class" facility shall not be available for candidates registered for these Programmes. A Candidate can avail of not more than four consecutive attempts to pass a Course, whether Core or Elective. A Candidate shall be required to register afresh for the programme if s/he fails to pass after four consecutive attempts.

OA-28.7.3 Dissertation/Project

The Dissertation to be submitted by the candidate at the end of second semester in partial fulfillment of APGD/PGD programmes or Certificate Programmes as specified, shall be evaluated for 100 marks independently by the Internal and External Examiners and the average of the marks awarded by the two Examiners shall be considered for passing. However, a candidate shall score at least 40% marks in case of PGD and at least 40% marks in the case of APGD individually and on aggregate marks of the two Examiners. In case of projects, the marks shall be assigned as specified for that Programme. In case of the four-semester PGD, the dissertation shall be replaced by a project to be carried out during semester IV and submitted at the end of the semester. Evaluation pattern shall be as prescribed for the dissertation.

OA-28.8 Results:

(i)To be declared successful, a candidate shall have to pass the specified number of Courses and or Dissertation / Project components separately.

(ii) Candidates shall be required to score a minimum of 40% marks in each of the
Course/Dissertation to pass PGD, APGD and Certificate Programme.

(iii) To pass PGD Programme in Clinical Genetics and Medical Laboratory Techniques, candidates shall secure a minimum of 40% marks in theory as well as practical component of each Course separately, and followed by Hands on Training.

OA-28.9 Award of Grades

(i) 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).

(ii) The marks awarded in the ISA and SEA shall be added for awarding the grade for each Course, as indicated in the table below:

(iii)

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

(iii) Every student shall have to secure a minimum of 'P' grade to pass the Course.

(iv) Provisions for grace marks under OA 5.16 shall not be applicable.

(v) (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 minimum required Credits.

(c) The CGPA which is the ratio of the sum of the product of the number of Credits as specified under the ordinance shall be calculated as follows:

$$CGPA = \Sigma(CixGi) / \Sigma Ci$$

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.

(d) The CGPA shall be rounded off to 2 decimal points and recorded in the transcripts.

(e) For calculating CGPA, all the core courses and best of the grades obtained for the required elective courses shall be considered.

(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'.

OA-29 relating to the Promotion of Academic Integrity and Prevention of Plagiarism

(Effective from 9th September, 2019)

OA-29. 1

Preamble

Ordinance relating to the Promotion of Academic Integrity and Prevention of Plagiarism in accordance with the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 notified under Reference No. F. 1-18/2010(CPP-II) on 23rd July, 2018

OA-29.2 Scope

The Ordinance shall be applicable to the students, faculty, researchers and staff of the University and its affiliated/autonomous Colleges for the assessment of academic and research work done leading to the partial fulfillment for the award of Degrees and Diplomas at Postgraduate levels and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, which reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by the University.

OA-29.2.1 Definition: Unless the Context Otherwise Requires

(a) "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;

(b) "Author" includes a student or a faculty or a researcher or staff of the University and its affiliated/autonomous Colleges who claims to be the creator of the work under consideration;

(c) "Commission" means the University Grants Commission as defined in the University Grants Commission Act, 1956;

(d) "Common Knowledge" means a well known fact, quote, figure or information that is known to most of the people;

(e) "Degree" means any such Degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;

(f) "Departmental/School/College Academic Integrity Panel (DAIP)" shall mean the body constituted at the Departmental/School/College level to investigate allegations of plagiarism;

(g) "Faculty" refers to a person who is teaching and/or guiding students enrolled in the University and its affiliated/autonomous Colleges in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;

(h) "Information" includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;

(i) "University Academic Integrity Panel (UAIP)" shall mean the body constituted at Institutional level to consider recommendations of the Departmental/School/College academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;

(j) "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own.

(k) "Programme" means a programme of study leading to the award of a Post Graduate or research level Degree or Diploma;

(l) "Researcher" refers to a person conducting academic / scientific research in the University and its affiliated/autonomous Colleges;

(m) "Script" includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the

award of Post Graduate and research level Degrees and Diploma or publication in print or electronic media by students or faculty or researcher or staff of the University and its affiliated/autonomous Colleges; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;

(n) "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in the Ordinance.

(o) "Staff" refers to all non-teaching staff working in the University and its affiliated/autonomous Colleges in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;

(p) "Student" means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);

(q) "Year" means the academic session in which a proven offence has been committed.

OA-29.3 Objectives

(a) To create awareness about responsible conduct of research, writing of thesis or dissertation, for promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among students, faculty, researchers and staff.

(b) To establish institutional mechanism through education and training to facilitate responsible conduct of research, writing of thesis or dissertation, for promotion of academic integrity and prevention of plagiarism.

(c) To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of HEI committing the act of plagiarism.

OA-29.4 Duties of the University to Curb Plagiarism

(a) The University shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.

(b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.

(c) Every student submitting a thesis, dissertation, or any other such documents to the University shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.

(d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the University.

(e) The Academic Council shall decide on the policy on plagiarism which shall be available on the University website.

(f) Each supervisor shall submit a certificate indicating that the work done by the researcher under her/him is plagiarism free.

(g) The University shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of Degrees for hosting in the digital repository under the "*Shodh Ganga e-repository*".

(h) The University Repository shall be placed on the website and shall include dissertation / thesis / paper / publication and other in-house publications.

OA-29.5 Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

(a) All quoted work reproduced with all necessary permission and/or attribution.
(b) All references, bibliography, table of content, preface and acknowledgements.
(c) All generic terms, laws, standard symbols and standard equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypotheses, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

OA-29.6 Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

(a) Level 0: Similarities upto 10% - Minor similarities, no penalty
(b) Level 1: Similarities above 10% to 40%
(c) Level 2: Similarities above 40% to 60%
(d) Level 3: Similarities above 60%

OA-29.7 Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental/School/College Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the UAIP.

The authorities of the University and its affiliated Colleges can also take *suo moto* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the UAIP.

OA-29.7.1 Departmental/School/College Academic Integrity Panel (DAIP)

(i) All Departments/Schools/Colleges shall notify a DAIP whose composition shall be as given below:
   a) Chairperson - Head of the Department/Vice-Dean (Research)/Principal of the College
   b) Member - Senior academician from outside the Departments /Schools / Colleges , to be nominated by the Vice Chancellor.
   c) Member - A person well versed with anti plagiarism tools, to be nominated by the Vice Chancellor

   The tenure of the members in respect of points '(b)' and '(c)' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairperson).

(ii) The DAIP shall follow the Principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

(iii) The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.

(iv) The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

OA-29.8 University Academic Integrity Panel (UAIP)

(i) The University shall notify a UAIP whose composition shall be as given below:

(a) Chairperson - Dean/Senior Academician, to be nominated by the Vice-Chancellor.

(b) Member - Senior Academician other than Chairperson, to be nominated by the Vice-Chancellor.

(c) Member - One member nominated by the Vice-Chancellor from outside the University

(d) Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice-Chancellor.

The Chairperson of the DAIP and the UAIP shall not be the same. The tenure of the Committee members including Chairperson shall be three years. The quorum for the meetings shall be 3 out of 4 members (including the Chairperson).

(ii) The UAIP shall consider the recommendations of DAIP.

(iii) The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in this Ordinance.

(iv) The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of the University.

(v) The UAIP shall have the power to review the recommendations of DAIP including penalties with due justification.

(vi) The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice-Chancellor within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.

(vii) The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

OA-29.9 Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the University and its affiliated/autonomous Colleges only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

OA-29.9.1 Penalties in case of plagiarism in submission of thesis and dissertations

The University Academic Integrity Panel (UAIP) shall impose penalty considering the severity of the Plagiarism.

(i) Level 0: Similarities upto 10% - Minor Similarities, no penalty.

(ii) Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

(iii) Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.

(iv) Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in cases where the Degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of Degree or credit as the case may be then his/her Degree or credit shall be put in abeyance for a period recommended by the UAIP and approved by the Vice-Chancellor.

OA-29.9.2 Penalties in cases of plagiarism in academic and research publications

(I) Level 0: Similarities up to 10% - Minor similarities, no penalty.

(II) Level 1: Similarities above 10% to 40%

(i) Shall be asked to withdraw manuscript.

(III) Level 2: Similarities above 40% to 60%

(i) Shall be asked to withdraw manuscript.
(ii) Shall be denied a right to one annual increment.
(iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.

(IV) Level 3: Similarities above 60%

(i) Shall be asked to withdraw manuscript.
(ii) Shall be denied a right to two successive annual increments.
(iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University/College.

Note 2: Penalty in cases where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by UAIP and approved by the Head of the Institution.

Note 3: HEIs shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the HEI is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of an HEI, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the HEI.

Note 5: If there is any complaint of plagiarism against the Head of Department/School/ College/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the UAIP and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of DAIP or UAIP, then such member shall excuse herself/himself from the meeting(s) where her/his case is being discussed/investigated.

Ordinance OA-30 Relating To the Degree of Master of Architecture (effective from the Academic Year 2020-21).

OA-30 Ordinance OA-30 Relating to the Master of Architecture Degree Programme (effective from the Academic Year 2020-21).

OA-30.1

(i) GENERAL

The Programme would create a platform to propagate the theory of urbanism and sustainability in India with special emphasis on the coastal region (including Goa). This knowledge will guide the development of the State of Goa as well as other States in the tropical region in India.

OA-30.2 Objectives

1. To establish an M.Arch. Programme, which is based on the theme of theory of urbanism and sustainability in India (Goa and the Western coastal region shall be taken as the 'Laboratory for Learning').
2. To run a research based Programme, which shall teach the students to translate research findings and design principles into practice
3. To enable students to acquire skills to assume professional practice responsibilities.
4. To show how Master of Architecture Programmes are multi-disciplinary specializations and require close working with professionals of diverse disciplines including those who are part of the various Government departments.

OA-30.3 Duration and Degree to be awarded

The M.Arch. Programme shall be of two years duration with four Semesters. EachSemester shall have a minimum of 16 weeks of teaching, excluding breaks, vacation and examinations.

The degree to be awarded shall be as follows:

OA-30.3.1 Master of Architecture (Urban Design)

OA-30.3.2 Master of Architecture (Sustainable Habitat)

OA-30.4 Eligibility and Admission

(Amended on 28th September, 2022)

OA-30.4.1 Eligibility:

Any person with a degree of Bachelor of Architecture of minimum 5 years duration of Goa University or of any other University/Institution recognized as equivalent to the Bachelor of Architecture degree of Goa University shall be eligible for admission.

(Amended on 28th September, 2022)

OA-30.4.2 Admission:

Admission to Semester I shall be based on a valid Graduate Aptitude Test Examination (GATE) score or based on the CGPA obtained at the Bachelor of Architecture Degree Examination.

Applicants with a valid GATE score shall be given preference over the non-GATE applicants.

(Amended on 28th September, 2022)

OA-30.4.3 Reservation of seats:

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.

OA-30.5 SCHEME OF INSTRUCTION

OA-30.5.1 There shall be a total of 80 Credits, which are mandatory for the completion of the PG Programme.

The details of the breakup of Core Courses, Non-Core Courses, Choice Based Courses,Dissertation and Thesis shall be as recommended by the Board of Studies and approved by the Academic Council.

OA-30.5.2 Equivalence of each Credit in terms of Lecture/Practical/Tutorial hours:
For Theory courses, one Credit shall be equivalent to a minimum of 15 hours of Lecture/tutorial, site visits, sessional assignments and course work.

For Studio-based courses,one credit shall be equivalent to a minimum of 18 hours of the work of tutorials, site visits, sessional assignments and Studio-based work.

OA-30.6 PROGRAMME STRUCTURE

The PG Programme shall have 4 Semesters spread over 2 years. There shall be a total of 20 credits assigned per semester including Studio (Core Course), Theory and Choice Based Courses (CBC) as per the details given below:

OA-30.6.1 Specialisation in Urban Design

SN	COURSE CODE	COURSE	CREDITS	HRS/ WEEK
SEMESTER-I (20 CREDITS)				
1	UD101	Core Course	10	12
2	UD102	Non-Core Course	2	2
3	UD103	Non-Core Course	2	2
4	UD 104	Non-Core Course	2	4
5	CBC 105 (XX)	Choice Based Course 1	2	2
6	CBC 106 (XX)	Choice Based Course 2	2	2
SEMESTER-II (20 CREDITS)				
1	UD201	Core Course	10	12
2	UD202	Non-Core Course	2	2
3	UD203	Non-Core Course	2	2
4	UD204	Non-Core Course	2	2
5	CBC 205 (XX)	Choice Based Course 3	2	2
6	CBC 206 (XX)	Choice Based Course 4	2	2
SUMMER PROJECT (MANDATORY)				
SEMESTER-III (20 CREDITS)				
1	UD301	Core Course	12	15
2	UD302	Non-Core Course	2	2
3	UD303	Non-Core Course	2	2
4	UD304	Non-Core Course	2	2

5	CBC305 (XX)	Choice Based Course 5	2	2
SEMESTER-IV (20 CREDITS)				
1	UD401	Core Course	16	12
2	UD402	Non-Core Course	4	4
GRAND TOTAL OF CREDITS 80				

OA-30.6.2 Specialisation in Sustainable Habitat

SN	COURSE CODE	COURSE	CREDITS	HRS/ WEEK
SEMESTER-I (20 CREDITS)				
1	SH101	Core Course	10	12
2	SH102	Non-Core Course	2	2
3	SH103	Non-Core Course	2	2
4	SH104	Non-Core Course	2	4
5	CBC 105 (XX)	Choice Based Course 1	2	2
6	CBC 106 (XX)	Choice Based Course 2	2	2
SEMESTER-II (20 CREDITS)				
1	SH201	Core Course	10	12
2	SH202	Non-Core Course	2	2
3	SH203	Non-Core Course	2	2
4	SH204	Non-Core Course	2	2
5	CBC 205 (XX)	Choice Based Course 3	2	2
6	CBC 206 (XX)	Choice Based Course 4	2	2
SUMMER PROJECT (MANDATORY PREREQUISITE FOR COURSE SH 304)				
SEMESTER-III (20 CREDITS)				
1	SH301	Core Course	12	15
2	SH302	Non-Core Course	2	2
3	SH303	Non-Core Course	2	2
4	SH304	Non-Core Course	2	2
5	CBC305 (XX)	Choice Based Course 5	2	2
SEMESTER-IV (20 CREDITS)				
1	SH401	Core Course	16	12
2	SH402	Non-Core Course	4	4
GRAND TOTAL OF CREDITS 80				

OA-30.7 SCHEME OF EXAMINATION

OA-30.7.1 The assessment carried out for the work done during the semester shall be termed as Intra-Semester Assessment (ISA) and the assessment carried out through University Examination shall be termed as Semester End Examination (SEE).

OA-30.7.2 The ISA and the SEE of the courses other than Choice Based Courses shall carry a weightage of 50% each.

Incase of the Choice Based Courses, the ISAshall carry a weightage of 100%.
The Grading System shall be followed for assessments. The Grade Point Average (GPA) system shall be applicable as shown in the tables given below at OA-30.9

OA-30.7.3 A candidate shall be eligible to appear at the Semester End Examinations provided he/she fulfils the following conditions:

1. An overall attendance of minimum 75% and a minimum of 50%attendance in each of the courses individually as specified in OA-17.
2. A minimum course GPA of 4.5 in the Intra Semester Assessment (ISA) component of each course.

OA-30.7.4 Appointment of Examiners

The appointment of examiners for all Semester End Examinations (SEE) shall be from the Panel of Examiners approved by the Goa University for Programmes of Masters in Architecture.

OA-30.8 Scheme of Evaluation

OA-30.8.1 There shall be a Grading System with GPA for all four semesters as detailed out above.

OA-30.8.2 All Design Studio Core Courses shall be assessed through ISA at various stages of the projects. Each assessment shall be based on a set of criteria, such as:

1. Conceptual clarity and innovation
2. The ability to express or communicate ideas through appropriate media
3. The synthesis or application of the knowledge gained in other courses
4. Degree of resolution

Assessment shall be carried out by the team of the faculty members in consultation with the Principal for each stage of the project depending upon the focus and emphasis.
The SEE shall assess the work of the student based on the criteria of innovation and progress through the semester and the degree of resolution achieved in the final product for the award of grade.

OA-30.8.3 The lecture/seminar-based Non-Core courses shall be assessed through ISA such as Term Papers, Seminar Presentations, Field/ Research-based Assignment, the time given for which shall be commensurate with the credits assigned as per the details given below.

(Amended on 28th September, 2022)

OA-30.8.3.1 Specialisation in Urban Design

SN	COURSE CODE	EVALUATION (WEIGHTAGE IN %)			
		ISA	MODE	SEE	MODE
SEMESTER-I					
1	UD101	50	Portfolio, Report	50	Viva -Voce
2	UD102	50	Assignments	50	Written Exam
3	UD103	50	Assignments	50	Written Exam
4	UD104	50	Assignments	50	Written Exam
5	CBC105 (XX)	100	Assignments	---	---
6	CBC106 (XX)	100	Assignments	---	---

SEMESTER-II					
1	UD201	50	Portfolio, Report	50	Viva-Voce
2	UD202	50	Assignments	50	Written Exam
3	UD203	50	Assignments	50	Viva-Voce
4	UD204	50	Assignments	50	Viva-Voce
5	CBC205 (XX)	100	Assignments	---	---
6	CBC206 (XX)	100	Assignments	---	---
SUMMER PROJECT (MANDATORY)					
SEMESTER-III					
1	UD301	50	Portfolio, Report	50	Viva-Voce
2	UD302	50	Assignments	50	Written Exam
3	UD303	50	Assignments	50	Viva-Voce
4	UD304	100	Assignments	---	---
5	CBC305 (XX)	100	Assignments	---	---
SEMESTER-IV					
1	UD401	50	Portfolio, Report	50	Viva - Voce
2	UD402	100	Assignments	---	---

OA-30.8.3.2

Specialisation in Sustainable Habitat

SN	COURSE CODE	EVALUATION (WEIGHTAGE IN %)			
		ISA	MODE	SEE	MODE
SEMESTER-I					
1	SH101	50	Portfolio, Report	50	Viva -Voce
2	SH102	50	Assignments	50	Written Exam
3	SH103	50	Assignments	50	Written Exam
4	SH104	50	Assignments	50	Written Exam
5	CBC105 (XX)	100	Assignments	---	---
6	CBC106 (XX)	100	Assignments	---	---
SEMESTER-II					
1	SH201	50	Portfolio, Report	50	Viva-Voce
2	SH202	50	Assignments	50	Written Exam
3	SH203	50	Assignments	50	Written Exam
4	SH204	50	Assignments	50	Written Exam
5	CBC205 (XX)	100	Assignments	---	---
6	CBC206 (XX)	100	Assignments	---	---
SUMMER PROJECT (MANDATORY PREREQUISITE FOR COURSE SH 304)					
SEMESTER-III					
1	SH301	50	Portfolio, Report	50	Viva-Voce
2	SH302	50	Assignments	50	Written Exam
3	SH303	50	Assignments	50	Viva-Voce
4	SH304	100	Assignments	---	---

5	CBC305 (XX)	100	Assignments	---	---
SEMESTER-IV					
1	SH401	50	Portfolio, Report	50	Viva - Voce
2	SH402	100	Assignments	---	---

For a particular course of study, the take home assignment shall generally not exceed 50% of the hours assigned for that course.
In case of an assignment/ Term paper, the topic(s) of the papers shall be declared within the six weeks of commencement of the Semester. The SEE shall be through written examination and/or viva-voce.

OA-30.8.4 The **Summer Project Module** shall be undertaken for a minimum duration of 4 weeks. The student shall obtain a certificate from the Consultant/ Institute/ Firm Indicating that he/she has satisfactorily completed the required module.

OA-30.8.5 The Assessment of Design Thesis/ Dissertation shall be as follows:

1) ISA shall be conducted at various stages by internal faculty members and guides/mentors and shall have a weightage of 50%.
2) SEE shall be conducted in the form of a Viva-Voce by a panel of examiners comprising of 2 internal faculty members and 1 external expert approved by the Board of Studies and shall have a weightage of 50%.

OA-30.8.6 The Goa University shall constitute panel(s) of examiners for the SEE forCore and Non-Core Courses of all Semesters (I to IV).

The panel for the Viva-Voce shall comprise of two internal and one external member. One internal examiner shall be the Convener of the panel.

The panel for the written test shall have one internal and one external member. The internal examiner shall be the Convener of the panel.

OA-30.8.7 The Convenor of the Examination for SEE, shall submit the final grade sheet along with the attendance sheet in a sealed envelope to the Principal, who shall forward it to the Controller of Examinations, Goa University for declaration of the result.

OA-30.8.8 The College shall forward the consolidated Grade-sheet for ISA, authenticated by the In-charge of the Examination and the Principal, to the Controller of Examinations, Goa University, for declaration of the results.

OA-30.8.9 The Principal shall constitute an internal three-member Examination Committee from among the full-time faculty members, which shall be chaired by the In-charge of Examinations, who shall be a senior faculty member not below the designation of Associate Professor. The Committee may co-opt other faculty members if required. The constitution of the Committee may be reviewed after a period of three years.

This Committee shall undertake the following tasks:

a) Working out the schedules for all examinations.
b) Conducting the examinations with the help of Internal Faculty and External Examiners appointed for the examinations in various courses.
c) Coordination with the University for the conduct of SEE for all the Semesters.

d) Final tabulation, verification and preparation of Result Sheets of all the semester examinations conducted by the University.

(Amended on 28th September, 2022)

OA-30.9 **Grading System**

Students shall be awarded grades on the basis of a ten-point grading system with Grade Value from 0 to 10, as follows:

Description of Grade	Grade	Grade Point
Outstanding	O	10
Excellent	A	9
Very Good	B	8
Good	C	7
Satisfactory	D	6
Average	E	5
Below Average	F	4
Un-satisfactory	G	3
Poor	H	2
Very Poor	I	1
No attempt	NA	0

(Amended on 28th September, 2022)

OA-30.9.1 The SA and SEE of courses other than CBC courses, shall carry 50% weightage each. A student shall obtain a minimum of 5.0 Grade Point Average (GPA) in the aggregate of the assessments of ISA & SEE in a course, in order to earn full credits to successfully complete the course. In case of CBC Courses, the ISA shall carry a weightage of 100%. For Studio based courses (or other courses having more than one stage of evaluation), the GPA for the ISA of a student obtaining grades at different stages shall be calculated as shown in the Illustration below:

Stage	Weightage % of each stage	Grade Obtained	Corresponding Grade Point	Total Stagewise Value
Stage I	10	E	5	10 X 5 = 50
Stage II	15	A	9	15 X 9 = 135
Stage III	20	D	6	20 X 6 = 120
Stage IV	25	B	8	25 X 8 = 200
Stage V	30	O	10	30X 10 = 300
Grand Total	**100**			**805**

Total GPA in ISA = (50+135+120+200+300)/ 100 = 805/ 100= 8.05

If the student obtains a Grade of 'A' with a Grade Point value of 9.00 in the SEE for that Course, then the GPA of that Course shall be calculated as follows:

Intra Semester Assessment (ISA) GPA	Semester End Examination (SEE) Grade point	Grade Point Average (GPA)
8.05	9.00	(8.05+9.00)/2 = 17.05 /2 = 8.53

OA-30.9.2 The average of the GPAs of all the Courses calculated at the end of a Semester shall be the **Semester GPA (SGPA).**

Illustration:

Semester I Total Credits = 20

Courses	**Credits**	**Grade Point Averages of courses (GPA) achieved**	**Course weightage**	**Grade Point Average X Course Weightage**
Course T	2	8.50	2	8.50 x 2 = 17.00
Course U	2	7.25	2	7.25 x 2 = 14.50
Course V	2	8.20	2	8.20 x 2 = 16.40
Course W	10	7.30	10	7.30 x 10 = 73.00
Course X	2	5.30	2	5.30 x 2 = 10.60
Course Y	2	6.30	2	6.30 x 2 = 12.60
Total	20		20	144.10

The **Semester Grade Point Average (SGPA)** shall be obtained by multiplying the Grade Point Averages of each course by the course weightage, and then divided by the total number of 20 credits, rounded off to the nearest two decimal points, i.e. 144.10/20 = 7.205, i.e. 7.21 for the Semester.

OA-30.9.3 The **Cumulative Grade Point Average (CGPA)** at the completion of Semesters II to IV shall be obtained by adding the Semester Grade Point Averages (SGPA) of all the semesters completed at that point and dividing it by the total number of Semesters completed.

OA-30.10 Standard of Passing

OA-30.10.1 Minimum requirements for Passing and Grading for the Core Course:
A Student shall be required to secure a minimum GPA of 5.0, in the combined aggregate of ISA and SEE/SSEE in the Core Course, in order to successfully complete the course, failing which, they shall have to repeat the course in the subsequent year.

OA-30.10.2 Minimum requirements for Passing and Grading for the Non-Core Courses
A student shall be required to secure a minimum GPA of 5.0, in the combined aggregate of the ISA and SEE/SSEE in the Non-core course, in order to successfully complete the course.

OA-30.11 Exemptions

A Student who fails to clear the Non-Core Course(s) shall be allowed carry forward a maximum of two Non-Core Courses at a given point of time. He/she shall be promoted to the following Semester subject to clearing these courses in the subsequent attempts.

If a student has fulfilled the condition of minimum attendance for each course and in the aggregate as per the provisions of OA-17, and obtained a minimum

GPA of 4.5 in that course, he/she shall be permitted to appear for the Supplementary SEE and subsequent SEE.

OA-30.12 Supplementary Examinations

In case a candidate fails in SEE, a Supplementary SEE (SSEE) shall be conducted after a period of two Weeks from the date of declaration of the results.

OA-30.13 Dissertation/ Design Thesis

The Assessment shall be as follows:

1. ISA shall be conducted at various stages by internal faculty and guides/mentors and shall have a weightage of 50%.
2. SEE shall be conducted in the form of a Viva-voce by a panel comprising of internal faculty and experts approved by the Board of Studies and shall have a weightage of 50%.

OA-30.14 Award of Class for the Degree

The CGPA at the end of Semester IV shall determine the award of Class in the Degree Certificate.

The Categories of classification shall be as follows:

First Class with Distinction	= CGPA of 8.50 and above.
First Class	= CGPA of 6.75 to below 8.50
Second Class	= CGPA of 5.00 to below 6.75

OA-30.15 Improvement of Class after the completion of the Programme

A candidate shall be permitted to improve upon his/her result in the M. Arch. Programmes subject to the following conditions:

a) The candidate has to pass the M. Arch degree examination
b) The candidate shall have only one additional opportunity
c) The candidate shall appear for improvement examination within two years of the declaration of the final M. Arch results.
d) The candidate shall be allowed to improve the result only in the head Theory Courses
e) The candidate shall have to appear in all subjects with theory head of all semesters taken together in one and the same sitting
f) The provision regarding the carrying forward of grades is as follows:
    I. The grades secured in all heads other than theory head shall necessarily be carried over.
    II. In case the candidate fails to improve upon the CGPA the grades obtained in the earlier examinations shall be retained.
g) In case the candidate improves upon the CGPA the grades scored in the head theory in all subject heads in all the previous examinations shall be deemed null and void and shall be replaced by the new grades.
h) A candidate appearing for the improvement of the Class shall not be entitled to get the benefits of any rules / Ordinances regarding condonation
i) A candidate appearing for the improvement of the Class shall not be entitled to any prize/medal/scholarship/award etc.
j) A candidate who has reappeared for the examinations under the provisions of this Ordinance for improvement of Class and improves the Class by such reappearance, shall surrender his/her original degree, statement of grades, passing certificates etc. to the University.

k) In the revised degree certificate, the statement of grades and passing certificate which will be issued to the candidate, mention shall be made of the fact that the student has improved his/her Class under this Ordinance.

OA-30.16 Academic Audit Committee (AAC)

1. There shall be an audit of the M.Arch. Programme, conducted annually by an Academic Audit Committee (AAC). For this purpose, an AAC shall be constituted for each College.
2. The AAC consisting of three members 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 Academic Year, within two months after the declaration of results.
4. The conduct of the academic audit by the AAC shall comprise of:
   i) Reviewing of question papers/Viva-Voce and other assessments held during the preceding year/Semester
   ii) Determining the adequacy of coverage of the syllabus
   iii) Determining the standard of questions in relation to the syllabus
   iv) Reviewing of sample answer scripts to check for objectivity and uniformity of assessment
   v) Scrutiny of the records of ISA maintained by the College, in order to determine the suitability and adequacy of the methods of assessment.
   vi) Evaluation and suggestion of remedial measures on the basis of feedback 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 DFC for implementation.
6. The Principal shall co-ordinate the meeting of the AAC.

OA-30.17 The Grievance Committee shall be formed as per University Ordinance OA-18A.9.

OA-31 Ordinance relating to the award of Certificate in English Language (A1-A2), Advanced Certificate in English Language (B1-B2) and Diploma in English Language (C1-C2)

OA-31.1 Objectives:

(a) To introduce a Course at Goa University that is compatible with the CEFR (Common European Framework of Reference levels for languages: learning, teaching, assessment).

(b) To tailor such Language Course offered by Goa University to the demand of Foreign Students and Indian Students with limited knowledge of English.

(c) To obtain international acceptance and recognition for Certification issued by Goa University, in view of the students who need to study in India.

(d) To achieve a high-level relevance in the quality of courses offered at Goa University, by an improved design of syllabus, flexible programmes, curriculum, guidelines and examinations in the context of the contemporarily relevant processes of learning and teaching.

OA-31.2 **Eligibility for Admission:**

(a) **For Certificate in English Language (A1-A2):** Minimum qualification

Higher Secondary (Std.XII) examination conducted by the Goa State Board of Secondary and Higher Secondary Education or of any other equivalent Board recognized by Goa University as its equivalent within the country or abroad.

(b) **For Advanced Certificate in English Language (B1-B2):** Minimum qualification

Successful completion of Certificate in English Language (A1-A2).

(c) **For Diploma in English Language (C1-C2):** Minimum qualification : Successful completion of Advanced Certificate in English Language (B1-B2).

OA-31.2.1 (a) A candidate may seek admission to the programmes of study leading to the award of:

(i) Certificate in English Language

(ii) Advanced Certificate in English Language and

(iii) Diploma in English Language.

(b) In order to enable the Courses/Programmes to be compatible with the **CEFR** (Common European Framework of Reference levels for languages, Council of Europe), the same are categorized as per the following:

(i) Certificate in English Language - A1-A2 (Basic User I)

(ii) Advanced Certificate in English Language – B1-B2 (Independent User I)

(iii) Diploma in English Language – C1-C2 (Independent User II)

OA-31.3 **Admission Procedure:** The procedure for the admission/registration to the courses/ Programs, total number of seats available, etc. shall be as notified from time to time.

OA-31.4 **Payment of Fees:** The total fees payable for a particular programme by the student shall be notified at the beginning of each programme. However, the University shall decide and notify the fees chargeable separately as per the Corporate/ Industry/ Institution specific requests received to conduct the specifically designed programme as per their requirement / time duration.

OA-31.5 **Registration for the Course:** The registration for the course/programme shall be the responsibility of the student concerned by paying the required registration fee.

OA-31.6 **Duration of the Programme of Study:** The curricular work / instruction leading to the award of:

(a) Certificate in English Language - A1-A2 shall be conducted in a minimum of three months and maximum of four months with a total of 270 contact hours.
(b) Advanced Certificate in English Language – B1-B2 shall be conducted in a minimum of six months and a maximum of eight months with a total of 530 contact hours.
(c) Diploma in English Language – C1-C2 shall be conducted in twelve months with a total of 800 contact hours and an internship of two months.

OA-31.7 **Scheme of Study, Syllabi, Evaluation, and Assessment etc:** The scheme / courses of study / syllabus / contact hours / scheme of examination / text and reference books etc. shall be as recommended by the Board of Studies concerned and approved by the Academic Council.

OA-31.7.1 The assessment leading to the :

(a) Certificate in English Language - A1-A2_shall consist of Fluency and Coherence tests: Group Activity (15 marks); Paired Activity (15 marks); Individual Activity (20 marks) totaling 50 marks. The examination shall be conducted and assessed by the teacher concerned.
(b) Advanced Certificate in English Language – B1-B2 shall consist of Fluency and Coherence tests: Group Discussion (25 marks); Viva Voce to assess pronunciation and grammar (25 marks) totaling 50 marks. The examination shall be conducted and assessed by the teacher concerned.
(c) Diploma in English Language – C1-C2 shall consist of Range and Accuracy tests: Testing grammar with multiple choice questions (50 marks); Mock Interview (25 marks); Listening Comprehension test (25 marks) totaling 100 marks. The examination shall be conducted and assessed by the teacher concerned.

OA-31.8 **Attendance:** The attendance requirement shall be as per Ordinance OA-17.

OA-31.9 **Award of Entitlement Marks:** The award of entitlement marks shall be as per Ordinance OA-26.

OA-31.10 **Standard of Passing:** To pass an examination / programme successfully, a student must score at least 50% in aggregate. Accordingly, s/he shall be awarded the following Grade:

A ≥ 75%,
B 60 – <75%,
C 50 – <60%
F < 50% (Fails)

Ordinance OA-33 relating to the M.Sc. / M.A. Environmental Science, Two-year Multidisciplinary Programme

OA-33.1 Objective

The Programme will provide a broad-based education to students who wish to explore multidisciplinary approaches to scientific enquiry to enable them acquire skill sets which would make them employable.

OA-33.2 Degree Awarded

On successful completion of the two-year Programme, candidates shall be awarded the M.Sc. Environmental Science / M.A Environmental Science Degree.

OA-33.3 Eligibility and Admission

i) A candidate for being eligible for admission to the M.Sc. Environmental Science Programme, must have passed the examination of the Degree of B.Sc/ B.Tech/M.B.B.S Degree or this University or an examination of any other University recognized as equivalent thereto.

ii) A candidate for being eligible for admission to the M.A. Environmental Science Programme, must have passed the examination of the Degree of B.A./B.Com./B.Sc/ B.Tech/MBBS/LLB of this University or an examination of any other University recognized as equivalent thereto.

iii) Admission to each Programme shall be based on the GU-ART Rank.

OA-33.4 Programme Structure

i. After completion of the first batch, M.Sc. Environmental Science / M.A Environmental Science Programmes have been envisaged to be conducted in online mode.

ii. The Programme shall be based on a system of time-integrated units called Credits, shall comprise Core Courses, domain and Optional Courses and Dissertation/ Internship/Project (compulsory).

iii. A student shall be eligible for the award of Master's Degree on successful completion of a minimum of 64 Credits, including 46 credits Core Courses, to be completed over a minimum of four Semesters.

iv. However, to be eligible for the Degree in M.Sc. Environmental Science students shall also be required to successfully complete all the Optional Courses from Science Streams as approved by the Board of Studies from time to time.

v. The Courses cover only theory, theory and tutorial/practical, or any other activity as specified by the Board of Studies.

vi. A Course shall be a minimum of 1 Credit and up to a maximum of 6 Credit(s).

vii. 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.

viii. 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.

ix. The students shall be notified the Core and Optional Courses offered for a forthcoming Semester.

x. The 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.

xi. Dissertation/Internship/Project shall be of 8 Credits.

xii. A student shall not be permitted to register for less than 12 Credits and more than 26 credits in each semester during the Programme.

OA-33.5 Programme implementation.

1. While the administrative matters pertaining to the Programme shall be performed by the School of Earth Ocean and Atmospheric Sciences, the Courses of the Programme shall be collectively taught by faculty members of the various Schools / Departments of the University.

   The following participating Schools /Departments of the University shall be involved in teaching the various Courses of the Programmes:
   Departments of Botany, Biotechnology, Microbiology, Political Science, History, Sociology, Zoology and Schools of Chemical Sciences, Earth Ocean and Atmospheric Sciences, International Relations and Area Studies, Manohar Parrikar School of Law, Governance & Public Policy and Goa Business School. Any other School/Department that contributes to the teaching for the Programmes shall also be eligible to join in future.

2. The Coordinators of each Course shall be responsible for the implementation of the Course in harmonizing with all participating Schools/Departments for the Programmes. The administrative support required for the Course shall be provided by the respective School/Department.

OA-33.6 Scheme of Evaluation

i. The assessment of all Courses shall comprise continuous Intra-Semester Assessment (ISA) with 40% weightage and Semester-End Assessment (SEA) of 60% weightage. The assessment of all Courses shall be fully internal.

ii. The Dissertation/Internship/Project shall be evaluated by Dissertation/ Internship/Project Research Committee consisting of the Guide and any two faculty members who are involved in teaching the Core Courses, which shall be recommended by the Coordination Committee (constituted as per OA-33.11). The Guide shall assess 40 % of the component, while the remaining 60 % shall be assessed by the Dissertation/Internship/Project Research Committee.

iii. All the Course Coordinators shall submit the marks of the ISA and SEA components to the concerned Programme Director for approval by the School Council of SEOAS.

OA-33.7 Scheme of Examination

The Scheme of Examination shall be as prescribed in Ordinance OA-18A.5

OA-33.8 Evaluation of Courses

The Evaluation of Courses shall be as prescribed in the Ordinance OA-18A.6

OA-33.9 Grievance Committee

The Grievance Committee shall be constituted as prescribed in the Ordinance OA-18A.9

OA-33.10 Feedback

The feedback shall be as prescribed in the Ordinance OA-18A.11.

OA-33.11 Coordination Committee.

i. There shall be a Coordination Committee consisting of
   1. Dean, School of Earth, Ocean and Atmospheric Sciences – Chairperson
   2. Deans of participating Faculties /Schools – Members
   3. Programme Director of the M.Sc. Environmental Science / M.A. Environmental Science Programmes /by rotation alternate batches of the year – Member Secretary

ii. The Committee shall coordinate the 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/ Schools so as to enable students to opt for the Courses.

iii. The Committee shall consider suggestions received from students, Heads of Departments, Faculty members, boards of Studies, Faculty/School Boards and the Examination Section, and recommend modification of existing provisions or introduction of new provisions.

iv. The Committee shall meet at least once a Semester to review all aspects of the Programme.

Ordinance OA-34 relating to the Three Year Degree Programme of Bachelor of Social Work (B.S.W) (Under Section 24 (1) of the Goa University Act 1984)

OA-34.1 This B.S.W. Programme is under the Choice Based Credit System (CBCS) which provides choice for students to select from the prescribed Courses. Under the CBCS, the requirement for awarding a Degree is prescribed in terms of number of Credits to be completed by the students.

OA-34.1.1 Objectives

It is envisaged that the student undergoing the Programme will:

a) acquire knowledge of the basic concepts and principles of Social Work,
b) understand the influences of social institutions and other social forces in society,
c) develop the attitudes necessary in dealing with social problems at the micro and macro level, and
d) acquire skills necessary to make effective interventions.

OA-34.1.2 Degree to be Awarded

The Degree to be awarded by the Goa University shall be Bachelor of Social Work hereafter referred to as B. S. W.

OA-34.1.3 Duration of the Programme

The B. S. W. Degree Programme shall be of three years duration with a total of 136 Credits. Every academic year shall consist of two Semesters.

OA-34.2 Eligibility and Admission

To be eligible for admission to the Programme, a candidate shall have passed the Higher Secondary School Certificate Examination of the Goa Board or any other recognized Board or an equivalent examination of any other Board. Admission to the Semester I shall be as per merit, based on marks obtained at the qualifying examination.

OA-34.2.1 Eligibility for admission to successive Semesters.

a) For admission to Semester II a candidate must successfully complete the Core Course Practicum 1 (CCP1) of Semester I.
b) For admission to Semester III a candidate must successfully complete the Core Course Practicum 2 (CCP2) and Skill Enhancement Course (SEC) of Semester II.
c) For admission to Semester IV a candidate must successfully complete the Core Course Practicum 3 (CCP3) of Semester III.
d) Only candidates who pass all the Courses offered in the first four Semesters shall be eligible for admission to Semester-V.
e) For admission to Semester VI a candidate must successfully complete the Core Course Practicum 5 (CCP5) of Semester V.

OA-34.3 Programme Structure

The B. S. W. Programme shall be of six Semesters with a total of 136 Credits spread over six Semesters. The Courses offered shall be termed as:

a) Core Course (CC),
b) Discipline Specific Elective Course (DSE),
c) Ability Enhancement Compulsory Course (AECC),
d) Core Course Practicum (CCP),
e) Skill Enhancement Course (SEC) and
f) Discipline Specific Project (DSP).

The Credit weightage for each Course shall be as outlined in the Syllabus.

OA-34.3.1 Discipline Specific Core (DSC) Course

Discipline Specific Core (DSC) Course shall be of 2 or 4 Credits and may consist of only theory component, or theory and practical components, in which case the theory component shall be of 3 Credits and the practical component shall be 1 Credit for 4 Credit Courses and the theory component shall be of 4 Credits or as prescribed by BoS and approved by the Academic Council.

OA-34.3.2 Discipline Specific Elective (DSE) Course

An Discipline Specific Elective (DSE) Course can be chosen from a pool of Courses, which may be specific/ specialized/ advanced/ supportive to the

discipline or subject, or which provides an extended scope, or which enables an exposure to some other discipline/ subject/ domain or which nurtures the student's proficiency/ skill.

Each DSE shall be of 4 Credits and may consist of only Theory component, or Theory and Practical component, in which case the theory component shall be of 3 Credits and the practical component shall be 1 Credit or as prescribed by BoS and approved by the Academic Council. Any number of DSEs as approved by the BoS and the Academic Council can be offered depending upon the specialization available at the University /College.

OA-34.3.3 Ability Enhancement Compulsory Courses

These Courses are of two kinds: Ability Enhancement Compulsory Courses (AECC) which are mandatory and Skill Enhancement Courses (SEC).

1. AECC are based on the content that leads to knowledge enhancement. Environmental Studies as AECC is mandatory for all disciplines. Each Course shall have only Theory component of four Credits or two separate components of 2 Credits each.
2. SEC is value-added and/or skill-based and is aimed at providing hands-on-training, competencies and skills.

OA-34.3.4 Core Course Practicum (CCP)

Core Course Practicum (CCP) shall be of 15 hours per week and shall include a fieldwork component in every Semester. The CCP shall consist of field/observation visits, social work practice skills, laboratory and actual social work practice helping individuals, groups, and communities under the guidance of a qualified field instructor.

OA-34.3.5 Discipline Specific Project (DSP)

A compulsory Discipline Specific Project of 8 Credits shall be offered in Semesters V and VI and shall be designed to acquire special/ advanced knowledge; it shall be a specialized Course involving application of knowledge in solving / analyzing /exploring a real life situation / difficult problem.

Students shall undertake such a project under the guidance of a teacher. The topic for the Project shall be assigned in Semester V. Students shall be required to carry out work for the Project during Semesters V and VI. The assessment of the Project will be carried at the end of Semester VI. The Project can be from any subject studied by the student during the Degree Programme.

OA-34.3.6 Semester wise Distribution of Credits

Semester	Course	Credits	Total
Semester I	AECC 1	4	22
	AECC2	2	
	DSC 1A	2	
	DSC 2A	4	
	DSC 3A	2	
	DSC 4A	4	
	CCP 1	4	
Semester II	AECC 3	4	22
	AECC 4	2	
	DSC 1B	2	
	DSC 2B	2	
	DSC 3B	4	
	SEC 4	4	
	CCP 2	4	
Semester III	DSC 1C	2	22
	DSC 2C	4	
	DSC 3C	4	
	DSC 4C	4	
	DSC 5C	4	
	CCP3	4	
Semester IV	DSC 1D	4	22
	DSC 2D	4	
	DSC 3D	4	
	DSC 4D	4	
	DSC 5D	2	
	CCP4	4	
Semester V	DSC 1E	4	22
	DSC 2E	4	
	DSC 3E	2	
	DSC 4E	4	
	DSE 1/ DSE 2	4	
	CCP 5	4	
	DSP	No Credits	

Semester VI	DSC 1F	4	26
	DSC 2F	4	
	DSC 3F	2	
	DSE 3/ DSE 4	4	
	CCP6	4	
	DSP	8	

OA-34.4 Scheme of Examination and Assessment Pattern

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

a) The ISA tests shall carry 20% of maximum marks allotted for the Course, and SEE shall carry 80% marks. There shall be no ISA for the Practical component of the Course.
b) A Course of 4 Credits for total of 100 marks, having only Theory, shall have ISA for 20 marks and SEE for 80 marks.
c) A Course of 4 Credits for total of 100 marks having Theory and Practical components shall have ISAs only for Theory component for total of 15 marks, and SEE Theory component for 60 marks and Practical component for 25 marks. A Course of 6 Credits for total of 150 marks having Theory and Practical components shall have ISA's only for Theory component for total of 20 marks, and SEE Theory component for 80 marks and Practical component for 50 marks.
d) Courses of any other number of Credits shall have proportionate marking system.

OA-34.4.1 Intra-Semester Assessment (ISA)

a) The ISA for the theory component of a Course shall be conducted twice in a given Semester, once through a written test, and the other by using alternate modes of evaluation including assignment/ presentation/ orals/ such other like online test, MCQs, internship, open book test, etc.
b) There shall not be any averaging of ISA marks.
c) Generally, the ISA for a given Course shall be conducted by the teacher/s teaching that Course.
d) The schedule for the ISAs shall be notified to all at the beginning of the Semester.
e) The marks of ISA shall be communicated to the students within two weeks.
f) ISA I shall preferably be completed by the end of 5th week after the commencement of the Semester. Students who fail to appear for the test due to a genuine reason shall be given another opportunity, complete the ISA. ISA II will be completed at the end of the 10th week of the Semester.
g) There shall be a Committee appointed to monitor the conduct of ISAs.
h) A student who does not appear for the two ISAs of a Course shall not be eligible to appear for the Semester End Exam (SEE)

OA-34.4.2 Semester End Examination (SEE)

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

b) A student shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEE provided the student has appeared for two ISAs of the Course, and fulfills the minimum attendance requirements as per the relevant rules of the University. A student failing to fulfill this condition shall have to repeat the Semester.

c) A tentative schedule of SEE examination of Semesters I – IV, evaluation, declaration of results shall be prepared by the respective School/Department/College preferably at the beginning of each academic year and shall be notified to their students. Setting of the question papers, evaluation of answer-scripts and declaration of results shall be done by respective School/Department/College. A tentative schedule of SEE examination of Semesters V and VI, evaluation, declaration of results shall be prepared by the Goa University, preferably at the beginning of each academic year and shall be notified to their students.

d) Assessment of answer-scripts of SEE of Semesters I - IV shall be organized by the School/Department/College. The assessment of the SEE answer scripts at the Semesters I - IV shall be done by the teachers of respective School/Department/College. If two or more Institution desire to have the same question paper in any of the subjects, a common paper may be set by the teachers from the concerned School/Department/College. For this purpose, a Committee of teachers may be constituted by the Dean/ Principal.

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

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

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

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

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

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

in the prescribed manner.

v. Photocopies of this key and the marking scheme for each of the paper of the concerned Semester V and VI shall be given to the examiners assessing the papers.

g) The duration of SEE theory paper carrying 40 marks shall be of 1 hour, those above 40 marks shall be of 2 hours duration and papers having marks above 80 shall be of 3 hours duration.

OA-34.4.3 Assessment of CCP

CCP shall be assessed by internal supervisor for 50 Marks and agency supervisor for 50 marks, based on the following criteria: Report writing/ Contribution to Agency/ Attendance/ Professional Conduct/ Use of Classroom Knowledge in the field/ Orientation Visits / Exposure Visits and Study Tour/ Field work done etc.

OA-34.4.4 Discipline Specific Project

a) The DSP shall be assigned during the V Semester and assessed and Credits assigned in the VI Semester. The DSP shall be group project with a maximum of 8 students per group. A teacher shall not be ordinarily assigned more than 2 projects. The project workload will be 2 hours per week for a group of 8 students and for a group of 7 or less students the workload will be 1 hour per week.

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

c) A DSP shall be accepted for assessment only after clearing the mandatory plagiarism test.

d) The assessment of DSP shall be done equally by Internal Examiner (Project Supervisor for 100 marks) and External Examiner (for 100 marks) as per the guidelines defined in the Project Manual.

OA-34.4.5 Assessment of SEC (10 Day Rural Camp)

Assessed internally for 100 marks by the University School/College.

OA-34.5 Verification and Revaluation of Marks

a) Revaluation of answer books of the students at Semesters V and VI shall be permitted as per the existing provisions of OA-5.15 for revaluation/ verification.

b) Revaluation at Semesters I to IV examinations shall not be permitted. However personal verification of marks shall be granted to the student in the presence of Programme Director/Head of Department/ Principal or Vice-Principal and the Examiner concerned, provided the student has applied for the same along with payment of prescribed fees, within one week of the declaration of result.

c) If there is an increase in marks, the entire fee paid for verification shall be refunded to the student.

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

i. On a notified day and time, which should be not later than 10 days after the receipt of application from the student, the student shall be shown the answer book in the presence of the Examiner concerned.

ii. If the student is not satisfied with the result on personal verification of answer book, he may apply to the Grievance Committee within a week from the date of personal verification of answer book.

iii. The Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the student of the decision taken accordingly. There shall be no revaluation of Core Course Practicum.

OA-34.6 Allotment of Grades
Grade Point Average (GPA)

The grade sheet in every Semester shall reflect Semester Grade Point Average (SGPA). Cumulative Grade Point Average (CGPA) will be reflected only at the exit point. The Final result shall be declared as Final Grade Point Average (FGPA), earned at the end of the Programme, which shall be a measure of overall cumulative performance of a student over Semesters I–VI.

The SGPA/CGPA/FGPA shall be converted to a Letter Grade, as shown in the table below:

CGPA		Grades
10.0		O(Outstanding)
9.0	– <10	A+ (Excellent)
8.0	– <9.0	A (Very Good)
7.0	– <8.0	B+ (Good)
6.0	– <7.0	B (Above Average)
5.0	– <6.0	C (Average)
4.0	– <5.0	P (Pass)
Less than required Credits or CGPA less than 4.0		F (Fail)

OA-34.7 Award of Final Grade

A Grade Certificate shall be issued to all the registered students after every Semester based on the grades earned. The Grade Certificate will display the Course details (code, title, number of Credits, grade secured). Marks awarded in each Course shall be represented in the form of Grades in the grade sheet issued at the end of each Semester.

Letter Grade shall be the index of the performance of students in a said Course, denoted by letters O, A+, A, B+, B, C, P and F, and calculated based on Grade Point and marks obtained for each Course, as shown in the table below.

Letter Grade	Grade Point	Marks %
O (Outstanding)	10	85 – 100

A+(Excellent)	9	75 – <85
A (Very Good)	8	65 – <75
B+(Good)	7	55 – <65
B (Above Average)	6	50 – <55
C (Average)	5	45 – <50
P (Pass)	4	40 – <45
F (Fail)	0	0–<40
Ab (Absent)	0	---

A student will be required to score a minimum 'P' grade in ISA and SEE components taken together to pass in a Course having theory component only whereas in a Course having theory and practical components, a student will be required to score a minimum 'P' grade separately in theory (ISA +SEE) and practical components.

OA-34.8 Improvement of Performance

a) Improvement of performance/ total score shall be permitted to a student who has passed the B.S.W Degree examination, in which case the student shall be required to appear again only in the SEE component of the Courses of Semester V and /or Semester VI examinations, excluding the SEC, CCP & DSP. For this purpose, the marks scored at the first appearance in the SEC, CCP & DSP, as also in ISA component of the other Courses shall be carried forward for tabulation of the result under "improvement of performance".

b) A student shall not be permitted to reappear for improvement of performance at Semesters- I, II, III and IV.

c) This facility to reappear under improvement shall be available during the immediately subsequent regular Semester-V and Semester-VI examinations, but within double the duration period.

d) The performance of a student, who appears under this provision and fails to improve, shall be ignored.

e) The student availing of this provision shall be considered to have passed Semesters-V and/or VI "under improvement" and this fact shall be recorded on his/her statements of marks and other relevant documents.

f) The student shall be required to surrender the original statement of marks and other relevant documents at the time of receiving the fresh statement of marks in the event of improvement of performance/ total score.

g) A student can appear only once under this clause.

OA-34.9 Examination Committee, Unfair Means Inquiry Committee and Grievance Committee.

The following Committees shall be constituted by the Dean of the School/ Principal of the College for duration of three years:

1. The Examination Committee shall consist of :

(a) A senior teacher who shall be the Chairperson

(b) Two or four or six regular teachers (In addition to the Chairperson).

(c) There shall be no remission in work-load but adequate remuneration shall be paid to the members.

(d) This Committee shall be generally in charge of all matters pertaining to B.S.W. Examinations in the School/College.

(e) The Committee shall prepare the examination time-table, arrange to get the question paper sets printed and answer books assessed.

(f) The Committee shall arrange to get the results prepared, settled, announced and individual statement of marks prepared and issued to the students.

(g) Any other examination related work.

2. The Unfair Means Inquiry Committee(UMIC)

2.1 The Unfair Means Inquiry Committee (UMIC) shall be constituted with the following members:

(a) Vice-Dean (Academic)/ Vice-Principal or senior teacher as Chairperson.

(b) Two regular teachers, preferably not members of the Examination Committee or the Grievance Committee

(c) The Committee shall inquire into the cases of unfair means and malpractices reported in a manner prescribed by clause OA-34.9.2.2 of this Ordinance and shall recommend to the Dean of the School/ Principal of the College a Course of action as prescribed in OA-5.14.

2.2 The following procedure shall be followed for inquiring into the cases of students alleged to have used unfair means at the F. Y. and/or S. Y. examinations.

(a) The students be served with a show cause notice and made aware of the charges/allegations reported against him/her so as to enable her/him to prepare the defense at the time of this appearance before the UMIC and inform her/him thereby of the proposed action to be taken in her/his case, directing her/him to reply to the show cause notice as to why the action proposed should not be taken against her/him.

(b) The reply received by the Committee from the student when the student appears before it be considered by the Committee and the final recommendation in the matter be taken and reported to the Dean of the School/ Principal of the College for approval.

(c) The punishment finally awarded can be equal to, or less than, what is mentioned in the show cause notice, but not more than what is mentioned therein.

(d) The UMIC is a recommendatory body. The Dean of the School/ Principal of the College has to exercise her/him power under Statute SB-13(iv) of the University and issue final order.

(e) The broad category of malpractice and the quantum of punishment for each category thereof shall be as given in Ordinance on malpractices i.e. OA-5.14.19. Besides these guidelines, each case

may be examined in detail and punishment awarded on the merit of each case.

3. Grievance Committee

3.1 A Grievance Committee shall be constituted as under:-

(a) Vice-Dean (Academic)/ Vice-Principal or Senior member of teaching staff as Chairperson, provided that s/he is not the Chairperson of UMIC.

(b) Two regular teachers, preferably not members of UMIC or the Examination Committee.

(c) In case the grievance concerns any member of the Committee, the Dean of the School/ Principal of the College shall reconstitute the Committee for the concerned grievance, excluding the concerned member.

(d) This Committee shall investigate into written complaints from the students, referred to Committee by the Dean of the School/ Principal of the College, in the conduct of examinations and recommend a Course of action to the Dean of the School/ Principal of the College prescribed by clause OA-34.8.9.2 of this Ordinance and OA- 5.14.

3.2 Investigation of Grievance by the Grievance Committee

1. The Committee shall consider the written complaint by a student on the conduct of examination provided that
   (a) The complaint is submitted within 15 days after the declaration of results or 7 days after the personal verification of the answer books as the case may be.

   (b) The complaint is accompanied with a fee of Rs.200/- (refundable if the complaint is found genuine); and

2. The matter is referred to the Committee by the Dean of the School/ Principal of the College.
3. The Committee shall invite a reply to the allegations, if any, made by the student from the concerned party.
4. After considering the reply of the concerned party, the Committee shall recommend a Course of action in writing to the Dean of the School/ Principal of the College.
5. The Dean of the School/ Principal of the College may inform the student the findings of the Committee and shall take appropriate action including reassessment of the said answer book. However, if the marks are reduced after reassessment of the said answer book, the original marks shall be retained and the student to be communicated that there is no change in his/her result.
6. A minimum fine of Rs.200/- which shall not exceed Rs.500/-, shall be imposed on the student complainant, if the said allegation(s) is (are) found to be a deliberate attempt at casting aspersions on the teacher(s) concerned. If the allegations are found to be genuine and the same is recorded giving reasons, the action shall be taken as provided under OA-5.2.6.

(Amended on 08th September, 2023)

OA-35 Ordinance governing the M.A., M.Sc. M.Com., M.S.W., M.T.T.M., M.P.Ed., M.L.I.Sc., MBA, MBA (FS), MCA and Masters in International Hospitality and Tourism Management (MIHTM), Post Graduate Diploma and other such Masters Programmes of study conducted by the on-campus Schools of Goa University and its Affiliated Colleges based on the Choice Based Credit System of Instruction based on NEP 2020. (Effective from the Academic Year 2023-2024)

OA-35.1 **(Amended on 08th September, 2023)**

GENERAL

The eligibility, procedure and conditions for admission to M.A., M.Sc. M.Com., M.S.W., M.T.T.M., M.P.Ed., M.L.I.Sc., MBA, MBA (FS), MCA and Masters in International Hospitality and Tourism Management (MIHTM), Post Graduate Diploma in Guidance and Counselling, Post Graduate Diploma in Event Management, Post Graduate Diploma in Banking and Finance Management , Post Graduate Diploma in Clinical Genetics and Medical Laboratory Techniques, Post Graduate Diploma in Finance and Taxation Post Graduate Diploma in Translation (Hindi), Post Graduate Diploma in Applied Statistics, Post Graduate Diploma in Industrial Safety and other such Masters and Post Graduate Diploma Programmes. The Rules governing the (a) Reservation of seats for each Programme, (b) Merit List, (c) Registration and payment of fees shall be as provided in the relevant Ordinances/Notifications.

OA-35.1.1 The Discipline Faculty Committee (DFC) / Departmental Faculty Committee (DFC) shall be responsible for the implementation and conduct of the Credit-based Master's Degree Programme(s). In case of Schools, the DFC shall comprise the Dean/Vice-Dean Academic, Programme Director and the faculty members of the Discipline. In case of the Colleges, the DFC shall comprise the Principal of the College, Head of the Department, Coordinator of the Programme and faculty members teaching the Programme.

(Amended on 08th September, 2023)

OA-35.2 PROGRAMME STRUCTURE

OA-35.2.1 (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, Elective Courses (Discipline specific, Research specific and Generic) and Dissertation. The Credits shall be as defined in OA-35.2.3. A student shall be permitted to accumulate, transfer or redeem Credits under the relevant provisions of the Goa University Ordinance relating to Academic Bank of Credits and shall be permitted multiple entry and exit options.

(Amended on 08th September, 2023)

(b) However, a student registered for a standalone Post Graduate Diploma shall not be eligible for lateral entry to the Post Graduate Programmes.

OA-35.2.2 **(Amended on 08th September, 2023)**

(a) A student shall be eligible for the award of a Master's Degree on successful completion of a minimum of 80 Credits. The details of Programmes, Credits and number of Semesters shall be as follows:

Programmes	Number of Credits	Number of Semesters
(i) Two Year Post Graduate Degree (for those who have completed the Three Year Under Graduate Degree)	80	4
(ii) One Year Post Graduate Diploma (for those who exit after One Year of the Post Graduate Programme)	40	2
(iii) One Year Post Graduate Degree (for those who have completed the Four Year Under Graduate Degree)	40	2
(iv) Standalone One Year Post Graduate Diploma	40	2

(b) A student registered for Programmes of two years (four semesters) duration and above, shall be eligible for a relaxation of one Semester as per the relevant provisions of the Goa University Ordinance relating to the Academic Bank of Credits.

(c) A student who joins after completing the 4-year UG Degree, shall have to successfully complete 40 Credits as recommended by the respective Board of Studies.

(d) A student who joins after completing the 4-year UG degree with having completed the research component of 40 Credits, shall have to successfully complete 40 Credits of Discipline Specific Core and Elective Courses.

(e) A student who joins after completing the 4-year UG Degree without the research component of 40 Credits, shall have to successfully complete 40 Credits of Research, Generic Elective Courses and Dissertation.

(f) However, a student exiting the M.L.I.Sc. Programme after successfully completing one year (40 Credits) shall be eligible for the award of the B.L.I.Sc. Degree.

(Amended on 08th September, 2023)

(g) The Schools of the University and the Affiliated Colleges may offer standalone Post Graduate Diploma Programmes in highly specialized and job-oriented Disciplines/subjects/courses where Post Graduate Degree is not offered by Goa University and the Affiliated Colleges.

OA-35.2.3 (a) The total number of 80 Credits shall comprise 32 Credits of Core Courses (Compulsory); 32 Credits of Elective Courses; 16 Credits of Dissertation (Compulsory), as specified at OA-35.4

(b) However, Professional Programmes such as MBA, MBA (Financial Services), MBA (Executive), MCA and M.Sc. (I.H.T.M.) shall have to undergo 16 Credits of Internship in lieu of Dissertation.

(Amended on 08th September, 2023)

(c) The standalone Post Graduate Diploma Programmes shall comprise of a total of 40 Credits i.e. 32 Credits of Core Courses (16 Credits) each in Semesters I and II) and 8 Credits of Discipline Specific Elective (DSE) (4 Credits each in Semesters I and II), as specified in OA-35.2.2 (a).

However, Schools/ Affiliated Colleges may offer 4 Credits of Internship in lieu

of 4 Credits of Discipline Specific Elective (DSE) in Semester II. In addition to the above the Board of Studies may recommend additional non-Credit internship.

OA-35.2.4 A student shall be required to obtain 56 Credits from the parent Discipline, out of which 32 Credits shall be Discipline Specific Core; minimum 8 Credits shall be Discipline Specific Elective Courses; and 16 Credits for the Dissertation or Internship (as applicable). Out of the remaining 24 Credits, 12 Credits shall be Research Specific Elective Courses and 12 Credits shall be Generic Elective Courses.

Semester-wise break up of Courses and Credits

Courses	**SEM I**	**SEM II**	**SEM III**	**SEM IV**	**Credits**
Discipline Specific Core (DSC)	16	16	0	0	32
Discipline Specific Elective (DSE)	4	4		0	08
Research Specific Elective Course (RSE)	0	0	8	4	12
Generic Elective Course (GE)			12		12
Discipline Specific Dissertation (DSD)/ Internship	0	0	0	16	16
Total Credits	**20**	**20**	**20**	**20**	**80**

(a) Discipline Specific Core (DSC) Courses

DSC are Compulsory Courses (32 Credits) shall be in the Discipline in which the student has registered for the Master's Degree Programme.

(b) Discipline Specific Elective (DSE) Courses

DSE are Discipline Specific Elective Courses. They supplement the DSC's and at the same time provide a choice for the student.

(c) Research Specific Elective (RSE) Courses

RSE Courses aim to provide adequate research skills to students to carry out Dissertation. RSE's for each Discipline shall be recommended by the respective Board of Studies. A student may opt for RSE's offered by other Disciplines upon prior recommendation of the DFC.

(d) Generic Elective (GE) Courses

GE Courses are Elective Courses from any Discipline. These Courses aim to provide a multidisciplinary perspective to the student.

(e) Discipline Specific Dissertation (DSD)

DSD shall be a Compulsory Dissertation and shall be in the Discipline in which the student is registered for the Master's Programme. The 16 Credits DSD shall be split into 4 Credits of Research Internship, 4 Credits for Research Conceptualization and Data Collection methods and 8 Credits of Research Report and Viva.

(i) **Research Internship of DSD:**

Each student shall be allotted a Research Mentor. The Mentor shall maintain the record of attendance and shall assign the marks based on the student's commitment in carrying out the research and her/his performance. The Research Supervisor may be the Research Mentor

(ii) **The Project Conceptualization:**

Students shall commence work on the Dissertation in the beginning of the Third Semester for the two-year Masters Programme and the First Semester for the one-year Masters Programme. Students are expected to complete Project Conceptualization (identification of research problem, objectives, hypotheses, literature review, research design and methodology) before the commencement of the Fourth / Second Semester. The Project Conceptualization component shall be assigned 4 Credits and shall be evaluated separately through a presentation at the beginning of Fourth / Second Semester.

(f) For the Professional Programmes (MBA, MCA), where there shall be no Dissertation component, the Board of Studies in their respective Discipline may design Skill Based Elective (SBE) Courses in the Discipline that would help to enhance their professional skills.

(g) The RSE in Semester IV shall, ordinarily, be on Knowledge Production and Dissemination, Academic Writing and Research Ethics, with a focus on the concerned Discipline.

(h) The maximum Credits a student can earn in a Semester shall be 28 Credits.

(i) If a student has already earned 52-56 Credits in the first two Semesters and wants to complete the Masters in three Semesters s/he may be permitted to complete all the components of the Dissertation in one Semester.

OA-35.2.5 The Courses may comprise only theory, theory and tutorial or only practical, or any other activity as specified by the respective Board of Studies.

OA-35.2.6 Elective Courses may also comprise self-learning Courses in the form of field work, project, summer training, online SWAYAM Courses, and other such Courses; the Board of Studies shall recommend and specify the Credits for these activities.

OA-35.2.7 A student shall also be permitted to obtain additional Credits. The degree/final grade shall be awarded /computed based on her/his performance in the Core Courses and the best performance in the Elective Courses and Dissertation/ Internship, to fulfill the minimum number of Credits required for the award of the Master's Degree or Post Graduate Diploma. Additional Credits, if any, shall be indicated in the final transcript/mark sheet.

(a) A student shall be eligible for a Post Graduate Diploma in the concerned subject if s/he successfully completes a minimum of 40 Credits and desires to exit with a Post Graduate Diploma.

(b) However, a student exiting the M.L.I.Sc. Programme after successfully completing one year (40 Credits) shall be awarded B.L.I.Sc. Degree.

(c) A student shall have to redeem the Credits earned at the Post Graduate level as per the provisions of Academic Bank of Credits (ABC) to obtain the Post Graduate Diploma.

OA-35.2.8 A student shall be permitted to register for Courses outside the University with any other Higher Education Institutions registered with the ABC and transfer the Credits to Goa University through ABC, subject to the provisions of the Ordinance relating to the Academic Bank of Credits.

OA-35.2.9 A student shall register with the ABC and become an account holder to deposit, accumulate, transfer and redeem the Credits earned by her/him as per the provisions of ABC.

OA-35.2.10 Transfer of Credits earned by a student by opting the Courses from outside Goa University shall be permitted as per the provisions of ABC. Such Courses, when opted for by a student of a Discipline may be approved provisionally by the DFC and placed for ratification before the Board of Studies at its subsequent meeting.

OA-35.2.11 A Course may be of a minimum of 1 Credit and up to a maximum of 6 Credit(s).

OA-35.2.12 One Credit of a Theory Course shall be equivalent to 15 contact hours of learning activities such as lecture, group discussion, seminar, problem solving, tutorial.

OA-35.2.13 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.

OA-35.2.14 One-week of Internship (30 Hours) shall be equivalent to one Credit.

OA-35.2.15 Ordinarily, the ratio of Credits between theory and practical/laboratory/field Core Courses shall be 2:1 or as recommended by the concerned Board of Studies.

OA-35.2.16 The Disciplines/Schools/Colleges shall notify the Core and Elective Courses offered to students for the following Semester. The Disciplines/Schools/Colleges shall also provide for an adequate number of Elective Courses in case a student desires to obtain all Credits from the parent Discipline.

OA-35.2.17 Permission of the Vice-Chancellor shall be obtained before the commencement of teaching of an Elective Course for which less than five students are enrolled.

OA-35.2.18 Dissertation shall be of 16 Credits and shall be compulsory for the award of a Master's Degree for the students of Programmes where Dissertation is a part of the curriculum. This shall not be applicable for Programmes where Internship is considered in lieu of Dissertation.

OA-35.2.19 A Core Course offered by a Discipline other than the parent Discipline may be opted for by a student as an Elective Course (outside the discipline) provided the pre-requisites defined by the concerned Board of Studies are fulfilled by the student.

OA-35.3 SCHEME OF INSTRUCTION

OA-35.3.1 Ordinarily one teacher shall teach an entire Course, unless the Course requires more than one teacher to meet intra- or inter-disciplinary requirements. The session plan for each Course offered during the Semester shall be submitted by

the teacher to the DFC before the commencement of the said Course.

(a) The teacher teaching the Course shall finalise the assessment pattern and ensure that the assessment reflects teaching/ learning-time and weightage assigned to the topic/unit/module as prescribed in the Course outline.

(b) The DFC shall prepare the details of the objectives, themes and topics, outcomes of Core and Elective Courses for discussion and recommendation of the Board of Studies and approval by the Academic Council. The courses should be designed in such a way that the Outcome Based Education (OBE) is made possible.

(c) All the approved Courses, either Core or Elective, shall be uploaded on the University/ College website.

OA-35.3.2 The Course outline/session plan shall depict the objectives of the Course and the themes in terms of both teaching/learning and assessment.

OA-35.3.3 The Courses shall be designed with a hierarchical structure indicating the complexity levels and shall be prefixed with number series of 400 and 500. The DFC and the Board of Studies shall identify the pre-requisite for each Course.

OA-35.4 DISSERTATION/INTERNSHIP

OA-35.4.1 Ordinarily, the Dissertation/Internship shall be spread over the Third and/or Fourth Semesters. However, in case of two-year Programmes, the DFC may consider reducing it to one Semester if the student is eligible to complete the Masters Programme in Three Semesters.

OA-35.4.2 The DFC shall decide the modalities relating to Dissertation/Internship.

OA-35.4.3 The topic of the Dissertation shall be finalized by the student in consultation with the Research Supervisor/Research Mentor by the beginning of the Academic Year in which they are pursuing their Dissertation.

OA-35.4.4 The DFC shall decide the distribution/number of students to be allotted to a Research Supervisor.

OA-35.4.5 A student shall declare, in the prescribed proforma, that the Dissertation is her/his own original work and that all the sources used are duly acknowledged.

OA-35.4.6 The Research Supervisor shall certify, in the prescribed proforma, that the Dissertation is a work of the student completed under her/his supervision.

OA-35.4.7 A student shall submit their Dissertations to the School /College through the Research Supervisor not later than one week before the end of the Semester. Ordinarily, no student shall be permitted to submit the Dissertation after the due date.

OA-35.4.8 A student shall submit a soft copy and a spiral bound copy of the Dissertation to the School/College in the standard format as notified by Goa University for the Ph.D. Programme.

OA-35.5 SCHEME OF EXAMINATION

OA-35.5.1 The assessment of all Courses including Dissertation and Internship shall comprise continuous Intra-Semester Assessment (ISA) and Semester End Assessment (SEA) and shall be fully internal, carried out by the teacher teaching

the Course. If the teacher/s who had taught the course is/are no longer associated with the School/College, the Dean/Programme Director/ Principal shall appoint a paper setter cum evaluator.

OA-35.5.2 (a) Each teacher of the concerned Course shall be the examiner for the portion s/he has taught. The teacher of the Course shall be the Course Coordinator and shall coordinate the teaching, examination and evaluation (both ISA and SEA) of the Course and maintain records of all the assessments.

(b) When more than one teacher is involved in teaching a Course, one teacher preferably a regular teacher shall be identified as the Course Coordinator by the DFC.

OA-35.5.3 (a) The ISAs may be Written/Oral, Open/Closed book, Scheduled/ Surprise, Objective /Multiple-choice, Short-answer type, Essay type, Seminar, Assignment, 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-35.5.4 A Course shall have a 'single passing-head' based on the combined performance at the ISA and SEA. Fractional marks shall be rounded off to the nearest integer only at the time of calculating the Course Grade.

OA-35.5.5 (a) The Course-wise time-table of internal assessment shall be displayed at the beginning of each Semester.

(b) Every teacher shall submit to the Programme Director/HoD/ Programme Coordinator, the question paper, assessed answer books and the marks assigned within ten days after the conduct of each assessment.

(c) The result of each assessment shall be displayed on the Notice Board and the assessed material shall be shown to the student(s) by the concerned teacher and submitted to the Programme Director/HoD/ Programme Coordinator along with the question paper in a sealed envelope.

OA-35.6 EVALUATION OF COURSES

OA-35.6.1 (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 ISA and SEA for both theory and practical Courses shall be 60% and 40% respectively.

(c) There shall be four ISA's for each Course of two or more Credits, each of 20%, for a total of 60% of total marks of the Course. Out of four IAS's best three ISA's shall be considered. However, for a 1 Credit Course, only two ISAs shall be conducted and evaluated for 60% of the total marks of the Course and the best ISA will be considered.

Number of Credit(s)	No. of ISAs to be conducted	Marks for each ISA
1 Credit	2	15
2 Credits	4	10
3 Credits	4	15
4 Credits	4	20
5 Credits	4	25
6 Credits	4	30

(d) All internal assessments shall be completed by the last teaching day of the Semester.

OA-35.6.2 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 Teacher teaching a Course or part thereof, shall conduct such assessment in consultation with the Course Coordinator.

OA-35.6.3 There shall be a continuous review of the teaching Programme by the DFC in every Semester.

OA-35.6.4 The SEA shall be conducted as per the academic calendar. The DFC shall work out the examination schedule for SEA in consultation with other Schools/Departments from where the students are taking Elective Courses and displayed on the Notice Board.

OA-35.6.5 The duration of all 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 50 marks and above, shall be of three hours.

Number of Credit(s)	Marks for SEA	Duration of SEA (Hours)
1 Credit	10	1
2 Credits	20	1
3 Credits	30	2
4 Credits	40	2
5 Credits	50	3
6 Credits	60	3

OA-35.6.6 The duration of SEA of all Laboratory/Field Courses shall be decided by the respective Board of Studies.

OA-35.6.7 The SEA answer scripts shall be assessed by the teacher concerned, within ten days from the date of the examination. Before finalizing the scores obtained, the answer scripts shall be shown to the students after specifying the date and time on the Notice Board in advance.

OA-35.7 EVALUATION OF DISSERTATION /INTERNSHIP

OA-35.7.1 The Research Supervisor along with the faculty members of the concerned Discipline shall assess the Dissertation work as per the components below:

(a) Research Conceptualization

The Research Conceptualization shall have only one assessment component of 100 marks at the beginning of the Fourth Semester for the two-year

Master's Degree Programme and at the beginning of the Second Semester for the one-year Master's Degree Programme which shall be in the form of a presentation by the student. 50% of the marks shall be awarded by the Research Supervisor and 50% by the faculty members of the Discipline.

(b) Research Internship

The Research Internship of 100 marks shall be awarded by the Research Supervisor.

(c) Research Report

The Research Report shall have two ISAs of 25% marks each assessed by the Research Supervisor and may comprise Viva-Voce, Seminar presentation or written reports.

OA-35.7.2 The SEA component of 50% marks shall be in the form of a presentation by the student to be assessed by the faculty members of the Discipline including the Research Supervisor. The soft copy of the Research Report shall be made available to all the faculty members of the Discipline.

OA-35.7.3 **(Amended on 08th September, 2023)**

(a) The method of evaluation of the Internship for MBA, MCA and such other Programmes where Internship is applicable in lieu of Dissertation and the modalities for Internship shall be recommended by the DFC and shall be approved by the respective Board of Studies.

(Amended on 08th September, 2023)

(b) The method of evaluation of the Internship for standalone Post Graduate Diploma Programmes where Internship is applicable in lieu of DSE and the modalities for Internship shall be recommended by the DFC and shall be approved by the respective Board of Studies.

OA-35.7.4 To pass in the Dissertation /Internship (in lieu of Dissertation) a student has to secure a minimum Grade of 'P' as indicated under OA-35.8.1.

OA-35.7.5 There shall be no revaluation of Dissertation/Internship (in lieu of the Dissertation).

OA-35.7.6 A student who fails in the Dissertation/Internship (in lieu of Dissertation) shall have to repeat the Dissertation/Internship.

OA-35.8 AWARD OF GRADES

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).

OA-35.8.1 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 Point
85 – 100	O (Outstanding)	10
75 – < 85	A+ (Excellent)	9
65 – < 75	A (Very Good)	8
55 – < 65	B+ (Good)	7
50 – < 55	B (Above Average)	6
45 – < 50	C (Average)	5
40 – < 45	P (Pass)	4
0 – < 40	F (Fail)	0
Absent in ISA/SEA	Ab (Absent)	0

OA-35.8.2 Every student shall have to secure a minimum of 'P' Grade to pass the Course.

OA-35.8.3 The provisions for the award of Entitlement marks under OA 5.16 shall be applicable to the Credit based Master's Programmes. However, the provisions for the award of Grace marks shall not be applicable.

OA-35.8.4 (a) Students who do not secure a minimum of 'P' Grade in Core Courses shall have the option of answering the 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 Elective 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 Elective Course to secure the requisite number of Credits.

(c) Appearance in minimal number of ISAs (50%), and in the SEA, shall be 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.

OA-35.8.5 (a) The weighted grade points of a Course shall be calculated by multiplying the Grade Points (Gi) scored by a student, into the number of Credits of the respective Course.

(b) The Cumulative Grade Point Average (CGPA) shall be calculated on completion of 80 Credits.

(c) CGPA is the sum of the product of the number of Credits and Grade Points divided by the sum of the number of Credits as specified under OA-35.8.6(e). The CGPA shall be calculated as follows:

$$CGPA = \Sigma(C_i \times G_i) / \Sigma C_i$$

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 two decimal points and recorded in the transcripts.

(e) For calculating CGPA, all the Core Courses (48 Credits including Dissertation/Internship) and best of the grades obtained for Elective Courses equaling 32 Credits shall be considered.

(f) Wherever the number of best Elective Credits are more than 32, the Grade Point of an Elective Course having the least Grade Point amongst these, shall be computed for a lesser number of Credits, so as to obtain a total of 32 Elective Credits. Such reduction in the weightage shall be reflected in the Grade Sheet.

(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	Grade
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.

Example: 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'

OA-35.8.6 Within two weeks from the last examination at the end of each Semester, the ISA/SEA scores shall be approved by the 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 three weeks of the receipt of all (ISA/SEA) the scores from the respective School/College shall be the responsibility of the Examination Section.

OA-35.8.7 A student who has 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 School/College. This shall

be subject to the provision of maximum duration for completion of a Programme as specified in the relevant Ordinances. Such students(s) shall be treated as supernumerary for the particular Course.

OA-35.9 IMPROVEMENT

(a) A student desiring to improve her/his final Grade on completion of the Master's Degree Programme, shall be permitted to reappear only in the SEA component of one or more theory courses of her/his choice, provided that:

(i) S/he had answered the Course/s during the Programme.
(ii) Such examinations shall be conducted as recommended by the DFC.

(b) A student shall also be permitted to re-register as a regular student for one or more Theory Courses and appear for both the ISA and SEA components for improving her/his Final Grade.

(c) The request for improvement shall be made within two years of declaration of the final results.

(d) The best Course-wise performance of the candidate shall be considered for the final grade.

(e) A fresh Grade Sheet shall be issued only if there is an improvement in grades.

(f) The concerned School/College shall conduct examinations for such candidates.

OA-35.10 GRIEVANCE COMMITTEE

There shall be a Grievance Committee of five teachers from different Schools and the same shall be constituted for a period of three years.

OA-35.10.1 The Vice-Chancellor shall appoint a Chairperson from among the five members. No teacher against whom a Grievance is made shall participate in the meetings of the Committee.

OA-35.10.2 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.

OA-35.10.3 A student shall address her/him grievance(s) within 10 days of showing the answer books/marks to her/him to the Programme Director/ Principal, who shall place the same before the DFC for resolution. If the grievances are in the Course(s) taught by the Programme Director, the grievances shall be addressed to the Dean of the School.

OA-35.10.4 If the student continues to feel aggrieved, the grievance application shall be referred by the DFC to the Grievance Committee.

OA-35.10.5 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.

OA-35.10.6 The decision of the Grievance Committee shall be communicated to the student within one month of her/his filing of the grievance.

OA-35.11 COORDINATION COMMITTEE

There shall be a Coordination Committee for the Credit-based Master's Programme, with representatives of all the Schools.

OA-35.11.1 The Vice-Chancellor shall appoint a Coordination Committee which shall comprise a Dean of a School as Chairperson and four members from various Schools other than that of the Dean. The Committee shall be assisted by the Academic Section of the University.

OA-35.11.2 The Committee shall coordinate implementation of the Credit-based Master's Programme, and resolve anomalies arising during the implementation of the Programme. The Committee shall draw a common time-table for the Elective Courses offered across the Schools, so as to enable students to opt for Courses.

OA-35.11.3 The Committee shall consider suggestions received from students, Programme Directors, Faculty members, Board of Studies, and the Examination Division, and recommend amendments to the existing provisions or the introduction of new provisions.

OA-35.12 ACADEMIC AUDIT

There shall be an audit of the Academic Programme(s) of each Discipline of the Schools/ Colleges, conducted by an Academic Audit Committee (AAC) at least once in three years. For this purpose, an AAC shall be constituted for each Discipline.

OA-35.12.1 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-35.12.2 The conduct of the academic audit by the AAC shall comprise:

(a) Review of question papers of the assessments held during the preceding Semesters:

(i) To determine the adequacy of coverage of the syllabus and

(ii) To determine the standard of questions in relation to the syllabus.

(b) Review of sample answer scripts to check for objectivity and uniformity of assessment.

(c) Scrutiny of the records of ISA and SEA maintained by the School/College, in order to determine the suitability and adequacy of the methods of assessment.

(d) Evaluation and suggestion of remedial measures on the basis of feed-back obtained from the students.

(e) 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 concerned Dean/Principal of the College for implementation.

(f) The Controller of Examinations shall coordinate the meeting of the AAC.

OA-35.13 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 Directorate of Internal Quality Assurance Cell (DIQA)/ Internal Quality Assurance Cell (IQAC).

OA-36 The Ordinance relating to the Establishment and Operation of Academic Bank of Credits in accordance with the University Grants Commission (Establishment and Operation of Academic Bank of Credits in Higher Education) Regulations, 2021 notified under the Reference No. F. No. 14-31/2018 (CPP-II), on 28th July, 2021

OA-36.1 Scope, Definitions, Objectives, Functions and Structure of Academic Bank of Credits.

Preamble: Academic Bank of Credits is a national-level facility to promote flexibility of curriculum framework and interdisciplinary or multidisciplinary academic mobility of students across the Higher Education Institutions in the country with multiple entry-multiple exit. Academic Bank of Credit provides autonomy to students by providing extensive choice of Courses for a Programme of study, flexible curriculum, and Course options across a number of Higher Education disciplines or Institutions.

Scope: The Ordinance shall be applicable to all the degree, diploma and certificate Programmes of the Goa University and its affiliated Colleges /Institutions and autonomous Colleges under Goa University. The Ordinance shall come into force from the date of its notification by Goa University.

OA-36.1.1 Definitions

(a) "Academic Bank Account" means an individual account with the Academic Bank of Credits opened and operated by a student, to which all Academic Credits earned by the student from Course(s) of study are deposited, recognised, maintained, accumulated, transferred, validated or redeemed for the purposes of the award of Degree/Diploma/Certificates etc. by an awarding Institution;

(b) "Academic Bank of Credits" (ABC) means an academic service mechanism as a digital or virtual or online entity established by the Commission with the approval of the Central Government, to facilitate students to become its academic account holders, thereby paving the way for seamless student

mobility between or within degree-granting Higher Educational Institutions through a formal system of Credit recognition, Credit accumulation, Credit transfers and Credit redemption to promote distributed and flexible teaching-learning;

(c) "Academic Flexibility" means the provision for innovative and interchangeable curricular structures to enable creative combinations of Courses or Programmes in Disciplines of study leading to Degree or Diploma or Post Graduate Diploma or Certificate of Study offering multiple entry and multiple exit facilities, while removing rigid curricular boundaries and creating new possibilities of life-long learning;

(d) "Autonomous College" means any Institution, whether known as such or by any other name, accorded with autonomous status by the University Grants Commission upon the recommendations of the affiliating university and the State Government concerned.

(e) "Course" means one of the specified units which go to comprise a specified Programme of study;

(f)"Credit" means the standard methodology of calculating one hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of a Semester of 15-18 weeks resulting in the award of one Credit; which is awarded by a Higher Educational Institution on which these regulations apply; and, Credits for internship shall be one Credit per one week of internship, subject to a maximum of six Credits;

(g) "Credit-Accumulation" means the facility created by Academic Bank of Credits in the Academic Bank Account opened by students in order to transfer and consolidate the Credits earned by them by undergoing Courses;

(h) "Credit-Recognition" means the Credits earned through a registered Higher Educational Institution and transferred directly to the Academic Bank of Credits by such Higher Educational Institution;

(i)"Credit-Redemption" means the process of commuting the accrued Credits in the Academic Bank Account of the students maintained in ABC for the purpose of fulfilling the Credits requirements for the award of Degrees or Diplomas or Certificates or Course work for Ph.D. Programme etc., by the registered degree-awarding Higher Educational Institutions;

(j)"Credit-Transfer" means the mechanism by which the Registered Higher Educational Institutions are able to receive or provide prescribed Credits to individual Academic Bank Accounts in adherence to the University Grants Commission Credit norms for the 'Course/s' undertaken by students enrolled in any Registered Higher Education Institution within India;

(k) "Higher Education Institutions" means the Institutions which are empowered to award degrees by themselves or in accordance with Section 22 of the UGC Act;

(l) "Professional Standards Setting Body" means a regulatory or principal body created, established or constituted under an Act of Parliament for determining and maintaining standards in the relevant areas of Higher Education;

(m) "Programme" or "Programme of Study" means a Higher Education Programme pursued for a degree specified by the University Grants Commission under sub -Section (3) of Section 22 of the UGC Act;

(n) "Registered Higher Education Institution" means an eligible Higher Educational Institution which is registered by the Academic Bank of Credits.

(o) "Statutory Authority" means statutory bodies of Higher Educational Institutions, such as the Governing Council or Executive Council or Syndicate or Board of Management or Academic Council, competent to take decisions on behalf of the Institution.

(p) "Student" means a person admitted to, and pursuing, a specified Credit-based Course/Programme of Study in a Higher Education Institution.

OA-36.1.2 Objectives of Academic Bank of Credits

(i) To promote Student- Centric learner-friendly approaches in Higher Education across the country and promote a more inter-disciplinary approach in Higher Education

(ii) To enable students to select the Courses or combination of Courses best suited to their aptitude and quest for knowledge.

(iii) To allow students to tailor their degrees rather than to undergo the rigid and regularly prescribed degree or Courses of a single University or Autonomous College.

(iv) To enable multiple entry-multiple exit for students to complete their Degrees/ Diplomas/Certificates as per their time preferences, providing mobility across various disciplines and Higher Educational Institutions.

(v) To support–the teaching-learning activities in a distributed and blended manner through integration across campuses or Universities or Autonomous Colleges.-

(vi) To facilitate lifelong learning among all, i.e., formal and informal students from both full-time and part-time modes.

OA-36.1.3 Structure of Academic Bank of Credits.

Academic Bank of Credits is a:

(i) Digital or virtual or online store-house entity of academic Credit data base of Higher Education Institution with students as the stakeholder;

(ii) Facility with a dynamic website providing all detailed information on Academic Bank of Credits and its operational mechanism for the use of all stakeholders of Higher Education;

(iii) Bank for academic purposes with students as academic account holders to whom, the Academic Bank of Credits shall provide a variety of services including Credit verification, Credit accumulation, Credit transfer or redemption and authentication of academic awards;

(iv) Body to provide authenticated records of Credits earned by students from Registered Higher Education Institutions;

(v) Facility to open unique or individual Academic Bank Account in digital form; and the account holder shall be provided with a unique ID and access to the Standard Operating Procedure (SOP).

OA-36.1.4 Functions of Academic Bank of Credits

(i) The Academic Bank of Credits deposits Credits awarded by Registered Higher Education Institutions, for Courses pursued therein, in the Academic Bank Account of the student transmitted by the registered Higher Education Institution. It will not accept any documents pertaining to Course Credits directly from students.

(ii) The Academic Bank of Credits registers Higher Education Institutions and ensures the opening, closure and validation of Academic Bank Accounts and also ensures Credit Verification, Credit Accumulation, and Credit Transfer or Credit Redemption for students.

(iii) Courses undergone by the students through the online modes through National Schemes like SWAYAM, NPTEL, V-Lab etc. or of any specified University, shall also be considered for Credit Transfer and Credit Accumulation by the Academic Bank of Credits.

(iv) The Academic Bank of Credits encompasses all Higher Education Programmes coming under the purview of the Commission, the All India Council of Technical Education, and the National Council of Teacher Education, etc.

(v) The Academic Bank of Credits facilitates Credit Recognition and Credit Redemption process for students for all Courses, not falling in any particular subject domain, but fulfilling the total Credit requirement.

OA-36.2 Implementation of Academic Bank of Credits: Credit Recognition, Credit Transfer and Redemption

(i) University shall admit students to individual Courses, in addition to their admissions to full degree Programmes. In order to avoid overcrowding in a Course(s) the University may provide additional

(supernumerary) seats in such Course(s), as notified by the University, subject to:

(a) Prior approval by the appropriate professional standards setting body—

(b) With respect to Courses not coming under the purview of any professional standard setting body, the University may, subject to availability of required infrastructure, create supernumerary seats with the approval of its statutory authorities.

(c) The University may also offer a set of Courses, exclusively for the purpose of the Academic Bank of Credits Scheme.

(ii) The University shall have a webpage on its website containing details of the facility of Academic Bank of Credits, list of all Registered Higher Education Institutions, Guidelines or Standard Operating Procedures for the students to utilise the facility effectively, along with a link to the website of Academic Bank of Credits.

(iii) The University shall deposit/upload the Credits earned by the students to the Academic Bank of Credits within one month of declaration of Semester End Assessment/ Semester End Examination (SEA/SEE) results.

(iv) The University shall encourage and enable students to customise or design their own degrees utilising Courses selected by the student from among Courses offered by one or more of the Registered Higher Education Institutions. However:

(a) The student shall be required to earn at least 50% of the total Credits from Goa University to earn their Degree/Diploma/Certificate of Goa University.

(b) The student shall be required to earn number of Credits in the core subject area, as per the requirement of the respective Programme necessary for the award of the Degree/ Diploma/ Certificate in which the student is enrolled.

(v) Where a student fulfils the norms of sufficiency of total number of Credits and of the nature of Credits, as specified by the relevant Ordinances, for the award of the specified Degree/Diploma/Certificate, the student shall be eligible for such award by the Goa University.

(vi) Once used or redeemed, Credits earned by a student cannot be re-used for the award of any other formal academic qualifications.

(vii) With the approval of its statutory authorities, the University shall apportion the structure of Programme offered by it as Core Courses or Core Electives or Open Electives or Skill Enhancement Electives or Ability Enhancement Electives, etc. with appropriate Credit requirements, in order to promote multi-disciplinary or interdisciplinary Higher Education.

(viii) In respect of time duration, a student pursuing academic qualifications under the Academic Bank of Credits facility may, after earning the stipulated Credits, avail a relaxation of a maximum of one Semester, provided the duration of the Programme is of two-years or more (Four Semesters or more).

(ix) The University may fix its Course fee based on the number of Credits of a Course for which the student is enrolled.

(x) In addition to the choice based Courses to be undertaken by the student as a part of the specific Higher Education Programme, students shall also have freedom to take Additional Courses of their aptitude, beyond the curriculum prescribed for such Degree Programme, and accrue Credits in their respective Academic Bank Account. The University may award Diploma or Certificate against Credits accrued in respect of Courses undertaken by students beyond the prescribed curriculum.

(xi) Credits obtained by students by undergoing Skill-based Courses from Registered Higher Education Institutions offering Vocational Degree or Diploma or Post Graduate Diploma or Certificate Programmes are also eligible for Credit Recognition and Credit Redemption through the ABC.

(xii) The Credits obtained by the students through the online modes through National Schemes like SWAYAM, NPTEL, V-Lab etc., or of any specified university, shall also be considered for Credit Transfer, Credit Accumulation, and Credit Redemption by the Goa University for the award of Degree/Diploma/Certificate subject to the conditions prescribed in the relevant Ordinances.

(xiii) In this regard, Credits earned and deposited with the ABC shall be valid for the purpose of redemption for a Degree/Diploma/Certificate, for a maximum duration of seven years.

(xiv) The University shall offer multiple entry and exit facilities as per the modalities prescribed in the relevant Ordinances.

(xv) Credits obtained by undertaking Courses in the Goa University, during or after the Academic Year 2022- 2023 alone are eligible for Credit Recognition, Credit Transfer and Credit Redemption through the ABC.

OA-36.3 Monitoring, Support and Quality Assurance

(i) The University shall constitute an Academic Bank of Credits Cell (ABC Cell) to monitor the development and operationalization of the ABC Programme at the University level and at the level of their affiliated autonomous Colleges.

(ii) The University shall offer teacher or staff training, mentoring, academic and administrative audit and other measures for improving the quality of performance of the ABC facility and promotion of holistic/multidisciplinary education with the support of ABC, through

Faculty Development Programmes or Quality Improvement Programmes or Professional Development Programmes or Technology Inculcation Programmes. The Human Resources Development Centre of Goa University shall be responsible for conducting Training and Mentoring Programmes.

(iii) The Quality Assurance of the implementation of ABC at the level of the University or autonomous Colleges shall be monitored by the ABC Cell.

(iv) The Directorate of Internal Quality Assurance shall upload, annually, on its website, a report of its activities vis-a-vis the ABC, as well as of measures taken by it for Quality Assurance, Quality Sustenance and Quality Enhancement.

(v) There shall be an Academic Bank of Credits-Grievance Redressal Mechanism at the level of University to address the grievance/appeals of students.

Ordinance OA-37 relating to the pursuit of two Academic Programmes simultaneously applicable to the students of Goa University and its affiliated Colleges

1 Objectives

(i) To recognize, identify, and foster the unique capabilities in each student and to promote the holistic development of each student in both academic and non-academic spheres.

(ii) To eliminate hierarchies between different areas of learning.

(iii) To provide a multidisciplinary and a holistic education for enhancing unity and integrity across the sciences, social sciences, arts, humanities, and sports.

(iv) To enable the study of one or more specialized areas of interest in depth, and also develop character, ethical and constitutional values, intellectual curiosity, scientific temper, creativity and a spirit of service.

(v) To offer students a multi-disciplinary learning to make them thoughtful, well-rounded, and creative individuals.

(vi) To prepare students for a meaningful and satisfying life, enabling work roles and economic independence.

2 Provisions

(i) A candidate shall be permitted to simultaneously pursue two full-time Academic Programmes as follows:

a. Two Programmes in physical mode one in full-time physical mode provided that class timings do not overlap.
b. One Programme in physical mode and another in Open and Distance Learning (ODL)/online mode
c. Two ODL/Online Programmes

(ii) A student intending to pursue a second Programme in physical mode shall produce a certificate from the Head of Institution where s/he wants to pursue the second degree regarding the class timings and other relevant details.

The student who desirous of joining the second Degree Programme shall inform the concerned school of Goa University and get approval.

(iii) Students shall opt for Degree or Diploma Programmes (ODL/online or physical) only from HEIs recognized by UGC/Statutory Council/Govt. of India for offering such Programmes.

(iv) Provisions under this Ordinance shall apply prospectively.

(v) The provisions of this ordinance shall not be applicable to students pursuing the PhD Programme.

(vi) University and the affiliated Colleges under the University shall issue an additional Transfer Certificate and Migration Certificate, as the case may be, upon a written request from the student to facilitate the perusal of two Degree Programmes simultaneously. The student shall provide details to the effect that s/he is pursuing two Degree Programmes simultaneously.

OA-38 Ordinance Governing the Undergraduate (UG) General Education Programmes

OA-38 Ordinance Governing the Undergraduate (UG) Programmes of Bachelor of Arts / Bachelor of Commerce / Bachelor of Science / Bachelor of Computer Applications / Bachelor of Business Administration / Bachelor of Social Work / Bachelor of Performing Arts (4 years Honours) and other such Programmes of study conducted by the on-campus Schools of Goa University and its Affiliated Colleges based on UGC Curriculum and Credit Framework for Undergraduate Programmes (CCFUP). (Effective from Academic Year 2023-2024).

OA-38.1 GENERAL

The Curriculum and Credit Framework for Undergraduate Programmes (CCFUP) under National Education Policy (NEP) 2020 envisages the incorporation of a flexible choice-based Credit system, multidisciplinary approach with multiple entry and exit options, to facilitate students to pursue their career path by choosing the subject/field of their interest.

OA-38.2 OBJECTIVES

The General Objectives of the Programme shall be:

(i) To recognize, identify, and foster the unique capabilities of each student to promote her/his holistic development.

(ii) To provide flexibility, so that learners can select their learning trajectories and Programmes, and thereby choose their own paths in life according to their talents and interests.

(iii) To impart multidisciplinary and holistic education across the sciences, social sciences, arts, humanities and sports.

(iv) To emphasize on conceptual understanding rather than rote learning; critical thinking to encourage logical decision-making and innovation; ethics, human & constitutional values; life skills such as communication, teamwork, leadership, and resilience.

(v) To encourage extensive use of technology in teaching and learning, removing language barriers, increasing access for Divyang students, and educational planning and management.

(vi) To provide respect for diversity and respect for the local context in all curricula, pedagogy and policy.

(vii) To uphold equity and inclusion as the cornerstone of all educational decisions, to ensure that all students are able to thrive in the education system, and the institutional environment is responsive to differences, to ensure that high-quality education is available for all.

(viii) To have rootedness and pride in India, and its rich, diverse, ancient, and modern culture, languages, knowledge systems, and traditions.

OA-38.3 OUTCOME BASED APPROACH

A student on completion of the Programme(s) of study shall possess Graduate Attributes, as well as meet the Specific as well as Generic Learning Outcomes related to the disciplinary area(s) in the chosen field(s) of study.

OA-38.3.1

GRADUATE ATTRIBUTES

Graduate attributes shall include capabilities that help broaden the current knowledge base and skills, gain and apply new knowledge and skills, undertake future studies independently, perform well in a chosen career, and play a constructive role as a responsible citizen in society. Graduate attributes shall be fostered through meaningful learning experiences made available through the curriculum and learning experience, the total college/university experience, and a process of critical and reflective thinking.

Graduate attributes include learning outcomes that are specific to disciplinary areas relating to the chosen field(s) of learning within broad multidisciplinary/interdisciplinary/ transdisciplinary contexts and Generic Learning Outcomes that graduates of all Programmes of study should acquire and demonstrate.

OA-38.3.2

SPECIFIC LEARNING OUTCOMES

A student on completion of the Programme(s) of study is expected to possess the following Specific Learning Outcomes related to his/her disciplinary area(s) in the chosen field(s) of study:

(i) Comprehensive knowledge and coherent understanding of the chosen disciplinary/interdisciplinary areas of study including current and emerging developments in a multidisciplinary context.

(ii) Practical, professional, and procedural knowledge required for carrying out professional skilled work, self-employment and

entrepreneurship.

(iii) Skills in areas related to specialization in the chosen disciplinary/interdisciplinary area(s) of learning in a broad multidisciplinary context, including wide-ranging practical skills.

(iv) Capacity to extrapolate from what has been learned, translate concepts to real-life situations, and apply acquired competencies in new contextsto generate solutions to specific problems.

OA-38.3.3 GENERIC LEARNING OUTCOMES

A student on completion of the Programme(s) of study is expected to possess the following Generic Learning Outcomes related to his/her disciplinary area(s) in the chosen field(s) of study:

(i) Complex Problem Solving: The capability to solve different kinds of problems and apply the learning to real-life situations.

(ii) Critical thinking: The capability to apply analytic thought to a body of knowledge.

(iii) Creativity: The ability to create knowledge and seek solutions to complex problems and situations using innovative, imaginative, lateral thinking, as well as interpersonal skills and emotional intelligence.

(iv) Communication Skills: Listening, reading, analytical and interpretation skills using correct technical language related to the field of learning, and convey ideas, thoughts, and arguments using language that is respectful and sensitive to gender and other minority groups.

(v) Analytical reasoning/thinking: The capability to evaluate the reliability and relevance of evidence; identify logical flaws in the arguments of others; analyze and synthesize data from a variety of sources; and draw valid conclusions and support them with evidence and examples, and address opposing viewpoints.

(vi) Research-related skills: A keen sense of observation, inquiry, and capability for asking appropriate questions; the ability to problematize, synthesize, and design proposals and undertake research.

(vii) Coordinating/collaborating skills: To demonstrate the ability to work effectively and respectfully with diverse teams; facilitate cooperative and coordinated effort on the part of a group.

(viii) Leadership readiness/qualities: To be capable of organising, directing, inspiring and building a team to work towards a common vision.

(ix) Learning how to learn skills: To demonstrate the ability to acquire new knowledge and skills, including 'learning how to learn skills

that are necessary for pursuing learning activities throughout life, through self-paced and self-directed learning aimed at personal development, meeting economic, social, and cultural objectives, and adapting to changing trades and demands of the workplace.

(x) Digital and technological skills: To demonstrate the capability to use ICT in a variety of learning and work situations; to access, evaluate, and analyse data using appropriate software.

(xi) Multicultural competence and inclusive spirit: To demonstrate the acquisition of knowledge of the values and beliefs of multiple cultures anda global perspective to honour diversity, gender sensitivity, adopting a gender-neutral approach, as also empathy for the less advantaged and the differently-abled including those with learning disabilities.

(xii) Value inculcation: To demonstrate the acquisition of knowledge and attitude that are required to embrace and practice constitutional, humanistic, ethical, and moral valuesin life, including universal human values of truth, righteous conduct, peace, love, nonviolence, scientific temper, citizenship values; practice responsible global citizenship required for responding to contemporary global challenges including environmental issues.

(xiii) Autonomy, responsibility, and accountability: To demonstrate the ability to apply knowledge, understanding, skills and responsibility, to work independently on a project, identifying appropriate resources and ensuring safety and security at the workplace.

(xiv) Environmental awareness and action: To demonstrate awareness and knowledge of global environmental challenges as well as skills, attitudes, values and actions for sustainable development and living.

(xv) Community engagement and service: To demonstrate the capability to participate in community-engaged services/ activities for promoting the wellbeing of society.

(xvi) Empathy: To demonstrate the ability to identify with or understand the perspective, experiences, or points of view of another individual or group, and to identify and understand other people's emotions.

OA-38.4 DURATION OF THE PROGRAMME

(i) The duration of the UG Programme shall be of Four Years/Eight Semesters with multiple entry and exit options.

(ii) A student may also be permitted to take a break from the Programme during the period of study.

(iii) The total duration for completion of the UG Programme shall not exceed seven years from the date of initial registration.

(iv) Every Academic Year shall consist of two Semesters.

(v) In addition, there shall be a Summer Term during the vacation.

OA-38.4.1 UG CERTIFICATE/UG DIPLOMA AND DEGREES TO BE AWARDED

The following Certificate/Diploma/Degrees shall be awarded as below:

(i) UG Certificate **(NCrF Level: 4.5):** Students exiting on completion of 1 year (2 Semesters) of study in the chosen broad discipline having fulfilled the Credit requirement and successfully completed a 4 Credit Vocational Course during the summer term (vacation) of the first year.

(ii) UG Diploma **(NCrF Level: 5):** Students exiting on completion of 2 years (4 Semesters) of study in the chosen broad discipline having fulfilled the Credit requirement and successfully completed a 4 Credit Vocational Course during the summer term (vacation) of the second year.

(iii) Bachelor of Arts/Bachelor of Commerce / Bachelor of Science/ Bachelor of Computer Applications/Bachelor of Business Administration/Bachelor of Social Work/Bachelor of Performing Arts and such other Degrees **(NCrF Level: 5.5):** after the successful completion of 3 years in the Programme and the related Credit requirements, as specified elsewhere in this Ordinance.

(iv) Bachelor of Arts/Bachelor of Commerce/Bachelor of Science/Bachelor of Computer Applications/Bachelor of Business Administration/Bachelor of Social Work/Bachelor of Performing Arts (4 years Honours) and such other Degrees **(NCrF Level: 6):** after the completion of 4 years in the Programme and the related Credit requirements, as specified elsewhere in this Ordinance.

(v) Bachelor of Arts / Bachelor of Commerce /Bachelor of Science/ Bachelor of Computer Applications/Bachelor of Business Administration/Bachelor of Social Work/Bachelor of Performing Arts (4 years Honours with Research) and such other Degrees **(NCrF Level: 6):** after the completion of 4 years in the Programme and the related Credit requirements, as specified elsewhere in this Ordinance.

(vi) Interdisciplinary or Multidisciplinary Degree: Students who opt for 3 year or 4 year Degree Programmes shall be awarded a degree in Interdisciplinary or multidisciplinary subjects as the case may be.

(a) Interdisciplinary Degree: A student who opts for interdisciplinary subjects shall be awarded a Bachelors Degree/Bachelors Degree (Honours)/Bachelors Degree (Honours with Research) in Interdisciplinary Subjects. For example if a student opts for subjects like Chemistry, Zoology and Botany s/he shall be awarded a BSc in Interdisciplinary Subjects (Chemistry, Zoology and Botany)

(b) Multidisciplinary Degree: A student who opts for multidisciplinary subjects like Mathematics, Finance and Economics will be awarded a Bachelors Degree/ Bachelors Degree (Honours) Bachelors Degree (Honours with Research) in Multidisciplinary Subjects (Mathematics, Finance and Economics).

OA-38.4.2 SUMMER TERM

(i) A summer term shall be of six to eight weeks duration during the summer vacation.

(ii) Internship/apprenticeship/work-based vocational education and training shall be carried out during the summer term, especially by students who wish to exit after two Semesters or four Semesters of study.

(iii) Colleges/Schools are permitted to offer regular courses during the summer on a fast-track mode to enable students to do additional courses or complete backlogs in coursework.

(iv) The Colleges/Schools shall decide on the courses to be offered in the summer term depending on the availability of faculty and the number of students.

OA-38.5 ELIGIBILITY FOR ADMISSION

The eligibility for admission to the Four Year UG Degree Programme shall be as follows:

(i) The Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board / equivalent body, after successful completion of Grade 12 or equivalent stage of education corresponding to Level-4.

(ii) A student not covered under any of the above categories but desirous of seeking admission to the said Programme may apply to the University /College. However, the Vice Chancellor along with Dean of the concerned School/Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility in such cases.

(iii) A student admitted for Semester-I /III/V/VII shall be deemed eligible for admission to Semester-II/IV/VI/VIII, of each respective year provided;

a) (Amended on 15th July, 2025) - Deleted -

b) S/he has no backlogs of Semester V and VI to be eligible for admission to Semester VII.

(iv) A student migrating from another recognized University and desirous of direct admission to UG Programme shall be eligible for admission based on the earned Credits in the subjects for which admission is sought. This is subject to the provisions of the Academic Bank of Credits (ABC) Ordinance of Goa University. The Vice-Chancellor along with Dean of the concerned School/Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects

shall decide the eligibility.

(v) A student with a UG Certificate shall be eligible to take admission in the Third Semester of the Degree Programme within three years of exit and complete the Degree Programme within the stipulated maximum period of seven years.

(vi) A student with a UG Diploma shall be eligible to take admission in the Fifth Semester of the Degree Programme within a period of three years of exit and complete the Degree Programme within the maximum period of seven years.

(vii) A student who has exited with a UG Degree shall be eligible to take admission in the Seventh Semester of the Degree Honours Programme within a period of three years and complete the Degree Honours Programme within the maximum period of seven years.

(viii) A student who obtains 75% and above or equivalent CGPA of the total marks obtained in the first Six Semesters shall be eligible to take admission to the four-year Degree (Honours with Research) at the Seventh Semester. The equivalent CGPA shall be 8.25 as per the CGPA calculation given in this Ordinance.

(ix) The seven years duration shall be counted with effect from admission by him/her to the first Semester of UG Programme.

OA-38.5.1 LATERAL ENTRY FOR STUDENTS REGISTERED UNDER OC-66

(i) Students already enrolled in the UG Programme under Choice Based Credit System (CBCS) shall be permitted to seek admission to the Four-year Undergraduate Programme effective from Academic Year 2024-2025.

(ii) The concerned Institution shall provide Bridge Courses (including online Courses) approved by the Board of Studies to enable students to transition from CBCS to CCFUGP.

OA-38.5.2 CLASS/DIVISION STRENGTH

(i) Ordinarily, the number of students in a class/division shall not exceed sixty.

(ii) The University shall permit 10% additional seats to accommodate requests for a change of Major wherever required.

(iii) Any unfilled or vacant seats shall be filled with those seeking a change of Major.

(iv) Preference shall be given to those who scored highest CGPA and have no backlog in the first year.

OA-38.6 BROAD DISCIPLINES OF STUDY

A student shall be eligible to opt for a Major from one of the Broad Disciplines as a Single Major or Double Major or three or more Majors to obtain an Interdisciplinary UG Degree. A student shall be eligible to opt for two or more Majors across the Broad Disciplines, if s/he so desires, to obtain a Multidisciplinary UG Degree.

Students shall be eligible to choose Courses from Broad Disciplines of Study for Major and Minor Courses which are as follows:

(i) Natural and Physical Sciences: Microbiology, Botany, Zoology, Biotechnology, Biochemistry, Chemistry, Physics, Electronics, Biophysics, Astronomy, Astrophysics, Earth Sciences, Environmental Sciences, and such others.

(ii) Mathematics, Statistics, and Computer Applications: Mathematics, Statistics, Computer Applications, Programming Software, Applications Software and such others.

(iii) Library, Information, and Media Sciences: Library Science, Information Science, Media Science, Journalism, Mass Media, Communication and such others.

(iv) Commerce and Management: Business Management, Financial Accounting, Cost Accounting, Finance, Banking, Fintech, and such others.

(v) Humanities and Social Sciences: Anthropology, Economics, History, Linguistics, Political Science, Psychology, Social Work, Women's Studies, Sociology, Archaeology, History, Comparative Literature, Arts & Creative Expressions, Creative Writing and Literature, Language(s), Philosophy, Cognitive Science, Environmental Science, Gender Studies, Global Environment, Health, International Relations, Political Economy and Development, Sustainable Development, Public Administration and such others.

(Amended on 21st August, 2024)
NOTE: - The broad disciplines (i) and (ii) shall be considered as one single broad discipline for three academic years effective from 2024-25.

OA-38.7 COURSES AND COURSE STRUCTURE

(i) A Course shall consist of either of the following:
   (a) Only theory component,
   (b) Only practical component or,
   (c) Both theory and practical components.

For Courses which have both theory and practical components, the ratio of 75% theory and 25% practical shall be maintained with separate heads of passing. However, in case of Skills Enhancement Courses (SEC) and Vocational (Exit) Courses the emphasis shall be on hands on training/Practical component.

The pedagogy for a Course shall include any of the following:
Lectures, tutorials, practicum, seminar, internship, studio activities, field/laboratory projects, community engagement and such others or a combination of the above forms as recommended by the Board of Studies.

(ii) A Programme shall comprise of the following categories of courses:

(a) Disciplinary/Interdisciplinary Major (Core)

A Major course will provide a student the opportunity to pursue in-depth study of a particular subject or discipline.
Credits earned by a student from the two Major Courses of the Broad Discipline/Discipline in Semester I and II shall be counted towards total Major Credits.

(b) Disciplinary/Interdisciplinary Minors
Students may opt for Minor courses from Disciplinary/ Interdisciplinary areas including skill- based courses relating to a chosen Vocational Education and Training. Students, who successfully complete the requisite number of courses (as specified in the OA-38 12.2 & 12.3) in a Disciplinary or an Interdisciplinary area of study other than the chosen Major, shall qualify for a Minor in that discipline or in the chosen Interdisciplinary area of study. To qualify for a Minor, a student shall have to earn a minimum of 12 Credits in the chosen Minor. A student shall declare at the end of Semester II the subjects s/he wishes to opt for under Minor.

(c) Vocational Education and Training (VET)
VET shall form an integral part of the UG Programme to impart skills along with theory and practical. A minimum of 12 Credits will be allotted to the Minor stream relating to VET which can be related to the Major or Minor Discipline or choice of the student. A student shall have to declare subject/courses under VET at the end of Semester II. In case of Programmes such as BBA, BCA internship could be offered in lieu of VET.

(d) Multidisciplinary Courses (MC)
UG students shall be required to undergo Three Introductory-level courses relating to any Broad Discipline that they have not undergone at the HSSC level as given below:
Natural and Physical Sciences, Mathematics, Statistics and Computer Applications Library, Information and Media Sciences, Commerce and Management, Humanities and Social Sciences.

(e) Value-Added Courses (VAC)
The following are the VAC common to all UG students:
Understanding India, Environmental Science/Education, Digital and Technological Solutions, Health & Wellness, Yoga Education, Sports, Fitness, courses related to National Service Scheme (NSS), National Cadet Corps (NCC) and such other courses. However, a two Credit Environmental Science Course shall be mandatory under VAC.

(f) Ability Enhancement Courses (AEC)
Students shall achieve competency in a Modern Indian Language (MIL) and in the English Language with special emphasis on communication, reading and writing skills. Foreign National/ Person of Indian Origin/Non-Resident Indian/Foreign Board students may opt for additional English Language Courses or any other Foreign Language Courses in lieu of MIL.

(g) Skills Enhancement Courses (SEC)
SECs shall focus on practical skills, hands-on training, soft skills and such other courses to enhance the employability of students.

(h) Summer Internship / Apprenticeship (I)
Students shall be provided with opportunities for Internships in the summer term. Students shall undergo Internships in a Firm, Industry,

Organizations, Laboratory with Faculty and Researchers (in their own or other HEIs), Health and allied areas, Local Governments (such as Panchayats and Municipalities), Parliament or elected representatives, media, artists, crafts persons, NGOs and other such organizations to improve their employability.

(i) Community Engagement and Service (CES)
Through CES students shall be exposed to socio-economic issues in society to enable them to generate solutions to real life problems. CES shall be offered either as a part of the summer term activity or part of Major or Minor Course depending upon the Major Discipline.

(j) Project/ Field-Based Learning (P)
The Project work shall be compulsory and shall be offered in lieu of a Major Course. Field-based learning may be a part of summer term activity.

(k) Dissertation (D)
A student opting for a 4-Year Bachelor's Degree (Honours with Research) shall have to complete a 12 Credits Dissertation under the guidance of a Faculty member. An Internship shall be offered In lieu of Dissertation where Internship is an integral component of the Curriculum.

(l) Extra-curricular Activities (EA)
Sports, Adult Education/Literacy initiatives, mentoring school students and other similar activities. National Service Scheme (NSS) and/or National Cadet Corps (NCC) courses that are not opted by a student asVAC may be permitted under EA.

OA-38 7.1 COURSES OPTED FROM OTHER INSTITUTES:

Students shall be permitted to opt Credits/Course from any other Colleges/Institutions affiliated to the Goa University.

OA-38 7.2 SWAYAM COURSES

Students shall have the option to earn up to 40% of the Credits through online SWAYAM Courses recommended by the Board of Studies and approved by Academic Council preferably in the beginning of each Semester.

OA-38.8 CREDIT REQUIREMENTS

Each Course shall carry different weightage in terms of number of Credits. The Board of Studies in the concerned discipline shall formulate Course Objectives, Course Contents and Course Outcomes. The Board of Studies shall have the option to design Courses comprising any or a combination of Lectures/ Tutorials/ Laboratory Work/ Field Work/ Outreach Activities/ Project Work/ Vocational Training/ Viva/ Seminars/ Term Papers/ Assignments/ Presentations/ Self-Study/ Internships and such others.

(i) A Programme shall comprise Courses such as Major (Core), Minor, Multidisciplinary Courses (MC), Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Value Added Courses (VAC), Summer Internship/Apprenticeship (I), Project/ Field-based learning (P), and Dissertation (D).

(ii) A Programme shall be based on a system of time-integrated Units called Credits.

(iii) One Credit of a Theory Course shall be equivalent to 15 Contact Hours of learning activities including Lectures, Group Discussions, Seminars, Problem Solving, Assessments and such others.

(iv) One Credit of a Tutorial shall be equivalent to 15 Contact Hours of engagement.

(v) Ordinarily, a Theory and Tutorial class shall be of 1 hour duration.

(vi) One Credit of Practicum or Laboratory Work, Community Engagement and Services, and Field Work shall comprise 30 hours of engagement.

(vii) One Credit of Seminar or Internship or Apprenticeship or Studio Activity or Field Work or Community Engagement and Service shall comprise 30 hours of engagement.

(viii) A student shall be eligible for the Award of a Bachelor's Degree (Honours) on successful completion of minimum of 160 Credits, to be completed over a minimum of Eight Semesters.

(ix) A student shall be eligible for the Award of a Bachelor's Degree on successful completion of minimum of 120 Credits, to be completed over a minimum of Six Semesters.

(x) Minimum Credit Requirements under each Category to be eligible for the Award of the Bachelor's Degree:

Sr. No.	**Broad Category of Course**	**Minimum Credit Requirement**	
		3 year UG	**4 year UG**
1	**Major (Core)***	60	80
2	**Minor Stream**	24 [Minimum 12 Credits of VET]	32 [Minimum 12 Credits of VET]
3	**Multidisciplinary Course (MC)**	09	09
4	**Ability Enhancement Courses (AEC)**	08	08
5	**Skill Enhancement Courses (SEC)**	09	09
6	**Value Added Courses (VAC)**	08	08
7	**Summer Internship/ Apprenticeship (I)**	02	02
8	**Dissertation (D)**	-	12**
	Total	120	160
*A Project (P) of Four Credit shall be offered in lieu of a Major Core Course. **The students who are not pursuing research at honours level shall			

have to complete Major Core Courses of 12 Credits in lieu of a Dissertation.

OA-38.9 LEVELS OF COURSES

(i) 0-99 Pre-requisite Courses: Non-Credit Courses, which a student shall have to pass.

(ii) 100-199 Foundation or Introductory Courses:
These Courses are basic Courses which helps students to gain an understanding about the subjects, which will help them decide their discipline of interest. These courses may also be pre-requisites for courses in the major subject. These courses shall focus on foundational theories, concepts, perspectives, principles, methods, and procedures of critical thinking in order to provide a broad basis for taking up more advanced courses.

(iii) 200-299 Intermediate-level Courses: these include subject-specific courses to meet the Credit requirements for Minor or Major areas of learning. These courses may be part of a Major and shall be pre-requisite courses for advanced-level Major courses.

(iv) 300-399 Higher-level courses: which are required for majoring in a Disciplinary/Interdisciplinary area of study for the Award of a UG Degree.

(v) 400-499 Advanced courses: include lecture courses with practicum, seminar-based courses, term papers, research methodology, advanced laboratory experiments, software training, research projects, hands-on-training, internship/apprenticeship projects equivalent to First year Postgraduate level.

OA-38.10 SEMESTER WISE DISTRIBUTION OF COURSES

The Distribution of Courses and its levels across the Eight Semesters shall be as follows:

i) Semesters I & II: Students shall undergo one course each from four different subjects chosen from a broad discipline area as Major and Minor courses, and other two Multidisciplinary courses to have basic knowledge not only in Major areas but also in other disciplines. Additionally, students shall also take up courses of their interest from Ability Enhancement (language), Skill Enhancement, and Value-Added categories.

a) In order to facilitate students to make an informed choice at the end of the first year, the two Major Courses and two Minor Courses offered at Semester I & II shall be from different subjects within the broad discipline.
b) Students shall choose the Major of their interest within the broad disciplines at the end of the first year.

ii) Semesters III & IV: Students shall choose Courses of their interest in Major and Minor to build a career of their interest. Students shall undertake Courses to strengthen their language and other skills including VET.

iii) Semesters V & VI: Students shall undergo higher level courses to gain in-depth knowledge in the Major and related disciplines through the Minor stream. Students shall also gain work-related skills through courses in VET.

iv) Semesters VII & VIII: During the 4th and final year, students shall undertake suitable advanced level courses in both Major and Minor streams to get a UG Degree (Honours). Students shall undertake research with courses relating to research methodology, advanced courses in theory and applied areas including seminar presentations. Students shall be permitted to carry out research and submit a dissertation in another Disciplines/Department of the same institution or another institution provided the required facilities are available.

OA-38.11 PROGRAMME STRUCTURE

The Four types of UG Programmes under each of the Four-year (160 Credits) and Three-year (120 Credits) UG Programmes shall be;

(i) UG Degree Programmes with Single Major
(ii) UG Degree Programmes with Double Major
(iii) Interdisciplinary UG Programmes
(iv) Multidisciplinary UG Programmes

However, the Colleges shall ensure that the required facilities are available before admitting students for a particular type of UG degree Programme.

The Programme Structure for the Four-year UG Degree Programmes and the Three-year UG Degree Programmes shall be as specified below:

Types of UG Degree Programmes	**Three-year UG**		**Four-year UG**	
UG Degree Programmes with Single Major	60 Credits in Major (Core)	120	80 Credits in Major (Core)	160
UG Degree Programmes with Double Major	Minimum of 60 percent of Major (Core) Credits in the first Major and 40 percent of Major (Core) Credits in the second Major (Core)	120	Minimum of 60 percent of Major (Core) Credits in the first Major and 40 percent of Major (Core) Credits in the second Major (Core)	160

Interdisciplinary UG Programmes	The Credits to the Major (Core) Courses shall be distributed among the chosen Disciplines in equal proportion	120	The Credits to the Major (Core) Courses shall be distributed among the chosen Disciplines in equal proportion	160
Multidisciplinary UG Programmes	The Credits to the Major (Core) courses will be distributed across the Broad Disciplines in equal proportion	120	The Credits to the Major (Core) courses will be distributed across the Broad Disciplines in equal proportion	160

OA-38.12 CREDIT DISTRIBUTION

Ordinarily, the number of Credits to be completed in each Semester shall be 20.

OA-38.12.1 Candidates exiting the Programme after the first year or the second year shall have to undergo one additional Four Credit Course during the Summer Term.

OA-38.12.2 Semester wise Distribution of Course levels and corresponding Credits.

Semester	Major-Core	Minor	MC*	AEC (language)	SEC	I	D	VAC	**Total Credits**
I	100 level Courses (4)	100 level Courses (4)	1course (3)	1 course English-I (2)	1 course (3)			2 courses*** (2+2)	**20**
II	100 level Courses (4)	100 level Courses (4)	1 course (3)	1 course English-II (2)	1 course (3)			2 courses (2+2)	**20**
III	200 level (8)	200 & above (4)	1 course (3)	1 course MIL-I** (2)	1 course (3)			-	**20**
IV	200 level (14)	200 & above (4)	-	1 course MIL-II** (2)	-				**20**

V	300 level (14)	200 & above (4)	-	-		2		-	**20**
VI	300 level (16)	200 & above (4)	-	-	-			-	**20**
VII	400 level (16)	300 & above (4)	-		-			-	**20**
VIII	400 level (4)	300 & above (4)	-				12		**20**

*Foundation/Introductory level Courses
** Foreign National/ Person of Indian Origin/Non-Resident Indian/Foreign Board students may opt for additional English Language Courses or any other Foreign Language Courses in lieu of MIL depending upon availability.
*** In Semester I, one of the two Credit courses under VAC shall be Environmental Studies (EVS).
Note: Values in brackets indicate Credits

OA-38.12.3	**Semester Wise distribution of Credits among the categories of Courses**

Sem	Major-Core	Minor	MC	AEC	SEC	I	D	VAC	Total Credits
I	4	4	3	2	3			4 (2+2)	20
II	4	4	3	2	3			4 (2+2)	20
III	8 (4+4)	4	3	2	3			-	20
IV	14 (4+4+4+2)	4 VET	-	2	-				20
V	14 (4+4+4+2)	4 VET	-	-		2		-	20
VI	16 (4+4+4+4*)	4 VET	-	-	-			-	20
VII	16 (4+4+4+4**)	4	-		-			-	20
VIII	4***	4	-				12#		20
Total	80	32	09	08	9	2	12	08	**160**

*Project is in lieu of a Major Core Course.
** RM Course is compulsory for Honours with Research and optional for Honours students.
*** A seminar-based course with student presentation and discussion.

Students who have registered for the Four-year Honours Degree shall undergo 12 Credits of Major courses in lieu of Dissertation in Semester VIII.

Note:- 1) The students shall undergo one course each from four different subjects chosen from a broad discipline area as Major and Minor courses in Semester I and II.

2) In case of BBA, BCA and such other Programmes internship can be offered in lieu of VET with the approval of BoS.

OA-38.12.4	**Distribution of Course Credits for Major and Minor for Single Major, Double Major, Interdisciplinary and Multidisciplinary**

UG Programmes	**3 Year UG Degree**	**4 Year UG Degree Honours with Research**	**4 Year UG Degree Honours**
Single Major with Minor	60	80+12(D) = 92	92
Double Major (60:40) with Minor	36+24 = 60	48+32 = 80 +12(D) = 92	54+38 = 92
Interdisciplinary UG with Minor	20+20+20 = 60	28+24+28 = 80 +12(D) = 92	32+28+32 = 92
Multidisciplinary UG with Minor	20+20+20 = 60	28+24+28 = 80 +12(D)= 92	32+28+32 = 92

Distribution of Major (Core) Credits for various types of UG Programmes (Single Major, Double Major, Interdisciplinary, Multidisciplinary) for Honours and Honours with Research shall be as follows: -

OA-38.12.5	**UG Degree (Honours with Research) Programmes with Single Major**

Sem	**Major-Core**	**Minor**	**MC**	**AEC**	**SEC**	**I**	**D**	**VAC**	**Total Credits**	**Exit**
I	Major-1(4)	Minor-1(4)	MC-1 (3)	AEC-1 (2)	SEC-1 (3)			VAC-1 (2) VAC-2 (2)	**20**	
II	Major-2 (4)	Minor-2(4)	MC-2 (3)	AEC-2 (2)	SEC-2 (3)			VAC-3 (2) VAC-4 (2)	**20**	4
III	Major-3 (4) Major-4 (4)	Minor-3(4)	MC-3 (3)	AEC-3 (2)	SEC-3 (3)			-	**20**	
IV	Major-5 (4) Major-6 (4) Major-7 (4) Major-8 (2)	Minor-4-VET (4)	-	AEC-4 (2)	-				**20**	4
V	Major-9 (4) Major-10	Minor-5 - VET (4)	-	-		2		-	**20**	

	(4) Major-11 (4) Major-12 (2)									
VI	Major-13 (4) Major-14 (4) Major-15 (4) Major-16 (4) P	Minor-6 - VET (4)	-	-	-				**20**	
VII	Major-17 (4) Major-18 (4) Major-19 (4) Major - 20 (4) (RM*)	Minor-7 (4)	-		-				**20**	
VIII	Major-21 (4)	Minor-8 (4)	-				(12)		**20**	
Total	**80**	**32**	**09**	**08**	**09**	**2**	**12**	**08**	**160**	

Note:

1) Major-1, Major-2, etc. are the Major Courses (Total 21 Major Courses).
2) Minor-1, Minor-2, etc. are the Minor Courses (Total 8 Minor Courses)
3) *RM- Research Methodology Course is compulsory for students of Honours with Research
4) VIII Semester Major, is a Seminar-based Course with students' presentations and discussions
5) Major-16 (P) is a Project in lieu of a Core Course and shall be in the Core Subject.
6) Credits are indicated in brackets.
7) Those who exit shall have to do an additional 4 Credit Vocational Course during the summer term.
8) Semester I and II shall have English under AEC while Semester III and IV shall have any one MIL under AEC.

OA-38.12.6	**UG Degree (Honours) Programmes with Single Major**

Sem	**Major-Core**	**Minor**	**MC**	**AEC**	**SEC**	**I**	**VAC**	**Total Credits**	**Exit**
I	Major-1 (4)	Minor-1 (4)	MC-1 (3)	AEC-1 (2)	SEC-1 (3)		VAC-1 (2) VAC-2 (2)	20	
II	Major-2 (4)	Minor-2 (4)	MC-2 (3)	AEC-2 (2)	SEC-2 (3)		VAC-3 (2) VAC-4 (2)	20	4

III	Major-3 (4) Major-4 (4)	Minor-3 (4)	MC-3 (3)	AEC-3 (2)	SEC-3 (3)		-	20	
IV	Major-5 (4) Major-6 (4) Major-7 (4) Major-8 (2)	Minor-4 (VET) (4)	-	AEC-4 (2)	-			20	4
V	Major-9 (4) Major-10(4) Major-11(4) Major-12(2)	Minor-5 (VET) (4)	-	-		(2)	-	20	
VI	Major-13(4) Major-14(4) Major-15(4) Major-16(4)P	Minor-6 (VET) (4)	-	-	-		-	20	
VII	Major-17 (4) Major-18 (4) Major-19 (4) Major-20 (4)	Minor-7 (4)	-		-		-	20	
VIII	Major-21 (4) Major-22 (4) Major-23 (4) Major-24 (4)	Minor-8 (4)	-					20	
Total	92	32	09	08	9	2	08	**160**	

Note:

1. Major-1, Major-2, etc. are the Major Courses (Total 24 Major Courses).
2. Minor-1, Minor-2, etc. are the Minor Courses (Total 8 Minor Courses).
3. Major-16(4)P is a Project in lieu of a Four Credit Major (Core) Course and shall be in the Core Subject.
4. Research Methodology (RM) Course may be offered to Honours students in Semester VII in lieu of a 4 Credit Major (Core) Course.
5. Credits are indicated in brackets.
6. Those who exit shall have to do an additional 4 Credit Vocational Course during the summer term.
7. Semester I and II shall have English under AEC while Semester III and IV shall have any one MIL under AEC.

OA-38.12.7	**UG Degree (Honours with Research) with Double Major**

Sem	**Major-Core**	**Minor**	**MC**	**AEC**	**SEC**	**I**	**D**	**VAC**	**Total Credits**	**Exit**
I	Major-A1 (4)	Minor-1 (4)	MC-1 (3)	AEC-1 (2)	SEC-1 (3)			VAC-1 (2) VAC-2 (2)	20	

II	Major-B1 (4)	Minor-2 (4)	MC-2 (3)	AEC-2 (2)	SEC-2(3)			VAC-3 (2) VAC-4 (2)	20	4
III	Major-A2(4) Major-B2(4)	Minor -3 (4)	MC-3 (3)	AEC-3 (2)	SEC-3 (3)			-	20	
IV	Major-A3 (4) Major-A4 (4) Major-A5 (2) Major-B3(4)	Minor-4 -VET (4)	-	AEC-4 (2)	-				20	4
V	Major-A6 (4) Major-A7 (4) Major-A8 (2) Major-B4 (4)	Minor-5 -VET (4)	-	-		(2)		-	20	
VI	Major-A9 (4) Major-A10 (4) (P) Major-B5 (4) Major-B6 (4)	Minor-6 -VET (4)	-	-	-	-		-	20	
VII	Major-A11 (4) Major-A12 (4) (RM) Major-B7(4) Major-B8 (4)	Minor-7 (4)	-		-			-	20	
VIII	Major-A13 (4)	Minor-8 (4)	-				12		20	
Total	80	32	09	08	9	2	12	08	160	

Note:

1)A and B are two Majors. There are 13 Courses under Major A and 8 Courses under Major B.
2) Major-A10 (4)(P) is a Project in lieu of a Four Credit Major (Core) Course and shall be in the Core Subject.
3) RM- Research Methodology Course is compulsory for students of Honours with Research.
4) Credits are indicated in brackets.
5) Those who exit shall have to do an additional 4 Credit Vocational Course during the summer term.
6) Semester I and II shall have English under AEC while Semester III and IV shall have any one MIL under AEC.

OA-38.12.8	**UG Degree (Honours) Programme with Double Major**								
Sem	**Major-Core**	**Minor**	**MC**	**AEC**	**SEC**	**I**	**VAC**	**Total Credits**	**Exit**

I	Major-A1 (4)	Minor-1 (4)	MC-1 (3)	AEC-1 (2)	SEC-1 (3)		VAC-1(2) VAC-2 (2)	20	
II	Major-B1 (4)	Minor-2 (4)	MC-2 (3)	AEC-2 (2)	SEC-2 (3)		VAC-3 (2) VAC-4 (2)	20	4
III	Major-A2 (4) Major-B2 (4)	Minor-3 (4)	MC-3 (3)	AEC-3 (2)	SEC-3 (3)		-	20	
IV	Major-A3(4) Major-A4 (4) Major-A5 (2) Major-B3 (4)	Minor-4 - VET (4)	-	AEC-4 (2)	-			20	4
V	Major-A6 (4) Major-A7 (4) Major-A8 (2) Major-B4(4)	Minor-5 - VET (4)	-	-		Int (2)	-	20	
VI	Major-A9 (4) Major-A10 (4) (P) Major-B5 (4) Major-B6 (4)	Minor-6 - VET (4)	-	-	-		-	20	
VII	Major-A11 (4) Major-A12 (4) Major-B7 (4) Major-B8(4)	Minor-7 (4)	-		-		-	20	
VIII	Major-A13 (4) Major-A14 (4) Major- B9 (4) Major-B10 (4)	Minor-8 (4)	-					20	
Total Credits	92	32	09	08	9	2	08	160	

Note:

1. Major A and Major B are two Majors. There are 15 Courses in Major A and 10 Courses in Major B.
2. Major-A10 (4) (P) is a Project in lieu of a Four Credit Major (Core) Course and shall be in the Core Subject.
3. Research Methodology (RM) Course may be offered to Honours students in Semester VII in lieu of a Four Credit Major (Core) Course.
4. Credits are indicated in brackets.
5. Those who exit shall have to do an additional 4 Credit Vocational Course during the summer term.
6. Semester I and II shall have English under AEC while Semester III and IV shall have any one MIL under AEC.

OA-38.12.9	**UG Degree (Honours with Research) Programme with Interdisciplinary Subjects**

Sem	Major-Core	Minor	MC	AEC	SEC	I	D	VAC	Total Credits	Exit
I	Major-A1 (4)	Minor - 1 (4)	MC-1 (3)	AEC-1 (2)	SEC-1 (3)			VAC-1 (2) VAC-2 (2)	20	
II	Major-B1 (4)	Minor-2 (4)	MC-2 (3)	AEC-2 (2)	SEC-2 (3)			VAC-3 (2) VAC-4 (2)	20	4
III	Major-C1 (4) Major-A2 (4)	Minor-3 (4)	MC-3 (3)	AEC-3 (2)	SEC-3 (3)			-	20	
IV	Major-A3 (4) Major-B2 (4) Major-C2 (4) Major-B3 (2)	Minor-4 VET (4)	-	AEC-4 (2)	-				20	4
V	Major-A4 (4) Major-B4 (2) Major-C3 (4) Major-C4 (4)	Minor-5 VET (4)	-	-		(2)		-	20	
VI	Major-A5 (4) (P) Major-B5 (4) Major-C5 (4) Major-B6 (4)	Minor-6 VET (4)	-	-	-			-	20	
VII	Major-A6 (4) (RM) Major-B7 (4) Major-C6 (4) Major-C7 (4)	Minor-7 (4)	-		-			-	20	
VIII	Major-A7 (4) (4)	Minor-8 (4)	-				(12)		20	

Total Credits	80	32	09	08	9	2	12	08	160	

Note:
1) A, B and C are Major Core Courses of Interdisciplinary Subjects.
2) Major-A5 (4) (P) is a Project in lieu of a Four Credit Major (Core) Course and shall be in the Core Subject.
3) RM- Research Methodology Course is compulsory for students of Honours with Research.
4) Credits are indicated in brackets.
5) Those who exit shall have to do an additional 4 Credit Vocational Course during the summer term.
6) Semester I and II shall have English under AEC while Semester III and IV shall have any one MIL under AEC.

OA-38.12.10	**UG Degree (Honours) Programme with Interdisciplinary Subjects**

Sem	Major	Minor	MC	AEC	SEC	I	VAC	Total Credits	Exit
I	Major-A1 (4)	Minor-1 (4)	MC-1 (3)	AEC-1 (2)	SEC-1 (3)		VAC-1 (2) VAC-2 (2)	20	
II	Major-B1 (4)	Minor-2 (4)	MC-2 (3)	AEC-2 (2)	SEC-2 (3)		VAC-3 (2) VAC-4 (2)	20	4
III	Major-C1 (4) Major-A2 (4)	Minor-3 (4)	MC-3 (3)	AEC-3 (2)	SEC-3 (3)		-	20	
IV	Major-A3 (4) Major-B2 (4) Major-C2 (4) Major-B3 (2)	Minor-4 (VET) (4)	-	AEC-4 (2)	-			20	4
V	Major-A4 (4) Major-B4 (2) Major-C3 (4) Major-C4 (4)	Minor-5 (VET) (4)	-	-		(2)	-	20	
VI	Major-A5 (4) (P) Major-B5 (4)	Minor-6 (VET) (4)	-	-	-		-	20	

	Major-C5 (4) Major-B6 (4)								
VII	Major-A6 (4)(RM) Major-B7 (4) Major-C6 (4) Major-C7 (4)	Minor-7 (4)	-		-		-	20	
VIII	Major-A7 (4) Major-A8 (4) Major-B8 (4) Major-C8 (4)	Minor-8 (4)	-					20	
Total	92	32	09	08	9	2	08	160	

Note:

1. A, B and C are Three Major Core Courses from different Subjects.
2. Major-A4 (4) (P) is a Project in lieu of a Four Credit Major (Core) Course and shall be in the Core Subject.
3. Research methodology (RM) Course may be offered to Honours Students in Semester VII in lieu of a Four Credit Major (Core) Course.
4. Credits are indicated in brackets.
5. Those who exit shall have to do an additional 4 Credit Vocational Course during the summer term.
6. Semester I and II shall have English under AEC while Semester III and IV shall have any one MIL under AEC.

OA-38.12.11	**UG Degree (Honours with Research) Programme with Multidisciplinary Subjects**									
Sem	**Major**	**Minor**	**MC**	**AEC**	**SEC**	**I**	**D**	**VAC**	**Total Credits**	**Exit**
I	Major-A1 (4)	Minor-1 (4)	MC-1 (3)	AEC-1 (2)	SEC-1 (3)			VAC-1 (2) VAC-2 (2)	20	

II	Major-B1 (4)	Minor-2 (4)	MC-2 (3)	AEC-2 (2)	SEC-2 (3)			VAC-3 (2) VAC-4 (2)	20	4
III	Major-C1 (4) Major-A2 (4)	Minor-3 (4)	MC-3 (3)	AEC-3 (2)	SEC-3 (3)			-	20	
IV	Major-A3 (4) Major-B2 (4) Major-C2 (4) Major-B3 (2)	Minor-4 -VET (4)	-	AEC-4 (2)	-				20	4
V	Major-A4 (4) Major-B4 (2) Major-C3 (4) Major-C4 (4)	Minor-5 -VET (4)	-	-		(2)		-	20	
VI	Major-A5 (4) (P) Major-B5 (4) Major-C5 (4) Major-B6 (4)	Minor-6 -VET (4)	-	-				-	20	
VII	Major-A6 (4) (RM) Major-B7 (4) Major-C6 (4) Major-C7 (4)	Minor-7 (4)	-		-			-	20	
VIII	Major-A7 (4)	Minor-8 (4)	-				(12)		20	
Total	80	32	09	08	9	2	12	08	160	

Note:

1) A, B and C are Majors Core Courses are Multidisciplinary in nature.

2) Major-A5 (4) (P)is a Project in lieu of a Four Credit Major (Core) Course and shall be in the Core Subject.
3) RM- Research Methodology Course is compulsory for students of Honours with Research.
4) Credits are indicated in brackets.
5) Those who exit shall have to do an additional 4 Credit Vocational Course during the summer term.
6) Semester I and II shall have English under AEC while Semester III and IV shall have any one MIL under AEC.

OA-38.12.12	**UG Degree (Honours) Programme with Multidisciplinary Subjects**

Sem	Major	Minor	MC	AEC	SEC	I	VAC	Total Credits	Exit
I	Major-A1 (4)	Minor-1 (4)	MC-1 (3)	AEC-1 (2)	SEC-1 (3)		VAC-1 (2) VAC-2 (2)	20	
II	Major-B1 (4)	Minor-2 (4)	MC-2 (3)	AEC-2 (2)	SEC-2 (3)		VAC-3 (2) VAC-4 (2)	20	4
III	Major-C1 (4) Major-A2 (4)	Minor-3 (4)	MC-3 (3)	AEC-3 (2)	SEC-3 (3)		-	20	
IV	Major-A3 (4) Major-B2 (4) Major-C2 (4) Major-B3 (2)	Minor-4-VET-(4)	-	AEC-4 (2)	-			20	4
V	Major-A4 (4) Major-B4 (2) Major-C3 (4) Major-C4 (4)	Minor-5-VET-(4)	-	-		(2)	-	20	
VI	Major-A5 (4) (P) Major-B5 (4) Major-C5 (4) Major-B6 (4)	Minor-6-VET-(4)	-	-	-		-	20	

VII	Major-A6 (4) (RM) Major-B7 (4) Major-C6 (4) Major-C7 (4)	Minor-7 (4)	-		-		-	20	
VIII	Major-A7 (4) Major-A8 (4) Major-B8 (4) Major-C8 (4)	Minor-8 (4)	-					20	
Total	92	32	09	08	9	2	08	160	

Note:

1. A, B and C are Majors are Multidisciplinary in nature.
2. Major-A4 (4) (P) is a Project in lieu of a Four Credit Major (Core) Course and shall be in the Core Subject.
3. Research Methodology (RM) Course may be offered to Honours students in Semester VII in lieu of a Four Credit Major (Core) Course.
4. Credits are indicated in brackets.
5. Those who exit shall have to do an additional 4 Credit Vocational Course during the summer term.
6. Semester I and II shall have English under AEC while Semester III and IV shall have any one MIL under AEC.

OA-38.13 DISSERTATION

Dissertation shall be implemented as follows:

(i) Dissertation shall be spread over Semester VII and VIII and assessed in Semester VIII.

(ii) Dissertation shall be carried out by the student on an individual basis and not as group work.

(iii) The topic of the Dissertation shall be finalized by the student in consultation with the Research Supervisor/Research Mentor by the beginning of the Academic Year in which they are pursuing their Dissertation.

(iv) The Departmental/Discipline Faculty Committee (DFC) shall decide the modalities relating to the implementation of Dissertation in tune with the OA-38 13 and OA-38 14.2.

(v) In case of Schools, the DFC shall comprise the Dean/Vice-Dean Research, Programme Director and the faculty members of the Discipline. In case of the Colleges, the DFC shall comprise the Principal of the College, Head of the Department, and faculty

members teaching the Programme.

(vi) The DFC shall decide the distribution/number of students to be allotted to a Research Supervisor.

(vii) The Dissertation workload shall be two hours per week irrespective of the number of students guided by a teacher.

(viii) Dissertation shall be based on field work/library work /laboratory work/on-the-job training or similar work assigned by the teacher.

(ix) The Research Report shall be accepted for assessment only after clearing the mandatory plagiarism test.

(x) A student shall declare, in the prescribed proforma provided by the University, that the Dissertation is her/his own original work and that all the sources used are duly acknowledged.

(xi) The Research Supervisor shall certify, in the prescribed proforma provided by the University, that the Dissertation is a work of the student completed under her/his supervision.

(xii) A student shall submit their Dissertations to the College/School through the Research Supervisor not later than one week before the last teaching day in that Semester. Ordinarily, no student shall be permitted to submit the Dissertation after the due date.

(xiii) A student shall submit a soft copy and a spiral bound copy of the Dissertation to the School/College in the standard format as notified by Goa University for the Ph.D. Programme.

(xiv) The Programmes where Internship is an integral part of curriculum such as BBA, BCA and such others Programmes (as decided by the Academic Council) may offer Twelve Credits Internship In lieu of Dissertation.

(xv) The DFC shall decide the modalities relating to the implementation of Internship.

(xvi) All above clauses shall be applicable for the submission of Internship Reports and Project when opted for by students in lieu of Dissertation and Major Course, respectively. The Project Report shall be submitted in Semester VI and Internship Report in Semester VIII.

OA-38.14 SCHEME OF EXAMINATION

The Scheme of Examination shall be as follows:

(i) Evaluation shall be based on continuous assessment, in which Intra-Semester Assessment (ISA) and Semester End Assessment (SEA) will contribute to the final grade. ISA will consist of class tests, mid-Semester examination(s), homework assignments, and such other modes of evaluation, as determined by the faculty in charge of the courses of study. Progress towards achievement of learning outcomes will be assessed using the following: time-constrained examinations; closed-book and open book tests; problem-based assignments; practical assignment, laboratory reports; observation of practical

skills; individual project reports (case-study reports); team project reports; oral presentations, including seminar presentation; viva voce; computerized adaptive assessment, surprise test, modular certifications, and any other modes of assessment.

(ii) The evaluation for the Courses shall comprise of ISA and the SEA.

(a) One Credit shall carry 25 marks.

(b) The ISA shall carry 20% of maximum marks allotted for the Course, and SEA shall carry 80% marks. A Course of Four Credits for total of 100 marks, having only Theory, shall have ISA for 20 marks and SEA for 80 marks.

(c) There shall be no ISA for the One Credit Practical Component of Four Credit Courses. A Four Credit Course (100 marks) comprising Theory (Three Credits) and Practical (One Credit) shall have ISAs only for the Theory Component (15 Marks), and SEA Theory Component (60 marks). The One Credit Practical Component has only SEA (25 marks).

(d) There shall be no ISA for a One Credit Practical Course.

(e) In case of Two-Four Credit Practical Courses, the ISA shall have 20% weightage and SEA 80%.

(f) Courses of any other number of Credits shall have a proportionate marking system.

(iii) Intra-Semester Assessment (ISA)

There shall be three ISAs in a given Semester for the theory Component of each Course of 2 Credits and above, of which a minimum of 50% shall be evidence based. The two best scores shall be considered for the final ISA marks for papers of 2 Credits and above. For a course of one Credit the best score out of two ISAs shall be considered. ISAs may be through a written test or any other alternative mode of evaluation, including assignments, presentations, oral or online test, MCQs, open book test, and any other mode of assessment.

(a) There shall not be any averaging of ISA marks.

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

(c) The ISA schedule shall be notified at the beginning of the Semester.

(d) ISA marks shall be communicated to students within two weeks of the ISA.

(e) Ordinarily, ISA-I shall be completed by the end of the Fifth week after the commencement of the Semester and ISA-II by the end of the Tenth week of the Semester.

(f) Students who fail to appear for an ISA due to a genuine reason shall be given another opportunity, to complete the ISA.

(g) There shall be a Committee appointed to monitor the conduct of ISAs.

(h) To be eligible to appear for the Semester End Assessment (SEA), a student shall be required to appear for a minimum of two ISAs in each Course.

(iv) Semester End Assessment (SEA)

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

(b) A student shall be considered to have successfully fulfilled

the requirements of a Semester to be eligible to appear for the SEA provided the student has appeared for two ISAs in a Course, and fulfils the minimum attendance requirements as per the relevant rules of the University. A student failing to fulfil these conditions shall have to repeat the course.

(c) The detailed procedure for the conduct of SEA and subsequent assessment shall be as notified by the University.

(d) The pattern of question paper(s) to be set for the SEA in a given course and the scheme of marking shall be decided by the respective BoS. For this purpose, the BoS shall frame specimen question paper(s) in the various courses concerned for the information of the students. Similarly, for practical examinations, the number of laboratory exercises, marks distribution for each exercise and other relevant details shall be decided by the respective BoS.

(e) To pass a Course a student shall have to obtain a minimum of 40% in ISA and SEA together.

There is no separate passing for ISA and SEA.

(f) The duration of SEA theory paper carrying up to 40 marks shall be 1 hour, and papers of above 40 and up to 80 marks shall be of 2 hours duration.

(g) Supplementary exams shall be held at the end of the academic year immediately after SEA.

(v) Paper Setting

The detailed procedure for the paper setting of shall be notified by the University.

(vi) SWAYAM Courses

Students shall have the option to earn up to 40% of the Credits through online SWAYAM Courses recommended by the Board of Studies and approved by Academic Council preferably in the beginning of each Semester. Students shall inform Programme Director/Head of the Department before registering for the SWAYAM Courses. The certificates/marks obtained by the students after successful completion of SWAYAM course/s has to be forwarded to the Controller of Examination along with Semester marks through the Principal of the College/Dean of the Schools for uploading the Credits in the Academic Bank of Credits (ABC) account of the student.

(vii) Students shall be permitted to opt Credits/Course from any other Colleges/Institutions affiliated to the University. The assessment and evaluation of the Course shall be conducted by the concerned College/Institution offering the Course, the Institution shall be responsible for forwarding the marks to the parent institution where student is enrolled for the Programme for further processing.

OA-38.14.1 PRACTICAL EXAMINATION

(i) Conduct of Examination

(a) Examination(s) in Laboratory exercises shall be conducted for Courses with a practical component. Marks will be allotted as follows: Experiment (including Field Work) 60%, Journal/Record Book 20%, Oral Examination 20%. A student shall be permitted to appear for the practical examination only if s/he submits

her/his journal duly certified by the teacher(s) teaching the Course and the concerned Head of the Department/Programme Director.

(b) To assess the student's performance in the assigned experiment, the examiner shall take into account the planning, procedure, techniques followed, readings/observations, results and the presentation.

(c) Students shall be required to submit the journal/record book before the practical examination. Examiner(s) shall take into account the regularity of the student in attending the Laboratory Course, completeness of the exercises and presentation and format of the journal. For subjects having field work component, the student shall be required to submit the report of such field excursion(s) along with the journal(s) for assessment. The examiner(s) shall consider the report along with journal(s) while allotting marks.

(d) In the oral examination, examiner(s) shall assess the knowledge of a student in the Course as well as during the experiment(s) performed.

(e) Record of the breakup of marks obtained by the student for Semesters I to VII for the examinations conducted by the College, shall be maintained by the College in a sealed envelope for a minimum period of one year.

(f) A student unable to appear for the practical examination on medical or other genuine grounds may be permitted to appear for a practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination. This out of turn appearance may be in the same Institution or in a different Institution. Such permission shall be granted by the University if recommended by the respective Dean or Principal of the College. The student shall be required to remit the requisite fee for this out of turn examination.

OA-38.14.2 EVALUATION OF DISSERTATION

The Research Supervisor along with the faculty members of the concerned Discipline shall assess the Dissertation work as per the components below:

(i) Research Conceptualization: The Research Conceptualization shall have only one assessment component of 100 marks at the beginning of the Semester VIII for the Four-Year Undergraduate Degree Programme which shall be in the form of a presentation of the research frame, identification of the research gap through a review of literature and availability of data, compiled by the student in Semester VII. 50% of the marks shall be awarded by the Research Supervisor and 50% by the faculty members of the Department/Discipline.

(ii) Research Mentoring: -

The Research Supervisor shall continuously monitor the progress of research work, evidenced by attendance over Semesters VII and VIII, and shall award marks for research work and the Research Report submitted by the student out of 100 marks. The

Research Supervisor shall also take into account the student's discipline, sincerity, interest and performance.

(iii) Research Report:
The Research Report shall also be evaluated by an External Examiner for 100 marks. The External Examiner shall be a PhD holder in the concerned subject.

(iv) A student who fails in the Dissertation shall have to resubmit the Dissertation after incorporating changes suggested by the External Examiner. If there is further rejection of the Dissertation, the candidate shall have to change the topic of Dissertation in consultation with a guide and submit in the next Semester.

(v) Evaluation of Internship:
(a) The modalities of internal evaluation shall be decided by BoS.
(b) The students on internship shall be under the mentorship of faculty member/s. The mentor faculty shall orient the students on Internship and outline the expected learning outcomes from Internship. The mentor faculty shall be expected to monitor and periodically assess the progress.
(c) There shall be an ISA component of 20% marks and SEA component of 80% marks.
(d) The faculty mentoring the student shall assign ISA marks based on the feedback obtained from company/organization and the domain knowledge, skill set, best practices learned by the student at the organisation/company and such others. BoS can devise suitable evaluation techniques to assess the ISA component.
(e) SEA marks shall be based on Internship Report and presentation and shall be decided by the Department/Discipline faculty members. The Internship Report shall be prepared in line with the Dissertation report for the purpose of evaluation.
(f) For BBA and BCA, Internship in lieu of each VET course shall be assessed for 100 marks with ISA and SEA components.
(g) The scheme of evaluation of Exit requirement of 4 Credits shall be as per OA-38 14.2(v)(c).

OA-38.14.3 EVALUATION OF PROJECTS OFFERED AT SEMESTER VI.

(i) A Project, in lieu of a Major Course, shall be offered in Semester VI. Ideally, the Project shall be a Group Project with a maximum of five students per group. A teacher shall not ordinarily be assigned more than two Projects. The Project workload will be two hours per Project per week for a group of four or more students. For a group of three or less students the workload will be one hour per week per Project.

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

(iii) The Project Supervisor shall ensure that the content in the Project Report is not plagiarized.

(iv) The assessment of the Project shall be done by the Internal Examiner (Project Supervisor for 20 marks) and External Examiner (for 80 marks) as per the Guidelines defined in the Project Manual.

OA-38.14.4 VERIFICATION AND REVALUATION OF MARKS.

(i) Revaluation of SEA answer books in Semesters I to VIII shall be permitted as per the existing provisions of OA-5.15 for Revaluation/Verification.

(ii) All grievances pertaining to ISA marks shall be dealt with by the Grievance Committee of the College before sending the ISA marks to the University.

(iii) ISA marks shall be submitted to the University within 20 days of the conduct of the last ISA.

(iv) Verification of only SEA theory papers is permitted.

OA-38.14.5 IMPROVEMENT OF PERFORMANCE

(i) Improvement of Performance shall be permitted to a student who has passed the UG Degree Examination. The student shall be required to appear again only in the SEA component of the papers of Semesters I to VIII Examinations, excluding the Project, Dissertation, Internship, and Practical component. For this purpose, the marks scored at the first appearance in the Project/Dissertation, as also in the ISA component of the other Courses, shall be carried forward for tabulation of the result under improvement of performance.

(ii) Students are permitted to appear for improvement in any five Major (Core) courses for improvement.

(iii) Students shall appear for the improvement examinations along with the regular students.

(iv) The performance of a student, who appears under this provision and fails to improve, shall be ignored.

(v) The student availing of this provision shall be considered to have passed under improvement and this fact shall be recorded in the statements of marks and other relevant documents.

(vi) The student shall be required to surrender the original statement of marks and other relevant documents at the time of receiving the fresh statement of marks in the event of improvement of performance.

(vii) A student can appear for improvement only once in a Course under this clause.

(viii) Students may seek improvement of performance no later than two years after the declaration of final results for the award of Certificate or Diploma or Degree, but within 7 years of the total duration of the Programme. A student shall not be eligible to apply for improvement of performance during the pursuance of a Programme.

OA-38.15 AWARD OF GRADES

Award of Grades shall be as per Ordinance OA - 16.

OA-38.16 COLLEGE COMMITTEES

The following Committees shall be constituted by the Principal of the College for a duration of three years:

OA-38.16.1 COLLEGE EXAMINATION COMMITTEE

(i) The College Examination Committee shall consist of:
   (a) A senior teacher who shall be the Chairperson
   (b) Four to eight regular teachers (In addition to the Chairperson).

(ii) This Committee shall be in charge of all matters pertaining to ISAs of UG level in the College.

(iii) The Committee shall prepare the ISA examination time-table, arrange to print question paper sets and have answer books assessed.

(iv) The Committee shall also arrange the statement of ISA marks to be sent to the University.

(v) The Committee shall also carry out any other examination related work.

(vi) The Committee shall make arrangements for the conduct of University Examinations for the Semesters I to VIII.

OA-38.16.2 COLLEGE UNFAIR MEANS INQUIRY COMMITTEE (CUMIC)

(i) The College Unfair Means Inquiry Committee shall be constituted with the following members**:**
   (a) Vice-Principal /Senior Teacher as Chairperson.
   (b) Two regular teachers, preferably not members of the College Examination Committee or the College Grievance Committee.

(ii) The Committee shall inquire into the cases of unfair means and malpractices reported and shall recommend to the Principal of the College a course of action as prescribed in OA-5.14.

(iii) Procedures for CUMIC

The following procedure shall be followed for inquiring into the cases of students alleged to have used unfair means at the UG Examinations.

(a) The student shall be served with a show cause notice and made aware of the charges/allegations reported against him/her so as to enable her/him to prepare the defense at the time of his/her appearance before the CUMIC and inform her/him thereby of the proposed action to be taken in the case, directing her/him to reply to the show cause notice as to why the action proposed should not be taken against her/him.

(b) The reply received by the Committee from the student when the student appears before the Committee shall be considered and the final recommendation in the matter shall be taken and reported to the Principal for approval.

(c) The broad category of malpractice and the quantum of punishment shall be as per OA-5.14.19.

(d) The punishment finally awarded shall be equal to, or less than, what is mentioned in the show cause notice, but not more than what is mentioned therein.

(e) The CUMIC shall act as a recommendatory body.

OA-38.16.3

(f) The Principal of the College under the provisions of Statute SB-13(iv) of the University shall issue the final order.

COLLEGE GRIEVANCE COMMITTEE

(i) The College Grievance Committee shall be constituted as under: -
   (a) Vice-Principal/Senior member of teaching staff as Chairman, provided that s/he is not the Chairman of CUMIC.
   (b) Two regular teachers, preferably not members of CUMIC or the College Examination Committee.

(ii) In case the grievance concerns any member of the Committee, the Principal shall reconstitute the Committee for the concerned grievance, excluding the concerned member.

(iii) This Committee shall investigate into written complaints from the students regarding the conduct of examinations referred by the Principal of the College, and recommend a course of action to the Principal of the College as per the relevant Ordinance.

(iv) Investigation of Grievance by the College Grievance Committee
The Committee shall consider the written complaint by a student on the conduct of examination provided that:
   (a) The complaint is submitted within 15 days after the declaration of results or within 7 days after the personal verification of the answer books as the case may be.
   (b) The complaint is accompanied with a fee of Rs.200/- (refundable if the complaint is found genuine) and the matter is referred to the Committee by the Principal.

(v) The Committee shall invite a reply to the allegations, if any, made by the student from the concerned teacher/examiner.

(vi) After considering the reply of the concerned teacher/examiner, the Committee shall recommend a course of action in writing to the Principal.

(vii) The Principal may inform the students of the findings of the Committee and shall take appropriate action including reassessment of the said answer book. However, if the marks are reduced after reassessment of the said answer book, the original marks shall be retained and the student informed that there is no change in his/her result.

(viii) A fine (as notified by the University) may be imposed on the student complainant, if the said allegation(s) is (are) found to be a deliberate attempt of casting aspersions on the teacher(s) concerned. If the allegations are found to be genuine and the same is recorded giving reasons, the action shall be taken as provided under OA-5.2.6.

OA-38.17 UNIVERSITY COMMITTEES

The Constitution of the University Grievance Committee and other relevant Committees under this Ordinance shall be as per Ordinance OA-35.

OA-39 Ordinance Governing the Five-Year Integrated Master's Degree Programmes

OA-39 Ordinance for the Five-Year Integrated Master's Degree Programme in Arts (M.A.), Commerce (M.Com.), Science (M.Sc.), Computer Applications (MCA), Tourism and Travel Management (MTTM), Business Administration (MBA) and other such Programmes based on the National Education Policy (NEP) 2020.

OA-39.1 GENERAL OBJECTIVE OF THE PROGRAMME

The General Objective of the Programme envisages building competence in students to effectively undertake research, teaching and managerial jobs in various institutions and organizations. The Integrated Master's Degree Programme aims to provide a more focused and integrated approach to the study of the disciplinary area chosen by the student, within a multidisciplinary framework.

The broad objectives of the Programme shall be as provided in OA-38.2.

OA-39.2 OUTCOME BASED APPROACH TO THE INTEGRATED PROGRAMME

The Integrated Master's Degree Programme envisages an outcome-based approach as provided in OA-38.3.

OA-39.3 DURATION OF THE PROGRAMME

The Integrated Master's Degree Programme shall be of Five Years duration with an exit option after Three Years with a Graduate Degree. A student shall be permitted to re-join the Programme within two years to complete the Master's Degree. A student shall be required to complete the Integrated Master's Degree Programme within a maximum period of eight years.

OA-39.4 DEGREE TO BE AWARDED

The nomenclature for the final Degree to be awarded shall be as follows:

(i) The Nomenclature of the final Degree to be awarded shall be Master of Arts (Integrated), Master of Science (Integrated), Master of Commerce (Integrated), Master of Computer Applications (MCA) (Integrated), Master of Tourism and Travel Management (MTTM) (Integrated), Master of Business Administration (Integrated). Any other Five-Year Integrated Master's Degree Programme will follow a similar pattern of nomenclature. **(NCrF Level: 6.5).**

(ii) The Nomenclature of the final Degree to be awarded for those who exit with an Undergraduate Degree shall be Bachelor of Arts/Bachelor of Commerce/Bachelor of Science/Bachelor of Computer Applications/Bachelor of Tourism and Travel Management/Bachelor of Business Administration. Any other Three Year UG Degree Programme will follow a similar pattern of nomenclature. **(NCrF Level: 5.5).**

OA-39.5 ADMISSION AND ELIGIBILITY

The Eligibility for admission to the Five-Year Integrated Master's Degree

Programme shall be as follows:

(i) The Higher Secondary School Certificate (Std. XII) Examination conducted by the Goa Board / equivalent body, after successful completion of Grade 12 or equivalent stage of education corresponding to Level-4.

(ii) A student not covered under any of the above categories but desirous of seeking admission to the said Programme may apply to the University /College. However, the Vice Chancellor along with Dean of the concerned School/Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility.

(iii) A student shall have to also qualify a Programme-wise common entrance test conducted by the Goa University or any other test conducted by the recognized bodies as decided and announced by the Admissions Committee of each Programme.

(iv) The merit list shall be prepared based on test Scores and other parameters as decided by the respective Admissions Committee.

(v) A student admitted for Semester-I /III/V/VII/IX shall be deemed eligible for admission to Semester-II/IV/VI/VIII/X of each respective year.

(vi) A student migrating from another recognized University from a similar integrated Programme with a three years UG degree desiring direct admission to the Integrated Master's Degree Programme shall be eligible for admission based on the earned Credits in the subjects for which admission is sought. This is subject to the provisions of the Academic Bank of Credits (ABC) Ordinance of Goa University. The Vice Chancellor along with Dean of the concerned School and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility.

(vii) A student who exits the Integrated Master's Degree Programme with a UG Degree is eligible to take admission in Semester VII of the same Integrated Master's Degree Programme within a period of two years and shall have to complete the Master's Degree Programme within a maximum duration of eight years from the date of enrolment in Semester I of the Integrated Master's Degree Programme.

(viii) A Graduate from the same or related Discipline may seek admission in Semester VII of the Integrated Master's Degree Programme. However, the admission shall be based on the score at the entrance test and the availability of seats.

(ix) The number of students in a Class/Division shall not ordinarily exceed thirty.

(x) Reservation of seats shall be in accordance with the Directives of Government of Goa and adopted by Goa University.

OA-39.6 BROAD DISCIPLINES OF STUDY

A student may opt for a Major from one of the Broad Disciplines for an Integrated Master's Degree Programme. A student may choose Courses from Broad Disciplines of Study for Major and Minor Courses which are as follows:

(i) **Natural and Physical Sciences**: Microbiology, Botany, Zoology, Biotechnology, Biochemistry, Chemistry, Physics, Biophysics, Astronomy, Astrophysics, Earth Sciences, Environmental Sciences, and such others.

(ii) **Mathematics, Statistics, and Computer Applications**: Mathematics, Statistics, Computer Applications, Programming

Software, Applications Software and such others.

(iii) **Library, Information, and Media Sciences**: Library Science, Information Science, Media Science, Journalism, Mass Media, Communication, and such others.

(iv) **Commerce and Management**: Business Management, Financial Accounting, Cost Accounting, Finance, Banking, Fintech, and such others.

(v) **Humanities and Social Sciences**: Anthropology, Economics, History, Linguistics, Political Science, Psychology, Social Work, Women's Studies, Sociology, Archaeology, History, Comparative Literature, Arts & Creative Expressions, Creative Writing and Literature, Language(s), Philosophy, Cognitive Science, Environmental Science, Gender Studies, Global Environment, Health, International Relations, Political Economy and Development, Sustainable Development, Public Administration and such others.

OA-39.7 COURSES AND COURSE STRUCTURE

(i) A Course shall consist of either of the following:
(a)Only theory component,
(b)Only practical component or,
(c)Both theory and practical components.

(ii) For Courses which have both theory and practical components, the ratio of 75% theory and 25% practical shall be maintained with separate heads of passing. However, in case of Skills Enhancement Courses (SEC) the emphasis shall be on hands on training/Practical component.

(iii) The pedagogy for a Course shall include any of the following: Lectures, tutorials, practicum, seminar, internship, studio activities, field/laboratory projects, community engagement and such others or a combination of the above forms as recommended by the Board of Studies.

OA-39.7.1

An Integrated Master's Degree Programme (Master of Arts, Master of Commerce, Master of Science, Master of Computer Applications, Master of Tourism and Travel Management, and Master of Business Administration and such other Programmes) shall have the following types of Courses.

(i) **Disciplinary/Interdisciplinary Major (Core):** A Major Course provides a student the opportunity to pursue in-depth study of a particular subject or discipline. A student who joins a specific Discipline in the Integrated Master's Degree Programme shall select all Major Courses from that Discipline in Semester I to X. A total of 12 Credits Research Specific Elective Courses shall be offered during Semester IX and X to enable the students to carry out the Dissertation in specialized research areas. A minimum of five options shall be given for three Research Specific Elective Courses.

(ii) **Disciplinary/Interdisciplinary Minors:** Students shall opt for Minor Courses from Disciplinary/ Interdisciplinary areas including skill- based Courses relating to a chosen Vocational Education and Training. Students, who successfully complete the requisite

number of Courses as specified in the OA-39.12.1 & OA-39.12.2 in a Disciplinary or an Interdisciplinary area of study other than the chosen Major, shall qualify for a Minor in that discipline or in the chosen Interdisciplinary area of study. To qualify for a Minor, a student shall have to earn a minimum of 12 Credits in the chosen Minor.

(iii) **Vocational Education and Training (VET):** VET shall form an integral part of the undergraduate Programme to impart skills along with theory and practical. A minimum of 12 Credits shall be allotted to the Minor stream relating to VET which can be related to the Major or Minor Discipline or choice of the student. A student shall have to declare Courses under VET at the end of Semester II.

(iv) **Multidisciplinary Courses (MC):** UG students shall be required to undergo Three Introductory-Level Courses relating to any Broad Discipline that they have not undergone at the HSSC level as given below:

Natural and Physical Sciences, Mathematics, Statistics and Computer Applications Library, Information and Media Sciences, Commerce and Management, Humanities and Social Sciences.

(v) **Value-Added Courses (VAC):** The following are the VAC common to all students:
Understanding India, Environmental Science/Education, Digital and Technological Solutions, Health & Wellness, Yoga Education, Sports, Fitness, Courses related to National Service Scheme (NSS), National Cadet Corps (NCC) and such other Courses. However, a two-Credit Environmental Science Course shall be mandatory under VAC.

(vi) **Ability Enhancement Courses (AEC):** Students shall achieve competency in a Modern Indian Language (MIL) and in the English Language with special emphasis on communication, reading and writing skills. Foreign National/ Person of Indian Origin/Non-Resident Indian/Foreign Board students may opt for additional English Language Courses or any other Foreign Language Courses in lieu of MIL.

(vii) **Skills Enhancement Courses (SEC):** SECs shall focus on practical skills, hands-on training, soft skills and such other Courses to enhance the employability of the students.

(viii) **Summer Internship / Apprenticeship (I):** Students shall be provided with opportunities for Internships in the Summer Term. Students shall undergo Internships in a Firm, Industry, Organizations, Laboratory with Faculty and Researchers (in their own or other HEIs), Health and allied areas, Local Governments (such as Panchayats and Municipalities), Parliament or elected representatives, media, artists, crafts persons, NGOs and other such organizations to improve their employability.

(ix) **Community Engagement and Service (CES):** CES shall be offered either as a part of the Summer Term activity or part of

Major or Minor Course depending upon the Major Discipline. Through CES students shall be exposed to the socio-economic issues in society so that the theoretical learnings can be supplemented by actual life experiences to generate solutions to real life problems.

(x) **Minor Project/ Field-Based Learning (P):** Project work shall be offered as field-based learning wherever it is essential. Field-based learning may be a part of Summer Term activity.

(xi) **Dissertation (D):** A student shall complete a Dissertation under the guidance of a faculty member. An Internship shall be offered In lieu of Dissertation where Internship is an integral component of the Curriculum.

(xii) **Extra-curricular Activities (EA):** Sports, Adult Education/Literacy initiatives, mentoring school students and other similar activities. National Service Scheme (NSS) and/or National Cadet Corps (NCC) Courses that are not opted by a student as VAC may be permitted under EA.

OA-39.7.2 SWAYAM COURSES

Students shall have the option to earn 40% of the Credits through online SWAYAM Courses recommended by the Board of Studies and approved by Academic Council preferably in the beginning of each Semester.

OA-39.8 CREDIT REQUIREMENTS

Each Course shall carry different weightage in terms of number of Credits. The Board of Studies in the concerned Discipline shall formulate Course Objectives, Course Contents and Course Outcomes. The Board of Studies shall have the option to design Courses comprising any or a combination of Lectures/ Tutorials/ Laboratory Work/ Field Work/ Outreach Activities/ Project Work/ Vocational Training/ Viva/ Seminars/ Term Papers/ Assignments/ Presentations/ Self-Study/ Internships and such others.

(i) A Programme shall comprise Courses such as Major (Core), Minor, Multidisciplinary Courses (MC), Ability Enhancement Courses (AEC), Skill Enhancement Courses (SEC), Value Added Courses (VAC), Summer Internship/Apprenticeship (I), and Dissertation (D).

(ii) A Programme shall be based on a system of time-integrated Units called Credits.

(iii) One Credit of a Theory Course shall be equivalent to 15 Contact Hours of learning activities including Lectures, Group Discussions, Seminars, Problem Solving, Assessments and such others.

(iv) One Credit of a Tutorials shall be equivalent to 15 Contact Hours of engagement.

(v) Ordinarily a theory and tutorial class shall be of 1 hour duration.

(vi) One Credit of Practicum or Laboratory Work, Community Engagement and Services, and Field Work shall comprise of 30 hours of engagement.

(vii) One Credit of Seminar or Internship or Apprenticeship or Studio Activity or Field Work or Community Engagement and Service

shall comprise of 30 hours of engagement.

(viii) A student shall be eligible for the award of UG Degree on successful completion of a minimum of 120 Credits, to be completed over a minimum of six Semesters.

(ix) A student shall be eligible for the award of Integrated Master's Degree Programme on successful completion of a minimum of 200 Credits, to be completed over a minimum of Ten Semesters.

OA-39.9 LEVELS OF COURSES

(i) **0-99:** Pre-requisite Courses are no Credit Courses, which students are required to pass.

(ii) **100-199:** Foundation or Introductory Courses are intended for students to gain an understanding and basic knowledge about the subjects to help them decide their discipline of interest. These Courses may also be prerequisites for Courses in the Major subject. These Courses shall focus on foundational theories, concepts, perspectives, principles, methods, and procedures of critical thinking in order to provide a broad basis for taking up more advanced Courses.

(iii) **200-299:** Intermediate-level Courses including subject-specific Courses are intended to meet the Credit requirements for Minor or Major areas of learning. These Courses can be part of a Major and can be pre-requisite Courses for advanced-level Major Courses.

(iv) **300-399:** Higher-level Courses which are required for Majoring in a Disciplinary area of study for the Award of a UG Degree (Exit).

(v) **400-499:** Advanced Courses include lecture Courses with practicum, seminar-based Courses, term papers, research methodology, advanced laboratory experiments, software training, research projects, hands-on-training, internship/apprenticeship projects equivalent to First Year Postgraduate level.

(vi) **500-599:** Advanced Courses pertaining to Research and Dissertation equivalent to Second Year Postgraduate Theory and Practical Courses.

OA-39.10 SEMESTER-WISE DISTRIBUTION OF COURSES

The Distribution of Courses and the levels across the Ten Semesters shall be as follows:

(i) **Semesters I & II**: Students shall undergo Courses in Major Stream (same subject), Minor Stream (different subjects of same Broad Discipline), 2 Broad Disciplines under Multidisciplinary Category to have basic knowledge not only in Major areas but also in two other Disciplines.

Additionally, these students shall also take up Courses of their interest from Ability Enhancement (language), Skill Enhancement, and Value-Added categories.

In order to facilitate the students to make a rational choice at the end of the first year, the two Minor Courses offered at Semester I & II shall be from different subjects within the Broad Discipline.

(ii) **Semesters III & IV:** Students shall choose Major and Minor

Courses to build a career of their interest. Students shall undertake Courses to strengthen their language and other skills including VET.

(iii) **Semesters V & VI**: Students shall undergo higher level Courses to gain in-depth knowledge in the Major and related disciplines through the Minor stream. Students shall also gain work-related skills through Courses in VET.

(iv) **Semesters VII& VIII:** During the Fourth Year, students shall undertake advanced level Courses in both Major and Minor streams.

(v) **Semesters IX & X:** During the Fifth Year, students shall undertake advanced level research-oriented Courses in Major and Minor streams. Students shall carry out a Dissertation and submit a Report. However, Professional Programmes such as IMBA, IMCA, IMCOM and IM.Sc. (I.H.T.M.) may opt for 12 Credits of Internship in lieu of Dissertation.

Students shall be permitted to carry out Research and submit a Dissertation in another Disciplines/Department of the same Institution or another Institution provided the required facilities are available.

OA-39.11 PROGRAMME STRUCTURE

The Programme Structure for the Integrated Master's Degree Programme with minimum Credit requirements under each category for a Single Discipline as Major (Core), having an entry and exit option after three Years UG Degree shall be as follows:

Sr. No.	**Broad Category of Course**	**Minimum Credit Requirement**	
		3-year UG (Exit) (NCrF Level: 5.5):	**5-year PG (NCrF Level: 6.5):**
1	**Major-Core**	60	100 +12 (RSEC)
2	**Minor Stream**	24 *[Minimum 12 Credits of VET]*	36 *[Minimum 12 Credits of VET]*
3	**Multidisciplinary Course (MC)**	09	09
4	**Ability Enhancement Courses (AEC)**	08	08
5	**Skill Enhancement Courses (SEC)**	09	09
6	**Value Added Courses (VAC)**	08	08
7	**Summer Internship/ Apprenticeship (I)**	02	02
8	**Dissertation (D)**	-	16
	Total	120	200

*The BOS of each Programme shall decide whether Dissertation or Internship shall be offered to students depending upon the specific requirement.

OA-39.12 CREDIT DISTRIBUTION

Ordinarily, the minimum number of Credits to be completed in each Semester shall be 20.

OA-39.12.1 Semester-Wise Distribution of Course Levels and Corresponding Credits.

Semester	Major-Core	Minor	MC*	AEC (language)	SEC	I	D	VAC	**Total Credits**
I	100 level Courses (4)	100 level Courses (4)	1 Course (3)	1 Course English-I (2)	1 Course (3)			2 Courses *** (4)	**20**
II	100 level Courses (4)	100 level Courses (4)	1 Course (3)	1 Course MIL-I** (2)	1 Course (3)			2 Courses (4)	**20**
III	200 level (8)	200 & above (4)	1 Course (3)	1 Course English-II (2)	1 Course (3)			-	**20**
IV	200 level (14)	200 & above (4)	-	1 Course MIL-II** (2)	-				**20**
V	300 level (14)	200 & above (4)	-	-		(2)		-	**20**
VI	300 level (16)	200 & above (4)	-	-	-			-	**20**
VII	400 level (16)	300 & above (4)	-		-			-	**20**

OA-39.12.2

VIII	400 level (16)	300 & above (4)	-						**20**
IX	500 level (16)	400 & above (4)							**20**
X	500 level (4)	-					(16)		**20**

* Foundation/Introductory level Courses
** Foreign National/ Person of Indian Origin/Non-Resident Indian/Foreign Board students may opt for additional English Language Courses or any other Foreign Language Courses in lieu of MIL depending upon availability.
*** In Semester I, one of the two Credit Courses under VAC shall be Environmental Studies (EVS).
Note: Values in brackets indicate Credits

Semester-Wise Distribution of Credits among the Categories of Courses

Sem	Major-Core	Minor	MC	AEC	SEC	I	D	VAC	Total Credits
I	4	4	3	2	3			4*** (2+2)	20
II	4	4	3	2	3			4 (2+2)	20
III	8 (4+4)	4	3	2	3			-	20
IV	14 (4+4+4+2)	4 VET	-	2	-				20
V	14 (4+4+4+2)	4 VET	-	-		2		-	20
VI	16 (4+4+4+4)	4 VET	-	-	-			-	20
VII	16 (4+4+4+4)	4	-		-			-	20
VIII	16 (4+4+4+4)	4	-						20
IX	16 (4**+4+4*+4*)	4	-		-			-	20
X	4*	-					16		20
Total	100+12(E) = 112	36	09	08	9	2	16	08	**200**

* Research Specific Elective Courses from Major Stream
**RM- Research Methodology Course is compulsory.
*** In Semester I, one of the 2 Credit Courses under VAC shall be Environmental Studies (EVS).

OA-39.12.3 Integrated Master's Degree Programme with a Single Major

Sem	Major-Core	Minor	MC	AEC	SEC	I	D	VAC	Total Credits
I	Major1(4)	Minor-1(4)	MC-1 (3)	AEC-1 (2)	SEC-1 (3)	-	-	VAC-1** (2) VAC-2 (2)	20
II	Major- 2 (4)	Minor-2(4)	MC-2 (3)	AEC-2 (2)	SEC-2 (3)	-	-	VAC-3 (2) VAC-4 2)	20
III	Major-3 (4) Major-4 (4)	Minor-3(4)	MC-3 (3)	AEC-3 (2)	SEC-3 (3)	-	-	-	20
IV	Major-5 (4) Major-6 (4) Major-7 (4) Major-8 (2)	Minor-4-VET (4)	-	AEC-4 (2)	-	-	-	-	20
V	Major-9 (4) Major-10 (4) Major-11 (4) Major-12 (2)	Minor-5 -VET (4)	-	-	-	(2)		-	20
VI	Major-13 (4) Major-14 (4) Major-15 (4) Major-16 (4)	Minor-6 -VET (4)	-	-	-	-	-	-	20
VII	Major-17 (4) Major-18 (4) Major-19 (4) Major - 20 (4)	Minor-7 (4)	-	-	-	-	-	-	20
VIII	Major-21 (4) Major-22	Minor-8 (4)	-	-	-	-	-	-	20

	(4) Major-23 (4) Major - 24 (4)								
IX	Major - 25 (4) (RM*) Major-26 (4) Major-27(E)(4) Major-28(E)(4)	Minor-9 (4)	-	-	-	-	-	-	20
X	Major-29(E) (4)	-	-				(16)		20
Total	100+12(E)= 112	36	09	08	09	2	16	08	200

Note: A student joining for a specific Discipline in the Integrated Master's Degree Programme shall select all Major Courses from that Discipline in Semester I to X. A student shall declare at the end of Semester II the Courses s/he wishes to opt for under Minor.

1) Major- 1, Major -2…. etc. are the Major Core Courses (total 29 Major Courses).

2) Minor-1, Minor-2…etc. are the Minor Elective Courses (total 09 Minor Courses)

3) *RM- Research Methodology Course is compulsory.

4) Courses (numbering 27-29) in Semester IX and X shall be Research Specific Elective Courses to enable the students to carry out Dissertation. A minimum of five options may be given for Research Specific Elective Courses.

5) ** In Semester I, one of the 2 Credit Courses under VAC shall be Environmental Studies (EVS).

OA-39.13 DISSERTATION

(i) Dissertation shall be spread over Semester IX and X and assessed in Semester X.

(ii) Dissertation shall be carried out by the student on an individual basis and not as group work.

(iii) The topic of the Dissertation shall be finalized by the student in consultation with the Research Supervisor/Research Mentor by the beginning of the Academic Year in which they are pursuing their Dissertation.

(iv) The Departmental/Discipline Faculty Committee (DFC) shall decide the modalities relating to the implementation of Dissertation.

(v) In case of Schools, the DFC shall comprise the Dean/Vice-Dean Research, Programme Director and the faculty members of the Discipline. In case of the Colleges, the DFC shall comprise the Principal of the College, Head of the Department, Coordinator of

the Programme and faculty members teaching the Programme.

(vi) The DFC shall decide the distribution/number of students to be allotted to a Research Supervisor.

(vii) The Dissertation workload shall be two hours per week irrespective of the number of students guided by a teacher.

(viii) Dissertation shall be based on field work/library work /laboratory work/on-the-job training or similar work.

(ix) The Research Report shall be accepted for assessment only after clearing the mandatory plagiarism test.

(x) A student shall declare, in the prescribed proforma, that the Dissertation is her/his own original work and that all the sources used are duly acknowledged.

(xi) The Research Supervisor shall certify, in the prescribed proforma, that the Dissertation is a work of the student completed under her/his supervision.

(xii) A student shall submit her/his Dissertation to the College/School through the Research Supervisor not later than one week before the end of the Semester. Ordinarily, no student shall be permitted to submit their Dissertation after the due date.

(xiii) A student shall submit a soft copy and a spiral bound copy of their Dissertation to the School/College in the standard format as notified by Goa University for the Ph.D. Programme.

(xiv) The DFC shall decide the modalities relating to the implementation of Internship.

(xv) All above clauses shall be applicable for the submission of Internship Reports when opted for by students in lieu of Dissertation.

(xvi) Internship: Internship may be offered to the students in lieu of Dissertation for the Programmes such as IMBA, IMCA, IMCOM, IM.Sc. (I.H.T.M.) and such others, where Internship is an integral component of curriculum. The modalities for the Internship shall be decided by the respective BoS. The Internship Report shall be submitted in Semester X.

OA-39.14 SCHEME OF EXAMINATION

The Scheme of Examination shall be as follows:

(i) Evaluation shall be based on continuous assessment, in which Intra-Semester Assessment (ISA) and Semester End Assessment (SEA) will contribute to the final grade. ISA will consist of class tests, mid-Semester examination(s), homework assignments, and such other modes of evaluation, as determined by the faculty in charge of the courses of study. Progress towards achievement of learning outcomes will be assessed using the following: time-constrained examinations; closed-book and open book tests; problem-based assignments; practical assignment, laboratory reports; observation of practical skills; individual project reports (case-study reports); team project reports; oral presentations, including seminar presentation; viva voce; computerized adaptive assessment, surprise test, modular certifications, and any other modes of assessment.

(a) The evaluation for the Courses shall comprise of ISA and the SEA.

(b) One Credit shall carry 25 marks.

(c) The ISA shall carry 60% of maximum marks allotted for the Course, and SEA shall carry 40% marks.

(d) A Course of Four Credits for total of 100 marks, having only

Theory, shall have ISA for 60 marks and SEA for 40 marks.

(e) A Four Credit Course (100 marks) comprising Theory (Three Credits) and Practical (One Credit) shall have ISAs only for the Theory Component (45 marks), and SEA Theory Component (30 marks). The One Credit Practical Component has only SEA (25 marks).

(f) There shall be no ISA for a One Credit Practical Course.

(g) In case of Two to Four Credit Practical Courses, the ISA shall have 60% weightage and SEA 40%.

(h) Courses of any other number of Credits shall have a proportionate marking system.

(i) Assessment of ISA and SEA shall ordinarily be by the teacher teaching the Course.

(j) For each Theory Course, a written or any other evidence-based component shall constitute at least 50% of ISA.

(ii) **Intra-Semester Assessment (ISA**): There shall be Four ISAs in each Semester for the Theory Component of each Course. The three best scores shall be considered for the final ISA marks. ISAs may be through a written test or any other alternative mode of evaluation, including assignments, presentations, oral or online test, MCQs, open book test, and any other mode of assessment.

(a) There shall not be any averaging of ISA marks.

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

(c) The ISA schedule shall be notified at the beginning of the Semester.

(d) ISA marks shall be communicated to students within two weeks of the ISA.

(e) Ordinarily, ISA-I shall be completed by the end of the Fourth week after the commencement of the Semester and ISA-II by the end of the Eight week of the Semester. ISA-III shall be completed by the end of the Twelfth week of the Semester and ISA-IV in the Fifteenth week of the Semester.

(f) Students who fail to appear for an ISA due to a genuine reason shall be given an opportunity, to complete Three ISAs.

(g) There shall be a Committee appointed to monitor the conduct of ISAs.

(h) Appearance in minimal number of ISAs (50%), and in the SEA, shall be compulsory for passing.

(iii) **Semester End Assessment (SEA)**

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

(b) A student shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEA provided the student fulfils the minimum attendance requirements as per the relevant rules of the University. A student failing to fulfil this condition shall have to repeat the Course.

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

(d) The pattern of question paper(s) to be set for the SEA in a

given Course and the scheme of marking shall be decided by the respective BoS. For this purpose, the BoS shall frame specimen question paper(s) in the various Courses concerned for the information of the students. Similarly, for practical examinations, the number of laboratory exercises, marks distribution for each exercise and other relevant details shall be decided by the respective BoS.

(e) To pass a Course a student shall have to obtain a minimum of 40%. A Course shall have a 'single passing-head' based on the combined performance at the ISA and SEA. Fractional marks shall be rounded off to the nearest integer only at the time of calculating the Course Grade.

(iv) **Paper Setting**

The duration of SEA Theory Paper carrying 20-30 marks shall be 1 hour, and Papers of above 30 and up to 40 marks shall be of 2 hours duration.

OA-39.14.1 PRACTICAL EXAMINATIONS

Conduct of Examination

(i) Examination(s) in Laboratory exercises shall be conducted for Courses with a practical component. Marks will be allotted as follows: Experiment (including Field Work) 60%, Journal/Record Book 20%, Oral Examination 20%. A student shall be permitted to appear for the practical examination only if s/he submits her/his journal duly certified by the teacher(s) teaching the Course and the concerned Head of the Department/Programme Director.

(ii) To assess the student's performance in the assigned experiment, the examiner shall take into account the planning, procedure, techniques followed, readings/observations, results and the presentation.

(iii) Students shall be required to submit the journal/record book before the practical examination. Examiner(s) shall take into account the regularity of the student in attending the Laboratory Course, completeness of the exercises and presentation and format of the journal. For subjects having field work component, the student shall be required to submit the report of such field excursion(s) along with the journal(s) for assessment. The examiner(s) shall consider the report along with journal(s) while allotting marks.

(iv) In the oral examination, examiner(s) shall assess the knowledge of a student in the Course as well as during the experiment(s) performed.

(v) Record of the breakup of marks obtained by the student in Semesters I to X shall be maintained by the College/School in a sealed envelope for a minimum period of one year.

(vi) A student who is unable to appear for the practical examination on medical or other genuine grounds may be permitted to appear for a practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination. This out of turn appearance may be in the same Institution or in a different Institution. Such permission shall be granted by the University if recommended by the respective Dean or Principal of the College. The student shall be required to remit the requisite fee for this out of turn examination.

OA-39.14.2 EVALUATION OF DISSERTATION

The Research Supervisor along with the faculty members of the concerned Discipline and External Examiner shall assess the Dissertation work as per the components below:

(i) **Research Conceptualization**: The Research Conceptualization shall have only one assessment component of 100 marks at the beginning of the Semester X which shall be in the form of a presentation of the research frame, identification of the research gap through a review of literature and availability of data, compiled by the student in Semester IX. 50% of the marks shall be awarded by the Research Supervisor and 50% by the faculty members of the Department/Discipline.

(ii) **Research Mentoring**: The Research Supervisor shall continuously monitor the progress of research work, evidenced by attendance over Semesters IX and X, and shall award marks for research work and the Research Report submitted by the student out of 100 marks. The Research Supervisor should also take into account the student's discipline, sincerity, interest and performance.

(iii) **Research Report** The total marks to be assessed under Research Report are 200. The Research Report shall have two ISAs of 50 marks each (total 100 marks) assessed by the Research Supervisor and may comprise Viva-Voce, Seminar presentation or written reports. The SEA component of the remaining 100 marks shall be in the form of a presentation by the student to be assessed by the faculty members of the Discipline including the Research Supervisor. The soft copy of the Research Report shall be made available to all the faculty members of the Discipline.

(iv) A student who fails the Dissertation shall have to resubmit the Dissertation after incorporating changes suggested by the External Examiner. If there is further rejection of the Dissertation, the candidate shall have to change the topic of Dissertation in consultation with a Guide and submit in the next Semester.

(v) **Evaluation of Internship:**

(a) The modalities of internal evaluation shall be decided by BoS.

(b) The students on internship shall be under the mentorship of faculty member/s. The mentor faculty shall orient the students on Internship and outline the expected learning outcomes from Internship. The mentor faculty is expected to monitor and periodically assess the progress.

(c) There shall be an ISA component of 60% marks and SEA component of 40% marks.

(d) The faculty mentoring the student shall assign ISA marks based on the feedback obtained from company/organization and the domain knowledge, skill set, best practices learned by the student at the organisation/company. The BoS shall devise suitable evaluation techniques to assess the ISA component.

(e) SEA marks shall be based on Internship Report and presentation and shall be decided by the Department/Discipline faculty members. The Internship Report shall be prepared in line with the Dissertation report for the purpose of evaluation.

OA-39.15 IMPROVEMENT OF PERFORMANCE

(i) Improvement of Performance shall be permitted to a student who has exited with UG Degree or passed Integrated Master's Degree Examination. The student shall be required to appear again only in the SEA component of the papers of Semesters I

to X Examinations, excluding the Dissertation/Practicals/Internship. For this purpose, the marks scored at the first appearance in the Dissertation/Practicals/Internship, as also in the ISA component of the other Courses, shall be carried forward for tabulation of the result under improvement of performance.

(ii) Students shall be permitted to appear for the improvement examinations along with the regular students.

(iii) The performance of a student, who appears under this provision and fails to improve, shall be ignored.

(iv) The student availing of this provision shall be considered to have passed under improvement and this fact shall be recorded in the statements of marks and other relevant documents.

(v) The student shall be required to surrender the original statement of marks and other relevant documents at the time of receiving the fresh statement of marks in the event of improvement of performance.

(vi) A student can appear for improvement only once in a Course under this clause.

(vii) Students may seek improvement of performance no later than two years after the declaration of final results for the award of a Degree, but within 8 years of the total duration of the Programme. A student shall not be eligible to apply for improvement of performance during the pursuance of a Programme.

OA-39-16 AWARD OF GRADES

Award of Grades shall be as per Ordinance OA-16.

OA-39-17 COLLEGE COMMITTEES:

The following Committees shall be constituted by the Principal of the College for a duration of three years:

OA-39-17.1 College Examination Committee

(i) The College Examination Committee shall consist of:

(a) A Senior Teacher who shall be the Chairperson

(b) Four to eight Regular Teachers (In addition to the Chairperson).

(ii) This Committee shall be in charge of all matters pertaining to ISAs.

(iii) The Committee shall prepare the ISA examination time-table, arrange to print question paper sets and have answer books assessed.

(iv) The Committee shall also arrange the statement of ISA marks to be sent to the University.

(v) The Committee shall also carry out any other examination related work.

(vi) The Committee shall make arrangements for the conduct of University Examinations for the Semesters I to X.

OA-39-17.2 College Unfair Means Inquiry Committee (CUMIC)

(i) The College Unfair Means Inquiry Committee shall be constituted with the following members**:**

(a) Vice-Principal /Senior Teacher as Chairperson.

(b) Two regular teachers, preferably not members of the College Examination Committee or the College Grievance Committee.

(ii) The Committee shall inquire into the cases of unfair means and

malpractices reported and shall recommend to the Principal a Course of action as prescribed in OA-5.14.

(iii) **Procedures for CUMIC**

The following procedure shall be followed for inquiring into the cases of students alleged to have used unfair means at the Integrated Masters level Examinations.

(a) The student shall be served with a show cause notice and made aware of the charges/allegations reported against him/her so as to enable her/him to prepare the defense at the time of his/her appearance before the CUMIC and inform her/him thereby of the proposed action to be taken in the case, directing her/him to reply to the show cause notice as to why the action proposed should not be taken against her/him.

(b) The reply received by the Committee from the student when the student appears before the Committee shall be considered and the final recommendation in the matter shall be taken and reported to the Principal of the College for approval.

(c) The broad category of malpractice and the quantum of punishment shall be as per OA-5.14.19.

(d) The punishment finally awarded shall be equal to, or less than, what is mentioned in the show cause notice, but not more than what is mentioned therein.

OA-39-17.3

(e) The CUMIC is a recommendatory body.

(f) The Principal of the College shall under Statute SB-13(iv) of the University issue the final order.

College Grievance Committee

(i) The College Grievance Committee shall be constituted as under: -

(a) Vice-Principal/Senior member of teaching staff as Chairman, provided that he is not the Chairman of CUMIC.

(b) Two regular teachers, preferably not members of CUMIC or the College Examination Committee.

(ii) In case the grievance concerns any member of the Committee, the Principal of the College shall reconstitute the Committee for the concerned grievance, excluding the concerned member.

(iii) This Committee shall investigate into written complaints from the students regarding the conduct of examinations, referred by the Principal of the College, and recommend a Course of action to the Principal of the College as per the relevant Ordinance.

(iv) Investigation of Grievance by the College Grievance Committee

The Committee shall consider the written complaint by a student on the conduct of examination provided that:

(a) The complaint is submitted within 15 days after the declaration of results or 7 days after the personal verification of the answer books as the case may be.

(b) The complaint is accompanied with a fee of Rs.200/- (refundable if the complaint is found genuine) and the matter is referred to the Committee by the Principal of the College.

(v) The Committee shall invite a reply to the allegations, if any, made by the student from the concerned party.

(vi) After considering the reply of the concerned party, the Committee shall recommend a Course of action in writing to the Principal of the College.

(vii) The Principal of the College may inform the students of the findings of the Committee and shall take appropriate action including reassessment of the said answer book. However, if the marks are reduced after reassessment of the said answer book, the original marks shall be retained and the student informed that there is no change in his/her result.

(viii) A fine (as notified by the University) shall be imposed on the student complainant, if the said allegation(s) is (are) found to be a deliberate attempt at casting aspersions on the teacher(s) concerned. If the allegations are found to be genuine and the same is recorded giving reasons, the action shall be taken as provided under OA-5.2.6.

OA-39-18 UNIVERSITY COMMITTEES

The Constitution of the University Grievance Committee and other relevant Committees under this Ordinance shall be as per Ordinance OA-35.

Ordinance OA-40 Governing the Degree of Doctor of Philosophy (PhD)

OA-40 Ordinance governing the Degree of Doctor of Philosophy (PhD) (under Section24(1) of the Goa University Act, 1984) (Applicable for candidates registering from the academic year 2023-24 onwards)

Preamble:

In order to regulate the minimum standards and procedures for the award of a PhD Degree in conformity with the University Grants Commission University (Minimum Standards and Procedures for Award of PhD Degree) Regulations, 2022 and subsequent guidelines, the following Ordinance is promulgated to make provisions for PhD Programme of Goa University.

A PhD 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 PhD Degree by the University is based on the quality of research work embodied in the Thesis submitted by the candidate.

OA-40.1 Eligibility

(i) (a) A candidate who has obtained a 1-year/2-Semester Master's Degree Programme after a 4-year/8-Semester Bachelor's Degree Programme or a 2-year/4-Semester Master's Degree Programme after a 3-year Bachelor's Degree Programme or qualifications declared equivalent to the Master's Degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or an equivalent qualification 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 to assess, accredit or assure quality and standards of the educational institution.

or

(b) A candidate seeking admission after a 4-year/8 Semester Bachelor's Degree Programme should have a minimum of 75% marks in aggregate or its equivalent grade on a point scale wherever the grading system is followed.

or

(c) Candidates who have completed the M.Phil. Programme with at least 55% marks in aggregate or its equivalent grade in a point scale wherever grading system is followed or equivalent qualification 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 to assess, accredit or assure quality and standards of educational institutions, shall be eligible for admission to the PhD Programme.

(ii) A relaxation of 5% marks or its equivalent grade shall be given for those belonging to SC/ST/OBC (non-creamy layer [NCL])/Person with Disability (PwD), Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission from time to time shall be available for (a), (b) and (c) above.

(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. The applications of such candidates shall be considered by following the procedure set out under OA-40.2.

(iv) **PhD through Part-time Mode**

PhD Programmes through part-time mode shall be permitted, provided all the conditions stipulated below are fulfilled.

A candidate who is employed with any organization has to obtain a from the appropriate authority in the organization where the candidate is employed "No Objection Certificate", clearly stating that:

(i) The candidate is permitted to pursue studies on a part-time basis.
(ii) Her/his official duties permit her/him to devote sufficient time to research.
(iii) If required, s/he will be relieved from the duty to complete the course work.

OA-40.2 Admission Procedure:

(i) (a) Candidates who qualify for the fellowship/scholarship in UGC-NET/UGC-CSIR NET/ GATE/CEED and similar National level tests or any other test notified by the UGC from time to time, shall be eligible for admission to the PhD Programme based on an interview.

(b) Candidates not falling under (a) above but have qualified NET/SET Lectureship shall be eligible for admission to the PhD Programme based on an interview. There shall be 70% weightage for the score at the NET/SET and 30% weightage for the Interview.

(c) Candidates not falling under (a and b) above shall have to answer the Entrance Test conducted at the University and those qualifying the test shall be eligible to attend the interview. There shall be 70% weightage for the score at Entrance Test and 30% weightage for the Interview.

(ii) **Entrance Test**

The Entrance Test for admission to the PhD Programme shall consist of two Papers of equal weightage: Paper I on Research Methodology and the Paper II on the subject in which the candidate desires to take admission. The procedure for the tests shall be as provided in **OA-40.2** (ii).

The Entrance Test shall be conducted once in a year tentatively in the month of July/August. The Entrance Test score shall be valid for two Academic Years; the academic year in which the candidate cleared the test and one preceding academic year.

(a) Paper I, Research Methodology, shall be different for students of the Disciplines of Science and for students of Disciplines of Languages, Humanities, Commerce, Management Studies, Social Sciences, Law, Education and Music. Paper I shall be of two hours duration and shall consist of 50 multiple choice/ objective type questions for 100 marks (2 marks each).

(b) Paper II shall be subject specific, of three hours duration and shall carry a total of 100 marks. Paper II shall consist of 50 multiple choice/objective type questions for 50 marks (1 mark each) and theoretical/descriptive questions for 50 marks.

(c) The syllabi for Paper II shall be as per the syllabi of CSIR-UGC/UGC NET examinations in the respective subject.

(d) In case of subjects which are not included under NET, such as those subjects under Life Sciences, the concerned School shall set the syllabi which shall be notified while announcing the admission.

(e) (i) To be eligible for the interview a candidate shall have to secure a minimum of 40% marks in each Paper (Paper I and Paper II) and secure a minimum of 50 % marks overall in the Entrance Test.

(ii) A relaxation of 5% marks overall shall be given for those belonging to SC/ST/OBC (non-creamy layer [NCL])/Person with Disability (PwD)/ Economically Weaker Section (EWS) and other categories of candidates as per the decision of the Commission

(iii) (a) Admission to the PhD Programme shall be held twice a year, ordinarily in August and January of each year.

(i) The PhD admission shall be notified on the University website specifying the number of vacancies, subject/discipline-wise distribution of available seats, reservation of seats, and all other relevant information.

(ii) The number of vacancies shall depend on the number of existing students per faculty member, the available specialization among the Research Supervisors and the facilities available.

(iii) Only the predetermined number of vacancies notified on the University website shall be filled in the PhD Programme in the respective Disciplines /Schools.

(b) A personal interview shall be conducted in the concerned discipline of the School.

The recognized Research Supervisors of the concerned Discipline shall be the members of the Selection Committee. In case of subjects not offered at the University Schools, 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.

(c) (i) The selection of candidates shall be based on the interview for those who have qualified UGC-NET/UGC-CSIR NET/GATE/CEED/ SET and similar National level tests.

(ii) For candidates who have qualified the Entrance Test conducted by the University, a weightage of 70% be given for written test and 30% be given for interview.

(For instance; if a student scores 120 marks in entrance test out of 200 marks and 50 marks in interview out 100 marks, as per the above criteria the final marks out of 100 will be 120/200 x 0.7 + 50/100 x 0.3= 57 marks)

(iii) The candidate shall be assessed for the following at the interview

a] Basic knowledge of the chosen field of study;

b] Competence for the proposed research;

(iv) (a) Candidates who have been selected for admission to the PhD Programme shall be placed under Category A.

(b) Candidates who have not been selected for admission to the PhD Programme shall be placed under Category B.

(c) The Selection Committee may provide a list of additional candidates as waitlisted candidates against a recognized Research Supervisor along with the reservation category. These candidates shall be listed under Category C and which shall be valid only for that particular round of admissions.

(d) The Report of the respective Selection Committees shall be placed before the University's PhD 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.

(e) Senior Citizens who are otherwise qualified shall also be exempted from the PhD Entrance Test. Such candidates shall be eligible to appear for the interview in the concerned discipline. However, they shall not be issued an Equivalence Certificate at the time of award of PhD.

(f) Application for inter-disciplinary research and for change of Subject/Faculty/Discipline shall be considered on the basis of the candidate's proven ability and the results of the Entrance Test/qualifying UGC-NET/UGC-CSIR NET/GATE/CEED/SET examination in the allied subject, which shall be drawn up and notified by the University, followed by a personal interview.

(g) The Selection Committee shall allocate candidates to Research Supervisors depending on the number of vacancies announced by the Research Supervisor.

(h) In case of a tie in scores, preference shall be given to those who have been awarded JRF in the CSIR-UGC/UGC NET/ GATE/CEED examination, followed by DST Inspire, M. Phil degree holders, NET, SET candidate and GPAT over GU-PET qualified candidates in that order. If the tie still persists then interview performance will be used as a tiebreaker.

(v) A candidate from another University seeking PhD registration in this University shall obtain a Provisional Statement of Eligibility from this University by applying for the same and paying the prescribed fees.

(vi) 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 PhD Degree. 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 Research Advisory Committee (RAC), and the Dean of the concerned School/Faculty.

Candidates under Faculty Improvement Programme/ Study Leave shall have to obtain the necessary permission from competent authority.

(vii) The list of students registered in the PhD Programme including the research topic, name of Research Supervisor, Co-Supervisor, if applicable, and date of registration shall be maintained on the University website on an annual basis.

(viii) Admission Procedure for Foreign Candidates:

(a) A Research Supervisor/Co-Supervisor may supervise a maximum of two international students on a supernumerary basis.

(b) Candidates may apply either through their Government/ICCR Scholarship or on a self-financed basis. In case they apply on a self-financed basis, they shall have to submit proof of sufficient means to meet the financial cost of their entire education at Goa University (such as bank statements of the candidate or their parents/ guardians).

(c) Candidates applying from their respective countries shall apply 'in absentia' and it shall not be mandatory for them to appear for the Entrance Test and Personal Interview.

(d) Candidates shall send their application to the Registrar, Goa University with copies to Dean of the concerned School/Centre and the Director, Directorate of International Cooperation and Exchange (DICE), Goa University giving full details of the subject/area applying for, a preliminary research proposal (1000 words) along with certified scanned copies of their academic transcripts/certificates.

(e) In case the School/Centre accepts the candidate/s in principle, the

Academic Section shall issue a letter of Provisional Eligibility, for the candidate's visa formalities.

(f) On admission to the PhD Programme, the candidate shall be governed by the Ordinances applicable to other students of Goa University.

(ix) The total number of PhD candidates supervised or co-supervised by a faculty member, shall not exceed the total number prescribed which includes the supernumerary (10 for Professors, 8 for Associate Professors and 6 for Assistant Professors).

(x) **Transfer/Relocation**

(a) In case of relocation of a PhD Research Scholar or Research Supervisor due to reasons such as marriage, change of job etc., the research data may be transferred to Goa University/Research Centre provided all other conditions of the Ordinance are followed in letter and spirit, and the research work does not pertain to a project secured by the parent Institution/ Supervisor from any funding agency.

In such a case, the candidate shall have to give due credit to the Research Supervisor from the parent Institution for that part of the research completed.

(b) In the event of a Research Supervisor leaving Goa University, S/he may be permitted to transfer the PhD Research Scholar to her/his new place of work provided the PhD Research Scholar has no objection.

(c) In case, a recognized Research Supervisor of Goa University affiliated to a Research Centre is appointed as a faculty member of Goa University's School/ Centre or vice versa, s/he shall be permitted to transfer the PhD Research Scholar to her/his new place of work. If the destination location is not a recognized Research Centre, then the Research Supervisor shall be permitted to continue to supervise the Research Scholar at the parent Institution.

OA-40.3 Registration.

(i) The Research Scholar whose admission procedure is completed as laid down in OA-40.2, shall be provisionally registered, through a process as specified below:

(ii) The Research Scholar shall submit the application as per the prescribed format through the assigned Research Supervisor/Co-supervisor, as the case may be, under whose supervision the Research Scholar proposes to carry out the research, to the Vice Dean (R) /Dean of the concerned School.

In the case of Research Centre, the application shall be forwarded

through the Head of the Research Centre and Vice Dean (R)/Dean of the concerned School/Dean of the Faculty.

(iii) A provisional registration letter shall be issued to the Research Scholar from the date of payment of fees.

OA-40.4 Research Advisory Committee (RAC) and its Functions.

(i) There shall be a RAC for each PhD candidate. The composition of the RAC shall be as follows:

(a) Research Supervisor	Convenor
(b) Research Co-Supervisor (if applicable)	Co-Convenor
(c) Two Subject Experts	Members

(ii) The RAC shall have the following functions:

(a) To review the research proposal and finalize the topic of research;

(b) To supervise the Research Scholar, to develop the study design and methodology of research and identify the course(s) that s/he shall have to do.

(c) To periodically review and assist in the progress of the work of the Research Scholar.

(iii) Every six months, a Research Scholar shall make a presentation and submit a brief report on the progress of her/his work before the RAC. The RAC shall submit its recommendations along with a copy of the Research Scholar's progress report to the University. A copy of the recommendations may be provided to the Research Scholar.

(iv) (a) In case a Research Scholar fails to submit two consecutive six-monthly progress reports the RAC may recommend, with specific reasons, the cancellation of the registration of the Research Scholar from the PhD Programme.

(b) In case of unsatisfactory progress of the Research Scholar, the RAC shall record their observations and suggest corrective measures. If the Research Scholar fails to implement these corrective measures before the preceding RAC meeting, the RAC may recommend, with specific reasons, the cancellation of the registration of the Research Scholar from the PhD Programme

(v) RAC meetings shall be held in the concerned Schools of the University. However, for subjects not offered at the University Schools the RAC shall be held in the respective Research Centre.

(vi) (a) A list of a minimum of four Subject Experts shall be submitted by the Research Supervisor through the Head of Research Centre/ Vice-Dean Research/Dean of the concerned School/Dean of the Faculty. Among them, two shall be from the concerned Discipline/Centre of Goa University.

(b) The list shall be forwarded to the Vice-Chancellor to select the

subject experts, which shall include at least one expert from the concerned School. In case of non-availability of experts from the concerned School, the Research Supervisor may suggest experts from sister/allied Disciplines/Schools.

(c) In case of interdisciplinary subjects, the experts can be from any related Discipline of the University having expertise in the subject.

(vii) The Research Scholar shall finalize the research proposal in consultation with the Research Supervisor/Co-Supervisor within six months of provisional registration, followed by an oral presentation before the RAC. A write-up of about 1000 words incorporating the following points shall be enclosed with the application:

(a) Area/Specialization of the research work.
(b) Title of the proposed research.
(c) Literature review and the relevance of the research in the present context.
(d) Objectives of the research.
(e) Proposed Methodology and expected outcomes.
(f) Schedule of activity (Timeline).
(g) Facilities available to carry out the research in the School/ Research Centre/ Research Institution.

(viii) The RAC shall assess the suitability of the research proposal and assist in the finalization of the research topic.

(ix) For the registration of a Research Scholar to be confirmed s/he shall be required to submit a progress report at the end of the first year and make a seminar presentation of the work done on the basis of the objectives of the research proposal before the RAC and other interested faculty members/Research Scholars.

OA-40.5 Coursework

(i) The Research Scholar is required to undergo successfully a minimum of 12 Credits (300 marks) of Courses namely;

(a) Research Methodology (4 Credits).
(b) Advanced Theory related to the proposed research work in the chosen field of research (4 Credits).
(c) Research and Publication Ethics (2 Credits).
(d) Academic Writing (2 Credits).

The RAC may recommend SWAYAM or any other UGC recognized online Course as part of the Credit requirements for the PhD Programme for up to a total of 4 Credits.

The Coursework shall spread over the first year. For the purpose of evaluation, One Credit shall be 25 marks.

(ii) (a) The Research Methodology Course shall be taught by one or more Research Supervisors as decided by the School Council/Research Centre.

(b) The Course on Advanced Theory shall be taught by the concerned Research Supervisor.

(c) The Course on RPE shall be taught by the interdisciplinary faculty members having teaching experience of more than 10 years and PhD in the relevant subject areas. The faculty member teaching the Course shall be Coordinator and if more than one faculty member is involved in teaching the Course, one of them shall be appointed as the Coordinator of the Course

(d) The Course on Academic Writing shall be conducted by one or more Research Supervisors as decided by the School Council/Research Centre.

(iii) All full-time Research Scholars, irrespective of discipline, shall be required to train in teaching /education/pedagogy/writing related to their chosen PhD subject during their doctoral period. Research Scholars may also be assigned 4-6 hours per week of teaching/research assistantship for conducting tutorial or laboratory work and evaluation.

(iv) (a) The evaluation for Research Methodology, Research and Publication Ethics, and Academic Writing courses shall be by the faculty members teaching the Course. The evaluation of the Course on Advanced Theory shall be conducted by the Research Supervisor.

(b) The Mode of Evaluation may be Written/Oral, Open/Closed book, Objective/ Multiple-choice, Short-answer type, Essay type, Seminar, Assignment, Experimental work, Fieldwork, *Viva-Voce*, Peer group assessment, Class participation etc.

(c) A minimum of 50% of evaluation shall be based on the Written Examination. The entire evaluation shall be evidence based.

(d) The Dean of the School / concerned authority in the Research Centers, shall forward the certified marks to the Controller of Examinations within 10 days from the conduct of the examination.

(e) These Courses shall be completed within one year from the date of provisional registration. The Research Scholar shall have to obtain a minimum of 55% of marks or its equivalent Grade in the UGC 10-point scale in each Course to be eligible to continue the Programme.

(f) If the Research Scholar fails to qualify in the first attempt, a repeat written examination shall be conducted within one month from the date of declaration of results.

(g) In case a Research Scholar is unsuccessful at the examinations in two successive attempts, the provisional registration shall stand cancelled.

(v) (a) On successful completion of the 12 Credit Course Work and the Annual Seminar Presentation the RAC shall recommend the confirmation of the Research Scholar's registration in the PhD Programme to the Dean for approval.

(b) Each Research Scholar shall appear before the RAC 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 RAC to the University through the Vice Dean (Research).

(c) The six-monthly seminar before the RAC shall be conducted at the School or Research Centre for Subjects not offered in the Schools and shall be open to all the teachers and students of the Schools, affiliated Colleges and recognized Institutions.

(d) The RAC shall evaluate the progress of the student and advise on corrections/improvements. The RAC shall recommend continuation of registration or otherwise.

(e) In exceptional cases, if the Research Scholar is unable to be physically present for the seminar presentation, s/he shall be permitted to present her/his Annual Seminar in online mode on the recommendation of the Research Supervisor, with the approval of the Vice-Chancellor.

(vi) No Research Scholar shall join any Programme of study leading to a Degree other than connected with the PhD Programme during the entire period of PhD registration or until the submission of PhD Thesis.

(vii) Absence from research work by the Research Scholar due to illness, maternity leave or other circumstances shall be communicated to the Research Supervisor along with supporting documents. The request shall be sent through the Vice Dean (R) to the Dean of the concerned School/Faculty for approval.

(viii) Neglect of research work or any other acts of indiscipline must be recorded and reported to the RAC and to the Dean of the School/Faculty through the Vice Dean (R)/Head of the Institute. Cases of neglect of research work and indiscipline that include unethical practices shall be reported to the RAC by the Research Supervisor and to the Vice-Chancellor through the proper channel.

(ix) No full-time Research Scholar, shall undertake any employment during the period of research without permission of the Research Supervisor(s) and the RAC. Such cases shall be reported to the Dean of the School/Faculty through the Vice Dean (R)/Head of the Institute and the registration thereafter, shall be converted to part-time.

(x) Before the Doctoral Thesis is submitted, the research findings will be discussed in the RAC. In case of issues related to Intellectual Property Rights, necessary patents shall be filed before its disclosure in the pre-synopsis presentation. The Research Supervisor(s) and the Research Scholar and RAC members shall enter into a Non-Disclosure Agreement (NDA) at the beginning, or whenever deemed fit, to maintain confidentiality of the research till the patent is filed and obtained.

OA-40.6 Period.

(i) (a) PhD Programme shall be for a minimum duration of three (3) years, including course work, and a maximum duration of six (6) years from the date of provisional registration.

(b) A maximum of two additional years may be given to a Research Scholar on the recommendation of the RAC through the proper channel for the approval of the Vice-Chancellor.

(c) A Research Scholar, who is unable to submit her/his Thesis within a period of 8 years from the date of provisional registration, shall stand terminated.

(d) Female PhD Scholars and Persons with Disabilities (having more than 40% disability) may be permitted an additional relaxation of two (2) years; however, the total period for completion of a PhD Programme in such cases shall not exceed ten (10) years from the date of provisional registration in the PhD Programme.

(e) Female PhD Scholars may be provided Maternity Leave/Child Care Leave for up to 240 days in the entire duration of the PhD Programme.

OA-40.7 Research Supervisors.

(i) The eligibility criteria for being a recognized Research Supervisor for the PhD degree shall be as specified under Ordinance OA – 2 relating to recognition of persons as teachers (Post Graduate and PhD Degree) of the University. All recognized Research Supervisors of the University shall be eligible to supervise Research Scholars in the subject/s in which they are recognized.

(ii) (a) Co-Supervisors from within the same Discipline or other Disciplines of the same institution or other institutions may be permitted with the approval of the competent authority.

(b) In case of interdisciplinary/ multidisciplinary research work, if required, a Co-Supervisor recognized by Goa University from outside the Department/School/ Centre/College/ University may be permitted with the approval of the Vice-Chancellor.

(c) Adjunct Faculty shall not be eligible to be Research Supervisors and can only be Co-Supervisors.

(iii) (a) Research Supervisors shall not be permitted to register new Research Scholars if they have only three years to superannuate. However, they may continue supervising Research Scholars who are registered under them until superannuation and co-supervise after superannuation up to the age of 70 years.

(b) The responsibility of the Research Supervisor to supervise her/his students shall cease on the day of her/his superannuation. In such cases, a Co-Supervisor shall be appointed at least six months before the superannuation so that the Co-Supervisor can assume the responsibility of Research Supervisor for the Research Scholar.

(c) A recognized Research Supervisor can become Research Co-Supervisor only if vacancies are available under her/his prescribed quota as specified in this Ordinance.

(iv) Teachers who are recognised as Research Supervisors in more than one subject shall supervise 'not less than 50%' of the Scholars in the discipline in which they are appointed.

OA-40.8 Fees.

(i) All fees to be paid by the Research Scholar towards the PhD Programme shall be as per the relevant Ordinances / Notification issued by the University from time to time.

(ii) Research Scholars shall be required to pay the prescribed fees annually to continue their Registration for the Programme, including for 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) Tuition fees for candidates who register for PhD Programme after superannuation and for Senior Citizens shall be waived.

OA-40.9 Thesis Submission.

(i) A Research Scholar shall publish the research findings of the PhD work, with at least one research paper in a UGC CARE listed/Scopus or Web of Science Indexed 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 the Research Centres, to include the name of Goa University, and the concerned School of Goa University where applicable, in all publications from the Thesis.

(ii) The Research Scholar shall give a Pre-Synopsis Seminar before the RAC. The Research Supervisor shall invite members of the School Council/Research Centre, Research Scholars/students for the seminar. During the Pre-Synopsis Presentation, the Research Scholar may be permitted to make minor changes in the title of the Thesis. If the RAC is satisfied that the work carried out is adequate for the award of the PhD Degree, the Research Scholar shall be permitted to submit the Synopsis.

(iii) The Research Scholar shall have to submit the Synopsis not later than two months from the date of the Pre-Synopsis Presentation. S/he shall submit through the Research Supervisor, a statement giving the title and four 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-40.9(vi) below along with the prescribed fee.

(iv) A panel of six subject experts (which may include experts from outside the country) shall be submitted by the RAC, through the Head of the Research Centre/Vice-Dean (R)/Dean to the Vice-Chancellor. The expert panel should have at least three Professors/Scientists G Grade. Disciplines, where adequate numbers of Professors are not available, Professors may be replaced with Associate Professors having experience of supervising PhD scholars.

Examiners should be academics with a good record of scholarly publications in their respective fields.

The list submitted should include (a) names, (b) contact details (c) affiliation, and (d) brief description of their academic specialization (e) list of recent publications (last 5 years)

The panel shall not include names of experts.

a. Who are in employment of Goa University/Research Centres/Affiliated Colleges.
b. Who are working in the same institution as another expert on the panel.

Prior to forwarding the panel of experts, the Head of the Research Centre/Vice-Dean (R)/Dean of the respective Faculty/School shall examine the suitability of the panel as per the above two clauses. In case the panel of experts is not as per the above two clauses, the same shall be reported to the Research Supervisor for appropriate action and resubmission.

(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 Supervisor shall be the internal Examiner. The Controller of Examination shall forward a digital and/or hard copy of Synopsis to Examiners and obtain their consent within two weeks of the receipt of intimation from Goa University. In case the examiner fails to reply within two weeks, the Synopsis shall be sent to another expert from the panel.

(vi) Before submission of the Thesis the Research Scholar shall submit to the Academic PG Section, through her/his Research Supervisor, a statement giving the title of the Thesis and four printed copies and a digital copy of the Synopsis, including bibliography along with publications from the Thesis, the Report of the similarity test and the Thesis submission fee receipt.

The Synopsis and Thesis submitted for the award of the Degree shall be subjected to a similarity test with suitable well-developed software to discern plagiarism and other forms of academic dishonesty. The copy of the Synopsis and Thesis submitted should have the, 'Certificate of Similarity Test for Plagiarism' along with the Report issued by the Librarian, Goa University. The Certificate format and first page of plagiarism report can be obtained from the University Library. In case of high similarity index of more than 10%, the same shall be reported to the Research Supervisor for appropriate action and resubmission.

(vii) 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-40.5. 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 Research Supervisor to the Research Advisory Committee, which may recommend the extension to the Vice Chancellor. However, if the Scholar 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 Research Supervisor and the Research Co-Supervisor as the case may be.

(ix) Each Research Scholar shall submit with the Thesis, a Certificate from the Research Supervisor(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 Research Supervisor(s) indicating the extent to which the Thesis represents independent work on the part of the Scholar.

(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 RAC. 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) Four copies of the Thesis fulfilling all the above said conditions shall be forwarded to the Academic PG Section, who then shall forward it to Controller of Examinations for the evaluation process. During the initial submission, the Thesis shall be in soft bound form and final hard bound copy of the Thesis shall be provided before the *Viva-Voce* Board. 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.

OA-40.10 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 Research Supervisor and the two Examiners appointed to evaluate the Thesis as per OA-40.9(iv) shall send an Evaluation Report in the prescribed format (B-1), in a confidential cover/ password protected email, to the Controller of Examinations, within three months of receipt of the Thesis. Copy of the report shall be sent by the Controller of Examinations to the Research Supervisor who shall present the reports in the RAC and the relevant portion of the reports shall be communicated to the research scholar for compliance. Research Supervisor /Co-guide, as the case may be, shall be the Convenor of the Viva-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 PhD 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) 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 Research Scholar shall be requested to resubmit the Thesis after revising the same in the light of the suggestions made by the examiner and the same shall be sent to the same Examiner.

(vii) If any examiner recommends the revision of the Thesis, the *Viva-Voce* Examination shall be held only after the Research Scholar revises and resubmits the Thesis and the same is evaluated and approved by the said examiner.

(viii) The Research Scholar shall not be permitted to resubmit the same Thesis if it is rejected outright by both the External Examiners.

(ix) A meeting of the RAC shall be convened by the Research Supervisor, upon receiving the recommendations of the Examiners. The Reports of the Examiners shall be placed before the RAC for their perusal. The minutes of the meeting shall be forwarded to the Controller of Examinations.

(x) The Reports from the Examiners shall be assessed by the RAC. The RAC shall make available to the student through the Research Supervisor/s pertinent contents of the Reports of Examiners for revision/ modification/ correction, if any. Minutes of RAC meeting shall be communicated to office of the COE for information and further action, forwarded through the Vice-Dean (R) and Dean of concerned School/Faculty.

(xi) The contents of the two Examiners Reports for revision/ modification/ correction if any, shall be communicated to the Research Scholar by the Research Supervisor/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.

(xii) Four printed final copies of Thesis shall be bound in accordance with the format provided by the Academic PG Section and as per 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 full 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 on both sides of the page. The figures preferably could be incorporated into the running text

In addition, a digital copy of the Thesis shall also be submitted to the Controller of Examinations.

(xiii) The date of the *Viva-Voce* shall be finalized by the Chairperson of the RAC, in consultation with the External Expert nominated by the Vice-Chancellor and Chairperson of Board of *Viva-Voce* and same shall be informed to the office of the COE.

OA-40.11 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 the recommendation of Research Supervisor/Head of Research Centre/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 Discipline or Allied Discipline shall be eligible to be appointed as Chairperson of the Board. The Research Supervisor of the Research Scholar shall function as the Convenor and coordinate the conduct of the *Viva-Voce* Examination.

(iii) The Board for *Viva-Voce* Examination shall consist of the Chairperson appointed by the Vice-Chancellor, the Research Supervisor/Research Co-Supervisor as the Convenor and one External Examiner.

(iv) The Chairperson of the Board of *Viva-Voce* shall inform the date and time of the *Viva-Voce* Examination to all the members of the RAC, members of the School Council, other faculty members of the University and to the extent possible, scientific and academic experts 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.

(v) Notice regarding *Viva-Voce* Examination shall be displayed on the School/Faculty/Institution Notice Board, Library Notice Board and on the University website at least 7 days prior to *Viva-Voce* examination. A Circular regarding the *Viva-Voce* examination shall also be sent to the concerned School/Faculty/ Institution and a copy to the Office of Controller of Examinations.

(vi) A copy of the Thesis shall be kept for perusal in the Library of Goa University at least 7 working days in advance.

(vii) Copies of the Synopsis/Summary of main conclusions shall be made available for the participants of the *Viva-Voce* Examination.

(viii) The *Viva-Voce* Examination shall be conducted on a working day and during convenient hours to ensure large participation. Conduct of *Viva-Voce* Examination of two PhD Scholars under the same Research Supervisor shall not be scheduled on the same working day.

(ix) 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 Research Scholar during the *Viva-Voce* Examination.

(x) In exceptional cases, if the Examiner is unable to be present for the *Viva-Voce* Examination of the Research Scholar, s/he may be permitted, with the approval of the Vice-Chancellor, to conduct the *Viva-Voce* Examination online.

(xi) The Board of *Viva-Voce* Examination shall report specifically on whether the Research Scholar's performance at the Examination was satisfactory or not.

(xii) 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.

(xiii) Satisfactory performance in the *Viva-Voce* Examination shall be compulsory to recommend the work of the candidate for the award of the PhD Degree. The Assistant Registrar (Examinations) shall assist the Chairperson towards the conduct of the *Viva-Voce* examination.

(xiv) After successful performance of the Research Scholar at 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 at the *Viva-Voce* Examination.

(xv) The Board shall prepare the following reports/statements/enclosures and forward the same to the Controller of Examinations for further processing:

(a) Final hard bound Thesis.
(b) Summary of the Thesis Examination Report.
(c) Reports of the *Viva-Voce* Examination.
(d) Statements on the status of corrections or modifications in the PhD Thesis if suggested by the Examiner/s.
(e) Final recommendation on the award of Ph. D. Degree.
(f) A certified abstract of the Thesis in about 500 words submitted by the Research Scholar.
(g) A Certificate stating revision/modification/correction if any suggested by examiners, incorporated in the Thesis. (Format B- 7)
(h) Format for consolidated recommendation for PhD Degree as per Form B-3, duly certified by the Viva Board.
(i) Format for the Thesis of the Month, certified by the Viva-Board.
(j) Attendance sheet of *Viva-Voce* Examination.
(k) No Dues Certificate to be submitted by the Research Scholar from the respective Discipline/School and Library and Hostel.

(xvi) In addition to the above reports/ enclosures, the Board shall also submit a Certificate stating that the Research Scholar has incorporated all the revision/ modifications/ corrections, if any, suggested by the Examiners in the hard bound Thesis, for submission to the University Library along with a certified abstract of the Thesis in about 500 words (Refer format B-7).

(xvii) 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 journal.

(xviii) The entire process of evaluating a PhD Thesis, including the declaration of the *Viva-Voce* result, shall ordinarily be completed within a period of six (6) months from the date of submission of the Thesis.

OA-40.12 Award of the Doctoral Degree.

(i) Within ten days after the successful *Viva-Voce* Examination, the Controller of Examinations shall forward the Examiners' Reports along with all relevant documents which are specified below, to the Dean of the concerned Faculty/Vice-Dean (R) or Dean of the concerned School for verification and certification:
(a) All 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 Research Scholar from her/his respective School, Library and 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 PhD, and are declared successful at the *Viva-Voce* Examination.

(ii) After verification and certification, the *Vice-Dean* (R) of concerned School, through the Dean of the School/Faculty shall forward the above documents to the Controller of Examinations who shall then declare the results.

(iii) Prior to the actual award of the PhD Degree, the Controller of Examinations shall issue a provisional certificate to the effect that the PhD is being awarded in accordance with the provisions of these Regulations.

(iv) Following the successful completion of the evaluation process and announcement of the award of PhD, the Goa University Librarian shall upload the Thesis on the Goa University Repository and shall submit the soft copy of the Thesis to the UGC within a period of 30 days for hosting the same by UGC on Shodhganga.

(v) Along with the notification of the award of the PhD Degree, the University shall issue a Provisional Certificate stating 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 PhD Degree shall be the date of the *Viva-Voce* Examination subject to the approval of the Executive Council of Goa University.

OA-41 Ordinance relating to the SWAYAM Credit Framework for Online Learning Courses based on UGC Regulations, 2021.

OA-41.1 Application:

Students who are enrolled in Goa University and Affiliated Colleges.

OA-41.2 Definitions

(a) "Academic Council" means the Academic Council of Goa University.

(b) "Academic Session" means the duration of twelve months as defined in the Academic Calendar of Goa University.

(c) "Course-Coordinator" means a Faculty Member and Subject Expert belonging to a Higher Education Institution, identified and entrusted with the task of developing and delivering SWAYAM Courses in a given subject by a National Coordinator;

(d) "Credit" as defined in Ordinances of relevant Academic Programme.

(e) "Four Quadrant Approach" means the e-learning system that has the following components:

i. Quadrant-I, shall be an e-Tutorial containing video and audio content in an organised form, animations, simulations, virtual labs;

ii. Quadrant-II, shall be an e-Content containing e-Books or glossary, case study, frequently asked questions, transcriptions of video lectures, and any other study materials;

iii. Quadrant-III, shall be a discussion forum on doubts, opinions and comments, with Course-Coordinators and others;

iv. Quadrant-IV, shall be a self-assessment process that shall contain multiple choice questions, problems, quizzes, assignments and solutions;

(f) "Host Institution" means the Higher Education Institution, to which the Course-Coordinator offering the course belongs, duly recognised by SWAYAM.

(g) "Massive Open Online Courses (MOOCs)" mean such Online Courses which are developed as per the pedagogy following the four quadrant approach.

(h) "National Coordinator" means a National level agency or institution designated as such by the Central Government, for the purpose of coordinating the production of the Online Courses.

(i) "Parent Institution" means Goa University.

(j) "Proctored Examination" means the Examination conducted under the supervision of an approved person or by technology enabled proctoring, which ensures the identity of the test taker and the integrity of the test taking environment, either in pen-paper mode, or in computer-based testing mode, or in full-fledged online mode, as may be permissible.

(k) "SWAYAM Board" means the Board constituted by the Government of India in the Ministry of Education to oversee Massive Open Online Courses, SWAYAM and SWAYAM Prabha Programmes.

(l) "SWAYAM Guidelines" means the Guidelines for developing Online Courses for SWAYAM Programmes issued by the Government of India and as amended from time to time.

(m) "SWAYAM Platform" means an Information Technology Platform developed and made functional by the Government of India.

OA-41.3 Modalities of Implementing Online Credit Courses

(a) The schedule of SWAYAM Credit Courses shall be aligned with the Academic Calendar of Goa University.

(b) The SWAYAM Credit Courses shall be developed, delivered and assessed only by the approved Course-Coordinator.

(c) The Course and Course-Coordinator shall be identified only by the National Coordinator in accordance with the SWAYAM Guidelines with approval of the SWAYAM Board.

(d) Only the Host Institution shall issue the Certificate with Grades after the End Term Proctored Examination for Credit Transfer.

(e) The concerned Board of Studies shall recommend courses notified by the SWAYAM platform for the Semester within four weeks from the date of notification.

(f) Students are permitted to opt for SWAYAM courses only in lieu of Electives Courses and subject to a maximum of forty per cent of the total Programme Credits.

(g) Goa University and its Affiliated Colleges shall ensure that physical infrastructure (computer facilities, library, etc.) essential for pursuing SWAYAM Online Credit Courses are made available for free and in adequate measure.

(h) Goa University and its Affiliated Colleges shall designate a Faculty Member as a Mentor to guide the students from registration to completion of the SWAYAM Online Credit Course.

OA-41.4 Evaluation and Certification of Credit-Based MOOCs

(a) The Host Institution and the Course Coordinator shall be responsible for evaluating the student registered.

(b) The marks/grades earned by the student shall be the final marks/grades for that Course.

(c) The student shall be responsible to submit in time the marks/grades received on completion of the SWAYAM Online Credit-Course.

(d) University shall incorporate the marks/grades obtained by the student in the Mark/Grade Sheet for the Final Award of the Degree or Diploma.

OA-42 Ordinance Governing the Undergraduate (UG) Programmes of Bachelor of Engineering and other such Programmes of study conducted by the on-campus Schools of Goa University and its Affiliated Colleges based on the Guidelines of curriculum and credit framework for undergraduate programmes, All India Council for Technical Education (AICTE) and National Credit Framework (NCrF). (Effective from the Academic Year 2024-2025).

OA-42.1 GENERAL

The National Education Policy, 2020 (NEP 2020) Guidelines promote holistic, experiential, and inter-disciplinary education and take into cognizance the prevailing and emerging requirements of the industry and society. It provides a balanced mix of courses related to science, engineering, technology and humanities. The AICTE, NCrF and the curriculum and credit framework for the Undergraduate Programmes under NEP 2020 incorporates a flexible choice-based credit system with a multidisciplinary approach to support multiple entry and exit options, to facilitate students to pursue their career path by choosing the subject/field of their interest.

OA-42.2 OBJECTIVES

The Objectives of the Programme shall be:

(a) To bring the undergraduate Engineering curriculum on par with the NEP 2020 and NCrF.

(b) To plan, design, construct, maintain and improve engineering systems that are technically sound, economically feasible and socially acceptable.

(c) To apply analytical, computational and experimental techniques to address the challenges faced in engineering systems/fields thus enabling students to acquire specific skills in keeping with their area of study.

(d) To communicate effectively using conventional platforms as well as innovative/online tools and demonstrate collaboration, networking & entrepreneurial skills.

(e) To exhibit professionalism, ethical attitude and team spirit and pursue lifelong learning to achieve career, organizational and societal goals.

OA-42.3 OUTCOME-BASED APPROACH

A student on completion of the programme(s) of study shall possess the quality and characteristics of a graduate to apply engineering and interdisciplinary knowledge to analyze problems, design solutions using modern tools for sustainable development. The knowledge acquired will enable development of state of the art processes, new products and services to address needs of the society.

OA-42.3.1 GRADUATE ATTRIBUTES

Graduate attributes shall include capabilities that help broaden the knowledge base and skills, to undertake future studies independently and to mature into a responsible citizen of society. Graduate attributes shall be fostered through meaningful curriculum and learning experiences to enhance critical and reflective thinking.

This would help in generating human-resource skilled in their respective disciplines as well as within broader multidisciplinary/interdisciplinary areas.

OA-42.4 DURATION OF THE PROGRAMME

(a) Ordinarily, the duration of the Undergraduate Programme shall be of four years/eight Semesters with multiple entry and exit options. However, the validity of the credits earned will be to a maximum period of seven years or as specified under Academic Bank of Credits (ABC) Scheme in Higher Education.

(b) Ordinarily, the duration of the Undergraduate Programme shall be for three years/six Semesters for lateral entry in the second year with multiple entry and exit options. The eligible candidates admitted through lateral entry are deemed to have acquired 40 Credits. However, the validity of the credits earned will be to a maximum period of seven years or as specified under Academic Bank of Credits (ABC) Scheme in Higher Education.

(c) A student may also be permitted to take a break from the Programme during the period of study, subject to clause (a) and (b).

(d) Every Academic Year shall consist of Two Semesters.

(e) In addition, there shall be a Summer Term during the vacation.

OA-42.4.1 SUMMER TERM

(a) A summer term shall be of eight weeks duration during the summer vacation.

(b) Internship/apprenticeship/work-based vocational education and training shall be carried out during the summer term, by students who intend to exit after 2nd/4th/6th semester of study.

OA-42.4.2 UNDERGRADUATE CERTIFICATE/DIPLOMA AND DEGREES TO BE AWARDED

(a) **Undergraduate Certificate in Engineering :** Students exiting on completion of two Semesters of study in the chosen engineering discipline having fulfilled the credit requirement (40 Credits) and successfully completed an additional four-credit exit course in accordance with NSQF & NCrF Level 4.5.

(b) **Undergraduate Diploma in (discipline) Engineering:** Students exiting on completion of four Semesters of study in the chosen engineering discipline having fulfilled the credit requirement (80 Credits) and successfully completed an additional four-credit exit course in accordance with NSQF & NCrF Level 5.

(c) **Bachelor of Science in (Discipline) Engineering:** Students exiting the Programme having fulfilled the credit requirement (120 Credits) and successfully completed an additional four-credit exit course in accordance with NSQF & NCrF Level 5.5.

(d) **Bachelor of Engineering (Discipline)**: On successful completion of the minimum Credit requirement (160 credits).

(e) **Bachelor of Engineering (Honours) (Discipline) with Minor in (Discipline):** With additional 20 credits in the other Programme/Discipline (180 credits).

(f) **Bachelor of Engineering (Honours) (Discipline) with Specialization in (Discipline):** With additional 20 credits in the same Major Discipline (180 credits).

(g) **Bachelor of Engineering (Honours) (Discipline) with Research :** With additional 20 credits in the same Discipline (180 credits).

OA-42.5 ELIGIBILITY FOR ADMISSION TO ENGINEERING PROGRAMMES

(a) A candidate eligible for admission to the first Semester of the Bachelor of Engineering (B. E.) Degree Courses of Goa University shall have passed the Higher Secondary School Certificate (Std. XII) Examination conducted by Goa Board of Secondary and Higher Secondary Education, or an examination conducted by the Central Board of Secondary Education, or any other examination, which in scope and standard, is deemed to be equivalent to the Higher Secondary School Certificate examination of Goa Board and must have obtained, the minimum percentage of marks in the specified subjects.

(b) The candidate should have passed the Higher Secondary School Certificate (Std. XII) examination with Physics and Mathematics as compulsory subjects with one of the following subjects Chemistry/ Biotechnology/ Computer Science/ Biology and secured not less than 45% marks in the aggregate of subjects of Physics and Mathematics with one of the following subjects Chemistry/Bio-Technology/Computer Science/ Biology, and 40% marks in case of applicants belonging to SC, ST, and OBC (Non Creamy Layer) and conditions approved by Government of Goa from time to time.

(c) The candidates who have passed diploma in Engineering and secured not less than 45 % marks in the respective discipline are eligible for admission to Semester III under lateral entry.

(d) The candidates who have passed diploma in Engineering and secured not less than 40 % marks in case of applicants belonging to SC, ST,

and OBC (Non Creamy Layer) in the respective discipline are eligible for admission to Semester III under lateral entry.

(e) A candidate seeking admission to the first year of B.E. Degree Programme must have appeared and obtained a valid score at the Entrance Test conducted by Directorate of Technical Education/ University or any other tests and conditions approved by the Government of Goa from time to time.

OA-42.5.1 ELIGIBILITY FOR ADMISSION TO SUBSEQUENT SEMESTERS

(a) Semester –II

A Candidate who has fulfilled the requirements of Semester–I shall be eligible for admission to Semester – II irrespective of Semester –I End examination results.

(b) Semester-III

i. A candidate to be eligible for admission to Engineering Degree Programmes at Semester-III must not have more than twenty Credits as backlog from Semester I & II

ii. Candidates seeking Honours degree (with minors/ specializations) shall have 60% or equivalent CGPA at the end of first year. Candidates admitted under lateral entry shall have 60% or equivalent CGPA in final year excluding marks scored in industrial internship. The courses under minor/specialization/research to be offered shall be decided by respective institutions.

iii. Candidates seeking Honours degree (with research) shall have 75% or equivalent CGPA at the end of first year. Candidates admitted under lateral entry shall have 75% or equivalent CGPA in final year excluding marks scored in industrial internship. The courses under minor/specialization/research to be offered shall be decided by respective institutions.

iv. A minimum of 10 students shall be required to offer a minor/ specialization/ research course in an institution subject to the availability of faculty and other resources. Principal shall take the decision on offering/continue to offer/discontinue to offer the minor /honors/research courses with less than 10 students.

(c) Semester –IV

The candidates who have fulfilled the requirements of Semester – III shall be eligible for admission to Semester -IV irrespective of the number of backlogs.

(d) Semester –V

The candidates shall not have not more than twenty credits as backlog (excluding minor/specialization/research) courses of Semester I to IV. Such candidates shall be considered eligible for admission to Semester - V.

(e) Semester –VI

The candidates who have fulfilled the requirements of Semester – V shall be eligible for admission to Semester VI irrespective of the number of backlogs.

(f) Semester -VII

The candidates shall not have not more than twenty credits as backlog (excluding minor/specialization/research) courses of Semester I to VI. Such candidates shall be considered eligible for admission to Semester -

VII.

(g) Semester VIII

The candidates who have fulfilled the requirements of Semester – VII shall be eligible for admission to Semester VIII irrespective of the number of backlogs.

(h) Honours programme

To be eligible to continue with the Honours programme in third/fourth year, a candidate shall not have a backlog of more than four credits of the Honours Courses offered during preceding Semesters.

OA-42.5.2 ADMISSION FOR MULTIPOINT ENTRY

(a) A student migrating from another recognized University /Institution and desirous of direct admission to second/ third/ fourth year Engineering Undergraduate programme shall be eligible for admission in the same/relevant discipline based on the credits earned in the courses for which admission is sought. This is subject to the provisions of the Academic Bank of Credits (ABC) Ordinance of the University.

(b) The Board of Admissions of the college/institution shall examine such candidates based on the eligibility and availability of seats and recommend to Goa University/DTE for decision and approval.

(c) A student with an Undergraduate Certificate/B.Sc. Degree/ Diploma shall be eligible to take admission to the Semester - III in the same/relevant discipline.

(d) A student with an Undergraduate Diploma shall be eligible to take admission to the Semester - V.

(e) A student with an Undergraduate B.Sc. Degree in Engineering shall be eligible to take admission to the Semester - VII.

(f) Students who wish to opt for change of Discipline at the end of the first year, will be allowed to do so subject to availability of vacant seats.

OA-42.5.3 Duration

Ordinarily, the duration of the Undergraduate Programme shall be of four years/eight Semesters with multiple entry and exit options. However, the validity of the credits earned will be to a maximum period of seven years or as specified under ABC Scheme in Higher Education.

OA-42.6 COURSES AND COURSE STRUCTURE

A Programme shall comprise of the following categories of courses:

(a) Discipline Core (Major)

A Major course will provide a student the opportunity to pursue in-depth study of a particular Discipline/Programme.

(b) Discipline minor/Interdisciplinary Minor

Students may opt for Minor courses from the same Discipline/Programme (Professional Electives) or courses from Pure and Applied Sciences. Students may also opt for Minor courses from other Engineering Disciplines.

(c) Multidisciplinary Courses (MC)

These courses shall be essentially from Humanities, Social Sciences, Law, Management and such other Disciplines.

(d) Value-Added Courses (VAC)
The following courses in the broad areas of Understanding India, Indian Knowledge System, Environmental Science/Education, Digital and Technological Solutions, Health & Wellness, Yoga Education, Sports, Fitness, courses related to National Service Scheme (NSS), National Cadet Corps (NCC) and such other courses. Environmental Science shall be a mandatory course under VAC.

(e) Ability Enhancement Courses (AEC)
Students shall achieve competency in a Modern Indian Language (MIL) and the English Language with special emphasis on communication, reading and writing, critical thinking /innovative abilities. Foreign students may opt additional English language courses or any other foreign language courses, instead of MIL.

(f) Skill Enhancement Courses (SEC)
SECs shall focus on practical skills, hands-on training, soft skills and such other courses to enhance the employability of the students.

(g) Training/ Field Work
Students shall be provided with opportunities for skill based training as an exit course in respective Disciplines after the Semester II, IV and VI for Undergraduate certificate, Undergraduate Diploma and Undergraduate B.Sc. degree respectively. Students shall undergo training in Industry, Organizations, Laboratory, etc.

(h) Project work
Project work shall be carried out in the Major /Interdisciplinary areas by the students in the College or in any Industries/Institutes/Research Laboratories.

(i) Research
Research shall be carried out in the Major/Interdisciplinary areas by the student under the guidance of the Goa University recognized research guide at the University/ College/Institution.

(j) Internship
Students shall undergo internship in Industry, Organizations, Laboratories and such other Institutions as approved by the University/ College/Institution.

OA-42.6.1 SWAYAM COURSES

Students shall have the option to earn up to 40% of the Credits through online SWAYAM Courses (other than core courses) recommended by the Board of Studies preferably at the beginning of each Semester.

OA-42.7 CREDIT REQUIREMENTS

Each Course can carry different weightage in terms of number of Credits. The Board of Studies in the concerned discipline shall formulate Course Objectives, Course Contents and Course Outcomes as per the guidelines of AICTE and NCrF. The Board of Studies shall have the option to design Courses comprising any or a combination of Lectures/ Tutorials/ Laboratory Work/ Field Work/ Outreach Activities/ Project Work/ Vocational Training/ Viva/ Orals/ Seminars/ Term Papers/ Assignments/ Presentations/ Self-Study/ Internships and such others.

(a) A Programme shall comprise Discipline Core (Major), Discipline Minor, Interdisciplinary Minor, Multidisciplinary Courses (MC), Value-Added

Courses (VAC), Ability Enhancement Courses (AEC), Skills Enhancement Courses (SEC), Training/Internship/Field Work, Project work / Research.

(b) A Programme shall be based on a system of time-integrated Units called Credits.

(c) A Course may have only Lecture component, Lecture and Tutorial component, Lecture and Practical component, and only a Practical component.

(d) One Credit of a Theory Course shall be equivalent to 15 Contact Hours of learning activities including Lectures, Group Discussions, Seminars, Problem Solving, Assessments and such others.

(e) One Credit of a Tutorial shall be equivalent to 15 Contact Hours of engagement.

(f) Ordinarily, a theory and tutorial class shall be of 1 hour duration.

(g) One Credit of Practical or Laboratory Work, shall comprise 30 hours of engagement.

(h) One Credit of Seminar or Internship or Apprenticeship or Studio Activity or Field Work or Community Engagement and Service shall comprise 45 hours of engagement.

(i) A student shall be eligible for the Award of a Bachelor's Degree in Engineering on successful completion of minimum of 160 Credits, to be completed over a minimum of Eight Semesters.

(j) A student shall be eligible for the Award of a Bachelor's Degree (Honours) with additional minor after earning twenty additional credits in the minor/ specific discipline. This will account for a total of 180 (160+20) credits to be completed over a minimum of Eight Semesters.

(k) A student shall be eligible for the Award of a Bachelor's Degree with specialization (Honours) after earning twenty additional credits in the major discipline. This will account for a total of 180 (160+20) credits to be completed over a minimum of Eight Semesters.

(l) A student shall be eligible for the Award of a Bachelor's Degree (Honours) with research after earning twenty additional credits in the major discipline. This will account for a total of 180 (160+20) credits to be completed over a minimum of Eight Semesters.

(m) The additional twenty credits shall be identified and recommended by the concerned BoS.

(n) The additional credits acquired for Honours degree shall not be considered for computation of CGPA. However these additional credits earned will be shown separately in the Grade Sheet.

OA-42.7.1 LEVELS OF COURSES

a) 0-99**:** Pre-requisite Courses are non-Credit Courses, which a student is required to pass.

b) 100-199: Foundation or Introductory Courses are intended for students to gain an understanding and basic knowledge about the disciplines to help them decide their Discipline of interest. These Courses may also be prerequisites for Courses in the Major discipline. These Courses generally would focus on foundational theories, concepts, perspectives, principles, methods, and procedures of critical thinking in order to provide a broad basis for taking up more advanced Courses.

c) 200-299: Intermediate-level Courses including discipline-specific Courses are intended to meet the Credit requirements for Major or Minor areas of learning. These Courses can be part of a Major and can be pre-requisite Courses for advanced-level Major Courses.

d) 300-399: Advanced Courses in the respective disciplines to develop appropriate skills required for Majoring in a specific discipline/Interdisciplinary area of study for the Award of an Undergraduate Degree.

e) 400-499: Specialized Courses in the respective disciplines to develop appropriate skills required for Majoring in a specific discipline/Interdisciplinary area of study for the Award of an Undergraduate Degree.

OA-42.7.2 SEMESTER WISE DISTRIBUTION OF COURSES

The Distribution of Courses and its levels across the Eight Semesters shall be as follows:

(a) **Semesters I & II**: The students shall undergo Courses in Major, Minor, Interdisciplinary, Multidisciplinary, Ability Enhancement, Skill Enhancement, and Value-Added categories.

(b) **Semesters III & IV:** Students shall undergo Courses in Major and Minor, Ability Enhancement, Skill Enhancement to build a career of their interest. Students shall undertake Courses to strengthen their domain knowledge and other skills.

(c) **Semesters V & VI**: Students shall undergo higher level Courses to gain in-depth knowledge in the Major and Minor disciplines along with discipline specific techniques.

(d) **Semesters VII & VIII:** Students shall undertake suitable advanced level Courses in both Major and Minor discipline. Students shall undertake project work (research/ training/ industrial internship).

OA-42.7.3 DURATION OF COURSE WORK AND TERM:

The duration of the Course work in each Semester shall be 90 teaching days. The teaching days shall mean actual classroom/laboratory/industrial training, and shall not include days of semester end examinations/tours/sports.

The Academic Terms for each academic year for the Degree Programmes in Engineering shall be decided by the University from time to time.

OA-42.8 ELIGIBILITY FOR THE AWARD OF DEGREE:

(a) The Undergraduate Certificate in Engineering shall be awarded to only those who exit after the completion of the first year (forty Credits) with an additional four Credits of experiential learning as per NSQF and NCrF Level 4.5.

(b) The Undergraduate Diploma in (discipline) Engineering shall be awarded to only those who exit after the completion of the second year (eighty Credits) with an additional four Credits of experiential learning specific to the Discipline as per NSQF and NCrF Level 5.

(c) The Undergraduate B.Sc. degree in (discipline) Engineering shall be awarded to only those who exit after the completion of the third year (One Hundred and twenty Credits) with an additional four Credits of experiential learning specific to the Discipline as per NSQF and NCrF Level 5.5.

(d) The Bachelor's Degree in (discipline) Engineering shall be awarded to those who complete One Hundred and sixty Credits over a minimum period of four years.

(e) The Bachelor's Degree in Engineering (Honours) (discipline) with Specialization/ Research/ Minor shall be awarded to those who complete One Hundred and eighty Credits including twenty additional credits over a minimum period of four years.

I. A student earning twenty additional credits in the major discipline shall be awarded (Honours) (discipline) with Specialization.
II. A student earning twenty additional credits in Research shall be awarded (Honours) (discipline) with Research.
III. A student earning twenty additional credits in one specific discipline other than major discipline shall be awarded (Honours) (discipline) with Minor.

(f) A student who has enrolled for Bachelor's Degree in Engineering (Honours) Programme shall be permitted to opt out from Honours Programme on submission of an undertaking to this effect. Such students shall be eligible to receive a B.E. Degree after earning 160 credits as per Credit requirements of B.E. Programme.

OA-42.8.1 NOMENCLATURE OF MAJOR DEGREE

The Nomenclature of the degree awarded by Goa University in Engineering shall be:

(a) **Bachelor of Engineering (Discipline)**
(b) **Bachelor of Engineering (Honours) (Discipline) with Specialization in (Core)**
(c) **Bachelor of Engineering (Honours) (Discipline) with Research**
(d) **Bachelor of Engineering (Honours) (Discipline) with minor in (Discipline)**

OA-42.9 PROGRAMME STRUCTURE, SEMESTER WISE DISTRIBUTION OF COURSES AND CREDITS

OA-42.9.1 SEMESTER WISE DISTRIBUTION OF COURSES

Sem	Level	No. of Major/ Core	Minor/ IC/PE	MC	AEC	SEC	Dissertation/ Project/ Internship	VAC	Total Credits	Honors #
I	100	1-(4)	1-(4)	1-(3)	1-(3)	1-(3)		1-(3)	20	
II	100	1-(4)	1-(4)	1-(3)	1-(3)	1-(3)		1-(3)	20	
III	200	2-(8)	1-(4)	1-(3)	1-(2)	1-(3)			20	1-(4)
IV	200	4-(16)	1-(4)						20	1-(4)
V	300	4-(16)	1-(4)						20	1-(4)
VI	300	4-(16)	1-(4)						20	1-(4)
VII	400	4-(16)	1-(4)	1-(4)					24	1-(4)
VIII	400		1-(4)				1-(12)		16	
		80	**32**	**13**	**8**	**9**	**12**	**6**	**160**	
		Additional Credits Required to obtain Honors (Minor/Specialization/Research) Degree								**20**

- *IC = Interdisciplinary Course; MC=Multidisciplinary Course;*
- *PE= Professional Electives*
- *AEC= Ability Enhancement Course; SEC=Skill Enhancement Courses.*
- *VAC = Value Addition Courses (one of the courses shall be Environmental Science)*
- *Numbers outside the bracket indicate number of courses.*
- *Number inside the bracket indicate number of credits.*

OA-42.9.2 SEMESTER WISE DISTRIBUTION OF CREDITS

Semester	Major-Core	Minor/ PE/IC	MC	AEC	SEC	Dissertation /Project/ Internship	VAC	Total Credits
I	4	4	3	3	3		3	20
II	8	4	3	3	3		3	20
III	8	4	3	2	3			20
IV	16	4						20
V	12	4						20
VI	16	4						20
VII	16	4	4					24
VIII		4				12		16
	80	**32**	**13**	**8**	**9**	**12**	**6**	**160**

OA-42.9.3 PROGRAMMES AND CREDITS

Undergraduate Programmes	4 year Bachelor of (Discipline) Engineering	4 year Bachelor of (Discipline) Engineering (Honours) with Specialization in (Core)	4 year Bachelor of (Discipline) Engineering (Honours) with research	4 year Bachelor of (Discipline) Engineering with minor in (Discipline)
Bachelor's Degree in Engineering	160 credits			
Bachelor's Degree in Engineering (Honours) (discipline) with Specialization/ Research/ Minor		180 credits	180 credits	180 credits

Theory	1 credit	15 hours
Tutorial	1 credit	15 hours
Practical	1 credit	30 hours
Internship/Field Work	1 credit	45 hours

OA-42.10 INDUCTION PROGRAMME

Three/Two weeks induction programme for students to be offered at the start of the first year of the Engineering Programme. Regular classes shall ordinarily commence only after the induction programme is completed. Institutes may schedule a one week induction programme at the start of each Semester of the First Year of Engineering.

OA-42.11 SCHEME OF EXAMINATION

There shall be a University examination (Regular / Repeat) at the end of each Semester.

OA-42.11.1 MARKS ASSIGNED TO THE COURSE

a) The B.E. degree examination shall consist of Papers (theory), Laboratory/Practicals, Termwork, Internship, Field Work, Project, and Report.

b) The distribution of marks for intra semester assessment (ISA) and Semester End Assessment (SEA) shall be 40 and 60 percent respectively in theory courses.

c) The distribution of marks for intra semester assessment (ISA) and Semester End Assessment (SEA) shall be 60 and 40 percent respectively in practical, project, termwork, field work & internship courses.

d) The distribution of marks for project with maximum four students, the assessment will be as per the rubrics below:
   i. Literature Review and defining the problem statement - 15%-
   ii. Applying engineering knowledge, tools and techniques- 15%-
   iii. Analyzing the possible solutions- 15%-
   iv. Evaluation and demonstration of the solution – 15%
   v. Project Report and Presentation – 40%

e) The distribution of marks for internship in an Industry/Institution/ Organization shall be as per the rubrics below:
   The Organization where the student does the internship shall award grades for 70 % and the supervisor at the institute shall award grades for 30 %.
   i. Application of Engineering Knowledge - 15%
   ii. Responsibility & Team Work - 15%
   iii. Communication Skills (Verbal & Written) - 15%
   iv. Interpersonal Relationship, Punctuality & Discipline – 15%
   v. Internship Report and Presentation – 40%

OA-42.11.2 CONDUCT OF ISA & SEA

(a) One Credit shall carry 25 marks.

(b) There shall be four ISAs in a given Semester for the theory Component of each Course of 3 Credits and above, of which a minimum of 50% shall be evidence based. There shall be three ISAs in a given Semester for the theory Component of each Course of 2 Credits, of which a minimum of 50% shall be evidence based. For a course of one Credit the best score out of two ISAs shall be considered. ISAs may be through a written test or any other alternative mode of evaluation, including assignments, presentations, oral or online test, MCQs, open book test, and any other mode of assessment.
   a. Appearance in minimum of 50% of ISAs and in the SEA, shall be compulsory.
   b. Ordinarily, the ISA for a given Course shall be conducted by the teacher/s teaching that Course.
   c. The ISA schedule shall be notified at the beginning of the Semester.
   d. ISA marks shall be communicated to students within two weeks of conduct of the ISA.
   e. ISAs shall be conducted at regular intervals during the Semester.

f. Students who fail to appear for an ISAs due to a genuine reason shall be given another opportunity, to complete the minimum ISA requirement.
g. There shall be a Committee appointed to monitor the conduct of ISAs.
h. No ISAs shall be conducted after the last day of teaching.

(c) The duration of SEA theory paper carrying up to 25 marks shall be one hour, and papers of above 25 and up to 50 marks shall be of two or two and half hours duration as specified by BoS and above 50 marks will be for three hours duration.

OA-42.11.3 To pass in a course a candidate shall be required to obtain a minimum of 40% marks in SEA and 40% overall in (ISA + SEA)

OA-42.11.4 PROJECT EVALUATION

(a) The 'Project' shall be Analytical or Experimental or a Field Project or Design Project or a combination of any of these. The students may undertake Multidisciplinary Project, where the Project Group may include students from two disciplines of Engineering.
(b) The project team shall consist of maximum of four students. In case of multidisciplinary project, at least two students shall be from any one discipline or programme.
(c) A continuous assessment of the project shall be carried out by the committee consisting of a Guide(s) and minimum Two faculty members from the concerned department appointed by the Principal.
(d) A 'Project Report' shall be submitted on the Project undertaken in Semester VIII and shall be assessed by a Panel of Examiners comprised of the Guide (Internal Examiner cum Convener) and External Examiner appointed by the University. In-case of a Multidisciplinary Project, the Panel of Examiners shall also include additional Guide/ Convener and an external examiner from the concerned discipline.
(e) Those of the candidates who fail to obtain at least 4 grade points or a minimum of Pass grade for Project Report shall have to re-submit the modified 'Project Report' within Four weeks. Candidates who fail to resubmit the Project within the prescribed time limit shall repeat the Project Report afresh.

OA-42.11.5 INTERNSHIP EVALUATION

(a) The Internship shall be completed during Eighth Semester and the minimum duration of the Internship shall be ninety days.
(b) The internship can be carried out in any Industry/ Organization/ Institute.
(c) The Department/Institute shall nominate Faculty member/s as Internal Guide to facilitate, guide and supervise students during internship.
(d) The Internal Guide shall evaluate progress of the student undergoing internship by visiting the place of internship at least once.
(e) The Internal Guide shall obtain periodic feedback using ICT tools to

evaluate progress of the student working outside Goa.

(f) The students shall report the progress of the internship to the guide at regular intervals and seek his/her advice.

(g) After the completion of Internship, students shall submit an Internship Completion Certificate' from the competent authority of the Industry/ Institution/ Organization to the Head of the Department.

(h) A 'Internship Report' shall be submitted on the Internship undertaken in Semester VIII and shall be assessed by a Panel of Examiners comprised of the Guide (Internal Examiner cum Convener) and External Examiner from the respective Organization appointed by the University.

(i) Those of the candidates who fail to obtain at least 4 grade points or a minimum of Pass grade for Internship Report shall have to re-submit the modified 'Internship Report' within Four weeks. Candidates who fail to resubmit the Internship Report within the prescribed time limit shall repeat the Internship afresh.

OA-42.12 GRADING SHALL BE AS PER THE ORDINANCE OA-16.

OA-42.13 EXAMINATION PROCEDURE

OA-42.13.1 PAPER SETTING

(a) For Core/MC/Minor courses, the theory examinations for Semester I to Semester VIII, there shall be two faculty members for setting two sets each with answer key. The manuscripts shall be scrutinized and moderated by the BoS chairperson and subject expert. The subject expert appointed should not be same as paper setter.

(b) For elective courses, VAC, AEC, the theory examinations for Semester I to Semester VIII, there shall be one faculty member for setting two sets of paper with answer key. The manuscripts shall be scrutinized and moderated by the BoS chairperson and subject expert. The subject expert appointed should not be same as paper setter.

(c) For all the practical/ oral examinations for Semester V to Semester VIII, there shall be two examiners from different affiliated colleges. In the event of two examiners from different colleges being not available, the examiners from the same institution or an examiner from the relevant Industry shall be appointed.

OA-42.13.2 CONDUCT OF SEA

SEA of Semester I to VIII shall be conducted by the affiliated colleges on behalf of the University as per the notification issued by the University from time to time.

OA-42.13.3 ASSESSMENT

The modalities for assessment of SEA shall be as notified by the University from time to time.

OA-42.14 ENTITLEMENT MARKS AND REVALUATION

The relevant Ordinances regarding the award of Entitlement marks (OA-26) and revaluation of answer books for other faculties (OA-5.15) shall be applicable.

OA-42.15 IMPROVEMENT OF RESULT

A candidate shall be permitted to improve upon his/her results in the BE degree programme, subject to the following conditions.

(a) Students may seek improvement of performance no later than two years after the declaration of final results for the award of Certificate or Diploma or Degree.
(b) A student shall not be eligible to apply for improvement of performance during the pursuance of a Programme.
(c) The candidate shall be allowed to improve the results only in the Theory Courses.
(d) The candidate shall have only one opportunity to appear in a maximum of ten courses (theory) of all Semesters taken together.
(e) The provision regarding the carrying forward of grades is as follows:
  (i) The grades secured in other than 'Theory' courses shall necessarily be carried over.
  (ii) In case the candidate fails to improve upon the CGPA, the grades obtained in earlier examinations shall be retained.
  (iii) In case the candidate improves upon the CGPA, the grades scored in the Theory courses shall be replaced by the new grades.

OA-42.16 COLLEGE COMMITTEES

The following Committees shall be constituted by the Principal of the College for a duration of three years:

OA-42.16.1 COLLEGE EXAMINATION COMMITTEE

(i) The College Examination Committee shall consist of:
  (a) A senior faculty members who shall be the Chairperson
  (b) Four to eight regular faculty members (In addition to the Chairperson).

(ii) This Committee shall be in charge of all matters pertaining to SEA of UG level in the College.
(iii) Arrange to print question paper sets and have answer books assessed for Semester I to IV.
(iv) The Committee shall also carry out any other examination related work.

OA-42.16.2 COLLEGE UNFAIR MEANS INQUIRY COMMITTEE (CUMIC)

(i) The College Unfair Means Inquiry Committee shall be constituted with the following members:
  (a) Vice-Principal /Senior faculty member as Chairperson.
  (b) Two regular faculty members, preferably not members of the College Examination Committee or the College Grievance Committee.
(ii) The Committee shall inquire into the cases of unfair means and malpractices reported and shall recommend to the Principal of the College a course of action as prescribed in OA-5.14 for Semester I to IV.

(iii) Procedures for CUMIC

The following procedure shall be followed for inquiring into the cases of students alleged to have used unfair means at the UG Examinations.

(a) The student shall be served with a show cause notice and made aware of the charges/allegations reported against him/her so as to enable her/him to prepare the defense at the time of his/her appearance before the CUMIC and inform her/him thereby of the proposed action to be taken in the case, directing her/him to reply to the show cause notice as to why the action proposed should not be taken against her/him.
(b) The reply received by the Committee from the student when the student appears before the Committee shall be considered and the final recommendation in the matter shall be taken and reported to the Principal for approval.
(c) The broad category of malpractice and the quantum of punishment shall be as per OA-5.14.19.
(d) The punishment finally awarded shall be equal to, or less than, what is mentioned in the show cause notice, but not more than what is mentioned therein.
(e) The CUMIC shall act as a recommendatory body.
(f) The Principal of the College under the provisions of Statute SB-13(iv) of the University shall issue the final order.

OA-42.16.3 COLLEGE GRIEVANCE COMMITTEE

(i) The College Grievance Committee shall be constituted as under: -
  (a) Vice-Principal/Senior member of faculty member as Chairman, provided that s/he is not the Chairman of CUMIC
  (b) Two regular faculty members, preferably not members of CUMIC or the College Examination Committee.

(ii) In case the grievance concerns any member of the Committee, the Principal shall reconstitute the Committee for the concerned grievance, excluding the concerned member.

(iii) This Committee shall investigate into written complaints from the students regarding the conduct of examinations / other relevant / related matters referred by the Principal of the College, and recommend a course of action to the Principal of the College as per the relevant Ordinance.

(iv) Investigation of Grievance by the College Grievance Committee

The Committee shall consider the written complaint by a student on the conduct of examination provided that:
  (a) The complaint is submitted within 15 days after the declaration of results.
  (b) The complaint is accompanied with a fee of Rs.200/- (refundable if the complaint is found genuine) and the matter is referred to the Committee by the Principal.

(v) The Committee shall invite a reply to the allegations, if any, made by the student from the concerned faculty member/examiner.

(vi) After considering the reply of the concerned faculty member/examiner, the Committee shall recommend a course

of action in writing to the Principal.

vii) The Principal may inform the students of the findings of the Committee and shall take appropriate action including reassessment of the said answer book. However, if the marks are reduced after reassessment of the said answer book, the original marks shall be retained and the student informed that there is no change in his/her result.

viii) A fine (as notified by the University) may be imposed on the student complainant, if the said allegation(s) is (are) found to be a deliberate attempt of casting aspersions on the faculty member(s) concerned. If the allegations are found to be genuine and the same is recorded giving reasons, the action shall be taken as provided under OA-5.2.6.

OA-42.16.4 UNIVERSITY COMMITTEES

The Constitution of the University Grievance Committee and other relevant Committees under this Ordinance shall be as per Ordinance OA-35.

OA-43 Ordinance Governing Master of Engineering Degree and Post-Graduate Engineering Certificate. (Effective from the Academic Year 2024-25)

OA-43.1 ELIGIBILITY CRITERIA

(a) The eligibility criteria for admission to the first year of the Master of Engineering Degree shall be as per AICTE Guidelines, Bachelor's Degree in Engineering or equivalent as prescribed by the concerned Board of Studies and approved by the Academic Council. If the eligibility degree of the student is not listed in the list approved by the Board of Studies for admission to the given Master of Engineering Degree Programme, then the student shall have to qualify in the national level or University level entrance examination for the respective Master of Engineering Degree Programme.

(b) The Candidate should have obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination of Bachelor of Engineering of minimum 4 years duration of Goa University or any other Degree of University/Institution recognized as equivalent to the Bachelor of Engineering Degree of Goa University (including AMIE, AMICE and IETE) as notified by AICTE / Regulatory Body/ Government of Goa/Goa University from time to time.

(c) The students who have passed the Post Graduate Engineering Certificate shall be eligible for admission to the second year of the Master of Engineering Programme in the relevant branch/discipline, subject to the availability of seats based on the notification issued by the Government of Goa/ Goa University from time to time.

(d) However, a student registered for a standalone Post Graduate Certificate shall not be eligible for lateral entry to the Master of Engineering Degree Programmes.

OA-43.1.1 PROGRAMME FACULTY COMMITTEE /DISCIPLINE FACULTY COMMITTEE (PFC/DFC)

The Programme Faculty Committee /Discipline Faculty Committee (PFC/DFC) shall be responsible for the implementation and conduct of the Credit-based Master's Degree Programme(s). In case of Schools, the PFC/DFC shall comprise the Dean/Vice-Dean Academic, Programme Director and the faculty members of the Discipline. In case of the Colleges, the PFC/DFC shall comprise the Principal of the College, Head of the Department, Faculty Members teaching the Programme.

OA-43.2 PROGRAMME STRUCTURE

OA-43.2.1 The Programme shall be based on a system of time-integrated units called Credits, under the Choice Based Credit System (CBCS) and shall comprise of Core Courses, Elective Courses (Programme specific, Research specific and Generic) and Dissertation/ Internship. The Credits shall be as defined in OA-43.2.3. A student shall be permitted to accumulate, transfer or redeem Credits under the relevant provisions of the Goa University Ordinance relating to Academic Bank of Credits and shall be permitted entry and exit options on completion of 40 Credits. The maximum duration of program shall be as specified in the ordinance and OA 16.11.

OA-43.2.2 (a) The details of Programmes, Credits and number of Semesters shall be as follows:

Programmes	Number of Credits	Number of Semesters
(i)**Master of Engineering Degree** (for those who have completed FOUR year Under Graduate Engineering Degree)	80	4
(ii)Post Graduate Engineering Certificate (for those who exit after One Year of the Post Graduate Programme)	40	2
(iii)Standalone One Year Post Graduate Certificate (Specialization) (for those who have completed Four year Undergraduate Engineering Degree)	40	2

(b) The validity of the Credits earned by the students registered for Programmes of two years (Four Semesters) duration and above will be to a maximum period of seven years or as specified by the Goa University ABC Ordinance OA-36 from time to time.

OA-43.2.3 (a) The total number of 80 Credits shall comprise 32 Credits of Core Courses (Compulsory); 32 Credits of Elective Courses; 16 Credits of Dissertation/ Internship (Compulsory).

(b) The Post Graduate Engineering Certificate Programmes shall comprise of a total of 40 Credits which shall be a combination of Programme Specific Core (24 Credits), Programme Specific Elective (8 credits), Research Specific Elective (8 Credits) which shall be recommended by the Board of Studies based on the recommendations of the Programme Faculty Committee /Discipline Faculty Committee (PFC/DFC).

(c) The standalone Post Graduate Certificate (Specialization) Programmes shall comprise of a total of 40 Credits which shall be a combination of Programme Specific Core (24 Credits), Programme Specific Elective (12 Credits), Generic Elective (Interdisciplinary / Multi-disciplinary) (4 Credits) which shall be recommended by the Board of Studies based on the recommendations of the Programme Faculty Committee /Discipline Faculty Committee (PFC/DFC).

OA-43.2.4 A student shall be required to obtain a minimum 60 Credits from the parent Programme, which shall comprise of Programme Specific Core (32 Credits), Programme Specific Elective Courses (12 Credits), Dissertation or Internship (as applicable) (16 Credits). The remaining 20 Credits comprising of Research Specific Elective Courses (12 Credits), Generic (Interdisciplinary / Multidisciplinary) Elective Courses (8 Credits) may be opted from outside the parent Programme.

OA-43.2.5 SEMESTER-WISE COURSES AND CREDITS STRUCTURE:

In order to provide academic flexibility in post graduate programs for professionals, the student can choose one of the following Credit structures at the time of admission to the program:

(A) TWO YEAR – 4 SEMESTERS PROGRAMMES

Courses	**SEM I**	**SEM II**	**SEM III**	**SEM IV**	**Credits**
Programme Specific Core (PSC)	12	12	8		**32**
Programme Specific Elective (PSE)	4	4	4		**12**
Research Specific Elective Course (RSE) *	4	4	4		**12**
Generic Elective Course (GE) Interdisciplinary/Multidisciplinary **			4	4	**8**
Programme Specific Dissertation/ Internship				16	**16**
Total Credits	**20**	**20**	**20**	**20**	**80**

(B) THREE YEAR – 6 SEMESTERS PROGRAMMES

Courses	SEM I	SEM II	SEM III	SEM IV	SEM V	SEM VI	Credits
Programme Specific Core (PSC)	4	4	8	8	**8**		**32**
Programme Specific Elective (PSE)	4	4	4				**12**
Research Specific Elective Course (RSE) *	4	4			**4**		**12**
Generic Elective Course (GE) Interdisciplinary/ Multidisciplinary **				4		**4**	**8**
Programme Specific Dissertation / Internship						**16**	**16**
Total Credits	**12**	**12**	**12**	**12**	**12**	**20**	**80**

*** Research Specific Elective (RSE) Courses**

RSE Courses aim to provide adequate research skills to students to carry out Dissertation/ Internship. RSE for each Programme shall be recommended by the respective Board of Studies. A student may opt for RSE offered by other Programmes upon prior permission from PFC/DFC.

**** Generic Elective (GE) Courses**

GE Courses are Elective Courses from any other Programme. These Courses aim to provide a multidisciplinary perspective to the student. A student may opt for GE offered by other Programmes upon prior permission from PFC/DFC.

OA-43.2.6 PROGRAMME SPECIFIC DISSERTATION/INTERNSHIP:

(a) Dissertation/Internship shall be in the same Programme in which the student is registered.

(b) The 8 Credits shall be split into

  (i) 4 Credits for Research Conceptualization and Data Collection methods

  (ii) 4 Credits Research Methodology, Preliminary Analysis/Experiments conducted

(c) Research Report and Presentation (8 Credits)

  (i) 8 Credits for Report, Presentation, Viva

(d) Each student shall be allotted a Research Mentor/guide/supervisor, who will monitor the progress of the work at regular intervals and

provide necessary guidance to the student.

(e) Publication includes Publication / acceptance of paper at Conference / Journal papers (National / International) / Book Chapter. However, this is desirable but not mandatory.

OA-43.2.7 Students shall commence work on the Dissertation in the beginning of the Third Semester/relevant Semester for the two-year Masters Programme. Students are expected to complete Project Conceptualization (identification of research problem, objectives, hypotheses, literature review, research design and methodology) before the commencement of the Fourth Semester. The Project Conceptualization component shall be assigned 4 Credits and shall be evaluated separately through a presentation at the beginning of Fourth Semester/ relevant Semester.

OA-43.2.8 Ordinarily, a student shall not exceed 28 Credits in a Semester.

OA-43.2.9 The Courses may comprise only theory, theory and tutorial, or only practical, or any other activity as specified by the respective Board of Studies.

OA-43.2.10 Elective Courses may also comprise self-learning Courses in the form of field work, project, summer training, online SWAYAM Courses, and other such Courses; the Board of Studies shall recommend and specify the Credits for these activities.

OA-43.2.11 (a) A student shall also be permitted to obtain additional Credits. The final grade shall be awarded /computed based on her/his performance in the Core Courses and the best performance in the Elective Courses and Dissertation/ Internship, to fulfill the minimum number of Credits required for the award of the Master of Engineering Degree/ Post Graduate Engineering Certificate. Additional Credits, if any, shall be indicated in the final transcript/mark sheet.

(b) A student shall be eligible for a Post Graduate Engineering Certificate in the concerned course if s/he successfully completes a minimum of 40 Credits and desires to exit from the Master of Engineering Degree Programme.

(c) A student shall have to redeem the Credits earned at the Post Graduate level as per the provisions of Academic Bank of Credits (ABC) to obtain the Post Graduate Engineering Certificate.

OA-43.2.12 A student shall be permitted to register for Courses outside the University with any other Higher Education Institutions registered with the ABC and transfer the Credits to Goa University through ABC, subject to the provisions of the Ordinance relating to the Academic Bank of Credits.

OA-43.2.13 Transfer of Credits earned by a student by opting the Courses from outside Goa University shall be permitted as per the provisions of ABC. Such Courses, when opted for by a student of a Programme may be approved provisionally by the PFC/DFC and placed for ratification before the Board of Studies at its subsequent meeting.

OA-43.2.14 A Course (except Dissertation/ Internship) may be of a minimum of 1 Credit and up to a maximum of 6 Credit(s).

OA-43.2.15 One Credit of a Theory Course shall be equivalent to 15 contact hours of learning activities such as lecture, group discussion, seminar, problem solving, tutorial.

OA-43.2.16 One Credit of a Practical Course shall be equivalent to 30 clock hours of laboratory /field work / study tour, i.e. 15 practical sessions each of 2 clock hours duration, or its equivalent

OA-43.2.17 One-week of Internship (30 Hours) shall be equivalent to one Credit.

OA-43.2.18 Ordinarily, the ratio of Credits between theory and practical/laboratory/field Courses shall be 2:1 or as recommended by the concerned Board of Studies.

OA-43.2.19 The Programmes/Schools/Colleges shall notify the Core and Elective Courses offered to students for the following Semester. The Colleges shall also provide for an adequate number of Elective Courses in case a student desires to obtain all Credits from the parent Programme.

OA-43.2.20 Permission of the Vice-Chancellor/ Principal shall be obtained before the commencement of teaching of an Elective Course for which less than five students are enrolled.

OA-43.2.21 Dissertation/ Internship shall be of 16 Credits and shall be compulsory for the award of Master of Engineering Degree.

OA-43.2.22 A Core Course offered by a Programme other than the parent Programme may be opted by a student as an Elective Course (outside the Programme) provided the pre-requisites defined by the concerned Board of Studies are fulfilled by the student.

OA-43.3 SCHEME OF INSTRUCTION

OA-43.3.1 (a) Ordinarily one faculty member shall teach an entire Course, unless the Course requires more than one faculty member to meet intra-disciplinary or inter-disciplinary requirements. The session plan for each Course offered during the Semester shall be submitted by the faculty member to the PFC/DFC before the commencement of the said Course.

(b) The faculty member teaching the Course shall finalize the assessment pattern and ensure that the assessment reflects teaching/ learning-time and weightage assigned to the topic/unit/module as prescribed in the Course outline.

(c) All the approved Courses, either Core or Elective, shall be uploaded on the University and College website.

OA-43.3.2 The Courses shall be designed with a hierarchical structure indicating the complexity levels and shall be prefixed with number

series as recommended by the Goa University from time to time.

OA-43.4 DISSERTATION/INTERNSHIP

OA-43.4.1 Ordinarily, the Dissertation/Internship shall be spread over the Third and/or Fourth Semesters for a two year post graduate Programme.

OA-43.4.2 The PFC/DFC shall decide the modalities relating to Dissertation/Internship.

OA-43.4.3 The topic of the Dissertation/Internship shall be finalized by the student in consultation with the Research Supervisor/Research Mentor by the beginning of the Academic Year in which they are pursuing their Dissertation/Internship.

OA-43.4.4 The PFC/DFC shall decide the distribution/number of students to be allotted to a Research Supervisor.

OA-43.4.5 A student shall declare, in the prescribed proforma, that the Dissertation/Internship is her/his own original work and that all the sources used are duly acknowledged.

OA-43.4.6 The Research Supervisor shall certify, in the prescribed proforma, that the Dissertation/Internship work of the student is completed under her/his supervision.

OA-43.4.7 A student shall submit their Dissertation/Internship to the School /College through the Research Supervisor as per the date prescribed by the PFC/DFC, however, the marks shall be sent to the University at least one month before the date of declaration of results specified in the Academic Term.

OA-43.4.8 A student shall submit the Dissertation to the School/College in the standard format as notified by Goa University.

OA-43.5 SCHEME OF EXAMINATION

OA-43.5.1 (a) The assessment of all Courses shall comprise continuous Intra-Semester Assessment (ISA) by the faculty member teaching the Course. If the faculty member who had taught the course is/are no longer associated with the School/College, the Dean/Programme Director/ Principal shall appoint a paper setter cum evaluator.

(b) Semester End Assessment (SEA) of all Semesters shall be as per OB-4 and shall be conducted by the Goa University.

OA-43.5.2 (a) The faculty member of the Course shall be the Course Coordinator and maintain records of all the assessments.

(b) When more than one faculty member is involved in teaching a Course, one faculty member preferably a regular faculty member shall be identified as the Course Coordinator by the PFC/DFC.

OA-43.5.3 (a) The ISAs may be Written/Oral, Open/Closed book, Scheduled/ Surprise, Objective /Multiple-choice, Short-answer type, Essay type, Seminar, Assignment, 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.

OA-43.5.4 (a) A student shall have to score a minimum marks (ISA+SEA) ≥40%;

(b) Attendance in SEA is compulsory and minimum marks (SEA) ≥ 40%

(c) Attendance in 50% of ISA is compulsory

Fractional marks shall be rounded off to the nearest integer only at the time of calculating the Course Grade.

OA-43.5.5 (a) The Course-wise time-table of internal assessment shall be displayed at the beginning of each Semester.

(b) Every faculty member shall submit to the Programme Director/HoD/ Programme Coordinator, the question paper, assessed answer books and the marks assigned within ten days after the conduct of each assessment.

(c) The result of each assessment shall be shared with the students and the assessed material shall be shown to the student(s) by the concerned teacher faculty member and submitted to the Programme Director/HoD/ Programme Coordinator along with the question paper.

OA-43.6 EVALUATION OF COURSES

OA-43.6.1 (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 ISA shall be 60% and for SEA shall be 40 %, for both theory and practical Courses.

Number of Credit(s)	No. of ISAs to be conducted	Total Marks (ISA+SEA)	ISA Marks	Marks for each ISA
1 Credit	2	25	15	15 (Best 1 ISA)
2 Credits	4	50	30	10 (Best 3 ISA)
3 Credits	4	75	45	15 (Best 3 ISA)
4 Credits	4	100	60	20 (Best 3 ISA)
5 Credits	4	125	75	25 (Best 3 ISA)
6 Credits	4	150	90	30 (Best 3 ISA)

(c) All internal assessments shall be completed by the last teaching day of the Semester.

OA-43.6.2 Ordinarily, a faculty member 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 faculty member teaching a Course or part thereof, shall conduct such assessment in consultation with the Course Coordinator.

OA-43.6.3 There shall be a continuous review of the teaching Programme by the PFC/DFC in every Semester.

OA-43.6.4 The SEA shall be conducted as per the academic calendar by the University. The Controller of Exams shall work out the examination schedule for SEA in consultation with the concerned Dean. (this is applicable only for affiliated colleges. University Engineering programs may conduct SEA similar to the other Master Degree ordinance)

OA-43.6.5 The duration of all written SEA examinations carrying 25 marks or less, shall be of one hour; SEA carrying above 25 marks and up to 40 marks, shall be of two hours or 150 minutes as decided by the respective BoS; SEA carrying 50 marks and above, shall be of three hours.

Number of Credit(s)	Marks for SEA
1 Credit	10
2 Credits	20
3 Credits	30
4 Credits	40
5 Credits	50
6 Credits	60

OA-43.6.6 The duration of SEA of all Laboratory/Field Courses shall be decided by the respective Board of Studies.

OA-43.7 EVALUATION OF DISSERTATION/INTERNSHIP

OA-43.7.1 Dissertation/Internship shall be in the Programme in which the student is registered for the Master of Engineering Programme.

(a) The 8 Credits shall be split into
   (i) 4 Credits for Research Conceptualization and Data Collection methods
   (ii) 4 Credits Research Methodology, Preliminary Analysis/Experiments conducted

(b) Research Report and Presentation (8 Credits)
   (i) 8 Credits for Report, Presentation, Viva

(c) Assessment shall be conducted by examiners appointed through OB-4. The PFC/DFC shall decide the modalities/rubrics of assessment.

(d) The details of evaluation about the ISA and SEA shall be as per the Guidelines recommended by the joint BoS and approved by the Academic Council.

OA-43.7.2 To pass in the Dissertation/Internship, a student has to secure a minimum Grade of 'P' as indicated under OA-43.8.1

OA-43.7.3 A student who fails in the Dissertation/Internship shall have to repeat the Dissertation/Internship.

OA-43.8 AWARD OF GRADES

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).

OA-43.8.1 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 Point (Gi)
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
Absent in ISA/SEA	Ab (Absent)	0

OA-43.8.2 Every student shall have to secure a minimum of 'P' Grade to pass the Course.

OA-43.8.3 The provisions for the award of Entitlement marks under OA-26 shall be applicable to the Credit based Master of Engineering Degree Programme and Post Graduate Engineering Certificate program. However, the provisions for the award of Grace marks shall not be applicable.

OA-43.8.4 (a) Students who do not secure a minimum of 'P' Grade in Core Courses shall have the option of answering the SEA in the following Semester(s). Two additional SEA attempts shall be provided. If the student is unable to secure a minimum of 'P' grade even after two additional attempts in the SEA, the student shall have to repeat the Course by registering for the Course whenever it is offered in the regular Programme.

(b) In the case of Elective 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 Elective Course to secure the requisite number of Credits.

(c) 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.

OA-43.8.5 (a) The weighted grade points of a Course shall be calculated by multiplying the Grade Points (Gi) scored by a student, into the

number of Credits of the respective Course.

(b) The Cumulative Grade Point Average (CGPA) shall be calculated on completion of 80 Credits in case of Master of Engineering Degree Programme and 40 credits in case of Post Graduate Certificate Programme

(c) CGPA is the sum of the product of the number of Credits and Grade Points divided by the sum of the number of Credits.

The CGPA shall be calculated as follows:

$$CGPA = \Sigma(C_i \times G_i) / \Sigma C_i$$

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 two decimal points and recorded in the transcripts.

(e) For calculating CGPA, all the Core Courses (48 Credits including Dissertation/Internship) and best of the grades obtained for Elective Courses in the respective categories (Programme/research/generic) equaling 32 Credits shall be considered.

(f) Wherever the number of best Elective Credits are more than 32, the Grade Point of an Elective Course having the maximum Grade Point amongst these, shall be computed for Credits, so as to obtain a total of 32 Elective Credits.

(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	**Grade**
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)

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.

Example: 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'

OA-43.8.6 (a) The schedule of SEA shall be prepared and announced by the Goa University for both theory and practical courses.

(b) Within two weeks from the last theory examination at the end of each Semester, the ISA (theory and practical courses), SEA (practical courses) marks shall be sent in the prescribed format to the Goa University. The marks for dissertation /internship shall be sent to the University at least one month before the date of declaration of results specified in the Academic Term.

(c) Checking/verification of the scores data entry, preparation of grades and declaration of the results within three weeks of the receipt of all (ISA/SEA) the scores from the respective School/College shall be the responsibility of the Goa University.

OA-43.8.7 A student who is unable to complete the course in the normal duration of Four/Six Semesters, shall be permitted to register for the courses as and when the School/College offers the same, however within the maximum duration of Four years/Six years or Eight Semester or Twelve Semester.

OA-43.9 IMPROVEMENT

(a) A student desiring to improve her/his final Grade on completion of the Master of Engineering Degree Programme and Post Graduate Engineering Certificate Programme, shall be permitted to reappear only in the SEA component of one or more theory courses of her/his choice, ONLY ONCE, provided that:
   (i) S/he had answered the Course/s during the Programme
   (ii) Such examinations shall be conducted as recommended by the PFC/DFC.

(b) A student shall also be permitted to re-register as a regular student for one or more Theory Courses and appear for both the ISA and SEA components for improving her/his Final Grade.

(c) The request for improvement shall be made prior to redemption of the accumulated Credits towards of award of Degree/Certificate.

(d) The best Course-wise performance of the candidate shall be considered for the final grade.

(e) A fresh Grade Sheet shall be issued only if there is an improvement in grades.

(f) The concerned School/College shall conduct examinations for such candidates.

OA-43.10 GRIEVANCE COMMITTEE

There shall be a Grievance Committee of five senior faculty members from different Schools/Department and the same shall be constituted for a period of three years by the concerned Principal/Dean.

OA-43.10.1 No faculty member against whom a Grievance is made shall participate in the meetings of the Committee.

OA-43.10.2 The Grievance Committee shall examine and decide on the grievances relating to the marking of answer-scripts/evaluation of ISA of the students. The Committee shall consider matters relating to conduct of only ISA examination and evaluation.

OA-43.10.3 A student shall address her/his grievance(s) within 10 days from the date of announcement of results, the same shall be placed before the PFC/DFC for resolution.

If the grievances are in the Course(s) taught by one of the members, that member shall not participate in the redressal of the grievance.

OA-43.10.4 If the student continues to feel aggrieved, the grievance application shall be referred by the PFC/DFC to the Grievance Committee.

OA-43.10.5 If the Grievance Committee finds that there is a prima facie case, it may refer the respective answer-scripts/ assignments, to any other examiner, for which the student shall have to pay the prescribed fee. The result of such an evaluation shall be final and binding.

OA-43.10.6 The decision of the Grievance Committee shall be communicated to the student within one month of her/his filing of the grievance.

OA-43.11 COORDINATION COMMITTEE

There shall be a Coordination Committee for the Programme, with representatives from various Colleges/Schools.

OA-43.11.1 The Vice-Chancellor shall appoint a Coordination Committee which shall comprise a Dean of a School/Faculty as Chairperson and four members from various Colleges/Schools. The Committee shall be assisted by the Academic Section of the University.

OA-43.11.2 The Committee shall coordinate implementation of the Programme, and resolve anomalies arising during the implementation of the Programme.

OA-43.11.3 The Committee shall consider suggestions received from students, Faculty members, BoS and the academic and examination Section, and recommend amendments to the existing provisions or the introduction of new provisions.

OA-43.12 ACADEMIC AUDIT

There shall be an audit of the Academic Programme(s) of the Schools/ Colleges, conducted by an Academic Audit Committee (AAC) at least once in three years. For this purpose, an AAC shall be constituted.

OA-43.12.1 The AAC shall consist of three senior faculty members nominated by the Vice-Chancellor from the panel of experts recommended by the BoS and approved by the Academic Council.

OA-43.12.2 The conduct of the academic audit by the AAC shall comprise:

(a) Review of question papers of the assessments held during the preceding Semesters.
(b) To determine the adequacy of coverage of the syllabus.
(c) To determine the standard of questions in relation to the syllabus.
(d) Review of sample answer scripts to check for objectivity and uniformity of assessment.
(e) Scrutiny of the records of ISA and SEA maintained by the School/College, in order to determine the suitability and adequacy of the methods of assessment.
(f) Evaluation and suggestion of remedial measures on the basis of feedback obtained from the students.
(g) 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 concerned Dean/Principal of the College for implementation.
(h) The Controller of Examinations or his/her nominee shall be one of the members of the AAC.

OA-43.13 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 Principal/Dean.

(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: _____

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2. (i) Residential Address: _____
   (ii) Residential Telephone No.(If any): _____
   (iii) Age: _____ years.
   (iv) Date of retirement: _____

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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: _____

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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.

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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: _____

****