



GOA UNIVERSITY

Taleigao Plateau, Goa

No. 2/688/2022-Legal(Vol.XXIV)/ 453

Date: 19th August, 2022.

To,

1. The Secretary to Hon'ble Governor of Goa & Chancellor of Goa University, Raj Bhavan, Dona Paula, Goa.
2. The Director, Directorate of Higher Education, Govt. of Goa, IInd floor, SCERT Building, Alto-Porvorim-Goa PIN 403521.
3. All the Deans of Schools of Studies.
4. All the Directors of recognized institutions.
5. All the Vice Deans of Schools of Studies.
6. All the Deans/Principals of affiliated Colleges.
7. All the Divisional/Sectional Heads of University Offices.
8. The President, University College Teachers Association, Goa C/o Fr. Agnel College of Arts and Commerce, Pilar, Goa - 403601.
9. The Secretary, Goa University Teacher's Association.
10. The Registrar, High Court of Bombay at Goa, Penha De Franca, Porvorim, Bardez-Goa. Pin:403521.
11. Senior Adv. A.A. Agni, University Counsel, Navelkar Trade Centre, 2nd Floor, Opp. Azad Maidan, Panaji, Goa.
12. The P. S. to Vice-Chancellor
13. The Assistant Registrar to Registrar
14. The Office copy
15. The Guard File.

Sub: 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), MBA (Executive), MCA and M. Sc. (I.H.T.M.) 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 (Effective from Academic Year 2022-2023).

Sir/Madam,

I am to forward herewith a copy of the Ordinance 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), MBA (Executive), MCA and M. Sc. (I.H.T.M.) 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 (Effective from Academic Year 2022-2023). This Ordinance OA-35 has been approved by the Hon'ble Chancellor of Goa University on 14th August, 2022 under Statute SA-2(6) as amended. The Ordinance OA-35 is approved by the Academic Council on 30th July, 2022 and the Vice Chancellor has approved the same on behalf of Executive Council on 12th August, 2022.

Yours sincerely,

(Prof. V. S. Nadkarni)
Registrar

Encl: As above.

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), MBA (Executive), MCA and M. Sc. (I.H.T.M.) 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. (Effective from Academic Year 2022-2023)

OA-35.1 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., M.L.I.Sc, MBA, MBA (FS), MBA (Executive), MCA and M.Sc. (I.H.T.M.) and other such Masters Programmes and 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 respective 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.

OA-35.2 PROGRAMME STRUCTURE

OA-35.2.1 The Programme shall be based on a system of time-integrated units called Credits, under the Choice Based Credit System (CBCS) and shall comprise 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.

OA-35.2.2 (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 Semesters shall be as follows:

Programmes	Number of Credits	Number of Semesters
(i) Two Years PG Degree (for those who have completed the 3-year UG Degree)	80	4
(ii) One-year PG Diploma (for those who exit after one year of the PG Programme)	40	2
(iii) One Year PG Degree (for those who have completed the 4-year UG Degree)	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.

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.

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** The evaluation methods for the Internship for MBA, MCA and such other Programmes where Internship is applicable in lieu of Dissertation, 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 (G_i) 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:

$$CGPA = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

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

(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).
