

Ordinances of Old Course Syllabus and CBCS

OC-45.4.15.3 Procedure for Investigation of Grievance by the College Grievance Committee

1) The Committee shall consider the written complaint by a student on the conduct of examination provided that (i) the complaint is submitted by the student within 15 days after the declaration of results; (ii) the complaint is accompanied with a fee of Rs.200/- (refundable if the complaint is found genuine); and (iii) the matter is referred to the Committee by the Principal. The Committee shall invite a reply to the allegations, if any made by the student from the concerned party.

2) After considering the reply of the concerned party, the committee shall recommend a course of action in writing to the Principal.

3) The Principal 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 revaluation 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.

4) 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.

OC-54.3 SCHEME OF EXAMINATION

OC-54.3.1 There shall be continuous Intra-Semester Assessment (ISA) and Semester End Examination (SEE), for each of the Programmes. Examinations in Laboratory exercises shall be conducted for Courses having practical component.

(a)(i) The continuous ISA shall be conducted by using various-modes of evaluation such as assignment, presentation, orals, of which a written test shall form a compulsory component.

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

ISA shall not be conducted for the Practical component of a Course.

The schedule for the ISA component shall be notified to all at the beginning of the semester.

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

(ii)(a) **(Notified on 25th July, 2017)** The ISA components of Courses that do not have a practical module, shall carry 30% of maximum marks and the SEE components shall carry 70% of maximum marks allotted for the courses.

(b) **(Notified on 25th July, 2017)** For Courses that have a practical module, the Practical component shall be assessed for 25% marks and the Theory component for 75% marks. The ISA for Theory shall carry 20% of maximum marks and the SEE shall carry 80% of maximum marks allotted.

(c) **(Notified on 25th July, 2017)** The ISA components for Education related Courses that have a practical component shall carry 40% of maximum marks and the SEE components shall carry 60% of maximum marks allotted for the courses.

- (iii) Every College shall appoint a three member committee to monitor the ISA in the college. There shall be no remission in workload or remuneration for carrying out this work.
 - (iv) A student who fails to appear for a test due to a genuine reason shall be given another opportunity.
 - (v) A student who does not appear for the ISA tests shall not be eligible to answer SEE of that Course.
- (b)(i) The SEE shall be conducted at the conclusion of a given Semester.
- (ii) A candidate shall be considered to have successfully fulfilled the requirements of a Semester and deemed eligible to appear for the SEE provided he/she fulfills the minimum attendance requirements as per the relevant Ordinance of the University.
 - (iii) A tentative schedule of SEE examination, evaluation, declaration of results, and such matters, shall be prepared by the respective College(s), preferably at the beginning of each academic year for first four Semesters and shall be notified to the students with a copy to the University. Setting of the question papers, evaluation of answer-scripts and declaration of results shall be done by the respective College.
 - (iv) The pattern of question papers to be set for the SEE in a given subject and the scheme of marking shall be decided by the Board of Studies in that subject. For this purpose, the Board of Studies shall frame specimen question papers in the concerned subject for each semester for the information of the students. If two or more Colleges desire to have the same question paper in any of the subjects, a common paper may be set by the teachers from the concerned college. For this purpose, a Committee of senior teachers shall be constituted by the Principal of the concerned College.
 - (v) Assessment of answer-scripts of SEE of Semesters I to IV shall be organized by the colleges. The assessment of the SEE answer scripts at the Semesters I to IV shall be done by the teachers of respective colleges.
 - (vi) **(Notified on 25th July, 2017)** The Schedule of the Examination and the setting of question papers for SEE for Semesters V to VIII shall be done centrally by the University, by the paper setters designated for the relevant subjects of the B.A.B.Ed. and B.Sc.B.Ed. Programmes.
 - (vii) **(Notified on 25th July, 2017)** The duration of SEE theory paper carrying up to 30 marks shall be of one hour; the theory paper carrying above 30 marks up to 40 marks shall be of one and half hour, and the theory paper carrying above 40 marks up to 80 marks shall be of two hours.
- (c)(i) For Courses having practical components, marks shall be allotted for journal/lab record book, field work, experiments, and oral/viva voce during the examination: 20% for journals, 60% for the experiment and 20% for the orals, or as recommended by the BoS and approved by the Academic Council, and notified by the University.
- (ii) Examiners shall take into account the regularity of the candidate in attending the Laboratory course, completeness of the exercises, presentation and style of writing the journal.
 - (iii) For subjects having field work, the candidate shall be required to submit the report of such field excursion(s) along with the journals for assessment.
 - (iv) For assessing the performance of the candidate in the assigned experiment, the examiner shall take into account the planning, procedure and technique followed by the candidate along with the readings/observations, results and presentation.
 - (v) For the viva/oral examination, the examiner(s) shall assess the knowledge of the candidate in the Course, as well as the experiment(s) performed by the candidate.
 - (vi) Record of the breakup of marks thus obtained by the candidate shall be maintained by the respective college for Semesters I to IV, in a sealed envelope for a minimum period of 4 years.

- (vii) The practical examination shall be treated as an independent head of passing.
- (viii) A candidate may be permitted, strictly on medical or other genuine grounds, to appear for a practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination Programme for Semester V to Semester VIII issued by the University.
- (ix) Such permission may be granted by the University if so recommended by the Principal of the college.
- (x) This 'out of turn' appearance may be in the same college in a different batch or in a different college.
- (xi) The candidate shall be required to remit the requisite fee for his/her being examined out of turn.
- (xii) The project shall be assessed by the Internal Examiner (Project Supervisor) and External Examiner for 50 marks each, as per the guidelines defined in the project manual.

OC-54.3.2 REVALUATION

- (a) There shall be no revaluation of answer books of the candidates at Semester I to Semester IV examinations. However, personal verification of marks shall be granted to the candidate in the presence of the Principal/Vice-Principal and the concerned Examiner, provided he has applied for the same along with payment of prescribed fees within one week of the declaration of result.
- (b) 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 candidate, the candidate shall be shown the answer book in the chamber of the Principal/Vice-Principal in the presence of the Examiner concerned.
 - (ii) If the candidate is not satisfied with the result on personal verification of the answer book, he may apply within a week to the College Examination Grievances Redressal Committee (CEGRC) as defined in OC-54.4.2.
 - (iii) The CEGRC shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.
 - (iv) The provisions of Ordinance OA-5.15 for revaluation/ verification of marks shall be applicable to Semesters V to VIII.

OC-54.3.3 STANDARD OF PASSING

- (a) A student is required to score a minimum of 40% of the maximum marks in ISA and SEE components taken together, to pass in a course in Semesters I to VIII.
- (b) A student is required to score a minimum of 50% marks to pass in practicum of each of the semesters.
- (c) If a student fails a course, the marks secured in the ISA of that Course, shall be carried forward.
- (d) An unsuccessful candidate who obtains the minimum percentage of marks prescribed for passing in a Course shall be exempt from reappearing in that course.

- OC-54.3.4(a)** To be eligible for a class, a student is required to complete the program in the minimum prescribed period and is required to pass all Courses of Semesters V, VI, VII and VIII in the first attempt.
- (b) The class shall be awarded on the basis of the aggregate total of marks scored at Semesters V, VI, VII and VIII taken together as follows:
 - 70% and above – Distinction
 - 60% to <70% - First Class
 - 50% to <60% - Second class
 - 40% to <50% - Pass Class
- (c) A candidate who does not clear all the Courses of Semesters V, VI, VII and VIII in the first attempt, shall not be eligible for any Class and shall be declared as "PASSES".

- OC-54.3.4(a)** To be eligible for a class, a student is required to complete the program in the minimum prescribed period and is required to pass all Courses of Semesters V, VI, VII and VIII in the first attempt.
- (b) The class shall be awarded on the basis of the aggregate total of marks scored at Semesters V, VI, VII and VIII taken together as follows:
 - 70% and above – Distinction
 - 60% to <70% - First Class
 - 50% to <60% - Second class
 - 40% to <50% - Pass Class
- (c) A candidate who does not clear all the Courses of Semesters V, VI, VII and VIII in the first attempt, shall not be eligible for any Class and shall be declared as "PASSES".

OC-54.3.5 IMPROVEMENT OF PERFORMANCE

- (a) A candidate who has passed the B.A.B.Ed/B.Sc.B.Ed. Degree Examination and desires to improve his/her performance/total score shall be permitted to appear again.
- (b) **(Notified on 25th July, 2017)** However, such a candidate shall be allowed to reappear only in the SEE component of all the Courses of Semester I/II/III/IV/ V / VI / VII / VIII examinations. For this purpose, the marks scored at the first appearance, as also in ISA component of the other Courses, shall be carried forward for tabulation of the result under "improvement of performance".
- (c) **(Notified on 25th July, 2017)** - Deleted -
- (d) **(Notified on 25th July, 2017)** This facility to reappear under "improvement" shall be available at the end of the fourth semester for semesters I, II, III and IV, and during the immediately subsequent regular Semester examinations for Semesters V to VIII.
- (e) **(Notified on 25th July, 2017)** The candidate availing of this provision shall be considered to have passed Semesters I/II/III /IV/ V / VI / VII / VIII "under improvement" and this fact shall be recorded on his/her statements of marks and other relevant documents.
- (f) The candidate 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) **(Notified on 25th July, 2017)** A candidate can appear only once at the end of Semester IV, and semesters V, VI, VII and VIII under this clause.
- (h) The performance of a candidate, who appears under this provision and fails to improve, shall be ignored.

OC-54.3.6(a) The statement of marks for the Semesters I to IV shall be issued by the respective colleges.

- (b) The statement of marks issued to the candidate at the end of Semesters V to VIII by the University shall indicate Course-wise marks of the respective Semester along with the Semester-wise aggregate marks of the previous Semester examinations conducted by the University.

OC-54.3.7 SUPPLEMENTARY EXAMINATION

A supplementary examination shall be conducted, preferably after 15 days from the declaration of results of Semester II and IV examinations.

Candidates are allowed to answer at this examination those Courses in which they are unsuccessful.

OC-54.4 COLLEGE COMMITTEES FOR EXAMINATION, UNFAIR MEANS INQUIRY, AND EXAMINATION GRIEVANCES REDRESSAL.

The following committees shall be constituted by the Principal of the college for a tenure of 3 years each.

1. College Examination Committee
2. College Unfair Means Inquiry Committee
3. College Examination Grievance Redressal Committee

1. College Examination Committee

- (a) The committee shall consist of:
 - (i) A senior teacher who shall be the Chairperson
 - (ii) Two or four regular teachers other than the Chairperson
- (b) This Committee shall be generally in-charge of all matters pertaining to the first four Semesters examination in the College.

OS-1 Special Ordinance relating to the conduct of Academic Programmes during the COVID-19 pandemic.

Preamble: The unprecedented situation due to the outbreak of COVID-19 pandemic has affected every sphere of life and the education system is no exception. The lockdown is continuing throughout the country although some relaxations are available for certain areas including Goa. Due to this, the classroom teaching and research has abruptly stopped, and Intra-Semester Assessments (ISA)/Internal Assessment (IA) and scheduled Semester End examinations (SEE)/Semester End Assessment (SEA) could not be conducted as per the schedule. "UGC Guidelines on Examinations and Academic Calendar for the Universities in View of COVID-19 Pandemic and Subsequent Lockdown", issued on 29th April, 2020 prescribes various options. The present Special Ordinance has been framed taking into consideration the norms for prevention of the spread of COVID-19 infections, the status of COVID-19 in Goa, the available infrastructure for conduct of academic programmes and examinations, and the UGC Guidelines.

OS-1.1 General

- a. All provisions of the present Ordinance shall temporarily supersede the relevant provisions of other Ordinances that govern the Academic Programmes of the University, Academic Terms and Conduct of Examinations including question paper setting, types and modes of examinations, assessment/evaluation, and any such other that are specifically dealt herein.
- b. The present Ordinance shall be retroactive and operational from the date of suspension of classes i.e. from 15th March 2020, and shall continue in force therein until repealed by the Chancellor of Goa University on the advice of Executive Council.
- c. In the event of any exigency, the Vice-Chancellor shall have the power to change academic terms, modes of teaching and examinations and assessment/evaluation, after due consultation with the concerned Deans of Faculties/ Deans and Vice-Deans of Schools /Heads of University Departments/Principals of Affiliated Colleges/Officers of the University.
- d. All the decisions taken under the present Ordinance shall be communicated to the concerned School/ University Departments and Affiliated Colleges.

OS-1.2 Academic Calendar/Terms

The rescheduled Academic Calendar/Terms, as per the Provisions of this Ordinance, shall be notified by the University from time to time.

OS-1.3 Attendance and detention

- a. The minimum requirement of attendance shall not be applicable as an eligibility criterion to appear for the examinations.
- b. No student appearing for an examination during the continuation of this Ordinance shall be detained from moving to the next semester. However, such students shall have to clear the examination for the course/s in which he/ she has failed, whenever the examination is held next.

OS-1.4 Internal Assessments (IA) / Intra Semester Assessments (ISA)

Programme-specific Guidelines regarding conduct of IA/ISA shall be notified by the University.

OS-1.5 Semester End Examination (SEE)/Semester End Assessment (SEA)**OS-1.5.1 Paper setting**

- a. Question Papers for the Regular/Repeat Examinations shall be set by the respective teacher teaching the Paper/Course except in the cases where programme specific guidelines are issued by the University.
- b. The Deans/Heads of University Departments/Principals of affiliated Colleges shall appoint the paper setter if:
 - i. The course is being taught/has been taught by more than one teacher.
 - ii. The teacher/s who had taught the course is/are no longer associated with the School/University Department/College.
- c. The teachers teaching a subject on lecture/contract basis will also be eligible to set the concerned paper.
- d. Syllabus for the on-going semester shall be as per the programme specific guidelines issued by the University.
- e. The duration of examinations shall not exceed two hours.
- f. The change in the question paper pattern due to the reduction of maximum duration of examination shall be issued by the University.

OS-1.5.2 Examination Timetable

The time tables of all Regular and Repeat/Backlog/Supplementary Examinations of each Programme shall be notified by the University/Colleges, as the case may be.

Examination timings shall be staggered to maintain social distancing.

OS-1.5.3 Conduct of SEE/SEA

- a. All the Semester End/Final examinations including the Repeat/Backlog/ Supplementary Examinations shall be conducted by the respective Schools/ University Departments/Affiliated Colleges.
- b. Subsequent Repeat Examinations for the Regular batch of students shall continue to be conducted by the respective Schools/University Departments/Affiliated Colleges until the expiry of double the duration.
- c. Programme specific guidelines including conduct of examinations as per the Provisions of this Special Ordinance shall be issued by the University.

d. Practical examinations:

- i. All the practical examinations shall be conducted by the respective Schools/ University Departments/Affiliated Colleges as per the programme specific guidelines issued by the University.
- ii. Subsequent Repeat /backlog Practical Examinations for the Regular batch of students shall be conducted by the same mode as the previous examination until the expiry of double the duration.

e. Special examination:

Students who are unable to appear for an examination due to their absence from Goa will be allowed to appear for a Special Examination upon their return to Goa.

f. Internship:

All internship requirements will either be replaced with other academic requirements or postponed until feasible, as specified by the University on a Programme-specific basis. Where the declaration of the final result is dependent upon an internship requirement, the student will have to complete the alternate academic requirement that is specified for the same.

OS-1.5.4 Evaluation

- a. The teacher who sets the question paper shall evaluate the answer books. However, in case of a large number of students in a college, all the teachers who taught the course shall evaluate the answer books.
- b. In case of non-availability of the paper setter to evaluate the answer books due to unforeseen circumstances, Dean/Principal/HOD shall appoint another teacher as examiner.
- c. Any existing provisions relating to double evaluation, revaluation or challenge evaluation shall not be applicable for examinations conducted under this Special Ordinance. However, students shall be eligible to apply for general/personal verification of marks.

OS-1.5.5 Dissertations and projects

- a. The Principals of Affiliated Colleges shall decide the schedule and mode of viva-voce examination in order to assess projects.
- b. Programme-specific guidelines with regard to submission of dissertation (hard copy/softcopy) and mode of presentation/viva-voce shall be notified by the University.

OS-1.6 Result declaration

The Schools/University Departments/Colleges shall submit the marks to the Examination Division of the University or upload the marks of the examination on the GUMS, as applicable. The results shall be declared by the University.

OS-1.7 Improvement of grade

As a special provision for the examinations of the courses taught during the Semester overlapping with COVID-19 pandemic, students are permitted to appear for the improvement of the grade in the succeeding semester/year or through supplementary examinations. For this purpose, the syllabus considered for the examination during ensuing Semester End examination shall be considered. Colleges shall conduct the examination as per this Special Ordinance.

OS-1.8 Award of Gold Medals/Scholarships/Prizes

The performance of candidates in the Examinations held under the provisions of this Special Ordinance shall not be considered for the award of Gold medals, Scholarships and prizes.

OS-1.9 Grievances

The University/Affiliated Colleges shall set up a Student Grievance Cell to resolve all academic and examination related grievances arising during the operation of this Special Ordinance.

The Vice-Chancellor shall nominate a member in the College Grievance Cell from the panel of three names submitted by the respective Principals of the Colleges.

OS-1.11 Validation of Guidelines, Circulars and Notifications

All the Guidelines, Circulars and Notifications issued by the University from 15th March, 2020 till the date of notification of this Special Ordinance, with regard to Academic Calendar/Terms and Examinations, shall be deemed to be issued under this Ordinance.

OS-1.12 Removal of Difficulties

Any difficulty arising in giving effect to the provisions of this Special Ordinance shall be referred to the Committee constituted for the purpose by the Vice-Chancellor.

- (c) The Committee shall prepare the examination time-table, arrange to get the question paper sets printed/ cyclostyled and answer books assessed.
- (d) The Committee shall arrange to get the results prepared, announced and individual statement of marks prepared and issued to the candidates.

2. College Unfair Means Inquiry Committee (CUMIC)

- (a) The Committee shall comprise:
 - (i) Vice-Principal or a senior teacher as Chairperson
 - (ii) Two members of the College Examination Committee
- (b) The committee shall investigate cases of unfair means and malpractices reported, in a manner as prescribed below and shall recommend to the Principal a course of action as prescribed in OA-5.14
 - (i) A candidate alleged to have used unfair means at the Semesters I to IV B.A.B.Ed./B.Sc.B.Ed. examinations shall be served with a show cause notice and made aware of the charges/ allegations reported against him/ her so as to enable him/ her to prepare his/ her defense at the time of appearance before the CUMIC and informing him/ her thereby of the proposed action to be taken in his/ her case, with a request to bring a written reply at the hearing as to why the action proposed should not be taken against him/ her.
 - (ii) The reply received by the Committee from the candidate when he appears before it shall be considered by the Committee and the final recommendation in the matter be taken and reported to the Principal for his approval.
 - (iii) 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.
 - (iv) CUMIC is a recommendatory body. The Principal has to exercise his/her power under Statute SB-13(iv) of the University and issue a final order.
 - (v) The category of malpractice and the quantum of punishment for each category thereof shall be as given in Ordinance OA-5.14.19.
 - (vi) In addition to these guidelines, each case be examined in detail and punishment awarded on the merit of each case.

3. College Examination Grievance Redressal Committee:

- (a) The Committee shall comprise:
 - (i) Vice-Principal/Senior member of teaching staff as Chairperson, provided that he is not the Chairperson of CUMIC.
 - (ii) Two regular teachers, who are not members on CUMIC or the College Examination Committee.
- (b) In case the grievance concerns any member of the committee, the Principal shall reconstitute the committee, excluding the concerned member.

- (c) This committee shall investigate into written complaints from the students referred to them by the Principal in the conduct of examinations in a manner as prescribed below, and recommend a course of action to the Principal as prescribed in OA- 5.14.

(II) (Notified on 29th May, 2017) Programme Structure for Bachelor of Art (Honours) for Self -Financing Programmes such as Mass Communication Journalism/ etc.

Semester	Core Course (CC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Elective: Discipline Specific (DSE)	Elective: Generic (GE)
I	English 1 DSC 1A DSC 2A DSC 3A (1A/2A)**	English/ MIL Communication /Environmental Studies*			GE 1
II	English 1 DSC 1B DSC 2B DSC 3B (1B/2B)**	English/ MIL Communication /Environmental Studies*			GE 2
III	English 2/ MIL/Hindi DSC 1C DSC 2C DSC 3C (1C/2C)**		SEC 1		GE 3
IV	English 2/		SEC 2		GE 4

[599]

	MIL/Hindi DSC 1D DSC 2D DSC 3D (1D/2D)**				
V	DSC 9 DSC 10 DSC 11			DSE 1 DSE 2 DSE 3	
VI	DSC 12 DSC 13 DSC 14			DSE 4 DSE 5 DSE 6 ³	

*A student has to offer Language in one semester and Environmental Studies in the other semester. However Colleges may offer Language and Environmental Studies in both the semesters for different students.

**A student who desires to acquire Honours degree in a particular subject should offer an additional core course in semesters I, II, III and IV in that particular subject.

The core courses shall be common for B.A. (Hons.) and B.A. programmes.

DSC – Discipline Specific Core; DSE - Discipline Specific Elective

GE – Generic Elective; SEC – Skill Enhancement Course

³DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) shall be taken up.

Credits for B. A. (Honours)

Semester	Subjects	Credits	Total
I	English 1	6x1	6
	DSC 1A	4x1	4
	DSC 2A	4x1	4
	DSC 3A (1A/2A)	4x1	4
	English/ MIL Communication/ Environmental Studies*	4x1	4
	GE 1	4x1	4
	Total		26
II	English 1	6x1	6
	DSC 1B	4x1	4
	DSC 2B	4x1	4
	DSC 3B (1B/2B)	4x1	4

	English/ MIL Communication /Environmental Studies*	4x1	4
	GE 2	4x1	4
	Total		26
III	English 2/ MIL/Hindi	4x1	4
	DSC 1C	4x1	4
	DSC 2C	4x1	4
	DSC 3C (1C/2C)	4x1	4
	GE 3	4x1	4
	SEC 1	4x1	4
	Total		24
IV	English 2/ MIL/Hindi	4x1	4
	DSC 1D	4x1	4
	DSC 2D	4x1	4
	DSC 3D (1D/2D)	4x1	4
	GE 4	4x1	4
	SEC 2	4x1	4
	Total		24
V	DSC 9	4x1	4
	DSC 10	4x1	4
	DSC 11	4x1	4
	DSE 1	4x1	4
	DSE 2	4x1	4
	DSE 3	4x1	4

	Total		24
VI	DSC 12	4x1	4
	DSC 13	4x1	4
	DSC 14	4x1	4
	DSE 1	4x1	4
	DSE 2	4x1	4
	DSE 3 [†]	4x1	4
	Total		24
TOTAL			148

[†]DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) shall be taken up.

*A student has to offer Language in one semester and Environmental Studies in the other semester. However Colleges may offer Language and Environmental Studies in both the semesters for different batches of students.

5.5 Programme Structure for Bachelor of Commerce (Honours)

Semester	Core Course (CC)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Course (SEC)	Discipline Specific (DSE)	Elective: Generic (GE)
I	CC 1 Commerce CC 2 Commerce CC 3 Economics CC 4 Commercial Arithmetic	AECC 1 Spoken English AECC 2 Environmental Studies			GE 1: Computer Applications/ Geography/ Commerce/

					Any other
II	CC 5 Commerce CC 6 Commerce CC 7 Economics CC 8 Commercial Arithmetic	AECC 3 Business Communication AECC 4 Environmental Studies			GE 2: Computer Applications/ Geography/ Commerce/ Any other
III	CC 9 Commerce CC 10 Commerce CC 11 Commerce		SEC 1 Business Law (with practical component)/ Any other		GE 3: Business Statistics/ Commerce/ Any other GE 4:Economics/ Any Other
IV	CC 12 Commerce CC 13 Commerce CC 14 Commerce		SEC 2 Business Law (with practical component)/ any other		GE 5: Business Statistics/ Commerce/ Any other GE 6:Economics/ Any Other
V	CC 15 Commerce CC 16 Economics			DSE 1 Commerce DSE 2 Commerce DSE 3 Commerce DSE 4 Commerce	
VI	CC 17 Commerce CC 18 Economics			DSE 5 Commerce DSE 6 Commerce DSE 7 Commerce DSE 8 Commerce ⁵	

CC – Discipline Specific Core; DSE - Discipline Specific Elective

GE – Generic Elective; SEC – Skill Enhancement Course; AECC - Ability Enhancement Compulsory Course

⁵DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) has to be taken up.

Credits for B. Com (Honours)

Semester	Subjects	Credits	Total
I	CC 1 Commerce	4x1	4
	CC 2 Commerce	4x1	4
	CC 3 Economics	4x1	4
	CC 4 Commercial Arithmetic	4x1	4
	AECC 1 Spoken English	4x1	4
	AECC 2 Environmental Studies	2x1	2
	GE 1 Computer Applications /Geography/ Any other	4x1	4
	Total		26
II	CC 5 Commerce	4x1	4
	CC 6 Commerce	4x1	4
	CC 7 Economics	4x1	4
	CC 8 Mathematics	4x1	4
	AECC 3 Business Communication	4x1	4
	AECC 4 Environmental Studies	2x1	2
	GE 2 Computer Applications /Geography/ Any other	4x1	4
	Total		26
III	CC 9 Commerce	4x1	4
	CC 10 Commerce	4x1	4
	CC 11 Commerce	4x1	4
	SEC 1 Business Law/Any other	4x1	4
	GE 3 Business Statistics/Commerce/ Any Other	4x1	4
	GE 4 Economics /Any Other	4x1	4
	Total		24
IV	CC 12 Commerce	4x1	4
	CC 13 Commerce	4x1	4
	CC 14 Commerce	4x1	4
	SEC 2 Business Law/Any other	4x1	4
	GE 5 Business Statistics/Commerce/ Any Other	4x1	4
	GE 6 Economics /Any Other	4x1	4
Total		24	
V	CC 15 Commerce	4x1	4
	CC 16 Economics	4x1	4
	DSE 1 Commerce	4x1	4
	DSE 2 Commerce	4x1	4
	DSE 3 Commerce	4x1	4
	DSE 4 Commerce	4x1	4
Total		24	
VI	CC 17 Commerce	4x1	4
	CC 18 Economics	4x1	4
	DSE 5 Commerce	4x1	4
	DSE 6 Commerce	4x1	4
	DSE 7 Commerce	4x1	4
	DSE 8 Commerce ⁵	4x1	4
Total		24	
TOTAL			148

1. Business Law in Semester III & IV and Accountancy papers in Semester V and VI will have 3 credits of Theory and 1 credit of Practical.

2. Computer Application paper in Semester I and II will have 3 credits of Theory and 1 credit of Practical.

⁵DSP – In lieu of one of the DSEs, a compulsory Discipline Specific Project (DSP) has to be taken up.

OC-66.5 Scheme of Examination (B. A./ B. Com./ B. Sc.)

1. (a) The evaluation for the Courses, shall comprise Intra-Semester Assessment (ISA) and the Semester End Examination (SEE).
 - (b) The ISA tests shall carry 20% of maximum marks allotted for the Course, and SEE shall carry 80% marks. There shall not be an ISA for the Practical component of the Course.
 - (c) A Course of 4 Credits for total of 100 marks, having only Theory, shall have ISA for 20 marks and SEE for 80 marks.
 - (d) A Course of 4 Credits for total of 100 marks having Theory and Practical components shall have ISA's 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.
 - (e) Courses of any other number of Credits shall have proportionate marking system.
- 2.(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. 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 schedule for the ISAs shall be notified to all at the beginning of the Semester.
 - (d) The marks of ISA shall be communicated to the students within two weeks.
 - (e) ISA I shall preferably be completed by the end of July for odd Semesters and end of January for even Semesters. Students who fail to appear for the test due to a genuine reason shall be given another opportunity by the end of August/ February respectively, on a date pre-determined by the College. ISA II will be completed as decided by the teacher but before the end of the semester.
- (f) Every College shall appoint a three member Committee to monitor the ISA in the College. There would be no remission in workload or remuneration for carrying out this work.
 - (g) A student who does not appear for two ISAs of a Course shall not be eligible to answer SEE of that Course.
- 3.(a) The SEE shall be conducted at the conclusion of a given Semester, and shall cover the entire syllabus prescribed for the respective Course.
 - (b) A candidate shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEE provided he/she has appeared for two ISAs of the Course, and fulfills the minimum attendance requirements as per the relevant rules of the University. A candidate failing to fulfill these conditions shall have to repeat the Semester.
 - (c) A tentative schedule of SEE examination of Semesters I – IV, evaluation, declaration of results shall be prepared by the respective College(s), preferably at the beginning of each academic year and shall be notified to their students with a copy to the University. Setting of the question papers, evaluation of answer-scripts and declaration of results shall be done by respective Colleges.
 - (d) Assessment of answer-scripts of SEE of Semesters I - IV shall be organized by the Colleges. The assessment of the SEE answer scripts at the Semesters I - IV shall be done by the teachers of respective Colleges. If two or more Colleges desire to have the same question paper in any of the subjects, a common paper may be set by the teachers from the concerned colleges. For this purpose, a Committee of senior teachers may be constituted by the Principals of concerned Colleges.
 - (e) The pattern of question paper(s) to be set for the SEE in a given Subject and the scheme of marking shall be decided by the BoS in that subject. For this purpose, the BoS shall frame specimen question paper(s) in the concerned Subject for each Semester for the information of the students. Similarly, for practical examinations, the number of laboratory exercises, marks distribution for each exercise and other relevant details shall be decided by the BoS in that subject.
 - (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 finalise 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 duration, and those above 40 marks shall be of 2 hours duration.
- 4.(a)(i) Examination(s) in Laboratory exercises shall be conducted for Courses having practical component. Marks shall be allotted for journal/lab record book, field work, experiment assigned to the candidate and oral, and shall be broadly as follows: Experiment 60%, Journal 20%, Orals 20%. The final break-up of marks shall be as recommended by the Board of Studies in the respective subject, approved by the Academic Council and notified by the University to all the Colleges.
- (ii) For assessing the candidate's performance in the assigned experiment, the examiner shall take into account the planning, the procedure and the technique followed by the candidate along with the readings/observations, the results and the presentation.
- (iii) Candidates shall be required to submit the journal/record book while entering the laboratory to appear for the practical examination. Examiner(s) shall take into account the regularity of the candidate in attending the Laboratory Course, completeness of the exercises, presentation and style of writing the journal. For subjects having field work component, the candidate shall be required to submit the report of such field excursion(s) along with the journal(s) for assessment. The examiner(s) shall consider the report along with journal(s) while allotting the marks.
- (iv) In oral examination, the examiner(s) shall assess the knowledge of the candidate in the Course as well as the experiment(s) performed by the candidate.
- (b) Record of the breakup of marks thus obtained by the candidate for Semesters I to IV, shall be maintained by the respective College in a sealed envelope for a minimum period of 4 years.
- (c) A candidate may be permitted, strictly on medical or other genuine grounds, to appear for practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination programme for Semester-V and Semester-VI issued by the University. This out of turn appearance may be in the same college in a different batch or in a different College. Such permission may be granted by the University if so recommended by the Principal of the College. The candidate shall be required to remit the requisite fee for his/her being examined out of turn.
- 5.(a)(i) The project shall be compulsory for all students in lieu of a DSE. Discipline Specific Project (DSP) shall be assigned during the V semester and assessed and credits assigned in the VI semester. The project shall be group project with a maximum of 5 students per group. A teacher shall not be ordinarily assigned more than 2 projects. The project workload will be 2 hours per week for a group of 5 students and for a group of 3 or less students the workload will be 1 hour per week.
- (ii) Project work and the Report shall be based on field work/library work /laboratory work/ on-the-job training or similar work assigned by the teacher.
- (b) The assessment of the Project Course shall be done equally by Internal Examiner (Project Supervisor for 50 marks) and External Examiner (for 50 marks) as per the guidelines defined in the Project Manual.
- 6.(a)(i) Revaluation of answer books of the candidates at Semesters V and VI shall be permitted as per the existing provisions of OA-5.15 for revaluation/ verification.
- (ii) However, revaluation at Semesters I to IV examinations shall not be permitted. Personal verification of marks shall be granted to the candidate in the presence of Principal/ Vice-Principal and the concerned Examiner, provided he/she has applied for the same along with payment of prescribed fees, within one week of the declaration of result.
- (b) 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 candidate, the candidate shall be shown the answer book in the chamber of the Principal/ Vice-Principal in the presence of the Examiner concerned.
- (ii) If the candidate is not satisfied with the result on personal verification of answer book, he may apply to the College Grievance Committee within a week.
- (iii) The College Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.
7. A supplementary examination shall be conducted, preferably after 15 days from the declaration of results of Semester II and IV examinations. Students who have a backlog of any or all the papers (theory / practical) of Semesters I, II, III and IV are eligible to appear for this examination.
- 8.(a)(i) Improvement of performance/ total score shall be permitted to a candidate who has passed the B.A./B.Com/B.Sc./ degree examination, in which case he/she shall be required to appear again only in the SEE component of the papers of Semester V and /or Semester VI examinations, excluding the Project Course. For this purpose, the marks scored at the first appearance in the Project Course, as also in ISA component of the other papers, shall be carried forward for tabulation of the result under "improvement of performance".
- (ii) A candidate shall not be permitted to reappear for improvement of performance at Semesters- I, II, III and IV.
- (iii) 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.
- (iv) The performance of a candidate, who appears under this provision and fails to improve, shall be ignored.
- (b)(i) The candidate 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.
- (ii) The candidate 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.
- (iii) A candidate can appear only once under this clause.