



V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

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EXAMINATION AND ASSESSMENT CALENDAR
TERMWISE



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For Faculty: Examination and Assessment Calendar: 2022-23
F.Y. B. Sc. IHM - Trimester 2, & T.Y. B. Sc. IHM - Trimester 8

Week/Date	Details
Week 4 to Week 9	ISA I and ISA II
Week 10	Submission of SEA Question Papers - 2 sets
Week 12	SEA: Assignments/Practical Examination- F.Y. B.Sc. IHM- 1. Foundation Course in Front Office Operations Foundation Course in Accommodation Operations – Ms. Megha B. 2. Baking and Pastry Arts - Ms. Sujatha M. 3. Report Writing Skills - Ms. Alba D. 4. Appreciation of Music - Ms. Shannon D. T.Y. B.Sc. IHM- 1. Cultural Studies - Ms. Cleona P. 2. Research Methods - Ms. Simele S.
11/01/2023 & 12/01/2023	Collection of Hall Tickets by Students from Librarian
13/01/2023	Last Teaching Day
16/01/2023 to 20/01/2023	Semester End Examination : Closed Book Test
27/01/2023	Last Date for Completion of Assessment of SEA Papers
01/02/2023	Submission of Course Files to the Class Coordinators


Exam Coordinator




Principal/Director





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For Students: Examination Calendar: 2022-23

F.Y. B. Sc. IHM - Trimester 2 & T.Y. B. Sc. IHM - Trimester 8

Week/Date	Details
Week 4 to Week 9	ISA I and ISA II
Week 12	SEA: Assignments/Practical Examination- F.Y. B.Sc. IHM- 1. Foundation Course in Front Office Operations Foundation Course in Accommodation Operations – Ms. Megha B. 2. Baking and Pastry Arts - Ms. Sujatha M. 3. Report Writing Skills - Ms. Alba D. 4. Appreciation of Music - Ms. Shannon D. T.Y. B.Sc. IHM- 1. Cultural Studies - Ms. Cleona P. 2. Research Methods - Ms. Simele S.
11/01/2023 & 12/01/2023	Collection of Hall Tickets by Students from Librarian
13/01/2023	Last Teaching Day
16/01/2023 to 20/01/2023	Semester End Examination: Closed Book Test

Exam Coordinator



Principal/Director

For Faculty: Schedule of Examination and Assessment- 2022-23
F.Y. B. Sc. IHM – Trimester 1, & T.Y. B. Sc. IHM - Trimester 7

Week/Date	Examination
Week 4 to Week 8	ISA I and ISA II
Week 10	Submission of SEA Question Papers- 2 sets
Week 12	SEA: Assignments/Practical Examination- FY B.Sc. IHM- 1. Computer Application- Ns. Nisha N. 2. Introduction to Drama- Ms. Alisha C. TY B. Sc IHM- 1) Film Studies- Ms. Alisha C.
07/10/2022	Last Teaching Day
10/10/2022 to 14/10/2022	Semester End Examination : Closed Book Test
17/10/2022	Last Date for Completion of Assessment of SEA Papers
20/10/2022	Submission of Course Files to the Class Coordinators


Exam Coordinator




Principal/Director



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For Students: Schedule of Examination- 2022-23
F.Y. B. Sc. IHM – Trimester 1, T. Y. B. Sc. IHM Trimester 7

Week/Date	Examinations
Week 4 to Week 8	ISA I and ISA II
Week 12	SEA: Assignments/Practical Examination- FY B.Sc. IHM- 1. Computer Application- Ns. Nisha N. 2. Introduction to Drama-Ms. Alisha C. TY B. Sc IHM- 1. Film Studies-Ms. Alisha C.
06/10/2022 & 07/10/2022	Collection of Hall Tickets by Students from Librarian
07/10/2022	Last Teaching Day
10/10/2022 to 14/10/2022	Semester End Examination: Closed Book Test


Exam Coordinator



Principal/Director


For Faculty: Schedule of Examination and Assessment : 2022-23

Programme: IHM

F.Y. B. Sc. – Trimester 3, S. Y. B. Sc. – Trimester 4 & T.Y. B. Sc. - Trimester 9

Week/Date	Examination
Week 4 to Week 9	ISA I and ISA II
Week 10	Submission of SEA Question Papers- 2 sets
Week 13	SEA: Assignments/Practical Examination- F.Y. B.Sc. IHM, Term 3- <ol style="list-style-type: none"> 1. Foundation Course in Food and Beverage Service Practical 2. Foundation Course in Food Production Practical 3. Database and Industry Software S.Y. B.Sc. IHM, Term 4- <ol style="list-style-type: none"> 1. Front Office Management and Accommodation Management 2. Presentation Skills and Interview Facing Skills 3. Food Production Operations Practical T.Y. B.Sc. IHM, Term 9- <ol style="list-style-type: none"> 1. Media and Public Affairs 2. Dissertation 3. Case Analysis 4. Social Psychology
21/04/2023	Last Teaching Day
24/04/2023 to 28/04/2023	Semester End Examination : Closed Book Test
03/05/2023	Last Date for Completion of Assessment of SEA Papers
04/05/2023	Submission of Course Files to the Class Coordinators

Exam Coordinator

Principal/Director





WISDOM BEGETS KNOWLEDGE
INTEGRATED HIGHER EDUCATION IN HOSPITALITY

For Students: Schedule of Examination: 2022-23

Programme: IHM

F.Y. B. Sc. – Trimester 3, S. Y. B. Sc. – Trimester 4 & T.Y. B. Sc. - Trimester 9

Week/Date	Examinations
Week 4 to Week 9	ISA I and ISA II
Week 13	SEA: Assignments/Practical Examination- F.Y. B.Sc. IHM, Term 3- 1. Foundation Course in Food and Beverage Service Practical 2. Foundation Course in Food Production Practical 3. Database and Industry Software S.Y. B.Sc. IHM, Term 4- 1. Front Office Management and Accommodation Management 2. Presentation Skills and Interview Facing Skills 3. Food Production Operations Practical T.Y. B.Sc. IHM, Term 9- 1. Media and Public Affairs 2. Dissertation 3. Case Analysis 4. Social Psychology
20/04/2023 & 21/04/2023	Collection of Hall Tickets by Students from Librarian
21/04/2023	Last Teaching Day
24/04/2023 to 28/04/2023	Semester End Examination: Closed Book Test


Exam Coordinator


Principal/Director





Course Outline

Programs	B. Sc. International Hospitality Management				
Subject title	Organizational Behavior 1				
Contact hours	Lectures: 30 hours				
Subject leader	Ms. Nelissa Alcasoas				
Other faculty	-				
Term	8				
Start date	November 10, 2021	End date	January 14, 2022	No. of weeks	10

Objective of the Course:

At the end of the subject, the student will have the ability to understand and demonstrate the ability to tackle various real life situations within the educational institution itself which involve:

1. Individual behavior in organizations
2. Interpersonal behavior in organizations
3. Group behavior in organizations and
4. Leadership in organizations

Item	Description	Implemented
Week 1	November 11, 2021, November 12, 2021	
Planned Topic	Introduction to Organizational Behavior	
Competency / Perspectives aimed in Behavioral Terms	At the end of the session the students will be able <ul style="list-style-type: none"> • Outline the characteristics of the topics that are going to be covered in Organizational Behavior 	
Resources	<ul style="list-style-type: none"> • Robbins, Stephen P; 'Essentials of Organizational Behavior'; Prentice-Hall of India Private Limited; New Delhi; 8th Edition 	
Activities before the Session and Deliverables	Distribution of syllabus	
Activities in the Session	Open Class Discussion	

Item	Description	Implemented
Week 1	November 18, 2021, November 19, 2021	
Planned Topic	Personality	
Competency / Perspectives aimed in Behavioral Terms	At the end of the session the students will be able to <ul style="list-style-type: none"> • Explain the meaning of personality • Discuss the Big Five Personality Model • Justify the importance of values and link an individual's personality and values to the workplace 	
Resources	<ul style="list-style-type: none"> • Pg. 138-157, Robbins, Stephen P; 'Essentials of Organizational Behavior'; Prentice-Hall of India Private Limited; New Delhi; 8th Edition 	
Activities before the	To read the above pages.	





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Session and Deliverables		
Activities in the Session	Open Class Discussion, Case study, Interactive activities, Powerpoint Presentation	

Item	Description	Implemented
Week 2	November 25, 2021, November 26, 2021	
Planned Topic	Perception	
Competency / Perspectives aimed in Behavioral Terms	At the end of the sessions the students will be able to <ul style="list-style-type: none"> Describe the factors influencing perception Distinguish between perception and individual decision making 	
Resources	<ul style="list-style-type: none"> Pg. 176-186, Robbins, Stephen P; 'Essentials of Organizational Behavior'; Prentice-Hall of India Private Limited; New Delhi; 8thEdition 	
Activities before the Session and Deliverables	To read the above pages.	
Activities in the Session	Open Class Discussion, Case study, Interactive activities, Powerpoint Presentation	

Item	Description	Implemented
Week 3	December 2, 2021, December 3, 2021	
Planned Topic	Attitudes	
Competency / Perspectives aimed in Behavioral Terms	At the end of the sessions the students will be able to <ul style="list-style-type: none"> Discuss the ABC Model of attitude Explain the major job attitudes 	
Resources	<ul style="list-style-type: none"> Pg. 74-82, Robbins, Stephen P; 'Essentials of Organizational Behavior'; Prentice-Hall of India Private Limited; New Delhi; 8thEdition 	
Activities before the Session and Deliverables	To read the above pages.	
Activities in the Session	Open Class Discussion, Case study, Interactive activities, Powerpoint Presentation	

Item	Description	Implemented
Week 4	December 9, 2021, December 10, 2021	
Planned Topic	Group Dynamics	
Competency / Perspectives aimed in Behavioral Terms	At the end of the sessions the students will be able to <ul style="list-style-type: none"> Justify why people form groups Explain the stages of group development Outline the characteristics of groups Examine group decision making 	
Resources	<ul style="list-style-type: none"> Pg. 288-313, Robbins, Stephen P; 'Essentials of Organizational Behavior'; Prentice-Hall of India Private Limited; New Delhi; 8thEdition 	
Activities before the Session and Deliverables	To read the above pages.	
Activities in the Session	Open Class Discussion, Interactive activities	





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Week 8	January 5, 2022, January 6, 2022	
Planned Topic	Power and Politics	
Competency / Perspectives aimed in Behavioral Terms	At the end of the sessions the students will be able to <ul style="list-style-type: none"> • Explain the definition of power • Examine the bases of power • Evaluate the consequences of political behavior in organizations 	
Resources	<ul style="list-style-type: none"> • Pg. 440-461, Robbins, Stephen P; 'Essentials of Organizational Behavior'; Prentice-Hall of India Private Limited; New Delhi; 8thEdition 	
Activities before the Session and Deliverables	To read the above pages.	
Activities in the Session	Open Class Discussion, Case study, Interactive activities, Powerpoint Presentation	

Item	Description	Implemented
Week 9	January 7, 2022, January 10, 2022	
Planned Topic	Conflict Management	
Competency / Perspectives aimed in Behavioral Terms	At the end of the sessions the students will be able to <ul style="list-style-type: none"> • Explain the definition of conflict • Illustrate the conflict process • Evaluate how negotiation can overcome conflicts 	
Resources	<ul style="list-style-type: none"> • Pg. 478-502, Robbins, Stephen P; 'Essentials of Organizational Behavior'; Prentice-Hall of India Private Limited; New Delhi; 8thEdition 	
Activities before the Session and Deliverables	To read the above pages.	
Activities in the Session	Open Class Discussion, Case study, Interactive activities, Powerpoint Presentation	

Item	Description	Implemented
Week 9	January 11, 2022, January 12, 2022	
Planned Topic	Stress Management	
Competency / Perspectives aimed in Behavioral Terms	At the end of the sessions the students will be able to <ul style="list-style-type: none"> • Explain the concept of stress • Discuss the potential sources of stress • Examine the consequences of stress • Identify ways to manage stress 	
Resources	<ul style="list-style-type: none"> • Pg. 379-391, Robbins, Stephen P; 'Essentials of Organizational Behavior'; Prentice-Hall of India Private Limited; New Delhi; 8thEdition 	
Activities before the Session and Deliverables	To read the above pages.	
Activities in the Session	Open Class Discussion, Case study, Interactive activities, Powerpoint Presentation	

Item	Description	Implemented
Week 10	January 13, 2022, January 14, 2022	





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Item	Description	Implemented
Week 5	December 16, 2021, December 17, 2021	
Planned Topic	Leadership & Interpersonal Behavior	
Competency / Perspectives aimed in Behavioral Terms	At the end of the sessions the students will be able to <ul style="list-style-type: none"> Define the concept of leadership Explain the different theories of leadership Identify the qualities of a good leader 	
Resources	<ul style="list-style-type: none"> Pg. 394-424, Robbins, Stephen P; 'Essentials of Organizational Behavior'; Prentice-Hall of India Private Limited; New Delhi; 8th Edition 	
Activities before the Session and Deliverables	To read the above pages.	
Activities in the Session	Open Class Discussion, Case study, Interactive activities, Powerpoint Presentation	

Item	Description	Implemented
Week 6	December 22, 2021, December 23, 2021	
Planned Topic	Motivation	
Competency / Perspectives aimed in Behavioral Terms	At the end of the sessions the students will be able to <ul style="list-style-type: none"> Define motivation Explain the different theories of motivation Examine how companies use rewards to motivate their employees 	
Resources	<ul style="list-style-type: none"> Pg. 215-238, Robbins, Stephen P; 'Essentials of Organizational Behavior'; Prentice-Hall of India Private Limited; New Delhi; 8th Edition 	
Activities before the Session and Deliverables	To read the above pages.	
Activities in the Session	Open Class Discussion, Case study, Interactive activities, Powerpoint Presentation	

Item	Description	Implemented
Week 7	December 29, 2021, December 30, 2021	
Planned Topic	Communication	
Competency / Perspectives aimed in Behavioral Terms	At the end of the sessions the students will be able to <ul style="list-style-type: none"> Explain the functions and direction of communication Illustrate the communication process Examine interpersonal and organizational communication Evaluate the barriers to effective communication 	
Resources	<ul style="list-style-type: none"> Pg. 358-380, Robbins, Stephen P; 'Essentials of Organizational Behavior'; Prentice-Hall of India Private Limited; New Delhi; 8th Edition 	
Activities before the Session and Deliverables	To read the above pages.	
Activities in the Session	Open Class Discussion, Interactive activities	

Item	Description	Implemented
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Planned Topic	Learning	
Competency / Perspectives aimed in Behavioral Terms	At the end of the sessions the students will be able to <ul style="list-style-type: none">• Explain the concept of learning and its importance• Illustrate the learning process	
Resources	<ul style="list-style-type: none">• Pg. 384-403, Luthans, Fred; 'Organizational Behavior'; McGraw Hill Irwin; 12th Edition	
Activities before the Session and Deliverables	To read the above pages.	
Activities in the Session	Open Class Discussion, Case study, Interactive activities, Powerpoint Presentation	





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Scheme of Evaluation

Course Name: Organizational Behavior 1
Instructor: Ms. Nelissa Alcasoas

Items		Planned	Planned	Implemented	Implemented	Reasons for deviation
Competence Assessed	Evaluation methodology planned	Group/ Individual Evaluation	Weight: Total 50 marks	Group/ Individual Evaluation	Weight: Total 50 marks	
Ability to apply the concepts learnt in Organizational Behavior.	Group Project	Group	10	Group	15	-
Ability to demonstrate practical applicability of working in a team.	Group Project	Group	15	Group	10	-
Ability to evaluate how much the student has understood about Organizational Behavior and practical applicability.	SEA	Individual	25	Individual	25	-





Course Outline

Programs	B. Sc. International Hospitality Management				
Subject title	Management Process 2 (Hospitality, Tourism, Leisure, Event)				
Contact hours	Lectures: 30 hours				
Subject leader	Ms. Nelissa Alcasoas				
Other faculty	-				
Term	4				
Start date	February 16, 2022	End date	April 23, 2022	No. of weeks	10

Objective of the Course:

At the end of the course the students will be able to:

- Identify and discuss contemporary management issues.
- Differentiate between organizational structures and apply them to a related organisation.
- Explain organisational culture and discuss cultural diversity.
- Define change management and illustrate the process.
- Discuss the importance of ethics and social responsibility in business.
- Identify the strategic management process.
- Reflect on personal development of learning skills relevant to the module.

Item	Description	Implemented
Week 1	February 16, 2022, February 17, 2022	
Planned Topic	Revision of Management 1 and Introduction to Management 2	
Competency / Perspectives aimed in Behavioral Terms	At the end of the session the students will be able to <ul style="list-style-type: none">Describe what they have covered in Management 1Outline the topics included in Management 2	
Resources	<ul style="list-style-type: none">Essentials of Management, Harold Koontz and Heinz Wehrich, Edition 9, McGraw Hill Education, 2012	
Activities before the Session and Deliverables	Revision of Management 1	
Activities in the Session	Open Class Discussion	

Item	Description	Implemented
Week 2, 3	February 23, 2022, February 24, 2022, March 2, 2022, March 3, 2022	
Planned Topic	Strategic Management	
Competency / Perspectives aimed in Behavioral Terms	At the end of the sessions the students will be able to <ul style="list-style-type: none">Explain the concept, meaning and levels of strategic management.Explain the process and techniques of strategic management	
Resources	<ul style="list-style-type: none">Pg. 130-136, Make That Grade - Management by	





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	<p>Margaret Linehan, Edition 3, Gill and Macmillan- 2011</p> <ul style="list-style-type: none"> Pg. 116-122, Essentials of Management, Harold Koontz and Heinz Weihrich, Edition 9, McGraw Hill Education, 2012 Pg. 137-159, Management – Concepts and Practices, Tim Hannagan, Edition 5, Pearson Education Ltd., 2014 	
Activities before the Session and Deliverables	To read the above pages.	
Activities in the Session	Open Class Discussion, Case studies, Interactive activities, Powerpoint Presentation	

Item	Description	Implemented
Week 4	March 9, 2022, March 10, 2022	
Planned Topic	Organisational Structure and Design	
Competency / Perspectives aimed in Behavioral Terms	<p>At the end of the session the students will be able to</p> <ul style="list-style-type: none"> Explain the concept of an organizational structure Evaluate common organizational designs Illustrate new design options 	
Resources	<ul style="list-style-type: none"> Pg. 274-280, Management – Concepts and Practices, Tim Hannagan, Edition 5, Pearson Education Ltd., 2014 Pg. 162-163, Essentials of Management, Harold Koontz and Heinz Weihrich, Edition 9, McGraw Hill Education, 2012 Pg. 516-530, Organisational Behaviour - Stephen Robbins, Timothy Judge and Neharika Vohra, Edition 15, Pearson Education - 2013 	
Activities before the Session and Deliverables	To read the above pages.	
Activities in the Session	Open Class Discussion, class activities. Powerpoint Presentation	

Item	Description	Implemented
Week 5, 6	March 16, 2022, March 17, 2022, March 23, 2022, March 24, 2022	
Planned Topic	Organisational Culture and Cultural Diversity	
Competency / Perspectives aimed in Behavioral Terms	<p>At the end of the session the students will be able to</p> <ul style="list-style-type: none"> Examine the meaning and types of organizational culture Assess the influences on culture Describe how to create and sustain a culture 	
Resources	<ul style="list-style-type: none"> Pg. 550-565, Organisational Behaviour - Stephen Robbins, Timothy Judge and Neharika Vohra, Edition 15, Pearson Education - 2013 	
Activities before the Session and Deliverables	To read the above pages.	
Activities in the Session	Open Class Discussion, role-plays, Powerpoint	





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	Presentation	
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Item	Description	Implemented
Week 7	March 30, 2022, March 31, 2022	
Planned Topic	Change Management	
Competency / Perspectives aimed in Behavioral Terms	At the end of the session the students will be able to <ul style="list-style-type: none"> • Describe meaning of change management, forces driving change, resistance to change, models of change and process of change management 	
Resources	<ul style="list-style-type: none"> • Pg. 584-599, Organisational Behaviour - Stephen Robbins, Timothy Judge and Neharika Vohra, Edition 15, Pearson Education - 2013 	
Activities before the Session and Deliverables	To research the topic for discussion	
Activities in the Session	Open Class Discussion, Powerpoint presentation	

Item	Description	Implemented
Week 8, 9	April 6, 2022, April 7, 2022, April 13, 2022, April 14, 2022	
Planned Topic	Managing Ethics and Social Responsibility	
Competency / Perspectives aimed in Behavioral Terms	At the end of the session the students will be able to <ul style="list-style-type: none"> • Comprehend the importance of ethics and social responsibility in an organization. 	
Resources	<ul style="list-style-type: none"> • Pg. 590-601, Management – Concepts and Practices, Tim Hannagan, Edition 5, Pearson Education Ltd., 2014 	
Activities before the Session and Deliverables	Research the topics allotted for assignment	
Activities in the Session	Open Class Discussion, Debate, Group Project discussion	

Item	Description	Implemented
Week 10	April 20, 2022, April 21, 2022	
Planned Topic	Contemporary Issues in Management	
Competency / Perspectives aimed in Behavioral Terms	At the end of the session the students will be able to <ul style="list-style-type: none"> • Explain concepts about current management issues facing managers like WLB, employee engagement, knowledge workers, virtual teams, talent management, globalization and diversity, ethics and improving customer service 	
Resources	<ul style="list-style-type: none"> • Pg. 144-161, Make That Grade - Management by Margaret Linehan, Edition 3, Gill and Macmillan- 2011. • Pg. 17-24, Organisational Behaviour - Stephen Robbins, Timothy Judge and Neharika Vohra, Edition 15, Pearson Education - 2013 	
Activities before the Session and Deliverables	To research current issues faced by companies' managers	





Activities in the Session	Open Class Discussion, Powerpoint Presentation	
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Scheme of Evaluation

Course Name: Management Process 2 (Hospitality, Tourism, Leisure, Event)
Instructor: Ms. Nelissa Alcasoas

Items		Planned	Planned	Implemented	Implemented	Reasons for deviation
Competence Assessed	Evaluation methodology planned	Group/ Individual Evaluation	Marks	Group/ Individual Evaluation	Marks	
Ability to apply the concepts learnt in Organizational Behavior.	ISA 1: Individual Assignment	Individual	10 marks	Individual	10 marks	-
Ability to comprehend the importance of CSR in organisations and apply it to the institute.	ISA 2: Group Project	Group	15 marks	Group	15 marks	-
Ability to evaluate how much the student has understood about Management Process 2 and practical applicability.	Semester End Assessment	Individual	25 marks	Individual	25 marks	-





Course Outline

Programs	B. Sc. International Hospitality Management				
Subject title	Presentation Skills				
Contact hours	Lectures: 30 hours				
Subject leader	Ms. Nelissa Alcasoas				
Other faculty	-				
Term	4				
Start date	February 16, 2022	End date	April 23, 2022	No. of weeks	10

Objective of the Course:

On completion the learner will be able to:

- a. Present themselves effectively

Item	Description	Implemented
Week 1	February 16, 2022, February 17, 2022	
Planned Topic	The Self in Human Communication <ul style="list-style-type: none"> • Self-Concept • Self-Awareness • Self Esteem • Self-Disclosure • Perception • Impression Formation • Impression Management: Goals and Strategies 	
Competency / Perspectives aimed in Behavioral Terms	At the end of the session the students will be able to <ul style="list-style-type: none"> • Assess their own strengths and weaknesses. 	
Resources	<ul style="list-style-type: none"> • Pg. 25 – 46, Essentials of Human Communication, Eighth Edition– Joseph DeVito, Pearson Education Inc. -2013 	
Activities before the Session & Deliverables	To read the above reference material	
Activities in the Session	Lecture, Open discussion	

Item	Description	Implemented
Week 2	February 23, 2022, February 24, 2022	
Planned Topic	Verbal messages <ul style="list-style-type: none"> • Principles of verbal messages • Disconfirmation and Confirmation • Principles for using verbal messages effectively 	
Competency / Perspectives aimed in Behavioral Terms	At the end of the session the students will be able to <ul style="list-style-type: none"> • Evaluate verbal messages more perceptively. 	
Resources	<ul style="list-style-type: none"> • Pg. 69 – 88, Essentials of Human Communication, Eighth Edition– Joseph DeVito, Pearson Education 	





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Activities before the Session & Deliverables	To read the above reference book	
Activities in the Session	Practical Activity, Video, Lecture, Open discussion	

Item	Description	Implemented
Week 3	March 2, 2022, March 3, 2022	
Planned Topic	Non-verbal Communication <ul style="list-style-type: none"> Principles of non-verbal communication The Channels of Non-verbal communication Some non-verbal communication skills 	
Competency / Perspectives aimed in Behavioral Terms	At the end of the session the students will be able to <ul style="list-style-type: none"> Evaluate non - verbal messages more critically to better their own responses. 	
Resources	<ul style="list-style-type: none"> Pg. 93-111, Essentials of Human Communication, Eighth Edition– Joseph Devito, Pearson Education Inc. -2013 	
Activities before the Session & Deliverables	To read the above reference book	
Activities in the Session	Practical Activity, Video, Lecture, Open discussion	

Item	Description	Implemented
Week 4	March 9, 2022, March 10, 2022	
Planned Topic	Interpersonal Communication <ul style="list-style-type: none"> The principles of Conversation Everyday conversations 	
Competency / Perspectives aimed in Behavioral Terms	At the end of the session the students will be able to <ul style="list-style-type: none"> Confidently converse with smaller and larger crowds. 	
Resources	<ul style="list-style-type: none"> Pg. 121- 133, Essentials of Human Communication, Eighth Edition– Joseph Devito, Pearson Education Inc. -2013 	
Activities before the Session & Deliverables	To read the above reference book	
Activities in the Session	Practical Activity, Video, Lecture, Open discussion	

Item	Description	Implemented
Week 5	March 16, 2022, March 17, 2022	
Planned Topic	Public Speaking Preparation The nature of public speaking <ul style="list-style-type: none"> Select your topic, purposes and thesis Analyze your audience Research your topic Collect supporting materials Develop your main points Organize your information 	
Competency / Perspectives aimed in Behavioral Terms	At the end of the session the students will be able to <ul style="list-style-type: none"> Communicate to large audiences through speeches and improve oratory skills. 	

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[Circular stamp: VM Salgaocar Institute of International Hospitality Education, Manora - Raia, Goa.]



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	<ul style="list-style-type: none"> Goals of persuasion Guidelines for persuasive speaking Supporting materials Three types of persuasive speeches 	
Competency / Perspectives aimed in Behavioral Terms	At the end of the session the students will be able to <ul style="list-style-type: none"> Use persuasion when delivering speeches more effectively. 	
Resources	<ul style="list-style-type: none"> Pg. 287 -304, Essentials of Human Communication, Eighth Edition– Joseph DeVito, Pearson Education Inc. -2013 	
Activities before the Session & Deliverables	To read the above reference book	
Activities in the Session	Practical activity, Lecture, discussion	

Item	Description	Implemented
Week 9	April 13, 2022, April 14, 2022	
Planned Topic	Giving a speech <ul style="list-style-type: none"> Speech giving- capturing audience’s attention at start of speech and holding the attention through interesting and informative dialogue 	
Competency / Perspectives aimed in Behavioral Terms	At the end of the session the students will be able to <ul style="list-style-type: none"> Use various methods of engaging audience attention when delivering speeches of all kinds. 	
Resources	<ul style="list-style-type: none"> Pg. 121- 133, Essentials of Human Communication, Eighth Edition– Joseph DeVito, Pearson Education Inc. -2013 	
Activities before the Session & Deliverables	To read the above reference book	
Activities in the Session	Practice sessions of play	

Item	Description	Implemented
Week 10	April 20, 2022, April 21, 2022	
Planned Topic	Class Presentation skills practice	
Competency / Perspectives aimed in Behavioral Terms	At the end of the session the students will have <ul style="list-style-type: none"> Grown in confidence and found it easier to present in larger audiences. 	
Resources		
Activities before the Session & Deliverables	To practice speeches/ presentations prior to class and present the same confidently during class sessions.	
Activities in the Session	Making a speech/ Presentation	

Scheme of Evaluation

Course Name: Presentation Skills

Instructor: Ms. Nelissa Alcasoas





VM Salgaocar Institute of International Hospitality Education
Manora- Raia, Goa, India

Items		Planned	Planned	Implement ed	Implemented	Reasons for deviation
Competence Assessed	Evaluation methodology planned	Group/ Individual Evaluation	Marks	Group/ Individual Evaluation	Marks	
Ability to impersonate great speakers, analyze their style of speeches, and attempt to imbibe some of the personality traits through the speeches.	ISA 1: Interactive Role Play Assignment (Speeches)	Individual	10 marks	Individual	10 marks	-
Ability to create one's own presentation using one's strengths and weaknesses to deliver an inspirational, informative and engaging presentation.	ISA 2: Individual Assignment (Presentations)	Individual	15 marks	Individual	15 marks	-
Ability to create own speech based on the previous knowledge imbibed about great speakers.	SEA: Original Speech	Individual	25 marks	Individual	25 marks	-



INTERNAL EXAMINATION NOTICE DOCUMENTS

4/24/24, 1:31 PM

V. M. Salgaocar Institute of International Hospitality Education Mail - ISA II: closed book test in September 2022



Frazer Rodrigues <frazer.rodrigues@vmsiie.edu.in>

ISA II: closed book test in September 2022

2 messages

Shameem Memon <Shameem.Memon@vmsiie.edu.in>
To: BATCH 20-23 <Students20-23A@vmsiie.edu.in>
Cc: Frazer Rodrigues <Frazer.Rodrigues@vmsiie.edu.in>

Thu, Aug 18, 2022 at 1:35 PM

Dear All,

Please note that your ISA II closed book test of 15 marks for the subject Management Accounting Planning and Control will be held in the month of September 2022 (tentatively from 12th September 2022 to 16th September).

The closed book test will be held during my class in the Multipurpose hall, duration will be 01 hour.

01 hour there will be class and next 01 hour there will be a closed book test.

Regards,

CMA Shameem Memon

Asst. Prof. Financial Accounting

V. M. Salgaocar Institute of International Hospitality Education

Manora-Rara, Salcette, Goa - 403720 India

Tel: +91 832 6623000 Fax: +91 832 6623111

Shameem.memon@vmsiie.edu.in

www.vmsiie.edu.in

Skype ID: vmsiie.goa



P

Please consider your environmental responsibility: before printing this e-mail, ask yourself whether you need a hard copy.

4/24/24, 1:32 PM

V. M. Salgaocar Institute of International Hospitality Education Mail - Fwd: ISA 1 and ISA - 2 Details



Frazer Rodrigues <frazer.rodrigues@vmsiie.edu.in>

Fwd: ISA 1 and ISA - 2 Details.

1 message

Alyce Rodrigues <alyce.rodrigues@vmsiie.edu.in>

Wed, Apr 24, 2024 at 1:31 PM

To: Frazer Rodrigues <frazer.rodrigues@vmsiie.edu.in>, Semele Sardesai <semele.sardesai@vmsiie.edu.in>

----- Forwarded message -----

From: **Alyce Rodrigues** <alyce.rodrigues@vmsiie.edu.in>

Date: Fri, 2 Dec, 2022, 3:35 pm

Subject: ISA 1 and ISA - 2 Details.

To: Batch 22-25IHM <Batch-22-25IHM@vmsiie.edu.in>

Dear All,

Kindly find the attached document of the assignment guidelines for the group assignment for **ISA 2**. Please go through it and get back to me if there are any queries.

Also note that the **ISA 1 10 mark test** is scheduled next week on dec 5th, Monday. The topics included carbohydrates, protein, fat, minerals and water. (**VITAMIN chapter is not included**).

Warm regards,

Alyce Rodrigues**Asst Prof- Microbiology**

V. M. Salgaocar Institute of International Hospitality Education

Manora-Raia, Salcette, Goa - 403720 India

Tel: +91 832 6623000 Ext No: 3283 Fax: +91 832 6623111

alyce.rodrigues@vmsiie.edu.in

www.vmsiie.edu.in

Skype ID: vmsiie.goa



Please consider your environmental responsibility: before printing this e-mail, ask yourself whether you need a hard copy.

→ Assignment Guidelines - FY B.Sc IHM -BASIC NUTRITION.pdf
564K





Frazer Rodrigues <frazer.rodrigues@vmsiie.edu.in>

Fwd: ISA -1 test Schedule.

1 message

Alyce Rodrigues <alyce.rodrigues@vmsiie.edu.in>

Wed, Apr 24, 2024 at 1:30 PM

To: Semele Sardesai <semele.sardesai@vmsiie.edu.in>, Frazer Rodrigues <frazer.rodrigues@vmsiie.edu.in>

----- Forwarded message -----

From: **Alyce Rodrigues** <alyce.rodrigues@vmsiie.edu.in>

Date: Tue, 14 Feb, 2023, 12:36 pm

Subject: ISA -1 test Schedule

To: Batch 22-25CA <Batch-22-25CA@vmsiie.edu.in>

Dear Students,

Kindly note that your ISA -1 TEST will be scheduled between 27th February 2023 to 3rd March 2023 .
It will be an objective test - 10 marks : MCQ, match the following, and name the following type of questions:

Also, for the next class, kindly submit a **rough draft of the assignment, having the infographic layout.**

Alyce Rodrigues

Asst Prof- Microbiology

V. M. Salgaocar Institute of International Hospitality Education

Manora-Raia, Salcette, Goa - 403720 India

Tel: +91 832 6623000 Ext No: 3283 Fax: +91 832 6623111

alyce.rodrigues@vmsiie.edu.in

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Skype ID: vmsiie.goa



Please consider your environmental responsibility by not printing this e-mail, ask yourself whether you need a hard copy.



Frazer Rodrigues <frazer.rodrigues@vmsiie.edu.in>

Fwd: ISA -1 test Schedule.

1 message

Alyce Rodrigues <alyce.rodrigues@vmsiie.edu.in>

Wed, Apr 24, 2024 at 1:31 PM

To: Semele Sardesai <semele.sardesai@vmsiie.edu.in>, Frazer Rodrigues <frazer.rodrigues@vmsiie.edu.in>

----- Forwarded message -----

From: **Alyce Rodrigues** <alyce.rodrigues@vmsiie.edu.in>

Date: Mon, 13 Feb, 2023, 1:25 pm

Subject: ISA-1 test Schedule.

To: Batch 22-25IHM <Batch-22-25IHM@vmsiie.edu.in>

Dear Students,

Kindly note that your ISA -1 TEST will be scheduled between 27th February 2023 to 3rd March 2023 .
It will be an objective test - 10 marks : MCQ, match the following, and name the following type of questions.

Also, for the next class, kindly submit a **rough draft of the assignment, having the infographic layout.**

Alyce Rodrigues

Asst Prof- Microbiology

V. M. Salgaocar Institute of International Hospitality Education

Manora-Raia, Salcette, Goa - 403720 India

Tel: +91 832 6623000 Ext No: 3283 Fax: +91 832 6623111

alyce.rodrigues@vmsiie.edu.in

www.vmsiie.edu.in

Skype ID: vmsiie.goa



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V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

B. Sc. Culinary Arts

Type: Internal Semester Assessment II (Test)

Date: 10/10/2022

Term: I

Total Marks: 15

Time Duration: 01 hour

Course Name: Fundamentals of Accounting

Course Code: CAN 001

Instructor: CMA Shameem Memon

This paper contains 01 page in addition to the cover page.

Full Name of the Student: _____

Permanent Registration Number: _____ Class: FYBSc CA

Marks Obtained: _____ Faculty Signature: _____ Invigilator Signature: _____

Main Answer sheet	Number of Supplements	Total number of Answer sheets
01		

- Carefully read each question at the outset of the paper. All queries must be addressed to the faculty within the first 10 minutes of the examination.
- Students are expected to maintain complete silence in the examination hall and should not interact or communicate with their peers.
- Students will carry only their essential stationery like pens, pencils, ruler and simple calculators into the examination hall.
- Bags, eatables, drinks, etc. will not be allowed inside the hall with the exception of a bottle of water.
- Cell phones, electronic data banks, scientific calculator and smart/beeping watches are prohibited in the examination hall.
- Students will answer the examination with only blue/ black ball point pens unless informed differently by faculty. Avoid usage of green or red ink pens on the answer sheet.
- Dictionaries will not be allowed into examination hall unless informed differently by faculty.





Y. M. SAIGAOACAR INSTITUTE
INTERNATIONAL HOSPITALITY EDUCATION

Answer the following questions

Q.1. Pass journal entries for the following transactions in the books of Mr. Ajay for

October, 2022.

(05 marks)

- 01 Started business with cash Rs.400,000.
- 02 Purchased goods from Akash of Rs. 65000 on credit.
- 05 Sold goods to Deepak Rs. 80000 on cash basis
- 06 Paid office Rent Rs. 15000
- 25 Purchased furniture Rs.50000 on cash basis.
- 28 Cash withdrawn from business for personal use Rs. 5000.

Q.2. Prepare trial balance from the following ledger balances as on 31.3.2022 in the books of Biryani Station Restaurant.

(05 marks)

Cash in Hand Rs. 56000	Kitchen Equipment Rs.25,00,000	Creditors Rs. 600,000
Capital Rs. 2500,000	Cash at Bank Rs.25000	Bank Loan Rs. 43,00,000
Closing Stock Rs. 100,000	Prepaid Insurance Rs. 11000	Outstanding Wages Rs.45000
Sales Rs.30,00,000	Purchases Rs.20,00,000	Investments Rs.300,000
Dividend Received Rs.20000	Discount Received Rs.6000	General Expenses Rs.17000
Building Rs. 54,62000		

Q.3. Identify the type of expenditure for the following, support your answer with the reason.

(02 marks)

- 01 Incurred travelling expenses of Rs. 186000 to visit USA for buying a set of automatic Dish washer for Khana and Peena Hotel Ltd.
- 02 Paid salaries of Chefs Rs.200,000

Q.4. Identify the type of account for the following.

(03 marks)

- a) Outstanding Salaries A/c
- b) Factory Rent A/c
- c) Machinery A/c
- d) Capital A/c
- e) Mumbai University A/c.
- f) Prepaid Rent A/c





Sr. No.	PRN. NO.	Student's Name	ISA 1 (individual) - Marks							Total (20)	Total (10)
			Movie 1 (5) The Emperor's New groove	Movie 2 (5) The Man from U.N.C.L.E	Movie 3 (5) Murder Mystery	Movie 4 (5) Badla	Movie 5 (5) Hotel Mumbai	Movie 6 (5) The Greatest Showman	Movie 7 (5) Gifted		
1	411701002	Naythan Afonso	-	-	-	4	4.5	1	-	9.5	5
2	411701004	Millson Barreto	-	4	-	-	2.5	3.5	3	13	6.5
3	411701006	Anes Colaco	-	-	-	3	4.5	4	4	15.5	8
4	411701007	Jeson D'silva	-	-	-	4.5	5	3.5	4	17	8.5
5	411701011	Shawn Fernandes	-	-	-	2.5	3	3	2.5	11	5.5
6	411701014	Milvince Lopes	-	-	-	-	4	3.5	4	11.5	6
7	411701017	Ketan Narvekar	-	-	-	-	3.5	1	3	7.5	4
8	411701023	Shaughna D'silva	-	-	-	-	-	4	-	4	2
9	411701025	Tanya Dsouza	4.5	4.5	4.5	3.5	4	1.5	2	17.5	9
10	411701030	Punarb Bhandari	-	-	-	2	2	3	3	10	5
11	411701031	Santosh Biradar	-	-	1	2	2	1	2	7	3.5
12	411701032	Ashter Borges	-	-	-	3.5	3	1	3	9.5	5
13	411701035	Aloysius Fernandes	-	-	2.5	1	3.5	4	4	14	7
14	411701038	Rahil Haldankar	-	-	-	-	-	1	-	1	0.5
15	411701040	Joana Luis	4	-	4.5	4.5	-	5	-	18	9
16	411701046	Soham Morajkar	-	-	-	3	3.5	1	-	7.5	4
17	411701047	Nadeemmi ya Temkar	-	-	3.5	-	0	0	0	3.5	2
18	411701048	Nupur Roy	-	-	-	-	-	-	-	1	0.5
19	411701051	Shubert Quadros	-	-	-	2.5	3	-	-	6.5	3





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20	411701052	Riya Chandra	-	-	-	-	-	1	4	5	2.5
21	411701059	Aaron Souza	-	-	-	3	4.5	4	2	13.5	7
22	411701061	Kenneth Devaraj	-	-	-	-	3	1	2	6	3
23	411701001	Abel Mathew	-	-	-	-	-	-	-	0	0
24	411701005	Nitesh Chopdekar	-	-	3.5	2	1	0	2	8.5	4
25	411701009	Ethan Almeida	-	-	-	4	4	4	3	15	7.5
26	411701010	Maria Fernandes	4.5	-	5	4.5	4	3	4	18	9
27	411701012	Savio Furtado	3	-	3	-	3	1	3	12	6
28	411701013	Anuj Hoskoti	-	5	5	3	1	0	4	17	8.5
29	411701015	Presley Mascarenhas	-	-	4	4	4.5	3.5	4	16.5	8
30	411701016	Utkersh Naik	-	-	1	-	2	1	-	4	2
31	411701018	Sahil Narvekar	-	-	3.5	4.5	4	0.5	2.5	14.5	7
32	411701020	Riya sadekar	1.5	2	1	1	1	1	2.5	7	3.5
33	411701021	Astle Rodrigues	-	-	3	3.5	4	3.5	4	15	7.5
34	411701026	Zaosh Namerian	-	-	5	5	5	5	4.5	20	10
35	411701027	Abel Afonso	-	5	-	5	4.5	4	5	19.5	10
36	411701028	Abygale Gabriela	-	-	-	3.5	3	0	3	9.5	5
37	411701029	Mayur Alemao	4.5	-	2.5	3	4	1	3	14.5	7
38	411701033	Victor Da Silva	-	-	-	1	3	3	2	8	4
39	411701034	Dylan Dias	-	-	3	4	4	3	2.5	14	7
40	411701037	Slydon Fernandes	2.5	-	3	3	4	4	3.5	14.5	7
41	411701039	Salman Hombardi	5	-	3.5	-	2.5	4	3	14.5	7





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42	411701042	Sancho Mascaraenhas	-	-	2	3.5	-	4	0	9.5	5
43	411701043	Ricky Mendes	-	-	-	2	3	0	3	8	4
44	411701044	Marsha Moraes	-	-	5	-	0	4	-	9	4.5
45	411701049	Clarissa Pereira	-	-	3.5	-	4.5	-	3.5	11.5	6
46	411701054	Sanak Saudagar	-	-	2	1.5	0	-	-	3.5	2
47	411701056	Dave Coelho Rodrigues	-	4.5	5	1	2	0	4	15.5	8
48	411701058	Gaurav Pawar	-	-	-	3.5	4	1	-	8.5	4
49	411601030	Denis Teles	-	-	-	3.5	2.5	2	3	11	5.5
50	411701024	Sreekumar Aravind	-	-	-	-	2	-	4	6	3
51	411701060	Suyog Phansekar	-	-	-	1.5	1	1	-	3.5	2

Lecturer's name: Ms. Rachel Coelho do Amaral

Class: T.Y.B.Sc. (2019 – 2020)

Subject: Film studies

Exam: ISA 1

Note: Best 4 out of 7 movie reviews will be considered for the 1st ISA.





V. M. SALGAOCAR INSTITUTE
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INTERNAL ASSESSMENT
(INDIVIDUAL + GROUP)

ISA MARKS INPUT FORM FOR THE CHOICE BASED CREDIT COURSE (OA-16) EXAM

Examination: T.Y. Term -5

Held in: July-September

Subject Code: IHON105

Nomenclature: B.Sc. International Hospitality Management

Credits Allotted: 2

Maximum ISA Marks: 25

Subject Name: Film Studies

College / Department: V. M. Salgaocar Institute Of International Hospitality Education

Sr. No.	Seat No.	Name of the Candidate	ISA 1	ISA 2	Total Marks =25
			Total Marks = 10	Total Marks= 15	
1	411701002	Naythan Afonso	5	13	18
2	411701004	Millson Barreto	6.5	13	19.5
3	411701006	Anes Colaco	8	15	23
4	411701007	Jeson D'silva	8.5	14.5	23
5	411701011	Shawn Fernandes	5.5	13	18.5
6	411701014	Milvince Lopes	6	14.5	20.5
7	411701017	Ketan Narvekar	4	13	17
8	411701023	Shaughna D'silva	2	15	17
9	411701025	Tanya Dsouza	9	12.5	21.5
10	411701030	Punarv Bhandari	5	12.5	17.5
11	411701031	Santosh Biradar	3.5	14	17.5
12	411701032	Ashter Borges	5	14	19
13	411701035	Aloysius Fernandes	7	12.5	19.5
14	411701038	Rahil Haldankar	0.5	12.5	13
15	411701040	Joana Luis	9	14	23
16	411701046	Soham Morajkar	4	13	17
17	411701047	Nadeemmiya Temkar	2	12.5	14.5
18	411701048	Nupur Roy	0.5	13	13.5
19	411701051	Shubert Quadros	3	15	18
20	411701052	Riya Chandra	2.5	14.5	17
21	411701059	Aaron Souza	7	15	22
22	411701061	Kenneth Devaraj	3	13	16
23	411701001	Abel Mathew	0	14	14
24	411701005	Nitesh Chopdekar	4	15	19
25	411701009	Ethan Almeida	7.5	13	20.5
26	411701010	Maria Fernandes	9	13	22
27	411701012	Savio Furtado	6	13	19
28	411701013	Anuj Hoskoti	8.5	15	23.5
29	411701015	Presley Mascarenhas	8	13	21
30	411701016	Utkersh Naik	2	15	17
31	411701018	Sahil Narvekar	7	14	21
32	411701020	Riya sadekar	3.5	13	16.5
33	411701021	Astle Rodrigues	7.5	13	20.5
34	411701026	Zaosh Namerian	10	15	25
35	411701027	Abel Afonso	10	15	25
36	411701028	Abygale Gabriela	5	12.5	17.5
37	411701029	Mayur Alemao	7	15	22
38	411701033	Victor Da Silva	4	13	17
39	411701034	Dylan Dias	7	15	22
40	411701037	Slydon Fernandes	7	13	20
41	411701039	Salman Hombardi	7	13	20
42	411701042	Sancho Mascaraenhas	5	13	18
43	411701043	Ricky Mendes	4		
44	411701044	Marsha Moraes	4.5		
45	411701049	Clarissa Pereira	6		





V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

ISA MARKS INPUT FORM FOR THE CHOICE BASED CREDIT COURSE (OA-16) EXAM

Examination: T.Y. Term -5
Subject Code: IHON105
Credits Allotted: 2

Held in: July-September
Nomenclature: B.Sc. International Hospitality Management
Maximum ISA Marks: 25

Subject Name: Film Studies
College / Department: V. M. Salgaocar Institute Of International Hospitality Education

Sr. No.	Seat No.	Name of the Candidate	ISA 1	ISA 2	Total Marks =25
			Total Marks = 10	Total Marks= 15	
46	411701054	Sanak Saudagar	2	15	17
47	411701056	Dave Coelho Rodrigues	8	15	23
48	411701058	Gaurav Pawar	4	13	17
49	411601030	Denis Teles	5.5	13	18.5
50	411701024	Sreekumar Aravind	3	14.5	17.5
51	411701060	Suyog Phansekar	2	14.5	16.5

Name of the examiner: Ms. Rachel Coelho do Amaral

Signature:

Principal's Signature:

N.B.: Department may kindly confirm that the above details are correct with reference to Subject name, Subject code, and number of credits.





V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

Assignment Guidelines

Subject Name	Basic Nutrition IHCH 126																
Name of the topic	Nutritive values of food groups																
Type of assignment	Internal Semester Assessment 2 – Group Assignment																
Date Of Assignment	02.12.22																
Date Of Submission	03.01.23																
Question	<p><i>Each group is allotted a specific topic. Kindly answer the question w.r.t. the topic allotted to your group.</i></p> <ol style="list-style-type: none"> 1. Based on the topic assigned to you group, prepare 3 INFOGRAPHICS. 2. The infographic must provide the general information and Nutritional content of the food group assigned to you in the most creative manner. 3. The content in each infographic must provide the following information: <ul style="list-style-type: none"> • 1st infographic- Introduction of the food group. (composition, types) • 2nd infographic- nutritional value of various types of products in that food groups. (Macro and micro nutrients) • 3rd infographic – conclusion (facts and points to remember about that food group) <table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Topic</th> <th>Group number</th> </tr> </thead> <tbody> <tr> <td>Cereals</td> <td>1</td> </tr> <tr> <td>Pulses</td> <td>2</td> </tr> <tr> <td>Nuts & oilseeds</td> <td>3</td> </tr> <tr> <td>Milk; egg</td> <td>4</td> </tr> <tr> <td>Fish & poultry</td> <td>5</td> </tr> <tr> <td>Vegetable & fruits</td> <td>6</td> </tr> <tr> <td>Fats and oil; sugar and jaggery</td> <td>7</td> </tr> </tbody> </table>	Topic	Group number	Cereals	1	Pulses	2	Nuts & oilseeds	3	Milk; egg	4	Fish & poultry	5	Vegetable & fruits	6	Fats and oil; sugar and jaggery	7
Topic	Group number																
Cereals	1																
Pulses	2																
Nuts & oilseeds	3																
Milk; egg	4																
Fish & poultry	5																
Vegetable & fruits	6																
Fats and oil; sugar and jaggery	7																





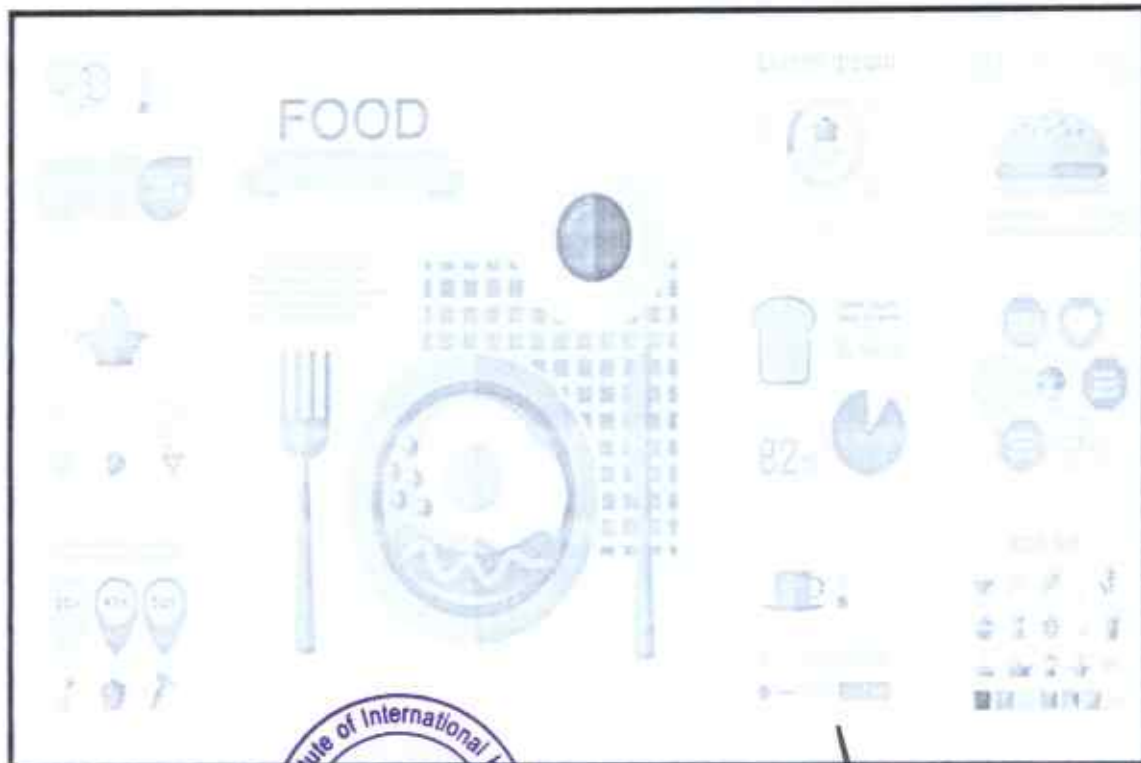
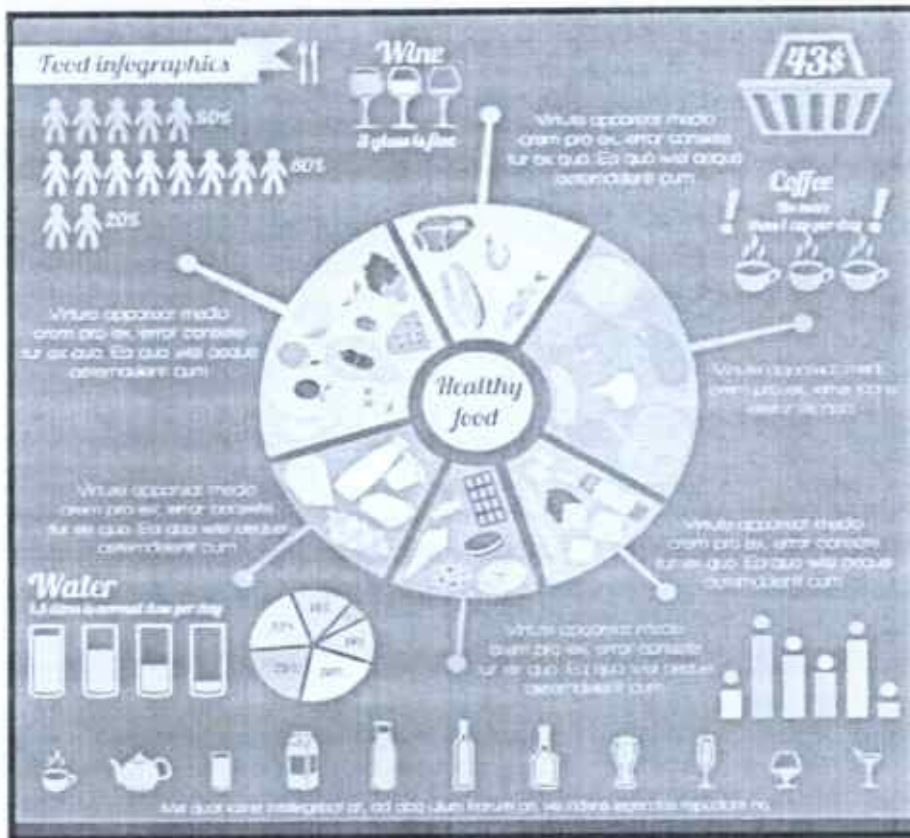
Method Of Submission	<ul style="list-style-type: none">• Softcopy: PDF Format to be submitted of Google classroom latest by 03.1.23 by 5.00 PM.• Class discussion through PPT presentation of info graphic posters by groups on 6.01.2023• Hard copy to be submitted on the day of presentation.	
Maximum Marks	15 marks	
Late Penalty	Late submission will be penalized <ul style="list-style-type: none">• 1 day: 1.5 mark will be deducted• 2 / 3 day: 3 marks• After 3 days and up to a week: 4.5 marks	
Weightage & Distribution	<p style="text-align: center;">Distribution of marks:</p> <ul style="list-style-type: none">• Discussion meeting (21th December 2022) - 1 marks• Each infographic -3mks- - 9marks• Bibliography/References 1 marks• Plagiarism -1 marks• Presentation and Viva: -3 marks, <p>Total: 15 marks</p>	
Learning Outcomes	The student will be able to explain nutritional value of various food groups.	
Further Requirements & Clarifications	Write up	<p>Expected Format -A4 page with assignment Group Number bottom (left) on each page.</p> <p>Your assignment must contain the following:</p> <ul style="list-style-type: none">• Cover page (with all the details dully filled)• 3 infographics• Bibliography/References• Plagiarism report





	Expected References	The assignment must contain at least 3 references.
Further Clarification		<ul style="list-style-type: none">▪ Avoid the use of statement or paragraph in the infographics▪ Use illustration, Graphs and Charts; clipart, images, symbols, short phrases, colours, and fonts.▪ You can design more than 3 infographics.▪ You may use Canva, postermymwall or any other mobile/ PC application for the designing.▪ Requesting you to work in groups and submit before deadline.▪ Each student must have knowledge of the entire topic.▪ Refer to the sample of infographic given below





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V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

REMEDIAL

NOTICE

DATE: 14.9.2022

**SUBJECT: REMEDIAL COACHING FOR THIRD YEAR STUDENTS IN MANAGEMENT ACCOUNTING
PLANNING AND CONTROL.**

The students of third year are hereby informed that there shall be a Remedial Coaching, scheduled on 15th September, 2022, in reading room from 01.00 pm to 03.00 pm.

Topics to be covered are as follows:

- Flexible budgets
- Clearing Doubts

FACULTY: CMA Shameem Memon, Asst. Professor in Financial Accounting





V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

REMEDIAL COACHING

SESSION: 1 and 2

Class: T Y B. Sc.

Term: 1

Batch: 2020-23

Subject: Management Accounting Planning and Control

DATE: 15.09.2022

TIME: 3.15 to 5.00

VENUE: Marriott

COURSE CONTENT: Chapter II: Accounting process

S.NO.	TOPICS	LEARNING OBJECTIVE
01	Flexible Budgets	To prepare flexible budget. To differentiate between different types of budgets.

FACULTY:

CMA Shameem Memon, Asst. Professor in Financial Accounting





V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

ATTENDANCE SHEET

REMEDIAL COACHING

Class: T4 BSc.

Term: VII

Batch: 2020-2023

Subject Management
Accounting: Planning &
(contd)

DATE: 11/9/22 TIME: 1-3 VENUE: Manorath

Sr.NO.	PRN	NAME	SIGNATURE	REMARKS
1	142001064	Azriel Gracias		100% Attendance
2	142001045	Tahira Rodrigues		100% Attendance
3	142001021	Luke D'souza		Talking during session
4	142001008	Blandon Moraes		attendance
5	142001028	Nikhil Godinho		Talking during session
6	142001014	Vikram Fernandez		Talking during the session
7	142001012	Vithyesh Prabu		Talking during session
8		Emerald Monteiro	Absent	Got F.B. service work
9		Avinash Jang		attendance
10				
11				
12				
13				
14				
15				
16				



FACULTY: CMA Shameem Memon, Asst. Professor in Financial of Accounting.



V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

NOTICE

DATE: 5.4.2022

SUBJECT: REMEDIAL COACHING FOR FIRST YEAR STUDENTS IN MANAGEMENT ACCOUNTING.

The students of first year are hereby informed that there shall be a Remedial Coaching, scheduled on 06th April, 2021, in reading room from 01.00 pm to 03.00 pm.

Topics to be covered are as follows:

- Revision
- Clearing Doubts

FACULTY: CMA Shameem Memon, Asst. Professor in Financial Accounting





V.M. SALGAOCAR INSTITUTE
of
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REMEDIAL COACHING

SESSION: 1 and 2

Class: F Y B. Sc.

Term: 3

Batch: 2021-24

Subject: Financial Management

DATE: 06.4.2022

TIME: 1.00 pm to 03.00 pm

VENUE: Zurich

COURSE CONTENT:

S.NO.	TOPICS	LEARNING OBJECTIVE
01	Revision	To revise format of cost sheet, formulas of relevant costing and marginal costing
02	Clearing Doubts	To clear the doubts and difficulties of the students

FACULTY:

CMA Shameem Memon, Asst. Professor in Financial Accounting





V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

ATTENDANCE SHEET

REMEDIAL COACHING

Class: FURSC

Term: 2

Batch: 2021-24

Subject: Management Accounting

DATE: 20/04/22

TIME: 1-3

VENUE: Manora - Raia

Sr.NO.	PRN	NAME	SIGNATURE	REMARKS
1	412101010	Cristella Menezes	Cristella Menezes	
2	412101019	Parvati B. B. B.	Parvati B. B. B.	
3	412101022	Shreyash Khatke	Shreyash Khatke	
4	412101021	Adelrio Dias	Adelrio Dias	
5	412101031	Kadokan ^{Houji}	Kadokan	
6	412101032	Shakel Pavia	Shakel Pavia	
7	412101041	Hermilio Caldeira	Hermilio Caldeira	
8	412101046	Santoy D'mello	Santoy D'mello	
9	412101043	Reece Whatpat	Reece Whatpat	
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FACULTY: CMA Shameem Memon, Asst. Professor in Financial of Accounting.

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V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

NOTICE

DATE: 12.4.2022

SUBJECT: REMEDIAL COACHING FOR THIRD YEAR STUDENTS IN FINANCIAL MANAGEMENT.

The students of third year are hereby informed that there shall be a Remedial Coaching, scheduled on 13th April, 2021, in reading room from 09.00 am to 10.00 am.

Topics to be covered are as follows:

- Capital Budgeting
- Cost of Capital
- Ratio Analysis

FACULTY: CMA Shameem Memon, Asst. Professor in Financial Accounting





V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

REMEDIAL COACHING

SESSION: 1

Class: T Y B. Sc.

Term: 9

Batch: 2019-22

Subject: Financial Management

DATE: 13.4.2022

TIME: 9.00 am to 10.00 am

VENUE: Zurich

COURSE CONTENT: Chapter II: Accounting process

S.NO.	TOPICS	LEARNING OBJECTIVE
01	Capital Budgeting	To Identify solve PBP and NPV
02	Cost of Capital	To Calculate WACC
03	Ratio Analysis	To calculate Current ratio, Quick ratio, Debt equity, Capital Gearing ratios
04	Any other topic as per the requirement of students	-

FACULTY:

CMA Shameem Memon, Asst. Professor in Financial Accounting





V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

ATTENDANCE SHEET

REMEDIAL COACHING

Class: T4 L1/10m

Term: 9

Batch: 2019-21

Subject: Financial
management

DATE: 13/09/21 TIME: 9-10 VENUE: Reaching Room

Sr.NO.	PRN	NAME	SIGNATURE	REMARKS
1	41180164	Srikant Patil		
2	411901032	Sainaj Dessai		
3	411901003	Kritish Bhuyal		
4	411901021	Ritvik Kulkarni		
5	411901026	Deban Shah		
6	411 411501006	Ashu Jorandkar		
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FACULTY: CMA Shameem Memon, Asst. Professor in Financial of Accounting.

EXTERNAL ASSESSMENT DOCUMENTS Page 2

Notice to students :



MANORA - RAIN GOE

INTERNATIONAL HOSPITALITY EDUCATION

F. Y. B.Sc. - INTERNATIONAL HOSPITALITY MANAGEMENT Semester End Assessment Schedule, Trimester I - 10.10.2022 to 15.10.2022

DAY	DATE	TIME	SUBJECT	Exam Type	Faculty	ROOM ASSIGNED
Monday	10.10.2022	09:00am - 11:00am	Applied Communication I	Closed Book Test	Ms. Alitha C	Zurich: 20 Students (F.Y. B.Sc. IHM)
Tuesday	11.10.2022	09:00am - 11:00am	French	Closed Book Test	Ms. Vinida V	
Wednesday	12.10.2022	09:00am - 11:00am	Fundamentals of Accounting	Closed Book Test	Ms. Shanmugam M.	Accor: 20 Students (F.Y. B.Sc. IHM)
Thursday	13.10.2022	09:00am - 11:00am	Food & Beverage Service Operations	Closed Book Test	Ms. Gauri P.	
Friday	14.10.2022	09:00am - 11:00am	Introductory Course in Food Microbiology	Closed Book Test	Ms. Alitha C	Computer Lab
Saturday	15.10.2022	08:00am - 10:00am 10:00 am - 12:00 p.m	Computer Applications - Batch A (Day Scholars) Computer Applications - Batch B (Hostellers)	Practical Examination	Ms. Alitha C	

No of Students: 40

Practicals / Assignments/Viva will be held between 03rd October 2022 - 07th October 2022

Introduction to Exam

Ms. Alitha C



Prof. Irfan Mirza
Director/Principal



T.Y. B.Sc. - INTERNATIONAL HOSPITALITY MANAGEMENT
SEMESTER END ASSESSMENT SCHEDULE

T.Y. B.Sc. - INTERNATIONAL HOSPITALITY MANAGEMENT
Semester End Assessment Schedule, Trimester VII - 10.10.2022 to 15.10.2022

Exam Type: Closed Book Test

No of Students: 55

DAY	DATE	TIME	SUBJECT	FACULTY	ROOM ASSIGNED
Monday	10.10.2022	09:00am - 11:00am	Management Accounting - Planning and Control	Ms. Shabnam B	Multiurpose Hall 55 Students T.Y.B.Sc.HM
Tuesday	11.10.2022	09:00am - 11:00am	Hygiene, Health & Safety	Ms. Alpana B	
Wednesday	12.10.2022	09:00am - 11:00am	Management Information Systems	Ms. Nisha B	
Thursday	13.10.2022	09:00am - 11:00am	International Hospitality Management	Mr. Adarsh D	
Friday	14.10.2022	09:00am - 11:00am	Marketing for Hospitality, Tourism & Leisure	Ms. Chandra B	
Saturday	15.10.2022	09:00am - 11:00am	Hospitality Law	Mr. Parthasarathi D	

Practicals/Assignments/Viva will be held between 03rd Oct 2022 - 07th Oct 2022
Elm Street, Ms. Alpana B



Manoranjan Mirza
Director/Principal



V. M. SALGARJI MEMORIAL
INTERNATIONAL HOSPITALITY EDUCATION

F.Y. B.Sc. Culinary Arts
Semester End Assessment Schedule, Semester I - 28.11.2022 to 01.12.2022

Batch: 2022-25

No of Students: 30

DAY	DATE	TIME	SUBJECT	Exam Type	Faculty	ROOM ASSIGNED
Monday	28.11.2022	09:00am - 11:00am	Foundation Course in Culinary Arts Theory - I	Closed Book Test	Mr. Sandip M.	Zurich - 30 Students
Tuesday	29.11.2022	09:00am - 11:00am	Foundation Course in Bakery and Pastry Arts Theory - I		Ms. Sujatha S.	
Wednesday	30.11.2022	09:00am - 11:00am	Hygiene, Health and Safety		Ms. Divya B.	
		02:00pm - 04:00pm	Applied Communications		Ms. Sushree A.	
Thursday	01.12.2022	09:00am - 11:00am	Culinary French		Ms. Vinoda V.	
Friday	02.12.2022	09:00am - 11:00am	Fundamentals of Accounting	Ms. Sharmila M.		

Practicals/Assignments/Viva will be held between 21st November 2022 to 25th November 2022

Foundation Course in Culinary Arts Practical - I : Mr. Sandip M.
Foundation Course in Bakery and Pastry Arts Practical - I : Ms. Sujatha M.
Introduction to Drama : Ms. Sharmila D.
Social Psychology : Ms. Valerie J.



Prof. Irfan Mirza
Director/Principal



V. M. SALGOCAR MEMORIAL
INSTITUTE OF
INTERNATIONAL HOSPITALITY EDUCATION

F.Y. B.Sc. - INTERNATIONAL HOSPITALITY MANAGEMENT
Semester End Assessment Schedule, Trimester II - 16.01.2023 to 19.01.2023

Exam Type: Closed Book Test


No of Students: 38

DAY	DATE	TIME	SUBJECT	FACULTY	ROOM ASSIGNED
Monday	16.01.2023	09:00am - 11:00am	International Human Resource Management	Mr. Frazer H.	Multipurpose Hall
		02:00pm - 04:00pm	Basic Nutrition	Ms. Alyce R.	
Tuesday	17.01.2023	09:00am - 11:00am	Foundation Course in Front Office Operations Foundation Course in Accommodation Operations	Ms. Megha B.	
Wednesday	18.01.2023	09:00am - 11:00am	Baking and Pastry Arts	Ms. Sujatha M / Mr. Ryan F.	
Thursday	19.01.2023	09:00am - 11:00am	Hospitality Management Operations (Bar Management)	Ms. Gauri P.	

Practicals /Assignments/Viva will be held between 09th January 2023 - 13th January 2023

Appreciation of Music Ms. Shannon D.
Report Writing Skills Ms. Alba D.




Prof. Irfan Mirza
Director/Principal



INTERNATIONAL HOSPITALITY EDUCATION

T.Y. B.Sc. - INTERNATIONAL HOSPITALITY MANAGEMENT
Semester End Assessment Schedule, Trimester VIII - 16.01.2023 to 19.01.2023

Exam Type: Closed Book Test

No of Students: 54

DAY	DATE	TIME	SUBJECT	FACULTY	ROOM ASSIGNED
Monday	16.01.2023	09:00am - 11:00am	Strategic Management	Ms. Alba D.	Zurich: 27 and Accor: 27
Tuesday	17.01.2023	09:00am - 11:00am	Marketing Strategy for Hospitality, Tourism & Leisure	Ms. Nellissa A.	
Wednesday	18.01.2023	09:00am - 11:00am	Organisational Behaviour 1	Ms. Nellissa A.	
Thursday	19.01.2023	09:00am - 11:00am	Data Analysis	Ms. Nisha R.	

Practicals /Assignments/Viva will be held between 09th January 2023 - 13th January 2023

Cultural Studies Ms. Cheena P
Research Methods Ms. Srinale S/ Ms. Deepika M

Prof. Irfan Mirza
Director/Principal





V. M. SAIGADEE ARAB INSTITUTE
INTERNATIONAL HOSPITALITY EDUCATION

F. Y. B.Sc. - INTERNATIONAL HOSPITALITY MANAGEMENT
Semester End Assessment Schedule - 24.04.2023 & 28.04.2023

Exam Type: Closed Book Test

No of Students: 38

DAY	DATE	TIME	SUBJECT	FACULTY	ROOM ASSIGNED
Monday	24.04.2023	03:00pm - 05:00pm	Foundation Course in Food Production Theory	Chef, Sebastian	Marriott - 19 Dubai - 19
Tuesday	25.04.2023	03:00pm - 05:00pm	Management Process 1 Hospitality, Tourism, Leisure & Event	Ms. Alba D	
Wednesday	26.04.2023	03:00pm - 05:00pm	Foundation Course in Food and Beverage Service Theory	Prof. Mirza/ Ms. Gauri P.	
Thursday	27.04.2023	03:00pm - 05:00pm	Management Accounting, Costing and Decision Making	Ms. Shameem M	
Friday	28.04.2023	03:00pm - 05:00pm	Introductory Food Science	Ms. Alyce R.	

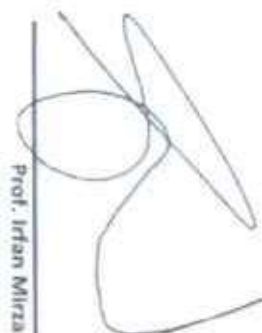
Practicals /Assignments/Viva will be held on 10th, 11th & 12th April 2023

Foundation Course in Food and Beverage Service Practical- Prof. Mirza/ Ms. Gauri P.

Foundation Course Food Production Practical - Chef Sebastian

Database and Industry Software - Ms. Nisha N.




Prof. Irfan Mirza
Director/Principal



V. S. SAIGOPAL
INSTITUTE
OF
INTERNATIONAL HOSPITALITY EDUCATION

S. Y. B.Sc. - INTERNATIONAL HOSPITALITY MANAGEMENT
Semester End Assessment Schedule - 24.04.2023 to 26.04.2023

Exam Type: Closed Book Test

No of Students: 44

DAY	DATE	TIME	SUBJECT	FACULTY	ROOM ASSIGNED
Monday	24.04.2023	09:00am - 11:00am	Financial Accounting	Ms. Shanveen M.	Multipurpose Hall - 44
		02:00pm - 04:00pm	Food & Beverage Management	Dr. Edgar D.	
Tuesday	25.04.2023	09:00am - 11:00am	Front Office Management & Accommodation Management	Ms. Yoshika D.	
		02:00pm - 04:00pm	Management Process 2 - Hospitality, Tourism, Leisure & Event	Mr. Frazer R.	
Wednesday	26.04.2023	09:00am - 11:00am	Sustainable Tourism	Ms. Shreya N.	
		02:00pm - 04:00pm	Food Production Operations Theory	Chief, Sujatha M.	

Practicals / Assignments/Viva will be held between 17th April - 21st April 2023

Presentation Skills - Ms. Shanveen D.

Interview Facing Skills - Ms. Shanveen D.

Front Office Management & Accommodation Management - Ms. Yoshika D.

Food Production Operations Practical - Chief, Sujatha M.



Prof. Irfan Mirza
Director/Principal



MANORA - RAJA GOE
INTERNATIONAL HOSPITALITY EDUCATION

T.Y. B.Sc. - INTERNATIONAL HOSPITALITY MANAGEMENT
Semester End Assessment Schedule - 24.04.2023 to 26.04.2023

Exam Type: Closed Book Test

No of Students: 53

DAY	DATE	TIME	SUBJECT	FACULTY	ROOM ASSIGNED
Monday	24.04.2023	09:00am - 11:00am	Organisational Behaviour 2	Ms. Soraya R.	Accor:27
Tuesday	25.04.2023	09:00am - 11:00am	Revenue Management	Mr. Frazer R.	Zurich: 26
Wednesday	26.04.2023	09:00am - 11:00am	Financial Management	Ms. Shannon M.	

Practicals /Assignments/Viva will be held between 17th April - 21st April 2023

Dissertation: Ms. Senele Sardesai, Ms. Deepika P.

Case Analysis: Ms. Soraya R.

Social Psychology: Valerie J.

Media & Public Affairs: Shannon D.



Prof. Irfan Mirza
Director/Principal



V. N. SALGAOKAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

F.Y. B.Sc. - Culinary Arts
Semester End Assessment Schedule - 24.04.2023 & 26.04.2023

Exam Type: Closed Book Test		No of Students: 30			
DAY	DATE	TIME	SUBJECT	FACULTY	ROOM ASSIGNED
Monday	24.04.2023	09:00am - 11:00am	Food Production Operations, Indian Cuisine Theory-1	Mr. Sandip M	Lisboa - 30
		02:00pm - 04:00pm	Gastronomic Tourism	Chief Sebastian B	
Tuesday	25.04.2023	09:00am - 11:00am	Foundation Course in Food and Beverage Service Theory	Dr. Ediger D	
		02:00pm - 04:00pm	Introduction to Wines	Prof. Mirza/ Ms. Gauri P.	
Wednesday	26.04.2023	09:00am - 11:00am	Introduction Course in Beverages	Ms. Gauri P.	
		02:00pm - 04:00pm	Basic Nutrition	Ms. Alyce R.	

Practicals will be held on 3rd, 4th & 5th April 2023

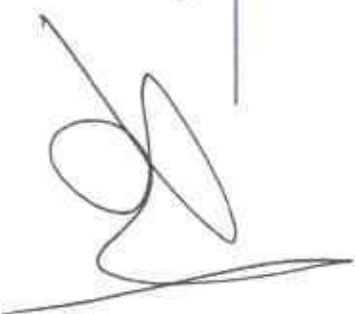
Food Production Operations: Indian Cuisine Practical: 1. Chief Sandeep M
Foundation Course in Food and Beverage Service Practical: Dr. Ediger D.
Computer Applications: Ms. Nisha N

Assignments/Viva will be held between 17th April - 21st April 2023

Report writing Skills: Alpa D
Personality Development: Valerie J.




Prof. Irfan Mirza
Director/Principal





V. M. Salgaocar Institute of International Hospitality Education

Manora - Raia, Salcete, Goa, India. 403720

(Affiliated to Goa University)

Hall Ticket

PNR: 412101001

Month & Year: April 2022

Name of the Candidate: Keith Vaz

Class of the Candidate: FY BSC HM Term/Semester: TERM 3



Director & Principal



Signature Of the Candidate

NOTE : The candidate shall present the HALL TICKET and Institute Identity Card in the Examination Hall.



V. M. Salgaocar Institute of International Hospitality Education

Manora - Raia, Salcete, Goa, India. 403720

(Affiliated to Goa University)

Hall Ticket

PNR: 412101002

Month & Year: April 2022

Name of the Candidate: Aahan Mathew Jacob

Class of the Candidate: FY BSC HM Term/Semester: TERM 3



Director & Principal



Signature Of the Candidate

NOTE : The candidate shall present the HALL TICKET and Institute Identity Card in the Examination Hall.





V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

B.Sc. Culinary Arts

Semester: 1

Class: FYBSC

Batch: 2022 - 2025

Time: 09:00 am - 11:00 am

Date: 02/12/2022

Course: Fundamentals of Accounting

Class room assigned: Zurich

The respective teacher should count the Answer Booklets before receiving it from the Examination committee and countersign.

Sr. No.	PRN No.	Name of the Candidate	Signature
16	412203017	FLENIO RONAN RODRIGUES	
17	412203018	ALEENA CIBI DANIEL	
18	412203019	UDAY RALLI	
19	412203020	ROSETH SILVEIRA	
20	412203021	MYRUN JOSEPH COUTINHO	
21	412203022	ATHARV MANOJ HEDE	
22	412203023	DARRIAN BRUCE XAVIER BATISTA	
23	412203025	KIRTI K.C	
24	412203026	JAZLAAN SHAIKH	
25	412203027	SUHANI KATKAR	
26	412203028	LEVO VAZ	
27	412203029	GADHA SEEMA GIREESH	
28	412203030	KRISHNA GOYAL	
29	412203031	SABLE JANHAVI NITIN	
30	412203032	DECLAN RALPH GOES	

Received by Exam Cell

(Name:
Invigilator Name & Signature

(Name:
Invigilator Name & Signature

(Name:
Department: Examination



Lecturer Signature
on receipt of Answer sheets:

(Faculty Name: Ms. Shameem M.)



V. M. SALGAOCAR INSTITUTE
OF
INTERNATIONAL HOSPITALITY EDUCATION

B.Sc. Culinary Arts

Semester: 1 Class: FYBSC Batch: 2022 - 2025 Time: 09:00 am - 11:00 am

Date: 02/12/2022

Course: Fundamentals of Accounting

Class room assigned: Zurich

The respective teacher should count the Answer Booklets before receiving it from the Examination committee and countersign.

Sr. No.	PRN No.	Name of the Candidate	Signature
1	412203001	MANTHINEEDI SRI RANGA SHASHANK	
2	412203002	SAWAI SAHIL ANIL	
3	412203003	MEAVEN FERNANDES	
4	412203004	JAY PADOLE	
5	412203005	RHIAN EDEN BARRETTO	
6	412203007	MANOAH PANKAJ SHINDE	
7	412203008	FALGUN PRASAD MOPKAR	
8	412203009	ASHITHA RIYA MISQUITH	
9	412203010	RAASHI JAYESH SHETTY	
10	412203011	MUKADAM AYESHA KHALID	
11	412203012	ARKITA VARADKAR	
12	412203013	THAKUR KRISH PRADEEP	
13	412203014	MOHAMED BILAL	
14	412203015	PRATIK PRAMOD SHET	
15	412203016	VARUN JAIKUMAR NAIK	

Received by Exam Cell

(Name:
Invigilator Name & Signature

(Name:
Invigilator Name & Signature

(Name:
Department: Examination



Lecturer Signature
on receipt of Answer sheets:

(Faculty Name: Ms. Shameem M.)



INTERNATIONAL INSTITUTE OF EDUCATION
 11 ROBINSON ROAD, SINGAPORE 117602

B. Sc. Culinary Arts

Type: Semester End Assessment (SEA)

Date: 02/12/2022

Batch and Semester: 2022-25 and I

Total Marks: 25

Time Duration: 02 Hours

Course Name: Fundamentals of Accounting

Course Code: CAN001

Instructor: CMA Shameem Memon

This paper contains 02 pages in addition to the cover page.

Full Name of the Student: _____

Permanent Registration Number: _____ Class: _____

Marks Obtained: _____ Faculty Signature: _____ Invigilator Signature: _____

Main Answer sheet	Number of Supplements	Total number of Answer sheets
01		

- Carefully read each question at the outset of the paper. All queries must be addressed to the faculty within the first 10 minutes of the examination.
- Students are expected to maintain complete silence in the examination hall and should not interact or communicate with their peers.
- Students will carry only their essential stationery like pens, pencils, ruler and simple calculators into the examination hall.
- Bags, eatables, drinks, etc. will not be allowed inside the hall with the exception of a bottle of water.
- Cell phones, electronic data banks, scientific calculators and smart/beeping watches are prohibited in the examination hall.
- Students will answer the examination with only blue/ black ball point pens unless informed differently by faculty. Avoid usage of green or red ink pens on the answer sheet.
- Dictionaries will not be allowed into examination hall unless informed differently by faculty.





V. M. SALGAOAR INSTITUTE OF
INTERNATIONAL DISTANCE EDUCATION

Q. 4. Rectify the following errors by passing correct journal entries in the books of BurgerKings: (05 Marks)

- 1) Credit sales to Mr. Manoj of Rs. 700000 were not recorded.
- 2) Credit purchases from Mr. Rajan of Rs. 900000 were not recorded.
- 3) Credit sales to Mr. Anuj of Rs. 70000 were recorded as Rs. 7000.
- 4) Credit purchases from Manu of Rs. 10000 recorded as 1000
- 5) Salaries paid of Rs. 3000 was debited to Rent A/c

OR

Q. 4. Explain difference between capital expenditure and revenue expenditure with two examples of each expenditure. (05 Marks)

Q. 5. From the following information as on 31.3.2022 prepare balance sheet in the books of Foodland Ltd. (05 Marks)

Particulars	Amount (Rs.)
Share Capital	22,50,000
General Reserve	900,000
Long-term Borrowings	13,50,000
Trade Payables	337500
Other Current Liabilities	54000
Short-term Provisions	45000
Tangible Assets	30,00,000
Intangible Assets	15,00,000
Current Investments	90000
Inventories	45000
Trade Receivables	22500
Cash & Cash Equivalents	9000
Short-term Loans & Advances	5000
Other Current Assets	265000



Answer the following questions

Q.1. From the following transactions pass the journal entries in the books of Zaika

Catering Service of Mrs. Akashi for November, 2022.

(05 Marks)

- 01 Started business with cash Rs.300000, kitchen equipment Rs.800000.
- 02 Purchased goods from Ashok General Stores of Rs. 40000 on credit.
- 04 Implemented a catering contract for a wedding and got sales of Rs.500000.
- 06 Paid rent of office Rs. 50000.
- 08 Deposited into bank Rs. 22000.
- 11 Cash withdrawn from business for personal use Rs. 10000.
- 30 Paid salary to cook Rs. 30000, other employees Rs. 60000.

Q.2. Prepare simple cash book from the following information in the books of Dream land Travel Agency.

(05 Marks)

2022, November

- 01 Opening balance of cash Rs. 95000.
- 02 Received commission for booking hotel at Kashmir Rs.80000.
- 04 Paid for booking hotels at Kashmir Rs. 65000.
- 05 Paid salaries to travel executive Rs. 12000.
- 15 Received commission for booking cabs Rs. 60000
- 22 Paid for booking cabs Rs. 55000
- 23 Paid for office rent Rs. 30000
- 28 Deposited into bank Rs. 21000

Q. 3. Prepare trial balance from the following data in the books of Big Burger Ltd: **(05 Marks)**

Cash in hand Rs. 57000	Kitchen Equipment Rs.25,50,000	Creditors Rs. 620,000
Capital Rs. 25,20,000	Cash at Bank Rs.25000	Bank Loan Rs. 44,00,000
Closing Stock Rs. 120,000	Prepaid Insurance Rs. 31000	Outstanding Wages Rs.45000
Sales Rs.30,00,000	Purchases Rs.20,00,000	Investments Rs.350,000
Dividend Received Rs.21000	Interest Received Rs.6000	General Expenses Rs.17000
Building Rs. 54,62000		

UNIVERSITY CONSOLIDATED GRADES



V. M. SALGAOCAR INSTITUTE OF INTERNATIONAL HOSPITALITY EDUCATION
B.Sc. INTERNATIONAL HOSPITALITY MANAGEMENT
 CONSOLIDATED STATEMENT OF GRADES OF
BACHELOR OF SCIENCE INTERNATIONAL HOSPITALITY MANAGEMENT
 PROGRAM FOR THE BATCH 2019-2022

Exam held in: April 2022

Sl. No.	Roll No	PRN No	Name	Total Credits	Final CGPA		Grade	Remark
					Grade Point			
1	411901001	201901779	Acquin Carmo Fernandes	139	8.16		A	PASSES
2	411901002	201902409	Althandra Brian Felix	139	8.27		A	PASSES
3	411901003	201810677	Bhujbal Kritish Raju	139	6.91		B	PASSES
4	411901004	201906137	Cassandra Maria Menezes	139	8.53		A	PASSES
5	411901005	201901780	Cleopatra Alvares	139	8.93		A	PASSES
6	411901006	201901781	Cullen Jesus Pio Fernandes	139	8.84		A	PASSES
7	411901007	201901782	David Jason Baptista Cardoso	139	8.72		A	PASSES
8	411901008	201804884	D'Costa Pronoy	139	8.86		A	PASSES
9	411901009	201901783	Dionne Francesca Gouveia	139	8.29		A	PASSES
10	411901010	201902352	Erwin John Colaco	139	8.94		A	PASSES
11	411901011	201902353	Felicio Marcal Sanches Fernandes	139	8.15		A	PASSES
12	411901012	201902354	Jai Sandeep Chopda	139	8.31		A	PASSES
13	411901013	201906141	Jared Samier Faleiro E Coutinho	139	7.04		B+	PASSES
14	411901014	201902355	Jofel Romano Vaz	139	8.78		A	PASSES
15	411901016	201906143	Kalindi Rajees Sunthakar	139	8.19		A	PASSES
16	411901017	201906144	Karthikram Samavedi	139	7.42		B+	PASSES
17	411901018	201902356	Kaushik Nilesh Painginkar	139	7.65		B+	PASSES
18	411901019	201902357	Keefe Ambrosio Pereira	139	8.68		A	PASSES
19	411901020	201902358	Keith Carlton Rodrigues	139	8.27		A	PASSES
20	411901022	201906146	Lester Barreto	139	8.27		A	PASSES
21	411901023	201903360	Lizal Fernandes	139	8.86		A	PASSES
22	411901024	201902361	Maldino Crilfee Rodrigues	139	8.22		A	PASSES
23	411901025	201902362	Mitchell Mascarenhas	139	8.73		A	PASSES
24	411901026	201902363	Moin Delon Shah	139	7.17		B+	PASSES
25	411901027	201902364	Muriel Luiza Dias	139	8.43		A	PASSES
26	411901028	201902365	Muzairhmi Khan	139	8.17		A	PASSES
27	411901029	201902366	Myrex Jonas Fernandes	139	8.70		A	PASSES
28	411901030	201902367	Pierson Joseph Diniz	139	8.36		A	PASSES
29	411901031	201902368	Rodrigues Kayne Francis	139	8.17		A	PASSES
30	411901032	201902369	Saraj Sudhir Desai	139	7.51		B+	PASSES
31	411901034	201902370	Schlesser Ceinwen Fernandes	139	7.83		B+	PASSES
32	411901035	201902371	Shanaya Lilia Dias	139	8.90		A	PASSES
33	411901036	201806152	Shrushiti A Jadhav	139	8.14		A	PASSES
34	411901037	201902372	Stalin Tony Braganca	139	8.05		A	PASSES
35	411901038	201902373	Tarini V Nayyar	139	8.91		A	PASSES
36	411901039	201902374	Taran Joseph Nunes	139	8.60		A	PASSES
37	411901040	201902375	Thulasi Raju	139	8.43		A	PASSES
38	411901041	201902376	Veian Menino Sauto Floriano Da Silva	139	8.68		A	PASSES
39	411901042	201902377	Waylon Sabino Gomes	139	8.72		A	PASSES
40	411901086	201902411	Rathod Krishna Ramesh	139	7.99		B+	PASSES
41	411901043	201906136	Abhijeet Chaudhary	139	7.52		B+	PASSES
42	411901044	201902378	Abhijit Datta Prabhu	139	8.40		A	PASSES
43	411901045	201902379	Adrich Praveen Coelho	139	8.06		A	PASSES
44	411901046	201902380	Afrin Khan	139	8.26		A	PASSES
45	411901047	201702638	Aishwarya J	139	8.68		A	PASSES
46	411901049	201902381	Aryan Siddesh Amonkar	139	7.58		B+	PASSES
47	411901050	201902382	Asling Roseanne Pereira	139	8.40		A	PASSES
48	411901051	201902383	Berwyn Jeremiah Da Silva	139	8.58		A	PASSES
49	411901052	201902384	Breanna Linarose Moraes	139	9.27		A+	PASSES
50	411901053	201902385	Chetan S. Nayak	139	9.24		A+	PASSES
51	411901055	201902387	Cideli Iris Ferrao	139	9.18		A+	PASSES
52	411901056	201902388	Darren Fernandes	139	8.70		A	PASSES
53	411901057	201906138	Eesha Nilesh Newalkar	139	9.71		A+	PASSES
54	411901058	201902389	Ershville Dias	139	6.75		B	PASSES
55	411901059	201902410	Fernandes Besan Mena	139	8.62		A	PASSES
56	411901060	201906139	Filton D'Costa	139	8.35		A	PASSES
57	411901061	201902390	Hershelle Ved Pegado	139	7.74		B+	PASSES





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CONSOLIDATED STATEMENT OF GRADES OF
BACHELOR OF SCIENCE INTERNATIONAL HOSPITALITY MANAGEMENT
PROGRAM FOR THE BATCH 2019-2022

Exam held in: April 2022

Sr. No.	Roll No.	PRN No.	Name	Total Credits	Final CGPA	Grade	Remarks
					Grade Point		
58	411901062	201902391	Jensen Arnold Fernandes	139	8.04	A	PASSES
59	411901063	201902392	Joshua D'Souza	139	7.63	B+	PASSES
60	411901064	201906142	Juneidh Karan Vaz	139	7.95	B+	PASSES
61	411901065	201902393	Kane Dias	139	8.32	A	PASSES
62	411901066	201902394	Keanne Weridell D'Souza	139	8.47	A	PASSES
63	411901067	201906147	Kumar Nishant	139	8.01	A	PASSES
64	411901068	201902395	Maria Elaine Furtado	139	9.05	A+	PASSES
65	411901069	201906140	Nannun Harshavardhan	139	8.28	A	PASSES
66	411901070	201902396	Nash Jason Afonso	139	8.78	A	PASSES
67	411901071	201902397	Sanyam Damodar Nayak	139	8.80	A	PASSES
68	411901072	201902398	Neevan Newton Fernandes	139	9.14	A+	PASSES
69	411901073	201902399	Neil Darren D'Souza	139	8.93	A	PASSES
70	411901074	201902400	Pravin Kumar M.	139	8.14	A	PASSES
71	411901075	201902401	Ramzi Merguhal	139	8.00	A	PASSES
72	411901076	201901403	Rohan Antonio De Barros	139	8.55	A	PASSES
73	411901078	201902403	Rollett Jesus Fernandes	139	7.48	B+	PASSES
74	411901079	201906150	Rohan Asalm Fabiano Goncalves	139	9.21	A+	PASSES
75	411901080	201902404	Rozann Cardoso	139	9.05	A+	PASSES
76	411901081	201906149	Sathe Rajas Sanjivkumar	139	8.56	A	PASSES
77	411901082	201902405	Shane Rahul Fernandes	139	7.52	B+	PASSES
78	411901083	201902406	Tanisha Murell Rebelto	139	8.53	A	PASSES
79	411901084	201606989	Zuzarte Gabriel Kevin	139	8.42	A	PASSES
80	411901085	201906145	Kumar Magazi	139	8.93	A	PASSES
81	411901089	201902412	Aaron Lee Rodrigues	139	8.14	A	PASSES

Read by: Aditi Sawant
Asst. Admin Officer

DIRECTOR/PRINCIPAL

V. M. SALGAOCAR INSTITUTE OF INTERNATIONAL HOSPITALITY EDUCATION

Checked by: Shameem Merion
Exam Coordinator

CHAIRMAN

ACADEMIC AUDIT COMMITTEE

ASSISTANT REGISTRAR-EXAM (UG)
GOA UNIVERSITY

ASSISTANT REGISTRAR-EXAM (PG)
GOA UNIVERSITY

CONTROLLER OF EXAMINATION
GOA UNIVERSITY

Date Of Declaration: 16 AUG 2022



2/2



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V. M. SALGAOAR INSTITUTE OF INTERNATIONAL HOSPITALITY EDUCATION
B.Sc. INTERNATIONAL HOSPITALITY MANAGEMENT
CONSOLIDATED STATEMENT OF GRADES OF
BACHELOR OF SCIENCE INTERNATIONAL HOSPITALITY MANAGEMENT
PROGRAM FOR THE BATCH 2020-2023

Exam held in: April 2023

Sr. No	Roll No	PRN No	Name	Total Credits	Final CGPA	Grade	Remark
					Grade Point		
1	412001001	202006143	SHRIVATSA SHREESH KULAKARNI	139	8.01	A	PASSES
2	412001002	202005955	JOLAN PEREIRA	139	8.84	A	PASSES
3	412001004	201802801	CORREIA RYAN	139	6.71	B	PASSES
4	412001003	202006141	SHARMA PURVA SATYEN	139	9.45	A+	PASSES
5	412001007	202005969	RISHIKA RAJESH VERENKAR	139	8.17	A	PASSES
6	412001008	202005943	BLANDON ESTRATO MORAES	139	8.24	A	PASSES
7	412001009	202006136	JAYDEVSI NH MAHARA	139	7.87	B+	PASSES
8	412001012	202005973	VIDHEYESH VINAYAK PRABHU	139	8.32	A	PASSES
9	412001013	202005945	CHIARA AMBER PEREIRA	139	9.48	A+	PASSES
10	412001016	202006128	AGNEL FRANCIS	139	6.84	B	PASSES
11	412001017	202006142	RASHID JORGE ANTONIO NORDINHA	139	7.83	B+	PASSES
12	412001018	202006144	CHHUTANI SIMRAN SUBHASH	139	7.65	B+	PASSES
13	412001020	202005958	LEANDER JOHN ANTHONY D'SOUZA	139	8.12	A	PASSES
14	412001021	202005959	LUKE JOSEPH DEXTER D'SOUZA	139	7.35	B+	PASSES
15	412001022	202005949	GAVIN JOSE NUNES	139	7.58	B+	PASSES
16	412001023	202005966	REAGAN AARON RODRIGUES	139	8.21	A	PASSES
17	412001024	202005953	JOWANA MARIA AGNELA SOUZA LOBO	139	8.79	A	PASSES
18	412001025	202005957	KELLY TRACY FLORENA ALBUQUERQUE	139	8.34	A	PASSES
19	412001026	202006132	MONTEIRO EMERALD NEVILLE	139	8.62	A	PASSES
20	412001027	202006127	KELKAR ADWAIT CHINTAMAN	139	7.34	B+	PASSES
21	412001028	202005962	NIKHIL FELIX GODINHO	139	7.34	B+	PASSES
22	412001029	202005950	GAVIN NAPOLEAO PEREIRA	139	6.43	A	PASSES
23	412001030	202005948	FIGO ANTHONY MARTINS	139	8.36	A	PASSES
24	412001031	202005946	DAWSON ANDREW VAZ	139	6.97	B	PASSES
25	412001032	202005944	FERNANDES CARLTON	139	7.50	B+	PASSES
26	412001033	202005968	RENWICK SANROY GOES	139	7.50	B+	PASSES
27	412001034	202005960	LYSANDRA MONICA COSTA	139	8.40	A	PASSES
28	412001035	202005951	GRETSON ALLISON FURTADO	139	7.63	B+	PASSES
29	412001037	202005965	FRAJVAL ROHIDAS TOPIE	139	6.88	B	PASSES
30	412001038	202006129	ANIRUDHA RAMAKANT SANDESAI	139	8.01	A	PASSES
31	412001039	202005938	AARYAN NITIN NAIK	139	8.67	A	PASSES
32	412001040	202006139	POOJA MULEY	139	9.01	A+	PASSES
33	412001041	202005954	JOHAN BEEVE CARDOZO	139	8.15	A	PASSES
34	412001042	202005947	DECLAN ROQUE DIAS	139	8.00	A	PASSES
35	412001043	202005904	KARIN PRASHANT HALDANKAR	139	8.00	A	PASSES





V. M. SALGAOCAR INSTITUTE OF INTERNATIONAL HOSPITALITY EDUCATION
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PROGRAM FOR THE BATCH 2020-2023

Exam held in: April 2023

Sl. No	Roll No	PRN No	Name	Total Credits	Final CGPA	Grade	Remark
					Grade Point		
36	412001044	202006138	DSOUZA PEARL TIMOTHY	139	9.01	A+	PASSES
37	412001045	202006146	TAHIRA MARIE RODRIGUES	139	8.77	A	PASSES
38	412001046	202005932	JASON WYNNE FERNANDES	139	8.58	A	PASSES
39	412001047	202005940	ADITYA VINAY DESAI	139	8.51	A	PASSES
40	412001048	202005972	VEEBHAV WALI	139	8.72	A	PASSES
41	412001049	202006148	SHIJIN S	139	7.34	B+	PASSES
42	412001050	202006131	AVINASH AJAY	139	7.81	B+	PASSES
43	412001051	202006358	CHANDRAN AKAMSHA SATISH	139	7.25	B+	PASSES
44	412001052	202006135	JARLUS WILLIAM CRUZ FERNANDES	139	7.92	B+	PASSES
45	412001053	202005942	AYYAN KHAN	139	7.64	B+	PASSES
46	412001055	202006134	HARSH RAJ SINGH BHUIE	139	7.29	B+	PASSES
47	412001056	202005961	MACWIN CORREIA	139	7.78	B+	PASSES
48	412001057	202005970	ROHIT PALLI THEKKANATH	139	7.57	B+	PASSES
49	412001058	202006145	TACY KATE TAVARES	139	7.04	B+	PASSES
50	412001059	202006147	RODRIGUES MARIA ZOE ALINA SILVANO LUCAS	139	6.84	B	PASSES
51	412001060	202006137	KRITIK SINGH NAGPAL	139	8.17	A	PASSES
52	412001061	202006149	KEVIN RAJ SILAS	139	8.58	A	PASSES
53	412001064	202005942	AZRIEL SHEENA GRACIAS	139	9.09	A+	PASSES

Filed by: Aditi Sawant
Asst. Admin Officer

Checked by: Shameem Memon
Exam Coordinator

DIRECTOR/PRINCIPAL

V. M. SALGAOCAR INSTITUTE OF INTERNATIONAL HOSPITALITY EDUCATION

CHAIRMAN
ACADEMIC AUDIT COMMITTEE

ASSISTANT REGISTRAR-EXAM IIG
GOA UNIVERSITY

ASSISTANT REGISTRAR-EXAM
GOA UNIVERSITY

CONTROLLER OF EXAMINATION
GOA UNIVERSITY

Date Of Declaration: 01 AUG 2023



GOA UNIVERSITY

024702 2018



Seal No. : 412001059

P.R. No. : 202006147

This is to Certify that

Shri/Kum. **RODRIGUES MARIA ZOE ALINA SILVANO LUCAS**

has passed the **BACHELOR OF SCIENCE INTERNATIONAL HOSPITALITY MANAGEMENT**
examination held by **GOA UNIVERSITY** in the Month of **APRIL 2023**
and was placed in **GRADE B**

Date of Declaration : **01-08-2023**
Medium of Instruction : **English**

Read by : 

Checked by : 


REGISTRAR

GOA UNIVERSITY

2022 074577



Seat No : 412001059

P.R.No : 202006147

College : V. M. SALGAOCAR INSTITUTE OF INTERNATIONAL HOSPITALITY EDUCATION

Certificate showing the marks/grades obtained by Shri/Kum. RODRIGUES MARIA ZOE ALINA SILVANO LUCAS

In each head of passing at the BACHELOR OF SCIENCE INTERNATIONAL HOSPITALITY MANAGEMENT

Examination held in APRIL 2023

Courses	Credits	Grade Point	Letter Grade	Rank	Courses	Credits	Grade Point	Letter Grade	Rank
Core Hospitality Courses					Core Soft Skills				
<small>Foundation Course in Front Office/ Accommodation/ Lodging/ Catering & Housekeeping Operations</small>	4	7	B+	39/53	Applied Communications 1	2	8	A	23/53
Baking & Pastry Arts	3	8	A	21/53	French	2	9	A+	18/53
Food & Beverage Service Operations	3	5	C	50/53	Presentation Skills & Interview Facing Skills	4	6	B	42/53
Hospitality Management Operations(Bar Management)	3	8	A	14/53	Report Writing Skills	2	8	A	21/53
Foundation Course in Food & Beverage Service Theory	2	4	P	51/53	Total Credits	10	7.40		
Front Office/Accommodation Management	4	5	C	53/53	Non Hospitality Courses				
Foundation Course in Food Production Theory & Practicals	4	4	P	41/53	Introduction to Drama	2	8	A	19/53
Foundation Course in Food & Beverage Service Practical	4	7	B+	16/53	Media and Public Affairs	2	7	B+	26/53
Food & Beverage Management	2	5	C	47/53	Appreciation of Music	2	8	A	25/53
Food Production Operations Theory & Practicals	6	5	C	52/53	Cultural Studies	2	10	O	1/53
Hospitality Law	2	6	B	43/53	Film Studies	2	9	A+	6/53
Marketing for Hospitality, Tourism & Leisure	2	6	B	50/53	Social Psychology	2	8	A	22/53
Strategic Management	2	6	B	44/53	Sustainable Tourism	2	4	P	50/53
Marketing Strategy for Hospitality, Tourism & Leisure	2	5	C	38/53	Total Credits	14	7.71		
International Hospitality Management	2	6	B	52/53	Internships				
Dissertation	4	8	A	35/53	Professional Internship/Seminars	22	9	A+	6/53
Event Management	2	9	A+	8/53	Total Credits	22	9.00		
Introductory Course in Food Microbiology	2	10	O	1/53	Grand Total Credits	139			
Introductory Food Science	2	7	B+	45/53	Cumulative Grade Point Average	6.84			
Basic Nutrition	2	4	P	48/53	Remark	B			
Hygiene Health And Safety	2	6	B	51/53					
Total Credits	59	6.19							
Optional Hospitality Courses									
Computer Applications	2	8	A	12/53					
Management Process 1 Hospitality, Tourism, Leisure & Event	2	4	P	50/53					
International Human Resource Management	2	6	B	53/53					
Management Accounting - Costing and Decision - Making	2	7	B+	31/53					
Financial Accounting	2	6	B	41/53					
Database And Industry Software	2	5	C	46/53					
Management Process 2 Hospitality Tourism, Leisure & Event	2	7	B+	19/53					
Management Accounting - Planning and Control	2	4	P	53/53					
Management Information Systems	2	4	P	51/53					
Case Analysis	2	8	A	48/53					
Research Methods	2	8	A	34/53					
Organisational Behaviour 1	2	6	B	41/53					
Organisational Behaviour 2	2	5	C	53/53					
Financial Management	2	4	P	52/53					
Data Analysis	2	5	C	42/53					
Fundamentals of Accounting	2	9	A+	43/53					
Revenue Management	2	7	B+	41/53					
Total Credits	34	6.06							

Read by:

Checked by:

Controller of Examinations

Date of Declaration: 01-08-2023

Medium of Instruction : English

#:NCC/NSS/SPORT; S:Grace; ABS:Absent; E: Exemption; N:No Exemption; P:Passes; F:Fails; NE:Not Eligible + Marks Carried Over; *:Passed in Compartment



V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

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Recognized by the Goa State Council of Higher Education (Reg. No. 10/1995/2802)

10/07/2023

GRIEVANCE REDRESSAL COMMITTEE

In supersession to circular dated 7/06/2021, the Grievance Redressal Committee has been re-constituted w.e.f 10/07/2023 for a period of 3 years; in order to provide a mechanism for redressal of students grievances, and ensure transparency in conduct and delivery of the programme, scheme of evaluation, prevention of unfair practices etc. in compliance with the ordinances OC-57 relating to B.Sc. International Hospitality Management program of Goa University.

The members are as follows:-

- | | |
|-------------------------|--------------------|
| 1. Dr. Marie Raj | - Chairperson |
| 2. Ms. Martha Rebello | - Member Secretary |
| 3. Ms. Gauri Patil | - Member |
| 4. Ms. Nelissa Alcasoas | - Member |
| 5. Ms. Valerie Jacques | - Member |

Functions of the Committee members:-

1. The Grievance Redressal Committee attempts to address genuine problems and complaints of students whatever be the nature of the problem, as the students are free to approach the members of the committee and express their grievances in writing.
2. All grievances received, shall be routed through the member secretary and placed before the committee for a formal meeting.
3. The Committee shall peruse/examine the grievances of students, including grievances relating to the marking of answer-scripts or evaluation of tests. The Committee may also consider any other matter in general or matter related to conduct & delivery of the program.
4. The decision of the Grievance Committee shall be communicated to the student within one week of his/her filing of the grievance.
5. The Committee shall treat all complaints with sensitivity and confidentiality.

Prof. Irfan. S. Mirza
DIRECTOR/PRINCIPAL





V. M. SALGAOCAR INSTITUTE
of
INTERNATIONAL HOSPITALITY EDUCATION

Manora-Raia, Salcete, Goa - 403720, India
Tel +91 (832) 6623000 Fax +91 (832) 6623111 info@vmsiie.edu.in www.vmsiie.edu.in
Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

07/06/2021

GRIEVANCE REDRESSAL COMMITTEE

In supersession to circular dated 03/06/2019, the Grievance Redressal Committee has been re-constituted w.e.f. 7th June, 2021 for a period of 2 years, in order to provide a mechanism for redressal of students grievances, and ensure transparency in conduct and delivery of the programme, scheme of evaluation, prevention of unfair practices etc. in compliance with the ordinances OC-57 relating to B.Sc. International Hospitality Management program of Goa University.

The members are as follows:-

- | | |
|-------------------------|-------------------|
| 1. Prof. Irfan S. Mirza | -Chairperson |
| 2. Dr. Marie Raj | - Member |
| 3. Ms. Martha Rebello | -Member Secretary |
| 4. Ms. Nelissa Alcasoas | -Member |
| 5. Ms. Valerie Jacques | -Member |

Functions of the Committee members:-

1. The Grievance Redressal Committee attempts to address genuine problems and complaints of students whatever be the nature of the problem, as the students are free to approach the members of the committee and express their grievances in writing.
2. All grievances received, shall be routed through the member secretary and placed before the committee for a formal meeting.
3. The Committee shall peruse/examine the grievances of students, including grievances relating to the marking of answer-scripts or evaluation of tests. The Committee may also consider any other matter in general or matter related to conduct & delivery of the program.
4. The decision of the Grievance Committee shall be communicated to the student within one week of his/her filing of the grievance.
5. The Committee shall treat all complaints with sensitivity and confidentiality.

Prof. Irfan. S. Mirza
DIRECTOR/PRINCIPAL





V. M. SALGAOCAR INSTITUTE of INTERNATIONAL HOSPITALITY EDUCATION

Manora-Raisa, Salcete, Goa - 403720, India
Tel: +91 (832) 6623000 Fax: +91 (832) 6623111 info@vmsihe.edu.in www.vmsihe.edu.in
Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

20/07/2022

DISCIPLINARY COMMITTEE

A Disciplinary Committee maintains discipline, dignity, decorum and rapport of the institute. The committee is empowered to discipline the students through rules and regulations and channelize their youthful energy into positive and creative outcome. The Disciplinary Committee has been reconstituted for a further period of 2 years w.e.f. 20th July, 2022.

Objectives:

1. To create a safe and motivating environment in the institute and to bring about professionalism among students.
2. To implement Institutional rules and regulations and to maintain discipline in the institute premises.
3. To encourage good and healthy practices.

The members are as follows:-

- | | |
|------------------------|---------|
| 1. Dr. Marie Raj | -Member |
| 2. Ms. Martha Rebello | -Member |
| 3. Ms. Gauri Patil | -Member |
| 4. Ms. Alethea Baracho | -Member |
| 5. Mr. Edgar D'Souza | -Member |

Functions of the committee members:

1. To conduct effective meetings.
2. To ensure all Committee members have the opportunity to actively participate in the meetings.
3. To hear disciplinary cases and decide charges of misconduct or infringement of institute regulations.
4. To maintain transparency, non-bias opinion and confidentiality.
5. To levy a penalty as deemed fit by the committee.

Note:- The Committee members will submit the recommendation/findings thereof to Director/Principal for necessary action.

Prof. Irfan. S. Mirza
DIRECTOR/PRINCIPAL





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of
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03/06/2019

GRIEVANCE REDRESSAL COMMITTEE

In supersession to circular dated 01/01/2017, the Grievance Redressal Committee has been re-constituted with effect from 3rd June, 2019 for a period of 2 years, in order to provide a mechanism for redressal of students' grievances, and ensure transparency in conduct and delivery of the programme, scheme of evaluation, prevention of unfair practices etc. in compliance with the ordinance OC-57 relating to BSC International Hospitality Management programme of Goa University.

The members are as follows:-

1. Prof. Irfan S. Mirza	-Chairperson
2. Dr. Marie Raj	-Member
3. Ms. Martha Rebelo	-Member Secretary
4. Mr. Supriyanka Govekar	-Member
5. Ms. Nelissa Alcasoas	-Member
6. Ms. Valerie Jacques	-Member

Functions of the Committee members:-

1. The Grievance Redressal Committee attempts to address genuine problems and complaints of students whatever be the nature of the problem, as the students are free to approach the members of the committee and express their grievances in writing.
2. All grievances received, shall be routed through the member secretary and placed before the committee for a formal meeting.
3. The Committee shall peruse/examine the grievances of students, including grievances relating to the marking of answer-scripts or evaluation of tests. The Committee may also consider any other matter in general or matter related to conduct & delivery of the program.
4. The decision of the Grievance Committee shall be communicated to the student within one week of his/her filing of the grievance.
5. The Committee shall treat all complaints with sensitivity and confidentiality.

Prof. Irfan S. Mirza
DIRECTOR/PRINCIPAL





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Established by Vishwa Saraswati Society (Reg. No. 10/Goa/2007)

DISCIPLINARY COMMITTEE

03/06/2019

The Disciplinary Committee has been constituted for maintenance of discipline in the institute for a further period of 2 years w.e.f. 03/06/2019.

1. To create a safe and motivating environment in the institute and to bring professionalism among students by inculcation of best practices.
2. To have an optimistic approach in imparting discipline among students.
3. To promote and encourage good behaviour among the teachers and students
4. To frame institutional rules and regulations and to maintain discipline in the institute premises.
5. To encourage good and healthy Practices.

The members are as follows:-

- | | |
|---------------------------|---------------|
| 1. Dr. Marie Raj | -Member |
| 2. Ms. Martha Rebello | -Co-ordinator |
| 3. Mr. Supriyanka Govekar | -Member |
| 4. Ms. Nelissa Alcasoas | -Member |
| 5. Ms. Valerie Jacques | -Member |

Functions of the committee members:

1. To conduct effective meetings.
2. Ensure all Committee members have the opportunity to actively participate in the meetings.
3. To hear disciplinary cases and decide charges of misconduct or infringement of institute regulations.
4. Maintain transparency, non-bias opinion and confidentiality.
5. To levy a penalty as deemed fit by the committee.
6. Validity of the case will be examined and appropriate action will be taken by the Committee.

Note:- The Committee members will submit the disciplinary measures taken to Director/Principal.

Prof. Irfan. S. Mirza
DIRECTOR/PRINCIPAL



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.

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.

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.

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.

(d) 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.

(e) 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.

(f)
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 (G_i) 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:

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

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 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 (G_i) 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:

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

Where 'C_i' is the number of credits of the ith course and 'G_i' is the grade point scored by the student in the ith 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.

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,



GOA UNIVERSITY

Taleigao Plateau, Goa

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

Date: 19th August, 2022.

To,

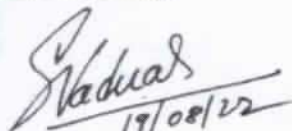
1. The Secretary to Hon'ble Governor of Goa & Chancellor of Goa University, Raj Bhavan, Dona Paula, Goa.
2. The Director, Directorate of Higher Education, Govt. of Goa, IInd floor, SCERT Building, Alto-Porvorim-Goa PIN 403521.
3. All the Deans of Schools of Studies.
4. All the Directors of recognized 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,


19/08/22
(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.

4 year UG

- ~~(c)~~ (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

Imp ~~(b)~~ (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).

*Sup ** **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.

1 cr =
16 cr =

30 hrs

30
x 16

180
20

Internship =

30 | 480 | 16 weeks
30

180

- 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.

*Inf. 25 marks **

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

*best 3 out of 4 ISA's
60/40 **

20 x 3 = 60

(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

2 hours duration

X

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. *(presentation) 50% by sup. 50% by faculty*

(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.

Presentation 100 M. (50% by sup 50% by faculty)
Sup 100 M (by sup)
2 - ISA 100 M. (2 ISA of 50 marks each)

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
- 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.
 - 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.
 - Appearance in minimal number of ISAs (50%), and in the SEA, shall be compulsory for passing.
 - 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:

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

Where 'C_i' is the number of Credits of the ith Course and 'G_i' is the Grade Point scored by the student in the ith 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).



GOA UNIVERSITY
Taleigao Plateau, Goa

No. 2/701/2022-Legal(Vol.XXV)/ 11 3 9

Date: ^{1st March} ~~28th February~~, 2023.

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 Assistant Registrar to Registrar
13. The P. S. to Vice-Chancellor
14. The Office copy
15. The Guard File.

Sub: Part amendment to Ordinance OC-57 relating to B.Sc. International Hospitality Management Programme of Goa University (effective from the academic year 2014-2015)

Sir/Madam,

I am to forward herewith a copy of the Part Amendment to Ordinance OC-57 relating to B.Sc. International Hospitality Management Programme of Goa University (effective from the academic year 2014-2015). This Ordinance OC-57 has been approved by the Hon'ble Chancellor of Goa University on 21st February, 2023 under Statute SA-2(6) as amended. The Part Amendment to Ordinance OC-57 is approved by the Academic Council in its meeting held on 13th May, 2022. The Executive Council approved the said proposal in its meeting held on 23rd September, 2022.

Yours sincerely,

(Prof. V. S. Nadkarni)
REGISTRAR

Encl: As above.

Part Amendment to Ordinance OC-57 relating to B.Sc. International Hospitality Management Programme of Goa University (effective from the academic year 2014-2015) and B.Sc. Culinary Arts Programme of Goa University (effective from the academic year 2022-2023)

OC-57.1 General

OC-57.1.1 Degree to be awarded

The Degree to be awarded shall be Bachelor of Science (International Hospitality Management) and Bachelor of Science (Culinary Arts)

OC-57.1.2 Objective of the Programme

To develop adequate skills and competencies in participants to enable candidates for employability and entrepreneurial ventures in society.

OC-57.1.3 Duration of the Programme

- i. The B.Sc. Programme shall be of a duration of 3 years full-time, or 4 years part-time through evening or week-end instruction. A student shall be permitted to exit the Programme after completion of the Credit requirements of a Diploma Programme of 1 Year duration, or a minimum of a single Credit Course for a Certificate Course, which shall form a subset of the requirement for the B.Sc. Programme.
- ii. A student once admitted, shall be required to complete the Programme in a maximum of twice the duration of the Programme.
- iii. A student shall not opt for more than 30 instructional hours in a week.
- iv. The student shall be considered to have completed the Programme when he/she completes the required minimum number of credits. However, the student may opt to undertake additional credits for the same Programme, which shall be indicated in the grade sheet.

OC-57.1.4 Eligibility and Admission

- (i) Eligibility
A student who passes the Higher Secondary School Certificate (Std. XII) examination of the Goa Board of Secondary and Higher Secondary Education, or equivalent, shall be eligible for admission to the Programme.
- (ii) Admission procedure
The procedure for admission to the Programme shall be decided by the Admissions Committee for the academic year, appointed by the Head of the Institution, and shall consist of selected faculty members of the Institution and one representative of the Faculty. A class size shall not exceed sixty students. Allocation of supernumerary seats shall be as per Government rules.

Reservation in admission shall be in accordance with the instructions issued by the Govt. of Goa/ Goa University from time to time.

OC-57.2 PROGRAMME STRUCTURE

OC-57.2.1 B.Sc. International Hospitality Management Programme shall follow trimester system and shall comprise a minimum of 11 weeks of instruction.

B.Sc. Culinary Arts Programme shall follow semester system and shall comprise of a minimum of 15 weeks of instruction.

Courses shall be allocated to trimesters/semesters by the Departmental Council offering the Programme, or an equivalent body of faculty members constituted by the Principal/Head of the Institution.

OC-57.2.2 (i) The Programme structure shall comprise Core Courses, Optional Courses and Internships. The Departmental Council of the Department offering the Programme(s) or equivalent body of faculty members of the affiliated institution shall decide the Core and Optional Courses to be offered in a particular academic year.

(ii) Five percent of the sessions for Core and Optional Business Courses shall be conducted by executives from industry.

(iii) Internships shall be undertaken by the students in established organizations

OC-57.2.3 (i) The credits for a course other than for Internships can range from one to six. One credit stands for 15 contact hours or 45 hours of internship.

(ii) The minimum credit requirements for Courses shall be as indicated below:

Courses		Number of Credits for		
		B. Sc Programme	Diploma Programme	Certificate Course
Core Courses	Core Courses	58	14	Any 1 Core/ Optional Course
	Core Soft Skill Courses (CSSC)	9	2	
Optional Courses	Optional Courses	33	7	
	Non Hospitality Courses (NHC)	14	2	
Internships	Internships in Organizations and Reports	16	8	
	Internship Seminars	6	2	
Total Minimum Credits for the Programme excluding Internships in Organizations and Reports		120	27	1
Total Minimum Credits		136	35	1

- (iii) Optional Courses may include Project Courses and/or Courses of Independent Study. No single Project or Course of Independent Study shall exceed 3 credits.

OC-57.2.4 Optional Courses shall be decided by the Departmental Council of the Department offering the Programme(s) or equivalent body of faculty members of the affiliated institution, and shall be announced to the students every year

- (i) For Optional Courses, prerequisite Courses, if any, shall be specified

A student shall be permitted to register for Project Courses and/or Courses of Independent Study subject to a maximum of 30% of the total credits for Optional Courses of the Programme. Project Courses and Courses of Independent Study shall be carried out under the supervision of Guides who shall be from among regular or visiting teachers of the Department/Institution offering the Programme.

OC-57.2.5

- (i) The Department/affiliated Institutions offering the Programme shall obtain the course syllabi for the Optional Courses to be offered in that year, giving objectives and broad outlines, from regular and visiting teachers from other Departments / Institutions affiliated to Goa University/ other Institutions, and professionals from industry, and shall communicate the same to the Faculty Board of the University.
- (ii) For all Courses, course session outlines comprising Objectives in Behavioural Terms, Reading Material, Prior Preparation by Students, Learning method and in-class activities, shall be obtained from the teachers before the commencement of the Course.
- (iii) The sessions will be conducted using all or any of the methods of pedagogy such as lectures, exercises, practicals, seminars, case studies, role plays and problem solving, to enable the students to learn in an interactive mode.

OC-57.3 GRIEVANCE COMMITTEE

There shall be a College Grievance Committee in accordance with the General Ordinance of the University.

OC-57.4.1 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.

- (v) Examinations shall be open/closed book examinations or short quizzes or both to test preparation for the classes. The text books that are common to all the students of the Institution as well as other hand-written notes of the student shall only be used by the student while answering the examinations. Non-scientific calculators shall be permitted for use in the examinations.
- (vi) The method as well as the content of evaluation of Internships, Internship Report, Internship Seminar, Project Courses and Courses of Independent Study shall be decided by the concerned guide with the consent of the Departmental Council of the Department offering the Programme(s) or equivalent body of faculty members of the affiliated institution using the evaluation pattern given in OC-XX.4 (i). The respective teacher/ guide shall do the assessment as well as grading.
- (vii) All Internship Seminars shall be organized as open seminars, unless the organizations on which the work was done require the results to be kept confidential. In the latter case, only the examiners shall be present during the Seminar. The Internship Seminars shall be examined by two examiners, one of which shall be from the Industry.
- (viii) Credit transfers for students registered with Goa University shall be done from other Faculties of Goa University with the consent of the Departmental Council of the Department offering the Programme(s) or equivalent body of the faculty members of the concerned institution. The equivalence of grades and grade points shall be determined by the Departmental Council of the Department offering the Programme(s) or the equivalent body of the faculty members of the concerned institution, and graded as indicated in OC-XX.5 (ii).
- (ix) Credit transfers from institutions other than Goa University Institutions shall be done with the consent of the concerned Faculty Board of the University. The equivalence of grades and grade points shall be determined by the Faculty Board.
- (x) There shall be a maximum limit of 25% of the in-class credits of any Programme for inward transfer of credit except in the case of approved exchange Programmes.
- (xi) Credit transfer in the case of students who transfer registration from approved institutions other than Goa University to Goa University shall be done on a case to case basis by the Faculty Board of the University.
- (xii) Transfer of Credits and Grades obtained by a student, to another Institution, shall be permitted on request by the student and the Institution.

OC-57.4.2 Scheme of Evaluation

Common Grading System of the University as stated in OA-16.4 shall be applicable.

OC-57.5 Minimum requirements for Passing and Grading.

As per ordinance OA-16.4

OC-57.6.1 Eligibility for award of Degree

- (i) Grade Sheet shall be issued by the 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.
- (ii) 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.
- (iii) At the end of the Programme, Grade Sheet shall be issued by the University, indicating marks, grades, grade points, Cumulative Grade Point Average and the corresponding overall Grade.
- (iv) To obtain a Certificate for any individual course, the student shall not have obtained F in that course. The Certificate for a Certificate Course shall be awarded by the Department/Institution offering the Course.

OC-57.6.2 Award of Entitlement Marks

Candidates who have participated in NCC / NSS / sports / Cultural events shall be entitled to entitlement marks.

(i) NSS (B.Sc. International Hospitality Management):-

Students who have enrolled as NSS volunteer will have to be certified by the Principal of the institute as having satisfactorily completed the minimum number of hours as prescribed below:

1. The allocation of hours and marks shall be as follows:
 - a. A volunteer shall obtain a total maximum of 40 marks for a total number of 240 hours which shall be spread over a period of 3 years of the course.
 - b. A maximum of 7 marks for 45 hrs of regular NSS work competed shall be allotted in the first and seventh trimester from July to September.
 - c. A maximum of 7 mark for 45 hrs of regular NSS work competed shall be allotted for the second and eighth trimester from October to January.
 - d. A maximum of 6 marks for 30 hrs of regular NSS work competed shall be allotted for third and ninth trimester from February to April.
2. One compulsory 7 days residential NSS special camp shall be attended by the volunteers within a period of two years.
3. The other provisions of OA-26 shall be applicable to NSS.
4. NSS (B.Sc. Culinary Arts) shall follow the provisions of OA-26.

(ii) NCC / Sports / CULTURAL:-

Students who have participated or have won prizes in NCC / sports / Cultural will be entitled to entitlement marks as per Ordinance OA-26.

OC-57.7 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.

OC-57.8 Improvement of Grades

- (i) A student shall have the option to improve his/her Grade(s) by registering for Course(s) currently offered, by paying the appropriate fee. The examination(s) for improvement of Grade(s) shall be completed within twice the duration of the Programme from the date of initial registration. In all cases of re-registration for a Course, the Grade so obtained shall be considered final.
- (ii) When a student acquires more than the required credits for a given Programme, the student shall have the option to include all/ select the additional number of Credits for the CGPA for the award of the Degree. He/she shall intimate the Institution about the Courses that shall be considered for the calculation of the CGPA.
