

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 17<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> September, 2021)**

(c) Deleted

**(Effective from 17<sup>th</sup> September, 2021)**

(d) Deleted

**(Effective from 17<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> 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 17<sup>th</sup> 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 31<sup>st</sup> August 2018)***

7. (a) The weighted grade points of a course shall be calculated by multiplying the grade points (Gi) scored by a student, by the number of Credits of the respective course.

**(effective from 31<sup>st</sup> August 2018)**

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

**(effective from 31<sup>st</sup> August 2018)**

(c) CGPA is the ratio of the sum of the product of the number of Credits as specified under OA-18.8.6(e). It shall be calculated as follows:

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

Where 'C<sub>i</sub>' is the number of credits of the i<sup>th</sup> course and 'G<sub>i</sub>' is the grade point scored by the student in the i<sup>th</sup> course.

**(effective from 31<sup>st</sup> August 2018)**

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

**(effective from 31<sup>st</sup> 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 31<sup>st</sup> 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  $\geq 0.005$ , then the higher grade will be awarded. Eg. A candidate with CGPA  $\geq 4.995$  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.