

Ordinance OA-35A governing the M.A., M.Sc., M.Com., M.S.W., M.T.T.M., M.P.Ed., M.L.I.Sc., MBA, MBA (FS), MCA, Post Graduate Diploma and other such Masters Programmes of study conducted by the on-campus Schools of Goa University and its Affiliated Colleges based on the Choice Based Credit System of Instruction based on NEP 2020. (Effective from Academic Year 2025-26).

OA-35A **Ordinance governing the M.A., M.Sc., M.Com., M.S.W., M.T.T.M., M.P.Ed., M.L.I.Sc., MBA, MBA (FS), MCA, Post Graduate Diploma and other such Masters Programmes of study conducted by the on-campus Schools of Goa University and its Affiliated Colleges based on the Choice Based Credit System of Instruction based on NEP 2020. (Effective from Academic Year 2025-26)**

OA-35A.1 GENERAL

The eligibility, procedure and conditions for admission to M.A., M.Sc. M.Com., M.S.W., M.T.T.M., M.P.Ed., M.L.I.Sc., MBA, MBA (FS), MCA and Post Graduate Diploma Programmes. The Rules governing the (a) Reservation of seats for each Programme, (b) Merit List, (c) Registration and payment of fees shall be as provided in the relevant Ordinances/Notifications.

OA-35A.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-35A.2 PROGRAMME STRUCTURE

OA-35A.2.1 (a) The Programme shall be based on a system of time-integrated units called Credits, under the Choice Based Credit System (CBCS) and shall comprise Core Courses, Elective Courses (Discipline specific, Research specific, Vocational and Generic) and Dissertation. The Credits shall be as defined in OA-35A.2.4. 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.

(b) However, a student registered for a standalone Post Graduate Diploma shall not be eligible for lateral entry to the Post Graduate Programmes.

OA-35A.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 of Semesters shall be as follows:

Programmes	Number of Credits	Number of Semesters
(i) Two Year Post Graduate Degree (for those who have completed the Three Year Under Graduate Degree)	80	4
(ii) One Year Post Graduate Diploma (for those who exit after One Year of the Post Graduate Programme)	40	2
(iii) One Year Post Graduate Degree (for those who have completed the Four Year Under Graduate Degree)	40	2
(iv) Standalone One Year Post Graduate Diploma	40	2

- (b) A student registered for Programmes of two years (four semesters) duration and above, shall be eligible for a relaxation of one Semester as per the relevant provisions of the Goa University Ordinance relating to the Academic Bank of Credits.
- (c) A student who joins after completing the 4-year UG Degree, shall have to successfully complete 40 Credits as recommended by the respective Board of Studies:
- i. A student who joins after completing the 4-year UG degree having completed the research component of 40 Credits, shall have to successfully complete 40 Credits of Discipline Specific Core and Elective Courses.
 - ii. A student who joins after completing the 4-year UG Degree without the research component of 40 Credits, shall have to successfully complete either:
 - (i) 40 Credits of Research Dissertation
 - OR**
 - (ii) 20 Credits of Research Specific Elective & Vocational Courses and 20 Credits of Dissertation.
 - OR**
 - (iii) 20 Credits of Research Specific Elective & Vocational Courses and 20 Credits of Generic Elective Courses.
- (d) A student who has obtained a minimum of 75% marks or equivalent CGPA in the UG Honours Programme shall be eligible to opt for one year PG Degree with 40 credit Dissertation.
- (e) A student who has obtained a minimum of 75% marks or equivalent CGPA at the end of the Second Semester of the PG Programme shall be eligible to opt for 40 credit Dissertation.
- (f) 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.
- (g) The Schools of the University and the Affiliated Colleges may offer standalone Post Graduate Diploma Programmes in highly specialized and job-oriented Disciplines/subjects/courses where Post Graduate Degree is not offered by Goa University and the Affiliated Colleges.
- (h) A certain number of seats shall be reserved for students who have

completed four year UG Degree. The number of seats shall be notified by the Goa University from time to time.

- (i) OA-35A.2.2 (c), (d), (f), (g) and (h) shall not be applicable in case of L.L.M. Programme.

OA-35A.2.3

- (a) The total number of 80 Credits shall comprise 32 Credits of Core Courses (Compulsory) and 48 Credits of Elective Courses; and/or Dissertation as specified at OA-35A.2.4.
- (b) However, Professional Programmes such as MBA, MBA (Financial Services) and MCA may opt for 20 Credits of Internship in lieu of Dissertation.
- (c) The standalone Post Graduate Diploma Programmes shall comprise of a total of 40 Credits i.e. 32 Credits of Core Courses (16 Credits each in Semesters I and II) and 8 Credits of Discipline Specific Elective (DSE) (4 Credits each in Semesters I and II), as specified in OA-35A.2.2 (a).

However, Schools/ Affiliated Colleges may offer 4 Credits of Internship in lieu of 4 Credits of Discipline Specific Elective (DSE) in Semester II. In addition to the above the Board of Studies may recommend additional non-Credit internship.

OA-35A.2.4

- (a) A student shall be required to obtain a minimum of 60 Credits from the parent Discipline, out of which 32 Credits shall be Discipline Specific Core; 8 Credits shall be Discipline Specific Elective Courses. The remaining 20 Credits can be obtained via Dissertation/Courses.
- (b) In order to be eligible for award of specialization within a Discipline, a Student shall earn a minimum of 28 credits of Elective courses and/or Dissertation as recommended by the Board of Studies.
- (c) Semester-wise break up of Courses and Credits

- i. For Students opting only Courses

Courses	SEM I	SEM II	SEM III	SEM IV	Credits
Discipline Specific Core (DSC)	16 (400)	16 (500)			32
Discipline Specific Elective (DSE)	4 (400)	4 (400)			08
Research Specific Elective Course (RSE)			12 (500)		12
Discipline Specific Vocational Elective Course (DSVE)			8 (500)		08
Generic Elective Course (GE)				20(500)	20
Total Credits	20	20	20	20	80

Note: Figures in bracket indicate level of courses.

- ii. For Students opting 20 Credits Dissertation

Courses	SEM I	SEM II	SEM III	SEM IV	Credits
Discipline Specific Core (DSC)	16 (400)	16 (500)			32

Discipline Specific Elective (DSE)	4 (400)	4 (400)			08
Research Specific Elective Course (RSE)			12 (500)		12
Discipline Specific Vocational Elective Course (DSVE)			8 (500)		08
Discipline Specific Dissertation (DSD)* / Internship				20 (500)	20
Total Credits	20	20	20	20	80

* - Including 4 Credits of Research Methodology/Dissertation related Courses to be opted in consultation with the guide.

Note: Figures in bracket indicate level of courses.

iii. For Students opting 40 Credits Dissertation

Courses	SEM I	SEM II	SEM III	SEM IV	Credits
Discipline Specific Core (DSC)	16(400)	16 (500)			32
Discipline Specific Elective (DSE)	4 (400)	4 (400)			8
Discipline Specific Dissertation (DSD)			40**(500)		40
Total Credits	20	20	40		80

** - Including 4 Credits Course/s of Research Methodology and a 4 credit Dissertation related Courses to be opted in consultation with the guide.

Note: Figures in bracket indicate level of courses.

(d) Levels of Courses

- i. 400: Advanced courses shall include lecture courses with practicum/seminar based course/ term papers/research methodology/ advanced laboratory experiments/ software training/ research projects, hands-on-training, internship theoretical and practical courses
- ii. 500: It shall provide an opportunity for original study or investigation in the major or field of specialization, on an individual and more autonomous basis.

(e) 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.

(f) 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.

(g) 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. Students may opt for a 4 credit project in lieu of 4 credit course/s.

- (h) **Discipline Specific Vocational Elective (DSVE) Courses**
DSVE shall form an integral part of PG Programme to impart skills along with theory and Practical. Total of 8 Credits shall be allotted for these Courses.
- (i) **Generic Elective (GE) Courses**
GE Courses are Elective Courses from any Discipline. These Courses aim to provide a multidisciplinary perspective to the student.
- (j) **Discipline Specific Dissertation (DSD)**
The DSD Component shall be of 20 Credits or 40 Credits as applicable, in the Discipline in which the student is registered for the Master's Programme.

The 20 Credits DSD shall comprise of 100 marks Research Course/s and 400 marks Research Dissertation and Viva presentation.
OR
The 40 Credits DSD shall comprise of 200 marks Research Course/s and 800 marks Research Dissertation and Viva presentation.
- (k) **Eligibility:**
To be eligible for Guiding 40 Credit Dissertation, the Faculty shall be a Ph.D. holder.
- (l) The Research Course/s as a part of Dissertation shall ordinarily, be on Knowledge Production and Dissemination, Academic Writing and Research Ethics, with a focus on the concerned Discipline, these Courses shall be evaluated as per provisions of OA-35A.5 and OA-35A.6.
- (m) The maximum Credits a student can earn in a Semester shall be 28 Credits.
- (n) 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. This is not applicable in case of students opting for 40 credit Dissertation.

OA-35A.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. Discipline Specific Vocational Elective (DSVE) Courses may include theory and practical component, there shall be at least 50% component of Practical. One credit of Discipline Specific Vocational Elective (DSVE) Courses shall be fully practical.

OA-35A.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-35A.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 including internships, 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-35A.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-35A.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-35A.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-35A.2.11 A Course may be of a minimum of 1 Credit and up to a maximum of 6 Credit(s).

OA-35A.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-35A.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-35A.2.14 One-week of Internship (30 Hours) shall be equivalent to one Credit.

OA-35A.2.15 Ordinarily, the ratio of Credits between theory and practical/laboratory/field Core Courses shall be 2:1 or as recommended by the concerned Board of Studies.

OA-35A.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-35A.2.17 Permission of the Vice-Chancellor/Principal shall be obtained before the commencement of teaching of an Elective Course for which less than five students are enrolled.

OA-35A.2.18 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-35A.2.19 The workload for 20 credit Dissertation shall be computed as two hours per week per student, upto a maximum of four hours per week for two or more students.

The workload for 40 credit Dissertation shall be computed as four hours per week per student, upto a maximum of eight hours per week for two or more students.

OA-35A.3 SCHEME OF INSTRUCTION

OA-35A.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-35A.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-35A.3.3 The Courses shall be designed with a hierarchical structure indicating the complexity levels. The DFC and the Board of Studies shall identify the pre-requisite for each Course.

OA-35A.4 DISSERTATION/INTERNSHIP

OA-35A.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 (only for 20 credit dissertation) if the student is eligible to complete the Masters Programme in Three Semesters.

OA-35A.4.2 The Board of Studies shall recommend the modalities relating to conduct of Dissertation/Internship from time to time.

- OA-35A.4.3** The topic of the Dissertation shall be finalized by the student in consultation with the Research Supervisor/Research Mentor (applicable for students undergoing Dissertation outside the parent institution) by the beginning of the Academic Year in which they are pursuing their Dissertation.
- OA-35A.4.4** The DFC shall decide the distribution/number of students to be allotted to a Research Supervisor.
- OA-35A.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-35A.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-35A.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-35A.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-35A.5 SCHEME OF EXAMINATION

- OA-35A.5.1** The assessment of all Courses excluding 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-35A.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-35A.5.3**
- (a) The ISAs shall consist of one written midpoint examination and two other assessments which may be Written/Oral, Open/Closed book, Scheduled/ Surprise, Objective /Multiple-choice, Seminar, Assignment, Viva-Voce, Peer group assessment or any other as described in the Course outline approved by the DFC.
 - (b) For each Theory Course, a written or any other evidence-based component shall constitute at least 50% of ISA and SEA.
 - (c) The students who fail to appear for an ISA component due to own or family medical emergency/natural disasters shall be given another opportunity to complete the respective ISA component within the same

Semester. The additional ISA conducted in lieu of missed ISA shall be conducted before the last teaching day of the Semester.

- OA-35A.5.4**
- (a) A Course shall have a 'single passing-head' based on the combined performance at the ISA and SEA.
 - (b) In case of Discipline Specific Vocational Elective (DSVE) Courses having both Theory and Practical components there shall be a 'single passing-head' along with combined head of passing for ISA and SEA.
 - (c) Fractional marks shall be rounded off to the nearest integer only at the time of calculating the Course Grade.

- OA-35A.5.5**
- (a) The Course-wise time-table of midpoint examination 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-35A.6 EVALUATION OF COURSES

- OA-35A.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) The ISAs shall consist of one midpoint examination of 50% weightage of all ISAs in the Course. The remaining 50% shall consist of two assessments of 25% each by modes described in OA-35A.5.3.a.
The method of evaluation and ISA schedule shall be announced by the Teacher and shall be displayed within 2 weeks of the beginning of each semester.
 - (d) There shall be only one midpoint assessment for one credit theory course. There shall be no midpoint or ISA component for one credit practical courses.
 - (e) All internal assessments shall be completed by the last teaching day of the Semester.

- OA-35A.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-35A.6.3 There shall be a continuous review of the teaching Programme by the DFC in every Semester.

OA-35A.6.4 The Midpoint Exam/SEA shall be conducted as per the academic calendar. The DFC shall work out the examination schedule for Midpoint Exam/SEA in consultation with other Schools/Departments from where the students are taking Elective Courses and displayed on the Notice Board.

OA-35A.6.5 The duration of all written examinations carrying 30 marks or less, shall be of one hour; above 30 marks and upto 50 marks, shall be of two hours and above 50 marks, shall be of three hours.

OA-35A.6.6 The duration of SEA of all Laboratory/Field Courses shall be as per the recommendations of the respective Board of Studies.

OA-35A.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-35A.7 EVALUATION OF DISSERTATION /INTERNSHIP

OA-35A.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) 20 Credit Dissertation
Assessment shall have three components**

Research Course/s for 100 marks.

Mode	Weightage	Timeline	Assessment by
Research Course/s	100 marks	Third Semester	Teacher (s) teaching the Course/ SWAYAM Course Coordinator.
Research proposal presentation	150 marks	Beginning of the Fourth Semester	75 marks by the Guide and 75 marks by Discipline Faculty members.
Dissertation	125 marks	Submission shall be at least one day prior to the last teaching day.	by the Guide for continuous monitoring of the research work and Dissertation Report.
Dissertation Presentation and Viva voce	125 marks	Conduct before the end of the Fourth Semester.	by the Discipline Faculty Members for Report Presentation and Viva voce.

- i. Ordinarily, all the faculty members of the discipline shall evaluate dissertation presentations and Viva voce. However, not less than 50% of members should be present for conduct of the same.
- ii. There shall be separate head of passing for:
 - (i) Research Courses
 - (ii) Dissertation Report, Presentation and Viva component combined.

(b) 40 credit Dissertation

Research Course/s for 200 marks.

Mode	Weightage	Timeline	Assessment by
Research Course/s	200 marks	Third Semester	Teacher (s) teaching the Course/ SWAYAM Course Coordinator.
Research proposal presentation	150 marks	middle of Third Semester	75 marks by the Guide and 75 marks by Discipline Faculty members.
Research Progress Presentations – I	150 marks	Beginning of Fourth Semester	75 marks by the Guide and 75 marks by Discipline Faculty members.
Research Progress Presentations – II	150 marks	middle of Fourth Semester	75 marks by the Guide and 75 marks by Discipline Faculty members.
Dissertation	175 marks	Submission shall be at least one day prior to the last teaching day.	by the Guide for continuous monitoring of the research work and Dissertation Report.
Dissertation Presentation and Viva voce	175 marks	Conduct before the end of the Fourth Semester.	by the Discipline Faculty Members for Report Presentation and Viva voce.

- i. Ordinarily, all the faculty members of the discipline shall evaluate dissertation presentations and Viva voce. However, not less than 50% of members should be present for conduct of the same.
- ii. There shall be separate head of passing for:
 - (i) Research Courses
 - (ii) Dissertation Report, Presentation and Viva component combined.

OA-35A.7.3

- (a) The method of evaluation of the Internship for MBA, MCA and such other Programmes where Internship is applicable in lieu of Dissertation and the modalities for Internship shall be recommended by the DFC and shall be approved by the respective Board of Studies.
- (b) The method of evaluation of the Internship for standalone Post Graduate Diploma Programmes where Internship is applicable in lieu of DSE and the modalities for Internship shall be recommended by the DFC and shall be approved by the respective Board of Studies.

OA-35A.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-35A.8.1.

OA-35A.7.5

There shall be no revaluation of Dissertation/Internship (in lieu of the Dissertation).

OA-35A.7.6

A student who fails in the Dissertation/Internship (in lieu of Dissertation) shall have to repeat the Dissertation/Internship.

OA-35A.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 as SGPA.

The result declared after second and third semester shall have Cumulative Grade Point Average (CGPA) along with SGPA.

The CGPA declared after the Final result shall be referred as Final Grade Point Average (FGPA).

OA-35A.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-35A.8.2 Every student shall have to secure a minimum of 'P' Grade to pass the Course.

OA-35A.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-35A.8.4 (a) Students who do not secure a minimum of 'P' Grade in Core Courses shall have the option of answering the SEA in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme.

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

(c) Appearance in midpoint examination and one other ISA, and in the SEA, shall be compulsory for passing.

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

OA-35A.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) as calculated on completion of 80 Credits shall be referred to as FGPA.

- (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-35A.8.5(e). The CGPA 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

- (d) The CGPA shall be rounded off to two decimal points and recorded in the transcripts.
- (e) For calculating FGPA, grades of all the Core Courses and best of the grades obtained for Elective Courses including Dissertation/Internship, (if opted) 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-35A.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-35A.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 student(s) shall be treated as supernumerary for the particular Course.

OA-35A.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 maximum duration allowed for completion of the programme.
- (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.
- (g) A student can appear for improvement only once in a Course under these provisions.

OA-35A.10 UNIVERSITY 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-35A.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-35A.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-35A.10.3 A student shall address her/his grievance(s) within 10 days of showing the answer books/marks to her/him to the Programme Director, 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-35A.10.4** If the student continues to feel aggrieved, the grievance application shall be referred by the DFC to the Grievance Committee.
- OA-35A.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-35A.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-35A.11 COLLEGE GRIEVANCE COMMITTEE**
- There shall be a Grievance Committee of five teachers from different Departments and the same shall be constituted for a period of three years.
- OA-35A.11.1** The Principal 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-35A.11.2** 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-35A.11.3** A student shall address her/his grievance(s) within 10 days of showing the answer books/marks to her/him to the Programme Co-Ordinator/ HOD, who shall place the same before the DFC for resolution. If the grievances are in the Course(s) taught by the Programme Co-Ordinator, the grievances shall be addressed to the Principal of the College.
- OA-35A.11.4** If the student continues to feel aggrieved, the grievance application shall be referred by the DFC to the Grievance Committee.
- OA-35A.11.5** 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 College, for which the student shall have to pay the prescribed fee. The result of such an evaluation shall be final and binding.
- OA-35A.11.6** The decision of the Grievance Committee shall be communicated to the student within one month of her/his filing of the grievance.
- OA-35A.12 COORDINATION COMMITTEE**
- There shall be a Coordination Committee for the Credit-based Master's Programme, with representatives of all the Schools.
- OA-35A.12.1** 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-35A.12.2 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-35A.12.3 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-35A.13 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-35A.13.1 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-35A.13.2 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-35A.14 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).

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