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**OB-1 (effective from 19<sup>th</sup> June, 2013)** Deleted.

**OB-2 Ordinance relating to the terms and conditions under which teacher in the University Departments may be permitted to undertake outside work**  
(Under Section 24(1) of the Goa University Act, 1984).

**OB-2.1** Teachers in the Department may take up consultation work with the permission of the Vice-Chancellor or a person authorized by him/her provided that the problem referred to the staff member concerned, falls within the purview of his/her speciality or is closely related to his/her normal work in the Department.

**OB-2.2** (i) Normally at any time only two consultations may be permitted concurrently. Any request for an additional consultation may be examined on the merit of the case.

(ii) The consultancy work should not interfere with the normal teaching/research work of the Department/University and other duties which may be assigned to the staff by University authorities.

**OB-2.3** consultation work may be either for a specific project or a specific period.

**OB-2.4** Every request for the services of a member of teaching staff as consultant to an industry, business house as the case may be, be given the freedom to have a particular member of the teaching staff of their choice for being appointed as consultant.

**OB-2.5** The University should have no responsibility for the advice or assistance given to the party concerned, by a member of the University staff.

**OB-2.6** Permission maybe granted by the Head of eth Department with reference to other Universities, research institutions and investigational research work undertaken on behalf of the government, business or industry.

**OB-2.7** Teachers should be free to accept honorary membership of government or Semi-Government Committee (such as the committees of the C.S.I.R. and All India Council for Technical Education) after obtaining the previous permission of the Vice-Chancellor, or a person authorized by him. Records of their honorary membership accepted by each member of the staff should be kept in the Department and copies thereof forwarded to the Registrar for information of the Executive council on 31<sup>st</sup> March every year.

**OB-2.8** In the case of research, development and other technical work to be carried out in the Department, the work should be done on a purely departmental basis and teacher not be entitled to claim any share in the payment, if any received by the University for such work.

**OB-2.9** With regard to work to be carried out outside the Department, such as consultation work the teacher applying for such permission should state clearly the nature of the work, the terms offered and the time involved.

**OB-2.10** A yearly report of the consultation work undertaken by the Heads of the Department sand teacher should be submitted to the Vice-Chancellor on 31<sup>st</sup> March every year.

**OB-2.11** All honoraria received for consultation work shall be shared between the University and the Consultant on the basis of 1/3 and 2/3.

**OB-2.12** total amount received by a teacher after deducting the University's share in any one year as (1) honoraria for consultation work (2) honoraria for expert advice or opinion, industrial training during vacation etc., and (3) the sitting fees for attending the meeting of the Board of Directors of companies in the public sector or private sector taken together should not exceed Rs. 50,000/-. Provided, however, the Executive council may grant permission to a teacher to accept an amount in excess of Rs. 50,000/- per annum on the merit of the case and on such terms and conditions as the Executive Council may lay down.

**OB-2.13** Every request for permission to carry out work, whether of an academic nature of otherwise, wherever such permission is required to be obtained in accordance with the forgoing rules, should be accompanied by a statement of work which the teacher concerned has on at the time of his/her making such application, together with full information about the approximate time he would have to devote to such work if the permission asked for is granted.

**OB-2.14** In the case of remuneration received in respect of examination work, contribution of abstracts or review articles to technical journals, royalties from books and monographs, committee work, invited lectures etc, the teacher concerned may be permitted to retain the entire amount.

**OB-2.15** Sitting fees for attending meeting of the Board of directors of companies of Public or private sector maybe permitted to be retained by a teacher in full subject to the condition that the total amount received by the teacher after deducting University's share in any one year as (i) honoraria for consultation work (ii) honoraria for expert advice or opinion, industrial training during vacation etc., and (iii) the sitting fees for attending meeting of Board of directors of companies in the public or private sector taken together does not exceed Rs. 50,000/-.

**OB-2.16** Honorarium received by a teacher in respect of assignments like expert advice or opinion, industrial training during vacation etc., may be permitted to be retained by a teacher in full, provided that the total amount of remuneration for such work does not exceed Rs. 6,000/- per annum, subject to the condition that the total amount received by a teacher after deducting University's share in any one year as (i) honoraria for consultation work, (ii) honoraria for expert advice or opinion, industrial training during vacation etc. and (iii) the sitting fees received by him for attending meetings of Board of Directors of companies in public or private sector taken together does not exceed Rs. 50,000/-.

**OB-2.17** The share of honorarium received by the University may be credited to a separate Reserved Fund which may be utilized in accordance with the rules framed by the Executive Council in that behalf.

**OB-2.18** In the case of academic work on project such as PL 480, CSIR, ICAR, ICMR, Atomic energy Commission and other of similar nature, which are accepted from outside bodies by the Department for investigation, from time to time, all allocation of funds provided as remuneration of the investigator maybe credit to the above fund.

**OB-3 (effective from 19<sup>th</sup> June, 2013)** Deleted.

**OB-4 Ordinance relating to constitution of Committee for appointment of Examiners** (Ordinance under Section 24(1) of the Goa University Act, 1984).

**OB-4.1** A committee shall be constituted every year for each Faculty for the purpose of preparing list of persons for appointment as University Examiners and the Committee shall consist of :

(i) The Vice Chancellor, Chairman:

In the absence of the Vice-Chancellor, the Dean of the Faculty concerned shall be the Chairman.

(ii) The Dean of the Faculty concerned;

(iii) The Chairman of the Board of Studies in the particular subject; and

In respect of the subject of Chemistry, in addition to the Chairman at the Post-graduate level other representative of Inorganic Chemistry, Physical Chemistry or Organic Chemistry as the case maybe invited for the meetings;

(iv) Controller of Examinations... - Member Secretary.

**OB-4.2** One or two members specialized in the field may be invited by the Vice-Chancellor if need be.

**OB-4.3** The committee shall prepare the lists from amongst persons included in panels prepared by the Board of Studies and duly approved by the Academic Council.

**OB-4.4** (effective from 3<sup>rd</sup> April, 2006) Deleted

**OB-4.5** (effective from 3<sup>rd</sup> April, 2006) Deleted

Addition of new clause to Ordinance OB-4 relating to constitution of committee for appointment of Examiners.

**OB-4.6 (Effective from 26<sup>th</sup> July, 2013)** At all examinations except at Engineering, Medicine, Fine Arts, Architecture, Post-graduate Diploma in Computer Applications, Master of Management Studies and Post-graduate Diploma in Business Management examination, nor more than one person from the same institution shall ordinarily be recommended by OB-4 Committee for appointment of Paper-setters in the subject at the same examination. This principle should be followed as far as possible for appointment of Examiners.

**Addition to Ordinance OB-4 relating to appointment of Substitute Examiners.**

**OB-4 (Effective from 14<sup>th</sup> July, 2005)** Substitute Examiner/paper Setters from the OB-4 Panel can be appointed by the Controller of Examinations as and when necessary.

**(Effective from 14<sup>th</sup> July, 2005)** The Vice-Chancellor may appoint fresh examiners from the Master Panel.

**OB-5 Ordinance regarding bringing the result to its correct position**  
(Under Section 24(1) of the Goa University Act, 1984).

**OB-5.1** I any case where it is found that the result of examination has been affected by error, malpractice, fraud, improper conduct or other matter of similar nature, the vice chancellor shall have power to amend such result in such manner as shall be in accordance with the true position and make such declaration as he shall consider necessary in that

behalf. Provided that subject to OB-5.2, no result shall be amended after the expiration of six months from the date of publication of the result.

**OB-5.2** In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has been benefited and that such examinee in the opinion of the Executive Council has been party or privy to, or connived as such malpractice, fraud or improper conduct, the Executive Council shall have power at any time, notwithstanding the issue of certificates of the award of prize or scholarship, to amend the result of such an examinee and to make such declaration as the Executive Council considers it necessary in that behalf.

**OB-6 Ordinance relating to the constitution of the Board of Evaluation**  
(Under Section 24(1) of the Goa University Act, 1984).

**OB-6.1** There shall be a Board of Evaluation to consider matters/issues arising out of the conduct of examinations for which there are no specific Statutes/Ordinances/Regulations. The Board of Evaluation shall consist of the following members:

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| 1. Vice-Chancellor                               | -- Chairman          |
| 2. All the Deans of the Faculties                | -- Members           |
| 3. One member nominated by the Executive Council | -- Member            |
| 4. One member nominated by the Academic Council  | -- Member            |
| 5. Registrar                                     | -- Member            |
| 6. Controller of Examinations                    | -- Member Secretary. |

**OB-6.2** The term of the Board of Evaluation shall be for two years.

**OB-7 Ordinance regarding the appointment of Examiners by relaxing the qualifications prescribed in the Ordinance concerned** (Under Section 24(1) of the Goa University Act, 1984).

**OB-7.1** Notwithstanding any provision contained in the ordinances applicable to the appointment of examiners for different examinations of this University in Theory/Practical/viva-voce/sessional work etc. in case of difficulty in appointing examiners fulfilling the prescribed qualifications, the Vice-Chancellor on the recommendation of the Dean of Faculty concerned Chairman, Board of Studies concerned and the Controller of Examinations, may appoint Internal/External Examiners for any examination by relaxing the prescribed qualifications laid down for appointment of examiners. Such cases shall be placed before the Academic council for information.

**OB-8 Ordinance relating to the formation of Teaching Departments under Faculties in Goa University** (Under Section 24(1) of the Goa University Act, 1984).

**OB-8.1 Faculty of Languages and Literature and Faculty of Social Sciences**

- (i) Department of English
- (ii) Department of French
- (iii) Department of Portuguese
- (iv) Department of Hindi
- (v) Department of Konkani
- (vi) Department of Marathi
- (vii) Department of History
- (viii) Department of Economics
- (ix) Department of Philosophy
- (x) Department of Sociology
- (xi) Department of Political Science

**OB-8.2 Faculty of Natural Sciences**

- (i) Department of Physics
- (ii) Department of Chemistry
- (iii) Department of Mathematics
- (iv) Department of Earth Science
- (v) Department of Computer Science & Technology

**OB-8.3 Faculty of Life Sciences and Environment**

- (i) Department of Marine Sciences & Biotechnology
- (ii) Department of Microbiology
- (iii) Department of Botany
- (iv) Department of Zoology

**OB-8.4 Faculty of Commerce and Management Studies**

- (i) Department of Commerce
- (ii) Department of Management Studies

**OB-8.5** There will be a "Head of the Department" for each University Teaching Department.

**OB-8.6** A Professor in the Department will be nominated as Head of Department. Provided that, if there are more than one Professor in the Department, Professor/Head of the Department may be first nominated by rotation each for a term of three years.

**OB-8.7** In case there is no Professor in the Department, a Reader in the Department will be nominated as the Head of Department for a term of three years or till a Professor joins the Department, whichever is earlier. The other Readers, if any, may be nominated by rotation as Head of Department each for a term of three years.

**OB-8.8 (Effective from 22<sup>nd</sup> December, 2017)** In case there is neither Professor nor Associate Professor in the Department, the Vice-Chancellor shall nominate as Assistant Professor as Teacher-in-Charge of the concerned Department for a term of three years, or till such time as a Professor/ Associate Professor joins the Department, whichever is earlier. The Teacher-in-charge shall route all matters of the Department through the Dean of the faculty concerned, who will function as the Head of that Department.

**OB-8.9** Ordinarily no Head of Department will hold the office for more than one term continuously, unless it so happens that there is only one Professor or one Reader in the Department. Under special circumstances, however, the same teacher may be nominated as Head of Department for the second continuous term.

**OB-8.10** The nomination of the Head of Department will be made by the vice Chancellor in each case.

**OB-8.11** The functions, duties and responsibilities of the Head of Department will be separately prescribed.

**OB-8.12** The Vice-Chancellor may have power to vary the specified term of any Head of Department after review from time to time.

**Amendment to Ordinance OB -9 Governing Ph.D. Degree** (Under Section 24(1) of the Goa University Act, 1984).(Applicable for candidates who registered as Ph.D. students prior to 12.7.2010)

**OB-9 Ordinance Governing Ph.D. Degree** (Under Section 24(1) of the Goa University Act, 1984).

**OB-9 General**

(i) The Ph.D. degree is awarded for original work and academic attainment in a chosen field, on the basis of research investigation. The relevance of applied developmental /interdisciplinary work of an innovative nature is equally recognized. The University desires that evaluation of thesis for the Ph.D. degree be conducted at the highest academic standards. The sole criterion for the award of the Ph.D. degree by the University is the quality of research work embodied in the thesis submitted by the candidate.

(ii) A candidate desirous of seeking registration for a research degree of this University shall apply for admission as a post graduate research student at a University Department, an affiliated College or a recognized institution of this University, which has on its staff at



least one recognized teacher of the University for guiding research work for the Ph.D. degree. The candidate shall apply simultaneously through the Department or the institution to the Registrar for registration as a PH.D. student of this University. The candidate shall also select a problem for research in consultation with the guiding teacher/s and work under the guidance of such teacher/s till the submission of the Ph.D. Thesis.

(iii) A candidate from another University seeking registration for research degree in this University shall obtain, a provision statement of eligibility from this University by applying for the same in the prescribed form and paying the prescribed fee. A provisional statement of eligibility may be issued to the candidate if found prima-facie eligible to apply for registration, in a particular year.

(iv) A list of teachers recognized by the University as guides for Ph.D. degree in various subjects together with the names of the University Departments/Affiliated Colleges/Recognized Institutions to which they are attached is available for reference in the University Office. The candidate shall get in touch with the teacher concerned in the matter of registration for research studies.

(v) Ordinarily, every research student shall have to reside within the territorial jurisdiction of Goa University from the date of registration for a minimum period of 2 years. However, in special cases, on the recommendation of the guiding teacher/s and on the approval of the Dean of the concerned Faculty, the Vice-Chancellor may permit the student to reside outside the territorial jurisdiction of Goa University for the conduct of research work.

## **OB-9.2 Eligibility**

### **OB-9.2(i) (effective from 13<sup>th</sup> November, 2003)**

(i) A candidate who has obtained a Master's degree by papers, securing at least 55% marks or equivalent grade from Goa University or from any other University recognized by Goa University is 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 register for Ph.D. 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 guiding teacher/s for permission. The application shall be considered by following the procedure set out under section III.

### **OB-9.3 Change of Faculty/Subject**

**OB-9.3.1** Where a student desires to register for the PH.D. degree in a Faculty/Subject different from the one in which Master's degree was obtained, he shall submit an application to the Registrar for permission through the recognized teacher under whom research work is proposed to be conducted. The application shall be placed before the Faculty Research Committee whose composition is given under Section III to assess the fitness of the candidate to undertake the proposed line of research. It shall be open to the Faculty Research Committee to assess the candidate by a written and/or a viva-voce test before submitting its detailed report alongwith the bio-data of the candidate to the Vice-Chancellor, for approval.

### **OB-9.4 Registration**

(i) Any time in the year **(Effective from 22<sup>nd</sup> September, 2009)**

(ii) The candidate shall apply in the prescribed form to the Head of the Department/Institution through the proposed guide and co-guide, as the case may be, under whose supervision he/she proposed to do research. The topic of research shall be fixed by the candidate in consultation with the research guide/s. A brief write-up up to 1000 words incorporating the following points shall be enclosed with the application:

1. Title of the proposed research
2. Historical background and its present relevance
3. Research, - aims and objectives
4. Availability of facilities for carrying out research. Head of the Department / Institution shall forward the application so received to the Faculty Research Committee for consideration.

The composition of the Faculty Research Committee will be as follows:

- |   |             |
|---|-------------|
| (a) Dean of the concerned Faculty   | .. Chairman |
| (b) Head of the University Department   | .. Member   |
| (c) Guide   | .. Member   |
| (d) Co-guide, if applicable   | .. Member   |
| (e) One or two Subject Experts to be nominated by the Vice-Chancellor from a panel suggested by Guide/s | .. Member   |

(iii) The Faculty Research Committee shall examine the application and assess the candidate's suitability to conduct research work in the proposed subject for the Ph.D. degree and either recommend the candidate for provisional registration or otherwise.

(iv) A teacher who has put in ten years of service as a teacher at the under graduate level in the affiliated colleges of Goa University or five years in post graduate teaching at a University Department/Affiliated College or recognized institution and who has done sufficient research work shall have the facility to work for the PH.D. degree on his own, without any guide. In such case, the Head of the University Department of the concerned subject shall co-ordinate the work. Such teacher shall submit his application for registration to the Head of the University Department. The application shall be considered by the Faculty Research Committee of the concerned Faculty before

recommending the candidate for provision registration or otherwise. In this case, one/two subject experts shall be nominated by the Vice-Chancellor from a panel suggested by the Head of the University Department.

(v) The research student so registered shall conduct library work for literature survey on the research topic chosen, for a period of six months from the date of provisional registration, after which he shall be required to make a presentation of his proposed work/ findings /hypothesis with justification for the selection of the proposed topic/area of research, before the Faculty Research Committee and other interested Faculty by giving a seminar. Simultaneously, he shall undergo successfully two theory courses viz., one on research methodology and the other involving advanced theory related to the proposed research work, depending upon the candidate's academic background and special requirements for the work in the chosen field of research. The syllabus and method of evaluation for these courses shall be specified in each case by the Departmental Council. These courses are to be completed within one year from the date of provisional registration.

(vi) Research students possessing M.Phil or equivalent degree of this University or of any other recognized University shall be exempted from the courses as specified under (v) above. However, they shall be required to give a seminar, as in the case of other students.

(vii) The student's registration of the Ph.D. programme shall be confirmed by the Faculty Research Committee from the date of pre-registration, only after the student qualified in the above courses and seminar presentation.

**Amendment to sub clause 4(viii) of Ordinance OB-9 Governing Ph.D. degree.**

(viii) No research student shall join any course of study other than connected with the Ph.D. programme or appear for any other examination conducted by the Goa University or any other University during the period of Ph.D. registration, until the submission of his/her Ph.D. thesis.

(ix) Each student shall submit through his/her guide/s six monthly progress reports in the prescribed format for being reviewed by the Faculty Research Committee. At the end of each year, based on his/her six monthly progress report, the student shall make a presentation on his/her work before the Departmental Council. This shall also be reviewed by the Faculty Research Committee, who shall make recommendation on the progress of the student to the Registrar, and also advise the student on corrections/improvements necessary, as the case may be.

(x) If a student fails to submit two consecutive half-yearly progress reports or the two consecutive progress reports are not satisfactory, the matter shall be referred to the Vice-Chancellor for further action which may include cancellation of the Ph.D. registration.

(xi) Any research student whose case for registration is not covered by any of the ordinances above, shall apply to the concerned Head of the University Department requesting for registration as a special case. The Head of the Department shall forward the case to the Faculty Research committee for consideration. The recommendations of the Faculty Research Committee shall be placed before the Academic Council for approval.

**OB-9.5      Period**

(i) Full-time students for the Ph.D. degree shall have to work for a minimum period of four terms i.e. two years including the provisional registration period. A part-time student for the Ph.D. degree shall work for a minimum period of six terms, i.e. three years, including the provisional registration period. The maximum period in which the full/part-time student shall have to submit the thesis shall normally be eight terms i.e. four years. However, the Faculty Research Committee may recommend extension of registration to the Vice-Chancellor by a maximum period of four terms, two terms at a time, provided the student applied for the same giving reasons through his/her guide/s. The registration of a student who is not able to submit the thesis within 12 terms from the date of registration, shall stand terminated and, the candidate shall have to apply for registration afresh. However, under exceptional circumstances, the Vice chancellor on the recommendation of the Faculty research Committee may grant a maximum extension of three months to submit the thesis.

**OB-9.6      (Effective from 22<sup>nd</sup> September, 2009) Guides/Appointment of Co-guide for Ph.D. guidance**

- (i) The following persons shall be eligible to work as guiding teachers for Ph.D. degree:
- (a) All the confirmed teachers working in the P.G. Departments of Goa University having a Ph.D. degree and minimum two years of post Ph.D. post graduate teaching experience.
  - (b) All the confirmed research scientists from recognized institutions having a Ph.D. Degree and minimum of 5 years of post Ph.D. research experience as evidenced by published work in learned journals. Their applications shall be forwarded to the Registrar in the prescribed format, through the Head of the Recognized Institution.
  - (c) All the persons recognized as Ph.D. guides by Goa University.
- (ii) The maximum number of students that a guide could be allowed to supervise at a time for Ph.D. shall not ordinarily exceed five. The Vice-Chancellor may permit this number to be exceeded on the merits of each case.
- (iii) In all such cases where the topic of research is of an interdisciplinary nature, a co-guide shall be appointed in consultation with the guiding teacher. However, the administrative responsibility of the smooth conduct of the research work and the final

certification of the thesis shall remain with the main guide.

(iv) If a research scholar is registered under a guide from recognized institutions, the Head of Department shall be the Convenor of Faculty Research Committee who shall be responsible for monitoring the research scholar's research work and other administrative matters. The Vice-Chancellor in consultation with HOD may nominate a senior teacher from the concerned Department as Convenor of Faculty Research Committee.

(v) After attaining the age of up to 3 years before the age of superannuation, a guide is permitted to supervise students' for Ph.D. programme jointly with a co-guide. Superannuated persons recognized as Ph.D. guides of this University may be permitted by the Vice-Chancellor to guide the research student jointly with a Co-guide.

### **OB-9.7 Doctoral Committee**

(i) For every student for the Ph.D. degree, there shall be a Doctoral Committee comprising of the following:

(a) Vice-Chancellor ..... Chairman

(b) Members of the Faculty Research Committee ..... Members

(c) One Subject Expert nominated by the Vice-Chancellor from a panel of three names from outside the University suggested by the guide/s.

(ii) Ordinarily the Doctoral Committee will meet to draw up a panel of external examiners within a month from the date of the receipt of the synopsis from the student.

(iii) The Doctoral Committee shall recommend a panel of a minimum of six names of external examiners to examine the thesis. The Vice-Chancellor shall approve the panel on behalf of the Academic Council/Executive Council and appoint two external examiners from the panel for adjudicating the thesis. The research guide/s shall serve as the internal examiner/s for the thesis. In the case of a student who submits the thesis without any guide, the Vice-Chancellor shall appoint three external examiners to adjudicate the thesis.

(iv) As soon as the thesis is received from the student, the Registrar shall contact the external examiners so appointed and dispatch the thesis to them after obtaining their consent, while maintaining strict confidentiality. The Registrar shall also dispatch the thesis to the internal examiner/s.

### **OB-9.8 Scale of Fee**

All the fees to be paid by the student towards the Ph.D. degree shall be as per the notification issued by the University from time to time.

### **OB-9.9 Examination**

(i) Two months before submission of the thesis the student shall submit to the Registrar

through his guide a statement giving the title and synopsis of the thesis along with the prescribed fee. However, before submission of the synopsis, the student shall give a seminar on his research work in the Department, at which Faculty Research Committee will be represented. If the Faculty Research committee finds the work carried out is adequate for the award of Ph.D. degree, then the student shall be permitted to submit the synopsis. The pre-synopsis seminar presentation may coincide with the annual presentation.

(ii) Not later than two months, after the submission of the synopsis and after the expiry of the minimum period of research work prescribed, the student shall submit with an application, four copies of the thesis typewritten or printed embodying the result of his research and stating whether the work is based on the discovery of new facts by him or of new relations of facts observed by others and how the work tends to the general advancement of knowledge. The student shall forward a statement indicating the sources from which his information has been derived and the extent to which he has based the work of others and shall indicate which portion or portions of the thesis he claims as original. Where a candidate presents a joint work, he/she shall clearly state the portion which is his own contribution as distinguished from the portion contributed by his collaborator/s. The statement shall be certified by the guide and the co-guide as the case may be. The thesis shall be type written or printed in English and if the subject matter of the thesis related to a modern Indian/European language it may with the previous permission of the Faculty Research Committee be written or printed in that language.

(Note: Modern Indian Languages shall include languages included in the 8<sup>th</sup> Schedule of the Constitution of India, and Modern European Languages shall include Spanish, German, French, Portuguese etc.)

(iii) If a student fails to submit the thesis within six months after the submission of synopsis, a maximum extension of three months for the submission of the thesis may be recommended by the Faculty Research committee. However, if the candidate fails to submit the thesis within the extended time he shall have to submit a fresh synopsis.

(iv) The student shall not be permitted to submit in the thesis, any work for which a degree or diploma or other academic award has been conferred on him in this or in any other University or Body. A student however shall not be precluded from incorporating work which he had already submitted for a degree or diploma or other academic award in this or in any other University or Body in a thesis covering a wide field, provided that he shall indicate in a written statement in the prescribed format to accompany in the thesis, any work that has been written statement in the prescribed format to accompany in the thesis, any work that has been incorporated. However, the student is encouraged to publish the research work reported in the thesis in referred journals, reprint/s of which may be included in the thesis.

(v) Four copies of the thesis fulfilling all the above said conditions shall be forwarded to the Registrar. During the initial submission, the thesis shall be in soft bound form and final hard binding of one copy of the thesis shall be done only after the vice-voce examination. Changes if any, suggested by the examiners shall be incorporated in the thesis before final binding. A Thesis Approved Sheet in the prescribed format should be

signed by the Board of viva Voce Examination and enclosed along with the thesis before submitting the final hard bound copy.

(vi) Each student shall submit with the thesis, a certificate from his Guide/s that the thesis submitted is a record of research work done by the student during the period of study and that it has not previously formed the basis for the award to the student for any Degree, Diploma, Associateship, Fellowship or other similar titles. The certificate shall also include a statement from the guide/s indicating the extent to which the thesis represents independent work on the part of the student.

(vii) Each external/internal examiner appointed to adjudicate the thesis as per OB-9.6 shall send an evaluation report in the prescribed format to the Registrar in a confidential cover within two months of the receipt of the thesis. Such a report shall include

- (a) A critical assessment of the work as embodied in the thesis and an evaluation of the work in terms of its contribution to the advancement of knowledge.
- (b) Detailed list of any questions to be asked or points to be clarified in the Viva Voce examination.
- (c) A definite recommendation as to whether the thesis attains or not the required standards for the award of Ph.D. degree.
- (d) A check sheet containing the overall recommendation on the thesis duly filled in.

(viii) The reports from the examiners shall be considered by the faculty Research committee. The Faculty Research Committee shall make available to the student through the Research Guide/s pertinent contents of the examiners' reports for revision/modification/correction if any. If one of the external examiners gives a definite recommendation against the award of the Ph.D. degree by providing explicit reasons for rejection of the thesis and by suggesting suitable modifications in the thesis, the student shall be asked to resubmit the thesis after revising the same in the light of the suggestions made by the Examiner. However, if the examiner rejects the thesis without suggesting any modifications etc., the thesis shall be referred to an additional examiner from the panel of examiners approved by the Doctoral Committee. The thesis shall be accepted or rejected or resubmitted after revision, in the light of the report of this additional examiner. However, the research student shall not be permitted to resubmit the same thesis if it has been rejected outright by both the external examiners.

(ix) The student shall be allowed to appear for the Viva-Voce Examination after the receipt of all the evaluation reports (both external and internal) and the thesis is accepted by all the external examiners.

#### **OB-9.10 Viva Voce Examination**

(i) The Viva Voce examination shall be held only in case the thesis approved by both the external and internal examiners and the reports are satisfactory as given in OB-9.9 above.

(ii) The contents of the examiners' reports pertaining only to the revision, elaborations etc., shall be communicated to the student while maintaining the confidentiality of the examiner's name, address etc. at least 15 days in advance of the Viva Voce examination

through his guide/s.

(iii) If one of the examiners recommends the revision of the thesis, the Viva Voce examination shall be held only after the student revises and resubmits the thesis and after the same is approved by all the examiners.

(iv) The Viva Voce examination shall be conducted by the Board of Examiners and a pass in this is compulsory. The Board for Viva Voce examination shall include one of the external examiners and the guide/s as coordinator/s. Members of the Faculty Research Committee shall be invitees at the examination.

(v) The Viva Voce examination shall be primarily designed to assess test the understanding of the student on the subject matter of the thesis including methodology employed and his competence in the general field of study. The points raised by the examiners on the thesis in their evaluation reports shall be classified by the student during the oral examination.

(vi) The coordinators of the Viva Voce examination shall inform the date and time of the Viva Voce examination to Chairman and Members of the Faculty Research Committee to enable them to attend the Viva Voce examination. Similarly the date and time of the Viva Voce examination shall be put up by the Guide/HOD on the Notice Board for the information of all those who desired to attend the Viva Voce examination.

(vii) The Board of Viva Voce examination shall report specifically on whether the candidate's performance at the examination was satisfactory or not.

(viii) A student who is not successful at the Viva Voce examination may be permitted to undergo the Viva Voce examination second time after a period of three months. No student shall be permitted to take the Viva Voce examination on more than two occasions.

(ix) If the student passes the Viva Voce Examination, the Board shall consolidate the recommendations for the award of the degree based on the thesis reports of the examiners and the evaluation of the student's performance in the Viva Voce examination. The Board shall prepare the following reports/statements/enclosures and forward the same to the Controller of Examinations for further processing.

1. Summary of the Thesis Examination Reports.
2. Reports of the Viva Voce Examination.
3. Statement on the status of corrections or modifications in the PH.D. thesis as suggested by the Examiners.
4. Final recommendation on the award of Ph.D. Degree.

In addition to the above reports/enclosures, the Board shall also submit a certified copy of the final hard bound thesis in which the student has incorporated all the revisions/modifications/corrections if any, for lodging in the University library and a certified Abstract of the thesis submitted by the candidate in about 500 words.

(x) The Ph.D. degree shall not be conferred as an Honorary Degree.



(xi) In case the thesis is rejected outright by both the external and internal examiners, the research student shall be informed of the same. The student is at liberty to register afresh.

(xii) Within ten days after the successful Viva Voce examination the Controller of Examinations shall place the Ph.D. award Report in the prescribed as prepared by the Board for Viva Voce examination before a Standing Committee on Research Conferment appointed by the Vice-Chancellor.

(a) The Standing Committee shall be composed of all the Deans of Faculties as members, with both the Deans who are members of the Executive Council as Co-chairman one of them being appointed as the Chairman. The Controller of Examinations shall be the Secretary of Standing Committee.

(b) The Standing Committee shall normally meet a few days before every Executive Council meeting to consider the above reports placed by the Secretary.

(c) In each case, the Standing Committee shall also take into account

1. Full reports of the thesis examiners
2. Certified copy of the Abstract submitted by each student
3. Final hard bound copy of the thesis, duly certified by the Board of Viva Voce examination; and
4. No dues certificate submitted by the student from respective Department / University/Library/Hostel etc.

(d) Only those cases cleared by the Standing Committee at this stage, shall be placed before the Executive Council for its approval for the award of the Ph.D. degree.

(xiii) The final hard bound copy of the thesis shall be made available to the public in the University Library after clearance by the Standing Committee.

(xiv) The date on which the student is declared to qualify for the Ph.D. degree shall be the date on which the Executive Council approves the same.

(xv) The notification of award of Ph.D. Degree shall be sent to all the recognized Universities and all affiliated colleges etc. under Goa University.

#### **OB-9.11**

#### **Submission of Thesis – Final Copy**

The final copy of the thesis shall be bound in accordance with the following specifications:

(i) Size of the paper Quarto approx 25 cms. X 20 cms. Except for drawings, graphs and maps on which no restriction is paced. A margin of 3 cms. is to be left on the left hand side and the thesis copy bound in a standardized form as follows:

(a) Quality of the paper: Extra white executive bond or equivalent.

(b) Art Vellum or Cloth overcast lettered boldly on the spine in gold (approx. 6.35 mm to 1.27 cm) Degree, Date and Name and short title written or printed neatly and legibly on the front cover. A thesis which consists of collection of pamphlets shall be bound in a similar cover. The thesis shall be types with double line spacing only on one side of the page.

**OB-9A**            **Ordinance Governing Ph.D. Degree** (Under Section 24(1) of the Goa University Act, 1984) (Effective from 12<sup>th</sup> July, 2010).

**OB-9A**            (i) The Ph.D. degree is awarded for original work and academic attainment in a chosen field, on the basis of research investigation. The relevance of applied developmental /interdisciplinary work of innovative nature is equally recognized. The University desires that evaluation of thesis for the Ph.D. degree be conducted at the highest academic standards. The sole criterion for the award of the Ph.D. degree by the University is the quality 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 month of July/August. The number of seats for Ph.D. in respective subjects along with the name of Guides and area of research, shall be notified by the University.

(iii) Entrance Test shall consist of two papers: one general aptitude test (on lines of UGC NET) and one to assess the subject in which the candidate desires to take admission. The procedure for the test and exemption shall be as provided in subsections below:

- (a) Paper-I shall be Research Aptitude Test of two hours duration having objective type questions and shall carry a total of 100 marks. The paper shall cover:
  - (1) Language competency, (2) numerical ability, and (3) logical reasoning.
- (b) Paper-II shall be of subject specific and shall be of two hours duration for 100 marks consisting of (1) multiple choice questions of 50 marks and (2) theoretical/ descriptive questions for 50 marks.
- (c) Syllabus for the paper shall be notified by the University.
- (d) The Entrance test shall be followed by personal interview at respective departments.

(iv) **(Effective from 15<sup>th</sup> September, 2011)** Exemption from Entrance Test

The following candidates shall be exempted from appearing for the Entrance Test.

- (a) Candidates who have qualified for SET /NET/JRF examination of apex bodies such as CSIR/UGC/ ICAR/ ICMR/DBT and teacher fellowship holder or M.Phil degree holders. They shall be eligible for personal interview of the concerned department.
- (b) Foreign students. They shall have to appear for personal interview of the concerned department.
- (c) Candidates such as Industry Professionals from research Organizations, who do not wish to avail exemption from NET/SET qualification for Lecturership.
- (d) Senior Citizens and candidates above 55 years including those who have superannuated from service.
- (e) Candidate who are confirmed teaching faculty in College/University.

(v) Application for inter-disciplinary and for change of subject including international students shall be considered on the basis of their proven ability and results of entrance test followed by personal interview in the department in which registration is sought.

(vi) The allocation of the guide/supervisor for a selected candidate shall be decided by the Department in a formal manner depending on the number of students per faculty member, the available specialization among the faculty supervisors, research interest of the candidate as indicated in the application. The candidate shall also select a problem for research in consultation with the allocated guide/supervisor/s and work under the guidance of such guide/supervisor till the submission of the Ph.D. thesis.

Only predetermined number of students declared by university on its website shall be admitted for Ph.D. programme in the respective Department.

(vii) The admission to the candidates to Ph.D. programme shall be as per State/National reservation policy.

(viii) A candidate from another University seeking registration for research degree 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 fee. A provisional statement of eligibility may be issued to the candidate if found prima-facie eligible for registration, in a particular year.

(ix) A list of teachers recognized by the University as guides for Ph.D. degree in various subjects together with the names of the University Departments/Affiliated Colleges/Recognized Institutions to which they are attached shall be available for reference in the University Office.

(x) Ordinarily, every research scholar shall have to reside within the territorial jurisdiction of Goa University from the date of registration for a minimum period of two years.

(xi) In special cases, on the recommendation of the guiding teacher/s and on the approval of the Dean of the concerned Faculty, the Vice-Chancellor may permit the student to reside outside the territorial jurisdiction of Goa University for the conduct of research work. However, such students shall be required to spend at least one year for research at the University department/ recognised place of research.

## **OB-9A.2 Eligibility**

(i) **(Effective from 30<sup>th</sup> May, 2013)** 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, in case of in-service teachers of Goa University and its affiliated colleges appointed under earlier service conditions, a minimum of 50% marks is 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 register for Ph.D. degree 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 post graduate degree. However, a candidate wishing to conduct research in a subject for an interdisciplinary character shall also be eligible for registration. In this case, the candidate shall submit an application to the guiding teacher/s for permission.

The application shall be considered by following the procedure set out under OB-9(ii) & through Section III.

### **OB-9A.3 Change of Faculty/Subject**

**OB-9A.3.1** Candidates from faculties / subjects of Science, Commerce, Engineering, Medicine, Law etc. are eligible to register for Ph.D. in the respective faculties / subjects of Languages, Humanities and Social Sciences. The candidate who desires to register for the Ph.D. degree under the provision of change of faculty shall have to qualify in the subject specific entrance test. Similarly, candidates from various disciplines/subjects desiring to pursue research in science, commerce, and management faculties shall have to qualify in subject specific entrance test and successfully clear the personal interview in the Department. A detailed report along with the bio-data of the candidate shall be submitted through the concerned Academic Section for the approval of the Vice-Chancellor in all such cases of change of faculty and/or subjects.

### **OB-9A.3.2 Special Eligibility**

(i) Candidates who have Master's degree in subjects / faculties whose nomenclature does not correspond to the subjects / 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 /Affiliated Colleges/ Recognized Institution where the research work is proposed to be conducted. The application must be accompanied with curriculum of Master's programme completed by the candidate along with the profile of the Institution and details relating to recognition by UGC, AIU, etc. of the Institution. The application shall be placed before Special Eligibility Committee constituted for the purpose by the Vice-Chancellor. The Committee shall consist of: (1) Dean of Faculty, (2) Head of Department, (3 & 4) two senior faculty

members of the Department and (5) Deputy Registrar (Academic). The Committee shall peruse all relevant documents / information provided by the candidate and recommend to the Vice-Chancellor eligibility or otherwise of the candidate.

#### **OB-9A.4 Registration**

(i) Applications for registration shall be received once at the beginning of the academic year. The candidates whose registration procedure is completed as laid down in OB 9.0(ii) and (iii), shall be provisionally admitted. In special cases provisional registration of the candidates may be permitted anytime during the academic year on the approval of the Vice-Chancellor.

(ii) The candidate shall apply in the prescribed form to the Head of the Department/ Affiliated Colleges/ Recognized Institution through the proposed guide and co-guide, as the case may be, under whose supervision he /she proposed to do research. The topic of research shall be finalized by the candidate in consultation with the research guide/s. A write-up of up to 1000 words incorporating the following points shall be enclosed with the application:

1. Title of proposed research.
2. Historical background and its present relevance
3. Research-aims and objectives
4. Availability of facilities for carrying out research in the Department/ Affiliated Colleges /Recognized Institution.

(iii) Head of Department/ Affiliated Colleges/ Recognized Institution shall forward the application so received to the Faculty Research Committee for consideration.

The composition of the Faculty Research Committee will be as follows:

- |  |          |
|--|----------|
| (a) Dean of the concerned Faculty .....              | Chairman |
| (b) Head of the University Department/Principal..... | Member   |
| (c) Guide .....                                      | Convenor |
| (d) Co-guide, if applicable .....                    | Member   |
| (e) Subject Expert/s.....                            | Member   |

Note: Subject Expert/s shall be nominated by the Vice-Chancellor from the panel of three names recommended by the Guide.

(iv) The candidate shall make an oral presentation of the proposal before the Faculty Research Committee. Faculty Research Committee shall assess the candidate's suitability to conduct research work in the proposed subject for the Ph. D. degree and either recommend the candidate for registration or otherwise.

(v) A teacher who has put in ten years of service as teacher at the under graduate level in the affiliated colleges of Goa University or five years in post graduate teaching at a University Department /Affiliated College or Recognized Institute and who has done sufficient research work shall have the facility to work for the Ph.D. degree on his own without any guide. In such case, the Head of the Department /Affiliated Colleges/ Recognized Institution in the concerned subject shall coordinate the work. Such teacher

shall submit his application for registration to the Head of University Department / Affiliated Colleges/ Recognized Institution. The application shall be reviewed by the Faculty Research Committee constituted for the purpose, before recommending the candidate for registration or otherwise. In this case, one / two Subjects Experts shall be nominated by the Vice-Chancellor from a panel suggested by the Head of the University Department / Affiliated Colleges/ Recognized Institutions.

(vi) The research student so registered shall conduct a literature survey on the research topic chosen, for a period of six months from the date of provisional registration after which he/ she shall be required to make a presentation of this proposed work / findings / hypothesis with justification for the selection of the proposed topic/area of research, before the Faculty Research Committee and other interested faculty by giving a seminar. He/ She shall also undergo successfully two theory courses viz., one on research methodology and the other involving advanced theory related to the proposed research work depending upon the candidate's academic background and special requirements for the work in the chosen field of research. The syllabus and method of evaluation for these courses shall be specified in each case by the Departmental Council. These courses are to be completed within one year from the date of provisional registration.

(vii) Research students possessing M.Phil. or equivalent degree of this University or of any other recognised University shall be exempted from the courses as specified under (vi) above. However, they shall be required to give a seminar, as in the case of other students.

(viii) The student's registration of the Ph.D. programme shall be confirmed by the Faculty Research Committee from the date of pre-registration, only after the student is qualified in the above courses and seminar presentation.

(ix) No research scholar shall join any course of study leading to a degree other than connected with the Ph.D. programme or appear for any other examination conducted by the Goa University or any other University during the entire period of Ph.D. registration or until the submission of Ph.D. Thesis.

(x) Each research scholar shall submit through his/her Guide/ Supervisor/s, six monthly progress reports in the prescribed format for review by the Faculty Research Committee. At the end of each year, based on his/her progress, the student shall present a seminar before the Faculty Research Committee and the teachers of the Department/ Affiliated Colleges/ Recognized Institutions. Faculty Research Committee shall advise the student on corrections/improvements necessary, as the case may be. The Faculty Research Committee, shall evaluate the progress of the student and extend continuation of registration or otherwise.

(xi) If a research scholar fails to submit two consecutive six monthly progress reports/ the reports are unsatisfactory and/or fails to make an annual Seminar presentation, the Faculty Research Committee shall recommend cancellation of registration to the Vice-Chancellor. The Registrar shall inform the research scholar about the cancellation of registration.

(xii) Any research scholar whose case for registration is not covered by any of the Ordinances above shall apply to the concerned Head of the University Department/ Affiliated Colleges/ Recognized Institution requesting for registration as a special case. The Head of the Department/ Affiliated Colleges/ Recognized Institution shall forward the application to the Vice-Chancellor for consideration.

**OB-9A.5 Period**

- (i) **(Notified on 25<sup>th</sup> July, 2017)** Full-time Research Scholars shall have to conduct research for a minimum period of four terms (2 years). The candidate shall have to submit the Thesis in eight terms (4 years). However, the Faculty Research Committee may recommend extension of registration of the Research Scholar to the Vice-Chancellor by maximum period of four terms; two terms at a time, provided the Research Scholar applies for the same giving reasons through her/his Guide/s. The registration of a Research Scholar, who is not able to submit the Thesis within 12 terms from the date of registration, shall be terminated and, the Research Scholar shall have to apply for registration afresh. However, under exceptional circumstances, the Vice-Chancellor on the recommendation of the Faculty Research Committee may grant an extension of a maximum period of six months to submit the Thesis.
- (ii) **(Notified on 25<sup>th</sup> July, 2017)** Women candidates and persons with Disability (more than 40%) shall be permitted a relaxation of two years in the maximum duration.
- (iii) **(Notified on 25<sup>th</sup> July, 2017)** Women candidates may be provided Maternity Leave/ Child Care Leave once in the entire duration of the Programme for up to 240 days.

**OB-9A.6 Supervisors /Guides**

- (i) The following persons shall be eligible to work as supervising/guiding teachers for Ph.D. degree.
  - (a) All Professors and Readers/Associate Professors with Ph.D. qualifications of the University Departments.
  - (b) All the confirmed Lecturers/Assistant Professors working in the P.G. departments of Goa University having a Ph.D. degree and minimum two years of post Ph.D. post graduate teaching experience.
  - (c) All research scientists from recognized institutions who have been recognized as Research Guides under relevant Ordinances. Confirmed Research Scientist from recognized Institutions having Ph.D. degree and minimum of 5 years of post Ph.D. research experience as evidenced by published work in learned journals are eligible to apply for recognition as Research Guides to Goa University.
  - (d) All the persons recognized as Ph.D. guides by Goa University.
- (ii) The maximum number of research scholars that a guide could be allowed to supervise at a time for Ph.D. shall not ordinarily exceed eight.
- (iii) In all such cases where the topic of research is of an Interdisciplinary nature, a co-guide shall be appointed in consultation with the guiding teacher. However, the administrative responsibility of the smooth conduct of the research work shall remain with the main guide. The final certification of the thesis shall be done by both guide and co-guide.

(iv) If a research scholar is registered under a guide from recognized institutions, the Head of Department shall be the Convenor of Faculty Research Committee who shall be responsible for monitoring the research scholar's research work and other administrative matters. The Vice-Chancellor in consultation with the Head of Department may nominate a senior teacher from the concerned Department as Convenor of Faculty Research Committee.

(v) A Guide shall not be permitted to register a Ph.D. research scholar within the period of 3 years before superannuation. However, the guide shall be permitted to register a research scholar with a Co-guide during the said period. The Guide shall have to give an undertaking that he shall be available to provide guidance to the research scholar.

(vi) Superannuated teacher recognized as Ph.D. guide of this University may be permitted by the Vice-Chancellor to guide a research scholar jointly with a Co-guide.

**OB-9A.7 Evaluation**

- (i) **(Notified on 25th July, 2017)** A panel of six names of experts who are not in employment of Goa University/ Research Centre, which may include experts from outside the country, and shall not include two experts from the same Institute, along with their specializations and contact details, shall be submitted by the FRC, through the Head of the Department/ Research Centre, to the Vice-Chancellor.
- (ii) **(Notified on 25th July, 2017)** Within three weeks of receipt of the synopsis, the Vice-Chancellor on behalf of the Academic Council/ Executive Council shall appoint three external Examiners to evaluate the Thesis.
- (iii) **(Notified on 25th July, 2017)** As soon as the Thesis is received from the Research Scholar after plagiarism check, the Controller of Examinations shall contact the external Examiners so appointed and after obtaining their consent, forward an electronic copy of the Thesis, if acceptable to them, or dispatch a hard copy, while maintaining strict confidentiality.

**OB-9A.8 Scale of fee**

- (i) **(Notified on 25<sup>th</sup> July, 2017)** All the fees to be paid by the Research Scholar towards the Ph.D. Programme shall be as per the relevant Ordinances/ Notification issued by the University from time to time.
- (ii) **(Notified on 25<sup>th</sup> July, 2017)** Research Scholar shall be required to pay the prescribed fees annually to continue their Registration for the Programme including the period of leave/absence.
- (iii) **(Notified on 25<sup>th</sup> July, 2017)** The fees for the Programme shall be paid until the student submits her/his final Thesis. In such cases the Research Scholar shall be permitted to pay fees on a pro-rata basis for a period of three/six/nine months.
- (iv) **(w.e.f. 18<sup>th</sup> June, 2018)** Tuition fees for candidates who register for Ph.D. program after superannuation and for senior citizens shall be waived.

**OB-9A.9 Examination**



(i) **(Notified on 25<sup>th</sup> July, 2017)** A Research Scholar shall publish at least one research paper in a refereed journal based on the research findings of the Ph.D. work before submission of the Thesis. Evidence for the same in the form of acceptance letter or off prints/re-prints shall be submitted along with the Thesis.

(ii) The Research student/ scholar shall have to give a pre-Synopsis seminar before finalizing the synopsis. All the members of Faculty Research Committee and the members of Departmental Council/Faculty of Institution shall be invited for the seminar. If the Faculty Research Committee finds the work carried out is adequate for the award of Ph.D degree, then the student shall be permitted to submit the synopsis. The pre- synopsis seminar presentation may coincide with the annual presentation.

(iii) **(Notified on 25<sup>th</sup> July, 2017)** Before submission of the Thesis the research student/ scholar shall submit to the Controller of Examinations through his Guide, a statement giving the title of the Thesis and six print copies and an electronic copy of the Synopsis including bibliography and publications from the Thesis, along with the report of the plagiarism test and the prescribed fee.

The Synopsis and Thesis submitted for the award of the Degree shall be subjected to a similarity test with suitable well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. In case of high similarity index of more than 3%, the same shall be reported to the Guide for appropriate action and resubmission.

(iv) **(Notified on 18<sup>th</sup> June, 2018)** The Research Scholar shall submit four copies of Thesis within six months after submission of the Synopsis but not exceeding the overall registration period as specified under OB-9A.5. If a Research Scholar is unable to submit the Thesis within six months after submission of the Synopsis, s/he may apply for extension of a maximum of three months through the Guide to the Faculty Research Committee, which may recommend the extension to the Vice Chancellor. If the Research Scholar fails to submit the thesis within the extended time s/he shall have to submit a fresh synopsis. The extended period however shall be within the overall registration period.

(v) **(Notified on 25<sup>th</sup> July, 2017)** The four copies of the printed Thesis shall embody the result of the Research Scholar's research, and state whether the work is based on the discovery of new facts by him or of new relations of facts observed by others and how the work contributes to the general advancement of knowledge. The students shall forward a statement indicating the sources from which his information has been derived and the extent to which he has based it on the work of others and shall indicate which portion or portions of the Thesis he claims as original. Where a Research Scholar presents a joint work, she/he shall clearly state the portions which is her/his own contribution as distinguished from the portions contributed by her/his collaborator/s. The statement shall be certified by the Guide and the Co-Guide as the case may be. The Thesis shall be printed in English and if the subject matter of the Thesis relates to a modern Indian/ European Language it may be written in that language, with the prior permission of the Faculty Research Committee. Modern Indian languages shall include languages included into the VIII schedule of the Constitution of India, and Modern European Languages shall include Spanish, Germany, French, Portuguese and such others.

(vi) The research scholar shall not be permitted to submit in the thesis, any work for which a degree or diploma or other academic award has been conferred on him in this or in any other University or Body. A research scholar however, shall not be precluded from incorporating work which he had already submitted for a degree or diploma or other academic award in this or in any other University or Body in a thesis covering a wide field, provided that he shall indicate in a written statement in the prescribed format to accompany in the thesis, any work that has been incorporated.

(vii) Four copies of the thesis fulfilling all the above said conditions shall be forwarded to the Controller of Examinations. During the initial submission, the thesis shall be in soft bound form and final hard binding of one copy of the thesis shall be done before the Viva-Voce examination. Changes if any, suggested by the examiners shall be incorporated in the thesis before final binding. A Thesis Approved Sheet in the prescribed format should be signed by the Board of Viva-Voce Examination and enclosed along with the thesis, before submitting the final hard bound copy.

(viii) Each research student/scholar shall submit with the thesis, a certificate from his guide/s that the thesis submitted is a record of research work done by the research scholar during the period of study and that it has not previously formed the basis for the award to the research scholar for any degree, diploma, Associate ship, Fellowship or other similar titles. The certificate shall also include a statement from the guide/s indicating extent to which the thesis represents independent work on the part of the research scholar.

(ix) **(Notified on 25<sup>th</sup> July, 2017)** All the three examiners appointed to evaluate the Thesis as per OB-9A.7(ii) shall send an evaluation report in the prescribed format (B-1) to the Controller of Examinations in a confidential cover within two months of receipt of the Thesis. Copy of the report shall also be sent to the Guide/Convenor of the Viva-Board of Examiners.

The report shall include:

- (a) A critical assessment of the work as embodied in the Thesis and an evaluation of the work in terms of its contribution to the advancement of knowledge.
  - (b) List of any questions to be asked or points to be clarified in the Viva-voce examination.
  - (c) A definite recommendation as to whether the thesis attains or not the required standards for the award of Ph.D. Degree.
  - (d) A checklist containing the overall recommendations on the thesis duly filled in.
- (x) (a) *Viva-voce* examination shall be conducted after positive reports are received from at least two external examiners. However, the report of the third external examiner whether positive or negative, shall be forwarded to the Executive Council along with the consolidated report of the Viva-Voce examination.

- (b) A research scholar shall be permitted to appear for *Viva-Voce* examination only if at least two reports of the examiners are satisfactory and the research scholar has been recommended for the award of Ph.D. Degree.
- (c) If there is one positive report and the second report is conditional specifying a definite recommendations by providing explicit suggestions/ suitable modifications in the thesis, the student shall be asked to resubmit the thesis after revising the same in the light of the suggestions made by the Examiners.
- (d) The research student/ scholar shall not be permitted to resubmit the same thesis if it is rejected outright by two examiners.
- (e) If any examiner recommends the revision of the thesis, the *Viva-Voce* examination shall be held only after student revises and resubmits the thesis and after the same is approved by all the examiners.
- (f) The Reports from the examiners shall be considered by the Faculty Research Committee. The Faculty Research Committee shall make available to the student through the Research Guide/s pertinent contents of the examiners' reports for revision/ modification/ correction if any.

**OB-9A.10 Viva Voce Examination.**

- (i) The Vice-Chancellor shall appoint on recommendation of Guide/ Head of Department/ Dean of the Faculty, a Chairman of Board of Examiners for the purpose of proper conduct of *Viva-Voce* examination. Assistant Registrar (Examinations), shall assist the Chairman in the conduct of *Viva-Voce* examination.
- (ii) **(Notified on 25<sup>th</sup> July, 2017)** Any senior Faculty Member of the concerned Department or allied discipline is eligible to be appointed as Chairman under provision of OB-9A.10(i) above.
- (iii) **(Notified on 25<sup>th</sup> July, 2017)** Guide of the Research Scholar shall function as the Convenor and Coordinate the conduct of the *Viva-Voce* Examination.
- (iv) **(Notified on 25<sup>th</sup> July, 2017)** -Deleted -
- (v) **(Notified on 25<sup>th</sup> July, 2017)** The *Viva-Voce* Examination shall be held in case the Thesis is approved by at least two examiners and the reports are satisfactorily as given in OB-9A.9 above.
- (vi) The contents of the examiners' reports pertaining only to the revision, elaborations etc., shall be communicated to the research scholar while maintaining the confidentiality of the examiner's name, address etc. at least 15 days in advance of the *Viva-Voce* examination through his guide/s.
- (vii) The *Viva-Voce* examination shall be conducted by the Board of Examiners and a pass in this is compulsory. The Board for *Viva-Voce* examination shall consist of Chairman appointed by the Vice- Chancellor and one/ two examiners.
- (viii) The Chairman shall inform about the date and time of the *Viva-voce* examination

to all members of the Faculty Research Committee, members of the Departmental Council/ Faculty of the Institution. The intimation for the *Viva-voce* examination shall be given at least 7 working days in advance.

(ix) **(Notified on 25<sup>th</sup> July, 2017)** Notice for public regarding *Viva-Voce* Examination shall be displayed on the Department/ Institution Notice Board and on the University website at least 7 days in advance. Circular regarding the *Viva-Voce* examination will also be sent to all Departments of the concerned faculty.

(x) A copy of the thesis shall be kept in the Library of the concerned Institution at least 7 working days in advance. Scholars interested in familiarizing themselves with the research work are allowed to peruse the thesis in the Library.

(xi) Copies of the synopsis/summary of main conclusions shall be made available for the participants of the *Viva-voce* examination.

(xii) **(Notified on 25<sup>th</sup> July, 2017)** *Viva-Voce* Examination shall be conducted on a working day and during the convenient hours to ensure large participation.

However, in exceptional cases, if the examiner is unable to be present for the *Viva-Voce* examination of the candidate, she/he may be permitted with the approval of the Vice-Chancellor, to conduct the *Viva-voce* Examination over Skype/video conference.

(xiii) The *Viva-Voce* examination shall be primarily designed to assess the understanding of the research scholars on the subject matter of the thesis including methodology employed and his competence in the general field of study. The points raised by the examiners on the thesis in their evaluation reports shall be clarified by the research scholars during the *Viva-voce* examination.

(xiv) The Board of *Viva-Voce* examination shall report specifically on whether the research scholar's performance at the examination was satisfactory or not.

(xv) A research scholar who is not successful at the *Viva-Voce* examination may be permitted to undergo the *Viva-Voce* examination second time after a period of 3 months.

No research scholar shall be permitted to take the *Viva-Voce* examination on more than two occasions.

(xvi) If the research scholar passes the *Viva-Voce* examination, the Board shall consolidate the recommendations for the award of the degree based on the thesis reports of the examiners and the evaluation of the research scholar's performances in the *Viva-Voce* examination. The Board shall prepare the following reports/statements/enclosures and forward the same to the Controller of the Examinations for further processing.

1. Summary of the Thesis examination reports.
2. Reports of the *Viva-Voce* examination.
3. Statements on the status of corrections or modifications in the Ph.D. thesis as

suggested by the Examiners.

4. Final recommendation on the award of Ph. D. Degree.

(xvii) In addition to the above reports/ enclosures, the Board shall also submit a certified copy of the final hard bound thesis in which the research scholar has incorporated all the revision/ modifications/ correction if any, for lodging in the University Library and a certified Abstract of the thesis submitted by the candidate in about 500 words.

(xviii) A student shall submit to the Controller of Examinations a soft copy of the approved thesis as well as a copy of research publications / off-print/ re-print or the letter of acceptance of the paper from the publisher of the refereed journal.

#### **OB-9A.11**

(i) Within ten days after the successful Viva-Voce examination the Controller of Examinations shall forward the examiners reports along with all relevant documents which are specified below, to the Dean of the concerned faculty for verification and certification:

1. Full reports of the thesis examiners
2. Certified copy of the Abstract submitted by each student
3. Final hard bound copy of the thesis, duly certified by the Board of Viva Voce examination; and
4. No dues certificate submitted by the student from respective Department/ University/Library/Hostel etc.

(ii) After verification and certification, the Dean shall forward the above documents to the Registrar who shall then declare the results.

(iii) Following the successful completion of the evaluation process and announcement of the award of Ph.D., the Controller of Examinations shall submit the soft copy of the thesis to the UGC within a period of 30 days for hosting the same by UGC in INFLIBNET.

(iv) Along with the notification of the award of the Ph.D degree, university shall issue a provisional certificate certifying that the degree has been awarded in accordance with the provisions of UGC regulation F.1.1/2002(PS) Exemp dated 1.6.2009.

#### **OB.9A.12 Submission of Thesis-Final copy.**

**(Notified on 18<sup>th</sup> January, 2019)** The final copy of the thesis shall be bound in Accordance with the following specifications:

- (i) Size of the paper Quarto approx. 25 cms, x 20 cms. Except for drawings, graphs and maps on which no restriction is placed. A margin of 3 cms. is to be left on the left hand side and the thesis copy bound in a standardized form as follows:
  - (a) Quality of the paper: extra white executive bond or equivalent.

(b) Art Vellum or cloth overcast lettered boldly on the spine in gold (approx. 6.35 mm to 1.27 cm) Degree, date and name of the candidate and full title written or printed neatly and legibly on the front cover. A thesis which consists of collection of pamphlets shall be bound in a similar cover. The thesis shall be printed with 1.5 line spacing on both side of the page. The figures preferably could be incorporated into the running text.

**OB-9A.13** Research students/ Scholars registered for Ph.D. programme under the unrevised Ordinance may opt for registration under the revised ordinance. Research Scholars shall have to give their option in writing and forwarded by their respective guides.

**OB-10 Ordinance covering the M.A., M.Sc., and M.Com. Programmes of Study.** (Under Section 24(1) of Goa University Act, 1984).

**OB-10.1** Recognition as a post-graduate student shall be a condition precedent to the commencement of post-graduate study.

(i) For being eligible for admission to the programme leading to the degree of Master of Arts (M.A.) a candidate must have passed the examination for a degree of Bachelor of Arts (three-year integrated course or old course) of this University or an examination of any other University recognized as equivalent thereto.

(ii) For being eligible for admission to the programme leading to the degree of Master of Science (M.Sc.) a candidate must have passed the examination for a degree of Bachelor of Science (three year integrated course or old course) of this University in the subject in which he wants to enroll for M.Sc. degree course or an examination of another University recognized as equivalent thereto.

**Note:** Candidates applying for admission to the M.Sc. (Chemistry) programme shall be eligible to be admitted to only one of the three specialization at M.Sc. (Part II).

(iii) For being eligible for admission to the programme leading to the degree of M.Sc. in Marine Biotechnology, a candidate must have passed the examination for a Bachelor's degree in Physical/Biological/Pharmacy/Agriculture/Veterinary/Fishery Sciences or a Bachelor's degree in engineering/Technology/Medicine/Dentistry of this University or an examination of any other University recognized as equivalent thereto.

(iv) For being eligible for admission to the programme leading to the degree of Master of Commerce (M.Com.) a candidate must have passed the examination for a degree of Bachelor of Commerce (three-year integrated course or old course) of this University or an examination of any other University recognized as equivalent thereto.

**OB-10.2** The ordinance is applicable to the students applying for admission in the following departments:

(A) **Faculty of Languages and Literature**

Departments of English, French, Hindi, Konkani, Marathi and Portuguese.

(B) **Faculty of Social Sciences**

Departments of Economics, History, Philosophy, Political Science and Sociology.

(C) **Faculty of Natural Sciences**

Departments of Chemistry, Computer Science, Earth Science, Mathematics and Physics including Electronics.

(D) **Faculty of Life Sciences and Environment**

Departments of Botany, Marine Biotechnology, Marine Science, Microbiology and Zoology.

(E) **Faculty of Commerce**

Department of Commerce.

**OB-10.3** The procedure and conditions for admission to the MA, M.Sc. and M.com. programmes and the rules governing (a) reservation of seats in each Department, (b) cut-off point and merit list, (c) registration and payment of fees are given in separate Ordinances.

**OB-10.4** The minimum duration for the degree programme of M.A., M.Sc. and M.Com. shall be four Semester spread over two academic years.

**OB-10.5 (effective from 7<sup>th</sup> August, 2001)** The instructional scheme for M.A. M.Sc. and M.Com. Degree programmes is based on a system of integrated units called courses.

There are three types of courses:

(1) Compulsory Courses: These are eight in number and compulsory for all the students in a given programme, except for M.Com. where these shall be thirteen.

(2) Optional Courses: These are eight in number and are to be opted for by the students, except in M.Com. programme where these are two in number. A student may opt for not more than **four**<sup>1</sup> optional courses from Department(s)/ Institution(s) other than the one in which he or she is enrolled.

(3) Dissertation: In lieu of two Optional courses a student may be permitted by the Departmental Council to submit a dissertation. The modalities governing the preparation and sub-mission of the dissertation are given in OB 10.19.

(i) Each Compulsory and Optional Course consists of 46-50 hours of instruction, hereafter called Contact Hours (CH). Four credits are assigned to each course, and eight credits (in M.Com., 20 credits) are assigned to the dissertation. A minimum of 64 credits (in M.Com., 80 credits) has to be obtained by a candidate to qualify for the award of Master's degree in the subject.

(ii) A student registered at a university/institute other than Goa University may be permitted to take courses offered by a Department and to transfer the credits so earned to the university/ institute at which he/she is formally registered. The Departmental Council shall have the authority and responsibility in the matter of the transfer of credits.

**OB-10.6** Each Compulsory and Optional course consists of 46-50 hours of instruction, hereafter called Contact Hours (CH). Four credits are assigned to each course, and eight credits are assigned to the dissertation. A minimum of 64 credits (in M.com. 80 credits) has to be obtained by a candidate to qualify for the award of master's degree in the subject.

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<sup>1</sup> Corrigendum vide letter No. GU/II/3-3/Amend-Ord/2000/Vol.V/2384 dated 9-8-2001

**OB-10.7** A course offered by one Department may be recognized as an equivalent course by another Department provided it is approved as such by the Board of Studies in the respective subject.

**OB-10.8** The teaching of both Compulsory and Optional Courses will be started and completed within a given semester as per the instructional time-table to be drawn by each Department (or related Departments) at the beginning of each semester.

**OB-10.9** There shall be four Contact Hours (lectures, tutorials, etc.) per course per week in subjects without laboratory work. In the case of courses involving laboratory work/field-work, the number of Contact Hours (lectures, tutorials, practicals, etc.) will be so adjusted that the spirit of OB-10.6 is maintained. Three hours of practical work in laboratory/field work for Compulsory or Optional Courses shall be treated as equivalent to one contact Hour in Class room. Courses which combine both theoretical and practical contents shall have the same number of credits as given in OB-10.6.

**OB-10.10** Ordinarily one teacher will teach an entire course, unless the course has been prepared by two or more teachers to meet intra- or inter-disciplinary requirements.

**OB-10.11** There shall be a departmental Council for each Department consisting of all the teachers in the Department. The Head of the Department shall be the Chairperson of the Departmental Council, which will normally meet once in a month to discuss the teaching, research and allied programmes in the Department. One of the members of the Council shall be nominated by the Chairperson as the Member-Secretary for a period of not more than one academic year at a time. The Member Secretary shall record and maintain the minutes of the meetings of the Departmental Council.

**OB-10.12** (i) The teachers of a Department shall prepare/draft courses giving details of syllabi and course material, and place them before the Departmental Council for consideration and recommendation to the Board of Studies. These courses shall then be placed before the Board of Studies in the subject for its recommendation to the Academic Council.

(ii) Inter-disciplinary courses proposed by different Departments shall be discussed at joint meetings of the concerned Departmental Councils, and when approved, they shall be placed before the Boards of Studies of the concerned subjects for approval.

(iii) Courses offered at institutions outside the jurisdiction of Goa University when taken by students of a Department may be approved provisionally by the Departmental Council and placed for ratification before the Board of Studies at its next meeting. Credits accruing from such courses shall not exceed eight.

(iv) Only courses as approved under this Ordinance shall be offered by the Department/s.

### **OB-10.13 Evaluation**

Assessment of the performance of the students in Optional and Compulsory courses shall be as follows:

#### **(A) Optional Courses**

(i) Ordinarily a teacher who teaches a particular optional course or part thereof shall assess the performance of the students in that course. Guest faculty, when teaching a course or part thereof, shall assess the performance of the students in that course in consultation with a teacher appointed for that purpose by the Departmental Council.



(ii) The ISA and SEA components of all Optional courses shall carry a maximum of 50 marks each. Given below is a model scheme of assessment for the optional courses. However, the Departmental Council shall decide [a] the allotment of marks under different heads within ISA and SEA components, and [b] the modality of the conduct of assessment under ISA and SEA.

Suggested Model:

Intra Semester Assessment (ISA) (Marks:50)

Consisting of

[a] Test(s): Written/Oral, Scheduled/Surprise

[b] Assignments(s)/Exercise(s)

[c] Seminar(s)

[d] Experimental work/Field work\*

Semester End Assessment (SEA) (Marks: 50) consisting of

[a] A comprehensive written test, or

[b] A comprehensive laboratory course examination/fieldwork report assessment,\*or

[c] A combination of a comprehensive written test and laboratory course examination/fieldwork report assessment.\*

Note: \* This is applicable to courses with partial or total laboratory work/fieldwork.

(iii) The scheme of assessment for each Optional course shall be displayed on the notice board of the Department at the beginning of the Semester.

(B) Compulsory courses:

(i) The ISA and SEA components of all Compulsory courses shall carry a maximum of 50 marks each. In courses which have both theory and laboratory components, the written examination of the theory component of SEA shall carry marks proportionate to the contact hours/credits allotted to that component.

(ii) Ordinarily a teacher who teaches a particular Compulsory course or part thereof shall assess the performance of the students as regards the ISA component of that course. Guest faculty, when teaching a course or part thereof, shall conduct such assessment in consultation with a teacher appointed for that purpose by the Departmental Council.

(iii) Given below is a model scheme of ISA for the Compulsory courses. However, the Departmental Council shall decide [a] the allotment of marks under different heads within ISA component, and [b] the modality of the conduct of assessment under ISA.

Suggested Model:

Intra Semester Assessment (ISA) (Marks: 50) consisting of

[a] Test(s): Written / oral, Scheduled / Surprise

[b] Assignment(s) / Exercise(s)

[c] Seminar (s)

[d] Experimental work / Field work\*

Semester End Assessment (SEA) (Marks:50) consisting of

[a] A comprehensive written test, or

- [b] A comprehensive laboratory course examination / fieldwork report assessment, \* or
- [c] A combination of a comprehensive written test and laboratory course examination / fieldwork report assessment.\*

Note: \* This is applicable to courses with partial or total laboratory work/ fieldwork.

(iv) **(effective from 18<sup>th</sup> July, 2005)** Paper Setting of the SEA component of the Compulsory Course (s) shall be done by the External and Internal Examiners. The question paper(s) set by the External Examiner shall be scrutinised by the Internal Examiner who shall ensure that proper weightage is accorded in terms of marks vis-a-vis the topics in the prescribed syllabus and the same is taken into consideration while setting / framing the questions and that no part thereof is outside the prescribed syllabus.

In case the questions / question paper (s) are not received from the External Examiner in time, the Internal Examiner shall set the question paper(s). The final sets of question paper(s) shall be submitted by the Internal Examiner to the Examination Section.

The assessment of answer scripts of the SEA component of the Compulsory Course(s) shall be carried out by the External / Internal Examiners, such that all the answer scripts of a given course are assessed by a single examiner i.e. the Internal or the External Examiner. Fifty percent of these courses shall be examined by the External Examiner(s) and the remaining by the Internal Examiner(s).

(v) Given below is a model scheme of SEA for the compulsory courses. However, the Board of studies shall recommend the modality for the conduct of assessment under SEA for the Compulsory courses.

Suggested model:

Semester End Assessment (SEA) (Maximum Marks: 50) consisting of

- [a] A comprehensive written examination, or
- [b] A comprehensive laboratory course examination / fieldwork report assessment,\* or
- [c] A combination of written examination and laboratory course examination / fieldwork report assessment.\*

Note: \*This is applicable to courses with partial or total laboratory work / field-work.

(vi) The duration of all comprehensive written examinations carrying a maximum of 50 marks or less shall be two hours. The duration of all comprehensive laboratory course examination carrying a maximum of 50 marks or less shall be four-to-six hours. The duration of assessment of fieldwork shall not exceed one hour. The duration of all course work examination for courses having both theory and laboratory components shall be proportionate to the marks allotted to the requisite component.

(vii) The evaluation of a laboratory course work for compulsory courses shall be conducted by an external examiner assisted by an internal examiner.

(viii) The scheme of assessment for each Compulsory course shall be displayed on the notice board of the Department at the beginning of the Semester.

**OB-10.14** Marks assigned to each component of ISA shall be announced and answer scripts/assignments etc. shown to the student/s concerned in the class room within 2 weeks of assessment. In case a student is not satisfied with the marks obtained by him, he may approach the teacher/s concerned regarding the same. However, if a student is still not satisfied, he is permitted to appeal to the Grievance Committee through the Head of the Department as given in OB-10.21.

**OB-10.15(effective from 18<sup>th</sup> July, 2005)** The teacher(s) shall submit the mark lists of all internal assessment of the Compulsory (ISA component) and the Optional (ISA and SEA components) courses, along with the assessed answer scripts / assignments / seminar papers and such other assessed matter, in sealed cover(s)/ labelled bundles, to the Head of the Department within fifteen days of the completion of the internal assessment components.

Head of Department after his / her scrutiny / verification and affixing of signature shall submit the mark lists to the Examination Section within two days of receipt of marks from all the concerned teacher(s).

The Head of Department may, if required, place the mark lists and other assessed material before the Departmental Council for scrutiny and approval within seven days of receipt of the marks. The Head of Department shall submit such marks to the Examination Section within two days of the Departmental Council meeting.

Marks lists along with the assessed answer scripts / assignments / seminar papers and such other assessed matter of the ISA and/or SEA, not endorsed/approved by the Head of the Department/Departmental Council, along with the observations / justifications, shall be sent to the Vice-Chancellor by the Head of Department within two days. The Vice-Chancellor in consultation with the Dean of the Faculty, the Controller of Examinations and the Registrar shall take appropriate action in the matter, which shall be binding on all concerned.

**OB-10.16** (i) The result of the SEA shall be declared with eight weeks from the date of the conclusion of the examination.

(ii) No fractional marks, if any, shall be reflected in the marks-sheet submitted to the office of the Controller of Examination.

(iii) To be declared successful, a student has to pass the ISA, SEA and Dissertation (where applicable) components separately.

Models of the semester-wise flow charts of courses are given below. However, the Departmental Council shall be free to determine the number of Compulsory and / or Optional courses to be taught each semester.

(i) Model 1: For M.A. and M.Sc. programmes

| Semester   | No. of Courses |          | Dissertation                  |
|------------|----------------|----------|-------------------------------|
|            | Compulsory     | optional |                               |
| Semester 1 | 2              | 2        | --                            |
| Semester 2 | 2              | 2        | --                            |
| Semester 3 | 2              | 2/1      | To be done in Sem.<br>3 and 4 |
| Semester 4 | 2              | 2/1      |                               |

(ii) Model 2: For M.Com. programme

| Semester               | No. of Courses |          | Dissertation       |
|------------------------|----------------|----------|--------------------|
|                        | Compulsory     | optional |                    |
| Semester 1             | 5              | --       | --                 |
| Semester 2             | 5              | --       | --                 |
| Semester 3             | 3              | 2        | Bases on Corporate |
| Semester 4             | --             | --       |                    |
| Internship and Project |                |          |                    |

Work

(iii) The Optional Courses to be taught during a Semester shall be decided by the Departmental Council and announced before the commencement of the semester. (No change)

The Departmental Council shall decide the modalities of the repeat examination for the ISA component. Students who successfully complete the ISA but fail in SEA need to reappear for SEA in the next Semester. Students who fail in an Optional Course may either repeat the ISA and SEA that course or opt for a different Optional Course.

**OB-10.17** (i) The semester-wise flow chart of courses (except for M.Com.) is as follows:

| Semester   | Number of Courses |          |                               |
|------------|-------------------|----------|-------------------------------|
|            | Compulsory        | Optional | Dissertation                  |
| Semester 1 | 2                 | 2        | ---                           |
| Semester 2 | 2                 | 2        | ---                           |
| Semester 3 | 2                 | 1        | To be done in<br>Sem. 3 and 4 |
| Semester 4 | 2                 | 1        |                               |

(ii) For M.Com. the flow chart of courses is as follows:

| Semester   | Number of Courses |          |   |
|------------|-------------------|----------|---|
|            | Compulsory        | Optional | Dissertation                                      |
| Semester 1 | 5                 | --       | ---   |
| Semester 2 | 5                 | --       | ---   |
| Semester 3 | 6                 | 2        | --  |
| Semester 4 | -                 |          | Based on Corporate<br>Internship and Project Work |

(iii) The Optional Courses to be taught during a Semester shall be decided by the Departmental Council, and announced before the commencement of the semester.

**OB-10.18** There is no repeat examination for the ISA component. Students who fail in the ISA component have to repeat that course. Students who successfully complete the ISA but fail in SEA may be permitted to reappear for SEA in the next Semester for which appropriate fees will be charged. Students who fail in an Optional Course can either repeat that course or opt for a different Optional Course.

**OB-10.19 Dissertation**

(i) (a) The dissertation to be submitted by the students registered for M.A. and M.Sc. degree programmes shall carry a maximum of 200 marks. A student shall be permitted to write a dissertation only in the Third and Fourth Semesters of the programme.

(b) The dissertation to be submitted by the students registered for M.com. degree programme shall carry a maximum of 500 marks. A student shall be permitted to write a dissertation based on corporate internship and project work in the Fourth Semester of the programme.

(ii) The Departmental Council shall decide at the beginning of the academic year the modalities relating to the dissertations.

(iii) Topics for dissertations shall be finalized before the end of the second semester.

(iv) The Departmental Council shall ensure that ordinarily no topic is repeated for dissertation.

(v) The Departmental Council shall decide the number of students that a teacher can guide for writing dissertation. The work done by a teacher in guiding student/s shall be treated as the regular departmental teaching work.

(vi) The dissertation should generally include introduction, methodology, findings/discussion, summary/conclusions, notes and references, and bibliography.

(vii) The student shall declare, in the prescribed proforma, that the dissertation is his own work and that all the sources used by him are duly acknowledged.

(viii) The guiding teacher shall certify, in the prescribed proforma, that the dissertation is an original work of the candidate completed under his supervision.

(ix) The dissertation shall be evaluated as follows:

| Mode of evaluation   | Max. Marks |        |
|--|------------|--------|
|  | M.A./M.Sc. | M.Com. |
| 1. Teacher guiding the student   | 60         | 150    |
| 2. Departmental Council (Evaluation of the presentation and defence by the student in the class)                           | 40         | 100    |
| 3. External Examiner (to be appointed by the Vice-Chancellor from the panel of examiners approved by the Board of Studies) | 100        | 250    |
| <b>Total</b>   | 200        | 500    |

(x) Students shall submit their dissertations to the Head of the Departmental not later than sixteen weeks after the commencement of the Fourth Semester. Ordinarily, no student shall be allowed to submit the dissertation after the due date. However, for very special reasons the date of submission can be extended by a period of two weeks by the Head of the Department. In case a student fails to submit the dissertation before the prescribed date, he shall be permitted to submit the same during the following Semester.

(xi) The Head of the Department shall forward the dissertations to the Controller of Examinations, who shall send the same to the duly appointed examiners for evaluation.

(xii) Every student shall submit three copies of the dissertation to the Department in the prescribed format as under:

The size of paper: A4 (approximately 29 cm by 21 cms except for drawing graphs and maps, on which no restriction is placed. A margin of 2.5 cm. 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 types in double space and only on one side of the paper.

**OB-10.19 (xiii)** The dissertation, where applicable, shall be treated as a separate head for passing. To pass in the dissertation a student has to secure a minimum of 40 per cent marks. A student who fails in the dissertation may be allowed to re-submit the dissertation after introducing suitable modifications under the guidance of the teacher concerned within a period of one year from the declaration of the result.

In the case of M.A. and M.Sc. programmes, if the student still fails on resubmission, he/she may be permitted to take two additional optional courses by re-registering for the course by payment of the prescribed fee.

In the case of M.Com. programme, the student shall be permitted to resubmit the dissertation not more than twice.

### **OB-10.20 Grading**

(i) To be declared successful, a candidate has to secure at least 40 percent of the marks assigned to a particular course. The grade obtained by a student at the end of the post-graduate programme shall be determined by the percentage of aggregate marks obtained by him in all the courses inclusive of the dissertation. The grades to be so awarded shall be as follows:

|                      |                         |
|----------------------|-------------------------|
| 70% and above        | - Grade O (Outstanding) |
| 65% to Less than 70% | - Grade A+              |
| 60% to Less than 65% | - Grade A               |
| 55% to Less than 60% | - Grade B+              |
| 50% to Less than 55% | - Grade B               |
| 40% to Less than 50% | - Grade C               |
| Below 40%            | - Grade F (Fail)        |

**OB-10.20 (ii) (effective from 4<sup>th</sup> July, 2011)** Semester-wise final result prepared by the Examination Section, shall be verified, before declaration by Chairman, Board of Studies and one of the faculty members of the concerned department. In case of subjects of M.A./M.Sc./M.Com. run at the affiliated colleges, the result shall also be finalized by the Head of the University Department who is Chairman of Board of Studies, along with one of the faculty members of the concerned department and Head/Co-ordinator of the subject in the concerned College/s. In the case of subjects taught in the affiliated colleges having no department in the University, the result shall be finalized by the Chairman Board of Studies in the concerned subject, Head of the Department/ Course Co-ordinator of the concerned college/s. Any anomaly in the award of marks such as over marking/under-marking in the SEA component of the Compulsory Courses shall be brought to the notice of the Vice-Chancellor. The Vice-Chancellor, in consultation with the Dean of the Faculty and Chairperson/Co-Chairperson of the Board of Studies in the subject concerned shall take necessary corrective action.

### **OB-10.21 Grievance Committee**

(i) A Grievance Committee consisting of five teachers from different faculties shall be formed at the commencement of every academic year. The Vice Chancellor shall appoint one of them as Chairperson and one as Member Secretary of the Committee. The quorum of Grievance Committee, whenever it meets, shall be three. No teacher against whom a grievance is made shall participate in the meetings of the Committee.

(ii) The Grievance Committee shall mainly examine and decide on the grievances relating to the marking of answer scripts of students. However, it may also consider any other problem related to the examination.

(iii) Any grievance before being submitted to the Grievance Committee by a student shall be presented to the Head of Department concerned. The Head, with the assistance of the Departmental Council, shall examine the grievance and endeavour to resolve it. If, however, the grievance is still pressed by the aggrieved student, it shall be referred to the Grievance Committee.

(iii) Any grievance before being submitted to the Grievance committee by a student shall be presented to the Head of Department concerned. The Head, with the assistance of the Departmental Council, shall examine the grievance and endeavour to resolve it. If, however, the grievances is still pressed by the aggrieved student, it shall be referred to the Grievance Committee.

(iv) If the Grievance Committee finds that there is a prima facie case, it may refer the respective answer-scripts to an expert from outside the University, for which the student shall have to pay the prescribed fee. The result of this evaluation will be final and binding.

(v) Ordinarily the decision of the Grievance Committee shall be communicated to the students' concerned within three months of his/her filing of the grievance.

### **OB-10.22 Uniform Nomenclature**

The courses at the post-graduate level (Compulsory and Optional) in each subject shall be numbered consecutively prefixing the following codes:

| Faculty/Department                            | Code | Compulsory Course | Optional Course | Dissertation |
|---|------|-------------------|-----------------|--------------|
| <b>A. Faculty of Languages and Literature</b> |      |                   |                 |              |
| English                                       | EG   | EGC               | EGO             | EGD          |
| French  | FR   | FRC               | FRO             | FRD          |
| Hindi   | HN   | HNC               | HNO             | HND          |
| Konkani                                       | KK   | KKC               | KKO             | KKD          |
| Marathi                                       | MR   | MRC               | MRO             | MRD          |
| Portuguese                                    | PG   | PGC               | PGO             | PGD          |
| <b>B. Faculty of Social Sciences</b>          |      |                   |                 |              |
| Economics                                     | EC   | ECC               | ECO             | ECD          |
| History                                       | HS   | HSC               | HSO             | HSD          |
| Philosophy                                    | PY   | PYC               | PYO             | PYD          |
| Political Science                             | PS   | PSC               | PSO             | PSD          |
| Sociology                                     | SO   | SOC               | SOO             | SOD          |
| Latin American Studies                        | LA   | LAC               | LAO             | LAD          |
| <b>C. Faculty of Natural Sciences</b>         |      |                   |                 |              |

|  |          |            |            |            |
|--|----------|------------|------------|------------|
| Chemistry                                | CH       |            |            |            |
| Inorganic Chemistry                      |          | CHIC       | CHIO       | CHID       |
| Organic Chemistry                        |          | CHOC       | CHOO       | CHOD       |
| Physical Chemistry                       |          | CHPC       | CHPO       | CHPD       |
| Computer Science & Technology            | CS       | CSC        | CSO        | CSD        |
| Electronics                              | EL       | ELC        | ELO        | ELD        |
| Earth Sciences                           | ER       | ERC        | ERO        | ERD        |
| Mathematics                              | MA       | MAC        | MAO        | MAD        |
| Physics                                  | PH       | PHC        | PHO        | PHD        |
|  |          |            |            |            |
| <b>D. Faculty of Life Science</b>        |          |            |            |            |
| Botany                                   | BO       | BOC        | BOO        | BOD        |
| Marine Science & Marine<br>Biotechnology | MS<br>MB | MSC<br>MBC | MSO<br>MBO | MSD<br>MBD |
| Microbiology                             | MI       | MIC        | MIO        | MID        |
| Zoology                                  | ZO       | ZOC        | ZOO        | ZOD        |
|  |          |            |            |            |
| <b>E. Faculty of Commerce</b>            |          |            |            |            |
| Commerce                                 | CO       | COC        | COO        | COD        |

### **OB-10.23 Preparation of Panels for Appointment as Examiners and Experts**

(I) the Board of Studies in each subject shall prepare the following panels:

1. (a) Panel of examiners from outside the University to evaluate compulsory courses and dissertations.

The Chairperson, Departmental Council, shall invite and obtain information about the qualifications, fields of specialization and experience of teachers/research scientists working in institutions of higher learning/research, within and outside the jurisdiction of Goa University. This information, duly screened by the Departmental Council shall be forwarded to the Board of Studies in the subject for preparation of the panel of examiners to evaluate compulsory courses and dissertations.

2. Panel of experts to review answer scripts referred to by the Grievance Committee.

From the panel of examiners prepared for (1) above, the Board of Studies shall shortlist a minimum of five experts, to whom the answer scripts for revaluation, if any, may be referred to by the Grievance Committee. Experts so short-listed shall not be below the rank of a Reader or equivalent.

3. Panel of experts to conduct the Academic Audit.

(i) A panel of not less than ten experts shall be prepared by the Board of Studies to conduct the Academic Audit of the Department contemplated in OB 10.27. this panel shall also include the names of the external members of the Board of Studies. This panel shall not include any person below the rank of a professor or equivalent.

(ii) The panels of examiners and experts so prepared shall be ordinarily valid for three years.

(iii) No person whose name is not in the panels prepared by the Board of Studies shall be appointed as an examiner and/or expert.



**OB-10.24** (i) In this Ordinance, the word 'teacher' unless repugnant to the subject or context, shall mean a teacher in a University department or a college or an institution affiliated or recognized by this or any other statutory University.

(ii) The academic qualifications of the examiner must be in the subject/s concerned and of a statutory Indian university or foreign university of repute. Qualification for appointment of examiner in a subject at an examination shall be invariably the same, if not higher than those laid down by the University for appointment as a teacher in that subject for the examination.

**OB-10.25** The Board of Studies shall not include in the panel of examiners and experts persons who have written guides, pamphlets of questions and answers, digests or who are coaching students privately in the subject of the examination for which the panels are prepared.

**OB-10.26** Persons having the following relations appearing for an examination in a given subject will be considered ineligible for appointment as examiners and/or experts in the said examination: Father, Mother, Wife, Husband, Son, Daughter, Grandson, Granddaughter, Brother, Sister, Nephew, Niece, Uncle, Aunt, First cousin, Son-in-Law, Daughter-in-Law, Brother-in-Law and Sister-in-Law.

#### **OB-10.27 Academic Audit**

(iv) The conduct of Academic Audit by the AAC shall consist of the following:

1. To review question papers of the assessments held during the preceding academic year:  
[a] to determine the adequacy of coverage of the syllabus, and [b] to determine the standard of questions in relation to the syllabus.
2. To review sample answer scripts to check for the objectivity and uniformity of assessment.
3. To scrutinize the record of ISA and SEA of the Optional courses and ISA of the Compulsory courses maintained by the Department to determine the suitability and adequacy of the method of assessment.
4. To evaluate and suggest remedial measures on the basis of feedback, if any, received from teachers and students.

**OB-10.28 (effective from 14<sup>th</sup> July, 2005)** The students seeking improvement of class/performance in the final M.A., M.Sc. and M. Com. Examinations should appear in all compulsory papers (Theory) in one appearance. This facility should be availed within two years from the date of candidate's passing the examinations. If there is no improvement or if there is reduction in the class/percentage the original results shall be retained.

**OB-10.29 (Addendum to Ordinance effective from 5<sup>th</sup> June, 2012)** Students enrolled under OB-10 who have to repeat the course under provision of OA- 17.3(v) and OB-10.18 and seek readmission shall be allowed to opt for the same course under OB-10(A). In case where the department has discontinued the course, or the course is available in odd/even semesters, the Departmental Council on approval of the Board of Studies shall make available an alternate course to the students in order to facilitate the completion of M.A./M.Sc./M.Com. Programme.

## **(Effective from 12<sup>th</sup> July, 2010) NEW ORDINANCE OB-10A FOR CREDIT-BASED MASTERS DEGREE PROGRAMMES**

**OB-10A.1** Ordinance governing the M.A., M.Sc. and M.Com. programmes of study conducted by the on-campus Departments of the Goa University in the faculties of Languages and Literature, Social Sciences, Natural Sciences, Life Sciences and Environment and Commerce, based on the Credit-based System of Instruction.

**OB-10A.2** The ordinance is applicable to the students applying for admission in the on-campus Departments of Goa University.

**OB-10A.3** The eligibility, procedure and conditions for admission to the MA, M.Sc. and M.Com. programmes and the rules governing (i) reservation of seats in each Department, (ii) cut-off percentage and merit list, (iii) registration and payment of fees are provided in separate Ordinances/notifications.

**OB-10A.4** The instructional scheme for M.A. M.Sc., M.Com. degree programmes is based on a system of time-integrated units called credits. Every programme shall have not more than 40 credits of Compulsory Courses and adequate number of Optional Courses approved by Board of Studies in the concerned subjects.

**OB-10A.4.1** One (1) Credit (Theory) shall be equivalent to 15 clock hours of contact teaching i.e. 1 Credit course shall be equal to one clock hour of teaching per week for a maximum of 15 weeks.

**OB-10A.4.2** One (1) Credit (Practicals) shall be equivalent to 45 clock hours of contact teaching for example 15 practicals of 3 clock hours duration each or 9 practicals of 5 hours duration each.

**OB-10A.4.3** A student shall be eligible for the award of Master's Degree on successful completion of 80 Credits. A student is permitted to obtain additional credits. The degree/final grade shall be awarded/computed based on his/her best performance in the minimum number of credits required for the award of the Masters degree. Additional credits, if any, shall be depicted in the final transcript/mark sheet.

**OB-10A.4.4** The distribution of Credits between theory and practical/laboratory courses shall be in the ratio of upto 3 : 1 i.e. at least upto 20 Credits out of 80 shall be assigned to the Laboratory/Practical courses.

**OB-10A.4.5** The tutorial could be a lecture/seminar presentation/group discussion/interactive sessions as per the nature of the courses and shall be treated equivalent to a practical.

**OB-10A.4.6** A student must obtain 60 credits from the parent Department (i.e. specific degree for which the student is registered) and not more than 40 credits shall be from the Compulsory Courses offered by the parent Department. The remaining 20 credits may be earned by the student by opting for courses either from the parent Department or from any other Department of the University. These courses shall be referred to as Optional Courses.

**OB-10A.4.7** The 20 credits of Optional Courses may also be opted from other Universities/recognised Research Institutes in India and abroad on fulfilling the pre-requisite conditions/academic modalities as prescribed and approved by the joint Board of Studies/Departmental Council or equivalent academic body of the concerned universities.

**OB-10A.4.8** Permission to transfer Credits may be allowed on a case to case basis, only in the case of institutions outside the Goa University, 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.

**OB-10A.4.9** Each Department shall identify the Compulsory Courses available to students during a Semester, prior to registration of the student. The department shall also have adequate Optional Courses in case the students desire to obtain all credits from the parent department.

**OB-10A.4.10** 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, Vice-Chancellor's permission shall be obtained before the commencement of teaching for the said course.

**OB-10A.4.11** The courses shall consist of 6, 5, 4, 3, 2 or 1 Credit/s, both theory and practicals/laboratory courses.

**OB-10A.5** The Departmental Council shall be responsible for the proper implementation and conduct of the Credit-based Masters Degree Programme/s.

**OB-10A.5.1** Ordinarily one teacher will teach an entire course, unless the course requires more than one teacher to meet intra- or inter-disciplinary requirements.

**OB-10A.5.2** The teachers of a Department shall prepare/draft courses giving details of syllabii and course material, and place them before the Departmental Council for consideration and recommendation to the Board of Studies. These courses shall then be placed before the Board of Studies in the subject, for its recommendation and onward transmission to the Academic Council for final approval.

**OB-10A.5.3** The syllabus of a course shall depict modular distribution of topics/units, preferably each module should conform to 4 or 5 hours/week of teaching (depending upon the credit or marks weightage of the course) and may consist of unitised syllabus, each unit be designed considering both the teaching time and the marks allotted.

**OB-10A.5.4** The courses shall be designed with a hierarchical structure indicating the complexity levels and shall be prefixed with numbers as: 100-, 200-, 300-, 400- level courses. The numbers do not necessarily represent the semester(s). The Board of Studies/Departmental Council shall identify the pre-requisite courses for the advanced level courses.

**OB-10A.6** The assessment of all courses shall comprise continuous intra-semester assessment (ISA) and semester-end assessment (SEA) and shall be fully internal.

**OB-10A.6.1** Each teacher of the concerned course shall be the examiner for the portion s/he has taught.

**OB-10A.6.2** The continuous assessment shall be in the form of a test which may be Written/Oral, Scheduled/Surprise. The nature of the assessments/test may be objective/multiple-choice, short-answer-type, essay-type, seminar, assignment, experimental-work, field-work, viva-voce or as prescribed by the Board of Studies/Departmental Council. All assessments/tests/examination papers for the continuous assessment shall have no internal choice in a question paper. It shall be ensured that module/s of the

syllabus taught is/are reflected in the question paper and there is a rational distribution of marks vis-à-vis the teaching time of the module/s.

**OB-10A.6.3** 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.

**OB-10A.6.4** Departmental Council shall specify the structure and mode of evaluation including the nature of question papers of continuous ISA as well as SEA.

**OB-10A.6.5** The Departmental Council shall constitute a Departmental Examination Committee (DEC) to monitor the conduct of the continuous ISA and SEA.

**OB-10A.6.6** The course outline/session plan for each course offered during the semester shall be submitted by the teacher / instructor to the Departmental Council before the commencement of teaching of the said course. The course-wise time-table of internal assessment shall be displayed at the beginning of each semester. Every teacher shall submit to DEC the question paper of the test and the marks assigned within three days after the conduct of the internal assessment test. The result of each test shall be displayed on the Notice Board and the corrected/assessed answer script/s shall be shown to the candidate/s and then returned to the concerned teacher.

**OB-10A.6.7** The first internal assessment test/examination shall be held not before completion of three weeks from the date of commencement of teaching of that course in the concerned semester.

**OB-10A.7** Dissertation is optional. In case of the faculty of Social Sciences and the faculty of Languages and Literature, the dissertation shall carry 12 credits; for all other faculties it shall carry 8 credits. The Dissertation shall be spread over third/fourth Semester(s) and not constitute an entire Semester-equivalent of Credits.

**OB-10A.7.1** The Departmental Council shall decide at the beginning of the academic year the modalities relating to the dissertations.

**OB-10A.7.2** Topics for dissertations shall be finalized before the end of the first/second semester.

**OB-10A.7.3** The Departmental Council shall decide the number of students that a teacher can guide for the dissertation course.

**OB-10A.7.4** The student shall declare, in the prescribed proforma, that the dissertation is his own work and that all the sources used by him are duly acknowledged.

**OB-10A.7.5** The guiding teacher shall certify, in the prescribed proforma, that the dissertation is an original work of the candidate completed under his supervision.

**OB-10A.7.6** The dissertation shall be evaluated as follows:

The dissertation shall be assessed by the guide/supervisor and by the faculty of the Department. The assessment by the faculty of the department shall be after the presentation of the work by the candidate before the students and teachers/members of the Departmental Council for not less than 30 minutes.

**OB-10A.7.7** 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. The remaining 50 % marks shall be the assessment by the guiding teacher(s).

**OB-10A.7.8** Students shall submit the dissertations to the Head of 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.

**OB-10A.7.9** Every student shall submit three copies of the dissertation to the Department in the prescribed 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.

**OB-10A.7.10** To pass in the dissertation a student has to secure a minimum of C<sup>+</sup> Grade.

**OB-10A.7.11** 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. If the student still fails on resubmission, s/he may be permitted to opt for optional courses equivalent to 8/12 credits, by re-registering for the courses by payment of the prescribed fee.

**OB-10A.8 Evaluation** of the courses shall be by continuous assessment. There shall be tests every week, preferably on Saturday, corresponding to the prior week/s of teaching of the given course. The minimum number of tests for a course shall be one more than the number of credits for the course. The best performance in the number of test equal to the number of credits shall be considered for the purpose of computing the internal assessment performance. For eg., there shall be a minimum of three tests conducted for 2 Credit courses, of which the best two shall be considered, or five tests for 4 Credit courses of which the best four shall be considered, for computing the internal assessment performance. Additional tests, if required, may be conducted by the instructor/teacher. All internal assessments shall be completed before the commencement of the SEA.

**OB-10A.8.1** The teacher/instructor of the course shall be the Course Co-ordinator. 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 Departmental Council.

**OB-10A.8.2** Ordinarily a teacher who teaches a particular Compulsory 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 there of, shall conduct such assessment in consultation with the Course Co-ordinator.

**OB-10A.8.3** There shall be a mid course/mid-term review of the teaching programme by the Departmental Council in every semester. The observations and mid-course corrections, if any, shall be recorded and communicated to the Dean of the concerned faculty.

**OB-10A.8.4** A one-credit course shall carry 25 marks. All other courses shall carry marks proportionate to the number of credits.

**OB-10A.8.5** The weightage of marks for the continuous ISA and SEA in both theory and practical courses shall be 50 percent marks.

**OB-10A.8.6** In case the fifty percent marks result in fractions, the SEA component shall have greater weightage of one mark compared to the ISA component.

**OB-10A.8.7** There shall be Course Co-ordinator for the course shall coordinate the teaching, examination and evaluation (both continuous ISA and SEA) of the course and maintain records of all assessments/tests/examinations.

**OB-10A.8.8** In the case of courses involving laboratory work/ fieldwork, the number of Contact Hours (lectures, tutorials, practicals, field-training) shall be so adjusted that the spirit of OB-10A.4 is maintained.

**OB-10A.8.9** Suggested model for the SEA in case of 4 credit course may consist of:

[a] A comprehensive written test, or

[b] A comprehensive laboratory course examination/fieldwork report assessment, or

[c] A combination of a comprehensive written test and laboratory course examination/fieldwork report assessment;

depending upon the nature of the course either with partial or total laboratory work/field work.

**OB-10A.8.10** 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.

**OB-10A.8.11** The duration of all comprehensive laboratory course SEA examination carrying 50 marks or less, shall be of four to six hours.

**OB-10A.8.12** The duration of assessment of fieldwork shall not exceed one hour.

**OB-10A.8.13** The duration of all course-work examination for courses having both theory and laboratory components shall be proportionate to the marks allotted to the requisite component.

**OB-10A.9** The SEA answer scripts shall be assessed by the teacher concerned within one week from the date of the examination. The evaluation of the answer scripts shall be under the central assessment programme (CAP) within a fixed time-frame. The marks assigned to each question and the marks awarded shall be checked by the Course Co-ordinator and the totals shall be entered in the marks chart maintained by the Course Co-ordinator.

**OB-10A.9.1** 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 Marks scored | Grades | Grade Points |
|-----------------------|--------|--------------|
| 100-90                | O      | 10           |
| <90-80                | A+     | 9            |
| <80-70                | A      | 8            |
| <70-60                | A-     | 7            |
| <60-55                | B+     | 6            |
| <55-50                | B      | 5            |
| <50-45                | B-     | 4            |
| <45-40                | C+     | 3            |

|      |   |   |
|------|---|---|
| < 40 | C | 0 |
|------|---|---|

**OB-10A.9.2** Every student shall have to secure a minimum of C<sup>+</sup> grade to pass the course.

**OB-10A.9.3** Provisions of OA 5.16 shall not be applicable to Credit-based Masters Programmes.

**OB-10A.9.4** Students who do not secure C<sup>+</sup> grade will have to repeat the course in case of Compulsory Courses. In case of Optional Courses, a student may repeat the course or register for an alternative Optional Course to secure requisite number of credits.

**OB-10A.9.5** The SEA shall be conducted two weeks after the date of completion of teaching of the said course. The DEC shall prepare the SEA time-table, and the same shall be communicated to all departments and the Examination Section of the University.

**OB-10A.9.6** The Course Co-ordinator shall be responsible for finalizing the question paper and for taking care that the questions represent corresponding weightage in terms of the teaching-time and marks assigned to the topic/unit/module, as prescribed in the syllabus.

**OB-10A.9.7** Calculation of weighted grade points of a course shall be done by multiplying the grade points scored, by the Credits of the respective course.

**OB-10A.9.8** For each course a student securing "C" grade in the course shall not be entitled to earn any credits for that course and shall have to repeat the same course in the following semester or in the semester in which the course is offered/available, or register for an equivalent course identified by the department by paying separate fees for each course.

**OB-10A.9.9** The performance of a student in a given semester shall be computed by determining the weighted grade points. The performance sheet of each candidate at the end of the respective semester shall be prepared by the Department and shall be signed by the Head of the concerned Department and countersigned by the Controller of Examinations or his nominee.

**OB-10A.9.10** 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 total number of the weighted grade points in all the four semesters corresponding to 80 Credits divided by the maximum possible weighted grade points corresponding to the course opted for by the student. The GPA shall be converted to the Final Grade to be awarded on the successful completion of the Degree programme, as shown in the table below:

| Grade Point Average (GPA)* | Final Grade    |
|----------------------------|----------------|
| 10.00 – 7.50               | O              |
| 07.49 – 6.00               | A              |
| 05.99 – 5.50               | B <sup>+</sup> |
| 05.49 – 5.00               | B              |
| 04.99 – 4.50               | C              |
| 04.49 – 4.00               | D              |
| 03.99 – 0.00               | F              |

**OB-10A.9.11** The GPA shall be calculated up to two decimal places and the grades will be O, A, B<sup>+</sup>, B, C, D and F wherein a candidate with GPA of 3.99 or less shall be declared as Unsuccessful/Fail.

**OB-10A.9.12** On completion of the teaching programme, the semester-wise grades/results shall be computed by the DEC, approved by the Departmental Council and then sent to the Controller of Examinations for the declaration of results.

**OB-10A.9.13** If a student desires to improve his/her final grade on completion of the Masters degree programme, s/he will have to appear for the SEA Component of courses equivalent to 1/3<sup>rd</sup> of the total theory courses s/he had opted for, during the programme.

**OB-10A.9.14** 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.

**OB-10A.9.15** Students shall have to acquire minimum of 80 Credits and be registered for the Masters programme for a minimum of four semesters, to be eligible for award of a degree.

**OB-10A.10 (Effective from 26<sup>th</sup> July, 2013)** There shall be an audit of academic programme for each department of the University, annually conducted by an Academic Audit Committee (AAC).

**OB-10A.10.1** The AAC consisting of three members shall be constituted by the Vice-Chancellor from the panel of experts prepared by the Board of Studies.

**OB-10A.10.2** The AAC shall meet for one or two days not later than two months after the declaration of results.

**OB-10A.10.3** The conduct of the academic audit by the AAC shall consist of the following:

- (1) To review 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) To review sample answer scripts to check for objectivity and uniformity of assessment.
- (3) To scrutinize the records of ISA and SEA maintained by the Department, in order to determine the suitability and adequacy of the methods of assessment.
- (4) To evaluate and suggest remedial measures on the basis of feed-back obtained from the students.

**OB-10A.10.4** 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 Board of Studies of the concerned subject. The Board of Studies shall make suitable recommendations to the Departmental Council for necessary action.

**OB-10A.10.5** The Controller of Examinations shall coordinate the meeting of the AAC.

**OB-10A.11** 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 one of the five as Chairperson. No Teacher against whom a grievance is made shall participate in the meetings of the Committee.



**OB-10A.11.1** The Grievance Committee shall examine and decide on the grievances relating to the marking of answer-scripts/evaluation of tests of the students. However, it may also consider any other matter related to examination and evaluation. The Grievance committee shall also consider any other problem related to examinations.

**OB-10A.11.2** Grievances of students shall be addressed to the Head of Department, and at the first instance, be placed before the Departmental Council for resolution.

**OB-10A.11.3** If the student continues to feel aggrieved, the grievance application shall be referred to the Grievance Committee by the Departmental Council.

**OB-10A.11.4** 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 will be final and binding.

**OB-10A.11.5** Ordinarily, the decision of the Grievance Committee shall be communicated to the student within one month of his/her filing of the grievance.

**OB-10A.12** There shall be a Coordination Committee for the Credit-based Masters Programme, with representatives of all faculties.

**OB-10A.12.1** The Vice-Chancellor shall appoint the Coordination Committee which shall be assisted by the Academic Section of the University.

**OB-10A.12.2** This Committee shall coordinate implementation of the Credit-based Masters Programme, and resolve anomalies arising during the implementation of the programme.

**OB-10A.12.3** 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 Department.

**OB-11 Ordinance relating to the policy of admission to the University teaching departments**  
(Under Section 24(1) of the Goa University Act, 1984)

Procedure & conditions for admission to the Post-graduate Courses of study in the University Teaching Departments.

**OB-11.1.1** All applications for admission to M.A./M.Sc./M.Com. degree courses shall be made in the prescribed form which will be available on sale at the University office from 1<sup>st</sup> June every year. The price of an admission form together with the Hand Book and the price of an additional form shall be as determined by the University every year. This amount will have to be deposited in the branch of the State Bank of India in the University campus and the forms and the Hand Book can be obtained on production of the challan for such payment.

**OB-11.1.2** All applications for admission to post-graduate degree courses will be received in the office of the Goa University up to 15<sup>th</sup> working day after the declaration of results of the qualifying examinations of this University or 20<sup>th</sup> June whichever is later.

**OB-11.1.3** Applications can also be received by the Goa University on payment of a late fee of Rs. 30.00 (over and above the cost of application form and Hand Book) upto the 10<sup>th</sup> July. Such applications shall be considered only if seats are available in the relevant course of study after exhausting the merit list.

## **OB-11.2 Reservation of Seats**

**OB.11.2 (effective from 15<sup>th</sup> May, 2004)** Admission under various categories.

**OB-11.2.1(effective from 15<sup>th</sup> May, 2004)** Admissions under special categories shall be done as under:

(a) The reservation of seats in the case of Scheduled Caste/Scheduled Tribe candidates for admission to various courses of study in the University shall be on the basis of the percentage of their population in the State of Goa. Two percent of seats in each of the Post Graduate courses of study, subject to a minimum of one seat shall be reserved for candidates belonging to the Scheduled Caste (SC) category. Similarly 0.5% of seats in each of the Post Graduate courses of study, subject to a minimum of one seat shall be reserved for candidates belonging to the Scheduled Tribe (ST) category. Candidate applying for admission under these categories shall be required to submit a certificate to that effect issued by the Officer of the rank of the Deputy Collector or above. Seats falling vacant under these categories shall be filled from the general category candidates with the approval of the Vice-Chancellor.

Note: Percentage of seats, mentioned above, is subject to changes depending on the State Government directive.

(b) 10 percent of seats, subject to a maximum of two seats, in each course of study, except the MCA and MBA courses, shall be made available for candidates of other Universities. Entrance Test shall be conducted by all the Departments for admission to candidates from other Universities. Only those candidates who secure 40% or more marks in the Entrance Test shall be eligible for admission under this category. Seats falling vacant under this category shall be filled from the general category candidates with the approval of the Vice-Chancellor.

(c) 19.5 percent of the total seats, subject to a minimum of two seats, for admission to various courses of study in the University shall be reserved for candidates belonging to Other Backward Class of the State of Goa as per the directive of the Government of Goa. Candidates applying for admission under this category shall be required to submit a certificate issued to that effect by the Officer of the rank of the Mamlatdar or above. Seats falling vacant under this category shall be filled from the general category candidates with the approval of the Vice-Chancellor.

Note: Percentage of seats, mentioned above, is subject to changes depending on the State Government directive.

(d) 15 percent of seats, over and above the allotted number of seats, shall be reserved as supernumerary seats for the overseas candidates, who are eligible for admission and are recommended by the Government of India under Govt. of India Scholarship or under Exchange Programme (ICCR Programme). These seats shall be filled in accordance with the UGC guidelines.

## **OB-11.3 Merit Lists**

**OB-11.3.1 (effective from 15<sup>th</sup> May, 2004)** Admissions to the Part I course in M.A./M.Sc./M.Com. Programmes shall be on the basis of merit. Entrance Test shall be conducted for admission to courses in Department of Commerce and departments under the Faculty of Natural Sciences and the Faculty of Life Sciences.

The Entrance Test shall be of 100 marks and of one and half hour duration. The test shall be based on the syllabus at the graduation level. The question paper may contain objective type, short answer type or essay type of questions.

A fee of Rs. 250=00 only shall be charged per candidate for appearance at each Entrance Test.

In the case of the Departments under the Faculty of Languages and Literature and Faculty of Social Sciences, the Entrance Test shall be conducted for candidates from Other Universities seeking admission to M. A. course. For candidates seeking admission for M. A. course under the Change of Faculty provision, the modalities shall be as specified under OB-11.4.

**OB-11.3.1 (i)(effective from 15<sup>th</sup> May, 2004)** (i) Candidates passing the qualifying examination with more than one attempt shall also be eligible for admission. However, three percent of aggregate marks scored by the candidate at the qualifying examination shall be deducted for each additional attempt at passing the qualifying examination.

(ii) For selecting the candidates for admission to the Course under General Category, a common merit list, including General, SC/ST and OBC category candidates, shall be prepared. For selecting the candidates for admission to the Course under SC/ST Category, a merit list of SC/ST candidates, who do not get admission as per the common merit, shall be prepared. For selecting the candidates for admission to the Course under OBC Category, a merit list of OBC candidates, who do not get admission on the basis of the common merit, shall be prepared. A separate merit list shall be prepared for candidates qualifying for admission from other Universities.

(iii) The merit list, in the departments of the Faculty of Languages and Social Sciences which do not conduct Entrance Test, shall be prepared in the following order/manner. The candidates securing distinction in the qualifying examination with six units shall be placed above those securing distinction with three units. Similarly, candidates securing first class with six units will be placed above those securing first class with three units, candidates securing second class with six units above those securing second class with three units and candidates securing pass class with six units above those securing pass class with three units.

(iv)(A) The merit list in the Faculty of Natural Sciences, the faculty of Life Sciences and Department of Commerce shall be prepared on the basis of total marks computed from the aggregate marks obtained at the qualifying examination (50% weightage) and the marks obtained in the Entrance Test (50% of weightage), irrespective of the number of papers offered (6 or 3) in the subject at the qualifying examination.

(B) In case of two candidates securing equal marks in the merit list, the candidate passing the qualifying examination with only one subject (six units) for which admission is sought will be placed above the candidate passing the qualifying examination with two major subjects (three units + three units ).

(C) In case of two candidates securing equal marks in the merit list as well as both having offered only one subject (six units) for which admission is sought, the candidate having higher marks in the qualifying examination shall be placed above the other.

(D) In case of two candidates securing equal marks in the merit list and having passed the qualifying examination with two subjects (three units + three units ), candidate securing higher marks in the subject for which admission is sought shall be placed above the other.

(E) In case of two candidates scoring equal marks in the merit list and having passed in qualifying examination with two subject as well as having secured equal marks in the subject for which admission is sought, candidate securing higher aggregate marks in qualifying examination shall be preferred.

#### **OB-11.4 Change of Faculty/Subject.**

**OB-11.4.1** Candidates who have passed Bachelor's degree examination of the University or any other recognized university in the Faculties of Languages & Literature and Social Sciences and secured at least 40% of the aggregate marks may seek admission to the M.A. degree course in a subject in which they have not obtained the Bachelor's degree with a minimum three units. Similarly, candidates passing out the Bachelor's degree of this University or of any other recognized university in a faculty other than the Faculties of the Languages & Literature and social Sciences with at least 40% of the aggregate marks may also seek admission to the M.A. degree course of study of this University. Both these types of candidates will have to apply to the Registrar (in the prescribed form) on or before the fifteenth working day after declaration of the results of the Bachelor's degree examination concerned of this University or 20<sup>th</sup> June, whichever is later, for such change of subject or faculty.

**OB-11.4.2** A written test consisting of two papers as under will be held in the subject for which the students desirous to be admitted under this scheme of change of faculty/subject for admission to the M.A. degree course.

i) An essay paper in the subject concerned (one hour duration) - 100 marks.

ii) A paper to test the students general acquaintance with the subject concerned (one hour duration) – 100 marks.

iii) The candidates should secure a minimum of 40 % marks in each paper to pass the written test.

**OB-11.4.3 (effective from 15<sup>th</sup> May, 2004)** The above test will be conducted by the Head of the Department in which admission is sought by the candidate. Candidates securing at least 40% marks in each of the above paper shall be considered eligible for admission to the M.A. degree course in the subject against the vacant seats available, if any, after students from the merit lists are given admissions. Candidates securing less than 40% marks in the above papers may be considered for the admission subject to the availability of seats, and approval by the Vice Chancellor.

#### **OB-11.5 Rules regarding Registration and payment of Fees:**

**OB-11.5.1** No student will be permitted to register himself for more than one course of study of this University or any other University simultaneous.

**OB-11.5.2** All candidates who are given admission in the University Teaching Departments will have to fill in a registration form available free of charge from the University office and deposit the prescribed fee in the Branch of the State Bank of India in the University premises.

**OB-11.5.3** The annual tuition fees should be paid in full at the time of registration.

**OB-11.6 Eligibility & Availability of Seats.**

**OB-11.6.1 Faculty of Languages & Literature and Faculty of Social Sciences**

**(a) Eligibility**

(i) For being eligible for admission to the programme leading to the degree of Master of Arts (M.A.) a candidate must have passed the examination for a degree of Bachelor of Arts (three-year integrated course) of this University or an examination of any other University recognized as equivalent thereto.

**(b) Availability of Seats**

So far as the courses leading to the Degree of Mr. in different subjects are concerned the intake capacity at the Part I level will be 50 in each subject.

**OB-11.6.2 Faculty of Natural Sciences and Faculty of Life Sciences & Environment**

M.Sc. degree courses in Mathematics, Physics, Electronics, Chemistry, Earth Science, Botany, Zoology, Microbiology and Biochemistry.

**(a) Eligibility**

(i) A candidates for being eligible for admission to a course leading to the degree of Master of Science in Mathematics, Physics, Chemistry, Microbiology, Earth Science, Botany of Zoology must have passed the examination of the degree of Bachelor of Science of the University or from any other recognized University with at least 7 units of 100 marks each in the first, second and third years taken together in these subjects for which admission is sought.

(ii) A candidate for being eligible for admission to a course leading to the Degree of Master of Science in Biochemistry must have passed the examination of the Degree of Bachelor of Science of this University or from any other recognized university with Chemistry as principal subject or Chemistry (major) seven units with three units in Biochemistry or Chemistry (Seven units) and seven units in any of the Biological Sciences.

(iii) A candidate for being eligible for admission to a course leading to the degree of Master of Science in Electronics must have passed the examination of the Degree of Bachelor of Science with Physics, Mathematics, Chemistry, Electronics or B.E./B.Tech. in Electronics of this University or from any other recognized University with at least fifty five percent of the aggregate marks at the graduate level.

Admission to this course of study will be made through an admission test for which separate notification will be issued in the newspapers.

(iv) A candidate passing the T.Y.B.Sc. Examination with two major subjects, that is, with at least three units of 100 marks in each subject, will be considered eligible to apply for admission to the M.Sc. Part I Course in either of the said two major subjects.

**(b) Availability of Seats**

So far as the courses leading to the degree of M.Sc. in the subjects mentioned below are concerned the intake capacity at the Part I level will be as shown against each of them.

| Sl.No. | Subject      | No. of Seats | Sl.No. | Subject       | No. of Seats |
|--------|--------------|--------------|--------|---------------|--------------|
| 1.     | Mathematics  | 15           | 2.     | Physics       | 20           |
| 3.     | Electronics  | 10           | 4.     | Chemistry     | 30*          |
| 5.     | Microbiology | 10           | 6.     | Earth Science | 10           |
| 7.     | Biochemistry | 6**          | 8.     | Botany        | 10           |
| 9.     | Zoology      | 10           |        |               |              |

\* These 30 candidates will be equally distributed amongst the three branches of Chemistry.

\*\* Admission to Goa Medical College.

### OB-11.6.3 Faculty of Life Sciences & Environment

(i) M.Sc. degree course in Marine Science

#### (a) Eligibility

A candidate for being eligible for admission to M.Sc. (Marine Science) course, must have passed the examination for the Degree of Bachelor of Science of this University or of any other University recognized as equivalent thereto with at least seven units of 100 marks each in any of the following subjects.

|    |              |    |                           |
|----|--------------|----|---------------------------|
| 1. | Bio-Sciences | 2. | Chemistry                 |
| a. | Zoology      | 3. | Physics                   |
| b. | Botany       | 4. | Mathematics               |
| c. | Microbiology | 5. | Earth Science/Geo-Physics |
|    |              |    |                           |

#### (b) Availability of Seats

So far as the course leading to the M.Sc. Marine Science is concerned the intake at the Part I level will be 10.

The allotment of seats for the candidates passing the qualifying examination in different subjects will be as under:

| Subject  | No. of Seats |
|--|--------------|
| Bio-Sciences<br>a) Zoology<br>b) Botany<br>c) Microbiology | 2            |
| Chemistry  | 2            |
| Physics<br>Mathematics                                     | 2            |
| Earth Science/Geo-Physics                                  | 2            |
| <b>Total</b>   | <b>8</b>     |

Besides the above eight seats, one additional seat is reserved for candidates of other Universities and one seat is reserved for SC/ST. These seats will be offered to the candidates securing the highest percentage of aggregate marks at the examination of Bachelor of science in any of the above subjects.

If a seat remains vacant in any of the above mentioned subjects, it will be filled in by candidates from other subjects.

## **(II) Marine Biotechnology**

### **(a) Eligibility**

A candidate for being eligible for admission to M.Sc. In Marine Biotechnology must have passed the examination of the degree of Bachelor of Science (Three Year degree course) of this University or any other University recognized as equivalent thereto in any science subject and must have obtained 55 percent of the aggregate marks. Admission to this course of study will be made through on All-India Test to be conducted by the agency specified for this purpose by the Department of Biotechnology, government of India.

A notification of the Admission Test will be issued in the newspapers.

### **(b) Availability of Seats**

There are ten seats earmarked for Goa University for the M.Sc. Marine Biotechnology course of Study. All these 10 seats, out of which one seat is reserved for SC/ST candidate, will be allotted only on the basis of merit at the All India Admission Test. However, if the number of Goan students, that is, students from the colleges affiliated to Goa University qualifying at this test on the basis of merit is less than four, Goan students who have obtained marks above the cut-off point at this test but have not figured in the merit list may be offered admission to make up for the admission of at least four Goan students. For instance, if only one Goan student gets admission on the basis of merit in the Admission Test, then three more Goan students will be admitted from the qualifying list. This will be in addition to the students admitted on the basis of the All India merit list.

## **(iii) Master of Computer Applications**

### **(a) Eligibility**

Admission to the first Semester of the 3-year, six semester, full time course leading to the degree of Master of Computer Applications, is open to any graduate with first degree in any discipline and securing at least 55% (50% in case of SC & OBC) aggregate marks at first degree examination. Provided however, the candidate must have offered Mathematics as one of the subject at the HSSC (10+2) level or at a higher level and have secured 50 percentile in the General Aptitude and Computer Concepts papers of E-level or I-level of CST examination conducted by National Centre for Software Technology (NCST), Mumbai. The scores for these tests are to be valid for 41 months from the date of examination.

Admission to this course of study will be made through an admission test for which a separate notification will be issued in the newspaper.

### **Eligibility (Semester III – direct)**

Candidates having passed a post-graduation Diploma in Computer Applications of this University for any other University recognized as equivalent thereto will be deemed eligible for admission directly to the Third semester MCA programme provided they fulfill the following conditions.

(i) A Bachelor's degree of this or any other recognized university with at least 55% marks at the aggregate;

(ii) Mathematics as one of the subjects at the 10+2 level or at a higher level.

Direct admission to the third semester of the MCA will also be made through an admission test for which separate notification will be issued.

### **(b) Availability and Reservation of Seats**

The intake capacity for the first year MCA will be 30 seats of which 24 seats (80%) will be reserved for candidates graduating from this University. The remaining 6 seats (20%) will be available for a candidates passing through other Universities. In case sufficient number of candidates qualifying at the Admission Test is not found in any one of these two categories, the vacancies may be filled up with candidates from the other category, if available.

Direct admission for the third semester will be limited to five candidates only.

### **OB-11.6.4 Faculty of Commerce**

(I) M. Com. Degree Course:

#### **(a) Eligibility**

(i) For being eligible for admission to the programme leading to the degree of Master of Commerce (M.Com.) a candidate must have passed the examination for a degree of Bachelor of Commerce (three year integrated course or old course) of this University or an examination of any other University recognized as equivalent thereto.

#### **(b) Availability of Seats**

So far as the course leading to the degree of M.com. is concerned the intake capacity at the Part I level will be 30.

### **(II) Master in Business Administration (Semester-I)**

#### **(a) Eligibility**

Graduate in any subject such as Arts, commerce, science, engineering etc., who has undergone the 10+2+3 or more than 3 scheme to graduate, is eligible for admission to MBA. Admission to a particular batch will be made based on an admission test. The nature of the particular admission test and procedures for admission will be decided by an Admission Committee appointed by the Vice Chancellor of the University for the particular Batch.

Admission to this course of study will be made through an Admission Test/interview/Group Discussion for which a separate notification will be issued in the newspapers.

#### **(b) Availability and reservation of seats**

The intake capacity for the first year of the MBA course will be 30 seats of which 24 seats (80%) will be reserved for candidates graduating from this University. The remaining 6 seats (20%) will be available for candidates passing through other Universities. IN case sufficient number of candidates qualifying at the



Admission Test/Interview and Group Discussion is not found in any one of the these categories the vacancies may be filled up with candidates from the other category, if available.

**OB-12 Ordinance regarding the Degree of Master of Philosophy (M.Phil.)** (Under Section 24(1) of the Goa University Act, 1984). **(Effective from 15<sup>th</sup> February, 2011).**

**OB-12.1** The degree of Master of Philosophy (M.Phil.) will be awarded in the following faculties:

- (1) Languages & Literature and Social Sciences
- (2) Natural Sciences
- (3) Life Sciences and Environment
- (4) Commerce
- (5) Management Studies

**OB-12.2** A candidate for being eligible for admission to the M.Phil. degree course must have passed the Master's degree examination in the faculty concerned of the University or an examination of any other University recognized as equivalent thereto. In case of M. Phil in Environmental Science, a candidate holding a Master's Degree in any of the faculties as specified under OB-12.1 shall be eligible. The candidate must have at least a second class with B+ grade. However, the provision shall not be applicable to the teachers who are appointed prior to 1.1.1986 and hold post-graduate degree in pass class or second class with B grade.

**OB-12.3** The fee structure for the M. Phil. Course shall be as stipulated by the University.

**OB-12.4** The enrolment to the M.Phil. course shall be done at the beginning of each academic year with entrance test. The Entrance Test shall consist of two papers: one general aptitude test (on lines of UGC NET) and one to assess the subject in which the candidate desires to take admission. The procedure for the test and exemption shall be as provided in subsections below:

- (a) Paper-I shall be Research Aptitude Test of two hours duration having objective type questions and shall carry a total of 100 marks. The paper shall cover: (1) Language competency, (2) numerical ability, and (3) logical reasoning.
- (b) Paper-II shall be subject specific, and shall be of two hours duration for 100 marks consisting of: (1) multiple choice questions of 50 marks and (2) theoretical/ descriptive questions for 50 marks.
- c) Syllabus for the paper shall be notified by the University.
- d) The Entrance test shall be followed by personal interview at respective departments.

**OB-12.5** The duration of the M. Phil course shall be of **one** year consisting of Semesters I and II.

**OB-12.6** The M. Phil. course shall include three theory papers to be taught in Semester I and a dissertation to be carried out during Semester I and II under the guidance of a teacher of the concerned faculty. The dissertation topic shall be assigned to the student by the guiding teacher at the beginning of the M. Phil Course.

**OB-12.7** The examination in the theory papers shall be held at the end of the first semester. A student shall be permitted to submit his/ her dissertation by the end of the second semester provided he/ she has passed the examination in all three theory papers.

**OB-12.8** For those students who fail in one or more theory papers, provision shall be made for a repeat examination in the following Semester(s).

**OB-12.9** If a candidate is unable to submit his/her dissertation at the end of the second semester, he/she can be given extension initially for one semester for the submission of the dissertation for which he/she shall have to apply to the Head of the Department through his/her guide, to get an extension. If for some reason a candidate requires extension for one more semester, he/she shall have to apply to the Vice Chancellor through Head of the Department giving reasons for such a request. A student shall continue to pay the prescribed yearly fees for the extension period, failing which the registration shall be liable for termination/cancellation.

**OB-12.10** A candidate is expected to complete the M.Phil course in two semesters. If a candidate is unable to complete the entire course in double the duration, his/ her registration to the M.Phil course shall stand cancelled.

**OB-12.11** The format of the dissertation shall be the same as that of the Ph.D. thesis. A candidate shall have to submit four copies of the dissertation along with a certificate signed by the student and the guide and attested by the Head of the Department. The certificate shall be of the following form.

“It is Certified that the dissertation is a record of research work done by the candidate himself/herself during the period of study under the guide and that it has not previously formed the basis for the award of any degree or diploma of Goa University or elsewhere”.

**OB-12.12** The detailed syllabi of the theory papers shall be prepared by the respective Board of Studies.

**OB-12.13** In every subject Paper I shall be compulsory and Papers II and III shall be optional. Paper I shall be on Research Methodology and Techniques. The remaining two papers shall be from the list of optional papers approved by the respective Board of Studies.

**OB-12.14** The medium of instruction and examination for the M.Phil. degree course shall be English except for language courses for which the medium of instruction may be the respective language.

**OB-12.15** Each theory paper shall be of 100 marks. The evaluation of each paper shall consist of 50 marks for Continuous Intra Semester Assessments (ISA) and 50 marks for the Semester End Assessment (SEA). The ISA component shall be done by the teacher teaching the course. The SEA of the compulsory theory paper shall be by double assessment; each paper shall be assessed by one external and one internal examiner. The final marks obtained in the paper shall be the average of two assessments. In case the difference between the two assessments is more than 20% in a paper, a third examiner shall be appointed. The average of the three scores shall be treated as final marks obtained by the candidate. The dissertation shall carry a total of 200 marks and shall be evaluated by two experts, one of which shall be from outside the State, the final marks shall be the average of the two assessments. The student shall undergo a viva-voce examination which shall be an open defense.

**OB-12.16** The appointment of examiners shall be as per the provisions of OB-4.

**OB-12.17** The minimum marks for passing theory papers shall be 50% of maximum marks under each head of passing: ISA and SEA. The minimum marks for passing the dissertation shall be 50% of maximum marks. There shall be separate heads of passing for each Theory paper, Dissertation and Viva voce.

**OB-12.18** The candidates who obtain 50% to less than 60% marks in aggregate shall be declared to have passed in the second class, while those who obtain 60% marks and above in the aggregate shall be placed in the first class in Semester- I examination.

**OB-12.19** There shall be no revaluation. However, candidates may apply for verification of the assessed answer books, as per the existing provisions OA-5.15(B)(i) vide notification no. GU/II/3-3/Amend-Ord/2002/Vol.VI/5448 dated 11<sup>th</sup> February, 2004.

**OB-12.20** In case the candidate fails in the Dissertation, he/she shall be declared failed in the M. Phil course.

**OB-12.21** A candidate must pass in all the theory papers, Dissertation and Viva voce examination in order to obtain the M.Phil degree.

**OB-12.22** The application for examining dissertation should be submitted with the prescribed examination fee along with a brief synopsis of the dissertation in five copies, duly signed by the guide, submitted through the Head of the concerned Department.

**OB-12.23** A committee consisting of the following members be constituted for appointment of an external examiner/s for assessing the dissertation

- |                                  |                    |
|----------------------------------|--------------------|
| 1. Vice Chancellor               | - Chairman         |
| 2. Dean of the Faculty concerned | - Member           |
| 3. Head of the Department        | - Member           |
| 4. The Guide                     | - Member           |
| 5. Controller of Examinations    | - Member Secretary |

**OB-12.24** The Committee shall appoint two external experts, out of which at least one shall be from outside the State, to evaluate the dissertation.

**OB-12.25** The Viva voce shall be conducted by a Board consisting of one of the External Experts appointed by the Vice-Chancellor, Head of the Department and the Guide.

**OB-13**           **Ordinance in respect of students who have failed at the M.A., M.Sc. M.Com. Old Course Examination** (Under Section 24(1) of the Goa University Act, 1984)

**OB-13.1** The students who have kept terms for Part I and Part II of M.A/M.Sc. degree course under the old course system and have appeared for Part I and Part II of M.A./M.Sc. degree examination and have failed there at in the approved chances (approved chances means two additional chances after the regular examination) are given option to get themselves re-admitted to the post-graduate studies under the restructured post-graduate studies or appear in eight core courses and eight elective courses simultaneously in consultation with concerned Head of Department.

**OB-13.2** The students who have appeared for Part I and Part II of M.A./M.Sc. examinations under the improvement of class/scheme and have failed to improve the class in the approved chances shall be allowed to appear in eight core courses and eight elective courses in the subject concerned.

**OB-13.3** The marks obtained by both the categories of students mentioned above in core/elective course out of 60/80 respective shall be converted to be out of 100 marks in each core/elective course and their results will be declared according to the standard of passing prescribed for restructured post-graduate studies.

**OB-14 Ordinance regarding improvement of class/performance for M.A./M.Sc./M.Com. Examination** (Under Section 24(1) of the Goa University Act, 1984).

**OB-14.1** Candidates who have passed the M.A., M.Com. and M.Sc. degree examination of this University with the class mentioned in column I below and who desire to improve their class or percentage of marks as shown in column II shall be permitted at their option to appear again for the same examination with the same subject/s in both the parts viz. Part I and Part II simultaneously in compartments without being required to keep any terms within a period of five years following the April or October examination in which they pass. This facility will be available to the students till the post graduate examination are held as per old pattern.

| <b>Column I</b> | <b>Column II</b>                                     |
|-----------------|--|
| a) Pass Class   | a) Second Class or at least 55% marks or First Class |
| b) Second Class | b) At least 55% marks or First Class                 |

**OB-15** (Effective from 23<sup>rd</sup> August, 2013) Ordinance relating to the award of Certificate of Proficiency, Diploma of Proficiency and Advanced Diploma of Proficiency in Foreign Language Studies (Under Section 24(1) of Goa University Act, 1984).

**OB-15.1 Objectives:**

(i) To make the Foreign Language Programmes / Courses at Goa University compatible with the **CEFR** (Common European Framework of Reference levels for languages: learning, teaching, assessment).

(ii) To tailor such Language Courses offered by Goa University to the demand of the corporate and private sectors, as well as that of public.

(iii) To obtain International acceptance and recognition for Certification issued by Goa University, in view of the students who need to work to study abroad.

(iv) To achieve a high level relevance / the quality of courses offered at Goa University, by an improved design of syllabus, flexible programmes curriculum guidelines and examinations in the context of the contemporarily relevant processes of learning and teaching.

**OB-15.2 Eligibility for Admission:**

A candidate shall be eligible for admission to the programme of study leading to the award of Certificate of Proficiency-A1 and-A2, Diploma of Proficiency-B1 and Advanced Diploma of Proficiency-B2 in Foreign Languages, if he /she have passed the examination as specified below:

(a) For **Certificate of Proficiency A1 and A2:** Minimum qualification - Higher Secondary (Std.XII) examination conducted by the Goa State Board of Secondary and Higher Secondary Education or of any other Board recognized by Goa University as its equivalent.

(b) For **Diploma of Proficiency - B1:** Minimum Qualification – (i) Higher Secondary (Std.XII) examination of the Goa State Board of Secondary and Higher Secondary Education or of any other Board recognized by Goa University as its equivalent.

(ii) Successfully completed Certificate of Proficiency conducted by Goa University or an examination recognized by Goa University as its equivalent or an Entrance Test of 2 hour duration consisting of a written test and oral examination as administered by the respective Department.

(c) **Advanced Diploma of Proficiency- B2:** Minimum Qualification - (i) Higher Secondary (Std. XII) examination conducted by Goa State Board of Secondary and Higher Secondary Education or by any other Board recognized by Goa University as its equivalent.

(ii) Successfully completed Diploma of Proficiency - B1 conducted by Goa University or an examination recognized by Goa University as its equivalent or an Entrance

Test of 3 hour duration consisting of a written test and oral examination as administered by the respective Department.

- OB-15.2.1** (a) A candidate may seek admission to the programmes of study leading to the award of:
- (i) Certificate of Proficiency (ii) Diploma of Proficiency (iii) Advanced Diploma of Proficiency in any of the following / such other languages as approved and notified by the University from time to time.
- French, Portuguese, German, Italian, Japanese, Spanish and Russian.
- (b) In order to enable the Courses/Programmes in Foreign Languages compatible with the **CEFR** (Common European Framework of Reference levels for languages, Council of Europe), the same are categorised as per the following:
- i) Certificate of Proficiency-A1 (Basic User I)
  - ii) Certificate of Proficiency-A2 (Basic User II)
  - iii) Diploma of Proficiency- B1(Independent User I)
  - iv) Advanced Diploma of Proficiency-B2 (Independent User II)
- OB-15.3** **Admission Procedure:** The procedure for the admission/registration to the courses/Programs, total number of seats available etc. shall be as notified from time to time by the University.
- OB-15.4** **Payment of Fees:** The total Fees payable for a particular programme by the student shall be decided by the University from time to time and notified at the beginning of each Programme. However, the University shall decide and notify the fees chargeable separately as per the corporate/Industry/Institution specific requests received to conduct the specifically designed Programme as per their requirement / time duration.
- OB-15.5** **Registration for the Course:** The Registration for the course/Program shall be the responsibility of the student concerned by paying the required Registration Fee. No student shall be allowed to attend the course unless he/she has been formally registered for the respective course/Program on the scheduled date. Late registration may be allowed in a maximum period of one week after the commencement of regular classes on payment of late registration fee.
- OB-15.6** **Duration of the Programme of Study:** The curricular work / instruction leading to the award of (i) Certificate of Proficiency A1 and A2; (ii) Diploma of Proficiency- B1; and (iii) Advanced Diploma of Proficiency- B2 shall be imparted in a minimum of 100 class room contact hours, spread over one / two terms or even in reduced time but never less than a minimum of six weeks duration including the end examination. The respective Board of Studies may prescribe the spread of instructional hours as above by dividing the course contents in to suitable modules/units accordingly.

- OB-15.7** **Scheme of Study, Syllabi, Evaluation, and Assessment etc:** The scheme / courses of study / syllabus / Instructional contact hours / scheme of examination / text and reference books etc. shall be as approved by the concerned Board of Studies on the recommendation of the respective Departmental Council and approved by the Academic Council. The Departmental Council may recommend to the approval of the Vice-Chancellor to incorporate and implement minor changes in the syllabi/contents/contact hours and specific vocabulary and themes etc. to tailor the course contents to the requirements of the corporate sector/industry as necessary from time to time.
- OB-15.7.1** The assessment leading to Certificate of Proficiency- A1 and A2 shall consist of continuous evaluation in the form of four tests of one hour duration each taken during the conduct of the Program comprising of written comprehension and interpretation, aural comprehension and oral expression with a total of 40% of the marks assigned to individual Paper and a end assessment in the form of one final examination of three hours duration taken at the end of the Program comprising of two hours written Examination (comprehension, expression and grammar exercises) carrying 40% marks and one hour duration Oral examination (Expression : aural comprehension / oral expression) together with a total of 60% marks. The continuous evaluation as well as the final examination shall be conducted and assessed by the teacher concerned.
- OB-15.7.2** The assessment leading to Diploma of Proficiency - B1 and Advanced Diploma of Proficiency - B2 shall consist of continuous evaluation in the form of four tests of one hour duration each taken during the conduct of the Program comprising of written comprehension and interpretation, aural comprehension and oral expression with a total of 40 marks assigned to individual paper(s) and a end assessment in the form of one final examination of four hours duration taken at the end of the Program comprising of three hours 40% of marks Written Examination (comprehension, expression and grammar exercises) and one hour duration Oral Examination (Expression : aural comprehension / oral expression) together with a total of 60% marks. The continuous evaluation as well as the final examination shall be conducted and assessed by the teacher concerned.
- OB-15.7.3** **Scheme of Evaluation :** Every student shall be required to undergo the continuous evaluation / assessment / end examination as prescribed under clause OB-15.7.1 and OB-15.7.2 above. The details of the same shall be notified by the concerned Department at the beginning of the each Programme.
- OB-15.8** **Attendance:** In order to be eligible to appear in the end (final) examination, the student shall put in not less than 75% of attendance of total contact hours prescribed for the Program /course. In exceptional circumstances the Vice-Chancellor may condone shortage of attendance up to 5% of the total contact hours prescribed, on the recommendation of the concerned Head of the Department.
- OB-15.9** **Admission to Examination :** An application to seek appearance at the examination shall be made in the prescribed form and forwarded to the Controller of Examinations through the Head of the Department concerned within the prescribed date. Each application form shall be accompanied with a certificate that the student has put in the prescribed attendance and the student has paid all the dues including the prescribed examination fee.

**OB-15.10 Gracing:** The rules of awarding grace marks at the examination shall be the same as prescribed by Goa University from time to time.

**OB-15.11 Standard of Passing:** To pass an examination / programme successfully, a student must score at least 50% of marks in written part of each paper/course/module as the case may be (in aggregate comprising continuous assessment and end examination taken together) and oral examination separately. Accordingly, he/she shall be awarded the following class:

- a) 0% - 49% : Fail
- b) 50% - 59% : Pass
- c) 60% - 69% : Second
- d) 70% - 79% : First
- e) 80% and above : Distinction

**OB-15.12** If a student fails to clear all the prescribed courses / modules in the Program enrolled within two terms or by the end of the duration prescribed, he may be permitted by the Dean of the concerned Faculty on the recommendation of the Head of the Department, to permit to appear for the end examination within a maximum period of four consecutive terms from the date of initial admission / registration.

**OB-15.13** A student completing successfully a programme of studies leading to Advanced Diploma of Proficiency – B2 in a Foreign Language at Goa University and fulfilling all the other academic requirements as prescribed by Goa University for a B.A. degree Programme shall be eligible to apply for admission to M.A. Programme in the concerned foreign language without undergoing a Faculty Change Test.

**OB-16 Ordinance regarding Constitution, Powers and Functions of the Faculty Board.**  
(Under Section 24(1) of the Goa University Act, 1984).

**OB-16.1** There shall be a Faculty Board for every faculty constituted under SA-18.

**OB-16.2** On the expiry of the term of the first Faculty Board constituted under statute SA-18(3), the Faculty Board shall consist of the following members:

- |  |                       |
|--|-----------------------|
| (i) The Dean of the Faculty  | Chairman (Ex-Officio) |
| (ii) Heads of the Department in the Faculty  | Members (Ex-Officio)  |
| (iii) All Professors in the Faculty  | Members (Ex-Officio)  |
| (iv) Not more than five teachers from the<br>Departments in the Faculty to be nominated<br>By the Vice-Chancellor. | Members.              |

**OB-16.3** The term of office of the member other than ex-officio members shall be three years and they shall be eligible for re-nomination.

**OB-16.4** The Dean of the Faculty shall be the Chairman of the Faculty Board and shall convene the meetings of the Board.



**OB-16.5** The powers and functions of the Faculty Board shall be :

- (a) To coordinate the teaching and research work in the Departments assigned to the Faculty.
- (b) To coordinate the teaching and research work of inter-disciplinary nature in the Faculty;
- (c) To plan the general time-table of the Departments in the Faculty and review the arrangements of the space/room allocation for the lectures/seminars etc. among the Departments in the Faculty;
- (d) To consider and act on any proposal regarding the welfare of the students in the Faculty.
- (e) To consider schemes for the advancement of the standard of coaching and research and to submit proposals in this regard to the Academic Council;
- (f) To remit any matter to a Board of Studies within the purview of the Faculty for consideration and report;
- (g) To perform all other functions which may be prescribed by the Act, Statute and Ordinances and to consider all such matters as may be referred to it by the Executive Council, Academic Council or the Vice-Chancellor.
- (h) To delegate to the Dean or to any other member of the Faculty Board or to a Committee such powers, general or specific, as may be desired.

**OB-16.6** Meetings of the Faculty Board shall be ordinary or special. Ordinarily the meeting of the Faculty Board shall be convened by the Dean/Chairman once a year. Special meetings may be called by the Dean on his own initiative or shall be called at the suggestion of the Vice-Chancellor on a written request from at least one-third of the members of the Faculty Board.

**OB-16.7** The quorum for a meeting of the Faculty Board shall be one-third of its total membership.

**OB-16.8** Notice for the ordinary meeting of the Faculty Board shall be issued at least ten days before the date fixed for the meeting and for the special meeting at least five days before date fixed for the meeting.

**OB-16.9** The decisions taken in the meeting of the Faculty Board shall be binding on every Department in the Faculty. In case of any dispute the matter will be referred to the Vice-Chancellor whose decision shall be final and binding on all the members of the Faculty Board.

**Addition to Ordinance No.OB-16A of the University (approval from 26<sup>th</sup> November, 2002).**

**OB-16 A (effective from 26<sup>th</sup> November, 2002) Addition to Ordinance OB-16A regarding constitution, powers and functions of the Department Council.**

**OB-16A.1 (effective from 26<sup>th</sup> November, 2002)** There shall be a Departmental Council for every University Department constituted under Ordinance OB-8.

**OB-16A.2 (effective from 26<sup>th</sup> November, 2002)** The Departmental Council shall comprise the following members:

- (i) The Head of the Department as Chairman.
- (ii) All Departmental Faculty
- (iii) A Member Secretary taken from the body of Departmental Faculty and nominated by the Chairman for a normal period of a year, extendable for an additional year.

**OB-16A.3 (effective from 26<sup>th</sup> November, 2002)** The Chairman shall convene meetings at least twice a year at the beginning and at the end as well as often as required for the expeditious and efficient functioning of the Department.

**OB-16A.4 (effective from 26<sup>th</sup> November, 2002)** The quorum shall be one third of all the faculty of the Department.

**OB-16.A.5 (effective from 26<sup>th</sup> November, 2002)** The powers and functions of the Departmental Council shall be:

- (a) To ensure that all the relevant statues and ordinances of the University are duly followed in the normal functioning of the Department.
- (b) To review the teaching and research programmes of the Department.
- (c) To ensure a fair distribution of the number of teaching hours at the constituent faculty of the Department (As per OB.3.2).
- (d) To draft the time-table at the beginning of each semester and the appropriate use of classrooms and laboratories (if any) for the smooth and efficient execution of the teaching programme.
- (e) To consider all matters pertaining to the interests and welfare of the students of the Department and act in a manner appropriate to an improvement of student interests provided these do not conflict with university rules and regulations.
- (f) To submit schemes of teaching and research to the Faculty Board with a view to maintaining and improving standards in these areas.
- (g) To suggest revision of academic programmes to the Board of Studies.
- (h) To consider and review the use of Departmental funds in the different heads in order to ensure an equitable distribution of these funds.
- (i) To initiate Departmental programmes for funding and mobilization of resources and to plan for future areas of growth within the Department.

To consider matters arising from the Orders, Circulars, Notices and other communications from the administration of the University pertaining to the functioning and activities of the Department.

### **OB-17 Ordinance prescribing Duties and Functions of Heads of Departments**

(Under Section 24(1) of the Goa University Act, 1984).

**OB-17.1** The Heads of the Department (H.O.Ds) mentioned in this ordinance shall be those teachers appointed as Heads of the Department under Ordinance OB-8.

**OB-17.2** The main function of the H.O.D. shall be to co-ordinate, supervise, and provide academic leadership to the Department. He shall be responsible for the maintenance of discipline in the Department.

**OB-17.3** All official correspondence by the teachers/staff and students in the Department to the Registrar or the Vice-Chancellor shall be channelized through the HOD. Any correspondence with the Registrar shall be channelized through the HOD to the teachers of the Department.

**OB-17.4** The Heads of the Department shall assign to the teachers, teaching and any other academic work pertaining to the examinations, conduct of courses and all other academic activities including seminar, symposia, visits of experts etc. If necessary the Vice-Chancellor may issue the directive to the Heads of Department which shall be binding on the Heads of Department.

**OB-17.5** The H.O.Ds shall hold meetings of the Departmental Council and maintain the minutes of the meeting.

**OB-17.6** The Heads of the Department shall make available all the circulars issued through the Registrar's Office and other information meant for the teachers and the students of the Department by mode of circulation or any other suitable mode.

**OB-17.7** The HOD shall prepare an Annual Report of the academic activities of the Department at the end of the academic year and review the same in the last meeting of the Departmental Council in that academic year. Thereafter he shall submit the report to the Vice-Chancellor through the Dean of the Faculty concerned.

**OB-17.8** The HOD shall prepare a comprehensive plan for the next academic year covering the academic programme of the Department including teaching, research, seminars, conduct of the examinations and any other similar activity and shall discuss the same in the year-end meeting of the Departmental Council every year. Thereafter, he shall submit the same to the Vice-Chancellor through the Deans of the Faculty concerned.

**OB-17.9** The HOD shall obtain self Appraisal Reports of all the teachers in his Department at the end of every academic year and shall submit the same after recording his remarks in the same to the Vice-Chancellor through the Dean within 15 days from the close of the academic year.

**OB-17.10** The HOD shall report the Vice-Chancellor, cases arising out of indiscipline regarding the assigned teaching work. The HOD may also report any other matter, which needs the Vice-Chancellor's attention.

**OB-17.11** The HOD shall co-ordinate the research programme including research projects of teachers and students registered for Ph.D. in the Department.

**OB-17.12** In case HOD proceeds on leave, study or sabbatical or any other he shall before leaving, submit a programme indicating how the Department will be managed during his/her absence, to the Dean of the Faculty concerned, to be forwarded with the Dean's remarks to the Vice-Chancellor for administrative sanction. For absence of more than three months Vice-Chancellor shall appoint an Acting Head.

**OB-17.13** Each HOD shall convene a meeting of teachers in affiliated colleges belonging to his discipline at least once in a year to discuss academic issues relating to the teaching of the discipline. The HOD shall submit a report of the meeting to the Vice-Chancellor through the Dean.

**OB-17.14** All other matters not mentioned in this Ordinance but requiring action from the Head of the Department shall be decided by the HOD in consultation with the Dean of the Faculty concerned with the approval of the Vice-Chancellor.

**OB-17.15** Notwithstanding anything contained in this Ordinance, the Vice-Chancellor shall have powers to issue instructions to the HOD on any matters as and when necessary.

**OB-18 Ordinance prescribing Duties and Functions of the Deans of Faculties.** (Under Section 24(1) of the Goa University Act, 1984).

**OB-18.1** The Deans of Faculties mentioned in the Ordinance shall be those teachers appointed as Deans as per Statute SA-7 in the schedule of the Goa University Act, 1984 as amended from time to time.

**OB-18.2** The main function of the Dean shall be to supervise the working of the Departments in the Faculty concerned, and he shall be responsible for the conduct, maintenance and the standards of teaching and research in the faculty. He shall be Chairperson of the Faculty Board constituted under SA-17 of the schedule of the Goa University Act, 1984. He shall receive the Departmental teaching programme and their research plans for the academic year as mentioned in OB-17(8), process the same and send the same to the Vice-Chancellor with his/her observation. Deans shall be responsible to co-ordinate inter-departmental activities and programmes.

**OB-18.3** The Dean shall forward all the communications channelized through him/her by the HODs in the faculty to the Vice-Chancellor and vice-versa, with his/her comments or remarks wherever necessary. The Dean shall oversee the smooth conduct of all the conferences, national or international, conducted by the various Head of Departments under his/her faculty.

**OB-18.4** Whenever there is a dispute between the teachers of the teaching departments and the Head of the Department, it shall be the prime responsibility of the Dean of the faculty to which their Department belongs to resolve dispute by calling a joint meeting and/or any other suitable mode and to submit a report of the same to the Vice-Chancellor forthwith ensuring that there is no mal-functioning in the Departments which can harm the career of the students.

**OB-18.5** In the absence of the HOD or an eventuality of a similar nature, the Dean of the Faculty concerned on the approval of the Vice-Chancellor, shall take over the duties of the HOD.

**OB-18.6** All those matters not covered under this ordinance but requiring an action from the Dean of the Faculty for the smooth conduct of the Faculty/Department under the faculty shall be decided by the Dean using his discretion and wisdom and the matter shall be reported forthwith to the Vice-Chancellor for approval.

## **OB-19 Ordinance relating to Degree of Master of Computer Application (MCA) (Version 2.0)**

(Under Section 24(1) of the Goa University Act, 1984).

Application for the revised syllabus from the academic year 1999-2000.

N.B. Every candidate for M.C.A. degree course must register as a Post-Graduate student of the University.

### **OB-19.1 Eligibility & Admission**

Admission to the first Semester of the 3-year, six semester, full time course leading to the degree of Master of Computer Applications, is open to any graduate with first degree in any discipline and securing at least 55% (50% in case of SC & OBC) aggregate marks at first degree examination. Provided however, the candidate must have offered Mathematics as one of the subject at the HSSC (10+2) level or at a higher level and have secured 50 percentile in the General Aptitude and Computer Concepts papers of E-level or I-level of CST examination conducted by National Centre for Software Technology (NCST), Mumbai. The scores for these tests are to be valid for 41 months from the date of examination.

### **OB-19.2 Availability and Reservation of Seats**

The intake capacity for the first year will be 30 seats, of which 24 seats are for students graduating with first degree from colleges affiliated to Goa University. The distribution of these 24 seats will be, 20 for General Category, 3 for OBC and 1 for SC. In case sufficient number of students satisfying eligibility criteria is not found in any one of the reserved category, then these vacancies would be filled with students from general category. The remaining 6 seats are open to students graduating with first degree from Universities outside Goa. In case sufficient number of students satisfying eligibility criteria is not found in any one of the above categories, (i.e. Goa University or Outside University) then these vacancies would be filled with students from other category and vice-versa.

### **OB-19.3 Academic Calendar**

The academic year consists of two semester referred to as odd and even semesters:

#### **OB-19.3.1 The schedule for the odd semester**

Beginning of semester: 30<sup>th</sup> June

Instructions: 8<sup>th</sup> July to 31<sup>st</sup> October

Semester-end examinations: 1<sup>st</sup> November to 19<sup>th</sup> November

Supplementary examination: 1<sup>st</sup> November to 19<sup>th</sup> November

Winter Vacation: 20<sup>th</sup> November to 1<sup>st</sup> January.

#### **OB-19.3.2 The schedule for the even semester**

Beginning of semester: 2<sup>nd</sup> January

Instructions: 8<sup>th</sup> January to 30<sup>th</sup> April

Semester-end examinations: 1<sup>st</sup> May to 19<sup>th</sup> May

Supplementary examination: 1<sup>st</sup> May to 19<sup>th</sup> May

Winter Vacation: 20<sup>th</sup> May to 29<sup>th</sup> June.

### **OB-19.4 Instructional Scheme**

The instructional scheme for the MCA degree is based on a system of integrates units called courses.

**Course Credit:** Each course has a weightage of 100 marks and credit of 4 points, except Seminar which has 2 course credits and Project work which has no credits associated with it.

**Cumulative Credits:** The sum total of the credits of all the courses taken in a semester.

**Contact Hours:** The total number of Lectures hours, Tutorial hours and Practical hours. Minimum of 30 contact hours are recommended for a course, with 4 contact hours per week.

**Instructor-in-charge:** Each course may have one or more instructors teaching the course. One of these is to be appointed as Instructor-in-charge.

**Course-Coordinator:** In case of courses taught by Visiting Faculty, one faculty member from the department would be associated with the Course as a Course Coordinator.

### **OB-19.5 Scheme of Evaluation**

**OB-19.5.1** There shall be both an in-semester element and an end-semester element in the evaluation of the performance of candidates. The in-semester evaluation and end-semester evaluation are of equal weightage i.e., of 50 marks each.

**OB-19.5.2** For a theory course, in-semester evaluation is a continuous assessment worth 50 marks. At least 30 marks of the in-semester evaluation will be graded through one or more class tests. The remaining could be evaluated through quizzes, assignments etc.

**OB-19.5.3 (effective from 14<sup>th</sup> July, 2005)** For a theory paper the Semester end examination of 50 marks including setting of papers, conduct of examination and evaluation of answer script and submission of marks to the Examination Section shall be done by the teacher in-charge. All examinations shall be monitored by the Head of Department.

**OB-19.5.4** For a Laboratory course, the assessment will be continuous with 50 marks for the in-semester evaluation consisting of lab experiments, assignments etc. and 50 marks being reserved for the end-semester examination which includes a viva-voce and an online examination jointly conducted by an internal and external examiner. An external examiner is to be appointed from the panel of examiners approved according to the University ordinance OB-4. A candidate is eligible to appear for the end-semester examination if he has a minimum of 75% attendance in the course.

**OB-19.5.5** The final grade for the course would be awarded by the instructor-in-charge/course coordinator taking into account the total performance.

**OB-19.5.6** VI<sup>th</sup> Semester projects would be jointly evaluated by an Internal and an External examiners as per the guidelines of the project evaluation. An external examiner is to be appointed from the panel of examiners approved according to the university ordinance OB-4.

**OB-19.5.7** The students can make an appeal to the head of the department in case of any discrepancies in evaluation.

### **OB-19.6 Grading Scheme**

**OB-19.6.1** For each course taken by a student, a letter grade is assigned based on the performance in all assessments. These grades are defined as:

AA, AB, BB, BC, CC, CD, EE, II, FF and FF(A).

Each grade not only indicates a qualitative assessment of the students performance but also carries and equivalent number called the grade point.

The grade points corresponding to different letter grades are defined below:

| Letter Grade | Grade Point | Letter Grade | Grade Point |
|--------------|-------------|--------------|-------------|
| AA           | 10          | CD           | 5           |
| AB           | 9           | DD           | 4           |
| BB           | 8           | EE           | 0           |
| BC           | 7           | II           | 0           |
| CC           | 6           | FF           | 0           |
|              |             | FF(A)        | 0           |

**OB-19.6.2** A student passes the course if he/she gets any grades in the range AA to DD.

**OB-19.6.3** The Grade EE and the Grade II requires the student to take a supplementary examination in that course.

**OB-19.6.4** The grade II is given to a student on account of absence from the end-semester examination.

**OB-19.6.5** The Grade EE is given to a student on account of poor performance in the end-semester examination.

**OB-19.6.6** The grade EE and II are not awarded in supplementary examination.

**OB-19.6.7** A student who fails in the supplementary examination is awarded FF grade and has to repeat the entire course. The student who fails to appear for the supplementary examination or remains absent is awarded FF(A) and has to repeat the entire course.

**OB-19.6.8** A student shall be considered to have passed a course at first attempt, provided he/she passed with a grade of DD or better, at the regular examination.

**OB-19.6.9** In addition to the above, a student getting a grade of II at the regular examination and subsequently passing the course at the supplementary examination within grade of DD or better, will be considered to have passed the course at first attempt.

**OB-19.6.10** All other cases would be treated as second attempts.

**OB-19.6.11** The final year Project shall carry only qualitative evaluation such as Excellent/Good/Satisfactory/Fail. A student getting a Fail grade shall have to repeat the Project.

**OB-19.6.12** A student is allowed to repeat a year or a semester in order to improve the performance. In such a situation his previous performance in that year shall be considered null and void.

### **OB-19.7 Performance Indices**

### **OB-19.7.1 Semester Performance Index (SPI)**

The performance of a student in a semester is indicated by a number called SPI. The SPI is the weighted average of the grade points obtained in all the courses during the semester. For example, with five courses in a semester, having credits C1, C2, C3, C4 and C5 and the grade points in the semester being g1, g2, g3, g4 and g5 respectively then the SPI is equal to:

$$\frac{\sum_{i=1}^5 C_i g_i}{\sum_{i=1}^5 C_i}$$

The SPI is calculated to two decimal places.

### **OB-19.7.2 Cumulative Performance Index (CPI)**

The overall performance of a student for the entire programme is obtained by calculating a number called CPI. The CPI is the weighted average of the grade points obtained in all the courses for the programme. The CPI is also calculated to two decimal places.

### **OB-19.8 Award of Class**

Each semester grade report for the student shall carry his SPI. The final semester mark-sheet will indicate the CPI and the project performance. The final class for the MCA degree would be awarded as per the following:

Distinction: CPI equal to or greater than 8.5 and a minimum "Good" performance in the project.

First Class: CPI equal to or greater than 6.5 but less than 8.5 and a minimum performance of "Pass" in the Project.

Second Class: CPI equal to or greater than 5.0 but less than 6.5 and a minimum performance of "Pass" in the project.

Pass Class: CPI equal to or greater than 4.0 but less than 5.0 and a minimum performance of "Pass" in the Project.



**OB-19A (EFFECTIVE FROM THE ACADEMIC YEAR 2006-2007 ONWARDS) Ordinance relating to Degree of Master of Computer Application (MCA) (Under Section 24(1) of the Goa University Act, 1984.**

**OB-19A.1 Course Equivalence**

This is three year, six semesters, full-time programme leading to the degree of Master of Computer Applications (MCA) designed on the lines of DOEACC "B" Level programme

**OB-19A.2 Eligibility and Admission**

**(effective from 20<sup>th</sup> September, 2014)**

1. To be eligible for admission to the three year, six semester, full time course leading to the degree of "Master of Computer Applications" (MCA), a candidate shall have:
  - (i) A Graduate Degree in any discipline with at least 55% aggregate marks or equivalent grade at the first degree examination, and 50% aggregate marks or equivalent grade for OBC, ST, SC, candidates.
  - (ii) Mathematics as one of the subjects at HSSCE (10+2) level or at a higher level.
2. The admission to MCA program will be strictly based on the Ranking obtained in the Entrance Test as decided and notified from time to time.

**(effective from academic year 2017-18)**

1. To be eligible for admission to the three year, six semester, full time course leading to the degree of "Master of Computer Applications" (MCA), a candidate shall have:
  - (i) A Graduate Degree in any discipline with at least 55% aggregate marks or equivalent grade at the first degree examination, and 50% aggregate marks or equivalent grade for OBC, ST, SC, candidates.
  - (ii) Mathematics as one of the subjects at HSSCE (10+2) Science, or its equivalence in syllabus content.
2. The admission to MCA program will be strictly based on the Ranking obtained in the Entrance Test as decided and notified from time to time.\
3. Eligibility and Admission to Semester II, III and IV  
Students shall be eligible for admission to the next higher Semester and be allowed to keep terms, irrespective of the backlog of earlier Semester(s).
4. Eligibility and Admission to Semester V  
Students shall be eligible for admission to Semester V, only if they do not have a backlog of more than four Courses from the preceding Semester(s).
5. Eligibility and Admission to Semester VI  
Students shall be eligible to take internship in the Semester VI, only on passing in all papers till Semester III.

**OB-19A.3 Post-Graduate Departmental Council**

Each College/University offering MCA programme will constitute a Post-Graduate

Departmental Council within College/University. All faculty members of the department will be the members and Head of the Department will be the ex-officio chairman of the Departmental Council. The Departmental Council will meet at least 4 times in a semester and take decisions on all academic matters pertaining to running of MCA programme.

#### **OB-19A.4 Instructional Scheme**

**(effective from 20<sup>th</sup> September, 2014)** Instructional scheme for the MCA programme is based on a system of integrated units called Courses. Semester-I to Semester-V shall have 4 Theory Courses and 2 Lab Courses. Semester VI shall be exclusively dedicated to project / training.

##### **OB-19A.4.1 Course Credit:**

**(effective from 20<sup>th</sup> September, 2014)** Each course will be of 100 marks and will have credits depending upon number of contact hours per week. The project will have no credits associated with it.

The candidate may be permitted to opt for any Course from any Post Graduate department of the University as an elective. Candidate may earn a maximum of 16 credits by choosing electives from other departments.

**OB-19A.4.1 Course Credit:** Each course will be of 100 marks and will have credits depending upon number of contact hours per week. The project will have no credits associated with it.

**OB-19A.4.2 Cumulative Credits:** The sum total of all the credits of all the courses taken in a semester.

**OB-19A.4.3 Contact Hours:** The total number of Lectures hours, Tutorials hours and Practical hours. Minimum of 45 contact hours are recommended for a 4 credit course, with 4 contact hours per week. One credit is equivalent to 15 contact hours in a semester.

**OB-19A.4.4 Instructor-in-Charge:** Each course may have one or more instructors teaching the course. One of these is to be appointed as Instructor-in-charge.

**OB-19A.4.5 Course Co-ordinator:** In case of courses taught by Visiting Faculty, one faculty member from the department/College shall be associated with the course as course-co-ordinator

**OB-19A.4.6 Course File:** For each course taught, a file shall be maintained by the Instructor-in-charge comprising of course plan, reading/teaching material used in class, assignments, question papers, answer papers, student feedback, student attendance record along with final evaluation and grading.

**OB-19A.4.7 (effective from 2<sup>nd</sup> March, 2015) Academic Audit Committee :**  
The constitution and functions of the Academic Audit Committee (AAC) shall be as per the provisions specified under Ordinance OA-18.9.

**OB-19A.4.8 (effective from 20<sup>th</sup> September, 2014)**

**(a) Summer Apprenticeship:**

The candidate may earn additional credits by undertaking summer training in an Academic Institution or apprenticeship in Industry. The duration of the apprenticeship shall be 5 days (40 hours) for a single credit or 10 days (80 hours) for two credits. The candidate may be allowed to undertake maximum two such apprenticeship.

**(b) Study Tour:**

The candidate may earn additional credits upto a maximum of 2 credits, through participation in a study tour.

**(c) Service Learning:**

The candidate may earn additional credits by undertaking community-based projects during the semester or during summer vacation. These projects would be defined in consultation with faculty and approved by Departmental Council. A project shall not carry more than 4 credits.

**OB-19A.4.9 (effective from 20<sup>th</sup> September, 2014)**

**Assessment of apprenticeship, study tour, service learning:**

Grade awarded for the work undertaken would be based on a report submitted by the candidate, and the feedback obtained from the concerned Institution/ Industry.

**OB-19A.5 Scheme of Evaluation**

**OB-19A.5.1** There shall be both an in-semester element and an end-semester element in the evaluation of the performance of candidates. The in-semester evaluations will be 60% and end-semester evaluation will be of 40%

**OB-19A.5.2** For a theory course, in semester evaluation is a continuous assessment worth 60 marks. At least 40 marks of the in-semester evaluation will be graded through one or more class test. The remaining could be evaluated through quizzes, assignments etc.

**OB-19A.5.3** For a theory course, the end-semester evaluation consists of an 'end-semester' examination of 40 marks of 2 hour duration conducted by the college/department. A candidate is eligible to appear for the end-semester examination if she/he has a minimum of 75% attendance in the theory course.

**OB-19A.5.4** For a laboratory course, the assessment will be continuous with 60 marks for the in-semester evaluation consisting of lab experiments, assignments etc. and 40 marks being reserved for the end-semester examination which includes a viva-voce and an online examination jointly conducted by an internal and external examiner. An external examiner is to be appointed from the panel of examiners approved according to the University ordinance OB-4. A candidate is eligible to appear for the end-semester examination if he has a minimum of 75% attendance in the laboratory course.

**OB-19A.5.5** Final grades for the course would be awarded by the Instructor-in-charge/course co-ordinator taking into account the total performance.

**OB-19A.5.6** Project viva would be jointly conducted by an internal and an external examiner as per

the guidelines of the project evaluation. An external examiner is to be appointed from the panel of examiners approved according to the University ordinance. Detailed guideline for project submission and evaluation is to be published in the prospectus and copy of the same is made available in the department for reference.

**OB-19A.5.7** There shall be no reevaluation. The students can make an appeal to the Chairman Departmental Council in case of any discrepancies in evaluation. The Chairman shall refer the matter to the academic audit committee.

**OB-19A.6 Grading Scheme**

**OB-19A.6.1** For each course taken by a student, a letter grade is assigned based on the performance in all assessments. These grades are defined as:

AA, AB, BB, BC, CC, CD, DD, EE, II and FF

Each grade not only indicates a qualitative assessment of the student's performance but also carries an equivalent number called the grade point.

The grade points corresponding to different letter grades are defined below:

| Letter Grade | Grade point | Letter Grade | Grade point |
|--------------|-------------|--------------|-------------|
| AA           | 10          | CD           | 5           |
| AB           | 9           | DD           | 4           |
| BB           | 8           | EE           | 0           |
| BC           | 7           | II           | 0           |
| CC           | 6           | FF           | 0           |

**OB-19A.6.2** A student passes the courses if he/she gets any grades in the range AA to DD.

**OB-19A.6.3** The letter grade EE and the letter grade II makes the student eligible to take a supplementary examination in that course.

**OB-19A.6.4** The letter grade II is given to a student on account of absence from the end-semester examination for valid reason.

**OB-19A.6.5** The letter grade EE is given to a student on account of poor performance in the end semester examination.

**OB-19A.6.6** The letter grade EE and II are not awarded in supplementary examination

**OB-19A.6.7** There is no provision of supplementary examination in lab course

**OB-19A.6.8** A student who fails in the supplementary examination is awarded FF grade and has to repeat the entire course. The student who fails to appear for the supplementary examination or remains absent is awarded FF and has to repeat the entire course

**OB-19A.6.9** A student shall be considered to have passed a course at first attempt, provided he/she passes with a letter grade of DD or better, at the regular examination.

**OB-19A.6.10** In addition to the above, a student getting a letter grade of II at the regular examination and subsequently passing the course at the supplementary examination

with letter grade of DD or better, will be considered to have passed the course at first attempt. However, a candidate getting a letter grade of EE at the regular examination shall be deemed to get letter grade DD in the supplementary examination, if successful.

**OB-19A.6.11** All other cases would be treated as second attempts.

**OB-19A.6.12 (effective from 20<sup>th</sup> September, 2014)**

The final year Project shall carry only qualitative evaluation such as Excellent, Very Good, Good, Satisfactory, and Reject. A student getting a Reject grade shall have to repeat the project.

**OB-19A.6.13** Supplementary Examination shall be held at the beginning of every semester.

**OB-19A.6.14** A student is allowed to repeat a year or a semester in order to improve the performance. In such a situation his previous performance in that year or a semester shall be considered null and void.

**OB-19A.7 Performance Indices**

**OB-19A.7.1** Semester Performance Index (SPI):

The performance of a student in a semester is indicated by a number called SPI. The SPI is the weighted average of the grade points obtained in all the courses during the semester. For example, with courses in a semester, having credits C<sub>1</sub>, C<sub>2</sub>, C<sub>3</sub>, C<sub>4</sub> and C<sub>5</sub> and the grade points in the semester being g<sub>1</sub>, g<sub>2</sub>, g<sub>3</sub>, g<sub>4</sub> and g<sub>5</sub> respectively then the SPI is equal to:

$$\text{SPI} = \frac{\sum_{i=1}^5 C_i g_i}{\sum_{i=1}^5 C_i}$$

The SPI is calculated to two decimal places

**OB-19A.7.2 Cumulative Performance Index (CPI)**

The overall performance of a student for the entire programme is obtained by calculating a number called CPI. The CPI is the weighted average of the grade points obtained in all the courses for the programme. The CPI is also calculated to two decimal places.

**OB-19A.8 Award of class**

**OB-19A.8.1** Each semester grade report for the student shall carry his/her SPI. The final semester mark-sheet will indicate the CPI and the project performance. The final class for the MCA degree would be awarded as per the following scheme:

- Distinction: CPI equal to or greater than 8.5 and a minimum "Good" performance in the project
- First class: CPI equal to or greater than 6.5 but less than 8.5 and a minimum performance of "Satisfactory" in the project
- Second Class: CPI equal to or greater than 5.0 but less than 6.5 and a minimum performance of "Pass" in the Project
- Pass Class: CPI equal to or greater than 4.0 but less than 5.0 and a minimum performance of "Pass" in the project.

**OB-19A.8.2 (effective from 20<sup>th</sup> September, 2014)**

There is no provision for gracing in an individual Course. However, for candidates participating in the State/ National / International level event, a candidate shall be entitled to earn grade points with the conversion formula of 1 grade point equivalent to 2.5 marks. These grade points shall be added to the total grade points earned by the candidate, before computing SPI/CPI.

**OB-19A.8.3** Percentage equivalent of CPI is approximately given by the formula  
Percentage = 10 \* CPI -5

Table below defines the conversion scale

| CPI | Percentage |
|-----|------------|
| 6.0 | 55         |
| 6.5 | 60         |
| 7.0 | 65         |
| 7.5 | 70         |
| 8.5 | 80         |

**OB-20 Ordinance relating to Degree of Master of Financial Services (MFS) Programme.** (Under Section 24(1) of the Goa University Act, 1984)

**OB-20.1 Objective of the programme:** the broad objectives of the Master of Financial Services (MFS) programme include creation and development of conceptual, managerial and operational skills of the Managers for financial services industry.

**OB-20.2 Duration of the Programme:** MFS is two year full time programme. Each year will consists of two semesters.

**OB-20.3 Admission and Eligibility for Admission**

Graduates and Post-graduates in any faculty including Commerce, Science, Arts, Engineering, Management and professionals like CAs, ICWAs, CSs, CAIIBs and CFAs who have completed their graduation, with 50% aggregate marks at their graduation from Goa University or any other recognized University in India or abroad. Candidates who have appeared for the degree examination and awaiting results are also eligible to apply for admission test/interview for MFS.

**OB-20.4 No. of Seats & Reservation**

The total number of seats available in MFS Course initially is 16. The NO. of seats may be increased to a maximum of 30 after the course is well established and positive response from the Industry for providing internship and Placement Services is received. 50% seats are reserved for students passing the qualifying degree examination from colleges affiliated to Goa University and 50% seats are open to students passing through Universities outside Goa including foreign Universities. In case sufficient number of suitable candidates satisfying the eligibility criteria is not found in any one of the above categories, the short-fall will be made good by admitting students from the other categories. Preference may be accorded to the candidates who have relevant experience and sponsorship for admission into MFS course. Similarly, foreign students (including NRIs) may be accorded preference for admission into MFS course.

### **OB-20.5 Selection of Candidates:**

Candidates should apply in the prescribed form obtainable alongwith course prospectus from the University on payment of prescribed fee should submit their applications to the Department as mentioned in the advertisement before the prescribed last date. The applications should accompany the following certificates:

1. Attested mark sheets of qualifying degree certificates
2. Transfer certificate with date of birth.
3. Attested mark sheets and certificates of additional qualifications.
4. Sponsored certificates along with experience certificate (in case of industry sponsored candidates).
5. Membership Certificate from professional body (in case of professionals).

Eligible candidates will be called to appear for a written test/group discussion/personal interview to be conducted in the Department as per the schedule announced. The eligible industry sponsored candidates, foreign candidates and professionals may directly be called for personal interview for admission to the MFS course.

### **OB-20.6 Course Structure**

**OB-20.6.1** The curriculum would focus on Marketing, Financing, Operating, Managing and Administration of various financial services like Merchant Banking. Mutual Funds, Stock Market and Money Market Operations, Portfolio Management, Leasing and Hire Purchase Off-Shore Financing, Investment Banking, Foreign Exchange Services, Equity Research and Information Management, Corporate Tax Planning and Management etc. apart from the subjects of background knowledge.

**OB-20.6.2 (effective from 29<sup>th</sup> December, 2008)** There are seven courses in each of the first three semesters. The candidate shall have to undergo Corporate Internship and prepare a project report in fourth Semester. Each course in first three semesters carry 4 credits and the project report in fourth semester shall carry 12 credits. A candidate shall have to obtain 96 credits to qualify for the award of MFS degree.

**OB-20.6.3** First, Second and Third semesters consists of course work with classroom instruction, seminar and workshops. At the end of first two semester, the students will have to undergo an initial summer training in the industry for a period of 2 months. While the third semester again consists of classroom training, the fourth semester consists of Corporate Internship (on the job Training) of 4 months duration and advanced course training of 1 month. The objective for internship of fairly long duration is to provide opportunity to the student to develop the skill of applying the academic knowledge to work situations. Students have to carry out a research study in any selected area of financial services during the period of internship. The research report should be prepared in a format required for publication in a standard journal. Internship will be followed by 1 month advanced course work. During this advanced course work, every student has to make a seminar presentation on the research report prepared during the internship. Seminar presentations and workshops on advanced topics of Financial Services by faculty mainly from Industry will be conducted during this advanced course work.

**OB-20.6.4** In order to maintain the professional character of MFS programme and to adopt swiftly to the changing needs of the Industry in its curriculum from time to time, the MFS programme will be run through an autonomous Institute of Financial Services in the long run. However, till the course is established and accepted by the industry, it will be run under Commerce Faculty.

**(effective from 29<sup>th</sup> December, 2008)**

**Course Structure**

**Semester – I    7 courses**

- FS 1.1
- FS 1.2
- FS 1.3
- FS 1.4
- FS 1.5
- FS 1.6
- FS 1.7

**Semester II    7 courses**

- FS 2.1
- FS 2.2
- FS 2.3
- FS 2.4
- FS 2.5
- FS 2.6
- FS 2.7

**Semester-III    7 Courses**

- FS 3.1
- FS 3.2
- FS 3.3
- FS 3.4
- FS 3.5
- FS 3.6
- FS 3.7

**OB-20.6.5** To gain on the job experience in selected Finance Companies/Corporations/ Banks/Stock Exchanges/Regulatory Bodies/Leading Broking Firms/FIIs/Consultancy & Research Firms/Foreign Exchange Dealers in India or abroad. Finance Departments of Industries and learn the intricacies of practical work situations. This would enrich the theoretical and conceptual knowledge of the subject in Financial services. During this period every candidate apart from his on the job training, has to carry out a research study in any chosen area in consultation with Department and the concerned organization and prepare a report on the findings of the study in publishable form in any standard journal identified by the Department. Every candidate has to make a seminar presentation on his or her research report during the Advanced course Work period of the IV Semester.

**OB-20.6.6 (effective from 29<sup>th</sup> December, 2008)**

The Evaluation of IV Semester is as follows:

|  |           |
|--|-----------|
| Project evaluation by internal guide                 | 150 marks |
| Project evaluation by external examination           | 100 marks |
| Seminar Presentation evaluated by external examiners | 50 marks  |
|  | -----     |
|  | 300 marks |
|  | -----     |

**Internship Evaluation :**



Internship evaluation will be done by the concerned organization for the award grade. The grades shall be A, B, C, D as per the check list of performance indicators of the student during the internship period.

The name of the concerned organization, the title of the project, the duration and the grade obtained shall be mentioned in the MFS final grade /mark sheet.

B. Advanced Training by  
Visiting Faculty mainly  
From the Financial Services

(Working Paper Presentations  
by students-Seminars, Workshops,  
Case Study Discussion)

**Industry (1 month) on:**

- Financial Re-engineering
- Risk Management
- Ethics for Finance Professionals
- Contemporary Issues in Financial Services.

**OB-20.7 Foundation Course in Accounting & Finance**

Graduates from other than B.Com/Management Degree or Diploma/CAs/ICWAs/CSs/CAIIBs/CFAs will have to undergo foundation course in Accounting and Finance. Their admission will be subject to successful completion of this foundation course by the end of first semester of MFS course to the satisfaction of the Department.

**OB-20.8 Programme Pedagogy**

**(a) Method of Teaching & Instructional Period**

(i) It would comprise of lecture sessions, seminars, workshops and case study discussions. Individual assessment of the students shall be on continuous basis. Apart from the classroom instruction, students are required to undergo a learning process through library assignment, field work assignment, case study preparation, corporate internship, preparation and presentation of research reports etc. It would also involve practical training on computers.

(ii) The duration of the MFS course is two years with 5 working days in a week from Monday to Friday. Visiting faculty lectures/Field Work assignments/Computer Laboratory Practicals may also be arranged on Saturdays and Sundays in every week. The department will prepare and issue a pre-finalized calendar of working days, holidays, vacations, examinations, lecture programmes etc. for follow up strictly by all concerned.

(iii) The detailed Time Table of Lectures, Student Seminars, Library/Field Work assignments, Internet browsing & computer practicals etc. will be announced by the Department before commencement of each semester course work of MFS.

**OB-20.8.2 b) Attendance Requirements:**

The students are required to attend all theory, practical and seminar class work and shall maintain an overall attendance of not less than 75% in all subjects of each semester, otherwise the student may be detained and has to repeat the semester.

### **OB-20.8.3 c) Mode of Examination and Standard of Passing**

- i) The students will be examined throughout of each semester as also at the end of every semester for theory papers.
- ii) 50% of the weightage for the examination in each paper in each semester is for end-semester examinations. Remaining 50% of the weightage is for continuous internal assessment by the faculty teaching the subject through such means as test, surprise test, oral test, assignments – individual and in groups, evaluation of class participation, case preparation, seminar presentation etc.
- iii) The minimum standard of passing will be 50% marks in each paper (Internal assessment and end-semester examination marks). A student will be promoted from the second semester to the third semester only, if he/she has passed in a minimum of 12 papers out of the 14 papers in 1<sup>st</sup> and 2<sup>nd</sup> semesters together.
- iv) A student who is not promoted to the third semester may appear for the semester-end examination of the subject in which he/she failed, in the subsequent years by paying the required examination fee.
- v) A student who has failed in any subject in any subject of any of the 4 semesters may appear for the semester-end-examination of the subject in the subsequent years by paying the appropriate examination fee.
- vi) To get a pass in the MFS, a student should have obtained a pass in all the subjects within a span of 5 years from the date of joining MFS.

The classification f percentage of total marks of all the 4 semesters will be as follows:

|                     |                              |
|---------------------|------------------------------|
| 50% - less than 60% | Second Class                 |
| 60% - less than 70% | First Class                  |
| 70% & above         | First Class with Distinction |

- vii) The scheme of end-semester examination consists of written examination consisting of the objective and multiple choice questions and also descriptive answers including case analysis. A model question paper in each subject will be prepared by the Department.
- viii) All the end-semester examinations shall be conducted internally by the Department. The papers shall be set and evaluated by the concerned faculty members teaching the subjects.

### **OB-21 Ordinance of the MBA (Master of Business Administration) Programme**

(Under Section 24(1) of the Goa University Act, 1984)

#### **OB-21.1 Objective of the Programme**

To build competence in students to effectively undertake entry level managerial jobs in organizations.

**OB-21.2 Duration of the Programme:** Two-year full time programme. Each year shall consist of four terms with an additional summer term of eight weeks in the first year. Each term will be of 7.5 to 8 weeks duration.

#### **OB-21.3 Admission and Eligibility for Admission**

Graduate in any subject such as arts, commerce, science, engineering etc. who has undergone the 10+2+3 or more than 3 scheme to graduate, is eligible for admission to MBA. Admission to a particular batch will be made based on an admission test. The nature of the particular admission test and procedures for admission will be decided by an Admission Committee appointed by the Vice-Chancellor of the University for the particular batch.

**OB-21.4 Structure of the Programme**  
**OB-21.4.1 Term wise Programme Structure**

**Term 1:**

| Code | Subject                    | Units | Hours per Week |
|------|----------------------------|-------|----------------|
| 101  | Organizational Behaviour I | 2     | 3              |
| 102  | Management Process         | 1     | 2              |
| 103  | Computer Applications      | 2     | 3              |
| 104  | Management Accounting I    | 2     | 3              |
| 105  | Quantitative Methods I     | 2     | 3              |
| 106  | Human Resource Management  | 3     | 4              |

**Term 2:**

| Code | Subject                     | Units | Hours per Week |
|------|-----------------------------|-------|----------------|
| 201  | Organizational Behaviour II | 2     | 3              |
| 202  | Marketing Management I      | 2     | 3              |
| 203  | Quantitative Methods II     | 2     | 3              |
| 204  | Management Accounting II    | 2     | 3              |
| 205  | Managerial Economics        | 2     | 3              |

**Term 3:**

| Code | Subject                          | Units | Hours per Week |
|------|----------------------------------|-------|----------------|
| 301  | Finance Management I             | 2     | 3              |
| 302  | Macroeconomics                   | 2     | 3              |
| 303  | Business Research Methods I      | 2     | 3              |
| 304  | Production Operations Management | 3     | 4              |
| 305  | Marketing Management II          | 2     | 3              |

**Term 4:**

| Code | Subject                        | Units | Hours per Week |
|------|--------------------------------|-------|----------------|
| 401  | Business Environment           | 2     | 3              |
| 402  | Business Research Methods I    | 2     | 3              |
| 403  | Legal Aspects of Business      | 4     | 6              |
| 404  | Finance Management II          | 2     | 3              |
| 405  | Management Information Systems | 2     | 3              |

**Term 5**

| Code | Subject/Component of Evaluation | Units | Minimum Contact Hours |
|------|---------------------------------|-------|-----------------------|
|------|---------------------------------|-------|-----------------------|

|     |   |   |                    |
|-----|---|---|--------------------|
| 501 | Summer Placement Report                           | 4 | 8 weeks            |
| 502 | Summer Placement Seminar<br>(Conducted in Term 6) | 2 | 1 hour per student |

**Term 6:**

| Code        | Subject                | Units                                | Hours per Week |
|-------------|------------------------|--------------------------------------|----------------|
| 601         | Strategic Management I | 2                                    | 3              |
| 602 onwards | Electives              | Total 24 to 30 units in Term 6,7 & 8 |                |

**Term 7:**

| Code        | Subject                 | Units                                | Hours per Week |
|-------------|-------------------------|--------------------------------------|----------------|
| 701         | Strategic Management II | 2                                    | 30             |
| 702 onwards | Electives               | Total 24 to 30 units in Term 6,7 & 8 |                |

**Term 8:**

| Code        | Subject                   | Units                                | Hours per Week |
|-------------|---------------------------|--------------------------------------|----------------|
| 801         | Dissertation              | 2                                    | 3              |
| 802 onwards | Industry/Sector Electives | Totally 6 units in Terms 8 & 9       |                |
| 802 onwards | Electives                 | Total 24 to 30 units in Term 6,7 & 8 |                |

**Term 9:**

| Code        | Subject                   | Units                          | Hours per Week |
|-------------|---------------------------|--------------------------------|----------------|
| 901         | Dissertation              | 3                              | 4              |
| 902 onwards | Dissertation Seminar      | 2                              | 1 hr. per term |
| 902 onwards | Industry/Sector Electives | Totally 6 units in Terms 8 & 9 |                |

**OB-21.4.2** Subject 501 Summer Placement Report will be undertaken in an established organization.

**OB-21.4.3** Subjects 801, 901 and 902 comprise of a single Dissertation spread over two terms and will be undertaken under the guidance of a regular, contributory or guest teacher. The expectations from a Dissertation will be different from the expectations from a Project course (Sec. 5.3 below). The Dissertation will address generic problems rather than problems of particular organizations.

**OB-21.4.4** Subject allocations to Terms are only indicative. The Department council will have the freedom to reallocate courses across Terms.

**OB-21.5 Registration for Electives**

**OB-21.5.1** Each elective opted for should be a distinct subject.

**OB-21.5.1.1** Electives as well as Industry/Sector electives offered in the 6<sup>th</sup> to 9<sup>th</sup> terms could range in units from 1 to 4.

**OB-21.5.1.2** Every year, before the end of February, the syllabi for the electives (including Industry/Sector electives) giving objectives and broad outline will be obtained by the Department council from regular and visiting teachers such as teachers from other Departments and institutions outside Goa University as well as professionals and managers from industry.

Electives approved by the Department Council will be announced to the 1<sup>st</sup> year MBA students and provisional registrations will be obtained before end March of every year. Based on the registrations and availability of faculty resources, The Department Council will finalize the electives to be offered in the subsequent academic year.

For such approved electives, detailed course outlines will be obtained from the teachers. It will include objectives in terms of competencies to be developed, broad outline of topics to be covered, pedagogical and evaluation methods to be used and minimum reading stipulated. The format for the course outline will include session by session topics to be covered, reference of essential reading for each session, session by session assignments, components of evaluation, rationale for each component of evaluation, weights for each component of evaluation etc.

Final registrations will be obtained before end June of the academic year.

**OB-21.5.1.3** Each student shall opt for a minimum of 24 units and a maximum of 30 units of electives. Each student will also opt for 6 units of Industry/Sector electives.

**OB-21.5.2** In Terms of 6 to 8, of the total electives, the student may opt for a maximum of 8 units worth of approved subjects from outside the Department with the consent of the Departmental Council.

**OB-21.5.3** IN each of the Terms 6 to 8, in lieu of 3 units worth of electives, the student may opt for either a Project Course (PC) or a Course of Independent Study (CIS) under an approved guide (a regular faculty member of the Department/University or a Contributory/Guest teacher).

The student has to do a project under the Project course and undergo a mutually and custom designed course under the Course of Independent Study with the help of an approved guide each PC and CIS opted for should be unique.

**OB-21.5.4** The student may opt for Project Courses (PC) or Courses of Independent Study (CIS) under an approved guide (a regular faculty member of the Department/University or a Contributory/Guest teacher) in lieu of Industry/Sector electives. The electives (or PCs or CISs) could be on the same Industry or Sector or on different Analysis project and another could be on individual firm/s. A student could also do an internship in a firm and submit reports on the learning derived in lieu of the electives.

#### **OB-21.5.5 Registration for Non Credit Subjects**

The Department, with the help of its regular, contributory or guest faculty, shall periodically offer non-credit subjects in various areas of management and specially in newly emerging areas. Once a student registers for such a subject, it becomes a compulsory subject for the student. In exceptional circumstances, the Department council may allow a student to withdraw registration, if it is convinced about the genuineness of the reasons. There will be no evaluation in non-credit subjects. The department will issue a Certificate to the student mentioning the names and number of units of each such subject attended by the student.

### **OB-21.5.5 Registration for Non Credit Subjects**

The Department, with the help of its regular, contributory or guest faculty, shall periodically offer non-credit subjects in various areas of management and specially in newly emerging areas. Once a student registers for such a subject, it becomes a compulsory subject for the student. In exceptional circumstances, the Department council may allow a student to withdraw registration, if it is convinced about the genuineness of the reasons. There shall be no evaluation in non-credit subjects. The Department shall issue a Certificate to the student mentioning the names and number of units of each such subject attended by the student.

### **OB-21.6 Evaluation, Grading and Pass Requirements**

**OB-21.6.1** Each subject or component of evaluation is split into certain number of units as given in 4.1 above. The number of units will be approximately the number of minimum contact hours divided by 10. The teacher teaching the subject, with the consent of the Department Council, will decide the method as well as the content of evaluation of each unit of each subject. No component of evaluation shall exceed 60% weightage in the total evaluation of the subject. The method as well as the content of evaluation of each unit of summer Placement Report, Summer Placement Seminar, Dissertation work, Dissertation, Dissertation Seminar, Project courses and Courses of Independent Study will be decided by the concerned guide with the consent of the Department Council. The respective teacher or the guide of the unit will do the assessment as well as grading.

Summer Placement Seminar and Dissertation Seminar will be organized as public, seminars where anybody from the audience can ask questions, unless the organization on which the work was done requires the result to be kept confidential. In the latter case, only the examiners will be present during the Seminar.

**OB-21.6.2** The method as well as the content of evaluation of each subject of each term will be reviewed by a committee of examiners appointed by the Vice-Chancellor from a panel of approved examiners. The committee will consist of at least three examiners, of which preferably at least two will be from outside the Department and at least one from outside the state of Goa. AT least one of the examiners should preferably be from the corporate sector. If the work for a committee is on the higher side, more than one committee may be appointed.

All answer sheets, assignments, project reports, mark lists, etc. shall be available for the scrutiny of the committee, the results of the term are finalized after the approval of the committee with suitable modifications suggested by them. The committee for Term 6 will also be the scrutinizing committee for Term 5.

**OB-21.6.3** After evaluation, each student will be graded for each subject, as per the following scheme of grades and grade points.

Grade

- A: Excellent 7.55 upwards
- B: Good 4.55 – 7.54
- C: Satisfactory 1.55 – 4.54
- D: Low Pass 0.55 – 1.54
- F: Failed 0.00 – 0.54.

Teachers may use the following grades and grade points for individual components of evaluation.

A+ : 10, A : 9, A- : 8, B+ : 7, B : 6, B- : 5, C+ : 4, C : 3, C- : 2, D : 1, F: 0.

The grade points awarded for a subject will be rounded off to two decimals for determining grades for the subject.

**OB-21.6.4** To register for Term 6, the student should have obtained a weighted average grade point (weighted by the number of units of each subject) of 4.00 for the subjects of Terms 1 to 4 taken as a whole and should not have obtained F grades for more than two subjects OR should have obtained average grade point of 3.95 for the subjects in Terms 1 to 4 taken as a whole and should not have obtained F grade in any subject.

Students promoted to Term 6 will have the option of registering for subjects of Terms 1 to 4 for improving grades by paying appropriate fees provided the time table permits it. Students not promoted to Term 6 will have the option of registering for subjects of Terms 1 to 4 for improving grades by paying appropriate fees.

**OB-21.6.5** To obtain a pass in MBA, the student should have obtained a weighted average grade point (weighted by the number of units of each subject) of 4.00 for the subjects of Terms 1 to 9 taken as a whole, should not have obtained F grades for more than three subjects and should have completed the requirements of the non-credit subjects the student had registered for.

**OB-21.6.5.1** A student who has not met the requirements for pass in MBA may reregister for necessary subjects by paying the appropriate fee and attempt to obtain a pass within a period of 4 years from the date of joining the MBA programme. The Department may not be in a position to make changes in the Time Table of subjects to avoid clashes of sessions to accommodate all such students.

**OB-21.6.5.2** A student has to register/reregister for a full subject and not a part thereof. A student reregistering for Dissertation related subjects should reregister for all the three subjects viz. 801, 901 and 902.

**OB-21.6.5.3** A student may cancel an elective subject and may register for another elective while registering.

**OB-21.6.5.4** A student who wants to improve grades in a subject or subjects may reregister for such a subject or subjects in subsequent years by paying the appropriate fee and attempt to obtain improved grades in such a subject or subjects within a period of 4 years from the date of joining the MBA programme. The Department may not be in a position to make changes in the time table to avoid clashes of sessions to accommodate all such students. This provision will not be available for students after their receiving the MBA degree.

**OB-21.6.5.5** In all cases of re-registration, the grades obtained in the last registration by the student will hold good.

**OB-21.7** All other provisions, rules and regulations of the MMS (Master of Management Studies programme which do not contradict the provisions, rules and regulations of the MBA programme will be applicable for the MBA programme.

**OB-21.8** For the candidates of the MMS programme, who are yet to clear the programme or various subjects of the programme, the Department council will decide the appropriate mode of conversion from the MBA programme to the MMS programme on a case to case basis.

**OB-21.9** Ambiguities and interpretation requirements arising from this Ordinance shall be resolved by the Department Council with the approval of the Dean of the Faculty.

**OB-22 (effective from 17<sup>th</sup> August 2000) Ordinance relating to Degree of Master of Library and Information Science (M.L.I.Sc.), Programme** (Under Section 24(1) of the Goa University Act, 1984).

**OB-22.1 (effective from 5<sup>th</sup> June, 2013) Objectives of the Programme:** To develop human resource with managerial and professional skills in the field of Library and Information Science in tune with the advancements in technology and research skills.

**OB-22.2 (effective from 5<sup>th</sup> June, 2013) Degree and Duration of the Programme:** Master of Library and Information Science (M.L.I.Sc.). One year full-time credit based programme consisting of two semesters.

**OB-22.3 (effective from 5<sup>th</sup> June, 2013) Admission and Eligibility:** Graduates in Library and Information Science with minimum 40% of aggregate marks from any recognized university in India or abroad. For students of other universities in India and abroad, the relevant rules of this University pertaining to eligibility will apply.

**OB-22.3.1 (effective from 5<sup>th</sup> June, 2013)- Deleted-**

**OB-22.4 (effective from 5<sup>th</sup> June, 2013) Number of seats and Reservation:** The intake capacity for the Programme shall be as notified by the University from time to time. Reservation of seats for various categories will be as per the norms of Goa University.

**OB-22.5 (effective from 5<sup>th</sup> June, 2013) Selection of Candidates:** Candidates shall be selected on the basis of merit at the qualifying examination.

**OB-22.5.1 (effective from 5<sup>th</sup> June, 2013)- Deleted-**



**OB-22.5.2 (effective from 5<sup>th</sup> June, 2013)- Deleted-**

**OB-22.6 (effective from 5<sup>th</sup> June, 2013) Programme Structure:** There shall be two semesters in the programme of one year.

The number of theory courses and practicals and contact hours for each course shall be as given at **Annexure 'A'**.

**OB-22.6.1 (effective from 5<sup>th</sup> June, 2013)- Deleted-**

**OB-22.7 (effective from 5<sup>th</sup> June, 2013)- Deleted-**

**OB-22.8 (effective from 5<sup>th</sup> June, 2013) Field work:** Every student shall work at least for 30 hours in each semester in all the sections of Goa University Library.

**OB-22.9 (effective from 5<sup>th</sup> June, 2013) Study Tour:** There will be one study tour during the period of second semester of M.L.I.Sc. Course. The students shall submit a report on the study tour.

**OB-22.10 (effective from 5<sup>th</sup> June, 2013) Dissertation:** The students are required to undertake a dissertation. The dissertation work will start from the first Semester of the programme and will end two weeks prior to the end of the second semester. The topic and supervisor for dissertation shall be approved by the Departmental Council. The evaluation shall be done as per the provisions of OB-10A.

**OB-22.11 (effective from 6<sup>th</sup> June, 2016) Teaching programme pedagogy**

- (a) **Attendance requirements:** The students shall maintain attendance as per norms of this University.
- (b) **Scheme of examination and standard of passing:**
  - (i) The students shall be examined through Intra Semester Assessment (ISA) and Semester End Assessment (SEA). The ISA shall carry 50% of the marks allotted to the course. The details of ISA shall be decided and announced by the Departmental Council in the beginning of each Semester. The SEA shall carry 50% marks of each course.
  - (ii) To pass an examination in any semester, a candidate must obtain at least 40% of the maximum marks in each course by taking ISA and SEA components together.
  - (iii) A student who has not passed any semester may appear for the SEA for the course(s) in which he/she failed, in the subsequent semester by paying the required examination fee.
  - (iv) To obtain a M.L.I.Sc. Degree, a student shall need to pass in all the courses, including dissertation within a period of 2 years from the date of joining this programme.
  - (v) The question papers of SEA may consist of Objective, multiple choice, essay type and case analysis questions. A model question paper in each subject shall be prepared by the Department.

- (vi) The SEA shall be conducted internally by the Departmental Council. The papers shall be set and evaluated by the concerned faculty members teaching the subjects.
- (c) Class/Divisions shall be assigned as follows

| Range of Marks                  | Class / Division |
|---------------------------------|------------------|
| 70% & above                     | Distinction      |
| 60% and above but less than 70% | First Class      |
| 50% and above but less than 60% | Second Class     |
| 40% and above but less than 50% | Pass Class       |
| Below 40%                       | Fail             |

- (d) Grace marks will be allowed as per the existing Ordinance OA-5.16.
- (e) Every teacher shall submit to the Head of the Department (HoD), 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.

## OB-22.12 (effective from 5<sup>th</sup> June, 2013)- Deleted-

### Annexure A

#### Number of theory courses, practicals, weightage and contact hours for M.L.I.Sc. programme.

| Semester I  |             |  |   |           |            |            |
|-------------|-------------|--|---|-----------|------------|------------|
| SI No       | Course code | Course Title                                   |   | Credits   | Hours      | Marks      |
| 1           | MLC 101     | Information Retrieval                          | T | 3         | 45         | 75         |
| 2           | MLC102      | Library Automation and Networks                | T | 3         | 45         | 75         |
| 3           | MLC 103     | Library Automation Software (Practical)        | P | 2         | 90         | 50         |
| 4           | MLC 104     | Research Methodology                           | T | 3         | 45         | 75         |
| 5           |             | <b>Optional</b>                                |   |           |            | 75         |
|             | MLO 105     | Web 2.0  | T | 3         | 45         |            |
|             |             | OR   |   |           |            |            |
|             | MLO 106     | Electronic Information Sources and services    | T | 3         | 45         |            |
|             |             |  |   | <b>14</b> | <b>270</b> | <b>350</b> |
| Semester II |             |  |   |           |            |            |
| 6           | MLC 201     | Digital Libraries (Theory)                     | T | 4         | 60         | 100        |
| 7           | MLC 202     | Digital Libraries (Practical)                  | P | 3         | 135        | 75         |
| 8           | MLC 203     | Webometrics, Infometrics & Scientometrics      | T | 2         | 30         | 50         |
| 9           | MLC 204     | Marketing of Information products and services | T | 2         | 30         | 50         |
| 10          |             | <b>Optional</b>                                |   |           |            | 75         |
|             | MLO 205     | Information Literacy                           | T | 3         | 45         |            |

|    |                |  |   |           |            |            |
|----|----------------|--|---|-----------|------------|------------|
|    |                | OR   |   |           |            |            |
|    | MLO 206        | Scholarly communication  | T | 3         | 45         |            |
|    |                |  |   | <b>14</b> | <b>300</b> | <b>350</b> |
| 11 | <b>MLC 207</b> | Dissertation is a compulsory component of M.L.I.Sc. Programme and shall carry <b>12 Credits.</b> |   |           |            | <b>300</b> |

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**Ordinance OB-23 - Relating to M.Phil in Zoology / Marine Zoology of Goa University, stands repealed, in view of amendment to Ordinance OB-12 regarding the degree of Master of Philosophy (M.Phil). (Effective from 15<sup>th</sup> February, 2011).**

**OB-24 (effective from 23<sup>rd</sup> June, 2005) New Ordinance for MBA (Master of Business Administration) Program.**

**No Provisions / Regulations**

**OB-24.1 (effective from 23<sup>rd</sup> June, 2005) Objective of the Program**

To build competence in students to effectively undertake entry-level managerial jobs in organizations.

**OB-24.2 (effective from 23<sup>rd</sup> June, 2005) Duration of the Program**

Minimum of 21 months full time consisting of 7 terms of 3 months each inclusive of vacations.

**OB-24.3 (effective from 23<sup>rd</sup> June, 2005) Admission and Eligibility for Admission**

Graduate in any subject such as Arts, Commerce, Science, Engineering etc. who has undergone the 10+2+3 or more than 3 scheme to graduate, is eligible for admission to MBA. Admission to a particular batch will be made based on an admissions test. The nature of the particular admissions test and procedures for admission will be decided by an Admissions Committee appointed by the Vice-Chancellor of the University for the particular Batch. The Admissions Committee will have the freedom to not fill up all the seats if the quality of the candidates is not satisfactory.

**OB-24.4 (effective from 23<sup>rd</sup> June, 2005) Structure of the Program**

**OB-24.4.1 (effective from 1<sup>st</sup> October, 2009) Term Wise Program Structure**

See Annexure 1

**OB-24.4.2 (effective from 23<sup>rd</sup> June, 2005)** Subjects 201, 402 and 602 will be undertaken in established organizations.

**OB-24.4.3 (effective from 23<sup>rd</sup> June, 2005)** Executives from Industry will handle at least 5 hours each of 302, 303, 304 and 305.

**OB-24.4.4 (effective from 23<sup>rd</sup> June, 2005)** Each Elective should specify pre-requisite courses, if any, to enable the students to opt for them in a previous Term.

**OB-24.4.5 (effective from 23<sup>rd</sup> June, 2005)** For each elective (Other than Perspective Building Electives) , an Executive from Industry will handle at least 5 hours. Further, for each Functional area, at least one academic from one of the National Institutes will handle a Module as a Role Model in the respective Terms. For Summer and Final Internship Seminars, at least one of the Judges would be from the Industry.

**OB-24.4.6 (effective from 23<sup>rd</sup> June, 2005)** Subject allocations to Terms are only indicative. The Departmental Council or the Faculty Board in the case of affiliated institutions will have the freedom to re-allocate courses across Terms.

**OB-24.4.7 (effective from 23<sup>rd</sup> June, 2005)** For each subject, detailed course outlines will be obtained from the teachers before the commencement of teaching. Exceptions to this with reasons will be made only by the Departmental Council or the Faculty Board in the case of affiliated institutions.

The Course Outlines will include objectives in terms of competencies to be developed, broad outline of topics to be covered, pedagogical and evaluation methods to be used and minimum reading stipulated. The format for the Course Outlines will include session by session topics to be covered, reference of essential reading for each session, session by session assignments, components of evaluation, rationale for each component of evaluation, weights for each component of evaluation etc. Forms in Ann ex II and Annex III will be used for this purposed.

**OB-24.4.8 (effective from 23<sup>rd</sup> June, 2005)** Every session will be reading material based and will have either an exercise or case study as a background for class discussion or class work by the students. Straight lecture as a method of training will not be used in any session unless prior permission of the Department Council or the Faculty Board (in the case of affiliated institutions) is obtained.

**OB-24.5 (effective from 23<sup>rd</sup> June, 2005) Registration for Electives and Non Credit Courses.**

**OB-24.5.1 (effective from 23<sup>rd</sup> June, 2005)** Each elective opted for should be a distinct subject announced.

**OB-24.5.2 (effective from 1<sup>st</sup> October, 2009)** Electives offered shall have Credits between 1 and 3.

**OB-24.5.3 (effective from 23<sup>rd</sup> June, 2005)** Every year, before December, the Department / the affiliated institution will obtain the syllabi for the electives giving objectives and broad outlines from regular and visiting teachers such as teachers from other Departments / Institutions and Institutions outside Goa University as well as Professionals and Managers from Industry.

Electives approved by the Department Council or the Faculty Council of the affiliated institution will be announced to the MBA students and provisional registrations will be obtained before end December of every year. Based on the registrations and availability of faculty resources, the Departmental Council or the Faculty Council of the affiliated institution will finalize the electives to be offered in the current and subsequent academic year.

For such approved electives, detailed course outlines will be obtained from the teachers. The Course Outlines will include objective in terms of competencies to be developed, broad outline of topics to be covered, pedagogical and evaluation methods to be used and minimum reading stipulated. The format for the Course Outline will include session by session topics to be covered, reference of essential reading for each session, session by session assignments, components of evaluation, rationale for each component of evaluation, weights for each component of evaluation etc. Forms in Annex II and Annex III will be used for this purpose.

Final registrations will be obtained one Term before the Term in which the electives are offered.

**OB-24.5.4 (effective from 1<sup>st</sup> October, 2009)** A student shall opt for a minimum of 15 Credits and a maximum of 18 Credits of electives

**OB-24.5.5 (effective from 23<sup>rd</sup> June, 2005)** Of the total electives, the student may opt for a maximum of 6 credits worth of approved subjects from outside the discipline of Management with the consent of the Departmental Council or the Faculty Council of the affiliated institution.

**OB-24.5.6 (effective from 23<sup>rd</sup> June, 2005)** In Terms in which Electives are offered (other than in the case of Perspective Building Electives), in lieu of 3 credits worth of electives, the student may opt for either a Project Course (PC) or a Course of Independent Study (CIS) under an approved guide ( a regular faculty member of the Department or the affiliated institution, the University or a Contributory / Guest Teacher).

The student has to do a project under the Project Course and undergo mutually and custom designed course under the Course of Independent Study with the help of an approved guide. Each PC and CIS opted for should be unique.

**OB-24.5.7 (effective from 23<sup>rd</sup> June, 2005) Registration for Non Credit Subjects**

The Department or the affiliated institution, with the help of its regular contributory or guest faculty, will periodically offer non-credit subjects in various areas of management and specially in newly emerging areas. Once a student registers for such a subject, it becomes a compulsory subject for the student. In exceptional circumstances, the Department Council or the Faculty Council of the affiliated institution may allow a student to withdraw registration, if it is convinced about the genuineness of the reasons. There will be no evaluation in non-credit subjects. The Department or the affiliated institution will issue a Certificate to the student mentioning the names and the number of Credits of each such subject attended by the student.

**OB-24.6 (effective from 23<sup>rd</sup> June, 2005) Evaluation, Grading and Pass Requirements**

**OB-24.6.1 (effective from 1<sup>st</sup> October, 2009)** Each subject or component of evaluation is split into certain number of Credits as given in Annex I. The number of Credits will be approximately the number of minimum contact hours divided by 15.

**OB-24.6.2 (effective from 23<sup>rd</sup> June, 2005)** The teacher teaching the subject, with the consent of the Department Council or the Faculty Council of the affiliated institution, will decide the method as well as the content of evaluation of each Credit of each subject through submission of Form in Annex II.

**OB-24.6.3 (effective from 23<sup>rd</sup> June, 2005)** Competencies mentioned in the Form in Annex II with respective Grades will be reproduced in the detailed Grade Sheet that will be issued at the end of the Program.

**OB-24.6.4 (effective from 23<sup>rd</sup> June, 2005)** The teacher will submit at the end of every month, the details of the Grades awarded to each student as well as the percent of attendance till that point of time to enable the student to benefit from timely feedback.

**OB-24.6.5 (effective from 23<sup>rd</sup> June, 2005)** No component of evaluation shall exceed 40% weight in the total evaluation of the subject.

**OB-24.6.6 (effective from 23<sup>rd</sup> June, 2005)** The method as well as the content of evaluation of each Credit of Internships such as the Internship Report, Internship Seminar, Project Courses and Courses of Independent Study will be decided by the concerned guide with the consent of the Department Council or the Faculty Council of the affiliated institution. The respective teacher or the guide will do the assessment as well as grading.

**OB-24.6.7 (effective from 23<sup>rd</sup> June, 2005)** All Seminars will be organized as public seminars, where anybody from the audience can ask questions, unless the organizations on which the work was done require the results to be kept confidential. In the latter case, only the examiners will be present during the Seminar.

**OB-24.6.8 (effective from 23<sup>rd</sup> June, 2005)** All examinations will be open book examinations. The prescribed texts distributed to the students by the Institution as well as other hand-written notes of the student can be used by the student while answering the examinations.

**OB-24.6.9 (effective from 23<sup>rd</sup> June, 2005)** The manner in which classes are conducted and the method as well as the content of evaluation of each subject of each term will be reviewed by an Academic Audit Committee. A committee of examiners appointed by the Vice-Chancellor from a panel of approved examiners. The committee will consist of at least three examiners, of which preferably at least two will be from outside the institution. At least one of the examiners should preferably be from the corporate sector and one from a premiere institution. If the work for a Committee is on the higher side, more than one committee may be appointed. The Committee's broad objective will be to see that the training imparted is consistent with the needs of the industry.

The Committee will meet in the 2<sup>nd</sup> week of 2<sup>nd</sup> / 6<sup>th</sup> Term to audit 1<sup>st</sup>, 4<sup>th</sup> and 5<sup>th</sup> Terms. It will meet in the 2<sup>nd</sup> week of 4<sup>th</sup> Term to audit 2<sup>nd</sup>, 3<sup>rd</sup>, 6<sup>th</sup> and 7<sup>th</sup> Terms.

All course outlines, reading materials, question papers, answer sheets, assignments, project reports, grade sheets, formal student feedback etc. shall be available for the scrutiny of the Committee. The results of the term are finalized after the approval of the Committee with suitable modifications suggested by them. The Academic Audit Committee will also be the Grievance Committee for all grievances related to evaluation and grading.

The Grades approved by the Committee would be handed over to the Examinations Department in Tabulated Grade Sheet form for each student after Term 7.

**OB-24.6.10 (effective from 1<sup>st</sup> October, 2009)** After evaluation, each student shall be graded for each subject, as per the following scheme of grades and grade points.

Grade

A: Excellent 8.00 upwards

B: Good 6 to < 8

C: Satisfactory 5.5 to < 6

D: Low pass 5 to < 5.5

F: Failed 0 to < 5

Teachers shall use the following grades (and not Grade Points) with equivalent grade points for individual items of evaluation such as answers to individual questions in a question paper.

A+: 10, A: 9, A-: 8, B+: 7.5, B: 6.75, B-: 6, C+: 5.9, C: 5.7, C-: 5.5, D+: 5, D: 3.4, D-: 1.7, F: 0

The grade points awarded for a subject shall be rounded off to two decimals for determining grades for the subject.

**OB-24.6.11 (effective from 23<sup>rd</sup> June, 2005)** Students in higher Terms will have the option of registering for attending sessions for subjects of previous Terms for improving grades by paying appropriate fee provided the time table permits it.

**OB-24.6.12 (effective from 23<sup>rd</sup> June, 2005)** To obtain a pass in MBA, the student should have obtained a weighted average Grade Point (weighted by the number of Credits of each subject) of at least 5.00 for the subjects of Terms 1 to 7 taken as a whole, should not have obtained F grades in any subject and should have completed the requirements of the non-credit subjects the student has registered for.

**OB-24.6.13 (effective from 23<sup>rd</sup> June, 2005)** The Grade Sheet given to the student will give grades and grade points for each competency in each subject of each Term, his / her rank in the class for each competency, the overall grade (weighted average, weighted by the Credits of each subject) and grade points.

**OB-24.6.14 (effective from 1<sup>st</sup> October, 2009)** A student who has not met the requirements for pass in MBA may reregister for necessary subjects by paying the appropriate fee and attempt to obtain a pass within a period of not exceeding 4 years from the date of joining the MBA Program. The Institution may not be in a position to make changes in the Time Table of subjects to avoid clashes of sessions to accommodate all such students.

Students will have the choice to register for a subset of subjects offered in a Term.

**OB-24.6.15 (effective from 23<sup>rd</sup> June, 2005)** A student may cancel an elective subject and may register for another elective while reregistering

**OB-24.6.16 (effective from 23<sup>rd</sup> June, 2005)** A student who wants to improve grades in a subject or subjects may reregister for such a subject or subjects in subsequent years by paying the appropriate fee and attempt to obtain improved grades in such a subject or subjects within a period of 4 years from the date of joining the MBA Program. The Institution may not be in a position to make changes in the timetable to avoid clashes of sessions to accommodate all such students. This provision will not be available for students after their receiving the MBA degree.

**OB-24.6.17 (effective from 23<sup>rd</sup> June, 2005)** In all cases of re-registration, the grades obtained in the last registration by the student will hold good.

**OB-24.6.18 (effective from 23<sup>rd</sup> June, 2005)** In approved exchange programs with institutions within the country and outside as well as when a student opts for courses outside the institution with the consent of the Department Council or the Faculty Board (in the case of affiliated institutions), the equivalencies will be established and documented by the Department Council or the Faculty Board (in the case of affiliated institutions).

**OB-24.6.19 (effective from 23<sup>rd</sup> June, 2005)** Normally, grades or grade points will not be converted to marks, class, distinctions, etc. In exceptional cases, where an employer or an entity insists on specifying equivalent marks or such classifications, the following scheme will be used.

Equivalent Marks = Grade Point Average multiplied by 10.

A: Distinction

B: First Class

C and D: Second Class

F: Failed

**OB-24.7 (effective from 23<sup>rd</sup> June, 2005)** Ambiguities and interpretation requirements arising, if any, from this Ordinance will be resolved by the Faculty Board.

## **Annex I**

### **1.1 Term wise Program Structure.**

#### **Term 1: July to September**

| Subject Code | Credits |
|--------------|---------|
| 101          | 1.5     |
| 102          | 1       |
| 103          | 1.5     |
| 104          | 1.5     |
| 105          | 1.5     |
| 106          | 1.5     |
| 107          | 1.5     |
| 108          | 1.5     |
| 109          | 1       |
| 110          | 1       |
| 111          | 1       |
| 112          | 1       |
| 113          | 1       |

**Rationale:** Deleted



**Term 2 October to December**

| Subject Code | Credits |
|--------------|---------|
| 201          | 8       |
| 202          | 4       |
| 203          | 1       |
| 204          | 1       |

**Rationale:** Deleted

**Term 3 January to March**

| Subject Code | Credits |
|--------------|---------|
| 301          | 1.5     |
| 302          | 1.5     |
| 303          | 1.5     |
| 304          | 1.5     |
| 305          | 1.5     |
| 306          | 1.5     |
| 307          | 1.5     |
| 308          | 1 to 3  |
| 309          | 1       |
| 310          | 1       |
| 311          | 1       |
| 312          | 1       |

**Rationale:** Deleted

**Term 4 April to June**

| Subject Code | Credits |
|--------------|---------|
| 401          | 1.5     |
| 402          | 8       |
| 403          | 2       |
| 404          | 1       |
| 405          | 1       |

**Rationale:** Deleted

**Term 5 July to September**

| Subject Code | Credits |
|--------------|---------|
| 501          | 4       |
| 502          | 1.5     |
| 503          | 1.5     |
| 504          | 6 to 7  |
| 505          | 1.5     |
| 506          | 1       |
| 507          | 1       |
| 508          | 1       |

|     |   |
|-----|---|
| 509 | 1 |
|-----|---|

**Rationale:** Deleted

**Term 6 October to December**

| Subject Code | Credits |
|--------------|---------|
| 601          | 1.5     |
| 602          | 6       |
| 603          | 1.5     |
| 604          | 1       |
| 605          | 1       |

**Rationale:** Deleted

**Term 7 January to March**

| Subject | Credits |
|---------|---------|
| 701     | 1.5     |
| 702     | 7 to 11 |
| 703     | 1.5     |
| 704     | 1       |
| 705     | 1       |
| 706     | 1       |
| 707     | 1       |

**Rationale:** Deleted

**OB-25 (effective from 5<sup>th</sup> June, 2006) ORDINANCE RELATING TO DEGREE OF MASTER OF COMMERCE (DISTANCE EDUCATION) PROGRAMME**

**OB-25.1 (effective from 5<sup>th</sup> June, 2006) OBJECTIVE OF THE PROGRAMME**

- (a) To facilitate large number of Commerce graduate to register for M.Com. Course.
- (b) To provide vertical mobility to the employed commerce Graduates.

**OB-25.2 (effective from 5<sup>th</sup> June, 2006) DURATION OF THE PROGRAMME**

Master of Commerce (Distance Education) is a two year post graduation programme offered under Annual system of examination.

**OB-25.3 (effective from 5<sup>th</sup> June, 2006) ELIGIBILITY FOR ADMISSION**

Registration as a post graduate student shall be a condition precedent to the commencement of Post Graduate study.

For being eligible for admission to the programme leading to the Degree of Master of Commerce (Distance Education) a candidate must have passed Bachelor of Commerce degree

examination (three year integrated course or old course) of this university or an equivalent examination of any other recognized university.

#### **OB-25.4 COURSE STRUCTURE**

M.Com. (Distance Education) programme is offered as per the UGC Model Curriculum in Commerce (2001) under Annual scheme of examination with 8 papers in the First Year and 8 papers in second year including 3 optional papers.

For M.Com. (Distance Education) Flow chart of the courses is as follows:

|        |                                      |
|--------|--------------------------------------|
| Year 1 | 8 Courses                            |
| Year 2 | 8 Courses (5+3 from optional groups) |

The following two optional courses are offered:

1. Accounting and Finance
2. Business Management

Specialisation is to be chosen by the candidates at the time of admission for the First Year of the Course.

#### **OB-25.5 (effective from 5<sup>th</sup> June, 2006) SCHEME OF INSTRUCTION AND EVALUATION**

a) There shall be two personal contact programmes (PCPs) of one week duration each or split into four PCPs in each year of the M.Com. (Distance Education). This shall be organised by the Department of Commerce of Goa University on its campus at an appropriate time. The department shall draw a schedule of the PCPs at least one month in advance and will be communicated to the candidate by Email. Attendance to PCP programmes is optional.

b) The department shall provide suitable course and/or learning material as may be required.

c) The M.Com. (Distance Education) students shall have to make their own arrangement for computer related practical included in the curriculum.

d) The M.Com. (Distance Education) programme shall be offered under the annual scheme of examination with 100% external examination of all the course (Core and Optional). The year end examination of each course shall be of three hours duration and shall be for 100 marks. The scheme of the question paper shall be as approved by the PGBOS in Commerce from time to time.

#### **OB-25.6 (effective from 5<sup>th</sup> June, 2006) STANDARD OF PASSING AND AWARD OF DEGREE**

a) A candidate shall be eligible for admission to the M.Com. (Distance Education) Part II irrespective of the numbers of papers passed at the end of First Year.

b) Students who fail in any of the papers either in the First Year or Second Year of M.Com. (Distance Education) programme will be allowed to appear for Supplementary Examination to be held in the month of October/November every year.

The course has to be completed within four academic years from the date of initial registration failing which the candidate will have to seek admission to the programme afresh in case he desires to.

c) The degree awarded shall be Master of Commerce (Distance Education).

**OB-25.7 (effective from 5<sup>th</sup> June, 2006) GRADING**

(i) To be declared successful, a candidate has to secure at least 40 percent of marks assigned to a particular course. The grade obtained by a student at the end of the M.Com. (Distance Education) programme shall be determined on the basis of aggregate marks in all the courses. The grades to be awarded shall be as follows:

|                      |                       |
|----------------------|-----------------------|
| 70% and above        | Grade O (Outstanding) |
| 65% to Less than 70% | Grade A+              |
| 60% to Less than 65% | Grade A               |
| 55% to Less than 60% | Grade B+              |
| 50% to Less than 55% | Grade B               |
| 40% to Less than 50% | Grade C               |
| Below 40%            | Grade F (Fails)       |

(ii) The Controller of Examination in consultation with the Chairperson and two member of the Departmental Council shall finalise the results.

(iii) To get pass in M.Com. (Distance Education) programme a student should have obtained a pass in all the subjects within a span of four years from date of joining M.Com. (Distance Education) programme.

**OB-25.8 (effective from 5<sup>th</sup> June, 2006) REVALUATION/VERIFICATION**

Revaluation/Verification of answer scripts shall be as per OA-5.15.

**OB-25.9 (effective from 5<sup>th</sup> June, 2006) PREPARATION OF PANELS FOR APPOINTMENT OF EXAMINERS AND EXPERTS**

The panels of examiners and experts shall be drawn by BOS to evaluate both core and optional papers. The appointment of examiners shall be as per OB-4.

**OB-25.10 (effective from 5<sup>th</sup> June, 2006) SCRUTINY OF QUESTION PAPER**

Question papers set by the external examiner shall be scrutinize by Chairman, BOS in consultation with the concerned subject experts and submitted to the Controller of Examinations.

**OB-25.11 (effective from 5<sup>th</sup> June, 2006) ACADEMIC AUDIT**

Academic Audit shall be conducted as per the existing Ordinance OB-10.27 of the University

**OB-25.12 (effective from 5<sup>th</sup> June, 2006) GRACING**

Grace marks will be allotted as per the existing ordinance OA-5.16 of the university.

**OB-26 Amendment to Ordinance OB-26 (effective from 6<sup>th</sup> June, 2006-07 onwards) relating to Common Ordinance governing (a) the Post Graduate Diploma Courses, and b) the advanced Post Graduate Diploma Courses, certificate courses in specialized fields/areas/subjects offered at the Post-Graduate teaching Departments and at affiliated colleges/recognized institutions of Goa University.**

**OB-26.1 (effective from 6<sup>th</sup> June, 2006) Objectives**

Post Graduate Diploma (PGD) course, Advanced Post Graduate Diploma (APGC) Courses and certificate courses are intended to impart instruction and training to candidates in specialized and emerging fields/area for human resource development etc. These courses are also intended to develop capacity building for teaching and research in emerging areas.

**OB-26.2 (effective from 6<sup>th</sup> June, 2006) Eligibility for admission:**

(I) To be eligible for admission to the programme leading to the award of Post Graduate Diploma (PGD) and certificate courses in a subject/course area/ field, the candidate must have passed Bachelor's Degree examination of this University or equivalent examination of any other recognized University, securing a minimum of 45% marks on aggregate or equivalent Grade or as specified for a specific course/programme.

(II) To be eligible to admission to the programme leading to the award of Advanced Post Graduate Diploma (AGPD) in a subject/areas, the candidate must have passed Master's Degree examination in relevant subject of this University or equivalent examination of any other recognized university, securing a minimum of 45% marks or equivalent Grade, or as specified for a specific programme.

Note: List of the relevant subjects for a given programme/course/paper shall be notified by the University at the time of announcement for the admission to the course/programme.

(III) **(effective from 6<sup>th</sup> June, 2013)** If a student enrolls for a diploma programme but completes only one semester of the programme and intends to discontinue the diploma, he/she will be considered eligible for grant of a certificate in that course, provided he desires so. Such a lateral exit can be permitted ending with issuing of certificate provided the curricular structure and the instructional programme of the first semester is complete in itself entailing issuing of such a certificate. Similarly, if a student enrolls for a certificate course and successfully completes first semester, he/she may be allowed to continue for the Diploma if he/she desires so, provided in such cases no certificate shall be awarded. Such provisions of

midway lateral exit or continuation for higher level (diploma) certificate are permissible in the Institution(s)/department that run both Certificate as well as Post Graduate Diploma Programme in the relevant area.

**OB-26.3 (effective from 6<sup>th</sup> June, 2006) Admission**

The procedure conditions, rules for admission, registration and payment of fees shall be notified by the Head of the concerned Department/Institution before the beginning of the Teaching Programme.

**OB.26.4 (effective from 6<sup>th</sup> June, 2013) (I) Duration of the programme:** The duration of the programme shall be minimum of 2 semesters, preferably over one academic year. The duration of the certificate course shall be one semester for the regular course and two semesters for the courses run on weekends. However, the duration of the certificate and diploma programmes of the UGC shall be as prescribed by it from time to time.

**(II)** Duration for the PG Diploma in "Clinical Genetics and Medical Laboratory techniques" is a two semester programme followed by Compulsory hands on training in the following Clinical Laboratories namely Biochemistry, Blood Bank, Pathology, Microbiology from Central /State Government recognized Medical College / Hospital / Institute for a period of month each.

**OB.26.5 (effective from 4<sup>th</sup> July, 2011) Courses /Papers:**

Ordinarily a Diploma Programme/Course shall consist of eight courses/papers with four courses/papers per semester. Where the programme is a four-semester duration, it shall consist of sixteen courses/papers with four courses/papers per semester. Each course/ paper shall have a minimum of 50 hours of instruction/ teaching hereafter called Contact Hours (CH). For certificate courses there shall be four theory papers. And in lieu of one of the theory papers, a dissertation/ project could be offered.

The instructional scheme for the programmes shall be based on a system of integrated units called courses/papers, which may be divided as follows:

Normally there shall be three types of courses/papers for the programme unless otherwise specified.

(a) Compulsory Courses/Papers: Total four in number or as specified for a programme and shall be compulsory for all the students in the given programme

(b) Optional Courses/Papers: Total four in number or as specified in a programme and shall be opted for by the students in the given programme. A student may be permitted to opt for not more than one Optional Course/paper from other programmes of the Departments/Institutions other than the one in which he/she is enrolled, provided such a course/paper is relevant to the programme for which the candidate is registered and is approved by the Board of Studies in the subject to the concerned programme. One optional paper/course may be offered in the form of Project Work, if provided for in the specific diploma programme.

(c) For certificate courses three theory papers shall be compulsory and the student shall have option for another optional theory paper or a dissertation/project in lieu of it or as specified for the specific programme from time to time.

(d) Dissertation: This shall be compulsory for all the students of APGD Programme but may, be optional for other programmes. The modalities governing the preparation and submission of the dissertation shall be announced separately.

**OB.26.6 (effective from 6<sup>th</sup> June, 2006) Instructional Programme**

The instructional programme shall be decided by the Departmental Council (where the course is offered by the University Teaching Department) or by the coordination Committee (three members) chaired by the programme coordinator (when the Programme is offered by an affiliated College or a Recognized Institution). The teaching of both compulsory and Optional courses/Papers shall be started and completed ordinarily within a given semester as per the teaching schedule (time table) drawn up by the each semester. Ordinarily, one teacher shall teach an entire course/paper. However, to meet the requirements of intra and/or inter-disciplinary subjects requirements, the course/paper may be taught by two or more teachers.

There shall be a minimum of four Contact Hours per course/paper per week. Wherever required three hours of practical work in laboratory/field work for Compulsory and or Optional Course/paper shall be treated as equivalent to one contact Hour in Classroom

### **OB.26.7 (effective from 6<sup>th</sup> June, 2006) Evaluation**

**OB.26.7.1 (effective from 6<sup>th</sup> June, 2013)** Assessment of the performance of the students in Optional and Compulsory course/paper and certificate courses shall be as follows or as specified for the specific programmes:

#### **(A) Optional Courses/ Papers:**

- (i) Ordinarily a teacher who teaches a particular Optional course/paper or part thereof shall assess the performance of the students in that course/paper. Guest Faculty, when teaching a course /paper or part thereof, shall assess the performance of the student in that course/paper in consultation with the teacher appointed for that purpose by the Departmental council or in consultation with the coordinator, if the programme is offered by an Affiliated College/ Recognized Institution.
- (ii) The assessment of the course shall be based on the examination at the end of each semester. The examination shall consist of either a comprehensive written test, of 2 or 3 hours duration, a comprehensive Laboratory examination, depending on whether it is a theory course/paper or Laboratory/practical course or as specified for the certificate course in the concerned subject.
- (iii) The duration of the written examination carrying a maximum of upto 50 marks shall be two hours and that carrying upto 100 marks shall be three hours or as specified for a specific certificate course. The duration of comprehensive Laboratory examination carrying a maximum upto 50 marks shall be minimum three hours and that carrying 100 marks shall be minimum of six hours duration.

#### **(B) Compulsory Courses/Papers:**

- (i) The examination of all the Compulsory courses/ Papers for PGD, AGPD and Certificate courses/ programme shall normally carry a maximum of 100 marks or as specified for a specific programme.

- (ii) The examination of each course/paper shall be conducted by the External and/or Internal Examiner.
- (iii) Paper setting of the compulsory course(s)/paper(s) shall be done by the External and/ or Internal Examiners. The question paper(s) set by the External Examiner shall be scrutinized by the Internal Examiner who shall ensure that proper weightage is accorded in terms of marks vis-à-vis the topics in the prescribed syllabus and the same is taken into consideration while setting/framing the questions and that no part thereof is outside the prescribed syllabus.
- (iv) In case the questions/question paper(s) are not received from the External Examiner in time, the Internal Examiner shall set the question paper(s). The final sets of question paper(s) shall be submitted by the Internal Examiner to the Examination Section.
- (v) The assessment of answer scripts of the Compulsory course(s)/paper(s) shall be carried out by the External/Internal Examiners, such that all the answer scripts of a given course are assessed by a single examiner i.e. the Internal or the External Examiner.

However, in respect of the PGD programme on "Clinical Genetics and Medical Laboratory techniques," all the Compulsory and Optional courses (Theory as well as Practical) are to be evaluated by two examiners separately i.e. a faculty member from the respective institutes who taught the course as internal examiner and another from the other institute within Goa State as external examiner. The average marks of two evaluations will be taken for preparing the result. The examiner(s) will be appointed from the master panel as per the existing Ordinance OB-4. In cases where the difference of marks exceeds 15% or higher such cases shall be evaluated by the third examiner. In such cases the mean of all three evaluations will be treated as the final evaluation and there shall not be any provisions for reevaluation.

- (vi) In case of the four-semester PGD, evaluation will have 2 components – Intra- Semester Assessment (ISA) and Semester End Assessment (SEA) each with a weightage of 50% marks.
- (vii) Duration of the examination of all the compulsory courses is same as specified for optional courses.

**(C)** Students who fail in the course may be permitted to reappear for the same at the end of next semester. Supplementary examinations in the course/paper for shall be charged separate fees. However, failing in the supplementary examination the candidate can either repeat that course/paper or opt for different course/paper during the subsequent year or semester. The candidate registered for a Semester during the subsequent academic year for repeating a course/paper shall be required to pay fees for the Semester, which shall be half the annual Tuition/Laboratory fees. If the candidate passes a course/paper in the second appearance, the same shall be indicated on his/her marks sheet.

**OB-26.7.2 (effective from 6<sup>th</sup> June, 2006)** Allotment of grace marks as and when necessary as well as reevaluation shall be as per the general ordinance.

"Improvement in class" facility shall not be available for candidates registered for these Programmes.



Candidate can avail not more than four consecutive attempts to pass a course/paper, whether compulsory or Optional. Candidate shall be required to register afresh for the programme if he or she fails to pass after four consecutive attempts.

### **OB-26.7.3 (effective from 4<sup>th</sup> July, 2011) Dissertation/Project**

The Dissertation to be submitted by the candidate at the end of second semester in partial fulfilment of AGPD/PGD programmes or certificate courses as specified, shall be evaluated for 100 marks independently by the internal and external examiners and the average of the marks awarded by the two examiners shall be considered for passing. However, a candidate shall score at least 40% marks in case of PGD and at least 50% marks in the case of APGD individually and on aggregate marks of the two examiners. In case of projects, the marks shall be assigned as specified for that course/programme. In case of the four-semester PGD, the dissertation shall be replaced by a project to be carried out during Semester IV and submitted at the end of the semester. Evaluation pattern shall be as prescribed for the dissertation.

### **OB-26.8 (effective from 6<sup>th</sup> June, 2013) Results:**

To be declared successful, a candidate has to pass specified number of courses / papers and or dissertation / projects components separately.

Candidate shall be required to score a minimum of 40% marks in each of the course / paper/dissertation to pass PGD and certificate courses.

To pass PGD programme in Clinical Genetics and Medical Laboratory Techniques, candidate shall secure a minimum of 40% marks in theory as well as practical component of each course / paper separately, and followed by Hands on Training.

Candidates shall be required to score a minimum of 40% marks in each course /papers and obtain at least 50% marks in the dissertation to pass APGD.

The class to be awarded as follows:

|                      |                  |
|----------------------|------------------|
| 70% and above        | --- Distinction  |
| 60% to less than 70% | --- First class  |
| 50% to less than 60% | --- Second class |
| 40% to less than 50% | --- Pass class   |
| Below 40%            | --- Fails.       |

### **OB-26.9 (effective from 6<sup>th</sup> June, 2006) Academic Audit**

(i) There shall be an audit of every PGD, APGD and certificate course/ programme of the University, conducted by an Academic Audit Committee (AAC). Meeting schedule of which shall be decided by the University.

(ii) The AAC consisting of three members, shall be constituted by the Vice Chancellor from the panel of experts prepared by the Board of Studies. One of the members shall be appointed as Chairman. No teacher from the Department/College offering the relevant programme shall be appointed as member of the AAC for that programme.

(iii) The AAC shall meet normally not later than two months after the declaration of results of the IInd Semester examinations and complete the audit ordinarily in two days time.

(iv) Conduct of Academic Audit by the ACC shall consist of the following

- (a) Review of question papers set for the assessments of candidates during the preceding academic year
- (b) Determination of the adequacy of coverage of the syllabus in the question paper.
- (c) Determination of the standard of questions in relation to the syllabus.
- (d) Review of sample answer scripts to check for the objectivity and uniformity of assessment.
- (e) Scrutiny of the record maintained by the Department to determine the suitability and adequacy of the methods of assessment as well as quality and standard teaching and evaluation.
- (f) Evaluation and suggestion remedial measures on the basis of feedback, if any, received from the teachers and students from time to time.

(v) On conclusion of the audit, the AAC shall prepare a report and submit it to the Vice Chancellor. The Vice Chancellor, with necessary observation, shall forward this report for placement before the Board of Studies in the subject. The Board of Studies shall make suitable recommendations to the Departmental Council/College. The report and the observations along with the recommendation shall be sent to Academic Council.

(vi) The Academic Section of the University shall coordinate the meeting and conduct of the AAC.

**(Effective from 17<sup>th</sup> August, 2010) Ordinance OB-27 Common Ordinance governing Management Programmes.**

**OB-27.1**            Objective of the Program

To build competence in students to effectively undertake managerial jobs in organizations

**OB-27.2**            Duration of the Program

**OB-27. 2.1**        The institution shall offer sufficient number of credits in a year so that the student shall be able to complete full time BBA in three years, part time BBA in four years, full time MBA in two years, part time MBA in three years and full time or part time DBA, or PGDBA in one year.

No student shall be permitted to continue in any program beyond three times the duration specified above for the respective programs.

**OB-27. 2.2**        A student shall be able to complete a program at his/her own pace provided the schedules permit and subject to the upper limit of number of years mentioned above in clause 2.1. Scheduling of sessions and internships shall be made by the institution conducting the program depending on resources. A student shall not normally have more than 30 contact hours of sessions in a week.

**OB-27.3** Admission and Eligibility for Admission

**OB-27. 3.1** **(effective from 2<sup>nd</sup> March, 2015)** The procedure for admission to various programmes and courses shall be decided by the Admissions Committee appointed by the Vice- Chancellor for a particular programme in each academic year. Admissions Committee shall consist of selected Principals / Course Directors of affiliated institutions, Dean of the Faculty and one member of the Faculty under which the programme is offered. Students shall be admitted at the beginning of the academic year. Class size shall not normally exceed sixty students.

**OB-27 3.2** Eligibility for admission to various programs is given in Schedule 1. Boards of Studies under which a program is offered can recommend higher eligibility requirements.

**OB-27.4** Structure of the Programs

**OB-27. 4.1** The programs are divided into terms and each term shall comprise a minimum of 11 weeks of contact hours under the Trimester system and a minimum of 15 weeks of contact hours under the semester system. Courses shall be allocated to terms by the Departmental Council of the Department offering the program/s or equivalent body of faculty members of the affiliated institution every year.

**OB-27. 4.2** The University Department offering the program/s or affiliated institutions shall offer courses from a list of core (approved by the respective Boards of Studies) and optional courses. Based on the registration and availability of faculty resources, the Departmental Council of the Department offering the program/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. Classification of core and optional courses to particular specializations shall be done by the respective Faculty Boards from time to time. For each optional, prerequisite courses, if any, shall be specified. All courses offered as part of any approved program may be offered as certificate programs.

The Department offering the program/s and the affiliated Institutions shall obtain the course syllabi for the optionals giving objectives and broad outlines from regular and visiting teachers such as teachers from other Departments / Institutions and institutions outside Goa University as well as professionals and managers from industry on a yearly basis and shall intimate the respective Faculty Boards the titles and objectives of new optionals to be offered every year.

**OB-27. 4.3** 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. Courses can be of Level 0 or Level 1 with Level 1 courses requiring greater inputs on the part of the students. When a Level 1 course is offered also as a Level 0 course, it shall have twice the duration of the Level 1 course.

**OB-27. 4.4** Minimum Credit Requirements for Programs are in Schedules 2 and 3.

**OB-27. 4.4.1** For BBA and IMBA, the Credits are expressed in terms of Level 0 courses and they

are expressed in terms of Level 1 courses in the case of all other programs.

- OB-27. 4.4.2** Candidates who hold BBA degree of Goa University need to acquire only additional credits required for the Integrated MBA for completing the requirements of the MBA program.
- OB-27. 4.4.3** When programs are offered with approval in specific areas of specialization such as BBA (Travel and Tourism), MBA (Tourism Management), PGDBA (Event Management), the credit requirements in the areas of specialization shall be as per Schedule 3.  
Two thirds of the credits required to be acquired from the Department/Institution have to be in the area of specialization for programs other than BBA. In the case of BBA two thirds of credits of all the business courses together have to be in the area of specialization. Internship in Organizations, Internship Report as well as Internship Seminars are considered to be in the area of specialization
- OB-27. 4.5** Pedagogical Requirements
- OB-27. 4.5.1** For all courses, Evaluation Schemes and detailed Course Outlines (Schedule 4 and Schedule 5) shall be obtained from the teachers before the commencement of the course. Exceptions to this with reasons shall be made only by the Departmental Council or equivalent body of faculty members of the affiliated institutions.
- OB-27. 4.5.2** All sessions shall be reading material based and/or shall have either an exercise or case study as a background for class discussion or class work by the students. Straight lecture as a method of training shall not be used in any session unless permission of the respective Faculty Board is obtained with valid reasons.
- OB-27. 4.5.3** A maximum of 25% of the credits of any program may be offered in distance education mode with the consent of the respective Faculty Board.
- OB-27. 4.5.4** Five percent of the sessions for core and optional business courses shall be handled by executives from industry.
- OB-27.5** Registration for Core and Optional Courses
- OB-27. 5.1** Optionals decided by the Departmental Council of the Department offering the program/s or equivalent body of faculty members of the affiliated institution shall be announced to the students every year and registrations shall be obtained. Based on the registrations and availability of faculty resources, the Departmental Council of the Department offering the program/s or equivalent body of faculty members of the affiliated institution shall decide the final list of optionals to be offered.
- OB-27. 5.2** A student may register for Project Courses and/or Courses of Independent Study subject to a maximum of 30% of the total credits for optional courses of a program. No single Project or Course of Independent Study shall exceed 3 credits. Project courses and courses of Independent Study are to be carried out under the supervision of approved guides. Approved guides shall be from among regular or visiting teachers of the Department offering the program/s or affiliated institution.

- OB-27. 5.3** Internships shall be undertaken by students in established organizations.
- OB-27. 5.4** When a student acquires more than required credits for a given program, the student shall intimate the institution about the courses that shall be considered for the calculation of cumulative grade point average for the award of the Degree or Diploma.
- OB-27.6** Evaluation, Grading and Pass Requirements
- OB-27. 6.1** The teacher teaching the course, with the consent of the Departmental Council of the Department offering the program/s or equivalent body of faculty members of the affiliated institution shall decide the method as well as the content of evaluation of each course using the Form in Schedule 4.
- OB-27. 6.2** No component of evaluation shall exceed 40% weight in the case of 2 and 3 credit courses and 30% in the case of 4, 5 and 6 credit courses in the total evaluation.
- OB-27. 6.3** 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 program/s or equivalent body of faculty members of the affiliated institution using the Form in Schedule 4. The respective teacher or the guide shall do the assessment as well as grading.
- OB-27. 6.4** All Seminars shall be organized as public seminars, where any member of the audience can ask questions, 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. For Internship Seminars, one of the Judges shall be from the Industry.
- OB-27. 6.5** All examinations shall be open book examinations except short quizzes 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. Only ordinary calculators (in contrast to scientific calculators) could be used for the examinations.
- OB-27. 6.6** After evaluation, each student shall be graded for each course, as per the following scheme of grades and grade points.

Grade

A: Excellent 8.00 upwards

B: Good 6 to < 8

C: Satisfactory 5.5 to < 6

D: Low Pass 5 to < 5.5

F: Failed 0 to < 5

Teachers shall use the following grades (and not Grade Points) with equivalent grade points for individual components of evaluation.

A+: 10, A: 9, A-: 8, B+: 7.5, B: 6.75, B-: 6, C+: 5.9, C: 5.7, C-: 5.5, D+: 5, D: 3.4, D-: 1.7, F: 0

The grade points awarded for a course shall be rounded off to two decimals for determining grades for the course.

**OB-27. 6.7** Students shall have the option of registering for attending courses for improving grades by paying appropriate fee provided the time table permits it. In all cases of re-registration, the grades obtained in the last registration by the student shall hold good.

**OB-27. 6.8** To obtain a pass in any program such as the DBA, PGDBA, MBA and IMBA, the student should have obtained a weighted average Grade Point (weighted by the number of Credits of each course) of at least 5.00 for the courses as a whole and should not have obtained F grades in any course.

To obtain a pass in BBA, the student should have obtained a weighted average Grade Point (weighted by the number of Credits of each course) of at least 5.00 for the courses as a whole and should not have obtained F grades in more than three courses.

To obtain a Certificate for any individual course, the student should not have obtained F in that course.

**OB-27. 6.9** **(effective from 2<sup>nd</sup> December, 2011)** The manner in which classes are conducted and the method as well as the content of evaluation of each course of each term shall be reviewed by an Academic Audit Committee, for which the Chairperson shall be appointed by the Vice-Chancellor for a period not exceeding three years. 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 preferably at least two will be from outside the institution. At least one of the members should preferably be from the corporate sector and one from a premiere institution. If the work for a committee is on the higher side, more than one committee may be appointed. The Committee's broad objective shall be to see that the training imparted is consistent with the needs of the industry. The format in Schedule 6 shall be used for the Academic Audit.

The Committee shall meet at least twice in a year.

All course outlines, reading materials, question papers, answer sheets, assignments, project reports, grade sheets, formal student feedback, etc. shall be available for the scrutiny of the committee. The results of the term are finalized after the approval of the committee with suitable modifications suggested by them. The Academic Audit Committee shall also be the Grievance Committee for all grievances related to evaluation and grading.

The Grades approved by the Committee shall be handed over to the Office of the

Controller of Examinations in Tabulated Grade Sheet form for each student completing any program such as the BBA, DBA, PGDBA, MBA or IMBA at the end of the academic year.

- OB-27. 6.10** The Grade Sheet given to the student shall give credits, grades and grade points for each course, his/her rank in the class (exceptions to depiction of ranks in any program shall be decided by the respective Faculty Board with valid reasons) in the respective institution for each course, the overall grade and cumulative grade point average (weighted average, weighted by the Credits of each course).

There shall not be any University wide ranking of the students.

- OB-27. 6.11** The completion of a program by any student shall occur when the student fulfills the credit requirements for that program for which he or she has enrolled and requests the institution for certification. The certification for a program shall be awarded only if the student accumulates all the credits during the period the institute/s had affiliation for the particular program.

The student may opt for certification for a program for which the requirement is only a subset of the requirement for the program for which the student initially enrolled. The student may at a later point of time, register for courses for fulfilling the credit requirements for the program for which he or she initially enrolled. Certification in such cases shall be on surrender of previous certification.

- OB-27. 6.12** Credit transfers for students registered with Goa University shall be done from other Faculties of Goa University by the consent of the Departmental Council of the Department offering the program/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 program/s or the equivalent body of the faculty members of the concerned institution. Credit transfers from institutions other than Goa University Institutions shall be done with the consent of the concerned Faculty Board. The equivalence of grades and grade points shall also be determined by the Faculty Board.

There shall be a maximum limit of 25 per cent of the in-class credits of any program for inward transfer of credit except in the case of approved exchange programs.

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 respective Faculty Board.

The Faculty Board under which the program is offered shall decide the equivalence of courses and credits for those students of BBA, PGDM and MBA who have undergone the programs under the previous Ordinances but have backlogs to obtain a pass.

- OB-27. 6.12.1** Credits and grades obtained by a student shall be transferred to another institution on request from the institution as well as from the student.

- OB-27. 6.13** Normally, grades or grade points shall not be converted to marks, class, distinctions, etc. In exceptional cases, where an employer or an entity insists on specifying equivalent marks or such classifications, the following scheme shall be used.  
 Equivalent Marks = Grade Point Average multiplied by 10.  
 Grade A: Distinction  
 Grade B: First Class  
 Grade C and Grade D: Second Class  
 Grade F: Failed
- OB-27. 6.14** Ambiguities and interpretation requirements arising, if any, from this Ordinance shall be resolved by the Board of Studies.

**Schedule 1(effective from 2<sup>nd</sup> December, 2011)**

**Eligibility for Admission**

| Sr. No | Name of the Program                              | Eligibility  |
|--------|--|--|
| 1      | Certificate in specific courses                  | XIIth Standard or 3 years Government approved diploma after 10 <sup>th</sup> Standard. |
| 2      | Undergraduate Diploma in Business Administration | XIIth Standard or 3 years Government approved diploma after 10 <sup>th</sup> Standard. |
| 3      | Bachelor of Business Administration              | XIIth Standard or 3 years Government approved diploma after 10 <sup>th</sup> Standard. |
| 4      | Post Graduate Diploma in Business Administration | Bachelor's Degree of a recognized University (10+2+3 or more than 3 years scheme)      |
| 5      | Master of Business Administration                | Bachelor's Degree of a recognized University (10+2+3 or more than 3 years scheme)      |
| 6      | Integrated Master of Business Administration     | XIIth Standard or 3 years Government approved diploma after 10 <sup>th</sup> Standard. |



## Schedule 2 Minimum Credit Requirements for Programs

| Category   | Courses                                  | Certificate | BBA | PGDBA / DBA | MBA  | Incremental credits for IMBA                              | IMBA   | MBA (with 2 to less than 5 yrs experience)                | MBA (With Experience of 5 years and above)                |
|--|--|-------------|-----|-------------|--|---|--|---|---|
| Core Courses   | Core Business Courses                    |             | 47  | 14          | 38   | 36  | 119  | 28  | 24  |
|  | Core Soft Skill Courses                  |             | 9   | 2           | 6  | 6   | 21   | 4   | 3   |
| Optional Courses   | Business Courses (BC)                    |             | 13  | 7           | 30<br>(Minimum of 10 credits of BCs and 6 credits of NBCs) | 26<br>(Minimum of 9 credits of BCs and 5 credits of NBCs) | 110<br>(Minimum of 31 credits of BCs and 55 credits of NBCs) | 24<br>(Minimum of 8 credits of BCs and 5 credits of NBCs) | 18<br>(Minimum of 6 credits of BCs and 4 credits of NBCs) |
|  | Non Business Courses (NBC)               |             | 45  | 2           |  |   |  |   |   |
| Internships  | Internships in Organizations and Reports | NA          | 16  | 8           | 20   | 8   | 24   | 12  | 12  |
|  | Internship Seminars                      | NA          | 6   | 2           | 6  | 2   | 8  | 4   | 3   |
| Total Minimum Credits for the Program excluding Internships in Organizations and reports |  | 1           | 120 | 27          | 80   | 70  | 258  | 60  | 48  |
| Total Minimum Credits for the Program  |  | 1           | 136 | 35          | 100  | 158   | 282  | 72  | 60  |

## Schedule 3

### Minimum Number of Credits for Specializations

(Two thirds of the credits required to be acquired from the Department/Institution have to be in the area of specialization for programs other than BBA. In the case of BBA two thirds of credits of all the business courses together have to be in the area of specialization. Internship in organizations and report as well as internship seminars are considered to be in the area of specialization)

| Sr. No. | Program   | Core Courses other than from the Area of Specialization and common core courses | Core Courses from the Area of Specialization | Optional Courses from the Area of Specialization |
|---------|---|---|--|--|
| 1       | MBA   | 20  | 20   | 10   |
| 2       | IMBA  | 60  | 60   | 31   |
| 3       | Incremental Credits for IMBA (Also applicable for BBAs from Goa University to complete MBA program) | 18  | 18   | 9  |
| 3       | DBA/PGDBA   | 6   | 6  | 3  |
| 4       | BBA   | 25  | 25   | 13   |
| 5       | MBA (with 2-5 years of experience)  | 14  | 14   | 7  |
| 6       | MBA (with experience of 5 years and above)  | 12  | 12   | 6  |

## Schedule 4

## Scheme of Evaluation

Objectives

At the end of the course, the students shall have competence in:

| Planned             |                           |                               |                   | Implemented         |                           |                               |                   |                        |
|---------------------|---------------------------|-------------------------------|-------------------|---------------------|---------------------------|-------------------------------|-------------------|------------------------|
| Competence Assessed | Evaluation Method Planned | Group / Individual Evaluation | Weight: Total 100 | Competence Assessed | Evaluation Method Planned | Group / Individual Evaluation | Weight: Total 100 | Reasons for Deviations |
|                     |                           |                               |                   |                     |                           |                               |                   |                        |
|                     |                           |                               |                   |                     |                           |                               |                   |                        |
|                     |                           |                               |                   |                     |                           |                               |                   |                        |
|                     |                           |                               |                   |                     |                           |                               |                   |                        |
|                     |                           |                               |                   |                     |                           |                               |                   |                        |
|                     |                           |                               |                   |                     |                           |                               |                   |                        |

Schedule 5

Course Outline Form

*Term:*

*Subject:*

*Instructor:*

| Item                                    | Planned | Implemented |
|---|---------|-------------|
| Session No                              | Date:   | Date:       |
| Objective in Behavioural Terms          |         |             |
| Reading Material                        |         |             |
| Prior Preparation by Students           |         |             |
| Learning Method and In Class Activities |         |             |

Schedule 6

Form for AAC (Academic Audit Committee) Report on Conduct of Sessions and Evaluation<sup>2</sup>

|              |  |             |  |
|--------------|--|-------------|--|
| Batch        |  | Program     |  |
| Term         |  | Institution |  |
| Subject Code |  | Subject     |  |
| Credits      |  | Instructor  |  |

Documents required are in the footnote.<sup>3</sup> The Process to be adopted is outlined in the footnote.<sup>4</sup>

The comments and action plans, against each item below, are to be filled up based on these inputs.

<sup>2</sup> Original to be filed in the AAC File of the Batch, one Copy for the Subject File, one Copy for the Instructor.

<sup>3</sup> Documents Required (These are to be submitted through a File or Files numbered Volume I, II, III, etc.)

- a. Syllabus
- b. Course Outline with implemented Column filled up
- c. Evaluation Scheme with implemented Column filled up
- d. Hard/Soft copies of Materials discussed other than Text Books prescribed
- e. Attendance Sheet with Number of Hours Engaged with % Attendance for each Student
- f. Grade Sheet with Item wise and Overall Grades
- g. Question Papers for Assignments and Tests
- h. Answer Sheets of Assignments (Soft/Hard)/ Tests
- i. Feedback Rating by Students and Qualitative Comments

<sup>4</sup> Process to be Adopted:

- a. Perusal of above Documents
- b. Discussions with the Batch Coordinator, Instructor and Students
- c. Random Check of Sample Answer Sheets
- d. Random Check of Grade Sheets, etc.

| No | Item   | Comments / Suggestions / Decisions by AAC | Status of Implementation for the Subsequent Batch |
|----|--|---|---|
| 1  | Whether the Evaluation Scheme clearly articulates the Competencies to be developed in Behavioural Terms.   |   |   |
| 2  | Whether the Competencies to be developed are consistent with the Objectives of the Syllabus.   |   |   |
| 3  | Whether the topics dealt with were adequate to develop the required competencies.  |   |   |
| 4  | Whether the Course Outline clearly articulates the Competencies to be developed in Behavioral Terms for each Session.  |   |   |
| 5  | Whether each session had experiential (active rather than passive learning) exercises such as cases, problems, exercises etc. rather than pure theoretical / conceptual discussions. |   |   |
| 6  | Whether the exercises were spelt out in specific terms (such as Problem Numbers, Case Title, etc.) in the Course Outline   |   |   |
| 7  | Whether these exercises were reality or practice oriented rather than purely conceptual or theoretical.  |   |   |
| 8  | Whether these exercises were adequate to develop the envisaged competencies.   |   |   |
| 9  | Whether reading materials for each session for prior reading were given with page numbers specified in the Course Outline.   |   |   |

|    |   |  |  |
|----|---|--|--|
|    |   |  |  |
| 10 | Whether executives were invited for some of the Sessions as per the Ordinance, wherever applicable.   |  |  |
| 11 | Was the workload for the student realistic?   |  |  |
| 12 | If a textbook other than the one recommended is followed, whether it is appropriate for the subject.  |  |  |
| 13 | Whether the measures of evaluation chosen to assess the competencies were appropriate.  |  |  |
| 14 | Whether the assessment was evenly spread during the Term.   |  |  |
| 15 | Whether weight for any Item of Evaluation exceeds limits (except for 1 Credit Subjects with prior permission) given by the Ordinance                      |  |  |
| 16 | Whether the questions were appropriate for open book examinations.  |  |  |
| 17 | Whether the Assignments were appropriate for developing the required competencies (In contrast to those where cut and paste and copying could be adopted) |  |  |
| 18 | Whether qualitative comments were given in Answer Sheets / assignments.   |  |  |
| 19 | Whether grades rather than marks were adopted for individual items of evaluation.   |  |  |
| 20 | Whether Grades are available against each Competency.   |  |  |
| 21 | Whether the full spectrum of grades was used. (Was grading too liberal or too conservative?)  |  |  |

|    |  |  |  |
|----|--|--|--|
| 22 | Whether grading was fair (based on sample check of answer sheets and grievances expressed, if any, by the students). |  |  |
| 23 | Whether AAC recommends any change in the grades awarded. (Give reasons)  |  |  |
| 24 | Overall comments and instructions to Instructor for further action.  |  |  |
| 25 | Action required at the level of the Institution  |  |  |
| 26 | Action required at the level of the University   |  |  |

Names and Signatures of AAC Members with Date

**OB-28 Ordinance relating to the Degree of Bachelor of Library and Information Science (B.L.I.Sc.) Programme.** (Applicable from the academic year 2013-14).

**OB-28.1 GENERAL**

Ordinance relating to Degree of B.L.I.Sc. (Bachelor of Library and Information Science) Programme

**OB-28.1.1 Objectives of the Programme:** To raise human resource with professional skills in the field of Library and Information Science.

**OB-28.1.2 Duration of the Programme:** One year full-time credit based programme consisting of two semesters.

**OB-28.1.3 Degree to be awarded:** Bachelor of Library and Information Science (B.L.I.Sc.)

**OB-28.1.4 Eligibility for admission:** Graduates in any discipline with minimum 40% of aggregate marks from any recognized university in India or abroad. For students of other universities in India and abroad, the relevant rules of this University pertaining to eligibility will apply.

**OB-28.1.5 Number of seats and reservation:** The intake capacity for the Programme shall be as notified by the University from time to time. Reservation of seats for various categories will be as per the norms of Goa University.

**OB-28.1.6** There shall be an entrance examination for all eligible candidates if the number of applicants exceeds the intake capacity. The aggregate performance of both, entrance examination and qualifying degree examination, shall be considered for admission.

## **OB-28.2 PROGRAMME STRUCTURE**

**OB-28.2.1** There shall be two semesters in the programme of one year.

**OB-28.2.2** The number of theory courses and practicals and contact hours for each course shall be as given at **Annexure 'A'**.

**OB-28.2.3** **Attendance requirements:** The students shall maintain attendance as per norms of this University.

### **OB-28.2.4 Field work**

Every student shall work at least for 30 hours in each semester in all the sections of Goa University Library.

## **OB-28.3 SCHEME OF EXAMINATION**

**OB-28.3.1** **Scheme of examination and standard of passing:** The students shall be examined through Intra Semester Assessment (ISA) and Semester End Assessment (SEA). The ISA shall carry 50% of the marks allotted to the course. The details of ISA shall be decided and announced by the Departmental Council in the beginning of each Semester. The SEA shall carry 50% marks of each course.

**OB-28.3.2** To pass an examination in any semester, a candidate must obtain at least 40% of the maximum marks in each course by taking ISA and SEA components together.

**OB-28.3.3** A student who has not passed any semester may appear for the SEA for the course(s) in which he/she failed, in the subsequent semester by paying the required examination fee.

**OB-28.3.4** To obtain a B.L.I.Sc. degree, a student shall need to pass in all the courses within a period of 2 years from the date of joining this programme.

**OB-28.3.5** The question papers of SEA may consist of objective, multiple choice, essay type and case analysis questions. A model question paper in each subject shall be prepared by the Department.

**OB-28.3.6** The SEA shall be conducted internally by the Departmental Council. The papers shall be set and evaluated by the concerned faculty members teaching the subjects.

**OB-28.3.7** Class / Divisions shall be assigned as follows:



| <b>Range of Marks</b>           | <b>Class / Division</b> |
|---------------------------------|-------------------------|
| 70% & above                     | Distinction             |
| 60% and above but less than 70% | First Class             |
| 50% and above but less than 60% | Second Class            |
| 40% and above but less than 50% | Pass Class              |
| Below 40%                       | Fail                    |

**(Effective from 6<sup>th</sup> June, 2016)**

**OB-28.3.8** Grace marks will be allowed as per the existing Ordinance OA-5.16.

**OB-28.3.9** Every teacher shall submit to the Head of the Department (HoD), 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.

## Annexure A

**Number of theory courses, practicals, weightage and contact hours for B.L.I.Sc. programme.**

| <b>Semester I</b>  |                    |  |   |                |              |              |
|--------------------|--------------------|--|---|----------------|--------------|--------------|
| <b>Sl No</b>       | <b>Course code</b> | <b>Course Title</b>  |   | <b>Credits</b> | <b>Hours</b> | <b>Marks</b> |
| 1                  | BLC 101            | Library Information and Society  | T | 3              | 45           | 75           |
| 2                  | BLC 102            | Reference and Information Sources                                      | T | 3              | 45           | 75           |
| 3                  | BLC 103            | Information Processing and Retrieval I-<br>Classification              | T | 3              | 45           | 75           |
| 4                  | BLC 104            | Information Processing and Retrieval II-<br>Classification (Practical) | P | 2              | 90           | 50           |
| 5                  | BLC 105            | Management of Library and Information Centres                          | T | 5              | 75           | 125          |
| 6                  | BLC 106            | Information Services and Systems                                       | T | 4              | 60           | 100          |
|                    |                    |  |   | <b>20</b>      | <b>360</b>   | <b>500</b>   |
| <b>Semester II</b> |                    |  |   |                |              |              |
| 7                  | BLC 201            | Fundamentals of Information Technology (Theory)                        | T | 5              | 75           | 125          |
| 8                  | BLC 202            | Information Processing and Retrieval III-<br>Cataloguing               | T | 4              | 60           | 100          |
| 9                  | BLC 203            | Information Processing and Retrieval IV-<br>Cataloguing (Practical)    | P | 1              | 45           | 25           |
| 10                 | BLC 204            | Information Technology (Practical)                                     | P | 2              | 90           | 50           |
| 11                 | BLC 205            | Digital Content Development and e-publishing                           | T | 4              | 60           | 100          |
| 12                 | BLC 206            | Digital Information Management   | T | 4              | 60           | 100          |
|                    |                    |  |   | <b>20</b>      | <b>390</b>   | <b>500</b>   |

.....

**OB-29 Ordinance relating to the Degree of Master of Technology (M.Tech.)  
(Applicable from the academic year 2013-14).**

**OB-29.1 General  
(effective from 24<sup>th</sup> September, 2014)**

1. Objectives:

The program will prepare candidates with Bachelors Degree in Engineering and Master Degree in Science / Computer Application for a research career either in industry or in academia.

2. Programme duration:

The programme shall be of four semesters spread over two academic years full-time.

3. Degree awarded:

The degree to be awarded shall be Master of Technology (M.Tech.)

4. Candidates shall work full time for their Master of Technology (M.Tech.) degree and may receive fellowship / assistantship from any funding agencies such as MHRD/UGC/CSIR.

5. Eligibility and Admission:

Eligibility for Master of Technology (M.Tech.) in Computer Science shall be B. E./ B.Tech. in Computer Science / Information Technology / Electronics / Electronics and Telecommunication / or equivalent, with 55% aggregate marks or equivalent CGPA, OR 50% or equivalent CGPA for reserved category, from recognized University.

OR

MCA/MSc (IT) or equivalent with 55% marks or equivalent CGPA OR 50% or equivalent CGPA for reserved category, from the faculty of Technology/ Engineering/ Science of the recognized University.

All candidates shall also have to answer an Entrance Test conducted by the department in which he/she is applying. The syllabus for the Entrance Test shall be prescribed by the University from time to time. Those having a valid GATE/NET score in the subject of Computer Science/Engineering shall be exempted from the Entrance Test.

## OB-29.2 Course Structure

Master of Technology (M.Tech.) programme will consist of two years, four semesters. Semester-I and Semester-II will consist of two compulsory and two elective papers and a seminar. Courses having lab requirement will have additional credits and it would be considered as integral part of the course. The candidate will choose electives based on the area of research interests. During Semester-III and Semester-IV candidate will work on Dissertation.

Contact hours per week for Lectures/Tutorials/Lab and the Credits

| Course Title                      | Lectures | Tutorial | Lab | Credits |
|-----------------------------------|----------|----------|-----|---------|
| <b>First Semester</b>             |          |          |     |         |
| Compulsory Course - I             | 4        | 0        | 0   | 4       |
| Compulsory Course - II            | 4        | 0        | 2   | 6       |
| Elective - I                      | 4        | 0        | 0   | 4       |
| Elective - II                     | 4        | 0        | 0   | 4       |
| Seminar                           |          |          |     | 2       |
| Total                             |          |          |     | 20      |
| <b>Second Semester</b>            |          |          |     |         |
| Compulsory Course - III           | 4        | 0        | 0   | 4       |
| Compulsory Course - IV            | 4        | 0        | 2   | 6       |
| Elective - III                    | 4        | 0        | 0   | 4       |
| Elective - IV                     | 4        | 0        | 0   | 4       |
| Seminar                           |          |          |     | 2       |
| Total                             |          |          |     | 20      |
| <b>Third Semester</b>             |          |          |     |         |
| Research Progress Seminar(s)- I   |          |          |     | 4       |
| Total                             |          |          |     | 4       |
| <b>Fourth Semester</b>            |          |          |     |         |
| Research Progress Seminar(s) - II |          |          |     | 4       |
| Dissertation & Viva               |          |          |     | 12      |
| Total                             |          |          |     | 16      |
| Grand Total                       |          |          |     | 60      |

Electives are specified under different Groups. Each Group represents area of research interest and shall contain two or more Electives. Candidates shall be allowed to choose Electives from one or more Groups.

## OB- 29.3 Instructional Scheme

1. Course: Master of Technology (M.Tech.) Degree program is based on a system of integrated units called courses. Each course shall mean one paper.
2. Course Credit: One credit shall be evaluated for 25 marks. Four credit courses shall be of 100 marks. One credit is equivalent to one contact hour per week. The dissertation shall carry 16 credits.

3. Cumulative Credits: The sum total of all the credits of all the courses taken in a semester.
4. Contact Hours: A 4 credit course shall have a minimum of 45 contact hours, with 4 contact hours per week, which shall comprise of Lecture hours, Tutorial hours and Laboratory hours.
5. Instructor-in-Charge: Each course may have one or more instructors teaching the course. One of these is to be appointed as Instructor-in-charge.
6. Course Coordinator: In case of courses taught by Visiting Faculty, one faculty member from the department shall be associated with the course as Course Coordinator.
7. Course File: For each course taught, a file shall be maintained by the Instructor-in-charge comprising of course plan, reading/teaching material used in class, assignments, question papers, answer papers, student feedback, student attendance record along with final evaluation and grading.
8. **(effective from 2<sup>nd</sup> March, 2015)** Academic Audit Committee : The constitution and functions of the Academic Audit Committee (AAC) shall be as per the provisions specified under Ordinance OA-18.9.

#### **OB-29.4 Scheme of Evaluation**

1. There shall be both an in-semester element and an end-semester element in the evaluation of the performance of candidates. The in-semester evaluations shall be 60% and end-semester evaluation shall be of 40%
2. In in-semester evaluation, at least 40% evaluation shall be graded through one or more class tests. The remaining could be evaluated through quizzes, assignments etc.
3. The end-semester evaluation shall consist of an 'end-semester' examination of 40% evaluation conducted by the department. A candidate is eligible to appear for the end-semester examination if she/he has a minimum of 75% attendance.
4. For a course with lab component, the assessment will be continuous and in-semester evaluation consisting of lab experiments, assignments etc. as decided by the Instructor-in-Charge
5. Final grades for the course would be awarded by the Instructor-in-charge/course co-ordinator taking into account the total performance.
6. There shall be no revaluation. The students can make an appeal to the Chairman Departmental Council in case of any discrepancies in evaluation. The Chairman shall refer the matter to the Academic Audit Committee. The Academic Audit Committee shall also function as the Grievance Redressal Committee for the Programme.
7. For each course taken by a candidate, a letter grade is assigned based on the performance in all assessments. These grades are defined as:

AA, AB, BB, BC. CC, CD, DD, EE, II and FF

8. Each grade not only indicates a qualitative assessment of the student's performance but also carries an equivalent number called the grade point.

The grade points corresponding to different letter grades are defined below:

| Letter Grade | Grade point | Letter Grade | Grade point |
|--------------|-------------|--------------|-------------|
| AA           | 10          | CD           | 5           |
| AB           | 9           | DD           | 4           |
| BB           | 8           | EE           | 0           |
| BC           | 7           | II           | 0           |
| CC           | 6           | FF           | 0           |

9. A candidate passes the courses if he/she gets any grades in the range AA to DD.
  1. The letter grade EE and the letter grade II makes the candidate eligible to take a supplementary examination in that course.
  2. The letter grade II is given to a candidate on account of absence from the end-semester examination for valid reason.
  3. The letter grade EE is given to a candidate on account of poor performance in the end semester examination.
  4. The letter grade EE and II are not awarded in supplementary examination
  5. Supplementary Examination shall be held at the beginning of every semester.
10. A candidate who fails in the supplementary examination is awarded FF grade and has to repeat the entire course. The candidate who fails to appear for the supplementary examination or remains absent is awarded FF and has to repeat the entire course
11. Candidate who fails in the Seminar or Dissertation may be allowed to re-submit the seminar report/ dissertation after incorporating suitable modifications under the guidance of the teacher.
12. A student shall be considered to have passed a course at first attempt, provided he /she passes with a letter grade of DD or better, at the regular examination.

In addition to the above, a student getting a letter grade of II at the regular examination and subsequently passing the course at the supplementary examination with letter grade of DD or better, will be considered to have passed the course at first attempt. However a candidate getting a letter grade of EE at the regular examination shall be deemed to get letter grade DD in the

supplementary examination, if successful.

All other cases would be treated as second attempts.

### **OB-29.5 Dissertation**

The candidate shall be evaluated for research carried out in the 3<sup>rd</sup> & 4<sup>th</sup> semester. The evaluation shall consist of two Research Progress Seminars, Dissertation and Viva.

1. The Departmental Council shall decide at the beginning of the academic year the modalities relating to the dissertations.
2. Topics for dissertations shall be finalized before the end of the first/second semester.
3. The Departmental Council shall decide the number of candidates that a teacher can guide for the dissertation.
4. Once the candidate decides on the topic of research, he/she shall apply in the prescribed form to the Head of the Department through the proposed guide and co-guide, as the case may be, under whose supervision he/she proposes to do research. A write-up of up to 1000 words incorporating the following points shall be enclosed with the application:
  - a) Title of proposed research.
  - b) Historical background and its present relevance
  - c) Research-aims and objectives
5. For each candidate working on the dissertation topic, a Dissertation Research Committee (DRC) shall be constituted to assess the progress of the candidate. The committee shall evaluate the progress of the candidate through Research Progress Seminar(s) for not less than 30 minutes.

The composition of the DRC will be as follows:

- a) Guide .....Convener
  - b) Co-guide, if applicable ..... Member
  - c) Two Subject Experts..... Member
6. The Subject Experts shall be nominated by the Departmental Council in consultation with the research guide. Only on obtaining pass grade in both the Research Progress Seminars, the candidate shall be allowed to write the dissertation.
  7. At the time of submission of dissertation, the candidate shall declare, in the prescribed proforma, that the dissertation is his own work and that all the sources used by him/her are duly acknowledged.
  8. The guiding teacher shall certify, in the prescribed proforma, that the dissertation is an original work of the candidate completed under his/her supervision.

9. Candidate shall submit the dissertations to the Head of the Department through the guiding teacher at the end of the fourth semester. However, he/she shall be permitted to submit the dissertation any time thereafter, upto a maximum period of four years from the initial registration.
10. Every candidate shall submit three copies of the dissertation to the Department in the prescribed 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.

11. The dissertation shall be evaluated as follows:
  1. The dissertation shall be assessed by an external examiner to be appointed from the panel of examiners approved according to the University Ordinance OB-4.
  2. On acceptance of the dissertation by the external examiner, a viva shall be jointly conducted by guide/supervisor and the external examiner. The presentation by the candidate shall be made before the Departmental Council members and the students for not less than 30 minutes.
  3. A candidate who fails in the dissertation may be allowed to re-submit the dissertation after incorporating suitable modifications recommended by the examiner, under the guidance of the teacher.

#### **OB-29.6 Performance Indices**

1. Semester Performance Index (SPI):  
The performance of a student in a semester is indicated by a number called SPI. The SPI is the weighted average of the grade points obtained in all the courses during the semester. For example, with courses in a semester, having credits C1, C2, C3, C4 and C5 and the grade points in the semester being g1, g2, g3, g4 and g5 respectively then the SPI is equal to:

$$\text{SPI} = \frac{\sum_{i=1}^5 C_i g_i}{\sum_{i=1}^5 C_i}$$

The SPI is calculated to two decimal places

2. Cumulative Performance Index (CPI)

The overall performance of a student for the entire programme is obtained by calculating a number called CPI. The CPI is the weighted average of the grade points obtained in all the courses for the programme. The CPI is also calculated to two decimal places.

#### **OB-29.7 Award of class**



The class for Master of Technology (M.Tech ) degree programme will be awarded according to following scheme

| CPI                  | Class                        |
|----------------------|------------------------------|
| $\geq 8.50$          | First Class with Distinction |
| $6.50 \leq x < 8.50$ | First Class                  |
| $5.00 \leq x < 6.50$ | Second Class                 |
| $4.00 \leq x < 5.00$ | Pass Class                   |

There is no provision for gracing in the individual paper.

Percentage equivalent of CPI is approximately given by the formula

$$\text{Percentage} = 10 * \text{CPI} - 5.0$$

Any item not covered by the programme specific Ordinances shall be governed by the University rules/regulations/ordinances in force.

.....



**Form B-1**  
(See OB-9 of Part B)  
**Referee's Check Sheet for Ph.D.**

Name of the Candidate:

Title of the Thesis:

Department/Institution

The examiner is required to go through the check sheet and return it along with the thesis report with the indication ✓ mark as  may be applicable:

- I. I recommend acceptance of the thesis in its present form
- II. I recommend acceptance of the thesis. I, however would like the candidate 
  - a. Furnished satisfactory clarifications to my queries during the examinations

b. Incorporate corrections indicated in the report, but the Corrected thesis not be sent to me.

III. I am not able to make my recommendation at this stage. Before I send Recommendation, I want

a. The candidate to furnish the clarifications to my queries

b. The thesis to be sent back with suggested modifications

IV. I do not recommend acceptance of this thesis for the reason sent out in details in my report.

V. In my opinion, the thesis is,

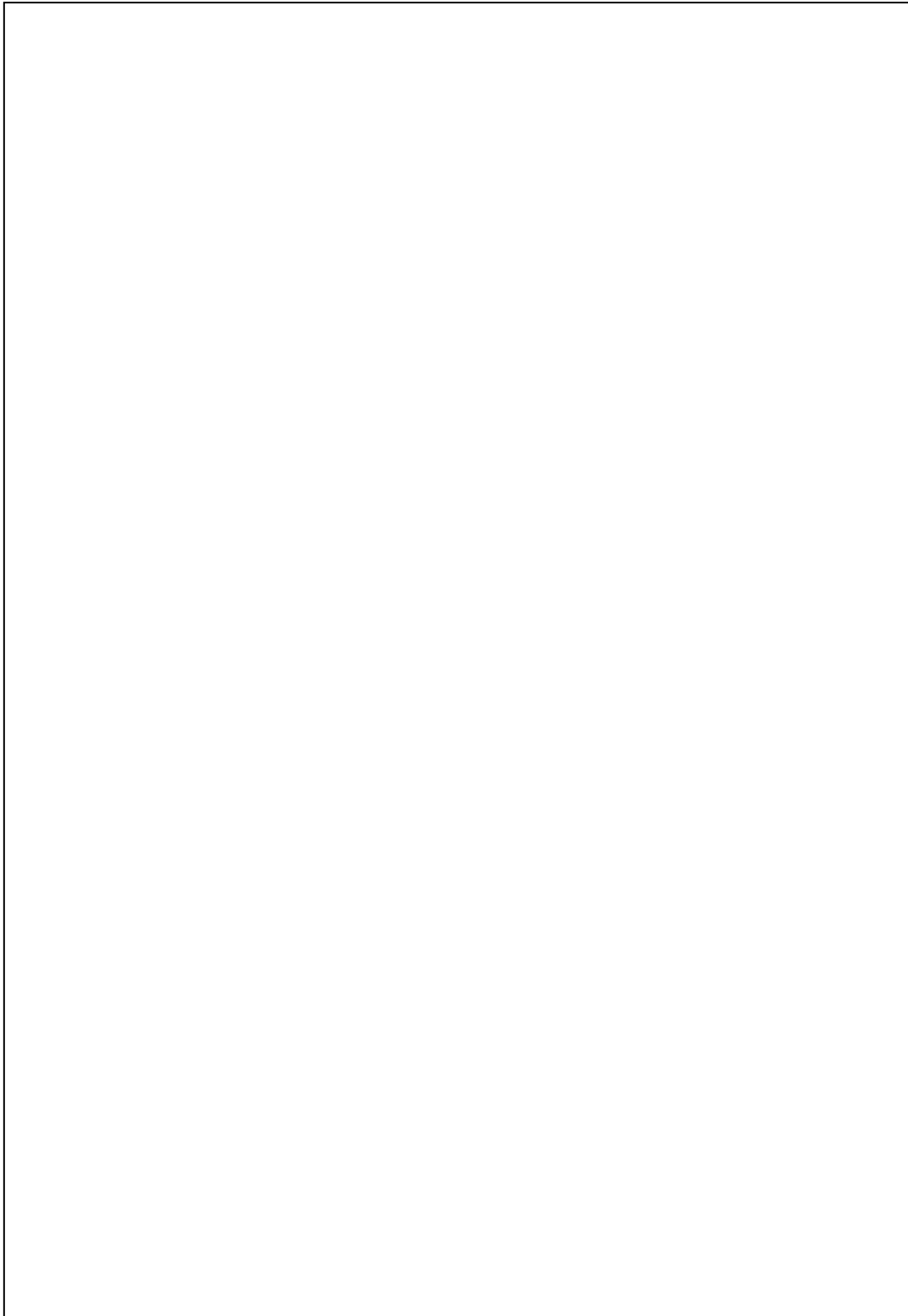
a. Suitable for publication in its present form

b. Suitable for publication after modifications

c. Not suitable for publication

NAME OF THE EXAMINER

SIGNATURE  
DATE



Name of the Examiner

Signature

Date

(Note : Photocopies of this blank maybe used for additional sheets)



**GOA UNIVERSITY**  
Taleigao Plateau

**Form B-2**  
**(See OB-9 of Part B)**

**CONFIDENTIAL**

**Ph.D. Degree Referee's Report**

---

Name of the Candidate :

Name of the thesis :

Department/Institution :

---

NAME OF THE EXAMINER

SIGNATURE  
DATE



**GOA UNIVERSITY**

Taleigao Plateau

**Form B-3**  
**(See OB-9 of Part B)**

**Format of consolidated recommendation for Ph. D. Degree**  
(To be prepared by Board for Viva-Voce)

---

Name of the Candidate :

Title of the Thesis :

Department/Institution :

---

**I. MAIN CONTRIBUTION MADE BY THE APPLICATION**

(Please highlight the main contributions to knowledge by way of innovative methods new data, any new discovery etc.)

**II. BRIEF SUMMARY OF THE REFEREE'S COMMENTS**

(Please give a summary of the referee's comments highlighting specific points made by the referees wither in favour of or against the thesis)

**III. REPORT OF THE ORAL EXAMINATION**

(The report should be as comprehensive as possible and should include reference to the comments made by the referees with a specific clarification that the candidate has answered all of them satisfactorily)

**IV. STATUS OF CORRECTIONS**

(The statement should categorically give the nature of corrections indicated by the referees and should contain a certification to the effect that the corrections have been incorporated in the thesis copy).

**V. RECOMMENDATION OF THE ORAL BOARD.**

Signature(s) of the  
External Examiner(s)

Signature(s) of Guide(s)/  
Coordinator(s)

Date:

Date:

|  |                        |
|--|------------------------|
|  | Viva Voce Examinations |
|--|------------------------|

|  |  |             |  |                |
|--|--|-------------|--|----------------|
|  |  |             |  |                |
| Composition of Board   |  | Dates       |  | COE's Initials |
|  | Appointment  | Examination | Receipt of Consolidated Recommendation |                |
| Member   |  |             |  |                |
| Coordinators   |  |             |  |                |
| Correction in Thesis (✓)   | Not Necessary _____<br>Incorporated _____                |             |  |                |
| <b>Final Result</b>  |  |             |  |                |
| SCRC meeting   |  |             |  |                |
| SCRC Decision  | _____  |             |  |                |
| E.C. meeting on  | _____  |             |  |                |
| E.C. Decision  | _____  |             |  |                |
| Candidate informed Through Guide/Dept./Dept./Inst. On  | _____  |             |  |                |
| 1. Examiner (Ext.) 1.<br>2. Examiner (Ext.) 2.<br><br>Hard bound copy of Thesis sent to Library on | <b>Honorarium arranged on</b><br>_____<br>_____<br>_____ |             |  |                |
|  | <b>Controller of Examinations</b>                        |             |  |                |



**GOA UNIVERSITY**

Taleigao Plateau

**Form B-4**  
**(See OB-9 of Part B)**

**Six Monthly progress report for Ph.D.**

Academic Year \_\_\_\_\_ Term: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Home/Contact Address: \_\_\_\_\_  
(With Telephone No.) \_\_\_\_\_

Department/Institution/Centre \_\_\_\_\_

Date of Admission \_\_\_\_\_

Name of Research Guide(s) \_\_\_\_\_  
(with address) \_\_\_\_\_

Registration : Provisional/Confirmed

Topic of Research:

Payment of Tuition Fees: Paid Not Paid  
(with details of Challan)

Progress report enclosed Yes No

Date: \_\_\_\_\_  
Signature of Student

**Comments of the Research Guides**

1. Student is regular in his/her Ph.D. work Yes No

|   |     |    |
|---|-----|----|
| 2. Progress of Research Work has been Reviewed by FRC and is satisfactory | Yes | No |
| 3. Student may be continued   | Yes | No |
| 4. Whether published any papers   | Yes | No |
| 5. Whether appended any papers  | Yes | No |

\_\_\_\_\_  
Signature of Research Guide(s)

---

**Recommendation of the Head of the Department/Centre**

|   |     |    |
|---|-----|----|
| Student's registration may be continued | Yes | No |
|---|-----|----|

\_\_\_\_\_  
Signature of H.O.D.

Date: \_\_\_\_\_



**GOA UNIVERSITY**  
Taleigao Plateau



**Form B-5**  
**(See OB-9 of Part B)**

**CONFIDENTIAL**

**Ph.D. Thesis Processing Sheet**

Name: \_\_\_\_\_ Reg.No. \_\_\_\_\_

Department/Institution \_\_\_\_\_

Research Guide(s) 1. \_\_\_\_\_ ( )  
(with Dept./Inst.)

2. \_\_\_\_\_ ( )

Thesis Title 3. \_\_\_\_\_ ( )

Synopsis received on \_\_\_\_\_ Thesis received on \_\_\_\_\_

---

**Doctoral Committee**

Expert \_\_\_\_\_ Institution \_\_\_\_\_

Invitation Date \_\_\_\_\_ Panel received date \_\_\_\_\_ Meeting date \_\_\_\_\_

---

**Thesis Examination**

| Particulars       | Invitation Date | Acceptance Date | Thesis Dispatch Date |
|-------------------|-----------------|-----------------|----------------------|
| Examiner (Ext.) 1 |                 |                 |                      |
| Examiner (Ext.) 2 |                 |                 |                      |
| Examiner (Int.) 1 |                 |                 |                      |
| Examiner (Int.) 2 |                 |                 |                      |
| Examiner (Int.) 3 |                 |                 |                      |

**Receipt of Reports**

| Examiner/Referee | Date of Receipt | Registrar's Initial<br>(Check sheet code) | Remarks<br>(Check sheet code) |
|------------------|-----------------|---|-------------------------------|
| Report 1. (Ext.) |                 |   |                               |

|   |  |  |  |
|---|--|--|--|
| Name _____<br>Institution _____                         |  |  |  |
| Report 2. (Ext.)<br><br>Name _____<br>Institution _____ |  |  |  |
| Report 1. (Int.)  |  |  |  |
| Report 2. (Int.)  |  |  |  |
| Report 3. (Int.)  |  |  |  |

**Thesis corrections dated (if applicable)**

| Dispatch to Candidate | Receipt of Corrections | Dispatch to Examiner | Final recommendations received |
|-----------------------|------------------------|----------------------|--------------------------------|
|                       |                        |                      |                                |



**GOA UNIVERSITY**  
Taleigao Plateau

**Form B-6**

(See OB-12 of Part B)

**Report of the Examiner for (i) M.Phil. Dissertation and (ii) Ph.D. Thesis**

**A. Part :**

1. Name of the Examiner :
2. Designation :
3. Address :

**B. Part :**

1. Name of the Candidate :
2. Title of the Dissertation/Thesis :
3. Date of the receipt of the Dissertation/Thesis :
4. Date of returning the Dissertation/Thesis :

**C. Part :**

Final recommendation of the examiner

1. The Dissertation/Thesis be accepted for the award of the Degree.
2. The Dissertation/Thesis be rejected.
3. The Dissertation/Thesis be resubmitted after modification

**D. Part :**

1. The examiner is requested to make comments if the dissertation/thesis is accepted.
2. In case of rejection of the dissertation/thesis sufficient reasons be given.
3. In case dissertation/thesis is to be modified the changes/modifications be suggested.

Comments: (Attach additional sheets if necessary).

Signature of the Examiner

Name of the Examiner

Date:

Place:

---

Note: Please return this report alongwith the remuneration bill including postal expenses and copy of the dissertation/thesis to :

The Controller of Examinations,  
Goa University,  
Taleigao Plateau, Goa.

\*\*\*\*\*

--- End ---