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PART A

Ordinance applicable to University and Colleges

OA-1 Ordinance relating to conferment of degrees and other academic distinctions and grant of diplomas and certificates. (Under Section 24(1) of Goa University Act, 1984).

OA-1.1 The Executive Council shall institute on the recommendation of the Academic Council, degrees, diplomas, certificates and other academic distinctions in the different Faculties of the University constituted under the statutes.

OA-1.2 The Executive Council shall confer the degrees and other academic distinctions instituted under clause (1) above, upon persons, who are duly qualified for such award in accordance with the Ordinances and the Regulations at a Convocation to be held in accordance with the provision of the statutes.

OA-1.3 The Executive Council shall grant diplomas and Certificates to such persons as have undergone the prescribed courses and have passed the qualifying examinations for the same in accordance with the Ordinances and the Regulations.

OA-2 (effective from 17th October, 2012) Ordinance relating to the recognition of persons as teachers of the University. (Under Section 24(1) of Goa University Act, 1984).

OA-2.1 A person shall be recognized as a teacher of the University on the recommendation of a committee constituted for the purpose consisting of:

i) Vice-Chancellor Ex-officio Chairman

ii) The Dean of the Faculty concerned

iii) The Head of the University Department concerned.

iv) An expert in the subject for which the teacher is to be recognized, who shall be nominated by the Vice-Chancellor.

OA-2.2 The Executive Council shall, after considering the recommendations of the Committee, grant or withhold recognition of such teachers in the manner required by the ordinances.

OA-2.3 Except in the case of persons with pre-eminent qualifications, recognition will ordinarily be granted only on application made in the prescribed form.

OA-2.4 Every application for recognition as a teacher of the University shall be made in writing on the form provided for the purpose by the University, and shall be submitted through the Head of the College or Recognized Institution in which the applicant is working.

OA-2.5 (i) The Head of the College or Recognized Institution through whom the application is submitted, and the applicant shall give such further information as may be required by the Executive Council in connection with the application of the candidate to be recognized as a teacher of the University.

(ii) The Registrar of the University shall dispose such applications, ordinarily within a period of 60 days. If the recognition is denied, the reasons for denial shall be recorded and communicated, so that the teacher is aware of deficiencies while applying *de novo* for recognition.

OA-2.6 For Master's Degrees by Papers & Research.

OA-2.6.1 For Master's Degrees by Papers

Teacher to be recognized for the Master's degree by papers must have:

A Master's degree by papers either in the first class or with distinction and three year's experience of teaching the subject to degree classes; **OR**

A Master's degree by papers in the second class, or a Master's degree by papers where no class is awarded, and five years' experience of teaching the subject to degree classes; **OR**

A Master's degree by research or published work of acknowledged merit (other than publications based on thesis submitted for any research degree) and five years' experience of teaching the subject to degree classes; **OR**

A Ph.D. Litt. Or D. Sc. Degree and three year's experience of teaching the subject to degree classes or published work of acknowledged merit (other publications based on thesis submitted for any research degree).

Further that for the purpose of teaching statistics in any Faculty, persons must have a Master's degree in the Second Class in Statistics of this University or of any other University.

OA-2.6.2 For Masters Degree by Papers and Research.

Teacher to be recognized for the Master's degree by papers and Research must have, in addition to the above clauses under OA-2.6.1, at least two publications or equivalent published research work of merit.

OA-2.7 Notwithstanding anything contained in this ordinance, a person who is a Chartered Accountant and who has at least five years experience of teaching the subject of Accounting and Auditing to degree classes may be deemed eligible for recognition as a teacher for the M.Com. degree in Cost Accounting.

OA-2.8 Notwithstanding anything contained in this Ordinance a teacher may be recognized for the LL.M. degree, even though he may not have a Master's degree by papers in Law, provided that he has at least five years experience of teaching the subject to degree classes.

OA-2.9 Teachers holding the B.Ed. degree at least in the second class and a Master's degree in Arts or Science at least in the second class with seven years teaching experience in a Secondary Training College, shall also be, deemed qualified for recognition as teachers for the M.Ed. degree by papers.

OA-2.10 Teachers holding the M.Ed. degree, at least in the second class, if by papers, and having three years experience in a Secondary Training College, including colleges for post graduate studies in education, shall be deemed qualified for recognition as teachers for the M.Ed. degree.

OA-2.11 M.E. Degree

A Ph.D. degree or a Master's degree in engineering in special subjects where there is shortage of teachers, or the subject is not taught at the undergraduate stage, the minimum conditions specified may be waived, provided that both the Recognition Committee and the Executive Council are satisfied that the required number of persons with the prescribed minimum qualification are not available for teaching the subject and the only persons available are qualified to teach it because of their scholarship or specified knowledge.

OA-2.12 For the Ph.D. Degree

(a) The following persons shall be eligible to work as guides for the Ph.D. degree:

(i) Full time Professors and Associate Professors in the University Departments, with Ph.D. degree, shall be deemed as recognized teachers for guiding students for the Ph.D. Degree in their respective subjects.

(ii) Full time Assistant Professors in the University Departments, with two years of post-graduate teaching experience post Ph.D., and with two post doctoral publications in referred National /International journals shall be deemed to be the research guide for the Ph.D. Degree in their respective subjects.

(iii) Post-doctoral publications mean the publications made in ISSN numbered either National or International journals after the date of award of doctoral degree and those not exclusively based on/part of Ph.D. research work.

(b) All the confirmed research scientists /technical officers from recognized institutions having a Ph.D. Degree and a minimum of five years of post Ph.D. research experience as evidenced by published work in National /International referred journals; and

(c) All the persons recognized as Ph.D. guides by Goa University.

(i) Associate Professors in the affiliated colleges / institutions of Goa University with Ph.D. in relevant subject with five years of experience and two post-doctoral publications in refereed National / International journals, shall be deemed to be the research guide of the recognized research centre.

(ii) An Assistant Professor or any other teacher or scientist of an affiliated college / recognized research institute shall be eligible to become a research guide on application to the Registrar of Goa University provided:

a) he/she is appointed on permanent basis;

b) he/she has at least 5 years of teaching / research experience in appropriate grade;
c) he/she has obtained Ph.D. in the relevant/allied subject in which recognition is sought;
d) he/she has two Post-Doctoral publications in refereed national/international journals.
e) he/she fulfils conditions laid down by the regulatory bodies/councils such as Medical Council of India/Dental Council, wherever applicable.

(iii) Research Centre means duly recognized Centre for Ph.D. research, which may be a department of affiliated colleges/institute.
(iv) Post-Doctoral publications mean the publications made in ISSN numbered either National or International journals after the date of award of doctoral degree and those not exclusively based on/part of Ph.D. research work.

OA-2.13 In special cases the Executive Council shall have power, on the recommendation of the Committee for recognition of teachers of the University, to grant recognition to persons as teachers of the University for the Ph.D. degree, if they have published research work of recognized merit in the subject to their credit, or if they have already been recognized for Ph.D. by other statutory University and successfully guided two candidates for the Ph.D. degree.

OA-2.14 For Medical Degrees and Diplomas.

1. Teacher to be recognised as undergraduate teacher in any medical discipline must have:

i) A Post-graduate degree qualification recognised by Medical Council of India.

ii) Three years teaching experience to the undergraduate classes in the capacity of demonstrator/Senior Resident after acquiring the post graduate degree.

OA-2.15 Teachers to be recognized as Post graduate teacher (guide) for the Medical Degrees and Diplomas in Pre-Clinical, para-clinical and Clinical subjects must have:-

i) A post graduate degree qualification recognized by Medical Council of India.

ii) Eight years teaching experience out of which at least five years teaching experience as Assistant Professor gained after obtaining Post graduate degree.

iii) At least 2 publications or equivalent published research work of merit.

(b) Clinical Subjects

OA-2.16 B. D. S. Degree
Teacher to be recognised as undergraduate Teacher in any dental discipline

must have:-

i) A Post-graduate degree qualification recognised by Dental Council of India.

ii) Three years teaching experience to undergraduate classes in the capacity of clinical assistant/dental surgery/ Resident after acquiring the postgraduate degree.

(c) Non-clinical and Clinical Subjects

OA-2.17 M. D. S. Degree

Teachers to be recognised as postgraduate teacher (guide) for the Dental Degrees and Diplomas in Dental subject must have:-

i) A post graduate degree qualifications recognised by Dental Council of India.

ii) Five years teaching experience of teaching the subject to the undergraduate classes after acquiring postgraduate degree and recognised as undergraduate teacher.

iii) Published research work of recognised merit or at least three articles published in recognized/indexed national or international dental journals, as first author.

iv) Must have presented at least three papers in national/international official Conferences of Dental Associations.

v) Must have participated/attended at least three continuing Dental Education Courses/ workshops after being recognised as undergraduate teacher.

vi) In case of subjects like oral surgery, fascia- mascillary surgery or equivalent disciplines, must be member of unit in capacity of Head or Assistant, either single or together and be in independent charge of at least 10 beds.

OR

vii) In special cases, a candidate may be recognised as postgraduate teacher if

a) he is already a recognised postgraduate teacher of any other University and recognised as equivalent thereto by this University and Dental Council of India.

b) Five years teaching experience of teaching the undergraduate classes after acquiring postgraduate degree and recognised as undergraduate teacher of any other University recognised as equivalent thereto by this University and Dental Council of India and fulfilling clauses (iii), (iv), (v) and (vi) as above.

OA-2.18 **M.D.S. Degree**

Teachers to be recognized for the M.D.S. degree must have a post-graduate qualification in the subject obtained after at least one academic years training, including practicals and clinical or a research degree in dental subjects and either five years experience of teaching the subject to undergraduate classes gained subsequent or prior to their obtaining a post graduate qualification as a Professor; Assistant Professor in a recognized dental college or three years' experience of teaching the subject to undergraduate classes as Professor, Assistant Professor and published research work in a recognized journal.

OA-2.19 In special cases the Executive council shall have power on the recommendations of the committee for recognition of persons as teachers of the University, to grant recognition to officer Specialist of the Armed forces who have been in the service for a period of at least ten years of which not less than five years should be after obtaining the requisite post graduate qualification in the subject concerned and have a minimum experience of 2 years of conducting the refresher courses in the subject of their specialty for the Armed Forces personnel; **OR**

OA-2.20 Eminent persons attached to a teaching dental institution possessing a post graduate qualification in the subject and having a practice of not less than fifteen years and having published research work to their credit.

OA-2.21 **Recognition of teachers in the University Departments as Research Guides.**

Full time Professors, Associate Professors and Assistant Professors in the University Departments shall be deemed to have been recognized as teachers of the University, for giving instruction and guiding research for a Master's degree in their respective subjects; and full time Professor and Associate Professors in the University Departments, as teachers of the University for guiding students for the Ph.D. degree in their respective subjects. Teachers appointed on probation as Associate Professors and Professors who are holding permanent positions in the lower cadre in this University or affiliated colleges/recognized institutions may also be permitted to register students for Ph.D. degree course. Also such of the teachers who are appointed as Professors/ Associate Professors on probation from outside Goa, and join this University or affiliated colleges/recognized institutions for the first time may be permitted to register students for Ph.D. degree course at the discretion of Vice-Chancellor after obtaining an undertaking from them that he/she would continue to guide the students till they complete their research.

OA-2.22 Persons appointed as teachers other than full time Professors, Associate Professors or Assistant Professors in the University Departments, who have a Doctor's degree and published work to their credit, may be recognized as teacher of the University for Masters Degree on their applying therefore in the prescribed form.

General

OA-2.23 Teachers seeking recognition for a Master's degree shall not have teaching work exceeding 18 periods a week, and teachers seeking recognition for the Ph.D. degree shall not have teaching work exceeding 16 periods a week.

Note:
(i) The period of teaching work referred to in this ordinance shall be deemed to include all teaching work, undergraduate post-graduate and teaching in school.

(ii) Tutorials and practicals shall not be taken into account for the purpose of maximum number of periods of teaching work laid down for recognized teachers.

OA-2.24 Teachers, if otherwise qualified, may be recognized as teachers of the University. If the college or the recognized institution where they are working, has library and/or laboratory facilities for post-graduate work, or if such facilities are available to them at another college or recognized institutions or at the University.

OA-2.25 Every recognized teacher must be attached to a college or a recognized institution and ordinarily his recognition will continue as long as he answers to the designation on the basis of which he was granted recognition.

OA-2.26 Except where no other qualified teacher is available ordinarily a teacher shall not be granted recognition as a teacher of the University for the Master's examination by papers in more than one subject.

OA-2.27 Teachers in institutions which are affiliated for teaching courses of study in science upto first or second years science examination only shall not be granted recognition as teacher of the University for the M.Sc. degree.

OA-2.28 Provided that such teachers may be granted recognition if the students whom they desire to guide, are enrolled in another institution affiliated for the B.Sc. course and the authorities of such institution permit the teachers to guide student in their institution. The names of persons recognized as University teachers whose services have been transferred from one college or recognized institution to another, or who have been transferred from one post to another in the college, or recognized institution will remain on the list of teachers of the University for a period of four months in which period no part of University vacations shall be included, in order to allow a fresh application for recognition being considered.

OA-2.29 The teacher recognized as Guiding Teacher for the Ph.D. degree course in a subject shall be deemed to be recognized teacher for teaching Master's degree course in that subject.

OA-2.30 "Experience of Teaching" means experience gained after the degree concerned has been obtained by an applicant for recognition.

OA-2.31 It shall be competent to the Executive Council to withdraw at any time the recognition of a teacher of the University.

OA-2.32 In case a suitable qualified research guide for a specified branch of knowledge is not available in the University or affiliated college or recognized institution in Goa the University may allow a candidate to seek guidance from a teacher from outside the jurisdiction of the University. However, such a teacher must be recognized by the recognition committee set up for this purpose and that such a recognition should be approved by the Executive Council.

OA-2.33 In inter-disciplinary subjects a candidate may be allowed to take guidance in addition to the official guide from expert/teacher/outside the jurisdiction of the University with special permission of the Vice-Chancellor. The request for this purpose should be made to the Vice-Chancellor through the concerned Head of the Department. However the official guide under whom a candidate is registered would be responsible for smooth conduct of the research work.

OA-2.34 The term of office of the members appointed by the Vice-Chancellor on the Committee constituted under the provision of statute of the Goa University Act 1984, for the purpose of recognition of persons as teachers of the University shall be of a period of three years from the date of constitution of the Committee.

OA-2.35 Notwithstanding anything contained in OA-2.1 to OA-2.5 relating to the recognition of persons as teachers of the University it will be open to the Vice-Chancellor to recommend to the Committee constituted under OA-2.1 any eminent persons connected or not connected with any of the educational/academic/research institution within the jurisdiction of this University, or any eminent person normally residing outside the jurisdiction of this University connected or not connected with any educational or academic or research institution to be recognized a post-graduate research guide for Ph.D. or M.Phil. or any other post-graduate research degrees of this University.

OA-3 Ordinance prescribing duties of teacher of the University

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

A. Teachers recognized for examination by papers

OA-3.1 As a condition of his recognition, a post-graduate teacher shall do the reaching work assigned to him and if he does not do so, his/her recognition will be withdrawn.

(a) Post graduate lectures and seminar shall be spread over the whole term. Ordinarily lectures or seminars shall be delivered or conducted by every teachers, as determined by the Head of the Department.

(b) As regards practicals for science students each science teachers shall supervise practicals for science students as determined by the Head of the Department.

OA-3.2 Post-graduate teachers of each Department shall form themselves into a Committee, and meet before the end of second term of the academic year to draw up timetables of post graduate lectures for the following year.

OA-3.3 The Chairman of each Committee, of recognized teacher shall be the Head of the Department when there is a University Department in that Subject.

OA-3.4 In the absence of the University Department in a subject, the Chairman of the Committee of recognized teachers in such subject shall be nominated by the Vice-Chancellor.

OA-3.5 The Chairman of the Committee of recognized teachers in a subject shall convene meetings of the Committee for drawing up a time table of post graduate lectures in the subject or for revising the same, if necessary.

OA-3.6 Post-graduate teachers shall keep attendance roll of post-graduate students and submit the rolls to the University at the end of every term.

OA-3.7 The Chairman of the Committee of Post graduate teachers, or in his absence, the next senior member, shall, at the end of each academic year, certify the attendance of the students for the purpose of terms.

OA-3.8 The Chairman of the Committee should determine that each student registered in that subject has maintained 75% attendance in the lectures/practicals/seminars. In the event of the shortage in attendance, the Chairman has the power to condone 10% attendance of the student after receiving satisfactory reasons of shortage of attendance given by the student.

B. Teachers recognized for guiding students for research degrees.

OA-3.9 As a condition of his recognition, a teacher recognized for guiding students for research degrees shall guide research students, and if he does not do so his recognition may be withdrawn.

OA-3.10 A teacher in a science subject shall not ordinarily be permitted to guide students at a place of research other than the one at which he is recognized as a teacher.

OA-3.11 A teacher recognized for guiding students for research degrees shall not, without the permission of the Vice Chancellor take for guidance at a time more than 5 students.

OA-3.12 A research student already registered and receiving guidance from his teacher shall be deemed, to continue under the guidance of his teacher until he submits a synopsis of his thesis for a research degree.

OA-3.13 A teacher recognized for guiding research shall, as a condition of his resignation, serve as an internal referee to examine the thesis of the students registered under him.

OA-3.14 Teacher recognized for guiding research shall, after every six months after registration of student, submit report of their work during the period in a prescribed proforma.

OA-4 Code of Professional Ethics for University and College Teachers

OA-4.1 (i) The basis purpose of education is to create skill, knowledge, and awareness of our glorious national heritage and achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the preamble to our constitution.

(ii) Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

(iii) Higher education should strive for academic excellence and progress of arts and science, education, research and extension should be conducted in conformity with our national

needs and priorities and ensure that out best talents make befitting contributions to international endeavour on societal needs.

OA-4.2 Teachers and their rights:

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

OA-4.3 Teachers and their responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is compatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient, communicative by temperament and amiable in disposition.

Teachers should:

(i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;

(ii) Manage their private affairs in a manner consistent with the dignity of the profession;

(iii) seek to make professional growth continuous through study and research;

(iv) express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.

(v) maintain active membership of professional organizations and strive to improve education and profession through them;

(vi) perform their duties in the form of teaching tutorial, practical and seminar work conscientiously and with dedication;

(vii) cooperate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examination, including supervision, invigilation and evaluation; and

(viii) participate in extension, co-curricular and extra-curricular activities including community service.

(ix) Teacher shall enjoy civic and political rights and enshrined in the constitution of India. This does not mean that they can indulge in malicious, defamatory activities which are prejudicial to the reputation and the growth of the University in which they are employed to serve.

(x) Teachers shall show normal courtesy, decency and decorum in their individual and a collective behaviour or communication with the University authorities which in their turn, shall reciprocate in appropriate manner.

OA-4.4 Teachers and students

Teachers should

(i) Respect the right and dignity of the student in expressing his/her opinion;
(ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
(iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
(iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
(v) inculcate among students scientific outlook and respect for physical labour and ideals of democracy patriotism and peace;
(vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
(vii) pay attention to only the attainment of the student in the assessment of merit;
(viii) make themselves available to the student seven beyond their class hours and help and guide students without any remuneration or reward;
(ix) aid students to develop an understanding of our national heritage and national goals; and
(x) refrain from inciting students against other students, colleagues or administration.

OA-4.5 Teachers and Colleagues

Teachers should
(i) treat other members of the profession in same manner as they themselves wish to be treated;
(ii) speak respectfully of other teachers, and render assistance for professional betterment;
(iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
(iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

OA-4.6 Teachers and authorities

Teachers should

(i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;

(ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

(iii) cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

(iv) cooperative through their organization in the formulation of policies of the other institutions and accept offices;

(v) cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;

(vi) should adhere to the conditions of contract;

(vii) give and expect due notice before a change or position is made; and

(viii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

OA-4.7 Teachers and non-teaching staff

(i) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative understanding within every educational institution; and

(ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

OA-4.8 Teachers and Guardians

Teachers should

Try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

OA-4.9 Teachers and Society

Teachers should
(i) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

(ii) work to improve education in the community and strengthen the community's moral and intellectual life;

(iii) be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

(iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices; and

(v) refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religious or linguistic groups but actively work for national integration.

OA-5 Ordinance relating to the appointment of Chairpersons, Board of Examiners, Paper-setters, examiners and moderators, and the general instructions pertaining to the conduct of examinations in all the Faculties. (Under Section 24(1) of the Goa University Act, 1984) (Amended).

OA-5.1 Appointment.

OA-5.1.1 No teacher/person can claim appointment as paper setter/examiner/moderator or any other examination work as a matter of right. Appointments of persons as Chairpersons, paper-setters/examiners/moderators shall be ordinarily made at the time of examinations.
In case of paper setters/chairpersons, the communication relating to their appointment to that effect shall be received at least twenty days prior to the date prescribed for the submission of the manuscript to the University.

OA-5.1.2 The Chairpersons/paper-setters/ examiners/ moderators or any other persons connected with the conduct of examination shall not refuse to accept the assignment of the examination work ordinarily. They shall also ensure that the acceptance of the appointment is communicated to the University, within the prescribed time limit. If communication is not received within the prescribed time limit, it will be presumed that the appointment is accepted by the paper setter/ examiner/moderator/Chairperson.

OA-5.1.3 The Chairpersons, Members of Board of Examiners, Paper-Setters and Examiners shall abide by these instructions, and such other instructions (and information) as may be issued to them hereinafter as confidential.

OA-5.1.4 The Executive Council reserves the right to withhold or reduce the remuneration earned by Chairpersons, Paper-Setters, Moderators or Examiners or cancel the appointment as examiner for neglect or remissness of any kind on their part in carrying out of the work entrusted to them in accordance with the instruction issued to them. (Added).

(New Clauses added)
OA-5.2 Malpractices used or Lapses Committed by any Chairpersons, Paper-Setters, Examiners, Moderators, Teachers or any other persons connected with the Conduct of Examination and deterrent action thereof.

OA-5.2.1 Competent Authority:
a) The Board of Evaluation shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University. For the said purpose, the Board of Evaluation is provided for under OB-6 shall be as follows:

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

b) The Management (includes the Trustees, Managing Body, Governing Body or the Government as the case may be) of the affiliated/college or Recognized Institution shall be the competent authority to take appropriate disciplinary action against the Chairpersons, paper-setters, examiners moderators, teachers or any other persons connected with the conduct of examinations committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examination conducted by the affiliated/colleges or Recognized Institution on behalf of the University.

OA-5.2.2 Definition: Unless the Context Otherwise Requires
a) "Chairperson, Board of Examiners/Paper-setters, Paper-setter, examiner, moderator and teacher" means and includes person/s duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.

b) Malpractice/lapse includes one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination:-

i) Leakage of question/s or question paper set at the University/College/Institution examination before the time of examination.

ii) Examiner/Moderator awarding marks to student in assessment of answer books, dissertation or project work/practical examination/Term work/Thesis/Dissertation etc. to which the student is not entitled or not assigning marks to the student to which the student is entitled.

iii) Paper-setter omitting question. Sr. No. of question, repeating question in the same paper/course or setting question outside the scope of the syllabus/pattern wherever specified.

iv) Failure on the part of the paper-setter/examiners to submit the manuscript of question paper/assessed answer books and marks list by the stipulated date.

v) Jr. Supervisor, Sr. Supervisor, Chief conductor showing negligence/apathy in carrying out duties or aiding/abetting/allowing/encouraging students to use malpractice/s.

vi) Guiding teacher showing negligence in supervision of dissertation/project work (e.g. use of manipulated data)

vii) Or any other similar act/s and omission/s which may be considered as malpractice or lapse by the Competent authority.

(c) "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.

(d) "College" means affiliated college or recognized institution of the University.

OA-5.2.3 Investigating Committee

The Board of Evaluation constituted under the provisions of OB-6 shall appoint a Committee to investigate the cases of malpractices used and/or lapses committed by the Chairpersons, paper-setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations by the University and by the affiliated college or Institution on behalf of the University.

OA-5.2.4 Procedure for Investigation

(i) The cases of alleged use of unfair means or lapses committed by the Chairpersons, paper-setters, examiners, moderators, teachers or any other persons connected with the conduct of examinations, reported to the University/College/ Institution shall be scrutinized by the concerned Office/In-charge of the Sub-Section/Unit to which the case primarily pertains at the Examination Section of the University/College/ Institution, collect preliminary information to find out whether there is a prima-facie case so as to fix primary responsibility for framing a charge-sheet and then shall submit the said case with his primary report to the concerned competent authority. If the competent authority is satisfied that there is prima-facie case, it shall place the same before the Board of Evaluation/the Committee appointed by it for further investigation. The concerned Officer of the Sub-Section/Unit through which the case has originated or pertains to, shall be the Presenting Officer of the case before the Investigation committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

(ii) The Investigating Committee or the Officer authorized by it in this behalf, shall inform the implicated person (Chairperson, paper-setter, examiner, moderator, teacher or any other person connected with the conduct of examination) in writing of the act of malpractice used and or lapse

committed by him/her at the examination and shall ask him/her to show cause as to why the charge/s leveled against him/her should not be held as proved and the deterrent action stipulated in the Show Cause Notice be imposed.

(iii) The concerned person be asked to appear before the Investigation Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her and charge leveled against him/her therein. The concerned person himself only shall present his/her case before the Committee.

(iv) The documents that are being taken into consideration or to be relied upon for the purpose of proving charge/s against the concerned person shall be shown to him/her by the Investigation Committee if he/she presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the person accused.

(v) Reasonable opportunity, including oral hearing, shall be given to the concerned person in his/her defense before the committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making its final report/recommendation.
(vi) The Committee should follow the above procedure in the spirit of principles of natural justice.

(vii) If the concerned person fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/her defense. Even after offering two opportunities, if the concerned person fails to appear before the Committee, the committee shall take decision in his/her case in his/her absentia on the basis of whatever evidences/documents which are available before it and same shall be binding on the concerned implicated person.

(viii) The Investigating Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be imposed on the concerned person or otherwise.

OA-5.2.5 Deterrent Action

The Competent authority, after taking into consideration the report of the Investigating Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/her from the charge/s and shall impose any one or more of the following deterrent action on the implicated person found guilty of using malpractice/s or committing lapses at the examination:-

(i) Declaring disqualified the concerned paper-setter, examiner, moderator, teacher or any other person connected with the conduct of examination, from any examination work either permanently or for a specified period.

(ii) Imposing fine - If the concerned person fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment/penalty as it may deem fit.

(iii) Referring his/her case to the concerned disciplinary authorities for taking such disciplinary action as deemed fit as per the rules governing his/her service conditions.

(iv) The competent authority or the Officer authorized in this behalf, shall inform the concerned person of the decision taken in his/her case and the deterrent action imposed on him/her.

(v) An appeal made within 30 days of imposition of the deterrent action, other than referred to in clause No. (iii) above, shall lie with the Executive Council of Goa University in matters pertaining to University Departments/Examination and the Board of Evaluation for matters pertaining to

affiliated colleges/recognized Institutions and their decision in the appeal shall be final and binding.

(vi) The Competent Authority shall supply a copy of the relevant extract of fact-finding report of the Investigating Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/petitioner, if applied for in writing.

(vii) The court matters in respective cases of malpractices/lapses should be dealt with by the respective competent authority.

(viii) As far as possible the quantum of deterrent action should be prescribed category-wise as provided hereunder at OA-5.2.6.

OA-5.2.6 Action for Malpractices and lapses on the part of the Chairperson, Paper-Setter, Examiner, Moderator, Teacher or any another person connected with the Conduct of University/College/Institution Examinations.

Sr. No	Nature of Malpractices/ Lapses	Deterrent Action
1.	Paper-setter/Chairperson found responsible for leakage of the question set in the University/ College/ Institution examination/s whether intentionally or due to the negligence before the time of examination.	Disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable + no remuneration to be paid in respect of paper setting.
2.	Leakage of question/ question paper set in the University/ College/ Institution examination before the time of examination at the University/ College/ Institution, or examination center by any person/s connected with the conduct of the examination.	Disciplinary action against the guilty/ responsible person/s as per the prevailing rules/ standard code by the concerned authorities + no remuneration to be paid.
3.	Favoring a student (examinee) by examiner, moderator, in assessment of answer books/ dissertation/ Project Report/Practical Examination/Term work/ Thesis by assigning the student marks to which the student is not entitled at the University/College/ Institution examination.	Disqualification from any examination work + no remuneration to be paid in respect of the number of answer papers so assessed.
4.	Examiner/Moderator intentionally/negligently not assigning the student in assessment of his/her answer-books/ dissertation/ project work, the marks to which the student is entitled to at the University/College/ Institution examinations.	Disqualification from any examination work + no remuneration to be paid in respect of the number of answer papers/ dissertation/Project work so assessed.
5.	Paper-setter/Chairperson omitting question at the time of finalization of question paper set at examination or repeating Sr. No. of question while writing.	Disqualification from any examination work for a period of one year + no remuneration to be paid in respect of paper-setting.
6.	Paper-setter/Chairperson setting questions outside the scope of the syllabus.	Disqualification from any examination work for a period of three years + no remuneration to be paid in respect of setting the question paper.
7.	Guiding Teacher showing negligence in	As decided by the competent authorities of

	supervision of dissertation/project work (e.g. use of manipulated data)	the University/ College/ Institution.
8.	Senior Supervisor/Chief Conductor showing apathy in carrying out duties related to examinations (e.g. not taking rounds to the examination hall at examination Center during examination period or opening the packet of question paper before prescribed time)	As decided by the competent authorities of the University/College/ Institution.
9.	Jr. Supervisor helping student in copying answers while in the examination or showing negligence in reporting cases of copying answers by students when on supervision duty.	Disqualification from any examination work up to a period of three years + disciplinary action by the concerned authorities as per the rule if he/she is a University/College/ Institution employee.
10.	Jr. Supervisor helping student (examinee) in mass-copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by the concerned authorities as per the rule if he/she is a University/ College/ Institution employee.

11. The competent authority, in addition to the above-mentioned deterrent action, may impose a suitable fine of Rs. 300/- to 500/- depending on the nature of the lapse committed on the concerned person if declared guilty.

12. The competent authority may report the case of the concerned implicated person to the appropriate Authorities as per the provision of The Goa Prevention of Malpractices at University, Board and other specified Examinations Act (Goa Act No. 8 of 1991)

OA-5.3. Instructions to the Chairperson Board of Examiners.

OA-5.3.1. The Committee prescribed under the Ordinance OB-4 shall appoint the Chairman of the Board of Examiners and other examiners/paper setters for the University Examination from among the panel of examiners proposed by the Board of Studies and duly approved by the Academic Council.

OA-5.3.2. The Chairperson Board of Examiners shall arrange for the distribution of the work of setting question papers, assessment of Answer Scripts and moderation. He/She shall assign the above item of work among the Examiners listed in the panel as approved by the Executive Council.

OA-5.3.3. The Chairperson shall so arrange to distribute the work of setting the question paper, assessment and moderation that no one person will normally be given more than 2 papers for setting, for assessing, and for moderation subject to equal distribution of remuneration to the extent possible.

OA-5.3.4. As far as possible the work shall be distributed equally among the Paper setters/Examiners, and where it is so distributed the remuneration payable to them shall also be equally distributed among them. Where it is not possible to divide the work equally, examiner will receive remuneration in proportion to the actual work done by them. In the event of any dispute among the examiners as to the distribution of remuneration, the Vice-Chancellor shall decide how the remuneration shall be distributed and his decision on the matter shall be final.

OA-5.3.5. The Chairperson shall arrange with the approval of the Controller of Examinations, for the conduct of the Practical Examinations in consultation with the Principals of affiliated colleges and shall assign practical setting and assessment among the eligible examiners only.

OA-5.3.6. The Chairperson shall extend the required assistance and advise the Paper Setters in determining the standards of the question papers required in each subject of examination.

OA-5.3.7. The Chairperson of Board of Examiners shall ensure that the question papers after they are approved by the Board of Examiners are legibly written in the manuscript booklet in ink or typed by himself or by any other member of the Board. When a paper is to be divided into two sections, specific instructions should be given to that effect. The marks assigned to each question must be entered on the question paper, before the final manuscript of the question papers are sent to the C.O.E. The Chairperson shall certify that he has personally examined all the papers and found them perfectly legible, and further he shall initial on each sheet of question paper manuscript in token of having examined it personally.

OA-5.3.8. The Chairperson shall attend to the correction of the proof of question papers as indicated by the Controller of Examinations or he may depute any other member of the Board to attend to this work, with the prior approval of the Controller of Examinations. The Chairman shall send statement of distribution of work among various examiners both in theory and practicals well in advance to the Controller of Examinations for approval and further action.

OA-5.3.9. **(Effective from 1st July, 2011)** In the case of papers of 100 marks, the Chairperson shall not normally allot more than 200 full answer scripts or 400 sectional answer scripts to any one examiner, keeping in view the number of answer scripts available. In the case of the papers having marks less than 100, the number of answer scripts allotted to each examiner shall be increased proportionately.

In order to ensure the completion of work in a time-bound manner, the Chairperson at his/her discretion shall allot more than the prescribed answer scripts to an examiner.

OA-5.3.10. The Chairperson shall assign the paper setting among various teachers approved by the Executive Council depending upon the field of specialization of each person and ensure that persons who do not have these qualifications or specialization are not assigned the setting of the question papers in any subject.

OA-5.3.11. The Chairperson shall request the paper setters who are the members of the Board of Examiners to attend the meeting of the Board when the papers are taken up for discussion, if need be under intimation to the Controller of Examinations.

OA-5.3.12 The Chairman shall also maintain the minutes of the meetings of Board of Examiners and send copies of them to the Controller of Examinations

OA-5.4 Instruction to the Board of Examiners.

OA-5.4.1 **(effective from 14th July, 2005)** The OB-4 Committee chaired by the Vice-Chancellor shall constitute Board of Examiners for University examinations 40 days in advance ordinarily of the commencement of the examinations in an academic year, from the panel of Examiners prepared by the Board of Studies.

OA-5.4.2 **(effective from 14th July, 2005)** The OB-4 Committee chaired by the Vice-Chancellor shall have the power to constitute one or more Board(s) of Examiners for each faculty.

OA-5.4.3. The Board of Examiners shall set the question papers, number of questions to be included and allotment of marks for various questions in the question papers as per the pattern decided by the BOS and the related Ordinances.

OA-5.4.4. The Board of Examiners shall ensure that the correct title of the paper, name of the exam, the course (Old, New, Revised) etc., subject, its number, if any, part in the paper if any, duration of the paper, the maximum marks allotted for paper the number of questions to be answered by the students and any other instructions to candidates are all correctly noted in the question paper

OA-5.4.5. The Board of Examiners shall ensure that the question papers set are within the syllabus approved by the University. (No changes).

OA-5.4.6. The Board of Examiners shall ensure that all its members scrutinize and affix their signature on the facing sheet of each question paper brought under its review. (No changes).

OA-5.4.7. The Board of Examiners shall hold the meeting only in the University premises or with prior permission from the Vice-Chancellor in affiliated college. (No changes).

OA-5.5 Instructions to Reviewer (Moderators).

OA-5.5.1. The Chairperson/Board of Examiners shall generally be the Moderator. If there is a need for more moderators to be appointed depending on the subjects/papers, the Controller of Examinations shall appoint them on the basis of a written request from the Chairperson, Board of Examiners to that effect out of the approved panel for each subject(s)/examination.

OA-5.5.2. The additional moderators appointed shall attend the meeting convened by the Chairman to determine the scheme of valuation and adopt the agreed procedure in their moderation.

OA-5.5.3. The Moderator shall moderate 10% of the total scripts assessed by each Examiner.

OA-5.5.4. The Moderator shall use "Green ink" for the moderation work and put "M" against the answers moderated. The moderated scripts shall be sent back to the respective examiner for forwarding them to the Controller of Examinations with the other scripts and the marks lists shall be sent to the Controller of Examinations by name directly.

OA-5.5.5 If the Moderator finds that the assessment of any Examiner is unsatisfactory he/she shall arrange for fresh assessment of the scripts by the Examiner, and report the same to the Controller of Examinations.

OA-5.5.6. If there is wide divergence between the Examiner and moderator, the Controller of Examinations with the permission of the Vice-Chancellor shall refer the concerned scripts to a third Examiner whose valuation shall be final.

OA-5.5.7. The Moderators shall ensure the immediate dispatch of moderated answer scripts to the Examiner and the marks lists to the University.

OA-5.5.8. The valued answer scripts and the marks list addressed to the Controller of Examinations by name, and arranged to be delivered at the Controller of Examinations Office either by person or through Registered post duly packed and sealed. (No changes).

OA-5.6 Instructions to Paper Setters.

OA-5.6.1. The Committee as prescribed under Ordinance OB-4 shall appoint the Paper Setters for University Examinations of each year from among the panel of examiners furnished by the Board of Studies and duly approved by the Academic Council.

OA-5.6.2. The Paper Setter shall set the paper only on the texts and courses of study prescribed and ensure that no question or topics not included in the prescribed syllabus is set. (No changes).

OA-5.6.3. The Paper Setter shall set 3 different sets of question paper. Covering a wide range of the contents of the courses for which they are set, along with the marking scheme and answer keys and synoptic answers and send them all to the Chairperson Board of Paper setter in sealed packets in separate covers.

OA-5.6.4. Paper Setter must be careful to seal properly the packets containing questions using a seal, which can be identified, and then to enclose it in a cloth lined envelope marking as "Confidential" if it is sent through the registered post or delivered to the Chairperson in person.

OA-5.6.5. The Paper Setter shall take all the necessary precaution for the maintenance of secrecy of the question submitted by him to the Chairman. (No changes).

OA-5.6.6. Paper Setter shall see that each question should be numbered, typed or written out carefully in a legible hand in the manuscript question paper personally. If there are alternatives to a question, all the alternative questions must be written on the same page of the manuscript and should bear the same number as that of the original question. He must ensure that the paper set carry correct caption of the subject, paper, scheme, parts title and division of paper. He shall also ensure that proper instructions regarding the duration of the paper, the maximum marks allotted to each question of the paper. If the question paper is common to two or more examinations it shall be indicated. Necessary instructions for the guidance of candidates shall also be at the top of the question paper. Any Mathematical, Physical tables, charts data and handbooks permitted to be used should also be clearly indicated.

OA-5.6.7. Paper Setter are not permitted to submit carbon copies of hand written paper, and further they must burn the rough notes of manuscripts if any, of the question paper, as soon as the latter are decided upon and before they are finally delivered to the Controller of Examinations. (No changes).

OA-5.6.8. The Paper Setter shall indicate clearly the instructions if any, to the candidate/s regarding the answering of different sections in different answer books or regarding the number of questions to be answered. (No changes).

OA-5.6.9. The Paper Setter shall avoid additions, and alterations and erasures in the manuscript of the question paper. Abbreviations are to be avoided. Special care shall be taken in the delineation of mathematical signs and index figures. He/She should work out the numerical problems before including them in question papers in order to avoid wrong solutions.

OA-5.6.10. The Paper Setter shall write the questions on the booklet specially provided for the purpose by the University. Sufficient space should be provided between two questions.

OA-5.7 Instructions to Examiners

OA-5.7.1 (effective from 14th July, 2005) The Controller of Examinations shall appoint Examiners for each examination from among the lists of eligible examiners appointed by the OB-4

Committee. Under special circumstances the Vice-Chancellor may appoint examiner whose names are not in the Master Panel.

OA-5.7.2. The Examiner shall maintain strict secrecy regarding their appointment and work in connection with the examination. (No changes).

OA-5.7.3. The Examiner shall attend the meeting convened by the Chairperson, Board of Paper Setter at which the scheme of assessment is discussed and finalized. Failure to attend the meeting may result in the cancellation of the assignment. The Chairperson Board of Paper Setter shall prepare a statement showing the scheme of distribution of work among the proposed examiners.

OA-5.7.4. As far as possible distribution of work among the Examiners, so far as the written part of examination is concerned, shall be so arranged that an entire paper or section or questions of all the candidates are examined by the same Examiner.(No change).

OA-5.7.5. The Examiner on intimation from the Controller of Examinations shall arrange to collect the answer scripts assigned to them from the staff and at the place indicated in the letter. The answer scripts will be sent only to the headquarters address of the Examiner. Further, the Examiners must make their own arrangements for taking delivery of the answer scripts, if they subsequently change their addresses, letters and telegrams for such change cannot be attended to.

OA-5.7.6. If answer scripts are returned to the University, for want of proper address, all incidental expenses will have to be borne by the Examiners concerned. Unless specially permitted by the Vice-Chancellor answer scripts will not be sent to any address outside Indian Union. In case of central valuation the Examiner shall attend to the assignment at the place intimated by the Controller of Examinations. (No changes).

OA-5.7.7. The examiners are instructed to open parcels of answer scripts as soon as they reach them, even if they are unsealed or have their seal broken, and to make a report to the Controller of Examinations whether the contents of the parcels are in accordance with the Junior Supervisors report and mark input form supplied along with the bundle of answer scripts.

OA-5.7.8. The examiner shall assess the scripts strictly in accordance with the scheme of assessment given by the Chairperson.

OA-5.7.9. The examiner shall observe the following instructions, while assessing and entering marks in the answer scripts and in the marks input form.

(i) The Examiner shall assess the answer scripts assigned to them and write the marks legibly in red ink on the front page of the answer book in the space provided. Under no circumstances the Examiners shall write the marks elsewhere on the body of the answer book or otherwise as per the instructions issued to that effect by the C.O.E. from time to time.

(ii) The Examiner shall write Zero, wherever the answers do not deserve any marks.

(iii) The Examiner shall ensure that no answer or part of any answer is left out unassessed.

(iv) Marks awarded for each answer or part shall be entered in red ink on the facing sheet of the answer scripts along the columns provided for them. The examiner shall enter both in figures and in words, the total marks obtained, and shall record his/her full signature in the column provided for on the facing sheet as well as the mark input forms provided for the said purpose

(v) Examiners shall verify the marks in the marks list and the total they assigned in the answer book and make sure of the correctness of the entries, before the answer scripts are delivered to the University.

OA-5.7.10. If a candidate has attempted more questions or more sub-questions than he/she is required to answer, all the questions shall be assessed and the marks of all questions shall be entered on the front page of the answer book. While totaling however, the marks only of the maximum number of questions including the compulsory question/s, if any, he is required to answer shall be taken into consideration, and out of the marks assigned to additional question/s attempted by him/her, the lowest number of marks given to any question/s except compulsory question/s if any shall be left out in totaling and shall be denoted on the front page of the answer book by drawing a circle around the entry/entries of marks assigned to such additional question/s.

OA-5.7.11. If the Examiner during the assessment of the scripts suspect any case of malpractice, he/she shall immediately report it to the Controller of Examinations.

OA-5.7.12. Examiners are required to report to the Controller of Examinations by name the code number of such candidates, as appear to them or have in their opinion resorted to any unfair means. In such cases the Examiner shall send the answer scripts of that candidate subject, paper etc., along with his report to the Controller of Examinations forthwith. The Examiner shall value not less than 20 scripts, 40 sectional scripts and not more than 30 scripts or 60 sectional scripts per day.

OA-5.7.13. The Examiner shall prepare the lists in the marks input form provided for the purpose. Separate marks lists shall be prepared for each packet. The marks shall be entered against their corresponding code numbers in the marks list. Marks lists shall be prepared in ink.

OA-5.7.14. The Examiner shall not enclose along with the marks lists, any other letter/communication, or remuneration bill. The Examiner shall enclose the marks lists in the "inner cover" supplied for the purpose, which in turn shall be enclosed in outer cover and send it to the Controller of Examinations. The Examiners shall not include the mark input form in the answer book bundles while dispatching to the Controller of Examinations.

OA-5.7.15. Examiners shall maintain strict confidentiality with all matters connected with the examination including marks obtained and shall not enter into communication with candidates or persons representing them or any matter connected with the examination nor shall they give the marks to the candidate or make them known to any other persons.

OA-5.8 Instruction for conduct of oral and practical examination.

OA-5.8.1. In each laboratory where a practical Examination is held, the Principal of the college to which the laboratory belongs is authorized to appoint a member of his staff to supervise the laboratory when the practical examination is going on. Where a member of the staff of the college is an Examiner, no such appointment shall be made. (No change).

OA-5.8.2. It shall be the duty of the laboratory supervisor to ascertain on day to day basis from the examiners at the center, the actual number of students appearing each day and for whom the necessary preparations have to be made.

OA-5.8.3. When no separate Board of Paper Setters and/or Examiners is appointed for the practical examinations, the Examiners appointed in the subject shall be responsible for the conduct of the practicals also. (No change).

OA-5.8.4. Examiners at the Practical Examinations, or the Board of Paper Setters when such a Board is appointed for the practical Examinations, shall meet together to settle the time-tables of the practical Examinations and the questions to be set to the candidates as also the substances, specimens cases etc., (wherever necessary) to be given to the candidates on the different dates at the different centres. (No change).

OA-5.8.5. The programme for the examination shall be prepared and handed over to the Controller of Examinations at least ten clear days before the commencement of the examination, programmes of individual subjects should not clash any way.

OA-5.8.6. It is competent to an examiner to examine a candidate on any of the experiments which according to syllabus, he is expected to be familiar, with such variations as may test the skill of the candidate, and do not involve knowledge of new principles or facts not learnt by the candidate.

OA-5.8.7. Examiners shall be present at the centre at least one day before the practical examination begins, to supervise the selection and arrangements of experiments with the help of the laboratory supervisor. If the examiners find the equipment or facilities for the practical examination at any place fixed for examination are not adequate they are instructed to make an immediate report to the Controller of Examinations accordingly.

OA-5.8.8. In deputing Examiners for the conduct of practical examination, the Chairman or the Senior Examiner shall see to it that more than one examiner from the same college does not examine in practicals at his college. (No change).

OA-5.8.9. The Examiners appointed for the conduct of Practical Examinations shall ensure that the marks are awarded in the answer scripts to each answer or part of an answer to the question set for practical examinations and that the marks are entered on the facing sheet, of the answer scripts in the column provided. The Examiners shall also enter the marks awarded for class records reported in the marks lists in the column provided for, and in case of exceptions shall make the required observations in the mark column in the marks lists. The Examiners shall hand over the assessed practical answer scripts duly sealed in cloth cover along with the practical marks lists in a separate cover to the Principal of the College on the same day for onward submission to the Controller of Examinations. Where no answer books are required for the practical examinations, Examiners are instructed to communicate to the Controller of Examinations in writing that no answer-books were required for practical test. The mark-lists containing the marks of each practical or oral shall invariably be submitted to the Controller of Examinations. Under no circumstances shall the marks of the Practical/oral/Term work/internal tests/viva voce etc. once submitted shall be altered/changed.

OA-5.8.10. All practical, clinical and oral examinations shall take place as per the schedule decided by the Controller of Examinations in consultation with the Chairman, BOE. These shall not be held on Sundays or public holidays, except with the special permission of the Vice-Chancellor. The programmes of practical examinations should be also arranged as to cause as short a detention as possible of the candidates at the place of Examination.

OA-5.8.11. Additional instructions regarding oral and practical examinations and about the maximum number of candidates per batch, etc., are given in the tabular statements appearing at the end of the 'Scale of remuneration'. At no practical oral or clinical examination shall a large number of candidates be examined than can be thoroughly tested in the time available. (No change).

OA-5.8.12. When more Examiners than one are appointed in a subject, two shall be present at the same time at the oral, practical or clinical examination of each candidate, and the oral,

practical or clinical examination shall be carried out by the Examiners grouped in pairs. The marks shall be given after consultation between and with the concurrence of the Examiners constituting the pair.

OA-5.8.13. Examiners are further instructed to note that at the practical, clinical or oral examination, nobody is permitted without the previous written permission from the Vice-Chancellor to be present in the hall where the practical, oral or clinical tests are being conducted, except the examiners and persons specially appointed to assist the examiners. (No change).

OA-5.8.14. In those practical examinations where papers are not set, the examiner shall send to the C.O.E. along with the mark list the scheme of questions asked with specifications of substance or specimen provided to the candidate at the practical examination.

OA-5.8.15. The Executive Council shall hold the Examiners responsible for the quantity of drugs, chemicals etc., supplied by the colleges and consumed under their supervision at the practical examination in Chemistry and in other science subjects. Examiners at all Examinations where flat rates of payment to colleges are not sanctioned shall certify the quantity actually used, bills for expenditure incurred on this account being countersigned by them.

OA-5.9 Instructions regarding submission of mark-lists/answer books and reports.

OA-5.9.1. The Chairman/Senior Examiners at the various examinations should ensure that the mark-lists in their respective subjects should be submitted on or before the last date fixed by the University in that behalf. (No change).

OA-5.9.2. Mark-lists containing marks assigned to each candidate for the answers to each of the questions attempted together with the totals for each section/or paper entered in ink and signed by the Examiners concerned must be forwarded to the Controller of Examinations so as to reach him/her on or before the date fixed by him/her for the purpose. The maximum number of marks assigned to each question must be mentioned in the columns provided for the purpose on the mark list.

(i) The Chairman/Senior Examiners and Examiners in various subjects at the University Examinations shall not keep with them a copy of the marks-lists or any other records of marks allotted after they hand over the mark-lists to the Controller of Examinations.

(ii) The meetings of the Practicals examiners for finalizing* the mark-sheets shall be convened by the Chairman/Senior Examiner, who shall preside over the same If the Chairman/Senior Examiner is unable to convene and preside over the meeting, he should with the permission of the Vice-Chancellor, empower the next Senior Examiner to act for him and arrange for the finalising the mark sheet at the practical examination.

OA-5.9.3 The examiners shall send the assessed answer-scripts properly arranged in serial order by insured registered post parcel as early as possible after their assessment and simultaneously mark lists shall also be delivered to the University.

OA-5.9.4. The Chairperson, Board of Examiner (or one of the Examiners authorized by him) shall deliver to the Controller of Examinations, in properly sealed packets, the consolidated mark-lists showing the total number of marks gained by the candidates in the subject together with the marks sheets for the different sections and/or papers in the subject. The following certificates shall accompany the mark-lists.

(i) Certificates of verification of marks signed by the individual Examiners.
(ii) A report on the performance of the candidates.

* Examiners will be supplied with printed forms of certificates to be signed by them to the effect that the mark lists have been so finalized.

OA-5.9.5. In the case of subjects in which more papers than one are set by the same Examiner or group of Examiners, or in which there are oral or practical examinations, one of the lists should also show the number of marks gained by each candidate in each paper and in each oral, practical and clinical examinations, as well as the total number of marks gained in the whole subject.(No change).

OA-5.9.6. Examiners conducting Practical Examinations are required to submit the details of marks assigned by them in each practical as well as to answers to the various questions or experiment set at the practical examinations, if marks have been so assigned to them. The examiners in a subject shall hand over the mark-sheets in person to the Controller of Examinations, in a sealed cover so as to reach him on or before the appointed date.

OA-5.9.7. Examiners at the Engineering examinations who are appointed for examining the term works only for conducting the practicals/orals only shall submit the mark-lists to the Principals of their respective colleges, who shall forward the same to the University in one lot.

The Examination Section has the Authority to refuse to accept any list in respect of which these instructions are not carried out.

OA-5.10 Instructions regarding submission of bills.

OA-5.10.1. (a) It shall be the duty of the Chairman or the Senior Examiner as the case may be to prefer a joint bill of remuneration on behalf of all the Paper Setters and Examiners in a subject and submit the same to the Controller of Examinations separately. Special care should be taken to see that the joint claim of remuneration is not mixed up with the marks-lists and such other papers as are required to be submitted by the Examiners to the Examinations Section.

(b) It shall be the duty of the Chairman/Senior Examiners in various subjects at the various examinations to submit along with their remuneration claim, a certificate stating the total number of answer-books /term works/journals etc., assessed and/or the total number of candidates examined in practicals/orals, by all the Examiners in the subject.

(Note: Since the certificate is to be relied upon in audit for the purpose of admitting for the payment the joint remuneration claim, Chairman/Senior Examiners are requested to see to it that utmost accuracy is maintained in furnishing the same).

OA-5.10.2. The Chairman or the Senior Examiner as the case may be appointed to conduct the practical examinations are requested not to include in their bills amounts due to their assistants as practical examinations, such claims should be preferred by the assistants themselves on separate printed forms prescribed for the purpose and countersigned by the examiners concerned who will be supplied with such forms by the Controller of Examinations.

OA-5.11 Norms for appointment of Chairperson Board of Examiners, Paper Setters, Examiners, etc.

OA-5.11.1 Chairperson, Board of Examiners: The Chairperson should be a teacher who has put in a minimum of 10 years of teaching experience in the subject.

OA-5.11.2 Members of Board of Examiners: External and Internal examiners should have a minimum of 10 years teaching experience in their subject areas in which they can be members of the Board of Examiners.

OA.5.11.3 (effective from 18th August, 2003) Paper Setters: The Paper Setters should have a minimum of five years teaching experience. He can work as a Paper Setters in addition to being a member of Board of Examiners. The Chairperson Board of Paper Setters shall submit three sets of question paper in each subjects.

OA-5.11.4 Examiners for Reassessment of Answer books: The examiners for the work of reassessment of answer books shall be selected from the Master Panel approved by the Academic Council.

OA-5.12 Instruction to candidates issued (on the theory answer books) at the examination.

OA-5.12.1. Before entering your seat number and other particulars on the cover page make sure that answer book given to you bears the initials of the Junior Supervisor in the space provided for the purpose at the top of the cover page. If the answer book does not bear initials of the Junior Supervisor draw his attention to the fact. Also please ensure that the stamp of the college WITH DATE is affixed on every supplement. (No change).

Answer-books which do not bear the signature with date of the Junior Supervisor, or the stamp of the college will not be examined. (No change).

OA-5.12.2. Use only one main answer-book for each section. Where there are no sections only one main answer book shall be used. Each main answer book contains 16/20/24 pages. Check whether the answer book supplied to you contain the specified number of pages mentioned and whether the pages are numbered in serial order.

OA-5.12.3. Candidates should write their answers in a legible hand. They are warned that no marks will be assigned to answers which cannot be assessed by the examiners owing to illegible handwriting. (No change).

OA-5.12.4. Enter on the cover page of each of the answer books your examination seat number, the name of the Examination, the date and the centre of the examination, the subject of the question paper, the number of the paper and/or of the section.

OA-5.12.5. Write on both side, rough work when necessary, should be done on the left-hand side and in pencil only. (No change).

OA-5.12.6. Do not write your name and seat No. in any part of your answer book. Do not enter any sign or initial or sign or indicate any marks or word to reveal the identity or change the colour of ink in between other than the one used in the beginning on any page of the answer books. Only the seat No. has to be entered in the space provided on the front page. The answers shall be written in either blue or black shade (ink) only.

OA-5.12.7. No sheet shall be torn from the answer books provided nor shall additional papers brought from outside be attached. (No change).

OA-5.12.8. All answer books supplied shall be returned whether written in or blank. (No change).

OA-5.12.9. Nothing shall be written on the question-paper or on the blotting paper. (No change).

OA-5.12.10. Each section shall be answered in separate books. Examiners do not undertake to examine answers written in wrong books. Tie together all answer books relating to the same paper or section and enter on the first page of the answer-book the total number of answer books submitted. (No change).

OA-5.12.11. Begin your answer to each question on a new page. The unused space if any in the answer book should be crossed. Write the number of the question in the margin before beginning to write an answer to it.

OA-5.12.12. Exchange of writing materials, stencils, mathematical instruments etc., is strictly prohibited. (No change).

OA-5.12.13. You will not be permitted to leave the examination hall until half an hour after the question papers are distributed. Similarly during the last 10 minutes you will not be allowed to leave the hall.

OA-5.12.14. If you want anything, apply to your Supervisor; but do not leave your seat on any account.

OA-5.12.15. (i) If you bring with you any book, notes or scribbled paper or speak to or communicate in any other way with any other candidate while the exam is going on or smuggle in or take out any answer books written in or blank, the Chief conductor may upon being informed by the Senior Supervisor/block supervisor may instantly issue suitable order for necessary action including expulsion from the examination hall for that particular paper.

(ii) Only after executing an undertaking that the decision of the University in respect of Unfair Means adopted is binding, the candidate will be allowed to write any further papers. (No changes).

(iii) Any method of bribing the Examiner/s by attaching rupee-notes or letters is strictly prohibited, and will result in serious action being taken by the University. (No changes).

OA-5.12.16. A warning bell will be given ten minutes before the close of the examination; and at the second bell, you must stop writing and be ready to hand over your answer-books to the supervisors. You must not leave your seat until all your answer books are collected by thee Supervisor. (No changes).

OA-5.12.17. Smoking is prohibited in the Examination Hall. (No changes).

OA-5.12.18. Candidates who are not in their seats by the time notified will not, as a rule be admitted to the examination. The Senior Supervisor may, however at his discretion admit those who give him satisfactory reason for delay, which under no circumstances should exceed more than half an hour. (No changes).

OA-5.12.19. Every candidate present must sign on the attendance sheet on each day of the examination against his/her seat number.

OA-5.12.20 Candidates should occupy correct seats and write correct seat numbers in the space provided for the purpose on the answer-books. If they enter incorrect seat numbers, the marks assigned to such answer books will not be transferred to their correct seat numbers.

N.B.: - A candidate who disobeys any instructions issued by the Senior Supervisor or the Junior Supervisor or who is guilty of rude or disobedient behaviour shall be liable to be instantly expelled from the Examination Hall.

OA-5.13 The following shall be the rules relating to refund of examination fees.

OA-5.13.1. If a candidate expires prior to the examination, the entire fee paid by him/her will be refunded on a specific request to that effect.

OA-5.13.2. When a candidate is not permitted to appear for an examination for his failure to meet the eligibility condition such as the dissertation submitted by him under the rules for the examination has been rejected by the examiners, or he/she does not secure the minimum percentage of attendance or he/she fails to obtain the required percentage of marks in the internal assessment, fifty percent of the fees paid by him shall be refunded.

OA-5.13.3. Where a candidate is unable to appear for the examination due to his/her sickness subsequent to the submission of his application for admission to the examination and is prevented on medical grounds from appearing at the examination, 50% of the fees shall be refunded to him/her provided an application for such refund supported by a medical certificate is submitted to the University through the concerned Heads of the different University Departments, Principals of the affiliated colleges within three days from the date of commencement of the examination

OA-5.13.4. No refund is permissible if the student do not appear for the examination for reasons other than specified above.

OA-5.13 (iv) **(effective from 14th July 2005)** A repeater candidate who submits his application form to appear at an examination but is subsequently declared passed in revaluation in one or more papers of that examination shall be entitled to refund the examination fees so paid by him for those papers he has passed in revaluation less 10% of refundable fees which shall be deducted as administrative charges by the University.

(Note: - By the expression "date of commencement of the examination" is meant the date on which the first paper at the examination is set and not a date on which candidate has to appear for his first paper. It is necessary that the application for refund should invariably be submitted through the concerned Head of University Departments. Principal/Dean of the concerned affiliated colleges as the case may be and that the amount, where refund is granted, be paid to the students concerned through the respective Departments/ Colleges).

OA-5.14 Instructions pertaining to Unfair Means adopted in the University Examinations. (Under Section 29 of the Goa University Act, 1984). (Amended).

OA-5.14.1. (a) Interpretation of these ordinances, unless the context otherwise requires is as follows.

(i) 'Act' means the Goa University Act. 1984 as amended to-date.

(ii) 'Student' means and includes a person who is enrolled as such by the University/College/Institution for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examination.

(iii) 'Chief Conductor' means a person appointed to that post by the Controller of Examinations.

(iv) 'Examination Centre' means any designated premises for the conduct of examinations.

(v) 'Examination Hall' includes any room, hall, laboratory workshop or any other premises used for holding examination.

(vi) 'Discipline Committee' means Unfair Means Inquiry Committee appointed by the Academic Council.

(vii) Expressions used but not defined in these ordinances but defined in the Act or Statutes shall have the meanings assigned to them in the Act or Statutes, accordingly.

(b) 'Unfair Means' includes any one or more of the following acts/omissions on part of student/s/examinee(s) during the examination period.

OA-5.14.2 Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.

OA-5.14.3 Possessing unfair means material and or copying there from. Interfering with or counterfeiting of University/Institution Seal or answer books or office stationery used in the examination.

OA-5.14.4 Transcribing any unauthorized material or any other use thereof.

OA-5.14.5. Communicating with any candidate or any other person in or outside the examination hall with a view to take assistance or aid to answer in the examination.

OA-5.14.6 Mutual/Mass copying.

OA-5.14.7 Insertion of currency notes in the answer books or attempting to bribe any of the persons connected with conduct of examinations.

OA-5.14.8 Revealing identity in any form in the answer written or in any other part of the answer book by the student.

OA-5.14.9 Smuggling-out either blank or written or smuggling-in of answer books/supplements as copying material and/or smuggling-in blank or written answer book/supplements and forging signature of the Junior Supervisor thereon.

OA-5.14.10. Impersonating or allowing any other person to impersonate for him/her in the examination hall.

OA-5.14.11. Committing any other act or omission which may be considered as unfair means by the Unfair Means Committee.

OA-5.14.12. Application:
These ordinances shall apply to all the examinations held by the University or conducted by the affiliated colleges/institutions on behalf of the University.

OA-5.14.13. Authority for imposing penalty:
The Vice-Chancellor and the Executive Council shall impose penalties taking into account the provision of section 29 of the Act. (No changes).

OA-5.14.14. **Procedure for imposing penalties:**

(a) No penalties may be imposed on a candidate except after an enquiry held, as far as may be, in the manner hereinafter provided. (No changes).

(b) The Unfair Means Enquiry Committee or Discipline Committee shall frame definite charges and communicate such charges together with a statement of allegation on which they are based to the candidate in writing and he shall be required to submit within such time as may be specified by the Committee, a written statement of his defense and also to state whether he desires to be heard in person. Provided, if any candidate has admitted to having resorted to unfair means before the Chief Conductor of the Examination Centre, the Vice-Chancellor may issue the charge sheet and if the candidate accepts the charge without contest, proceed to impose the punishment as provided in the Ordinances.

(c) On receipt of the written statement of defense or if no such statement is received within the time specified, the Unfair Means Enquiry Committee shall inquire into the charges alleged against the candidate. (No changes).

(d) The Unfair Means Enquiry Committee may nominate any Official or Officer to present the case in support of the charge before it. The candidate may present his case himself/herself but shall not engage a legal practitioner for the purpose.

OA-5.14.15. The Unfair Means Enquiry Committee shall in the course of enquiry, consider such documentary evidence and take such oral evidence as may be relevant or material in regard to charge/s. The candidate shall be entitled to cross examine witnesses examined in support of the charges and to give evidence in defense. The person presenting the case in support of the charges shall be entitled to cross examine the candidate and witnesses examined in defense.

(a) At the conclusion of the enquiry, the Unfair Means Enquiry Committee shall submit a report with findings on each of the charges together with all the documents and recommend to the Vice-Chancellor the penalty that may be imposed, if charges are established.

(b) The Vice-Chancellor in turn shall if the penalty proposed attracts Section 29 of the Act send the report to the Executive Council which shall consider and impose the penalty provided that no such penalty shall be imposed without giving to the candidate concerned a reasonable opportunity to show cause against the action proposed to be taken against him.

OA-5.14.16. **Penalties**:
(a) Penalties shall be imposed by the Vice-Chancellor for various types of unfair means as detailed in the schedule given in OA-5.14.19 below: (No changes).

(b) Provided than no such penalty shall be imposed without giving to the candidate concerned a reasonable opportunity to show cause against the action proposed to be taken against him/her. (No changes).

OA-5.14.17. The procedure for reporting Unfair Means.

(a) The Block Supervisor/Invigilator shall seize the incriminating material and the answer script or other substances forming part of answer and report the same to the Senior Supervisor/ Chief Conductor immediately, if he notices unfair means being resorted to by a candidate. The candidate however shall be allowed to write the remaining part of the examination on a fresh answer paper.

(b) If the candidate refuses to hand over the incriminating material or destroys or runs away with the material (causes to disappear) the facts shall be noted duly witnessed by two members of the supervisory staff and report the matter to the Sr. Supervisor/ Chief Conductor immediately. If the

candidate refuses to give the statement, the candidate should be asked to record in writing his refusal to give a statement, if he refuses to do even that, the fact shall be recorded, duly witnessed by two members of the supervisory staff.

(c) The Sr. Supervisor/ Chief Conductor shall hold a summary enquiry, immediately after the conclusion of the said paper and record the report of the Room Supervisor, the statement of the candidate in presence of a teacher other than the Room Supervisor concerned. The Chief Conductor shall forward a report along with answer script or other substance and the incriminating material in a sealed cover or box, the statement and the report of the Room Supervisor, the statement of the candidate, if any, to the Controller of Examinations by name, who, in turn shall place before the Unfair Means Enquiry Committee all the materials and records received by him. Further action is taken under the Ordinance and a report submitted to the Controller of Examinations.

OA-5.14.18. (a) The Examiner, shall, if he suspects unfair means while evaluating the answer scripts or other material, return the said answer scripts or other material with reasons in writing for such suspicion on evaluation to the Controller of Examinations by name separately. He/she shall enter 'suspected unfair means case' against the code number of the candidate in the input form.

b) Ordinarily, the University shall conclude the process within a period of six months or in any case before the commencement of the next examination.

OA-5.14.19 Schedule of Penalties to be imposed for various types of unfair means. (No changes)

(A) Theory Examination

Sr. No.	**Nature of Unfair Means**	**Quantum of punishment**
1.	Possession of copying material = Admit	Annulment of the performance of entire examination.
2.	Possession of copying material = Denial	Annulment of the performance of entire examination. + one chance
3.	Possession of copying material = actual evidence of copying = Admit	Annulment of the performance of entire examination. + one chance
4.	Possession of copying material + actual evidence of copying = Denial	Annulment of the performance of entire examination. + two chances
5.	Possession of another candidate's answer-book but no evidence of copying = Admit	Annulment of the performance of entire examination. + one chance (Both the candidates)
6.	Possession of another candidate's answer-book but no evidence of copying = Denial	Annulment of the performance of entire examination. + two chances (Both the candidates)
7.	Possession of another candidate's answer-book + actual evidence of copying = Admit	Annulment of the performance of entire examination. + two chances (Both the candidates)
8.	Possession of another candidate's answer-book + actual evidence of copying = Denial	Annulment of the performance of entire examination. + three chances (Both the candidates)
9.	Answer-books containing identical answers = Admit	Annulment of the performance of entire examination. + one chance (Both the candidates)
10.	Answer-books containing identical answers = Denial	Annulment of the performance of entire examination. + two chances (Both the candidates)

11.	Answer-books, main or supplement, written outside the examination hall or any other insertion in the answer book = Admit	Annulment of the performance of entire examination. + four chances
12.	Answer-books, main or supplement, written outside the examination hall or any other insertion in the answer book = Denial	Annulment of the performance of entire examination. + five chances
13.	Attempt to forge the signature of the Block Supervisor on the answer-book or supplement etc = Admit	Annulment of the performance of entire examination. + four chances
14.	Attempt to forge the signature of the Block Supervisor on the answer-book or supplement etc. = Denial	Annulment of the performance of entire examination. + five chances
15.	Inserting currency notes in the answer book = Admit	Annulment of the performance of entire examination. + four chances
16.	Inserting currency notes in the answer book= Denial	Annulment of the performance of entire examination. + five chances Note: This money is to be credited to the University Fund.
17.	Impersonification at the examination = Admit	Annulment of the performance of entire examination. + five chances (Both the candidates)
18.	Impersonification at the examination = Denial	Annulment of the performance of entire examination. + six chances (Both the candidates)
19.	Using obscene language, violence, threat at the examination center to Chief Conductor/Senior Block Supervisor or Examiners (irrespective of whether he/she is a candidate for a given examination or any other examination) = Admit	Annulment of the performance of entire examination. + four chances
20.	Using obscene language, violence, threat at the examination center to Chief Conductor/Senior Block Supervisor or Examiners (irrespective of whether he/she is a candidate for a given examination or any other examination) = Denial	Annulment of the performance of entire examination. + five chances

I) All the other offences not covered in the schedule given above should be dealt with according to the gravity of the offences.

II) If on previous occasion also disciplinary action was taken against a student for malpractices at examination and he/she is caught again for malpractices at examination then, he/she is to be dealt with severely. Such students can be imposed with enhanced punishments. This enhanced punishment may extend to two to three times the punishment provided for the act committed at the second or subsequent examination.

(B) **Practical Examination:**

Candidates involved in malpractices at practical examinations will be dealt with as per the provisions for theory examinations.

(Effective from 23rd August, 2011) Part Amendment to Ordinance OA-5.15 Instructions relating to the revaluation of answer books at a University Examination.

OA-5.15 **(Effective from 23rd August, 2011)** The facility of revaluation of answer scripts shall be available for all examinations except for those having double assessment.

OA-5.15 (i) A candidate who desires to have revaluation of his paper/papers shall be required to apply for revaluation of his paper / papers within 10 days from the date of declaration of the results of the candidate of the concerned examination and that the revaluation shall not include verification of marks.

OA-5.15 (ii) The applications for revaluation shall be submitted to the Controller of Examinations through the Principal of the College.

OA-5.15 (iii) The candidate applying for revaluation shall give an undertaking in writing to the effect that the result of the revaluation of his / her answer-books shall be binding on his / her and that he / she shall accept the revised marks assigned to his / her paper or papers. However, if the marks are reduced after revaluation, original marks of the candidate to be retained and the candidate will be communicated that there is no change in his/her result.

OA-5.15 (iv) The marks obtained by a candidate after revaluation if more than the original marks shall be considered for the purpose of amendment of his/her result. These marks shall be taken into account for the purpose of award of scholarships, prize, medals and/or the order of merit.

OA-5.15 (v) The revaluation of answer books shall not be permitted in respect of scripts of practical examinations / term work / sessional work / project work / dissertation / internal assessment.

OA-5.15 (vi) The whole answer script of a candidate at the revaluation shall be examined by a single examiner except in subject heads with sections dealing with different subjects.

OA-5.15 (vii) Better of the two scores original and revaluation marks shall be considered for the benefit of the students while declaring the results. However, if the variation in the revaluation marks and the original marks is more than 20% of the total marks allotted to the paper, the paper shall be sent to a third examiner for revaluation. The average of all three scores (the original, first revaluation and second revaluation) shall be the revaluation marks allotted to the candidate.

OA-5.15 (viii) The marks awarded by the original examiner if marked on the answer scripts shall be concealed from the answer script and sent for revaluation.

OA-5.15 (ix) The result of the revaluation shall ordinarily be made known to the student within 2 months of the last date of receipt of applications by the Office of the Controller of Examinations.

OA-5.15 (x) The University shall send 1 or 2 answer papers of the students who have

scored higher marks in the paper for the guidance of the examiner along with the answer papers of the students who have sought revaluation.

Ordinance OA 5.16 Instructions relating to the grace marks at the University Examinations.

OA-5.16 Effective from (25th July, 2011) Scheme for award of entitlement marks and grace marks at the University Examinations.

This ordinance shall apply to all University examinations except where separate provisions for gracing are made by respective statutory Councils or Ordinance made by Goa University or wherever Grading system of evaluation is in force.

OA-5.16.1 Effective from (25th July, 2011) Scheme for Award of Entitlement Marks

Candidates who have participated in NCC / NSS / Sports / Cultural events shall be entitled to entitlement marks as per the following scheme.

I) Candidates who have been enrolled as members of the NCC and are certified by the Principals of their colleges / Heads of Institutions as having satisfactorily completed 40 parade's/Semester for Semester Scheme or 80 parade's for annual scheme.

OR

II) Candidates who have participated in the NSS programme and are certified by the Principals of their colleges/Heads of Institutions as having satisfactorily completed at least 120 hours of social service comprising the time spent in at least two types of projects for the annual scheme of examinations or 60 hours of social service comprising the time spent in one or more types of projects during a semester for the Semester Scheme of examination.

OR

III) Candidates who have to their credit participation in cultural events during the academic year/semester as specified under (I) and (II) below

A. Cultural Events – At the University Level

a) All the students who are members of the Winning and Runners-up teams at the Inter-Collegiate level where competitions for team Championships are actually conducted by the University.

b) In the case of individual events at the Inter-Collegiate meets conducted by the University as in the case of cultural events, students winning first three places, in the order of merit.

B. Cultural Events – At the Inter-University / Inter-State / (representing the University or State or Nation) / National / International (representing the University or State or Nation) Level.

IV) All the above category of students participating in the NCC /NSS/Cultural Events at the University / Inter-University / Inter-State / National / International level (representing the University or State) level shall be entitled,

to the gracing of 1% of maximum aggregate marks under any one or more of conditions (a) to (d) mentioned below, for the examination pertaining to the respective semester/academic year.

a) A candidate who fails to pass in one or more heads of passing shall be graced to the extent of 5 % of the maximum marks allotted to the head of passing subject to a maximum of 1% of maximum aggregate marks.

b) A candidate shall be entitled to grace marks upto a maximum of 1% of maximum aggregate marks for the purpose of the award of class / honours or distinction at an examination or head of passing.

c) A candidate who fails to pass an examination shall be graced upto a maximum of 1% of the maximum aggregate marks for the purpose of an exemption in a Head/Heads of passing provided the marks so graced in a Head/Heads of passing shall not exceed 5% of the maximum marks allotted to the Head/Heads of passing.

d) The entitlement marks whether allotted or not fully or partially under any of the heads of passing shall be shown along with the grand total with appropriate '#' sign.

Provided that in the case of a candidate appearing at the University examination under semester system, the benefit of gracing mentioned above shall be given at the respective semester examinations.

The entitlement marks under this scheme shall not be counted for purposes of placement in the order of merit or award of scholarships, prizes and medals or of other awards. However, such marks can be utilized for award of class/honors/distinction.

(e) Level of participation in the cultural event within the State of Goa:

1. Grace marks may be awarded to the 1st three prize winners in the team as well as individual events organized by the State Government/ Central Government organizations.

2. In the events, at least 10 colleges should participate, only then the winner should be considered for the award of the grace marks.
3. The Principals of those colleges whose students have secured 1st, 2nd and 3rd prizes should verify and forward the names of the students to the University for the award of grace marks.

4. The organizing agencies should also forward the names of the students and a list of the participating colleges to the University.

V) Candidates who have to their credit, participation in Sports events during the academic year/semester as specified below:

A) Eligibility
Candidate (Sportsperson) should be a bonafide student of Goa University or its affiliated college and after obtaining prior approval of the respective Principal / Dean / Head of Department should participate in the sports events approved by the Sports Council of Goa University, National Sports Federation having

recognition of the Ministry of Youth Affairs and Sports, Indian Olympic Association, Association of Indian Universities.

A candidate shall be eligible for Sports Merit Marks only after the completion of his/her performance in the event and the marks so allotted shall be counted for his/her first appearance at the respective Semester / term / Annual exam only. In the event of his/her performance in more than one category/sport, only the highest marks allotted in any one category/sport will be considered.

For the purpose of allotment of marks, sports events shall be divided in to the following categories:

Category A: Students representing India in the following International events.
Olympic games, World Championships, World Cups, Davis Cup, Thomas Cup, Uber Cup, Para Olympic Games, Winter Olympic Games, Champions Trophy, Commonwealth Games, Commonwealth Championship, World University Games, World University Championships, Asian Games (Indoor/Outdoor Games), Asian Cups, Asian Championships, Asian Winter Games, Asian Para Olympics, Wimbledon Championship, US, French and Australia Open Tennis Championships, All England Badminton Tournament, Youth Olympic Games.

Category B: Students representing India in the following International events/Championships recognized by National Sports Federation which are duly approved by the Ministry of Youth Affairs and Sports/Indian Olympic Association/Association of Indian Universities.
One Day International Cricket Matches, Cricket Test Matches, Commonwealth Youth Games, International Athletics Permit Meet, Asian Youth Games, Asian Martial Art Games, SAF Games. Any other international games/sports recognized by Indian Olympic Association.

Category C: Students representing Goa State for National events organized by the recognized National Federation which are duly approved by the Indian Olympic Association/Association of Indian Universities.

i) National Games
ii) National Championship (Only one in each recognized discipline to be determined by respective National Federation)
iii) Federation Cups organized by National Sports Federations recognized by the Government of India and Indian Olympic Association.
iv) National Sports Festivals for Women.

Category D (1)**:** Students representing Goa University in the All India Inter-University Championships approved by Association of Indian Universities.

Category D (2)**:** Students representing Goa University in Zonal Inter-University Championships approved by Association of Indian Universities.

Category E: Students representing the College in the Inter-Collegiate Tournaments as approved by the Sports Council and organized by Goa University.

A student shall have to attend a minimum of ten practice sessions consisting of two hours each, organized by the College/University in the form of Inter-class/Intramural competition/coaching in order to be eligible for

participation/selection at inter-college championships.

B. **Allotment of Sports Merit Marks to Categories.**
Students participating in sports shall be eligible for merit marks for participation and achievements as per the table given below:

Category	Partici-pation	Winner/ Gold Medal	Runners-up/Silver Medal	Semifinalist/ Bronze Medal
A	28	28+24=52	28+22=50	28+20= 48
B	26	26+22=48	26+20=46	26+18= 44
C	16	16+20=36	16+16=32	16+14= 30
D1	20	20+16=36	20+12=32	20+10= 30
D2	16	16+12=28	16+08=24	16+06= 22
E	10	10+06=16	10+04=14	10+02= 12

C) (i): Sports Merit Marks allotted to a student passing on his/her own merit shall be indicated separately in the mark sheet and shall be counted for the purpose of class, honours or distinction. However, unless otherwise eligible, the same shall not be counted for the purpose of obtaining any University scholarship, prizes, medals or placement in order of merit/rank for the said exam.
(ii) A student shall be eligible for the Sports Merit Marks in a particular Paper/Subject, provided that he/she shall have obtained a minimum of 50% of marks required to pass/claim exemption in that Paper/Subject. In the event of the student being unable to utilize the Sports Merit Marks, the same can be carried forward to the subsequent appearance of the same examination.

(iii) A student failing in a particular Paper(s)/Subject(s), whether in theory or practical or both, the Sports Merit Marks shall be added to the Paper(s)/Subject(s) and indicated by a hash (#), after which the general marks will be added and indicated by a dollar ($).Balance marks, if any, shall be shown separately in the mark sheet.

(iv) In case of semester system of examination, the entitlement marks on account of participation of sports shall be awarded at the examination conducted at the end of the semester during which the student is eligible for such marks.

N.B. (a) The rules relating to gracing under this scheme shall be applied first and thereafter if need be the scheme for the award of General Grace Marks, shall be applied.

b) The marks graced under this scheme shall be shown separately in the candidate's marks sheet.

c) The benefit envisaged in the above clauses shall be made available to students on their producing the necessary certificate in that behalf.

d) If the percentage of the grace marks calculated/arrived at, comes to decimal of 0.5 and above then it shall be rounded to the nearest higher whole number.

e) The students participating in Sports/NCC/NSS/Cultural activities shall be

eligible to get marks under only one category in whichever he/she scores maximum.

OA-5.16.2 Effective from (8th/9th May, 2008) Scheme for the award of general grace marks.

Where a candidate appears at a University examination either in all subjects or in compartments as allowed by the University in the scheme of examination, or with exemptions, and fails in one or more heads of passing, or where a candidate passing in all the subjects falls short of requisite number of marks on the aggregate for passing the examination or for securing exemption in the individual subject(s) or falls short of requisite number of marks for a class, honours, distinctions or on the aggregate, he shall be graced upto the necessary number of marks as provided hereunder to enable him to pass the examination or to pass the head of passing or to be eligible for exemption in any head of passing or to secure a class, honours or distinction on the aggregate, or class, honours or distinction in individual subjects.

The General Grace Marks if allotted under any of the heads of passing or at the aggregate level shall be shown separately alongwith the appropriate " $ " sign.

If the percentage of the grace marks calculated/arrived at, comes to decimal of 0.5 and above then it shall be rounded to the nearest higher whole number.

OA-5.16.3 Effective from (8th/9th May, 2008) Scheme for the award of general grace marks for class purpose

i) To secure a class, honours or distinction on the aggregate, a candidate be graced up to a maximum of 1% of the maximum aggregate marks.

ii) Where class/honours/distinction is given in individual subjects/heads of passing, the candidate be graced up to 2% of the maximum marks in a subject/head of passing.

iii) When one head of passing is within another head of passing, the inner head of passing requiring grace marks for securing class / honours /distinction in individual subjects shall be awarded grace marks first.

Clause (iii) shall be applied before Clause (iv) is applied.

(iv) While awarding grace marks for more than one subject or head of passing, the subjects/heads of passing shall be selected for award of grace marks in the order of increasing grace marks required for obtaining honours / distinction / passing.

(v) Together for (i) and (ii) above, the grace marks awarded shall not exceed 1% of the maximum aggregate marks.

OA-5.16.4 Effective from (8th/9th May, 2008) Scheme for award of general grace marks for passing purpose

(i) To secure a pass on the aggregate, a candidate be graced up to a maximum of 2% of the maximum aggregate marks. This provision is applicable

also to the repeater/supplementary students irrespective of the number of papers appeared provided these marks were not utilized earlier.

(ii) To secure a pass or to secure exemption in individual subject(s) /head(s) of passing, the candidate be graced up to 5% of the maximum marks in the subject(s)/head(s) of passing or 1% of the maximum aggregate marks whichever is less.

(iii) When one head of passing is within another head of passing, the inner head of passing requiring grace marks shall be awarded grace marks first.

Clause (iii) shall be applied first and then Clause (iv) shall be applied.

(iv) While awarding grace marks for more than one subject or head of passing, the subject(s)/head(s) of passing shall be selected for award of grace marks in the order of increasing grace marks required for passing. However, when a candidate applies for revaluation or appears for repeat examination and grace marks are already allotted to some subject/s for passing, such result shall not be altered. The candidate shall be entitle to the remaining unused grace marks only for the subjects he/she has applied for revaluation or reappear.

(v) Together for (i) and (ii) above, the grace marks awarded shall not exceed 2% of the maximum aggregate marks

OA-5.16.5 Effective from (8th/9th May, 2008) Eligibility for awards /scholarships etc.

i) A candidate whose marks are graced in any head/heads/subject(s) for an examination under this Ordinance shall not be eligible for any University scholarships, prizes, medals, placement in order of merit for the said examination unless he/she is eligible to it even otherwise.

ii) Similarly, a candidate whose marks are graced in any head/heads/subjects under this Ordinance in order to pass the examination shall not be eligible for award of grace marks for the purpose of class, honours or distinction.

iii) The unutilized Entitlement Marks obtained for NCC or NSS or Sports or cultural activity along with the unutilized General Grace Marks can be carried forward to the subsequent appearance of the same examination.

OA-5.17 (i) **(effective from 3rd April, 2006)** The candidates who have passed the final examination of a programme conducted by the Goa University will be issued the Passing Certificate.

OA-5.17 (ii) **(effective from 3rd April, 2006)** A statement in the prescribed format showing the marks obtained in each head of passing at an examination shall be issued on payment of prescribed fees to the candidates whose result is announced by the Goa University.

OA-5.17 (iii) **(effective from 3rd April, 2006)** Provisional Degree will be issued to the candidates who have passed the final examinations of a programme conducted by the Goa University on payment of prescribed fees.

OA-5.17 (iv) **(effective from 3rd April, 2006)** The students of M.B.B.S., B.D.S., B.A.M.S. & B.H.M.S. will be issued the Internship Training completion Certificate on payment of prescribed fees, on the basis of the report submitted by the Principals of the respective Colleges on the completion of the compulsory Internship training by the student.

OA-6 Ordinance relating to scales of remuneration to teaching and non-teaching staff at the examination (Under Section 24(i) of Goa University Act 1984)

Paper-setters, moderators, examiners, chairpersons of the boards of paper-setters and examiners and chief moderators appointed at the various University examinations shall be paid remuneration, as shown below for the work of setting question papers, assessment of answer books, dissertations, project works, journals, term works/sessional works, moderation of answer-books, conducting practical, oral and viva-voce examinations and such other work specified in the booklets " General instructions to Paper-setters and Examiners at the examinations in all the Faculties" and "Instructions to moderators and examiners in the subjects in which moderators are appointed" and to referees appointed for examining thesis and chief conducting viva-voce examinations.

General Instructions

OA-6.1 The Chairperson or the Senior Examiners as the case may be should ensure that a joint claim for himself/herself and on behalf of all his/her colleagues in the subject, indicating therein the amount of remuneration payable to each is submitted to the University countersigned by him/her.

OA-6.1.2 (a) Examiners in a subject should, as far as possible, share the remuneration (except that for printing press attendance) equally among themselves. In the event of there being any dispute among the examiners as to the distribution of remuneration the Vice-Chancellor shall decide how the remuneration shall be distributed and his decision in the matter shall be final.

b) Normally, the remuneration pertaining to the examination work shall be paid to the concerned persons expeditiously, in any case within a period of 3 months from the date of declaration of the respective results.

OA-6.1.3 Paper-setters who are required to submit to the University, copies of model answer and/or scheme of marking of and/or synopsis, shall be paid Rs.100/- per paper of model answers and scheme of marking.

OA-6.2 Remuneration to Chairperson/Senior Examiner

(A) For T.Y. B.A., B.Sc., B.Com. & B.C.A. (No changes)

(1) Chairperson: Rs. 400/- if Chairperson is appointed for more than one examination. Rs. 300/- if Chairperson is appointed for one examination only.

(2) Senior Examiner: Rs. 150/- provided there are at least 3 examiners excluding the examiner considered as Senior Examiner i.e. in all there should be 4 examiners.

(Note: In addition to remuneration which he may receive as a paper-setter or as an examiner or both)

(B) For F.Y. & S.Y. B.A., B.Sc., B.Com. & B.C.A. (addition)

(1) (a) Chairman: Rs. 300/- if chairman is appointed for more than one examination

(b) Chairman : Rs. 200/- if chairman is appointed for one examination.

(2) (a) Drawing up a question paper of two hours duration – Rs. 200/-
(b) Drawing up a question paper for three hours duration – Rs. 300/-

(3) (a) Examining an answer paper of two hours Rs. 4/-
(a) Examining an answer paper of three hours – Rs. 6/-

OA-6.3 Remuneration for Proof Correction (No Changes)

(1) The remuneration for correcting a proof of each question paper whether in theory or practical shall be Rs. 50/-.
(2) Rs. 50/- will be paid for correcting all the practical slip in a subject as they are treated as one question paper.

Note: 1) It is permissible to appoint two proof readers in special methods at the B.Ed. examinations.
2) No traveling allowance is admissible for the purpose.

OA-6.3.1 Remuneration for writer (Addition)

(1) Up to graduation level/diploma examinations
(a) Papers with duration 2 hrs. : Rs. 50/- per paper
(b) Papers with duration 3 hrs. : Rs. 75/- per paper
(2) At post-graduate examination
(a) Papers with duration 2 hrs. : Rs. 75/- per paper
(b) Papers with duration 3 hrs. : Rs. 100/- per paper

(Effective from 13th August, 2011) Part amendment to Ordinance OA-6 relating to scales of remuneration to teaching and non-teaching staff at the examinations of the Colleges and University (Under Section 24 (i) of Goa University Act 1984)

OA-6.4 Remuneration to teaching and non-teaching staff at the examinations of the Colleges and University

Sl. No.	Item	Amount	
1.	Remuneration to Chairperson/ Convener (Theory and practical)	400.00	
2.	Remuneration to paper setting in the paper/subject (per set to be shared equally by the No. of paper setters involved)	400.00	
3.	Remuneration for preparation of answer key irrespective of number of hours and number of marks (per set) (to be shared equally by the No. of paper setters involved)	400.00	
4.	Evaluation of answer paper (theory) (per script)	For assessment of papers less than 3 hours duration Rs. 8.00	For assessment of paper 3 hours and more Rs. 12.00
5.	Minimum Remuneration to the Examiners for evaluation of papers (Theory)	200.00	250
6.1	Remuneration to UG practical examiners approved from the OB-4 panel (per day/per examiner);	**UG**	**PG**
		300.00	
6.2	Remuneration to PG practical examiners approved from the OB-4 with a minimum of Rs.500/- per batch/per examiner or Rs. 50/- per student examined.		500.00
7.	Faculty involved in the practical examination other than the OB-4 panel (per day/per faculty)	**Lab Supervisor for UG**	**Expert**
		250.00	200.00

8.	Group 'C' staff involved in the practical examination (per day)	50.00		
9.	Group 'D' staff involved in the practical examination (per day)	40.00		
10.	Chief conductor for two Sessions Forenoon examination and afternoon examination are considered as one Session each	140.00 (Rs.70/- per session)		
11.	Sr. Supervisor per two Session	100.00 (Rs. 50/- per session)		
12.	Jr. Supervisor/Block supervisor per two sessions	90.00 (Rs. 45/- per session)		
13.	Understudy Supervisor per two Sessions	80.00 (Rs. 40/- per session)		
14.	Group 'D' staff per two sessions (Theory)	40.00 (Rs.20/- per session)		
15.	Dissertation other than M.Phil & Ph.D. dissertation per Examiner	**UG**	**PG**	**PG Professional**
		Examination / Viva-voce of project per student Rs. 25/- Evaluation per project Rs. 100/-	100.00	200.00
16.	M. Phil Dissertations	300.00		
17.	Ph.D. Dissertations	**Evaluation**	**Conduct of Viva-Voce**	
		1000.00	500.00	
18.	Remuneration to Group 'C' & 'D' staff of the Examinations Section involved in transportation of materials such as question papers, answer sheets and other confidential materials	**Group 'C'**	**Group 'D'**	
		125.00 (more than 6 hours) 60.00 (less than 6 hours)	100.00 (more than 6 hours) 50.00 (less than 6 hours)	

- Practical examination may include term work, oral, seminar, practical, project-viva and all such other components.

- The number of staff required for the Practical Examination shall be decided by the specific Board of Studies.

- The schedule of staff required for the conduct of theory Examination will be as provided in the existing Ordinance.

OA-6.5 **-Deleted-**
OA-6.6 **-Deleted-**
OA-6.7 **-Deleted-**
OA-6.8 **-Deleted-**
OA-6.10 **-Deleted-**
OA-6.11 **-Deleted-**
OA-6.12 **-Deleted-**
OA-6.13 **-Deleted-**
OA-6.14 **-Deleted-**

OA-6.15 Schedule laying down the appointment of Chief Conductor Senior Supervisors, Junior Supervisors, other assisting staff and their remuneration. (No changes).

The following schedule is laid down for the appointments of Chief Conductors, Senior Supervisors and Junior Supervisors for the University examinations to be held in the premises of the colleges. Principal are requested to make appointment in accordance with the schedule.

(a) One Chief Conductor shall be appointed for each examination/group of examinations to be held simultaneously shall be the Chief Conductor. He will be the overall in charge for the smooth and efficient conduct of the examination held in his college. The Chief Conductor shall also work as a Senior Supervisor /s in addition to his own duties when the number of candidates appearing at an examination in his college is less than 100.

(b) The appointment of the Senior Supervisor/s shall be made from amongst the senior teaching staff of the college by the Principal of the college on the following basis: -

Number of candidates

101 – 300	1	Senior Supervisor
301 – 600	1	Additional Senior Supervisor
601 – 900	2	Additional Senior Supervisors
901 – 1200	3	Additional Senior Supervisors

Additional Senior Supervisor/s shall be appointed on the above basis in case the need for additional appointments is felt, if the number of candidates exceeds by 75 then the minimum limits as laid down above, then alone one more Senior Supervisor may be appointed. If the number of candidates is 375 only one Senior Supervisor will be appointed and so on.

One Junior Supervisor shall be appointed for each block. The Principal of the college shall appoint the required number of Junior Supervisors. The Principal/ Chief Conductor while making seating arrangements should see to it that the number of students in a block does not exceed 40 and is not less than 30, where the number of candidates appearing at the center is sufficiently large. However, the Principal/ Chief Conductor may arrange a block of less than 30 candidates where seating capacity of the room is less the same is necessary to accommodate the candidates.

(**Note:** 1. In a room where the seating arrangement is 92 to 100 in a block there should be 3 blocks)
2. In a room where the seating arrangement is 60 to 80 in a block there should be 2 blocks).

If the number of candidates is too small in a block candidates from two or more blocks be put together to constitute a single block.
If need is felt for any additional staff, prior sanction of the University shall be obtained for the same.
The appointment of Understudy Supervisor/s and other manual staff required for the conduct of the examination is as per Schedule SOA-1.
It is requested to note that there is no provision for appointment of Senior clerks, Clerks or Dispatch clerks at the University examination.

OA-7 Ordinance relating to the fees to be charged for undergraduate and post-graduate courses of study in the University and fees prescribed for registration as a post-graduate student for a Master Degree course whether by paper or by research for Medical Degree course or Diploma course or Certificate course and for Doctor of Philosophy. (Under Section 24(1) OF Goa University Act, 1984).

OA-7.1 The tuition fees per annum prescribed for admission to the different courses shall be as under.

Sr. No.	Name of the Course	Tuition Fee	University Share	Sr. No.	Name of the Course	Tuition Fee	University Share
1.	**Faculty of Social Sciences** B.A., (First, Second & Third Year)	950.00		2.	**Faculty of Natural Sciences and Life Science & Environment** B.Sc. (First, Second & Third Year)	950.00	
	M.A. (including Mathematics) M.A. (International Studies) M.L.I.Sc.	2050.00 2500.00 16000.00			B.Sc. (Electronics)	1400.00	
	M.Phil. (Latin American Studies)	4050.00			Laboratory Fee per year	500.00	
	B.Ed.	950.00			B.Sc. (Computer Science)	1200.00	
	M.Ed.	1750.00			M.Sc. (Maths)	2050.00	
3.	**Faculty of Commerce** B.Com. (First, Second & Third Year)	950.00			M.Sc. (Other than Maths & Electronics)	4050.00	
	M.Com M.F.S. (Sponsored) Non-sponsored)	2050.00 34500.00 23000.00			M.Sc. (Electronics)	5300.00	
4.	**Faculty of Management Studies** M.B.A.*	 20000.00			M.C.A. *(Three Year Course)	19850.00 (per semester)	
5.	**Faculty of Law** LL.B. (First, Second & Third Year) LL.B. (Hon.)	 950.00 10500.00			P.G.D.C.A. (Three Semester Course)	1750.00	
	LL.M.				Home Science (3	950.00	

	Regular Sponsored	7500.00			years Course)		
6.	**Faculty of Medicine** (A) MBBS (First, Second & Third Year) Medical Post-Graduate Degree/Diploma	5000.00 --------			M.Phil. (Environmental Science) Regular Sponsored (Full Course)	6650.00 26450.00	
	(B) **Pharmacy** B.Pharm. (Four Year Course) M.Pharm. (by research) (C) **Dentistry** B.D.S. (First, Second, Third & Fourth Year) M.D.S.	2500.00			P.G. Diploma in Applied Plant Sciences	9950.00	
	(D) **Ayurveda** B.A.M.S. (E) **Homeopathy** B.H.M.S. (F) B.Sc. Nursing	18000.00 18000.00 (per term) 200.00 per semester			P.G. Diploma in Clinical Genetics and Medical Lab. Techniques	17250.00	
7.	**Faculty of Engineering & Architecture** **(A) Engineering** B.E. (First, Second, Third & Fourth Year) Regular Payment M.E. **(B) Architecture** B.Arch. (First, Second, Third, Fourth & Fifth Year)	 2500.00 22500.00 2500.00		**8.** **9.**	**Faculty of Performing Art & Music** B.F.A. (5 Years Course) B. Music.** **Ph.D. in all departments**	 300.00 3450.00	

* Includes Registration fees, student Auf Fund, Union Fees and Gymkhana fees.

** There will be 10% increase in tuition fees every year.

OA-7.2 The rates of fees other than tuition fees, such as library for Gymkhana fee, Student Aid. Annual Social Gathering fee College Magazine fee, etc, will be prescribed by the University from time to time.

The fee prescribed for registration as a Post-graduate student for a Master's degree course whether by paper or by Research and for a Medical Post - graduate Degree/Diploma Course Certificate Course is Rs. 40/-. The fee prescribed for registration of post-graduate student for the Ph.D. Course is Rs. 50/-.

OA-8 Ordinance relating to the applications for grant of the research fund. (Under Section 24(1) of Goa University Act, 1984)

OA-8.1 No grant is made out of the research fund in aid of the cost of publication of a book or paper or to students preparing thesis for the Master's degree. The assistance from this fund is mainly, meant to encourage the growth of a climate of research work in the University/College and also to encourage research work by those teachers who may not otherwise be able to get financial support for their research projects or who may not even have research scholars working with them with the help of fellowship or scholarship from various sources. Applications for assistance from the research students registered for one Doctor's degree may also be considered by the University.

OA–8.2 Applications must make definite demands for definite needs. Applications for grants must be forwarded through the Dean of the Faculty and the grants will be awarded by the Vice-Chancellor on the recommendations if the Dean of the concerned faculty subject to the availability of funds.

OA–8.3 All instruments and apparatus of permanent value whether prescribed by means of he grant or supplied from among those at the University, shall be returned to the University/College by the grantee on the conclusion of his research or a such other time as may be determined by the University.

OA–8.4 No portion of the grant may be devoted to personal expenses or to the payment of assistants. Teachers obtaining support from this grant will have to utilize the amount for their research work and contingencies, for field work, traveling and halting, computation work or for purpose of equipments, apparatus, instruments or for its fabrication, chemicals glass wares, books etc, which are specially required for the project and which are not normally provided by the University, College but not for appointment of fellows, research assistants or any other staff. Any non-consumables material purchased out of the grant would belong to the University/College concerned but available for use of the teacher for period of his research work.

OA-8.5 Materials and apparatus prescribed with the help of the grant should, as far as possible, be of Indian Manufacturer. The materials and/or apparatus shall be ordered through the Head of the Institution in which the teachers is doing the research work.

OA-8.6 Grantees are not allowed to devote an portions of the grant towards the purchase of ordinary laboratory apparatus and materials which are normally available in the University/College.

OA-8.7 Applications from teachers seeking support from this fund should indicate briefly the research work already undertaken by the teacher with the help of facilities available in the University/college, results if any obtained the present stage of research work and purpose for which support is needed in furtherance of his research work in case the research work for which support is a new programme yet to be started, the applicant should clearly specify te object of the research.

OA-8.8 The minimum mount to be given to any single teacher in a yea may not ordinarily exceed Rs. 10,000/-. In exceptional circumstances this ma be suitably increased if more than one teacher want to work on the project as a team.

OA-8.9 Applicants will be required to sign an undertaking in te \form-6.

OA-8.10 The grant will be paid in two installments, the first one on receipt of the undertaking referred to above, and the second after the receipt and approval if the first six–monthly report of the research work done and the statement of accounts. All reports and accounts shall be submitted in triplicate through the Head of the Department of Institution, if any, in which the grantee is doing the research regularly every six months till the amount of the grant is fully utilized by the awardee for consideration and assessment of the performance of the awardees by the University so as to find out whether the progress of the research work done by them is satisfactory whether the awardees have displayed research potential and ability and achieved significant progress in te research work done by them. Any grantee failing to furnish a report satisfactory to the University or within the prescribed time, may be called upon to refund the total amount of the grant allotted to him.

OA-8.11 If no expenditure is incurred within a period of 12 months from the date of the receipt of the first installment of the grant or should any balance remain unexpended at the end of the period the amount in the grantee's hands must be returned to the University and if the grantee later on which to proceed with the work he must make an application for a new grant.

OA-8.12 On the award being made each grantee will be required to give a further undertaking to the effect that he is in a position to supplement, in case of need, the amount of the grant wit his own money or from any other source, and that he shall spend the entire amount of the grant on materials and/or apparatus. In subjects failing under 'Humanities and Social Sciences' the entire amount of the grant may, however, he spent on traveling, hailing, field work, tabulation work and for processing of data on a computer. The amount of the grant shall be utilized only for the purpose for which it is sanctioned by the University.

OA-8.13 No assistance from this fund will be given to any teacher who has on hand any research scheme or project supported by the University Grants Commission or the Council of Scientific and Industrial Research or any other sponsoring agency or who has research fellows working with him with the help of fellowships or scholarships and contingency grants from various sources.

OA-8.14 Applications for grants must be forwarded to the Registrar not later than the date prescribed in their behalf.

OA-9 Ordinance regarding Medium of Instruction (Under Section 24(1) of Goa University Act 1984).

OA-9.1 That the medium of instruction in Goa University, in general, shall be English language and the Examinations at all levels shall be conducted in English language. However, languages other than English will be taught and examined at all levels in the medium of the languages concerned.

OA-9.2 In addition to English, instruction and examination in Ayurvedic medicine will also be permitted to e conducted in Hindi, Marathi & Konkani.

OA-10 (effective from 20th December, 2000) Ordinance covering fees for various examination conducted by the University. (Under Section 24(1) of Goa University Act, 1984)

The examination fees chargeable for the different examinations of the University shall be as follows:

1. Exam Registration Fees (for all UG/PG exams first/Subsequent appearance)- Rs. 100/-

II. Exam fee per theory paper
(a) U.G. (Arts/Sc./Com.)
i) For First appearance -- Rs. 40/-per theory paper
ii) For Second & Subsequent appearance -- Rs. 60/-

b) U.G. Professional Courses
i) For First appearance -- Rs.60/- per theory paper
ii) For Second & subsequent appearance -- Rs. 120/-

c) For P.G. Degree/Diploma Courses
i) For First appearance -- Rs. 60/- per theory paper
ii) For second & subsequent appearance -- Rs. 90/-

d) M.Phil. -- Rs. 300/-
e) Ph.D. -- Rs. 300/-

III) Practical examination Fees (Non-Professional)
i) Per Practical (including Viva, Term Work/ Project and such other Practical Components) of 50 marks or less -- Rs.40/-

ii) Per Practical (including Viva, Term Work/Project and such other Practical components of above 50 marks but below 200 marks -- Rs. 60/-

iii) Per Practical (including Viva, Term Work/Project and such other components of 200 marks and above -- Rs.120/-

iv) Fees for examination of Dissertations/Thesis (only at the Professional & Non-professional P.G. Examinations) -- Rs.300/-

v) For second and subsequent appearance, for the practical (including, viva, term Work/Project and such other Practical Components/re- submission of dissertations. --- Two times the fees mentioned for the regular appearance.

Duplicate Degree/ Certificate;
i) For non-Professional/Under Graduate/Post-Graduate courses -- Rs.500/-
ii) For Professional Under Graduate/Post-Graduate courses -- Rs. 1,000/-

B) Search fee for every year delayed -- Rs. 25/- All fees shall be increased by 15% every year and reviewed once in three years.

Practical Examination fees (Professional Examinations)
(i) Practical Examination of 50 marks and less – Rs. 50/-
(ii)Practical Examination of marks from 50 to100 – Rs.75/-
(iii) Practical examination of marks above 100 – Rs. 100/-
(iv) Practical examination for Fine Art course for carrying 100 marks or less – Rs. 100/-

The term 'Practical' above includes viva, dissertation, thesis, project, seminar etc. including the theory examinations.

Practical Examination fees (Non-Professional Examinations)
(i) For Practical (Including viva, term work/project) and such other practical components of 50 marks – Rs. 50/-

(ii) For Practical (Including viva, term work/project) and such other practical components of above 50 marks but below 200 marks – Rs.70/-
(iii) For Practical (Including……..) 200 marks and above – Rs. 140/-
(iv) For second

Note: 1. For Engineering subjects where the theory paper has the term work/oral examination component, no separate fees shall be charged for such components of practical.

2. For the term work, oral and such other components of the practical examination of the engineering where there is no corresponding theory components, the rare of practical examination fees shall be as per (i), (ii) and (iii) above.

3. For the second and subsequent appearance the students shall have to pay two times the fees prescribed for the regular examination.

The students appearing at each semester examination of their respective courses in Engineering, Law, B.Sc. (Nursing) shall pay the fees as follows:-

(a) The total amount of fees payable by a candidate applying for a semester examination shall be subject to an upper limit of Rs. 300/- (inclusive of examination registration fee) for regular/repeat semester examination.

(b) The students belonging to SC/ST/OBC category shall be entitled to 50% concession in the payment of examination fees, subject to a payment of a minimum amount of Rs. 230/- for each semester examination.

OA-11 Ordinance relating to preparation of panels for appointment of paper-setters and examiners and their qualifications. Under Section 24(1) of Goa University Act, 1984)

OA-11.1 Application for Examinership will be made to the Controller of Examinations in the prescribed form obtainable from the University Office. The last date for submission of application for examinership in the University Office will be 16th August.

OA-11.2 An Applicant will apply for Examinership separately in the subject where he/she is teaching the subject/s falling under the different Board of Studies.

OA-11.3 The Examination Section will send all applications received to the Chairman of the Board of Studies concerned for preparation of the panel by 30th August.

OA-11.4 The Panel of Examiners in each subject or group of subjects will be prepared by the Board of Studies concerned by 30th September in order to present the same before the Academic Council in October.

OA-11.5 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. (No changes).

OA-11.6 The 'teaching experience' shall mean experience as Lecturer/Assistant Professor/Reader/Associate Professor/Professor in such University Department or a College or Institution affiliated or recognized by such University.

OA-11.7 (effective from 15th November, 2005) The Internal Paper-Setter/Examiner shall mean a teacher who is imparting instruction for the course of studies at a particular level or higher level.

OA-11.8 (effective from 15th November, 2005) The External Paper-Setter / Examiner shall mean (a) a person teaching the subject/s in any other College / Department / Institution under the same University or any other recognised University or Institution under other recognised Universities, **OR** (b) a person possessing the required academic qualifications in the subject or allied subject and actively engaged in professional work or research work in the subject, whether in service or retired, at the time of appointment as Paper Setter / Examiner.

OA-11.9 The degree qualifications must be in the subject/s concerned and of a statutory Indian University or a recognized Foreign University.

(i) No person shall ordinarily be held eligible for appointment as Paper Setter and Examiner for F.Y./S.Y./B.A./B.Sc./B.Com./B.C.A. and such other undergraduate non-professional courses unless he/she is an approved teacher with the qualifications as laid down by the U.G.C. and has 3 years teaching experience in the subject/papers as in the same or higher class in a College of this or any other statutory and recognized University.
(ii) No person shall ordinarily be held eligible for appointment as paper setter and Examiner for T.Y.B.A., B.Sc., B.Com./B.C.A. and such other undergraduate non-professional courses unless he is an approved teacher with qualification as laid down by the UGC and has **Five years** teaching experience in the subject/papers in the same or higher class in a college of this or any other statutory and recognized University unless he has evidence of five years professional experience in the subject.

OA-11.10 The Board of Studies in various subjects shall consider applications for examinership in respective subject and prepare for various examinations of suitable persons from amongst the applicants and non-applicants from this and other Universities. (No changes).

OA-11.11 The Board of Studies shall suggest in the panel of Internal Examiners at least five times the number of such persons required for appointment in each subject and the same number of persons in the panel of External Examiners.

OA-11.12 A non-applicant may be included in the panel of Examiners by the Board of Studies only if such a person satisfies the conditions of academic qualifications and the required experience. The Boards of Studies shall mention the qualifications, experience and the complete address of non-applicants proposed to be included in the panel and shall submit the Bio-data obtained from the non-applicant who may be proposed to be an examiner.

OA-11.13 The Board of Studies, shall on no account include in their panels.

(a) persons who are neither teachers of statutory Universities nor outstanding researchers in the subject, except in the case of professional subjects.

(b) persons who have written guides, pamphlets of questions and answer/solution (digest) or who are coaching students privately in the subject of the examination for which the panel is prepared.

OA-11.14 The Board of Studies while preparing the panel in any subject/s shall include, after careful scrutiny and necessary modification, the names of persons from previous panel. When a Board of Study deletes any name, a special resolution indicating the reasons for such deletion should be made. The Board will necessarily remove from the panel of Internal/External examiners the names of such persons who are no longer Internal/External examiner according to the

Ordinance. The Board shall not delete the name of any person from the panel on the grounds that any of his/her relation is appearing for the examination.

OA-11.15 The panel of Internal Examiners shall include the names of all internal applicants who satisfy the qualifications and experience laid down in that behalf except where the Board of Studies excludes a name by a special resolution for the reasons recorded in it. If for any specified reason to be recorded in writing, the Board of Studies think it necessary to recommend persons deficient in qualifications /experience, their names should be separately listed.

OA-11.16 The Board of Studies shall prepare the panel of Examiners for Post-graduate & Under-graduate courses separately. At the Post-graduate courses where special papers in specialized branches are prescribed the Board of Studies shall prepare separate panel for each such paper.

OA-11.17 The names recommended in the panel in a subject for a higher examination in a faculty may be considered for inclusion in the panel at a lower examination. The names included in the higher panel should not be repeated in the lower panel unless any applicant for the higher examination clearly communicates his unwillingness for being considered for appointment at a lower examination

OA-11.18 No person shall be appointed as paper setter and examine for more than one subject except in exceptional circumstances and post-graduate courses and professional courses.

OA-11.19 Ordinarily a person shall not be appointed as an Examiner/paper-setter/Chairpersons in the same subject for more than four terms/2 years consecutively.

OA-11.20 The provision at OA-11.19 may be relaxed if necessary at Master's degree and at all professional courses and post graduate Diploma Examination.

OA-11.21 Number of internal and external examiners to be appointed at the examination will be decided by O.B-4 Committee.

OA-11.22 In Engineering Examinations, for the first and second year Semester Engineering Undergraduate Examination, only internal paper setters and examiners shall be appointed.

OA-11.23 In Fine Arts and Architecture Examination only internal examiners be appointed for first three years. (No changes).

OA-11.24 The number of examiners to be appointed shall ordinarily be determined on the basis of one examiner for 300 sections or 150 answer books in one paper. (No changes).
OA-11.25 The number of Paper-Setters be appointed according to the requirement of papers to be set in a subject at post-graduate and under-graduate examinations. (No changes).

OA-11.26 Persons having following relations appearing in any subject at an examination will be considered ineligible for appointment as examiner/paper setter in the said subject at 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.

OA-11.27 The OB-4 Committee while recommending the names of internal Paper-Setters or Examiners will designate senior-most paper setter or examiner, as the case may be, as Chairman or Convener of the Board of Paper-Setter and/or Examiner. (No changes).

OA-11.28 At the Under-graduate examinations where the number of students for certain subject is small, more than one examination may be combined into one group in the subject for the purpose of appointment of Paper-Setter and Examiner and appointment for each group of examinations will be treated as one appointment. (No changes).

Faculties of Languages & Literature, Social Sciences, Commerce and Management Studies.

OA-11.29 For the Post-graduate examinations in the Faculties of Languages and Literature, Social Sciences, Commerce and Management Studies, the appointment of paper setters/examiners shall be carried out as per the relevant Ordinance prescribed in that behalf.

OA-11.30 For the Under-graduate examinations in the faculties of Languages and Literature, Social Sciences Commerce and Management Studies, ordinarily, the paper setters/examiners shall be the recognized teachers from the affiliated colleges having necessary qualifications and experience prescribed for such appointments.

Faculties of Natural Sciences and Life Sciences & Environment.

OA-11.31 For Post-graduate examinations in the Faculties of Natural Sciences and Life Sciences and Environment, the appointment of paper setters/examiners shall be carried out as per the relevant ordinance prescribed in that behalf.

OA-11.32 For under-graduate examinations in the Faculties of Natural Sciences and Life Sciences and Environment, the paper setters/examiners shall be the recognized teachers from the affiliated colleges having the necessary qualifications and experience prescribed for such appointments.

Faculty of Law.

OA-11.33 For Post-graduate examinations in the Faculties of Law, ordinarily there will be half internal and half external Paper-Setters/Examiners and fractions will be completed by internal. (No changes).

OA-11.34 The first degree examination for LL.B. in the Faculty of Law there will be half internal and half external Paper-Setters/Examiners and fraction will be completed by internal. The Chairman of Board of Paper Setters will always be a full-time teacher. (No changes).

Faculties of Performing, Fine Art & Music and Engineering & Architecture.

OA-11.35 For Post-graduate examinations in the faculties of Performing, Fine Art and Music and Engineering & Architecture, there will be one internal and one external Paper-Setter/Examiner. (No changes).

OA-11.36 In the Faculty of Engineering and Architecture there will be two internal Paper-Setters/Examiners for the first and second year of the degree course and there will be one internal and one external examiner for the third and fourth year of the degree course. In the Faculty of Performing, Fine Art & Music there will be two internal Paper Setters/Examiners for first, second and third year of the degree course and one internal and one external Paper-Setter/Examiner for the fourth and fifth year of the degree course. (No changes).

Qualification for Examiner

OA-11.37 Qualification for appointment of internal 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. (No changes).

OA-11.38 The External Examiner shall possess the qualifications and teaching experience equivalent to the qualifications and teaching experience required for internal examiner at the same or corresponding examination. (No changes).

OA-11.39 The qualification and minimum period of teaching experience for eligible for appointment of an examiner shall be as laid down by the University. The teaching experience is to be inclusive of the academic year in which the appointment is to be made. (No changes).

OA-11.40 If applicant completes his four years of teaching experience prior to the date of application his teaching experience is to be taken as five year (i.e. 4 + 1 = 5 years) inclusive of the year of application that he would complete by the end of March next. (No changes).

OA-11.41 The following shall be the minimum qualification for appointment as examiner at the various examinations in the various faculties. (No changes).

M.Phil. Examination Qualifications (No changes).

A Ph.D. in a subject with at least three years teaching experience of post-graduate classes **OR**

M.Phil. in subject with at least five years of teaching experience at post-graduate classes.

Proportion of Internal and External Examiners will be the same as is laid down for M.A. or M.Sc. and M.Com. examinations as the case may be.

M.A., M.Sc., M.Com. and M.B.A.. examinations (No changes).

(a) A first or second class at Master's degree **OR**
(b) A first or second class at Bachelor's degree with first class or second class at Master's degree in a subject **OR**
(c) A Doctor's degree with at least second class Bachelor's degree OR
(d) Any other equivalent degree or degrees of foreign University.
(e) A minimum of five years experience of teaching post-graduate classes.

Third Year B.A., B.Sc. and B.Com. examinations (No changes).

(a) Academic qualifications of a teacher of post-graduate classes as mentioned in OA-11.4 (ii) with minimum teaching experience of five years at the Third B.A./B.Com. courses **OR**

(b) A first class or second class Master's degree or Master's degree with research with minimum five years teaching experience at Third Year B.A./B.Com. courses.

(c) A first or second class Bachelor's degree with first class or second class Master's degree in subject with minimum five years teaching experience at third year B.A./B.Com. courses **OR**
(d) Any other equivalent degree or degrees of Indian University or foreign University.
(e) B.Com. examination – Special subjects
1) Financial Accounting and Auditing and Taxation
2) Cost Accounting and Management Accounts

Qualifications:

Fellow of the Institute of Chartered Accountant India with minimum five years standing **Or**
F.C.A. Fellow of the Institute of Chartered Accountant India with ten years standing as practicing accountant.

Faculty of Law - LL.B. Examination (No changes).

(a) A Master's degree in Law and a Master's degree in Social Sciences **Or**
(b) First Class Bachelor's degree in Law and with a Master's degree in Arts, Humanities and Social Sciences **Or**
(c) A Bachelor's degree in Law with a Bachelor's degree in Social Sciences and ten years standing at the Bar **Or**
(d) A Bachelor's degree in Law with fifteen years standing at the Bar.

Faculty of Medicine

Qualifications for examiners in the faculty of Medicine shall be as per the guidelines of the Medical Council of India and subject to amendment from time to time.

M.Ed. & B.Ed. examinations

(a) Master's degree in Education in First or Second class **Or**
(b) Doctor's degree with at least Second Class Bachelor's degree **Or**
(c) Any other equivalent degree of foreign University And
(d) A minimum five years experience of teaching at Bachelor of Education Classes (for B.Ed. examination).

M. E. Examination

(a) A Doctor's degree **Or**
(b) Master's degree in Engineering in first class or second class in the subject; and

(c) Five years teaching experience as post-graduate teacher.

B.E. Examination

(a) Master's degree in Engineering in First Class or Second Class in the subject; and
(b) Five years teaching experience in the subject.
(c) Five years standing in the profession.

M. Pharm. Examination

(a) A Doctor's degree **Or**
(b) Master's degree in Pharmacy in First or Second Class in the subject; and
(c) Five years teaching experience or five years standing in the profession.

B. Pharm. Examination

(a) Master's degree in Pharmacy in First or Second Class in the subject; and
(b) Five years teaching experience **OR**
(c) Five years standing in the profession

Architecture and M. Arch.

(a) A Doctor's degree **OR**
(b) Master's degree in Architecture in First Class or Second Class in the subject; and
(c) Five years teaching experience at the post-graduate level **OR**
(d) Five years standing in the profession

B. Arch.

(a) Master's degree in Architecture in First Class or Second Class in the subject; and
(b) Five years teaching experience at B.Arch. **OR**

(c) Five years standing in the profession

Master of Dental Surgery

(a) Master's degree in the subject ; and
(b) Five years teaching experience

Bachelor of Dental Surgery

(a) Master's degree in the subject **And**
(b) Five years teaching experience

Bachelor's degree in Fine Art, Performing Art and Music

(a) Bachelor's degree in the subject in First Class or Second class; and
(b) Five years teaching experience **Or**
(c) Five years professional experience

(Note: The qualifications for appointment of Examiners need to be reviewed to bring them in line with the qualifications prescribed by the U.G.C., MCI DCI, AICTE etc. There is also need to lay down qualifications for appointment of examiners for BAMS in line with the qualifications prescribed by the Central Council of Indian Medicines).

OA-12.1 Chief Conductor: Normally, the Head of the Institution/Principal/Vice-Principal/Dean (in case of Medicine faculty) by name shall be the Chief Conductor for the conduct of examinations in that center. The Chief Conductor will be In-charge of the entire conduct of University examinations. The appointment to that effect shall be made by the Controller of Examinations.

OA-12.2 Head of the Institution/Principal/Vice-Principal/Dean should have adequate teaching experience, if he has to be considered for the appointment as Chief Conductor.

OA-12.3 Where the Head of the Institution/ Principal/Vice-Principal/Dean expresses his/her inability/non-availability with valid reasons to be the Chief Conductor, the work may be assigned to his/her nominee by the Controller of Examinations. Such nominee must be a permanent senior teacher with sufficient experience in the conduct of examinations.

OA-12.4 Where the Head of the Institution/ Principal/Vice-Principal/Dean happens to be a person who does not have adequate teaching experience, another permanent senior teacher having adequate teaching experience from that college with experience in the conduct of examinations may be appointed as a Chief Conductor by the Controller of Examinations.

OA-12.5 Where the Head of the Institution/Principal/Vice-Principal/Dean or other members of the teaching staff of a college do not possess adequate experience in teaching and the conduct of examination, a senior teaching staff from another college may be appointed by the Controller of Examinations as Chief Conductor to that centre, provided the Head of the Institution undertakes the responsibility to provide the necessary administrative support for the conduct of examination at his/her centre failing which the said college may not be considered as the centre for the University examination.

OA-12.6 (effective from 14th July, 2005) The examinations for the ISA component of the compulsory courses shall be conducted by teacher(s) teaching the course. The examinations for the SEA components of the Compulsory courses shall be conducted by the Head of the Department

/ Teacher-in-charge concerned or a Senior teacher nominated by him. The Examination Section shall provide all necessary stationary including blank answer books. The Envelope containing the question paper shall not be opened more than 15 minutes before the examination. Invigilation work shall done by all the teachers in the Department equitably as part of their duty and shall be non-remunerative. Two or more Departments, having less students appearing for the given examination, may jointly conduct the examination. Dean of the Faculty/Head of the Department/Teacher-in-charge shall provide adequate supportive assistance of the office staff of the Faculty/Department for the conduct of examination.

OA-12.7 It is mandatory on the part of the Chief Conductor to give declaration to the Controller of Examinations along with the acceptance letter that his/her children, brother, sister, or spouse are not taking any University examination at that centre. (No changes).

OA-12.8 The Chief Conductor shall be the overall in-charge and custodian of all matters relating to the examinations in his/her College. He/She shall ensure its smooth and efficient conduct.

OA-12.9 The Deputy Chief Conductor: The Deputy Chief Conductor whenever required, shall be drawn from the teaching staff of a college other than that where the examination is conducted. He/She shall have to his/her credit adequate teaching experience and be a permanent teacher of that college with knowledge of college administration and conduct of University examinations.

OA-12.10 The Chief Conductor will make appointments of the Senior Supervisors/Block Supervisors from among the teachers of his college. He can also appoint Librarian and Director of Physical Education of his college as Senior Supervisors/Block Supervisors where more number of Senior Supervisors/Block Supervisors is required for duties of conduct of examination. In exceptional cases, Superintendent/Head Clerk/UDC can also be appointed as Block Supervisors. (No changes).

OA-12.11 The Senior Supervisors/Block Supervisors appointed by the Chief Conductor shall give declaration to the Chief Conductor that his/her children, brother, sister or spouse are not appearing at any University examination at that centre.

OA-12.12 The Chief Conductor will hold a meeting of the Dy. Chief Conductor (if Dy. Chief Conductor is appointed at his centre), Senior Supervisors and Block Supervisors at least a day prior to the commencement of the University examinations to ensure that the seating arrangements are made and necessary instructions for the smooth conduct of the university examinations are given. Copies of relevant instructions for the guidance of the Senior Supervisors/Block Supervisors shall be distributed at this meeting.

OA-12.13 The Chief Conductor will receive the following material from the University.

1. Blank answer books and supplements
2. Log tables, Statistical tables, graphs, etc.
3. Question-papers.
4. Any other material required for the conduct of examination.

OA-12.14 The Chief Conductor/Dy. Chief Conductor /Senior Supervisor and Block Supervisor are hereby invested with the authority to make search on person or a candidate in the examination hall if they suspect any copying material with the candidate. (No changes)

OA-12.15 The Controller of Examinations may collect the names of teachers who are willing to accept responsibilities of Deputy Chief Conductor in other colleges. (No changes)

OA-12.16 (a) The allotment of colleges to the Deputy Chief Conductor will be the decision of the Controller of Examinations.

(b) The Controller of Examinations shall have the necessary authority to visit the examination centers to ensure/satisfy himself/herself that the University examinations are conducted as per the prescribed guidelines.

OA-12.17 Examination Observers.

Observers may be appointed by the Vice-Chancellor to visit the centres of University examinations to:

(i) Ensure that the University examinations are conducted as per the norms laid down;

(ii) Check whether the Chief Conductor /Dy. Chief Conductor / Senior Supervisor and Block Supervisor are following scrupulously the instructions given to them for conduct of the University examinations; and

(iii) Check the students who try to resort to malpractices at the time of University examinations and report such cases to the University.

OA-12.18 The Observers are authorized to visit any centre of University examinations without prior intimation of visit to the Chief Conductor/Dy Chief Conductor/Senior Supervisor and enter any block/s of examination for checking the candidates photo identity card, fee receipts, hall tickets etc. to ascertain that duly authorized candidates have only appeared for the examinations. The Observers are invested with the necessary authority act towards detecting use of mal practices and unfair means in the examination.

OA-12.19 (a) The senior teachers of a college/Institution having teaching experience can be appointed as an Observer.
(b) The University teachers having teaching experience can be the members of the Observer team.

OA-12.20 Prominent citizens (other than the members of the managing committee pertaining to the College/Institution concerned) from the area where the College/Institution is located could be considered for their appointment as Observers.

OA-12.21 The Vice-Chancellor may include as one of the members of the non-teaching staff of the level of Controller of Examinations/Deputy Registrar/University Librarian/Director of Physical Education of University/Director Students' Welfare/Director of Extra Mural Studies as one of the members of the Observers team.

OA-12.22 The Observers will submit their reports on surprise visits directly to the Vice-Chancellor. The Observer can make suggestions in the matter of proper conduct of examinations, if necessary.

OA-12.23 Instructions for guidance of the Senior Supervisors

About 250 candidates spread over 6-8 blocks in an examination center shall be directly under the control of one Senior Supervisor.

OA-12.24 The Senior Supervisor shall be responsible for the conduct of the examination at the centre under the overall control of the Chief Conductor / Deputy Chief Conductor.

OA-12.25 The Senior Supervisor shall be present during the entire duration of the University examinations for which he/she is appointed.

OA-12.26 The Chief Conductor /Dy. Chief Conductor and Senior Supervisor shall both sign the following certificate which is pasted on each cover of the question papers after ensuring that the packets of question papers are intact and duly sealed and is opened in their presence 20 minutes prior to the commencement of the respective examinations.

Certificate to be signed by Chief Conductor and Deputy Chief Conductor/Senior Supervisor.

This sealed packet containing question papers was opened in our presence on ……..day the …… 200 at... a.m. /p.m.

…….. .....

Chief Conductor Dy.ChiefConductor/Sr. Supervisor

Date :……

Place : ……

The number of copies used…….. The number of copies Balance ……

The packet should be returned to the University on the conclusion of the examination.

OA-12.27 The Senior Supervisor will receive from the Chief Conductor/Dy. Chief Conductor the requisite number of copies of question papers about 10 minutes before handing over the question papers to the candidates.

OA-12.28 The Senior Supervisor shall hand over the question papers to the Block Supervisor in their respective blocks before the "commencement bell" and ensure that the question papers are distributed to the candidates as soon as the second bell sounds. The Senior Supervisor shall ensure that surplus copies of the question papers are returned to him/her half an hour after the commencement of the examination.

OA-12.29 In the event of any doubt with regard to questions/instructions given in the question paper, the Senior Supervisor shall contact the Chief Conductor/Dy. Chief Conductor for clarifications. The Chief Conductor/Dy. Chief Conductor may, if necessary contact the Controller of Examinations for further clarifications. The clarifications/instructions so received will be immediately announced in the blocks for the information of the candidates. The Chief Conductor will make a report of such clarifications/instructions to the Controller of Examinations mentioning the time at which clarifications/instructions were announced to the candidates and the staff.

OA-12.30 Under no circumstances, the Chief Conductor/Dy. Chief Conductor/Senior Supervisor shall make announcement of any clarifications/instructions on his/her own.

OA-12.31 No candidate who arrives at the examination center late by more than 30 minutes after the commencement of the concerned examination shall be admitted.

OA-12.32 No persons apart from the candidates and those directly concerned with the conduct of the examinations shall be permitted to enter the premises where the University examinations are being conducted.

OA-12.33 The candidates shall not be allowed to bring in books, magazines, handwritten or any other printed material into the examination block. Similarly, the candidates are forbidden to carry cell phones, lap tops, etc. in the examination block.

OA-12.34 The Senior Supervisor shall keep strict vigilance during the entire duration of the examination. He/she shall go round the blocks as often as necessary to ensure that the Block Supervisors are on alert.

OA-12.35 (a) In the event of any mal-practices or unfair means adopted to by a candidate, and reported to the Senior Supervisor by the Block Supervisor, the former shall proceed to the block to verify personally that such a mal-practice/use of unfair means has taken place, and if satisfied summon the candidate to the office for inquiry. After obtaining statement from the candidate and the Block Supervisor, the Senior Supervisor shall submit his own report to the Chief Conductor. The Chief Conductor shall in turn report the matter to the University immediately.

All the cases of copying, use of mal-practices or unfair means to be forwarded to the Controller of Examinations shall be accompanied by the following: -

(i) The original answer book/s and supplement/s involved in copying or in the act of mal practice or unfair means;
(ii) Senior Supervisor's report giving his findings;
(iii) The Block Supervisor's report giving the fact as to how the case was detected;
(iv) Written statement or explanation of the candidate found copying;
(v) Statement of any other person present at the scene of the case of copying, if available;
(vi) such other objectionable material brought by the candidate in the examination block; and
(vii) such other material that is relevant to the case.

(b) The Senior Supervisor's report on 'copying cases' should mention the following points:

(i) The time at which the "copying" was detected by the Block Supervisor;
(ii) The time at which the Senior Supervisor went to the block of the 'copying' candidate;
(iii) The way how the Block Supervisor detected (a) "copying' or (b) bringing written objectionable copying material in the Examination Block;
(iv) The extent to which the material found with the candidate was used or would have been useful to the candidate in view of the questions set in the papers; and
(v) Senior Supervisor's findings, if any in addition to above.

OA-12.36 The Senior Supervisor shall see that the Block Supervisors do not:-
(i) Encourage the candidates to leave the examination hall during the examination time;
(ii) Allow any candidate to come to the examination hall late by more than half an hour;
(iii) Allow any candidate to leave the examination hall within the first half an hour;
(iv) Engage in conversation with candidates during the examination;
(v) Give any kind of help, assistance, explanation or answer enabling the candidate to answer the questions;
(vi) Read what the candidates write in their answer book;
(vii) Carry messages from one candidate to another;
(viii) Engage in any office work or private work or read books/newspapers;
(ix) Permit copying, whispering and talking among the candidates;
(x) Retain with them spare copies of question papers after they have been delivered to the candidates;
(xi) Hand out copy/copies of the question paper to any person not appearing for the examination; and
(xii) Allow any exchange of writing material, stencils, mathematical instruments, etc., when the examination is in progress.

OA-12.37 No additional time should be allowed to any candidate for answering a paper on the ground of illness, accident or any other cause, save when any loss of time is caused to the candidate by any act or omission on the part of the University or its officials.

OA-12.38 The Senior Supervisor shall instruct the Block Supervisors to ensure that the answer books and the supplements supplied to candidates are duly signed and dated in the space provided for the purpose.

OA-12.39 The Senior Supervisor shall instruct the Block Supervisor/s to (i) sign only as many main answer books and supplements as are actually required for a session of an examination in his/her block; (ii) see that the candidates write their seat numbers legibly and accurately (both in figures and in words) on the answer books/supplements; (iii) not to cancel/alter/overwrite the seat number of the candidate entered by him/her either on the main answer book or the supplement; (iv) take particular care to collect from candidates all answer books and supplements supplied to them whether used or unused; and (v) see that no candidate leaves his/her seat after the final bell is rung at the close of an examination until the Block Supervisor collects all the answer books of the candidates in his/her block.

OA-12.40 The Senior Supervisor should scrupulously follow the following instructions:

(i) A copy of the question paper at any of the University examinations should not be given for perusal or reference to any person not connected with the examination;

(ii) The copies of the surplus question papers shall only be in the custody of the Senior Supervisor or the under study working under him;

(iii) The candidates should be strictly prohibited from loitering in the premises where the University examinations are held; and

(iv) Block Supervisors are to make three copies of their report for each paper of two sections. Out of two copies are to be packed with the respective sections of the answer books and the third copy should be forwarded to the Controller of Examinations immediately after the conclusion of the examination.

OA-12.41 (effective from 22nd September, 2009)
(a) The Senior Supervisor is authorized to appoint a scribe/writer at the University examination for a candidate who in his opinion is unable to write the answer scripts on medical grounds or due to disability. The scribe/writer appointed must not have passed the examination for which he is appointed to work as a scribe/writer for the examination. The senior supervisor shall make separate sitting arrangement for the candidate and the scribe/writer and recover from the candidate the fees to be paid to the University and to the scribe/writer as below:-

(effective from 22nd September, 2009)
1. Upto graduation level/diploma examinations.
(a) Papers of 2 hours duration : Rs. 40/- to a scribe/writer and Rs.20/- to University.
(b) Papers of 3 hours duration : Rs. 60/- to a scribe/writer and Rs.20/- to University.
(effective from 22nd September, 2009)
2. At post-graduate level
(a) Papers of 2 hours duration : Rs. 60/- to the scribe/writer and Rs.20/- to the University.
(b) Papers of 3 hours duration : Rs. 80/- to the scribe and Rs.25/- to the University.

(b) In specific cases of disability where the appointment of a scribe is not possible/beneficial to the disabled candidates, the principal of the concerned college shall seek prior permission from the Controller of examinations to provide extra time for such specific candidates for answering the papers. In such cases, the concerned candidate is required to provide the documentary evidence issued by the competent Medical Board in support of his request and the principal of the college shall forward the same while referring the matter to the University. Depending upon the

extent/type of disability as evidenced, the university may allot extra time from a minimum of 30 minutes per paper to maximum of 50% total time allotted to the individual paper while answering the same.

OA-12.42 The Senior Supervisor shall display at a conspicuous place at the examination center the following instructions to the candidates: -
1) Make sure that you are not in possession of any material such as book, note book, scribble notes, lap tops, cell phones etc. which may assist in copying/malpractice;

2) Do not carry with you answer books or supplements written in or blank while leaving the examination hall;

3) Do not speak or communicate in any way with any other candidate in the examination hall or outside while the examination is going on;

4) Do not disobey any instruction/s issued to you by the Block Supervisor or the Senior Supervisor; and
5) Do not behave in a rude or disobedient manner; and

6) Failure to observe the above instructions may result in expulsion from the examination or penalty deemed suitable by the University Authorities.

Instructions to Block Supervisors

OA-12.43 Instructions to Block Supervisors

The Block Supervisors shall be in attendance at the place of examination and report to the Chief Conductor/Dy. Chief Conductor/Senior Supervisor at least 30 minutes before the commence of the examination.

OA-12.44 The Block Supervisors shall be present in the block allotted to them by the Senior Supervisor at least fifteen minutes before the examination commences. They should carry with them blank answer books and supplements, Supervisors' report forms, students attendance report and other material to be supplied to candidates at the examination.

OA-12.45 They shall go round the block and ensure that the examination hall is ready in all respects. The blackboard if any in the hall should be kept clean, books, stray papers, written chits etc., must be scrupulously removed from the hall.

OA-12.46 They shall allow the candidates to enter the hall only after the warning bell is sounded, make sure that no books, papers etc., are carried to the hall.

OA-12.47 They shall instruct the candidates to occupy the seats bearing their respective seat numbers.

OA-12.48 They shall supply to each candidate one main answer book for each section duly signed and dated on the cover page. They shall not supply additional blank supplements/main answer books than what is necessary.

OA-12.49 When the commencement bell sounds, Block Supervisor shall start distributing question papers from the last candidate in the respective block. When the question paper is of more than one page, shall instruct the candidates to ensure that they have received all the pages of the

question paper and ensure that all the candidates are supplied with the question paper in accordance with the subject the candidates have offered at the examination.

OA-12.50 Ten minutes after the commencement of the paper, the block supervisor shall ensure that every candidate occupies the specified seat.

OA-12.51 Thirty minutes after the commencement of the paper, the block supervisors shall check the photo identity card and examination hall ticket of every candidate in every session.

OA-12.52 One hour after the commencement of the paper, the block supervisors shall check that the candidates have made all entries correctly on the front page of each answer book/supplement supplied to them and have written correctly their seat number, the subject and the number of sections on each answer book/supplement.

OA-12.53 The block supervisors shall ensure that the examination proceed smoothly and prevent use of malpractice by the candidates while the examination is going on.

OA-12.54 Whenever a candidate requests for supplements, the block supervisor shall ensure that the candidate is issued the supplements duly signed and dated at his place only after he has completed the answer book supplied to him/her earlier.

OA-12.55

The Block Supervisor shall not:

(i) Encourage the candidates to leave examination hall during examination time;

(ii) Allow any candidate to come to the examination hall late by more than half an hour;

(iii) Allow any candidate to leave the examination hall within the first half an hour of starting of the examination;

(iv) Engage in conversation with the candidates during the examination;

(v) Read what the candidates write in answer books;

(vi) Give any kind of explanation connected with the question paper;

(vii) Carry messages from one candidate to another;

(viii) Engage in any office work or private work or read books/newspapers;

(ix) Permit copying, whispering, talking etc., among the candidates or with persons outside;

(x) Keep with them spare copies of question papers after they have been delivered to the candidates;

(xi) Hand out copy of the question paper to any one who is not a candidate appearing for the examination; and

(xii) Allow any exchange of writing material, stencils, mathematical instrument, etc., when the examination is in progress.

OA-12.56 If the Block Supervisor/s suspect any malpractice, copying or any other use of unfair means he/she should immediately bring it to the notice of the Senior Supervisor and follow his/her instructions in the matter.

OA-12.57 If any candidate wants to leave the examination hall before closing time of the examination, the Block Supervisor shall collect all his/her answer books written or blank before allowing him to leave the hall. He/she should ensure that in each section the main answer books and supplements are tied together and the details such as seat number, subject and section etc., are entered on the cover page by the candidate.

OA-12.58 At the sounding of warning bell i.e., 10 minutes prior to the completion of the examination session, the Block Supervisor shall close the doors and shall not allow any candidate to leave the examination hall

OA-12.59 When the last bell sounds, the Block Supervisor shall collect the answer books from the last candidate onwards to the first candidate in the Block and shall not allow any candidate to leave the hall till all the answer books of all the candidates. He/she shall also collect all the blank answer books/supplements if any, from the candidate.

OA-12.60 When the collection of the answer books is complete, the Block Supervisor shall arrange them in two separate bundles according to respective sections and their serial order. The block supervisor shall deliver the bundles personally together with their reports to the Senior Supervisor.

OA-12.61 The Block Supervisor shall make three copies of the reports for each paper/subject. Two of these shall be packed with the bundles containing the respective section of the answer books. The third copy of each report shall be handed over separately to the Senior Supervisor to be sent to the Controller of Examinations.

OA-12.62 The Block Supervisor shall mention the number of their respective Block allotted to them on their report.

OA-12.63 The Block Supervisor shall carry out all the instructions which may be given to them by the Chief Conductor/Senior Supervisor in regard to their work not covered in the above instructions.

OA-12.64 Remuneration shall be paid if the work of the Block Supervisor is satisfactory and only after the results are declared.

OA-12.65 Whenever the affiliated colleges conduct examination on behalf of the University, the Head of the Institution/Principal/Vice-Principal/Dean shall arrange to conduct the University examination (both theory and practical) to be held in first and/or second half of every year in their college for their own students. They shall also appoint senior supervisor/s, block supervisor/s, laboratory supervisor/s, laboratory experts and other related staff required for the smooth conduct of the said examinations.

OA-12.66 In respect of the F.Y./S.Y. Year B.A., B.Sc. and B.Com. and B.C.A. terminal examinations and conduct of other supplementary examinations, the University shall fix the centres and places of examinations and the concerned colleges/recognized institutions shall arrange to conduct the said examinations.

(Effective from 7th December, 2007) Amendment to Ordinance OA-13 relating to the Merit List.

OA-13.1 The University shall award certificate of merit to the first three top rankers of all the Bachelors Degree Examinations and Masters Degree Examinations such as:

UG/PG Professional & Non-Professional Examinations as per the following conditions:

1. Candidates who pass the respective examination within the minimum prescribed period and securing a minimum of 60% and more marks or equivalent grade.
2. Candidates who pass the Examinations leading to the Degree i.e. the final and lower examinations which are considered for weightage of marks in the final class/grade in the first attempt in the semester as well as the annual pattern.
3. There shall be a minimum of five candidates appearing for the examination.

OA-13.2 The candidates who will obtain equal number of marks / grades shall be awarded the same rank in merit.

OA-13.3 The University shall award certificates of merit to the candidates appearing in these merit lists.

OA-13.4 No candidates shall be eligible for award of prize, medals or scholarships unless:

1. He/She passes the Examinations leading to the Degree i.e. the final and lower examinations which are considered for weightage of marks in the final class/grade in the first attempt in the semester as well as the annual pattern.

2. He/She passes the respective Examination/s within the minimum prescribed period securing a minimum of 60% and more marks or equivalent grade.

OA-13.5 In the case of a tie, the amount of the award shall be equally divided.

OA-14 (effective from 29th October, 2008) Amendment to Ordinance relating to Board of Studies in various Subjects. (Under Section 24(1) of Goa University Act, 1984)

OA-14.1 There shall be a Board of Studies for every subject or group of subjects taught at undergraduate and post-graduate level, as prescribed by the Statutes. However, depending upon the exigencies/requirements of a subject or group of subjects, the Academic Council shall decide, if necessary, to have separate Board of Studies for undergraduate and post-graduate subjects.

OA-14.2 There shall be Board of Studies in the subjects or group of subjects taught under various Faculties as specified in the Statute SA-17 of the University.

OA-14.3 The Executive Council on the recommendation of the Academic Council shall include or delete a subject or group of subjects under various Faculties of the University, if necessary. For a new subject introduced or for the subjects which are being taught, the Academic Council shall identify the appropriate Faculty and the nature of the Board of Studies in that subject. For composition of Board of Studies in various subjects, teacher(s) having preferably a minimum five years of teaching experience in that subject shall be nominated as members.

OA-14.4 Composition of Board of Studies

Composition of Board of Studies (BOS) in various subjects:

(a) For subject taught at undergraduate level in colleges as well as post-graduate level in Post-graduate departments in the University:

(1)Head of the University Post-graduate Department in the concerned subject as Chairperson of BOS,
(2)One Reader from the concerned University Department;

(3)One Lecturer from the concerned University Department;
(4)(5) (6) (7) Four teachers in the concerned subject from affiliated colleges or institution;
(8) One expert in the subject from any other University/Institutions/Academics outside Goa having a special knowledge of the subject concerned; and
(9) One expert member in the closely related subject;

NOTE: For a subject having various specialization(s), Sub-committee of the BOS shall be constituted for each such specialization consisting of three members, including the member(s) with this specialization in the main BOS in the subject. Chairman of the BOS shall preside over the meeting of such Sub-committee.

(b)For subject taught at post-graduate courses of studies in the University Departments:
(1) Head of the University Post-graduate Department in the concerned subject as Chairperson of BOS,
(2) One Reader from the concerned University Department;
(3) One Lecturer from the concerned University Department;
(4) One expert in the subject from any other University/Institution having a special knowledge of the subject concerned;
(5) One expert in the subject from Goa having knowledge of the subject concerned; and
(6) One expert member in a closely related subject from the same/sister Department of the University.

(c) For subject taught at undergraduate and/or post-graduate courses of studies in more than one college:
(1) A senior teacher (including Principals) having not less than ten years of teaching experience in the concerned subject as Chairperson of BOS,
(2), (3), (4) Three teachers in the concerned subjects, preferably not more than one from any one college.
(5) One external expert having special knowledge of the subject concerned.
(6) Additional Expert in the subject.
For example, a member from Industry in case of Pharmacy / Computer Science/ Engineering or Medical Practitioner in case of subject of Medicine or Practicing Lawyer/Judge in case of subject of Law or expert in Education in case of subject of Education.

(d) For subject taught at undergraduate and/or post-graduate courses of studies in only one college:
(1) Head of the concerned department or a senior teacher (including Principal) having not less than ten years of teaching experience in the concerned subject as Chairperson of BOS,
(2) Two teachers in the concerned subjects.
(3) Two external experts having special knowledge of the subject concerned.

Note:
(i) External Expert shall be nominated when sufficient number of teachers in the subject are not available.

(ii) Whenever a new subject is introduced, the Vice Chancellor may constitute an Adhoc BOS for that subject. Tenure of such BOS shall be of two years.

(iii) Separate BOS shall not be constituted for an isolated subject taught in a single college or a few colleges. Such subject shall be brought under the purview of existing BOS in allied/alike subject.

(iv) The Head of the Department at (a) and (b) above shall be the Ex-Officio Chairman of the Board of Studies. The Vice-Chancellor may nominate the chairman from among the members representing the University Departments and affiliated colleges for OB-4 meetings during the absence of the chairman BOS.

(v) The University shall maintain the list of University teachers and college teachers in each subjects for nominating teachers on the Board of studies. The teachers from such a list shall be nominated by the Vice- Chancellor on the Board of Studies on a rotational basis.

OA-14.5 Quorum

OA-14.5.1 Not less than half of the number of members shall constitute a quorum and all issues shall be decided by a majority of votes of the members present and voting. Chairman will have casting vote in case of tie. No quorum shall be necessary in the case of a meeting adjourned for want of a quorum.

OA-14.5.2 If there is no quorum at the commencement of the schedule meeting the Registrar or his representative under the signature of the Chairman should record the adjournment and the adjourned meeting shall be held after half an hour.

OA-14.5.3 The term of each Board of Studies shall be three years.

OA-14.6 Cessation of membership.

OA-14.6.1 A member appointed in his capacity as a teacher in any of the University Department or affiliated college or as the holder of an office shall cease to be a member of the Board of Studies concerned from the date he ceases to be a teacher in the University or of such college or the holder of any such office. Any person appointed in a casual vacancy shall subject to other provisions, be a member of the Board concerned only for the period for which he is appointed in that vacancy.

OA-14.7 Meetings:

(i) The Registrar or his representative under the intimation from the Chairperson BOS shall fix the date; time and place of the meeting of the Board of Studies and the Members shall be informed accordingly.

(ii)The Registrar under the directions of the Vice-Chancellor shall fix the date; time and place of the Special Meeting of the Board of Studies and the Board shall meet on the appointed date, time and place of the meeting.

(iii) The Chairperson shall issue the agenda at least fifteen days before the date of the meeting.

(iv) In the absence of the Chairperson of the Board of Studies one of the members from amongst the members of BOS shall be chosen by the members as Chairperson who shall then preside.

(v) Ordinarily, in every academic year at least one meeting of the Board of Studies shall be held.

OA-14.8 Joint meeting

OA-14.8.1 Whenever it is deemed necessary it shall be competent for the Vice-Chancellor to convene joint meetings of two or more Board of Studies. The Vice-Chancellor or his nominee shall preside over such meetings.

OA-14.9 Minutes:

(i) Every resolution of the Board of Studies shall be recorded at the meeting and shall be read out by the Chairperson at the meeting itself.

ii) The Chairman of the meeting shall send to the Registrar through the Dean of the concerned faculty, a copy of the minutes as approved at the meeting within ten days of the date of the meeting of BOS. The minutes shall be presented in the format (Form-7). The important points which need consideration and approval of the academic council shall be highlighted. Dean of the concerned faculty before forwarding the minutes shall point out clearly important policy decisions included therein for the information of the Registrar and the members of Academic Council.

(iii) The Vice-Chancellor, may in urgent cases obtain the opinion of the Board of Studies by circulation of any proposal among the members of the Board. Such opinion together with the action taken thereon shall be communicated to all the members of the BOS and the Academic Council.

OA-14.10 Functions of the Board

The Board of Studies shall have, apart from the powers listed in the schedule of the Act, the following powers:

i) To recommend courses of study in the subject or group of subjects within its purview and general academic requirements.

ii) To prepare and recommend to the Academic Council the scheme of examinations, paper-wise master panel of the examiners for different examinations other than research degrees (M.Phil & Ph.D.)

iii) To recommend to the Academic Council, for being forwarded to the Executive Council for its approval, reading material for publication by the University.

iv) To recommend the general academic requirements in the University/affiliated colleges.

v) To recommend text-books and other reading material for the courses of study under its purview.

vi) To review the question papers, within its purview, set at all University examinations during the previous year.

OA-15 (effective from 17th August, 2000) Ordinance relating to procedure for the evaluation of answer papers of Professional Examinations. (under Section 24 (1) of the Goa University Act, 1984

(effective from 17th August, 2000) There shall be double evaluation scheme for all the papers of professional courses. For this purpose, the following general principles shall be followed:

OA-15 (i) **(effective from 18th July, 2005)** An answer script of a single subject shall be valued by one examiner; if there is more than one subject it shall be examined by such number of examiners.

OA-15 (ii) **(effective from 18th July, 2005)** For the subjects where one internal and one external examiners are appointed as per the existing practice, each of the examiners shall evaluate only a particular section of the answer paper.

(iii) Ordinarily the same set of examiners shall not be appointed for both theory and practical examinations.

OA-15 (iv) **(effective from 18th July, 2005)** The assessment shall be equally done by the examiners as per the distribution arranged by the Chairman Board of Examiners

The Chairman Board of Examiners shall distribute the answer scripts for evaluation among the available examiners equitably.

OA-15 (vi) **(effective from 18th July, 2005)** For the answer papers where each section has different subject components, one internal and one external examiner specialized in the respective components shall evaluate the said components. The sum of the two scores shall be the final score in the paper.

OA-15.5 (IV) **(effective from 14th July, 2005)** The marks obtained by a candidate after revaluation shall be considered for the purpose of amendment of his / her result provided the revaluation marks are more than the original marks. Such revaluated marks shall be taken into account for the purpose of award of Scholarships, Prizes, Medals and / or the Order of Merit.

The University shall declare the Merit List as per OA-13 only after the declaration of the revaluated results of that examination.

OA-16 **(effective from 25th November, 2002) General Ordinance for the award of class at the University Examinations, Duration for completing a course and other related matters.**

This Ordinance shall apply to all University examinations and shall replace any similar provision existing earlier under any other Ordinances. This is to bring in uniformity across all courses offered by the University.

OA-16.1 **(effective from 25th November, 2002)** Whereas the minimum standard for passing an examination may vary from course to course as per the recommendations and approvals of the respective Councils, the award of either class or Grade will be uniform as specified under this ordinance.

OA-16.2 **(effective from 25th November, 2002)** Respective Ordinance governing each course will specify whether class or Grade will be awarded for particular course of study.

OA-16.3 **(effective from 25th November, 2002) Award of Class:**
Class/Distinction/Honours will be awarded based on the percentage of marks scored/worked out on the aggregate/weighted aggregate, as per the scheme given below:

70% and above - Distinction
60% and above but below 70 - First Class
50% and above but below 60% - Second Class
Below 50% - Pass Class

OA-16.4 **(effective from 25th November, 2002)** Honours in the individual subject will be awarded for securing 75% marks in the subject, if the student secures 75% and more marks on the aggregate.

OA-16.5 **(effective from 25th November, 2002) Award of Grade:**
After evaluation, students will be graded for each subject, as per the following scheme of grades and grade points for the courses wherever applicable.

Grade

A:	Excellent	7.55 upward/and above
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 shall 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.

OA-16.6 **(effective from 25th November, 2002) An Attempt:**
When an eligible candidate submits the examination form through the college/Department to the University and if the examination form is accepted and seat number allotted by the University irrespective of whether the student appears in the examination or not it will be considered an attempt of the student.

OA-16.7 **(effective from 25th November, 2002)** If a student seeks withdrawal of the examination form on medical grounds and requests for the refund of his examination fees, his non appearance will not be considered as an Attempt.

OA-16.8 **(effective from 25th November, 2002)** The non-appearance of a candidate at a University examination shall not be considered as an attempt.
(a) If the candidate has not submitted the form of application for admission to the University examination: or
(b) If the application is not accepted by the University: or
(c) If the candidature is withdrawn by the University or concerned college before the commencement of the examination.
(d) If a candidate is enable to appear for the University examination on genuine medical grounds though the seat number has been allotted to him/her provided the said candidate informs in writing duly supported by a Medical certificate issued by a Registered Medical Practitioner and forward to the University through the Heads of the different University departments. Principals/Deans of the affiliated colleges at least three days prior to the date of commencement of the said examination. (The expression " date of commencement of the examination" is meant date on which the first theory paper/practical at the examination is set and not the date on which candidate has to appear for his/her first paper).

OA-16.9 **(effective from 25th November, 2002) First University Examination:**
The first University examination is the first examination that the student answer after his admission to a University Degree Course and which is

conducted at the end of the semester/term or at the end of the year (in case of annual pattern) or at the end of 1 ½ years (in case of BAMS, BHMS) as per the scheme of examination recommended by the Board of Studies and approved by the Academic Council.

The first University examination also includes an examination conducted by the college on behalf of the University.

OA-16.10 **(effective from 25th November, 2002) Final Examination:**
The final examination is the examination where the candidate's performance is the basis for the award of the degree. The final examination includes examinations, which have weightage for the award of degree.
For example for award of B.E. degree, the examinations of V (50%) VI (50%), VII (100%) & VIII (100%) are considered final examination. Similarly the final examination is defined for other courses wherever applicable.

OA-16.11 **(effective from 25th November, 2002) First Attempt:**

To pass the examination in the first attempt means passing in one and the same sitting by the candidate in all the heads of passing of other examinations except those heads where exemptions are permitted as prescribed in the scheme of examinations.

OA-16.12 **(effective from 25th November, 2002)** A student who does not clear all the paper of the examination in one and the same sitting is not eligible for any Class/Distinction/Honours. The remark against his/her result will be "Passes".

OA-16.13 **(effective from 4th February, 2013) Duration for the completion of the Course:**

The total duration available for students to complete the course shall be twice the actual duration prescribed for the course, unless otherwise specified . In case of courses having guidelines prescribed by regulatory bodies such as MCI,DCI,CCH, CCIM, AICTE, the duration for completion of the course shall be as prescribed.

Students who do not complete the course/pass all the examinations prescribed for the course within the available duration, shall have to discontinue the course.

OA-16.14 **(effective from 21st April, 2008)** The first University examinations must be completed in a maximum of 4 attempts and within a period of maximum 3 years from the date of admission to the course unless otherwise specified.

OA-16.15 **(effective from 25th November, 2002)** The above ordinance shall be applicable to the students taking admission from the Academic Year 2002-2003 onwards. The present students who got admission during 2001-2002 and earlier and who have not completed the course within the available duration prescribed under OA-16.13 shall be given two additional chances for the completion of the course.

(Effective from 30th November, 2007) Ordinance OA-17 relating to Minimum attendance for eligibility to appear for Examinations conducted by Goa University.

OA-17.1 Objectives

To ensure regular attendance during every form of interactive instruction pertaining to the teaching of all the Undergraduate and Post Graduate Courses offered by Goa University.

OA-17.2 General

(i) Attendance criteria under this Ordinance shall be brought to the notice of all the enrolled students by the concerned Institution/Department at the beginning of the academic year and the same shall be enforced strictly.

(ii) The teacher(s) concerned shall engage not less than the actual number of lectures / practicals prescribed for the particular paper/course in the syllabus. The Principal or Dean of the College / Head of the PG Department shall ensure that the teachers in the College/Department actually engage not less than the actual number of lectures / practicals prescribed for the paper/course. {Note: "course" refers to Laboratory Course / Optional Course / Compulsory Course or other similar instructional courses}.

(iii) Generally, when a teacher misses some lectures / tutorials / practicals on one or more days then that teacher shall engage those lectures / tutorials / practicals on other day(s) and shall maintain the record of the same.

OA-17.3 Attendance and eligibility to appear for Examinations

(i) The attendance shall be taken by the teacher for each lecture / tutorial / practical or any other component of teaching separately. He/She shall maintain such a paper-/course-wise Attendance Register.

(ii) Attendance shall be taken on a day to day basis for all the students and shall be cumulative of all the months of the Semester / Term / Year (in case of annual examination), as the case may be, for deciding the eligibility to appear for the respective examination. The statement of the attendance shall be prepared paper-/course-wise and month-wise and the same shall be displayed on the Notice Board. A copy of this statement shall be sent to the University for records.

(iii) If more than the prescribed number of Lectures / Practicals for a paper/course have been engaged by the teacher(s), then, for the purpose of compilation of attendance, the number of lectures actually engaged as well as attended shall be proportionately scaled down with respect to the prescribed number of lectures / practicals for the paper / course.

(iv) A student registered in a Semester / Term / Year, for any Course (degree or diploma), shall be required to have a minimum cumulative attendance of 75% of the total lectures and practicals prescribed for the course during that Semester / Term / Year. Although the attendance shall be cumulative for all the papers / courses taken together, in the given Semester / Term / Year, a student shall be required to have a minimum of 50% attendance in any individual paper / course.

(v) A student, having less than 75% cumulative attendance in a Semester / Term / Year and/or less than 50% attendance in individual paper/course, shall not be eligible to appear for that Semester / Term / Annual Examination. Such

student shall have to seek re-admission to the Course / Programme during the subsequent Academic Year / Term / Semester by paying requisite fees. However, such student shall not be treated as fresh applicant for the admission if the re-admission is in the same institution. Re-admission to professional colleges for the First Year of the course shall be as per the admission rules for these courses. These students shall not answer CET.

(vi) For a student registered for subject / subjects having practical component, attendance for both theory and practical component shall be treated separately for the requisite attendance mentioned above.

(vii) Attendance of a student in an institution for a course shall be transferred to another institution if the student continues the same course in the new institution.

(Effective from 13th August, 2011) (viii) A student representing the Institution / University / State / Country in extra curricular activities such as NCC / NSS / Sports / Cultural events on obtaining prior approval of the Principal / Dean / Head of Department shall be treated as "on duty" at the lectures / practicals missed by him / her and shall be marked as 'D' in the Attendance Register. Absence due to such activities should be supported by documentary evidence issued by appropriate authority such as Commanding Officer of NCC, Director of Youth Affairs, Director / Asstt. Director of Sports in Government / University or and authorized official of these and other similar bodies. However, in such cases, for the purpose of compilation of cumulative as well as paper / course-wise attendance, the number of prescribed lectures / practicals for the paper / course shall be calculated after deducting the lectures under 'D' and considered as such.

e.g. [(No. of lectures attended) ÷ (No. of prescribed lectures) –Ds)] x 100
Similarly for practicals

(ix) Absence on medical grounds for more than four continuous working days is required to be supported with a Medical Certificate which should be submitted within seven days after rejoining the class. Absence on medical grounds shall be offset against the 25% concession in the attendance already granted. However, if such absence exceeds 25% and is found genuine, the student may request for the condonation of the same. The Principal / Dean / Head of the Department shall examine such absence on a case-to-case basis.

(x) Any case not covered under the above clauses but recommended by the Principal / Dean / Head of the Department for condonation shall be referred to a Committee consisting of (i) Vice-Chancellor (Chairman), (ii) Registrar and (iii) Principal of the Institution/Dean of the College / Head of the Department concerned, as members.

(Effective from 13th August, 2011) (xi) For Courses in the field of Medicine / Dental / Ayurveda / Homoeopathy / Engineering which are governed by the regulations of Central governing bodies such as MCI, DCI, AICTE, CCIM etc. the norms prescribed by the respective bodies shall be followed with regard to the minimum attendance requirements.

(xii) A student, who has any grievance about the attendance record, may bring the same to the notice of the Head of the PG Department / Dean or Principal of the College, in writing, within three days from the date of its display on the Notice Board. The Head of the PG Department / Dean or Principal of the

College on receipt of such a complaint, shall verify the accuracy of attendance records and allow the aggrieved student to inspect the records, if necessary, and shall dispose of the complaint preferably within a period of seven days.

SCHEDULE OSA-1

(See OA-6.15 of Part A)

OSA-l Schedule for appointments of understudy Supervisor/s, Relieving Supervisor/s, Peons, Watchmen, Hamals etc. for the University exams.

OSA-1(A) Understudy Supervisor/s

(1) One understudy Supervisor for each examination/group of examinations to be held simultaneously.

(2) One additional understudy Supervisor where the number of candidates exceeds 300 or where there are more than 6 blocks and the need for an additional understudy Supervisor is felt.

(3) One relieving Supervisor where the number of candidates exceeds 300 or where there are more than 6 blocks and the need for a relieving supervisor is felt.

OSA-1(B) **Peons, Watchmen, Hamals, etc.**

(1) One Peon to attend to the Chief Conductor, Senior Supervisors.

(2) One peon to attend to the understudy Supervisors

(3) One Peon to attend to the bell.

(4) One liftman in case there is a lift in a college and it is made available for students and supervisors during the examination).

(5) Watchman.

(6) One Peon-cum-Waterman per block.

(7) One Peon for 100 candidates where waterman are appointed by the University.

(8) One sweeper for cleaning W.C. etc. (Two sweepers may be appointed, if the number of candidates appearing is more than 500).

(9) One Hamal for approximately 250 to 300 students for sweeping the rooms cleaning the desks etc.

If need is felt for any additional staff, prior sanction of the University should be obtained for the additional appointment.

(1) Arrangement of blocks as per instructions to be issued by the University Office;

(2) Pasting of Seat number on the desks;

(3) Restoration of previous arrangements after the conclusion of the examination/s; and

(4) Holding the stock of stationery required for examination and supplying the same day-today to the Senior Supervisor of the examination will be "remuneration as follows:

The Head Clerk or Senior Clerk who .will be in-charge of this arrangement and seating accommodation will be paid for 2 days at the of Rs. 60/- per day for making the arrangement for the first examinations to be held in college. If more than one examination are held in the college and work of making the seating arrangement for the subsequent examination does not entail re-arrangement of desks and chairs but only pasting or numbers, the clerk in-charge will be paid for one day at the rate of Rs. 60/- per day. (This will be in addition to the remuneration which will be paid to him as under-study supervisor during the course of the examination.

The understudy supervisor at the F.Y., Arts, intermediate Arts, B.A./B.Sc., M.A., M.Sc. and such other examinations where the re-arrangement is necessary, will be paid Rs. 30/- for each intervening day for the additional work involved in re-arranging desks or pasting seat numbers etc.

The Peons who will be entrusted with the work of pasting seat numbers on the desks and pasting seats …. Rs. 14/- per 100 candidates.

For pasting seat numbers only ….. Rs. 6/- per 100 candidates.

Where more than one examinations are held in the college and fresh seat numbers are not required to be pasted, the understudy supervisor in-charge may take the assistance of a peon for one day for re-arrangement of the blocks, etc. and seeing that the numbers originally pasted are in good condition. The peon engaged for this work will be paid at the rate of Rs. 14/- per day.

Form A-1
(See OA-2.6 of Part A)

For Master's degrees in the Faculties other than Medicine and Dentistry

Application for Recognition as teacher of the University

1. Applicant's name in full : _____

   Name and address of the College/Institution : _____

   Date of joining the College/Institution: _____

---

2. (i) Residential Address: _____

   (ii) Residential Telephone No.(If any): _____

   (iii) Age: _____ years.

   (iv) Date of retirement: _____

---

3. (i) Designation and the exact position of the applicant, the teaching staff of the college/ Institution in which he is working.

   (ii) Number of years working in the Institution: _____

---

4. (i) The Degree (Diploma course/s and the paper/s subject (with branch/es; if any for which the applicant desires to be recognized:

   (ii) Whether by papers or research.

---

5. The level i.e. whether Principal/Special/Major at which the subject (in which recognition is sought) is taught in the applicant's College)

---

6. Particulars of the degree and the subject/s in which the applicant is already recognized as post-graduate teacher of the University

7. Particulars of University degrees, Diplomas obtained by the applicant.

(A) Details of the papers offered and the class obtained at the Bachelor's degree examination.

Bachelor's Degree

Name of the University	Degree	Papers offered		Class Obtained	Years of passing	By papers
		No.	Subject			

(B) Details of the papers offered and the class obtained at the Master's Degree Examination,

Master's Degree

Name of the University	Degree	Papers offered		Class Obtained	Years of passing	By papers/research
		No.	Subject			

(c) Details of the other Examinations, if any passed by the applicant.

Name of the University	Degree	Papers offered		Class Obtained	Years of passing	By papers/research or published work
		No.	Subject			

8. Title/s of thesis or published work for which the research degree/s was/were awarded

---

9. Books and Research Publications including articles embodying the results of research or investigations, published in recognized

journals (give list with dates of publications) (work done subsequent to the award of the research degree/s should be specifically indicated)

10. The branch of the subject in which the applicant has specialized with details of specialization

11. Total teaching experience in years specifying the period, the subject/s and the classes taught

Designation	University	College/Institution	Subject	Classes	Years	
					From	To

(i) Undergraduate (First Year/Pre-Degree, Intermediate)

Designation	University	College/Institution	Subject	Classes	Years	
					From	To

(ii) Degree (First Year, Second Year, Third Year etc.)

Designation	University	College/Institution	Subject	Classes	Y ear	
					From	To

(iii) Post-graduate (if any)

Designation	University	College/Institution	Subject	Classes	Years From To

12. Total experience in years of teaching to degree classes in the subject for which the recognition is sought

Subject	Class	Year	College	University

Experience in years of teaching to degree classes the subject for which the recognition is sought after obtaining the Post-graduate degree in the subject.

Subject	Class	Year	College	University

13. Previous experience of guiding post-graduate students by research	Name of the University	Number of Students		Branch of subject	Year
		Master's Degree by Research	Ph.D. Degree		
Number of students registered for guidance					
Number of students guided by the applicant whose thesis have been accepted					

14. Details of experience of teaching the subject at degree level:

(i) (Principal/Special/Major level)

Name of College	University	Class	Principal/Special/Major level	Years

(ii) (Subsidiary/General level)

Name of College	University	Class	Mention whether subsidiary or General level	Years

15. A complete statement of the actual teaching work at present being done

Period of Lectures per week _____ of _____ duration _____ classes

Period of Seminars per week _____ of _____ duration _____ classes

Period of Tutorials per week _____ of _____ duration _____ classes

Period of Lab. Supervision per week _____ of _____ duration _____ classes

---

16. The place at which the applicant proposes to guide research or teach

---

The details as to the facilities available for the purpose (e.g. library, Laboratory, equipment etc.)

The time at the disposal of the applicant

---

17. The exact position of the applicant on the teaching staff (give order of seniority)

Name of the Head of the Department (give names of the other teachers in the Department in the order of seniority and whether they are recognized).

1.
2.
3.
4.
5.

Submitted through the Head of the Department of the subject in the college/Institution and the Head of the Institution.

Date: _____ (Signature of the-applicant)

Date: _____ (Signature of the Head of the Department of the subject in the College/Institute.

Date: _____ (Signature of the Head of the Institution through whom the application is submitted).

Form A-2
(See OA-2.12 of Part A)

For Ph.D. Degree

Application for recognition as a teacher of the University for the Ph.D. degree.

1. Applicant's Name in full: _____

   Residential Address _____

   Abbreviated name of the College/Institution: _____

---

2. The exact position of the applicant on the teaching staff of the institution in which he is working showing its relation to the staff generally

---

3. The degree and the subject (with Branch/es if any) in respect of which the applicant desires to be recognized.

---

4. University degrees (with particulars re: Universities, class, year and subjects to be stated) obtained by the applicant, and whether obtained (i) by papers (ii) Research or (iii) for published work.

Degree	University	Class	Years	Subjects	Papers/ Research or published work

5. Title of thesis or published work for which research degree was awarded

---

6. Research publication (give list with dates of publication) in the subject in which recognition is 'sought; these may include articles embodying the results of research or investigations, published in recognized journals. Work done subsequent to the award of the research degree should be specially indicated.

Note: Teachers should forward along with their applications, a full list of all publications, articles etc. (except publication based on the thesis submitted for any research degree), giving dates and other necessary particulars about them. They should submit a note indicating in exact terms the specific research value of each of the publication listed by them. They should also furnish along with such note a estimate from a well known authority in the subject, on the research value of the respective publication in support of their own estimate.

---

7. The branch of subject in which the applicant has specialized, with details of the same

---

7(A) Particulars of the degree and the subject/s in which the applicant is already recognized as a post-graduate teacher of the University and since when.

---

8. Previous experience of guiding post-graduate students by research.

Name of University	Number of students		Branch of subject	Year
	Master's Degree By research	Ph.D. Degree		

Number of students successfully Guided.

	Subject	Degree	University	Year
9. Previous experience of teaching the Students for post-graduate degree by Papers				

	Periods	Subject	Class	Year

10. (a) Periods of undergraduate lectures per week and experience in years of teaching undergraduate classes in this University				
(b) Periods of Post-graduate lectures per week and experience in years of teaching post-graduate classes in this University.				

11.(a) Hours per week of laboratory supervision: _____

(b) Number of research students at present under guidance:
(i) For Master's Degree
(ii) For Ph.D. degree

(c) The place in which the applicant purposes to guide research or teach: _____

(d) The details as to the facilities available for the purpose (e.g library laboratory, equipment, etc.) _____

(e) The time at the disposal of the teachers: _____

---

12. Other particulars in support of the application, if any.

Submitted through the _____

(Signature of the applicant)

Date: _____

(Signature of the Head of the Institution through whom the application is submitted)

Date: _____

Form A-3
(See OA-2.14 of Part A)
For Medical Degrees and Diploma

Application for recognition as a teacher of the University for Medical Degree and Diplomas

1. Applicant's Name in full : _____

   Residential Address: _____

   Tel. No.: _____

   Abbreviated name of the College/Institution: _____

   Tel. No. _____ Ext. No. _____

---

2. The exact position of the applicant on the teaching staff of the institution in which he is working showing its relation to the staff generally.

---

3. Subject and the Degree or Diploma in research of which the applicant desires to be recognized.

---

4. Whether the Unit is recognized by the University to enroll students for the Degree/Diploma course in the subject for which recognition is sought.

---

5. Particulars of the Degree/Diploma and the subject/s in which the applicant is already recognized as a Post-graduate teacher of the University.

6. Particulars of University Degree, Diploma obtained by the applicant

Name of the University	Degree	Subject/s	Class obtained	Month & Year of Passing	By Papers or by Research

7. Books and papers of acknowledged merit published by the applicant, which may include articles embodying the results of research or investigations published in recognized journals.

Note: Teachers should forward along with their applications, a full list of all publications, articles etc. (except publication based on the thesis submitted for any research degree), giving dates and other necessary particulars about them. They should submit a note indicating in exact terms the specific research value of each of the publication listed by them. They should also furnish along with such note a estimate from a well known authority in, the subject, on the research value of the respective publication in support of their own estimate.

---

8. **In the case of clinical subjects**
   (i) Whether he belongs to a recognized Post-graduate teaching Unit of 30 beds in the case of speciality 25 beds in the case of super speciality.

   (ii) Whether he holds full-time appointment in any other Institute/College/Hospital.

---

9. Previous experience in the preparation of students for Post-graduate degrees specifying the particular subject/s in which the applicant has so prepared or assisted in the preparation of students.

---

10. A complete statement of the actual teaching work (Post-graduate and undergraduate)which the applicant is now doing including the number of lectures delivered by his or number of hours devoted by him to teaching in a week.

Period of Under-graduate lectures per week, if any

Period of post-graduate per week, if any.

11. Total teaching experience in years specifying period, the subject/s and the classes taught.

Degree	University	Subject	Years From To
(i) 1st M.B.B.S.			
2nd M.B.B.S			
3rd M.B.B.S			
(ii)Post-graduate Degree/Diploma (if any)			

12. (i) Total experience in years of teaching to degree classes the subject for which the recognition is sought.

Subject	Class	Years	College	University

(ii) Experience in years of teaching to degree classes the subject for which the recognition is sought after obtaining the Post-graduate degree in the subject.

Subject	Class	Years	College	University

13. The details of the Post held:
(i) Designation with subject

(ii) Name of the teacher under whom the post held.

(iii) Whether the Hospital/College in which the post held is recognized as a teaching post .

---

14. In the case of subjects where outside work is necessary, whether the applicant is actively engaged in such outside work.

15. The place in which the applicant proposes to guide research or teach and the details as to the facilities available for the purpose (i.e. library, laboratory, etc.)

Submitted through the _____

Date: _____

(Signature of the applicant)

(Signature of the Head of the Institution whom the application, is submitted)

Date: _____

(In case of clinical subjects only)

Statement regarding the number of beds and the names of full-time teachers and Assistant Honoraries in the Unit.

Name of the Hospital at which the applicant is working	Number of beds in Unit*	Name of the Head of the Unit	Name of the full-time teachers and Assistant Honoraries in the order of their seniority**	Whether recognized as a teacher of the University in the subject
			1.	
			2.	
			3.	
			4.	
			5.	
			6.	
			7.	

Date: _____ (signature of the Head of the Institution)

Note:

* Number of beds in the specialty concerned only should be mentioned.

** Names of Assistant Honoraries in the specialty concerned only should be mentioned.

Form A-4
(See OA-2.18 of Part A)

Application for recognition as a teacher of the University for the M.D.S. Degree

1. Applicant's Name in full : _____

   Residential Address: _____

   _____

   Tel. No. _____

   Abbreviated name of the College/Institution: _____

   Tel. No. _____ Ext. No. _____

---

2. The exact position of the applicant on the teaching staff of the institution in which he is working showing its relation to the staff generally.

---

3. The Degree and the subject (with branch/es if any) in respect of which the applicant desires to be recognized.

---

4. University degrees (with particulars re: Universities, class, year and subjects to be stated) obtained by the applicant, and whether obtained (i) by papers (ii) Research or (iii) for published work.

Degree	University	Class	Years	Subjects	Papers/Research for published work

5. Books and. papers of acknowledged merit published by applicant, which may include articles embodying the results of research or investigations published in recognized journals (excluding publications based on thesis submitted for any research degree).

Note: Teachers should forward along with their applications, a full list of all publications, articles etc. (except publication based on the thesis submitted for any research degree),

giving dates and other necessary particulars about them. They should submit a note indicating in exact terms the specific research value of each of the publication listed by them. They should also furnish along with such note a estimate from a well known authority in the subject, on the research value of the respective publication in support of their own estimate.

---

6. The branch of subject in which the applicant has specialized with details of the same.

---

7. Previous experience in the preparation of students for Post-graduate degrees specifying the particular subject/s in which the applicant has so prepared or assisted in the preparation of students.

Name of the University	Branch of subject	Years

8. Experience in years of teaching in other University, if any.

University	Years	Subject taught	Classes

9. A complete statement of the actual teaching work (Post-graduate and under-graduate) which the applicant is now doing including the number of lectures delivered by his or number of hours devoted by him to teaching in a week.

Period of Under-graduate lectures per week, if any.

Period of post-graduate per week, if any.

---

10. Previous teaching experience in years specifying the period, with respective subjects and the classes taught.

	University	Subject	Classes	Years	
(i) Under-graduate				From	To
(ii) Degree					
(iii) Post-Graduate					

11. (i) Experience in years of teaching to degree classes the subject for which the recognition is sought.

Subject	Class	Year	College	University

(ii) Experience in years of teaching to degree classes the subject for which the recognition is sought after the degree concerned obtained.

Subject	Class	Years	College	University

12. Details of Post/s held in College/s by the applicant

	Subject taught	Class	Years	College	University
Professor					
Asstt. Professor					
Senior Lecturer					

13. The place in which the applicant proposes to guide research or teach and the details as to the facilities available for the purpose (e.g. library, laboratory etc.)

Submitted through _____

Date: _____

(Signature of the applicant)

(Signature of the Head of the Institution whom the application is submitted)

Date: _____

Form A-5
(See OA-2 Part A)

Application for renewal of recognition as a teacher of the University

1. Applicant's Name in full:

Name of the College/Institution : _____

Tel. No. _____

Address: _____

---

2. (i) Residential Address: _____

(ii) Tel. No.(if any) _____

(iii) Age: _____ years

(iv) Date of Retirement: _____

---

3. Designation and the exact position of the applicant on the teaching staff of the institution in which he is working showing its relation to the staff generally.

---

4. The degrees or Diplomas and the subject (with branch/es, if any) for which the applicant was recognized and since when. Whether recognition is for papers or Research.

---

5. Particulars of University degree/s obtained by the applicant and the type of the Degree/s i.e. whether obtained (i) by papers (ii) by guided research (iii) partly by papers and partly by research or (iv) for published work

Degree	University	Class	Years	Subjects	Papers/Research for published work

6. Title of thesis/theses or published work for which the research degree/s was/were

awarded.

7. Books and research publications including articles embodying the results of research or investigations, published in recognized journals (give list with dates of publication) work done subsequent to the award of the research degree/s should be specially indicated)

---

8. The branch of the subject in which the applicant has specialized with details specialization

---

9. A complete statement of the actual teaching work:

(i) Undergraduate work:

Period of lectures per week _____ of _____ duration

Period of Seminars per week _____ of _____ duration

Period of Tutorials per week _____ of _____ duration

Period of Laboratory supervision per week _____ of _____ duration

---

(ii) Post-graduate works:

Period of lectures per week _____ of _____ duration

Period of Seminars per week _____ of _____ duration

Period of Laboratory supervision per week _____ of _____ duration

10. Previous teaching experience	University	Subject	Class	Year From To
(i) Undergraduate (F.Y., Intermediate, Pre-Degree)				
(ii) Degree (F.Y., S.Y. & T.Y.)				
(iii) Post graduate				

11. Experience in years of teaching to degree classes the subject for which the applicant is recognized, gained after obtaining post-graduate degree/s in the subject.

Subject	Class	Years	College	University

12. Previous experience guiding post-graduate students by research.

Name of University	Number of students		Branch of subject	Year
	Master's Degree By research	Ph.D. Degree		

Number of students guided by the applicant
whose thesis have been accepted.

---

13. Previous experience of teaching students for Post-graduate degree by papers. (Please state the special subject/s and/or topic/s taught).

Subject	Degree	University	Years

For Masters' Degree For Ph.D. Degree

14. Name of research students at present under guidance with dates of their registration.

The place in which the applicant proposes to guide research or teach

---

The details as to the facilities available for the purpose (e.g. Library, Laboratory, Equipment, etc.)

The time at the disposal of the applicant

---

15. Other particulars in support of the application:

(i) Details of the post held in College/s University/ies by the applicant:

	Subject/s taught	Class/es	Year	College/s	University
I. Principal/Dean/Director					
2. Professor					
3. Associate Professor					
4. Reader					
5. Assistant Professor					
6. Senior Lecturer					
7. Junior Lecturer					
8. Assistant Lecturer					
9. Demonstrator					
10. Tutor					
11. Registrar					
12. Houseman					
13. Research Officer					
14. Research Assistant					

(ii) In the case of clinical subjects:

(a) The exact designation of the applicant on the staff of the College (i.e. Professor/Associate Professor/Assistant Professor or Lecturer).

(b) Whether the applicant is holding full-time or part-time appointment.

(c) Whether he is independent charge of at least 16 beds in the unit.

(d) If not, whether of the total number of beds in the unit to which he is attached, he has under him 16 beds effectively for the purpose of post-graduate work.

Submitted through the _____

Signature of the applicant

Date: _____

Signature of the Head of the Department of the subject in the college/Institution

Date: _____

Signature of the Head of the Institution through whom the application is submitted.

Date: _____

Form A-6
(See OA-8 of Part A)

Application for grant out of the research fund

(Applicants are particularly requested to write clearly and to make their statements as concise as possible)

---

1. Name and Designation of the applicant (in block letters) : _____
_____

---

2. Place and date of birth: _____

---

3. Residential address: _____
_____

---

4. Particulars of academic qualifications:
(Give particulars of all examinations passed commencing from, the matriculation or its equivalent examination. Attach certified copies of mark sheets, certificates, diploma etc.).

Examination passed and year of passing	School/College/ University	Subjects offered	Marks obtained	Class or Division

---

5. Name of the Institution where working:
(a) Designation: _____
(b) Department/College/Institution: _____
(c) No. of years of service: _____
(d) Whether permanent or temporary : _____
(e) Total emoluments drawn per month: _____

---

6. Particulars of academic experience:

(a) Research experience : _____ Years

(b) Teaching experience: _____ Years

(c) Industrial/Field work experience: _____ Years

(d) No. of research scholars working with the applicant : _____

(e) No. of papers or books published: _____

(Give title of papers, names of journals in which published and year of publication. Separate sheet may be attached, if necessary)

---

7. Particulars of appointments to held in the past 20 years:

	Designation	Institution	Period
(a)			
(b)			
(c)			
(d)			
(e)		.	

8. Particulars of research project(s)/subject: _____
_____

(a) Title of research project(s) (in block letters): _____
_____

(Three copies of the summary (about 500 words) of the proposed research work may be attached, giving details of the nature of the research, its importance, the methods by which the applicant wishes to pursue it, material and scientific apparatus proposed to be used, and the scientific results expected to follow there from with special reference to the practical application thereof. Please give name(s) with designation of collaboration(s), if any, for the proposed project).

(b) If working for the doctorate degree, please indicate:

(i) Date of registration: _____

(ii) Specific subject or research: _____

(iii) Name and designation of Supervisor: _____

(iv) Department/College where registered: _____

---

9. Financial assistant sought:

Item	Amount Required (Rs.)
(i)	
(ii)	
(iii)	
(iv)	
(v)	

Total Rs. _____

(a) Three copies of the statement giving details of actual amount of the grant required, the purpose for which it is required and the way in which the applicant proposes to spend the amount of the grant may be attached.

(b) Three copies of the statement giving details of books and equipments etc. required for the proposed work may be attached.

(c) If assistance for "fieldwork" is required, the purpose and approximate expenditure on travel and collection of data/specimen may be given in the statement.

---

10. Particulars of assistance received for research work from UGC and/or from, other sources, if any, in the past 3 years:

(a) Source from which assistance was received: _____

(b) Amount sanctioned: _____

(c) Amount utilized: _____

(d) Research work done and papers published: _____

(e) Particulars of the work done further: _____

(f) Reasons for not completing the work with the assistance already sanctioned : _____

_____

_____

_____

(Please attach separate sheet wherever necessary)

---

11. Have you been recipient in the past 5 years of any grant from the University for your present project or for any other project. If so, details thereof may kindly be given on a separate sheet of paper.

---

12. Any other information relevant to the research work which you may like to give in support of your application.

Declaration to be made by the applicant

I hereby declare that I have read the rules relating to applications for grants out of the research fund and shall abide by them and that the information given in the Form is correct to the best of my knowledge. The materials and/or apparatus for which assistance is sought are not available for my use in the University/College i.e. I am not in receipt of a similar grant from any other source.

Date: _____ (Signature of the applicant)

Place: _____

(For use of the College/Institution)

Facilities for research work will be provided to Shri/Smt./Kum. _____ in the Department/College. The equipment/apparatus/chemicals/books etc. for which assistance is requested are not available for his/her use in the Department/College. The applicant is not in receipt of a similar grant from any other source.

Place: _____ (Signature of the Head of the Department Principal of the College/Head of the Institution)

Date: _____

Undertaking required to be signed by the applicant

I hereby undertake to supplement, in case of need the amount of the grant with my own money or from the Department/College or from any other source for carrying on the research work for which the grant has been made to me and that I shall spend the entire amount of the grant on materials and/or apparatus and only for the purpose for which the grant has been sanctioned to me by the University.

I also undertake to submit to the University, on completing of the work, a detailed report of the investigations for which the grant has been made to me and a detailed statement of accounts (supported by vouchers wherever possible) showing how the amount of the grant was actually spent and a paper ready for the press embodying the results of the investigations carried out with the help of the grant received from the University for publication, if approved, in the University and submit, free of cost, three copies of the reprints or publication as the case may be to the University in the said paper. I undertake to acknowledge the assistance received from the University.

I declare that the materials and/or apparatus for which assistance has been granted arc not available for my use in the University/College. I also declare that I am not in receipt of a grant for similar purpose from any other source. I further declare that I have read the rules relating to grant out of the research fund and I agree to abide by them. I also undertake to utilize the entire amount of the grant within a period of two years. I further undertake to purchase other items of materials and/or apparatus, if any, required by me for my research work with my own money or from any other source. I also declare that I have no research scheme or project on hand supported by the University Grants Commission or Council of Scientific & Industrial Research or any other sponsoring agency or research fellows working with me with the help of fellowship or scholarships and contingency grants from various sources. I further undertake to hand over to the University, on completion of the research

work the instruments, original manuscripts or any other non-consumable materials that I may have purchased out of the grant made to me by the University. I also further undertake that during the course I shall submit regularly six-monthly reports and account through the Head of the Institution in which I am doing the research, till the grant has been fully utilized by me and that I shall order the materials and/or apparatus through the Head of the Institution.

In the event of my failure to fulfill any of the conditions of this undertaking or such rules governing the award of the research grant as are paid down by the University, I agree to refund whatever amount or the grant I may have received from the University.

Place: _____ (Signature of the applicant)

Date: _____

Form A- 7
(See OA-14 of Part A)

Proforma for the submission of the minutes of the Board of Studies

Part A

(i) Recommendations regarding courses of study in the subject or group of subjects at the undergraduate level.

(ii) Recommendations regarding courses of study in the subject or group of subjects at the post-graduate level and under-graduate level.

Part B

(i) Scheme of examinations at the under-graduate level.

(ii) Panel of examiners for different examinations at the under-graduate level.

(iii) Scheme of examinations at the post-graduate level.

(iv) Panels of Examiners for different examinations at post-graduate level.

Part C

(i) Recommendations regarding preparation and publication of selection of reading material in any subject or group of subject or group of subjects and names of persons recommended for appointment to make the selection.

Part D

(i) Recommendations regarding general academic requirements in the Departments of University or affiliated Colleges.

Part E

(i) Recommendations of text books for the courses of study at the under-graduate level.

(ii) Recommendations of text books for the courses of study at Post-Graduate level.

Part F

(i) The declaration .by the Chairman, that the minutes were read out by the Chairman at the meeting itself.

Date: _____ Signature of the Chairman

Place: _____

****

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OB-24	Ordinance Relating to MBA (Master of Business Administration) Program
OB-25	Ordinance Relating to Degree of Master of Commerce (Distance Education) Programme
OB-26	Common Ordinance governing (a) the Post Graduate diploma Courses, and (b) the Advanced Post Graduate Diploma Courses, in specialized fields/areas/subjects offered at the Post-Graduate teaching Departments and at affiliated colleges/recognized institutions of Goa University.
OB-27	Common Ordinance governing Management Programmes.

PART B

Ordinances applicable to University

OB-1 Ordinance relating to conduct of interview by a selection Committee in making recommendation for appointment of Professors, Readers, Lecturers, Librarians and Principals of Colleges and Institutions maintained by the University.
(Under Section 24(1) of the Goa University Act, 1984).

OB-1.1 (a) The date of meeting of a Selection Committee shall be so fixed as to allow notice thereof being given of at least twenty (20) days to each member and to the candidates, and the particulars of each candidate shall be so sent to each member as to reach him at least seven days before the date of the meeting.

(b) The meeting of the Selection Committee shall be convened by the Vice-Chancellor or in his absence by the Registrar.

(c) The Vice-Chancellor shall preside at the meeting of the Selection Committee.

(d) The quorum to constitute Selection Committee meeting shall be five members of whom at lest two shall be subject experts.

(e) The Selection Committee shall interview, adjudge the merits of each candidate in accordance with the qualifications advertised, and report to the Executive Council the names arranged in order of merit of person/persons, if any, whom it recommends for appointments to the posts advertised.

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 31st 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 31st 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 Ordinance prescribing duties of the teacher and the work-load of the teacher in the Department of Goa University. (Under Section 24(1) of the Goa University Act, 1984).

OB-3.1 Duties of the Teachers

(a) A Teacher shall comply with the provisions of the Act, Statutes, Ordinances, Regulations, Rules and other directions or orders issued thereunder from time to time by the University.

(b) A Teachers shall engage classes regularly and punctually and impart such lessons and instructions and do such internal assessment/examination evaluation work as the Head of the Department shall allot to him from time to time and shall not remain absent from work without prior permission of the competent authority or grant of leave. No remuneration shall be payable to the teachers from internal assessment/home examinations conducted by the Department in the University.

(c) A Teacher shall help the Head of the Department to enforce maintain discipline among the students.

(d) A Teacher shall teacher the entire syllabus prescribed for the course during the prescribed working days.

(e) A Teacher shall perform co-curricular and extra-curricular work related to the University as may be assigned to him from time to time by the Vice-Chancellor or other competent authority.

OB-3.2 Workload of Teachers

The overall workload of all full-time teachers in the University Departments shall be 40 clock hours per week. The break-up of this workload shall be as follows:

	Average No. of hours per week		
	Lecturers		Prof. & Reader
	Non-Research Guides	Research Guides	
1. Teaching including lectures, tutorials, seminars, field/laboratory work, testing/examinations	15	13	8
2. Preparation for teaching/laboratory work	12	10	8
3. Supervision of extra-curricular activities and administrative	8	6	5
4. Own reading/studies/research	5	5	5
5. Guidance of M.Phil/Ph.D. research	--	6	14
Total	40	40	40

OB-3.3 The staffing pattern of the University teachers should be worked out on the basis of the above norms subject to the following:

i) A post-graduate lecture class should be of 40-50 students.
ii) For tutorials a batch shall consist of 10-15 students for post-graduate courses.
iii) For laboratory work a batch shall consist of 10 to 15 students a t post-graduate levels.
iv) For each course 3 lectures and 1 tutorial will be taken (About 25% of teaching time for a course should be devoted to tutorials)
v) A post-graduate lecture/tutorial shall be of one hour duration.
vi) Ordinarily a teacher may not have more than two post-graduate courses to teach.
vii) University teachers shall spend an average of 5 hours a day in the Department irrespective of whether or not they have direct teaching duties in certain days.
viii) As far as possible the time table should spread to accommodate the various academic activities over at least an 8 hours working day.
ix) All teachers in the department share pleasant as well as unpleasant work.

OB-3.4 Working days

The total number of actual teaching days shall not go below 180 days in an academic year.

Explanation: The working days shall not include holidays and vacation, the time set apart for completing normal admission, time required for the preparation and conduct of the examinations, but shall include the days on which classes such as lecture, tutorials, seminars, practicals etc., are held or conducted.

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 3rd April, 2006) Deleted
OB-4.5 (effective from 3rd April, 2006) Deleted

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

OB-4.6 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-5 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 14th 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 14th 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, not withstanding 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:

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 In case there is neither Professor nor a Reader in the Department, the Dean of the Faculty concerned will act, 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.

(Effective from 12th July, 2010) Amendment to Ordinance OB -9 Governing Ph.D. Degree (Under Section 24(1) of the Goa University Act, 1984).

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

OB-9 (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 15th 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) Candidates 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-9.2 Eligibility

(i) A candidate who has obtained a Master's degree by papers securing at least second class with a minimum of 55% marks (5% relaxation for SC/ ST/ PD/ VH Candidates) or equivalent grade and / or by research from Goa University or from any other University recognized by Goa University is eligible to register for the Ph.D. degree.

(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-9.3 Change of Faculty/Subject

OB-9.3.1 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-9.3.2 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-9.4 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-9.5 Period

(i) 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 candidate 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 his/her 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 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 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-9.7 Doctoral Committee

(i) There shall be a Doctoral Committee for each Ph.D. Scholar comprising the following :

(a) Vice-Chancellor ..... Chairman
(b) All Members of 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) The thesis shall be evaluated by three external examiners appointed from a panel of examiners recommended by the Doctoral Committee and approved by the Vice-Chancellor on behalf of the Academic Council / Executive Council.

(iii) All the members of the Doctoral Committee may submit names of experts eligible to be appointed as examiners of the Ph.D. thesis.

(iv) Ordinarily the Doctoral Committee shall meet to draw a panel of examiners within a month from the date of the receipt of the synopsis from the Research Scholar.

(v) The Doctoral committee shall recommend a panel of a minimum of nine names of examiners to examine the thesis.

(vi) As soon as the thesis is received from the research scholar, the Controller of Examinations shall contact the external examiners so appointed and dispatch the thesis to them after obtaining their consent, while maintaining strict confidentiality.

OB-9.8 Scale of fee

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.

OB-9.9 Examination

(i) A candidate shall publish at least one research paper in refereed journal 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, than the student shall be permitted to submit the synopsis. The pre- synopsis seminar presentation may coincide with the annual presentation.

(iii) Before submission of the thesis the research student/ scholar shall submit to the Controller of Examinations through his guide statement giving the title and synopsis (with bibliography) along with the prescribed fee.

(iv) The research student/ scholar shall submit four copies of thesis within six months after submission of the synopsis. The period of six months shall be within the overall registration period of twelve terms (six years). If a candidate is unable to submit the thesis during the

prescribed period he/she shall have to seek permission from the Vice-Chancellor as per OB 9.5 above. If the research scholar is unable to submit the thesis within the prescribed period he/she shall have to submit fresh synopsis.

(v) The four copies of the thesis type-written or printed shall embody the result of his 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, he/she shall clearly state the portions which is his/her own contribution as distinguished from the portions contributed by his/her 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 relates to a modern Indian/ European Language it may be written or printed in that language, with the prior permission of the Faculty Research Committee.

(Note: Modern Indian languages shall include languages included into the 8th 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) All the three examiners appointed to evaluate the thesis as per OB-9.7(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-9.10 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) Any senior Faculty Member of the concerned Department or allied discipline is eligible to be appointed as Chairman under provision of OB 9.10(i) above.

(iii) Guide of the candidate shall function as the convenor and coordinate the conduct of the Viva-Voce Examination.

(iv) Controller of Examinations/ Asstt. Registrar shall intimate the external examiners the name of Guide with a request to communicate/send copy of the report to the guide.

(v) 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- 9.9 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) Notice for public regarding Viva-voce examination shall be displayed on the Departmental/Institutional Notice Board and Library Notice Board 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) Viva-Voce examination shall be conducted on a working day and during the convenient hours to ensure large participation.

(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-9.11 (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-9.12 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 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 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 typed with double line spacing only on one side of the page.

OB-9.13 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) Fore 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 7th 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**[1] 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.

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

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.

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 b 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 teaches 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 18th 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 18th 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 ay, 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		
	Compulsory	optional	Dissertation
Semester 1	2	2	--
Semester 2	2	2	--
Semester 3	2	2/1	To be done in Sem. 3 and 4
Semester 4	2	2/1	

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

Semester	No. of Courses		
	Compulsory	optional	Dissertation
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 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 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	100	250

from the panel of examiners approved by the Board of Studies)		
Total	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
550% 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 4th 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
A. Faculty of Languages and Literature				
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. Faculty of Social Sciences				
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
C. Faculty of Natural Sciences				
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
D. Faculty of Life Science				
Botany	BO	BOC	BOO	BOD
Marine Science & Marine Biotechnology	MS MB	MSC MBC	MSO MBO	MSD MBD
Microbiology	MI	MIC	MIO	MID
Zoology	ZO	ZOC	ZOO	ZOD
E. Faculty of Commerce				
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 14th 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 5th 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 12th 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-requite 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^+ 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^+ 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^+ 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^+
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^+, 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 $1/3^{rd}$ 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 There shall be an audit of academic programme for each department of the University, annually conducted by an Academic Audit Committee (ACC).

OB-10A.10.1 The ACC 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 ACC 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 ACC 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 ACC 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 ACC.

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 1st 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 15th working day after the declaration of results of the qualifying examinations of this University or 20th 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 10th 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 15th May, 2004) Admission under various categories.

OB-11.2.1(effective from 15th 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 15th 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 15th 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 20th 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 15th 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 a) Zoology b) Botany c) Microbiology	2
Chemistry	2
Physics Mathematics	2
Earth Science/Geo-Physics	2
Total	8

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 Goa 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 15th 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 11th 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.

Column I	Column II
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 Ordinance relating to the award of Certificate of Proficiency, Diploma of Proficiency and Advance Diploma in Foreign Language Studies (Under Section 24(1) of Goa University Act, 1984)

OB-15.1 Eligibility for Admission. A candidate shall be eligible for admission to the programme of study leading to the award of Certificate of Proficiency, Diploma of Proficiency and Advance Diploma of Foreign Languages Studies, if he has passed the examination as specified below.

(a) **Certificate of Proficiency:** 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) **Diploma of Proficiency**. 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 the Goa University as its equivalent.

(ii) Certificate of Proficiency examination held by Goa University or an examination recognized by Goa University as its equivalent.

(c) **Advance Diploma in French/Portuguese/Russian/Japanese/Latin American/ German Studies**

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) Diploma of Proficiency Examination held by Goa University or an examination recognized by Goa University as its equivalent.

OB-15.2 A candidate may seek admission to the programmes of study leading to the award of :

(i) Certificate of Proficiency in any of the following languages approved by the vice-Chancellor from time to time.

French, Portuguese, German, Italian, Japanese, Spanish and Russian.

(ii) Diploma of Proficiency in any of the following languages approved by the Vice-Chancellor from time to time.

French, Portuguese, German, Spanish, Japanese, Russian and Italian.

(iii) Advance Diploma of French/Portuguese/Spanish/Latin American Studies approved by the Vice-Chancellor from time to time.

OB-15.3 Courses of Study, Syllabi etc: The courses of study shall be as approved by the concerned Board of Studies on the recommendation of the Departmental Council concerned. The Departmental Council shall approve the syllabi and prescribe the text books for the course.

OB-15.3.1 A Certificate of Proficiency shall comprise two papers, each carrying 100 marks (30 marks for assignment and 70 marks for written and oral examination). Diploma of Proficiency shall comprise two papers each carrying 100 marks (30 marks for assignment and 70 marks for written and oral examination) and Advanced Diploma of studies shall have six papers each carrying 100 marks (30 marks for assignment and 70 marks for written and oral examination).

OB-15.4 Admission Procedure: The procedure for the admission of the courses shall be laid down from time to time by the Department concerned in accordance with the admission policy laid down by the Academic Council.

OB-15.5 Registration for the Course: The Registration for the courses is the responsibility of the student. No students shall be allowed to attend the course unless he/has been formally registered for the course on the scheduled date. Late registration may be allowed in a maximum period of one week after the commencement of semester on payment of late registration fee. Each paper of 100 marks shall be given 3 contact hours a week spread over two terms. A paper may be divided into suitable modules or units.

OB-15.6 Duration of the Programme of Study: The curricular work leading to the award of (i) Certificate of Proficiency; (ii) Diploma of Proficiency; and (iii) Advance Diploma of Studies shall be spread over two terms/3 semesters as defined by the University for each of these programmes of study.

OB-15.6.1 If a student fails to clear all the prescribed courses within two terms, he may be permitted by the Dean of the concerned Faculty on the recommendation of the Head of the Department, to clear them within a maximum period of three respective terms from the date of initial admission.

OB-15.7 Removal of name from the University Roll: On the basis of continued unsatisfactory performance of the students, the Board of the Department concerned may, on the

recommendation of the Department concerned that his name may be struck off from the roll of the university.

OB-15.8 Scheme of Evaluation: Every student will be given three assignments spread over two terms. Each assignment shall carry 10 marks. Each paper shall carry 100 marks comprising 30 marks for assignment and 70 marks for annual examinations, which will be held at the end of the second term.

OB-15.9 Standard of Passing: To pass an examination a student must score at least 40% marks in aggregate in each head of passing (paper/course) in annual examination and assignment taken together.

OB-15.10 Gracing: The rules of gracing at the annual examination and at the supplementary examination shall be the same as prescribed by Goa University from time to time.

OB-15.11 Attendance: In order to appear in the examination, the student shall put in not less than 75% of attendance of total contact hours. In exceptional circumstances the Vice-Chancellor may condone shortage of attendance upto 5% of the total contact hours, on the recommendation of the head of the Department.

OB-15.12 Admission to Examination: An application to the admission to 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 dates. 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-15.13 Final Results and Classifications: A candidate shall be declared successful if he obtains not less than 40% marks in each of the written papers and oral examination separately as prescribed by the Departmental Council.

OB-15.13.1 The successful candidates in the examination shall be graced in the following classes:

0%	- 39%	Fail
40%	- 49%	Pass Class
50%	- 59%	Second Class
60%	- 69%	First Class
70% and above		Distinction

OB-15.14 Fees: Fees will be fixed by the University from time to time. Total fees (tuition, sports, library and admission) payable by a student for the academic year 1993-94 for each of the programme of studies will be as follows:

Certificate of Proficiency	- Rs. 400.00
Diploma of Proficiency	- Rs. 500.00
Advance Diploma in Studies	- Rs. 600.00

OB-15.14.1 A student completing programme of studies of Certificate of Proficiency, Diploma of Proficiency and diploma of Advance Studies of Goa University and fulfilling the other requirements as prescribed by Goa University for a B.A. degree course shall be held eligible to apply for admission to M.A. in the concerned foreign language.

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 Departments in the Faculty to be nominated 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 26th November, 2002).

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

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

OB-16A.2 (effective from 26th 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 26th 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 26th November, 2002) The quorum shall be one third of all the faculty of the Department.

OB-16.A.5 (effective from 26th 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 he 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: 30th June
Instructions: 8th July to 31st October
Semester-end examinations: 1st November to 19th November
Supplementary examination: 1st November to 19th November
Winter Vacation: 20th November to 1st January.

OB-19.3.2 The schedule for the even semester

Beginning of semester: 2nd January
Instructions: 8th January to 30th April
Semester-end examinations: 1st May to 19th May
Supplementary examination: 1st May to 19th May
Winter Vacation: 20th May to 29th 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 14th 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 b 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 co-ordinator taking into account the total performance.

OB-19.5.6 VIth 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 passé 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 C% and the grade points in the semester being g1, g2, g3, g4 and g5 respectively then the SPI is equal to:

$$\frac{\sum_{i=1}^{5} Cigi}{\sum_{i=1}^{5} Ci}$$

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 CI 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 & 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 paper "General Aptitude" of E-level / I-level or D-level of CST examination conducted by C-DAC, Mumbai formerly (NCST) Mumbai.
- The scores for these tests are to be valid for 29 months from the date of examination.

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

Instructional scheme for the MCA programme is based on a system of integrated units called courses. Each course shall mean one paper. Semester-I

to Semester-V shall have 5 theory papers and 2 lab papers. Semester V in addition, will have a seminar course and Semester VI shall be exclusively dedicated to project / training.

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 **Academic Audit Committee:** The task of the academic audit is to ascertain that all in-semester an end-semester evaluation is done in transparent and fair manner. The committee shall comprise of two members appointed by the Vice-Chancellor, one from the University Department and one expert from Industry. It shall meet once every year end and shall examine the course file. On the basis of aberrations noticed if any, Academic Audit Committee shall take appropriate action to resolve the matter.

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 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.

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 The final year Project shall carry only qualitative evaluation such as Excellent, Good, Satisfactory, Pass and Fail. A student getting a Fail 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 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:

$$\Sigma^{5}_{i=1} C_i g_i$$

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

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 There is no provision for gracing in the individual paper. However, for candidates representing University in the National / State level event, a maximum of 7 grade points could be awarded before calculating CPI and Class.

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 29th 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 rist two semester, sthe 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 o 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 29th 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 form 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 29th 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 1st and 2nd 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 (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^{th} to 9^{th} 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^{st} 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 pot 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.

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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 17th August 2000) Ordinance relating to Degree of M.L.I.Sc. (Master of Library and Information Science), Programme (Under Section 24(1) of the Goa University Act, 1984)

OB-22.1 (effective from 17th August 2000) Objectives of the Programme: The board objectives of the M.L.I.Sc. (Master of Library and Information Science) Programme include creation and development of conceptual, managerial and professional skills in the field of Library and Information Science.

OB-22.2 (effective from 17th August 2000) Duration of the Programme: The course is of two year full time programme consisting of four semesters. Each semester shall consists of 20 weeks programme.

OB-22.3 Admission and eligibility: Graduates in any faculty including Languages & Literature, Social Sciences, Commerce, Natural Sciences, Life Science and Environment, Engineering, Medicine with minimum 50% aggregate of marks at their graduation from any recognized University in India or abroad are eligible to apply for the entrance test of the course. Those who are successful in the entrance test are considered for the selection based on their performance in the qualifying degree and the entrance test together. Candidates who have appeared for the degree examination and waiting for the result are also eligible to apply for the entrance test for admission to M.L.I.Sc. (Master of Library and Information Science).

OB-22.3.1 (effective from 17th August 2000) For the sponsored candidates who are working in different libraries must be completed B.L.I.Sc. with minimum 50% of marks and with at least 5 years of permanent service in any recognized library.

OB-22.4 (effective from 17th August 2000) Number of Seats and reservations: The total number of seats available in M.L.I.Sc. course are initially 15(fifteen) only. Out of those 12 seats shall be admitted from amongst the fresh graduates for the first year of the course. The remaining 3 seats are reserved for the sponsored candidates who shall be admitted directly to the second year. The sponsored candidates should qualify the entrance test, which shall be held in the month of January. Subsequently undergo a three month orientation course before the commencement of the second year regular students. The total number of seats may be increased upto 20 in due course of time depending upon the demand by obtaining necessary approval of the Vice-Chancellor. 50% of the seats are reserved for students passing the qualifying degree examination from colleges affiliated to Goa University and the remaining 50% of seats are for National level competent students. Students from abroad shall be considered provided they fulfill the eligibility criteria. In case sufficient number of suitable candidates satisfying the eligibility criteria is not found in any one of the above categories, the shortfall shall be made good by admitting students from the other categories. Reservation is as per the University norms.

OB-22.5 (effective from 17th August 2000) Selection of Candidates: Candidates should apply in the prescribed form obtained along with course prospectus from the University on payment of prescribed fees, should submit the application to the Department on or before the dates mentioned in the advertisement.

OB-22.5.1 (effective from 17th August 2000) The applications along with passport size photograph should accompany the following certificates:

1. Attested marks statement of qualifying degree
2. Transfer certificate with date of birth
3. Attested marks statement and certificate of additional qualification.
4. In case of sponsored candidates sponsorship letter along with the experience certificate.

OB-22.5.2 (effective from 17th August 2000) Eligible candidates shall be called to appear for an entrance test. Group discussion/personal interview to be conducted in the Goa University Library as per the schedule announced. The sponsored candidates and foreign students may directly be called for personal interview only.

OB-22.6 (effective from 17th August 2000) Course structure: The curriculum would focus on traditional aspects of Librarianship as well as the new trends in Information Technology and Information on professional are fulfilled by self-sufficient and IT liberate information professional. Every aspects of preparing the candidates with programming expertise and preparing them with Information Technology skills are taken care in the curriculum.

OB-22.6.1 (effective from 17th August 2000) M.L.I.Sc. curriculum is designed in a modular form with equal emphasis on classroom training and on the job learning in different library environments. There shall be 4 semesters in the two years course.

OB-22.7 (effective from 17th August 2000) Project work: the students are expected to take up one project work. The Project work has to be taken up during the third semester and the project report should be submitted at the end of fourth semester.

OB-22.8 (effective from 17th August 2000) Field work: Every student has to work at least for two hours every day (12 hours per week) in Goa University Library and surrounding libraries in different sections. Two students shall be allotted to every section and they shall be rotated to other sections every month. This will enable the students to acquire the first hand awareness of the practical problems of different sections. The students shall also be attached to faculties for extending personified services to the users. The students after second semester are expected to work full time for two months mid-summer training camp at Goa University Library or surrounding libraries. This will enable the students to equip himself with the skills of practicing Librarianship.

OB-22.9 (effective from 17th August 2000) Study Tour: There will be one study tour during the third and fourth semesters. The students are expected to submit a study tour report after their tour.

OB-22.10 (effective from 17th August 2000) Dissertation: the dissertation work prepared all over the second year from third semester till end of course shall have to be submitted at the end of four semester, which is a part of fourth semester syllabus, and this carries 100 marks.

OB-22.11 (effective from 17th August 2000) Teaching programme Pedagogy

(a) Attendance requirements: The students are required to attend the 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.

(b) Model of examination and standard of passing

The students shall be examined throughout of each semester as also at the end of every semester for theory papers.

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 assignment by the faculty teaching the subject through such means at test, surprise test, oral test, assignments – individual and in groups. Evaluation of class participation, case preparation, seminar presentation etc.

The minimum standard of passing shall be 50% marks in each paper (internal assessment and enc-semester examination marks). The student shall be promoted from the second semester to third semester only, if he has passed in a minimum of 8 papers out of 10 papers in 1st and 2nd semester together.

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. Other procedures as per the Goa University examination rules as amended from time to time.

To get a pass in the M.L.I.SC. a student should obtain a pass in all the subjects within a span of 5years from the date of joining M.L.I.Sc.

The classification of percentage of total marks of all the 5 semesters shall be as follows:

50% - less than 60%	Second class
60% - less than 70%	First class
70% and above	First class with Distinction

The scheme of end-semester examination consists of written examination consisting of the objective and multiple choice questions and also short and descriptive answers including case analysis. A model question paper in each subject shall be prepared by the Department.

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-22.12 (effective from 17th August 2000) Advisory Board: An advisory Board shall be duly constituted with Vice Chancellor as its Chairman and Head of the Department of Library and

Information Science as its Member Secretary. The members should be nominated by the Vice-Chancellor. The Advisory Board shall assist the performance of the Department and shall suitably advise modifications, improvements etc. which shall be binding on the Department.

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 15th February, 2011).

OB-24 (effective from 23rd June, 2005) New Ordinance for MBA (Master of Business Administration) Program.

No Provisions / Regulations

OB-24.1 (effective from 23rd 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 23rd 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 23rd 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 23rd June, 2005) Structure of the Program

OB-24.4.1 (effective from 1st October, 2009) Term Wise Program Structure

See Annexure 1

OB-24.4.2 (effective from 23rd June, 2005) Subjects 201, 402 and 602 will be undertaken in established organizations.

OB-24.4.3 (effective from 23rd June, 2005) Executives from Industry will handle at least 5 hours each of 302, 303, 304 and 305.

OB-24.4.4 (effective from 23rd 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 23rd 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 lease 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 lease one of the Judges would be from the Industry.

OB-24.4.6 (effective from 23rd 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 23rd 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 23rd 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 23rd June, 2005) Registration for Electives and Non Credit Courses.

OB-24.5.1 (effective from 23rd June, 2005) Each elective opted for should be a distinct subject announced.

OB-24.5.2 (effective from 1st October, 2009) Electives offered shall have Credits between 1 and 3.

OB-24.5.3 (effective from 23rd June, 2005) Every year, before December, the Department / the affiliated institution will obtain the syllabi for the electives giving objectives and broad outlines form 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 1st 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 23rd 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 23rd 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 23rd 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 23rd June, 2005) Evaluation, Grading and Pass Requirements

OB-24.6.1 (effective from 1st 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 23rd 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 23rd 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 23rd 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 23rd June, 2005) No component of evaluation shall exceed 40% weight in the total evaluation of the subject.

OB-24.6.6 (effective from 23rd 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 23rd 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 23rd 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 23rd 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 2nd week of 2nd / 6th Term to audit 1st, 4th and 5th Terms. It will meet in the 2nd week of 4th Term to audit 2nd, 3rd, 6th and 7th 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 1st 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 23rd 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 23rd 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 23rd 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 1st 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 23rd June, 2005) A student may cancel an elective subject and may register for another elective while reregistering

OB-24.6.16 (effective from 23rd 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 23rd 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 23rd 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 23rd 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 23rd 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 5th June, 2006) ORDINANCE RELATING TO DEGREE OF MASTER OF COMMERCE (DISTANCE EDUCATION) PROGRAMME

OB-25.1 (effective from 5th 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 5th 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 5th 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 shcem eof 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 5th 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 organied 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 arrangmenet 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 5th 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 5th 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 5th June, 2006) REVALUATION/VERIFICATION

Revaluation/Verification of answer scripts shall be as per OA-5.15.

OB-25.9 (effective from 5th 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 5th 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 5th 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 5th 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 6th 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 6th 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 6th 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) If a student enrolls for a diploma programme but completes only one semester of the programme he/she will be considered eligible for grant of a certificate in that course. 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 desired so, provided in such cases no certificate shall be awarded.

OB-26.3 (effective from 6th 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 4th July, 2011) 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.

OB.26.5 (effective from 4th 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 6th 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 6th June, 2006) Evaluation

OB.26.7.1 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 programme:

(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 2/3 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 60 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 in the Internal or the External Examiner.

(vi) (Effective from 4th July, 2011) 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.

(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 a supplementary examination, the candidate can either repeat that course/paper or opt for a different course/paper during the subsequent year/semester. The candidates 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 6th June, 2006) Allotment of grace marks as and when necessary as well as revaluation 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 4th 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 6th June, 2006) Results:

To be declared successful, a candidate has to pass specified number of courses /papers and or dissertation /Project components separately.

Candidate shall be required to score a minimum of 40% marks in each of the course/paper/dissertation to pass the PGD and certificate courses

Candidates shall be required to score a minimum of 40% marks in each courses/papers and obtain at least 50% marks in the dissertation to pass the APGD. The class to be awarded shall be 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 6th 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 17th August, 2010) New 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 The procedure for admission to various programs and courses shall be decided by the Admissions Committee appointed by the Vice Chancellor for a particular 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 program is offered. Students may be admitted every term or every year depending on the faculty and other resources of the institution subject to conditions of affiliation. Class size shall not normally exceed sixty nine students. The Admissions Committee shall have the freedom to not fill up all the seats if the quality of the candidates is not satisfactory.

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 2nd 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 2nd 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 10th Standard.
2	Undergraduate Diploma in Business Administration	XIIth Standard or 3 years Government approved diploma after 10th Standard.
3	Bachelor of Business Administration	XIIth Standard or 3 years Government approved diploma after 10th 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 10th 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 (Minimum of 10 credits of BCs and 6 credits of NBCs)	26 (Minimum of 9 credits of BCs and 5 credits of NBCs)	110 (Minimum of 31 credits of BCs and 55 credits of NBCs)	24 (Minimum of 8 credits of BCs and 5 credits of NBCs)	18 (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[2]

Batch		Program	
Term		Institution	
Subject Code		Subject	
Credits		Instructor	

Documents required are in the footnote.[3] The Process to be adopted is outlined in the footnote.[4]

[2] Original to be filed in the AAC File of the Batch, one Copy for the Subject File, one Copy for the Instructor.

[3] 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

[4] 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.

The comments and action plans, against each item below, are to be filled up based on these inputs.

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

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 oral examinations ☐
b. Incorporate corrections indicated in the report, but the Corrected thesis need 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

Continuous Sheet

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)

Date:

Signature(s) of Guide(s)/
Coordinator(s)

Date:

<table>
<tr><td></td><td colspan="4">Viva Voce Examinations</td></tr>
<tr><td rowspan="2">Composition of Board</td><td></td><td colspan="2">Dates</td><td>COE's Initials</td></tr>
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<tr><td>Member

Coordinators</td><td></td><td></td><td></td><td></td></tr>
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Incorporated _____</td></tr>
<tr><td colspan="5">Final Result</td></tr>
<tr><td>SCRC meeting</td><td></td><td></td><td></td><td></td></tr>
<tr><td>SCRC Decision</td><td colspan="4" rowspan="4">_____
_____
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<tr><td>E.C. meeting on</td></tr>
<tr><td>E.C. Decision</td></tr>
<tr><td>Candidate informed Through Guide/Dept./Dept./Inst. On</td></tr>
<tr><td>1. Examiner (Ext.) 1.

2. Examiner (Ext.) 2.

Hard bound copy of Thesis sent to Library on</td><td colspan="4">Honorarium arranged on
_____
_____
_____

Controller of Examinations</td></tr>
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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) (with Dept./Inst.)
1. _____ ( )
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 (Check sheet code)	Remarks (Check sheet code)
Report 1. (Ext.) Name _____ Institution _____			
Report 2. (Ext.) Name _____ 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.

****

I N D E X

Ordinance No.	Subject
OC-1	Ordinance relating to the one year post-graduate Diploma in Computer Applications (PGDCA)
OC-1A	Ordinance relating to the one year post-graduate Diploma in Computer Applications (PGDCA)
OC-2	Ordinance relating to improvement of class at the Third Year B.A., B.Sc., and B.Com. Examination conducted by Goa University
OC-3	Ordinance prescribing flat rates of re-imbursement for chemical and Breakages at the T.Y.B.Sc. Practical Examinations
OC-4	Ordinance prescribing appointment of Expert Assistants, Laboratory Assistants, Laboratory Attendants, Store Keeper and Field Collector etc. for the conduct of Third Year B.Sc. Examination in various subject
OC-5	Ordinance relating to guidelines for allocation of marks in the practical examination
OC-6	Ordinance relating to out of turn practical examination at Third Year B.Sc.
OC-7	Ordinance relating to A.T.K.T. for the subjects of the First, Second and Third Year B.Pharm. Examination
OC-8	Ordinance relating to the scheme of examinations for the Three Year integrated course of B.A., B.Sc. and B.com.
OC-9	Ordinance relating to the Bridge Course in Chemistry for students who have passed Std. XII Science without Chemistry and desiring to opt for Chemistry as one of the subjects for F.Y.B.Sc. Course
OC-10	Ordinance relating to the award of Bachelor of Engineering Degree by Goa University (Revised Course)
OC-10 A	Ordinance relating to the Bachelor of Engineering Degree Course (Revised in 2007-2008)
OC-11	Ordinance relating to the examination for the degree of Master of Engineering
OC-11A	Ordinance governing the full time and part time programme leading to the Degree of Master of Engineering (w.e.f. the academic year 2013-14).
OC-12	Ordinance relating to the Three Year integrated degree courses in Arts, Science & Commerce (B.A., B.Sc. & B.Com.) except B.Sc. (Home Science)

	and B.Sc. (Naval Science)
OC-13	Ordinance for the three year integrated degree of Bachelor of Sciences
OC-14	Ordinance relating to the Three Year integrated degree of Bachelor of Commerce
OC-15	Ordinance relating to the Degree of Bachelor of Pharmaceutical Sciences of the Goa University
OC-15A	New Ordinance OC-15A relating to the Degree of Bachelor of Pharmacy (B.Pharm) Course (with effect from the academic year 2011-12)
OC-16	Ordinance relating to the examination in the faculty of Medicine, the degree of Bachelor of Medicine and Bachelor of Surgery (MBBS)
OC-17	Ordinance relating to the course of study for the degree of Bachelor of Dental Surgery (BDS)
OC-18	Ordinance relating to the examination of the degree of Bachelor of Homoeopathic Medicine and Surgery (B.H.M.S.)
OC-19	Ordinance relating to the Post-graduate Degree in the Faculty of Medicine (Para Clinical, Pre Clinical and Clinical).
OC-20	Ordinance relating to the M.D./M.S. examination. ***(In view of provisions covered in the amendment to Ordinance OC-19, OC-20 stands repealed).***
OC-21	Ordinance relating to the degree of Bachelor of Ayurvedic Medicine & Surgery (B.A.M.S.) Course
OC-22	Ordinance relating to the examination for three year B.Sc. (Naval Sciences) course conducted by the Naval Academy-INS Mandovi
OC-23	Ordinance relating to the award of Bachelor of Science in Nursing
OC-24	Ordinance relating to Bachelor of Business Administration (BBA)
OC-25	Ordinance relating to Post Graduate Diploma in Management (P.G.D.M.)
OC-26	Ordinance relating to the degree of Bachelor of Education (B.Ed).
OC-27	Ordinance relating to three Semester Master of Pharmacy (M. Pharm.) Degree Examination
OC-28	Ordinance relating to the Bachelor of Music Degree Course in Hindustani Classical Music
OC-29	Ordinance relating to the Degree Course of Master of Education (M.ED.)

OC-30	Ordinance relating to award of 4 year Bachelor of Science Nursing Degree of Goa University
OC-31	Ordinance relating to the Courses of Study & Examination for the B.F.A. Degree Course
OC-32	Ordinance of the Post Graduate Diploma / MBA in Tourism Management of Goa University
OC-33	Ordinance relating to the Degree of Master of Laws – LL.M.
OC-34	Ordinance relating to LL.B. (Hon) Programme
OC-34A	Ordinance relating to the integrated Five Year Double Degree Programme in Law-Bachelor of Arts and Bachelor of Laws (B.A.LL.B.) and/or Bachelor of Commerce and Bachelor of Laws (B.Com.LL.B). (Effective from 27th July, 2011).
OC-35	Ordinance relating to the Degree of LL.B.
OC-35A	Ordinance relating to Three Year LL.B. Degree Programme in Law. (Effective from 27th July, 2011).
OC-36	Ordinance relating to the Foundation course and the Bachelor of performing Art Degree Course in Hindustani Classical Music
OC-37	Ordinance relating the Post Graduate Degree Course – Master of Performing Art and a Bridge course in Hindustani Classical Music.
OC-38	Ordinance for Post-Graudate Degree Courses in Homoeopathy M.D. (Hon) – Doctor of Medicne in Homoeopathy.
OC-39	Ordinance Relating to Three Year Degree Course (B.Sc.) in Home Science.
OC-40	Ordinance of the MBA (Logistics Management Programme)conducted by INS Hamla.
OC-41	Ordinance for the proposed Post Graduate Diploma in Journalism and Mass Communication (PGDJMC)
OC-42	Relating to the award of Bachelor of Architecture Degree of Goa University
OC-43	Relating to the award of Bachelor of Physical Education B.P.Ed. Course of Goa University
OC-44	Relating to the Ordinance relating to the course of study for the degree of Master of Dental Surgery (M.D.S.)
OC-45	Ordinance relating to the Three Year Course of Bachelor of Arts, Bachelor of Commerce and Bachelor of Science Degrees.

OC-46	Ordinance relating to the Bachelor of Financial Services Programme (BFS)
OC-47	Ordinance relating to the Bachelor of Computer Applications (BCA).
OC-47A	Ordinance relating to Bachelor of Computer Applications (BCA) Revised Course Structure. (Effective from the academic year 2011-12)
OC-48	Ordinance relating to the Degree of Master of Science in Information Technology [M.Sc. (IT)]
OC-49	Ordinance relating to the Three Year Degree Course of Bachelor of Social Work (B.S.W.).
OC-50	Ordinance relating to the Degree of Bachelor of Education (Special Education).
OC-51	Ordinance relating to the BTTM (Bachelor of Travel and Tourism Management) Programme.
OC-52	Ordinance relating to the Degree of Master of Science in Hydrography.

PART C
Ordinances applicable to Colleges

OC-1 Ordinance relating to the one year post-graduate Diploma in Computer Applications (DCA)

OC-1.1 The admission and eligibility criterion to be followed for the DCA course:

(i) A candidate for being eligible for admission to the one year DCA course must have passed the examination for the Bachelor's degree of any faculty from any recognized University.

(ii) The candidate must have undergone to the satisfaction of the Head of the Department of Computer Science of the College, an entrance test followed by an interview conducted by the Department.

(iii) All eligible applicants whose complete application reach the Principal on or before the prescribed date shall ordinarily be allowed to appear for the written entrance test and the interview.

(iv) The list of candidates who have been duly selected for the admission to the DCA course shall be displayed on the notice board of the college within one week from the date of written test and interview.

(v) The candidate who has been duly selected for admission shall be given a period of ten days to pay the prescribed fees in the college. Failure to pay the fees by the due date shall result into the cancellation of the admission claim.

OC-1.2 Course Duration, Conduct of Examination and Examination Fee etc.

(i) The course of study for DCA course shall be a full time course extending over 2 semesters, called as Semester-I and Semester-II. Each semester shall consist of minimum ninety instructional days spanning over six months.

(ii) The Semester examinations for the two Semesters, Semester-I and Semester-II shall be entirely conducted by the University.

(iii) Candidates shall be examined in the subjects in the syllabus approved by the University.

(iv) The semester-I shall consist of five theory papers of 100 marks each and one laboratory of 100 marks. The semester II shall consist of three theory papers of 100 marks each, one laboratory of 100 marks and one project of 200 marks.

(v) For the Semester-I, the five theory courses, viz. DCA001, DCA002, DCA003, DCA004 and DCA005 shall have 50 percent marks for the final examination. The laboratory course DCA PL-I shall have 75 percent weightage for in-semester work and 25 percent for the final examination.

(vi) For the Semester-II, the three theory courses viz. DCA101, DCA102, and DCA103 shall have 50 percent marks for in-semester evaluation and 50 percent marks for the final examination. The laboratory course DCA PL-II shall have 75 percent weightage for in-semester work and 25 percent for the final examination. The assessment of the project course DCA PJ-I shall be done on the following basis:
25 percent: The preliminary presentation
25 percent: Initiative, interest, efforts and regularity.
50 percent: Project report and the oral examination conducted by the Board of Examiners consisting of the guide an external examiner and internal examiner.

(vii) The distribution of weightage for the in-semester assessment for theory courses DCA001, DCA002, DCA003, DCA004, DCA005, DCA101, DCA102 and DCA103 shall be:
10 percent: Tutorials, Home assignments, quizzes, viva-voce etc.
20 percent: Class test - I
20 per cent: Class test - IT

(viii) (a) The in-semester score for the laboratory course DCA PL-I shall be determined from the laboratory assignments from the courses DCA001, DCA003. DCA004 and DCA005 with the following break-up:
25 percent: Course DCA001
25 percent: Course DCA003
25 percent: Course DCA004
25 percent: Course DCA005

(b) The in-semester score for the laboratory course DCA PL-II shall be determined from the laboratory assignments from the courses DCA101, DCA102 and DCA103 with the following break-up:
40 percent: Course DCA101
20 percent Course DCA102
40 percent: Course DCA103

(ix) A candidate shall not be allowed to appear for the final examination of a semester unless he has minimum 80 per cent of attendance in that semester.

(x) To calculate the final grade of a student, the composite score shall be calculated by using the marks gained by the student in different semester examinations as below:

Semester - I	Out of 600 marks
Semester - IT	Out of 600 marks
Total	Out of 1200 marks

(xi) Determination of the award of a class in the examination for the DCA shall be on the score calculated as in (x) above.

(xii) The one year Diploma in Computer Applications shall be conferred upon a candidate after he has fulfilled the following requirements:

(a) Should have passed in all the courses of all the semesters of the examinations to be

conducted by the University in accordance with the Ordinance OC-1.3 regarding standard of passing (given separately).
(b) Should have fulfilled all the department requirements.
(c) Should have satisfactorily fulfilled the project requirements.
(d) Should have paid all the University dues.
(e) Should have no case of indiscipline pending against him.

The examination shall be held for each semester twice a year.

(xiii) The determination of class for the DCA shall be as given below:

From 40 percent up to 50 per cent	Pass class
From 50 percent up to 60 percent	Second class
From 60 percent up to 70 percent	First class
From 70 percent and above	First class with distinction

(xiv) The rules for gracing for DCA shall be as per the general rules followed by the University for gracing.

(xv) The statement of marks for the in-semester scores for a semester shall be sent to the Controller of Examinations, Goa University before the final theory examinations for the semester begins.

(xvi) For the end-semester examinations, the examination fee shall be Rs. 300/- to be sent to the University.

(xvii) The fees for issue of statement of marks shall be Rs. 25/- to be sent to the University.

(xviii) The application form fees for the end-semester examination shall be Rs. 5/- to be sent to the University.

OC-1.3 Standard for passing the Examination in DCA

(i) To pass the examination in a course, a candidate must obtain a minimum of 40 percent of the total marks assigned to that subject. Otherwise the candidate shall be declared to have failed in that course.

(ii) To pass the examination in a particular semester, a candidate must have passed in the examination of each course in that semester in accordance with the provision of OC-1.3(i) above regarding standard of passing.

(iii) In order to be allowed to keep terms for the second semester, a candidate must have passed in the laboratory course of the first semester. Otherwise the candidate shall be declared to have failed the first semester examination and shall not be allowed to keep terms for the second semester. A candidate who is allowed to keep term in the second semester shall be allowed to appear for those papers in which he has failed, again, along with the papers of the second semester. However, the marks from the in-semester evaluation shall be carried forward and the candidate shall have to appear for the final examination only.

(iv) A candidate who has failed the semester examination can claim exemption for

appearing in a course or courses, provided he bas obtained at least 50% marks in a course or courses. The marks from in-semester evaluation shall be carried forward.

OC-1A (EFFECTIVE FROM 2006-2007) Ordinance relating to the one year Post-Graduate Diploma in Computer Applications (PGDCA) (To be made effective from 2006-07) (Under Section 24 (1) of the Goa University Act,1984)

OC-1A.1 Course Equivalence

This is one year, two semesters, full-time Post-Graduate Diploma in Computer Application (PGDCA) designed on the lines of DOEACC "A" Level programme.

OC-1A.2 Eligibility and selection

OC-1A.2.1 Graduation from any recognized University.

OC-1A.2.2 Admission shall be on merit. To determine the merit College/Department shall conduct written test and/or interview.

OC-1A.3 Post-Graduate Departmental Council

Each College/University offering PGDCA 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 PGDCA programme.

OC-1A.4 Instructional Scheme

Instructional scheme for the PGDCA programme is based on a system of integrated units called courses. Each course shall mean one paper. Semester-I shall have 5 theory papers and 2 lab papers. Semester II shall have 4 theory papers, 1 lab paper and a semester long project.

OC-1A.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.

OC-1A.4.2 **Cumulative Credits:** The sum total of all the credits of all the courses taken in a semester.

OC-1A.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.

OC-1A.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.

OC-1A.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**.**

OC-1A.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.

OC-1A.4.7 **Academic Audit Committee:** The task of the academic audit is to ascertain that all in-semester an end-semester evaluation is done in transparent and fair manner. The committee shall comprise of two members appointed by the Vice-Chancellor, one from the University Department and one expert from Industry. It shall meet once every year end and shall examine the course file. On the basis of aberrations noticed if any, Academic Audit Committee shall take appropriate action to resolve the matter.

OC-1A.5 Scheme of Evaluation

OC-1A.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%

OC-1A.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.

OC-1A.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.

OC-1A.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.

OC-1A.5.5 Final grades for the course would be awarded by the Instructor-in-charge/course co-ordinator taking into account the total performance.

OC-1A.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 OB-4. 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.

OC-1A.5.7 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.

OC- 1A.6 Grading Scheme

OC-1A.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

OC-1A.6.2 A student passes the courses if he/she gets any grades in the range AA to DD.

OC-1A.6.3 The letter grade EE and the letter grade II makes the student eligible to take a supplementary examination in that course.

OC-1A.6.4 The letter grade II is given to a student on account of absence from the end-semester examination for valid reason.

OC-1A.6.5 The letter grade EE is given to a student on account of poor performance in the end semester examination.

OC-1A.6.6 The letter grade EE and II are not awarded in supplementary examination

OC-1A.6.7 There is no provision of supplementary examination in lab course

OC-1A.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

OC-1A.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.

OC-1A.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.

OC-1A.6.11 All other cases would be treated as second attempts.

OC-1A.6.12 The final year Project shall carry only qualitative evaluation such as Excellent, Good, Satisfactory, Pass and Fail. A student getting a Fail grade shall have to repeat the project.

OC-1A.6.13 Supplementary Examination shall be held at the beginning of every semester.

OC-1A.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.

OC-1A.7 Performance Indices

OC-1A.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 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:

$$\mathbf{SPI} = \frac{\Sigma^{5}_{i=1}\, C_i\, g_i}{\Sigma^{5}_{i=1}\, C_i}$$

The SPI is calculated to two decimal places

OC-1A.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.

OC-1A.8 Award of class

OC-1A.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 PGDCA 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.

OC-1A.8.2 There is no provision for gracing in the individual paper. However, for candidates representing University in the National / State level event, a maximum of 7 grade points could be awarded before calculating CPI and Class.

OC-1A.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

OC-2 Ordinance relating to improvement of class at the Third Year B.A., B.Sc., and B.Com. Examination conducted by Goa University. (Under Section 24(1) of the Goa University Act, 1984).

OC-2.1 Candidates who have passed B.A. degree examination of this University with the class mentioned in Column I and who desire to improve their class as shown in Column II below shall be permitted at their option to appear again for the Third Final Year of the three year B.A. degree examination with the same subjects without being required to keep any terms.

Column I	Column II
a) Pass Class	a) Second Class **OR** First Class
b) Second Class	b) First Class

c) Second Class	c) 50% **OR** 55%

OC-2.2 If candidates who re-appear for the Third Year B.A. degree examination under the provisions of this Ordinance fail to improve their class, their performance at such re-appearance shall be ignored.

OC-2.3 Candidates who have passed the B.Sc. degree examination of this University with the class mentioned in column I and who desire to improve their class as in column II below, shall be permitted at their option to appear again for the Third Final Year of the Three Year B.Sc. degree examination with the same subject/s without being required to keep any terms.

Column I	Column II
a) First Class	a) Second Class **OR** First Class
b) Second Class	b) First Class
c) Second Class	c) 50% **OR** 55%

OC-2.4 If candidates who re-appear for the Three Year B.Sc. degree examination under the provisions of this Ordinance fail to improve their class, their performance at such re-appearance shall be ignored.

OC-2.5 Candidates who have passed the B.Com. degree examination of this University with the class mentioned in Column I and who desire to improve their class as shown in column II below shall be permitted at their option to appear again for the Third Final year of the Three Year B.Com. degree examinations with the same subject/s without being required to keep any terms:

Column I	Column II
a) First Class	a) Second Class **OR** First Class
b) Second Class	b) First Class
c) Second Class	c) 50% **OR** 55%

OC-2.6 If a candidate who re-appear for the three year B.Com. degree examination under the provisions of this ordinance fail to improve their class, their performance at such reappearance shall be ignored.

OC-3 Regarding prescribing flat rates of reimbursement for chemicals, breakages and other consumables at the T.Y. B.Sc., T.Y. B.A., T.Y. B.C.A. and T.Y. B.Com. Practical Examinations (approved from 29th March 2001).

OC-3.1 (Effective from 29th March, 2001) Rate per candidate to be reimbursed (on account of chemicals, breakages and other consumables) to the colleges for conducting practical examinations in various subjects at the Third Year B.Sc. and Third Year B.A. examinations will be as follows:-

Sr.No.	Subjects	Flat rate per student	Sr.No.	Subjects	Flat rate per student
1.	Chemistry (practicals) 3 Units 6 Units	 Rs. 30.00 Rs. 45.00	7.	Physics (practicals) 3 Units 6 Units	 Rs.10.00 Rs. 15.00

2.	Botany (practicals) 3 Units 6 Units	 Rs. 20.00	8.	Earth Science (practicals) 3 Units 6 Units	 Rs.10.00 Rs. 15.00
3.	Zoology (practicals) 3 Units 6 Units	 Rs.30.00 Rs. 50.00	9.	Geography (practicals) 3 Units 6 Units	 Rs. 15.00 Rs. 25.00
4.	Microbiology/Biotech-nology (practicls) 3 Units 6 Units	 Rs. 60.00 Rs. 80.00	10.	Psychology (Practicals)	Rs. 20.00
5.	Life Sciences (Practicals) 3 Units 6 Units	 Rs. 45.00 Rs. 75.00	11.	Statistics & Mathematics	Rs. 10.00
6.	Bio-chemistry (Practicals) 3 Units	 Rs. 40.00	12.	Computer Science/Computer Application/Electronic Equipment Maintenance	Rs. 25.00

Not withstanding anything mentioned above, a minimum re-imbursement of an amount equal to the total for one batch of students calculated with the flat rate per student for the concerned subject shall be admissible.

OC-4 Ordinance prescribing appointment of Expert Assistants, Laboratory Assistants, Laboratory Attendants, Store Keepers and Field Collectors etc. for the conduct of Third Year B.Sc. Examination in various subjects (Under Section 24(1) of the Goa University Act, 1984) approved from 29th March 2001.

(The above ordinance holds good for FY, SY, TY, of B.A., B.Sc., B. Com and B.C.A. examinations.)

A Batch is to consist of 15 Students in all the subjects except Chemistry, Computer, Science, Electronics, Computer Systems, Psychology & Physics. The batch for Chemistry shall consist of 30 students, that for Computer Science and Electronics of 10 students each, for Computer Systems of 20 and in Physics and Psychology it shall be of 12 students.

Physics
Days for preparation : 3
Days for cleaning : 12 Expert Assistants

1 Laboratory Assistants
1 Laboratory Technician
2 Laboratory Attendants

Days for cleaning: 1
1 Expert Assistant
1 Laboratory Technician
1 Laboratory Assistant
2 Laboratory Attendants

Staff required on Examination Day
2 Expert Assistants
1 Laboratory Assistant
1 Laboratory Technician
3 Laboratory Attendants

Chemistry

Days for preparation: 3 & 1 day between succeeding batches.
3 Expert Assistants (for first 3 days only)
2 Laboratory Assistants (for all days)
4 Laboratory Attendants (for all days)
1 Store Keeper (for all days)

Days for cleaning: 2
2 Expert Assistants
2 Laboratory Assistants
1 Store Keeper
4 Laboratory Attendants

Staff required on Examination Day
4 Expert Assistants
2 Laboratory Assistants
1 Storekeeper
5 Laboratory Attendants

Payments for intervening days, between succeeding batches will be made on the basis of full rates laid down for the purpose, even when such days are not specifically provided for in the programme.

Botany
Days for preparation: 2
2 Expert Assistants
1 Store Keeper (for all days)
1 Laboratory Assistant
1 Field Collector
2 Laboratory Attendants

Days for Cleaning: 1
1 Expert Assistant
1 Laboratory Assistant
1 Field Collector
2 Laboratory Assistants

Staff required for Examination Days
2 Expert Assistants
1 Laboratory Assistant
1 Field Collector
2 Laboratory Attendants

Zoology
Days for preparation : 2
2 Expert Assistants
1 Laboratory Assistants
2 Laboratory Attendants
1 Field Collector

Days for cleaning :
1 Expert Assistant
1 Laboratory Assistant
2 Laboratory Attendants

Staff required for examination days
2 Expert Assistants
1 Laboratory Assistant
1 Field Collector
2 Laboratory Attendants

Microbiology / Biotechnology

Days for preparation : 5
3 Expert Assistants
1 Laboratory Assistant
3 Laboratory Attendants

Days for cleaning : 3
1 Expert Assistant
1 Laboratory Assistant
3 Laboratory Attendants

Staff required for examination days
3 Expert Assistants
1 Laboratory Assistant
3 Laboratory Attendants

Earth Science

Days of preparation : 1
2 Expert Assistants
1 Laboratory Assistants
2 Laboratory Attendant

Days of cleaning: 1
1 Expert Assistant
1 Laboratory Assistant
1 Laboratory Attendant

Staff required for examination days
2 Expert Assistants
1 Laboratory Assistant
2 Laboratory Attendant

Life Sciences

Days for preparation : 2
3 Expert Assistants
2 Laboratory Attendants
1 Laboratory Assistant OR 1 Field Collector

Days for cleaning : 1
1 Expert Assistant
2 Laboratory Attendants

Staff required for examination days
3 Expert Assistant (One each from Botany, Zoology, & Microbiology)
2 Laboratory Assistant (Both from Botany

Biochemistry

Days for preparation : 2
2 Expert Assistants
1 Laboratory Assistant
2 Laboratory Attendants

Days for cleaning : 1
1 Expert Assistant
1 Laboratory Assistant
2 Laboratory Attendants

Staff required for examination days
2 Expert Assistants
1 Laboratory Assistant
2 Laboratory Attendants

Statistics & Mathematics

Days for preparation : 1
1 Laboratory Assistant
1 Laboratory Attendant

Days for cleaning: 1
1 Laboratory Assistant
1 Laboratory Attendant

Staff required for examination days
1 Expert Assistant
1 Laboratory Assistant
1 Laboratory Attendant

Psychology

Days for preparation : 1
1 Expert Assistant
1 Laboratory Assistant
1 Laboratory Attendant

Days for cleaning : 1
1 Laboratory Assistant
1 Laboratory Attendant

Staff required for examination days
1 Expert Assistant
1 Laboratory Assistant
1 Laboratory Attendant

& Zoology)
1 Field Collector
2 Laboratory Attendants

Geography
Days for preparation : 1
2 Expert Assistants
1 Laboratory Assistant
2 Laboratory Attendant

Electronics / Electronic Equipment Maintenance (Voc)
Days of Preparation: 2
1 Expert Assistant
1 Laboratory Assistant
1 Laboratory Technician
1 Laboratory Attendant
Days for cleaning : 1

	1 Laboratory Assistant
	2 Laboratory Attendants
Days for cleaning : 1	
1 Expert Assistant	Staff required for Examination Days
1 Laboratory Assistant 1 Laboratory Attendant	2 Expert Assistants (1 for HW and 1 for SW)
	1 Laboratory Assistant / Programmer
	1 Laboratory Attendant
Staff required for Examination Days	
2 Expert Assistants	**Industrial Chemistry (Voc)**
1 Laboratory Assistant	
2 Laboratory Attendant	Days for preparation:
	3 & 1 day between succeeding batches.
Computer Science	3 Expert Assistants (for first 3 days only)
	2 Laboratory Assistants (for all days)
Days for preparation :1	4 Laboratory Attendants (for all days)
1 Expert Assistant	1 Store Keeper (for all days)
1 Laboratory Assistant / Programmer	
1 Laboratory Attendant	
Staff required for Examination Days	
1 Expert Assistant	
1 Laboratory Assistant / Programmer	
1 Laboratory Attendant	
Computer Systems (At T.Y.B.Com. & B.A.) & Computer Application (Voc.)	
Days for preparation : 1	
1 Expert Assistant	
1 Laboratory Assistant / Programmer	
1 Laboratory Attendant	
Staff required for Examination Days	
1 Expert Assistant	
1 Laboratory Assistant / Programmer	
1 Laboratory Attendant	
Computer Systems (At T.Y.B.C.A)	
Days for Preparation : 1	
2 Expert Assistants (1 for HW & 1 for SW)	

1 Laboratory Assistant / Programmer	
1 Laboratory Attendant	
Staff required for Examination Days	
2 Expert Assistants (1 for HW and 1 for SW)	
1 Laboratory Assistant / Programmer	
1 Laboratory Attendant	

In case of all subjects mentioned above, wherever there is no Internal Examiner, a Laboratory Supervisor shall be appointed on the days of Examinations.

OC-5 Ordinance relating to guidelines for allocation of marks in the Practical Examination.
(Under Section 24(1) of the Goa University Act, 1984).

OC-5.1 This is applicable to only the under-graduate subjects having practical examinations. It is applicable to the present academic scheme as well as the restructured scheme.

OC-5.2 The allotment of marks are as follows:
(a) 15 % Journals
(b) 60 % Experiment
(c) 25 % Oral

(a) 15% marks are reserved for the journal submitted by the student at the time of examination. The Committee has increased the marks to improve the standard of submission of practicals through journals. The Examiner conducting the practical examination should look into three aspects of journals. They are: (i) regularity in attending the practicals; (ii) presentation and style; (iii) completeness.

The teacher conducting the practical in the college should initial the rough reading taken by the student, while performing the experiment. Further, each experiment properly present in the journal should be signed by the concerned teacher within a fortnight.

(b) 60% marks are reserved for experiment. While awarding these marks the examiner should assess: (i) Procedures and techniques; (ii) The presentation; (iii) Readings and the result; (iv) Planning of the experiment.

(c) 25% marks are reserved for oral examination. The oral examination should include the following facets: (i) to find if the student has understood all the experiments included in the journal; (ii) to find if the student has understanding of the concerned subject as a whole; (iii) to find if the student has properly studied the experiment given in the examination.

OC-5.3 Passing in practical examination should be treated as an independent Head of Passing.

OC-5.4 In-order to improve the involvement of a student in practical class, it is suggested that attendance at the practicals be made 90% essential. One teacher be assigned maximum number of 15 students in a practical class. In every practical the concerned teacher should ask oral questions to every student. As far as possible every student should be provided an opportunity to work independently in a laboratory.

OC-5.5 The following should be the duration of practicals per week for various classes and various subjects.

No. of hours of practicals

Class	Chemistry	Earth Sciences	Botany & Zoology	Physics	Microbiology
F.Y.B.Sc.	6	6	6	4 ½	4 ½
S.Y.B.Sc. 2 Units 3 Units	 7 10 ½	 7 10 ½	 9 13 ½	 4 ½ 6 ¾	 4 ½ 6 ¾
T.Y.B.Sc. 3 Units 6 Units	 12	 12	 12	6 12	6 12
T.Y.B.Sc. Applied Component	 3	 3	 3	 4	 4

Number in the table represent hours. A period is of 45 minutes.

OC-5.6 In respect of Chemistry preparation of solution as far as possible should be made by students themselves. This practice will add to their experience.

OC-5.7 In addition to the requisite number of lectures and practicals, students offering Botany, Earth Sciences as a subject of study at the First Year B.Sc., Second Year B.Sc. and Third Year B.Sc. courses be required to undertake field excursions to places of subject interest under the guidance of a teacher. The teacher student ratio should be 1:20. The number of excursions should be year-wise as shown below: -

Course	Number of excursions
1. First Year B.Sc.	1
2. Second Year B.Sc.	2
3. Third Year B.Sc.	3

The total duration of these excursions should not be less than 8 hours and that should be considered equivalent to one hour of practical per week per teacher.

The student be required to maintain a field record to be submitted for inspection at the time of the practical examination. This record shall be considered for evaluation together with the journal.

OC-5.8 A meeting of examiners in practicals should be held before the practical examinations to give instructions and orientation regarding the conduct of practicals. Further a second meeting of examiners (preferably only from Goa) be held after the practical examination to discuss the result. A report from the Chairman of the Practical Examinations be formed on the following lines:

(a) Facilities available for practicals in the centre of practical examination.
(b) Short-coming experienced in the conduct of examination.

OC-6 Ordinance relating to out of turn practical examination at Third Year B.Sc. (Under Section 24(1) of the Goa University Act, 1984).

OC-6.1 No candidate shall be admitted out of turn once the practical batches and time-tables are framed and circulated to the colleges except on Medical Bonafide grounds, and on an application from the concerned candidate. The Principal of the college to which the candidate belongs shall recommend such an application. The Principal of the college where the candidate wishes to be examined may admit such a student to appear out of turn in his college after payment of fees of Rs. 30/- per subject and report such

cases to the Controller of Examinations with remittance of the fees so collected within 3 days of the completion of the examination.

OC-7 Ordinance relating to A.T.K.T. for the Students of the First, Second and Third Year B. Pharm. Examination (Under Section 24(1) Of the Goa University Act, 1984).

OC-7.1 The candidate who has failed in First or Second or Third Year B. Pharmacy examination will be allowed to keep terms for the higher class if he does not fail in more than one head. Further he/she should secure at least 50% of the total marks obtainable in Theory and Practical taken together in the said examination.

OC-7.2 A candidate passing in all the subjects but has failed because of lack of aggregate 50% marks of the total marks obtainable in theory and practical taken together, shall be allowed to keep terms for the higher Class. The candidates in this category shall have to appear in the subject/s or head/s to secure aggregate 50% marks of the Theory and Practical marks taken together, which is as per the standard of passing of First Year or Second Year or Third Year B. Pharmacy course.

OC-7.3 The results of the higher class of the candidate who is allowed to keep terms under OC-7.1 and OC-7.2 above, shall not be declared under any circumstances unless he has passed the examination of lower class in which he has failed and allowed to keep terms for higher class.

OC-8 Ordinance relating to the scheme of examinations for the Three Year integrated course of B.A., B.Sc. and B.Com. (Under Section 24(1) of the Goa University Act, 1984).

OC-8.1 The provision hereunder shall have effect notwithstanding anything contained in Ordinances, Regulations and Reports of Committees, Circulars issued by various authorities till date. Further the provisions hereunder shall override corresponding earlier provisions.

OC-8.2 The examination for First Year and Second Year of the three year integrated course leading to a Bachelor Degree of Arts or of Commerce or of Science shall be conducted by the affiliated Colleges on behalf of the University as laid down by these Ordinances. The examination for the Third Year of the three year integrated degree course leading to the degree of Bachelor of Arts or Commerce or of Science shall be conducted by the University.

OC-8.3 The academic year shall consist of two terms.

OC-8.4 There shall be an examination at the end of each term at F.Y. and S.Y. of B.A., B.Sc. and B.Com. They shall be called First Terminal Examination and Second Terminal Examination. The First Terminal Examination shall cover the syllabus prescribed for the First Term and the Second Terminal Examination shall cover the syllabus prescribed for the Second Term by the Board of Studies and approved by the Academic Council. It shall be compulsory for all students to appear at both the terminal examinations irrespective of the marks secured by them. There shall be an examination at the Third Year of B.A., or B.Com., or B.Sc., to be held at the end of the academic year covering the course of studies prescribed for the academic year.

OC-8.5 A student at F.Y. & S.Y. of B.A., B.Com. or B.Sc. shall be examined in the following manner:

(a) For the Science subjects having practical offered at F.Y. & S.Y. B. Sc.:

(i) There shall be two theory papers in each subject of duration of two hours each carrying 75 marks each at the end of each term. Average of the marks scored per paper in the two terminal examinations shall be considered for passing at the end of the year.

(ii) There shall be practical examinations to be conducted at the end of the academic year and shall consist of experiment/s of such duration as prescribed by the relevant Boards of Studies. The total marks (50) assigned to and the scheme of marking in respect of practical shall be as prescribed by the respective Board of Studies. The marks allotted for practicals out of 50 shall be shown in the statement of marks per subject.

(b) For the Science subjects having no practical offered at F.Y./S.Y.B.Sc., there shall be two theory papers in each subject of duration of two hours each at the end of each term and carrying 100 marks each. Average of marks scored per paper in the two terminal examinations shall be considered for the passing at the end of the year.

(c) For the subjects offered at F.Y. and S.Y. of B.A. and B.Com., there shall be one theory paper of duration of 2 hours and carrying 100 marks per subject per term. Average of the marks scored in two terminal examinations per paper shall be considered for the passing at the end of each year.

OC-8.6 (a) A detailed programme of the schedule of examinations, evaluation, declaration of result etc. shall be prepared by the University at the beginning of each academic year and the same shall be communicated to all the affiliated colleges and the Board of Studies in the concerned subjects.

(b) The question papers for F.Y./S.Y. terminal/supplementary examinations shall be set by examiners appointed by the University from the panel proposed by the concerned Board of Studies.

(c) The answer-books shall be assessed by the instructor/teacher of the particular subject/paper.

(d) The Board of Paper Setters in each subject/paper shall submit the scheme of marking and the key to answer at the time of paper setting. The key to answers shall be communicated to the examiners immediately after the conduct of the concerned examination.

(e) The Chairman and panel of paper setters shall jointly finalize the question papers and shall personally hand over the sealed set of question papers to the Controller of Examinations in the prescribed manner.

OC-8.7(a) The question paper for the First and Second Terminal Examination of F.Y. & S.Y. of B.A./B.Sc./B.Com. examinations shall be of 2 hours duration and the pattern shall be as follows (except for the subjects where the respective Board of Studies have provided their own pattern):

(i) Question No. 1 shall be an objective type question based on the syllabus of the respective term.

(ii) Question No. 2 to 5 shall be essay type questions (with internal choice) based on the syllabus of the respective term.

(iii) A candidate for the examination is expected to attempt all questions (one objective and four essay type questions).

(iv) The allocation of marks for each question shall be determined by the Board of Studies/Board of Examiners of the concerned subject.

(v) Pattern of question papers in subjects at F.Y. & S.Y. of B.Sc. examination: There shall be five questions of 15 marks each. Question No. 1 is compulsory and comprises of objective/short answer type questions covering the entire syllabus.

Questions 2 to 5 shall be based on the entire syllabus and shall have only one internal option each.

(vi) Pattern of question papers in subjects at Accounting and Financial Management - I & II, Financial Accounting, Auditing and Taxation- I & II and Costing – I & II at FY, SY B.Com., shall be as prescribed by the Board of Studies concerned.

(b) Each theory question paper at the TY. B.A., B.Sc., B.Com. examination shall be set in the manner given hereunder:

(i) The theory paper shall consist of 6 questions out of which one is objective type.
(ii) All questions shall be compulsory except in cases where the respective Board of Studies has prescribed its own pattern.
(iii) The first question shall include short bits like definitions, illustrative examples, objective and multiple choice questions etc. covering the entire syllabus.
(iv) The entire syllabus of a paper shall be divided into 5 suitable parts and one question on each such division be set so as to cover the entire syllabus. Some or all of these five questions may be given internal choice.

OC-8.8 Supplementary examinations

(A) (1) Supplementary Examinations for F.Y., S.Y., of B.A./B.Sc./B.Com. shall be conducted before the commencement of the academic year. There should be at least one month period between the date of declaration of results of the Second Terminal Examinations and the Supplementary Examinations.

The following categories of students shall be eligible to appear for the Supplementary Examinations.

(a) a student who has appeared at both the First Terminal and the Second Terminal Examinations but failed on the average provided such a failure is in the papers carrying not more than 300 marks. (A candidate may also appear for improvement of percentage in subjects wherein he has obtained minimum marks for passing).

(b) a student who did not appear in some or all the papers either at the First Terminal or at the Second Terminal Examination on medical grounds or for representing the college/University/State/Nation in cultural or sports, NCC/NSS activities.

(c) a student who did not appear for both the first term and second term Examination in all the subjects, or in some subjects, only under very special circumstances, provided that the Principal is satisfied.

(d) a student who has obtained 30% in individual subjects but has failed to obtain an aggregate of 40% to be declared passed.

(2) the results of candidates who appear for supplementary examinations in view of' improving percentage in individual subjects, shall not be altered if he fails to improve the percentage.

(B) The supplementary examinations shall be conducted as per time-table issued by the University and the result of the examinations be declared preferably before the commencement of the academic year and in no circumstances after the last day of admissions, so as to enable a student to enroll for the higher class after passing.

(C)(1) The theory question paper at the supplementary examinations shall be as follows:

(i) Supplementary (First Term) examinations shall cover syllabus prescribed for the First Term.

(ii) Supplementary (Second Term) examinations shall cover syllabus prescribed for the Second Term.

(iii) Supplementary (Entire) examination shall cover syllabus prescribed for both First Term and Second Term.

(2) Each theory paper at the Supplementary Examinations (I Terminal and II Terminal) shall be of 2 hours duration and of: (i) 100 marks for subject having no practical; and (ii) 75 marks for Science subjects having

practicals.

(3) Each practical shall carry marks as prescribed by the respective Board of Studies.

(D) The Question paper for supplementary (first and second terminal examination shall be of two hours duration and the pattern shall be as follows:

(i) Question No. 1 shall be an objective type question based on the syllabus of the respective term;

(ii) Question No. 2 to 5 shall be essay type questions (with internal choice) based on the syllabus of the respective term; and

(iii) A candidate for the examinations is expected to attempt all questions (one objective and four essay type questions).

(E) The question paper for Supplementary (Entire) examinations shall be of 3 hours duration and the pattern shall be as follows:

(i) Question No. 1 shall be an objective type question based on entire syllabus of First Term and Second Term;

(ii) Question No. 2 to 7 shall be essay type questions (with internal choice), three each from syllabus of First Terminal and Second Terminal; and

(iii) A candidate is expected to attempt any five questions from Question Nos. 2 to 7.

(F) The allocation of marks shall be determined by the Board of Examiners/Paper Setters.

OC-8.9 (Effective from 28th May, 2007) Amendment to the Ordinance relating to Supplementary Examinations.

OC-8.9 (a) A student who desires to appear at the supplementary examinations because he could not obtain necessary average marks at the first term and at the second term examinations taken together or because he remained absent for both the terminal examinations and has been permitted by the Principal, shall have to answer the Supplementary (Entire) examination, and the better of the average marks obtained in each paper / subject in the I and II Terminal Examination or the supplementary examination shall be considered for declaring results.

(b) (i) A student who was absent at the First Term Examination or at the Second Term Examination in a subject shall appear for the supplementary examinations of the concerned term and the marks obtained shall be combined with the marks in the corresponding paper in the regular Term Examination to calculate the average marks in that paper.

(ii) The supplementary examination shall be conducted as per time-table issued by the University and the result of the examinations be declared preferably before the commencement of the academic year and in no circumstances after the last day of admissions, so as to enable a student to enroll for the higher class after passing.

(c) A candidate who fails to secure the desired percentage of marks/aggregate at the earlier examinations (including Supplementary examinations) shall have to appear for First and Second Terminal Examinations during the subsequent years. However, the results of candidate shall not be altered if he fails to improve the percentage.

OC-8.10 Standard of Passing at F.Y. S.Y. of B.A., B.Sc., and B.Com.

(A) The class shall be awarded as stipulated in OC 8.17 for F.Y. and S.Y., of B.A., B.Sc., and B.Com., degree examinations.

(B) To pass the examination, a candidate must obtain a minimum of 30% marks in each paper/head of passing and 40% in the aggregate. For subjects having practical each theory paper shall be considered as separate head of passing and all the practicals in that subject shall be considered as a separate head of passing.

(C) The marks obtained by a student at the First Term Examinations shall be made known to him ordinarily as per the examination/evaluation schedule issued by the University.

(D) A statement of marks shall be issued to the student at the end of the academic year after the declaration of the Second Terminal Examination results.

(E) Statement of marks issued after the Supplementary Examinations shall mention the words "Supplementary Examination", Month, Year.

OC-8.11 Exemption at F.Y. and S.Y. of B.A., B.Sc. and B.Com. examinations: An unsuccessful candidate who obtains minimum percentage of marks prescribed for passing in a subject (Theory, Practical) may at his option be exempted from appearing in that subject at his subsequent appearance and shall be declared to have passed the whole examination on his passing in the remaining subjects. (Theory and practicals included).

OC-8.12 There shall be no revaluation of answer-books of the candidates at the F.Y. and S.Y. Terminal or Supplementary examinations. Personal verification of marks shall be conducted by the candidate in the presence of Principal/Vice-Principal and the concerned examiner, provided he applies (with a prescribed fee of Rs. 150.00) for the same within one week of the declaration of result. The following shall be procedure for personal verification of marks:

(a) On a notified day and time (which should not be later than 10 days after the receipt of application from the candidate) the candidate shall be shown the answer-book in the chamber of Principal/Vice-Principal and the Examiner concerned.

(b) If the candidate is not satisfied with the results on personal verification of the answer-books, he may apply to college Grievance Committee within a week.

(c) The Grievance Committee shall take appropriate action as per OC-8.19 and inform the candidate accordingly.

OC-8.13 Schedule of Result:

(A) Each College shall submit to University a consolidated result of terminal Examinations as well as supplementary examinations within ten days from the date the results are communicated to the students. The results are to be submitted to the University irrespective of application for personal verification. The results of personal verification must be submitted on completion of the same to the University.

(B) A final consolidated statement of marks of F.Y. and S.Y. of each candidate appearing for the T.Y. B.A./B.Sc./B.Com. examinations shall be submitted by the colleges along with the examination application

forms of students.

(C) The marks secured by the candidates in F.Y. and S.Y. examinations shall be indicated in the Final Transcript/Statement of Marks of the Integrated B.A./B.Sc./B.Com. degree Course issued by the University.

OC-8.14 Feed-back Evaluation:

(A)(i) For the purpose of feed-back evaluation, ten percent of the assessed answer-books in each paper of the subject shall be submitted to the University based on the random numbers generated by the Head, Computer Centre. These random numbers are to be generated by the Head, Computer Centre after receiving the report of the results of F.Y./S.Y. examinations from the respective colleges.

(ii) In the case of answer-books pending for personal verification, a photocopy of such answer-books be sent to the University for feedback evaluation.

(iii) However, in case the 10% is less than 15 answer-books, the college shall send a minimum of 15 answer books or all the answer books in the concerned subject, whichever is less.

(B) Ten percent of the papers in each course (Arts/Science/Commerce) randomly chosen shall be sent for feedback evaluation.

(C) Feed-back evaluation shall consist of:
(i) Appointing a feedback evaluator from a panel prepared by the concerned Board of Studies.

(ii) The panel of feedback evaluators shall consist of the names of teachers drawn from the colleges and universities other than the Goa University and its affiliated colleges.

(iii) The feed-back evaluators after evaluating the answer-books shall submit a written opinion on the following:

(a) Whether the question paper reflects the entire syllabus of the concerned paper.

(b) Whether the question attempted by the students are equally spread amongst the questions in the question paper.

(c) Whether the original examiner had underscored/over scored and to what extent while evaluating the answer books in each set/college.

(d) The report of feedback evaluator shall be sent to the following as soon as it is received: (1) The examiner concerned; (2) The Chairman of Board of Examiners; (3) The Chairman of Board of Studies; and (4) The Principal of the College.

OC-8.15 The Third Year B.A., B.Com., B.Sc. examinations, shall be conducted by University twice a year, one first half of the year in April/May and the other the second half in October/November. The scheme of the examination shall be as follows:

(A) For Science subjects having practical:

(i) There shall be examination in four theory papers except Computer Science in case of those who have offered only one subject at TY.B.Sc. and two theory papers in each subject. In case of those who offered two subjects at T.Y.B.Sc., each paper being of duration 3 hours and carrying 100 marks.

(ii) There shall be four practical of duration 3 to 6 hours each in case of those who have offered one subject at T.Y. B.Sc. and two practical in each subject of duration 3 to 6 hours in case of those who have offered two subjects at T.Y.B.Sc. The exact duration of practical shall be as prescribed by the concerned Board of Studies and approved by the Academic Council for the respective subjects. The total marks assigned to practical shall be 200.

(iii) For Computer Science, there shall be examination in six papers, each paper consisting of a theory part carrying 75 marks and practical part carrying 25 marks. The nature of the practical examination shall be as prepared by Board of Studies in that subject and approved by Academic Council.

(iv) A project submitted by a student at T.Y. B.A., B.Com. & B.Sc. shall be evaluated by double assessment. Each project report shall be assessed by one internal examiner (the guiding teacher) and one external examiner (appointed by Goa University). A group of students carrying out a project collectively shall submit 2 copies of the project for evaluation.

(v) The report should ordinarily consist of 30-40 typed or neatly hand written 100 to 200 pages in a register.

(vi) The examination of the project paper shall carry 100 marks. There shall be a viva-voce examination of each student submitting a project report, which shall be conducted by the external examiner. The internal examiner is permitted to remain present at the time of viva-voce examination.

(vii) The allocation of marks shall be as follows:

Internal Assessment:	
Project Report	20
Fieldwork/Library/ Practical Work	15
Attendance at the discussion meeting maintenance record	15
Total	**50**

External Assessment:	
Project Report	25
Viva-Voce	25
Total	**50**

(viii) (a) In case a student fails in the project paper, he may be permitted to resubmit the same project with modifications under the same guiding teacher. In case, the guiding teacher has retired or is not available, the candidate may be permitted to submit the project under any other guiding teacher appointed by the Principal.

(b) A student may be permitted to submit a fresh project under the guidance of a teacher, provided he seeks admission in the concerned college for a period of minimum one term and pays the prescribed fees thereof.

(c) The evaluation of project paper shall be as laid down by the Ordinance OC-8.14.

(d) In case of students who fail in theory papers and are re-appearing for T.Y.B.A./B.Com./B.Sc. examinations, marks obtained for project work shall be carried forward for declaration of results and such

students shall be eligible for the award of class.

(e) In case of students who appear for T.Y.B.A./B.Com./B.Sc. examinations under improvement of class scheme or to improve percentage (under OC-2), marks obtained for project work shall be carried forward for the declaration of results and such student shall be eligible for the award of class.

(B)(i) For Science students having no practical there shall be examination in six theory papers each of 3 hours duration and carrying 100 marks, in case of those have offered two subjects there shall be three theory papers each of 3 hours duration carrying 100 marks in each subject.

(ii) For subjects at T.Y.B.A. there shall be examinations in six theory papers either in one subject or in two subjects carrying 100 marks each of duration of three hours each.

(iii) For subjects at T.Y.B.Com. there shall be examination in seven theory papers each of 3 hours duration and carrying 100 marks each.

(iv) Pattern of Question Papers in Accounting and Financial Management Paper III to V, Cost and Management Accounts Papers III to V, Financial Accounting, Auditing and Taxation Papers III to V shall be as follows:

a) Question No. 1 in each paper shall comprise of objective/short answer type questions covering the entire syllabus. The question should be compulsory question without any internal options and should carry 20 marks.

b) Questions 2 to 8 shall be of 16 marks each covering the entire syllabus. They should be based on theory and problems as the case may be. Candidates appearing at the examination should be required to attempt any Five of these Seven questions.

(v) Pattern of question papers in subjects at T.Y.B.A. and B.Com. examination (except for those subjects for which the respective Boards of Studies have prescribed a different pattern of question paper). .

a) Question No. 1 shall comprise of Objective/Short answer type questions covering the entire syllabus. It shall be a compulsory question without any internal options and shall carry 20 marks.

b) Question No. 2 to 6 should be of 16 marks each and based on the entire syllabus laying equal stress on all topics. Each question shall have one internal option.

vi) Pattern of question papers in subjects at T.Y.B.Sc. examinations: For T.Y.B.Sc. examination there shall be six questions in each paper. Question No. 1 is compulsory and carries 20 marks. It comprises of objective/short answer type questions covering the entire syllabus. Question No. 2 to 6 should be of 16 marks each and based on the entire syllabus and each question shall have only one internal option.

OC-8.16 (a) To pass the examination at T.Y.B.A./B.Sc/B.Com. a candidate must obtain a minimum of 30% marks in each paper/head of passing and 40% in the aggregate. For subjects having practical, each theory paper in that subject shall be considered as separate head of passing except in Computer Science, where each paper comprising of theory and practical shall be considered as separate head of passing.

(b) A candidate may apply for revaluation as per OA-5.15.

OC-8.17 Class shall be awarded in F.Y., S.Y. and T.Y. of B.A., B.Com. and B.Sc. examinations on the following basis:

40% and above but less than 50%	Pass Class
50% and above but less than 60%	Second Class
60% and above but less than 70%	First Class
70% and above	Distinction

OC-8.18 College Examination Committee, College Unfair Means Committee and College Grievance Committee

The following committees shall be constituted by the Principal of the college for the terms mentioned against each of them and shall work subject to control and supervision of the Principal.

1) College Examination Committee	- 1 year
2) College Unfair Mean Committee	- 1 year
3) College Grievance Committee	- 1 year

(A)(1) The college Examination Committee shall consist of:
i) One Head of Department who shall be the Chairman
ii) Two or Four Senior teachers (in addition to the Chairman)

(2) This Committee shall be generally in-charge of all matters pertaining to F.Y. and S.Y.B.A., B.Com., and B.Sc. examinations in the College.

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

(B)(1) The College Unfair Means Inquiry Committee (CUMIC) shall be constituted with the following members.

i) Vice-Principal or a senior teacher as Chairman.
ii) Two more teachers who shall be the member of the College Examination Committee.

(2) This committee shall investigate into the cases of unfair means and malpractices reported in a manner prescribed by OC-8.19 and shall recommend to the Principal a course of action as prescribed in OC-8.19.

(C)(1) The College Grievance Committee shall be constituted as under:

i) Vice-Principal/Senior Member of teaching staff as Chairman, provided that he is not the Chairman of CUMIC.
ii) Two teachers who are members of CUMIC and the College Examination Committee.
iii) In case the Grievance concerns any member of the committee, the Principal shall reconstitute the committee, excluding the concerned member.

(2) This committee shall investigate into written complaints from the students referred to them by the Principal in the conduct of examinations and recommend a course of action to the Principal as prescribed in OC-8.20.

OC-8.19 Procedure for investigating cases of unfair means:

The following procedure shall be followed for investigating the cases of candidates alleged to have used unfair means at the First Year and/or Second Year B.A., B.Com., and B.Sc. examinations.

(1) The candidate be served with a show cause notice and made aware of the charges/allegations reported against him so as to enable him to prepare his defence at the time of his appearance before the Unfair Means Inquiry Committee and informing him thereby of the proposed action to be taken in his case, with a request to bring reply to the show cause notice as to why the action proposed under it should not be taken against him. .

(a) The reply received by the Committee from the candidate when he appears before it be considered by the Committee and the final recommendation in the matter be taken and reported to the Principal for his approval.

(b) The punishment finally awarded can be equal to or less than what is mentioned in the show cause notice, but not more than what is mentioned therein.

(c) The College Unfair Means Inquiry Committee is a recommendatory body. The Principal has to exercise his power under Statute SB-13(iv) of the University and issue final order.

(d) The broad category of malpractice and the quantum of punishment for each category thereof shall be as follows:

Nature of Malpractice Quantum of punishment.
Cancellation of the present examination. (This will apply to all categories) plus debarring from:

i)	Possession of copying material	i) One additional Examination.
ii)	Actual copying,	ii) Two additional Examinations.
iii)	(a) Smuggling out and in of University/College answer books.	iii) a) Three additional examinations.
b)	Smuggling of answer-books and Forging the signature of Junior Supervisor.	(b) and (c) Four additional examinations.
c)	Smuggling in of full answer books based fully on question paper itself.	
(iv)	Impersonation	iv) Five additional examinations or for five years whichever is less.

Besides these guidelines, each case be examined in detail and punishment awarded on the merit of each case.

OC-8.20 Procedure for investigation of Grievances by the College Grievances Committee

1) The Committee shall consider the written complaint by a student on the conduct of examination provided that (i) the complaint is submitted by the student within 15 days after the declaration of results; (ii) the complain is accompanied with a fee of Rs. 100/- (refundable if the complaint is found genuine); and (iii) the matter is referred to the Committee by the Principal. The Committee shall invite a reply to the allegations, if any, made by the student from the concerned party.

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

3) (effective from 14th July, 2005) The Principal may inform the student, the findings of the Committee and shall take appropriate action including reassessment of the said answer book. However, if the marks

are reduced after revaluation of the said answer book the original marks shall be retained and the student to be communicated that there is no change in his/her result.

4. Imposition of fine of Rs. 50.00 on the student may be done if the allegations are found to be a deliberate attempt at casting aspersions on the teacher.

OC-8.21 The affiliated Colleges in Arts, Science and Commerce shall follow instructions for guidance of the Senior Supervisors and Block Supervisors as stipulated in OA-5.14 and OA-5.15 of the Goa University.

OC-8.22 In the event of a conflict between provision or interpretations thereof, the Standing Committee constituted under this Ordinance shall be final authority to interpret and decide the matters. The constitution of the Committee shall be Vice-Chancellor, Registrar, Controller of Examinations and two members of the Standing Committee of the Academic Council.

OC-9 Ordinance relating to the Bridge Course in Chemistry for students who have passed Std. XII Science without Chemistry and desiring to opt for Chemistry as one of the subjects for F.Y. B.Sc. course. (Under Section 24(1) of the Goa University Act, 1984).

OC-9.1 The students who have passed Std. XII Science without Chemistry and Vocational subjects like Electronic Technology, Maintenance & Repairs of Electrical Domestic Appliances, Programme Assistant and Auto Engineering shall be eligible to join First Year course of B.Sc. with Chemistry if they have attended the Bridge Course in Chemistry as approved by the Academic Council before joining First Year B.Sc.

OC-9.2 Such a student may pass this Bridge course in Chemistry before joining the First Year B.Sc. otherwise he should pass at the end of the 1st term.

OC-9.3 If such a student fails in the Bridge course at the end of the 1st term he may be permitted to appear for examination at the end of the 2nd term, but his/her promotion to the next higher class shall be kept in abeyance till he passes this Bridge Course.

OC-9.4 The student who have not passed in these three attempts, the Bridge Course in Chemistry i.e. on the completion of the Bridge Course in or the end of the first term or the end of the second term will not be permitted to continue the First Year B.Sc. course with Chemistry in the following year.

Note: The syllabus for bridge course in Chemistry for candidates who have passed Std. XII Science without Chemistry and desiring to opt for Chemistry as one of the subjects for the degree course is given in Schedule OSC-1.

OC-10 (Effective from 2nd August, 2005) Ordinance relating to the award of Bachelor of Engineering Degree by Goa University (New Course) (Under Section 24 (1) of the Goa University Act. 1984)
Scope: The provision of ordinance from OC-10 to OC-10.43.3 Engineering degree courses revised in year 2000-01 conducted in Engineering colleges affiliated to Goa University.

OC-10.1 (Effective from 2nd August, 2005) Nomenclature of the Degree: The Nomenclature of the degree awarded by Goa University in Engineering shall be Bachelor of Engineering degree.

OC-10.2

(Effective from 2nd August, 2005) Minimum duration of the degree :The B.E. degree in Engineering shall be of four academic years duration. In each academic year, there shall be two semesters. The course of study is designed for each term/ semester with the provision of University examination at the end of the semester.

OC-10.3

(Effective from 2nd August, 2005) Classification of Academic Year and semesters: The distribution of semesters shall be as follows:

First Year Engineering: 1&II semesters taken together
Second Year Engineering: III & IV semesters taken together
Third Year Engineering: V & VI semesters taken together
Fourth Year Engineering: VII &VIII semesters taken together

The above mentioned Union of semesters into years is for the purpose of award of class only. However, the admission to each semester shall be based on eligibility criteria stipulated for that semester.

OC-10.4 **(Effective from 2nd August, 2005) Eligibility for award of degree:** A candidate admitted in First Year Engineering of four year degree course in Engineering shall have to pass all the eight semester examinations to be eligible for the award of the degree.

OC-10.5 **(Effective from 2nd August, 2005)** A candidate being eligible for admission directly to the second year of the four year degree course in Engineering shall be exempted from appearing at I & II semester examinations and shall be eligible for the award of the degree in Engineering after passing examinations from III semester to VIII semesters.

OC-10.6 **(Effective from 2nd August, 2005)** The University awards B.E. degree in the following disciplines:

a) Degree of Bachelor of Engineering in Civil Engineering
b) Degree of Bachelor of Engineering in Mechanical Engineering
c) Degree of Bachelor of Engineering in Electrical and Electronics Engineering
d) Degree of Bachelor of Engineering in Electronics & Telecommunication Engineering
e) Degree of Bachelor of Engineering in Computer Engineering
f) Degree of Bachelor of Engineering in Information Technology
g) Degree of Bachelor of Engineering in any other branch of Engineering introduced by the University in future.

OC-10.7 **(Effective from 2nd August, 2005) Duration of course work and term:**
The duration of the course work in each semester shall be 90 teaching days. The teaching days here shall mean actual classroom/ laboratory/ contact teaching days, and shall not include days of examinations/ tours/ sports. The course work may contain classes in theory, practicals, assignments, tutorials, project work and internal assessment.

OC-10.8 **(Effective from 2nd August, 2005) Fulfilling the requirement of a semester:**
A candidate is considered to have successfully fulfilled the requirement of a semester, provided he/she has minimum attendance of 75% of the total classes

engaged in each subject in theory and practical for that semester.

Marks for the internal assessment (25 or 50 as applicable) are to be based on the best two out of three tests in each subject in a semester, plus marks for attendance (from 20% of maximum internal assessment marks).

Example: If maximum internal marks for a paper is 25, attendance marks, to be given out of 5; 5 marks for 95% or more, 4 for 90% or more; 3 for 85% or more; 2 for 80% or more and 1 for 75% or more attendance.

OC-10.9 **(Effective from 2nd August, 2005)** A candidate who fails to fulfill the requirement of a semester as prescribed under OC-10.8, shall not be eligible to appear for the examination of that semester and will have to repeat the semester.

OC-10.10

(Effective from 2nd August, 2005)*:* The Academic Schedule for each Academic year for the degree courses in Engineering shall be decided by the University from time to time.

Ordinance relating to eligibility of admission to each semester and eligibility to appear for examination of each Semester of Bachelor Degree of Engineering Program.

OC-10.11 **(Effective from 2nd August, 2005) Semester-I** :
Admission : A candidate admitted to Semester–I of the B.E. degree program as per prevailing admission criteria is eligible to keep term for Semester –I .

OC-10.12 **(Effective from 2nd August, 2005) Semester II**
Admission: A candidate who has fulfilled the requirement of Semester-I is eligible for admission to Semester –II irrespective of Semester –I examination results.

OC-10.13 **(Effective from 2nd August, 2005) Semester I:**
Examination: A candidate who has successfully fulfilled the requirement of Semester - I is eligible to appear at the Semester –I examination.

OC-10.14 **(Effective from 2nd August, 2005) Semester II**:
Examination: A candidate who has successfully fulfilled the requirement of Semester – II is eligible to appear at the Semester –II examination.

OC-10.15 **(Effective from 2nd August, 2005)** In respect of the students who appear for two consecutive semesters, the result of the higher semester can be declared irrespective of the performance in the lower semester. However, the remark "Result Reserved for Lower Examination (RRLE)" shall be shown in the remark column of even semester if there is a backlog in the preceding odd semester.

OC-10.16 **(Effective from 2nd August, 2005) Semester III**
Admission

i) In addition to the candidates who have passed Semester I and II, only those candidates, who have fulfilled the requirement of the preceding semester and have not more than six papers as backlog from the preceding two Semesters, shall be considered eligible for admission to Semester III.

ii) A candidate with Diploma in Engineering qualification admitted to Semester III of Second Year (Direct Admission) to the B.E. degree programme as per prevailing admission criteria is eligible to keep term for Semester III.

The candidates who have passed the Diploma Examination within the prescribed minimum period of time +2 additional term/semester conducted by Goa Board of Technical Education in or an equivalent examination conducted by a recognized Board of Technical Education in India/abroad are eligible to join the Second Year Course in Engineering i.e. Semester III, directly without having to attend the First Year Engineering course of instruction.

However, while preparing merit list 2% of marks will be deducted for each additional term/semester taken to complete the Diploma.

OC-10.17 **(Effective from 2nd August, 2005) Semester IV**
Admission: In addition to the candidates who have passed Semester I to III, only those candidates, who have fulfilled the requirement of preceding semester and have not more than six papers as backlog from the three preceding Semesters shall be considered eligible for admission to Semester IV.

OC-10.18 **(Effective from 2nd August, 2005) Semester III**
Examination: A candidate who has successfully fulfilled the requirement of Semester - III is eligible to appear at the Semester –III examination.

OC-10.19 **(Effective from 2nd August, 2005) Semester IV**
Examination: A candidate who has successfully fulfilled the requirement of Semester - IV is eligible to appear at the Semester –IV examination.

OC-10.20 **(Effective from 2nd August, 2005)** In respect of the students who appear for examination in papers from more than one semester, the result of the higher semester can be declared irrespective of the performance in the lower semester. However, the remark "Result Reserved for Lower Examination RRLE shall be shown in the remark column, of Even Semester result if there is a back log in any preceding semester.

OC-10.21 **(Effective from 2nd August, 2005) Semester V**
Admission: In addition to the candidates who have passed Semester I to IV, only those candidates, who have fulfilled the requirement of the preceding semester and have not more than six papers as backlog from the three immediate preceding Semesters shall be considered eligible for admission to Semester V.

OC-10.22 **(Effective from 2nd August, 2005) Semester VI**
Admission: In addition to the candidates who have passed Semester I to V, only those candidates, who have fulfilled the requirements of the preceding semesters and having not more than six papers as backlog from the three immediate preceding Semesters shall be considered eligible for admission to Semester VI.

OC-10.23 **(Effective from 2nd August, 2005) Semester V**
Examination : A candidate who has successfully fulfilled the requirement of Semester - V is eligible to appear at the Semester –V examination.

OC-10.24 **(Effective from 2nd August, 2005) Semester VI**
Examination: A candidate who has satisfactorily fulfilled the requirement of Semester-VI is eligible to appear at the Semester –VI examination.

OC-10.25 **(Effective from 2nd August, 2005)** In respect of the students who appear for examination in papers from more than one semester, the result of the higher semester can be declared irrespective of the performance in the lower semester. However, the remark "Result Reserved for Lower Examination RRLE shall be shown in the remark column, of Even Semester result if there is a back log in any preceding semester.

OC-10.26 **(Effective from 2nd August, 2005) Semester VII**
Admission: In addition to the candidates who have passed Semester I to VI, only those candidates, who have fulfilled the requirement of the preceding semester and have not more than six papers as backlog from the three immediate preceding Semesters shall be considered eligible for admission to Semester VII.

OC-10.27 **(Effective from 2nd August, 2005) Semester VIII**
Admission: In addition to the candidates who have passed Semester I to VII only those candidates, who have fulfilled the requirement of the preceding semester and have not more than six papers as backlog from the three immediate

preceding Semesters shall be considered eligible for admission to Semester VIII**.**

OC-10.28 **(Effective from 2nd August, 2005) Semester VII**
Examination: A candidate who has satisfactorily fulfilled the requirement of Semester –VII is eligible to appear at the Semester –VII examination.

OC-10.29 **(Effective from 2nd August, 2005) Semester VIII**
Examination : A candidate who has satisfactorily fulfilled the requirement of Semester VIII is eligible to appear at the Semester VIII examination.

OC-10.30 **(Effective from 2nd August, 2005)** In respect of the students who appear for examination in papers from more than one semester, the result of the higher semester can be declared irrespective of the performance in the lower semester. However, the remark "Result Reserved for Lower Examination RRLE shall be shown in the remark column, of Even Semester result if there is a back log in any preceding semester.

OC-10.31 **(Effective from 2nd August, 2005) Ordinance of Standard for Passing examination:**
To pass an examination, a candidate must obtain a minimum of 40% of maximum marks in each head of passing separately in each subject as envisaged in the scheme of examination stipulated for the course, except in the subhead under sessional marks.

OC-10.31.1 **(Effective from 2nd August, 2005) -Deleted-**

OC-10.32.1 **(Effective from 2nd August, 2005) Eligibility for Award of Class**
A Class for passing examination shall be awarded at the end of each academic year examination, provided the candidate does not have any backlog.
First Year: Based on marks in Semester I and Semester II examinations

Second Year: Based on marks in Semester III and Semester IV examinations
Third Year: Based on marks in Semester V and Semester VI examination

Class for B.E. Degree:
Cent per cent weightage shall be given to marks scored in Semester VII and VIII and fifty percent weightage for marks scored in Semester V and VI in deciding upon award of class at B.E. examination. Semester VII and VIII should be cleared independently each in one sitting for the award of class.

OC-10.32.2 **(Effective from 2nd August, 2005)** A class for passing an examination shall be awarded only if the candidate passes all theory papers stipulated for that year, passing papers of each semester examination in one sitting, On availing the first regular chance to pass all the papers of a semester in one sitting if the candidate is not satisfied with his performance, he/she can avail a second and final chance to pass all the papers of the semester in one sitting without claiming exemption in any paper of the previous chance**.** However the marks secured in internal assessment, oral and practical in subjects projects and industrial training shall necessarily be carried over without affecting the eligibility for class.

OC-10.33 **(Effective from 2nd August, 2005) Criteria for Award of Class :**
A candidate who obtains 70 % and above of the aggregate marks shall be deemed

to have passed the examination in First Class with Distinction.

OC-10.33.1 **(Effective from 2nd August, 2005)** Those of the successful candidates who obtain 60 % and above but below 70 % of the aggregate marks shall be deemed to have passed the examination in First Class.

OC-10.33.2 **(Effective from 2nd August, 2005)** Those of the successful candidates who obtain 50 % and above but below 60 % of the aggregate marks shall be deemed to have passed the examination in Second Class.

OC-10.33.3 **(Effective from 2nd August, 2005)** Those of the successful candidates who obtain less than 50 % of the aggregate marks shall be deemed to have passed the examination in `Pass' Class. Other successful candidates will be awarded only a `Pass' remark.

OC-10.34 **(Effective from 2nd August, 2005)** A candidate appearing for a part of an examination shall not be eligible for class in that year to which the examination belongs. However, the candidate appearing for a part of an examination shall have to appear in all papers of that examination which the candidate is yet to pass.
The total number of papers (fresh & repeat) during any session, should not exceed 12 (twelve)

OC-10.35 **(Effective from 2nd August, 2005)** Whenever a candidate registers to reappear in any paper of an examination, the paper/s shall be counted as a backlog/s.
The marks scored in that paper in the previous examination shall be deemed null and void. However, the marks secured in internal assessment, oral and practical in subjects, projects and industrial training shall necessarily be carried over.

OC-10.36 **(Effective from 2nd August, 2005) -Deleted-**
OC-10.36.1 **(Effective from 2nd August, 2005) -Deleted-**
OC-10.36.2 **(Effective from 2nd August, 2005) -Deleted-**

OC-10.37 **(Effective from 2nd August, 2005)** A candidate who has secured the highest percentage of marks at the Bachelor of Engineering degree and is eligible for award of class shall be awarded rank Certificate by the University.

OC-10.38 **(Effective from 2nd August, 2005) Conduct of Examination**

OC-10.38.1 **(Effective from 2nd August, 2005)** All the theory/ practical/ oral examinations for different subjects as envisaged in the scheme of examination for different branches for first year (Semester I and Semester II) and second year (Semester III and Semester IV) shall be conducted by the affiliated colleges on behalf of the University. The examiners for these examinations can be internal to college. In the event of non-availability of eligible examiners in a college, the Principal of the college has to get the list of examiners approved by OB-4 committee and can substitute examiners. The clause of only internal examiners for Semester I to Semester IV examinations shall not be applicable to a newly affiliated college for the first three years of affiliation. The examiners for such colleges for Semester I to IV examinations shall be appointed by OB-4 committee.

OC-10.38.2 **(Effective from 2nd August, 2005)** For the theory examinations for Semester V to Semester VIII, there shall be two examiners for paper setting and evaluation, out of which one shall be from Goa University affiliated colleges and other from outside Goa University. For the paper setting, both the internal and external paper setter shall be involved for each paper. Fifty percent of the subjects in a semester shall be assessed by internal examiner and other fifty by the external. Fifty percent of subjects shall include electives for evaluation by the internal examiners.

OC-10.38.3 **(Effective from 2nd August, 2005)** For all the practical/ oral examinations for Semester V to Semester VIII, there shall be two examiners from different affiliated colleges. In the event of two examiners not being available from different colleges, the examiners from institution/ industry may be appointed.

However, for the project examination, one examiner from an affiliated college and one from any other institution/ industry may be appointed.

OC-10.39 **(Effective from 2nd August, 2005)** The existing ordinances regarding award of grace marks and revaluation of answer books for other faculties shall be applicable to B.E. Courses. Any changes brought about in these ordinances in future, shall also be applicable to B.E. Courses.

OC-10.40 **(Effective from 2nd August, 2005)** Requirement of non-teaching staff for conducting oral/practical examination:
There shall be a batch of 15 students for oral/ practical examination of Third year and Final year and that of 20 students for First and Second year examinations.
For conducting a practical examination for a batch, there shall be one technical assistant, one laboratory assistant and one laboratory attendant to assist the examiners.
For conducting oral examination for a batch, there shall be one laboratory assistant and one laboratory attendant to assist the examiners.

OC-10.41 **(Effective from 2nd August, 2005) Improvement of Results**

A candidate shall be permitted to improve upon his result in the B.E. degree course, subject to the following conditions:

i) The candidate has to pass the B.E. degree examination.
ii) The candidate shall have one more opportunity to appear for B.E. (VII & VIII together) examination, in one and the same sitting.
iii) The provision regarding the carrying forward of marks as given in Ordinance OC-10.35 shall be applicable.
iv) v) There shall be only one attempt for the purpose of improvement in performance for VII and VIII semesters.
vi) The candidate shall appear for improvement examination within one year of the declaration of B.E. results.
vii) In case a candidate fails to improve upon the performance, the marks obtained in earlier examinations shall be retained. Improvement in performance means improving upon the class, and in case there is no change in class, it means improvement of percentage of marks.

OC-10.42 **(Effective from 2nd August, 2005) Maximum number of attempts and total duration of course**: A candidate must pass Semester I & II examination within a period of three years from the date of admission subject to a maximum of four attempts for each semester. The entire B.E. program shall be completed

within a period of eight years from the date of admission. A candidate who fails to meet the above criteria shall forfeit his admission to the Bachelor degree of Engineering program and will not be allowed to re-appear for any examination

OC-10.43 **(Effective from 2nd August, 2005)** A candidate who desires to have revaluation of his paper/papers shall be required to apply for revaluation of his paper/papers within ten days from the date of receipt of the individual statement of marks of the candidate of the concerned examinations by the office of the concerned institution and that the revaluation shall not include verification of marks.

OC-10.43.1 **(Effective from 2nd August, 2005)** After the revaluation if the difference in the original marks and the marks scored on revaluation is not more/less than 20% of maximum marks then the highest of these two shall be considered as the marks scored by the candidate.

OC-10.43.2 **(Effective from 2nd August, 2005)** If the difference in the original marks and the marks obtained after revaluation is more/less than 20% of maximum marks then the paper will be sent for second revaluation. The average of the best two out of the three scores taken together shall be considered as the marks scored by the candidate.

OC-10.43.3 **(Effective from 2nd August, 2005)** In case the final revaluation marks calculated on the basis of OC-10.43.2 above are less than the original marks, the original marks shall be retained.

Note: The regulations regarding degree course in Civil, Mechanical, Electrical. Electronics and Telecommunications, Computer Engineering are given in **Schedule OSC-2.1 to OSC-2.32.**

OC- 10A **Ordinance relating to the Bachelor of Engineering Degree by Goa University (Revised in 2007-08) (Under Section 24 (1) of the Goa University Act. 1984)**
Scope: The provision of ordinance from **OC-10A** to **OC-10A.41** shall be applicable to Bachelor of Engineering degree courses revised in year 2007-08 conducted in Engineering colleges affiliated to Goa University.

OC- 10A.1 **Nomenclature of the Degree:** The Nomenclature of the degree awarded by Goa University in Engineering shall be Bachelor of Engineering (B.E.).

OC- 10A.2 **Minimum duration of the degree:** The B.E degree shall be of four academic years duration. In each academic year, there shall be two semesters. The course of study is designed for each term/semester with the provision of University examination at the end of the semester.

OC- 10A.3 **Classification of Academic Year and semesters:** The distribution of semesters shall be as follows:
First Year Engineering: I & II semesters taken together
Second Year Engineering: III & IV semesters taken together
Third Year Engineering: V & VI semesters taken together
Fourth Year Engineering: VII & VIII semesters taken together
The above mentioned Union of semesters into years is for the purpose of award of class only. However, the admission to each semester shall be based on eligibility criteria stipulated for that semester.

OC- 10A.4 **Eligibility for award of degree:** A Candidate admitted in First Year Engineering of four year degree course in engineering shall have to pass all the eight semester examinations to be eligible for the award of the degree.

OC- 10A.5 A Candidate being eligible for admission directly to the second year of the four year degree course in Engineering shall be exempted from appearing at I & II semester examinations and shall be eligible for the award of B.E. degree after passing examinations from III semester to VIII semester.

OC- 10A.6 The University awards B.E degree in the following disciplines:

a) Degree of Bachelor of Engineering (B. E.) in Civil Engineering
b) Degree of Bachelor of Engineering (B. E.) in Mechanical Engineering
c) Degree of Bachelor of Engineering (B. E.) in Electrical and Electronics Engineering
d) Degree of Bachelor of Engineering (B.E.) in Electronics & Telecommunication Engineering
e) Degree of Bachelor of Engineering (B.E.) in Computer Engineering
f) Degree of Bachelor of Engineering (B. E.) in Information Technology
g) Degree of Bachelor of Engineering (B. E.) in any other branch of Engineering introduced by the University in future.

OC- 10A.7 **Duration of Course work and term:** The duration of the course work in each semester shall be 90 teaching days. The teaching days here shall mean actual classroom/laboratory/contact teaching days, and shall not include days of examinations/tours/sports. The course work may contain classes in theory, practicals, assignments, tutorials, project work and internal assessment.

OC- 10A.8 **Fulfilling the requirement of a semester:** A candidate is considered to have successfully fulfilled the requirement of a semester, provided he/she has minimum attendance of 75% of the total classes engaged in each subject in theory and practical for that semester.
Marks for internal assessment (sessional) shall be based on the average of the marks scored in two written tests during a semester.

A candidate who fails to fulfill the above requirements shall not be eligible to appear for the examination of that semester and will have to repeat the semester.

OC- 10A.9 **Term:** The Academic Schedule for each Academic year for the degree courses in Engineering shall be decided by the University from time to time.

Ordinance relating to eligibility of admission to each semester and eligibility to appear for examination of each Semester of Bachelor of Engineering Degree Program.

OC-10A.10 (Effective from 23rd April,2012)Eligibility for admission (First Semester)

Admission: A candidate eligible for admission to the first semester of the Bachelor of Engineering (B. E.) Degree Courses of Goa University shall have passed the Higher Secondary School Certificate (Std. XII) Examination conducted by Goa Board of Secondary and Higher Secondary Education, or an examination conducted by the Central Board of Secondary Education, or any other examination, which in scope and standard, is deemed to be equivalent to the Higher Secondary School Certificate examination of Goa Board and must have obtained, in one and the same sitting, the minimum percentage of marks in the specified subjects as prescribed below:

The applicant should have passed the Higher Secondary School Certificate (Std.XII) examination of the Goa Board of Secondary and Higher Secondary Education or its equivalent

examination with English, Physics and Mathematics as compulsory subjects with one of the following subjects Chemistry/Bio-Technology/ Computer Science/Biology and secured not less than **45%** marks in the aggregate of subjects of Physics & Mathematics with one of the following subjects Chemistry/Bio-Technology/Computer Science/ Biology, obtained in one and the same sitting (40% marks for the applicants belonging to SC, ST, and OBC only).

OC- 10A.11 Semester -I

Admission: A Candidate admitted to Semester– I of the B.E degree program as per prevailing admission criteria is eligible to keep terms for semester – I.

OC- 10A.12 Semester –II

Admission: A Candidate who has fulfilled the requirement of semester– I shall be eligible for admission to semester – II irrespective of semester –I examination results.

OC- 10A.13 Semester -I

Examination: A Candidate who has successfully fulfilled the requirement of semester – I shall be eligible to appear at the semester-I examination.

OC- 10A.14 Semester -II

Examination: A Candidate who has successfully fulfilled the requirement of semester – II shall be eligible to appear at the semester-II examination.

OC- 10A.15 In respect of the students who appear for two consecutive semesters, the result of the higher semester shall be declared irrespective of the performance in the lower semester. However, the remark "**Result Reserved for Lower Examination (RRLE)**"shall be shown in the remark column of even semester if there is a backlog in the preceding odd semester.

OC- 10A.16 (Effective from 15th June, 2012) Eligibility for admission to Second Year Engineering.

A candidate to be eligible for admission to Engineering Degree Programmes at Second Year/Third Semester Level must have:

(i) Passed the Diploma in Engineering in the relevant branch with minimum of **45%** (40% in case of SC/ST/OBC) aggregate marks at the Diploma course examination conducted by the Goa Board of Technical Education or an equivalent examination, conducted by a recognised Board of Technical Education in India or abroad.

OR

(a) Passed Bachelor of Science Degree with Mathematics as a subject at Std. XIIth and with minimum of **45% (40%** in case of SC/ST/OBC) marks in the aggregate (Final Year) from Goa University.

(b) B.Sc Degree holders are required to pass in the subjects of Engineering Graphics/Drawing and Engineering Mechanics of First Year of Engineering Programme along with Second Year subjects.

(ii) Appeared and obtained a valid score at the Goa Common Entrance Test (G2CET) conducted by the Government of Goa for the year of admission.

OC- 10A.17 Semester -IV

Admission: In addition to the candidates who have passed Semester I to III, only those candidates, who have fulfilled the requirement of preceding semester and have no more than six papers as backlog from the three immediately preceding Semesters shall be considered eligible for admission to Semester - IV.

OC- 10A.18 Semester -III

Examination: A candidate who has successfully fulfilled the requirement of Semester III shall be eligible to appear at the Semester -III examination.

OC- 10A.19 Semester -IV

Examination: A candidate who has successfully fulfilled the requirement of Semester -IV shall be eligible to appear at the Semester -IV examination.

OC- 10A.20 In respect of the students who appear for examination in papers from more than one semester, the result of the higher semester shall be declared irrespective of the performance in the lower semester. However, the remark "Result Reserved for Lower Examination" (RRLE) shall be shown in the remark column, of Even Semester result if there is a backlog in any preceding semester.

OC- 10A.21 Semester -V

Admission: In addition to the candidates who have passed Semester I to IV, only those candidates who have fulfilled the requirement of the preceding semester and have not more than six papers as backlog from the three immediately preceding Semesters shall be considered eligible for admission to Semester -V.

OC- 10A.22 Semester -VI

Admission: In addition to the candidates who have passed Semester I to V, only those candidates who have fulfilled the requirements of the preceding semesters and have not more than six papers as backlog from the three immediately preceding Semesters shall be considered eligible for admission to Semester -VI.

OC- 10A.23 Semester -V

Examination: A candidate who has successfully fulfilled the requirement of Semester -V shall be eligible to appear at the Semester -V examination.

OC- 10A.24 Semester -VI

Examination: A candidate who has satisfactorily fulfilled the requirement of Semester -VI shall be eligible to appear at the Semester -VI examination.

OC- 10A.25 In respect of the students who appear for examination in papers from more than one semester, the result of the higher semester shall be declared irrespective of the performance in the lower semester. However, the remark "Result Reserved for Lower Examination" (RRLE) shall be shown in the remark column, of Even Semester result if there is a backlog in any preceding semester.

OC- 10A.26 Semester -VII

Admission: In addition to the candidates who have passed Semester I to VI, only those candidates, who have fulfilled the requirement of the preceding semester and have not more than six papers as backlog from the three immediately preceding Semesters shall be considered eligible for admission to Semester -VII.

OC- 10A.27 Semester -VIII

Admission: In addition to the candidates who have passed Semester I to VII, only those candidates, who have fulfilled the requirement of the preceding semester and have not more than six papers as backlog from the three immediately preceding semesters shall be considered eligible for admission to Semester -VIII.

OC- 10A.28 Semester -VII

Examination: A candidate who has satisfactorily fulfilled the requirement of Semester -VII shall be eligible to appear at the Semester -VII examination.

OC- 10A.29 Semester -VIII

Examination: A candidate who has satisfactorily fulfilled the requirement of Semester -VIII shall be eligible to appear at the Semester -VIII examination.

OC- 10A.30 In respect of the students who appear for examination in papers from more than one semester, the result of the higher semester shall be declared irrespective of the performance in the lower semesters. However, the remark "Result Reserved for Lower Examination" (RRLE) shall be shown in the remark column, of Even Semester result if there is a backlog in any preceding semester.

OC- 10A.31 Standard for Passing Examination:

To pass an examination, a candidate must obtain a minimum of 40 % of maximum marks in each head of passing separately in each subject as envisaged in the scheme of examination stipulated for the course, except in the subhead under sessional marks. A candidate shall also obtain 40% in the combined head of passing which includes theory and sessional marks. However, when the sessional head is not combined with theory head, it will be deemed as a separate head of passing.

OC-10A.32.1 Eligibility for Award of Class:

A Class for passing examination shall be awarded at the end of each academic year examination, provided the candidate does not have any backlog.
First year: Based on marks in Semester I and Semester II examinations.
Second year: Based on marks in Semester III and Semester IV examinations.
Third year: Based on marks in Semester V and Semester VI examinations.

Class for B.E. Degree:

Cent percent weightage shall be given to marks scored in Semester VII and VIII and fifty percent weightage for marks scored in semester V and VI in deciding the award of class at B.E. examination. Semester VII and VIII should be cleared independently each in one sitting for being eligible for the award of class.

OC- 10A.32.2 A class for passing an examination shall be awarded only if the candidate passes all theory papers stipulated for that year, passing papers of each semester examination in one sitting. On availing the first regular chance to pass all the papers of a semester in one sitting if the candidate is not satisfied with his performance, he/she can avail a second and final chance to pass all the papers of the semester in one sitting without claiming exemption in any of the papers of the previous appearance.

Whenever a candidate registers to reappear for an examination, the marks scored in the previous examination shall be deemed null and void. However, the marks secured in sessionals /internal assessment, oral and practical in subjects, projects and industrial training shall necessarily be carried over without affecting the eligibility for class.

OC- 10A.33 Criteria for Award of Class:

A candidate who obtains 70 % and above of the aggregate marks shall be deemed to have passed the examination in First Class with Distinction.

OC- 10A.33.1 Those of the successful candidates who obtain 60 % and above, but below 70 % of the aggregate marks shall be deemed to have passed the examination in First Class.

OC- 10A.33.2 Those of the successful candidates who obtain 50 % and above, but below 60 % of the aggregate marks shall be deemed to have passed the examination in Second Class.

OC- 10A.33.3 Those of the successful candidates who obtain less than 50 % of the aggregate marks shall be deemed to have passed the examination in Pass Class. Other successful candidates will be awarded only a 'Pass' Remark.

OC- 10A.34 A candidate appearing for a part of an examination shall not be eligible for the award of class in that year to which the examination belongs.

A candidate appearing for a part of an examination shall necessarily be exempted from reappearing in the subjects in which he has passed. However, the candidate shall have to appear in all papers of that examination which he/she is yet to pass.

OC- 10A.35 Whenever a candidate registers to reappear in any paper of an examination in which he has failed, marks scored in that paper in the previous examination shall be deemed null and void. However, the marks secured in sessionals /internal assessment, oral and practical in subjects, projects and industrial training shall necessarily be carried over.

OC- 10A.36 Repeating to a semester:

An unsuccessful candidate in a given semester can repeat the entire semester by keeping terms of that semester again. However, in such cases, the performance of the candidate in the previous attempt shall be deemed as null and void.

OC- 10A.37 A candidate who has secured the highest percentage of marks at the B.E. Degree and is eligible for the award of class shall be awarded rank certificate by the University,

OC- 10A.38 Conduct of Examination:

OC- 10A.38.1 All the theory/ practical/ oral examinations for different subjects as envisaged in the scheme of examination for different branches for first year (Semester I and Semester II) and second year (Semester III and Semester IV) shall be conducted by the affiliated colleges on behalf of the University. The examiners for these examinations can be internal to the college. In the event of non availability of eligible examiners in a college, the Principal of the college shall get the list of examiners approved by OB-4 committee and shall substitute examiners. The clause of only internal examiners for semester I to semester IV examinations shall not be applicable to a newly affiliated college for the first three years of affiliation. The examiners for such colleges for semester I to IV examination shall be appointed by OB-4 committee.

OC- 10A.38.2 For the theory examinations for Semester V to Semester VIII, there shall be two examiners for paper setting and evaluation, internal and external. For the paper setting, both the internal and external examiners shall be involved in the setting of each paper.

Fifty percent of the subjects in a semester shall be assessed by internal examiners and other fifty percent by the external. Fifty percent of subjects shall include electives for evaluation by the internal examiners.

OC- 10A.38.3 For all the practical/ oral examinations for Semester V to Semester VIII, there shall be two examiners from different affiliated colleges. In the event of two examiners from different colleges being not available, the examiners from institution / industry shall be appointed.

However, for the project examination, one examiner from affiliated college and one from any other institution / industry shall be appointed.

OC- 10A.39 The existing ordinances regarding award of grace marks and revaluation of answer books for other faculties shall be applicable to B.E. courses. Any changes brought about in these ordinances in future, shall also be applicable to B.E. courses.

OC- 10A.40 Requirement of non-teaching staff for conducting oral/ practical examination:
There shall be a batch of 15 students for oral/ practical examination of Third year and Final Year and that of 20 students for First and Second Year examinations.
For conducting a practical examination for a batch, there shall be one technical assistant, one laboratory assistant and one laboratory attendant to assist the examiners.
For conducting oral examination for a batch, there shall be one laboratory assistant and one laboratory attendant to assist the examiners.

OC- 10A.41 Improvement of Results:

A candidate shall be permitted to improve upon his result in the B.E. degree course subject to the following conditions:

i) The candidate shall have passed the B.E. degree examination.
ii) The candidate shall have one additional opportunity to appear for B.E. (VII and VIII together) examination, in one and the same sitting.
iii) The provision regarding the carrying forward of marks as given in Ordinance OC-XX.35 shall be applicable.
iv) There shall be only one attempt for the purpose of improvement in performance for VII and VIII semesters.
v) The candidate shall appear for improvement examination within one year of the declaration of B.E. results.
vi) In case a candidate fails to improve upon the performance, the marks obtained in earlier examinations shall be retained. Improvement in performance means improving upon the class, and in case there is no change in class, it means improvement of percentage of marks.

OC-11 Ordinance relating to the examination for the degree of Master of Engineering (Under Section 24(1) of the Goa University Act, 1984).

OC-11.1 **(Effective from 27th October, 2005)** Any person who has taken degree of Bachelor of Engineering of this University / or the degree of Bachelor of Engineering of any other University / Institution recognized as equivalent to the Bachelor of Civil Engineering degree of this University be admitted to the

examination for the degree of Master of Engineering in Foundation Engineering.

OC-11.2 **(Effective from 27th October, 2005)** The M.E. Degree examination shall consist of papers, term work, seminar/project work, dissertation and viva-voce. The entire course shall be grouped in four semesters.

OC-11.3 **(Effective from 27th October, 2005)** To pass an examination for the M.E. Degree, a candidate must obtain at least 50 percent of the marks or CC grade obtainable under each head of passing in each theory paper, term work, seminar / project work, dissertation and viva-voce. A candidate who fails to secure a minimum of 50 per cent of the marks or CC grade assigned to the term work will be required to re-submit fresh term work at his re-appearance at the subsequent examination in the subject.

OC-11.4 **(Effective from 27th October, 2005)** Those of the candidates who fail to obtain 50 percent of the aggregate marks or CC grade for dissertation shall improve and re-submit the dissertation or submit another dissertation in subsequent semesters.

OC-11.5 **(Effective from 27th October, 2005)** Those of the successful candidates who have obtained 50% and above but below 60% of aggregate marks or a CGPA of 5.00 or more but less than 6.5 in the four semesters taken together and those who have obtained 60% and above but below 70% of the aggregate marks or a CGPA of 6.5 or more but less than 8.00 in the four semesters taken together and those who have obtained 70% and above of the aggregate marks or a CGPA of 8.00 or more in the four semesters taken together shall be declared to have passed the M. E. Examination in second class, first class and first class with distinction respectively. Grading pattern should follow the scheme given under OC-11.35.

OC-11.6 **(Effective from 27th October, 2005)** In order to be eligible for a class, the candidate must appear and pass the first, second and third semester examinations in not more than five consecutive semesters after registration with a provision that each semester examination has to be cleared in not more than two sittings. Further the candidate shall pass the dissertation and viva voce examination with in a period of six consecutive semesters after registration.

OC-11.7 **(Effective from 27th October, 2005)** The candidate shall pass the whole M.E. Examination within a period of eight consecutive semesters after registration for getting degree, failing which the registration of the candidate shall stand cancelled.

OC-11.8 **(Effective from 27th October, 2005)** No candidate shall be allowed to attend any semester course unless he has satisfactorily kept terms for all the previous semesters.

OC-11.9 **(Effective from 27th October, 2005)** No candidate shall be allowed to appear for the dissertation and viva-voce examination unless he has satisfactorily kept terms for the Semester I, II, III, IV and passed fully semester I, II and III examinations.

OC-11.10 **(Effective from 27th October, 2005)** A candidate who fails in an examination but secures 50% or more of the marks in any theory paper and term work taken

together or a minimum of CC grade separately may at his option be exempted from reappearing for same at a subsequent attempt and shall be declared to have passed the relevant semester examination when he has passed in the remaining heads of passing.

OC-11.11 **(Effective from 27th October, 2005)** The markings/grades for those heads of passing for which exemption is claimed shall be carried over to subsequent examinations and shall be considered along with marks/grades of other heads of passing for award of class.

OC-11.12 **(Effective from 27th October, 2005)** To be eligible for any award/prize, the candidate shall pass each semester examination in one and the same sitting.

OC-11.13 **(Effective from 27th October, 2005)** The M.E. Dissertation Project is aimed at training the student to analyze independently any problem posed. The project may be purely analytical piece of work or a completely experimental one or a field project or a combination. The project can also involve a sophisticated design work. The project report should show clarity of thought and expression, critical appreciation of the existing literature and analytical and/or experimental or design skill.

OC-11.14 **(Effective from 27th October, 2005)** Through the project work, the student is expected to develop the ability to evaluate critically the results obtained, in a project work vis-a-vis the available information.

OC-11.15 **(Effective from 27th October, 2005)** The dissertation work shall be submitted in a bound form and it shall be assessed by an internal and external examiner appointed by the University.

Note: The regulations regarding degree course in M.E. Foundation Engineering of Semester I, Semester II, Semester III and Semester IV are given in **Schedule SOC-3.1 to SOC-3.4.**

(Effective from 27th October, 2005) Ordinance relating to the examination for the Degree of Master of Engineering. M.E. Six Semester Part-Time Course.

OC-11.16 **(Effective from 27th October, 2005)** Any person who has taken degree of Bachelor of Engineering of this University or the degree of Bachelor of Engineering of any other University/Institution recognized as equivalent to the Bachelor of Engineering degree of this University in any branch be admitted to the examination for the degree of Master of Engineering in Industrial Engineering.

OC-11.17 **(Effective from 27th October, 2005)** The M.E. Degree examination shall consist of paper, term work, seminar / project work, dissertation and viva voce. The entire course shall be grouped in six semesters.

OC-11.18 **(Effective from 27th October, 2005)** To pass an examination for the M.E. Degree, a candidate must obtain at least 50 percent of the marks or CC grade obtainable under each head of passing in each theory paper, term work, seminar/project dissertation and viva voce. A candidate who fails to secure a minimum of 50 per cent of the marks or CC grade assigned to the term work

shall be required to re-submit fresh term work at his re-appearance at the subsequent examination in the subject.

OC-11.19 **(Effective from 27th October, 2005)** Those of the candidates who fail to obtain 50 per cent of the aggregate marks or CC grade for dissertation shall improve and re-submit the dissertation or submit another dissertation in subsequent semesters.

OC-11.20 **(Effective from 27th October, 2005)** Those of the successful candidates who have obtained 50% and above but below 60% of aggregate mark or a CGPA of 5.00 or more but less than 6.5 in the six semesters taken together and those who have obtained 60% and above but below 70% of the aggregate marks or a CGPA of 6.5 or more but less than 8.00 in the six semesters taken together and those who have obtained 70% and above of the aggregate marks or a CGPA of 8.00 or more in the six semesters taken together shall be declared to have passed the M.E. Examination in second class, first class and first class with distinction respectively. Grading pattern should follow the scheme given under OC-11.35.

OC-11.21 **(Effective from 27th October, 2005)** In order to be eligible for a class, the candidate must appear and pass the first, second, third, fourth and fifth semester examinations in not more than seven consecutive semesters after registration with a provision that each semester examination has to be cleared in not more than two sittings. Further the candidate shall pass the Dissertation and viva voce examination within a period of eight consecutive semesters after registration.

OC-11.22 **(Effective from 27th October, 2005)** The candidate shall pass the whole M.E. examination within a period of ten consecutive semesters after registration for getting degree, failing which the registration of the candidate shall stand cancelled.

OC-11.23 **(Effective from 27th October, 2005)** No candidate shall be allowed to attend any semester course unless he has satisfactorily kept terms for all the previous semesters.

OC-11.24 **(Effective from 27th October, 2005)** No candidate shall be allowed to appear for the dissertation and viva voce examination unless he has satisfactorily kept terms for the semester I, II, III, IV and V examinations.

OC-11.25 **(Effective from 27th October, 2005)** A candidate who fails in an examination but secures 50% or more of the marks in any theory paper and term work or a minimum of CC grade separately may, at his option, be exempted from re-appearing for same at a subsequent attempt and shall be declared to have passed the relevant semester examination when he has passed in the remaining heads of passing.

OC-11.26 **(Effective from 27th October, 2005)** The markings/grades of those heads of passing for which exemption is claimed will be carried over to subsequent examinations and shall be considered along with marks/grades of other heads of passing for award of class.

OC-11.27 **(Effective from 27th October, 2005)** To be eligible for any award/prize, the candidate shall pass each semester examination in one and the same sitting.

OC-11.28 **(Effective from 27th October, 2005)** The M.E. Dissertation Project is aimed at training the student to analyze independently any problem posed. The project may be purely analytical piece of work or a completely experimental one or a field project or a combination. The Project can also involve a sophisticated design work. The project report should show clarity of thought and expression, critical appreciation of the existing literature and analytical and/or experimental or design skill.

OC-11.29 **(Effective from 27th October, 2005)** Through the project work, the student is expected to develop the ability to evaluate critically the results obtained in a project work vis-a-vis the available information.

OC-11.30 **(Effective from 27th October, 2005)** The dissertation work shall be submitted in a bound form and it shall be assessed by an internal and external examiner appointed by the University.

Note: The regulations regarding degree course in M.E. (Industrial Engineering) part time programme for the Semester I, II, III, IV, V, and VI are given in Schedule SOC– 3.5 to SOC – 3.10.

Ordinance relating to the examination for the Degree of Master of Engineering Four Semesters Full-Time Course in Information Technology

OC-11.31 **(Effective from 27th October, 2005)** Any person who has taken degree of Bachelor of Engineering of this University or the degree of Bachelor of Engineering of any other University / Institution recognized as equivalent to the Bachelor of Computer Engineering / Computer Science and Engineering / Electronics & Telecommunication Engineering / Electrical and Electronic Engineering / Information Technology degree of this University be admitted to the examination for the degree of Master of Engineering in Information Technology.

OC-11.32 **(Effective from 27th October, 2005)** The M.E. degree examination shall consist of papers, internal assessment, orals, seminar, project work, dissertation and viva-voce. The entire course shall be grouped in four semesters.

OC-11.33 **(Effective from 27th October, 2005)** The maximum marks assigned to a subject head shall be considered to be equivalent to 10 grade points. To pass in a subject head of M.E. degree, a candidate must obtain at least 5 grade points or a minimum of CC grade under each head separately.

OC-11.34 **(Effective from 27th October, 2005)** Those of the candidates who fail to obtain at least 5 grade points or a minimum of CC grade for dissertation shall improve and re-submit the dissertation or submit another dissertation in subsequent semesters.

OC-11.35 **(Effective from 27th October, 2005)** Those of the successful candidates who have obtained Cumulative Grade Point Average (CGPA) of 5.0 and above but less than 6.5 in the four semesters taken together and those who have obtained CGPA of 6.5 and above but less than 8 in the four semesters taken together and those who have obtained CGPA of 8 and above in the four semesters taken together shall be declared to have passed the M.E. examination in second class, first class and first class with distinction respectively. Grading scheme for M.E. Course.

Grade	Grade Points	Description of Performance
AO	10	Outstanding
AA	09	Excellent
AB	08	Very Good
BB	07	Good
BC	06	Fair
CC	05	Satisfactory
FF	00	Fail

Semester Grade Point Average (SGPA):

$$SGPA = \sum_{i=1}^{n} c.g. / \sum_{i=1}^{n} ci$$

where
n = total number of courses or part thereof in the semester
ci = number of credits attached to the ith course
gi = grade points earned in that course / part course

Cumulative Grade Point Average (CGPA):

$$CGPA = \sum_{i=1}^{m} Ci\ Gi \ / \ \sum_{i=1}^{m} ci$$

where
m = total number of semesters
Ci = total number of credits in the ith semester
Gi = SGPA in the ith semester

Final classification :- (to be awarded only after the candidate passes all courses of the programme)

1. Distinction: CGPA of 8.00 or above secured in stipulated time.
2. First Class: CGPA of 6.5 or more, but less than 8.00, secured in stipulated time.
3. Second class: CGPA of 5.00 or more, but less than 6.50, secured in stipulated time.
4. Passes: If the candidate takes more time than stipulated to pass with a class.

OC-11.36 **(Effective from 27th October, 2005)** In order to be eligible for a class, the candidate must appear and pass the first, second and third semester examination in not more than five consecutive semesters after registration with a provision that each semester examination has to be cleared in not more than two sittings. Further, the candidate shall pass the dissertation and viva voce examination within a period of six consecutive semesters after registration.

OC-11.37 **(Effective from 27th October, 2005)** The candidate shall pass the whole M.E. examination within a period of eight consecutive semesters after registration for getting degree, failing which the registration of the candidate shall stand cancelled.

OC-11.38 **(Effective from 27th October, 2005)** No candidate shall be allowed to attend any semester course unless he/she has satisfactorily kept terms for all the previous semesters.

OC-11.39 **(Effective from 27th October, 2005)** To be eligible for any award/prize, the candidate shall pass each semester examination in one and the same sitting.

OC-11.40 **(Effective from 27th October, 2005)** No candidate shall be allowed to appear for the viva voce examination of the dissertation / project unless he / she has satisfactorily kept terms for the semesters I, II, III and IV and passed fully semester I, II and III examination.

OC-11.41 **(Effective from 27th October, 2005)** A candidate who fails in an examination but secures at least 5 grade points or a minimum of CC grade or more in any subject head may at his / her option be exempted from re-appearing for the same at a subsequent attempt and shall be declared to have passed the relevant semester examination when he / she has passed in the remaining subject heads.

OC-11.42 **(Effective from 27th October, 2005)** The grade points for those subject heads for which exemption is claimed shall be carried over to subsequent examinations and shall be considered along with grade points of other subject heads for award of class.

OC-11.43 **(Effective from 27th October, 2005)** The M.E. dissertation project is aimed at training the student to analyze independently any problem posed. The project may be a purely analytical piece of work or a completely experimental one or a field project or a combination. The project can also involve a sophisticated design work. The project report should show clarity of thought and expression, critical appreciation of existing literature and analytical and / or experimental or design skill.

OC-11.44 **(Effective from 27th October, 2005)** Through the project work, the student is expected to develop the ability to evaluate critically the results obtained in a project work vis-à-vis the available information.

OC-11.45 **(Effective from 27th October, 2005)** The dissertation work shall be submitted in a bound form and it shall be assessed by an internal and external examiner appointed by the University.

Note: The regulations regarding the degree course of Master of Engineering in Information Technology is given in Schedule SOC 3.11 to 3.14.

NEW ORDINANCE OC-11A GOVERNING THE FULL TIME AND PART TIME PROGRAMMES LEADING TO THE DEGREE OF MASTER OF ENGINEERING (with effect from the academic year 2013-14).

OC-11A **GENERAL**

OC-11A.1 **Objectives**:
M.E. programmes are designed to impart higher level of technical education in the specialised areas of engineering and their applications.

OC-11A.2 **Duration of Programme:**

(i) The full time Programme shall be of 2 years duration, each academic year consisting of two semesters. The duration of each semester shall be of 18 weeks of instruction/learning, consisting of 90 instructional days or as indicated by AICTE from time to time.

(ii) The part time programme shall be of 3 years duration, each academic year consisting of two semesters. The duration of each semester shall be of 18 weeks (90 instructional days) or as indicated by AICTE from time to time.

OC-11A.3 **Degree to be awarded:**
Master of Engineering (M.E.) in respective specialization.

OC-11A.4 **Eligibility for Admission:**

(i) Any person with a degree of Bachelor of Engineering of minimum 4 years duration of Goa University or of any other University/Institution recognized as equivalent to the Bachelor of Engineering degree of Goa University (including AMIE, AMICE and IETE) shall be eligible for admission, as per the table below in the appropriate/corresponding stream:

Sr. No.	Master of Engineering degree	Qualifying Bachelor of Engineering degree
01	Foundation Engineering	Civil Engineering
02	Information Technology	Computer Engineering/Computer Science & Engineering/Electronic & Telecommunication Engineering/ Electrical & Electronic Engineering/ Information Technology
03	Electronics &	Electronics & Telecommunication Engineering /

	Telecommunication (Microelectronics)	Electronics & Communication Engineering/ Electronic Communication/Electronic Engineering /Electrical Engineering / Electrical & Electronics Engineering / Information Technology/ Computer Engineering /Computer Science & Engineering/ Instrumentation Engineering / Electronic Instrumentation/ Instrumentation & Control/Bio-medical Electronics/ Process Control Engineering / Instrumentation & Control Engineering/Control Engineering/ Industrial Electronics/ Power Electronics /Biomedical Engineering
04	Electronics & Telecommunication (Electronic Communication & Instrumentation)	Electronics & Telecommunication Engineering / Electronics & Communication Engineering/ Electronic Communication/Electronic Engineering /Electrical Engineering / Electrical & Electronics Engineering / Information Technology/ Computer Engineering /Computer Science & Engineering/ Instrumentation Engineering / Electronic Instrumentation/ Instrumentation & Control/Bio-medical Electronics/ Process Control Engineering / Instrumentation & Control Engineering/Control Engineering/ Industrial Electronics/ Power Electronics /Biomedical Engineering
05	Power & Energy Engineering	Electrical Engineering / Electrical & Electronics Engineering / Electronics & Telecommunication Engineering / Electronics & Communication Engineering/ Electronic Communication Engineering /Electronic Engineering / Instrumentation & Control Engineering/Control Engineering/ Instrumentation Engineering / Bio-medical Electronics/ Process Control/ Industrial Electronics/ Power Electronics/Power System Engineering / Power Engineering
06	Computer Science & Engineering	Computer Engineering/Computer Science & Engineering/Electronic & Telecommunication Engineering/ Electrical & Electronic Engineering/ Information Technology/Information Science & Engineering
07	Industrial Engineering	Any stream of Engineering
08	Any other PG programmes to be introduced subsequently	Qualifications as prescribed by the concerned Board of Studies and approved by the Academic Council.

(ii) Candidates having any of the qualifying degrees from other than Goa University, shall be provisionally admitted to the respective ME programme, subject to submission of a Provisional Eligibility Certificate issued by Goa University.

(iii) Candidates having any other degree not specified in the above list shall apply for issue of Provisional Eligibility Certificate to the University. Such cases shall be decided by a Committee comprising of the Registrar along with the Dean of the concerned faculty and Chairperson(s) of the Board(s) of Studies of the concerned subjects and issued by Goa University. Such candidate(s) shall be provisionally admitted to the respective ME programme, subject to submission of Provisional Eligibility Certificate.

OC-11A.5 COURSE STRUCTURE

(i) The number of theory papers and practicals for the Master of Engineering programme shall be as specified in the Scheme of Teaching and Examination for relevant programmes as given at Annexure 'A'.

(ii) Contact hours for each paper shall be as specified in the Scheme of Teaching and Examination for relevant programmes as given at Annexure 'A'

(iii) A student shall be eligible for the award of M.E. Degree in respective specialisation on successful completion of minimum number of credits specified in the scheme of teaching and examination for relevant programmes as given in Annexure A.

(iv) One (1) Credit (Theory) shall be equivalent to 15 clock hours of contact teaching and One (1) Credit (Practicals) shall be equivalent to 30 clock hours of contact teaching.

OC-11A.6 SCHEME OF EXAMINATION

There shall be a University examination (Regular and/or Repeat) at the end of each semester. The duration of the University examination for each paper shall be as specified in the Scheme of Teaching and Examination for relevant programmes as given at Annexure 'A'.

(i) **Total Marks assigned to the Paper/Practical**

The M.E. degree examination shall consist of Papers (theory), Laboratory, Seminar, Project and Dissertation as provided in the respective schemes. The papers (theory) shall have internal assessment and orals, as applicable. Laboratory shall have internal assessment, practicals and orals as applicable. Seminar, Project and Dissertation shall have internal assessment and orals. Internal assessment shall include presentation, demonstration, viva-voce and defence.

All Theory papers shall be of 100 marks each and Oral/Practical heads shall be of 50 marks each. Weightage of marks in terms of internal assessment and semester end examinations is provided in Scheme of Teaching and Examination for relevant programmes as given at Annexure 'A' by way of breakup of credits.

(ii) **Pattern of Evaluation**

The maximum marks assigned to a Head of Passing in a subject Head shall be considered to be equivalent to 10 grade points. To pass in a subject Head a candidate must obtain at least 5 grade points or a minimum of CC grade under each Head of Passing separately, as applicable for the subject Head.

(ii) Dissertation & Project:

(a) All candidates who are eligible to undertake the course work under the subject Head "Dissertation" in semester IV (for full time programmes) and semester VI (for part time programmes) shall register with the department for such "Dissertation" by paying tuition fees for the semester. At the end of the semester if the "Dissertation" is found to be satisfactory and acceptable the Guide/Supervisor should issue a Dissertation Approval Sheet (Proforma enclosed at Annexure B). Those candidates who fail to obtain Dissertation Approval Sheet shall improve and re-submit the dissertation or submit another dissertation in subsequent semesters. The examination form for semester IV (for full time programmes) and semester VI (for part time programmes) submitted in respect of such candidates to the university shall be treated as null and void and examination fees forfeited.

(b) The 'Project' may be purely an analytical piece of work or a completely experimental one or a field project or a design work or a combination of these. The Project work undertaken in semester III (for full time programmes) and semester V (for part time programmes) shall be continued with in semester IV (for full time programmes) and semester VI (for part time programmes).

(c) The 'Dissertation' shall be submitted on the 'Project', undertaken in semester III and IV (for full time programmes) and Semester V and VI (for part time programmes). The dissertation shall be assessed by a panel of two examiners appointed by the University, consisting of the Guide (Internal Examiner cum Convenor) and External Examiner.

(d) No candidate shall be allowed to appear for the examination of the "Dissertation" unless (i) he/she has satisfactorily kept terms for the semesters I, II, III and IV and passed fully semester I and II Examinations (for full time programmes) and has satisfactorily kept terms for semesters I, II, III, IV, V and VI and passed fully semesters I, II, III and IV Examinations (for part time programmes) and (ii) shall have at least one Conference presentation or publication (co-authored paper/publication included) or acceptance letter for such publication in the relevant area of the "Dissertation", to be duly certified by the guide in the Dissertation Approval sheet.

(e) Those of the candidates who fail to obtain at least 5 grade points or a minimum of CC grade for dissertation shall improve and re-submit the dissertation or submit another dissertation in subsequent semesters.

(iii) Grading scheme for M.E. programme:

1) The grades to be awarded are: AO, AA, AB, BB, BC, CC and FF.
2) The examiner shall decide, depending on his/her perception about the degree of difficulty in the question paper, the minimum marks of (95$\pm$5)%,for which he/she will award the highest grade AO.
3) The minimum pass grade CC is to be awarded for minimum marks of (45$\pm$5)%, depending on the perception of the examiner about the degree of difficulty in the question paper.
4) The range and the percentage marks between the above two boundaries is to be split equally for the grades CC, BC, BB, AB and AA.
5) All candidates getting less marks than minimum fixed for CC grade, are to be given FF grade.
6) In the cases of Heads of Passing, namely, Internal Assessment, Orals and Practicals, the Examiners shall appropriately decide upon the cut-offs for CC and AO grade, depending on the extent, depth and range of questions, tests, experiments, assignments, seminars and tutorials involved.
7) The inter-relationship between the 'Grade' and 'Grade Points' is as follows:

Grade	Grade Points	Description of Performance
AO	10	Outstanding
AA	09	Excellent
AB	08	Very Good
BB	07	Good
BC	06	Fair
CC	05	Satisfactory
FF	00	Fail

(iv) **Grant of Term & Eligibility to appear for Examinations**:

(a) No candidate shall be allowed to keep terms for any higher semester unless he/she has been granted terms for all the lower semester(s).

(b) A candidate is considered to have successfully fulfilled the requirement of a semester and will be eligible for grant of term provided he/she has:

(i) In each subject, a minimum attendance of 75% of the total classes engaged in theory, tutorial and practical, separately, for that semester, &

(ii) Secured minimum CC grade in the Head 'Internal Assessment', in each and every subject Head of that semester.

(c) The Internal Assessment will be based on one or more of the following forms assessments such as written test, practical, assignment, seminar and tutorial, as relevant to the subject. There shall be at least three (3) assessments and average of best two (2) shall be the final result of the Internal Assessment

(d) A candidate who fails to fulfil the above requirements shall not be granted the term and shall not be eligible to appear for the university examination of that semester and will have to repeat the term for that semester afresh.

(v) Exemption Provision:

(a) A candidate shall be declared to have passed a semester examination \ when he / she obtains minimum CC grade in all the heads of passing, separately, in all subjects.

(b) A candidate who fails in a semester examination but secures at least 5 grade points or minimum of CC grade in any subject head may, at his/her option, be exempted from re-appearing for the same subject at subsequent attempt/s.

(c) The grade points for those subject heads for which exemption is claimed shall be carried over to subsequent examinations and shall be considered along with grade points of other subject heads for award of class.

(vi) Minimum requirements for Passing and Grading:

(a) Those of the successful candidates who have obtained in the four semesters taken together Cumulative Grade Point Average (CGPA) of 5.0 and above but less than 6.5 and those who have obtained CGPA of 6.5 and above but less than 8.0 and those who have obtained CGPA of 8.0 and above shall be declared to have passed the M.E. examination in second class, first class, and first class with distinction, respectively.

(b) On successful completion of a semester, Semester Grade Point Average (SGPA) shall be calculated as follows:

$$SGPA = \sum_{i=1}^{n} c_i.g_i. \Big/ \sum_{i=1}^{n} c_i$$

where
n = total number of courses or part thereof in the semester
c_i = number of credits attached to the i^{th} course
g_i = grade points earned in that course / part course

(c) Those of the successful candidates who have obtained in the four semesters taken together Cumulative Grade Point Average (CGPA) of 5.0 and above shall be declared to have passed the M.E. examination.

Cumulative Grade Point Average (CGPA) shall be calculated as follows:

$$CGPA = \sum_{i=1}^{m} C_i G_i \Big/ \sum_{i=1}^{m} C_i$$

where
m = total number of semesters
C_i = total number of credits in the i^{th} semester
G_i = SGPA in the i^{th} semester

(vii) **Award of Degree:**

(a) A candidate shall pass the M.E. examination (all 4 semesters for full time programmes or all 6 semesters for part time programmes) within a period of eight (for full time programmes) or twelve (for part time programmes) consecutive semesters after admission, failing which the admission of the candidate shall stand cancelled.

(b) In order to be eligible for award of class for M.E. degree:

(i) Full time programme:
A candidate must appear and pass the first, second and third semester examinations in not more than five consecutive semesters after his/her registration for the ME programme, provided he passes each semester examination in not more than two attempts. The candidate shall pass the "Dissertation" subject head within a period of six consecutive semesters after registration for the ME programme.

(ii) Part time programme:
A candidate must appear and pass the first, second, third, fourth and fifth semester examinations in not more than seven consecutive semesters after his/her registration, provided he passes each semester examination in not more than two attempts. The candidate shall pass the "Dissertation" subject head within a period of eight consecutive semesters after registration for the ME programme.

(viii) **Award of Class**:- The following remark shall be mentioned in the grade sheet of the candidate subject to their eligibility.

1. **First Class with Distinction**: CGPA of 8.00 or above secured in the stipulated time.

2. **First Class**: CGPA of 6.5 or more, but less than 8.00, secured in stipulated time.

3. **Second class**: CGPA of 5.00 or more, but less than 6.50, secured in stipulated time.

4. **Passes**: If the candidate takes more time than stipulated to pass with a Class.

5. **Fails**: CGPA of less than 5.00

(ix) **Improvement of Result:**

Improvement of results after the completion of the programme:

A candidate shall be permitted to improve upon his/her results in the ME degree programme, subject to the following conditions:

a) The candidate has to pass the ME degree examination.

b) The candidate shall have only one additional opportunity.

c) The candidate shall appear for improvement examination within two years of the declaration of his/her final ME results.

d) The candidate shall be allowed to improve the results only in the head 'Theory' of the subject heads.

e) The candidate shall have to appear in all subjects with 'Theory' head, of all semesters taken together, in one and the same sitting.

f) The provision regarding the carrying forward of grades is as follows:

   i) The grades secured in all heads other than 'Theory' head shall necessarily be carried over.

   ii) In case the candidate fails to improve upon the CGPA, the grades obtained in earlier examinations shall be retained.

g) In case the candidate improves upon the CGPA, the grades scored in the head – Theory in all the subject heads, in all the previous examinations, shall be deemed null and void, and shall be replaced by the new grades.

Annexure-'A'

I. Scheme of Teaching and Examination for Master of Engineering in Foundation Engineering Two years Full time Programme

Semester-I										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MFE 1.1	Paper 1 (Theory)	4	-	-	3	4	2	-	-	6
MFE 1.2	Paper 2 (Theory)	4	-	-	3	4	2	-	-	6
MFE 1.3	Paper 3 (Theory)	4	-	-	3	4	2	-	-	6
MFE 1.4	Paper 4 (Theory)	4	-	-	3	4	2	-	-	6
MFE 1.5	Paper 5 (Elective I)	4	--	-	3	4	2	-	-	6
MFE 1.6	Laboratory 1	---	---	8	--	---	2	-	2	4
	Total	**20**	**-**	**8**		**20**	**12**	**-**	**2**	**34**

Semester-II										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MFE 2.1	Paper 6 (Theory)	4	-	-	3	4	2	-	-	6
MFE 2.2	Paper 7 (Theory)	4	-	-	3	4	2	-	-	6
MFE 2.3	Paper 8 (Theory)	4	-	-	3	4	2	-	-	6
MFE 2.4	Paper 9 (Theory)	4	-	-	3	4	2	-	-	6
MFE 2.5	Paper 10 (Elective II)	4	--	-	3	4	2	-	-	6
MFE 2.6	Laboratory 2	---	---	8	--	---	2	-	2	4
	Total	**20**	**-**	**8**		**20**	**12**	**-**	**2**	**34**

Semester-III

Subject Code	Subject	Hours per week			Scheme of Examination					
		L	T	P	Theory (Hrs)	Credits				
						Theory	IA	Practical	Oral	Total
MFE 3.1	Paper 11(Elective III)	4	-	-	3	4	2	-	-	6
MFE 3.2	Project	-	-	8	-	-	2	-	2	4
MFE 3.3	Laboratory 3	---	---	8	--	----	2	-	2	4
MFE 3.4	Seminar	---	---	8	--	----	2	-	2	4
	Total	4	-	**24**		**4**	**8**	**-**	**6**	**18**

Semester-IV										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MFE 4.1	Dissertation	---	----	28	--	--	8	-	12	20
	Total	-	-	**28**	-	-	**8**	-	**12**	**20**

Summary for all four semesters										
	Semester	Total Hours per Week			Scheme of Examination					
		L	T	P	Theory Hrs	Total Credits for Semester				
						Theory	IA	Practical	Orals	Total
	Semester 1	**20**	**-**	**8**		**20**	**12**	**-**	**2**	**34**
	Semester 2	**20**	**-**	**8**		**20**	**12**	**-**	**2**	**34**
	Semester 3	4	-	**24**		**4**	**8**	**-**	**6**	**18**
	Semester 4	-	-	**28**	-	-	**8**	-	**12**	**20**
	Total	44		68	-	44	40	-	22	106

Annexure-'A'

II. Scheme of Teaching and Examination for Master of Engineering in Electronics & Telecommunication Engineering (Microelectronics) Two years Full time Programme

Semester I										
Subject Code	Subject	Hours per Week			Scheme of Examination					
		L	T	P	Theory hrs	Credits				
						Theory	IA	Practical	Orals	Total
MEM1.1	Paper 1 Theory	4	-	-	3	4	2	-	-	6
MEM1.2	Paper 2 Theory	4	-	-	3	4	2	-	-	6
MEM1.3	Paper 3 Theory	4	-	-	3	4	2	-	-	6
MEM1.4	Paper 4 Theory	4	-	-	3	4	2	-	-	6
MEM1.5	Paper 5 Theory	4	-	-	3	4	2	-	-	6
MEM1.6	Paper 6 Laboratory 1	-	-	7	-	-	2	2	-	3
MEM1.7	Paper 7 Laboratory 2	-	-	7	-	-	2	2	-	3
	Total	20	-	14	-	20	14	4	-	38

Semester II										
Subject Code	Subject	Hours per Week			Scheme of Examination					
		L	T	P	Theory hrs	Credits				
						Theory	IA	Practical	Orals	Total
MEM2.1	Paper 8 Theory	4	-	-	3	4	2	-	-	6
MEM2.2	Paper 9 Theory	4	-	-	3	4	2	-	-	6
MEM2.3	Paper 10 Theory	4	-	-	3	4	2	-	-	6
MEM2.4	Paper 11 Theory	4	-	-	3	4	2	-	-	6
MEM2.5	Paper 12 Theory	4	-	-	3	4	2	-	-	6
MEM2.6	Paper 13 Laboratory 3	-	-	7	-	-	2	2	-	3
MEM2.7	Paper 14 Laboratory 4	-	-	7	-	-	2	2	-	3
	Total	20	-	14	-	20	14	4	-	38

Semester III			
Subject Code	Subject	Hours per Week	Scheme of Examination

		L	T	P	Theory hrs	Credits				
						Theory	IA	Practical	Orals	Total
MEM3.1	Paper 15 Elective 1	4	-	-	3	4	2	-	-	6
MEM3.2	Paper 16 Elective 2	4	-	-	3	4	2	-	-	6
MEM3.3	Project	-	-	20	-	-	4	-	8	12
	Total	8	-	20	-	8	8	-	8	24

Semester IV										
Subject Code	Subject	Hours per Week			Scheme of Examination					
		L	T	P	Theory hrs	Credits				
						Theory	IA	Practical	Orals	Total
MEM4.1	Dissertation	-	-	28	-	-	6	-	14	20
	Total	-	-	28	-	-	6	-	14	20

Summary for all four semesters										
	Semester	Total Hours per Week			Scheme of Examination					
		L	T	P	Theory hrs	Total Credits for Semester				
						Theory	IA	Practical	Orals	Total
	Semester 1	20	-	14	-	20	12	4	-	38
	Semester 2	20	-	14	-	20	12	4	-	38
	Semester 3	8	-	20	-	8	8	-	8	24
	Semester 4	-	-	28	-	-	6	-	14	20
	Total	48		76	-	48	38	8	22	120

Annexure-'A'

III. Scheme of Teaching and Examination for Master of Engineering in ELECTRONICS & TELECOMMUNICATION (ELECTRONIC COMMUNICATION AND INSTRUMENTATION) Two years Full time Programme

Semester I										
Subject Code	Subject	Hours per Week			Scheme of Examination					
		L	T	P	Theory hrs	Credits				
						Theory	IA	Practical	Orals	Total
MEECI1.1	Paper 1 Theory	4	-	-	3	4	2	-	-	6
MEECI1.2	Paper 2 Theory	4	-	-	3	4	2	-	-	6
MEECI1.3	Paper 3 Theory	4	-	-	3	4	2	-	-	6
MEECI1.4	Paper 4 Theory	4	-	-	3	4	2	-	-	6
MEECI1.5	Paper 5 Theory	4	-	-	3	4	2	-	-	6
MEECI1.6	Paper 6 Laboratory 1	-	-	7	-	-	2	2	-	4
MEECI1.7	Paper 7 Laboratory 2	-	-	7	-	-	2	2	-	4
	Total	20	-	14	-	20	12	4	-	38

Semester II										
Subject Code	Subject	Hours per Week			Scheme of Examination					
		L	T	P	Theory hrs	Credits				
						Theory	IA	Practical	Orals	Total
MEECI2.1	Paper 8 Theory	4	-	-	3	4	2	-	-	6
MEECI2.2	Paper 9 Theory	4	-	-	3	4	2	-	-	6
MEECI2.3	Paper 10 Theory	4	-	-	3	4	2	-	-	6
MEECI2.4	Paper 11 Theory	4	-	-	3	4	2	-	-	6
MEECI2.5	Paper 12 Theory	4	-	-	3	4	2	-	-	6
MEECI2.6	Paper 13 Laboratory 3	-	-	7	-	-	2	2	-	4
MEECI2.7	Paper 14 Laboratory 4	-	-	7	-	-	2	2	-	4
	Total	20	-	14	-	20	12	4	-	38

Semester III										
Subject Code	Subject	Hours per Week			Scheme of Examination					
		L	T	P	Theory hrs	Credits				
						Theory	IA	Practical	Orals	Total
MEECI3.1	Paper 15 Elective 1	4	-	-	3	4	2	-	-	6
MEECI3.2	Paper 16 Elective 2	4	-	-	3	4	2	-	-	6
MEECI3.3	Project	-	-	20	-	-	4	-	8	12
	Total	8	-	20	-	8	8	-	8	24

Semester IV										
Subject Code	Subject	Hours per Week			Scheme of Examination					
		L	T	P	Theory hrs	Credits				
						Theory	IA	Practical	Orals	Total
MEECI4.1	Dissertation	-	-	28	-	-	6	-	14	20
	Total	-	-	28	-	-	6	-	14	20

Summary for all four semesters										
	Semester	Total Hours per Week			Scheme of Examination					
		L	T	P	Theory hrs	Total Credits for Semester				
						Theory	IA	Practical	Orals	Total
	Semester 1	20	-	14	-	20	12	4	-	38
	Semester 2	20	-	14	-	20	12	4	-	38
	Semester 3	8	-	20	-	8	8	-	8	24
	Semester 4	-	-	28	-	-	6	-	14	20
	Total	48		76	-	48	38	8	22	120

Annexure-'A'

IV. Scheme of Teaching and Examination for Master of Engineering (Power and Energy System Engineering) Two years Full time Programme

Semester-I										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MPE 1.1	Paper 1 (Theory)	4	-	-	3	4	2	-	-	6
MPE 1.2	Paper 2 (Theory)	4	-	-	3	4	2	-	-	6
M**PE 1.3**	Paper 3 (Theory)	4	-	-	3	4	2	-	-	6
M**PE 1.4**	Paper 4(Elective-I)	4	-	-	3	4	2	-	-	6
M**PE 1.5**	Paper 5(Elective - II)	4	-	-	3	4	2	-	-	6
M**PE 1.6**	Laboratory 1	-	-	8	-	---	2	4	-	6
	Total	**20**	**-**	**8**	**-**	**20**	**12**	**4**	**-**	**36**

Semester-II										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MPE 2.1	Paper 6 (Theory)	4	-	-	3	4	2	-	-	6
MPE 2.2	Paper 7 (Theory)	4	-	-	3	4	2	-	-	6
M**PE 2.3**	Paper 8(Theory)	4	-	-	3	4	2	-	-	6
M**PE 2.4**	Paper 9(Elective-III)	4	-	-	3	4	2	-	-	6
M**PE 2.5**	Paper 10(Elective-IV)	4	-	-	3	4	2	-	-	6
M**PE 2.6**	Laboratory 2	-	-	8	-	---	2	4	-	6
	Total	**20**	**-**	**8**	**-**	**20**	**12**	**4**	**-**	**36**

Semester-III										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MPE 3.1	Paper 11 (Theory)	4	-	-	3	4	2	-	--	6
MPE 3.2	Paper 12(Elective-V)	4	-	-	3	4	2	-	--	6
MPE 3.3	Project	-	-	12	--	--	4	-	4	8
M**PE 3.4**	Seminar	-	-	8	--	----	2	-	2	4
	Total	8	-	**20**		**8**	**10**	**-**	**6**	**24**

Semester-IV										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MPE 4.1	Dissertation	---	----	28	--	-	8	-	12	20
	Total	**-**	**-**	**28**	**-**	**-**	**8**	**-**	**12**	**20**

Summary for all four semesters										
	Semester	Total Hours per Week			Scheme of Examination					
		L	T	P	Theory hrs	Total Credits for Semester				
						Theory	IA	Practical	Orals	Total
	Semester 1	**20**	**-**	**8**	**-**	**20**	**12**	**4**	**-**	**36**
	Semester 2	**20**	**-**	**8**	**-**	**20**	**12**	**4**	**-**	**36**
	Semester 3	8	-	**20**		**8**	**10**	**-**	**6**	**24**
	Semester 4	**-**	**-**	**28**	**-**	**-**	**8**	**-**	**12**	**20**
	Total	48		64	-	48	42	8	18	116

Annexure-'A'

V. Scheme of Teaching and Examination for Master of Engineering in Information Technology Two years Full time Programme

Semester-I										
Subject Code	Subject	Hours per week			Scheme of Examination					
		L	T	P	Theory (Hrs)	Credits				
						Theory Credits	IA	Practical	Oral	Total
MIT 1.1	Paper 1	4	-	-	3	4	2	-	-	6
MIT 1.2	Paper 2	4	-	-	3	4	2	-	-	6
MIT 1.3	Paper 3	4	-	3	3	4	3	-	-	7
MIT 1.4	Paper 4	4	-	3	3	4	3	-	-	7
MIT 1.5	Paper 5	4	-	3	3	4	3	-	-	7
	Total	20	-	9		20	13	-	-	33

Semester-II										
Subject Code	Subject	Hours per week			Scheme of Examination					
		L	T	P	Theory (Hrs)	Credits				
						Theory	IA	Practical	Oral	Total
MIT 2.1	Paper 6	4	-	3	3	4	3	-	-	7
MIT 2.2	Paper 7	4	-	3	3	4	3	-	-	7
MIT 2.3	Paper 8	4	-	3	3	4	3	-	-	7
MIT 2.4	Paper 9	4	-	3	3	4	3	-	-	7
MIT 2.5	Paper 10 (Elective I)	4	-	-	3	4	2	-	-	6
	Total	20	-	12		20	14	-	-	34

Semester-III										
Subject Code	Subject	Hours per week			Scheme of Examination					
		L	T	P	Theory Exam (Hrs)	Credits				
						Theory	IA	Practical	Oral	Total
MIT 3.1	Paper 11	4	--	3	3	4	3	-	--	7
MIT 3.2	Paper 12	4	--	3	3	4	3	-	--	7
MIT 3.3	Paper 13(Elective-II)	4	--	3	3	4	3	-	--	7
MIT 3.4	Project	--	--	12	--	-	3	-	2	5
	Total	12	--	21		12	12	-	2	26

Semester-IV										
Subject Code	Subject	Hours per week			Scheme of Examination					
		L	T	P	Theory Exam (Hrs)	Credits				
						Theory	IA	Practical	Oral	Total
MIT 4.1	Paper 14	4	-	3	3	4	3	-	-	7
MIT 4.2	Dissertation	---	----	26	--	--	6	-	9	15
	Total	4		29		4	9	-	9	22

Summary for all four semesters									
Semester	Total Hours per week			Scheme of Examination					
	L	T	P	Theory Exam (Hrs)	Total Credits For Semester				
					Theory	IA	Practical	Oral	Total
Sem 1	20	-	9	-	20	13	-	-	33
Sem 2	20	-	12	-	20	14	-	-	34
Sem 3	12	--	21	-	12	12	-	2	26
Sem 4	4		29	-	4	9	-	9	22
Grand Total	56	--	71	-	56	48	-	11	115

Annexure-'A'

VI. Scheme of Teaching and Examination for Master of Engineering (Computer Science and Engineering) Two years Full time Programme

Semester-I										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MCSE 1.1	Paper 1 (Theory)	4	-	-	3	4	2	-	-	6
MCSE 1.2	Paper 2 (Theory)	4	-	-	3	4	2	-	-	6
MCSE 1.3	Paper 3 (Theory)	4	-	-	3	4	2	-	-	6
MCSE 1.4	Paper 4(Elective-I)	4	-	-	3	4	2	-	-	6
MCSE 1.5	Paper 5(Elective -II)	4	-	-	3	4	2	-	-	6
MCSE 1.6	Laboratory 1	---	-- -	8	--	---	2	4	-	6
	Total	**20**	**-**	**8**	**-**	**20**	**12**	**4**	**-**	**36**

Semester-II										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MCSE 2.1	Paper 6 (Theory)	4	-	-	3	4	2	-	-	6
MCSE 2.2	Paper 7 (Theory)	4	-	-	3	4	2	-	-	6
MCSE 2.3	Paper 8(Theory)	4	-	-	3	4	2	-	-	6
MCSE 2.4	Paper 9(Elective-III)	4	-	-	3	4	2	-	-	6
MCSE 2.5	Paper 10(Elective-IV)	4	-	-	3	4	2	-	-	6
MCSE 2.6	Laboratory 2	---	-- -	8	--	---	2	4	-	6
	Total	**20**	**-**	**8**	**-**	**20**	**12**	**4**	**-**	**36**

Semester-III										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MCSE 3.1	Paper 11 (Theory)	4	-	--	3	4	2	-	--	6
MCSE 3.2	Paper 12(Elective-V)	4	-	--	3	4	2	-	--	6
MCSE 3.3	Project	--	--	14	--	--	4	-	4	8
MCSE 3.4	Seminar	---	---	6	--	----	2	-	2	4
	Total	8	-	**20**		**8**	**10**	**-**	**6**	**24**

Semester-IV										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MCSE 4.1	Dissertation	---	----	28	--	-	8	-	12	20
	Total	**-**	**-**	**28**	**-**	**-**	**8**	**-**	**12**	**20**

Summary for all four semesters										
	Semester	Total Hours per Week			Scheme of Examination					
		L	T	P	Theory hrs	Total Credits for Semester				
						Theory	IA	Practical	Orals	Total
	Semester 1	**20**	**-**	**8**	**-**	**20**	**12**	**4**	**-**	**36**
	Semester 2	**20**	**-**	**8**	**-**	**20**	**12**	**4**	**-**	**36**
	Semester 3	8	-	**20**		**8**	**10**	**-**	**6**	**24**
	Semester 4	**-**	**-**	**28**	**-**	**-**	**8**	**-**	**12**	**20**
	Total	48		64	-	48	42	8	18	116

Annexure-'A'

VII. Scheme of Teaching and Examination for Master of Engineering in Industrial Engineering Three Years Part Time Programme

Semester-I										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MIE 1.1	Paper 1 (Theory)	6	-	--	3	4	1	-	1	6
MIE 1.2	Paper 2 (Theory)	6	-	--	3	4	1	-	1	6
M**IE 1.3**	Seminar I	---	4	8	--	----	2	-	4	6
	Total	12	4	**8**		**8**	**4**	**-**	**6**	**18**

Semester-II										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MIE 2.1	Paper 3 (Theory)	6	-	--	3	4	1	-	1	6
MIE 2.2	Paper 4 (Theory)	6	-	--	3	4	1	-	1	6
M**IE 2.3**	Paper 5 (Theory)	5	--	2	--	----	2	-	4	6
	Total	17	-	**2**		**8**	**4**	**-**	**6**	**18**

Semester-III										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MIE 3.1	Paper 6 (Elective I)	5	--	2	3	4	1	-	1	6
MIE 3.2	Paper 7 (Theory)	6	-	--	3	4	1	-	1	6
M**IE 3.3**	Paper 8 (Theory)	6	-	--	--	----	2	-	4	6
	Total	17	-	**2**	**-**	**8**	**4**	**-**	**6**	**18**

Semester-IV										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MIE 4.1	**Paper 9 (ElectiveII)**	5	--	2	3	4	1	-	1	6
MIE 4.2	**Paper 10 (Theory)**	6	-	--	3	4	1	-	1	6
MIE 4.3	**Seminar II**	**---**	**4**	**8**	**--**	**----**	**2**	**-**	**4**	**6**
	Total	**11**	**4**	**10**		**8**	**4**	**-**	**6**	**18**

Semester-V										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MIE 5.1	Paper 11(Elective III)	5	--	2	3	4	1	-	1	6
MIE 5.2	Project	-	2	6	-	---	2	-	4	4
M**IE 5.3**	Seminar III	-	2	6	-	---	2	-	4	4
	TOTAL	5	4	14		4	**5**	**-**	**9**	**14**

Semester-VI										
Subject Code	**Subject**	**Hours per week**			**Scheme of Examination**					
		L	**T**	**P**	**Theory (Hrs)**	**Credits**				
						Theory	**IA**	**Practical**	**Oral**	**Total**
MIE 6.1	Dissertation	-	4	24	-	-	8	-	12	20
	Total	-	4	24	-	-	8	-	12	20

Summary for all four semesters										
	Semester	Total Hours per Week			Scheme of Examination					
		L	T	P	Theory (Hrs)	Total Credits for Semester				
						Theory	IA	Practical	Orals	Total
	Semester 1	12	4	**8**	**-**	**8**	**4**	**-**	**6**	**18**
	Semester 2	17	-	**2**	**-**	**8**	**4**	**-**	**6**	**18**
	Semester 3	17	-	**2**	**-**	**8**	**4**	**-**	**6**	**18**
	Semester 4	**11**	**4**	**10**	**-**	**8**	**4**	**-**	**6**	**18**
	Semester 5	5	4	14	-	4	**5**	**-**	**9**	**14**
	Semester 6	-	4	24	-	-	8	-	12	20
	Total	62	16	60	-	36	29		45	106

Annexure-'B'

Dissertation Approval Sheet

The dissertation entitled _____by Mr/Ms/Mrs_____ completed in the year 20__-__ is approved as a partial fulfillment of the requirements for the Degree of MASTER OF ENGINEERING in _____ and is a record of bonafide work carried out successfully under our guidance.

Mr/Ms/Mrs _____ has _____ number of Conference/Journal publications in the relevant area of the "Dissertation".

_____	_____
(Internal Supervisor)	(External Supervisor)
Name:	Name:
Designation:	Designation:
Department:	Department:
College/Institute:	Company/College
_____	_____
(Head of Department)	(Principal)
Name:	Name:
Designation:	College/Institute
Department:	
College/Institute:	
Date:	

OC-12 Ordinance relating to the Three year integrated degree courses in Arts, Science & Commerce (B.A., B.Sc & B.Com.) except B.Sc. (Home Science) and B.Sc. (Naval Science) (Under Section 24(1) of the Goa University Act, 1984).

These ordinances shall come into effect for F.Y.B.A., F.Y.B.Sc. & F.Y.B.Com. from the Academic Year 1994-95, for S.Y.B.A., S.Y.B.Sc. & S.Y.B.Com. from the Academic Year 1995-96 and for T.Y.B.A., T.Y.B.Sc. & T.Y.B.Com. from the Academic Year 1996-97. However, OC-8.1 shall come into effect for F.Y.B.A., F.Y.B.Sc. & F.Y.B.Com. and S.Y.B.A., S.Y.B.Sc. & S.Y.B.Com. from the Academic Year 1996-97.

Ordinance for the Three Year integrated degree of Bachelor of Arts.

OC-12.1 The course for the degree of Bachelor of Arts (B.A.) shall be of three years duration.

OC-12.2 A candidate for being eligible for admission to the integrated course leading to the degree of Bachelor of Arts must have passed.
(A) the Higher Secondary Certificate (Std. XII) examination conducted by the Goa State Board of Secondary and Higher Secondary Education, in the following subjects:

(i) English (Higher level or Lower level)

(ii) Any one of the modern Indian Languages or Modem Foreign Languages (Higher level or Lower level)

(iii) to (vi) Four other subjects from among the subjects mentioned below:

OR

(iii) to (vi) Three subjects from among the subjects mentioned below and one subject from among the remaining optional subjects prescribed for Higher Secondary School Certificate Examination.

1. Modern Indian Language (Any language other than the one offered under compulsory languages).
2. Modern Foreign Language (Any language other than the one offered under compulsory languages).

3. Sanskrit		10. Mathematics & Statistics
4. Prakrit		11. Political Science
5. Pail	Anyone language	12. Sociology
6. Arabic		13. Philosophy
7. Persian		14. Logic
8. History		15. Psychology
9. Geography		16. Economics

(B) The Higher Secondary Certificate (Std. XII) Examination of the Vocational stream conducted by the Goa Board of Secondary and Higher Secondary Education in one of the following subjects:

1. Office Secretaryship/Stenography
2. Accountancy & Auditing
3. Marketing and Salesmanship
4. Commercial Garment Designing and Making
5. Poultry and Swine Production
6. Electronic Technology
7. Maintenance & Repairs & Electrical & Electrical Domestic Appliances **OR**
8. Programme Assistant
9. Auto Engineering Technology
10. Industrial Management
11. Insurance
12. Food Production
13. Catering & Restaurant Management
14. Computer Software Application

(C) The Higher Secondary School Certificate (Std. XII Examination conducted by the Goa Board of Secondary and Higher Secondary Education must satisfy the conditions laid down by the University for admission to the First Year Examination of Three Years Integrated course leading to the degree of Bachelor of Science or Bachelor of Commerce **OR**

(D) Must have passed an examination of another University or body recognized as equivalent thereto.

OC-12.4 Students migrating from any other recognized University may be considered for admission to S.Y. B.A. or T.Y.B.A. provided that

(i) they have passed the First Year or First Year and Second Year examination respectively in all the subjects from that University.

(ii) they should have offered at the First Year/Second Year the same subjects prescribed under Elective Group available under the scheme of this University as per Ordinance OC-12.6.

OC-12.5 Scheme of Papers:

OC-12.5.1 A student for the Three Year Integrated B.A. degree course other than Journalism shall be required to offer 21 papers carrying 100 marks each. The year-wise scheme of these papers shall be as under.

First Year B.A.
(Seven papers carrying 100 marks each)

A. (1) Compulsory English Paper I
(2) One language from the Language Optional Group as prescribed in OC-12.6

B. (3) (4) Any one paper from the Foundation Optional Group as prescribed in OC-12.6 and Computer Awareness Course

C. (5) (6) (7) One paper in each of the three subjects from the Elective Group as prescribed in Ordinance OC-12.6

Second Year B.A.
(Seven papers carrying 100 marks each)

A. (1) Compulsory English Paper II

B. (2) Any one paper other than the one offered at F.Y.B.A from the Foundation Group as prescribed in OC-12.6 .

C. (3) (4) Any two papers from the Applied Component Group as prescribed in Ordinance OC-12.6.

D. (5) (6) (7) One paper in each of the three subjects already selected at F.Y.B.A. from the Elective Group as 'prescribed in OC-12.6

Third Year B.A.
(Seven papers carrying 100 marks each)

A. (1) to (6) Three papers each in any two subjects offered by the student at S.Y.B.A. from the Elective Group.

(B) (7) One paper from the Field-work cum Project work Oriented Group as prescribed in OC-12.7 **OR**

A. (1) to (6) Six papers in any one subject offered by the student at S.Y.B.A. from the Elective Group.

B. (7) One paper each from the Field-work cum Project-work Oriented Group as prescribed in OC-12.7.

OC-12.6 The following shall be the subjects prescribed under Language optional Group:

1) French	4) Spanish	7) Konkani	10) Kannada
2) German	5) Sanskrit	8) Urdu	11) Hindi
3) Portuguese	6) Marathi	9) Gujarati	12) Russian

OC-12.6 (ii) The following shall be the subjects prescribed under Foundation Group:
1) Logic 2) Elementary Mathematics 3) Ecology 4) History of Culture Science & Art 5) History of India's Freedom Struggle 6) Yoga Studies (Theory and Practice) 7) Dialectics & Methodology of Science 8) History of Human Civilization 9) Philosophy of Science 10) Founders of Science in Ancient India 10) Founders of Science in Ancient India 11) Elementary Statistical Methods 12) Gandhian Studies 13) Population Education 14) Resource Geography of Goa 15) Futurology 16) Current Affairs 17) Diversity, Unity and Nation Building in India 18) Indian Culture & Heritage 19. Society and Culture and 20) Social Development.

(iii) The following shall be the subjects prescribed under Applied Component Group:

1) Labour Welfare and Industrial Relations	6) Environmental Studies	13) Management of Small Scale Industries
2) Co-operative Management	7) Food and Nutrition	14) Export Management
3) Mass Communication	8) Journalism	15) Basics of Library Science
4) Child Psychology and Child Guidance	9) Advertising	16) Consumer Education
5) Computer Systems	10) Tourism & Hotelry	17) Marketing Research
	11) Rural Industrialization	18) Entrepreneurship
	12) Rural Banking	

(iv) The following shall be the subjects prescribed under **Elective Group**:
Eight papers or five papers in anyone of the following subjects may be offered at F.Y., S.Y. and T.Y. B.A.

1) English 4) Portuguese 7) Konkani 10) Economics 13) Psychology
2) French 5) Sanskrit 8) Hindi 11) History 14) Geography
3) German 6) Marathi 9) Sociology 12) Philosophy 15) Political Science

Five papers in anyone of the following subjects may be offered at F.Y.B.A., S.Y.B.A. & T.Y.B.A.
1) Commerce 2) Mathematics 3) Statistics
Two papers in any one of the following subjects may be offered only at F.Y.B.A. and S.Y.B.A.
1) Education 2) Physical Education 3) N.C.C. 4) Social Work 5) Economy of Goa.

OC-12.7 Field work -cum- project-work oriented group.

OC-12.7.1 Every student in T.Y. B.A., B.Com. and B.Sc. shall complete a project work in chosen area in anyone of the subjects in the course of study from F.Y. to T.Y. B.A., B.Com. & B.Sc.

OC- 12.7.2 The projects shall be based on field work, library work, laboratory or on the job training or any similar work assigned by the concerned teacher on topics identified by him and shall be considered equivalent to a paper carrying 100 marks. The teacher may assign a project to each student individually or to a group of students comprising not more than 6 students.

OC-12.8 Scheme of instruction shall be as follows:

OC-12.8.1 The number of lectures assigned to each paper in a subject shall be three per week. In addition there shall be one tutorial period per week per batch assigned to each paper in a subject. The size of each tutorial batch shall not ordinarily exceed 40 students. The duration of each lecture period and tutorial period shall be 45 minutes.

OC-12.9 The guidance for the project paper provided by a teacher to a batch of 10 students assigned to him for project work shall be deemed to be equivalent to four periods of instruction per week. Ordinarily a teacher shall be assigned a batch comprising not more than ten students for guidance. If the number of students is less than five the guidance to students by a teacher shall be deemed to be equivalent to two period of instruction per week.

The pattern for assigning students in a project paper shall be as under:

Batch No.	No. of students	Batch No.	No. of students	Batch No.	No. of students	Batch No	No. of students
1st	1 to 10	2nd	11 to 20	3rd	21 to 30	4th	31 to 40
5th	41 to 50	6th	51 to 60	7th	61 to 70	8th	71 to 80
9th	81 to 90						

OC-12.10 The Principal of the college may permit a student of F.Y.B.A. class of his college to change one or more of the optional subjects taken by him on or before 31st July of the year.

OC-12.11 Scheme of papers for Journalism

OC-12.11.1 A student for the Three Year Integrated B.A. Degree course in Journalism shall be required to offer 21 papers carrying 100 marks each. The year wise scheme of these papers shall be as under:

First Year B.A. (Journalism)
(Seven papers carrying 100 marks each)

A. (1) Compulsory English - Paper I.
(2) One of the languages from the Language Optional Group as prescribed in OC-12.6.

B.(3) One paper from the Foundation Optional Group as Prescribed in OC-12.6 History of India's Freedom Struggle.
(4) Computer Awareness. Graphics & Printing

C. Three papers as given under:
(5) History of the Indian Press
(6) Society, Social change and Problems of Indian Society
(7) Development Economics.

Second Year B.A. (Journalism)
(Seven papers carrying 100 marks each)

A. (1) Compulsory English - Paper II

B. (2) One paper other than the one offered at F.Y.B.A. from the Foundation Group as prescribed in OC-12.6

C. History of Science Culture and Art Two papers from the Applied Component as prescribed in OC-12.6
(3) Advertising
(4) Public Relations

D. Three Papers of 100 marks each from the Elective Group.
(5) Principles of Social Psychology
(6) Political Ideas and Institutions
(7) Principles, Responsibilities and Laws of the Press (Indian Constitution)

Third Year B.A. (Journalism)

A. Six papers in Journalism offered by the student under
B.

(1) News gathering and News writing
(2) Editing and Translating News.
(3) Feature and Editorial Writing
(4) Photo-Journalism and Newspaper Management
(5) Introduction to Mass Media: Radio, TV and Film
(6) Current Affair

B (7) Field Work cum Project Work (25 marks for each of the following)

(i) Internship For 100 hours (ii) Laboratory Journal (iii) Visits to Media and other Institutions (iv) Media Study Report

(OC-12.10 shall not be applicable to students of Journalism)

OC-13 Ordinance for the Three Year integrated Degree of Bachelor of Science (Under Section 4(1) of the Goa University Act, 1984).

OC-13.1 The course for the Degree of Bachelor of Science (B.Sc.) shall be of three years duration.

OC-13.2 A candidate for being eligible for admission to the three year integrated course leading to the Degree of Bachelor of Science (B.Sc.) must have passed:

A. The Higher Secondary School Certificate Examination at Std. XII conducted by the Goa Board of Secondary and Higher Secondary Education in the following subjects:

(i) English (Higher level or Lower level)
(ii) Any one of the Modern Indian Languages or the Modern Foreign Languages (Higher level or Lower level)
(iii) to (vi) Four subjects from among the subjects mentioned below carrying a total of 400 marks **OR**
(iii) to (vi) Three subjects from among the subjects mentioned below carrying a total of 300 marks and one subject from among the remaining optional subjects prescribed for the H.S.S.C. Examination.

1. Mathematics & Statistics 2. Physics 3. Chemistry
4. Biology (Botany & Zoology) 5. Earth Science 6. Computer Science
7. Electronics **OR**

B. The Higher Secondary School Certificate Examination at Std. XII of the Vocational Stream conducted by the Goa Board of Secondary and Higher Secondary Education in the following courses.

1. Electronic Technology	2. Maintenance & Repairs of Electrical & Electric Domestic Appliances	3. Programme Assistant	4. Auto Engineering Technology
5. Poultry and Swine Production	6. Computer Software Application	7. Horticulture	8. Floriculture

OR

C. The examination of another University or Body, recognized as equivalent thereto.

OC-13.3 A student migrating from any other recognized University may be considered for admission to Second Year B.Sc. provided that:

(i) He has clearly passed the First Year examination from that University.

(ii) He has offered at the First Year the same subjects as a student from Goa University is required to offer at First Year B.Sc. (except Computer Awareness) to be eligible to pursue the studies at Second Year B.Sc. as per the relevant ordinances.

B. A student migrating from any other recognized University may be considered for admission to Third Year B.Sc. provided that:

(i) He has clearly passed the First Year and Second Year examinations from the earlier University.

(ii) the subject or subjects to be offered by him/her at Third year B.Sc. is/or are among the subjects offered by him/her at F.Y.B.Sc. and S.Y.B.Sc. in the earlier University.

OC-13.4 Scheme of Papers

A. A student for the Three Year Integrated B.Sc. degree course shall be required to offer 21 papers carrying 100 marks each. The year wise scheme of these papers shall be as under:

First Year B. Sc.

(7 papers carrying 100 marks each)

(1) One paper in Computer Awareness
(2), (3), (4), (5), (6), (7) Two papers in each of the three subjects to be chosen in the following manner:

(a) all three subjects from the Physical Sciences Group as prescribed under OC-13.5 (provided that with Computer Science, only Physics and Mathematics - Statistics shall be chosen) **OR**
(b) all three subjects from Life Sciences Group as prescribed under OC-13.6 **OR**
(c) two subjects from Physical Sciences Group of OC-13.5 and one subject from the remaining Groups under OC-13.6 or OC-13.7 **OR**

(d) two subjects from Life Sciences Group of OC-13.6 and one subject from the remaining groups under OC-13.5 or OC-13.7 **OR**

(e) one subject each from Physical Sciences Group of OC-13.5, Life Sciences Group of OC-13.6 and the remaining Group OC-l3.7 (Provided further that with Computer Science, only Physics and Mathematics - Statistics shall be chosen).

B. A student to be admitted to the Second Year of the Three Year integrated B.Sc. degree course must have passed the examination of F.Y.B.Sc. and shall offer the following papers:

Second Year B.Sc.

(7 papers carrying 100 marks each)

(1) One paper in a subject chosen from Foundation Course Group as prescribed in OC-13.8
(2) to (7) two papers each in three subjects which shall be same as those chosen at F.Y.B.Sc.

C. A student to be admitted to Third Year of the Three Year integrated B.Sc. course must have passed the examination of S.Y.B.Sc. and shall offer the papers in the following manner:

Third Year B.Sc.
(7 papers carrying 100 marks each)

(i) All six papers in one of three subjects offered by the student at the S.Y.B.Sc. **OR**
(ii) three papers each in two of the three subjects offered by the student at S.Y.B.Sc.
(iii) in addition to (i) or (ii) above, a student shall undertake one project in the subject or in one of the subjects chosen at T.Y.B.Sc. The project shall be completed in the manner prescribed in OC-13.12.

OC-13.5 Physical Science shall comprise the following subjects:

1. Physics 2. Chemistry 3. Mathematics & Statistics 4. Electronics
5. Computer Science

OC-13.6 Life Sciences Group shall comprise the following subjects: 1. Botany
2. Zoology 3. Microbiology 4. Biochemistry 5. Biophysics 6. Marine Science
7. Forest Science 8. Fisheries.

OC-13.7 The following additional Groups may be offered wherever such facilities exist:

A. 1. Psychology 2. Geography 3. Economics 4. Actuarial Science
5. Rural Studies 6. Environmental Studies

B. **Earth Sciences Group** shall comprise of the following subjects:
1. Earth Science 2. Oceanography 3. Meteorology 4. Geophysics
5. Geochemistry

OC-13.8 Foundation Course Group shall comprise the following subjects:
1. Communication Skills 2. History of Science, Culture and Art
3. Dialectics and Methodology of Science 4. Indian Culture and Heritage
5. History of Human Civilization 6. Philosophy of Science
7. Founders of Sciences in Ancient India 8. Science Journalism 9. Logic
10. Ecology 11. History of India's Freedom Struggle 12. Yoga Studies
13. Gandhian Studies 14. Population Education 15. Resource Geography of Goa
16. Futurology 17. Current Affairs 18. Diversity, Unity and Nation Building in India
19. Entrepreneurship

OC-13.9 At F.Y.B.Sc. and S.Y.B.Sc. the syllabus for each paper in a science subject having practicals, shall consist of two parts, one part containing the theory and the other prescribing the practical work related to the theory. In the case of papers having no practicals the syllabus for the paper shall contain theory only.

OC-13.10 At T.Y.B.Sc. the syllabus in one science subject having practicals shall consist of four theory papers and four practicals associated with the theory content of the papers. The four practicals shall be considered equivalent to two theory papers while allotting the marks at the examination. The syllabus for six theory papers in one science subject at T.Y.B.Sc. having no practicals shall contain theory only.

OC-13.11 At T.Y.B.Sc. the syllabus for the three papers of a science subject having practicals, shall contain two theory papers and two associated practicals. The two associated practicals shall be considered equivalent to one paper while allotting marks at the examination. The syllabus for the three papers of a science subject having no practicals at TY.B.Sc. shall contain only theory papers.

OC-13.12 Field Work-cum-Project work

OC-13.12.1 A student at T.Y.B.Sc. shall be required to complete one Project in an area related to the subject or one of the subjects offered at T.Y.B.Sc. A student offering three papers each in two subjects shall be required to complete one project in an area related to any one of these two subjects.

OC-13.12.2 The Project shall be based on field work, library work or laboratory work or on the job training or any similar work assigned by the concerned teacher on topics identified by him and shall be considered equivalent to a paper carrying 100 marks. The teacher may assign a project to each student individually or to a group of students comprising not more than ten students. The Project paper shall be assigned four lecture periods per week per batch.

OC-13.13 Scheme of instruction shall be as follows:

OC-13.13.1 At F.Y.B.Sc. and S.Y.B.Sc. for subjects having practicals each paper shall be covered in three lecture periods and three periods of practical per week. The list of experiments connected with the theory in that paper shall be prescribed by the concerned Board of Studies in that subject and shall normally contain not less than 15 experiments per paper. For subjects having no practicals each paper shall be covered in three lecture periods and one tutorial period per week. The size of each tutorial batch shall not ordinarily exceed 40 students. The duration of each lecture period and practical period and tutorial period shall be of 45 minutes. The tutorial shall be administered in Batches.

OC-13.14 At T.Y.B.Sc. each theory paper shall be covered in four lecture periods per week. Each practical shall be covered in four periods per week. The experimental work prescribed for practicals shall normally be connected with the content of the theory papers and shall normally contain not less than 15 experiments per practical. The duration of each lecture period and practical periods shall be of 45 minutes each.

OC-13.15 (Effective from 1st July, 2009) For all Science subjects except Computer Science the strength of a batch for practical shall be ordinarily 15, for Computer Science, the strength of a batch for practicals shall be 10 students.

(Effective from 1st July, 2009) The following tables shall be followed for preparing practical batches.

Table 1 (For all science subjects with practical component)		
Batch No	Student strength	Remarks
1st	1-15	No fresh batch to be started till number exceeds 20
2nd	21-30	No fresh batch to be started till number exceeds 35
3rd	36-45	No fresh batch to be started till number exceeds 50
4th	51-60	No fresh batch to be started till number exceeds 65
5th	66-75	No fresh batch to be started till number exceeds 80
6th	81-90	No fresh batch to be started till number exceeds 95
7th	96-105	No fresh batch to be started till number exceeds 110
8th	111-120	No fresh batch to be started till number exceeds 125

(Effective from 1st July, 2009)

Table 2 (For Computer Science)		
Batch No	Student Strength for Computer Science	Remarks
1st	1-10	No fresh batch to be started till the number exceeds 15
2nd	16-20	No fresh batch to be started till the number exceeds 25
3rd	26-30	No fresh batch to be started till the number exceeds 35

Table 3 (for Computer Science)

Batch No.	Student strength for Computer Science
1st	1 – 10
2nd	11 – 20
3rd	21 – 30

OC-13.16 The pattern for assigning the students in a Project paper shall be as under:

Batch No.	No. of students	Batch No.	No. of students
1st Batch	1 to 10 students	6th Batch	51 to 60 students
2nd Batch	11 to 20 students	7th Batch	61 to 70 students
3rd Batch	21 to 30 students	8th Batch	71 to 80 students
4th Batch	31 to 40 students		81 to 90 students
5th Batch	41 to 50 students		

OC-13.16.1 The guidance provided by a teacher to a batch of not more than 10 students and not less than 5 students for the Project paper shall be considered equivalent to four lecture periods per week per batch. However, the work of any teacher guiding a batch less than 5 students for the Project paper shall be deemed equivalent to 2 lecture periods per week for that batch.

OC-13.17 The Principal of a College may permit a student of his College to change on or before 31st July of an Academic Year one or more optional subjects offered by a student at the time of admission.

OC-14 Ordinance relating to the Three Year Integrated degree of Bachelor of Commerce (Under Section 24(1) of the Goa University Act, 1984).

OC-14.1 The course for the degree of Bachelor of Commerce (B.Com.) shall be of three years duration.

OC-14.2 A candidate for being eligible for admission to the three year integrated course leading to the degree of Bachelor of Commerce (B.Com.) must have passed:

A. The Higher Secondary School Certificate (Std. XII) Examination conducted by the Goa State Board of Secondary and Higher Secondary Education in the following subjects:

(i) English (Higher Level or Lower Level)

(ii) Any one of the Modem Indian Languages or Modem Foreign Languages (Higher- Level or Lower Level)

(iii) to (vi) Four other subjects from among the subjects mentioned below: **OR**

(iii) To (vi) Three subjects from among the subjects mentioned below and one subject from among the remaining optional subjects prescribed for the H.S.S.C. Examination.
i) Economics ii) Book Keeping and Accountancy iii) Organization of Commerce
iv) Geography v) Mathematics and Statistics vi) Secretarial Practice
vii) Co-operation **OR**

B. The Higher Secondary Certificate (Std. XII) Examination in vocational stream conducted by the Goa State Board of Secondary and Higher Secondary Education in one of the following subjects:

1. Office Secretaryship/Stenography 2. Accountancy & Auditing 3. Marketing and Salesmanship 4. Programme Assistant 5. Insurance 6. Industrial Management 7. Commercial Garment Designing & Making **OR**

C. Must have passed the examination of another University or Body recognized as equivalent thereto.

OC-14.3 Students migrating from any other recognized University may be considered for admission to S.Y.B.Com. or TY.B.Com. provided that:

(i) They have passed the First Year or First Year and Second Year Examination respectively in all the subjects from that University.

(ii) They should have offered at the First Year/Second Year the same subjects available under the scheme of this University.

OC-14.4 Scheme of Papers:

OC-14.4.1 A student for the three year integrated degree course shall be required to offer 24 papers carrying 100 marks each. The year-wise scheme of these papers shall be as under:

F.Y. B.Com. (8 papers)

1. English 2. Geography of Resources 3. Business Economics Paper - I 4. Mathematical Techniques 5. General Management 6. Accounting and Financial Management - Paper I 7. Computer Awareness 8. Elective Course - Paper I

S.Y. B.Com. (8 papers)

1. Business Communication 2. Business Environment 3. Business Economics-Paper II 4. Business and Industrial Laws 5. Accounting and Financial Management - Paper II 6. Statistical Techniques 7. Business Organization 8. Elective Course Paper - II.

T.Y. B.Com. (8 papers)

1. Industrial Organization and Management 2. Business Economics - Paper III 3. Application Oriented Course - Paper I 4. Application Oriented Course - Paper II 5. Elective Course - Paper III 6. Elective Course - Paper IV 7. Elective Paper – V.
8. Project work in the chosen area (Elective Course).

Subjects

The following shall be the subject prescribed under the **Application Oriented Courses**:

1. Export Management 2. Marketing Research 3. Regulation of Trade Practice 4. Farm Management including Financing 5. Advertising 6. Co-operative Management 7. Labour Welfare and Industrial

Relations 8. Mass Communication 9. Tourism and Hotelry 10. Rural Industrialization 11. Introduction to Journalism 12. Rural Banking 13. Management of Small Scale Industry 14. Computer Systems 15. Portfolio Management 16. Sociology of Development 17. Industrial and Organization Psychology 18 . Industrial and Organization Psychology 19. Political Science, Development Administration Public Administration 20. Environmental Science 21. Entrepreneurship.

Students shall be required to select two of the subjects at T.Y.B.Com.

The following shall be the subjects prescribed under the **Elective Courses Group**:
1. Financial Accounting, Auditing & Taxation 2. Cost Accounting and Management Account 3.Business Management 4. Banking and Finance 5. Quantitative Techniques & Operations Research 6. Actuarial Science & Principles of Insurance 7. Company Secretarial Practice 8. Applied Economics.

(Students shall be required to select one subject in First Year).

OC-14.5 Field Work cum Project Work Oriented Group

OC-14.5.1 Students offering a subject under the Elective Group shall be required to complete one Project in an area related to that subject.

OC-14.5.2 The project shall be based on field work library work or any similar work assigned by the concerned teacher on topics identified by him and shall be considered equivalent to a paper carrying 100 marks. The teacher may assign a project to each student individually or to a group of students comprising not more than 6 students.

OC-14.6 Scheme of instruction shall be as follows:

OC-14.6.1 The number of lectures assigned to each paper in a subject shall be three per week. In addition, one tutorial period per week per batch shall be assigned to each paper in a subject. The size of each tutorial batch shall not ordinarily exceed 40 students. The duration of each lecture period and tutorial period shall be 45 minutes.

OC-14.6.2 The guidance provided by a teacher to a batch of 10 students assigned to him for project work shall be deemed to be equivalent to four periods of instruction per week. Ordinarily a teacher shall be assigned a batch comprising not more than ten students for guidance. If the number of students is less than five, the guidance to students by a teacher shall be deemed to be equivalent to two period of instruction per week.

The pattern for assigning students in the project paper shall be as under:

Batch No.	Student No.	Batch No.	Student No.	Batch No.	Student No.
1st	1 to 10	4th	31 to 40	7th	61 to 70
2nd	11 to 20	5th	41 to 50	8th	71 to SO
3rd	21 to 30	6th	51 to 60	9th	SI to 90

OC-14.7.1 The Principal may permit a student of F.Y.B.Com. class of his college to change on or before 31st July, the Elective subject offered by the student at the time of admission.

OC-14.7.2 The Principal may permit a student of T.Y. B.Com. class of his college to change on or before 31st July of the year one or more Application Oriented subjects offered by the student at the time of admission.

OC-15 Ordinance for the Degree of Bachelor of Pharmaceutical Science of the Goa University
(Under Section 24(1) of the Goa University Act, 1984).
(Revised Four Year Course according to AICTE Norms)

A candidate for the examination for the degree of B. Pharm. Sciences produce a certificate to the effect that he/she has passed

OC-15.1 (Effective from 14th June, 2012) A candidate for being eligible for admission to the B. Pharm course must have:

(i) Passed the Higher Secondary School Certificate (Std. XIIth) examination of the Goa Board of Secondary and Higher Secondary Education or its equivalent examination (excluding SSSE of National Open School) with English, Physics and Chemistry as compulsory subjects with one of the following subjects Mathematics/Bio-Technology/Computer Science/Biology and secured not less than 45% marks in the aggregate of subjects of Physics and Chemistry, with one of the following subjects Mathematics/Bio-Technology/Computer Science/Biology (40% for the applicants belonging to SC, ST and OBC only).

(ii) Appeared and obtained a valid score at the Goa Common Entrance Test (GCET) conducted by the Government of Goa for the year of admission.

OC-15.2 A candidate for the degree of B. Pharmacy Sciences shall be required to pass four examinations conducted by this University viz., the First, the Second, the Third and the Fourth B. Pharmacy Sciences.

OC-15.3 The course of study for the degree of B. Pharmacy Sciences shall be of eight terms duration.

OC-15.4 Failure to pass the First, the Second and the Third B. Pharmacy Sciences examination shall not disqualify the candidate from presenting himself on a subsequent occasion on a new application being forwarded and fresh fee paid. However, for fourth B. Pharmacy Sciences, failure to pass the Fourth B. Pham. Sciences Examination after four attempts shall disqualify the candidate from presenting himself as candidate on any subsequent occasion.

OC-15.5 As a part of curriculum every candidate for the degree of B. Pharmacy Sciences shall be required to work for at least four weeks in an approved Pharmaceutical manufacturing house or in an approved hospital or in an approved drug store where operations relevant to his course of study are carried out, at the end of the Third year of the course and shall produce a satisfactory report of work and attendance to the Head of the College/Institution who in turn shall send all the certificates to the Registrar, Goa University. Failure to submit the certificate of training shall make candidate ineligible from appearing for the Final B. Pharmacy Sciences examination.

OC-15.6(a) To ensure the uniform attention of students to their work throughout each year of their study, the marks of each examination shall be awarded jointly on the basis of the annual University examination and periodic test. Eighty percent of marks shall be allotted to each of the theory papers and practical examinations held by the University and twenty percent marks to the periodic tests in respective subject heads of theory and practical conducted by the College as part of the University examination.

(b) There shall be maximum three periodic tests in theory subjects throughout each year of study. Out of which two best performances in theory shall be sent to the University. In practical subjects, there shall be only two such tests prior to the University Examination in each subject. Marks of both these tests shall be sent to the University.

All periodic test marks shall be submitted in a sealed cover to the University prior to the commencement of the University examination.

(c) The marks obtained by students in such tests shall be recorded in the Office of the College/Institution. Within a fortnight after each test and the cumulative percentage of final marks earned thereon communicated to the Registrar of the University by the Head of the College/Institution before the date of the commencement of the annual examination.

(d) The marks obtained by candidates in the periodic tests shall be carried over to subsequent examination unless fresh periodic test marks are submitted.

(e) Fresh periodic tests shall not be conducted by the respective colleges/institutions to give an opportunity to improve on the candidate's previous performance. The fresh periodic test shall be conducted only for the failures at the University Examination in the respective subject heads subsequent to their appearing at the said University Examination.

Periodic tests for the students, who have failed at the University Examination, shall be held only in one consolidated test covering the entire syllabus of the respective subjects.

Further, in case of students who have failed in the University examination for want of aggregate total of 50% but passing in all subjects, the student may be allowed to appear for periodic test for the subject he chooses for the University Examination. The periodic test shall be given in one consolidated test covering the entire syllabus of the respective subject.

(f) The candidates whose marks are thus carried over as per OC-15.6(d) and (e) shall be eligible for class.

OC-15.7 No candidates shall be admitted to the First, Second, Third and Fourth B. Pham. Sciences examination unless he produces satisfactory testimonials of having previously passed

(i) Higher Secondary School Certificate Examination of Goa Board or equivalent examination.

(ii) The First B. Pharmacy Sciences Examination of this University and/or Second B. Pharmacy Sciences and/or Third B. Pharmacy Sciences Examination of this University respectively and kept two terms in the College/Institution recognized for the purpose by this University.

OC-15.8 Notwithstanding anything contained in OC-15.7, a candidate who has failed to pass the First or the Second or the Third B. Pharmacy Sciences examination, but has passed in all but one of the subject heads and also obtained an aggregate of at least 50 per cent of the total marks in these subject heads taken together, shall be allowed to keep terms and to appear for the next higher examination viz., the Second or the Third or the Fourth B. Pharmacy Science Examination, as the case may be, after keeping two terms, but will not be declared to have passed the next higher examination under any circumstances unless he has reappeared (i) in the subject of the First, the Second or Third B. Pharmacy Sciences examination in which he/she had failed or (ii) in one of the subjects if the First, Second or the Third Year B. Pharmacy Sciences Examination as the case may be, if his failure to pass that examination was only on account of his failure to obtain 50% of the total marks obtainable in the whole examination and has passed in that one subject obtaining such marks as may be, required to secure at least 50 per cent of the total marks obtainable in the whole examination as required by OC-15.6 and for the purpose of deciding whether a

candidate has secured 50 per cent of the total marks obtainable in the whole examination referred to above, the marks of the candidate at the previous examination in all but one of the subject head in which he/she has reappeared shall be carried over.

OC-15.9 To pass the First, Second, Third or Fourth B. Pharmacy Sciences Examination, a candidate must obtain at least
1) 40 per cent of the marks in each theory head (excluding periodic test marks)
2) 40 per cent of the marks in each practical exam (excluding periodic test marks)

Note: The theory and practical in a subject shall be construed as separate heads of the examination.

OC-15A New Ordinance relating to the Degree of Bachelor of Pharmacy (B.Pharm.) Course
(With effect from the academic year 2011-12)

OC-15A GENERAL

OC-15A.1 Objectives
The growth of the pharmaceutical industry sector is tremendous over the last few decades due to the technological and intellectual advancements contributed by pharmacy graduates. The need for pharmacy graduates is ever growing in the health sector too recently as community pharmacists with the vision of various organizations to provide health for all.
Pharmacy graduates are required to acquire knowledge and be equipped with necessary skills to work competently in pharmaceutical industry and to practice the profession of pharmacy. The graduate should have knowledge of drug design and synthesis, drug analysis, mechanism of action of drugs, drug interactions, herbal medicines, designing of pharmaceutical dosage forms, quality assurance and storage. The graduates should also comprehend the concept of community pharmacy and be able to participate in health care programmes and act as a vital link between the Physician and Patients for achieving better health of community. The graduates should be able to detail the physicians and market the dosage forms for diagnosis, prophylactic and therapeutic purposes.

OC-15A.2 Duration of Course: The duration of the Course shall be four academic years. Each year shall be divided into two semesters. The duration of each semester will be 18 weeks (90 instructional days).

OC-15A.3 Degree to be awarded: Bachelor of Pharmacy (B. Pharm.)

OC-15A.4 Eligibility for Admission
1. Entry levels into the course shall be at the beginning of the Semester I or at the beginning of the Semester III (for candidates who have passed Diploma in Pharmacy Examination).
2. Eligibility criteria for admission to first year of degree course in Pharmacy:
    a) Candidate should be an Indian National and should have passed the HSSC (Std XII) Examination of Goa State Board of Secondary and Higher Secondary Education or its equivalent examination with subjects English, Physics & Chemistry as compulsory subjects along with one from Mathematics/Computer Science/ Biotechnology/Biology AND secured minimum 50% marks (minimum 45% marks in case of candidates belonging to SC, ST and OBC) in the subjects Physics, Chemistry and Biology/Mathematics/Biotechnology/Computer

Science added together (For the purpose of preparing the merit list, the highest marks obtained in any one of the subjects of Mathematics/ Computer Science/ Biotechnology/ Biology,shall be considered) *and* obtained a positive score at Common Entrance Test conducted by Directorate of Technical Education, Government of Goa, for the year of admission.

b) As per the Regulations of Pharmacy Council of India, candidates passing Senior Secondary School Examination conducted by National Open School, New Delhi are not eligible for admission.

3. Students from other University/Board shall be admitted only on production of a provisional statement of eligibility issued by the University.

4. Eligibility Criteria for Direct Admission at the entry level of Semester III (Second Year B. Pharm.) of the course:

The candidate who has passed the final examination leading to the post Higher/Senior Secondary two year Diploma Course in Pharmacy conducted by the Board of Technical Education, Goa State, or equivalent examination from the Institute approved by the Pharmacy Council of India and with minimum 50% marks, and obtained a positive score at Common Entrance Test for Lateral entry admission to Semester III conducted by Directorate of Technical Education, Government of Goa for the year of admission.

OC-15A.5 COURSE STRUCTURE

(i) Number of Courses

The number of theory papers and practicals for the Bachelor of Pharmacy course shall be as recommended by the Board of Studies in Pharmacy from time to time.

(ii) Contact hours

Each semester ordinarily shall be of 18 weeks of instructional period. The examination for that semester shall be held during or after the 19th week after the commencement of the semester. Instruction for each course shall be of 2 hours for theory or 4 hours for practical per week.

OC-15A.6 SCHEME OF EXAMINATION

There shall be a University examination (Regular and/or Repeat) at the end of each semester. The duration of the University examination for each course shall be of 2 hours for theory or 4 hours for practical.

(i) Total marks assigned to the Paper/ Practical

Each paper shall be of 50 marks, out of which 10 marks in each paper shall be assigned to internal assessment/ internal tests and 40 marks on the basis of University examination at the end of the semester in both theory and practicals separately.

(ii) Pattern of Evaluation

Each theory paper & practical shall be of 50 marks, out of which the candidate shall be examined for 40 marks University examination on the basis of paper setting & evaluation by external and internal examiners. Remaining 10 marks in each paper shall be assigned to internal assessment/ internal tests in both theory and practicals separately.

(A) Internal Tests:

(a) One internal test shall be conducted for each course/paper (theory or practical) by the Institution after 12 weeks. One retest or an improvement test shall be conducted for each course/paper for repeaters.

(b) The duration of internal test for theory and practical in each course/paper shall be of 1 hour and 4 hours respectively**.**

(c) Any candidates remaining absent for the internal tests shall be treated as not-appeared for the test and shall be treated at par with other candidates who have appeared for all the tests. However, candidates absent on genuine grounds shall be permitted to appear for the examination which shall be decided by the Head of the Institution/College.

(d) For failures/ ATKT students, the marks of the internal tests shall be carried over.

OC-15A.7 Allowed To Keep Term (ATKT) Rules:-

(i) A candidate shall be eligible for ATKT under the conditions as specified below:

(a) The candidate should not fail in more than 2 theory and 1 practical heads of odd and even semester of the Academic year taken together.

(b) The candidate should have secured 50% marks on the aggregate.

(c) The candidate passing in all subjects but has failed because of lack of aggregate 50% marks of the total marks obtainable in theory and practical taken together. However, the candidate has an option to choose the number of papers to reappear and obtain the required aggregate of 50% marks. In such cases the candidate shall not claim the benefit of earlier marks in case they fail to improve the percentage in any paper.

(d)If a candidate having ATKT remains absent in the subsequent examinations, the ATKT continues.

Eligibility to move to the higher semester/year

To move to semester III	**Should have cleared Semester I & II** **OR** **Should be eligible for ATKT for Semester III**
To move to semester V	**Should have cleared semester I,II,III & IV *OR*** **Should have cleared semester I & II and eligible for ATKT for semester V**
To move to semester VII	**Should have cleared semester I,II,III,IV,V & VI *OR*** **Should have cleared semester I,II,III & IV and eligible for ATKT for semester VII**

(ii) A candidate failing in Semester I, III, V and VII shall be promoted to next higher semester i.e. II, IV, VI and VIII irrespective of the number of papers in which he/she is failing.

OC-15A.8 Exemption Provision

(1) Candidates are eligible to claim exemption in a paper(s) and/or practicals provided he/she have obtained 50% marks in the head of passing.

(2) Candidates who have failed but have obtained the overall aggregate of 50% marks, he/she shall necessarily appear in the papers they have failed in.

(3) Candidates who have not obtained the overall aggregate of 50% marks, may opt to reappear in any number of papers, to enable them to obtain the prescribed passing percentage. In such cases the candidates shall not claim the benefit of earlier marks in case they fail to improve the percentage in any paper.

OC-15A.9 Provisions related to repeat examinations

A candidate who has failed in a particular semester or has ATKT shall be allowed to appear for the repeat examination on a new application being forwarded and a fresh fee paid. A candidate must submit the prescribed application form along with fees. A candidate must appear for the examination in the place and time as decided by the admitting Institute/the University as the case may be.

OC-15A.10 Minimum requirements for Passing, Grading and Award of Degree

(i)The maximum marks for each paper shall be 50 and minimum marks for passing the paper shall be 20 (40%). However an aggregate of 50% of total marks shall be secured by the candidate for passing the semester. No separate passing is prescribed for internal test.

(ii) A candidate shall be considered as passed in the paper when he/she has secured the minimum marks prescribed for the Semester Examination.

(iii) A candidate shall be considered as having passed the Semester only when the candidate passes in all the papers and obtains overall a minimum of 50% of the aggregate marks prescribed for the Semester.

(iv) The total duration available for the students to complete the course shall be two times the actual duration prescribed for the course.

(v) The internal test marks shall be carried forward.

(vi) The general Ordinance pertaining to grace marks and revaluation shall be applicable.

(vii) The degree of Bachelor of Pharmacy shall be awarded to the candidates who have passed all the eight semesters and successful completion of the field training as specified under Ordinance OC-15A.11. Class shall be awarded to the candidates on the basis of total marks obtained in semester VII & VIII independently in one and the same sitting.

The classes are as under:

(a) 70% and above - Distinction
(b) 60% and above but below 70% - First Class
(c) 50% and above but below 60% - Second Class
(d) A student who does not clear all the paper of the examination in one and the same sitting is not eligible for any Class/Distinction/Honours. The remark against his/her result will be “Passes”.

(viii) Candidates who have not passed Semester VII and/or VIII in one sitting and desire to obtain class shall be required to reappear for the examination in all the papers on payment of fees with fresh application. Consequently, the candidate shall forfeit all the previous marks and results of all the papers of the

semester for which he/she has reappeared for the examination. However, marks obtained at internal test shall be carried forward.

OC-15A.11 FIELD TRAINING/ WORK AT THE COURSE OF STUDY

Every candidate shall be required to work for at least four weeks in a Pharmaceutical Industry or Pharmacy or Hospital or Pharmaceutical Research and Development Organization or Public Testing Laboratory (Pharmaceuticals) at the end of the Semester VI of the course of study, and shall submit satisfactory report of such work to the Head of the candidate's Institute, who in turn will forward it to the University.

OC-16 Ordinance relating to the examination in the Faculty of Medicine the Degree of Bachelor of Medicine & Bachelor of Surgery (M.B.B.S.)* (Under Section 24(1) of the Goa University Act, 1984).

General

OC-16.2 Admission to the First M.B.B.S. course shall be made by 1st August in each academic year

OC-16.1 (Effective from 11th June, 2012) Eligibility for admission to First Year M.B.B.S.

Candidates for the Degree of MBBS for being eligible for admission to the Medical College affiliated to this University must have:

(i) Completed the age of 17 years on or before 31st December of the academic year of admission to become eligible for admission to First Year.

(ii) Passed the Higher Secondary Certificate (Std. XIIth) examination of Goa Board of Secondary and Higher Secondary Education or its equivalent examination with English and secured not less than 50% marks in the aggregate of subjects of Physics, Chemistry and Biology taken together (40% for the applicants belonging to SC, ST and OBC only and 45% for applicants belonging to PH category).

(iii) Appeared and obtained a valid score at the Goa Common Entrance Test (GCET) conducted by the Government of Goa for the year of admission.

OC-16.3 Number of working days in each year shall not be less than 240 (two hundred and forty) inclusive of the days of the examinations.

OC-16.4 Candidates for the Degree of M.B.B.S. shall be required to undergo a period of certified study extending over 4 ½ academic years, consisting of 9 semesters. After a period of study extending over two semesters or one year in the subjects specified in OC-16.5, the candidates, on production of necessary certificates and the payment of examination fees, shall be entitled to appear for the First M.B.B.S. Examination. After passing the First M.B.B.S. Examination for which they shall be allowed four attempts (actual examinations) provided that the four attempts are taken within a period of three years from the date of admission to the course, candidates shall be required to spend 7 semesters or three and one half years in a continuous study of Para-Clinical and Clinical group of subjects and pass the Second M.B.B.S. Examination before being entitled to appear for the clinical subjects in Final M.B.B.S. Part-I Examination. Only those candidates who pass the Final M.B.B.S. Part-I Examination, shall be allowed to appear for the Final M.B.B.S.

* The First M.B.B.S. course comes into force with effect from academic year 1997-98 and the examination under the said course will be held for the first time in June 1998.

Part-II Examination. The Degree of M.B.B.S. shall not be conferred on a candidate unless he has successfully undergone the Compulsory Rotatory Internship Training of 12 months duration in the manner prescribed in OC-16.36 subsequent to his/her passing the Final M.B.B.S, Examination.

OC-16.5 Every student shall undergo a period of training extending over 4 ½ academic years divided into 9 semesters. The period of 4 ½ years shall be divided into three phases as:

(a) **Phase-I** (2 semesters) - consisting of Pre-clinical subjects (Human Anatomy, Physiology including Bio-Physics, Bio-chemistry and introduction to Community Medicine including Humanities). Besides 60 hours for introduction to Community Medicine including Humanities, rest of the time shall be somewhat equally divided between Anatomy and Physiology plus Biochemistry combined (physiology 2/3 and Biochemistry 1/3) as in schedule OSC-4.7. . .

(b) **Phase-II** (3 semesters) - consisting of para-clinical/clinical subjects. During this phase, teaching of para-clinical and clinical subjects shall be done concurrently and collaterally. The para-clinical subjects shall consist of Pharmacology, Pathology, Microbiology, Forensic Medicine including Toxicology and part of Community Medicine. The clinical subjects shall consist of all those detailed below in Phase III. Out of the time for para-clinical teaching, approximately equal time shall be allotted to Pharmacology, Pathology, Microbiology, and Forensic Medicine and Community Medicine combined (1/3 Forensic Medicine and 2/3 Community Medicine) as shown in schedule OSC-4.14.

(c) (effective from 22nd December, 2009) Phase-III **(Continuation of study of clinical subject for seven semesters after passing Phase-I) – The clinical subjects to be taught during phase II and III are Medicine and its allied specialities, Surgery and its allied specialities, Obstetrics and Gynecology and Community Medicine.**

Medicine and its allied specialities training shall include General Medicine, Pediatrics, Tuberculosis and Chest Diseases, Skin and Sexually Transmitted Diseases, Psychiatry, Infectious Diseases , etc. The Surgery and its allied Specialities shall include-General SurgeryOrthopedic Surgery including Physiotherapy and Rehabilitation, ophthalmology, Otorhinolaryngology Anesthesiology, Dentistry, Radiotherapy, Radiodiagnosis etc. The Obstetrics and Gynecology training shall include Family Planning and Family Welfare.

The time for teaching clinical subjects from 3rd to 9th semester shall be as shown in Schedule OSC-4.21 and OSC-4.28 respectively for Third M.B.B.S. Part-I and Part-II Examinations.

Candidates, before presenting themselves for the University Examination as in schedule OSC-4.6 at the end of the First M.B.B.S., Second M.B.B.S., Third M.B.B.S. Part-I and Third M.B.B.S. Part-II courses of study, shall have combined 75% attendance in theory and in non-lecture teachings i.e. seminars, group discussions, tutorials, demonstrations, practicals, hospital postings, bed-side clinics, etc. in each subject of the examination at the time of filling the examinations form and shall produce certificates from the Head of the Department/Dean of the Medical College of having satisfactorily completed the course of study (both in theory and practicals) in the subject of examination.

OC-16.6 The phase distribution and the timing of the examinations shall be as under:

Phase	Semester distribution			Time of University Examination
	6 Months	6 Months	6 Months	
I	1	2		1st Professional Examination (during Second Semester)
II	3	4	5	2nd Professional Examination (during fifth Semester)
III - Part I	6	7		3rd Professional Part-I Examination (during seventh Semester)
III - Part II	8	9		3rd Professional Part-II Examination (during ninth Semester)

Note:
(a) Passing in 1st Professional is compulsory before proceeding to Phase II training.

(b) A student who fails to pass in the 2nd Professional Examination shall not be allowed to appear in 3rd Professional Part-I Examination unless he/she passes all subjects of 2nd Professional Examination.

(c) Passing in 3rd Professional (Part-I) Examination is not compulsory before entering for 8th and 9th semester training; however, passing in 3rd Professional Part-I is compulsory for being eligible for 3rd Professional Part-II examination.

OC-16.7 During the 3rd to the 9th Semesters, clinical postings of three hours duration daily as specified in the table below shall be followed for the various departments after Introductory Course in Clinical Methods in Medicine and Surgery each of 2 weeks duration for the entire class:

Total Subjects	3rd Semester (Wk.)	4th Semester (Wk.)	5th Semester (Wk.)	6th Semester (Wk.)	7th Semester (Wk.)	8th Semester (Wk.)	9th Semester (Wk.)	Total Weeks
General Medicine $	6	-	4	-	4	6	6	26
Paediatrics	-	2	-	2	2	4	2	10
TB &. Chest Diseases	-	2	-	-	-	-	-	02
Skin & VD	-	2	-	2	-	2	-	06
Psychiatry	-	-	2	-	-	-	-	02
Radiology*	-	-	-	-	2	-	-	02
General Surgery@	6	-	4	-	4	6	6	26
Orthopedic#	-	-	4	4	-	-	2	10
Ophthalmology	-	4	-	4	-	-	2	10
E.N.T.	-	4	-	4	-	-	-	08
Obst. + & Gynaec. (including family welfare)	2	4	4	-	4	4	6	24
Community Medicine	4	4	-	4	-	-	-	12
Casualty	-	-	-	2	-	-	-	02

Total Subjects	3rd Semester (Wk.)	4th Semester (Wk.)	5th Semester (Wk.)	6th Semester (Wk.)	7th Semester (Wk.)	8th Semester (Wk.)	9th Semester (Wk.)	Total Weeks
Dentistry	-	-	-	-	2	-	-	02
Total (in weeks)	18	22	18	22	18	22	22	142

$ The posting in General Medicine includes exposure to laboratory medicine and infectious diseases.
* The posting in Radiology includes training in Radio Diagnosis and Radio Therapy.
@ The posting in Surgery includes exposure to dressing and Anaesthesia.
# The posting in Orthopaedics includes exposure to Rehabilitation and Physiotherapy.
+ The posting in Obstetrics includes maternity training and family medicine with the 3rd semester posting being in Family Welfare Planning.

OC-16.8 Candidates, before presenting themselves for the University Examination as in schedule OSC-4.6 at the end of the First M.B.B.S., Second M.B.B.S., Third M.B.B.S. Part-I and Third M.B.B.S. Part-II courses of study, shall complete 75% attendance in theory and 80% attendance in non-lecture teachings i.e. seminars, group discussions, tutorials, demonstrations, practicals, hospital postings, bed-side clinics, etc. in each subject of the examination at the time of filling the examination form and shall produce certificates from the Head of the Department/Dean of the Medical College of having satisfactorily completed the course of study (both in theory and practicals) in the subject of examination[*].

OC-16.9 Candidates, for being eligible to appear in the University Examination under the Ordinance OSC-4.6 in a particular subject, must have secured at least 50% marks of the total marks fixed for internal assessment in that subject. Weightage of internal assessment shall be 20% of the total marks in each subject[**].

OC-16.10.1 Failure to pass an examination shall not debar candidate from appearing at any, subsequent examination on the submission of a new application, the payment, of fresh fees and the production of the certificates showing that they have, during the interval between the declaration of their failure and subsequent reappearance at the examination, pursued a further course of study in the subject of the examination to the satisfaction of the Head of the Medical College and attained an attendance of 75% in lectures and 80% in non-lecture teachings such as practicals, demonstrations, seminars, group discussions, tutorials, bed-side clinics, etc. For passing the First M.B.B.S. candidates shall be permitted not more than four chances (actual examinations) provided the four chances are taken within a period of three years from the date of their admission to the first M.B.B.S. course. Candidates failing to pass the First M.B.B.S. Examination in four chances shall be debarred from continuing further medical studies under this University.

OC-16.10.2 Candidates shall be deemed to have failed to pass an examination under the provision of this Ordinances if their names have been submitted by the Dean of the Medical College for inclusion in the list of candidates appearing for the examination and if the candidates have failed to pass the examination either because they have not attained the standard of passing or because they have been absent from the whole examination or from any part of it.

OC-16.11.1 To pass in each subject of the examination the candidate shall obtain 50% of the full marks in the aggregate with a minimum of 50% in the theory including orals and minimum of 50% in practical examination separately in one and the same sitting.

OC-16.11.2 A candidate who has passed any of the subject of the examination by obtaining 50% marks

[*] This Ordinance shall come into force with effect from the academic year 1997-98.
[**] The provisions of this Ordinance shall be applicable to the candidates entering First M.B.B.S. course from academic year 1997-98.

as mentioned above shall be exempted from appearing in that subject at the subsequent examination and shall be declared to have passed the whole examination when he has passed in all the subjects in that examination.

OC-16.12 The subject or subjects in which successful candidates may have distinguished themselves shall be shown in the mark list. In order to obtain distinction in any of the subjects of the examination, a candidate shall obtain 75% of the full marks allotted to that subject without any grace marks in that subject.

OC-16.13 (effective from 14th July, 2005) The grace marks up to a maximum of five marks may be awarded at the discretion of the University to a student who has failed only in one subject that is theory and / or practical but has passed in all other subjects of that examination.

OC-16.14 There shall be no revaluation of answer books of written test(s) in any of the subject(s) of the examinations.

OC-16.15 Except as otherwise provided, only those candidates shall be eligible for University awards who pass the whole examination, at one and the same sitting at the first attempt without any grace marks in any subject of the examination, in the July session for the First, and the January session for the Second, and Part-I and Part-II of the Third M.B.B.S. Examination.

OC-16.16 No person shall be appointed as an examiner in any of the subjects of the M.B.B.S. examinations, unless he has taken at least 5 years previously a doctorate degree of a recognized university or an equivalent qualification in that particular subject of the examination and has had at least 5 years of total teaching experience in that subject at undergraduate level at a faculty position in a college affiliated to a recognized University. There shall be a minimum of 4 examiners of which not less than 50% shall be external examiners. Of the 4 examiners, the senior most internal examiner shall act as Convenor. The External examiners shall not be from the same University and preferably be from outside the State. The External examiners shall rotate at an interval of 2 years. There shall be a Chairman of the Board of paper setters who shall be an internal examiner and shall moderate the questions.

First M.B. B.S. Examination*

OC-16.17 Candidates, entering upon the courses in the academic year 1997-98 and thereafter before admission of the First M.B.B.S. Examination under OC-16.08 shall produce certificates of having attended, over a period of 2 academic semesters, the following courses to the satisfaction of the Head of the College:
i) Human Anatomy ii) Human Physiology including Bio-physics iii) Human Biochemistry iv) Community Medicine

Provided that there shall be no University Examination in the subject of Community Medicine at the end of the pre-clinical course of study.

1. **Human Anatomy**: The course shall comprise of
(a) Principles of human embryology; (b) Principles of human genetics; (c) Histology; and (d) Gross Anatomy of the entire human body including living anatomy and applied anatomy.

The practical teaching in Gross Anatomy should be done by the students dissecting the human body along with demonstrations of dissected parts, bones, models and charts. The practical training in Histology includes the principles of histological techniques but excluding block making, section cutting and staining.

* The examination under this Ordinance shall be held for the first time in June 1998.

The teaching in the subject of Human Anatomy shall be done in the form of lectures, demonstrations, tutorial, seminars, group discussions, electives, etc. with special emphasis on the applied aspect of the subject and integrated teaching.

2. **Human Physiology including Bio-Physics**: The course shall comprise of:
(a) General and systemic physiology of human body; (b) Principles of bio-physics as applicable to human body; (c) Growth, development, nutrition and dietetics; (d) Experimental work involving demonstration of functions of various organ systems of mammalian and other animals including use of instruments required for such demonstration for the purpose of assessment of functions in the human body; and (e) General aspects of the applied physiology and clinical human physiology.

The teaching in subject of Physiology shall be done in the form of lectures, tutorials, group discussions, demonstrations, practicals, elective work, students seminars Problem-based learning and integrated teaching.

3. **Human Biochemistry**: The course shall comprise of:
(a) The course in Biochemistry shall be oriented to human biochemistry with emphasis on the applied aspects of biochemical processes in conditions of health and diseases; (b) Biochemical examinations of samples of body fluids, etc.; and (c) Laboratory work in practical biochemistry; (d) General aspects of metabolic basis of disease.

The teaching in the subject of Human Biochemistry shall be done in the form lectures, tutorials, demonstrations, practicals, group discussions, seminars elective, etc. and integrated teaching.

4. **Community Medicine**: During the pre-clinical period, the students shall undergo the course of instructions for introducing them to Community Medicine.

(a) Introduction to community Medicine including History of Medicine; (b) Role of nutrition in health and diseases; (c) Concepts in health and Health for All; (d) Principles of sociology including demography, population dynamics, elements of bio-statistics, social factors related to health and diseases, urban and rural societies impact of urbanisation on health and disease, community behaviour and ecology; (e) Health Education; (f) Genetics; (g) Environmental hygiene;

Note: (1) The teaching of Community Medicine shall be in the form of 60 hours of lectures, demonstrations and seminars.

OC-16.18 Candidates having been admitted to the M.B.B.S. course shall not ordinarily be allowed to migrate; however migration of the candidate from the college affiliated to this University to another Medical College in India or vice-versa may be considered by the Medical Council of India only in exceptional cases on an extreme compassionate grounds provided that both colleges i.e. the one at which the sought are recognized by the Medical Council of India. The applicant candidate must have passed the First M.B.B.S. Examination, must apply to the concerned authorities within a period of one month of passing (declaration of results) the First M.B.B.S. examination and submit an affidavit, duly certified by the Registrar of the University to which he is seeking transfer, stating that he shall pursue 18 months prescribed study before appearing at the Second M.B.B.S. Examination at the transferee Medical College.

OC-16.l9 Failure to pass the First M.B.B.S. Examination shall not debar candidates from appearing at any subsequent examination on the submission of a new application, the payment of fresh fees, and the production of certificates showing that they have during the interval between the declaration of their failure and subsequent reappearance at the examination, pursued a further course of study in the subjects of the examination to the satisfaction of the Dean, Goa Medical College. For passing the First M.B.B.S. Examination candidates shall not be provided more than four chances (actual attempts) provided the four

chances are taken within a period of three years from the date of admission to the First M.B.B.S. course. Candidates failing to pass the First M.B.B.S. Examination in four chances shall be debarred from pursing further studies under this University.

Candidates shall be deemed to have failed to pass an examination under the provision of the above ordinance, if their names have been submitted by the Dean, Goa Medical College for inclusion in the list of candidates of the examination, and if the candidates have failed to pass the examination either because they have not attained the standard or because they have been absent from the whole examination or from any part of it.

Passing 1st M.B.B.S. Examination is compulsory before entering training for the 3rd semester.

OC-16.20 A candidate who has passed in any of the subjects of the First M.B.B.S. Examination is exempted from appearing in that subject at subsequent examination and shall be declared to have passed the whole examination when he has passed in all the subjects of the First M.B.B.S. Examination.

Second M.B.B.S. Examination

OC-16.21 No candidate shall be admitted to the Second M.B.B.S. Examination unless he has passed the First M.B.B.S. Examination and has been engaged in medical studies at a Medical College affiliated to Goa University for a period of one and one-half years or three academic semesters after passing the First M.B.B.S. Examination.

OC-16.22 Before admission to the Second M.B.B.S. Examination, under the provisions of OC-16.8, candidates shall present certificates of having attended over a period of three semesters, the following course to the satisfaction of the Head of the College:
1. Pharmacology 2. Pathology 3. Microbiology 4. Forensic Medicine and Toxicology
5. Community Medicine

1. Pharmacology

The course shall comprise of:
(a) Pharmacology including Pharmacotherapy and Toxicology of drugs with special reference to study of drugs in the Indian Pharmacopoea; (b) Introduction of clinical/applied pharmacology; (c) Experimental pharmacology through demonstrations; and (d) Principles of practical pharmacy.

The teaching in the subject of Pharmacology shall be done in the form of lectures, practicals, demonstrations, tutorials, seminars, group discussions, electives, etc. with special emphasis on the applied aspect of the subject and integrated teaching.

2. Pathology

The course shall comprise of the following:
General Pathology of diseases and their morbid anatomy; (b) Clinical and chemical pathology, and haematology of commonly encountered diseases; and (c) Laboratory diagnosis of diseases.

The teaching in the subject of Pathology shall be done in the form of lectures, demonstrations, practicals, tutorials, seminars, group discussions, electives, etc. with special emphasis on the applied aspect of the subject and integrated teaching. Teaching in Pathology and Microbiology shall be co-ordinated and reflect their close relationship with each other.

3. Microbiology

The course shall comprise of the following:
(a) Microbiology with special emphasis on preventive aspects, including introduction to the principles and practice of bacteriology, mycology, virology, etc.; (b) Parasitology with special emphasis on the prevailing parasitic diseases in India; and (c) Immunology and related phenomenon; (d) Laboratory diagnosis of common-infective syndromes.

The teaching in the subject of Microbiology shall be done in the form of lectures, practicals, demonstrations, tutorials, seminars, group discussions, electives, etc. with special emphasis on the applied aspect of the subject and integrated teaching. Teaching in pathology and microbiology shall be co-ordinated and reflect their close relationship with each other.

4. Forensic Medicine and Toxicology
The course shall consist of:
(a) A course of instructions in Forensic Medicine, Medical Jurisprudence and toxicology and (b) Candidates will be required to attend 10 medico-legal autopsies.

The teaching in the subject of Forensic Medicine & Toxicology shall be in the form of lectures, demonstrations, practicals, tutorials, seminars, group discussions, electives, etc. with special emphasis on the applied aspect of the subject and integrated teaching.

5. Community Medicine
The course shall comprise of:
(a) Screening for disease; (b) Communicable diseases; (c) Non-communicable diseases; (d) Maternal and child health and family welfare; (e) Demography and Basic Medical statistics; and (f) Occupational hearth.

The teaching in the subject of Community Medicine shall be done in the form of lectures, demonstrations, practicals, tutorials, seminars, group discussions, electives, etc. with special emphasis on the applied aspect of the subject and integrated teaching.

OC-16.23 Failure to pass the examination shall not debar candidates from appearing at any subsequent examination on the submission of a new application, the payment of a fresh fee and the production of certificates showing that they have, during the interval between the declaration of their failure and subsequent reappearance at the examination, pursued a further course of study in the subjects of the examination, to the satisfaction of the Dean, Goa Medical College.

Candidates shall be deemed to have failed to pass an examination under the above ordinance, if their names have been submitted by the Dean, Goa Medical College for inclusion in the list of candidates for the examination, and if the candidates have failed to pass the examination either because they have not attained the standard or because they have been absent from the whole examination or from any part of it.

Passing 2nd Professional Examination is not compulsory before entering training for 6th to 9th semester.

OC-16.24 A candidate who has passed in any of the subjects of the Second M.B.B.S. Examination is exempted from appearing in that subject at subsequent examination and will be declared to have passed the whole examination when he has passed in all the subjects of the Second M.B.B.S. Examination.

The Third M.B.B.S. Examination

OC-16.25 No candidate shall be admitted to the Third M.B.B.S. examination unless he has passed the Second M.B.B.S. examination and has been engaged in medical studies at the Medical College recognized by Goa University, for at least one clear term, after passing the Second M.B.B.S. Examination and for at least two and half years after passing the First M.B.B.S. Examination for Third M.B.B.S. Part-I Examination and for

at least three and half years after passing the First M.B.B.S. Examination for Third M.B.B.S. Part-II Examination.

OC-16.26 The examination in the Third M.B.B.S. shall be in two parts. The Third M.B.B.S. Part-I Examination shall be during the 7th semester of Phase III training in the subjects of Oto-Rhino-Laryngology, Ophthalmology and Community Medicine and the Third M.B.B.S. Part-II Examination shall be during the 9th semester at the end of Phase III training in the subjects of Medicine, Paediatrics, Surgery, Obstetrics and Gynaecology.

OC-16.27 The clinical postings in the subjects of Third M.B.B.S. Part-I Examination shall be as shown in table under OC-16.8. Period of posting shall not be less than three hours per day.

Third M.B.B.S. Part-I Examination

OC-16.28 Before admission to the Third M.B.B.S. Part-I Examination, under the provision of OC-16.8, candidates shall present certificates of having attended, over a period of 2 ½ years (3rd to 7th semesters), the following courses to the satisfaction of the Head of the College:
1. Oto-Rhino-Laryngology (ENT), 2. Ophthalmology 3. Community Medicine.

1. Oto-Rhino-Laryngology (ENT): The course shall consist of:
(a) Ear: Anatomy of ear, Physiology and functional tests of hearing and equilibrium, Diseases of external ear, Diseases of middle ear, middle ear surgery, diseases of mastoid, causes and management of deafness, vertigo.
(b) Nose: Anatomy and physiology of nose and paranasal sinuses, Acute and chronic rhinitis, nasa1 polyposis, epistaxis, sinusitis, Diseases of nasal septum, Foreign body in nose, tumors of nose and paranasal sinuses.
(c) Throat: Anatomy and physiology of pharynx, Acute and chronic conditions of pharynx, adenoidectomy, tonsillectomy, tumors of pharynx, naso-pharynx and laryngeal pharynx, Anatomy of larynx, tracheobronchial tree and oesophagus, Diseases of larynx, Foreign bodies in larynx and tracheoloronctial tree; Tracheostomy, endoscopic examination in ENT.

2. Ophthalmology: The course shall consist of:
(a) Applied Anatomy and Physiology of eye, Diseases of eyelids, Conjunctivitis, Trachoma, Orbital cellulites; (b) Diseases of Cornea, Eye Bank, Diseases of Sclera, Glaucoma, Ocular trauma; (c) Cataract and its management, Diseases of Retina, Introduction to recent advances in Vitreo-retinal Surgery, Slit Lamp, Refractive errors, squints; and (d) Community Ophthalmology.

3. Community Medicine: The course shall consist of:
(a) Historical perspectives, Health for All, Concepts of health and disease, Social Sciences and health, Health education and communication. (b) Principles of epidemiology and epidemiologic methods, Screening for disease, Epidemiology of communicable diseases and epidemiology of chronic non-communicable diseases and conditions. (c) Demography and family planning, Preventive medicine in obstetrics, Paediatrics and geriatrics, Nutrition and health, Genetics and health (d) Environment and health, Occupational health, Mental health (e) Health information and Basic Medical Statistics, Health planning and management, Health care of the community, Health programmes in India and International health.

OC-16.29 Failure to pass Third M.B.B.S. Part-I Examination shall not debar candidates from appearing at any subsequent examination on the submission of a new application, the payment of a fresh fee and the production of certificates showing that they have, during the interval between the declaration of their failure and subsequent reappearance at the examination, pursued a further course of study in the subjects of the examination, to the satisfaction of the Dean, Goa Medical College.

Candidates shall be deemed to have failed to pass the examination under the above ordinance, if their names have been submitted by the Dean, Goa Medical College for inclusion in the list of candidates for the examination, and if the candidates have failed to pass the examination either because they have not attained the standard or because they have been absent from the whole examination or from any part of it.

Passing in 3rd M.B.B.S. Part-I Examination is not compulsory before entering for 8th and 9th semester training; however, passing in 3rd M.B.B.S. Part-I Examination is compulsory for being eligible for 3rd M.B.B.S. Part - II Examination.

OC-16.30 A candidate who has passed in any of the subjects of the Third M.B.B.S. Part-I Examination is exempted from appearing in that subject at subsequent examination and shall be declared to have passed to whole examination when he has passed in all the subjects of the Third M.B.B.S. Part-I Examination.

Third M.B.B.S. Part-II Examination

OC-16.31 No candidate shall be admitted to the Third M.B.B.S. Part-II Examination unless, he has passed the Second M.B.B.S. examination and has been engaged in medical studies at the Medical College recognized by Goa University, for at least one clear term, after passing the Third M.B.B.S. Part-I Examination, and for at least three and half years after passing the First M.B.B.S. Examination.

OC-16.32 The clinical postings in the subjects of Third M.B.B.S. Part-II Examination shall be as shown in table under OC-16.7. Period of posting shall not be less than three hours per day.

OC-16.33 Before admission to the Third M.B.B.S. Part-II Examination, under the provision of OC-16.8, candidates shall present certificates of having attended, over a period of 3 ½ years (3rd to 9th semesters), the following courses to the satisfaction of the Head of the College.

(1) General Medicine, Therapeutics, Applied Pathology and Allied subjects (2) Paediatrics (3) Surgery including Orthopaedics (4) Obstetrics, Gynaecology, Family Planning and Neonatalogy.

OC-16.34 A failure to pass the Third M.B.B.S. Part-II Examination, shall not debar candidates from appearing at any subsequent examination, on the submission of a new application, the payment of a fresh fee and production of certificates showing that they have, during the interval between the declaration of their failure and subsequent reappearance at the examination, further pursued a course of the study in the subject of the examination to the satisfaction of the Dean, Goa Medical College.

Candidates shall be deemed to have failed to pass an examination under the above clause, if their names have been submitted by the Dean, Goa Medical College for inclusion in the list of candidates appearing for the examination, and if the candidates have failed to pass the examination because they have not attained the prescribed standard of passing.

OC-16.35 A candidate who has passed in any of the subjects of the Third M.B.B.S. Part-II Examination is exempted from appearing in that subject at subsequent examination and shall be declared to have passed the whole examination when he has passed in all the subjects of the Third M.B.B.S. Part-II Examination.

OC-16.36 Internship

Candidates for being eligible for the award of the degree of Bachelor of Medicine and Bachelor of Surgery shall be required to successfully undergo the Compulsory Rotatory Internship Training of twelve months duration, in the manner hereinafter provided, to the satisfaction of the Head of the Institution and Goa University.

OC-16.37 Compulsory Postings:

Community Medicine	3 months	Ophthalmology	15 days
Medicine	2 months	Oto-rhino-laryngology	15 days
Surgery including Orthopaedics	2 months	Casualty	15 days
Obst./Gynae. including Family Welfare Planning	2 months	Elective Postings	1 month
Paediatric	15 days	---------	--------

Elective subjects:

Elective posting shall include postings in any Two of the following subject for a. period of 15 days in each subject.

(a) Dermatology and Sexually Transmitted Diseases, (b) Psychiatry, (c) Tuberculosis and Respiratory Diseases, (d) Anaesthesia, (e) Radio-diagnosis, (f) Forensic Medicine and Toxicology, (g) Blood Bank and Transfusion Department (h) Physical Medicine and Rehabilitation/

OC-16.38 No candidates shall be admitted to the internship training programme without obtaining provisional registration with the State/Indian Medical Council.

OC-16.39 No period of Internship can be condoned by the authorities of the College or/and University without written approval of the Medical Council of India.

OC-17 Ordinances relating to the course of study for the degree of Bachelor of Dental Surgery (B.D.S.)* (Under Section 24(1) of the Goa University Act, 1984).

General

OC-17.1 (Effective from 12th June, 2012) Every candidate for being eligible for admission to a Dental college affiliated to this University must have:

(i) Completed the age of 17 years on or before 31st December of the academic year of admission to become eligible for admission to First Year.

(ii) Passed the Higher Secondary Certificate (Std. XIIth) examination of Goa Board of Secondary and Higher Secondary Education or its equivalent examination with English and secured not less than 50% marks in the aggregate of subjects of Physics, Chemistry and Biology taken together (40% for the applicants belonging to SC, ST and OBC only and 45% for applicants belonging to PH category).

(iii) appeared and obtained a valid score at the Goa Common Entrance Test (GCET) conducted by the Government of Goa for the year of admission.

OC-17.2 A candidate shall be admitted to the First, Second, Third or the Final B.D.S. examination only on producing a certificate signed by the Head of the college of having attended clinics, lectures, seminars, laboratories for not less than three-fourths of the hours of the course per term in each of the subjects and has completed the requirement of the course prescribed in each of the subjects to the satisfaction of the Head of the Department. (No changes)

OC-17.2. (a) Failure to pass the examination shall not debar candidates from appearing at any subsequent examination, on the submission of a new application, the payment of fresh fee, and the production of a certificate showing that they have, during the interval between the declaration of their failure and subsequent reappearance at the examination, pursued a further course of study in the subjects in which they wish to present themselves for the examination for the time being, to the satisfaction of the Head of a Dental College recognized by the University. Provided further that candidates who fail to pass this examination on four occasions shall not be eligible to reappear thereat. (No changes).

Candidates shall be deemed to have failed to pass the examination under the above Ordinance if their names have been submitted by the Principal of their College for inclusion in the list of candidates for the examination and if they have failed to pass the examination either because they have not attained the standard of passing or because they have been absent from the whole examination or from any part of it. (No changes).

Second Year Examination for the Degree of B.D.S.

OC-17.3. A candidate shall be admitted to this examination subsequent to his passing First Year Examination for the Degree of B.D.S. of this University and after satisfying the requirement under OC-17.2. (Amended)

OC-17.4. No candidate will be allowed to keep terms for the Second Year unless he/ she passes all the subjects of the First Year BDS Examination is conformity with schedule SOC-5.3 (Amended).

Third Year Examination of the Degree of B.D.S.

OC-17.5. A candidate shall be admitted to this examination subsequent to his passing Second Year Examination for the Degree of B.D.S. of this University and after satisfying the requirement under OC-17.2 (Amended).

OC-17.6. No candidate will be allowed to keep terms for the Third Year unless he/ she passes all the subjects of the Second Year BDS Examination is conformity with schedule SOC-5.8 (Amended).

Final Examination for the Degree of Bachelor of Dental Surgery (B.D.S.)

OC-17.7. A candidate shall be admitted to the Part I examination of the Final BDS subsequent to his passing the Third Year Examination for the Degree of B.D.S. of the University and after satisfying the requirement under OC-17.2. (Amended.)

OC-17.8 A Candidate shall be admitted to the Part II examination of Final BDS after satisfying the requirement under OC-17.2 irrespective of his/ her performance at the part-I Examination and will be permitted to appear for Part-I and Part-II examinations simultaneously. (Amended)

OC-17.9. No candidate will be allowed to keep terms for the Final Year unless he/ she passes all the subjects of the Third Year BDS Examination in conformity with Schedule SOC-5.13. (Amended).

OC-17.10. A student who has passed the Part I Examination at the Final Year B.D.S. Course of this University in conformity with Schedule OSC-5.13 shall be allowed to keep terms and appear for the Part II Examination for the Final Year Degree of B.D.S. after keeping one term with 75% attendance, but shall not be declared to have passed this examination under any circumstances unless he/ she has passed the Part I Examination of the Final B.D.S. examination. (Amended).

OC-17.11. Failure to pass the examination shall not debar candidate from appearing at any subsequent examination, in the submission of a new application, the payment of a fresh fee, and the production of a certificate showing that they have, during the interval between the declaration of their failure and subsequent re-appearance at the examination pursued a further course of study in the subject in which they wish to present themselves for the examination for the time being, to the satisfaction of the Head of a Dental College recognized by the University. (Amended).

OC-17.12 Candidates shall be deemed to have failed to pass the examination under the above Ordinance if their names have been submitted by the Head of their College for inclusion in the list of candidates for the examination and if they have failed to pass the examination either because they have not attained the standard of passing or because they have been absent from the whole examination or from any part of it. (Amended).

OC-18 Ordinance relating to examination for the degree of Bachelor of Homoeopathic Medicine & Surgery (B.H.M.S.)* (Under Section 24(1) of the Goa University Act, 1984).

General

OC-18.1 (Effective from 14th June, 2012) A candidate for being eligible for admission to the BHMS Degree Course to the Homoeopathic Medical Colleges affiliated to this University must have:

(i) Completed the age of 17 years on or before 31st December of the academic year of admission to become eligible for admission to First Year.

(ii) Passed the Higher Secondary Certificate (Std. XIIth) examination of Goa Board of Secondary and Higher Secondary Education or its equivalent examination with English and secured not less than 50% marks in the aggregate of subjects of Physics, Chemistry and Biology taken together (40% for the applicants belonging to SC, ST and OBC).

(iii) Appeared and obtained a valid score at the Goa Common Entrance Test (GCET) conducted by the Government of Goa for the year of admission.

(iv) **(effective from 17th September, 2004)** Blind including (colour blind) deaf or dumb candidates shall not be allowed for admission in the course.

OC-18.2 The medium of instruction for the course of B.H.M.S. shall be English.

OC-18.3 Admission to the First B. H.M.S. Course shall be done by 1st August in each academic year.

OC-18.4 Number of working days in each year shall not be less than 240 days (Two Hundred and Forty) inclusive of the days of examination.

OC-18.5 Candidate for the degree of B.H.M.S. shall be required to undergo a period of study extending

* The B. H. M. S. degree course comes into effect from academic year 1998-99 and the Examinations under the' said course shaH be held for the first .time in Oct /Nov 1999 for the First B. H. M. S., Oct / Nov 2000 for Second B. H. M. S, Oct! Noy 200) for the Third B. H. M. S., and Oct / Nav 2002'for the Final B. H. M. S. degree.

over 4 ½ years consisting of 9 terms. After a period of study extending over 3 terms, i.e. 1 ½ years in the subject specified in OC-18.7, the candidates, on production of necessary certificates and the payment of examination fees as prescribed by the University shall be entitled to appear for the First B.H.M.S. examination.

OC-18.5.2 (effective from 1st March, 2012) The candidate shall not be permitted to join Second BHMS, unless he/she has passed in all the subjects of First BHMS.

After passing the First B.H.M.S. examination for which they shall be allowed four attempts (actual examination) provided that the four attempts are taken within a period of 4 ½ years from the date of admission to the course, candidates shall be required to spend six terms or three years of a continued study of para-clinical and clinical subjects concurrently and collaterally and shall have to pass the examination at the end of each year to be eligible to appear for the examination of each successive year.

If a candidate is unable to pass the examination in four attempts, he/she shall be required to repeat the First BHMS course in all the subjects in one year and shall appear for the examination in all the subjects.

However, a student appearing for Final BHMS (Fourth) examination and has only one subject to pass at the end of prescribed attempts, he/she shall be allowed to appear at the next examination in that particular subject and shall complete the examination with this special attempt.

OC-18.6 (effective from 17th September, 2004) The degree of BHMS shall not be conferred on a candidate unless he has successfully undergone the compulsory rotatory Internship training for a period of 12 months, in the manners prescribed in OC-18.20 as recommended by the Central Council of Homoeopathy, subsequent to his passing the final BHMS examination. However, no period of Internship shall be condoned.

OC-18.7 **(effective from 17th September, 2004)** Every student shall undergo a period of training extending over 4 ½ academic years divided into 9-terms. The period of 4 ½ years shall be divided into four phases as:

A. Phase – I (Three terms) consisting of the subject of:

Human Anatomy, Histology & Embryology
Human Physiology including Bio-Chemistry
Homoeopathic Pharmacy
Homoeopathic Materia Medica
Organon of Medicine, Principles of Hom. Philosophy and Psychology
Computer Application in Medical Education.

Provided that there shall be no University examination in the subject of Computer Application in Medical Education

(effective from 1st March, 2012) B. Phase-II (Two Terms) consisting of:
Pathology & Microbiology.

Forensic Medicine and Toxicology.
Organon of Medicine & Principles of Hom. Philosophy.
Homoeopathic Materia Medica
Surgery including ENT, Opthal, Dental & Hom.Theraps.
Obstetrics &Gynaecology, Infant care & Hom.Theraps.
Practice of Medicine & Homoeopathic
Therapeutics.

Repertory
Community Medicine

There shall be no University examination in the subject: Surgery including ENT, Opthal, Dental&Hom. Therapeutics, Obstetrics & Gynaecology, Infant care &Hom.Therapeutics, Practice of Medicine & Hom.Therapeutics, Community Medicine and Repertory.

(effective from 1st March, 2012) C. Phase – III (Two Terms) consisting of:
Surgery including ENT, Opthal, Dental & Hom.Theraps.
Obstetrics & Gynaecology, Infant Care & Hom.Theraps.
Homoeopathic MateriaMedica.
Organon of Medicine
Practice of Medicine & Homoeopathic
Therapeutics.

Repertory
Community Medicine

There shall be no University examination in the subject: Practice of Medicine, Repertory and Community Medicine.

(effective from 1st March, 2012) D. Phase – IV (Two Terms) consisting of:
Practice of Medicine and Homoeopathic Therapeutics.
Homoeopathic Materia Medica.
Organon of Medicine and Principles of Hom. Philosophy.
Repertory.
Community Medicine.

OC-18.8 The phase distribution and the timing of the examination shall be as under:

Phase	Terms Distribution			Time of University Examination
	6 months	6 months	6 months	
I	1	2	3	First B. H. M. S. professional examination during the Third Term.
II	4	5	--	Second B.H.M.S. professional examination during the Fifth Term.
III	6	7	--	Third B.H.M.S. professional examination during the Seventh Term.
IV	8	9	--	Final B. H. M. S. professional examination during the Ninth Term.

Note: Passing in First B.H.M.S. examination is compulsory before proceeding to Second B. H. M. S. training.

OC-18.9 The Examinations referred to in paragraph OC-18.8 above shall be held twice in a year i.e. in October/November and April/May or on such dates as may be decided by the University.

OC-18.10 The scope of the subject shall be as indicated in the syllabus.

OC-18.11.1 (effective from 1st March, 2012) During the 4th to 9th terms clinical postings of three hours duration daily shall be followed for each department only after introductory teaching in clinical methods in Medicine, Surgery, Obstetrics and Gynaecology each of two weeks durations, and the Case taking, Analysis and evaluation, choice of repertory, Repertorial totality, selection of remedy and repetition of dose of four weeks duration for the entire class at beginning of Phase-II and Phase-III of the course.

OC-18.11.2 (effective from 1st March, 2012) The posting in Phase-II, III and IV shall include exposure to laboratory investigations, rehabilitation, physiotherapy and maternity training and family welfare Unit.

OC-18.12 (effective from 17th September, 2004) Candidates before presenting themselves for the University Examination as scheduled in Ordinance of OC-18.8 shall complete 75% of attendance in theory and 80% attendance in non-lecture teaching i.e. seminars, case conference (Clinical meeting), group discussions, tutorials, demonstrations, dissection, practicals, hospital posting, bedside clinics etc. Before filling the examination form and shall produce certificates from the Head of Department/Principal of the Homoeopathic Medical College of having satisfactorily completed the course of study both in theory and practical in the subjects of examination.

OC-18.13.1 (effective from 17th September, 2004) In order to pass in a subject, candidate shall obtain 50% of total marks in aggregate with a minimum of 50% marks in theory examination and minimum of 50% marks in practical including oral examination at one and the same sitting.

OC-18.13.2 A candidate, who has passed any of the subject of the examination by obtaining 50% of marks as per the provisions of this ordinance shall not be required to appear in that subject at the subsequent examination, and shall be declared to have passed the whole examination only when he has passed in all the subjects of that examinations.

OC-18.14.1 (effective from 17th September, 2004) Failure to pass the examination shall not debar candidates from appearing at any subsequent examination on the submission of new applications, the payment of fresh examinations fees and the production of the certificates showing that they have during the interval between the declaration of their failure and subsequent re-appearance at the examination, pursued a further course of study in the subject of the examination to the satisfaction of the Principal of a Homoeopathic college and attained an attendance of 75% in lectures and 80% in non-lectures such as practical, demonstrations, seminars, group- discussions, tutorials, bedside clinics etc.

OC-18.14.2 (effective from 17th September, 2004) If a candidate fails to pass the examinations in four subsequent examinations including the first examination, he/she shall be required to repeat the course of studies in all the subjects and in all parts for one year to the satisfaction of the Head of the College and shall appear for the examination in all the subjects.

OC-18.14.3 (effective from 17th September, 2004) However, the candidate must pass the Second BHMS examination before being entitled to appear for Third BHMS examinations and pass the Third BHMS examination before being entitled to appear for the Final BHMS examination.

OC-18.14.4 (effective from 17th September, 2004) Provided that if a candidate appearing for the Final BHMS examination has only one subject to pass at the end of prescribed four chances, he/she shall be

allowed to appear at the next examination in that particular subject in which he has failed and shall complete the examination with this special chance.

OC-18.15 (effective from 9th September, 2009) The grace marks up to a maximum of 10 marks may be awarded to a student who has failed only in one subject that is theory and/or practical but has passed in all other subjects of that examination.

OC-18.16 (effective from 1st March, 2012) There shall be verification of marks of answer books of theory examination in any of the subject(s). However, there shall be no provision for revaluation.

OC-18.17 The subject or subjects in which successful candidates may have distinguished themselves shall be shown in the mark list. In order to obtain distinction in any of the subjects of the examination a candidate shall obtain 75% of the full marks allotted to that subject without any grace marks in that subject.

OC-18.18 Except as otherwise provided, only those candidates shall be eligible for University awards who pass the whole examination, at one and the same sitting, at the first attempt without any grace marks, in any subject of the examination to be held in winter (October/November) or the second half of the calendar year for First, Second, Third and Final B.H.M.S. Examinations.

OC-18.19 No person shall be appointed as an examiner at the B.H.M.S. examinations in any of the subject of B.H.M.S. examinations unless he possesses a recognized qualification for appointment as teaching staff provided that:

OC-18.19.1 (effective from 1st March, 2012) No such person shall be appointed as an internal examiner unless he/she has atleast 3 years teaching experience in the subject in a recognized institution.

OC-18.19.2 No person below the rank of Reader/Associate Professor in the subject at a degree level institution shall be appointed as an internal examiner.

OC-18.19.3 No person shall be appointed as an external examiner in any allied medical subject unless he possesses a recognized Post-graduate medical qualification as required for appointment to a relative teaching post in accordance with the provisions of the Central Council of Homoeopathy (minimum standards of education) Regulation, 1983.

OC-18.19.4 External examiners shall be appointed only from the teaching staff of recognized Homoeopathic colleges and colleges of Modern Medicine from different States/ Union Territories and different Universities.

OC-18.19.5 Persons in Government employment may also be considered for appointment as external examiners provided they possess a recognized Post-graduate medical qualification and teaching experience as specified in sub-clause (c) above.

OC-18.19.6 (effective from 1st March, 2012) There shall be a minimum of two examiners in each subject having less than 300 marks, four examiners in each subject having 300 marks and above; of which not less than 50% shall be external to ensure that the Theory and Practical examination is conducted by equal number of External & Internal examiners. In case of examination in clinical subjects viz. Medicine, Surgery, Gynaecology&Obstestrics, the examiners with Allied Medical qualification shall be appointed for Proper/Clinical, where as the examiner in the subject with Homoeopathic qualification can be appointed for Proper as well as Therapeutics sections.

Each Theory Paper in the subject shall be evaluated separately by two examiners, one internal and one external.

OC-18.19.7 Oral and practical examination shall as a rule, be conducted by the internal and external examiners with mutual co-operation. The convener shall submit a consolidated mark sheet signed by all the examiners and showing marks scored under various sub-heads to the University.

OC-18.20 Internship

General:

Every student shall be required after passing the final B. H. M. S. examination. To undergo the compulsory internship to the satisfaction of the head of the institute. The period of internship shall be of twelve months, so as to be eligible for the award of the degree and full registration.

All parts of the Internship shall be undertaken at the hospital attached to the College and in case where such hospital cannot accommodate all of its students for internship, such students may undertake their internship, in a hospital or dispensary run by the Central or State Government or local bodies.

1. The University shall issue a provisional passing certificate on passing the final B.H.M.S. Examination to all successful candidates.

2. The State Boards of Homoeopathy or any other competent authority shall grant provisional registration to the candidates on production of provisional pass certificate from University. The provisional registration to a successful candidate of a degree course shall be for a period one year.

Provided that in the event of shortage or unsatisfactory work the period of compulsory internship and the provisional registration may be suitably extended by the appropriate authorities.

3. Full registration shall only be given by the State Board or any competent authority, on award of the degree certificate by the University after completion of compulsory internship and declaration that the candidate is eligible for it.

II Guidelines for Training:

a) Training of the internees during the internship shall be regulated by the Principal/Superintendent of the hospital where an internee undertakes his internship in the hospital attached to the college but where an internee is posted to a recognized dispensary, the training shall be regulated by a Committee consisting of representative of the college/university and the in-charge of the dispensary.

Provided that after satisfactory completion of training, the certificate obtained from the head of the dispensary shall be countersigned by the principal of .the Homoeopathic College.

b) The internee shall be entrusted with the clinical responsibilities and the senior medical officer shall supervise this work.

c) The internee shall maintain a record of work which is to be periodically verified by the Medical Officer under whom the internee is posted. The scrutiny of the record of work may be objectively viewed as regard to knowledge, skill and aptitude towards the patient shown by the intern's work.

d) The internship training shall include training in Case-taking, analysis and evaluation of symptoms, reportorisation and management of common aliments through Homoeopathic treatment. Intern should be exposed to the training in medicine, surgery including ophthalmology and E.N.T. Departments, obstetrics and gynecology departments, pediatrics, skin, family welfare and community medicine, if possible at the rural health training centre or at the P.H.C.

In the Department of Medicine, training in minor ward procedures should be given to internees.

e) Internee should be exposed to clinical pathology work to acquire skill to do independently some common procedures like routine blood-examination, E.S.R, blood smear for parasites, sputum examination, urine and stool examination etc. he should be given opportunities for active participation in interpretation of laboratory data in context in the clinical finding and arriving at a diagnosis and planning out of the homoeopathic treatment.

f) In the Department of Surgery he should be acquired with the management of minor surgical emergencies. Practical implementation of aseptic techniques and procedure including preparation of operation theatre and sterilization etc. He should be involved in participation in pre-operative care and post operative care and practical use of anesthetic techniques. He should also work in the casualty depts. All this training should strictly be under expert supervision only.

g) In the Department of Obstetrics and Gynaecology the internee should be involved in antenatal care with particular reference to the nutritional status of mother, management of normal and abnormal labours; care of the new-born, postnatal care of mother and child.

h) Training in Paediatric Department, to understand paediatric problems and their management through Homoeopathy.

i) In the Department of Skin, the internee should be exposed to various skin lesion and their diagnosis including allegery, leprosy, leucoderma etc. and their management through Homoeopathy.

j) He should be exposed to various community based health activities, health programmers, their implementation and organizational set up. He should also be involved in motivational programmes, health education, and nutrition, M.C.H. Family welfare and other activities, Control of communicable diseases like tuberculosis, leprosy and sexually transmitted diseases.

III. Medico-Legal

Acquaintance with issue of various medical certificates like leave certificate on the grounds of sickness, fitness certificate, death certificate, birth certificate, medical examination, court procedures in police case like deaths by unnatural cause, accident etc., preservation of Viscera in poisoning cases, postmortem, various Drugs Acts, Homoeopathy Central Council Act, various State Homoeopathic Acts, Medical termination of pregnancy, consumer protection Act, professional conduct, etiquette and ethics.

IV. Drug-Proving

It shall be compulsory for every internee to take part in Drug proving programme and the Internee shall prove at least one drug under the supervision of a guide during the period of internship. The four copies of the assignment should be submitted to the Principal duly certified by the guide.

V. Rotation of batches of internees

There shall not be more than 10 internees attached to one physician in the Homoeopathic hospital or dispensary run by the Central or the State Government or the Local bodies. Rotation of internees shall be as under:

(a) 5 months in the Medical and surgical departments of the Homoeopathic hospital.
(b) 3 months in the Gynaecology, Obstetrics and Pediatrics Depts.
(c) 3 months in the E.N.T. Opthlology and skin departments.
(d) 1 month for training on community medicine.

VI. Maintenance of records

a) Each internee shall have to maintain a detailed records of at least 25 acute cases and 15 chronic cases treated with homoeopathic medicine during his training in the medical department with due analysis, evaluation and justification.
b) Each internee shall have to maintain detailed records of at least 10 delivery cases attended by him in the Department of Obstetrics and Gynaecology, 15 Surgical cases assisted by him in the Department of Surgery.

During this period internee shall also have to carry out any elective assignment on any subject given to him/her by the physician in-charge.

VII. Attendance

Minimum attendance of each internee shall not be less than 80% in respect of hospital posting as well as the same percentage in seminars, bedside clinics, case conference/clinical meetings, electives and community services etc.

OC - 19 Ordinance relating to the Post-graduate Degree in the Faculty of Medicine (Para Clinical, Pre Clinical and Clinical) (Under Section 24(1) of Goa University Act. 1984). (Effective from 7th July, 2011)

OC-19.1 General

This ordinance shall come into force from the beginning of such Academic Year as notified by the University. Once notified, this ordinance shall supersede all relevant existing Ordinances, Notifications and circulars relating to these courses. The ordinance shall apply to all the examinations leading to post-graduate degree in Para-clinical, Pre clinical and Clinical subjects.

OC– 19.1.1 Objectives

a) To bring the postgraduate curriculum on par with model curriculum recommended by Medical Council of India. b) To impart quality post-graduate medical education to make it nationally comparable. c) To offer new, relevant and need-based post-graduate courses recognized by Medical Council of India. d) The goal of postgraduate medical education shall be to produce competent specialists and/or Medical teachers: i) who shall recognize the health needs of the community, and carry out professional obligations ethically and in keeping with the objectives of the national health policy ii) who shall have mastered most of the competencies, pertaining to the specialty, that are required to be practiced at the secondary and the tertiary levels of the health care delivery system; iii) who shall be aware of the contemporary advances and developments in the discipline concerned; iv) who shall have acquired a spirit of scientific inquiry and is oriented to the principles of research methodology and epidemiology; and v) who shall have acquired the basic skills in teaching of the medical and paramedical professional;

OC-19.1.2 Duration of Course

(i) Duration of Post graduate Degree courses: The duration of the post-graduate courses including examination period, shall be three years and candidate shall be full time resident/post-graduate student in the subject. Examinations for postgraduate

degree courses shall be held at end of 3rd academic year (i.e six academic terms. The academic term means six month training period).

OC-19.1.3 Post graduate Degrees to be awarded:

1) Doctor of Medicine (Pathology) (M.D)
2) Doctor of Medicine (Microbiology) (M.D)
3) Doctor of Medicine (Pharmacology) (M.D)
4) Doctor of Medicine (Forensic Medicine & Toxicology) (M.D)
5) Doctor of Medicine(Anatomy) (M.D.)
6) Doctor of Medicine (Physiology) (M.D)
7) Doctor of Medicine (Biochemistry) (M.D)
8) Doctor of Medicine (General Medicine) (M.D)
9) Doctor of Medicine (Paediatrics) (M.D)
10) Doctor of Medicine (Tuberculosis and Respiratory Medicine) (M.D)
11) Doctor of Medicine (Psychiatry) (M.D)
12) Doctor of Medicine (Radio-diagnosis) (M.D)
13) Doctor of Medicine (Dermatology, Venerology and Leprosy) (M.D)
14) Doctor of Medicine (Community Medicine) (M.D)
15) Doctor of Medicine (Anesthesiology) (M.D)
16) Master of Surgery (General Surgery) (M.S.)
17) Master of Surgery (Obstetrics and Gynaecology) (M.S.)
18) Master of Surgery (Ophthalmology) (M.S.)
19) Master of Surgery (Orthopedics) (M.S.)
20) Master of Surgery (Oto-Rhino-Laryngology) (M.S.)

and such other subjects as may be introduced by Goa University and recognized by Medical Council of India.

OC-19.1.4 Eligibility for admission for Post graduate Degree courses:

i) A candidate seeking admission for MS/MD courses should have passed M.B.B.S. degree of Goa University or any other recognized institute. ii) The candidates shall be selected according to the existing rules and regulations of Medical College/Institute affiliated to Goa University as notified by state government from time to time. The intake capacity shall be as laid down by MCI per academic year per course/programme.

OC-19.2 Course structures:

OC-19.2.1 Course structure for post graduate degree courses: The syllabi of the Courses for the post graduate degree shall be as recommended by the Board of Studies of concerned subject and revised from time to time in accordance with recommendation of Medical Council of India. The structures of three year post-graduate degrees course shall be:

OC-19.2.1(i) Post-graduate degree course in Pre-Clinical Subjects:

(a) Post-graduate degree course in Anatomy:

Doctor of Medicine (Anatomy) (M.D.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in

aggregate as stipulated below:

M.D. ANAT-I: Shall deal with General and Gross Anatomy, General Anatomy Gross Anatomy of Head, Face & Neck and Thorax including applied anatomy, embryology and histology related to the parts.

M.D. ANAT-II: Shall deal with Gross Anatomy of Abdomen, Pelvis and Perineum, Superior and Inferior Extremities including Applied Anatomy, Ebryology & Histology related to the parts.

M.D. ANAT-III: Shall deal with Neuro-anatomy. Neuro-anatomy including Applied Anatomy, Embryology and Histology related to the parts.

M.D. ANAT-IV: shall deal with Genetics, Embryology, Radiological Anatomy and Recent Advances, Genetics, Embryology, Histology including Imaging and Radiological Anatomy.

M.D. ANAT-V: Shall deal with practicals, which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.

b) Post-graduate degree course in Physiology :

Doctor of Medicine (Physiology) (M.D.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:

M.D. PHY I: Shall deal with History of Physiology ,General Physiology, Comparative, Space and Environmental Physiology

M.D. PHY II: Shall deal with Systemic Physiology including Biophysics (CVS, RS, Kidney and Special Senses)

M.D. PHY III: Shall deal with Systemic Physiology, (Nervous System, Endocrines, GIT, Reproduction and Blood); Physiological Chemistry and Nutrition.

M.D. PHY IV: Shall deal with Applied Physiology.

M.D. PHY V: Shall deal with practicals, which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.

(c) Post-graduate degree course in Biochemistry :

Doctor of Medicine (Biochemistry) (M.D.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregagte as stipulated below:

M.D. BIO I: Shall deal with Biophysical and Bio-organic chemistry, Biochemical Techniques.

M.D. BIO II: Shall deal with Fundamental Biochemistry, Intermediary metabolism and Biochemistry of special tissues.

M.D. BIO III: Shall deal with Cell Biology, Membrane Biochemistry Molecule Biology, Metabolism of Aging Cancer, Neurochemistry, Immunology

M.D. BIO IV: Shall deal with Clinical Biochemistry, Nutrition, Hormones, Occupational (Hazards & Recent Advances.)

M.D. BIO V: Shall deal with practicals, which shall carry 400 marks including viva voce. Minimum passing shall be 200 marks in aggregate.

OC-19.2.1(ii) Post-graduate degree course in Para-Clinical Subjects:

(a) Post-graduate degree course in Pathology:

Doctor of Medicine (Pathology) (MD.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:
M.D. PATH I: Shall deal with General Pathology, Pathophysiology, Immunopathology
M.D. PATH II: Shall deal with Systemic Pathology.
M.D. PATH III: Shall deal with Haematology, Transfusion Medicine (Blood Banking) and Laboratory Medicine
M.D. PATH IV: Shall deal with Recent advances & applied aspects & Microbiology & Cytopathology
M.D. PATH V: Shall deal with practicals which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.

(b) Post graduate degree course in Microbiology:

Doctor of Medicine (Microbiology) (M.D.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:

M.D. MICRO I- Shall deal with General Bacteriology including Immunology.
M.D. MICRO II- Shall deal with Systematic Bacteriology.
M.D. MICRO III- Shall deal with Parasitology and Mycology.
M.D. MICRO IV- Shall deal with Virology, Recent Advances and Applied Aspects.
M.D. MICRO V- Shall deal with practicals which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.

(c) Post graduate degree course in Pharmacology:

Doctor of Medicine (Pharmacology) (M.D.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:

M.D. PHARM I: Shall deal with Experimental Pharmacology, screening of drugs, Basic and General Pharmacology, Clinical Pharmacology and statistics.
M.D. PHARM II: Shall deal with Systemic Pharmacology and therapeutics. (Central Nervous System, Cardiovascular system, Respiratory system, Gastrointestinal system, Kidneys, Inflammation, Autonomic Nervous system, Blood Autacoids).
M.D. PHARM III: Shall deal with Systematic Pharmacology and Therapeutics II. (Hormones, uterus, antimicrobialagents, parasiticinfections, Immunomodulators, Pediatric and geriatric pharmacology, Ocular Pharmacology, Chemotherapy, Anticancer drugs and immunopharmacology, Toxicology, Miscellaneous).
M.D. PHARM IV: Shall deal with Clinical Pharmacology and recent advances in pharmacology and therapeutics.

M.D. PHARM V: Shall deal with practicals which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.

(d) Post-graduate degree course in Forensic Medicine and Toxicology:

Doctor of Medicine (Forensic Medicine and Toxicology) (M.D.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:

M.D. FMT I - Shall deal with Basic Medical Sciences in relation to Forensic Medicine and Toxicology.
M.D. FMT II – Shall deal with Clinical Forensic Medicine and Toxicology including Psychiatry.
M.D. FMT III – Shall deal with Criminology, Criminal Law, Forensic Science and Forensic Medicine.
M.D. FMT IV – Shall deal with Medicine Law and Ethics, Modern Trends in Forensic Medicine and Toxicology.
M.D. FMT V – Shall deal with practicals which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.

OC-19.2.1 (iii) Post-graduate degree course in clinical subjects:

(a) Post-graduate degree course in General Medicine:

Doctor of Medicine (General Medicine) (M.D.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:
M.D. MED I - Shall deal with Basic Medical Sciences in relation to General Medicine
M.D. MED II - Shall deal with Disorders with cardio-vascular system, Haemopoetic system, Respiratory system including Tuberculosis, Gastrointestinal system including Hepatobilliary system, Nutritional disorder, Genetics, Psychiatry and Dermatology.
M.D. MED III - Shall deal with Endocrine disorders, Renal disorders, collagen disorders and Rheumatology, Metabolic disorder, Central Nervous system disorders, Infectious and tropical disease.
M.D. MED IV- Shall deal with Recent advances in General Medicine..
M.D. MED V- Shall deal with practicals which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.

(b) Post-graduate degree course in Pediatrics:

Doctor of Medicine (Pediatrics) (M.D.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:
M.D. PAED I- Shall deal with Basic Medical Sciences in relation to Paediatrics.
M.D. PAED II-) Shall deal with Neonatotology and
M.D. PAED III) Community Paediatrics plus General
M.D. PAED IV) Paediatrics.
M.D. PAED V- Shall deal with practicals which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.

(c) Post-graduate degree course in Tuberculosis and Respiratory Medicine:

Doctor of Medicine (Tuberculosis and Respiratory Medicine) (M.D.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:
M.D. TBRM I - Shall deal with Basic Sciences related to Tuberculosis and Respiratory Medicine.
M.D. TBRM II -Shall deal with Medical, surgical and public aspects of Tuberculosis.
M.D. TBRM III - Shall deal with General Medicine.
M.D.TBRM IV- Shall deal with Recent trends in Respiratory Medicine.
M.D.TBRM V- Shall deal with practicals which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.

(d) Post-graduate degree course in Radio-diagnosis:

Doctor of Medicine (Radio-diagnosis) (M.D.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:
M.D. RD I- Shall deal with physics applied to Radiology and radiographic clinical radiology.
M.D. RD II- Shall deal with radiology as applied to clinical medicine.
M.D. RD III- Shall deal with radiology as applied to clinical medicine.
M.D. RD IV- Shall deal with Clinical Radiology and recent advances.
M.D. RD V-shall deal with practicals which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.

(e) Post-graduate degree course in Dermatology, Venerology and Leprosy:

Doctor of Medicine (Dermatology, Venerology and Leprosy) (M.D.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:
M.D. DVL I- Shall deal with Basic Sciences related to Dermatology, Venerology and Leprosy.
M.D. DVL II- Shall deal with Dermatology and theurapeutics.
M.D. DVL III-Shall deal with Sexually transmitted diseases and Leprocy.
M.D. DVL IV-Shall deal with Recent trends in Respiratory Medicine.
M.D. DVL V- Shall deal with practicals which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.

(f) Post-graduate degree course in Community Medicine:

Doctor of Medicine (Community Medicine) (M.D.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:.
M.D. PSM I-Shall deal with Basic Sciences related to Community Medicine related subjects.

M.D. PSM II- Shall deal with Ecology and human Health, Occupational Health, Genetics and Health, Mental Health, Human Nutrition and Health, Demography, Family Planning and Family Welfare, School Health, Preventive Medicine in Obstetrics, Pediatrica and Geriatrics.
M.D. PSM III -Shall deal with Health Planning and Management, Health care of the Community, National Health Programme in India, Evaluation of Health services, International Health, Health Economics, Health Insurance, Health Manpower Planning, Disaster Management.
M.D. PSM IV: Shall deal with Recent trends in Respiratory Medicine
M.D. PSM V- Shall deal with practicals which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.

(g) Post-graduate degree course in Anesthesiology:

Doctor of Medicine (Anesthesiology) (M.D.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:
M.D. ANES I- Shall deal with Basic Medical Sciences in relation to Anesthesiology.
M.D. ANES II- Shall deal with Theory, Principal and Practice of Anesthesiology.
M.D. ANES III- Shall deal with Clinical Sciences in relation to Anesthesiology.
M.D. ANES IV-Shall deal with recent advances in Anesthesiology and critical care.
M.D. ANES V-Shall deal with practicals which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.

OC-19.2.1(iv) Post-graduate degree courses in Surgical Subjects:

(a) Post-graduate degree course in General Surgery:

Master of Surgery (General Surgery) (M.S.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:
M.S. SUR I- Shall deal with Basic Medical Sciences in relation to General Surgery.
M.S. SUR II-Shall deal with General Surgery.
M.S. SUR III-Shall deal with General Surgery.
M.S. SUR IV- Shall deal with recent advances in General Surgery.
M.S. SUR V- Shall deal with practicals which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.,

(b) Post-graduate degree course in Obstetrics and Gynaecology:

Master of Surgery (Obstetrics and Gynaecology) (M.S.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:
M.S. OBG I-Shall deal with Obstetrics and diseases of New born.
M.S. OBG II-Shall deal with Gynaecology.
M.S. OBG III- Shall deal with Medical and Surgical disorder associated with pregnancy, Pharmacology basis for drugs used and Pathology encountered in Obst. and Gyanaecology.
M.S. OBG IV- Shall deal with Trends in Obst. and Gynaecology, Family Welfare and

Maternal and Child Health Services.
M.S. OBG V- Shall deal with practicals which shall carry 400 marks including viva voce. Minimum passing shall be 200 marks in aggregate.

(c) Post-graduate degree course in Ophthalmology:

Master of Surgery (Ophthalmology) (M.S.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:
M.S. OPH I-Shall deal with Basic Medical Sciences in relation to Ophthalmology.
M.S. OPH II-Shall deal with Clinical Ophthalmology.
M.S. OPH III- Shall deal with Clinical Ophthalmology.
M.S. OPH IV-Shall deal with recent advances in Ophthalmology.
M.S. OPH V- Shall deal with practicals which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.

(d) Post-graduate degree course in Orthopedics:

Master of Surgery (Orthopedics) (M.S.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:
M.S. ORTHO I- Shall deal with Basic Science as applied to Orthopaedics and Traumatology
M.S. ORTHO II-Shall deal with Traumatology.
M.S. ORTHO III-Shall deal with Orthoopaedics including Operative Surgery.
M.S. ORTHO IV-Shall deal with General Surgery as related to Traumatology, Orthopaedics, Recent Advances and Rehabilitation.
M.S. ORTHO V-Shall deal with practicals which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.

(e) Post-graduate degree course in Oto-Rhino-Laryngology :

Master of Surgery (Oto-Rhino-Laryngology) (M.S.)

Shall have 4 compulsory theory papers of 100 marks each with 400 marks in aggregate as stipulated below:

M.S. ENT I- Shall deal with Basic Science as applied to Oto-Rhino-Laryngology.
M.S. ENT II- Shall deal with Rhinology with recent advances.
M.S. ENT III- Shall deal with Otology with recent advances.
M.S. ENT IV- Shall deal with Laryngology and Head, Face, Neck Surgery.
M.S. ENT V- Shall deal with practicals which shall carry 400 marks including viva-voce. Minimum passing shall be 200 marks in aggregate.

OC-19.3 All candidates joining the Post Graduate course/programme shall work as full time post graduate student/residents during the period of course/programme attending not less than 80% (Eighty percent) of the course during each academic year, and shall give full time responsibility, assignments and participation in all facets of the educational process.

OC-19.4 Pattern of Evaluation:

OC -19.4.1 **Standard of Passing:** The examinations shall be conducted by the University. To pass in an examination a candidate shall obtain a minimum of 50% marks in theory as well as practical including viva-voce separately.

OC-19.4.2 Evaluation of the examination shall be done by examiners appointed by the University according to the guidelines of the Medical Council of India from time to time.

OC-19.4.3 All the Post Graduate Examiners shall be recognized Post Graduate Teachers holding recognized Post Graduate qualifications in the subject concerned.

OC-19.4.4 For all Post Graduate Examinations, the minimum number of Examiners shall be four, out of which at least two (50%) shall be External Examiners, who shall be invited from other recognized universities from outside the State.

OC-19.4.5 Under exceptional circumstances, examinations may be held with 3 (three) examiners provided two of them are external and Medical Council of India is intimated the justification of such action prior to the publication of result for its approval. Under no circumstances, result shall be published in such cases without the approval of Medical Council of India.

OC-19.4.6 In the event of there being more than one centre in one city, the external examiners at all the centres in that city shall be the same. Where there is more than one centre of examination, the University shall appoint a Supervisor to coordinate the examination on its behalf.

OC-19.4.7 Guidelines for appointing examiners: Appointment of internal as well as external examiners shall be as per the guidelines laid down by Medical Council of India, from time to time.

OC-19.4.8 There shall be no provision for exemption or carry forward marks.

OC-19.4.9 The University shall conduct not more than two examinations in a year, for any subject, with an interval of not less than 4 and not more than 6 months between the two examinations. An examinee whose dissertation has been approved but who is not successful at the remaining part of the examination shall be eligible for admission to that part and subsequent examination on payment of full fresh fee, but no exemptions shall be allowed except for submission of dissertation provided it is accepted by the examiners in previous examination.

OC-19.4.10 Submission and acceptance of dissertation shall be mandatory for a candidate to become eligible for University examination in all Postgraduate degree courses. The candidate shall secure not less than 50% marks in each head of passing which shall include (1) Theory (2) Practical including clinical and viva voce examinations.

OC-19.4.11 Successful examinee shall be awarded a post graduate degree in the concern specialty/subject in the prescribed form signed by the Vice-Chancellor.

OC-19.4.12 There shall be no provision for improvement of class.

OC-19.4.13 **Dissertations:** The submission of dissertation shall be mandatory for the candidates of postgraduate degree courses for all subjects.

(i) Every candidate shall carry out work on an assigned research project under the guidance of a recognized Post Graduate Teacher, the result of which shall be written up and submitted in the form of a Thesis.

(ii) Work for writing the dissertation is aimed at contributing to the development of a spirit of enquiry, besides exposing the candidate to the techniques of research, critical analysis, acquaintance with the latest advances in medical science and the manner of identifying and consulting available literature. A Candidate shall submit his dissertation through his supervisor and the Head of the College at least six months before the theory examination.

(iii) The thesis shall be examined by a minimum of three examiners, one internal and two external examiners, who shall not be the examiners for Theory and Clinical; and on the acceptance of the thesis by two examiners, the candidate shall appear for the final examination.

(iv) Provided that a candidate may by special permission of Vice-Chancellor be permitted to take examination in remaining part in case of report on the dissertation submitted by the candidate is not received before commencement of written examination. In such case the result of this examination shall not be declared until report on dissertation is received.

OC-19.4.14 Each medical college shall have College Department Committee, College Department Unfair Means Committee and College Grievance Committee as per the guideline by the Medical Council of India (if any).

OC-19.4.15 All the training department shall maintain minimum standards laid down by Medical Council of India for postgraduate degree of all subjects.

OC-19.5 Field training/work at the course of the study:

OC-19.5.1 The training given with due care to the Post Graduate students in the recognized institutions for the award of various post graduate medical degrees shall determine the expertise of the specialist and/or medical teachers produced as a result of the educational programme during the period of stay in the institution.

OC-19.5.2 All candidates joining the Post Graduate training programme shall work as full time residents during the period of training, attending not less than 80% (Eighty percent) of the training during each calendar year, and given full time responsibility, assignments and participation in all facets of the educational process.

OC-19.5.3 Every Institution undertaking Post Graduate training programme shall set up an Academic cell or a curriculum committee, under the chairmanship of a senior faculty member, which shall work out the details of the training programme in each speciality in consultation with other department faculty staff and also coordinate and monitor the implementation of these training programmes.

OC-19.5.4 The training programmes shall be updated as and when required. The structured

training programme shall be written up and strictly followed to enable the examiners to determine the training undergone by the candidates and the Medical Council of India inspectors to assess the same at the time of inspection.

OC-19.5.5 Post Graduates students shall maintain a record (log) book of the work carried out by them and the training programme undergone during the period of training including details of surgical operations assisted or done independently by M.S./M.D. candidates. The record books shall be checked and assessed by the faculty members imparting the training.

OC-19.5.6 During the training for Degree to be awarded in clinical disciplines, there shall be proper training in basic medical sciences related to the disciplines concerned, during the training for the degree to be awarded in basic medical sciences, there shall be training in applied aspects of the subject; and there shall be training in allied subjects related to the disciplines concerned. In all Post Graduate training programmes, both clinical and basic medical sciences, emphasis is to be laid on preventive and social aspects and emergency care facilities for autopsies, biopsies, cytopsies, endoscopic and imaging etc, also be made available for training purposes.

OC-19.5.7 The Post Graduate students shall be required to participate in the teaching and training programme of undergraduate students and interns.

OC-19.5.8 Training in Medical Audit, Management, Health Economics, Health Information System, basics of statistics, exposure to human behaviour studies, knowledge of pharmaco-economics and introduction to non-linar mathematics shall be imparted to the Post Graduate students.

OC-20 Ordinance relating to the M.D./M.S. Examination. (Under Section 24(1) of the Goa University Act, 1984), stands repealed in view of the provisions covered in the amendment to Ordinance OC-19 relating to the Post Graduate Degree in Faculty of Medicine. (Effective from 7th July, 2011)

OC-21 - RELATING TO THE DEGREE OF BACHELOR OF AYURVEDIC MEDICINE AND SURGERY, B.A.M.S. COURSE

OC-21 **(effective from 22nd June 2006) Ordinance relating to the Degree of Bachelor of Ayurvedic Medicine and Surgery B.A.M.S. Course** (Under Section 24 (1) of the Goa University Act, 1984)

Nomenclature of the degree

The nomenclature of the degree awarded by the Goa University shall be Bachelor of Ayurvedic Medicine and Surgery i.e. B.A.M.S. - Ayurvedacharya.

OC-21.1 **(effective from 22nd June 2006) Aims and Objectives for Ayurvedacharya Course.**

The Ayurvedic Education should aim at producing competent Physicians (Chikitsaka) and Surgeons (Shalyagyas) of profound knowledge having extensive medical training based on Ayurvedic fundamentals with scientific knowledge of modern advances who can take up the responsibilities in the medical and health

service and can be actively involved in Family Welfare and National Health Programmes.

OC-21.2.1 (effective from 22nd June 2006) Eligibility for Admission:

a) All the candidates who have passed intermediate / Higher Secondary School Certificate Examination or any other equivalent examination with Science (Physics, Chemistry and Biology with minimum 50%) recognised by Goa University.

OR

Uttar Madhyama of Sampurnand and Sanskrit Vishwavidyalaya with Science and English with 50%.

(b) Candidates coming from examination boards other than the HSSC examination board, Goa shall obtain an "Eligibility Certificate" from The Registrar. Goa University for being considered eligible for admission.

OC-21.2.2 Wherever provision and facilities for teaching Sanskrit as optional subject are not available at Intermediate/XII Std. (Biology-Science Group) the students with intermediate/XII Std. (Biology-Science Group) be admitted and Sanskrit be taught in main course **OR**

Uttar Madhyama of Sampurnan and Sanskrit Vishwavidyalaya with Science and English **OR**

Any other equivalent qualification recognised by State Govts. and State Educational Boards concerned with the examination.

OC-21.3 (effective from 22nd June 2006) Minimum Age for Admission:

17 years as on 31st December in the year of admission.

OC-21.3.1 (effective from 22nd June 2006) Mode of Admission:

Admission for BAMS (Ayurvedacharya) Degree programme shall be made strictly according to the merit. The merit shall be based on the percentage of marks obtained in the respective qualifying examinations in Physics, Chemistry, Biology.

Reservation of admission to 1st year BAMS Ayurvedacharya for SC/ST/OBC students will be as notified by the University.

OC-21.4.1 (effective from 22nd June 2006) Duration of Course: 5 ½ Years

(a) First BAMS - 1 ½ years
(b) Second BAMS - 1 ½ years
(c) Third BAMS - 1 ½ years
(d) Internship - 1 year

OC-21.4.2 (effective from 22nd June 2006) Eligibility for admission to the subsequent academic years.

There will be three academic terms, each of six months duration for each professional year. Only those students who have passed in at least four subjects out of six subjects in theory and practicals separately in the 1st BAMS Examination held by University shall be admitted to second BAMS.

Those students who have passed 1st BAMS and in atleast four subjects out of six subjects in theory and practicals separately in the 2nd BAMS Examination held by the University shall be admitted to Third BAMS.

OC-21.5.1 (effective from 22nd June 2006) Degree to be Awarded:

(Ayurvedacharya) (Bachelor of Ayurvedic Medicine and Surgery)
No candidate shall be awarded Ayurvedaacharya (Bachelor of Ayurvedic Medicine and Surgery) degree unless he has attended the prescribed courses of extending over the period of 4 ½ years and he has passed the prescribed examination and has satisfactorily completed one-year compulsory rotating internship after passing the final examination.

OC-21.6 (effective from 22nd June 2006) Medium of Instruction and Examination:

Medium of Instruction and examination shall be English. However the use of Devanagari Script may be permitted for quoting references and for technical terms.

OC-21.7 (effective from 22nd June 2006) The number of students to be admitted:

The admission should be made strictly in accordance with teacher student ratio approved by CCIM from time to time.

OC-21.7.1 (effective from 22nd June 2006) Attendance

A candidate shall be eligible to appear for the University examination only if the candidate has 75% attendance in theory and practical separately in each of the subject for every professional year.

OC-21.8.1 (effective from 11th September, 2009) Course of Study

Course of Study for 1st B.A.M.S. shall consist of following subjects:

1) Sanskrit
2) Sharir Rachana
3) Sharir Kriya
4) Ashtang Sangraha(Sutra Sthana)
5) Padarth vidnyana
6) Ayurved Itihasa

First B.A.M.S. Examination

First B.A.M.S. Classes shall be held as per Goa University calendar. The Examination shall be held after completion of three academic terms. Each term shall be of six months duration. The subsequent Examination will be held every six months and the candidate shall be allowed maximum of 3 successive attempts to

clear the examination. To pass 1st B.A.M.S. Examination candidate will have to secure 50% of marks in theory and practicals separately in each subject. A candidate has to pass in minimum of 4 subjects of B.A.M.S. to be admitted to IInd B.A.M.S. However unless the candidate passes in all the subjects of first B.A.M.S. he/she shall not be eligible to appear for II B.A.M.S. Examination.

There shall be internal assessment of maximum of 10% marks in each of theory subject of the B.A.M.S. course.

The internal assessment comprising of two unit tests of 50 marks each shall be conducted by the subject teacher who is teaching the subject. The internal examination shall be conducted after prior announcements of at least one week.

The concerned subject teacher shall notify the marks obtained by students after evaluation. The teacher shall obtain the signature of the student against marks allotted. If a student is unable to appear for internal examination on medical grounds a repeat internal test will be conducted.

There shall be minimum of two tests for each subject. The effective marks shall be average of the 2 tests. These marks shall be communicated to the University before the commencement of the University Examination. The internal assessment marks, communicated to the University shall be retained and carried forward.

OC-21.8.2 (effective from 11th September, 2009) Second B.A.M.S. Examination:

Course of study for IInd B.A.M.S. shall consist of following subjects:- (i) Ras sastra Avm Bhesajya Kalpana, (ii) Dravya-Guna-Vigyan, (iii) Agad Tantra, Vyavhar Ayurved Avm Vidhi Vaidyak, (iv) Rog Vigyan Avm Vikriti Vigyanm,(v) Charak Samhita Paper I and (vi) Svasth Vritta.

Classes for IInd B.A.M.S. course shall be held as per Goa University calendar. The Examination of IInd B.A.M.S. shall be held after completion of three academic terms. However, the candidate be allowed to keep terms at IIIrd B.A.M.S. Course provided he/she passes any four out of six subjects at IInd B.A.M.S. Examinations. Unless the candidate passes in all the subjects of IInd B.A.M.S. he is not eligible to appear for IIIrd B.A.M.S. Examination.

To pass II B.A.M.S. Examination candidate will have to secure 50% of marks in theory and practicals separately in each subject.

There shall be internal assessment of maximum of 10% marks in each of theory subject of B.A.M.S. course.
The internal assessment comprising of two unit tests of 50 marks each shall be conducted by subject teacher who is teaching the subject. The internal Examination shall be conducted after prior announcements of at least one week.
The concerned subject teacher shall notify the marks obtained by the concerned students after evaluation. The teacher shall obtain the signature of the student against the marks allotted. If a student is unable to appear for internal examination on medical grounds, a repeat internal test will be conducted.
There shall be minimum of two tests for each subject. The effective marks shall be average of the two tests. These marks shall be communicated to the University

before the commencement of the University Examination. The internal assessment marks, communicated to the University shall be retained as awarded earlier and carried forward wherever and whenever necessary.

OC-21.8.3 (effective from 11th September, 2009) Third B.A.M.S. Examination:

Course of study for IIIrd B.A.M.S. shall consist of following subjects:

(i) Parasite Tantra, Stree Roga
(ii) Kaumar Britya
(iii) Kaya Chikitsa, I
(iv) Shalya Tantra,
(v) Shalakya Tantra and
(vi) Chakra Samhita Paper II

(i) The final B.A.M.S. Examination shall be held after completion of three academic terms.
If a candidate fails in one or more subjects in final B.A.M.S. examination he/ she shall be eligible to appear in those subjects in subsequent III B.A.M.S. Examination, which shall be held every six month. The 1st, 2nd and 3rd B.A.M.S. examination shall be held every six months.

To pass III B.A.M.S. Examination candidate will have to secure 50% of marks in theory and practicals separately in each subject.

There shall be an internal assessment of maximum of 10% marks in each of the theory subjects of B.A.M.S. course.

The internal assessment comprising of two unit tests of 50 marks each shall be conducted by subject teacher who is teaching the subject. The Internal Examination shall be conducted after prior announcements of atleast one week.

The concerned subject teacher shall notify the marks obtained by students after evaluation. The teacher shall obtain the signature of student against the marks allotted. If a student is unable to appear for internal examination on medical grounds, a repeat internal test will be conducted.

There shall be minimum of two tests for each subject. The effective marks shall be the average of two tests. These marks shall be communicated to the University before the commencement of the University Examination. The internal assessment marks, communicated to the University shall be retained and carried forward whenever necessary.

OC-21.8.4 a (effective from 22nd June 2006) Examination:

The question paper shall consist of two sections of 45 marks each except in the subject of Sanskrit. Each section shall have 3 questions of 15 marks each. The 3rd question shall be of 4 short notes. Candidates are required to answer any 3. The evaluation of the answer script of the theory papers shall be done by the internal and the external examiners. Ordinarily, 50% of the theory shall be evaluated by the external examiner and remaining 50% shall be evaluated by internal examiner. The subject wise distribution of papers, allocation of marks and the required

number of examiners is indicated in schedule 1. The evaluation of practicals subjects shall be carried out by the internal and external examiners separately. Consolidated mark sheet signed by both the examiners shall be submitted to the University. In the subject of Kayachiiikitsa, Sharir Kriya and Sharir Rachana, there shall be two internal and two external examiners. However if one of the external / internal examiners fail to be present the examination may be conducted by the 3 examiners present. Subject wise break up of marks in practical components in each subject is given in Schedule II.

OC-21.8.4 b **(effective from 22nd June 2006)** Revaluation and general gracing shall be as per the existing University Ordinance.

Maximum duration to complete the course shall be not more than double the minimum prescribed period.

OC-21.8.4 c 1 (effective from 22nd June 2006) Standard of passing

To pass the First, second and third BAMS examination (Ayurvedacharya), a candidate shall obtain a minimum of 50% of the total marks assigned to each theory and practical component separately.

OC-21.8.4 c 2 **(effective from 22nd June 2006)** An unsuccessful candidate who obtains a minimum of 50% of the marks assigned to the written examination / practical in the subject at his option be exempted from appearing in the written examination / practical in that subject.

OC-21.8.4 c 3 **(effective from 22nd June 2006)** The marks secured in the written examination / practical of a subject in which he has secured exemption shall be carried forward for his reappearance at the subsequent examination in that subject, but the candidate shall not be eligible for a class.

OC-21.8.4 d (effective from 22nd June 2006) Award of Class

i) Class / Distinction / Honours will be awarded based on the percentage of marks scored.

70% and above - Distinction
60% and above but below 70% - First Class
50% and above but below 60% - Second Class
In order to obtain distinction in any of the subjects of the examination, a candidate shall obtain 70% of the full marks allotted to the subject without any grace marks in that subject.

(ii) Only those candidates shall be considered for honours or distinction who have passed the degree examination in first attempt.

OC-21.9.1 (effective from 22nd June 2006) Compulsory Rotatory Internship:

The scheme of compulsory rotatory internship shall be as follows:

Sr.No.	Department	Period
I	Kayachikitsa and Panchakarma	3 months
ii	Shalyatantra	1 month

iii	Shalakayatantra	1 month
iv	Streeroga and Prasutitantra	1 month
v	Balroga	1 month
vi	Biomass	15 days
vii	Rognidan V.V.	15 days
viii	Casualty	1 month
ix	Urban *	3 months

* as and when posted to different hospital.

OC-21.9.2 **(effective from 22nd June 2006)** The compulsory Rotatory internship shall be done in the respective teaching hospital / Ayurvedic Hospitals / dispensary as permitted by University for the period of 12 months after passing the final examination. In this period, at least a period of six months of internship shall be devoted in the Clinical departments of the teaching hospital.

OC-21.10.1 **(effective from 22nd June 2006)** On completion of the Internship as certified by the Principal on the recommendations of the authorities under whom the training was done, the candidate shall be eligible for the award of Ayurvedacharya (Bachelor of Ayurvedic Medicine and Surgery) Degree.

OC-21.10.2 **(effective from 22nd June 2006)** For the purpose of recommendation of completion of internship of candidate, the Principal shall take in to consideration the following factors.

i) Class work in the subject
ii) Regularity in Attendance
iii) Laboratory record, Notebook and Clinical History sheets.

OC-21.10.3 The card must contain a statement that the student has attended not less than ¾ of the theory lectures and practical classes and not less than 85% of clinical instructions of which the course consists. This card shall be submitted to the examiners as required.

OC-21.11 **(effective from 22nd June 2006) (Given in 21.9.1)**

OC-21.11.1 **(effective from 22nd June 2006) General**

(1) After passing the final B.A.M.S. examination, every student shall be required to undergo the compulsory internship to the satisfaction of the Head of the Institution.

(2) A student passing final B.A.M.S. examination shall not be entitled to receive the degree without completion of the Internship.

(3) The internship programmed of internees shall be regulated by, the Principal and the Superintendent of the Hospital where an intern undertakes his internship.

(4) (a) Internship should preferably be carried out in the hospital of the college from where the student has passed his final examination. Authorities of the Institution should make all possible efforts to accommodation such students in the hospital of the college.

(b) If it is not possible to accommodate all the students, internship may be permitted to carry out in the hospital / dispensary run by the State / Central Government, or local bodies or in the hospital / dispensary recognised by the University for the purpose. In such cases the training shall be regulated by the In-charge of the hospital / dispensary and the concerned Principal.

(c) A student may be permitted to carry out internship in any hospital of the Ayurvedic college if permitted by the Principal of that college.

(d) All the postings should be made by the principal on merit and first come, first serve basis.

(5) After the declaration of results of final B.A.M.S. examination the successful candidates should submit their application in prescribed forms to the Principal of College.

(6) Applications for transfer of Internship to another hospital shall not ordinarily be entertained. In extraordinary circumstance the principal and authority of the hospital may consider such a transfer.

(7) Intern bed ratio shall be as approved by CCIM from time to time.

(8) Attendance - Minimum attendance of each intern shall not be less than 80% in each dept. independently.

(9) Working hours: Not less than 8 hours suitably arranged by Superintendent or In-Charge of the Hospital interns may be given shift rotation including night duties.

(10) A muster roll must be kept for the attendance by the Superintendent / In-Charge of the Hospital and should be forwarded to the Principal every month.

(11) Every internee shall be under administrative and disciplinary control of the hospital where he is appointed.

(12) Interns shall obey the rules, regulations, conventions and practices of the Hospital in force and those laid down from time to time.

(13) No intern shall remain absent from his / her hospital duties without prior permission from the authorities of the hospital.

(14) For internship of 12 months duration - total 15 days of casual leave is admissible.

(15) Stipend shall be paid to the students in coordination with the management.

(16) Any leave or absence from the work in excess of the above shall be treated as absence and the intern shall make for the absence period without any stipend or remuneration.

(17) Completion Certificate: On satisfactorily completion of the internship the Principal / Head of the institution shall forward to the University a certificate to the

effect that the intern has satisfactorily completed his internship.

The University in turn shall issue the final completion certificate to the internees.

(18) The internship training shall be supervised and controlled by the Dean of the Faculty in consultation with the concerned Principal.

(effective from 22nd June 2006) Guidelines for Internship Programme

The internee shall be entrusted with the clinical responsibilities under the control and supervision of Senior Medical Officers only.
The intern should be given to the extent clinical work in each department.

The training in the hospital shall include case taking evaluation of symptomatology investigations, the Samprapti Vigyan and Differential Diagnosis and the management especially through Ayurved.

For the above purpose an intern should be exposed to training in different departments as per guideline by Board of Studies / CCIM from time to time.

(effective from 22nd June 2006) (i) Department of Kayachikitsa:

(a) All routine work such as case taking investigations, diagnosis and management of common diseases;

(b) Treatment of allergic manifestation and management of analphyletic shock;

(c) Routine clinical pathological work eg. Haemoglobin estimation, haemogram, urine analysis and microscopic examinations, blood parasites sputum examination, stool examinations etc. Interpretation of Laboratical data and clinical findings and arriving at a diagnosis; and

(d) Training in routine ward procedures such as:
(i) Giving injections;
(ii) Intravenous Infusions and Blood Transfusions;
(iii) Panchakarma Procedures and Techniques regarding Poorva Karma, Pradhan Karma and Pancha Karma. The clinical training in the Hospital attached with college to the students shall be as below:

(i) Kaya Chikitsa (Indoor and Outdoor) 12 months
(a) General 6 months
(b) Panch Karma 2 months
(c) Manas Rog 15 days
(d) Sankramak 15 days
(e) X-Ray 1 month
(f) Atyayika 2 months

(ii) Shalya Tantra (Indoor) 6 months
(a) General 5 months
(at least one month in O.T.)
(b) Atyayika 1 month
(iv) Lambur Puncher
(v) Abdominal and Thorasis Paracentesis;

(vi) E.C.G. recordings; and
(vii) Collection of Blood Samples for Pathology etc.
(viii) A ten-day programme in National Health Schemes like Leprosy, AIDs, Family Planning.

(ii) (effective from 22nd June 2006) Department of Shalya Shalakya:

(a) Intern should be trained to acquaint with the diagnosis and management of common surgical disorders;
(b) Management of Certain Surgical Emergencies such as shock, Acute Abdomen etc.
(c) Practical Implementation of Asceptic and Antiseptic techniques, sterilisation etc.
(d) Intern should be involved in pre-operative and post-operative managements;
(e) Practical use of anaesthetic techniques and uses of anaesthetic drugs;
(f) Intern should work in casualty unit as far as possible and should be made acquainted with medicolegal problems;
(g) Radiological procedures, clinical interpretation of x-ray plants, I.V.P. Bameal, Myclograms etc.
(h) Surgical procedures and routine ward techniques such as:
(i) Suturing of fresh cut in cised, wounds;
(ii) Dressing of wounds, burns, ulcers etc;
(iii) Incision of absoss;
(iv) Exciisiicion of Eyetes; and
(v) Verisection etc.

(iii) (effective from 22nd June 2006) Department of Prasuti Tantra, Stri-rog and Kaumar Bharitya:

(a) Ante-natal and Post-natal problems and their remedies, ante-natal and post-natal case;
(b) Management of normal and abnormal labours;
(c) Ante-natal and Post-natal emergencies;
(d) Minor obstetric surgical procedures etc;
(e) Care of newborn; and
(f) Important paediatric problems and their management

(iv) (effective from 22nd June 2006) Family Welfare and Community Health and National Health Programme:

Intern should be well acquainted with following:
(a) Various communities based health activities and health programmes;
(b) National programme of health education personal hygiene, nutrition, family welfare etc.
(c) Control communicable diseases e.g. Tuberculosis, Leprosy, Sexually transmitted diseases and other communicable diseases;
(d) Control of disease adopted in National Health Programmes e.g. Malaria, Filaria, TB, Leprosy, Blindness etc; and
(e) Immunisation Programme - Tripple Antigen and cholera, Typhoid Vaccine, B.C.G.etc.

(v) (effective from 22nd June 2006) Medicolegal Aspects:

Such as giving unfit and fitness certificates, death certificates, court procedures.

Maintenance of Records.

(1) Each internee shall have to maintain a detailed record of minimum of 10 cases in each department during his internship duly signed by the Medical Officer concerned. The record shall be complete in all respects such as care-taking, clinical examination and investigations, evaluation of symptomatology and samprapati vigyan, treatments and follow-ups.

OC-21.12.1 **(effective from 22nd June 2006) Shifted to 21.8.4 a**

OC-21.12.2 **(effective from 22nd June 2006) Shifted to 21.8.4 a**

OC-21.12.3 **(effective from 22nd June 2006) Shifted to 21.8.4 a**

OC-21.12.4 **(effective from 22nd June 2006) Shifted to 21.8.4 d**

OC-21.12.5 **(effective from 22nd June 2006) Shifted to SCHEDULE I AND II**

OC-21.13 **(effective from 22nd June 2006) Shifted to 21.9.1**

OC-21.13.2 The clinical training in the Hospital attached with college to the students shall be as below:

(i) Kaya Chikitsa (Indoor and Outdoor)	12 months
(a) General	6 months
(b) Panch Karma	2 months
(c) Manas Rog	15 days
(d) Sankramak	15 days
(e) X Ray	1 month
(f) Atyayika	2 months
(ii) Shalya Tantra (Indoor)	6 months
(a) General	5 months (at least one month in O.T.)
(b) Atyayika	1 month
(iii) Shalay Tantra (Indoors and Outdoors)	4 months
(a) General	3 months (at least one month)
(b) Atyayika	1 month
(iv) Prasuti Tantra Avm Stri Rag	3 months
(v) Kaumar Bharitya	1 month.

OC-21.14.1 **Qualifications and Experience for Teaching Staff (Applicable to new recruitments)**

(i) Essential:
The degree in Ayurved from a University established by Law or Statutory Board/ Faculty/Examining Body of Indian Medicine or its Equivalent as recognised by IMCC Act, 1970.

(ii) Experience:
(a) For the post of Professor: Total teaching experience of ten years in the

Department is necessary out of which there shall be five years teaching experience as Reader/ Assistant Professor or ten years experience as a Lecturer in the concerned subject wherever the posts of Reader, Assistant Professor do not exist.

(b) For the post of Reader/Assistant Professor: Total teaching experience of five years in the subject is necessary out of which there shall be three years teaching experience as Lecturer in the subject concerned.

(c) For the post of Lecturer: Total teaching experience of three years as Demonstrator or Junior Lecturer is necessary. No Post-Graduate teaching experience is required.'

(i) Adequate knowledge of Sanskrit.

OC-21.14.2 (iii) Desirable:
(a) Original published papers/books on the subject.
(b) A post-graduate qualification in the subject from a recognized institution/ university established by law.

However, for the following subject the post-graduate qualification as noted against the subject be admissible.

Name of subject	Discipline of Post-Graduate
1. Swasth Vritta	1. Kaya Chikitsa 2. Basic Principle
2. Agad Tantra	1. Kaya Chikitsa 2. Dravya Gun
3. Padarth Vigyan/Smhita/Itihas	Basic Principles
4. Rog Vigyan	Kaya Chikitsa
5. Sharir Rachana/Sharir Kriya	1. Sharir 2. Basic Principle
6. Shalakya	1. Shalakya & Shalya 2. Shalya
7. Nischatna Avm Kshakiran	Shalya & Shalakya

OC-21.15 **(effective from 22nd June 2006)** However, for the following subject the post-graduate qualification as noted against the subject be admissible.

(SEE ANNEXURE I)

Annexure I (OC-21.15)

However, for the following subject the post-graduate qualification as noted against the subject be admissible.

	Name of Subject	Discipline of Post-Graduate	
1.	Swasth Vritta	1. Kaya Chikitsa	2. Basic Principle
2.	Agad Tantra	1. Kaya Chikitsa	2. Dravya Gun
3.	Padarth Vigyan / Samhita / Itihas	Basic Principle	
4.	Rog Vigyan	Kaya Chikitsa	
5.	Sharir Rachana / Sharira Kriya	1. Sharir	2. Basic Principle
6.	Shalakya	1. Shalakya and Shalya	2. Shalya
7.	Nischatna Avm Kshakiran	Shalya and Shalakya	

ANNEXURE II Number of Lectures Practical and Demonstrations for various subjects:

Subjects	Lecture	Practicals and Demonstrations
Subject of First B.A.M.S.		
1. History of Ayurved	60	-----
2. Padarth Vigyan	150	30
3. Sanskrit	150	-----
4. Astang Sangrah	60	-----
5. Sharira Rachana Vigyan	210	210
6. Sharira Kriya Vigyan	210	90
Subject of Second B.A.M.S.		
7. Swasth Vrita	180	50
8. Dravyagun Vigyan	180	90
9. Ras Avm Bhaisaja	180	90
10.Rog Vigyan Avm Vikriti Vigyan	180	90
11.Charak Samhita	100	-----
12. Agad Tantra, Vyavahar Ayurved Avm Vidhi Vaidyan	100	50
Subject of Third B.A.M.S.		
13. Prasuti Tantra Avm Stri Rog	150	In hospital 3 months
14. Kaumar Bhritya	90	1 month
15. Kaya Chikitsa	400	12 months
16. Shalya Tantra	210	6 months
17. Shalakya Tantra	210	6 months 2 months E.N.T. 2 months Dental 2 months Surgery 2 months Opthalmology 2 months E.N.T. 1 month Dental Surgery 1 month Aatiya
18. Charak Samhita	100	-----

Note: The period of theory and practical shall not be less than 45 minutes duration. The duration of the practical of clinical subjects and Rachna Sharir (Dissection) shall be of at least 120 minutes (two hours).

Course Summary Schedule - I (OC-21.12.5)

Subjects	Total marks in Theory for External and Internal Examiner respectively	Total marks in Practical for Internal and External respectively	Internal marks Theory	Total	No. of Internal Examiners	No. of External Examiners
Subject of First B.A.M.S.						
1. History of Ayurveda	45/45		10	100	1	1
2. Padarth Vigyan	90/90	25/25	20	250	1	1
3. Sanskrit	90/90	25/25	20	250	1	1
4. Astang Sangrah	45/45	25/25	10	150	1	1
5. Sharira Rachana Vigyan	90/90	100/100	20	400	2	2
6. Sharira Kriya Vigyan	90/90	100/100	20	400	2	2
Subject of Second B.A.M.S.						
7. Swasth Vritta	90/90	50/50	20	300	1	1
8. Dravyagun Vigyan	90/90	100/100	20	400	1	1
9. Ras Avm Bhaisaja	90/90	100/100	20	400	1	1
10.Rog Vigyan Avm Vikriti Vigyan	90/90	50/50	20	300	1	1
11.Charak Samhita	45/45	25/25	10	150	1	1
12.Agad Tantra, Vyavahar Ayurveda Avm Vidhi Vaidyak	45/45	50/50	10	200	1	1
Subject of Third B.A.M.S.						
13. Prasuti Tantra Avm Stri Rog	90/90	50/50	20	300	1	1
14. Kaumar Bhritya	45/45	50/50	10	200	1	1
15. Kaya Chikitsa	90/90/90/90	100/100	40	600	2	2
16. Shalya Tantra	90/90	50/50	20	300	1	1
17. Shalakya Tantra	90/90	50/50	20	300	1	1
18. Charak Samhita (u)	45/45	25/25	10	150	1	1

Schedule - II (OC-21.12.5)
Practical subject (I BAMS) details of break up of marks for practical exam.

	Subject	Total Marks											
1.	Sharir Rachana	200	**B R E A K U P** ⇨	Vicchedita Sharir Darshan	Komal Avayav	Spotting	X-Ray	Surface Anatomy	Maukhik Gen-viva	Journal	Asthi sharir	Marma	Garbha
				25 marks	25 marks	20 marks	10 marks	10 marks	40 marks	10 marks	20 marks	20 marks	20 marks
2.	Sharir Kriya	200		Prakriti, Agni, Koshta, Sarata	Experiment	Instrument	Spotting	Gen-Viva	Journal				
				50 marks	50 marks	30	20	40	10				
3.	Sanskrit	50		Vyakarana	Anuvad Chandrika	Pancha-tantra	Vaidya-kiya subha-shit	Ayu Hitopa-desh					
				15	10	8	7	10					
4.	Padarthvidnyan	50		Paper I	Paper II								
				25	25								
5.	Astang Sangraha	50		Sutrastan 1-20 Chapt.	Sutrastan 21-40 Chapt.								
				25	25								

Practical subject (II BAMS) details of break up of marks for practical exam.

Sr. No.	Subject	Total Marks								
1.	Rognidana & Vikruti Vidnyan.	100		Clinical case taking (long case)	Clinical case taking (short case)	Instrument	Experiment	Gen-Viva	Compilation	Journal
				15 marks	10 marks	10 marks	20 marks	25 marks	40 marks	10 marks
2.	Swasthvruta	100	BREAKUP	Vaiyaktik Swasthvruta	Sarvajanik & Samajik Swasthvruta	Yoga & Naturopathy (Demonstration)	Primary Health Care, Family Planning & National Programme	Journal		
				20 marks	30 marks	20	20	10		
3.	Agad Tantra	100	⇨	Practical Journal	P.M.Journal	Spotting	Gen-Viva			
				15	15	20	50			
4.	Rasashastra Bhaisajya Kalpana	200		Medicine Preparation (Practical)	Identificationof drug	Journal	Gen-Viva	Spotting		
	Paper - I Paper - II			70 RS-35 BK-35	20 RS-10 BK-10	20 RS-10 BK-10	50 RS-25 BK-25	40 RS-20 BK-20		
5.	Dravyagunavidn-yan	200		Gen-Viva	Drug Identification	Journal	Compilation	Herbarirum	Practical diary	
				80 Paper-I 40 Paper-II 40	40 Wet-20 Dry-20	20	20	20	20	
6.	Charak Samhita (P)	50		Sutrastan	Nidhanstan	Sharirstan	Vimanstan			
				20	10	10	10			

Practical subject (III BAMS) details of break up of marks for practical exam.

Sr. No.	Subject	Total Marks								
1.	Kayachikitsa	200		Daily work	Journal	Gen-Viva	Clinical Exam			
	Paper - I & II Paper - III & IV			20 marks 10 10	20 marks 10 10	60 marks 30 30	100 marks 50 50			
2.	Shalya Tantra	100	**BREACKUP**	Clinical Exam (long case) with oral	Clinical Exam (Short case) with oral	Instruments	X-Ray	Kalpa	Journal	Gen-Viva
				30 marks	20 marks	10	10	10	10	10
3.	Shalakya Tantra	100	➪	Clinical Exam (long case) with oral	Clinical Exam (Short case) with oral	Instruments	X-Ray	Kalpa	Journal	Gen-Viva
				30 marks	20 marks	10	10	10	10	10
4.	Streerog & Prasuti Tantra	100		Clinical Exam (long case) with oral	Clinical Exam (Short case) with oral	Instruments	X-Ray & Model	Kalpa	Journal	Gen-Viva
				30 marks	20 marks	10	10	10	10	10
5.	Kaumarbritya	100		Clinical Exam (long case) with oral	Clinical Exam (Short case) with oral	Instruments	X-Ray & Model	Kalpa	Journal	Gen-Viva
				30 marks	20 marks	10	10	10	10	10
6.	Charak Samhita (U)	50		Chikitsastan	Indriyastan	Siddhistan	Kalpastan			
				20	10	10	10			

OC-22 (Effective from 15th January, 2008) Ordinance relating to Examination Scheme for Bachelor of Science (Naval Science) Course (Under Section 24(1) of the Goa University Act, 1984).

OC-22.1 Applicability

This Ordinance shall be applicable to the Bachelor of Science (Naval Science) course. It shall come into force from the date notified by Goa University. Once notified, the ordinance shall supersede all existing Ordinances, Notifications and Circulars relating to this course. For matters provided under this ordinance, the other general ordinances shall not be applicable.

OC-22.2 Institution

The course shall be conducted at Naval Academy, Indian Navy.

OC-22.3 Eligibility

Candidates of the course are required to fulfill all the following criteria:-

(a) They must be 10+2-qualified.
(b) They must have cleared the interview by the all-India Services Selection Board, Indian Navy.
(c) They must have been selected by the Integrated Headquarters (Navy), Ministry of Defence.
(d) They must have joined Naval Academy as cadets of the 10+2 Executive Course.

OC-22.4 Registration

All eligible candidates as specified in OC-22.3 are required to be registered with Goa University during their first year for the award of BSc (Naval Science) degree.

OC-22.5 Duration

(a) The total duration of the course shall be three years only.
(b) The course shall consist of six semesters of twenty weeks each except for the First Semester which shall be of eighteen weeks only.

OC-22.6 Periodicity

The course shall be conducted twice a year with the semesters commencing in June / July and in December / January every year.

OC-22.7 Syllabus

The syllabus, including the titles of different papers and the number of lectures for each, shall be as recommended by the Board of Studies in Naval Science and approved by the Academic Council of Goa University.

OC-22.8 Examinations

(a) The total marks for each paper shall be 100 only, the breakdown of which is as follows:-

(i) There shall be a Snap Test in each paper for 15 marks.
(ii) There shall be a Mid-Term Test in each paper for 25 marks.
(iii) There shall be a Terminal Test in each paper for 60 marks, out of which 10 marks shall be allotted to practical examinations wherever applicable.

(b) All examinations shall be conducted by Lecturers of Naval Academy who would set question papers and evaluate answer papers in their respective subjects.

OC-22.9 Staff

Teaching and administrative staff for the course shall be appointed by the Naval Academy.

OC-22.10 Attendance

Only candidates who have attended a minimum of 75% of the total lectures delivered in the respective semester shall be permitted to appear in Terminal Test except for absence on medical grounds.

OC-22.11 Rounding Off

The total marks scored in each paper shall be rounded off to the nearest integer.

OC-22.12 Pass Criteria

(a) Only candidates scoring a minimum of 40% marks of the aggregate of Snap, Mid-Term and Terminal Tests shall pass the respective paper.
(b) Only candidates passing every paper of the respective semester shall be promoted to the next semester.
(c) A maximum of 5 grace marks may be awarded to a candidate to enable him to pass the semester, subject to a maximum of 3 grace marks in any one paper.

OC-22.13 Mis-muster Tests for Absentees

(a) There shall be mis-muster tests for absentees in Snap Test only once prior to Mid-Term Tests.
(b) There shall be mis-muster tests for absentees in Mid-Term Tests if the absence is due to medical grounds or naval duty. Such tests shall be completed by the thirteenth (13^{th}) week of the semester.
(c) There shall be mis-muster tests for absentees in Terminal Tests if the absence is due to medical grounds or naval duty. Such tests shall be completed within six (06) weeks of the main tests.

OC-22.14 Supplementary Tests for Failures

(a) Supplementary tests shall be held within six/eight weeks of the Terminal Tests for candidates failing in a maximum of two papers.
(b) Candidates qualifying by passing supplementary tests shall not be eligible for award of any class on graduation.
(c) Candidates failing in any supplementary paper shall repeat the same semester.

OC-22.15 Relegation Criteria

(a) Candidates absent in more than 25% of the total lectures delivered in the respective semester shall be relegated by one semester.
(b) Candidates failing in three or more papers in the same semester shall repeat the same semester.
(c) Candidates failing in any supplementary paper shall repeat the same semester.
(d) Candidates resorting to unfair means in examinations shall be penalised to repeat the same semester.
(e) Candidates failing in physical tests or in observing discipline shall also repeat the same semester.

OC-22.16 Performance Classification

(a) Classes will be awarded only to those candidates who have passed all the six semesters as specified in OC-22.12 without appearing in any supplementary test.
(b) Candidates relegated on academic grounds shall be awarded Second Class by Goa University irrespective of their actual aggregates.
(c) Candidates not relegated on academic or disciplinary grounds shall be classified by Goa University according to the following criteria:-
(i) Candidates scoring 40% or more but less than 60% in the final aggregate shall be awarded Second Class.
(ii) Candidates scoring 60% or more but less than 70% in the final aggregate shall be awarded First Class.
(iii) Candidates scoring 70% or more in the final aggregate shall be awarded Distinction.

OC-22.17 Certification

(a) A Goa University Certificate of Marks shall be issued to every candidate passing the course.
(b) A Goa University Degree Certificate shall be issued during Convocation to every candidate passing the course

OC-23 Ordinance relating to award of Bachelor of Science in Nursing.
(Under Section 24(1) of the Goa University Act, 1984).

OC-23.1 Nomenclature of the Degree: The nomenclature of the degree awarded by the Goa University shall be Bachelor of Science in Nursing (Post Basic).

OC-23.2 Minimum Duration of the Course: The Post Basic B.Sc. in Nursing Course shall be of two academic years. Each academic year shall be from June to April.

OC-23.3 Minimum Duration of the Year: The minimum duration of the year shall be of at least 40 weeks.

OC-23.4 Eligibility for A ward of Degree: A candidate admitted for the Post Basic B.Sc. in Nursing Course shall have to pass all examination to be eligible for award of degree.

OC-23.5 Attendance: A candidate should have attended 75% of lectures and 100% of Clinical work to be eligible to appear for examination. In case of illness certified with a Medical Certificate from a Government Institute a candidate may be allowed to appear for the examination provided he has attended 75% of Clinical Work. Such a candidate shall be required

to make up the loss of 25% attendance in clinical work during vacations.

OC-23.6 Standard of passing: To pass the examination the candidate shall obtain in Theory (1) 35% marks in the aggregate of internal & external assessment in each of the subsidiary subjects. (2) 50% marks in the aggregate of internal and external assessment in each of the Principal subjects. PRACTICAL (1) 50% marks in the aggregate of internal & external assessment in each subject.

OC-23.7 ATKT Rules: (a) A candidate who fails in not more than two Principal subjects shall be permitted to enter upon the course for the next year examination and shall be allowed to appear for both year examinations simultaneously. However, a candidate who fails in any number of subsidiary subjects shall be permitted to enter upon the course for the next year.

OC-23.8 Number of attempts: There shall be maximum of four attempts in 1st year examination and a maximum of three attempts in the second year examination.

OC-23.9 Discontinuation: A candidate shall not be allowed to continue the course if (a) He/she does not clear the first year examination in 4 attempts **OR** (b) He/she does not clear the Second year examination in 3 attempts **OR** (c) He does not complete the course within a period of four years from the date of admission to the course.

OC-23.10 Maximum duration of the course: The candidate must clear both the examinations within a period of four years from date of admission to the course.

OC-23.11 Obtaining a Class: (a) Those of the successful candidates who obtain less than 50% in the aggregate of all the subjects in both the year examination having passed each yearly examination in one and the same sitting shall be considered to have passed in the pass class.
(b) Those of the successful candidates who obtain above 50% of the total on the aggregate of all the subjects of both the yearly examinations and having passed each examination at one and the same sitting shall be considered to have passed the examination in the Second Class.
(c) Those of the successful candidates who obtain 60% and above of the total on the aggregate of all the subjects of both the yearly examinations and having passed each examination at one and the same sitting shall be considered to have passed the examination in the First Class.
(d) Those of the successful candidates who obtain 70% and above of the total on the aggregate of all the subjects of both the yearly examinations having passed each examination at one and the same sitting shall be considered to have passed the examination with Distinction.

(e) A candidate who fails in any of the subjects of the examination in accordance with the provision mentioned in OC-23.6 may at the candidates option, be allowed to appear only in the said subjects at a subsequent examination.
(f) Such a candidate when he passes the examination in compartments will not be eligible for any class. The remarks against his results shall be 'Passes'.

OC-23.12 Supplementary Examination: Candidates who fail in any of the subjects of the examination in accordance with provision mentioned in OC-23.6 may be allowed to appear at a subsequent examination which shall be held six weeks from the date of declaration of results. Such candidates may be permitted to continue the next term until the results of the supplementary examinations are declared. ~~(Those of the successful candidates who obtain above 70% of the total on the aggregate of all subjects of the four semesters having passed each semester exam at one and the same sitting shall be considered to have passed the examination with Distinction)~~ (deleted vide corrigendum dt. 10th June, 2002).

OC-23.13 (~~A candidate who passes in any of the subjects of the examination in accordance with the provision mentioned in Ordinance OC-23.6, may at the candidates option, be exempted from appearing in the subject at a subsequent examination. Such a candidate when he passes in the subject at a subsequent examination in accordance with the provision mentioned above will be declared to have passed the examination in the Pass class, irrespective of the percentage obtained. Candidates passing the examination in compartments shall not be eligible for a class, prize or Scholarship~~) (deleted vide corrigendum dt. 10th June, 2002).

Scheme of Examinations and scheme of hours offered.

Sr. No	Subject	Hours			Internal Marks		External Marks		Total Marks	Duration of External Theory Paper
		T	P	T	T	P	T	P		
I.	**First Year** Community Health Nursing I (P)	60	115	175	25	--	50	--	75	1 ½ hours
2.	Biochemistry & Biophysics (S)	60	--	60	25	--	50	--	75	1 ½ hours
3.	Psychology(S)	65	15	80	25	--	50	--	75	1 ½ hours
4.	Maternal Nursing (P)	60	240	300	50	50	100	100	450	3 hours
5.	Child Health Nursing (P)	60	240	300	50	--	100	--	--	3 hours
6.	Microbiology (P)	60	30	90	25	--	50	--	75	1 ½ hours
7.	Medical Surgical Nursing (P)	60	140	200	25	--	50	--	75	1 ½ hours
8.	English (S)	60	--	60	25	--	50	--	75	1 ½ hours
9.	Sociology (S)	60	--	60	25	--	50	--	75	1 ½ hours
		1325 hours					**975 marks**			
1.	**Second Year** Community Health Nursing II(P)	60	170	230	50	50	100		450	3 hours
2.	Mental Health Nursing (P)	60	240	300	50	--	100	--	--	3 hours
3.	Nursing Education	60	100	160	25	--	75	--	100	2 hours
4.	Nursing Administration (P)	65	180	245	25	--	75	100	100	2 hours
5.	Medical Surgical Nursing ii (P)	50	130	180	50	50	100	-	300	3 hours
6.	Trends, Issues & Research in nursing (S)	65	120	185	50	--	--	--	50	--
7.	Educational Tour	--	40	40						

Note: P = principal
S= Subsidiary

(EFFECTIVE FROM 2006-2007) Amendment to Ordinance OC-24 relating to the BBA (Bachelor of Business Administration) program.

OC-24.1 Objective of the Programme

To build competence in students to effectively undertake entry-level managerial employment in organizations.

OC-24.2 Duration of the Program

Three-year full time program. Each year shall consist of three Terms with an additional summer Term of six weeks in the first and second years. Each Term shall be of 3 months duration inclusive of vacations.

OC-24.3 Admission and Eligibility for Admission

A candidate, who has passed XII standard, is eligible for admission to BBA. Admission shall be made based on an admissions test. An Admissions Committee consisting of the Principals or Course Directors of the Colleges conducting the programme, the Dean of the Faculty of Management Studies and one of the faculty members of the Department of Management Studies; all appointed by the Vice Chancellor of the University shall decide the nature of the particular admissions test and procedures for admission. One of the Principals or the Dean of the Faculty of Management Studies shall be nominated as the Chairperson by the Vice Chancellor.

OC-24.4 Structure of the Programme

OC-24.4.1 Term wise Programme Structure[5]

TERM 1

Code	Subject	Credits	Hours per week
101	IT[6] Skills	2	2
102	Management Process	2	2
103	Marketing Management I	3	3
104	Human Resource Management 1	3	3
105	Managerial Economics 1	2	2
106	Case Analysis 1	2	2
107	Soft Skills Training1	2	2
108	PBE[7] 1	2	2
Total		18	18

TERM 2

Code	Subject	Credits	Hours per week
201	IT Skills 2	2	2
202	Marketing Management 2	3	3
203	Human Resource Management 2	3	3
204	Managerial Economics 2	2	2
205	Production Operations Management 1	2	2
206	Case Analysis 2	2	2
207	Soft Skills Training 2	2	2
208	PBE 2	2	2
Total		18	18

[5] Not amenable for 3 column format as 14 Terms of the Mini Semester system have been converted into 11 Terms in the Trimester system.

[6] Information Technology

[7] Perspectives Building Electives from already approved subjects under Humanities, Social Sciences, and Science and Technology.

TERM 3

Code	Subject	Credits	Hours per week
301	Strategic Management	2	2
302	Financial Statement Analysis for Decisions	3	3
303	Production Operations Management 2	2	2
304	Business Research Methods	3	3
305	Organizational Behavior 1	2	2
306	Case Analysis 3	2	2
307	Soft Skills Training 3	2	2
308	PBE 3	2	2
Total		18	18

TERM 4

Code	Subject	Credits	
401	Summer Placement Report	2	6 weeks
402	Summer Placement Seminar	2	1 hour per student

TERM 5

Code	Subject	Credits	Hours per week
501	Organizational Behavior 2	2	2
502	Macroeconomics 1	2	2
503	Financial Accounting for Decisions	3	3
504	Statistics for Business	2	2
505	Management Information Systems	3	3
506	Case Analysis 4	2	2
507	Soft Skills Training 4	2	2
508	PBE 4	2	2
Total		18	18

TERM 6

Code	Subject	Credits	Hours per week
601	Business Mathematics	3	3
602	Macroeconomics 2	2	2
603	Financial Management 1	2	2
604	Management Accounting 1	3	3
605	Business Law	2	2
606	Case Analysis 5	2	2
607	Soft Skills Training 5	2	2
608	PBE 5	2	2
Total		18	18

Term 7

Code	Subject	Credits	Hours per week
701	Economic Environment	3	3
702	Management Accounting 2	3	3
703	Financial Management 2	2	2
704	Labor Law	2	2
705	Operations Research	3	3
706	Case Analysis 6	2	2
707	Soft Skills Training 6	2	2
708	PBE 6	2	2
Total		19	19

TERM 8

Code	Subject	Credits	
801	Summer Placement Report	2	6 weeks
802	Summer Placement Seminar	2	1hour per student

TERM 9

Code	Subject	Credits	Hours per week
901 to 902	Electives 1 to 2	2 each	2 hours per elective
903	Entrepreneurial Project	2	2
904	Environmental Management 1	2	2
905	Interactions with Entrepreneurs	1	2 hours per fortnight
906	Mock Interviews by Executives	1	30 minutes per student for the Term
907	Seminars on General Topics	1	3 hours per week
908	Case Analysis 7	2	2
909	Soft Skills Training 7	2	2
910	PBE 7	2	2
Total		17	18

TERM 10

Code	Subject	Credits	Hours per week
1001 to 1003	Electives 3 to 5	2 each	2 hours per elective
1004	Environmental Management 2	2	2
1005	Interactions with Executives	1	2 hours per fortnight
1006	Mock Interviews by Executives	1	30 minutes per student for the Term
1007	Seminars on General Topics	1	3 hours per week
1008	Case Analysis 8	2	2
1009	Soft Skills Training 8	2	2
1010	PBE 8	2	2
Total		17	18

TERM 11

Code	Subject	Credits	Hours per week
1101 to 1102	Electives 6 to 7	2 each	2 hours per elective
1103	Project Report and Seminar	8 (6 and 2)	4 weeks
1104	Interactions with Executives	1	2 hours per fortnight
1105	Mock Interviews by Executives	1	30 minutes per student for the Term
1106	Seminars on General Topics	1	3 hours per week
1107	Case Analysis 8	2	2
1108	Soft Skills Training 8	2	2
1109	PBE 9	2	2
Total		19	14

OC-24.4.2 Subject 401 and 801 Summer Placement Report shall be undertaken in an established organization.

OC-24.4.3 For subject 903 students in groups of six shall undertake a mini entrepreneurial activity.

OC-24.4.4 Subject 1103 comprises a Project undertaken in an established firm under the guidance of a regular, contributory or guest teacher.

OC-24.4.5 For the subject Case Analysis for each Term, a maximum of 9 cases shall be discussed in addition to one real life case written by the students.

OC-24.4.6 For the subjects Soft Skills Training and Perspective Building Electives (PBE) in each Term, the institution shall offer subjects from the already approved subjects.

OC-24.4.7 Subjects 907, 1007, and 1106 shall be done in groups of 6 students and on contemporary topics.

OC-24.4.8 For subjects 905, 1005 and 1104, an entrepreneur / executive from industry with minimum two years experience shall be invited for interactions.

OC-24.4.9 For subjects 906, 1006, and 1105, an executive from industry with minimum two years experience shall be invited for conducting the Interviews and grading the students.

OC-24.4.10 Subject allocations to Terms are only indicative. The Institution shall have the freedom to reallocate courses across Terms with the approval of the Board of Studies in Management Studies.

OC-24.4.11 For each Subject, detailed course outlines shall be obtained from the teachers before the commencement of teaching. Only the Board of Studies in Management Studies shall make exceptions to this with valid reasons.

The Course Outlines shall 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 shall 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 and weights for each component of evaluation. Formats as given in Schedule I and Schedule II shall be used for the above purpose.

Every session shall have preparatory reading materials and shall have either an exercise or case study as a background for class discussion or class work by the students. Lecture by Instructor, as a method of training, shall not be used in any session.

OC-24.5 Registration for electives

OC-24.5.1 Each elective opted for shall be a distinct subject.

OC-24.5.2 The institution shall decide the minimum number of students required for offering an elective.

OC-24.5.3 Electives 1 to 7 offered in the 9^{th} 10^{th} and 11^{th} Terms shall be of 2 credits each and shall be from areas such as Marketing, Human Resources Management, Production Operations Management, Systems, Economics, etc.

OC-24.5.4 Every year, before the end of February, the Course Director shall obtain the syllabi for the electives giving objectives and broad outline from regular and visiting teachers such as teachers from other Institutions and institutions outside Goa University as well as professionals and managers from industry. The syllabi shall 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.

OC-24.5.4.1 Electives approved by the Board of Studies in Management Studies shall be announced to the 2nd year BBA students and provisional registrations shall be obtained. Based on the registrations and availability of faculty resources, the Institution shall finalize the electives to be offered in the subsequent academic year.

OC-24.5.4.2 **(Effective from 14th September, 2009)** For such approved electives, detailed course outlines shall be obtained from the teachers and the same shall be submitted to the Course Director of the institution for approval and implementation. The Course Outlines shall 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 shall 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 and weights for each component of evaluation. Formats as given in Schedule I and Schedule II shall be used for the above purpose.

Every session shall have preparatory reading materials and shall have either an exercise or case study as a background for class discussion or class work by the students. Lecture as a method of training shall not be used in any session.

Final registrations for electives shall be obtained before end June of the academic year.

OC-24.5.5 In Terms 9 to 11 put together, in lieu of 2 credits worth of Electives, the student may opt for a Project Course (PC) / Fieldwork Course (FC) under an approved guide (a regular faculty member of the Institution / University or a Contributory / Guest teacher).

OC-24.5.6 Registration for Non Credit Subjects

The Institution, with the help of its regular, contributory or guest faculty, shall periodically offer non-credit subjects in various areas of management / non-management disciplines and especially in newly emerging areas. Once a student registers for such a subject, it becomes a compulsory subject for the student. In exceptional circumstances, the Course Director 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 Institution shall issue a Certificate to the student mentioning the names and number of credits of each such subject attended by the student.

OC-24.6 Evaluation, Grading and Pass Requirements

OC-24.6.1 Each subject shall have certain number of credits as given in 4.1 above. The number of credits is approximately the number of minimum contact hours divided by 10.

OC-24.6.1.1 No component of evaluation shall exceed 40% weight in the total evaluation of the subject. The method as well as the content of evaluation of Summer Placement Report, Summer Placement Seminar, Project Work, Project Seminar and Project / Fieldwork Courses shall be decided by the concerned guide with

the consent of a Committee of all full time teachers of the Institution chaired by the Course Director. The respective teacher or the guide shall do the assessment as well as grading.

OC-24.6.1.2 All examinations shall be open book examinations. The student while answering the examinations can use the prescribed texts distributed to the students by the Institution and other hand-written notes of the student. No other resource other than ordinary (non-scientific) calculators shall be allowed.

OC-24.6.1.3 The teacher shall submit at the end of every month, the details of the Grades awarded to each student as well as the percentage of attendance till that point of time to enable the student to benefit from timely feedback.

OC-24.6.1.4 Summer Placement Seminar and Project Seminar shall be evaluated by a panel of an internal faculty and an executive from industry with minimum two years experience.

Summer Placement Seminar and Project Seminar shall be organized as public seminars, where anybody from the audience may ask questions, unless the organization on which the work was done requires the results to be kept confidential. In the latter case, only the examiners shall be present during the Seminar.

OC-24.6.2 The manner in which classes are conducted and the method as well as the content of evaluation of each subject of each Term shall be reviewed by Academic Audit Committee, appointed by the Vice Chancellor from a panel of experts prepared by the Board of Studies in Management Studies. The committee shall consist of at least three members, of which preferably at least two shall be from outside the Institution. At least one of the members shall preferably be from the corporate sector. If the work for a committee is on the higher side, more than one committee may be appointed. The Committee shall meet twice in a year after the completion of two consecutive Terms.

All course-outlines, answer sheets, assignments, project reports and mark lists shall be maintained and made 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 it. The reports shall be prepared as per the procedures and formats laid out in Schedule III.

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 signed by the Chairman of the Academic Audit Committee and handed over to the Examinations Department in Tabulated Grade Sheet form after Term 11.

OC-24.6.3 **(Effective from 14th September, 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.

OC-24.6.4 To obtain a pass in BBA, the student should have obtained a weighted average grade point (weighted by the number of credits of each subject) of 5.00 for the subjects of Terms 1 to 11 including the Summer Placement Work 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, if any, the student had registered for.

The mark-list given to the student shall give grades and grade points for each subject of each Term, his/her rank in the class in the respective institution for each subject, the overall grade (weighted average weighted by the Credits of each subject) and grade points.

There shall not be any University wide ranking of the students.

OC-24.6.5 A student who has not met the requirements for pass in BBA may reregister for necessary subjects by paying the appropriate fee and attempt to obtain a pass within a period of 6 years from the date of joining the BBA programme. The Institution may not be in a position to make changes in the Time Table of subjects to avoid clashes of sessions to accommodate such students.

OC-24.6.6 A student has to register / reregister for a full subject and not a part there of, including those in case of reregistering for Project related subjects. If a student reregisters for the Summer Placement Report or Seminar, the Institution with the consent of the internal guide may decide whether the student should redo only the Report or the Seminar or both or whether he/she should repeat the summer work in another Term.

OC-24.6.7 A student may cancel an elective subject and may register for another elective while reregistering.

OC-24.6.8 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 6 years from the date of joining the BBA programme. 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 shall not be available for students after their receiving the BBA degree.

OC-24.6.9 In all cases of re-registration, the grades obtained in the last registration by the student shall hold good.

OC-24.7 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.

A: Distinction
B: First Class
C and D: Second Class
F: Failed

OC-24.8 The Board of Studies in Management Studies shall resolve any ambiguities and interpretation requirements arising from this Ordinance.

(Effective from 6th February, 2009) Addendum to Ordinance OC-24 relating to BBA (Bachelor of Business Administration) programme inter-alia includes the scheme of evaluation as Schedule I

Schedule I Scheme of Evaluation

Subject: Instructor:
Term: Year: College / Institute:

Objectives
At the end of the course, the students will have competence in:

Objective in Terms of Competence to be Developed	**Learning Methodology Planned for each of the Competencies in Column 1: The Activities will Involve Case Discussions, Presentations, Project/s, Article Critiques, Problem Solving Sessions, Other Experiential Sessions, etc.**	**Implemented**	**Reasons for Deviations**

Schedule II Course Outline Form

Items		**Planned**	**Planned**	**Implemented**	**Implemented**	**Reasons for Deviations**
Competence Assessed	**Evaluation Methodology Planned**	**Group / Individual Evaluation**	**Weight: Total 100**	**Group / Individual Evaluation**	**Weight: Total 100**	

Term: **Subject:** **Instructor:** **Year:** **College/ Institution:**

Item	Planned	Implemented
Session No[1]	Date:	
Objective		
Reading Material		
Learning Methodology		

Item	Planned	Implemented
Session No[1]	Date:	
Objective		
Reading Material		
Learning Methodology		

Item	Planned	Implemented
Session No[1]	Date:	
Objective		
Reading Material		
Learning Methodology		

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[1] One Table for each Session

Schedule III

Form for AAC (Academic Audit Committee) Report on conduct of sessions and Evaluation[1]

Batch		Program	
Term		Institution	
Subject Code		Subject	
Credits		Instructor	

Documents required are in the footnote. [2] The process to be adopted is outlined in the footnote.
[3] The Comments and action plans, against each item below, are to be filled up based on these inputs.

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 Behavioral 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.		

[1] Original to be filled in the AAC File of the Batch, one copy for the subject file, one copy for the instructor, one copy for the Board of Studies, one copy for the AAC Chairperson.

[2] Documents required (These are to be submitted through a File or Files numbered Volume I, II, III etc.):

1. Syllabus
2. Course Outline with Implemented Column filled up
3. Evaluation Scheme with implemented Column filled up
4. Hard / Soft copies of materials discussed other than Text Books prescribed
5. Attendance Sheet with number of Hours Engaged with % Attendance for each students
6. Grade Sheet with item wise and Overall Grades
7. Question Papers for Assignments and Tests
8. Answer Sheets of Assignments (soft / Hard) Tests
9. Feedback Rating by students and Qualitative Comments

[3] Process to be adopted:

1. Perusal of above Documents
2. Discussions with the Batch Coordinator, Instructor and Students
3. Random check of Sample Answer Sheets
4. Random check of Grade Sheets, etc.

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 of 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, whether applicable.		
11	Was the workload for the 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 were cut and paste and copping 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 grades awarded.		

	(Give reasons)		
24	On the whole, does the Committee feel the instructor succeeded in developing the required competence on the part of the students?		
25	Overall comments and instructions to instructor for further action.		
26	Action required at the level of the institution		
27	Action required at the level of the University.		

Names and signatures of AAC Members with date

OC-25 Ordinance relating to the Post Graduate Diploma in Management (PGDM). (Under Section 24(1) of the Goa University Act, 1984).

OC-25.1 Objective of the Programme: To build managerial competence and professionalism in candidates who are already employed as supervisors/executives in organizations in the State of Goa.

OC-25.2 Duration of the Programme: One and a quarter year part time programme consisting of 4 terms. Each term will be of 11 weeks effective duration with ten weeks for sessions and one week for taking care of sessions devoted for tests/evaluations.

OC-25.3 The contact hours shall be around 12 per week and shall be arranged during evenings/week-ends to suit the needs of majority of the students.

OC-25.4 (effective from 18th May, 2005) Admission and Eligibility for Admission :

Graduates in any subject is eligible for admission to PGDM. Admission to a particular batch will be based on merit in the 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. Work experience, though not mandatory, will be one of the criteria for admission.

Structure of the Programme

OC-25.5.1 Term wise Programme Structure

Term 1

Code	Subject	Units	Minimum Contact Hours
101	Organisational Behaviour	3	20
102	Management Processes	1	10
103	Computer Applications and Information Management	4	30
104	Management Accounting	4	30
105	Production/Operations Management	4	30

Term 2

Code	Subject	Units	Minimum Contact Hours
201	Marketing Management	4	30
202	Finance Management	4	30
203	Micro Economics	2	15
204	Macro Economics	2	15
205	Human Resource Management	4	30

Term 3

Code	Subject	Units	Minimum Contact Hours
301	Strategic Management	2	15
302	Legal Aspect of Business	2	15
303 onwards	Electives	12 to 15 units	7.5 hrs. per unit

Term 4

Code	Subject/component of Evaluation	Units	Minimum Contact Hours
401	Dissertation Work	4	120
402	Dissertation Seminar	1	1 hour per student
303 onwards	Electives	12 to 15 units	7.5 hrs. per unit

OC-25.4.2 Subjects 401 and 402 comprise of a single Dissertation spread over two heads and shall be undertaken under the guidance of a regular, contributory or guest teacher. The Dissertation shall preferably address a problem faced by the organization in which the student is working and the student is expected to do the Dissertation in a rigorous and professional manner thereby demonstrating the value addition due to the PGDM.

OC-25.4.3 Subject allocations to Terms are only indicative. The Institute offering the PGDM shall have the freedom to reallocate courses across Terms.

OC-25.4.4 All assignments, term papers, projects, etc. done as part of any of the subjects of any of the terms should preferably address problems faced by the organization in which the student works.

OC-25.4.5 Before the commencement of each term, the Course Outline giving session by session reading assignments, case studies, exercises, unit-wise evaluation plan, etc. for each subject shall be submitted to the Faculty of Management Studies for approval. The approved course outline with modifications suggested (if any) by the Faculty shall be followed for the Term.

Registration for electives

OC-25.5.1(effective from 1st October, 2009) Each elective opted for should be a distinct subject.

OC-25.5.2 Electives offered in the 3rd term could range in units from 1 to 4.

OC-25.5.3 Every year, before the end of 2nd Term, the syllabi for the electives along with tentative course outlines shall be submitted to the Faculty of Management Studies.

The format of the Syllabus shall 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 shall 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.

The details of the electives approved by the Faculty shall be announced to the students for registration.

OC-25.5.4 Each student shall opt for a minimum of 12 units and a maximum of 15 units of electives.

OC-25.5.5 The student may opt for a Project Course (PC) under an approved guide (a regular faculty member of the Institution/University or a Contributory/Guest teacher) in lieu of 4 units of electives. The project should be relevant to the student's area of specialisation selected vide 5.1 above.

OC-25.6 Registration for Non Credit Subjects

The Institution, 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 Institution 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 Institution shall issue a Certificate to the student mentioning the names and number of units of each such subject attended by the student.

OC-25.7 Evaluation, Grading and Pass Requirements

OC-25.7.1 Each subject or component of evaluation is split into certain number of units as given in OC-25.4.1 above. The number of units shall be approximately the number of minimum contact hours divided by 7.5. The teacher teaching the subject, with the consent of the Faculty of Management Studies of Goa University, shall decide the method as well as the content of evaluation of each unit of each subject. The method as well as the content of evaluation of each unit of Dissertation work shall be decided by the concerned guide with the consent of the Head of the Institute. The respective teacher or the guide of the unit shall do the assessment as well as grading.

No component of evaluation shall exceed 60% weightage in the total evaluation of the subject.

OC-25.7.2 The method as well as the content of evaluation of each subject of each term shall be reviewed by a committee of examiners appointed by the Vice-Chancellor from a panel of approved examiners. The committee shall consist of at least three examiners, of which preferably two shall be from outside the Institute and at least one from the Faculty of Management Studies of Goa University. 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 4 shall also be the committee for evaluating Dissertation Seminar.

Dissertation Seminar shall be organized as public seminar, where anybody from the audience can ask questions, unless the organization on which the work was done requires the results to be kept confidential. In the latter case, only the examiners shall be present during the Seminar.

OC-25.7.3 (effective from 18th May, 2005) After evaluation each student will 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 will 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, F:0

The grade points awarded for a subject will be rounded off to two decimals for determining grades for the subject.

Normally, grades or grade points need not be converted to marks, class, etc. However, if required to do so the grade point is to be multiplied by 10 to obtain the marks equivalent and the equivalent class will be as follows:
A: Distinction
B: First Class
C and D: Second Class
F: Failed

OC-25.7.4 In case a student wants to improve grades in any subject of any Term, the student shall have the option of re-registering for the subject in the subsequent academic years by paying the appropriate fee.

OC-25.6.5 (Effective from 14th November, 2009) To obtain a pass in PGDM, the student should have obtained a weighted average grade point (weighted by the number of units of each subject) of 4.00 for the subject of Terms 1 to 4 taken as a whole, should not have obtained F grades for more than two subjects and should have completed the requirements of the non-credit subjects the student had registered for OR should have obtained average grade point of 3.95 for the subjects in Terms 1 to 4 taken as a whole, should not have obtained F grade in any subject and should have completed the requirements of the non-credits subjects the student had registered.

If all the electives opted for are in one area of specialization such as Tourism Management, Event Management, Marketing, Finance etc., then the diploma issued by the University shall mention that the candidate has been awarded PGDM with specialization in Tourism Management, Event Management, etc.

OC-25.6.5.1 The student should obtain a pass within a period of 3 years from the date of joining the PGDM programme.

OC-25.6.5.2 A student has to register/reregister for a full subject and not a part thereof. A student reregistering for Dissertation related subject should reregister for both 401 and 402.

OC-25.6.5.3 A student may cancel an elective subject and may register for another elective while reregistering.

OC-25.6.5.4 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 3 years from the date of joining the PGDM programme. This provision shall not be available for students after their receiving the PGDM.

OC-25.6.5.5 In all cases of registration, the grades obtained in the last registration by the student will hold good.

OC-25.7 Ambiguities and interpretation requirements arising from this Ordinance shall be resolved by the Faculty of Management Studies of Goa University.

OC-26 RELATING TO THE DEGREE OF BACHELOR OF EDUCATION (B.Ed.) COURSE OF GOA UNIVERSITY

OC-26.1 (effective from 22nd July, 2011) (Applicable from the academic year 2011-12)

Admission to the B. Ed. Course:

Any candidate who has obtained a Graduate/ Post-Graduate Degree with a minimum of 50% from Goa University or from any other statutory body recognized by University Grants Commission is eligible for admission for B.Ed. Degree Course. Candidates must have at graduation/post-graduation at least one subject taught at school/ higher secondary level and further provided such subjects are available as subject pedagogies in the institution in which the candidate seeks admission.

OC-26.2 (effective from 26th January, 2006) Duration of the Course:

B.Ed. is full-time course of one-year duration. A candidate admitted to the B.Ed. Course will not be permitted to hold any appointment whatsoever whether full-time or part-time duration. Further a candidate will not be permitted to enroll for any other degree, diploma or certificate programme conducted by any statutory body.

OC-26.3 (effective from 26th January, 2006) The B.Ed. Curriculum:

The Course of Studies shall consist of:

Part A: Theory

Paper I: The Teacher in the Emerging Indian Society

Section I: Philosophical Foundations
Section II: Sociological Foundations

Paper II:Psychology of the Learner and Learning

Section I: Foundations of Human Development
Section II: Foundations of the Learning Process

Paper III: Assessment and Technology in Education

Section I: Classroom Assessment
Section II: Educational Technology

Paper IV: Electives (any one)

(i)Value Education
(ii)Remedial Education
(iii)Action Research
(iv)Environmental Education
(v)Development of Educational System in India

Papers V & VI: Subject Pedagogies: (any two)

Methodology of Teaching English
Methodology of Teaching Hindi
Methodology of Teaching Marathi
Methodology of Teaching Konkani
Methodology of Teaching Mathematics
Methodology of Teaching Science
Methodology of Teaching Geography
Methodology of Teaching History
Methodology of Teaching Commerce and Economics
Methodology of Teaching of ICT in Education
Methodology of Teaching of Social Science

Part B: Practice Teaching

a) 40 Practice Teaching Lessons (50% to be fully supervised by the College Lecturers.

Part C: Pratical Work

a) Work with the Community and Work Education (20 hours)
b) School based activities during Internship (to be specified from time to time by the BOS)
c) Co-curricular Activities
- Organisation and participation in Literary and Cultural Activities.
- Participation in Games and Sports Activities.

Candidates will have to fulfill other requirements which are not evaluated in terms of marks. These are

- Science Practicals

- Psychology Practicals
- Educational Technology Practicals
- Observation of Lessons
- Microteaching
- Health / Fitness Education/First Aid/Work Education
- Construction of unit/classroom tests in each Subject Pedagogy followed by administration and scoring
- Preparation of Instructional Materials, one in each Subject Pedagogy.

OC-26.4 **(effective from 26th January, 2006) Records to be maintained in the College**

The head of the Institution/Principal shall maintain the following records:

a) A Report of the Project Work / Assignments in each of the Theory Papers.
b) A record of observation of 15 Lessons of which 5 are in each of the Subject Pedagogies including demonstration lessons.
c) A file or such other record as may be determined by the Institution containing lesson plans/notes of the 40 lessons.
d) A file containing a record of the school based activities conducted during Internship.
e) A record of all practical work under Parts A, B and C mentioned above.

The Principal of the College shall ensure that candidates have completed work as required in Parts A, B and C and forward a statement of internal assessment to the University at the end of the academic year.

OC-26.5 **(effective from 26th January, 2006) Eligibility for the Examination:**

A candidate to be eligible for the Bachelor of Education Examination shall have:

a) kept two terms, the first and the second (separated over the maximum period of 2 consecutive academic years) in a College of Education with a minimum of 75% attendance of the total working days.
b) completed all internal assessment in Part A and practical work requirements (as detailed in Parts B and C) extending over two academic terms to the satisfaction of the Head of the Institution in which the candidate is enrolled.

OC-26.6 **(effective from 22nd July, 2011) (Applicable from the academic year 2011-12)**

Scheme of Examination:

The examination of degree of B.Ed. shall consists of Theory in Part A, Practice Teaching in Part B and Practical Work in Part C. The total marks allotted are as follows:

Part A - 750 marks
Part B - 300 marks
Part C - 100 marks
Total - 1150 marks

1. PART A - External Final Theory Examination: 450 marks

There will be a Final Theory Written Examination in each of the following:-

* Paper I, II, III-100 marks each Paper of three hours Duration (50 marks for each section)
* Paper IV,V and VI -50 marks each paper of one and a half hours' duration

PART A - Practical (Internal Assessment): 300 marks

Paper I to III (50 marks for each paper)
Assignment - 25 marks for each Section
Paper IV to VI (50 marks for each paper)
One Assignment - 20 marks for each paper
One Project - 30 marks for each paper

2. PART B - Practice Teaching (Internal Assessment) : 300 marks

* For Planning and executing 20 lessons

3. PART C- Other Practical Work (Internal Assessment) : 100 marks

* Work with the Community & Work Education 20 marks
* School based activities during Internship 50 marks
* Co-curricular activities 30 marks

The allotment and statement of marks/grades for the Final B. Ed. Examination will be shown as in the Table given below:

Papers	I	II	III	IV	V	VI	Total
A EXTERNAL	100	100	100	50	50	50	450
INTERNAL	**50**	**50**	**50**	50	50	50	300
Assignment/	**25+**	**25+**	**25+**	25	25	25	
Practicals	**25**	**25**	**25**				
Project				25	25	25	
						Total	**750**

B. Practice teaching-Internal **300**

C. Other Practical Work-Internal **100**
(1) Working with the Community and work Education.
(2) School based activities during Internship
(3) Co-Curricular Activities

Grand Total **1150**

Note: Projects in Papers V and VI will be related to the use of Technology.

Marks obtained in part A (External and Internal) and Parts B and C shall be stated separately in the mark sheet.

OC-26.7 **(effective from 22nd July, 2011) (Applicable from the academic year 2011-12)**

Standard of Passing

I. To pass the Examination in Part A, a candidate must obtain at least 40% marks in each of the 6 papers external and internal combined.
II. To pass the Examination in Part B, a candidate must obtain at least 40% on the aggregate.
III. To pass in Part C, a candidate must obtain at least 40% on the aggregate of the components.

OC-26.7.1 **(effective from 26th January, 2006) Class / Divisions shall be assigned as follows:**

Range of Marks	Class / Division
70% & above	Distinction
60-69%	First Class
50-59%	Second Class
40-49%	Pass Class
Below 40%	Fail

OC-26.8 **(effective from 26th January, 2006) Exemptions**

OC-26.8.1 **(effective from 26th January, 2006)** In case of a candidate who has completed Part B and Part C but has not completed Part A, he./she shall be allowed at his / her option to complete Part A within two subsequent academic years from the year of registration.

OC-26.8.2 **(effective from 26th January, 2006)** A candidate who fails in Part B shall give 20 additional lessons and complete other curricular requirements as have been left incomplete by him / her within a period of two academic years from the year of registration. Similarly, a candidate who fails in Part C shall be required to complete co-curricular activities.

OC-26.8.3 **(effective from 26th January, 2006)** A failed candidate appearing at a subsequent attempt at Part A may, at his / her option, be permitted to claim exemption in papers where he/she has obtained a minimum of 45% marks.

OC-26.8.4 **(effective from 26th January, 2006)** A candidate who has failed the B.Ed. Final written examination shall be allowed to re-appear only at two consecutive examinations. Further, even if modifications are effected in the syllabi or in the question paper pattern, no separate question papers will be set for those who re-appear for the B.Ed. Final Examinations.

OC-26.8.5 **(effective from 26th January, 2006)** A candidate shall not continue to be registered for the B.Ed. course beyond a period of three academic years from and including the year of initial registration.

OC-26.8.6 **(effective from 26th January, 2006)** A candidate who passes the B.Ed. Examinations by re-appearing with exemptions shall be declared 'pass class' irrespective of the aggregate marks obtained in the programme.

OC-26.8.7 **(effective from 26th January, 2006)** Repeater candidate at B.Ed. Examinations shall be eligible for the award of class only if the candidate appears for all papers in one sitting, i.e. without exemptions.

OC-26.8.8 **(effective from 26th January, 2006)** The award of class as well as grace marks to re-appearing candidates shall be determined by the common ordinance of the University.

OC-26.9 **(effective from 26th January, 2006) The Question Paper Pattern** The pattern of the question papers for the University examination shall determined by the BOS and communicated to the students at the beginning of the academic session.

OC-27 Ordinance relating to three Semester Master of Pharmacy (M. Pharm.) Degree Examination. (Under Section 24(1) of the Goa University Act, 1984).

(Registration as a post-graduate student shall be a condition precedent to the commencement of studies for the degree of M. Pharm.)

OC-27.1 A candidate who has passed the B. Pharm. Science Examination of Goa University or an examination of any other Indian University recognized as equivalent thereto with at least 55% marks in aggregate in one and the same sitting and with GATE be admitted to the M. Pharm. Course (partly by papers and partly by thesis) in one of the specialisation of Pharmacy mentioned below in which he registers as a post-graduate student. However, if the GATE candidates are not available then the vacant seats shall be filled by admitting the candidates without GATE but who have passes the B. Pharm. Science Examination with at least 55% marks in aggregate in one and the same sitting.

Specialisation

1. Quality Assurance 2. Pharmaceutical Chemistry 3.Pharmacognosy and 4. Pharmacology.

OC-27.2 Duration: The M.Pharm. course shall be of 3 semesters duration having 19 weeks each of contact lectures and Practicals and 5 weeks of periodic tests including University examinations, extendable by maximum of two semesters more (to enable the candidate to complete his Thesis work).

Grant of Terms:

(a) A candidate shall be granted a term provided he has satisfactorily complete the prescribed course of study and has kept 75% attendance for theory and practical work separately in each subject. Also, the student shall have to keep 75% attendance for guest lectures, seminars, Group Discussion etc.

(b) The Principal of the College shall have to discretion to condone 10% of the attendance in Theory and/or Practicals of any subject or subjects if he is fully convinced of the student's absence on grounds of health or reasons beyond control.

(c) The University, however, reserves it right to condone the additional absence, if fully represented by the student and recommended by the Principal only if the missed Theory/Practicals of each subject are made up as per rules, upto the satisfaction of the Principal.

OC-27.3 The University Examination for the degree of M.Pharm. shall consist of:
(i) A theory/practical examination as detailed below
(ii) A thesis to be submitted in one of the specializations mentioned in OC-27.1

Schedule SOC-6 of part C

Regulations relating to three Semester Master of Pharmacy (M.Pharm.) Degree Examination.

SOC-6.1 Every candidate registered for the degree in any of the specialization of Pharmacy mentioned in OC-27.1 above shall be required to pass a theory / practical examination which shall be held in two parts:

Part I to be called hereinafter a Semester I examination and
Part II to be referred hereinafter as Semester II examination.

SOC-6.2 The Semester I shall be of 24 weeks duration and the examination of this semester shall be held during the 1st week of the Semester II. Semester II shall also be of 24 weeks duration and the examination for this semester shall be held during the 1st week of the Semester III in the subjects of Specialization, as per the teaching and the examination scheme.

Every student is required to present a seminar during the Semester I & II on the topics allotted to him. Each student has to submit two bound copies of the seminar for evaluation purpose.

Pattern of Examination

The examinations shall be conducted by the Goa University as follows:
Semester – I Examination – First week of Semester – II
Semester – II Examination – First week of Semester – III

At the end of Semester III, a viva voce examination shall be conducted based on the research project and dissertation work submitted by the student. There shall not be any examination (internal or University) for two subject heads viz. Practicals in Computing and Statistics and Spectral Workshop.

Internal Assessment

There shall be an internal assessment to the tune of 20% marks in each subject separately for theory and practicals. One periodic test of 20 marks shall be conducted in each subject during each semester.

No repeat unit test in theory or practicals shall be allowed.

Standard of Passing.

(a) A candidate shall obtain at least 50% marks (Internal assessment and semester examination combined) separately in theory and practical of each subject for passing in the University examination.

Failure to pass the Semester I examination shall not disqualify a candidate from presenting / reappearing for the same examination on a subsequent occasion. On a new application being forwarded and fresh fee paid, such a candidate shall be allowed to keep terms appear for the Semester II examination. A candidate who had failed to pass the Semester I or II examination may present himself for the same examination or a subsequent occasion, on a new application being forwarded and fresh fee paid.

Every candidate is allowed to continue research work and submit a thesis for the degree in accordance with the relevant Regulations, but the result of the thesis shall not be declared until he has cleared the Semester I and Semester II examinations.

Registration:

Registration as post-graduate student is essential within one month of candidates admission to the course.

Note: The post-graduate student in the Faculty of Medicine shall not be permitted to register his name simultaneously for Diploma or Degree course of Goa University or any other University / Board / Private Management or any other college/institution, M.Pharm. course being a full time course.

Fees:

The fees and deposits shall be as prescribed by the State Government from time to time.

Thesis:

The topic of Research shall be given by the guide a recognized post-graduate teacher, within one month from the beginning of the first Semester and is to be communicated in this Registration form sent to the University.

Every candidate presenting himself for the M.Pharm. Semester III examination is required to submit four type written copies of the thesis, to the Principal duly certified by the guide at the end of Semester III. Out of four copies of thesis, one copy is to be submitted in the college library, while 3 copies shall be submitted to the University, two being for the two examiners and one being the University copy. The external examiner would return the copy given to him, after the examination, which in turn, shall be retuned to the candidate.

Thesis is to be submitted not before the end of 18 months from the date of admission to M.Pharm. course. The Principal of the concerned college/institution shall forward the thesis copies to the University. Provided further that a candidate who is unable to submit the thesis under circumstances satisfying the Research Guide and on the recommendation of the Research Guide the Head of Institute, such thesis can be submitted upto the end of the fifth term (Semester) as a special case.

If the subject of thesis entails collaboration with other departments or specialities of same/other Institutes, the collaboration portion of the work is to be supervised by a co-guide, designated by the Principal of the College/Institute in consultation with the guide, where a guide is involved. In such cases, the information shall be promptly communicated to the University and while submitting the thesis, it shall be certified jointly by the guide and the co-guide.

Thesis shall be examined by the guide, co-guide (if any) and the external examiner either from Pharmaceutical/Allied industry or from pharmacy institutions not affiliated to Goa University. The External Examiner is appointed by the University and is required to submit jointly with the guide the report on the thesis clearly giving recommendation bout acceptance/rejection of the thesis for the award of degree of M.Pharm.

In the event of the thesis being rejected by the external examiner, the University may refer the thesis to another examiner (Other than the research guide or co-guide) who may categorically recommended acceptance or rejection of the thesis for the award of the degree. If this newly appointed examiner recommends the thesis for rejection or is of opinion that more work needs (i.e. if he feels that quantum of work is less) to be done to meet the standards of degree of M.Pharm., the candidate shall have to implement the decision of doing the additional

work and incorporating the same in the thesis, which he shall have to submit within a maximum period of 6 months. The resubmitted thesis shall be re-evaluated by the examiner suggesting the additional work.

However if, in the opinion of the examiner, the work done is of low quality, the thesis so rejected need not be considered for the award of the degree, and the candidates research work in such a case is considered as "null and void". The candidate in such cases shall have to repeat Semester III which may entail change of guide/title of the thesis with permission of the University.

A thesis that has been rejected may be submitted again after due revision and payment of fresh fee.

In the event of transfer/Termination/Registration/Expiration of the guide, the University shall accommodate the student registered under such guide to other recognized guide in the subject of specilisation in same/other institution affiliated to Goa University.

The thesis accepted for the degree shall be given a grade, viz. "A" (Very good) or "B" (Satisfactory). The grade to be awarded shall be decided by the examiners valuing the thesis depending on the quality and the presentation of the research work and the performance at the viva voce examination. A mention of the grade so awarded shall be made in the result of the examination.

Successful candidates shall be awarded class, as under, jointly on the basis of the result of the Semester I & II examination and the thesis submitted by them:

(i)	Those obtaining 70 per cent or more of the grand total at both the Semester I and Semester II examinations take together and grade A in the thesis.	I Class with Distinction
(ii)	Those obtaining 65 per cent or more of the grand total at both the Semester I and Semester II examinations take together and grade B in the thesis.	I Class
(iii)	Those obtaining 60 percent or more of the grand total at both the Semester I and Semester II examinations taken together and grade A in the thesis.	I Class
(iv)	All other cases	II Class

OC-28 Ordinance relating to the Bachelor of Music Degree Course in Hindustani Classical Music (approved from 17th July 2001.)

OC-28.1 Aims and Objectives of the Course: - The basic aim of the course is to impart a full time professional training in Hindustani Classical Vocal Music & Instrumental Music such as Tabla, Sitar, Harmonium etc. leading to the degree of Bachelor of Music. It is aimed at providing specialised training to the Music students in all important aspects of Hindustani Music, with a special emphasis on developing his/her performing ability to professional standard, in the respective subject.

OC-28.2 Nature of Education: Music is a performing art and hence the nature of training is mainly performance oriented. A student will be given practical training in singing Ragas with an accent on proper application of voice, tunefulness and developing mastery of laya (rythem) and talas. In case of instrumental music, proper technique in playing the instrument will be taught and training given in various Ragas and talas. In addition to practical training the students will be given theoretical knowledge in the subject of aesthetics, Musicology, Voice-culture, Sound Recordings, Music History etc. Besides a student will be exposed to various live concerts of educational value as also recorded cassettes and performances recorded in commercial LPs, CD and Cassettes.

OC-28.3 The Structure and Duration of the Course: Duration of the course will be for all together Five years after S.S.C. Examination (i.e. 10+5). The first two years of the course will be concentrated in giving good foundational training in Music. And as such there will be minor subjects along with major subject in music. The next three years of the Course will lead to specialization in the major subject selected by a student at the time of admission to the course.

OC-28.4 Admission and Eligibility : Generally, the students having passed S.S.C. Examination and having Musical aptitude or background will be admitted for the Course. The rules of eligibility and exemptions for admission to the course will be as under:

(1) Students who have passed S.S.C. or above and having Musical background will be admitted to the Ist Year of the College after passing an aptitude test, conducted by the College.

(2) Students who have passed H.S.S.C.E./Polytechnic and who also passed Sangeet Madhyama or Higher Examinations or any other equivalent Diploma of the recognised Musical Institution or those having a training for minimum three years from a reputed Teacher/Guru will be admitted to the IIIrd year of the B.Music Course after passing the entrance test, conducted by the College.

(3) Students who have passed S.S.C.E. and having a Diploma "Sangeet Madhyama" or higher or its equivalent Diploma of the recognised musical institution or having completed basic training in Music will be admitted to IInd year directly after their passing entrance test Eleventh standard in Higher Secondary School or of First Year B. Music, which will be conducted by the College of Music at the time of admission.

(4) Students who have passed H.S.S.C. Examination or higher Examination will be exempted from appearing for language papers English and Hindi at the examination of First and Second year B. Music Course. The students who have failed in H.S.S.C. Examination but passed in language papers English and Hindi at the said examination will be also exempted from appearing for above language papers at the examination of First and Second Year of B. Music.

OC-28.5 Seats available for admission to the Course: The total number of seats for admission to the First year of the Course will be maximum 30 students in both the stream of Classical Vocal Music and Instrumental Music such as Tabla, Sitar and Harmonium.

OC-28.6 Teaching programme for the Course:

(i) Music being a performing art it is nature of training is mainly performance and practical oriented. As such the training in Music practicals will be imparted in batches. Each batch will consist of minimum 2 and maximum 5students. In exceptional cases one more students will be included in a batch. As far as Vocal is concerned there will be separate batches for both male and female students as their pitch of voice is totally different from each other and as such they cannot be imparted practical training in the same pitch i.e. Swara at a time. Besides, in case of female students there will be even separate batches in case of more students and if there is a difference of pitch of voice and level amongst them. The lectures on theory and language will be conducted in group. There will be languages - English and Hindi for first two years of the course.

(ii) The distribution of number of lectures for teaching the various subjects during a week for different years will less as under considering the marks allotted and the actual requirement in each subject:

	Subject	**No. of lectures per week**
Ist Year and	English	3 Lectures
IInd Year	Hindi	3 Lectures
	Theory (Music)	2 Lectures
	Practical	12 Lectures
	Elected Papers (Minor)	4 Lectures
IIIrd Year and	Theory (Music)	4 Lectures
IVth Year	Practical	14 Lectures
	Knowledge of other Disciplines elected Papers (Minor)	3 Lectures
Vth Year	Theory (Music)	6 Lectures
	Practical	18 Lectures

In addition there will also be the regular session on listening of recorded music, group discussions, students music programme and practice etc. for the students of all the classes as a part of teaching activity.

All the theory papers will be either in English, Hindi or Marathi.

OC-28.7 The Scheme of Examination: The candidate will be examined in the following subjects and the duration of papers and marks allocation will be as under :

First & Second Year Examination	**Vocal & Instrumental Music**	**Marks**	**Duration**
Paper No.1	English	100	3 hrs.
Paper No.2	Hindi	100	3 hrs
Paper No.3	Music Theory	100	3 hrs
Paper No.4	Practical-I (Major Music)	150	-----
Paper No.5	Practical-II (Minor Music)	150	(75+75 in two Elected subject)

Third & Fourth Year Examination	**Vocal & Instrumental Music**	**Marks**	**Duration**
Paper No.1	Musicology & History	100	3 hrs
Paper No.2	Performance study	100	3 hrs
Paper No.3	Practical-I (Major Music)	150	-----

Paper No.4	Practical-II (Major Music)	150	-----
Paper No.5	Practical-III (Minor Music)	100	(in one elected Paper)
Fifth Year Examination	**Vocal & Instrumental Music**	**Marks**	**Duration**
Paper No.1	Musicology & History	100	3 hrs
Paper No.2	Performance study	100	3 hrs
Paper No.3	Practical-I (Major)	150	-----
Paper No.4	Practical-II (Major)	150	-----
Paper No.5	Practical-III (Major) (Manch Pradarshan)	100	-----

OC-28.8 Pattern of Examination :

(i) Examination will be conducted annually. The IInd, IIIrd, IVth and Vth year examinations will be conducted by Goa University and Ist year examination will be Internal and conducted by the College on behalf of the University. The College will also conduct the Terminal Examination for the students of all the years.

(ii) Eligibility for Annual Examination : To qualify for appearing for annual examination a student will have to show attendance of at least 75% of the total during the academic year.

(iii) Standard of Passing :

(a)To pass the examination, a candidate must obtain a minimum of 35% of the full marks in each paper both theory and practical for all the examinations i.e.17 out of 50, 26 out of 75, 35 out of 100 and 53 out of 150 marks.

(b) Grace marks will be awarded as per the University rules.

(c) The passing certificates of all the University Examination will be issued by the University yearly and the final Degree Certificate by aggregating, the total marks of last three years i.e. Third, Fourth & Fifth Year.

The marksheet of the final year examination will include the marks of all the three years examinations and the percentage will be awarded on the basis of total marks secured in all the Papers during the last three examinations i.e. out of 1800 marks.

(iv) Award of Classes :

1) Class shall be awarded on the following basis to the successful candidate :
   - A) Distinction---- 70% marks and above
   - B) First Class ---- 60% marks and above but below 70%
   - C) Second Class ---- 50% and above but below 60%
   - D) Pass Class--- Below 50%

2) The class will be awarded to the deserving students who pass the whole examination at first attempt only. They will also be placed on merit list if found eligible. The repeater students will not be entitled to class.

(iv) Advancement to the next year :

(1) No student shall be admitted to the next year unless he/she has passed the examination for which he/she has appeared. However a candidate passing in all heads of passing except one or two at the examination shall be permitted to proceed for the next year and answer the remaining papers along with the next year examination. The result of the next year examination shall not be declared unless he/she has cleared the remaining papers of last year examination.

(1) A student failing in Final year B. Music Examination shall be eligible to appear in the next examination as an external candidate and complete the course within a period of next three years.
(2) A student who obtains minimum passing marks prescribed in each paper shall be exempted from appearing for that subject at the examination.

OC.28.9 The syllabi for various subjects of the Course shall be subject to such revision, modification etc. as may be made by the Academic Council from time to time on the recommendations of the Board of Studies in the subject.

OC-29 (effective form 28th October 2002.)Ordinance relating to the Degree Course of Master of Education (M.ED.)

OC-29.1 (effective form 28th October 2002.)Admission

Any person who has taken the degree of Bachelor of Teaching or Bachelor of Education with a minimum of 50 percent marks or equivalent Grade of this University or a degree of another Statutory University recognized as equivalent there to may be eligible for admission to the course leading to the degree of Master of Education (M.Ed.)

OC-29.2 (effective form 28th October 2002.)Duration of the Course

A candidate admitted to the M.Ed. course shall undergo a regular course of study under one of the following two schemes:
Scheme A: He/She shall study in the Institution as a full-time student for one academic year (two terms)
Scheme B: He/She shall study in the Institution as a part-time student for two academic years (four terms), subject to the approval of NCTE.
Course Structure : It shall consist of two components :

Theory (Part A)	5 Papers(5*6) 4 Core + 1 Optional	30 Credits
Practicum (Part B)	--------	18 Credits
	Total	**48 Credits**

The detailed break-up of the course structure will be as follows:

Theory (Part A)

Core Papers			**Credits**
Paper I	Section I	: Philosophical Foundations of Education	3
	Section II	: Sociological Foundations of Education	3
Paper II	Psychological Foundations of Education		6
Paper III	Methodology of Educational Research		6
Paper IV	Teacher Education		6

Optional Papers		**Credits**
1.	Educational Administration	6
2.	Guidance and Counseling	6
3.	Curriculum Design	6
4.	Futurology Education	6
5.	Educational Evaluation	6
6.	Educational Technology	6

A candidate shall select any one of the above optional papers

Practicum (Part B)

i)	Dissertation	a) Report	6 Credits
		b) Viva	3 Credits
ii)	Seminar		3 Credits
iii)	Practical (in theory papers)		4 Credits
iv)	Internship		2 Credits

1. **Dissertation**

(a) Report

Each candidate shall undertake research work under the guidance of an M.Ed. Faculty member on an educational topic approved by a Committee consisting of the Principal and M.ED. Faculty and write a Dissertation on the same. Three weeks will be allotted in the time table for the students to collect data relating to their Dissertation (Research Work). Four copies of the Dissertation shall be submitted to the College office on or before a date to be fixed by the Institution.

(b) Viva Voce

Each candidate shall be required to appear for a viva voce on the Dissertation submitted by him/her.

2. Seminar Reading

Each candidate shall present two Seminar Papers during the M.Ed. Course and will be required to participate in all the seminars.

3. Practical (in Theory Papers)

Each candidate shall undertake at least one practical work/assignment in each of the theory papers from the suggested list of practicals.

4. Internship

OC-29.3 **(effective form 28th October 2002.)**Each candidate shall undergo Internship for a period of not less than three weeks duration.

(EXAMINATION)

A Eligibility

(1) No candidate will be allowed to appear for the M.Ed. Examination unless he/she has put in one academic year (Full-time course) or two academic years (Part-time course) and 75% attendance of the total working days.

(2) A candidate who has not completed the Practicum (Part B) will be allowed to appear for the M.Ed. Examination in Theory (Part A), but he/she shall be required to complete Practicum (Part B) within two subsequent academic years and his/her performance in Practicum (Part B) will be assessed at the M.Ed. Examination of the subsequent year/s. thereafter, if a candidate is desirous of presenting himself/herself for the M.Ed. Examination, he/she shall be required to complete Practicum (Part B) and appear for Theory (Part A) as a fresh candidate.

(3) A candidate who has completed the Practicum (Part B) but did not appear at the M.Ed. Examination in Theory (Part A) in the same year shall at his/her option appear at the M.Ed. Examination within two subsequent academic years.

Thereafter, if a candidate is desirous of presenting himself/herself for the M.Ed. Examination, he/she shall be required to complete Practicum (Part B) and appear for Theory (Part A) as a fresh candidate.

B. Repeat Examination

(i) In addition to the regular last examination for the old scheme in May 2002 there will be two repeat examinations in May 2003 and May 2004. Students wishing to appear thereafter for the M.Ed. Examination will appear as fresh candidates.

(ii) A candidate who has obtained the Grade mentioned in column – I and who desires to improve his/her Grade as shown in column – II shall be permitted at his/her option to appear again with only one chance at the M.Ed. Examination and only in Part A.

Column – I	**Column – II**
1) E	D or C or B or A
2) D	C or B or A
3) C	B or A
4) B	A

OR

(AN ALTERNATIVE TO B (ii)

(i) A candidate who has passed in all the theory papers in Parts A and B (i.e. secured D Grade or higher in each paper) but failed to secure D Grade in aggregate (Part A and Part B together) shall be allowed if he/she desires to reappear at the M.Ed. Examination in both Part A and Part B. A maximum of two chances will be given to the candidate.

(ii) A candidate who secure D Grade or higher in aggregate (both in Part A and Part B together) but fails in not more than two theory papers in Part A and in not more than 2 components in Part B, shall be given at his/her option a maximum of two chances to reappear at the M.Ed. Examination in the papers/components in which he/she has failed.

(iii) A candidate who has passed the M.Ed. Examination with the Grade mentioned in column – I and who desires to improves his/her Grade as shown in column – II shall be permitted at his/her option to appear again with only one chance at the M.Ed. Examination only in Part A.

Column – I	**Column – II**
1) D	C or B or A
2) C	B or A
3) B	A

(iv) A candidate who fails to secure D Grade in aggregate as well as fails in one or more papers/components shall be permitted at his/her option with a maximum of two chances to appear at the M.Ed. Examination in both Part A and Part B.

C. Scheme of Examination

The weightage in terms of credits will be 48. The distribution will be as follows:

Theory (Part A)

	Core Papers				Optional Paper	Total
Paper	I	II	III	IV	V	Five Papers
Credit	6	6	6	6	6	30 Credits

2. Credit out of 6 Credits will be allotted for Internal Assessment in each paper. As part of internal assessment, the concerned Faculty may give test(s), assignments, field work or any other suitable academic exercise to assess the performance of students on a regular basis. All kinds of internal assessment must be completed before one week of the last working day in an academic year.

Practicum (Part B)

i)	Dissertation	a) Report	6 Credits
		b) Viva	3 Credits
ii)	Seminar		3 Credits
iii)	Practical (in theory papers)		4 Credits
iv)	Internship		2 Credits
		Total	

(ii) Internal Assessment

The concerned subject teacher shall submit the Grade obtained by the candidates in each paper to the Head of the Institution who shall forward the same to the office of the Controller of Examinations, Goa University.

(iii) Overall Grade in each Paper (External and Internal together)

After obtaining the Grades awarded at the External Examination and Internal Assessment in each of the five papers, an overall Grade in each paper shall be determined.

(b) Practicum (Part B)

1. Dissertation

(i) Report

The Dissertation shall be referred, for assessment to two Examiners to be appointed by the Executive Council, one of them always being the guiding teacher. The Examiners shall assess the Dissertation using a seven point grading scale as given earlier. Each examiner shall award a Grade to each aspect/component (to be decided and distributed to the examiner) of the dissertation and submit the Grade Sheet to the University. An overall grade for each examiner shall be obtained for each candidate. The average of the GPs of the concerned Grades allotted by both the Examiners will be considered for assessment.

(ii) Viva Voce

A Committee consisting of the guiding teacher and the external referee shall be constituted for each candidate. The committee will specifically judge how effectively the candidate defends his/her own research work (dissertation) done. Both the internal and external examiners together will award a Grade in mutual consultation.

2. Seminar Reading

The performance of the candidate at the seminar reading will be assessed by the Faculty of the M.Ed. course using the seven point grading scale.

D. Evaluation of Performance

The performance of candidates shall be assessed using a seven point grading scale (direct grading) as give below.

Grade	Qualitative Description
O	Outstanding
A	Very Good

B	Good
C	Average
D	Satisfactory
E	Poor
F	Very Poor

While Converting a Grade into Grade Point (GP) & Grade Point Average (GPA) and GPA into a Grade the following table shall be used.

Grade	Grade Point (GP)	GPA Range
O	6	5.51 & above
A	5	4.51 – 5.50
B	4	3.51 – 4.50
C	3	2.51 – 3.50
D	2	1.51 – 2.50
E	1	.51 – 1.50
F	0	.50 & less

(a) Theory Papers (Part A)

(i) External Examination
An examiner shall assess the answers to each question in Section – A and Section – B by directly awarding a 'Grade' after judging the quality of the answer on a seven point grading scale as give earlier. Each correct answer in Section – C shall be awarded a credit of 1 (one) point. Thus, an examiner, shall be required to submit to the Controller of Examination, Goa University the Grades obtained by a candidate in each of the questions in Section – A and Section – B, and the total number of points received in Section – C. The office of the Controller of Examinations (or an Evaluation Committee to be constituted) will then find out the overall Grade in each paper for each candidate.

1. Practical (Theory Paper based)
Practical work done in each theory paper shall be assessed by the concerned subject teacher by awarding Grades directly.

Internship
The performance of candidates in internship shall be assessed by awarding a 'Grade' directly.

(c) Final Grade at the M.Ed. Examination

After finding out the Grades in each Theory Paper and receiving the Grades awarded in each component in Practicum: Part-B, the final Grade at the M.Ed. Examination shall be calculated.

E. Summarisation Of Evaluation Results

The GPAs and Grades obtained by the candidates in different papers/components shall be shown on the Grade Sheet using the format given below.

GRADE – SHEET

Paper/Component	GPA obtained	Grade
Paper – I	--------	--------
Paper – II	--------	--------
Paper – III	--------	--------
Paper – IV	--------	--------
Paper – V	--------	--------

Dissertation:		
Report	--------	--------
Viva Voce	--------	--------
Seminar	--------	--------
Practicals	--------	--------
Internship	--------	--------
The CGPA obtained	--------	
The Final Grade obtained:	--------	

All the candidates who have completed the M.Ed. Course besides the "Grade Sheet", shall be issued with a separate" Grade Description Sheet" as shown below.

Grade	**Qualitative Description**	**Equivalence of Grade in Percentage of Marks**
O	Outstanding	85% and above
A	Very Good	70% - 84%
B	Good	55% - 69%
C	Average	45% - 54%
D	Satisfactory	40% - 49%
E	Poor	30% - 39%
F	Very Poor	< 30%

OR

AN ALTERNATIVE TO 'E' ABOVE (i.e. an alternative to **Summarisation of Evaluation Results**)

Applicable if the ordinance, and alternative to B (ii), is accepted

E Standard Of Passing The Examination

(1) Theory (Part A)

The minimum Grade required for passing in each of the core papers and optional paper will be D.

(2) Practicum (Part B)

The minimum Grade required for passing in Dissertation, Seminar, Internship, Practical Works (based on theory papers) will be 'C' in each.

(3) Overall Performance (Part A & Part B together)

A candidate will be declared successful if he/she has obtained overall D Grade and the minimum Grades prescribed for passing in Theory (Part A) and Practicum (Part B) mentioned under (1) & (2) above.

All the candidates who are declared successful besides the "Grade Sheet", shall be issued a separate "Grade Description Sheet" as shown below.

Grade	**Qualitative Description**	**Equivalence of Grade in Percentage of Marks**
O	Outstanding	85% and above
A	Very Good	70% - 84%

B	Good	55% - 69%
C	Average	45% - 54%
D	Satisfactory	40% - 49%
E	Poor	30% - 39%
F	Very Poor	< 30%

OC 29.4 (effective form 28th October 2002.)EXPLANATION NOTES:

Suggested Pattern of the external examination Question paper

The Question Paper will consist of three sections as outlined below:

Section	Description	Weightage(%)
A	There shall be four essay type items out of which a candidates shall have to select two items each carrying a weightage of 22 percent.	22 x 2 = 44%
B	There shall be 8 restricted response type items out of which a candidate will have to select 6 items each carrying a weightage of 7 percent.	7 x 6 = 42%
C	There will be 10 objective type items. Out of the 10 items some will be of multiple Choice type and the other will be of short answer type items. All the questions in this section will be compulsory. The items will be framed in such a way that only one specific answer will be supplied/selected by a candidate.	1 x 14 = 14%

Note: In the Core Paper – I, a separate question paper will be set in Section – I and Section – II, each having a weightage of 50%. In each question paper, there will be two essay type questions in Section – A, 5 restricted response type in Section – B and 5 objective type items in Section – C. A candidate shall have to answer any one from Section – A and any three from Section – B and all the items from Section – C.

A paper setter while preparing the questions for Sections A & B, shall keep in mind the weightages allotted to the questions and fix the length of the answer wherever necessary. The questions in Section C shall be prepared in such a way that each answer shall be judged as either right or wrong. The paper setters shall be supplied with all these guidelines.

OC 29.5 (effective form 28th October 2002.)Procedures for obtaining an overall Grade in each Theory Paper at the external examinations

1. First of all a 'Grade' shall be obtained for Section – C using the conversion table given below.

Points	Grade
9 – 10	O
7 – 8	A
6	B
5	C
4	D
2 – 3	E
0 – 1	F

Then the Grads shall be converted into GPs.

Example: If a candidate has obtained 6 points in Section C, then he/she shall receive 'B' Grade. The corresponding GP shall be 4.

2. The GP (obtained at step – 1) shall be multiplied with the weightage allotted to Section – C i.e. 14.

3. The Grades awarded to each question in Sections A & B shall be converted into GPs.

4. The GPs shall be multiplied with the corresponding weightages (of each question).

5. The Total GP shall be obtained by adding the products obtained at Step – 2 and Step – 4.

6. The Total GP shall be divided by 100 to obtain a Grade Point Average (GPA) and then the GPA shall be converted into a Grade.

Illustration:

	Section A		**Section B**						**Section C**
Question No:	1	2	1	2	3	4	5	6	1-10
Grades Awarded	A	B	O	A	B	C	A	O	B
Corresponding GPs:	5	4	6	5	4	3	5	6	4
Weightage allotted:	22	22	7	7	7	7	7	7	14
(GP)X(Weightage):	110	88	42	35	28	21	35	42	56

GPA = Total GP = 110 + 88 + 42 + 35 + 28 + 21 + 35 + 42 + 56 = 4.57

(Total Weightage 100)

The obtained Grade is 'A'.

OC 29.6 (effective form 28th October 2002.)Procedures for obtaining an overall Grade in each paper (external and internal combined)

1. The Grade obtained at the External Examination shall be converted into GP.
2. The GP (obtained at step-1) shall be multiplied with the corresponding credits allotted for External Examination in each paper (in the present case 4 credits).
3. The Grade obtained of the Internal Assessment shall be converted into GP.
4. The GP (Obtained at step-3 shall be multiplied with the corresponding credits allotted for Internal Assessment in each paper (in the present case 2 credits).
5. The GPA shall be found out by adding both the products obtained at step-2 and step-4 and dividing the same by 6 (total number of credits allotted for each paper).
6. The GPA shall be converted into Grade.

Illustration: Suppose a candidate has obtained the following Grades

PAPER	**GRADE**	
	External Examination	**Internal Assessment**
I	**A**	**B**
II	**B**	**A**
III	**B**	**A**
IV	**A**	**O**

V C C

The overall Grade to be calculated is as follows:
(As per steps -1 to 4 mentioned above)

External Examination				**Internal Assessment**			**Total GP**
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(Col 4 + 7)
Paper	**GP**	**Credit**	**(GP X Credit)**	**GP**	**Credit**	**(GP X Credit**	
I	**5**	**4**	**20**	**4**	**2**	**8**	**28**
II	**4**	**4**	**16**	**5**	**2**	**10**	**26**
III	**4**	**4**	**16**	**5**	**2**	**10**	**26**
IV	**5**	**4**	**20**	**6**	**2**	**12**	**32**
V	**3**	**4**	**12**	**3**	**2**	**6**	**18**

(As per steps – 5 to 6)

Paper	**Total GP**	**Credits**	**GPA** (GP÷Credit)	**Overall Grade obtained** (in each paper)
I	28	6	4.67	A
II	26	6	4.33	B
III	26	6	4.33	B
IV	32	6	5.33	A
V	18	6	3.00	C

OC 29.7 (effective form 28th October 2002.) Procedure for obtaining an overall Grade in Dissertation (Report)

1. The Grades awarded by an examiner to each aspect / component shall be converted into GPs.
2. The GPs shall be multiplied with the corresponding weightage allotted to each aspect (the weightage to each aspect out of 100 shall be decided.
3. All the products (obtained at step – 2) shall be added and divided by 100 (i.e. the total weightage) to get a GPA for a candidate.
4. The GPAs of the external and internal examiners shall be added and divided by 2 to obtain an overall GPA and the same (GPA) shall be converted into Grade.

OC 29.8 Procedures for obtaining overall Grades in Practical

Out of our (4) credits, 0.8 credits shall be allotted to practical in each paper. After obtaining the Grades for each paper, an overall Grade for this component shall be found out following the steps given below.

1. The Grade shall be converted into GPs.
2. Each GP shall be multiplied with the corresponding credit (0.8 in each case)
3. The GPA shall be obtained by adding all the products (obtained at step 2) and divide the same by the Total Credit (i.e. 4 in this case).

Illustration:

Paper	**Grade obtained**	**GP**	**Credit**	**GP X Credit**	
I	A	5	0.8	4.0	II
B	4	0.8	3.2		
III	A	5	0.8	4.0	IV
O	6	0.8	4.8	V	C
3	0.8	2.4			

$$GPA = \frac{\text{Total GP}}{\text{Total Credit}} = \frac{4 + 3.2 + 4 + 4.8 + 2.4}{4} = 4.6$$

The obtained Grade is 'A'.

OC 29.9 (effective form 28th October 2002.)Procedures for obtaining Final Grade at the M.Ed. Examination
(Both Theory: Part-A and Practical: Part – B combined)

1. The GPAs obtained by the candidates in each theory paper and in each component in practicum component in Practicum shall be multiplied with the corresponding credits allotted to each paper / component.
2. The overall GPA shall be found out by adding all the products obtained at step-1 and dividing the same by the total number of credits allotted for the M.Ed. course (i.e. 48).

Illustration: Suppose a candidate has obtained the following GPAs

Paper / Component	GPA obtained	Credits	GPA X Credits
Paper I	4.67	6	28.02
Paper II	4.33	6	25.98
Paper III	4.33	6	25.98
Paper IV	5.33	6	31.98
Paper V	3.00	6	18.00
Dissertation:			
Report	4.00	6	24.00
Viva Voce	4.82	3	14.46
Seminar Reading	5.34	3	16.02
Practical	4.60	4	18.40
Internship	4.20	2	08.40
		48	211.24

GPA = Grand Total GP = 211.24 = 4.40
Total Credit 48

The Grade obtained by the candidate is 'B'

OC-30 – Relating to Award of 4 Year Bachelor of Science Nursing Degree of Goa University (approved from 19th April, 2006 and notified vide No. GU/II/3-3/Amend-Ord/2004/424 dated 3rd May, 2006).

OC-30.1 (effective from 19th April, 2006) Nomenclature of the Degree: The Degree awarded by Goa University in Nursing shall be "Bachelor of Science in Nursing".

OC-30.2 (Effective from Academic Year 2008-09 onwards)
Admission Requirements: A candidate admitted for the Bachelor of Science Nursing Course:

(a) Should be not less than 17 years of age.
(b) Should have passed the Higher Secondary School Certificate (10 + 2) Science Examination or its equivalent with a minimum of 50% marks in the aggregate in the subjects of Physics, Chemistry, Biology and English.

OC-30.3 (effective from 19th April, 2006) Duration of the Bachelor of Science Nursing Course: The course shall be for four academic years including internship.

OC-30.4 (effective from 19th April, 2006) Minimum Duration of the Academic Year:
The minimum duration of the academic year will be of at least 45 weeks including study leave and examinations.

OC-30.5 (effective from academic year 2008-09 onwards)
Eligibility for Award of Degree:
To be eligible for the award of the degree of the Bachelor of Science in Nursing a candidate shall have to
(a) pass the four annual examinations i.e. 1st , 2nd, 3rd , & 4th Year.
(b) complete the assigned project work.
(c) complete the required hours of laboratory, practical work and internship.

OC-30.6 (effective from 19th April, 2006)
Attendance: A candidate should have attended 80% of theory and practical in each subject to be eligible to appear for the examination. However, a candidate shall be required to make up the shortfall in attendance of practical work and internship to attain 100% attendance as required for the award of the degree within a period of one year from the date of the 4th year examination. The college shall certify that the candidate has successfully completed the practical work and internship and shall submit the same to the University.

OC-30.7 (effective from academic year 2008-09)
Standard of Passing:
(a) To pass an examination the candidate shall obtain 50% marks in internal assessments and external assessments separately in each of the theory subjects. Candidates securing less than 50% marks in the internal assessment shall not be allowed to appear for the external examination.
(b) To pass an examination the candidate shall obtain 50% marks in internal assessments and external assessments separately in each of the practical subjects. Candidates securing less than 50% marks in the internal assessment shall not be allowed to appear for the external examination.
(c) The theory and practical in a subject are to be considered as separate heads of examination i.e. Candidates shall have to pass both the theory and practical papers separately.
(d) Candidates shall be required to pass in all the subjects in order to be promoted to the next year.
(e) If a candidate fails in either theory or practical paper he/she shall be required to re-appear for both the papers (theory and practical). The candidate shall not be eligible to claim exemption in the component he/she passes. Such marks shall be shown with the remark "N.E." on the result sheet.

OC-30.8 (effective from 19th April, 2006) Supplementary Examination:
(a) Supplementary examination shall be held with in six weeks from the date of declaration of the annual examination results.
(b) A candidate who wishes to appear at the supplementary examination shall have to appear in all the subjects that he/she had failed in.
(c) A candidate shall not be allowed to reappear if he/she has passes in the subject.
(d) Only one supplementary examination shall be held every year.
(e) A candidate who wishes to appear in the supplementary examination may be admitted provisionally to the next year. However, he/she shall have to give an undertaking that if he/she fails to pass all the subjects at the supplementary examination, she/he shall reappear for the examination at the next annual examination and that she/he shall rejoin the course only after she/he passes in all the subjects.

(f) A candidate shall have to pass the previous year examination before being admitted to the subsequent higher examination.

OC-30-9 (effective from 19th April, 2006) DELETED

OC-30.10 (effective from 19th April, 2006) DELETED

OC-30.11 (effective from 19th April, 2006) Number of attempts:

(a) **(effective from 4th February, 2013)** Maximum number of attempts permitted to pass an examination is five including the first attempt.

(b) **- Deleted -**

OC-30.12 (effective from 19th April, 2006) Maximum duration for completing the course:

(a) The candidate must pass all the examinations within a period of eight years from the date of admission to the course.

(b) The candidate must pass the first year examination within a period of three years from date of admission to the course.

OC-30.13 (effective from 4th February, 2013) Discontinuation: Candidate shall not be allowed to continue the course if:

(a) the candidate does not pass any examination in five attempts OR

(b) the candidate does not pass the first year examination within a period of three years from the date of admission to the course OR

(c) the candidate does not pass all the examinations within a period of eight years from the date of admission to the course.

OC-30.14 (effective from 19th April, 2006) Obtaining a Class:

(a) Class shall be awarded at the final yea reexamination on the basis of the marks obtained at all the four annual examinations.

(b) For the award of the degree the performance of the student at all the four annual examinations shall be considered.

(c) Second Class: Those of the successful candidates who obtain 50% or more marks but less than 60% marks in the total of all the subjects of all the examinations having passed each examination in one attempt shall be considered to have passed the examination in the 'Second Class'.

(d) First Class: Those of the successful candidates who obtain 60% or more marks but less than 70% marks of the total of all the subjects of all the examinations having passed each examination at one attempt shall be considered to have passed the examination in the 'First Class'.

(e) Distinction: Those of the successful candidates who obtain 70% or more marks of the total of all the subjects of all the examinations having passed each examination in one attempt shall be considered to have passed the examination in the Distinction.

(g) Passes: A candidate who passes any of the examinations of the course in more than one attempt shall not be eligible for any class. The remark against his/her results shall be 'Passes'.

OC-30.15 (effective from academic year 2008-09 onwards)
Conduct of examination:

(a) Paper Setting: There shall be one internal and one external examiner for the conduct of the final examination. The internal examiner shall be the convener and the external shall be the co-examiner.

(b) Each examiner shall set three sets of question papers.

(c) Evaluation: There shall be one internal and one external examiner for the evaluation of the final examination.

(d) Ordinarily answer papers of 50% of the subjects shall be assessed by the internal examiner and the remaining by the external examiner.

(e) Practical Examinations: The practical examination shall be conducted jointly by the internal and the external examiner.

(f) Examiner: An examiner should have a Master's degree in the concerned subject and adequate teaching experience. To be eligible as an examiner in the subject of Nursing Foundations faculty having Master's degree in any Nursing specialty shall be considered.

(g) The scheme of examination and the break up of marks shall be as per the schedule.

(h) Appointment of external examiner shall be from teachers/guest faculty who have not taught the subject in the concerned college.

(effective from 19th April, 2006) B.Sc. Nursing Scheme of Examination

First Year

Subject	Assessment			
	Hours	Internal	External	Total
Theory				
1. Anatomy & Physiology	3	25	75	100
2. Nutrition and Biochemistry	3	25	75	100
3. Nursing Foundations	3	25	75	100
4. Psychology	3	25	75	100
5. Microbiology	3	25	75	100
6. English	3	25	75	100
7. Introduction to Computer		25	75	100
Practical and Viva Voce				
1. Nursing Foundations		100	100	200
Second Year **Theory**				
8. Sociology	3	25	75	100
9. Medical-Surgical Nursing – I	3	25	75	100
10. Pharmacology, Pathology, Genetics	3	25	75	100
11. Community Health Nursing - I	3	25	75	100
12. Communication and Educational Technology	3	25	75	100
Practical and viva voce				
2. Medical-Surgical Nursing-I	3	25	75	100
Third Year **Theory**				
13. Medical-Surgical Nursing-II	3	25	75	100
14. Child Health Nursing	3	25	75	100
15. Mental Health Nursing	3	25	75	100
Practical and viva voce				
3. Medical-Surgical Nursing-II		50	50	100
4. Child Health Nursing		50	50	100
5. Mental Health Nursing		50	50	100
Fourth Year **Theory**				
16. Midwifery and Obstetrical Nursing	3	25	75	100
17. Community Health Nursing	3	25	75	100
18. Nursing Research & Statistics	3	25	75	100
19. Management of Nursing Services and Education	3	25	75	100
Practical and viva voce				
6. Midwifery and Obstetrical Nursing	3	50	50	100
7. Community Health Nursing	3	50	50	100

Note:

1. Anatomy and Physiology question paper will consist of Section I – anatomy of 37 marks and Section – II Physiology of 38 marks.
2. Nutrition and Biochemistry question paper will consist of Section I – Nutrition of 45 marks and Section II – Biochemistry of 30 marks.

3. Introduction to Computer theory and practical final examination will be conducted as a college examination and the marks will be sent to the University for Inclusion in the mark sheet.
4. Pharmacology, Pathology, Genetics question papers will consist of Section I – Pharmacology with 38 marks, Section II – Pathology with 25 marks and Section III – Genetics of 12 marks.
5. Nursing Research & Statistics question paper will consist of Section I – Nursing Research of 50 marks and Section II – Statistics of 25 marks.

OC-31 (effective from 29th October 2002) Ordinance relating to the Courses of Study & Examination for the B.F.A. Degree Course, commencing from the Year 2002-2003

OC.31.1 (effective from 29th October 2002) To be eligible for admission to the First Year B.F.A. Course for the degree of Bachelor of Fine Arts in Painting / Applied Art, a candidate must have:

(i) Passed the XII (H.S.S.C) examination conducted by the Goa Board of Secondary and Higher Secondary Education or an examination of any other University or Body recognized as an equivalent thereto.

(ii) Passed the Entrance Exam conducted by the college concerned.

OC.31.1.2 (effective from 29th October 2002) Candidates studying for the Degree of Bachelor of Fine Arts in Painting / Applied Art will have to undergo a training in prescribed courses of study extending over four academic years-one year basic study and three years of advanced study and will have to pass the following examinations.

First Year	College Exam	700 marks	Group I and Group II Group III (Not for Examination).
Second Year	University Exam.	700 marks	Group I and Group II (major and compulsory subjects). Group II (supplementary subjects) (Not for Examination).
Third Year	College Exam.	500 marks	Group I and Group II.
Fourth Year	University Exam	600 marks	Group I and Group II.

OC.31.2 (effective from 29th October 2002)A candidate admitted to the above courses (i.e. B. F. A. Painting / Applied Art) will have to complete the courses within a period of eight academic years from the date of his/her admission to the first year course.

OC.31.2.1 (effective from 29th October 2002) After successfully passing the First Year B.F.A. examination, a candidate will be eligible for admission to the Second Year B.F.A., at which time he will have to opt for his chosen stream i.e. either Painting or Applied Art.

OC.31.2.2 (effective from 29th October 2002) The seat allotment in each stream of specialization in the Second Year B.F.A. will be limited to the number of seats available in that stream. The candidate will be admitted to either stream strictly on the basis of merit, on the total aggregate marks obtained in the First Year B.F.A. Examination.

OC.31.2.3 (effective from 29th October 2002) After successfully passing the Second Year B.F.A. Examination, a student will be eligible for admission to the Third Year B.F.A. in his/her chosen stream (i.e. Painting/Applied Art) wherein he will opt for any one of the specialization subjects offered in the course.

An equal number of seats will be available in each subject of specialization in both Painting as well as Applied Art. Admission to any subject of specialization in either stream will be strictly on the basis of total aggregate marks obtained in Group II – Major and Group II – Compulsory subjects, at the Second Year B.F.A. Examination, put together.

OC.31.2.4 (effective from 29th October 2002) After successfully passing the Third Year B.F.A. Examination, a student will be eligible for admission to the Fourth Year B.F.A. Degree Course.

OC.31.2.5 (effective from 29th October 2002)A. T. K. T. – A student who has passed in all the subjects in Group II with an aggregate of 40% is eligible for A. T. K. T.

OC.31.2.6 (effective from 29th October 2002) The candidate has to clear the A. T. K. T. Examination two attempts i.e. First attempt examination and two consecutive attempts.

OC.31.2.7 (effective from 29th October 2002) The provision for the award of grace marks at the First, Second, Third and Fourth Year B.F.A. Examinations shall be as per the general ordinance No.OA-5.16.

OC.31.2.8 (effective from 29th October 2002) There shall be no re-evaluation of the answer books at the First, Second, Third and Fourth Year B.F.A. Examination.

OC.31.3 (effective from 29th October 2002)Course Objective

OC.31.3.1 (effective from 29th October 2002) The syllabus for the B.F.A. Degree course in the discipline of Painting and Applied Art has been planned to provide a gradual entry into the complexities of visual art beginning with the fundamentals and leading to the creation and usage of visual language and communication.

OC.31.3.2 (effective from 29th October 2002) The First Year B.F.A. is to be treated as an intensive introductory programme to make students recognise and employ the wide variety of mediums (pencil, water based, oil, synthetic colours, dry pastels, inks, etc.), tools (including the hands and the variety of brushes specifically related to each medium of colouration), and the skills required for optimum results, through experiencing and experimentation.

OC.31.3.3 (effective from 29th October 2002) After successfully passing the First Year Examination, the candidate will be eligible for admission to the Second Year Advance Course. The second year B.F.A. is to be treated as the year of consolidation of all practical experiences gained through study and usage of mediums, tools and skills at the foundation level. Students learn to express through the study of nature, natural and man made objects, use of imagination and mental resources to create meaningful/subjective/suggestive compositions based on a variety of themes/subjects/ situations.

OC.31.3.4 (effective from 29th October 2002) This is also the year of selective involvement in the two streams offered at the degree level, namely, Painting and

Applied Art. Through a study of various subjects, the students practical aptitude towards a specific specialisation is observed, identified and chosen for further study at the Third and Final Year graduation level.

OC.31.3.5 (effective from 29th October 2002) In the Third Year B.F.A., the student decides on his subject of specialization in the chosen stream. Having familiarized himself with Visual Art through various subjects in the Second Year and having acquired the necessary skills, he is now best able to understand his own practical aptitude and preferences enough to select his subject of specialization in whichever the stream he has chosen.

Besides the specialization subject, the student will also have to continue with the mainstream subject of the course chosen – which is, Design (I & II) in the Applied Art Stream and Painting (I & II) in the Painting Stream. This combination of a primary subject and a specialization permits the student to focus on a specific medium of expression of his choice and at the same time allows him to explore the possibilities in his chosen field.

OC.31.3.6 (effective from 29th October 2002) The Fourth Year B.F.A. is to be treated as an extension of the Third Year. The student undertakes intensive study in his chosen specialization and is allowed to freely express his individuality while doing so. It is also a year in which the student is exposed to the contemporary field/industry through field projects and interactive assignments. This not only gives him the necessary awareness and experience, it also instills in him the confidence to face the challenges in the field.

OC.31.4. (effective from 29th October 2002)NATURE OF COURSE

OC.31.4.1 (effective from 29th October 2002)Medium of instruction / teaching: English.

Examination Pattern:

For I year B. F. A. the examination pattern is divided into THREE Groups
Group I----------(Theory)
Group II----------(Practical)
Group III----------(Not for Examination)

For II year B. F. A. the examination pattern is divided into TWO Groups
Group I----------(Theory)
Group II----------(Practical)

For III year B. F. A. the examination pattern is divided into TWO Groups
Group I----------(Theory)
Group II----------(Practical)

For IV year B. F. A. the examination pattern is divided into TWO Groups
Group I----------(Theory)
Group II----------(Practical)

FIRST YEAR EXAMINATION OF THE B. F. A. COURSE

OC.31.5 (effective from 29th October 2002) The FIRST YEAR Examination will be conducted by the College, recognised by the Goa University and no candidate will

be admitted to the examination unless he produces a certificate from the Head of the Institute:

1. Of having attended, in each term, at least three fourth of the total number of lectures in theory and at least three fourth of the total periods devoted to studio practice.
2. Of having completed and submitted the minimum number of units in theory and practicals as prescribed in the syllabus and of having secured a minimum of 35% in internal assessment in each subject, both in Theory (Group I) as well as in Practicals (Group II).
3. Of having obtained a minimum of 35% marks in internal assessment in each subject under Group III.

First Year Examination

OC.31.6 (effective from 29th October 2002) Candidates will be examined in the subjects as indicated in the following table.

Subject	Internal Assessment marks	Annual Exam marks	Total marks	Duration of Exam. Paper
Group I (Theory)				
1. Fundamentals of Art and Visual Communication	40	60	100	3 hours
2. History of Art	40	60	100	3 hours
Group II (Practicals)				
1. Drawing from Nature	40	60	100	5 hours
2. Drawing from Objects	40	60	100	5 hours
3. Drawing from Human Figure	40	60	100	5 hours
4. Design and Colour	40	60	100	10 hours
5. Design 3 D	40	60	100	10 hours
Grand Total of marks for the examination				700

OC.31.6.1 (effective from 29th October 2002) The Board of examiners may go through the class work of the students in any particular case or cases whenever necessary during the assessment of the practical examination .

The following table indicates subjects and the number of assignments to be completed in the specified number of hours during the first academic year.

	Subject	Hours	Assignments
Group I: (Theory)			
1.	Fundamentals of Art and	60	06 Tutorials
	Visual Communication		
2.	History of Art	120	10 Tutorials
Group II: (Practicals)			

1.	Drawing from Nature	100	10
2.	Drawing from Objects	070	07
3.	Drawing from	090	08
	Human Figure		
4.	i) Design 2D	130	07
	ii) Colour	040	03
5.	Design 3D	090	06
Group III: (Not for Examination)			
1.	Drawing from Memory and	060	10
	Outdoor Sketching.		
2.	Print Making	050	05
3.	Geometry and Perspective	050	04
4.	Calligraphy	050	04
5.	Library	050	-
	Total	960	80

Following are the details of the syllabus and the nature of studio practical in various subjects of the Examination:

Group I: (Theory)

1. Fundamentals of Art and Visual Communication.
Perception, learning to see and observe form and matter. Design in Nature. The sensibilities of the human being and his desire for expression. How an artist sees and expresses. Principles of Design and their application.

2. History of Art.
Development of Human expression:

a) Prehistoric Period; rituals, superstitions, mysticism, beginning of tribal art.
b) Religion and religious art.
c) Art of the important civilizations of the world.
d) Important landmarks in the medieval and post medieval period. (India and Europe)
e) Important landmarks of Art from 13th to 19th Century in India and Europe.
f) Brief introduction to 20th Century Art.

Group II: (Practicals)

1. Drawing from Nature
Study of forms from nature; plants, trees, birds and animals in line and tone and texture, in different medium like pencil, pen & ink, and various colour mediums. The study of light and shade (Chiarascuro) on these forms. Observations and study of the anatomical structure of various birds and animals.

2. Drawing from objects
Understanding of mass; study of solid forms, formal (geometrically perfect) and informal (free), in line, tone and texture. Study of proportions. Drawing from man made objects in the environment such as machine made products, furniture, plaster casts, drapery and costume, isolated or in groups, under natural and arranged light in various rendering mediums, in monochrome and in colour.

3. Drawing from Human Figure

Study of the Human form; full figure drawing in line and tone, with due understanding of mass and structural relations. Study of light and shade on the human figure and the immediate background.

Understanding and studying the human form as a specific and highly evolved form of nature.

4. Design and Colour

Study of Point, Line, Planes, Shapes and Patterns. Organisation of Space and understanding of Form in relation to the Space. Exercises to understand basic shapes and textures. Application of the Fundamentals of Design. Designs based on studies from nature and objects.

Theory of Light, the knowledge of Primary, Secondary, Tertiary, Complimentary colours and their relationship. The Greyscale, High Key, Low Key, Colour Contrast, Monochromes and Polychromes. Colour Schemes to express different moods and feelings.

5. Design 3 D

Study of basic 3 dimensional shapes and forms such as Cubes, Cones, Spheres and Cylinders, constructed or modelled in different types of material such as paper, card, soft clay, soap, plaster, plasticine, wire, etc. through the process of adding or subtracting. Construction of basic shapes in round and relief, creating of textures through experiments in modeling, blocking out, chopping, cutting and scraping.

Group III (not for examination)

1. Drawing from Memory and Outdoor Sketching

Developing a sense of observation and a capacity to retain, recognize and recall images for the purpose of producing a picture. Rapid Sketching and Drawing. Indoor and Outdoor Sketching. Use of various mediums for desired effects and enhancing of image. Maintaining a sketch book.

2. Print Making

Print Making through impact and impression on surfaces. Observation of intrinsic texture of various surfaces and the texture of natural and man made things and the Print Making possibilities. Exercises in monoprint, rubbings and relief prints.

3. Geometry and Perspective

Principles of Solid Geometry, Parallel and angular perspective. Concept of the third dimension. Freehand exercises to develop a sense of Visual perspective.

4. Calligraphy

Study of basic letterform, Roman and Devnagiri. Application of basic discipline for beautiful handwriting. Brush or Pen Script based on Calligraphic exercises. Introduction to Calligraphic Tools.

Standard for passing the Examination

OC.31.7 (effective from 29th October 2002) To pass the examination, a candidate must obtain:

(a) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the theory papers, separately, prescribed for each subject in Group I (Theory) and a minimum of 40% marks of the aggregate of group I (Theory)

(b) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the practicals, separately, prescribed for each subject in Group II (Practicals) and a minimum of 40% marks of the aggregate of Group II (Practicals)

OC.31.7.1 **(effective from 29th October 2002)**Those of the successful candidates who obtain less than 50% marks in Group I & II taken together at one and the same sitting shall be placed in Pass Class.

OC.31.7.2 **(effective from 29th October 2002)**Those of the successful candidates who obtain 50% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in the Second Class.

OC.31.7.3 **(effective from 29th October 2002)**Those of the successful candidates who obtain 60% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in the First Class.

OC.31.7.4 **(effective from 29th October 2002)**Those of the successful candidates who obtain 70% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in the Distinction.

OC.31.7.5 **(effective from 29th October 2002)**The successful candidate who is a repeaters shall be declared as 'Passes'.

OC.31.8 **(effective from 29th October 2002)**A candidate who has passed in any one or more subject/s in Group I, securing a minimum 40% marks in each head, may at his option be exempted from appearing in that subjects at a subsequent examination and will be declared to have passed that whole examination when he has passed in the remaining subjects of the examination in accordance with the Rules.

OC.31.8.1 **(effective from 29th October 2002)**A candidate who has passed in all the subject of Group II and who has obtained 40% of the total number of marks of the aggregate in Group II may, at his option, be exempted from appearing in that Group at a subsequent examination, and will be declared to have passed that whole examination when he has passed in the remaining subjects of the examination in accordance with the Rules.

OC.31.8.2 **(effective from 29th October 2002)**Candidates passing the examination in this manner will not be eligible for a class or prize or scholarship to be awarded at the examination.

SECOND YEAR EXAMINATION OF THE B. F. A. COURSE

OC.31.9 **(effective from 29th October 2002)**The SECOND YEAR Examination will be conducted by the Goa University and no candidate will be admitted to this examination unless (a) he has kept two terms at a College of Art affiliated to the University, subsequent to his passing the First Year Examination leading to the degree of Bachelor of Fine Art and (b) unless he produces, from the Head of the Institute, a certificate:

1. Of having attended, in each term, at least three fourth of the total number of lectures in theory and at least three fourth of the total periods devoted to studio practice.

2. Of having completed and submitted the minimum number of units in theory and practicals as prescribed in the syllabus and of having secured a minimum of 35% marks, in internal assessment in each subject, both in Theory (Group I) as well as Practicals (Group II – major and compulsory subjects).
3. Of having obtained a minimum of 35% marks in the internal assessment in each subject under Group II – supplementary subjects.

OC.31.10 **(effective from 29th October 2002)**A CANDIDATE WHO HAS PASSED IN ALL THE SUBJECTS AT THE FIRST YEAR EXAMINATION LEADING TO THE DEGREE OF BACHELOR OF FINE ART EXCEPT IN THE THEORY SUBJECT/S UNDER GROUP I WILL BE ALLOWED TO KEEP TERMS AND APPEAR FOR THE SECOND YEAR EXAMINATION AFTER ATTENDING BOTH THE ACADEMIC TERMS IN THE SECOND YEAR B.F.A. CLASS. HOWEVER, HE WILL NOT BE DECLARED TO HAVE PASSED THE SECOND YEAR EXAMINATION FOR THE DEGREE OF BACHELOR OF FINE ART UNLESS HE HAS PASSED IN THE REMAINING SUBJECT/S OF GROUP I AT FIRST YEAR EXAMINATION.

OC.31.10.1 **(effective from 29th October 2002)**For the purpose of deciding whether a candidate has passed the examination in the manner aforesaid, the marks obtained by him in Group II at the First Year Examination shall be carried over.

(EFFECTIVE FROM 9TH MAY, 2008)

OC-31.11 **Second Year Examination**

Candidates will be examined in the subjects as indicated in the following table.

Subject	**Internal Assessment Marks**	**Annual Exam marks**	**Total marks**	**Duration of Exam. Papers.**
Group I(Theory)				
1. History of Art	40	60	100	3 hours
2.Visual Communication	40	60	100	3 hours
Group II (Practicals)				
A				
i) Graphic Design	40	60	100	10 hours
ii) Lettering and Typography	40	60	100	10 hours
iii) Photography	40	60	100	10 hours
iv) Computer Graphics	40	60	100	10 hours
v) Printing Techniques	40	60	100	10 hours
B				
i) Pictorial Design	40	60	100	10 hours
ii) Design 3D	40	60	100	10 hours
iii) Head Study	40	60	100	10 hours
iv) Still Life	40	60	100	10 hours
v) Print Making	40	60	100	**15 hours**
C				
i) Drawing	40	60	100	10 hours
Grand Total of marks for the examination			800*	

OC 31.11.1 **(effective from 29th October 2002)**The Board of examiners may go through the class work of the students in any particular case or cases whenever necessary during the assessment of the practical examination

* The Grand Total of marks for the examination is the sum total of Group I (200 marks), Group II – A / B (500 marks) + C(100 marks).

The following table indicates subjects and the number of assignment to be completed in the specified number of hours during the second academic year.

Subject	Hours	Assignments
Group I (Theory)		
1. History of Art	090	06 Tutorials
2. Visual Communication	090	06 Tutorials
Group II (Practicals)		
A		
i) Graphic Design	090	09
ii)Lettering and Typography	090	09
iii) Photography	060	06
iv) Computer Graphics	060	06
v) Printing Techniques	060	06
B		
i) Pictorial Design	090	09
ii) Design 3D	090	09
iii) Head Study	060	06
iv) Still Life	060	06
v) Print Making	060	06
C		
i) Drawing	250	12
Library	050	--
Total	960	60

OC.31.12 **(effective from 29th October 2002)**A student will opt for any one of the subject groups (A) and (B) under Group II as his major group (which will be referred to as Group II – major) and the other will subsequently be his supplementary group (which will be referred to as **Group II – supplementary**). **Group II (C) is compulsory**.

OC.31.13 **(effective from 29th October 2002)**A student will have to complete the total number of assignments prescribed in the syllabus in each of the subjects under **Group II – major** and in the subject of Drawing, under **Group II – C**, which is compulsory, and one third of the assignments in each of the subjects under **Group II – supplementary**.

Following are the details of the syllabus and the nature of studio practicals in various subjects of the Examination.

Group I (Theory)

1. History of Art

Indian Art: a) Gupta and Post Gupta Period.
b) Tradition of Mural Painting in India.
c) The Art of Miniature Painting in India.

Western Art: Renaissance and Post Renaissance Period
a) Baroque b) Roccoco c) Mannerism

2. Visual Communication

A) VISUAL COMMUNICATION AS SELF EXPRESSION (IMPLICIT*)
B) VISUAL COMMUNICATION FOR MEDIA AND THE MASSES (EXPLICIT*)

*ALL THE FORMS OF VISUAL COMMUNICATION DO NOT HAVE THE SAME SOCIAL MANDATE. THERE IS VISUAL COMMUNICATION WHICH APPEALS TO FINER INDIVIDUAL SENSIBILITIES (IMPLICIT), AND THERE IS VISUAL COMMUNICATION WHICH IS DESIGNED FOR THE MASSES, WHICH HAS TO BE MORE EXPLICIT AND INTENTIONAL.

Group II: (Practicals)

A

i) Graphic Design

Understanding the relationship between space, line and form and how they communicate visually.
The application of design principles in design for mass communication.
A study of the elements (headline, text, picture and background) used in various mass media and how they can be used to visually express and support the communication.
Simplification of form and its expressive qualities.
Exercises in layout; The Grid and its use in Graphic Design.
Preparing layouts for various media such as Newspaper, Magazine, Poster and other Miscellaneous Print Media.

ii) Lettering and Typography

understanding the functional aspects of type and its relationship to design.
A study of basic letter forms and their variations.
Identification of type faces and selecting type for graphic communication.
Typographic layout and the use of the Grid. Legibility, readability and idea association.
Adaptation and use of type for various communication media.

iii) Photography

A brief history of photography.
Equipment – parts of a camera, calssification of cameras and their functions.
Types of film and paper. Basic darkroom equipment and requirements.
Types of chemicals, preparations and uses. Print processing.
Simple exposing in natural light. Developing a film. Enlargement of prints.

iii) Computer Graphics

Understanding Computer Basics.
The computer as a design tool.
Design application. (Exercises in creating simple graphics for media).
Knowledge of design software.

iv) Printing Techniques

Letterpress Printing*: History and development of printing.
Technical aspects of Type and its parts.
The Point System, classification and specification of Type.

	Page layout.
	Handling of material and equipment in a printing press.
	Type setting and Printing.
Offset Printing*:	Introduction to Offset Printing
	Introduction to Desktop Publishing and Book Design.
	Technical aspects of the multicolour printing process.
	Knowledge of paper and printing inks.
Screen Printing:	History and development of Screen Printing.
	Application of Screen Printing.
	Equipment and accessories.
	Different stenciling methods.
	Types of inks and reducers.
	Process of making an artwork and positives.
	Multicolour Printing and cost estimation.

* Maximum knowledge may be imparted through group demonstrations and field trips.

B

i) Pictorial Design

Organisation of Pictorial space; Division of two dimensional surface with line, form, mass and tone. Incorporation of colour scheme and texture and understanding of the relationship between form and space. Developing pictorial qualities in 2D Design. Compositions based on representational as well as non representational forms. Exploration of the various schools of traditional Indian painting. Gradual development of pictorial design to cover emotive content.

STUDY OF THE DECORATIVE ELEMENTS WITH REFERENCE TO RELIEF SURFACES AND A MULTI MEDIUM APPROACH.

ii) Design 3D

Studies in modeling, carving, construction and collage.
Exploration of relief surfaces and the possibilities for collage through the incorporation of external materials and objects.
Study of complex objects and natural forms as a source of design.
Study and use of diverse materials to explore new design relationships.
Experiments in Plasticine, Terracotta, Plaster of Paris, Cement, etc.
Three Dimensional experiments in design for table top and window display.

iii) Head Study

Rendering the human head in colour. Study of structural planes and masses with the help of shade and light. Study of the head in perspective. Relationship of the head with neck and shoulder. Study of light on the human head.
Understanding of tones and their relationship in the context of figurative studies.
Composing the head with the background within a pictorial space.
Rendering the head as a unified structure. Well composed studies in Oil, Water Colours and Pastels.
Exploring various techniques in colour application. Studies in monochrome with a progressive palette towards Head Study in full colour.

iv) Still Life

Study of configuration of ordinary and exotic man-made objects in a specific, arranged environment.
Observation and rendering of varied shapes, body colours, sheen and related textures.
Rendering the play of light and shade in the context of the group of objects.
Full fledged picture making on the basis of observed and focused reality with the formal adjustment necessary for the painting.

v) Print Making

Study of advanced methods of manual and manipulative Print Making. Practical studies in Lino Cut, Wood Cut, Etching (Dry Point) and Lithography.

C

i) Drawing

In depth study of the human figure with special attention to structure and anatomy.
Basic study of bones, joints and muscles – the way they function and influence posture and action. Study of the human head and its construction from skull.
Understanding the dimensions, movement and rhythm of the body.
Studies of figures in action and in groups.
Studies in line, tone (charcoal) and colour with reference to the conditions of light and shade and the immediate surroundings.
Awareness and formation of style leading to individuality and technical competence.
Maintaining a sketch book of studies from life, rapid sketching and drawings from memory to be further used as a source book.

Standard for passing the Examination

OC.31.14 (effective from 29th October 2002) To pass the examination, a candidate must obtain:

(a) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the theory papers, separately, prescribed for each subject in Group I (Theory) and a minimum of 40% marks of the aggregate of group I (Theory)

(b) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the practicals, separately, prescribed for each subject in Group II (Practicals) and a minimum of 40% marks of the aggregate of Group II (Practicals)

Those of the successful candidates who obtain less than 50% marks in Group I & II taken together at one and the same sitting shall be placed in Pass Class.

Those of the successful candidates who obtain 50% and above of the total marks I Group I and II taken together, at one and the same sitting, shall be placed in the Second Class.

Those of the successful candidates who obtain 60% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in the First Class.

Those of the successful candidates who obtain 70% and above of the total marks in Group I and II taken together, at one and the same sitting, shall be placed in Distinction.

The successful candidate who is a repeater shall be declared as 'Passes'.

OC.31.15 (effective from 29th October 2002)A candidate who has passed in any one or more subject/s in Group I securing a minimum of 40% marks in each head, may at his option be exempted from appearing in the subject/s at a subsequent examination and will be declared to have passed that whole examination when he has passed in the remaining subjects of the examination in accordance with the Rules.

OC.31.15.1 (effective from 29th October 2002)A candidate who has passed in all the subjects of Group Ii and who has obtained 40% of the total number of marks of the aggregate in Group II may, at his option, be exempted from appearing in that Group at a subsequent examination, and will be declared to have passed that whole examination when he has passed in the remaining subjects of the examination in accordance with the Rules.

OC.31.15.2 (effective from 29th October 2002) Candidates passing the examination in this manner will not be eligible for a class or prize or scholarship to be awarded at the examination.

THIRD YEAR EXAMINATION OF THE B. F. A. (APPLIED ART) COURSE

OC.31.16 (effective from 29th October 2002) The THIRD YEAR Examination will be conducted by the college, recognized by Goa University and no candidate will be admitted to this examination unless (a) he has kept two terms at a College of Art affiliated to the University, subsequent to his passing the Second Year Examination leading to the degree of Bachelor of Fine Art and (b) unless he produces, from the Head of the Institute, a certificate:

1. Of having attended, in each term, at least three fourth of the total number of lectures in theory and at least three fourth of the total periods devoted to studio practice.

2. Of having completed and submitted the minimum number of units in theory and practicals as prescribed in the syllabus and of having secured a minimum of 35% marks, in internal assessment in each subject, both in Theory (Group I) as well as Practicals (Group II).

OC.31.17 (effective from 29th October 2002)A Candidate who has passed in all the subjects at the Second Year Examination leading to the degree of Bachelor of Fine Art except in the theory subject/s under Group I will be allowed to keep terms and appear for the Third Year examination after attending both the academic terms in the Second Year B.F.A. Class. However, he will not be declared to have passed the Third Year Examination for the Degree of Bachelor of fine Art unless he has passed in the remaining subject/s of Group I at the Second Year Examination.
For the purpose of deciding whether a candidate has passed the examination in the manner aforesaid, the marks obtained by him in Group II (Major & Compulsory) at the Second Year Examination shall be carried over.

(EFFECTIVE FROM 9TH MAY, 2008)

OC-31.18 **Third Year B. F. A. (Applied Art) Examination**
Candidates will be examined in the subjects as indicated in the following table.

Subject	Internal Assessment Marks	Annual Exam marks	Total marks	Duration of Exam. Papers.
Group I (Theory)				
1. Advertising	40	60	100	3 hours
2.Visual Communication	40	60	100	3 hours
Group II (Practicals)				
A				
1) Design I	40	60	100	**20 hours**

2) Design II	40	60	100	**20 hours**
3) Subject of Specialisation Any one of the following options: i) Illustration ii) Photography iii)Audio-Visual iv)Computer Graphics v) Stage Craft	40	60	100	**20 hours**
Grand Total of marks for the examination 500*				

The Board of examiners may go through the class work of the students in any particular case or cases whenever necessary during the assessment of the practical examination.

The following table indicates subjects and the number of assignments to be completed in the specified number of hours during the second academic year.

Subject		**Hours**	**Assignments**
	Group I (Theory)		
1.	Advertising	090	06 Tutorial
2.	Visual Communication	090	06 Tutorial
	Group II (Practicals)		
1)	Design I	180	05
2)	Design II	180	04
3)	Subject of Specialisation	360	09
	Library	60	--
Total	**960**	**30**	

Standard for passing the Examination

OC.31.19 (effective from 29th October 2002) To pass the examination, a candidate must obtain:

a) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the theory papers, separately, prescribed for each subject in Group I (Theory) and a minimum 40% marks of the aggregate of Group II (Theory)

b) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the practicals, separately, prescribed for each subject in Group II (Practicals) and a minimum of 40% marks of the aggregate of Group II (Practicals)

Those of the successful candidates who obtain less than 50% marks in Group I & Group II taken together at one and the same sitting shall be placed in Pass Class.

Those of the successful candidates who obtain 50% and above of the total marks in Group I & Group II taken together at one and the same sitting shall be placed in Second Class.

Those of the successful candidates who obtain 60% and above of the total marks in Group I & Group II taken together at one and the same sitting shall be placed in First Class.

Those of the successful candidates who obtain 70% and above of the total marks in Group I & Group II taken together at one and the same sitting shall be placed in Distinction.

The successful candidate who is a repeater shall be declared 'Passes'.

OC.31.20 **(effective from 29th October 2002)**A candidate who has passed in any one or more subject/s in Group I securing a minimum of 40% marks in each head, may at his option be exempted from appearing in the subject/s at a subsequent examination and will be declared to have passed that whole examination when he has passed in the remaining subjects of the examination in accordance with the Rules.

OC.31.20.1 **(effective from 29th October 2002)**A candidate who has passed in all the subjects of Group Ii and who has obtained 40% of the total number of marks of the aggregate in Group II may, at his option, be exempted from appearing in that Group at a subsequent examination, and will be declared to have passed that whole examination when he has passed in the remaining subjects of the examination in accordance with the Rules.

OC.31.20.2 **(effective from 29th October 2002)**Candidates passing the examination in this manner will not be eligible for a class or prize or scholarship to be awarded at the examination.

FOURTH YEAR EXAMINATION OF THE B. F. A. (APPLIED ART) COURSE

OC.31.21 **(effective from 29th October 2002)**The FOURTH YEAR Examination will be conducted by the college, recognized by Goa University and no candidate will be admitted to this examination unless (a) he has kept two terms at a College of Art affiliated to the University, subsequent to his passing the Second Year Examination leading to the degree of Bachelor of Fine Art and (b) unless he produces, from the Head of the Institute, a certificate:

1. Of having attended, in each term, at least three fourth of the total number of lectures in theory and at least three fourth of the total periods devoted to studio practice.

2. Of having completed and submitted the minimum number of units in theory and practicals as prescribed in the syllabus and of having secured a minimum of 35% marks, in internal assessment in each subject, both in Theory (Group I) as well as Practicals (Group II).

OC.31.22 **(effective from 29th October 2002)**A Candidate who has passed in all the subjects at the Third Year Examination leading to the degree of Bachelor of Fine Art except in the theory subject/s under Group I will be allowed to keep terms and appear for the Third Year examination after attending both the academic terms in the Second Year B.F.A. Class. However, he will not be declared to have passed the Fourth Year Examination for the Degree of Bachelor of fine Art unless he has passed in the remaining subject/s of Group I at the Third Year Examination.

For the purpose of deciding whether a candidate has passed the examination in the manner aforesaid, the marks obtained by him in Group II at the Third Year Examination shall be carried over.

(EFFECTIVE FROM 9TH MAY, 2008)

OC-31.23

Fourth Year B. F. A. (Applied Art) Examination

Candidates will be examined in the subjects as indicated in the following table.

Subject	Internal Assessment Marks	Annual Exam marks	Total marks	Duration of Exam. Papers.
Group I (Theory)				
1. Advertising	40	60	100	3 hours
2.Visual Communication	40	60	100	3 hours
Group II (Practicals)				
A				
1) Design I	40	60	100	**25 hours**
2) Design II	40	60	100	**25 hours**
3) Subject of Specialisation Any one of the following options: i) Illustration ii) Photography iii)Audio-Visual iv)Computer Graphics v) Stage Craft	40	60	100	**25 hours**
4) Dissertation & Viva-Voce	40	60	100	
Grand Total of marks for the examination			600*	

The Board of examiners may go through the class work of the students in any particular case or cases whenever necessary during the assessment of the practical examination.

The following table indicates subjects and the number of assignments to be completed in the specified number of hours during the second academic year.

Subject		Hours	Assignments
	Group I (Theory)		
1.	Advertising	70	06 Tutorial
2.	Visual Communication	70	06 Tutorial
	Group II (Practicals)		
1)	Design I	160	05
2)	Design II	160	04
3)	Subject of Specialisation	360	09
4)	Dissertation & Vica-Voce Library	80 60	-- --
	Total	**960**	**30**

Standard for passing the Examination

OC.31.24 (effective from 29th October 2002) To pass the examination, a candidate must obtain:

a) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the theory papers, separately, prescribed for each subject in Group I (Theory) and a minimum of 40% marks of the aggregate of Group II (Theory)

b) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the practicals, separately, prescribed for each subject in Group II (Practicals) and a minimum of 40% marks of the aggregate of Group II (Practicals)

Those of the successful candidates who obtain less than 50% marks in Group I & Group II taken together at one and the same sitting shall be placed in Pass Class.

Those of the successful candidates who obtain 50% and above of the total marks in Group I & Group II taken together at one and the same sitting shall be placed in Second Class.

Those of the successful candidates who obtain 60% and above of the total marks in Group I & Group II taken together at one and the same sitting shall be placed in First Class.

Those of the successful candidates who obtain 70% and above of the total marks in Group I & Group II taken together at one and the same sitting shall be placed in Distinction.

The successful candidate who is a repeater shall be declared 'Passes'.

OC.31.25 (effective from 29th October 2002)A candidate who has passed in any one or more subject/s in Group I securing a minimum of 40% marks in each head, may at his option be exempted from appearing in the subject/s at a subsequent examination and will be declared to have passed that whole examination when he has passed in the remaining subjects of the examination in accordance with the Rules.

OC.31.25.1 (effective from 29th October 2002) A candidate who has passed in all the subjects of Group II and who has obtained 40% of the total number of marks of the aggregate in Group II may, at his option, be exempted from appearing in that Group at a subsequent examination, and will be declared to have passed that whole examination when he has passed in the remaining subjects of the examination in accordance with the Rules.

OC.31.25.2 (effective from 29th October 2002) Candidates passing the examination in this manner will not be eligible for a class or prize or scholarship to be awarded at the examination.

THIRD YEAR EXAMINATION OF THE B. F. A. (PAINTING) COURSE

OC.31.26 (effective from 29th October 2002) The THIRD YEAR Examination will be conducted by the college, recognized by Goa University and no candidate will be admitted to this examination unless (a) he has kept two terms at a College of Art

affiliated to the University, subsequent to his passing the Second Year Examination leading to the degree of Bachelor of Fine Art and (b) unless he produces, from the Head of the Institute, a certificate:

3. Of having attended, in each term, at least three fourth of the total number of lectures in theory and at least three fourth of the total periods devoted to studio practice.

4. Of having completed and submitted the minimum number of units in theory and practicals as prescribed in the syllabus and of having secured a minimum of 35% marks, in internal assessment in each subject, both in Theory (Group I) as well as Practicals (Group II).

OC.31.27 **(effective from 29th October 2002)**A Candidate who has passed in all the subjects at the Second Year Examination leading to the degree of Bachelor of Fine Art except in the theory subject/s under Group I will be allowed to keep terms and appear for the Third Year examination after attending both the academic terms in the Second Year B.F.A. Class. However, he will not be declared to have passed the Third Year Examination for the Degree of Bachelor of fine Art unless he has passed in the remaining subject/s of Group I at the Second Year Examination.
For the purpose of deciding whether a candidate has passed the examination in the manner aforesaid, the marks obtained by him in Group II (Major & Compulsory) at the Second Year Examination shall be carried over.

(EFFECTIVE FROM 9TH MAY, 2008)

OC-31.28 **Third Year B. F. A. (Painting) Examination**
Candidates will be examined in the subjects as indicated in the following table.

Subject	Internal Assessment Marks	Annual Exam marks	Total marks	Duration of Exam. Papers.
Group I (Theory)				
1. History of Art	40	60	100	3 hours
2.Aesthetics	40	60	100	3 hours
Group II (Practicals)				
1) Painting I	40	60	100	**15 hours**
2) Painting II	40	60	100	**15 hours**
3) Subject of Specialisation Any one of the following options: i) Portraiture ii) Mural iii)Print Making iv)Culture v) Sculpture	40	60	100	**20 hours**
Grand Total of marks for the examination			500*	

The Board of examiners may go through the class work of the students in any particular case or cases whenever necessary during the assessment of the practical examination.

The following table indicates subjects and the number of assignments to be completed in the specified number of hours during the second academic year.

Subject	Hours	Assignments

	Group I (Theory)		
1.	History of Art	120	08Tutorial
2.	Aesthetics	090	08 Tutorial
	Group II (Practicals)		
1)	Painting I	170	08
2)	Painting II	170	06
3)	Subject of Specialisation	350	08
	Library	60	--
	Total	**960**	**38**

Standard for passing the Examination

OC.31.29 (effective from 29th October 2002) To pass the examination, a candidate must obtain:

e) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the theory papers, separately, prescribed for each subject in Group I (Theory) and a minimum of 40% marks of the aggregate of Group II (Theory)

f) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the practicals, separately, prescribed for each subject in Group II (Practicals) and a minimum of 40% marks of the aggregate of Group II (Practicals)

Those of the successful candidates who obtain less than 50% marks in Group I & Group II taken together at one and the same sitting shall be placed in Pass Class.

Those of the successful candidates who obtain 50% and above of the total marks in Group I & Group II taken together at one and the same sitting shall be placed in Second Class.

Those of the successful candidates who obtain 60% and above of the total marks in Group I & Group II taken together at one and the same sitting shall be placed in First Class.

Those of the successful candidates who obtain 70% and above of the total marks in Group I & Group II taken together at one and the same sitting shall be placed in Distinction.

The successful candidate who is a repeater shall be declared 'Passes'.

OC.31.30 (effective from 29th October 2002)A candidate who has passed in any one or more subject/s in Group I securing a minimum of 40% marks in each head, may at his option be exempted from appearing in the subject/s at a subsequent examination and will be declared to have passed that whole examination when he has passed in the remaining subjects of the examination in accordance with the Rules.

OC.31.30.1 (effective from 29th October 2002)A candidate who has passed in all the subjects of Group II and who has obtained 40% of the total number of marks of the aggregate in Group II may, at his option, be exempted from appearing in that Group at a subsequent examination, and will be declared to have passed that whole examination when he has passed in the remaining subjects of the examination in accordance with the Rules.

OC.31.30.2 (effective from 29th October 2002) Candidates passing the examination in this manner will not be eligible for a class or prize or scholarship to be awarded at the examination.

FOURTH YEAR EXAMINATION OF THE B. F. A. (PAINTING) COURSE

OC.31.31 (effective from 29th October 2002) The FOURTH YEAR Examination will be conducted by the Goa University and no candidate will be admitted to this examination unless (a) he has kept two terms at a College of Art affiliated to the University, subsequent to his passing the Third Year Examination leading to the degree of Bachelor of Fine Art and (b) unless he produces, from the Head of the Institute, a certificate:

3. Of having attended, in each term, at least three fourth of the total number of lectures in theory and at least three fourth of the total periods devoted to studio practice.

4. Of having completed and submitted the minimum number of units in theory and practicals as prescribed in the syllabus and of having secured a minimum of 35% marks, in internal assessment in each subject, both in Theory (Group I) as well as Practicals (Group II).

OC.31.32 (effective from 29th October 2002)A CANDIDATE WHO HAS PASSED IN ALL THE SUBJECTS AT THE THIRD YEAR EXAMINATION LEADING TO THE DEGREE OF BACHELOR OF FINE ART EXCEPT IN THE THEORY SUBJECT/S UNDER GROUP I WILL BE ALLOWED TO KEEP TERMS AND APPEAR FOR THE FOURTH YEAR EXAMINATION AFTER ATTENDING BOTH THE ACADEMIC TERMS IN THE THIRD YEAR B.F.A. CLASS. HOWEVER, HE WILL NOT BE DECLARED TO HAVE PASSED THE FOURTH YEAR EXAMINATION FOR THE DEGREE OF BACHELOR OF FINE ART UNLESS HE HAS PASSED IN THE REMAINING SUBJECT/S OF GROUP I AT THE THIRD YEAR EXAMINATION.

FOR THE PURPOSE OF DECIDING WHETHER A CANDIDATE HAS PASSED THE EXAMINATION IN THE MANNER AFORESAID, THE MARKS OBTAINED BY HIM IN GROUP II AT THE THIRD YEAR EXAMINATION SHALL BE CARRIED OVER.

(EFFECTIVE FROM 9TH MAY, 2008)

OC-31.33 **Fourth Year B. F. A. (Painting) Examination**
Candidates will be examined in the subjects as indicated in the following table.

Subject	Internal Assessment Marks	Annual Exam marks	Total marks	Duration of Exam. Papers.
Group I (Theory)				
1. History of Art	40	60	100	3 hours
2.Aesthetics	40	60	100	3 hours
Group II (Practicals)				

1) Painting I	40	60	100	**20 hours**
2) Painting II	40	60	100	**20 hours**
3) Subject of Specialisation Any one of the following options: i) Portraiture ii) Mural iii)Print Making iv)Culture v) Sculpture	40	60	100	**25 hours**
4) Dissertation & Viva-Voce	40	60	100	
Grand Total of marks for the examination			600*	

The Board of examiners may go through the class work of the students in any particular case or cases whenever necessary during the assessment of the practical examination.

The following table indicates subjects and the number of assignments to be completed in the specified number of hours during the second academic year.

Subject		**Hours**	**Assignments**
	Group I (Theory)		
1.	History of Art	100	08Tutorial
2.	Aesthetics	80	06 Tutorial
	Group II (Practicals)		
1)	Painting I	120	04
2)	Painting II	120	04
3)	Subject of Specialisation	400	10
4)	Dissertation & Viva-Voce	80	--
	Library	60	--
	Total	**960**	**32**

Standard for passing the Examination

OC.31.34 (effective from 29th October 2002) To pass the examination, a candidate must obtain:

g) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the theory papers, separately, prescribed for each subject in Group I (Theory) and a minimum of 40% marks of the aggregate of Group II (Theory)

h) At least 35% of the full marks in (1) Internal Assessment (Term Work) and (2) the practicals, separately, prescribed for each subject in Group II (Practicals) and a minimum of 40% marks of the aggregate of Group II (Practicals).

Those of the successful candidates who obtain less than 50% marks in Group I & Group II taken together at one and the same sitting shall be placed in Pass Class.

Those of the successful candidates who obtain 50% and above of the total marks in Group I & Group II taken together at one and the same sitting shall be placed in Second Class.

Those of the successful candidates who obtain 60% and above of the total marks in Group I & Group II taken together at one and the same sitting shall be placed in First Class.

Those of the successful candidates who obtain 70% and above of the total marks in Group I & Group II taken together at one and the same sitting shall be placed in Distinction.

The successful candidate who is a repeater shall be declared 'Passes'.

OC.31.35 **(effective from 29th October 2002)**A candidate who has passed in any one or more subject/s in Group I securing a minimum of 40% marks in each head, may at his option be exempted from appearing in the subject/s at a subsequent examination and will be declared to have passed that whole examination when he has passed in the remaining subjects of the examination in accordance with the Rules.

OC.31.35.1 **(effective from 29th October 2002)** A candidate who has passed in all the subjects of Group II and who has obtained 40% of the total number of marks of the aggregate in Group II may, at his option, be exempted from appearing in that Group at a subsequent examination, and will be declared to have passed that whole examination when he has passed in the remaining subjects of the examination in accordance with the Rules.

OC.31.35.2 **(effective from 29th October 2002)** Candidates passing the examination in this manner will not be eligible for a class or prize or scholarship to be awarded at the examination.

OC-32 (effective from 16th February, 2004) Ordinance of the Post Graduate Diploma / MBA in Tourism Management of Goa University (approved from 16th February 2004).

OC-32.1 (effective from 16th February, 2004)Objective of the Programme
To build managerial competence and professionalism in candidates who are already employed as supervisors / executives in tourism related organisations in the State of Goa and to develop entrepreneurial competence appropriate for the tourism industry.

OC-32.2 (effective from 16th February, 2004)Duration of the Programme
Twenty-seven months part time programme consisting of 9 terms for MBA. Successful completion of the first four Terms will lead to the award of Post Graduate Diploma and successful completion of any subject of any Term will lead to the award of a Certificate. Each term will be of 11 weeks effective duration with ten weeks for interaction sessions and one week for taking care of sessions for evaluations. The fee will be Rs. 15,000/- per term totaling Rs. 60,000/- for this course.

The contact hours will be around 10 to 12 per week and will be arranged during evenings/week-ends to suit the needs of majority of the students.

OC-32.3 (effective from 16th February, 2004)Admission and Eligibility for Admission

Graduate in any subject such as arts, commerce, science, engineering, etc., who has undergone at least the 10+2+3 scheme to graduate will be eligible for admission. Number of years (after graduation) of executive / supervisory experience in a tourism related organisation will be one of the criteria for selection for admission. The nature of the particular admissions test and procedure for admission will be decided by an Admissions Committee appointed by the Vice Chancellor of the University for the particular Batch.

OC-32.4 (effective from 16th February, 2004)Structure of the Programme

OC-32.4.1 (effective from 16th February, 2004)Term wise Programme Structure

Term 1

Code	Subject	Credits	Minimum Contact Hours
T01	Tourism : Philosophies, Principles and Practices	2	20
T02	Hospitality Management	2	20
T03	Tour Operations Management	2	20
T04	Economics of Tourism I	3	30
102	Management Process	1	10
103	Computer Applications	2	10

Term 2

Code	Subject	Credits	Minimum Contact Hours
T05	Marketing Tourism and Hospitality	2	20
T06	Travel Agency Management	2	20
T07	Hotel Operations Management	2	20
T08	Economics of Tourism II	2	20
101	Organisational Behaviour I	2	20
104	Financial Statement Analysis	2	20

Term 3

Code	Subject	Credits	Minimum Contact Hours
T09	Tourism Planning and Policies	2	20
T10	Tourist and Tourism	2	20
T11	Information Technology in Tourism	2	20
T12	Electives	Totally 8 Credits in Terms 3 and 4	
303		2	20

Term 4

Code	Subject	Credits	Minimum Contact Hours
T13	Electives	Totally 8 Credits in Terms 3 and 4	
T14	Project: Evaluation by the Client	1	Project: Evaluation by the Client
T15	Project Seminar	3	Project Seminar 1 hour per student
304	Business Research Methods II	2	20

Term 5

Code	Subject	Credits	Minimum Contact Hours
105	Quantitative Method I	2	20
106	Human Resource Management	3	30
107	Managerial Communication : Oral	2	20
201	Organizational Behaviour II	2	20
M6	Service Marketing	2	20

Term 6

Code	Subject	Credits	Minimum Contact Hours
203	Quantitative Methods II	2	20
204	Management Accounting	2	20
02	International Economics	3	30
206	Indian Ethos and Values in Management	2	20
207	Managerial Communication : Written	2	20

Term 7

Code	Subject	Credits	Minimum Contact Hours
301	Finance Management I	2	20
F5	International Finance	2	20
F3	Project Planning and Implementation	3	30
305	Business Environment	2	20
306	Environment and Management	2	20

Term 8

Code	Subject	Credits	Minimum Contact Hours
403	Legal Aspect of Business	4	40
404	Finance Management II	2	20
405	Management Information Systems	2	20
406	International Business Environment	2	20

Term 9

Code	Subject	Credits	Minimum Contact Hours
401	Strategic Management	3	4
801	Dissertation	7	40
901	Dissertation Seminar	3	1 Hour per Student

OC-32.4.2 **(effective from 16th February, 2004)**Subjects T14 and T15 comprise of a single Project and subjects 801 and 901 comprise of a single Dissertation spread over two heads and will be undertaken under the guidance of a regular, contributory or guest teacher. The Dissertation will preferably address a problem faced by the organisation in which the student is working or is attached to for Internship and the student is expected to do the Project / Dissertation in a rigorous and professional manner thereby demonstrating the value addition due to the Programme.

OC-32.4.3 **(effective from 16th February, 2004)**Subject allocations to Terms are only indicative. The Department / Institute offering the Programme will have the freedom to reallocate subject across Terms.

OC-32.4.4 **(effective from 16th February, 2004)**All assignments, term papers, projects, etc. done as part of any of the subjects of any of the terms should preferably address problems faced by the organisation in which the student works or is attached for Internship. Other components of evaluation such as written / oral test will evaluate the ability of student to apply the knowledge to tourism industry rather than testing mere knowledge.

OC-32.4.5 **(effective from 16th February, 2004)**Before the commencement of each term, the Course Outline giving session by session reading assignments, case studies, exercises, credit-wise evaluation plan, etc. for each subject will be submitted to the Faculty Board of the Faculty of Management Studies for approval. The approved course outline with modifications suggested (if any) by the Faculty Board will be followed for the Term.
Faculty Board will consider and appropriately approve Credit transfers for any subject in the case of students on exchange with Institutions / Universities with which Goa University has agreements for such Credit transfer.

OC-32.5 **(effective from 16th February, 2004)Registration for electives**

OC-32.5.1 **(effective from 16th February, 2004)**Each elective opted for should be a distinct subject.

OC-32.5.1.1 **(effective from 16th February, 2004)** Elective offered could range in Credits from 1 to 4.

OC-32.5.1.2 **(effective from 16th February, 2004)**Every year, before the end of 2nd Term, the syllabi for the electives along with tentative course outlines will be submitted to the Faculty Board of Faculty of Management Studies.
The format of the Syllabus 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.
The details of the electives approved by the Faculty Board will be announced to the students for registration.

OC-32.5.1.3 **(effective from 16th February, 2004)**Each student will opt for 8 Credits of electives.

OC-32.5.2 **(effective from 16th February, 2004)** The student may opt for Project Course (PC) under an approved guide (a regular faculty member of the Institution / University or a Contributory / Guest teacher) in lieu of 2 Credits of electives. The project should be relevant to the organisation in which the student works or is attached to for Internship.

OC-32.5.3 **(effective from 16th February, 2004)Registration for Non Credit Subjects**

The Institution / Department, with the help of its regular, contributory or guest faculty, will periodically offer non-credit subjects in various areas of management / tourism management and especially in newly emerging areas. Once a student registers for such a subject, it becomes a compulsory subject for the student. In exceptional circumstance, the 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 Institution will issue a Certificate to the student mentioning the names and number of Credits of each such subject attended by the student.

OC-32.6 **(effective from 16th February, 2004)**Evaluation, Grading and Pass Requirements

OC-32.6.1 **(effective from 16th February, 2004)**Each subject or component of evaluation is split into certain nember of Credits as given in 4.1 above. The number of Credits will be approximately the number of minimum contact hours divided by 10. The teacher teaching the subject, with the consent of the Faculty Board of Faculty of Management Studies of Goa University, will decide the method as well as the content of evaluation of each credit of Project / Dissertation work will be decided by the concerned guide with the consent of the Head of the Department / Institute. The respective teacher or the guide of the Credit will do the assessment as well as grading.
No component of evaluation shall exceed 60% weight in the total evaluation of the subject.

OC-32.6.2 **(effective from 16th February, 2004)**The method as well as the content of evaluation of each subject of each term will be reviewed by an Academic Audit 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 two will be from outside the Department / Institute and at least on from the Faculty of Management Studies of Goa University in the case of affiliated Institutes. At least one of the examiners should preferably be from the tourism sector. If the work for a committee is on the higher side, more than one committee may be appointed.
All question papers, 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 committee approves the conduct of the Term. The committee will settle the grievances of the students before permitting the

Department / Institute to release the results with any modifications suggested by the Committee.
Project / Dissertation Seminars 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 results to be kept confidential. In the latter case, only examiners will be present during the Seminar.

OC-32.6.3 **(effective from 16th February, 2004)**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.

OC-32.6.4 **(effective from 16th February, 2004)**In case a student wants to improve grades in any subject of any Term, the student will have the option of re-registering for the subject in the subsequent academic years by paying the appropriate fee.

OC-32.6.5 **(effective from 16th February, 2004)**To obtain a pass in PGDM, the student should have obtained a weighted average grade point (weighted by the number of Credits of each subject) of 4.00 for the subjects of Terms1 to 4 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.

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 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.

For award of Certificates for individual subjects, the student should have obtained a minimum grade point of 5 in the respective subjects.

OC-32.6.5.1 **(effective from 16th February, 2004)**The student should obtain a pass within a period of 3 years from the date of joining for award of PGDM and within a period of 6 years of joining for award of MBA.

OC-32.6.5.2 **(effective from 16th February, 2004)**A student has to register / reregister for a full subject and not a part thereof. A student reregistering for Project / Dissertation related subjects should reregister for both Report and Seminar components.

OC-32.6.5.3 **(effective from 16th February, 2004)**A student may cancel an elective subject and may register for another elective while reregistering.

OC-32.6.5.4 **(effective from 16th February, 2004)**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 3 years from the date of joining for PGDM and within a period of 6 years for the MBA programme. This provision will not be available for students after their receiving the PGDM Diploma / MBA Degree.

OC-32.6.5.5 **(effective from 16th February, 2004)**In all cases of re-registration, the grades obtained in the last registration by the student will hold good.

OC-32.7 **(effective from 16th February, 2004)**The Faculty Board of the Faculty of Management Studies of Goa University will resolve ambiguities and interpretation requirement arising from this Ordinance.

OC-33 **(effective from 26th September, 2003)Ordinance relating to the Degree of Master of Laws – LL.M.**

OC-33.1 **(effective from 26th September, 2003)Objectives**

The LL.M. Programme of Goa University is to enable those students who have passed the LL.B. professional programme to seek academic excellence and to provide those job opportunities, which require the higher level of legal learning.

OC-33.2 **(effective from 26th September, 2003)Eligibility**

Any person who has obtained the Professional Bachelor's Degree in Law either by the Three Year Programme or by the Five Year programme recognized by the Bar Council of India from Goa University or from any other university recognized by the Bar Council, UGC and Goa University and has obtained a minimum of 50% marks in aggregate at the Final Year of the LL.B. examination shall be eligible for admission to the LL.M. Programme. The admission shall be based on merit only.

The LL.M. Programme shall be a regular course of 4 semesters for a duration of two academic years. each of the semester shall have 3 subjects of 100 marks each. The subjects for the First and Second Semester shall be compulsory. Candidates may choose any of their specialized branch for the Third and Fourth Semesters subject to availability of teaching faculty at the university or at the college/institution where the LL.M. Programme is conducted. The Third and Fourth Semesters shall have two subjects of 100 marks each and a dissertation of 200 marks.

OC-33.3 **(effective from 26th September, 2003)**The subject for the First and Second Semesters shall be as follows:

OC-33.3.1 **FIRST YEAR LL.M.**

First Semester

1. Paper I – Legal Theory I
2. Paper II – Constitutional Law I
3. Paper III – Research Methodology

OC-33.3.2 **Second Semester**

1. Paper I – Legal Theory I
2. Paper II – Constitutional Law I
3. Paper III – Research Methodology

OC-33.3.3 SECOND YEAR LL.M.

Third Semester and Fourth Semester

1. Human Rights Branch – 4 papers and a dissertation
2. Intellectual Property Law - 4 papers and a dissertation
3. Labor Law Branch - 4 paper and a dissertation
4. Criminology Branch - 4 papers and a dissertation

OC-33.4 (effective from 26th September, 2003) Scheme of Examination

There shall be an examination for each of the papers except for dissertation at the end of every semester.

OC-33.4.1 (effective from 26th September, 2003) The scheme of evaluation shall be as follows :

In each of the papers there shall be an internal assessment in the form of seminar or project work, which shall be presented by the candidates in the open classroom during the normal course of the academic year for 25 marks. There shall be a University examination for 75 marks of 3 hour duration at the end of the semester for each of the papers.

OC-33.4.2 (effective from 26th September, 2003) The paper setters and the examiners for each of the theory paper shall be appointed by the University from the panel of examiners approved by the Board of Studies in Law and the Academic Council.

There shall be two paper setters one internal and one external for each of the theory papers. The internal examiner shall be a person who is teaching the subject or has thought the respective subject.

The question paper for the examination shall be set by the external examiners and sent to the internal examiner for review and modification, who shall submit the same to the Controller of Examination as a confidential document.

OC-33.4.3 (effective from 26th September, 2003) Evaluation

Each of the theory paper shall be evaluated by two examiners separately. The average of the marks given by the two examiners shall be the marks secured by the candidate.

Scheme of Dissertation Evaluation

OC-33.4.4 **(effective from 18th October, 2004)** The LL.M. Dissertation Evaluation Scheme shall be as follows:

For the old scheme students, the dissertation to be evaluated for a maximum of 100 marks by two examiners one internal who shall be the guide himself and the other external examiner. The average of the marks allotted by the two examiners shall be the marks scored by the candidate.

Under the new scheme, the dissertation is for 200 marks of which 50 marks are reserved for Viva. The dissertation shall be evaluated by the two examiners external and internal (Guide) for 150 marks. The average of the marks allotted by the internal and the external examiner shall be the marks scored by the candidate. The average of the marks shall be added to the marks scored at the Viva to arrive at the final marks obtained by the candidate for the dissertation.

Viva Scheme

The viva shall be conducted by a panel consisting of internal examiner i.e. the guide, the external examiner appointed by the University and the Chairman. The Panel shall be appointed as per OB.4. The average of the marks allotted by the three examiners for the viva shall be the marks scored by the candidate.

OC-33.5 **(effective from 26th September, 2003)Standard of Passing**

To pass each semester examination, the candidate shall obtain 50% of the maximum marks obtainable in each of the papers. The total marks obtained by the candidate shall be the aggregate of the internal marks and the marks obtained at the theory examination. At the end of each semester, the College shall submit the internal assessment marks of each of the candidates appearing for the theory paper of the University for consolidation.

The award of class shall be as follows:
Aggregate 50% and above Second Class.
Aggregate 60% and above First Class.
Aggregate 70% and above First Class with distinction.

The class for the degree shall be based on the performance of the candidate at all the semesters.

OC-34 **(effective from 26th September, 2003)Ordinance relating to LL.B. (Hon) Programme**

OC-34.1 **(effective from 26th September, 2003)**In order to provide professional legal education to those who aspire to take up the profession in the field of law and in keeping with the directions of the Bar Council of India, the Five Year Law Degree Programme called LL.B. (Hon) is introduced in Goa University through its affiliated colleges. The Course shall be a full time course conducted according to the semester pattern.

OC-34.2 **(effective from 26th September, 2003) (a) Eligibility for admission to the First Year of the LL.B. (Hon) Course.**

Candidates who have passed the 12th Std. Examination of Goa Board of Higher Secondary Education or any other equivalent examination recognized

by Goa University with a minimum of 45% in any stream shall be eligible for admission to the First Year of LL.B. (Hon) Programme.

OC-34.3 (effective from 26th September, 2003) (b) Eligibility for admission to the Second Year of the LL.B. (Hon) Course

Only candidates who have passed the First Semester Examination of LL.B. (Hon) Course shall be eligible for admission to the Second Year of LL.B. (Hon) Programme.

OC-34.4 (effective from 26th September, 2003) (c) Eligibility for admission to the Third Year of the LL.B (Hon) Course.

Only candidates who have passed the First, Second and Third Semester Examination of LL.B. (Hon) Course shall be eligible for admission to the Third Year of LL.B. (Hon) Programme.

OC-34.5 (effective from 26th September, 2003) (d) Eligibility for admission to the Fourth Year of the LL.B. (Hon) Course.

Only candidates who have passed the First, Second, Third, Fourth and Fifth Semester Examination of LL.B. (Hon). Course shall be eligible for admission to the Fourth Year of LL.B. (Hon) Programme.

OC.34.6. (effective from 26th September, 2003) (d) Eligibility for admission to the Fifth Year of the LL.B. (Hon) Course.

Only candidates who have passed the First, Second, Third, Fourth, Fifth, Sixth and Seventh Semester Examination of LL.B. (Hon). Course shall be eligible for admission to the Fourth Year of LL.B. (Hon) Programme.

OC-34.7. (effective from 26th September, 2003) (f) Eligibility for candidates seeking admission from other universities.

Candidates seeking admission to the LL.B. (Hon) Course from other universities shall be eligible for admission based on the eligibility granted by Goa University. For the purpose of granting eligibility, the university may decide the equivalence of the various semester examinations with the examinations passed by the candidate and the university shall admit the candidate to only such semester to which he/she is found eligible.

OC-34.8 (effective from 18th July, 2005) The Degree of Bachelor of General Laws

Candidates who have passed the First, Second, Third, Fourth, Fifth and Sixth Semesters of the LL.B. (Hons) Programme, shall be eligible for the award of the Degree of Bachelor of Gneral Laws (B.G.L.).

OC-34.9 (effective from 26th September, 2003)The course of study of LL.B. (Hon)

The LL.B. (Hon) Course shall be a semester programme. Each semester shall consist of four papers/subjects. Each of the subjects shall have a minimum of 90 classroom contact hours or 8 lectures of 50 minutes per week. The subjects for each of the semesters shall be as follows:

OC-34.9.1 (effective from 26th September, 2003) FIRST YEAR

First Semester

1. General English – I
2. Political Science – I

3. Sociology
4. History – I

OC-34.9.2 (effective from 26th September, 2003)Second Semester

1. General English II
2. Political Science II
3. Legal Methods
4. Legal and Constitutional History

OC-34.9.3 (effective from 18th July, 2005) SECOND YEAR
Third Semester

Economics I
Computer Applications
Political Science II
General Principles of Contract

OC-34.9.4 (effective from 18th July, 2005) Fourth Semester

History II
Economics II
Environmental Studies
Law of Torts

OC-34.9.5 (effective from 26th September, 2003)THIRD YEAR
Fifth Semester

1. Contract – II
2. Family Law – I
3. Law of Crimes
4. Constitutional Law – I

OC-34.9.6 (effective from 26th September, 2003)Sixth Semester

1. Constitutional Law – II
2. Legal Theory
3. Property Law
4. Family Law – II OR Family Law – II (Civil Law)

OC-34.9.7 (effective from 26th September, 2003)FOURTH YEAR
Seventh Semester

1. International Law – Public and Private
2. Company Law
3. Labor Laws
4. Interpretation of Statues

OC-34.9.8 (effective from 26th September, 2003)Eighth Semester

1. Administrative Law
2. Land Laws
3. Women, Poverty and Development Laws
4. Environmental Laws

OC-34.9.9 (effective from 26th September, 2003)FIFTH YEAR
Ninth Semester

1. Practical Paper I – Moot Court, attendance in court, lawyer's office etc.

2. Practical Paper II – Drafting, Pleading, Conveyancing
3. Civil Procedure Code

4. Criminal Procedure Code

OC-34.9.10 (effective from 26th September, 2003)Tenth Semester

1. Practical Paper III – Professional Ethics, Bar Bench Relations, etc.
2. Practical Paper IV – Legal Aid, Public Interest Litigation, Legal Awareness etc.
3. Indian Evidence Act
4. Optional Paper (any one)
   a) Arbitration, Conciliation and Alternative Disputes
   b) Intellectual Property.
   c) Taxation

The content of each of the subjects and the detailed syllabus shall be as prescribed by the Board of Studies and approved by the Academic Council.

OC-34.10 (effective from 26th September, 2003)Scheme of teaching of practical papers

Practical papers are introduced as part of the syllabus as per the recommendation of the Bar Council of India. The purpose of practical papers is to give practical experience to the students as effectively as possible, since the four practical papers deal with four different aspects of practice, they are to be taught differently.

OC-34.11 (effective from 26th September, 2003) XLV) For the LL.B. (Hon) Programme, the practical papers are to be taught as part of the Ninth and Tenth Semester.

OC-34.11.1 (effective from 26th September, 2003) XLVI) Practical Paper I

Practical Paper I is to be taught through classroom exercise, discussion, presentation of moot court cases, observation of trial with the help of practicing lawyer, verification of records of such trail maintained by the students periodically by the subject teacher.

a) Moot Court

Moot court shall be taught through classroom teaching, case study and presentation of prescribed number of cases in the open class during specified days.

b) Interview Techniques

The topic of interview techniques to be taught through stimulated exercises presentation of cases, interview sessions, through audio and videotapes. Students are required to note their findings, observation and advice and record in their journal.

c) Attendance at Lawyers office

Interview Technique has to be further substantiated by the students attending lawyers office for a period of 30 days and maintain a diary of their observation or proceedings, manner of handling of clients, manner of case discussion with the clients and review of the advice given to the client. Students are required not to mention the names of the clients. They are required to maintain a diary on a day-to-day basis.

OC-34.11.2 (effective from 26th September, 2003) XLVII) Practical Paper II

Practical paper II is related to classroom teaching. In addition to teaching the techniques of drafting and pleading, the students are to be taught by means of classroom lectures, the various specific drafts and kinds of pleading and

conveyancing. They are required to prepare their own draft documents in their journal based on the guidance provided by the faculty in charge of the subject.

OC-34.11.3 (effective from 26th September, 2003) XLVIII) Practical Paper III

a) Accountancy for lawyers
The topic of accountancy for lawyers is to be taught with the help of an accounting expert preferably a chartered accountant. The students are to be taught the basic principles of accounting followed by exercise in accounting based on the nature of transactions that may come up before an advocate.

b) Professional ethics
Professional ethics is to be taught by classroom lectures stimulated exercises use of audio and video etc. The aim of teaching this topic is to ensure their understanding of the need and importance of professional ethics for a practitioner of law. The students are required to prepare various exercises based on various situations/problems provided by the faculty.

c) Bar bench relations.
The topic has to be taught through classroom teaching, study of disciplinary cases before the Bar Council of India and appeal to the Supreme Court. The students are required to prepare summary of 10 such cases allotted to them by the faculty in charge.

OC-34.11.14 (effective from 26th September, 2003) XLIX) Practical Paper IV
a) Public Interest Lawyering
The topic of Public interest lawyering is to be taught by classroom lectures followed by exercises where the students are trained to identify matters of public interest. They re required to study PIL's that have come up before the Supreme Court and High Court. They should be encouraged to identify public causes and even file public interest litigation wherever possible. All the activities carried out under this have to be recorded in the journal.

b) Legal Aid
Students are required to attend legal aid cells with the guidance of faculty members and render free legal service to the public. The activity may be carried out by a regular legal aid cells activity or by special legal aid programme.

c) Para Legal Service
This activity is carried out under the guidance of a faculty by organizing legal awareness programmes in High school, Colleges, Public places, Markets, Gram Sabhas, etc.

The students are required to maintain a record of the activities and the cumulative effect of their activity has to be evaluated at the practical examination.

OC-34.12 (effective from 18th July, 2005) Scheme of Examination
There shall be an examination at the end of each semester as per the academic programme issued by Goa University. The University examination in each of the papers shall be for a maximum of 75 marks.

OC-34.12.1 **(effective from 18th October, 2004)** (1) Internal Assessment
In each of the papers except the practical paper, for which there shall be a separate scheme, each of the students shall be assessed at the college level during the course of the programme for a maximum of 25 marks in the form of seminars/project work/workshop/field work and other related activities**.**

The internal marks are required to be sent by the college to the University at the end of the semester. For repeater candidates the marks already allotted and submitted to the University shall be the internal marks.

OC-34.12.2 **(effective from 18th July, 2005) (2) Evaluation**
Evaluation of answer scripts shall be done by examiners appointed from the panel of examiners prepared by the Board of Studies.

OC-34.12.3 **(effective from 18th July, 2005) (3) Standard of Passing**
To pass each semester examination, the candidate shall obtain 50% of the maximum marks obtainable in each of the papers. The total marks obtained by the candidate shall be the aggregate of the internal marks and the marks obtained at the theory examination.

OC-34.12.3.1
(effective from 18th October, 2004) Award of Class
Class shall be awarded based on the total marks secured by a candidate at the two consecutive semesters of an academic year i.e. Semester I and 2 or 3 and 4 or 5 and 6 or 7 and 8 or 9 and 10. To be eligible for the award of class a candidate should appear for all the four papers of a semester in one sitting.
The scheme of award of class shall be
50% or more but less than 60% Second Class
60% or more but less than 70% First Class
70% or more First Class with distinction.

The results of the odd semesters shall merely mention the total marks and passed or failed.

OC-34.12.4 **(effective from 26th September, 2003) (4) Practical Examination**
The practical examination for the 4 practical papers shall be as per the scheme prescribed by Bar Council of India and approved by the University.
The students shall maintain a practical journal for each of the practical papers. At the end of the semester there shall be a practical examination conducted by the concerned college. For the purpose of conducting the practical examination, the colleges may levy such fees and pay such remuneration to the examiners as approved by the Board of Studies in Law and the Academic Council. The scheme of practical examination and the allotment of marks shall be as follows :

OC-34.12.4.1 **(effective from 26th September, 2003) PRACTICAL PAPER I**
(Moot Court, Pre Trial Preparations and participation OC-34.1.2.4n in pre trial proceedings, detailed as below:
This paper will have three components of 30 marks each and a viva for 10 marks.

OC-34.12.4.1.1 (effective from 26th September, 2003) a) Moot Court (30 marks)

Every student will do at least 3 moot courts during the course with 10 marks for each. The moot court work will be on assigned problems and it will be evaluated for 5 marks for written submissions and 5 marks for oral advocacy.

OC-34.12.4.1.2 (effective from 26th September, 2003) b) Observance of trial in two cases, one civil and one criminal (30 marks)

Students will attend two trials in the course of the last 2 or 3 years of L.L.B. studies. They will maintain a record and enter the various steps observed during their attendance on different days in the Court assignment. This scheme will carry 30 marks.

OC-34.12.4.1.3 (effective from 26th September, 2003) c) Interviewing techniques and Pre-trial preparations (30 marks)

Each student will observe two interviewing sessions of clients at the Lawyer's Office / Legal aid Office and record the proceedings in a diary which will carry 15 marks. Each student will further observe the preparation of documents and court papers by the Advocate and the procedure for the filing of the suit / petition. This will be recorded in the diary, which will carry 15 marks.

OC-34.12.4.1.4 (effective from 26th September, 2003) c) The Fourth component of this Paper will be viva-voce examination on all the above 3 aspects. This will carry 10 marks.

OC-34.12.4.2 (effective from 26th September, 2003) PRACTICAL PAPER II (Drafting, Pleading and Conveyancing).

The student shall maintain a journal containing documents drafted by them relating to the topics mentioned here below and the students shall be examined on the following topics:

OC-34.12.4.2.1 (effective from 26th September, 2003) a) Drafting:-

General principles of drafting and relevant substantive rules shall be taught.

OC-34.12.4.2.2 (effective from 26th September, 2003) b) Pleading:

1. Civil

(i) Plaint
(ii) Written Statement
(iii) Interlocutory Application
(iv) Original Petition
(v) Affidavit
(vi) Execution Petition and
(vii) Memorandum of Appeal and revision
(viii) Petition under Articles 226 and 32 of the Constitution of India.

OC-34.12.4.2.3 (effective from 26th September, 2003) 2. Criminal

(i) Complaints
(ii) Criminal Miscellaneous petition
(iii) Bail Application and
(iv) Memorandum of Aooeal and Revision

OC-34.12.4.2.4 (effective from 26th September, 2003) c) Conveyancing:

(i) Sale Deed
(ii) Mortgage Deeds

(iii) Lease Deeds
(iv) Gift Deed
(v) Promissory Note
(vi) Power of Attorney
(vii) Will

OC-34.12.4.2.5 (effective from 26th September, 2003) The candidate shall be evaluated for a maximum of 40 marks based on the various exercises on the above mentioned topics recorded in the journal. There shall be a written examination of 50 marks only, followed by Viva of 10 marks.

OC-34.12.4.3 (effective from 26th September, 2003) PRACTICAL PAPER III (Professional Ethics, Accountancy for Lawyers and Bar Bench Relations)

The students shall maintain a journal of their findings at the lawyer's office for 30 working days or training at an industrial concern or such trading house for a period of 30 days. They shall maintain a day-to-day journal. They are also required to record the selected judgments of the Bar Council and the Supreme Court of India on Professional Ethics and Disciplinary Proceedings of the Bar Council.
There shall be Viva at the end of the semester.

The distribution of marks shall be attendance at a lawyers office/industrial house 50 marks. The record of selected judgment 40 marks, Viva 10 marks.

OC-34.12.4.4 (effective from 26th September, 2003) PRACTICAL PAPER IV (Public Interest Lawyering, Legal Aid and Para Legal Services.)

The student shall maintain a journal of their attendance at Legal Aid Cell, Legal Aid Camp, Legal Literacy and Para Legal Training. They are also encouraged to undertake public interest Lawyering. The record of their activities shall be maintained in a specified practical journal under the close supervision and guidance of a faculty member. The candidate shall be assessed for a maximum of 100 marks for the work done under this at the practical examination.

OC-34.12.4.5 (effective from 18th October, 2004) Scheme of evaluation of practical papers.

All the practical papers shall be evaluated at the College where the course is conducted and the marks allotted to the candidate shall be submitted to the University at the end of the semester.

The evaluation of the journal and the viva examination for which all the practical papers shall be conducted by a panel of two examiners appointed by the College who shall review the journal as well as interview the candidate at the place and time notified by the College.

OC-34A **(Effective from 27th July, 2011) ORDINANCE RELATING TO THE INTEGRATED FIVE YEAR DOUBLE DEGREE PROGRAMME IN LAW - BACHELOR OF ARTS AND BACHELOR OF LAWS (B.A.LL.B) AND/OR BACHELOR OF COMMERCE AND BACHELOR OF LAWS (B.Com. LL.B)**

OC-34A **GENERAL**

In order to provide professional legal education by conducting the law degree programme, there is a need to revise the existing LL.B. (honours) programme to B.A.LLB and/or B.Com. LL.B. as per the recommendations of the Bar Council of India (vide Resolution No. 110/2008 of 14/9/2008). This ordinance shall come into effect for students who are admitted to the programme from academic year 2011-12 onwards.

OC-34A.1 **DURATION OF THE PROGRAMME:** The duration of the programme shall be 5 years of 10 semesters.

OC-34A.1.1 **DEGREE TO BE AWARDED:** The candidate who completes the 10 semesters successfully shall be awarded the degree of Bachelor of Arts and Bachelor of Laws (B.A. LL.B) and/or Bachelor of Commerce and Bachelor of Laws (B.Com. LL.B)

OC-34A.1.2 **MEDIUM OF INSTRUCTION:** The medium of instruction shall be English.

OC-34A.1.3 **ELIGIBILITY FOR ADMISSION:**

(i) ELIGIBILITY FOR ADMISSION TO FIRST YEAR B.A. LL.B and/or B.Com. LL.B.

Candidates who have passed the Higher Secondary or 12th Standard examination of Goa Board of Higher Secondary Education or any other equivalent examination recognized by Goa University in any stream of knowledge with a minimum of 45% marks (40% marks in case of SC/ST applicants) shall be eligible for admission to the First Year provided the candidate:

a) has not attained 20 years of age (22 years of age in case of applicants from SC/ST/OBC) as on 20th June of that year.
b) appears and is declared passed at the common or college entrance examination.
c) If the candidate is from any Board or University other than Goa Board of Higher Secondary Education the candidate obtains the eligibility certificate from Goa University.

(ii) ELIGIBILITY FOR ADMISSION TO SECOND YEAR OF B.A. LL.B and/or B.Com. LL.B.

A candidate who has passed the first semester examination of the integrated programme shall be eligible for admission to the Second Year of the respective programme.

(iii) ELIGIBILITY FOR ADMISSION TO THIRD YEAR OF B.A. LL.B and/or B.Com. LL.B.

A candidate who has passed the First, Second and Third semester examinations of the integrated programme shall be eligible for admission

to the Third Year of the respective programme.

(iv) ELIGIBILITY FOR ADMISSION TO FOURTH YEAR OF B.A. LL.B and/or B.Com. LL.B.

A candidate who has passed the First, Second, Third, Fourth and Fifth semester examinations of the integrated programme shall be eligible for admission to the Fourth Year of the respective programme.

(v) ELIGIBILITY FOR ADMISSION TO FIFTH YEAR OF B.A. LL.B and/or B.Com. LL.B.

A candidate who has passed the First, Second, Third, Fourth, Fifth, Sixth and Seventh semester examinations of the integrated programme shall be eligible for admission to the Fifth Year of the respective programme.

OC-34A.2 PROGRAMME STRUCTURE

The Programme shall be a semester Programme of ten semesters. Each academic year shall consist of two semesters. Each semester shall consist of five courses including the practical courses.

OC-34A.2.1 CONTACT HOURS

(i) There shall be minimum of 8 contact hours per week in each of the 5 courses of a semester which would include lectures, seminars, workshops and other related classroom and practical activities.

(ii) Each contact hour shall be of 50 minutes.

(iii) The teaching schedule shall be arranged in such a way that five courses shall be taught during each semester. In addition, workload for teaching and guidance of a) legal aid and b) internship shall be calculated separately @ one lecture per week for a batch of 30 students.

(iv) The number of students per class/ division shall be limited to 60. If the intake of students exceeds 60 for a semester, the College should arrange for additional class / division.

(v)The programme shall be 5 years of 10 semesters. Each academic year shall consist of 2 semesters. Each semester shall consist of 5 courses of 100 marks including practicals.

(vi) Every student shall undergo 20 weeks compulsory internship spanning the entire programme. However, such internship shall not be more than 4 weeks in an academic year or at a time.

(vii) In addition, the student shall undergo training at the legal aid clinic established by the college for a minimum duration of 200 hours spanning over the entire programme of 5 years.

(viii) The students shall be grouped into batches of 30 for the purpose of internship and legal aid work. The batches may differ for legal aid and internship as per the convenience and arrangement of the college.

(ix) For the purpose of legal aid, the students shall be grouped into batches of 30 and each such batch shall be allotted to a faculty member to monitor, guide and certify their work. Such legal aid guidance shall be

considered as part of work load of a teacher calculated @ one lecture per week for every batch.

(x) For the purpose of compulsory internship, the students shall be grouped into batches of 30, each such batch shall be allotted to a faculty to monitor, guide and certify their work. Such internship guidance shall be considered as part of work load of a teacher calculated @ one lecture per week for every batch.

(xi) A student shall opt for one major and two minor subjects other than law during the programme. A student shall not be allowed to opt the same subject as major and minor. A major subject shall consist of six courses and minor shall be of three courses***.***

(xii) The option of minor and major subject has to be decided by the College according to the availability of the teaching faculty. The College shall notify well in advance the major and minor subjects offered by them.

OC-34A.3 SCHEME OF EXAMINATION:

(i)There shall be continuous internal assessment of 25 marks in each of the courses in every semester except the practical courses for which separate scheme is given.

(ii)The internal assessment component of 25 marks shall be carried out by the College by adopting suitable schemes and measures during the programme of the semester. The colleges may adopt and devise suitable internal assessment systems such as seminars, workshops, project writing, field work presentation in the respective semester. The scheme to be notified to the students in the beginning of the semester.

(iii)The marks allotted for internal assessment in each of the courses have to be submitted to the University by the concerned course faculty through the college in the prescribed input form provided by the University.

(iv)The internal marks shall be shown in the consolidated result register of the University.

(v) There shall be a semester end University examination in each theory course of every semester for a maximum of 75 marks (SEA).

(vi) The head of passing for each of the theory course shall be of 100 marks inclusive of 25 marks for internal assessment (ISA).

(vii) The semester end practical examination shall be of 100 marks. The semester end practical examination for each such practical course shall be conducted by the College towards the end of the semester but before the beginning of the theory examination of the semester. Marks to be submitted to University in the input Form received from the University.

OC-34A.3.1 CONDUCT OF SEMESTER END EXAMINATION

(i) **Theory examination:** The theory examination for each of the course at the end of their respective semesters shall be a University examination as notified by the university.

(ii) The practical examination in each of the practical course shall be conducted by a panel of three examiners of which one may be an external examiner. In case of non availability of the third examiner the other two examiners shall conduct the practical examination.

(iii) The practical examination shall include scrutiny and verification of the journals and other records maintained by the students and a viva and written examination if necessary. The College should notify the scheme of allotment of marks at the beginning of the semester.

OC-34A.3.2 STANDARD OF PASSING

To pass in a course a student shall obtain minimum 50% marks in aggregate (ISA & SEA taken together). The student shall be declared pass in a semester only if the student passes in all the courses of the semester.

OC-34A.3.3 ELIGIBILITY FOR AWARD OF CLASS

Class shall be awarded based on the total marks secured by the candidate at the two consecutive semesters of an academic year i.e. semester one and two or three and four or five and six or seven and eight or nine and ten, provided the candidate does not have any backlog and passes in all the courses of both the semesters in the first attempt.

Aggregate in a year (2 semesters): ≥50% and <55%: Pass Class
Aggregate in a year (2 semesters): ≥55% and <60%: Second Class
Aggregate in a year (2 semesters): ≥60% and <70%: First Class
Aggregate in a year (2 semesters): ≥70%: Distinction

OC-34A.3.4 RANKS/AWARDS

For the award of ranks/awards, the two semesters of the final year, i.e, ninth and tenth shall be taken into consideration, subject to other general conditions of the University. If an award is instituted for a particular course, marks scored in such course in the first attempt shall be considered subject to other general conditions of the University.

OC-34A.3.5 IMPROVEMENT OF CLASS

A candidate shall be permitted to improve his/her final year class. The candidate shall have one more opportunity to appear for the IX and X semester in one and same sitting, subject to the following conditions:

(i) The candidate has passed in the IX and X semester.

(ii) The internal marks allotted in the respective courses shall be carried forward.

(iii) The candidate shall appear for improvement within two years of the declaration of the BA. LL.B and/or B.Com. LL.B results i.e. the X semester results.

(iv) If the candidate fails to improve upon the performance, then earlier marks shall be retained.

OC-35 (effective from 26th September, 2003)Ordinance relating to the Degree of LL.B.

OC-35.1 (effective from 26th September, 2003)Objectives

In order to provide facility for professional education in the field of law to those students who graduate from various universities, colleges in Goa and elsewhere, the LL.B. Degree Programme full filled the need of the society for competent and qualified professional law graduates.

OC-35.2 (effective from 26th September, 2003) (a) Eligibility for Admission to First Year LL.B.

Any person who has obtained the Bachelor's Degree in any stream from Goa University or any other university recognized as equivalent by Goa University and has obtained the minimum of 45% marks in aggregate at the final year of the Degree examination, shall be eligible for admission to the First Year LL.B. Students from other universities should obtain eligibility from Goa University before seeking admission.

OC-35.3 (effective from 26th September, 2003) (b) Eligibility for admission to Second Year LL.B.

Only candidates who have passed the First Semester examination of the First Year LL.B. shall be eligible for admission to the Second Year LL.B.

OC-35.4 (effective from 26th September, 2003) (c) Eligibility for admission to Third Year LL.B.

Only candidates who have passed the First, Second and Third Semester examination shall be eligible for admission to the Third Year LL.B.

OC-35.5 (effective from 26th September, 2003) (d) Eligibility for candidate from other universities.

Irrespective of the above, the University may grant eligibility to students migrating from other universities depending upon the nature of the course and the subjects passed by them to a particular year/semester.

OC-35.6 (effective from 26th September, 2003) Courses of study and curriculum.

The LL.B. course shall be a semester course of six semesters each semester consisting of four papers of 100 marks each, in addition to four practical papers of 100 marks each to be evaluated during the Sixth Semester.

The subjects for each year shall be:

OC-35.6.1 (effective from 26th September, 2003) FIRST YEAR LL.B.
FIRST SEMESTER

1. Contract I
2. Law of Crimes
3. Law of Torts
4. Legal language and Legal Writing

OC-35.6.2 (effective from 26th September, 2003) SECOND SEMESTER

1. Contract II
2. Family Law I
3. Constitutional Law
4. Property Law including Easements.

OC-35.6.3 (effective from 26th September, 2003) SECOND YEAR LL.B.
THIRD SEMESTER

1. International Law and Human Rights
2. Administrative Law
3. Jurisprudence
4. Family Law II OR Family Law – II (Civil Law)

OC-35.6.4 (effective from 26th September, 2003) FOURTH SEMESTER

1. Environmental Law
2. Law of Evidence
3. Company Law
4. Optional Paper (any one)

a. Law, Poverty and Development
b. Insurance Law
c. Banking Law including Consumer Protection Act.

OC-35.6.5 (effective from 26th September, 2003) THIRD YEAR LL.B. FIFTH SEMESTER

1. Arbitration and Conciliation
2. Civil Procedure Code
3. Criminal Procedure Code
4. Taxation / Comparative Law

OC-35.6.6 (effective from 26th September, 2003) SIXTH SEMESTER

1. Interpretation of Statutes
2. Labour Law
3. Land Laws including Ceiling and any other local laws
4. Optional (any one)

a. Criminology
b. Law and Medicine
c. Intellectual Property Law
d. Trusts, Equity and Fiduciary relationships

OC-35.6.7 (effective from 26th September, 2003) COMPULSORY PRACTICAL SUBJECTS

a. Practical Paper I – Drafting, Pleading and Conveyancing
b. Practical Paper II – Professional Ethics, Accountancy for Lawyers and Bar – Bench relations.
c. Practical Paper III – Moot Court, Pre Trial etc.
d. Practical Paper IV- Public Interest, Legal Aid and Para legal Services.

The syllabus for the course of in each of the subjects shall be as prescribed by the Board of Studies and approved by the Academic Council of the University.

OC-35.7 (effective from 26th September, 2003)Scheme of teaching of practical papers

Practical papers are introduced as part of the syllabus as per the recommendation of the Bar Council of India. The purpose of practical papers is to give practical experience to the students as effectively as possible, since the four practical papers deal with four different aspects of practice, they are to be taught differently.

OC-35.7.1 (effective from 26th September, 2003) XL) For the LL.B. Three Year Degree Course, the practical papers are to be taught during the three years without any particular slot. The scheme is such that for each academic year, a duration of 8 lectures per week are to be allotted for each year for practical papers. These 8 lectures per week per year are to be distributed for the four

practical papers depending upon the nature of practical work to be done by the students.

OC-35.8. (effective from 26th September, 2003) XL1) Practical paper I

Practical Paper I is to taught through classroom exercise, discussion, presentation of most court cases, observation of trial with the help of practicing lawyer, verification of records of such trail maintained by the students periodically by the subject teachers.

OC-35.8.1 (effective from 26th September, 2003) a) Moot Courts

Moot Courts are to be taught through classroom teaching, personal guidance, and presentation of moot court cases by the students in open classroom or on specified dates.

OC-35.8.2 (effective from 26th September, 2003) b) Interview techniques

The topic of interview techniques to be taught through stimulated exercises presentation of cases, interview sessions through audio and videotapes. Students are required to note their findings, observations and advice and record in their journal.

OC-35.8.3 (effective from 26th September, 2003) c) Attendance at lawyer's office

The interview techniques have to be further substantiated by the students attending lawyer's office for a period of 30 days and maintain a diary of their observation or proceedings, manner of handling of clients, manner of case discussion with the clients and review of the advice given to the client. Student are required not to mention the names of the clients. They are required to maintain a diary on a day-to-day basis.

OC-35.9 (effective from 26th September, 2003) XLII) Practical Paper II

Practical paper II is related to classroom teaching. In addition to teaching the techniques of drafting and pleading, the students are to be taught by means of classroom lectures, the various specific drafts and kinds of pleadings and conveyancing. They are required to prepare their own draft documents in their journal based on the guidance provided by the faculty in charge of the subject.

OC-35.10 (effective from 26th September, 2003) XLIII) Practical paper III

OC-35.10.1 (effective from 26th September, 2003) a) Accountancy for lawyers

The topic of accountancy for lawyers is to be taught with the help of an accounting expert preferably a chartered accountant. The students are to be taught the basic principles of accounting followed by exercise in accounting based on the nature of transactions that may come up before an advocate.

OC-35.10.2 (effective from 26th September, 2003) b) Professional ethics

Professional ethics is to be taught by classroom lectures stimulated exercises use of audio and video etc. The aim of teaching this topic is to ensure their understanding of the need and importance of professional ethics for a practitioner of law. The students are required to prepare various exercises based on various situations/problems provided by the faculty.

OC-35.10.3 (effective from 26th September, 2003) C) BAR BENCH RELATIONS

The topic has to be taught through classroom teaching, study of disciplinary cases before the Bar Council of India and appeal to the Supreme Court. The

students are required to prepare summary of 10 such cases allotted to them by the faculty in charge.

OC-35.11 (effective from 26th September, 2003) XLIV) Practical paper IV

OC-35.11.1 (effective from 26th September, 2003) a) Public interest Lawyering

Public interest Lawyering is to be taught by classroom lectures followed by exercises where the students are trained to identify matters of public interest. They are required to study PIL's that have come up before the Supreme Court and High Court. They should be encouraged to identify public causes and even fie public interest litigation wherever possible. All the activities carried out under this have to be recorded in the journal.

OC-35.11.2 (effective from 26th September, 2003) b) Legal Aid

Students are required to attend legal aid cells with the guidance of faculty members and render free legal service to the public. The activity may be carried out by a regular legal aid cells activity or by special legal aid programmes.

OC-35.11.3 (effective from 26th September, 2003) c) Para Legal Service

This activity is carried out under the guidance of a faculty by organizing legal awareness programmes in high schools, colleges, public places, markets, gram sabhas etc.

The students are required to maintain a record of the activities and the cumulative effect of their activity has to be evaluated at the practical examination.

OC-35.12 (effective from 26th September, 2003) Scheme of Examination

Theory Paper

There shall be an examination for each of the paper at the end of each of the semester for a maximum of 100 marks of 3 hour duration.

The paper setters and the examiners for each of the theory paper shall be appointed by the University from the panel of examiners approved by the Board of Studies in Law and the Academic Council.

There shall be two paper setters one internal and one external for each of the theory papers.

The internal paper setter shall be a person who is teaching the subject or has taught the respective subject. The examination paper shall be set by the external paper setter and sent to the internal paper setter to verify that the questions are within the syllabus and as per the approved pattern, who shall submit it to the Controller of Examinations.

OC-35.12.1 (effective from 14th July, 2005) Evaluation of answer scripts

Evaluation of answer scripts shall be by an examiner appointed from the panel prepared by the Board of Studies in Law.

OC-35.12.2 (effective from 24th October, 2005) Standard of Passing

To pass in a subject the candidate shall obtain minimum 40% marks in each of the papers / subjects in each of the semester examination. The candidate

shall be exempted, from appearing for a particular paper in the subsequent examination if he/she obtains 40% of the maximum marks in that subject.

The arrangement for class shall be as follows:
Aggregate >= 40% and < 50% Pass Class
Aggregate >= 50% and < 60% Second Class
Aggregate >= 60% and < 70% First Class
Aggregate >= 70% and above First Class with distinction.

The class for each academic year shall be based on the performance of the candidate in the two semesters of that academic year Semester I and II, Semester III and IV, Semester V and VI.

OC-35.12.3 (effective from 26th September, 2003) Scheme of teaching of practical papers

The scheme of practical papers shall be announced at the beginning of the semester. The four practical papers shall be taught concurrently along with the theory papers from the First to the Sixth Semester. The colleges shall evolve their own scheme for teaching of the practical papers during each of the semester. The students shall maintain a practical journal for each of the practical papers. The examination for the four practical papers shall be conducted by the college before the end of the Sixth Semester. As per the scheme of marking provided here below.

OC-35.12.4 (effective from 26th September, 2003) Scheme of Practical examination

The practical examination for the 4 practical papers shall be as per the scheme prescribed by the Bar Council of India and approved by the University. At the end of the Sixth Semester there shall be a practical examination conducted by the concerned college. For the purpose of conducting the practical examination, the colleges may levy such fees and pay such remuneration to the examiners as approved by the Board of Studies in Law and the Academic Council. The scheme of practical examination and the allotment of marks shall be as follows:

OC-35.13 (effective from 26th September, 2003) PRACTICAL PAPER I

(Moot court, Pre Trial Preparations and participation in pre trial proceedings, detailed as below:)
This paper will have three components of 30marks each and a viva for 10 marks.

OC-35.13.1 (effective from 26th September, 2003) a) Moot Court (30 marks)

Every student will do at least 3 moot courts in a year with 10 marks for each. The moot court work will be on assigned problems and it will be evaluated for 5 marks for written submissions and 5 marks for oral advocacy.

OC-35.13.2 (effective from 26th September, 2003) b) Observance of trial in two cases, one civil and one criminal (30 marks)

Students will attend two trials in the course of the last 2 or 3 years of L.L.B. studies. They will maintain a record and enter the various steps observed during their attendance on different days in the Court assignment. This scheme will carry 30 marks

OC-35.13.3 (effective from 26th September, 2003) c) Interviewing techniques and Pre trial preparations (30 marks)

Each student will observe two interviewing sessions of clients at the Layer's Office / Legal aid Office and record the proceedings in a diary which will carry 15 marks. Each student will further observe the preparation of documents and court papers by the Advocate and the procedure for the filing of the suit / petition. This will be recorded in the diary, which will carry 15 marks.

OC-35.13.4 (effective from 26th September, 2003) d) The fourth component of this paper will be Viva Voce examination on all the above 3 aspects. This will carry 10 marks.

OC-35.14 (effective from 26th September, 2003) PRACTICAL PAPER II
(Drafting, Pleading and Conveyancing.)
The students shall maintain a record in their journal of drafting of documents of the following types based on topics assigned by the college.

OC-35.14.1 (effective from 26th September, 2003) a) Drafting
General principles of drafting and relevant substantive rules shall be taught.

OC-35.14.2 (effective from 26th September, 2003) b) Pleadings:
Civil
(i) Plaint
(ii) Written Statement
(iii) Interlocutory Application
(iv) Original Petition
(v) Affidavit
(vi) Execution Petition and
(vii) Memorandum of Appeal and revision
(viii) Petition under Article 226 and 32 of the Constitution of India

OC-35.14.3 (effective from 26th September, 2003) c) Criminal
(i) Complaints
(ii) Criminal Miscellaneous petition
(iii) Bail Application and
(iv) Memorandum of Appeal and Revision

OC-35.14.4 (effective from 26th September, 2003) d) Conveyancing
(i) Sale Deed
(ii) Mortgage Deeds
(iii) Lease Deeds
(iv) Gift Deed
(v) Promissory Note
(vi) Power of Attorney
(vii) Will

The candidate shall be evaluated for a maximum of 40 marks based on the various exercises on the above-mentioned topics recorded in the journal. There shall be a written examination of 50 marks only, followed by Viva of 10 marks.

OC-35.15 (effective from 26th September, 2003) PRACTICAL PAPER III
(Professional Ethics, Accountancy for Lawyers and Bar Bench Relations)

The students shall maintain a journal of their findings at the lawyer's office for 30 working days or training at an industrial concern or such trading house for a period of 30 days. They shall maintain a day-to-day journal. They are also required to record the selected judgments of the Bar Council and the Supreme

Court of India on Professional Ethics and Disciplinary Proceedings. There shall be Viva at the end of the semester. The distribution of marks shall be attendance at a lawyers office/industrial house 50 marks. The record of selected judgments 40 marks, Viva 10 marks.

OC-35.16 (effective from 26th September, 2003) PRACTICAL PAPER IV

(Public Interest Lawyering, Legal Aid and Para Legal Services)

The student shall maintain a journal of their attendance at Legal Aid Cell, Legal Aid Camp, Legal Literacy and Para Legal Training. They are also encouraged to undertake public interest Lawyering. The record of their activities shall be maintained in a specified practical journal under the close supervision and guidance of a faculty member. The candidate shall be assessed for a maximum of 100 marks for the work done under this at the practical examination.

OC- 35A (Effective from 27th July, 2011) ORDINANCE RELATING TO THREE YEAR LL.B DEGREE PROGRAMME IN LAW

OC-35 -A GENERAL

In order to provide professional legal education by conducting the law degree programme, there is a need to revise the existing LL.B. Degree programme as per the recommendations of the Bar Council of India (vide Resolution No. 110/2008 of 14/9/2008). This ordinance shall come into effect for students who are admitted to the programme from academic year 2011-12 onwards.

OC-35A.1 DURATION OF THE PROGRAMME: The duration of the Programme shall be 3 years of 6 semesters.

OC-35 A.1.1 DEGREE TO BE AWARDED: The candidate who completes the 6 semester Programme successfully shall be awarded the degree of LL.B.

OC-35 A.1.2 MEDIUM OF INSTRUCTION: The medium of instruction shall be English.

OC-35A.1.3 ELIGIBILITY FOR ADMISSION:

(i) ELIGIBILITY FOR ADMISSION TO FIRST YEAR OF LL.B.

a) Any person who has graduated in any discipline from Goa University or any other university recognized as equivalent by Goa University and has obtained a minimum of 45% marks in aggregate (40% in case of SC/ST applicants) at the final year of the degree examination or an equivalent grade point shall be eligible for admission to the First Year LL.B. provided students from other than Goa University should obtain the necessary eligibility certificate from Goa University before seeking admission.

b) Candidates who have not attained 30 years of age (35 years in case of SC/ST/OBC candidates) shall be given preference for admission to the First Year LL.B. Programme.

(ii) ELIGIBILITY FOR ADMISSION TO SECOND YEAR OF LL.B.

Only candidates who have passed the First Semester Examination of the First Year LL.B. shall be eligible for admission to the Second Year LL.B.

(iii) ELIGIBILITY FOR ADMISSION TO THIRD YEAR OF LL.B.

Only candidates who have passed the First, Second and Third Semester examination shall be eligible for admission to the Third Year LL.B.

(iv) ELIGIBILITY FOR CANDIDATES FROM OTHER UNIVERSITIES

University may grant eligibility to students migrating from other Universities depending on the nature of Programme and the Programme passed by them to a particular year/semester on a case to case basis.

OC-35A.2 SEMESTER PROGRAMME

The LL.B. Programme shall be a semester Programme of six semesters. Each academic year shall consist of two semesters. Each semester shall consist of five courses of 100 marks each including the practical courses.

(i) Every student should undergo 12 weeks compulsory internship during the three years, such internship shall not be more than 4 weeks in an academic year or at a time.

(ii) The student shall also undergo training at the legal aid clinic established by the College for a minimum duration of 150 hours during the Programme of three years.

(iii) The students shall be divided into batches of 30 for the purpose of internship and legal aid work. The batches may differ for legal aid and internship as per the convenience and arrangement of the college.

(iv) For the purpose of legal aid, the students shall be divided into batches of 30 and each such batch shall be allotted to a faculty to monitor, guide and certify their work. Such legal aid guidance shall be considered as part of workload of a teacher calculated @ one lecture per week for every batch.

(v) For the purpose of compulsory internship, the students shall be divided into batches of 30, each such batch shall be allotted to a faculty to monitor, guide and certify their work. Such internship guidance shall be considered as part of workload of a teacher calculated @ one lecture per week for every batch.

OC-35A.3 CONTACT HOURS

(i) There shall be minimum of 8 contact hours per week in each of the 5 courses of a semester which would include lectures, seminars, workshops and other related classroom and practical activities.

(ii) Each contact hour shall be of 50 minutes.

(iii) The teaching schedule shall be arranged in such a way that five courses shall be taught during each semester. In addition, workload for teaching and guidance of a) legal aid and b) internship shall be calculated separately @ one lecture per week for a batch of 30 students.

(iv) The number of students per class/ division shall be limited to 60. If the intake of students exceeds 60 for a semester, the College should arrange for additional class / division.

(v) The programme shall be of 6 semesters i.e. 3 years. Each academic year shall consist of 2 semesters. Each semester shall consist of 5 courses of 100 marks each including practicals.

(vi) Every student shall undergo 12 weeks compulsory internship spanning the entire programme. However, such internship shall not be more than 4 weeks in an academic year or at a time.

(vii) In addition, the student shall undergo training at the legal aid clinic established by the college for a minimum duration of 120 hours during the 3 years.

(viii) The students shall be grouped into batches of 30 for the purpose of internship and legal aid work. The batches may differ for legal aid and internship as per the convenience and arrangement of the college.

(ix) For the purpose of legal aid, the students shall be grouped into batches of 30 and each such batch shall be allotted to a faculty to monitor, guide and certify their work. Such legal aid guidance shall be considered as part of work load of a teacher calculated @ one lecture per week for every batch.

(x) For the purpose of compulsory internship, the students shall be grouped into batches of 30, each such batch shall be allotted to a faculty to monitor, guide and certify their work. Such internship guidance shall be considered as part of work load of a teacher calculated @ one lecture per week for every batch.

OC-35A.4 SCHEME OF EXAMINATION:

(i) There shall be a semester end University examination in each theory course of every semester for a maximum of 100 marks .

(ii) The semester end practical examination shall be of 100 marks. The semester end practical examination for each such practical course shall be conducted by the College towards the end of the semester but before the beginning of the theory examination of the semester. Marks to be submitted to University in the input Form.

OC-35A.4.1 CONDUCT OF SEMESTER END EXAMINATION

(i) Theory examination: The theory examination for each of the papers at the end of their respective semesters shall be a university examination as notified by the University.

(ii) The practical examination in each of the practical course shall be conducted by a panel of three examiners of which one may be an external examiner. In case of non-availability of the third examiner, the other two examiners shall conduct the practical examination.

(iii) The practical examination shall include scrutiny and verification of the journals and other records maintained by the students and a viva and written examination if necessary. The College should notify the scheme of allotment of marks at the beginning of the semester.

OC-35A.4.2 STANDARD OF PASSING

To pass in a programme a student shall obtain minimum 40% marks. The student shall be declared pass in a semester only if the student passes in all the courses of the semester.

OC-35A.4.3 ELIGIBILITY FOR AWARD OF CLASS

A class for passing examination shall be awarded at the end of each academic year examination, provided the candidate does not have any backlog and passes in all the courses of the semester in the first attempt.

First year: based on marks in semester I and semester II.

Second year: based on marks in semester III and semester IV.

Third year: based on marks in semester V and semester VI.

Class for the degree is based on marks obtained in semester V and semester VI.

Aggregate in a year (2 semesters): ≥40% and <50%: Pass Class.

Aggregate in a year (2 semesters): ≥50% and <60%: Second Class

Aggregate in a year (2 semesters): ≥60% and <70%: First Class

Aggregate in a year (2 semesters): ≥70%: Distinction

OC-35A.4.4 RANKS/AWARDS

For the award of ranks/awards, the two semesters of the final year, i.e. fifth and sixth shall be taken into consideration, course to other general conditions of the University. If an award is instituted for a particular programme, marks scored in such programme in the first attempt shall be considered course to other general conditions of the University.

OC-35A.4.5 IMPROVEMENT OF CLASS

A candidate shall be permitted to improve his result in the final year Class of LL.B. Programme. The candidate shall have one more opportunity to appear for the V and VI semester in one and same sitting, subject to the following conditions:

(i) The candidate has to pass in the V and VI semester of LL.B.

(ii) The candidate shall appear for improvement within two years of the declaration of the LL.B. results i.e. the VI semester results.

(iii) If the candidate fails to improve upon the performance the earlier marks shall be retained.

OC-36 (effective from 26th September, 2003) Ordinance relating to the Foundation course and the Bachelor of performing Art Degree Course in Hindustani Classical Music.

OC-36.1 (effective from 26th September, 2003) Aims and Objectives of the Courses:- The aims of the courses are to impart a full time professional training in Hindustani classical Vocal Music & Instrumental Music such as Sitar, Harmonium and Tabla / Pakhawaj, etc. leading to the Degree of Bachelor of Performing Art.

OC-36.2 (effective from 26th September, 2003) Duration of the Courses:

1. Foundation Course in Music : 2 Years.
2. Bachelor of Performing Art (BPA) : 4 Years.

OC-36.3 (effective from 26th September, 2003) Admission and Eligibility:

OC-36.3.1 (effective from 26th September, 2003) A – Foundation Course

OC-36.3.1.1 (effective from 26th September, 2003) 1) Students who have passed S.S.C. or above and having Musical background shall be admitted to the First Year of the Foundation Course.

OC-36.3.1.2 (effective from 26th September, 2003) 2) Students who have passed XI Std. and possessing a diploma "Sangeet Madhyama" or higher or its equivalent diploma of the recognized Music Institution or those completing basic training in Music, from a qualified Guru / Teacher shall be admitted to IInd year of Foundation Course directly.

OC-36.3.1.3 (effective from 26th September, 2003) 3) In addition to above, to be eligible for admission to the course a candidate has to pass the entrance test conducted by the College concerned with minimum 40% marks.

OC-36.3.2 (effective from 26th September, 2003) B – Bachelor of Performing Art (B.P.A)

OC-36.3.2.1 (effective from 26th September, 2003) 1) Students passing Foundation Course in Music of Goa University shall be eligible for admission to First Year of Bachelor of Performing Art Degree Course.

OC-36.3.2.2 (effective from 26th September, 2003) 2) Students passing Second Year B. Music (Old Course) of Goa University shall be eligible for admission to First Year of Bachelor of Performing Art Degree Course.

OC-36.3.2.3 (effective from 26th September, 2003) 3) Students who have passed H.S.S.C. Examination i.e. 10+2 with Music in + two shall be admitted to First Year of Bachelor of Performing Art Degree Course.

OC-36.3.2.4 (effective from 26th September, 2003) 4) Students who have passed H.S.S.C.E. or above and who have also passed Sangeet Madhyama or Higher Examination or any other equivalent diploma of the recognized Music Institution or having minimum three years foundational training in Music from a qualified Guru / Teacher shall be admitted to the First Year of B.P.A. Course.

OC-36.3.2.5 (effective from 26th September, 2003) 5) In addition to above, to be eligible for admission to the B.P.A. Degree Course a candidate has to pass the entrance test conducted by the College concerned with minimum 40% marks.

OC-36.4 (effective from 26th September, 2003) Structure of the Courses:

OC-36.4.1 (effective from 26th September, 2003) A – Foundation Course:
There shall be 3 papers in theory and 2 papers in practicals for the First and Second Year and the titles of the papers shall be as decided by the Board of Studies from time to time. The number of lectures / periods for the different papers for a week shall be as under:

A

<table>
<tr><td></td><td><u>Paper</u></td><td><u>No. of Lectures / Periods for a week</u></td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>Ist Year and</td><td>English</td><td>3 periods each for 45 minutes duration.</td></tr>
<tr><td>IInd Year</td><td></td><td></td></tr>
<tr><td></td><td>Hindi</td><td>3 periods each for 45 minutes duration.</td></tr>
<tr><td></td><td>Music Theory</td><td>1 periods for 45 minutes duration.</td></tr>
<tr><td></td><td>Practical (Music)</td><td rowspan="3">6 periods each for 45 minutes duration per batch of maximum 6 students for each subject.</td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td></td><td>Elected / Minor</td><td></td></tr>
<tr><td></td><td>paper in Music</td><td rowspan="3">2 periods each for 45 minutes duration in Music per batch of maximum 6 students
for each elected paper (Subject).</td></tr>
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Students who have passed H.S.S.C. examination or higher examination shall be exempted from appearing for language papers English and Hindi at the examination of First and Second Year of Foundation Course. The students who have failed in H.S.S.C. Examination but passed in Language papers English and Hindi at the said examination shall be also exempted from appearing for above language papers at the examination of First and Second Year of Foundation Course.

OC-36.4.2 (effective from 31st May, 2010) B – Bachelor of Performing Art:

OC-36.4.2.1 (effective from 31st May, 2010) 1) Ist Year B.P.A.:

There shall be 5 papers in theory and 1 paper in Practical for First year B.P.A. and the title of the paper shall be as decided by the Board of Studies from time to time. The number of lectures/ periods per week shall be as under:

Paper	**No. of Lectures / Periods per week**
English	3 periods each of 45 minutes duration
Hindi	3 periods each of 45 minutes duration
Indian Culture and Art	2 periods each of 45 minutes duration
Environmental Studies	2 periods each of 45 minutes duration

Music Theory(Gen. & Applied)	1 period of 45 minutes duration
Music Practical	6 periods each of 45 minutes duration per batch of 6 students per subject.

OC-36.4.2.2 (effective from 31st May, 2010) 2) IInd and IIIrd Year B.P.A.:

There shall be 1 paper in music theory, 1 paper in subsidiary (Theory and Practical) and 2 papers in Music Practicals for IInd & IIIrd Year B.P.A. and the title of the papers shall be as decided by the Board of Studies from time to time. The number of lectures/ periods per week shall be as under**:**

Paper	**No. of Lectures/ Periods per week**
Music Theory	1 period of 45 minutes duration
Subsidiary	2 periods each of 45 minutes duration
Theory and /Practical Music Practicals	10 periods each of 45 minutes duration per batch of 6 students per subject.

OC-36.4.2.3 (effective from 31st May, 2010) IVth Year B.P.A.:

There shall be one paper in music theory, one paper in Special Assigned Project and two papers in music Practicals for IVth Year B.P.A. and the title of the papers shall be as decided by the Board of Studies from time to time. The number of lectures/periods per week shall be as under:

Paper	**No. of Lectures/ Periods per week**
Music Theory	1 period of 45 minutes duration
Special Assigned Project	To be completed within the academic year.
Music Practicals	10 periods each of 45 minutes duration per batch of maximum 6 students per subject**.**

The candidates are permitted to answer their theory papers either in English, Hindi, Konkani or Marathi. However, the candidate shall answer the paper in one language only and the candidate shall notify the choice of language at the time of admission. However, the question paper shall be set in Hindi only. The language paper shall be in the respective language only.

OC-36.5 (effective from 26th September, 2003) (1) – Scheme of Examination : The candidates shall be examined in the following subjects and the duration of papers and marks allocation shall be as under:

OC-36.5.1 (effective from 26th September, 2003) A – Foundation Course : First and Second Year Examination Vocal & Instrumental Music

		Marks	Duration
Paper No. 1	English	100	3 hrs.
Paper No. 2	Hindi	100	3 hrs.
Paper No. 3	Music Theory	100	3 hrs.

Paper No. 4	Music Practical-1 (Major Music)150	----
Paper No. 5	Music Practical – II (Minor Music)	150(75+75) in two elected Subject

OC-36.5.2 (effective from 31st May, 2010) B – Bachelor of Performing Art (B.P.A) in Vocal and Instrumental Music.

OC-36.5.2.1 (effective from 31st May, 2010)

	Ist Year BPA Vocal and Instrumental Music	**Marks**	**Duration**
Paper No.1	English	75	2½ hrs.
Paper No.2	Hindi	75	2½ hrs.
Paper No.3	Indian Culture & Art	50	2 hrs.
Paper No.4	Environmental Studies	100	3 hrs.
Paper No.5	Theory(Applied and General)	75	2½ hrs.
Paper No.6	Practical a) Viva voce 100 b) Other forms of **Music and Talas 75** c) Stage Performance 50	225	30 minutes per candidate

OC-36.5.2.2 (effective from 31st May, 2010)

	IInd & IIIrd Year B.P.A. Vocal & Instrumental- Music	**Marks**	**Duration**
Paper No.1	Theory (Applied & General)	100	3 hrs.
Paper No.2	Subsidiary Practical/Theory in Tabla/ Harmonium a) Practical 50 b) Theory 50	100	15 minutes per candidate 2 hrs
Paper No.3	Practical-I a) Viva-Voce 150 b) Other forms 100	250	35 to 40 minutes per candidate (together for both)
Paper No.4	Practical-II Stage Performance Internal (Continuous) Assessment	100 50	20 minutes per candidate

OC-36.5.2.3 (effective from 31st May, 2010)

	IVth Year B.P.A. Vocal & Instrumental Music	**Marks**	**Duration**
Paper No.1	Theory (Applied & General)	100	3 hrs.
Paper No.2	Special Assigned Project	100	To be completed within the academic year.

Paper No.3	Practical-I c) Viva-Voce 150 d) Other forms 100		250	40 to 50 minutes per candidate (together for both)
Paper No.4	Practical-II Stage Performance		100	30 to 40 minutes per candidate
	Internal (Continuous) Assessment		50	

OC-36.5.3 (effective from 31st May, 2010) (2) – Setting of question papers and the number of examiners for the various examinations:

The question papers for Second Year Foundation Course as well as Second, Third and Fourth (Final) Year Bachelor of Performing Arts Degree Course shall be set by Internal Examiner in consultation with the External Examiners. Internal Examiner shall be convenor of the Board of Examiners for the respective paper. Same teacher may be appointed as Convenor for more than one paper, if required. The Practical examinations of both the above courses shall be conducted jointly by the Internal and External Examiner. Practical examinations pertaining to Paper No.3 and Paper No. 4 of Second, Third and Fourth Year B.P.A. shall be conducted by the same examiner. The Internal and External Examiners shall be appointed as per the provision of OB-4.

The setting of question papers and conducting practical examinations of the Annual Internal examination of First year of Foundation Course and First year of B.P.A. shall be executed by the College on behalf of the Goa University by appointing Internal Examiners.

The number of Examiners to be appointed for the Examination in Music courses shall be as follows :

OC-36.5.3 (effective from 31st May, 2010) A-Foundation Course:

OC-36.5.3.1 (effective from 31st May, 2010) 1) No. of Examiners:

Theory Examination	**Practical Examination**
Internal - 1	Internal - 1
External - 1	External - 1

OC-36.5.3.1.2 (effective from 31st May, 2010) Eligibility for External Examiner:

a) Master's Degree in relevant subject of recognized University or its equivalent Diploma.

b) Minimum three years teaching experience at undergraduate Level.

OR

a) & b) A performing artist having excellence in the subject concerned and having minimum five years experience as a performer.

OC-36.5.3.2 (effective from 31st May, 2010) B-Bachelor of Performing Art (B.P.A.) Degree Course:

OC-36.5.3.2.1 (effective from 31st May, 2010) No. of Examiners:

Theory Examination	Practical Examination
Internal -1	Internal - 1
External -1	External - 1

OC-36.5.3.2.2(effective from 31st May, 2010) 3) Eligibility for External Examiner:

(a) Master's Degree in relevant subject with minimum 55% marks of recognized University or its equivalent Diploma.
(b) Minimum three years teaching experience at Post Graduate Level.

OR

(a) & b) A performing artist of professional standard having commendable achievement in the subject concerned with minimum ten years experience as a Performer.

OC-36.6 (effective from 26th September, 2003) Pattern of Examination

OC-36.6.1 (effective from 26th September, 2003) (i) Examination shall be conducted annually : The IInd Year Examination of Foundation Course and IInd, IIIrd and IVth Year examination of B.P.A. course shall be conducted by Goa University and Ist Year examination of Foundation Course as well as First Year B.P.A. examination shall be Internal and conducted by the College on behalf of the University.

OC-36.6.2 (effective from 26th September, 2003) (ii) Eligibility for Annual Examination : To be eligible to qualify for appearing at the annual examination a student shall have attendance of at least 75% of the total during the academic year and have appeared the terminal examination conducted by the College.

OC-36.6.3 (effective from 26th September, 2003) (iii) Standard of Passing :

OC-36.6.3.1 (effective from 26th September, 2003) A - Foundation Course:
To pass the examination, a candidate must obtain a minimum of 35% of the full marks in each paper both theory and practical examinations i.e. 17 out of 50, 26 out of 75, 35 out of 100 and 53 out of 150 marks.

OC-36.6.3.2 (effective from 26th September, 2003) B - Bachelor of Performing Art :
To pass the examination of B.P.A. a candidate must obtain a minimum of 40% of full marks in each paper of Theory and Practical Examination respectively.

OC-36.6.3.3 (effective from 26th September, 2003) C – Grace marks shall be awarded as per the University rules.

OC-36.6.4 (effective from 26th September, 2003) Award of Classes :

OC-36.6.4.1 (effective from 26th September, 2003) 1) Class shall be awarded on the following basis to the successful candidates:

Foundation Course

(A) Distinction .. 70% marks and above
(B) First Class .. 60% marks and above but below 70%
(C) Second Class .. 50% and above but below 60%
(D) Pass Class .. 35% and above but below 50%

Bachelor of Performing Art:

(A) Distinction .. 70% marks and above
(B) First Class .. 60% marks and above but below 70%
(C) Second Class .. 50% and above but below 60%
(D) Pass Class .. 40% and above but below 50%

OC-36.6.5 (effective from 26th September, 2003) Advancement to the next year and conditions for A.T.K.T. (Allowed to keep terms) :

Candidates who have passed in all the heads of passing in the theory and practical papers of the previous year shall be eligible for promotion to the next year of study. However, a candidate who has failed in not more than two theory papers shall be allowed to keep terms for the next year. The result of the next year examination shall not be declared unless he/she has cleared the remaining theory papers of previous year examination.

However the candidates failing in practical examination shall not be eligible for proceeding for the next year.

OC-36.6.5.1 (effective from 26th September, 2003) (a) A student failing in Final Year Foundation Course/Bachelor of Performing Art Examination shall be eligible to appear in the next examination as an external candidate and complete the course within a period of next three years.

OC-36.6.5.2 (effective from 26th September, 2003) (b) A student who obtains minimum passing marks prescribed in each theory paper shall be exempted from reappearing for that paper only.

OC-36.7 (effective from 26th September, 2003) The syllabi for various subjects of the Course shall be subject to such revision, modification etc. as may be made by the Academic Council from time to time on the recommendations of the Board of Studies in the subject.

OC-37 (effective from 26th September, 2003) Ordinance relating the Post Graduate Degree Course – Master of Performing Art and a Bridge course in Hindustani Classical Music.

OC-37.1 (effective from 26th September, 2003) Aims and objectives of the Courses: - The aims of the courses are to impart a full time professional and advanced training in Hindustani Classical Vocal Music and Instrumental Music such as Sitar, Harmonium, Tabla/Pakhawaj etc. leading to the Post Graduate Degree Course i.e. Master of Performing Art, with a special emphasis on developing performing ability to professional standard, in the respective subject by the students.

OC-37.2 (effective from 26th September, 2003) The Duration of the Courses:-

1. Master of Performing Arts (MPA) - 2 years

2. Bridge Course - 1 year

The Bridge Course shall be for the students passing three years B.A. (Hons.) in Music and B.Music degree for becoming them eligible for admission to Master of Performing Arts and the same shall be conducted by the University if required.

OC-37.3 (effective from 26th September, 2003) Admission and Eligibility:

OC-37.3.1 (effective from 26th September, 2003) A – Bridge Course:

OC-37.3.1.1 (effective from 26th September, 2003) i) The graduate passing B.A. (Hons) in Music, B.Mus. (Hons) with 50% and above marks of recognized Universities and other graduates of recognized Universities diploma with 50% and above marks of recognized Institutions shall be eligible for admission to Bridge Course.

OC-37.3.1.2 (effective from 26th September, 2003) ii) The graduate passing B.Music (Old Course) of Goa University with 50% and above marks shall be eligible for admission to Bridge Course.

OC-37.3.1.3 (effective from 26th September, 2003) iii) In addition to above, to be eligible for admission to the Bridge Course a candidate has to pass an entrance test conducted by the College concerned with minimum 50% marks.

OC-37.3.2 (effective from 26th September, 2003) B – Master of Performing Art (M.P.A):

OC-37.3.2.1 (effective from 26th September, 2003) i) Students passing the Degree of Bachelor of Performing art with 50% and above marks shall be eligible for admission to the Post – graduate Degree of Master of Performing Art.

OC-37.3.2.2 (effective from 26th September, 2003) ii) The graduate passing in B.A. (Hons) in Music and B.Mus. (Hons) with 50% and above marks shall be eligible for admission to M.P.A. on passing a Bridge Course with 50% and above marks in respective subject conducted by the University.

OC-37.3.2.3 (effective from 26th September, 2003) iii) The graduates in other academic subject having passed Diploma Sangeet Visharad of Akhil Bhartiya Gandharv Mahvidyalaya Mandal or its equivalent diploma with 50% and above marks of recognized institution shall be eligible for admission to M.P.A. on passing a Bridge Course with 50% and above marks in respective subject conducted by the University.

OC-37.3.2.4 (effective from 26th September, 2003) iv) The graduates passing B.Music (Old Course) with 50% and above marks of Goa University shall be eligible for admission to M.P.A. on passing a Bridge Course with 50% and above Marks in respective subject conducted by the University.

OC-37.3.2.5 (effective from 26th September, 2003) v) In addition to above, to be eligible for admission to Master of Performing Arts (M.P.A.) Course, a candidate has to pass the entrance test conducted by the college concerned, with minimum 50% marks.

OC-37.4 (effective from 26th September, 2003) Structure of the Courses

OC-37.4.1 (effective from 26th September, 2003) A – Bridge Course:

There shall be 2 paper in Theory and 2 papers in Practical and the title of the papers shall be decided by the Board of Studies from time to time. The number of lectures / periods for different papers for a week shall be as under:

Subject	No. of lectures/periods for a week
	One year duration 1 period for 45 minutes duration (subject wise).
Practical	10 periods each for 45 minutes duration per batch of maximum 6 students for each subject.
Subsidiary practical	2 period for 45 minute duration.

OC-37.4.2 (effective from 31st May, 2010) B – Master of Performing Art (MPA)

There shall be one paper in theory, two papers in Practical and one paper in Project work for both First and Second year M.P.A. and the title of the papers shall be as decided by the Board of Studies from time to time . The number of lectures for theory and practical per week shall be as under:

Subject	No. of Lectures/ Periods per week
Ist Year and IInd Year	
Theory (Music)	1 period of 45 minutes of duration(subject wise)
Practical	12 periods each of 60 minutes duration per batch of 3 students per subject.

The candidates are permitted to answer their theory papers either in English, Hindi, Konkani or Marathi. However, the candidate shall answer the paper in one language only and the candidate shall notify the choice of language at the time of admission. However, the question paper shall be set in Hindi only. The language paper shall be in respective language only.

OC-37.5 (effective from 26th September, 2003) The Scheme of Examination:-

1. The candidate shall be examined in the following subject. The duration of papers and marks allocation will be as under:

OC-37.5.1 (effective from 26th September, 2003) A – Bridge Course:

Vocal & Instrumental Music		Marks	Duration
Paper No.1	Applied Theory	75	2 ½ hrs.
Paper No. 2	General Theory	75	2 ½ hrs.
Paper No. 3	Practical (Including Viva-Voce other forms in Music and Manch Pradarshan.	350	
	Internal (Continous) Assessment	50	
Paper No.4	Subsidiary Practical (Tabla / Vocal)	50	

OC-37.5.2(i) (effective from 31st May, 2010) B – Master of Performing Art:

First Year Examination Vocal & Instrumental Music

		Marks	Duration
Paper No.1	Theory	100	3 hrs.
Paper No.2	Practical-I a) Viva-voce. . 100 b)Other forms..100	200	45 to 50 minutes per candidate (together for both)
Paper No.3	Practical –II Stage Performance	100	30 to 40 minutes per candidate
Paper No.4	Project work	100	To be completed within the academic year.

OC-37.5.2 (ii) (effective from 31st May, 2010)

Second Year Examination Vocal & Instrumental Music

		Marks	Duration
Paper No.1	**Theory**	100	3 hrs.
Paper No.2	Practical- I a)Viva-voce 100 b)Other forms 100	200	55 to 60 minutes per candidate (together for both)
Paper No.3	Practical –II Stage Performance	200	55 to 60 minutes per candidate.
Paper No.4	**Project Work**	200	To be completed within the academic year.

OC-37.6 (effective from 31st May, 2010) 2. Setting of question papers and number of Examiners for the various Examinations:

The question papers for Bridge Course and Master of Performing Arts Course shall be set by internal Examiner in consultation with the External Examiners**.** Internal Examiner shall be Convenor of the Board of Examiners for the respective paper. Same teacher may be appointed as Convenor for more than one paper, if required. The Practical examination of both the above courses shall be conducted jointly by the Internal and External examiners. Practical examinations pertaining to Paper No.2 and Paper No.3 of the First and Second Year M.P.A. shall be conducted by the same examiners. The Internal and External examiners shall be appointed as per the provision of OB-4.

The number of Examiners to be appointed for the Examinations of Bridge Course in Music and Examination at Post graduate level (M.P.A.) shall be as follows:

OC-37.6.1 (effective from 26th September, 2003) A – Bridge Course:

1) No. of Examiners:

Theory Examination Practical Examination

Internal – 1	Internal – 1
External - 1	External – 1

OC-37.6.2 (effective from 26th September, 2003) 2) Eligibility for External Examiner:

OC-37.6.2.1 (effective from 26th September, 2003) a) The Examiner shall possess Master's Degree in relevant subject with minimum 55% marks, of recognized University or its equivalent Diploma.

OC-37.6.2.2 (effective from 26th September, 2003) b) Minimum three years teaching experience at Post Graduate Level

OR

a) & b) A performing artist of professional standard having commendable achievement in the subject concerned with minimum ten years experience as a performer.

OC-37.6.3 (effective from 31st May, 2010) B – Master of Performing Art (M.P.A)

Theory Examination	**Practical Examination**
Internal -1	Internal -1
External - 1	External -1

OC-37.6.3.1 (effective from 26th September, 2003) Eligibility for External Examiner:

OC-37.6.3.2 (effective from 26th September, 2003) a) Master's degree in relevant subject with minimum 55% marks of recognized University or its equivalent Diploma

OC-37.6.3.3 (effective from 26th September, 2003) b) Minimum five years teaching experience at Post Graduate Level.

OR

a) & b) A performing artist of professional standard having commendable achievement in the subject concerned with minimum fifteen years experience as a Performer.

OC-37.7 (effective from 26th September, 2003) Pattern of Examination:-

OC-37.7.1 (effective from 26th September, 2003) i) Examination shall be conducted annually by the University

OC-37.7.2 (effective from 26th September, 2003) ii) Eligibility for Annual Examination: to be eligible to qualify for appearing for annual examination a student shall have attendance of at least 75% of the total during the academic year and have appeared the terminal examination conducted by the college.

OC-37.7.3 (effective from 26th September, 2003) iii) Standard of Passing:

OC-37.7.3.1 (effective from 26th September, 2003) a) Bridge Course :- To pass the examination a candidate must obtain a minimum of 40% of marks in

Theory and 50% of marks in Practical aggregating 50% in both theory and practical, at the examination of the Bridge Course.

OC-37.7.3.2 **(effective from 26th September, 2003) b) Master of Performing Art:-** To pass the examination a candidate must obtain a minimum of 50% of the full marks in each paper both theory and practical at the examination of M.P.A.

OC-37.7.3.3 **(effective from 26th September, 2003)** c) Grace marks shall be awarded as per the University rules.

OC-37.7.3.4 **(effective from 26th September, 2003)** d) The passing certificate of all the University Examination I be issued by the University yearly and the final Post Graduate Degree Certificate by aggregating, the total mark of two years M.P.A. Examination.

The mark sheet of the Final Year examination shall include the Marks of both the years of M.P.A. examinations and the percentage shall be awarded on the basis of total marks secured in all the papers during the two examinations i.e. out of 1200 marks.

OC-37.7.4 **(effective from 31st May, 2010) iv) Award of Class:**

Class shall be awarded on the following basis to the successful candidate:

a) Second Class - 50% and above but less than 60%

b) First Class - 60% and above but less than 70%

c) Distinction - 70% and above

OC-37.7.5 **(effective from 26th September, 2003)** v) Advancement to the next year and conditions for A.T.K.T.
(Allowed to keep term)

OC-37.7.5.1 **(effective from 26th September, 2003)** (1) Candidate passing in the practical papers shall be allowed to keep terms for the next year. The result of the next year examination shall not be declared unless he / she has cleared the remaining papers of previous year examination .

OC-37.7.5.2 **(effective from 26th September, 2003)** (2) A student failing in Final Year M.P.A. examination shall be eligible to appear in the next examination as an external candidate and complete the course within a period of next three years.

OC-37.7.5.3 **(effective from 26th September, 2003)** (3) A student who obtains minimum passing marks prescribed in each theory paper shall be exempted from reappearing for that paper only.

OC-37.8 **(effective from 26th September, 2003)** The syllabi for various subjects of the Course shall be subject to such revision, modification etc. as may be made by the Academic Council from time to time on the recommendations of the Board of Studies in the subject.

OC-38 **(effective from 26th September, 2003) ORDINANCE FOR POST-GRADUATE DEGREE COURSES IN HOMEOPATHY M.D. (Hon) – DOCTOR OF MEDICINE IN HOMOEOPATHY.**

GENERAL

OC-38.1 **(effective from 26th September, 2003)** The objective of the Course is to produce excellent professionals, thinkers, practitioners, researchers and teachers in Homoeopathy with special emphasis on the applied aspects of the subject.

OC-38.2 **(effective from 26th September, 2003)** The Course shall be called as M.D. (Hom). – Doctor of Medicine in Homoeopathy in concerned speciality. The Post-Graduate Degree Courses shall be in the following subjects.

i) Organon of Medicine with Homoeopathic Philosophy.
ii) Materia Medica including applied aspects.
iii) Repertory.
iv) Homoeopathic Pharmacy.
v) Practice of Medicine.
vi) Pediatrics.
vii) Psychiatry.

Eligibility

OC-38.3 **(effective from 26th September, 2003)** A candidate for being eligible for admission to M.D. (Hom) of Goa University:

OC-38.3.1 **(effective from 26th September, 2003)** i) Shall have passed Bachelor of Homoeopathic Medicine & Surgery or equivalent qualification in Homoeopathy included in the Second Schedule of the Homoeopathy Central Council Act 1973 (Act 13 of 1973) obtained after undergoing a Course of Studies in Homoeopathy of not less than 5 ½ years duration including the period of compulsory internship.

OR

OC-38.3.2 **(effective from 26th September, 2003)** ii) Shall possess Bachelor of Homoeopathic Medicine & Surgery (Graded Degree) or equivalent qualification in Homoeopathy included in the Second Schedule of the Homoeopathy Central Council act 1973 (Act 13 of 1973) obtained after undergoing a Course of Studies in Homoeopathy of not less than 2 years duration.

OC-38.4.1 **(effective from 26th September, 2003)** i) Candidate for M.D. shall be selected on merit. Preference shall be given to a candidate who has worked in rural area for at least 2 years, in respect of one seat in each subject as per merit.

OC-38.3.2 **(effective from 26th September, 2003)** ii) Seats left unfilled in any academic year cannot be carried forward to the next or subsequent years.

Duration of the Course

OC-38.5 **(effective from 26th September, 2003)** The medium of instruction for the Courses shall be English.

OC-38.6 **(effective from 26th September, 2003)** Every candidate seeking admission to M.D. (Hom.) Course shall undergo a course of studies extending over a period of 3 years including 1 year of house job during which the candidate shall be a resident in the campus.

OC-38.6.1 **(effective from 26th September, 2003)** i) Candidate shall be in the campus and shall be given added responsibility in the management and treatment of patients entrusted to his/her care.

OC-38.6.2 **(effective from 26th September, 2003)** ii) The Candidate should participate in the training and teaching of undergraduate students and interns.

OC-38.7 **(effective from 26th September, 2003) Students enrolled for this Course:**

OC-38.7.1 **(effective from 26th September, 2003)** i) shall not be permitted to register simultaneously for any other Course conducted by Goa University.

OC-38.7.2 **(effective from 26th September, 2003)** ii) shall not be permitted to register simultaneously for Post-Graduate Course in Homoeopathy or any other course in other University.

OC-38.7.3 **(effective from 26th September, 2003)** iii) shall not be permitted to change from one subject to any other once he/she is registered in a particular subject.

OC-38.8.1 **(effective from 26th September, 2003)** i) The candidate pursuing a course should work in his/her concerned department of the institution for the entire period of the course as full time student.

OC-38.8.2 **(effective from 26th September, 2003)** ii) The candidate should have an attendance of not less than 80% in aggregate.

OC-38.8.3 **(effective from 26th September, 2003)** iii) Each candidate shall present his/her papers in seminars & symposium and also present cases in clinical meeting held during the course of training.

OC-38.9.1 **(effective from 26th September, 2003)** i) The College shall have a department of the concerned speciality and shall also have the following additional facilities namely;

a) One full time Professor in the department of speciality.
b) One Reader/ Assistant Professor.
c) Staff such as Attendant, Technician etc., as deemed necessary depending upon the department.
d) Departmental Library
e) Out Patient Department and In Patient Department with all facilities including separate Clinical Laboratory.
f) Three beds shall be earmarked per students for each clinical subject of speciality.

OC-38.9.2 **(effective from 26th September, 2003)** ii) The student – guide ration shall be 3:1, three students for one guide.

OC-38.9.3 **(effective from 26th September, 2003)** iii) Criteria for selection of Guide shall be as per the guidelines of Central Council of Homoeopathy.

OC-38.10 **(effective from 26th September, 2003)** The Thesis/Dissertation is compulsory for the Post-Graduate student enrolled for this course.

OC-38.10.1 **(effective from 26th September, 2003)** i) The student has to submit a thesis comprising not less than 10,000 words, embodying his/her own work, the conclusion arrived at etc. under the supervision of the guide.

OC-38.10.2 **(effective from 26th September, 2003)** ii) The thesis shall be submitted to the University 6 months earlier to the Final M. D. Part-II Examination of the University.

OC-38.10.3 **(effective from 26th September, 2003)** iii) The candidate shall submit the title of the thesis / dissertation along with a synopsis to the University within 6 months of registration duly countersigned by the Guide and the Principal of the Institute and the University may accord their approval within a period of 3 months.

OC-38.10.4 **(effective from 26th September, 2003)** iv) The subject and plan of work of thesis / dissertation shall not be the same as that of a thesis accepted by the University during the past 5 years. the concerned University / Guide shall not permit any duplication in writing thesis / dissertation by the candidates.

OC-38.10.5 **(effective from 26th September, 2003)** v) The subject of thesis / dissertation should reflect the Research priorities of the Post-Graduate department where the work is being done.

OC-38.10.6 **(effective from 26th September, 2003)** vi) The University may consider the Co-guide, if necessary with recommendation of the Guide and Principal of the Institute.

OC-38.10.7 **(effective from 26th September, 2003)** vii) The thesis/dissertation must be satisfactory as regards to Literary presentation and suitable for publication either as such or in abridged form.

OC-38.10.8 **(effective from 26th September, 2003)** viii) The working on thesis / dissertation should be well utilised for learning, searching the literature and its critical study. The work should reflect a good power of observation and capacity to draw conclusion on the basis of his study and work.

OC-38.10.9 **(effective from 26th September, 2003)** ix) In no case papers written or published in joint names of two or more persons be accepted as thesis or dissertation. The candidate may however, submit in support of thesis any published work of which the candidate is either author or co-author.

OC-38.10.10 **(effective from 26th September, 2003)** x) The thesis / dissertation should contain at the end a summary of not more than 1500 words embodying the conclusions arrived by the candidate.

OC-38.10.11 **(effective from 26th September, 2003)** xi) The thesis should not exceed 250 typed pages including charts, diagrams, photographs and bibliography. Four copies duly bounded be submitted to the Controller of Examinations of the University through the Guide and the Principal of the Institute. The

Controller of Examinations shall send one copy to the guide and other to the external examiner for evaluation, at least 6 months before the Examination.

OC-38.10.12 **(effective from 26th September, 2003)** xii) The thesis / dissertation should have the certificate from the Guide that the candidate has done the Research & Clinical work under his guidance and up to his satisfaction.

OC-38.10.13 **(effective from 26th September, 2003)** xiii) The thesis shall be examined for acceptance by the three examiners of which one will be the Guide, who shall also be the Internal examiner.

OC-38.10.14 **(effective from 26th September, 2003)** xiv) Approval of thesis / dissertation is a pre-condition to appear for the M.D. Part-II Examination.

OC-38.10.15 **(effective from 26th September, 2003)** xv) If the thesis is rejected by both the external Examiners, the candidate will be asked to revise and resubmit the same through the Guide within a period of six months.

OC-38.10.16 **(effective from 26th September, 2003)** xvi) If the thesis is rejected by one external examiner, the University shall forward the thesis to alternate examiner.

OC-38.10.17 **(effective from 26th September, 2003)** xvii) The alternate examiner rejects the thesis, the candidate will be asked to revise and resubmit the same through the guide within a period of six months.

OC-38.11 **(effective from 26th September, 2003) SPECIAL PROVISION FOR EXTERNAL CANDIDATES**

Notwithstanding anything contained in these regulations, the University may allow admission as external candidates to appear in the M.D. examination for a period of eight years from the commencement of the Homoeopathy (Post Graduate Degree Course) M.D. (Hom.) (Amendment) Regulations 2001, for three subjects namely, Materia Medica, Homoeopathic Philosophy and Repertory, subject to the fulfillment of the following conditions.

1. Admission to the examination

I. A candidate who has passed the final examination of a diploma course in Homoeopathy of not less than four years during shall be eligible for admission to the examination as an external candidate, if such candidate:

a) holds full time regular post not below the rank of Assistant Registrar,

b) has teaching experience of not less than seven years in a recognised Homoeopathic Medical College.

II. The candidate shall register his name two years before the final examination.

III. The candidate shall prepare and submit to his Supervisor / Guide a dissertation nine months prior to the holding of the final examination. The Supervisor / Guide shall approve the same six months prior to the holding of the final examination.

2. Papers for examination:

The Examination shall comprise of the following papers namely:-

a) Materia Medica (Materia Medica Pura and Applied)

b) Homoeopathic Practice of Medicine (including Gynaecology and Obstetrics)

c) Organon of Medicine and Philosophy.

d) Repertory.

3. Examiners:

The criteria for selection of examiners shall be the same as that of guide as prescribed by Central Council of Homoeopathy.

OC-39 (effective from 27th May, 2005) Amendment to Ordinance relating to the Three Year Degree Course B.Sc. (Home Science).

This ordinance shall come into effect for F.Y. B.Sc. (Home Science) from the academic Year 2005-2006, for the S.Y. B.Sc. (Home Science) from the academic Year 2006-2007 and for T.Y. B.Sc. (Home Science) from the academic Year 2007-2008.

OC-39.1 (effective from 27th May, 2005) Nomenclature of the Degree

The Nomenclature of the degree awarded by the Goa University shall be Bachelor of Science in Home Science i.e. B.Sc. Home Science.

OC-39.2 (effective from 27th May, 2005) Eligibility for admission

(a)A candidate for being eligible for admission to the First Year B.Sc.(Home Science) must have passed the Higher Secondary School Certificate Examination of the Goa Board or an equivalent Examination as recognized by the Goa University.

(b) Students coming from Examination Boards other than the HSSC Examination Board Goa shall obtain an "Eligibility Certificate" from the Registrar, Goa University for being considered for admission.

OC-39.2.1 (effective from 27th May, 2005) Mode of admission

Admission for B.Sc. (Home Science) Degree programme shall be made strictly according to the merit. The merit shall be based on the percentage of marks obtained in the respective qualifying examination and aptitude test, if any, notified by the University from time to time.

Reservation of admission to F.Y. B.Sc. (Home Science) for the students coming from SC/ST/OBC will be as per the existing rules in force of Govt. of Goa.

OC-39.2.2 (effective from 27th May, 2005) Eligibility for admission to the subsequent academic years.

a) Candidates who have passed in all the subjects in the annual / supplementary examination shall be eligible for admission to the next year.

b) Deleted.

OC-39.3 **(effective from 27th May, 2005) Duration of the course**

The course of study for B.Sc. (Home Science) shall be a three years full time course. Each academic year shall consist of two terms having a minimum of ninety instructional days per term.

OC-39.4 **(effective from 27th May, 2005) Attendance**

A candidate shall not be eligible to appear for the annual / supplementary examination of the academic year unless he / she has a minimum of 75% attendance in each of the theory and practical papers.

OC-39.5 **(effective from 27th May, 2005) Courses of study**

A. F.Y .B.Sc (Home Science)

a) There shall be eight theory papers carrying **100** marks each with **30** marks for continuos internal assessment (CIA) during the year and **70** marks for the annual examination to be held at the end of the academic year.

b) There shall be three practical papers carrying **50** marks each with **20** marks for CIA during the year and **30** marks for the annual examination to be held at the end of the academic year

B. S.Y. B.Sc. (Home Science)

a) There shall be eight theory papers carrying **100** marks each with **30** marks for CIA during the year and **70** marks for the annual examination to be held at the end of the academic year.

b) There shall be three practical papers carrying **50** marks each with **20** marks for CIA during the year and **30** marks for the annual examination to be held at the end of the academic year.

Fourth Semester Group B. **(effective from 27th May, 2005) -Deleted-**

Fourth Semester Group C **(effective from 27th May, 2005) -Deleted-**

T.Y.B.Sc. (Home Science)

The college may offer any one or more of the following areas of specialization:

A) Food, Nutrition & Dietetics (FND)
B) Textiles & Clothing (TC)
C) Human Development (HD)
D) Community Resource Management (CRM)

Students are required to opt for any one of the areas of specialization that are offered by the college for the academic year.

A) Food Nutrition and Dietetics

a) There shall be six theory papers of **100** marks each with **30** marks for CIA during the year and **70** marks for the University examination to be held at the end of the academic year.

b) There shall be four practical papers carrying **50** marks of which 2 papers shall have **20** marks for CIA during the year and **30** marks for the University

examination to be held at the end of the academic year, and the remaining two shall have 50 marks of CIA only.

c) There shall be one paper of **100** marks with CIA (Seminar / Project) of which **30** marks shall be assigned for the seminar and **70** marks for the project.

B) Textiles and Clothing

a) There shall be five theory papers of **100** marks each with **30** marks for CIA during the year and **70** marks for the annual examination to be held at the end of the academic year.

b) There shall be six practical papers of **50** marks each with **20** marks for CIA during the year and **30** marks for the annual examination to be held at the end of the academic year.

c) There shall be one paper of **100** marks with CIA (Seminar / Project) of which **30** marks shall be assigned for the seminar and **70** marks for the project.

C) Human Development

a) There shall be seven theory papers of **100** marks each with **30** marks for CIA during the year and **70** marks for the annual examination to be held at the end of the academic year.

b) There shall be Field Work carrying **100** marks with CIA.

c) There shall be one paper of **100** marks with CIA (Seminar / Project) of which **30** marks shall be assigned for the seminar and **70** marks for the project.

D) Community Resource Management

a) There shall be six theory papers of **100** marks each with **30** marks for CIA during the year and **70** marks for the annual examination to be held at the end of the academic year.

b) There shall be two practical papers carrying **50** marks each and Field work carrying **100** marks with CIA.

c) There shall be one paper of **100** marks with CIA (Seminar / Project) of which **30** marks shall be assigned for the seminar and **70** marks for the project.

For each year of study there shall be a minimum of **25** contact hours per week.

The workload of each teacher guiding a batch of 5-7 students for seminar / project shall be considered as 4 periods / week. If there are upto 4 students in a batch per teacher, it shall be considered as 2 periods / week.

The duration of each lecture period shall be of **45** minutes for F.Y. / S.Y. /T.Y. B. Sc. (Home Science).

Fifth Semester Group E. **(effective from 27th May, 2005) -Deleted-**

Sixth Semester Group A. **(effective from 27th May, 2005) -Deleted-**

Sixth Semester Group D **(effective from 27th May, 2005) -Deleted-**

OC-39.5.1 **(effective from 27th May, 2005) Batches for practicals**

A batch for practicals shall not ordinarily exceed 25 students (except in the case of seminar / project / field work.)

OC-39.6 **(effective from 27th May, 2005) Conduct of examinations**

A) Conduct of examinations of F.Y. and S.Y. B.Sc. (Home Science).

The examinations of the FY/SY B.Sc.(Home Science) programme shall be conducted by the College on behalf of Goa University.

a) Paper setting as well as the assessment of the answer books of theory and practical papers shall be done by a teacher of the concerned paper or related paper in the college.

B) Conduct of Examination of Third Year B.Sc. (Home Science) Examination.

The Third Year Final B.Sc. (Home Science) Examination of theory and practical papers (except CIA) shall be conducted by Goa University

OC-39.6.1 **(effective from 27th May, 2005) Scheme of Examination of F.Y./S.Y./T.Y. B.Sc. (Home Science)**

A) Scheme of Examination including duration and marks of examination, CIA and periods of instruction per week of F.Y. / S.Y. / T.Y. B.Sc. (Home Science) shall be as per schedule I, II & III - a, b, c, d. These schedules may be revised, as required from time to time subject to the recommendation of the Board of Studies in Home Science and approval by the Academic Council.

OC-39.6.1.1 (a) **(effective from 27th May, 2005) -Deleted-**

OC-39.6.1.1 (b) **(effective from 27th May, 2005) -Deleted-**

OC-39.6.1.2 **(effective from 27th May, 2005) Final Examination:**

The entire syllabus of each paper shall be included for the final examination of FY / SY.TY. B.Sc. (Home Science),which shall be held at the end of the respective academic year.

OC-39.6.2 (effective from 27th May, 2005) Pattern of Question Papers for examination

Pattern of Question Paper will be as per the model question paper prepared by the BOS.

OC-39.6.2.1 (effective from 27th May, 2005) Setting of question papers and assessment of answer books For FY/SY/TY B.Sc. (Home Science) examination.

a) In the case of FY/SY B.Sc. (Home Science) examinations, paper setting and assessment of theory and practical papers shall be done in the college by an internal examiner (a teacher from the college who teaches / has taught the paper).

b) In the case of T. Y. B.Sc. (Home Science) examination each theory as well as practical paper (except CIA) shall have two examiners appointed:

i) an internal examiner i.e. a teacher from the college who teaches / has taught the paper and
ii) an external examiner (from the panel of examiners recommended by the BOS in Home Science and approved by the Academic Council) who is not a member of the teaching staff of the college.

The two examiners appointed shall communicate with each other, and set three sets of question papers.

The external examiner shall send the question paper sets to the internal examiner who shall be the convenor / moderator who in turn shall send the final question paper sets duly sealed to the Chairman for onward submission to the COE, Goa University.

In the case of theory papers of T.Y.B.Sc. (Home Science) examination, one of the two sections shall be assessed by the External Examiner and the other, by the Internal Examiner.

In the case of practical papers of T.Y. B.Sc. (Home Science) having annual examination, assessment shall be jointly carried out by both the Internal and External examiners.

OC-39.6.3 (effective from 27th May, 2005) Standard of passing B.Sc, (Home Science)

To pass the examination of F.Y./S.Y./T.Y.B.Sc. (Home Science) examinations a candidate shall obtain a minimum of 40% of the total marks assigned to each theory and practical paper (including internal work) separately each head of passing.

All marks of CIA shall be carried forward for both the theory and practical papers for those candidates appearing for the supplementary examination / reappearing for the final examination.

A candidate who secures the minimum percentage of marks prescribed for passing in any paper shall at his / her option, be exempted from appearing in that paper provided that in the case of a subject which consists of theory and practical components, a candidate has obtained the minimum number of marks required for passing in both the components.

OC-39.6.4 (effective from 27th May, 2005) Award of Class

The Final University examination result will be on the basis of the Third Year Examination.

Class/Distinction will be awarded based on the percentage of marks scored/worked out on the aggregate / weighted aggregate, as per the scheme given below:

70% and above	- Distinction
60% and above but below 70%	- First Class
50% and above but below 60%	- Second Class
40% and above but below 50%	- Pass Class

OC-39.6.4.1 (effective from 27th May, 2005) Improvement of Class

Candidates at their option are permitted to appear for improvement of class / percentage at the T.Y.B.Sc. (Home Science) examination within a period of 2 year since the last appearance at the said examination, provided the candidate appear for all the papers including practicals (except CIA).

OC-39.6.5 (effective from 27th May, 2005) Supplementary Examination

Supplementary examination for F.Y./ S. Y. B.Sc. (Home Science shall ordinarily be conducted shortly after the declaration of the result of F.Y./S.Y. B.Sc. (Home Science) examination and before the commencement of the academic year.

The following categories of students shall be eligible to appear for the supplementary examination.

a) Unsuccessful candidates of F.Y./S.Y. B.Sc. (Home Science) examination.
b) Candidate/s who did not appear in some or all the papers at the F.Y./S.Y.B.Sc.(Home Science) examination on medical grounds or for representing the College/ University/ State/Nation in Cultural/Sports/NSS/NCC activities.

OC-39.7 (effective from 27th May, 2005) Examination Unfair Means and Grievance Committee

The Examination Committee, which shall function as the Grievance and Unfair Means Committee as well, under the control and supervision of the Principal, shall consist of at least two members of the teaching staff. The Committee constituted for one academic year shall work as per the general

ordinance of the Goa University.

In case, Grievance concerns any member of the Committee, the Principal shall re-constitute the committee by excluding the concerned member.

OC-39.8 (effective from 27th May, 2005) Grace Marks and revaluation

General Ordinance of Goa University shall apply for the award of grace marks and revaluation.

OC-39.9 (effective from 27th May, 2005) -Deleted-

OC-39.10 (effective from 27th May, 2005) Time limit for completion of Degree Programme:-

A student admitted to B.Sc. (Home Science) Course of Goa University should complete the degree programme within a maximum time limit of an equal number of years over and above the normal period.

Schedule-I

COURSE SUMMARY

F.Y. B.Sc. (Home Science)

Subject	T/P	Exam hrs.	Exams marks	CIA	Total	Periods of class / week / batch
Introductory Biochemistry	T	3	70	30	100	3
Introductory Biochemistry	P	2	30	20	50	2
Food, Nutrition & Dietetics Paper I: Food Science	T	3	70	30	100	3
Food Science	P	3	30	20	50	4
Textiles and Clothing Paper I: Fibre to Fabric	T	3	70	30	100	3
Fundamentals of Clothing and Children's Wear	P	3	30	20	50	4
Human Development Paper I: Child Development	T	3	70	30	100	3
Paper II: Psychology	T	3	70	30	100	3
Community Resource Management Paper I: Introduction to Resource Management	T	3	70	30	100	3
Paper II: Principles of Design	T	3	70	30	100	3
Communication Skills	T	3	70	30	100	3
TOTAL					950	34

1: Students will have to compulsorily undergo a practical course in Basic Computer Applications with 3 periods of instruction per week, comprising 50 marks with CIA which they should satisfactorily pass before admission to the Third Year.

SCHEME OF CIA

A) THEORY PAPERS - (30 MARKS)

	Ist Periodic Test	IInd Periodic Test	Total	Average
Marks	30	30	60	30
Duration	1 hour	1 hour	--	--

B) PRACTICAL PAPERS - (20 MARKS)

One practical test in the 2nd term of 1 hour duration	– 15 marks
Years work (including journal if any)	- 25 marks
Total	– 40 marks
Scaled to	– 20 marks

No retests shall be conducted except on grounds of Sports/NSS/Cultural activities/Medical Grounds.

Schedule -II

COURSE SUMMARY

S.Y. B.Sc. (Home Science)

Paper	T/P	Exam hrs.	Exams marks	CIA	Total	Periods of class/ week/batch
Food, Nutrition & Dietetics Paper II: Nutrition & Meal Planning	T	3	70	30	100	3
Paper III: Food Microbiology & Preservation	T	3	70	30	100	3
Food & Nutrition	P	4	30	20	50	4
Textiles and Clothing Paper II: Textile Processing & Laundry Science	T	3	70	30	100	3
Paper III: Traditional Indian Textiles & Costumes	T	3	70	30	100	3
Fundamentals of Clothing and Women's Wear	P	3	30	20	50	4

Textile Colouration and Laundry Science	P	2	30	20	50	2
Human Development Paper II:Adolescent Development	T	3	70	30	100	3
Paper III: Marriage & Family Relations	T	3	70	30	100	3
Community Resource Management Paper III: Health and Hygiene	T	3	70	30	100	3
Paper IV: Applied Economics	T	3	70	30	100	3
					950	34

Note:
Orientation for students before selection of specialization at the end of the year.

SCHEME OF CIA

A) THEORY PAPERS - (30 MARKS)

	Ist Periodic Test	IInd Periodic Test	Total	Average
Marks	30	30	60	30
Duration	1 hour	1 hour	--	--

B) PRACTICAL PAPERS - (20 MARKS)

One practical test in the 2nd term of 1 hour duration	– 15 marks
Years work (including journal if any)	- 25 marks
Total	– 40 marks
Scaled to	– 20 marks

No retests shall be conducted except on grounds of Sports/NSS/Cultural activities/Medical Grounds.

Schedule - III(a)

COURSE SUMMARY

T.Y. B.Sc. (Home Science)

A: Food, Nutrition and Dietetics

Subject	T/P	Univ. Exam hrs.	Univ. Exams marks	CIA	Total	Periods Per week/ batch
Paper IV: Human Nutrition	T	3	70	30	100	3
Paper V: Community Nutrition	T	3	70	30	100	3
Nutritional Assessment & Education	P	-	-	50	50	2
Paper VI: Food Technology	T	3	70	30	100	3
Food Analysis & Clinical Biochemistry	P	3	30	20	50	3
Paper VII: Nutritional Biochemistry	T	3	70	30	100	3
Paper VIII: Food Service Systems	T	3	70	30	100	3

Paper IX: Clinical Nutrition & Diet Therapy	T	3	70	30	100	4
Quantity Cooking & Diet Therapy	P	3	30	20	50	3
Diet Planning	P	-	-	50	50	2
Seminar/Project	P	-	-	100	100	6
Internship						
Total					900	35

* Orientation: Students shall be oriented towards the following topics

1. Research Methods and Statistics at the beginning of the academic year
2. Entrepreneurship in the second term
3. Professional practice/work culture/ethics at the end of the academic year

* Students are expected to undergo internship for a period of one month at the end of the academic year, after completion of the final examination.

SCHEME OF CIA

A) THEORY PAPERS - (30 MARKS)

	Ist Periodic Test	IInd Periodic Test	Total	Scaled to
Marks	30	70	100	30
Duration	1 hour	3 hours	--	--
Time Frame	End of the Ist Term	End of the IInd Term	--	--

B -1) PRACTICAL PAPERS - (20 MARKS)

One practical test in the 2nd term of 1 hour duration	– 15 marks
Years work (including journal if any)	– 25 marks
Total	– 40 marks
Scaled to	– 20 marks

No retests shall be conducted except on grounds of Sports / NSS / Cultural Activities /Medical Grounds.

B-2) Scheme of CIA for practicals with CIA only shall be as recommended by the BOS in Home Science.

C) Seminar/Project – 100 marks

Seminar – 30 marks
Project – 70 marks
Total – 100 marks

a) **Seminar**

Each student shall present one seminar during the course of the third year on a topic related to the field of specialization but not specifically covered in the syllabus. The seminar presentation shall carry 30 marks and shall be assessed by the guide/teacher from the college and other faculty members.

The Principal shall specify the time frame and the scheme of marking for the seminar.

b) **Project**

Each student shall carry out a project at the T.Y.B.Sc. (Home Science) on any topic related to the syllabus prescribed in the field of specialization.

Project work shall be based on field work/laboratory work/library work/combination of these. The student shall submit a report of the same.

The project shall carry 70 marks and shall be assessed by the guide/teacher from the college and another teacher from the college appointed by the Principal.

The Principal shall specify the time frame and the scheme of marking for the project.

Schedule - III(b)

COURSE SUMMARY
T.Y. B.Sc. (Home Science)
B: Textiles and Clothing

Subject	T/P	Exam hrs.	Univ. Exams marks	CIA	Total	Periods of class/ week/ batch
Paper IV: World Historic Textiles and Costumes	T	3	70	30	100	3
Paper V: Dyeing and Printing	T	3	70	30	100	3
Dyeing and Printing	P	3	30	20	50	3
Paper VI: Textile Testing	T	3	70	30	100	3
Textile Testing	P	3	30	20	50	2
Paper VII:Fabric Structure and Construction	T	3	70	30	100	3
Fabric Structure and Construction	P	3	30	20	50	3
Paper VIII: Marketing, Merchandising & Consumer Education	T	3	70	30	100	3
Pattern Drafting	P	3	30	20	50	3
Garment Construction & Introduction to Draping	P	4	30	20	50	4
Textile Design and Illustration	P	3	30	20	50	2
Seminar/Project	P	-	-	100	100	6
Internship						
Total					900	38

* Orientation: Students shall be oriented towards the following topics
1.Research Methods and statistics at the beginning of the academic year.

2.Entrepreneurship in the second term
3.Professional practice/work culture/ethics at the end of the academic year.
* Students are expected to undergo internship for a period of one month at the end of the academic year, after completion of the final examination.

SCHEME OF CIA

A) THEORY PAPERS - (30 MARKS)

	Ist Periodic Test	IInd Periodic Test	Total	Scaled to
Marks	30	70	100	30
Duration	1 hour	3 hours	--	--
Time Frame	End of the Ist Term	End of the IInd Term	--	--

B) PRACTICAL PAPERS - (20 MARKS)

One practical test in the 2nd term of 1 hour duration	– 15 marks
Years work (including journal if any)	- 25 marks
Total	– 40 marks
Scaled to	– 20 marks

No retests shall be conducted except on grounds of Sports/NSS/Cultural activities/Medical Grounds.

C) Seminar/Project – 100 marks

Seminar	– 30 marks
Project	– 70 marks
Total	– 100 marks

a) Seminar

Each student shall present one seminar during the course of the third year on a topic related to the field of specialization but not specifically covered in the syllabus. The seminar presentation shall carry 30 marks and shall be assessed by the guide/teacher from the college and other faculty members.

The Principal shall specify the time frame and the scheme of marking for the seminar.

b) Project

Each student shall carry out a project at the T.Y.B.Sc. (Home Science) on any topic related to the syllabus prescribed in the field of specialization.

Project work shall be based on field work/laboratory work/library work/combination of these. The student shall submit a report of the same.

The project shall carry 70 marks and shall be assessed by the guide/teacher from the college and another teacher from the college appointed by the Principal.

The Principal shall specify the time frame and the scheme of marking for the project.

Schedule - III(c)

COURSE SUMMARY

T.Y. B.Sc. (Home Science)

C: Human Development

Subject	T/P	Univ. Exam hrs.	Univ. Exams marks	CIA	Total	Periods Per week
Paper V: Psychological Testing	T	3	70	30	100	3
Paper VI: Early Childhood Care and Education	T	3	70	30	100	3
Paper VII: Adulthood & Ageing	T	3	70	30	100	3
Paper VIII: School Administration	T	3	70	30	100	3
Paper IX: Social Welfare	T	3	70	30	100	3
Paper X: Guidance & Counselling	T	3	70	30	100	3
Paper XI: Exceptional Children	T	3	70	30	100	3
Field Work	P	-	-	100	100	6
Seminar/Project	P	-	-	100	100	6
Internship						
Total					900	33

* Orientation: Students shall be oriented towards the following topics

1. Research Methods and statistics at the beginning of the academic year.
2. Entrepreneurship in the second term
3. Professional practice/work culture/ethics at the end of the academic year.

* Students are expected to undergo internship for a period of one month at the end of the academic year, after completion of the final examination.

SCHEME OF CIA

A) THEORY PAPERS - (30 MARKS)

	Ist Periodic Test	IInd Periodic Test	Total	Scaled to
Marks	30	70	100	30
Duration	1 hour	3 hours	--	--
Time Frame	End of the Ist Term	End of the IInd Term	--	--

No retests shall be conducted except on grounds of Sports/NSS/Cultural activities/Medical Grounds.

B) Scheme of CIA for practicals with CIA only shall be as recommended by the BOS in Home Science.

C) Seminar/Project – 100 marks

Seminar – 30 marks
Project – 70 marks
Total – 100 marks

a) Seminar

Each student shall present one seminar during the course of the third year on a topic related to the field of specialization but not specifically covered in the syllabus. The seminar presentation shall carry 30 marks and shall be assessed by the guide/teacher from the college and other faculty members.

The Principal shall specify the time frame and the scheme of marking for the seminar.

b) Project

Each student shall carry out a project at the T.Y.B.Sc. (Home Science) on any topic related to the syllabus prescribed in the field of specialization.

Project work shall be based on field work/laboratory work/library work/combination of these. The student shall submit a report of the same.

The project shall carry 70 marks and shall be assessed by the guide/teacher from the college and another teacher from the college appointed by the Principal.

The Principal shall specify the time frame and the scheme of marking for the project.

Schedule - III(d)

COURSE SUMMARY

T.Y. B.Sc. (Home Science)

D: Community Resource Management

Subject	T/P	Univ. Exam hrs.	Univ. Exams marks	CIA	Total	Periods Per week
Paper V: Housekeeping Management	T	3	70	30	100	3
Paper VI: Marketing & Entrepreneurship Management	T	3	70	30	100	3
Paper VII: Human & Environment Resource Management	T	3	70	30	100	3
Paper VIII: Home Furnishing & Interior Design	T	3	70	30	100	3
Paper IX: Community Health	T	3	70	30	100	3
Paper X: Introduction to Ergonomics	T	3	70	30	100	3
Interior Design	P	-	-	50	50	2
Housekeeping	P	-	-	50	50	3
Field work	P	-	-	100	100	6
Seminar/Project	P	-	-	100	100	6
Internship						
Total					900	35

* Orientation: Students shall be oriented towards the following topics

1. Research Methods and statistics at the beginning of the academic year.
2. Entrepreneurship in the second term

3. Professional practice/work culture/ethics at the end of the academic year.

* Students are expected to undergo internship for a period of one month at the end of the academic year, after completion of the final examination.

SCHEME OF CIA

A) THEORY PAPERS - (30 MARKS)

	Ist Periodic Test	IInd Periodic Test	Total	Scaled to
Marks	30	70	100	30
Duration	1 hour	3 hours	--	--
Time Frame	End of the Ist Term	End of the IInd Term	--	--

No retests shall be conducted except on grounds of Sports/NSS/Cultural activities/Medical Grounds.

B) Scheme of CIA for practicals with CIA only shall be as recommended by the BOS in Home Science.

C) Seminar/Project – 100 marks

Seminar – 30 marks
Project – 70 marks
Total – 100 marks

a) Seminar

Each student shall present one seminar during the course of the third year on a topic related to the field of specialization but not specifically covered in the syllabus. The seminar presentation shall carry 30 marks and shall be assessed by the guide/teacher from the college and other faculty members.

The Principal shall specify the time frame and the scheme of marking for the seminar.

b) Project

Each student shall carry out a project at the T.Y.B.Sc. (Home Science) on any topic related to the syllabus prescribed in the field of specialization.

Project work shall be based on field work/laboratory work/library work/combination of these. The student shall submit a report of the same.

The project shall carry 70 marks and shall be assessed by the guide/teacher from the college and another teacher from the college appointed by the Principal.

The Principal shall specify the time frame and the scheme of marking for the project.

OC-40 (effective from 26th September, 2003) Ordinance of the MBA (Logistics Management Programme) conducted by INS Hamla.

Sl. No Provision/Regulations

OC-40.1 (effective from 26th September, 2003) Objective of the Programme
To build competence in students to effectively undertake mid level managerial jobs in Logistics Management.

OC-40.2 (effective from 5th October, 2009) Duration of the Programme
A five term programme to be covered over 64 weeks. The first four terms shall consist of intensive in-class learning sessions and the last term shall be assigned for Dissertation and On the Job Training. Each term shall be of 10 to 12 weeks duration.

OC-40.3 (effective from 26th September, 2003) Admission and Eligibility for Admission
Service Officers including those from the Coast Guard and friendly foreign navies who are graduates in any subject such as Arts, Commerce, Science, Engineering etc. having undergone the 10+203 or more than 3 scheme to graduate, are eligible for admission to MLM, provided they satisfy the eligibility conditions of the University as per its Statutes and Ordinances. In case of graduates from foreign countries, the eligibility will be as per the Statutes and Ordinances of Goa University. The Directorate of Personnel of the respective services will nominate the candidates for the Programme.

OC-40.4 (effective from 5th October, 2009) Structure of the Programme

OC-40.4.1 (effective from 5th October, 2009) Term wise Programme Structure: as laid down by the Board of Studies and approved by the Academic Council

OC-40.4.2 (effective from 5th October, 2009) Subject LM9 comprises of 'On the Job Training' (OJT) to be done in Naval Establishments. At the end of the 5th term student's ability to apply the knowledge gained from the programme on areas of Logistics Management shall be assessed by the respective heads of the organizations where they are deputed for OJT.

OC-40.4.3 (effective from 5th October, 2009) Subjects LM10 and LM11 comprise of a single Dissertation and shall be undertaken in one of the Naval Establishments primarily in the field of Supply Chain / Logistics Management, under the guidance of a regular Directing Staff or Contributory/ Guest Faculty of INS Hamla.

At the end of the 5th term students shall present a Seminar on the report to a committee headed by a teacher from the Faculty of Management Studies of Goa University and consisting of a representative from the corporate sector, both nominated by the Vice Chancellor of Goa University with co-opted members from the panel of experts to be identified and recommended by INS Hamla. For students from foreign countries, the presentation and the question answer session shall be conducted using the facility of email, chat or such other suitable technologies.

OC-40.4.4 **(effective from 26th September, 2003)** The Council of Directing Staffs of the Faculty of Management Studies, INS Hamla will have the freedom to reallocate courses across terms.

OC-40.4.5 **(effective from 26th September, 2003)** For non elective subjects other than dissertation and OJT, the syllabi will be same as those for the MBA programme of Goa University.

OC-40.5 **(effective from 5th October, 2009) Electives**

The council of Directing Staff of the Faculty of Management Studies, INS Hamla shall design and periodically revise the syllabi of Logistics Management electives LM1 to LM8 mentioned in 4.1 above, subject to the condition that they comprise of 18 to 20 credits.

OC-40.6 **(effective from 5th October, 2009) Evaluation, Grading and Pass requirements.**

OC-40.6.1 **(effective from 5th October, 2009)** Each subject or component of evaluation is split into certain number of credits as given in 4.1 above. The number of credits shall be approximately the number of minimum contact hours divided by 15. The Directing Staff teaching the subject, with the consent of the Council of Directing Staff of the Faculty of Management Studies, INS Hamla shall decide the method as well as the content of evaluation of each subject. No component of evaluation shall exceed 40% weightage in the total evaluation of the subject.

For each subject, detailed course outlines shall be obtained from the Directing Staff. It shall 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 shall 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, and will be as per Schedule I and Schedule II.

The course outlines shall be submitted to the Faculty Council of the Faculty of Management Studies of INS Hamla before the beginning of each Term.

The faculty council shall consist of all the members of the teaching staff.

Dissertation Seminars shall be organized at INS Hamla, where only the naval audience and examiners can ask questions. INS Hamla shall retain the dissertation reports after evaluation by the Committee.

OC-40.6.2 **(effective from 5th October, 2009)** The content, the method of conduct and evaluation methods of the MBA (LM) programme shall be audited by an Academic Audit Committee of examiners, on completion of the 2nd and 5th terms of every batch and shall submit its report to the Board of Studies of the Faculty of Management Studies of Goa University. The committee shall be appointed by the Vice Chancellor, from a panel of examiners to be forwarded by INS Hamla. The committee shall consist of at least three examiners, of which at least one shall be from the Department of Management Studies of Goa University and preferably at least one from the corporate sector. The Committee shall use Schedule III for Academic Audit.

OC-40.6.3 **(effective from 5th 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.

OC-40.6.4 **(effective from 5th October, 2009)** To obtain a pass in MBA (LM), the student should have obtained (i) a weighted average grade point (weighted by the number of units of each subject of 5.00 for the subjects of Terms 1 to 5 taken as a whole, (ii) should not have obtained F grades for any subject.

The results of each Term shall be handed over to the Examinations Department of Goa University for tabulation and release of final mark lists after Term 5 within a period of 5 weeks from the date of completion of term 5.
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

OC-40.7 **(effective from 5th October, 2009)** The Board of Studies of the Faculty of Management Studies of Goa University shall resolve ambiguities and interpretation arising from this Ordinance.

(Effective from 5th October, 2009)

Annex

Term wise Programme Structure

Term 1

Subject Code	Credits	Contact Hours per Week
101	1.5	2
102	1	1
103	1.5	2
104	1.5	2
105	1.5	2
106	1.5	2
107	1.5	2
108	1.5	2
111	1	2 in a Fortnight
113	1	2
301	1.5	2
LM1	1	1
LM2	1	1

Term 2

Subject Code	Credits	Contact Hours per Week
302	1.5	2
303	1.5	2
305	1.5	2
306	1.5	2
308	1.5	2
310	1	2 in a Fortnight
312	1	2
LM3	3.5	5
LM4	2	3

Term 3

Subject Code	Credits	Contact Hours per Week
304	1.5	2
307	1.5	2
308	1.5	2
401	2	2 Hours in Class and Field Work
406	1	2
503	1.5	2
507	1	2 in a Fortnight
505	1.5	2
LM5	2	3
LM6	3	4

Term 4

Subject Code	Credits	Contact Hours per Week
502	1.5	2
701	1.5	2
LM7	3	4
LM8	5.5	8
509	1	2
705	1	2 in a Fortnight
703	1.5	2

Term 5

Subject Code	Credits	Contact Hours per Week
LM9	5.5	
LM10	5	
LM11	2 (1 hour per student)	

(Effective from 5th October, 2009)

Schedule I Scheme of Evaluation

Subject: Instructor:
Term: Year: College / Institute:

Objectives
At the end of the course, the students will have competence in:

Objective in Terms of Competence to be Developed	***Learning Methodology Planned for each of the Competencies in Column 1: The Activities will Involve Case Discussions, Presentations, Project/s, Article Critiques, Problem Solving Sessions, Other Experiential Sessions, etc.***	***Implemented***	***Reasons for Deviations***

(Effective from 5th October, 2009)

Items		Planned	Planned	Implemented	Implemented	Reasons for Deviations
Competence Assessed	**Evaluation Methodology Planned**	**Group / Individual Evaluation**	**Weight: Total 100**	**Group / Individual Evaluation**	**Weight: Total 100**	

(Effective from 5th October, 2009)

Schedule II Course Outline Form

Term: Subject: Instructor: Year: College / Institution:

Item	Planned	Implemented
Session No [1]	Date	
Objective		
Reading Material		
Learning Methodology		

Item	Planned	Implemented
Session No	Date	
Objective		
Reading Material		
Learning Methodology		

Item	Planned	Implemented
Session No	Date	
Objective		

Reading Material		
Learning Methodology		

[1] One Table for each Session

(Effective from 5th October, 2009)

Schedule III

Form for AAC (Academic Audit Committee) Report on Conduct of Sessions and Evaluation[1]

Batch		Program	
Term		Institution	
Subject Code		Subject	
Credits		Instructor	

Documents required are in the footnote.[8] The Process to be adopted is outlined in the footnote.[9]
The comments and action plans, against each item below, are to be filled up based on these inputs.

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.		

[8] Documents Required (These are to be submitted through a File or Files numbered Volume I, II, III, etc.):

1. Syllabus
2. Course Outline with Implemented Column filled up
3. Evaluation Scheme with Implemented Column filled up
4. Hard / Soft copies of Materials discussed other than Text Books prescribed
5. Attendance Sheet with Number of Hours Engaged with % Attendance for each Student
6. Grade Sheet with Item wise and Overall Grades
7. Question Papers for Assignments and Tests
8. Answer Sheets of Assignments (Soft / Hard) / Tests
9. Feedback Rating by Students and Qualitative Comments

[9] Process to be Adopted:

1. Perusal of above Documents
2. Discussions with the Batch Coordinator, Instructor and Students
3. Random Check of Sample Answer Sheets
4. Random Check of Grade Sheets, etc.

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	On the whole, does the Committee feel the Instructor succeeded in developing the required competence on the part of the students?		
25	Overall comments and instructions to Instructor for further action.		
26	Action required at the level of the Institution		
27	Action required at the level of the University		

Names and Signatures of AAC Members with Date

OC-41 (effective from 26th September, 2003) Ordinance for the proposed Post Graduate Diploma in Journalism and Mass Communication (PGDJMC) (approved from 13/8/2004)

OC-41.1 (effective from 26th September, 2003) Objective of the Programme

To build competence in students to effectively undertake careers in journalism and mass communication.

OC-41.2 (effective from 26th September, 2003) Duration of the Programme

One Year full time programme consisting of two terms of 250 contact hours. The programme consists of 10 papers approved by the B.O.S. from time to time.

OC-41.3 (effective from 26th September, 2003) Admission and Eligibility for admission

Graduate in any subject such as arts, commerce, science, engineering etc. are eligible for admission. The Admission Committee constituted for the purpose shall conduct entrance test and merit list the candidates if necessary.

OC-41.4 (effective from 26th September, 2003) Appointment of Monitoring Committee

A Monitoring Committee shall be constituted by the College and shall consist of the Head of the Institution, a teacher of the University to be nominated by the Vice-Chancellor and a member of the PGDMC faculty preferably from the media, to monitor the programme.

OC-41.5 (effective from 26th September, 2003) Structure of the Programme

OC-41.5.1 (effective from 26th September, 2003) Term wise Programme Structure

TERM 1

Code	Subject / Component of Evaluation	Marks Theory	Marks Term work (Assignment or Practicals)
C1	News Reporting and Writing	50	25
C2	News Editing	50	25
C4	Current Affairs and Political Issues	50	25
C5	Basic Writing Skills	--	25
C6	Computer Application in Journalism	--	25
B1	Essentials of Mass Communication	50	--
B2	History of the press & Indian Independence movement	50	--
A2	Internship	--	--
A3	Experimental Journal	--	--
A4	Viva – Voce	--	25
	Total	250	150

TERM 2

Code	Subject / Component of Evaluation	Marks Theory	Marks Term work (Assignment or Practicals)

C1	News Reporting and Writing	50	25
C2	News Editing	50	25
C3	Feature and Editorial Writing	50	50
C4	Current Affairs and Political Issues	50	25
C5	Basic Writing Skills	--	25
C6	Computer Applications in Journalism	--	25
B3	Constitution of India, Media Laws, Ethics and Issues	50	--
A1	Advertising and Public Relations	50	--
A2	Internship	--	25 (for terms I & II together)
A3	Experimental Journal	--	75 (for terms I & II together)
A4	Viva-Voce		25
	Total	300	300
	Grand Total for Term I & II	550	450

OC-41.5.2 **(effective from 26th September, 2003)** Subject allocations to Terms are only indicative. The institution offering the PGDJMC may reallocate courses across Terms with the approval of the Committee as per 4 above.

OC-41.5.3 **(effective from 26th September, 2003)** For A3: Experimental Journal, there shall be 5 issues of 4 page tabloids presented during the entire programme.

OC-41.5.4 **(effective from 26th September, 2003)** There shall at least be 5 submission per term for each of the Term work component of each subject.

OC-41.5.5 **(effective from 26th September, 2003)** The Institution offering the course will also submit a brief resume of teachers teaching each subject or guiding term work for approval by the Committee.

OC-41.6 **(effective from 26th September, 2003)** Evaluation, Grading and Pass Requirements

OC-41.6.1 **(effective from 26th September, 2003)** Evaluation shall be conducted by instructors of the concerned subject and as per BOS guidelines.

OC-41.6.2 **(effective from 26th September, 2003)** All answer sheets, assignments, term work lists, etc. shall be available for the scrutiny of the Monitoring Committee. The results of the term shall be finalized after the approval of the committee. Viva-Voce examination shall be conducted by a board of evaluators constituted for the purpose by the Monitoring Committee.

OC-41.6.3 **(effective from 26th September, 2003)** To be declared successful in any subject a student should obtain 40% marks in theory and term work considered separately.

OC-41.6.4 **(effective from 26th September, 2003)** The following grades will be awarded on the basis of the aggregate percentage:

70% and above : Distinction
60% to 69% : First Class
50% to 59% : Second Class

40% to 49% : Pass Class

OC-41.6.5 **(effective from 26th September, 2003)** The results of the examination along with the record of marks of all the candidates appearing for the examination shall be submitted to the University within 30 days of the last date of the examination of that term.

OC-42 - Relating to the award of Bachelor of Architecture Degree of Goa University

Scope: The provision of ordinance from OC-42.1 to OC-42.11.3 are applicable to B. Arch. Programs offered by Colleges affiliated to Goa University.

OC-42.1 **(effective from 22nd July, 2004) Nomenclature of the Degree:** The nomenclature of the degree by Goa University in Architecture shall be Bachelor of Architecture (B.Arch.) degree.

OC-42.2 **(effective from 22nd July, 2004) Eligibility for Admission to B. Arch. Program:**

OC-42.2.1 **(effective from 14th June, 2012) Eligibility for Admission to First Year B. Arch.**

In general, norms suggested by AICTE and the Council of Architecture (CoA) shall govern admission to B. Arch. Program.

A candidate to be eligible for admission to the B. Arch. Course must have:

(i) passed the Higher Secondary School Certificate (Std. XIIth) examination of the Goa Board of Secondary and Higher Secondary Education or its equivalent examination with Mathematics as one of the subjects and secured at least 50% marks in aggregate (45% aggregate marks for applicants belonging to SC/ST/OBC).

OR

passed 10+3 Diploma (any stream recognised by Central/State Governments with 50% aggregate marks.

OR

passed International Baccalaureate Diploma, after 10 years of Schooling, with not less than 50% marks in aggregate and with Mathematics as compulsory subject of examination.

(ii) scored minimum 80/200 at the National Aptitude Test in Architecture (NATA) conducted by the Council of Architecture.

OC-42.2.2 **(effective from 22nd July, 2004)** In case of SC/ST candidates the minimum required marks in the aggregate of all subjects in the qualifying examination at one and the same sitting shall be 40%.

OC-42.2.3 **(effective from 22nd July, 2004)** In addition to the above all candidates (including GOI nominees) should have passed the aptitude test conducted by the Goa College of Architecture or N.A.T.A. (National Aptitude Test in Architecture) of Council of Architecture and secured no less than 50% marks in the aptitude test.

OC-42.2.4 **(effective from 22nd July, 2004)** The final selection for admission to the B.Arch. program will be determined by the merit list prepared on the basis of aggregate marks in the qualifying examination viz. H.S.S.C. or any equivalent reduced to 50% and total marks obtained in the Aptitude test reduced to 50%. The sum total of these (100%) will determine the position on the merit list provided a candidate meets the above criteria listed in OC-42.2.1 to OC-42.2.3.

OC-42.3 **(effective from 22nd July, 2004) Minimum duration of the Degree Program:** The program for the B.Arch. degree shall be of ten semesters equivalent to five academic years duration. Each academic year shall have two semesters. The first semester being from July to December and the second semester from January to April. Each semester shall be of 16 weeks duration. Each semester will be a unit of academic work with the provision for examination / assessment at the end of the semester.

OC-42.4 **(effective from 22nd July, 2004) Stages of the Degree Program:** The ten semester program will be in two stages. Stage one will be six semester duration (from semester one to semester six). The second stage will be of four semester duration (from semester seven to ten) inclusive of one semester (@ 20 weeks) of practical training in a professional office.

OC-42.5 **(effective from 22nd July, 2004) Credits**: Each course within the program, either theory based or project based, will have a number of credits assigned to the course. One credit will reflect 1 hour of lecture / week (theory course) and 1.5 hour / week of studio project work. Each semester will have 24 credits of work spanning @ 30 hours of work / week.

OC-42.6 **(effective from 22nd July, 2004) Categories of courses:** Design Studio and Construction courses are 'Core' course. Successfully passing in these courses shall be the minimum requirement for promotion to the next semester. All other courses are 'non-core' courses.

OC-42.7 **(effective from 22nd July, 2004) Eligibility for promotion to the next semester:** A candidate may be promoted to the next semester if s/he has a backlog of not more than five credits, in the 'non-core' courses, at any time within each of the stages of the program. A candidate shall have to clear all backlog of the first stage before being promoted to the 8th semester of the second stage.

OC-42.8 **(effective from 22nd July, 2004) Examinations:** The Viva (Jury) examinations for semester six and 10 will be conducted by the Goa University with external examiners appointed by the University. The results of these examinations will also be declared by the University. All other examinations shall be conducted by and the results declared by the Goa College of Architecture.

OC-42.8.1 **(effective from 22nd July, 2004)** The Scheme of Assessment for all internal examinations will be as laid out in the Curriculum document approved by the Board of Studies in Architecture and the Academic Council of Goa University.

OC-42.9 **(effective from 22nd July, 2004) Eligibility for award of degree:** A candidate admitted to the B.Arch. program shall have to successfully clear both stages of the program in order to be eligible for award of degree.

OC-42.10 **(effective from 22nd July, 2004)** Standard for passing the Examination:

OC-42.10.1 **(effective from 29th September, 2008)** A student's performance in each course shall be assessed through (1) internal assessment throughout the semester and (2) external assessment through examination, assignments, tests, viva voce at the end of the semester. The internal assessment shall carry 50% weightage while the external assessment shall carry 50% weightage. A combined minimum average of 'D' grade in both the assessments shall earn him/her full credits to pass the course, provided she/he at least appeared for the internal assessment of that course. No student shall be given extra time to improve the internal grades after the term ends.

(a) In case a student fails, or fails to appear, in the external assessment alone, she/he shall be given not more than two weeks from the date of declaration of results to complete the assignment and to appear for the supplementary examination, provided the student has earned the minimum grade 'D' in the internal assessment. However, in both such cases, the candidates final grade shall not be higher than their average grade in the internal assessment.

(b) If the candidate fails in the aggregate of the internal and external examinations and does not qualify to appear for supplementary examination in that course, he shall be required to repeat the course when offered.

(c) All candidates who fail in the aggregate of internal and supplementary taken together shall be required to repeat the course when offered.

OC-42.10.2 **(effective from 22nd July, 2004)** The work of students will be awarded grades on the basis of "Grade-point average". Each grade represents a level of performance as indicated below:

A 80% and above (First Class with Distinction)
B 70% to 79% (First Class)
C 60% to 69% (Second Class)
D 50% to 59% (Pass Class)
F 49% or less (Fail)

Note: All fractions will be rounded to nearest zero.

OC-42.10.3 **(effective from 22nd July, 2004)** A candidate who has successfully passed a course will be awarded all the credits for that course irrespective of the grade received (A to D). No credits will be awarded to a candidate who has secured F grade.

OC-42.10.4 **(effective from 22nd July, 2004)** During the continous assessment throughout the semester, if a student has acquired an average of any one of the four grades (A, B. C, or D) but, due to his / her inability to satisfactorily complete the work at the final stage of the continous assessment, is likely to be in the next lower grade, such students are given reasonable extra time to complete the work before the final assessment. However, in such cases, their final grade will not be higher than that of a candidate who has secured the lowest in that grade.

OC-42.11 **(effective from 22nd July, 2004) Conduct of Examinations:**

OC-42.11.1 **(effective from 22nd July, 2004)** All examinations in the form of written / practical / viva-voce / juries etc. for various subjects as mentioned in the

Scheme of Assessment shall be conducted by the Goa College of Architecture on behalf of the Goa University except as mentioned in OC-42.8. For these examinations there shall be examiners internal to the College.

OC-42.11.2 **(effective from 22nd July, 2004)** For the Sixth and tenth semesters, the examination shall be in two parts namely internal and external. The internal part for all courses shall be evaluated by the examiners internal to the College. The External part shall be in the form of a viva-voce for the Design Project / Dissertation and will be evaluated by a panel/s of examiners appointed by the University. Each panel shall consist of two internal and one external member. An aggregate of all the internal grades, reduced to 50%, and the external grade, reduced to 50% will shall be the final grade.

OC-42.11.3 **(effective from 22nd July, 2004)** An aggregate of grades of Semesters six to tenth shall determine the award of class of the final tenth semester results. The detailed 'Scheme of Assessment' is attached as Annexure 1.

Annexure I

Scheme of Assessments

1. The Credit / Grades System will be the method of assessment for all ten semesters.

2. All subjects are categorized as either Lecture based or Project based (a few use both formats). All Project based courses are assessed continuously throughout the semester at various stages of the projects. Each assessment will be based on a series of criteria, such as 1) conceptual clarity, 2) ability to express ideas through required medium, 3) use of information gained in other courses, 4) resolution, etc). These will be jointly arrived at by the team of the faculty in consultation with the Principal (these criteria may be different for each stage of the project depending upon the focus and emphasis of that particular stage). The final, end of semester, assessment will take all these periodic assessments into consideration to assess the progress of the student.

3. The lecture based courses will be assessed through at least two tests or quizzes in addition to the final examination or assignment paper (approx. 1500 to 2000 words). In case of an assignment paper, the topic/s of the papers will be declared six weeks before due date and students will be encourages to undertake research through library, internet etc. The teacher in charge will help and guide he students in articulating their ideas. The final assessment will be based on a series of criteria as above.

4. The Goa College of Architecture will constitute an internal 3 members Examination Committee from among the full-time faculty. This Committee will be responsible for 1) scheduling of all examination, 2) co-ordination with Goa University for semester 9 and 10 examination and 3) final tabulation and verification and preparation of grade sheets of all examination. The Committee will be chaired by a senior faculty not below the rank of Asstt. Prof. The Committee may co-opt other faculty for any specific examination related work if needed.

Only for semesters Six and Ten, Goa University will appoint the panel of examiners, including the external examiners, from among the names suggested by the Board of Studies.

5. In the case of College Examinations, the assessment sheet is transcribed, signed by the Principal, and displayed on the College Notice Board.

6. Goa University will constitute panel/s of assessors to conduct viva-voce evaluation for semester 6 & 10 only. The number of panels will be determined by the number of students. In general each panel will assess @ 15-20 students (not more than 10 per day).

7. Each panel will have at least two internal and one external members. Internal members will be from the teaching faculty (Full-time or Visiting) of the Goa College of Architecture and one of the internal, full-time, members will be the Chairperson of the panel. In general the relevant ordinances of the Goa University will apply for the selection of members of both internal and external panels.

8. For **Semester 6** of the panel/s will assess, within the studio project, the integration of all theory courses of the semester into the project work consisting of all 24 credits. The related theory courses will be assessed internally only.

9. If more than one panel is constituted, there will be a 'harmonization' session after all panels have arrived at their conclusions. The Principal will chair this session. During this process of awarding the 'external' grades, the panel's will not be informed about the 'internal' grades. Only after the 'external' grades have been finalized and recorded with signatures of the experts, that the following will commence.

10. The Examination Committee of GCA will prepare the final grade sheet consolidating all internal as well external grades (see the sample grade sheet). This will be signed by the chairperson/s of the panel and the Principal. This grade sheet will be forwarded to the Goa University who will certify and prepare the 'Result Sheet' in their standard format and return it to the college for display.

11. For **semester 10,** where the students are doing independent work each, the constitution of panel/s by Goa University and the process of assessment will be as follow:

    - There will be one common panel for all **design projects.** It will consist of two architects of eminence not connected with the Goa College of Architecture (preferably from outside Goa), Principal of GCA, two senior members of the teaching faculty (one may be visiting faculty) and the guide of the project under review. The Principal will chair the panel.

    - A similar panel will be constituted for the **Dissertations.** However, the profiles of the external expert will depend upon the topics of dissertation on hand at any given semester and will be suggested by GCA Board of Studies from time to time.

    - The assessment will be at three levels. 1) Internal (Continuous assessment + guide's grades). This will be given to the weightage. 2) External (Pre-presentation grade + Viva (presentation and discussion) grade. This will carry the remaining 50% weightage. During this process of awarding the 'external' grades, the panel/s will not be informed about the 'internal' grades. Only after the 'external grades have been finalized and recorded with signatures of the experts, that the compilation of final grade sheet will be carried out by the Examination Committee of GCA.

- One copy each of the dissertation documents will be sent to the experts at least a month before the assessment session for them to thoroughly read and make their pre-presentation comments / grades.

- GCA will prepare the grade sheet (as indicated by the sample attached). This grade sheet will be forwarded to the Goa University who will certify and prepare the 'Result Sheet' in their standard format and return it to the College for display.

- For the purpose of awarding the final 'Class' the results of VI, VIII, IX and X semesters will be amalgamated with equal weightage. The classes will be as follows:

- A First Class + Distinction
- B First Class
- C Second Class
- D Pass Class

OC-43 (effective from 20th August, 2004) ORDINANCE RELATING TO THE BACHELOR OF PHYSICAL EDUCATION B.P.Ed. COURSE OF GOA UNIVERSITY.

OC-43.1 (effective from 20th August, 2004) Eligibility and Admission

Any candidate who has obtained a Graduate/Post Graduate Degree with a minimum of 45% marks from Goa University or from any other statutory body recognized by University Grants Commission and has passed the entrance test including the physical efficiency and skills test in two games conducted by the college shall be eligible for admission for B.P.Ed Degree Course.

OC-43.2 (effective from 20th August, 2004) Duration of the Course

B.P.Ed is a full time course of one-year's duration. A candidate admitted to the B.P.Ed Course shall not be permitted to hold any employment whether full time or part time. Further, a candidate shall not be permitted to enroll for any other degree, diploma or certificate programme conducted by any statutory body or University while doing the course.

OC-43.3 (effective from 20th August, 2004) The B.P.Ed. Curriculum

The course of Study shall consist of three components :-
PART A Theory,
PART B Practice Teaching ,
PART C Practicals.

PART A Theory Component:-

Lecture Periods
For each theory subject, there shall be four lectures of 45 minutes duration per week.

Theory subjects shall be:-

Paper I Principles, Foundations and History of Physical Education and Sports.

Paper II Anatomy, Physiology and Health Education.

Paper III Educational and Sports Psychology

Paper IV Management of Physical Education and Sports

Paper V Information and Communication Technology and Measurement, Evaluation and Statistical Procedure in Physical Education

Paper VI Methods in Physical Education

PART B Practice Teaching Component

The college shall device such programmes/schemes that each of the students is trained for minimum period of two weeks through the following methods.

1. Peer group teaching

20 Practice Teaching Lessons

a. 5 General Physical Education Lessons
b. 5 Lessons in teaching Techniques of Athletics
c. 5 Lessons of teaching techniques in team events or individual sports
d. 5 Lessons in officiating techniques in team events or individual sports.

2. Block Teaching

PART C Practicals Component

There shall be practicals for different games mentioned below for a minimum duration of 20 hours per week.

1) Six Compulsory Games & Two Optional Games have to be selected by the College from the following
   1. Football 2. Volleyball 3. Basket Ball 4. Handball 5. Kabaddi 6. Kho-Kho 7. Cricket 8. Hockey 9. Badminton 10. Table Tennis 11. Softball 12. Baseball 13. Korfball 14. Tennis.
2) Two Combative Events
   1. Judo 2. Taekwando 3. Boxing 4. Wrestling
3) Athletics
   1. Sprints and Relay's 2. Jumps 3. Throws 4. Runs and Hurdles
4) Gymnastics

A)	MEN	B)	WOMEN
i)	Parallel Bar	i)	Gymnastic Position
ii)	Horizontal Bar	ii)	Vaulting Horse
iii)	Vaulting Horse	iii)	Balancing Beam
iv)	Floor Exercises	iv)	Floor Exercises
v)	Roman Rings	v)	Uneven Bars

5) Aquatics (Swimming, Diving & Water Polo)
6) Yoga
7) Calisthenics
8) Weight Training
9) Internship

Candidates shall have to fulfill other conditions which are not be evaluated in terms of marks.

Practicals in Test and Measurement
Practicals in Information and Communication Technology
Observation of Lessons
Microteaching
Preparation of Instructional Materials, for games of specialization/Athletics
Leadership Training Camp
First Aid
Marching and Band

Records to be maintained in the college

The Head of the Institution/Principal shall maintain the following records.

a) A Report of the Assignments in each of the Theory Papers.
b) A record of observation of 5 Practice Teaching Lessons of which two Lessons in Teaching Athletics, two Lessons in Teaching techniques in team events or individual sports, one lessons in officiating techniques in team events or individual sports.

c) A file or such other record of lesson plans/notes of the 20 lessons as may be determined by the Institution.

d) A file containing a record of the activities conducted during the Internship.
e) A record of all the marks secured by the students in assignments/ practical work under Part A, B & C mentioned above.

The Head of the Institution/Principal of the college shall certify that the candidate has completed the work as required in Parts A, B and C and forward a statement thereof to the University at the end of the academic year.

OC-43.4 (effective from 20th August, 2004) Eligibility for the Examination

A candidate to be eligible for the Bachelor of Physical Education Examination shall have

a) Kept two terms, and the second (Separated over the maximum period of 2 consecutive academic year) in a college of Physical Education with a minimum of 75% attendance of the total working days.

b) Completed all the internal assessment of Part A and practical work requirement (as detailed in Parts B and C) extending over two academic terms to the satisfaction of the Head of the Institution in which the candidate has enrolled.

OC-43.5 (effective from 20th August, 2004) Scheme of Examination

The Examination for the degree of B.P.Ed. shall consist of Part A, Theory and Part B, Practice Teaching and Part C Practicals. The total marks allotted are as follows:

Part A	-	600 marks
Part B	-	300 marks
Part C	-	300 marks

Total	-	1200 marks

Part A Theory

The paper setters and the examiners for each of the theory paper shall be appointed by the University from the panel of examiners approved by the Board of Studies in Physical Education and the Academic Council.

There shall be two paper setters one internal and one external for each of the theory papers.

The internal examiner shall be a person who is teaching the subject or has taught the respective subject. The examination paper shall be set by the external examiners and sent to the internal examiner for review and modification, who shall submit it to the Controller of Examination as a confidential document.

Evaluation

Each of the theory paper shall be evaluated by the External Examiner from the panel of examiners approved by the Board of Studies in Physical Education and the Academic Council.

The internal examiner who is teaching the subject or has taught the respective subject will also award the marks for internal assessment of the theory papers by conducting assignment and internal tests as designed by the college for the purpose.

1.	Part A	External Final Theory Examination	:480 marks
	Papers I to VI	80 marks each paper of three hours duration	
	Part A	(Internal Assessment)	:120 marks
	Papers I to VI	One Assignment - 10 marks for each paper	
		One Test - 10 marks for each paper	
2.	Part B	Practice Teaching (Internal Assessment)	:300 marks
		Lessons planning and Lessons Execution. - 20 lessons of 10 marks each. Lessons for final Assessment. - 5 lessons of 20 marks Each.	

The Practice Teaching for lesson planning and lesson execution shall be conducted on a regular basis by the College, which shall evolve its own scheme for the purpose. The students shall maintain a file for each of the 20 lessons and after the completion of every lesson the supervisor who is in-charge of the lesson shall submit the marks scored in each lesson to the Head of the Department.

There shall be five lessons for the final assessment which shall be evaluated by one external examiner and one internal examiner who is teaching the lessons (method). An average of the marks given by the two examiners shall be the marks secured by the candidate.

The total marks scored by each student shall be recorded in a register. After compilation of the total marks secured by each candidate the list shall then be sent to the University by the Principal/ Head of the Institution.

3. Part C Other Practical Work (Internal Assessment) 300 marks

1.	Six Compulsory Games (15 marks each)	90 marks
2.	Two Optional Games (10 marks each)	20 marks
3.	Two Combative Events	20 marks
4.	Athletics	40 marks
5.	Gymnastics	20 marks
6.	Aquatics (Swimming, Diving & Water Polo)	20 marks
7.	Yoga	20 marks
8.	Calisthenics	20 marks
9.	Weight Training	20 marks
10.	Internship	30 marks

Practical Examination

The practical examinations to test the skills in each game as in part C from 1 to 9 shall be conducted at the end of the academic year by one External Examiner as approved by the Board of Studies in Physical Education and the Academic Council along with an Internal Examiner who is teaching the game / sports or has taught the respective game sport. The internship evaluation will be conducted by the external examiner who is the organizer of the Govt. sponsored sports event or by the Secretary of the recognized Sports Association conducting the events or any such person deputed by the Organizer for the purpose. The teacher accompanying the students will also evaluate the students as an internal examiner and award marks for the same. The average of the marks given by the two examiners shall be the marks secured by the candidate for the entire Part C which will be done at the end of the final assessment to be submitted to the University by the Principal/Head of the Institution.

Directors of Physical Education working in the affiliated colleges may be appointed as External Examiner by the Board of Studies in Physical Education and Academic Council.

The allotment and statement of marks/grades for the Final B.P.Ed. examination will be shown as in the Table given below.

Framework of Marks

	Papers	I	II	III	IV	V	VI	Total
A	External	80	80	80	80	80	80	480
A	Internal							
	Assignments	10	10	10	10	10	10	60
	Tests	10	10	10	10	10	10	60
							Total	600

B	Practice Teaching Internal	
	Lessons Planning and Lessons Execution	200
	Lessons for Final Assessment	100
	Total	300

C	Other Practical Work Internal	
1	Six Compulsory Games	90
2	Two Optional Games	20
3	Two Combative Events	20
4	Athletics	40
5	Gymnastics	20
6	Aquatics (Swimming, Diving & Water Polo)	20
7	Yoga	20
8	Calisthenics	20
9	Weight Training	20
10	Internship	30
	Total	300
	Grand Total (A + B + C)	1200

Marks obtained in Part A (Theory and Internal) separately and Parts B and C shall be stated separately in the Mark Sheet.

OC-43.6 (effective from 26th June, 2009) Standard of Passing

OC-43.6.1 To Pass the examination in Part A, a candidate must obtain at least 30% in internal and at least 40% of the aggregate of internal and external marks taken together in each of the 6 Papers. A candidate who fails to secure 30% marks in internal shall repeat the course and thereby reappear for both the internal and external component of the said course.

OC-43.7 (effective from 20th August, 2004) Class/Divisions shall be assigned as follows:

Range of Marks	Class / Division
70% & above	Distinction
60% - 69%	First Class
50% - 59%	Second Class
40% - 49%	Pass Class
Below 40%	Fail

OC-43.8 (effective from 20th August, 2004) Exemptions

OC-43.8.1 (effective from 20th August, 2004) In case of a candidate who has completed Part B and Part C but has not completed Part A, he/she shall be allowed at his/her option to complete Part A within two subsequent academic years from the year of registration.

OC -43.8.2 (Effective from 26th June, 2009) A candidate who has passed with 40% in Part A (theory) or B or C of the examination, shall necessary be exempted from appearing in it/them at a subsequent attempt.

OC-43.8.3 (**effective from 20th August, 2004**) A candidate who fails in Part B shall give 5 additional lessons and complete other curricular requirements as have been left incomplete by him/her within a period of two academic years from the year of registration. Similarly, a candidate who fails in Part C shall be required to complete the practical.

OC -43.8.4 (Effective from 26th June, 2009) Deleted

OC-43.8.5 (effective from 20th August, 2004) A candidate shall not continue to be registered for the B.P.Ed. Course beyond a period of three academic years from and including the year of initial registration.

OC-43.8.6 (effective from 20th August, 2004) A candidate who passed the B.P.Ed examinations by reappearing with exemptions shall be declared pass class irrespective of the aggregate marks obtained in the programme.

OC-43.9 (effective from 20th August, 2004) The award of class, revaluation as well as grace marks to the candidates shall be determined by the common ordinances of the University.

OC-44 (effective from 6th December, 2004) Ordinance relating to the course of study for the degree of Master of Dental Surgery (M.D.S.)

OC-44.1 (effective from 6th December, 2004) General
Every candidate for admission to the M.D.S course (Master of Dental Surgery) must possess a degree of B.D.S. (Bachelor of Dental Surgery) duly recognized by the Dental Council of India. A candidate not possessing a recognized dental qualification for the above purpose should secure the prior approval of the qualification by the Dental Council of India before he/she can be admitted to the M.D.S. course.

OC-44.2 (effective from 6th December, 2004) The following shall be the nine areas of specialization in which the M.D.S. degree of Course is offered:

1. Prosthodontics including Crown and Bridge and Implantology
2. Orthodontics and Dentofacial Orthopaedics
3. Oral Medicine and Radiology
4. Periodontics
5. Conservative, Endodontic and Aesthetic Dentistry
6. Oral and Maxillofacial Surgery
7. Oral Pathology, Microbiology and Forensic Odontology
8. Pedodontics and Preventive Dentistry
9. Community Dentistry (Preventive and Social Dentistry)

OC-44.3 (effective from 6th December, 2004) The M.D.S. course shall be of three years duration, for all specialties and no reduction of the duration is permissible. Candidate discontinuing studies shall, on rejoining, complete the remainder of the Courses and the time of final examination should have put in 3 calendar years of study.

OC-44.4 (effective from 6th December, 2004) Attendance: The candidate should have attended a minimum 80 percent of the Classes in each of the courses of study.

OC-44.5 (effective from 6th December, 2004) There shall be a University Examination at the end of three years' in the subject specialty. It shall also comprise of Applied Basic Science subjects consisting of Applied Anatomy, Physiology and Biochemistry and Applied Pathology and Microbiology.

OC-44.6 **(effective from 6th December, 2004)** Candidate will choose optional subjects. Clubbing of the optional subjects is left to the concerned specialty. All the candidates enrolled for the M.D.S. Course shall register themselves in the University to which the College is affiliated within a period of 3 months from the date of admission, under the approved Post-Graduate guide. They shall also register the dissertation topic with the subject of study, supervising teacher and co-guide if any, within a period of 6 months.

OC-44.7 **(effective from 6th December, 2004)** Periodic evaluation of the students should be encouraged.

OC-44.8 **(effective from 6th December, 2004)** No candidate shall be admitted to the M.D.S. Degree Examination by the University unless he/she produces a Course Requirement Completion Certificate (CRCC) of having completed the M.D.S. Course to the satisfaction of the Head of the Institution, based on the recommendation of the concerned Head of the Department.

OC-44.9 **(effective from 6th December, 2004) The criteria for issuing of the CRCC shall be:**

a) Satisfactory completion of the M.D.S. Degree Course duration of 3 years with 80% attendance in each academic year;
b) Fulfilling the Course requirements as prescribed; and
c) Fulfilling the dissertation requirement.

OC-44.10 **(effective from 6th December, 2004)** The M.D.S. course in Applied Basic Sciences shall be common to all the specialties. It shall consist of the following compulsory subjects:

OC-44.10.1 **(effective from 6th December, 2004) Compulsory subjects:**

1. Applied Anatomy; 2. Applied Physiology & Biochemistry; 3. Applied Pathology and Microbiology.

OC-44.10.2

(effective from 6th December, 2004) Optional subjects

1. Bio-statistics; 2. Nutrition and Diatetics; 3. Teaching & Testing Methodology; 4. Research Methodology; 5. Behavioural Science and Practice Management; 6. Comparative Metallurgy, 7. Dental Materials including Metallurgy; 8. Pharmacology; 9. Computer Application and Photography; 10. Forensic Odontology Juris-prudence and Ethics including Dentist Act and 11. General and Local Anaesthetics.

OC-44.11 **(effective from 6th December, 2004)** A Candidate shall choose any two of the above optional subjects during the M.D.S. Course. The students will pursue the Course prescribed for the M.D.S. Examination by attending Clinics, Seminars and Lectures.

OC-44.12 **(effective from 6th December, 2004)** The University shall hold the M.D.S. Degree examination twice a year with a minimum gap of 4 months between the two Examinations. The Examination shall consist of:-

a) Dissertation
b) Written Examination
c) Clinical and/or Practical Examination
d) Viva voce or Oral Examination

OC-44.13 **(effective from 6th December, 2004) Scheme of Examination:**

(General)

OC-44.13.1 (effective from 6th December, 2004) Dissertation: Every candidate appearing for the M.D.S. Degree Examination for the first time shall submit four typewritten copies of a dissertation / thesis of the research topic undertaken by the candidate and which was prepared under the direction and guidance and to the satisfaction of his/her Post-Graduate teacher or the guide. The dissertation shall be submitted at least 3 months prior to the M.D.S. Degree Examination. The dissertation shall be referred to the Examiners for the M.D.S. Examination and acceptance of it by the examiners shall be a pre-requisite condition for awarding the M.D.S. degree by the University. A candidate whose dissertation/thesis has been accepted by the Examiners, but who is declared to have failed at the University Examination will be permitted to re-appear at the subsequent M.D.S. Examination without having to prepare a new dissertation/thesis. If, however, the dissertation/thesis is rejected, the authorities shall thereof assign specific reasons in writing along with suggestions for changes to the candidate. The candidate shall then carry out all such modifications and re-submit the dissertation/thesis to the Examiners for evaluation and its acceptance shall be mandatory before awarding the M.D.S. Degree.

OC-44.13.2 (effective from 6th December, 2004) Written
The written Examination shall consist of four papers on consecutive days. Out of four papers one shall be in Applied Basic Sciences, two in specialty and one will be specialty essay. Each paper shall be of three hours duration.

OC-44.13.3 (effective from 6th December, 2004) Clinical and/or Practical Examination: This will be of minimum of 2 days duration in all specialties except Prosthodontics where it will be of 3 days duration for a maximum of 4 candidates. For each additional candidate the duration in days shall be increased at the rate of 4 hours per candidate.

OC-44.13.4 (effective from 6th December, 2004) Viva Voce or Oral Examination: There shall be a minimum of four examiners of which 50% of them shall be externals from outside the University. In the event that adequate examiners are not available, three examiners may conduct the examination, but two of them shall be externals from outside the University.

OC-44.14 (effective from 6th December, 2004) Speciality Wise Scheme of Examination

OC-44.14.1 (effective from 6th December, 2004) Prosthodontics including Crown & Bridge and Implantology: pertains to the restoration and maintenance of oral function, health, comfort and appearance by the replacement of missing or lost natural teeth and associated tissues either by fixed or removable artificial substitutes.

Paper wise distribution of the subjects:-

Paper I - Applied Anatomy, Physiology, Pathology and Dental Materials.
Paper II - Removable Prosthodontics and Implants
Paper III - Fixed Prosthodontics
Paper IV - Essay in the speciality and the allied fields.

Practical Examination

There shall be 3 days examination consisting of clinical, practical and Viva-Voce examination, which includes case studies, case reports, case presentations, treatment planning and fabrication of prosthesis such as complete dentures, and fixed partial denture.

OC-44.14.2 (effective from 6th December, 2004) Orthodontics and Dento-Facial Orthopaedics: It deals with prevention and correction of oral anomalies and malocclusion and the harmonizing of the structures involved, so that the dental mechanism will function in a normal way.

Paper wise distribution of the subjects:-

Paper I - Applied Anatomy, Physiology, Pathology, Genetics Physical Anthropology and Dental Material.
Paper II - Diagnosis and treatment planning.
Paper III - Clinical Orthodontics and Mechanotherapy.
Paper IV - Essay in the speciality and the allied fields.

Practical Examination

There will be 2 days examinations consisting of clinical examination, diagnosis and treatment planning of 1 long case, one case of design, fabrication and insertion of arch wires and Auxiliary. One case of diagnosis, fabrication and insertion in pre-adolescent patient myofunctional appliance and presentation and discussion of treated cases, viva-voce.

OC-44.14.3 (effective from 6th December, 2004) Oral Medicine & Radiology: This specialty of dentistry concerned with the basic diagnostic procedures and techniques useful in recognizing the diseases of the oral tissues of local and constitutional origin and their medical treatment. Radiology is a science dealing with x-rays and their uses in diagnosis and treatment of diseases in relation to oral facial diseases.

Paper wise distribution of the subjects:-

Paper I - Applied Anatomy, Physiology, Pathology and Pharmacology
Paper II - Diagnosis, diagnostic methods and imageology and Applied Oral Pathology
Paper III - Oral Medicine, therapeutics and laboratory investigations**.**
Paper IV - Essay in the specialty and the allied fields.

Practical Examination

There shall be 2 days examination consisting of case studies, diagnosis and treatment planning for oral diseases. Radiological techniques and radiological diagnosis to demonstrate the candidate's proficiency and viva voce.

OC-44.14.4 (effective from 6th December, 2004) Periodontics: It deals with the health and diseases of the investing and supporting structures of the teeth and oral mucous membrane.

Paper Wise distribution of the subjects

Paper I - Applied Anatomy, Physiology, Biochemistry, Pathology and Pharmacology
Paper II - Etiopathogenesis
Paper III - Clinical periodontics
Paper IV - Essay in the specialist and the applied fields.

Practical Examination

There shall be 2 days examination involving case studies diagnosis and treatment methods used in treating periodontal diseases and viva voce.

OC-44.14.5 (effective from 6th December, 2004) Conservative, Endodontics and Aesthetic Dentistry: It deals with prevention and treatment of the diseases and injuries of the hard tissues and the pulp of the tooth and associated periapical lesions.

Paper wise distribution of the subjects:

Paper I - Applied Anatomy, Physiology, Pathology and Dental Materials
Paper II - Conservative Dentistry
Paper III - Endodontics
Paper IV - Essay in the specialty and the allied fields.

Practical Examination:

There shall be 2 days examination consisting of case discussion and Endodontics treatment of molar tooth. Inlay preparation (Class II) on a molar tooth. Crown preparation of anterior tooth, and viva-voce.

OC-44.14.6 (effective from 6th December, 2004) Oral and Maxillofacial Surgery: It deals with the diagnosis and surgical and adjunctive treatment of diseases, injuries and defects of the human jaws and associated oral and facial structures.

Paper wise distribution of the subjects

Paper I - Applied Anatomy, Physiology, and Pathology
Paper II - Minor Oral Surgery and Trauma
Paper III - Maxillofacial Surgery
Paper IV - Essay in the specialty and the applied fields.

Practical Examination:

There shall be 2 days Examination consisting of case presentation, including 2 major and 1 minor case, case history, treatment plan. Treatment planning for orthognathic surgery patient. Minor surgery, extraction of infected mandibular third molar patient. Documentation and presentation of five major cases. Presentation of daily work record. Thesis presentation (Using slides and OHP) viva voce.

OC-44.14.7 (effective from 6th December, 2004) Oral Pathology, Microbiology and Forensic Odontology: It deals with the nature of oral diseases, their causes, processes and effects. It relates to the clinical manifestation of oral diseases to the physiologic and anatomic changes associated with these diseases.

Paper wise distribution of the subjects:

Paper I - Applied Anatomy, Physiology, Pathology and Research Methodology
Paper II - Oral Pathology, Microbiology and Oncology
Paper III - Laboratory Techniques and Diagnosis
Paper IV - Essay in the specialty and the allied fields.

Practical Examination

There shalll be 2 days examination consisting of case history, collection of biological samples, laboratory investigations, diagnostic histopathology**,** dissertation review and viva voce.

OC-44.14.8 (effective from 6th December, 2004) Pedodontics and Preventive Dentistry: It deals with prevention and treatment of oral and dental ailments that may occur during childhood.

Paper wise distribution of subjects:

Paper I - Applied Anatomy, Physiology, Pathology, Microbiology, Nutrition and Diatetics.
Paper II - Clinical Paediatric Dentistry
Paper III - Preventive and Community dentistry as applied to Paediatric Dentistry.
Paper IV - Essay in the specialty and the allied fields.

Practical Examination

There shall be 2 days examination consisting of a case of Pediatric Endodontics. Fixed space maintainer construction, preparation and cementation of S.S. Crown. Thesis Presentation, Viva Voce.

OC-44.14.9 (effective from 6th December, 2004) Community Dentistry (Preventive and Social Dentistry): is the science and art of preventing and controlling dental diseases and promoting dental health through organized community efforts.

Paper wise distribution of subjects:

Paper I - Applied Anatomy, Physiology, Pathology and Research Methodology
Paper II - Public Health
Paper III - Dental Public Health
Paper IV - Essay in the specialty and the allied fields.

Practical Examination
There shall be 2 days examination consisting of 1 major case history, indices, community programme planning, journal club, 2 short cases involving treatment such as fluoride application, pit and fissure sealants, oral prophylaxis, speech, lectures for the 3rd BDS students, dissertation, viva voce.

OC-44.15 **(effective from 6th December, 2004)** University shall award Degree of Master of Dental Surgery to the successful candidates.

OC-44.16 **(effective from 6th December, 2004)** A candidate who wishes to study for M.D.S. in a second specialty shall be exempted from taking courses in applied basic science subjects. The duration of the course for such a candidate shall be of three academic years. He/She shall fulfill all other requirements for M.D.S. including a fresh dissertation / thesis.

OC-44.17 **(effective from 6th December, 2004) Qualification for Examiners for the M.D.S. Examination:**

OC-44.17.1 (1) **(effective from 6th December, 2004)** He/She shall possess qualifications and experience not less than as prescribed for a teacher for M.D.S

OC-44.17.2 (2) **(effective from 6th December, 2004)** No person who is not an active post-graduate teacher in the subject, shall be appointed as an Examiner. However, in the case of retired teachers they may be appointed up to one year after retirement, if they fulfill the above conditions;

OC-44.17.3 (3) **(effective from 6th December, 2004)** Not less than 50% of External Examiners shall be from outside the University.

OC-44.18 **(effective from 6th December, 2004) CRITERIA FOR PASSING MDS DEGREE EXAMINATION:** To pass the MDS examination, a candidate shall secure 50% of the total marks allotted separately in theory and practical (including viva-voce) examination i.e. 200 marks out of 400 marks allotted for theory and 150 marks out of 300 marks in Practical and Oral viva-voce together.

For computing results there shall be a grading system on a five point scale i.e. A, B, C, D. E. Assessment on each component (Separately for each paper in theory) as well as overall assessment for the component of theory.

OC-44.19 **(effective from 6th December, 2004) The grade sheet shall be as under:-**

--> A 70% and above (Excellent)
--> B 60% to 69% (Good)
--> C 50% to 59% (Satisfactory)
--> D 40% to 49% (Poor)
--> E Less than 40% (Very Poor)

For declaring a candidate as "Successful" he/she is required to secure a minimum of "C" grade in each of the following components – Theory (overall), Practical/Clinical and viva voce/dissertation.

(EFFECTIVE FROM THE ACADEMIC YEAR 2007-08 ONWARDS)

OC-45: Ordinance relating to the Three Year course of Bachelor of Arts, Bachelor of Commerce and Bachelor of Science degrees (Under Section 24(1) of Goa University Act 1984).

OC-45.1: General

This ordinance shall come into force from the beginning of such Academic Year as notified by the University. The sections relating to the Semester-I & Semester-II (in the first year), Semester-III & Semester-IV (in the second year) and Semester-V & Semester-VI (in the third year) courses shall come into force sequentially, those relating to Semester-I and Semester-II coming into force during the first year of operation. Once notified, this Ordinance shall supersede all relevant existing Ordinances, Notifications and Circulars relating to these courses.

OC-45.1.1: Objectives

(a) To bring the undergraduate curriculum on par with the model curriculum recommended by the University Grants Commission, (b) To impart quality education to make it internationally comparable, (c) To offer new, relevant and need-based courses, (d) To inculcate in students responsibility and self-discipline in the learning process, (e) To enable students to acquire specific skills in keeping with their area of study, (f) To make the evaluation system continuous and more objective.

OC-45.1.2: Degree to be awarded

(a) Bachelor of Arts / Commerce / Science (with two subjects-three units).
(b) Bachelor of Arts / Commerce /Science (with one subject-six units).

OC-45.1.3: Duration of course

The afore-mentioned Degree Courses, shall each have duration of three academic years. Every academic year shall consist of two semesters.

OC-45.2. Eligibility for admission

Eligibility for admission leading to the degree of Bachelor of Arts / Commerce /Science shall be as follows.

OC-45.2.1: Eligibility for admission to Semester-I & II (in the first year) B. A. course:

(A) To be eligible for admission to the Semester-I of the Three Years course leading to the degree of Bachelor of Arts, the candidate should have passed (i) the Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Arts stream, ***OR*** (ii) the Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Vocational stream in the subjects notified by the University under this clause from time to time, ***OR*** (iii) Std XII (Arts) or similar examination of another body, equivalent to Goa Board of Secondary and Higher Secondary Education, Goa, and recognized as such by Goa University.
(B) A candidate satisfying the conditions laid down by the University for admission to the Semester-I course in B. Sc. or B. Com. shall also be eligible for admission to the Semester-I of B. A. course.
(C) A candidate not covered under any of the above categories but desirous of seeking admission to the said course may apply to the college**.** However, the Registrar along with Dean of concerned Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility.
(D) A candidate admitted for Semester-I shall be deemed eligible for admission to Semester-II.
(E) A candidate migrating from another recognized University and desirous of direct admission to Semester-II may be considered for admission provided he/she has cleared/passed First Term/ Semester-I examination of that University with those subjects for which admission is sought and undertakes to successfully complete the other compulsory papers of Semester-I.

OC-45.2.2: Eligibility for admission to Semester I & II (in the first year) B. Com. course:

(A) To be eligible for admission to the Semester-I of the Three Years course leading to the degree of Bachelor of Commerce, the candidate should have passed (i) the Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Commerce stream, ***OR*** (ii) the Higher Secondary School Certificate (Std. XII) Examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Vocational stream in the subjects notified by the University, under this clause, from time to time, ***OR*** (iii) the Std XII (Commerce) or similar examination of another body equivalent to Goa Board of Secondary and Higher Secondary Education, Goa and recognised as such by Goa University.

(B) A candidate not covered under any of the above categories but desirous of seeking admission to the said course may apply to the college***.*** However, the Registrar along with Dean of concerned Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility.

(C) A candidate admitted for Semester-I shall be deemed eligible for admission to Semester-II.

(D) A candidate migrating from another University and desirous of direct admission to Semester-II may be considered for admission provided he/she has cleared/passed First Term/ Semester-I examination of that University with those subjects for which admission is sought and undertakes to successfully complete the other compulsory papers of Semester-I.

OC-45.2.3: Eligibility for admission to Semester I & II (in the first year) B. Sc. course:

(A) To be eligible for admission to the Semester-I of the three years course leading to the degree of Bachelor of Science, the candidate should have passed (i) the Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Science stream, ***OR*** (ii) the Higher Secondary Certificate (Std. XII) Examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Vocational stream in the subjects notified by the University, under this clause, from time to time, ***OR*** (iii) Std XII (Science) or similar examination of another body equivalent to Goa Board of Secondary and Higher Secondary Education, Goa and recognised as such by Goa University.

(B) A candidate not covered under any of the above categories but desirous of seeking admission to the said course may apply to the college***.*** However, the Registrar along with Dean of concerned Faculty and Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility.

(C) A candidate admitted for Semester-I shall be deemed eligible for admission to Semester-II.

(D) A candidate migrating from another University and desirous of direct admission to Semester-II may be considered for admission provided he/she has cleared/passed First Term/ Semester-I examination of that University with those subjects for which admission is sought and undertakes to successfully complete the other compulsory papers of Semester-I.

OC-45.2.4: Eligibility for admission to Semester-III and/or Semester-IV (in the second year) of B. A. / B. Com. /B. Sc. course:

(A*)* A candidate who has registered and have requisite attendance for Semester-I and Semester-II shall be eligible for admission to Semester-III.

(B) A candidate migrating from any other recognized University may be considered for admission to Semester-III of the B. A./ /B. Com. / B. Sc. provided: (a) he/she has passed the First Year B. A./ /B. Com./ B. Sc. examination in all subjects from that University, (b) he/she had offered at the First Year the same subjects as prescribed under Major category available under the scheme of this University, (c) he/she undertakes to successfully complete the compulsory Information Technology/ Environment Studies syllabus prescribed by this University for Semesters-I & II, if he/she has not already done so in the previous University. Result of Semester IV examination shall be withheld if the candidate fails to fulfill this undertaking.

(C) A candidate admitted for Semester-III shall be deemed eligible for admission to Semester-IV.
(D) A candidate from another recognized University may be considered for direct admission to Semester IV provided he/she fulfills the conditions in (a), (b) and (c) at (C) above and, in addition, has passed/cleared Semester-III/First Term examination of the Second Year B. A. /B. Com. /B. Sc. of that University. However, the result of Semester IV shall be withheld if the candidate does not fulfill these conditions.

OC-45.2.5: Eligibility for admission to Semester-V (in the third year) B. A. / B. Com. /B. Sc. course:
(A) A candidate who has been declared passed in Semester-I to Semester-IV examinations shall be eligible for admission to Semester-V.
(B) A candidate admitted for Semester-V shall be deemed eligible for admission to Semester-VI.
(C) A candidate migrating from any other recognized University may be considered for admission to Semester-V of the B. A. / B. Com. /B. Sc. Course provided: (a) he/she has passed the Second Year B. A. / B. Com. /B. Sc. Examination in all subjects from that University, and (b) he/she had offered at the Second Year the same subjects as prescribed under Major category available under the scheme of this University. A candidate fulfilling these conditions shall be eligible for admission to only Semester- V.

OC-45.2.6: Eligibility for admission to Semester-VI (in the third year) B. A. / B. Com. /B. Sc. course:
(A) A candidate already admitted for Semester-V shall be deemed eligible for admission to Semester-VI.
(B) Direct admission to Semester-VI shall not be permitted.

OC-45.2.7: Class strength:
Maximum number of students in a class/division shall not exceed sixty.

OC-45.3: Course Structure:
The course structure for the three year degree course in B.A./ /B. Com./B.Sc. is given below. - Each instructional period mentioned therein shall be of 45 minutes duration.

OC-45.3.1: Course Structure for Bachelor of Arts:
(A) *SEMESTER-I:*
(a) Course Structure:
(i) One Compulsory Paper in English.
(ii) One paper in a Language from the list notified by the University.
(iii) (Effective from 4th February, 2013) One paper in each of the three subjects other than Mathematics selected from the major category as notified by the University.

OR

In case of Mathematics, two papers of Mathematics and one paper in any other subject selected from the major category as notified by the University.
(iv) One paper in Foundation Course from the list notified by the University.
(v) One Compulsory Paper in Information Technology.
(vi) One Compulsory paper in Environment Studies.
(b) **(Effective from 22nd February, 2010)** *Instructional Periods:* Each paper in (i) to (v) above (total seven papers) shall have five instructional periods per week. The paper on Information Technology shall have five instructional periods of Theory per week and twenty hours of practical per semester. The paper on Environment Studies shall have two instructional periods per week. Subjects other than Information Technology, having practical component, shall have three instructional periods for Theory component and three instructional periods for Practical component per week.
(c) Maximum Marks: The seven papers under (i) to (v) above shall carry 100 marks each. The

compulsory paper on Environment Studies shall carry 50 marks.
Note: Notwithstanding the selection of subjects at the Semester-I, at the time of admission, the Principal of the college may permit a student of Semester-I B.A. admitted in his/her college to change one or more subjects taken by the student within a period of fifteen days from the reopening of the college.

(B) *SEMESTER-II*

(a) Course Structure:

(i) One Compulsory Paper in English.

(ii) One paper in a Language from the list notified by the University.

(iii) **(Effective from 4th February, 2013)** One paper in each of the same three subjects from the Major Category offered in Semester I.

OR

In case of Mathematics, two papers of Mathematics and one paper in the same subject from the Major Category as offered in Semester –I.

(iv) One Paper in Foundation Course from the list notified by the University.

(v) One Compulsory Paper in Information Technology

(vi) One Compulsory paper in Environment Studies.

(b) Instructional Periods: Each paper in (i) to (iv) above (total six papers) shall have five instructional periods per week. The paper on Information Technology shall have four instructional periods of Theory per week and twenty hours of Practicals per Semester. The paper on Environment Studies shall have two instructional periods per week. Subjects other than Information Technology, having practical component also, shall have three instructional periods for the Theory component and three instructional periods for the Practical component per week.

(c) Maximum Marks: The seven papers under (i) to (v) above shall carry 100 marks each. Compulsory paper on Environment Studies shall carry 50 marks.

(C) *SEMESTER-III*

(a) Course Structure:

(i) One Compulsory paper in English.

(ii) **(Effective from 4th February, 2013)** One paper in each of the same three subjects from the Major Category offered in Semester –I and Semester-II.

OR

In case of Mathematics, two papers of Mathematics and one paper in the same subject from the Major Category as offered in Semester I and Semester II.

(iii) One Paper in a subject allied to anyone of the Major subjects in (ii) above. The list of Allied Subjects shall be notified by the University.

(iv) Any one paper in Foundation Course from the list notified by the University.

(v) One paper on Human Rights *or* Population Studies *or* Gender Studies

(b) Instructional Periods: Each paper in (i) to (v) above (total seven papers) shall have five instructional periods per week. Subjects having practical component also, shall have three instructional periods for the Theory component and three instructional periods for the Practical component per week.

(c) Maximum Marks: The seven papers under (i) to (v) above shall carry 100 marks each.

(D) *SEMESTER-IV*

(a) Course Structure:

(i) One Compulsory paper in English.

(ii) **(Effective from 4th February, 2013)** One paper in each of the same three subjects from the Major Category as offered in Semester III.

OR

In case of Mathematics, two papers of Mathematics and one paper in the same subject from the Major Category as offered in Semester III

(iii) One Paper in the same subject allied to one of the Major subjects as offered in Semester-III.
(iv) One paper in the Foundation Course subject offered in Semester-III.
(v) One paper on Self Development *or* Etiquette *or* Goan Heritage.
(b) Instructional Periods: Each paper in (i) to (v) above (total seven papers) shall have five instructional periods per week. Subjects having practical component also shall have three instructional periods for the Theory component and three instructional periods for the Practical component per week.
(c) Maximum Marks: The seven papers under (i) to (v) above shall carry 100 marks each.

Bachelor of Arts degree (with two subjects-three units)
(E) *SEMESTER-V*
(a) Course Structure:
(i) Three papers in one of the subjects from Major category offered at Semester-I to IV.
(ii) Three papers in another subject from Major category offered at Semester-I to IV.
(iii) One Project Paper on the given topic preferably related to any one of the Major subjects in (i) or (ii) above.
(iv) **(Effective from 12th October, 2009)** Two Papers on a Skill-based subject/s from the list notified by the University. Skilled based subjects would be optional.
(Note: Topic for the Project Work, to be completed in Semester-VI, shall be given in Semester-V. The **c**andidate shall be required to carry out work for the Project during Semester**s**-V &VI. The assessment of the project will be carried at the end of Semester-VI)
(b) Instructional Periods: Each paper in (i) and (ii) above (total six papers) shall have five instructional periods per week. Subjects having Theory and Practical component shall have three instructional periods for Theory component and three instructional periods for Practical component. Project paper in (iii) above shall have instructional period as defined in the project manual and each paper at (iv) above shall have three instructional periods, per week, respectively.
(c)Maximum Marks: The six papers under (i) and (ii) above shall carry 100 marks each, whereas the Skill-based paper shall carry 50 marks each. Marks scored in the Skill-based paper shall be converted into letter grade as given in the Scheme of examination***.***

(F) *SEMESTER-VI*
(a) Course Structure:
(i) Three papers in the same subject under Major category as offered at Semester-V.
(ii) Three papers in the same other subject from Major category as offered at Semester-V.
(iii) One Project Paper on the given topic preferably related to any one of the Major subjects in (i) or (ii) above.
(Note: Topic for the Project Work, to be completed in Semester-VI, shall be given in Semester-V. The **c**andidate shall be required to carry out work for the Project during Semester**s**-V &VI. The assessment of the project will be carried at the end of Semester-VI)
(b) Instructional Periods: Each paper in (i) and (ii) above (total six papers) shall have five instructional periods per week. Subjects having Theory and Practical component shall have three instructional periods for Theory component and three instructional periods for Practical component. The Project Paper shall have instructional periods as defined in the Project Manual.
(c)Maximum Marks: The six papers under (i) and (ii) above shall carry 100 marks each, whereas the Project Paper shall carry 100 marks. Marks scored in the Project Paper shall be converted into letter grade as given in the Scheme of Examination**.**

Bachelor of Arts degree (with one subject-six units).
(E) SEMESTER-V
(a) Course Structure:

(i) Six Papers in one of the subjects under Major category offered at Semester-I to IV.
(ii) One Project Paper on the given topic preferably related to anyone of the Major subjects in (i) .
(iii)Two Papers on a Skill-based subject/s selected from the list notified by the University.
(Note: Topic for the Project Work, to be completed in Semester-VI, shall be given in Semester-V. The **c**andidate shall be required to carry out work for the Project during Semester**s**-V & VI. The assessment of the project will be carried at the end of Semester -VI)
(b) Instructional Periods: Paper(s) in (i) shall have five instructional periods per week. Subjects having Theory and Practical component shall have three instructional periods for Theory component and three instructional periods for Practical component. Project Papers at (ii) shall have instructional periods as defined in the Project Manual. Each Paper at (iii) above shall have three instructional periods per week.
(c) Maximum Marks: The six papers under (i) above shall carry 100 marks each, whereas each Skill-based paper shall carry 50 marks. Marks scored in the Skill-based papers shall be converted into letter grade as given in the Scheme of Examination**.**

(F) *SEMESTER-VI*
(a) Course Structure:
(i) Six Papers in the same subject under Major category offered at Semester-V.
(ii) One Project Paper on the given topic preferably related to anyone of the Major subjects in (i).
(b) Instructional Periods: Each paper in (i) above (total six papers) shall have five instructional periods per week. Subjects having Theory and Practical component shall have three instructional periods for Theory component and three instructional periods for Practical component. The Project Paper shall have instructional periods as defined in the Project Manual.
(c) Maximum Marks: The six papers under (i) above shall carry 100 marks each, the Project Paper shall carry 100 marks. Marks scored in the Project Paper shall be converted into letter grade as given in the Scheme of Examination**.**

OC-45.3.2: Course Structure for Bachelor of Commerce:
(A) *SEMESTER-I*
(a) Course Structure:
(i) One paper in *either* English *or* Geography.
(ii) One paper *each* in two Commerce subjects selected from the list of such subjects notified by the University.
(iii) One paper *each* in Mathematics and Economics.
(iv) One paper in Foundation Course in Commerce from the list notified by the University.
(v) One paper in Information Technology.
(vi) One Compulsory paper in Environment Studies.
(b) **(Effective from 22nd February, 2010)** *Instructional Periods:* Each, paper in (i) to (iv) above (total six papers) shall have five instructional periods per week. The paper on Information Technology shall have five instructional periods of Theory per week and twenty hours of Practicals per Semester. The paper on Environmental Studies shall have two instructional periods per week.
(c) Maximum Marks: The seven papers under (i) to (v) above shall carry 100 marks each, whereas compulsory paper on Environment Studies shall carry 50 marks.
Note: Notwithstanding the selection of subjects at the Semester-I, at the time of admission, the Principal of the college may permit a student of Semester-I of B.Com. admitted to his/her college to change one or more subjects taken by the student within a period of fifteen days from the reopening of the college.

(B) *SEMESTER-II*
(a) Course Structure:

(i) One paper in *either* English *or* Geography.
(ii) The same two papers in Commerce subjects as offered in Semester-I
(iii) One paper each in Mathematics and Economics
(iv) One paper in Foundation Course in Commerce from the list notified by University.
(v) One paper in Information Technology
(vi) One Compulsory paper in Environment Studies.
(b) Instructional Periods: Each paper in (i) to (iv) above (total six papers) shall have five instructional periods per week. The paper on Information Technology shall have four instructional periods of Theory per week and twenty hours of Practicals per Semester. The paper on Environment Studies shall have two instructional periods per week.
(c) Maximum Marks: The seven papers under (i) to (v) above shall carry 100 marks each, whereas compulsory paper on Environment Studies shall carry 50 marks.

(C) *SEMESTER-III*
(a) Course Structure:
(i) One paper in *either* Business Communication-I *or* Business Environment-I.
(ii) One paper each in Statistics-I, Business Law-I and Economics-I.
(iii) One paper *each* in two Commerce subjects selected from the list of such subjects for Semester-I and Semester-II, notified by the University.
(iv) One paper in Applied Component subject, related to commerce, from the list notified by the University.
(b) Instructional Periods: Each paper in (i) to (iv) above (total seven papers) shall have five instructional periods per week.
(c) Maximum Marks: The seven papers under (i) to (iv) above shall carry 100 marks each.

(D) *SEMESTER-IV*
(a) Course Structure:
(i) One paper in *either* Business Communication-II *or* Business Environment-II.
(ii) One paper each in Statistics-II, Business Law-II and Economics-II.
(iii) One paper each in the same two Commerce subjects as offered in Semester-III
(iv) One paper in the same Applied Component subject, related to commerce, as offered in Semester-III
(b) Instructional Periods: Each paper in (i) to (iv) above (total seven papers) shall have five instructional periods per week.
(c) Maximum Marks: The seven papers under (i) to (iv) above shall carry 100 marks each.

Bachelor of Commerce degree.
(E) *SEMESTER-V*
(a) Course Structure:
(i) One paper in Economics.
(ii) One paper each in two Commerce subjects (other than that selected as Major).
(iii) Three papers in a subject under Major category from the list notified by the University.
(iv) **(Effective from 12th October, 2009)** Two Papers on a Skill-based subject/s from the list notified by the University. Skilled based subjects would be optional.
(Note: Topic for the Project Work, to be completed in Semester-VI, shall be given in Semester-V. The candidate shall be required to carry out work for the Project during Semester -V & VI. The assessment of the project will be carried at the end of Semester-VI)
(b) Instructional Periods: Each paper in (i), (ii) and (iii) above (total six papers), shall have five instructional periods per week. The Skill-based paper shall have three instructional periods per week. In addition, the Project Paper shall have instructional periods as defined in the Project Manual.
(c) Maximum Marks: The six papers under (i), (ii) and (iii) above shall carry 100 marks each, whereas the each Skill-based paper shall carry 50 marks. Marks scored in the Skill-based paper(s) shall be converted into letter grade as given in the Scheme of Examination**.**

(F) *SEMESTER-VI*

(a) Course Structure:

(i) One paper in Economics

(ii) Two papers in the same Commerce subjects as offered in Semester-V.

(iii) Three papers in the same Major category subject as offered at Semester-V.

(iv) One Project Paper on the given topic preferably related to any paper at (ii) or (iii) in Semester-V.

(b) Instructional Periods: Each paper in (i), (ii) and (iii) above (total six papers) shall have five instructional periods per week. The Project Paper shall have instructional periods as defined in the Project Manual.

(c) Maximum Marks: The six papers under (i), (ii) and (iii) above shall carry 100 marks each, whereas the Project Paper shall carry 100 marks. Marks scored in the Project Paper shall be converted into letter grade as given in the Scheme of Examination**.**

OC-45.3.3: Course Structure for Bachelor of Science:

(A) *SEMESTER-I*

(a) Course Structure:

(i) Two papers each in three subjects under Major category from the list notified by the University. Generally, each paper shall have a Theory component and a Practical component. In the case of Mathematics (and similar subjects), both the papers shall have theory component only.

(ii) One Compulsory paper in Information Technology. Students offering two papers in Computer Science in (i) above, shall have a Compulsory paper in a Foundation Course (selected from the list notified by the University) in lieu of Information Technology.

(iii) One **c**ompulsory paper in Environment Studies.

(b) **(Effective from 22nd February, 2010)** *Instructional Periods:* Each paper in (i) above (total six papers) shall have three instructional periods per week for the Theory component and three instructional periods for the Practical component. However, for papers having Theory component only, there shall be five instructional periods per week. The paper on Information Technology shall have five instructional periods per week. The paper on Information Technology shall have five instructional periods of theory per week and twenty hours of practicals per semester. The paper on Environmental Studies shall have two instructional periods per week.

(c) Maximum Marks: The six papers in (i) and (ii) above shall carry 100 (75 marks for Theory and 25 marks Practicals component) marks each. The Paper on Information Technology shall carry 100 marks. The paper without Practical component shall carry 100 marks. Environment Studies paper shall carry 50 marks**.**

Note: Notwithstanding the selection of subjects at the Semester-I, at the time of admission, the Principal of the college may permit a student of Semester-I admitted in his/her college to change one or more subjects taken by the student within a period of fifteen days from the reopening of the college.

(B) *SEMESTER-II*

(a) Course Structure:

(i) Two papers each in the same three subjects under Major category as offered at Semester I. Each paper shall generally have Theory component and a Practical component. In the case of Mathematics (and similar subjects), both the papers shall have theory component only.

(ii) One Compulsory paper in Information Technology. Students offering two papers in Computer Science in (i) above, shall have a Compulsory paper in a Foundation Course (selected from the list notified by the University) in lieu of Information Technology.

(iii) One compulsory paper in Environment Studies.

(b) Instructional Periods: Each paper in (i) above (total six papers) shall have three instructional periods per week for the Theory component and three instructional periods per week for the Practical component. However, for paper(s) having Theory component only, there shall be five instructional periods per week per paper. The paper on Information Technology

shall have four instructional periods of Theory per week and twenty hours of Practicals per Semester. The paper on Environment Studies shall have two instructional periods per week.
(c) Maximum Marks: The six papers under (i) and (ii**)** above shall carry 100 (75 marks for Theory and 25 marks Practicals component) marks each. The paper without Practical component shall carry 100 marks. The Paper on Information Technology shall carry 100 marks. Environment Studies paper shall carry 50 marks.

(C) *SEMESTER-III*
(a) Course Structure:
(i) Two Papers each in the three subjects (Major category) offered at Semester-I/II. Each paper shall have a Theory component and a Practical component.
(ii) One compulsory paper in Foundation Course from the list notified by the University.
(b)Instructional Periods: Each paper in (i) above (total six papers) shall have three instructional periods per week for the Theory component and three instructional periods per week for the Practical component. However, for paper(s) having Theory component only, there shall be five instructional periods per week per paper. The paper on Foundation Course shall have five instructional periods per week.
(c) Maximum Marks: The six papers under (i) above shall carry 100 (75 marks for Theory and 25 marks Practicals component) marks each. The paper without Practical component shall carry 100 marks. The paper under (ii) shall carry 100 marks.

(D) *SEMESTER-IV*
(a) Course Structure:
(i) Two Papers each in the three subjects (Major category) offered at Semester-III. Each paper shall generally have a Theory component and a Practical component.
(ii) One compulsory paper in Foundation Course from the list notified by the University.
(b) Instructional Periods: Each paper in (i) above (total six papers) shall have three instructional periods per week for the Theory component and three instructional periods per week for the Practical component. However, for paper(s) having Theory component only, there shall be five instructional periods per week per paper. The paper on Foundation Course shall have five instructional periods per week.
(c) Maximum Marks: The six papers under (i) above shall carry 100 (75 marks for Theory and 25 marks Practicals component) marks each. The paper without Practical component shall carry 100 marks**.** The paper under (ii) shall carry 100 marks.

Bachelor of Science degree (with two subject-three units).

(E) *SEMESTER-V*
(a) Course Structure:
(i) Three papers each in any two subjects (Major category) from those offered at Semester-III/IV. Out of the three papers (in each subject), two papers shall be of Theory component and one paper shall be of Practical/s component. Subjects not having practical component shall have all the three papers in theory only.
(ii)One Project Paper on the given topic preferably related to any paper at (i) in Semester-V.
(iii) Two papers on Skill-based subject/s from the list notified by the University.
(iv) **(Effective from 12th October, 2009)** Two Papers on a Skill-based subject/s from the list notified by the University. Skilled based subjects would be optional.
(Note: Topic for the Project Work, to be completed in Semester-VI, shall be given in Semester-V. The candidate shall be required to carry out work for the Project during Semester V & VI. The assessment of the project will be carried at the end of Semester-VI)
(b) Instructional Periods: Each Theory paper in (i) above shall have four instructional periods per week. Each Practicals (Laboratory Exercises) paper in (i) above shall have eight instructional periods per week. Each Skill-based paper shall have three instructional periods per week. The Project Paper shall have instructional periods as defined in the Project Manual.
(c) Maximum Marks: The six papers under (i) above shall carry 100 marks each whereas the

each Skill-based papers shall carry 50 marks. Marks scored in the Skill-based papers shall be converted into letter grade as given in the Scheme of Examination.

(F) *SEMESTER-VI*

(a) Course Structure:

(i) Three papers each in the same two subjects (Major category) offered at Semester-V. Out of the three papers (in each subject), two papers shall be of Theory component and one paper shall be of Practical/s component. Subjects not having practical component shall have all the three papers in theory only.

(ii) One Project Paper on the given topic preferably related to any paper at (i) on the same given topic as selected at Semester-V.

(b) Instructional Periods: Each Theory paper in (i) above shall have four instructional periods per week. Each Practicals (Laboratory Exercises) paper in (i) above shall have eight instructional periods per week. The Project Paper shall have instructional periods as defined in Project Manual.

(c) Maximum Marks: The six papers under (i) above shall carry 100 marks each. The Project Paper shall carry 100 marks**.** Marks scored in the Project Paper shall be converted into letter grade as given in the Scheme of Examination**.**

Bachelor of Science degree (with single subject-six units).

(E) *SEMESTER-V*

(a) Course Structure:

(i) Six papers in any one subject under Major category offered at Semester-III/IV, out of which, four papers shall be of the Theory component and two shall be of the Practical/s component. Subjects not having practical component shall have all the three papers in theory only.

(ii) One Project Paper on the given topic preferably related to any paper at (i) on the same given topic as selected at Semester-V.

(iv) **(Effective from 12th October, 2009)**Two Papers on a Skill-based subject/s from the list notified by the University. Skilled based subjects would be optional.

(Note: Topic for the Project Work, to be completed in Semester-VI, shall be given in Semester-V. The **c**andidate shall be required to carry out work for the Project during Semester-V & VI**.** The assessment of the project will be carried at the end of Semester-VI)

(b) Instructional Periods: Each Theory paper under (i) above shall have four instructional periods per week. Each Practicals (Laboratory Exercises) paper in (i) above shall have eight instructional periods per week. Each Skill-based paper shall have three instructional periods per week. The Project Paper shall have instructional periods as defined in the Project Manual.

(c) Maximum Marks: The six papers in (i) above shall carry 100 marks each. The Skill-based papers shall carry 50 marks each. Marks scored in the Skill-based papers shall be converted into letter grade as given in the Scheme of Examination**.**

(F) *SEMESTER-VI*

(a) Course Structure:

(i) Six papers in the subject (Major category) offered at Semester-V, out of which, four papers shall be of Theory component and two shall be of Practicals component. Subjects not having practical component shall have all the three papers in theory only.

(ii) One Project Paper on the same given topic as selected at Semester-V.

(b) Instructional Periods: Each Theory paper in (i) above shall have four instructional periods per week. Each Practicals (Laboratory Exercises) paper in (i) above shall have eight instructional periods per week. The Project Paper shall have instructional periods as defined in the Project Manual.

(c) Maximum Marks: The six papers under (i) above shall carry 100 marks each. The Project Paper shall carry 100 marks. Marks scored in the Project Paper shall be converted into letter grade as given in the Scheme of Examination**.**

OC-45.4 Scheme of Examination (B. A. / B. Com. / B. Sc.)

OC-45.4.1. There shall be two modes of evaluation of the academic performance of the students offering the B.A. /B.Com. /B.Sc. course, namely, the Intra-Semester Assessment (ISA) and the Semester End Examination (SEE), hereafter mentioned as ISA and SEE respectively, for convenience. A student shall be required to appear for ISA as well as SEE.

OC-45.4.2. (Effective from 12th October, 2009) (a) The ISA (Intra-Semester Assessment) shall be conducted twice in a given Semester once through a test and the other by using alternate modes of evaluation such as assignment, presentation, orals etc. Generally, ISA for a given paper shall be conducted by the teacher/s teaching that paper. ISA shall not be conducted for the Practical component of a paper. The schedule for the ISAs shall be notified to all at the beginning of the semester. The marks of ISA shall be communicated to the students within two weeks.
(b) **(Effective from 12th October, 2009)** The ISA tests shall carry 20% of maximum marks allotted for the paper/course.
(c) **(Effective from 12th October, 2009)** Every College shall appoint a three member committee to monitor the ISA in the college. There would be no remission in workload or remuneration for carrying out this work.
(d) **(Effective from 12th October, 2009)** The test shall preferably be completed by the end of July for odd Semesters and end of January for even Semesters. Students who fail to appear for the test due to a genuine reason shall be given another opportunity by the end of August/February on a date pre-determined by the College. The other mode of ISA will be completed as decided by the teacher but before the end of the semester.
(e) **(Effective from 12th October, 2009)** A student who does not appear for a minimum of two ISA of a paper shall not be eligible to answer SEE of that paper.

OC-45.4.3. (a) The SEE (Semester End Examination) shall be conducted at the conclusion of a given Semester. Semester End Examinations shall cover the course of studies prescribed for the concerned / respective Semester.
(b) A candidate shall be considered to have successfully fulfilled the requirements of a Semester and deemed eligible to appear for the Semester End Examination provided he/she fulfills the minimum attendance requirements (75%) as per the relevant rules of the University. A candidate, failing to fulfill these conditions, shall have to repeat the Semester.
(c) A tentative schedule of SEE examination, evaluation, declaration of results etc. shall be prepared by the respective College(s), preferably at the beginning of each academic year for first four Semesters and shall be notified to their students with a copy to the University. Setting of the question papers, evaluation of answer-scripts and declaration of results shall be done by respective Colleges
(d) Assessment of answer-scripts of SEE of Semesters-I to Semester-IV shall be organized by the colleges. The assessment of the SEE answer scripts at the Semesters I to IV shall be done by the teachers of respective colleges. If two or more Colleges desire to have the same question paper in any of the subjects, a common paper may be set by the teachers from the concerned colleges. For this purpose, a Committee of senior teachers may be constituted by the Principals of concerned Colleges.
(e) The pattern of question paper(s) to be set for the SEE in a given subject and the scheme of marking shall be decided by the Board of Studies in that subject. For this purpose, the Board of Studies shall frame specimen question paper(s) in the concerned subject for each semester for the information of the students. Similarly, for practical examinations, the number of laboratory exercises, marks distribution for each exercise and other relevant details shall be decided by the Board of Studies in that subject.
(f) The Schedule of the Examination and the setting of question paper(s) for SEE for Semester-V and Semester-VI shall be done centrally by the University. A Board of Paper-Setters and Examiners for the SEE shall be appointed by the University. This Board shall finalize question paper(s), and the Chairperson shall personally hand over the sealed set of question papers to

the Controller of Examinations in the prescribed manner. There shall be no objective type of questions at SEE, however short answer questions may be set. Further, before assessment begins, this Board of Examiners shall prepare a key to answers to all question/sub-questions and the scheme of marking of the paper set at the examination. Photocopies of this key and the marking scheme for each of the paper of the concerned Semester (V and VI) shall be given to the examiners assessing the papers. In case of descriptive type of answers, only important points to be expected may be highlighted. There shall be a blue print in each subject. The assessment of the SEE at Semesters V and VI shall be done centrally at the University.
(g) The duration of SEE theory paper carrying 80 or 60 marks shall be of two hours duration and the theory paper carrying 40 marks shall be of one and half hour duration.

OC-45.4.4. (Effective from 12th October, 2009) There shall be no revaluation of answer books of the candidates at Semester-I to Semester-IV examinations. However the existing provisions in the University for revaluation/verification shall be applicable to Semesters V and VI. Personal verification of marks shall be granted to the candidate in the presence of Principal/Vice-Principal and the concerned Examiner, provided he has applied for the same along with payment of prescribed fees within one week of the declaration of result. The following shall be the procedure for the verification of marks:

(a) On a notified day and time, which should be not later than 10 days after the receipt of application from the candidate, the candidate shall be shown the answer book in the chamber of the Principal/Vice-Principal in the presence of the Examiner concerned.

(b) If the candidate is not satisfied with the result on personal verification of answer book, he may apply to College Grievance Committee within a week.

(c) The College Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.

OC-45.4.5. (a) A theory paper carrying 100 marks shall have ISA component of 20 marks and a SEE component of 80 marks. For a 75 marks theory paper, the ISA component shall be 15 marks and the SEE component shall be 60 marks. A theory paper carrying 50 marks shall have ISA component of 10 marks and SEE component of 40 marks.
(b) **(Effective from 12th October, 2009)** A student shall be required to score a minimum of 40% of maximum marks in ISA and SEE components taken together to pass in a paper in **Semesters I to VI.**
(c) **(Effective from 12th October, 2009)** Deleted.
(d) In practical paper/component a student shall be required to score a minimum of 40% marks to pass in all the Semesters.
(e) Marks secured by the student in ISA shall be carried forward even if he/she fails in the paper.
(f) **(Effective from 12th October, 2009)** Deleted.

OC-45.4.6. (a) Examination(s) in Laboratory exercises shall be conducted for courses/papers having practical(s) component. Marks shall be allotted for journal/lab record book, field work, experiment assigned to the candidate and oral/viva voce during this examination. The break-up of marks shall be as per the recommendations of the Board of Studies in the respective subject as approved by the Academic Council. The allotment of marks shall be broadly as follows: **20%** for journal(s), **60%** for the experiment and **20 %** for the oral(s). Allotment of marks shall be notified by the University to all the colleges.
(b)Candidates shall be required to submit the journal/record book while entering the laboratory to appear for the practical examination. Examiner(s) shall take into account the regularity of the candidate in attending the Laboratory course, completeness of the exercises, presentation and style of writing the journal. For subjects having the field work component, the candidate shall be required to submit the report of such field excursion(s) along with the journal(s) for assessment. The examiner(s) shall consider the report along with journal(s) while allotting the marks.
(c) For assessing the candidate's performance in the assigned experiment, the examiner shall

take into account the planning, the procedure and the technique followed by the candidate along with the readings/observations, the results and the presentation.
(d) In oral examination, the examiner(s) shall assess the knowledge of the candidate in the course/paper as well as the experiment(s) performed by the candidate.
(e) Record of the breakup of marks thus obtained by the candidate shall be maintained by the respective college for Semesters I to IV, in a sealed envelope for a minimum period of 4 years.
(f) The practical examination shall be treated as an independent head of passing.
(g) A candidate may be permitted, strictly on medical or other genuine grounds, to appear for practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination programme for Semester-V and Semester-VI issued by the University. This out of turn appearance may be in the same college in a different batch or in a different college. Such permission may be granted by the University if so recommended by the Principal of the college. The candidate shall be required to remit the requisite fee for his/her being examined out of turn.

OC-45.4.7. (Effective from 17th February, 2010) (a) During the Semesters V & VI candidates of B.A./B.Sc./B.Com. shall be assigned work for completing the Project paper in the area/field of subject/s. Project work and the Report shall be based on field work/library work /laboratory work or on-the-job training or similar work assigned by the teacher on a topic identified by the latter.
Project work shall be assigned to a single student or upto a group of 5 students. The staff shall be assigned one or more such groups according to the requirement of the subject/college.

(Effective from 17th February, 2010) (b) Candidates shall be required to carry out a project in a subject which is in Semester –V and submit the Project Report at the end of Semester –VI for evaluation. A remission of 2 lectures per week shall be given for a group of 5 students in Semesters V and VI.

Those students opting for Fire Technology as one of the subjects at T.Y.B.Sc. in combination with either Chemistry or Physics shall have option to take a Project Paper either in Fire Technology or Chemistry or Physics. Those students who opt for Project paper in Fire Technology shall be required to undergo attachment training programme of total duration not less than 45 days. The attachment training shall be during the vacation starting from the end of semester IV examination till the end of December of that year. Such students shall submit the Project report including the report of attachment training on or before the last date notified by University.

The assessment of the project paper shall be done equally by Internal Examiner (Project Supervisor for 50 marks) and External Examiner (for 50 marks) as per the guidelines defined in the project manual.

OC-45.4.8. To be eligible for class, the student shall be required to complete the course in the minimum prescribed period and shall be required to pass Semester-V and Semester-VI each in a single seating with all SEE papers and Practicals of respective Semesters. The class shall be awarded on the basis of the aggregate total of marks scored at semester-V and semester -VI taken together as follows:

40% and above but less than 50%	- Pass Class
50% and above but less than 60%	- Second class
60% and above but less than 70%	- First Class
70% and above	- Distinction

OC-45.4.9. A candidate who has passed the B.A./B.Com./B.Sc. degree examination and desires to improve his/her performance/total score shall be permitted to appear again. However, such a candidate shall be allowed to reappear only in the SEE component of the papers of Semester V and/or Semester VI examinations excluding the Project Paper and the Skill-based papers. For this purpose, the marks scored at the first appearance, in the Project Paper and in the Skill-based paper as also in ISA component of the other papers, shall be carried forward for tabulation of the result under "improvement of performance". This facility to reappear under "improvement" shall be available only during the immediately subsequent regular Semester-V and Semester-VI examinations. A candidate shall not be permitted to reappear for improvement of performance at Semesters- I, II**,** III and IV. The candidate availing of this provision shall be considered to have passed Semesters- V and/or VI "under improvement" and this fact shall be recorded on his/her statements of marks and other relevant documents. The candidate shall be required to surrender the original statement of marks and other relevant documents at the time of receiving the fresh statement of marks in the event of improvement of performance/total score. The performance of a candidate, who appears under this provision and fails to improve, shall be ignored. A candidate can appear only once under this clause.

OC-45.4.10. The semester-wise aggregate marks secured by the candidate in Semester-I to Semester-IV examinations along with the paper-wise marks secured in Semester-V shall be indicated in the statement of marks issued to the candidate for Semester-V. Similarly, **t**he semester-wise aggregate marks secured by the candidate in Semester-I to Semester-V examinations along with the paper-wise marks secured in Semester-VI shall be indicated in the final statement of marks issued to the candidate after the Semester-VI examination for the B.A./B.Com./B.Sc. degree course. In case the student passes any Semester or part thereof in the second appearance, it shall be so indicated in the statement of marks of Semester-V and Semester-VI.

OC-45.4.11. An unsuccessful candidate who obtains the minimum percentage of marks prescribed for passing in a subject (theory/practical) shall be exempted from reappearing in that subject. He/She shall be declared to have passed the full examinations on his passing in the remaining subjects.

OC-45.4.12 (Effective from 15th September, 2011)

(i) Deleted.

(ii) **(Effective from 15th September, 2011)** A supplementary examination shall be conducted, preferably after 15 days from the declaration of results of Semester II and IV examinations. Students who have a backlog of any or all the papers (theory / practical) of Semesters I, II, III and IV are eligible to appear for this examination, irrespective of whether a student has already attempted Semester I examination four times.

OC-45.4.13. (Effective from 12th October, 2009) Marks scored by a candidate in the Skill-based paper at Semester-V shall be converted into Letter Grade in the following manner:

Below 30%……. E Grade
30% and above but below 40%…..D Grade
40% and above but below 50%…..C Grade
50% and above but below 60%…..B Grade
60% and above but below 70%…..A Grade
70% and above ……..O Grade

OC-45.4.14. (Effective from 12th October, 2009) A candidate registered for the three years B.A/B.Com./B.Sc. Degree course shall be required to successfully complete all papers and obtain 40% marks in all papers. 100 marks shall also be allotted for the Project and added to the aggregate. The award of class shall be determined accordingly. There would be no conversion of marks into grades.

OC-45. 4.15 College Examination Committee, College Unfair Means Committee and College Grievance Committee

OC-45. 4.15.1 The following committee shall be constituted by the Principal of the college for the terms mentioned against each of them and shall work subject to control and supervision of the Principal.

1. College Examination Committee - 3 years
2. College Unfair Means Committee - 3 years
3. College Grievance Committee - 3 years

(Effective from 12th October, 2009) (A) (1) The College Examination Committee shall consist of :

i) A senior teacher who shall be the Chairman
ii) Two or four regular teachers (In addition to the Chairman)

There will be no remission in work-load but adequate remuneration shall be paid to the members.

(2) This Committee shall be generally in-charge of all matters pertaining to F.Y. and S.Y.B.A., B.Com., and B.Sc., examination in the College.

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

(B)(1) The College Unfair Means Inquiry Committee (CUMIC) shall be constituted with the following members.

i) Vice-Principal or a senior teacher as Chairman
ii) Two more teachers who shall be the member of the College Examination Committee

(2) This committee shall investigate into the cases of unfair means and malpractices reported in a manner prescribed by OC-45.4.15.2 and shall recommend to the Principal a course of action as prescribed in OA-5.14

(C) (1) The College Grievance Committee shall be constituted as under :-

i) Vice-Principal/Senior member of teaching staff as Chairman, provided that he is not the Chairman of CUMIC.
ii) Two regular teachers, preferably not members of CUMIC and the College Examination Committee.
iii) In case the Grievance concerns any member of the committee, the Principal shall reconstitute the committee, excluding the concerned member.

(2) This committee shall investigate into written complaints from the students referred to them by the Principal in the conduct of examinations and recommend a course of action to the Principal as prescribed in OC-45.4.15.3 and OA- 5.14.

OC-45.4.15.2 Procedure for investigating cases of unfair means:
The following procedure shall be followed for investigating the cases of candidates alleged to have used unfair means at the First Year and/or Second Year B.A., B.Com., and B.Sc., examinations.

(1) The candidates be served with a show cause notice and made aware of the charges/allegations reported against him so as to enable him to prepare his defence at the time of this appearance before the Unfair Means Inquiry Committee and informing him thereby of the proposed action to be taken in his case, with a request to bring reply to the show cause notice as to why the action proposed under it should not be taken against him.

(a) The reply received by the Committee from the candidate when he appears before it be considered by the Committee and the final recommendation in the matter be taken and reported to the Principal for his approval.

(b) The punishment finally awarded can be equal to or less than what is mentioned in the show cause notice, but not more than what is mentioned therein.

(c) The College Unfair Means Inquiry Committee is a recommendatory body. The Principal has to exercise his power under Statute SB-13(iv) of the University and issue final order.

(d) The broad category of malpractice and the quantum of punishment for each category thereof shall be as given in general Ordinance on malpractices i.e. OA-5.14.19. Besides these guidelines, each case be examined in detail and punishment awarded on the merit of each case.

OC-45.4.15.3 Procedure for Investigation of Grievance by the College Grievance Committee
1) The Committee shall consider the written complaint by a student on the conduct of examination provided that (i) the complaint is submitted by the student within 15 days after the declaration of results; (ii) the complaint is accompanied with a fee of Rs.200/- (refundable if the complaint is found genuine); and (iii) the matter is referred to the Committee by the Principal. The Committee shall invite a reply to the allegations, if any made by the student from the concerned party.

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

3) The Principal may inform the student, the findings of the Committee and shall take appropriate action including reassessment of the said answer book. However, if the marks are reduced after revaluation of the said answer book the original marks shall be retained and the student to be communicated that there is no change in his/her result.

4) A minimum fine of Rs.200/- which shall not exceed Rs.500/-, shall be imposed on the student complainant, if the said allegation(s) is (are) found to be a deliberate attempt at casting aspersions on the teacher(s) concerned. If the allegations are found to be genuine and the same is recorded giving reasons, the action shall be taken as provided under OA-5.2.6.

OC –45.5 Field Training/Work at B.A/ BSc./B.Com Course of study

In the subject where the field training/work is a compulsory component of the curriculum, a minimum of 3 days equivalent to 24 clock hours of field training/work (at First Year), 9 days equivalent to 72 clock hours (at Second Year) and 18 days equivalent to 144 clock hours (at Third Year) in an academic year, consisting of two successive Semesters (one odd and one even) taken together, shall be undertaken. Number of clock hours in an academic year may be split equally between two Semesters by the teacher(s) supervising the field training/work. This work shall be deemed equivalent to one practical period per week per batch of 15 students for the respective Semesters.

OC-46 Ordinance for the Bachelor of Financial Services Programme (BFS) (Under Section 24(1) of the Goa University Act, 1984). (Effective from 2006-07).

OC-46.1 GENERAL

OC-46.1.1 **Course Objective:** To produce an employable workforce that will have sound knowledge of business fundamentals, of the working of institutions in the financial sector and services provided by these institutions.

OC-46.2 Duration of the Course:

OC-46.2.1 The duration of the programme is three years, which is divided into six semesters with two semesters per year.

OC-46.2.2 Semesters I, III and V shall be termed as Odd Semesters while Semesters II, IV and VI shall be termed as Even Semesters.

OC-46.2.3 The maximum period for the completion of the course shall be 6 years (as per Ordinance OA-16).

OC-46.3 Academic calendar

The academic calendar of the programme will be the same as that prescribed by Goa University for the B.Sc., B.Com and B.A. programmes.

OC-46.4 Degree to be awarded

Upon successful completion of the programme, the degree of Bachelor of Financial Services (BFS) shall be conferred upon every candidate.

OC-46.5 Eligibility for Admission and Intake Capacity:

OC-46.5.1 **Eligibility for Admission**

a) Eligibility for Admission to the First Semester of the BFS programme (First Year BFS).
Any candidate who has passed Standard XII in any stream of the Goa Board of Secondary and Higher Secondary Education or any other equivalent examination recognized by Goa University is eligible for admission to the First semester of the BFS programme.

b) **(Effective from 1st October, 2009)** Eligibility for Admission to the Third Semester of the BFS programme (Second Year BFS).
A candidate who has completed and passed at least 8 of the 14 papers of Semester I and II taken together shall be eligible for admission to Semester III.

c) **(Effective from 1st October, 2009)** Eligibility for Admission to the Fifth Semester of the BFS programme (Third Year BFS).
A candidate who has completed and passed all the papers of Semesters I and II and at least 8 of the 14 papers of Semesters III and IV taken together shall be eligible for admission to Semester V.

OC-46.5.2 The number of candidates to be admitted to the BFS programme shall ordinarily be not more than 40 per College/Institute.

OC-46.6 **PROGRAMME STRUCTURE** For matters provided under this Ordinance, the other general ordinances shall not be applicable.

OC-46.6.1 Number of papers

OC-46.6.1.1 Each semester from Semester I to V shall consist of seven papers.

OC-46.6.1.2 Semester VI shall comprise a Project to be carried out during compulsory internship in an organization. Each student shall carry out the project work under the joint guidance of a Project Guide from the College and a designated Project–In–charge at the Organization where he/she does his/her compulsory Internship.

OC-46.6.2 Total Marks assigned to each Paper and Semester

OC-46.6.2.1 Every semester (except Semester VI) shall carry a total of 700 marks.

OC-46.6.2.2 Each paper (except the Project paper) shall carry 100 marks.

OC-46.6.2.3 Semester VI shall carry 600 marks.

OC-46.6.2.4 The Project in Semester VI shall carry 600 marks.

OC-46.6.3 Total Number of Lectures per paper

OC-46.6.3.1 Duration of each lecture period shall be of 45 minutes.

OC-46.6.3.2 Each paper (except the project paper) shall be allotted five lectures per week.

OC-46.6.3.3 **(Effective from 1st October, 2009)** Deleted

OC-46.6.3.4 **(Effective from 1st October, 2009)** A teacher shall be assigned not less than 3 and not more than 10 students for the project work. Project work guidance provided to 8 to10 students shall be considered equivalent to a workload of 6 lectures per week; guidance provided to 4 to 7

students shall be considered equivalent to a workload of 4 lecturers per week; while guidance provided to 3 students or less shall be considered equivalent to a workload of 2 lectures per week.

OC-46.6.4 Instructional Scheme:

OC-46.6.4.1 Programme structure
The structure for all the six semesters shall be as specified in the Annexure to this Ordinance. The recommened papers and syllabi shall be reviewed preferably after every three years.

OC-46.6.4.2 Programme Coordinator: One faculty member of the College shall be appointed by the Principal of the College as the Programme Coordinator.

OC-46.6.4.3 Course Plan:

OC-46.6.4.3.1 At the beginning of the semester, a course outline plan shall be submitted to the Programme Coordinator by every teacher for every paper.

OC-46.6.4.3.2 The course plan shall include the distribution of topics, the in-semester evaluation components and weightage distribution. The plan shall also indicate the textbooks, other study material and resources to be used.

OC-46.6.4.3.3 At the end of every semester, every teacher shall submit to the Programme Coordinator, the compliance report for the course plan, mentioning deviations if any, and the reasons for the deviations.

OC-46.6.4.4 Feedback: Individual paper feedback, as well as overall course feedback shall be collected from every student at the end of every semester. The feedback shall have sections on course content, teacher competency, evaluation, availability of resources, etc. The feedback data shall be made available during Academic audit

OC-46.6.4.5

Paper-wise file: For every paper in every semester, the Programme Coordinator shall maintain a file comprising the course plan, reading/teaching material used in class, assignments, question papers, answer papers, student feedback along with final evaluation and marks scored by the students in each paper. This file shall be made available to the Academic Audit Committee for scrutiny.

OC-46.6.4.6 Academic Audit:

OC-46.6.4.6.1 Academic Audit shall be conducted by an Academic Audit Committee at the end of every even semester after the conduct of the examination.

OC-46.6.4.6.2 The Academic Audit Committee shall comprise members appointed by the Vice-Chancellor. The composition of the Committee shall be as follows:

a) One member from the Department of Commerce, Goa University (Chairman)

b) One member from BoS in Commerce (UG),

c) One member from BoS in Economics,

d) One member from Industry/another University

e) One member from BoS in Financial Services

f) The Programme Coordinator from the College shall be the ex-officio Member-Secretary of the Committee.

OC-46.6.4.6.3 The Committee upon audit shall prepare a report and recommend remedial measures wherever required. The report shall be submitted within a maximum of four weeks from the meeting of the Academic Audit Committee. One copy of the report shall be sent to the Board of Studies in Financial Services.

OC-46.6.4.6.4 All the expenditure towards conduct of academic audit shall be borne by the concerned college.

OC-46.6.4.6.5 The Academic Audit Committee shall also function as the Grievance Redressal Committee for the Programme.

OC-46.7 SCHEME OF EXAMINATION

OC-46.7.1 Scheme of Evaluation

OC-46.7.1.1 There shall be continuous assessment throughout the semester for every paper with an End-Semester Examination at the end of the semester. The two components of evaluation shall be called the In-Semester Examination and the End-Semester Examination.

OC-46.7.1.2 The weightage for the In-Semester Examination for every paper (except the Project paper) shall be 40% while that for End-Semester Examination shall be 60%.

OC-46.7.1.3 The college shall conduct all examinations, both internal as well as external, on behalf of Goa University.

OC-46.7.1.4 There shall be no revaluation for any of the papers at any Semester.

OC-46.7.1.5 Personal Verification shall be permitted at Semesters I to V for the End-Semester Examination component of each paper. The procedure for Personal Verification shall be as per the Goa University ordinances relating to the B.A./B.Sc./B.com courses.

OC-46.7.1.6 Project Paper at Semester VI:

OC-46.7.1.6.1 In case of the project paper, the marks allotment shall be as follows:

OC-46.7.1.6.1.1 Evaluation for 250 marks shall be carried out by the project guide from the College. The internal marks are to be awarded by the project guide based on the progress of the work related to the project (150 marks) and the project report (100 marks).

OC-46.7.1.6.1.2 Evaluation for 250 marks shall be carried out by the designated Project-in-charge from the Organization where the candidate does his/her compulsory internship. These marks shall be awarded based on the performance of the candidate in the organization (150 marks) and the project report (100 marks).

OC-46.7.1.6.1.3 There shall be a viva voce examination for the Project Paper at the end of Semester VI. The viva-voce examination shall be of 100 marks. The viva-voce shall be jointly conducted by the Project Guide and an External Examiner appointed as per Goa University Ordinance OB-4. The mode of evaluation of the viva voce shall be as follows: Evaluation for 50 marks shall be carried out by the Project Guide from the College and evaluiation for the remaining 50 marks shall be carried out by the External Examiner.

OC-46.7.1.7 In-Semester Examination:

OC-46.7.1.7.1 No single component of in-semester evaluation shall carry more than 50% of the total marks allotted for internal evaluation.

OC-46.7.1.7.2 In-semester evaluation of all papers except project paper shall consist of two intra-semester written tests and other evaluation components such as quizzes, assignments, presentations, group discussions as may be deemed fit and notified at the beginning of the semester.

OC-46.7.1.7.3 All components of internal evaluation shall be conducted during the normal teaching periods.

OC-46.7.1.7.4 A student shall answer all components of the In-Semester Examination.

OC-46.7.1.8 End-Semester Examination:

OC-46.7.1.8.1 The duration of end-semester examination shall be 2 hours.

OC-46.7.1.8.2 End-semester examinations shall be conducted during the same period as prescribed by Goa University for the B.Sc., B.Com and B.A. courses.

OC-46.8 Passing & Award of Class

OC-46.8.1 Passing Requirements:

OC-46.8.1.1 A candidate shall obtain a total of at least 40 out of 100 marks in the in-semester and end-semester components taken together in each paper to be declared as passed.

OC-46.8.1.2 A candidate shall obtain a minimum of 20 out of 60 marks at the end-semester examination for each paper to be declared as passed.

OC-46.8.1.3 A candidate who has failed in any paper in any semester, shall be allowed to appear only in the End-Semester component of those paper(s) in which he/she has failed in the following semester examination

OC-46.8.1.4 A candidate who has not submitted the Project report in Semester VI by the stipulated date shall not be permitted to appear for the viva voce examination and shall not be considered to have passed in the said examination.

OC-46.8.1.5 A candidate who has submitted the Project report in Semester VI by the stipulated date, but does not appear for the viva voce examination at the end of the Semester shall not be considered to have passed in the said examination. However, such candidates who do not appear for the viva voce examination shall be allowed to appear for the same in the following semester.

OC-46.8.2 ***Grace marks***: Grace marks shall be awarded as per Goa University Ordinance OA 5.16

OC-46.9 Award of class:

OC-46.9.1 Class shall be awarded as follows:

- 40% and above but less than 50% - Pass class
- 50% and above but less than 60% - Second class
- 60% and above but less than 70% - First class
- 70% and above – Distinction

OC-46.9.2 The class shall be declared on the basis of percentage of aggregate of marks obtained in all six semesters taken together.

OC-46.9.3 **(Effective from 1st October, 2009)** To be eligible for award of class, a student shall complete the course in the minimum prescribed period and shall pass Semesters VI in the first attempt

OC-46.9.4 There shall be no improvement of class for the BFS Programme.

OC-46.10 **(Effective from 1st October, 2009) Mark sheet**:

The mark sheet issued at the end of the Sixth semester shall show the aggregate marks obtained in each semester as well as the overall class obtained. Degree to be awarded by Goa University.

Bachelor of Financial Services (BFS)

Programme Structure

SEMESTER I
1. Communication Skills
2. Quantitative Techniques – I
3. Essentials of Management - I
4. Essentials of Accounting – I
5. Business Economics
6. Theory & Practice of Banking
7. Fundamentals of Business Computer Applications

SEMESTER II
1. Business Communication
2. Quantitative Techniques - II
3. Essentials of Management – II
4. Essentials of Accounting – II
5. Indian Financial System
6. Indian Business Environment
7. Environmental Studies

SEMESTER III
1. Direct Taxes
2. Cost Accounting
3. Indian Securities Market
4. Financial Services
5. Financial Management
6. Fundamentals of Insurance
7. Foreign Exchange Markets

SEMESTER IV
1. Indirect Taxes
2. Management Accounting
3. Indian Economy
4. International Finance
5. Corporate Finance
6. Marketing of Financial Services
7. Business Law

SEMESTER V
1. Financial Auditing
2. Accounting for Financial Services
3. Financial Sector Legislation
4. Fundamentals of Strategic Management
5. Security Analysis and Portfolio Management
6. Stock Market Operations
7. Research Methodology

SEMESTER VI
Compulsory Internship and Project

OC-46 Ordinance for the Bachelor of Business Studies (Financial Services) Programme {BBS (Financial Services)} (Under Section 24(1) of the Goa University Act, 1984). (Effective from 2010-11)

OC-46.1 GENERAL

OC-46.1.1 **Course Objective:** To produce an employable workforce that will have sound knowledge of business fundamentals, of the working of institutions in the financial sector and services provided by these institutions.

OC-46.2 Duration of the Course:

OC-46.2.1 The duration of the programme is three years, which is divided into six semesters with two semesters per year.

OC-46.2.2 Semesters I, III and V shall be termed as Odd Semesters while Semesters II, IV and VI shall be termed as Even Semesters.

OC-46.2.3 The maximum period for the completion of the course shall be 6 years (as per Ordinance OA-16).

OC-46.3 Academic calendar

The academic calendar of the programme will be the same as that prescribed by Goa University for the B.Sc., B.Com and B.A. programmes.

OC-46.4 (Effective from 2010-11) Degree to be awarded

Upon successful completion of the programme, the degree of Bachelor of Business Studies (Financial Services) [BBS(FS)] shall be conferred upon every candidate.

OC-46.5 Eligibility for Admission and Intake Capacity:

OC-46.5.1 (Effective from 2010-11) Eligibility for Admission

a) Eligibility for Admission to the First Semester of the BBS(FS) programme (First Year BBS(FS)).
Any candidate who has passed Standard XII in any stream of the Goa Board of Secondary and Higher Secondary Education or any other equivalent examination recognized by Goa University is eligible for admission to the First semester of the BBS(FS) programme.

b) Eligibility for Admission to the Third Semester of the BBS(FS) programme (Second Year BBS(FS)).
A candidate who has completed and passed at least 8 of the 14 papers of Semester I and II taken together shall be eligible for admission to Semester III.

c) Eligibility for Admission to the Fifth Semester of the BBS(FS) programme (Third Year BBS(FS)).
A candidate who has completed and passed all the papers of Semesters I and II and at least 8 of the 14 papers of Semesters III and IV taken together shall be eligible for admission to Semester V.

OC-46.5.2 (Effective from 2010-11) The number of candidates to be admitted to the BBS (FS) programme shall ordinarily be not more than 40 per College/Institute.

OC-46.6 PROGRAMME STRUCTURE For matters provided under this Ordinance, the other general ordinances shall not be applicable.

OC-46.6.1 Number of papers

OC-46.6.1.1 Each semester from Semester I to V shall consist of seven papers.

OC-46.6.1.2 Semester VI shall comprise a Project to be carried out during compulsory internship in an organization. Each student shall carry out the project work under the joint guidance of a Project Guide from the College and a designated Project–In–charge at the Organization where he/she does his/her compulsory Internship.

OC-46.6.2 Total Marks assigned to each Paper and Semester

OC-46.6.2.1 Every semester (except Semester VI) shall carry a total of 700 marks.

OC-46.6.2.2 Each paper (except the Project paper) shall carry 100 marks.

OC-46.6.2.3 Semester VI shall carry 600 marks.

OC-46.6.2.4 The Project in Semester VI shall carry 600 marks.

OC-46.6.3 Total Number of Lectures per paper

OC-46.6.3.1 Duration of each lecture period shall be of 45 minutes.

OC-46.6.3.2 Each paper (except the project paper) shall be allotted five lectures per week.

OC-46.6.3.3 (Effective from 1st October, 2009) Deleted

OC-46.6.3.4 (Effective from 1st October, 2009) A teacher shall be assigned not less than 3 and not more than 10 students for the project work. Project work guidance provided to 8 to10 students shall be considered equivalent to a workload of 6 lectures per week; guidance provided to 4 to 7 students shall be considered equivalent to a workload of 4 lecturers per week; while guidance provided to 3 students or less shall be considered equivalent to a workload of 2 lectures per week.

OC-46.6.4 Instructional Scheme:

OC-46.6.4.1 (Effective from 2010-11) Programme structure

The structure for all the six semesters shall be as recommended by the Board of Studies in Business Studies and approved by the Academic Council. The recommended papers and syllabi shall be reviewed preferably after every three years.

OC-46.6.4.2 Programme Coordinator: One faculty member of the College shall be appointed by the Principal of the College as the Programme Coordinator.

OC-46.6.4.3 Course Plan:

OC-46.6.4.3.1 At the beginning of the semester, a course outline plan shall be submitted to the Programme Coordinator by every teacher for every paper.

OC-46.6.4.3.2 The course plan shall include the distribution of topics, the in-semester evaluation components and weightage distribution. The plan shall also indicate the textbooks, other study material and resources to be used.

OC-46.6.4.3.3 At the end of every semester, every teacher shall submit to the Programme Coordinator, the compliance report for the course plan, mentioning deviations if any, and the reasons for the deviations.

OC-46.6.4.4 Feedback: Individual paper feedback, as well as overall course feedback shall be collected from every student at the end of every semester. The feedback shall have sections on course content, teacher competency, evaluation, availability of resources, etc. The feedback data shall be made available during Academic audit

OC-46.6.4.5 Paper-wise file: For every paper in every semester, the Programme Coordinator shall maintain a file comprising the course plan, reading/teaching material used in class, assignments, question papers, answer papers, student feedback along with final evaluation and marks scored by the students in each paper. This file shall be made available to the Academic Audit Committee for scrutiny.

OC-46.6.4.6 **Academic Audit:**

OC-46.6.4.6.1 Academic Audit shall be conducted by an Academic Audit Committee at the end of every even semester after the conduct of the examination.

OC-46.6.4.6.2 The Academic Audit Committee shall comprise members appointed by the Vice-Chancellor. The composition of the Committee shall be as follows:

a) One member from the Department of Commerce, Goa University (Chairman)

b) One member from BoS in Commerce (UG),

c) One member from BoS in Economics,

d) One member from Industry/another University

e) One member from BoS in Financial Services

f) The Programme Coordinator from the College shall be the ex-officio Member-Secretary of the Committee.

OC-46.6.4.6.3 The Committee upon audit shall prepare a report and recommend remedial measures wherever required. The report shall be submitted within a maximum of four weeks from the meeting of the Academic Audit Committee. One copy of the report shall be sent to the Board of Studies in Financial Services.

OC-46.6.4.6.4 All the expenditure towards conduct of academic audit shall be borne by the concerned college.

OC-46.6.4.6.5 The Academic Audit Committee shall also function as the Grievance Redressal Committee for the Programme.

OC-46.7 SCHEME OF EXAMINATION

OC-46.7.1 Scheme of Evaluation

OC-46.7.1.1 There shall be continuous assessment throughout the semester for every paper with an End-Semester Examination at the end of the semester. The two components of evaluation shall be called the In-Semester Examination and the End-Semester Examination.

OC-46.7.1.2 The weightage for the In-Semester Examination for every paper (except the Project paper) shall be 40% while that for End-Semester Examination shall be 60%.

OC-46.7.1.3 The college shall conduct all examinations, both internal as well as external, on behalf of Goa University.

OC-46.7.1.4 There shall be no revaluation for any of the papers at any Semester.

OC-46.7.1.5 Personal Verification shall be permitted at Semesters I to V for the End-Semester Examination component of each paper. The procedure for Personal Verification shall be as per the Goa University ordinances relating to the B.A./B.Sc./B.com courses.

OC-46.7.1.6 Project Paper at Semester VI:

OC-46.7.1.6.1 In case of the project paper, the marks allotment shall be as follows:

OC-46.7.1.6.1.1 **(Effective from 2010-11)** Evaluation for 250 marks shall be carried out by the project guide from the College as per the guidelines in the project manual approved by the Academic Council.

OC-46.7.1.6.1.2 Evaluation for 250 marks shall be carried out by the designated Project-in-charge from the Organization where the candidate does his/her compulsory internship. These marks shall be awarded based on the performance of the candidate in the organization (150 marks) and the project report (100 marks).

OC-46.7.1.6.1.3 **(Effective from 2010-11)** Evaluation for 100 marks shall be on the basis of individual student presentation and open viva in form of a three-member Board of Examiners comprising the Programme Coordinator and two external examiners, as well as all the other students. The average of marks awarded by all three Board members would be the final marks obtained by the student. One external examiner shall be an academician from a University other than Goa University. The other external examiner shall be from industry and from outside Goa.

OC-46.7.1.7 In-Semester Examination:

OC-46.7.1.7.1 No single component of in-semester evaluation shall carry more than 50% of the total marks allotted for internal evaluation.

OC-46.7.1.7.2 In-semester evaluation of all papers except project paper shall consist of two intra-semester written tests and other evaluation components such as quizzes, assignments, presentations, group discussions as may be deemed fit and notified at the beginning of the semester.

OC-46.7.1.7.3 All components of internal evaluation shall be conducted during the normal teaching periods.

OC-46.7.1.7.4 A student shall answer all components of the In-Semester Examination.

OC-46.7.1.8 End-Semester Examination:

OC-46.7.1.8.1 The duration of end-semester examination shall be 2 hours.

OC-46.7.1.8.2 End-semester examinations shall be conducted during the same period as prescribed by Goa University for the B.Sc., B.Com and B.A. courses.

OC-46.8 Passing & Award of Class

OC-46.8.1 Passing Requirements:

OC-46.8.1.1 A candidate shall obtain a total of at least 40 out of 100 marks in the in-semester and end-semester components taken together in each paper to be declared as passed.

OC-46.8.1.2 A candidate shall obtain a minimum of 20 out of 60 marks at the end-semester examination for each paper to be declared as passed.

OC-46.8.1.3 A candidate who has failed in any paper in any semester, shall be allowed to appear only in the End-Semester component of those paper(s) in which he/she has failed in the following semester examination

OC-46.8.1.4 A candidate who has not submitted the Project report in Semester VI by the stipulated date shall not be permitted to appear for the viva voce examination and shall not be considered to have passed in the said examination.

OC-46.8.1.5 A candidate who has submitted the Project report in Semester VI by the stipulated date, but does not appear for the viva voce examination at the end of the Semester shall not be considered to have passed in the said examination. However, such candidates who do not appear for the viva voce examination shall be allowed to appear for the same in the following semester.

OC-46.8.2 ***Grace marks***: Grace marks shall be awarded as per Goa University Ordinance OA 5.16

OC-46.9 Award of class:

OC-46.9.1 Class shall be awarded as follows:

- 40% and above but less than 50% - Pass class
- 50% and above but less than 60% - Second class
- 60% and above but less than 70% - First class
- 70% and above – Distinction

OC-46.9.2 The class shall be declared on the basis of percentage of aggregate of

marks obtained in all six semesters taken together.

OC-46.9.3 **(Effective from 1st October, 2009)** To be eligible for award of class, a student shall complete the course in the minimum prescribed period and shall pass Semesters VI in the first attempt

OC-46.9.4 **(Effective from 2010-11)** There shall be no improvement of class for the BBS(FS) Programme.

OC-46.10 **(Effective from 1st October, 2009) Mark sheet**:

The mark sheet issued at the end of the Sixth semester shall show the aggregate marks obtained in each semester as well as the overall class obtained. Degree to be awarded by Goa University.

OC-47 (EFFECTIVE FROM 2007-2008) Ordinance for Bachelor of Computer Applications (BCA) (To be made effective from 2007-08) (Under Section 24(1) of Goa University Act 1984).

OC-47.1 GENERAL

OC-47.1.1 Programme objective:

To produce employable IT workforce that will have sound knowledge of IT and business fundamentals that can be applied to develop and customize solutions for Small and Medium Enterprises (SMEs).

OC-47.1.2 Duration of the Programme & Semesters:

(i) Duration of the programme shall be of three academic years which is divided into Six Semesters with two semesters per academic year.

(ii) Semester I, III, and V shall be termed as Odd semesters while Semester II, IV, and VI shall be termed as Even Semesters.

(iii) Every semester shall be of approximate five months duration inclusive of breaks and vacations.

(iv) Academic Terms for Odd semesters and Even semesters shall be as notified by the university every year and shall follow the term that is applicable to BA/BSc/BCom programmes.

(v) All the instructions as well as examinations shall be conducted within the above mentioned period of each semester.

(vi) An academic calendar showing the commencement of course, instructions, mid semester examinations, end-semester examinations, shall be displayed before the beginning of each semester.

OC-47.1.3 Degree to be awarded:

Upon successful completion of the programme, every candidate shall be conferred upon the degree of Bachelor of Computer Applications (BCA).

OC-47.1.4 Eligibility for admission and intake capacity:

OC-47.1.4.1 Eligibility for Admission to Semester I and Semester II:

(i) Any candidate who has passed the XII standard examination in any stream from Goa Board of Secondary & Higher Secondary Education or equivalent is eligible for admission to the first semester.

(ii) A candidate shall be selected based on the selection test as prescribed by Goa University from time to time. The selection test shall test the general aptitude, logical reasoning and analytical abilities and basic arithmetical skills of the candidate.

(iii) A candidate admitted for Semester-I shall be deemed eligible for admission to Semester-II.

OC-47.1.4.2 Eligibility for admission to Semester-III and Semester-IV

(i) A candidate securing minimum passing grade of DD or above in each of the courses of Semester-I and Semester-II is eligible for admission to Semester-III.

(ii) In addition to above, those candidates who secure FF or II grade in maximum four courses (theory as well as laboratory) out of all the courses that were offered in Semester-I and Semester-II shall be eligible for admission to Semester-III and Semester-IV.

(iii) A candidate admitted for Semester-III shall be deemed eligible for admission to Semester-IV.

OC-47.1.4.3 Eligibility for admission to Semester-V and Semester-VI

(i) A candidate securing minimum passing grade of DD or above in each of the courses of Semester-III and Semester-IV is eligible for admission to Semester-V.

(ii) In addition to above, those candidates who secure FF or II grade in maximum four courses (theory as well as laboratory) out of all the courses that were offered in Semester-III and Semester-IV and have obtained minimum DD grade in all the courses of Semester I and II shall be eligible for admission to Semester-V and Semester-VI.

(iii) A candidate admitted for Semester-V shall be deemed eligible for admission to Semester-VI.

(iv) Number of candidates to be admitted to BCA programme shall not be more than 40 per division per year.

OC-47.2 COURSE STRUCTURE

OC-47.2.1 Number of courses/Papers:

(i) The instructional scheme for the BCA is based on a system of integrated units called courses. Each course shall mean one paper.

(ii) Each Semester shall have four Theory courses and two laboratory courses except Semester VI which shall have four theory courses and a Project work.

(iii) There shall be one Elective course in each of the Semester V and Semester VI

(iv) The Elective courses to be offered shall be as per the list approved by BoS in Computer Science(UG)

(v) Courses that shall be offered as electives shall be only from the Commerce and Management disciplines.

(vi) Semester I and II shall include a non-credit additional course on Environmental Studies.

(vii) The syllabus for Environmental Studies shall be as prescribed by concerned Board of Studies and as applied to BA/ BSc /BCom programmes.

(viii) The actual programme structure along with nomenclature of courses and topics to be covered therein shall be as prescribed by BoS from time to time.

OC-47.2.2 Total marks/credits assigned to each course/Paper:

(i) Every Semester shall carry a total of 30 credits points.

(ii) Each course (Theory and Project work) having a weightage of 100 marks shall be allotted 6 credit points while each course (Laboratory) having 50 marks shall be allotted 3 credit points.

(iii) Courses on Environmental Studies shall not carry any credit but will carry 50 marks per Semester.

OC-47.2.3 Total number of contact hours/lectures (with duration of lecture) per course/paper:

(i) Duration of each lecture period shall be of 45 minutes.

(ii) Every Theory course shall be allotted four lecture periods and one tutorial period per week.

(iii) Every theory course shall be taught in a total of 45-50 lecture periods while for laboratory course a minimum of 15 lecture sessions per class and 15 lab sessions per batch shall be conducted.

(iv) Every laboratory course shall have one lecture cum demonstration period for the entire class and one practical session of three periods per batch per week.

(v) Batch size for laboratory course: each batch shall be of 20 students. A second batch can be formed only if more than 20 students have registered for the Semester.

(vi) Project Work batch size: Each Instructor shall guide not more than 10 students.

(vii) Project work guidance provided to more than five students shall be considered equivalent to a workload of four lectures per week while guidance provided to five or less number of students shall be considered equivalent to a workload of two lectures per week.

(viii) Maximum 5 students per group are entitled to undertake one project work.

(ix) In case of Environmental Studies course, two lectures shall be allotted per week per semester.

OC-47.2.4 Instructional Scheme

(i) Instructor-in-Charge: Each course may have one or more instructors teaching the course. One of them is to be appointed as Instructor-in-charge.

(ii) Course Coordinator: In case of courses taught by Visiting Faculty, one faculty member from the College shall be associated with the course as course coordinator.

(iii) Course plan: Every Instructor has to submit a course plan at the beginning of the course. The course plan should include the topic distribution, evaluation components weightage distribution.

(iv) Feedback: Individual course feedback as well as overall feedback has to be collected from every student at the end of every Semester.

(v) Course File : For each course taught, a file shall be maintained by the Instructor-in-charge/course-coordinator 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.

OC-47.2.5 Academic Audit:

(i) The task of the academic audit is to ascertain that all in-semester and end-semester evaluation is done in transparent and fair manner.

(ii) Academic Audit Committee: The committee shall comprise of members appointed by the Vice-Chancellor based on the recommendations of Board of Studies in Computer Science (UG). The constitution of the committee shall

be as follows: 1 member from BoS in Computer Science (UG) who shall act as Chairperson, 1 faculty member from Dept of Management Studies or Commerce, Goa University, 1 member from Industry/teacher from another college offering BCA programme, and 1 teacher from the concerned college undergoing the academic audit who also shall act as Member-secretary of the committee.

(iii) The Academic audit shall be conducted by afore mentioned committee at the end of every academic year after the declaration of results of even semesters. It shall examine the course files and other academic records of all the semesters of that year.

(iv) Academic Audit Report: The committee shall prepare the report after conducting an audit and the same shall be placed before the Board of Studies within 4 weeks. A copy of the report shall also be given to the concerned college.
(v) The Board of Studies shall discuss all the audit reports and recommend improvements in the conduct of the programme to colleges.

OC-47.3 SCHEME OF EXAMINATION

OC-47.3.1 General

(i) There shall be both an In-semester element and an End-semester element in the evaluation of the performance of candidates for every course, each carrying equal weightage of 50% .

(ii) In-semester evaluation is to be carried out during the course of instructions within the normal lecture periods preferably during the tutorial periods.
(iii) Marks secured and wherever applicable, answer scripts, of all the internal assessments of In-Semester evaluation shall be communicated to the candidates within seven days of conduct of such examinations.

(iv) End-semester evaluation is to be conducted at the end of every semester

OC-47.3.2 Eligibility for examinations:

(i) End-semester examination: A candidate is eligible to appear for the end-semester theory, laboratory and Project examination provided he/she satisfies the minimum attendance rules framed by Goa University.

(ii) In addition to above, a candidate has to appear for the class test component for Theory course and Lab test component for Laboratory course of In-Semester evaluation.

OC-47.3.3 Evaluation of Theory courses:

OC-47.3.3.1 In-semester Evaluation

(i) Internal evaluation shall be conducted in continuous manner in the form of regular assignments, quizzes, submissions and tests.

(ii) Out of maximum 50 marks, at least 30 marks shall be evaluated by conducting one or more class test(s) during the normal lecture periods of the semester.

(iii) A faculty member may conduct extra class tests to allow those candidates who were unable to appear for the regular class tests in genuine cases.

OC-47.3.3.2 End-semester Evaluation

(i) Evaluation consists of an examination for 50 marks of 2 hour duration.

(ii) External Examiners shall be appointed for the Theory examinations at Semester – V and Semester – VI in accordance with the University Ordinance OB – 4 from the panel of examiners approved by the Academic Council. However, assessment with respect to these two semesters shall be done internally. Paper setting and assessment of papers/courses at Semester – I to Semester – IV shall be done internally by the teacher teaching the paper/course.

(iii) Assessment shall be done at the college by the faculty who taught the concerned course.

(iv) The pattern of question paper(s) to be set for the End-Sem–and the scheme of marking shall be decided by the Board of Studies.

OC-47.3.4 Evaluation of laboratory courses:

OC-47.3.4.1 In-semester Evaluation

(i) Internal evaluation shall be conducted in continuous manner in the form of regular assignments, submissions and tests.

(ii) Out of maximum 25 marks, at least 15 marks shall be evaluated by conducting one or more lab test(s) during the semester.

(iii) A faculty member may conduct extra class tests to allow those candidates who were unable to appear for the regular class tests in genuine cases.

(iv) A record of work done in the form of journal has to be maintained by every student.

OC-47.3.4.2 End-semester Evaluation

(i) The evaluation consists of an examination of 25 marks of 2 hour 15 minutes duration conducted by the college.

(ii) An online examination and a viva-voce shall be jointly conducted by an internal and external examiner.

(iii) The course instructor shall act as the internal examiner

(iv) External Examiners shall be appointed for the Laboratory Course examination at Semester – V and Semester – VI in accordance with the University Ordinance OB – 4 from the panel of examiners approved by the Academic Council. However, assessment and grading shall be done jointly by the external examiner and internal examiner for these two semesters. Paper setting and assessment of Laboratory courses at Semester – I to Semester – IV shall be done internally by the teacher teaching the paper/course.

OC-47.3.5 Evaluation of Project work

OC-47.3.5.1 In-semester Evaluation for 50 marks shall be done by the project guide based on the record of work done and quality of work done.

OC-47.3.5.2 End-semester Evaluation and Re-Examination

(i) The evaluation consists of an oral viva-voce and demonstration for 30 marks jointly conducted by project guide and external examiner.

(ii) External examiner shall allot maximum 20 marks for the Project Report

(iii) External Examiners shall be appointed for the Project work assessment at Semester – VI from the panel of examiners approved by the Academic Council in accordance with the University Ordinance OB – 4. Assessment and grading shall be done jointly by the External Examiner and the Internal Examiner/Guide.

OC-47.3.6 Evaluation of Environmental Studies for Semester I and Semester II

(i) In-Semester evaluation for 25 marks and End-Semester evaluation for 25 marks shall be made.

(ii) In-semester evaluation shall be done by the Instructor by conducting minimum 1 class test of minimum 15 marks and one or more assignments, quizzes, presentations during the semester.

(iii) End-Semester examination of one hour duration shall be conducted. Paper-setting and assessment shall be done by the College Instructor.

(iv) A candidate has to secure a minimum of 40% marks of the total marks for securing pass.

(v) A grade will not be allotted for this course as well as they will not be included for the purpose of calculating SPI/CPI.

(vi) Degree will not be allotted unless a candidate passes these courses.

(vii)Candidate who has not secured pass percentage shall re-appear for the end-sem examination until pass percentage is secured.

OC-47.4 SCHEME OF GRADING

OC-47.4.1 Grading Scheme

(i) Relative grading scheme shall be followed to compute grade for each candidate.

(ii) The final grades for the course would be awarded by the Instructor-in-charge/course co-coordinator taking into account the collective performance in the In-Semester and End-Semester.

For each course taken by the 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, II and FF

(iii) 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	CC	6
AB	9	CD	5
BB	8	DD	4
BC	7	II and FF	0

(iv) A candidate passes the courses if he/she gets any grade in the range between AA and DD.

(v) The letter grade II is given to a candidate on account of inability of a candidate to appear for the end-semester examination due to valid reason. Such candidate has to apply to the Principal of the concerned college within seven days from the end of the Examination communicating the reason for absence supported by documentary evidence. The Principal shall take appropriate decision based on the documentary evidence provided by the candidate.

(vi) If a candidate is awarded II grade during the end-semester examination, he/she has to reappear for the end-semester component only when that course is being offered next.

(vii) A candidate is awarded FF grade on account of overall poor performance or failure to appear for the end-semester examination without justification.

(viii) If a candidate is awarded FF grade during the end-semester examination, he/she has to reappear for the In-semester as well as end-semester components when that course is being offered next.

(ix) A candidate getting a letter grade of II at the End-Sem examination for a course and subsequently re-appearing for End-Sem examination, shall be allotted a suitable grade from AA to DD or FF as per the latest grading scheme defined by the Course Instructor for that course.

(x) A candidate getting a letter grade of FF at the End-Sem examination and subsequently re-appearing for End-Sem examination shall be allotted a suitable grade from either DD or FF. If the letter grade corresponding to the range in which his/her total marks fall at the latest End-semester examination is DD or above then the candidate is allotted letter grade DD. Otherwise, letter grade FF shall be awarded to the candidate.

OC-47.4.2 Performance Indices

(i) **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. SPI to be calculated as SPI = ∑ Grade point X course credit/∑ credits of each paper in semester SPI has to be rounded to two decimal digits

(ii) **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.

OC-47.4.3 Award of class

(i) Each semester grade report for the student shall carry his/her SPI. The final semester mark-sheet will indicate the CPI. The final class for the BCA degree would be awarded as per the following scheme:
Distinction: CPI equal to or greater than 8.5
First class: CPI equal to or greater than 6.5 but less than 8.5
Second Class: CPI equal to or greater than 5.0 but less than 6.5
Pass Class: CPI equal to or greater than 4.0 but less than 5.0

(ii) Due to the relative nature of grading, there is no provision for gracing in the individual course. However, entitlement marks awarded by Goa University for candidates due to NSS, NCC, Sports or cultural activities shall be added to the total before calculating CPI and Class.

OC-47.4.4 Declaration of results:

(i) Every Instructor shall display the grades obtained by the candidates within 10 days of the last examination held by the College for that Semester.

(ii) College running the BCA program shall send the consolidated result-sheets of all the students at Semester – I to Semester -VI examinations which were conducted by them, within thirty days of the last examination held by the college for that semester, to the Controller of Examinations, Goa University.

OC-47.4.4.1 **Revaluation:** There shall be no revaluation of answer books of the candidates at the End-sem examination. Personal verification of marks shall be granted to the candidates in the presence of Principal/Vice-Principal and the concerned examiner, provided he had applied for the same along with

the payment of prescribed fees within one week of the declaration of results. The following shall be the procedure for the verification of marks:

(i) On a notified day and time, which should be not later than 10 days after the receipt of application from the candidate, the candidate shall be shown the answer book in the chamber of the Principal/Vice-Principal in the presence of the Examiner concerned.

(ii) If the Candidate is not satisfied with the results on personal verification of answer book, he may apply to the Principal for looking into the grievances.

OC-47.4.5 The candidate can make an appeal to the Principal of College in case of any grievances with respect to evaluation within seven days of notification of final grades of the concerned course by the course instructor/coordinator. The Principal in consultation with the BCA programme coordinator/HoD shall decide about the matter. The records pertaining to the appeal as well as the decision taken thereof, shall be placed before the Academic Audit committee during the academic audit.

OC-47.4.6 Attempts and Improvement of class

(i) Attempts: A student shall be considered to have passed a course at first attempt, provided he/she passes with a letter grade of DD or higher, at the regular examination.

(ii) In addition to the above, a candidate securing II grade and later passing the course at the next appearance shall be considered to have passed the course at first attempt.

(iii) All other cases would be treated as second attempts.

(iv) A candidate is allowed to repeat an entire year (Even and Odd Semester) in order to improve his/her performance. In such a situation the better of the two performances shall be considered. This facility shall be permitted only once in the BCA programme and the Statement of marks shall bear the sentence "Under Improvement". The candidate shall be required to surrender the original gradesheet and other relevant documents at the time of receiving the fresh Gradesheet in the event of improvement of performance for each concerned semester. The better of the two performances for each semester shall be considered.

Annexure I

Sample grading for courses and computing SPI and CPI

A. Relative Grading steps

1. Each candidate has to be allotted a grade based on his/her relative performance in the In-Sem and End-Sem examinations combined together.
2. The marks scored in various components of evaluation has to be totalled and marks out of total marks allotted to the course has to be computed. While arriving at the total marks, the various In-sem evaluation component may be weighted.
3. Decide the grade that is to be allotted to the range of marks. A separate workshop was conducted on various techniques that can be used to arrive at the grades. Please refer to the material provided as part of this workshop. Various statistical parameters such as mean, mode, standard deviation etc can be used in arriving at the grades.

Example:

A candidate with roll number 0712 has scored the following marks in In-sem and End-sem for a theory course BCA11(Programming) for Semester-I.

Roll Number	In-Sem evaluation				In sem total	End-sem	Total	Grade
	Quiz1	Quiz2	Class test 1	Class test 2				
	10	10	15	15	50	50	100	
0712	7	5	9	8	29	30	59	BC

Similarly marks of all the other candidates are to be computed.
Suppose the highest marks scored in this course is 80, lowest is 20 and average marks scored is 50.
The Instructor arrives at the following Grading scheme for this course:

Grade	marks
AA	Above 75
AB	Between 75 and 71
BB	Between 70 and 64
BC	Between 63 and 55
CC	Between 54 and 48
CD	Between 47 and 41
DD	Between 40 and 35
FF	Less than 30

Accordingly grade for Roll number 0712 is BC

B. Calculating SPI and CPI

Once grades for all the courses of the semester are available, SPI will be calculated as follows.
Each Grade has an associated grade point starting from 10 for AA to 00 for II/FF. The course credit associated with each course are also used.
Sample: Roll number 0712 has secured following grades in all the course of Semester-I

Courses	Grade secured	Corresponding Grade point	Course Credit	Grade point X course credit
BCA11	BC	7	6	42
BCA12	AA	10	6	60
BCA13	BB	8	6	48
BCA14	AB	9	6	54
BCA15	BB	8	3	24
BCA16	AA	10	3	30
		Total	30	258

SPI = 258/ 30 = 8.6

Similarly CPI can be computed by considering all the courses.

Appendix 1

Programme Structure for Bachelor of Computer Applications (wef 2007-08)

SEMESTER I							
Course Code	Course Name	Periods		Marks		Total	Course credit
		T	P	In sem	End sem		
BCA11	Problem Solving and Programming in Java	5		50	50	100	6
BCA12	Computer Organization and Operating System	5		50	50	100	6
BCA13	Basic Accounting	5		50	50	100	6
BCA14	Mathematics	5		50	50	100	6
BCA15	Java Programming Lab	1	3	25	25	50	3
BCA16	OS Lab	1	3	25	25	50	3
BCA17	Environmental Studies	2		25	25	50	--
SEMESTER II							
Course Code	Course Name	Periods		Marks		Total	Credits
		T	P	In sem	End sem		
BCA21	Data Structures using Java	5		50	50	100	6
BCA22	Communication Skills-I	5		50	50	100	6
BCA23	Advanced Accounting	5		50	50	100	6
BCA24	Mathematical Foundations of Computer Science	5		50	50	100	6
BCA25	Data Structures Lab	1	3	25	25	50	3
BCA26	IT Tools Lab	1	3	25	25	50	3
BCA27	Environmental Studies	2		25	25	50	--
SEMESTER III							
Course Code	Course Name	Periods		Marks		Total	Credits
		T	P	Insem	Endsem		
BCA31	DBMS	5		50	50	100	6
BCA32	Computer Networks	5		50	50	100	6
BCA33	Communication Skills-II	5		50	50	100	6
BCA34	Probability and Stats	5		50	50	100	6
BCA35	RDBMS Lab	1	3	25	25	50	3
BCA36	VB .Net Lab	1	3	25	25	50	3
SEMESTER IV							
Course Code	Course Name	Periods		Marks		Total	Credits
		T	P	In sem	End sem		
BCA41	Software Engineering-I	5		50	50	100	6
BCA42	Intro to Management Functions	5		50	50	100	6
BCA43	Managerial Economics	5		50	50	100	6
BCA44	Cost Accounting	5		50	50	100	6
BCA45	UML Lab	1	3	25	25	50	3
BCA46	Data Analysis and Accounting Lab	1	3	25	25	50	3

SEMESTER V							
Course Code	Course Name	Periods		Marks		Total	Credits
		T	P	In sem	End sem		
BCA51	Software Engineering-II	5		50	50	100	6
BCA52	Web Technology	5		50	50	100	6
BCA53	IT Project Management	5		50	50	100	6
BCA54	Elective-I	5		50	50	100	6
BCA55	CASE Tools lab	1	3	25	25	50	3
BCA56	Web Technology lab	1	3	25	25	50	3
SEMESTER VI							
Course Code	Course Name	Periods		Marks		Total	Credits
		T	P	Insem	Endsem		
BCA61	e-Commerce Applications	5		50	50	100	6
BCA62	Information systems audit	5		50	50	100	6
BCA63	ERP Systems	5		50	50	100	6
BCA64	Elective-II	5		50	50	100	6
BCA65	Project work		4	50	50	100	6

T- Theory periods P-Practical periods

New Ordinance OC-47A relating to Bachelor of Computer Applications (BCA) Revised Course Structure. (Effective from the academic year 2011-12)

OC-47A.1 GENERAL

OC-47A.1.1 Programme objective:

To produce employable IT workforce, that will have sound knowledge of IT and business fundamentals that can be applied to develop and customize solutions for Small and Medium Enterprises (SMEs).

OC-47A.1.2 Duration of the Programme & Semesters:

i. Duration of the programme shall be of three academic years which is divided into Six Semesters with two semesters in each academic year.
ii. Semester I, III, and V shall be termed as Odd semesters while Semester II, IV, and VI shall be termed as Even Semesters.
iii. Academic Terms for Odd semesters and Even semesters shall be as notified by the University every year and shall follow the term that is applicable to B.A/B.Sc/B.Com programmes.
iv. All the instructions as well as examinations shall be conducted within the above mentioned period of each semester.
v. An academic calendar showing the commencement of B.C.A course, instructions, In-semester class tests and End-semester examinations shall be displayed before the beginning of each semester.

OC-47A.1.3 Degree to be awarded:

Upon successful completion of the programme, every candidate shall be conferred upon the degree of Bachelor of Computer Applications (BCA).

OC-47A.1.4 Eligibility for admission and intake capacity:

OC-47A.1.4.1 Eligibility for Admission to Semester-I and Semester-II:

i. Any candidate who has passed the XII standard examination in any stream from Goa Board of Secondary & Higher Secondary Education or equivalent is eligible for admission to the first semester.
ii. A candidate shall be selected based on a selection test as prescribed by Goa University from time to time. The selection test shall test the general aptitude, logical reasoning and analytical abilities and basic arithmetical skills of the candidate.
iii. A candidate admitted for Semester-I shall be deemed eligible for admission to Semester-II.

OC-47A.1.4.2 Eligibility for admission to Semester-III and Semester-IV:

i. A candidate securing minimum passing grade of D or above in each of the courses of Semester-I and Semester-II is eligible for admission to Semester-III.
ii. In addition to above, those candidates who secure F grade after the Supplementary examination in maximum four courses (theory as well as laboratory) out of all the courses that were offered in Semester-I and Semester-II shall be eligible for admission to Semester-III and Semester-IV.
iii. A candidate admitted for Semester-III shall be deemed eligible for admission to Semester-IV.

OC-47A.1.4.3 Eligibility for admission to Semester-V and Semester-VI:

i. A candidate securing minimum passing grade of D or above in each of the courses of Semester-I to Semester-IV is eligible for admission to Semester-V.
ii. A candidate admitted for Semester-V shall be deemed eligible for admission to Semester-VI.

OC-47A.1.4.4 Intake Capacity:

Number of candidates to be admitted to BCA programme shall not be more than 40 per division per year.

OC-47A.2 COURSE STRUCTURE

OC-47A.2.1 Number of Courses/Papers:

i. The instructional scheme for the BCA is based on a system of integrated units called courses. Each course shall mean one paper.
ii. Each Semester, except Semester V and VI, shall have seven courses of which five shall be Theory courses and two shall be Laboratory courses. Semester V and VI each shall have four theory courses, one Laboratory course and one Project Work.
iii. Out of the four theory courses, there shall be one Computer Science Elective course and one Non-Computer Science Elective course in each of the Semester V and Semester VI.
iv. The Elective courses to be offered shall be as per the list approved by Board of Studies in Computer Science (UG) from time to time.
v. Courses that shall be offered as Non-Computer Science electives shall be from disciplines other than Computer Science.
vi. Semester I and II shall include a two-credit course on Environmental Studies (EVS).
vii. The syllabus for Environmental Studies shall be as prescribed by concerned Board of Studies and as applied to B.A/B.Sc./B.Com. programmes.
viii. The actual programme structure along with nomenclature of courses and topics to be covered therein shall be as prescribed by the Board of Studies from time to time.

OC-47A.2.2 Total marks/credits assigned to each course/Paper:

i. Semester I and II shall carry a total of 32 credit points, Semester III and IV shall have 35 credits, Semester V shall have 25 credits and Semester VI shall carry 30 credits.
ii. Each course having 5 credit points shall be evaluated out of 100 marks.
iii. Courses on Environmental Studies having 2 credit points shall be evaluated out of 50 marks per Semester.

OC-47A.2.3 Total number of contact hours/lectures (with duration of lecture) per course/paper:

i. Duration of each lecture period shall be of 45 minutes duration.
ii. Every Theory course shall be allotted five lecture periods per week.
iii. Every theory course shall be taught in a total of 60–65 lecture periods while for laboratory course a minimum of 15 lecture sessions per class and 15 laboratory sessions per batch shall be conducted.

iv. Every laboratory course shall have one lecture cum demonstration period for the entire class and one practical session of four periods per batch per week.
v. Batch size for laboratory course: Each batch shall be of not more than 20 students. A second batch can be formed only if more than 20 students have registered for the Semester.
vi. Project Work batch size: Maximum 5 students per group are entitled to undertake one project work.
vii. Each Instructor shall guide not more than 10 students.
viii. Project work guidance provided to more than five students shall be considered equivalent to a workload of four lectures per week while guidance provided to five or less number of students shall be considered equivalent to a workload of two lectures per week.
ix. In case of Environmental Studies course, two lectures shall be allotted per week per semester**.**

OC-47A.2.4 Instructional Scheme:

i. **Instructor-in-Charge:** Each course may have one or more instructors teaching the course. One of them shall be appointed as Instructor-in-charge.
ii. **Course Coordinator:** In case of courses taught by Visiting Faculty, one faculty member from the College shall be associated with the course as course coordinator.
iii. **Course plan:** Every Instructor has to submit a course plan at the beginning of the course. The format for the course plan shall be as prescribed by the Board of Studies from time to time.
iv. **Feedback:** Individual course feedback is to be taken after the first internal class test as well as overall feedback has to be collected from every student at the end of every Semester to improve the overall quality of the course.
v. **Course File:** For each course taught, a file shall be maintained by the Instructor-in-charge or the course-coordinator 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.
vi. LMS (Moodle) could also be used for (iv) and (v) above.

OC-47A.2.5 Academic Audit:

i. The task of the academic audit is to ascertain that all In-semester and End-semester evaluation is done in transparent and fair manner.
ii. **Academic Audit Committee (AAC):** The constitution of the committee shall be as follows:
    a) Chairperson: The chairperson shall be appointed by the Vice-Chancellor from the list approved by the Board of Studies -Computer Science (U.G).
    b) Subject expert: One subject expert each in Commerce/Management and Computer Science will be selected by the Chairperson from the list approved by the Board of Studies – Computer Science (U.G).
    c) Member-Secretary: 1 teacher from the concerned college undergoing the academic audit shall act as Member-Secretary of the committee. Member-Secretary will be appointed by the Principal of the respective college.

iii. The Academic audit will be a continuous process which shall be conducted by afore mentioned committee during the Semesters with the help of LMS for uploading In-semester question papers /assignments /quizzes and obtaining

feedback after In semester and End semester Examinations. The Committee will visit the college normally once during the academic year before the declaration of results of even semesters. It shall examine the course files and other academic records of all the semesters of that year.

iv. Academic Audit Report: The committee shall prepare the report at the end of each academic year based on the inputs gathered during the semester and the visit to the college. The report shall be sent to the Board of Studies - Computer Science (U.G) chairperson before the commencement of the new academic year in the format approved by the Board of Studies Computer Science -U.G. A copy of the report shall also be given to the concerned college Principal by the chairperson of the Audit Committee.

v. The Board of Studies shall discuss all the audit reports and recommend improvements in the conduct of the programme to colleges.

OC-47A.3 SCHEME OF EXAMINATION

OC-47A.3.1 General

i. There shall be both an In-semester element and an End-semester element in the evaluation of the performance of candidates for every course, each carrying equal weightage of 50%.
ii. In-semester evaluation is to be carried out during the course of instructions within the normal lecture periods.
iii. Marks secured and wherever applicable the answer scripts, of all the internal assessments of In-Semester evaluation shall be shown to the candidates within 15 days of conduct of the assessments.
iv. End-semester evaluation is to be conducted at the end of every semester.
v. Supplementary Examinations for F.Y(Semester I, II), S.Y(Semester III, IV) of B.C.A is to be conducted once in a year before the commencement of the fresh academic year.
vi. Examinations for candidates who fail to obtain the minimum D grade in the T.Y(Semester V and VI) of B.C.A shall be conducted as per the schedule prescribed by Goa university from time to time for the B.A / B.Sc / B.Com programmes.
vii. Examinations for candidates who fail to appear for the T.Y(Semester V and VI) End-semester examination of B.C.A shall be conducted as per the rules and schedule prescribed by Goa university from time to time for the B.A / B.Sc / B.Com programmes.

OC-47A.3.2 Eligibility for examinations

OC-47A.3.2.1 End-semester examination

i. A candidate shall be eligible to appear for the End-semester examination of a theory or laboratory or Project course provided he/she satisfies the minimum attendance rules framed by Goa University.
ii. In addition to above, a candidate should have answered the prescribed In-semester evaluation components (class tests, assignments, quizzes, etc.) of the respective course.

OC-47A.3.2.2 Supplementary examination

The following candidates shall be eligible to appear for supplementary examination:

i. A candidate who did not appear in the End-semester examination of some or all the papers of the odd/even/both semesters on medical grounds or for representing the college/University/State/Nation in cultural or sports or NCC/NSS activities.
ii. A candidate who did not appear in the End-semester examination of some or all the papers of the odd/even/both semesters only under very special circumstances, provided that the Principal is satisfied.
iii. A candidate who has failed to obtain the minimum grade of D required for passing the course.

OC-47A.3.3 Evaluation of Theory courses

OC-47A.3.3.1 In-semester Evaluation

i. Internal evaluation shall be conducted in continuous manner in the form of regular assignments/quizzes and class tests.
ii. Out of maximum 50 marks, at least 30 marks shall be evaluated by conducting two class tests. If two or more colleges desire to have the same question paper in any of the subjects for these class tests, a common paper may be set by the teachers from the concerned colleges. Assessment shall be done at the college by the faculty who taught the concerned course.
iii. A faculty member may conduct extra class tests to allow those candidates who were unable to appear for the regular class tests in genuine cases.

OC-47A.3.3.2 End-semester Evaluation

i. Evaluation consists of an examination for 50 marks of 2 hour duration.
ii. The question paper setting, conduct of examination and assessment for Semester I to Semester IV shall be done by the teachers of the respective colleges. If two or more colleges so desire they may have a common question paper.
iii. The question paper setting and conduct of examination for Semester V and Semester VI shall be done by the University. Assessment of End-semester examination for Semester V and Semester VI shall be done centrally at the University
iv. The pattern of question paper(s) to be set for the End-semester examination and the scheme of marking shall be decided by the Board of Studies.

OC-47A.3.4 Evaluation of laboratory courses

OC-47A.3.4.1 In-semester Evaluation

i. Internal evaluation shall be conducted in continuous manner in the form of regular assignment submissions and laboratory tests.
ii. Out of maximum 50 marks, at least 30 marks shall be evaluated by conducting one or more laboratory test(s) during the semester.
iii. A faculty member may conduct extra laboratory tests to allow those candidates who were unable to appear for the regular laboratory tests in genuine cases.
iv. A record of work done in the form of laboratory journal (could be an e-journal) has to be maintained by every student.

OC-47A.3.4.2 End-semester Evaluation

i. The evaluation consists of an End-semester examination of 50 marks of 3 hour duration conducted by the college.

ii. The End-semester examination includes a laboratory examination and a viva-voce which shall be jointly conducted by an internal and external examiner.
iii. The course instructor shall act as the internal examiner.
iv. Paper setting and assessment of Laboratory courses at Semester – I to Semester – IV shall be done internally by the teacher teaching the paper/course preferably along with another teacher from the same department.
v. External Examiners shall be appointed for the Laboratory Course examination at Semester V and Semester VI in accordance with the University Ordinance OB-4 from the panel of examiners approved by the Academic Council. However, paper setting and assessment shall be done jointly by the external examiner and internal examiner for these two semesters.

OC-47A.3.5 Evaluation of Project work

i. Evaluation of Project work shall be done at the end of sixth semester.
ii. Evaluation for 50 marks shall be done by the project guide based on the record of work done and quality of work done.
iii. The evaluation by external examiner shall be for 50 marks consisting of an oral viva-voce and demonstration for 30 marks conducted in the presence of Project Guide and 20 marks for the Project Report.
iv. External Examiners shall be appointed for the Project work assessment at Semester VI from the panel of examiners approved by the Academic Council in accordance with the University Ordinance OB-4. Assessment and grading shall be done jointly by the External Examiner and the Internal Examiner/Guide.

OC-47A.3.6 Evaluation of Environmental Studies for Semester I and Semester II

i. In-semester evaluation for 25 marks and End-semester evaluation for 25 marks shall be made.
ii. In-semester evaluation shall be done by the Instructor by conducting minimum one class test of minimum 10 marks and one or more practical assignments, presentations, quizzes during the semester.
iii. End-semester examination of 1 hour duration shall be conducted. Paper-setting and assessment shall be done by the college Instructor.
iv. A candidate has to secure minimum D grade.
v. The grade obtained in Environmental studies will be considered for the purpose of calculating Semester Performance Index (SPI)/Cumulative Performance Index (CPI).
vi. Degree shall not be awarded unless a candidate passes these courses.
vii. Candidate who has not secured D grade shall re-appear only for the End-semester examination until he obtains a D grade.

OC-47A.3.7 Supplementary Examination

i. During the Supplementary Examination, the candidate shall answer only the End-semester component. The In-semester marks are carried forward.
ii. There should be at least 15 days period between the date of declaration of the Even semester examination results and the conduct of Supplementary examinations.
iii. The result of the supplementary examination is to be declared preferably before the commencement of the new academic year and in no circumstances after the last day of admissions, so as to enable a candidate to enroll for the higher class after passing the course.
iv. The candidates who do not obtain the minimum grade of D after the supplementary examination shall reappear for the End-semester course

assessment till they obtain minimum D grade required for passing.

OC-47A.4 SCHEME OF GRADING

OC-47A.4.1 Grading Scheme

i. Absolute grading scheme shall be followed to compute grade for each course registered by the candidate.
ii. The final grades for the course shall be awarded by the Instructor-in-charge/course co-coordinator taking into account the collective performance in the In-Semester and End-Semester examination.
iii. For each course taken by the student, a letter grade is assigned based on the performance in all assessments. These grades are defined as A,B, C, D and F.
iv. Each grade not only indicates a qualitative assessment of the student's performance but also carries an equivalent number called the grade point. The absolute grading range in terms of marks and the corresponding grade point are shown in the table below:

Letter Grade	**Grade Point**	**Range for Total %Marks**
A	10	86 – 100
B	8	71 - 85
C	6	51 - 70
D	4	40 - 50
F	0	Less than 40

v. A candidate passes the course if he/she gets any grade in the range between A and D.
vi. A candidate is awarded F grade on account of overall poor performance (total marks less than 40) or failure to appear for the End-semester examination.
vii. If a candidate is awarded F grade after the End-semester examination, he/she has to appear for the Supplementary Examination conducted at the end of that academic year.
viii. If a candidate is awarded F grade after the Supplementary examination, he/she has to repeat only the End-semester component when that course is being offered next.
ix. If a candidate is absent for the Supplementary examination, he/she will get a F grade and has to repeat only the End-semester component when that course is being offered next.

OC-47A.4.2 Performance Indices

i. **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.
SPI is to be calculated as:

SPI = ∑Grade point X course credit/∑ credits of each paper in semester;

SPI has to be rounded to two decimal digits.

ii. **Cumulative Performance Index (CPI):** The overall performance of a student at a particular point during the entire programme is obtained by calculating a number called CPI. The CPI of a particular semester is the weighted average of the grade points obtained in all the courses for the programme till that semester. The CPI is calculated to two decimal places.
iii. **Conversion of C.P.I into Percentage for the B.C.A Course:** In cases where an employer or an institute needs the equivalent percentage they can

use the following formula to get an approximate idea of the percentage equivalent for the C.P.I score –

Equivalent Percentage = C.P.I score * 10

For example - if C.P.I = 5.67, then equivalent percentage = 5.67 * 10 = **56.7**

OC-47A.4.3 Award of class

i. Each semester grade report for the student shall carry his/her SPI and CPI. The final class for the B.C.A. degree would be awarded based on CPI of final semester as per the following scheme:

Distinction: CPI equal to or greater than 7.0
First class: CPI equal to or greater than 6.0 but less than 7.0
Second Class: CPI equal to or greater than 5.0 but less than 6.0
Pass Class: CPI equal to or greater than 4.0 but less than 5.0

ii. Due to the grading scheme adopted, there is no provision for gracing in the individual course. However, entitlement marks awarded by Goa University for candidates due to NSS, NCC, Sports or cultural activities shall be added to the total before calculating CPI at the end of each semester.

OC-47A.4.4 Declaration of results

i. Every Instructor shall display the grades obtained by the candidates within 10 days of the last examination held by the College for Semesters I to IV.
ii. The Colleges running the BCA program shall send the consolidated result sheet of all the students at Semester-I to Semester-IV examinations conducted by them to the Controller of Examinations, Goa University, within thirty days of the declaration of the result by the college for that semester.
iii. The In-semester marks of all the courses of the Semester V and VI shall be sent to the Controller of Examinations, Goa University, within 10 days of the commencement of End-semester examination for that semester (V/VI).

OC-47A.4.5 Revaluation

There shall be no revaluation of answer books of the candidates at the End-semester examination, except for Semester V and VI. Revaluation of answer books shall be as per the relevant Ordinance.

OC-47A.4.6 Personal Verification

Personal verification of answer books for Semesters I to IV shall be permitted to the candidates in the presence of Principal/Vice-Principal and the concerned examiner, provided he/she applies for the same along with the prescribed fees within eight days from the date of declaration of results.

The following shall be the procedure for the verification of marks:

i. On a notified day and time, which shall not be later than 10 days after the receipt of application, the candidate shall be shown the answer book.
ii. If the candidate is not satisfied with the results on personal verification of answer book, he/she may apply to the Principal for looking into the grievance(s).

OC-47A.4.6.1 Redressal of grievances

i. The candidate can make an appeal to the Principal of College in case of any grievance with respect to evaluation within two days from the date of personal

verification of the answer book(s). The Principal in consultation with the BCA programme coordinator/HoD shall decide the matter.

ii. The records pertaining to the appeal as well as the decision taken thereof, shall be placed before the Academic Audit Committee during the academic audit.

OC-47A.4.7 Attempts and Improvement of class

i. Attempts: A student shall be considered to have passed a course at first attempt, provided he/she passes with a letter grade of D or higher, at the regular examination.

ii. In addition to the above, a candidate who was absent for the regular End semester examination on valid grounds and later passes the course after appearing for the Supplementary examination shall be considered to have passed the course at first attempt.

iii. All other cases would be treated as second attempts and indicated on the grade sheet.

iv. A candidate is allowed to repeat an entire year (Even and Odd Semester) in order to improve his/her performance. In such a situation the better of the two performances shall be considered. This facility shall be permitted only once in the BCA programme and the Statement of marks shall bear the sentence "Under Improvement". The candidate shall be required to surrender the original grade sheet and other relevant documents at the time of receiving the fresh Grade sheet in the event of improvement of performance for each concerned semester. The better of the two performances for each semester shall be considered.

OC-48 (EFFECTIVE FROM 2006-2007) Ordinance relating to Degree of Master of Science in Information Technology [M.Sc (IT)](To be made effective from 2006-07) (Under Section 24 (1) of the Goa University Act,1984)

OC-48.1 Course Equivalence

This is two year, four semesters, full-time Master's Degree Progarmme in Science in the subject of Information Technology M.Sc (IT) designed on the lines of DOEACC "B" Level programme

OC-48.2 Eligibility and selection

OC-48.2.1 Admission to the first semester of 2 year, 4 semester, full time course leading to the degree of Master of Science in Information Technology, is open to any graduate with first degree in Computer Science or Computer Application, securing at least 55% aggregate marks at first degree examination.

OC-48.2.2 Have secured 50 percentile in D-level CST examination conducted by C-DAC Mumbai (formerly NCST).

OC-48.3 Post-Graduate Departmental Council

Each College/University offering M.Sc(IT) 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 M.Sc(IT) programme.

OC-48.4 Instructional Scheme

Instructional scheme for the M.Sc.(IT) programme is based on a system of integrated units called courses. Each course shall mean one paper. Semester I to III shall have 5 theory papers and 2 lab papers. Semester VI shall be exclusively dedicated to project / training.

OC-48.4.1 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.

OC-48.4.2 Cumulative Credits: The sum total of all the credits of all the courses taken in a semester.

OC-48.4.3 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.

OC-48.4.4 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.

OC-48.4.5 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

OC-48.4.6 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.

OC-48.4.7 Academic Audit Committee: The task of the academic audit is to ascertain that all in-semester an end-semester evaluation is done in transparent and fair manner. The committee shall comprise of two members appointed by the Vice-Chancellor, one from the University Department and one expert from Industry. It shall meet once every year end and shall examine the course file. On the basis of aberrations noticed if any, Academic Audit Committee shall take appropriate action to resolve the matter.

OC-48.5 Scheme of Evaluation

OC-48.5.1 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%

OC-48.5.2 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.

OC-48.5.3 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.

OC-48.5.4 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.

OC-48.5.5 Final grades for the course would be awarded by the Instructor-in-charge/course co-ordinator taking into account the total performance.

OC-48.5.6 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 OB-4. 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.

OC-48.5.7 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.

OC-48.6 Grading Scheme

OC-48.6.1 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

A student passes the courses if he/she gets any grades in the range AA to DD.

OC-48.6.2

OC-48.6.3 The letter grade EE and the letter grade II makes the student eligible to take a supplementary examination in that course.

OC-48.6.4 The letter grade II is given to a student on account of absence from the end-semester examination for valid reason.

OC-48.6.5 The letter grade EE is given to a student on account of poor performance in the end semester examination.

OC-48.6.6 The letter grade EE and II are not awarded in supplementary examination

OC-48.6.7 There is no provision of supplementary examination in lab course

OC-48.6.8 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

OC-48.6.9 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.

OC-48.6.10 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.

OC-48.6.11 All other cases would be treated as second attempts.

OC-48.6.12 The final year Project shall carry only qualitative evaluation such as Excellent, Good, Satisfactory, Pass and Fail. A student getting a Fail grade shall have to repeat the project.

OC-48.6.13 Supplementary Examination shall be held at the beginning of every semester.

OC-48.6.14 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.

OC-48.7 Performance Indices

OC-48.7.1 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 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:

$$\mathbf{SPI} = \frac{\Sigma^{5}_{i=1} C_i g_i}{\Sigma^{5}_{i=1} C_i}$$

The SPI is calculated to two decimal places

OC-48.7.2 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.

OC-48.8 Award of class

OC-48.8.1 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 M.Sc (IT) 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.

OC-48.8.2 There is no provision for gracing in the individual paper. However, for candidates representing University in the National / State level event, a maximum of 7 grade points could be awarded before calculating CPI and Class.

OC-48.8.3 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

OC-49 Ordinance relating to Three Year Degree Course of Bachelor of Social Work (B.S.W.) (Under Section 24 (1) of the Goa University Act, 1984) (To be made effective from 2008-09).

OC-49.1 General

This ordinance shall come into force from the beginning of such Academic Year as notified by the University. The sections relating to the Semester-I & Semester-II (in the first year), Semester-III & Semester-IV (in the second year) and Semester-V & Semester-VI (in the third year) courses shall come into force sequentially, those relating to Semester-I and Semester-II coming into force during the first year of operation.

OC-49.1.1 Objectives

It is envisaged that the student undergoing the course will a) acquire knowledge of the basic concepts and principles of social work, b) understand the influences of social institutions and other social forces in society, c) develop the attitudes necessary in dealing with social problems at the micro and macro level, and d) acquire the skills necessary to make effective interventions.

OC-49.1.2 Degree to be awarded

The Degree to be awarded by the Goa University shall be Bachelor of Social Work hereafter referred to as B. S. W.

OC-49.1.3 Duration of course

The B. S. W. Degree shall have duration of three academic years. Every academic year shall consist of two semesters.

OC-49.2 Eligibility for admission

To be eligible for admission to the First Semester of B. S. W. Course, a candidate shall have passed the Higher Secondary School Certificate Examination of the Goa Board or any other recognised board or an equivalent Examination of any other Boards with a minimum of 45 percent marks in Science, Arts, Commerce or Vocational streams.

OC-49.2.1 Mode of admission

Admission for B. S. W. Degree programme shall be made strictly according to the merit considered on the following:

a. Fifty percent weightage shall be given to the qualifying examination.

b. Remaining fifty percent shall be given to the candidate's aptitude for the course ascertained from her/his performance in (i) entrance test (30%), (ii) group discussion (10%), and (iii) personal interview (10%).

A merit list shall be prepared based on the combined scores of (a) and (b).

A candidate admitted to Semester I shall be deemed to be eligible for admission to Semester II.

OC-49.2.2 Eligibility for admission to Semester-III or Semester-IV (Second Year) of B.S.W. course

(A) A candidate who has been declared passed in Semester-I and Semester-II shall be eligible for admission to Semester-III.
(B) A candidate who appeared for Semester-I and Semester-II examinations but failed to secure passing grades in not more than three papers each in Semester –I and/or Semester –II shall also be eligible for admission to Semester-III provided the candidate has passed in the practicum.
(C) Considering the nature of the course which places heavy emphasis on fieldwork migration from other universities shall not be permitted to the Semester – III /IV/V and VI of B. S. W.

OC-49.2.3 Eligibility for admission to Semester-V of the (Third Year) B. S. W. Course

(A) A candidate who has been declared passed in the first four Semesters i.e. Semester-I to Semester-IV examinations shall be eligible for admission to Semester-V.
(B) A candidate who has been declared passed in Semester-I and Semester-II and has failed to secure pass grades in not more than three papers each in Semester-III and/or Semester-IV shall also be eligible for admission to Semester-V provided the candidate has passed in the practicum.
(C) A candidate admitted for Semester-V shall be deemed to be eligible for admission to Semester-VI.

OC-49.3 Course Structure

The B. S. W. Course shall be of six Semesters. Each Semester shall have five Theory papers and one practicum. Each Theory paper shall have five instructional periods per week, each of 45 minutes duration. The practicum shall be of 15 hours per week. During the course of the Semester the students shall be assessed continuously. Minimum two Intra Semester Assessment Tests (ISA) shall be given for the Theory papers. This ISA shall be of total 20 marks. At the end of each Semester a comprehensive Theory Examination shall be conducted for each paper. The Semester End Examination (SEE) for each paper shall be of two hours duration and the paper shall carry 80 marks.
The component for the practicum for Social Work shall be assessed for 200 marks at the end of the Semester. The guidelines for the conduct and assessment shall be decided by the Board of Studies in Social Work.

OC-49.3.1 Social Work Practicum

Social Work practicum includes a fieldwork component in every semester. The practicum for BSW course shall consist of field/observation visits, social work practice skills, laboratory and actual social work practice helping individuals, groups, and communities under the guidance of a qualified field instructor.

OC-49.4 Scheme of Examination

There shall be two modes of evaluation of the academic performance of the students offering the BSW course, namely, the Intra Semester Assessment (ISA) and the Semester End Examination (SEE), hereafter mentioned as ISA and SEE respectively, for convenience. A student shall be required to appear for ISA as well as SEE for being eligible to pass a course/paper.

OC-49.4.1 The ISA

(a) The ISA shall be conducted throughout a given Semester as per the requirements of a professional course to be finalised by the institution. The ISA tests shall carry a 20% of maximum marks allotted for the paper/course.

(b) The institution offering the course shall appoint a three-member committee to monitor the ISA in the institution. Similarly, the University shall appoint a five-member committee for monitoring the ISA.

OC-49.4.2 The SEE

(a) The SEE shall be conducted at the conclusion of a given Semester. Semester End Examinations shall cover the courses of studies prescribed for the concerned/ respective Semester.

(b) A candidate shall be considered to have successfully fulfilled the requirements of a Semester and deemed eligible to appear for the Semester End Examination provided she/he fulfils the minimum attendance requirements (75%) as per the relevant rules of the University. A candidate, failing to fulfil these conditions, shall have to repeat the Semester.

(c) A tentative schedule of SEE examination, evaluation, declaration of results etc. shall be prepared by the respective institution(s) preferably at the beginning of each academic year for all Semesters and the same shall be communicated to all the affiliated colleges for display.

(d) The pattern of question paper(s) to be set for the SEE in a given paper and the scheme of marking shall be decided by the Board of Studies in Social Work. For this purpose, the BOS shall frame specimen question paper(s) in the subject concerned for each semester for the information of the students.

(e) A Board of Paper-Setters and Examiners for the SEE shall be appointed by the University for Semester-V and VI. The Board shall finalize question paper(s), (which shall not have any objective types of questions, however, short answer question may be included) and the Chairperson of the Board shall personally hand over the sealed set of question papers to the Controller of Examinations in the prescribed manner. The Board shall prepare a key to answers to all question/sub-questions and the scheme of marking of the paper set at the examination. The assessment of the SEE at Semesters V and VI shall be done centrally at the University.

In case of descriptive type of answers, only important points to be expected may be highlighted.

(f) The setting of question paper and assessment of answer-scripts of SEE of Semesters-I to Semester-IV shall be organized by the colleges on behalf of the University. The assessment of the SEE answer scripts at the Semesters I to IV shall be done by the teachers of respective colleges.

OC-49.4.3 Personal Verification of Marks

There shall be no revaluation of answer books of the candidates at Semester-I to Semester-IV examinations. There shall be no revaluation of field work/practicum. Personal verification of marks shall be granted to the candidate in the presence of Principal/Vice-Principal and the Examiner concerned, provided she/he has applied for the same along with payment of prescribed fees within one week of the declaration of results. The following shall be the procedure for the verification of marks:

a) On a notified day and time, which should be not later than 10 days after the receipt of application from the candidate, the candidate shall be shown the answer

book in the chamber of the Principal/Vice-Principal in the presence of the Examiner concerned.

b) If the candidate is not satisfied with the results on personal verification of answer book, she/he may apply to the College Grievance Committee within a week from the date the answer script was shown to the candidate.

c) The College Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.

OC-49.4.4 Marks Allotment

A theory paper carrying 100 marks shall have a ISA component of 20 marks and a SEE component of 80 marks. A candidate shall be required to score a minimum 40% of maximum marks each in (i) SEE Component, (ii)SEE and ISA Component taken together and (iii) the Practicum component. The ISA shall not constitute a separate head of passing. The appearance for ISA shall be compulsory. The conduct and assessment of the ISA component shall be completed before the 15th of September for odd Semesters and before the 15th of March for even Semesters.

OC-49 .4.5 Project Work

During the Semesters V & VI a candidate of BSW shall be assigned work for completing the project paper in the area/field of subject/s. Project work and the Report shall be based on field work/library work or on-the-job training or similar work assigned by the teacher on a topic identified by the latter. The teacher shall assigned ordinarily one project title to one candidate. A report, of about 50 double spaced typed printed pages, based on this work shall be submitted by the candidate a week before the last working day of the Semester VI. The late submission is permissible after the last date with the prior approval of the Principal to that effect on an application counter signed by the respective guide/supervisor .Candidates shall be required to answer a paper on social work research in Semester –V and submit the Project Report at the end of Semester –VI for evaluation. The project guide shall evaluate the report for 100 marks.

OC-49.4.6 Award of Class

a) The marks of Semester I to Semester IV shall be communicated by the College Principal in a sealed envelope to the Controller of Examinations for the purpose of computing the final results.

b) Only such candidates of the B. S. W. course who pass all the six Semesters' Examinations at the first attempt, shall be awarded a Class. This shall be done on the basis of the aggregate total of marks scored at all the six semesters, as follows:

40% and above but less than 50%	- Pass Class
50% and above but less than 60%	- Second class
60% and above but less than 75%	- First Class
75% and above	- Distinction

A candidate passing any paper/practicum in any semester examination at the second attempt shall be placed in Pass Class.

OC-49.4.7 Improvement of Performance

A candidate who has passed the B. S. W. degree examination of this university and

desires to improve her/his performance/total score shall be permitted to appear again. However, such an opportunity shall be restricted only to reappear in the SEE component of the papers of Semester V and/or Semester VI examinations excluding the Project Paper and the practicum. For this purpose, the marks scored at the first appearance in the Project Paper, practicum, and in the ISA component of the other papers, shall be carried forward for tabulation of the result under "improvement of performance". This facility to reappear under "improvement" shall be available only during the immediate subsequent regular Semester V and Semester VI examinations. A candidate shall not be permitted to reappear for improvement of performance at Semesters - I, II**,** III and IV. The candidate availing of this provision shall be considered to have passed Semester- V and/or Semester VI "under improvement" and this fact shall be recorded on her/his statements of marks and other relevant documents. The candidate shall be required to surrender the original statement of marks and other relevant documents at the time of receiving the fresh statement of marks in the event of improvement of performance/total score. The performance of a candidate, who appears under this provision and fails to improve, shall be ignored. A candidate can appear only once under this clause.

OC-49.4.8 Clearing backlog papers

A candidate who appeared for Semester-I and Semester-II examinations and failed to secure passing grades in not more than three papers each in these Semesters shall be required to appear and pass in the Papers of Semester-I and/or Semester-II, as the case may be, along with those of Semester-III and Semester-IV respectively in the subsequent year. Such a candidate shall be required to remit the requisite additional fee(s). Such repeat appearance shall be appropriately indicated in the statement of marks.

A candidate who, having cleared Semesters I and II entirely, failed to secure passing grades in not more than three papers each in Semester-III and Semester-IV shall be eligible to appear for backlog papers of Semester-III and Semester-IV along with Semester-V and Semester-VI (respectively) during the relevant year. Such candidate shall be required to remit the requisite additional fee(s) for each paper that she/he intends to appear as prescribed by the University from time to time. Such repeat appearance shall be appropriately indicated in the statement of marks.

OC-49.5 College Examination Committee, College Unfair Means Committee and College Grievance Committee

The provisions of Ordinances OC-45.4.15, OC-45.4.15.1, OC-45.4.15.2 and OC-45.4.15.3 shall be applicable mutatis mutandis to the B.S.W. Course.

FLOW OF COURSES AND SCHEME OF EXAMINATION FOR BSW COURSE

Semester I	Title of the Paper	Periods of instruction per week	Duration of examination	Marks in Examination		
				Theory	Practical	Total Marks
BSW 1.1	Functional English - I	5	2 hours	80+20		100
BSW 1.2	Environmental Education - I	2	2 hour	50		50
BSW 1.3	Foundation Course: Gandhian Studies	5	2 hours	80+20		100
BSW 1.4	Computer Awareness	5	2hours	80+20		100
BSW 1.5	Social Work Profession	5	2 hours	80+20		100
BSW 1.6	Work with Groups	5	2 hours	80+20		100
BSW 1.7	Social Work Practicum	15 hours (Four days per week)			200	200
					Total for I Semester	750

Semester II	Title of the Paper	Periods of instruction per week	Duration of examination	Marks in Examination		
				Theory	Practical	Total
BSW 2.1	Functional English - II	5	2 hours	80+20		100
BSW 2.2	Environmental Education - II	2	2 hours	50		50
BSW 2.3	Foundation Course: Social Welfare and Social Legislation	5	2 hours	80+20		100
BSW 2.4	Contemporary Social concerns in India	5	2 hours	80+20		100
BSW 2.5	Social Work Profession	5	2 hours	80+20		100
BSW 2.6	Work with individuals and families	5	2 hours	80+20		100
BSW 2.7	Social Work Practicum	15 hours (Four days per week)			200	200
					Total for II Semester	750

$ Students have to compulsorily answer this paper. However, the marks obtained will not be reflected in calculating the class/percentage. Mark sheet will be withheld till student passes the paper.

Semester III	Title of the Paper	Periods of instruction per week	Duration of examination	Marks in Examination		
				Theory	Practical	Total
BSW 3.1	Contemporary Ideologies of Social Work - I	5	2hours	80+20		100
BSW 3.2	Integrated Social Work Practice - I	5	2 hours	80+20		100
BSW 3.3	Work with Communities/	5	2 hours	80+20		100

	Community /Development - I					
BSW 3.4	Political Economy and Planning in India - I	5	2hours	80+20		100
BSW 3.5	Human Growth and Development - I	5	2 hours			100
BSW 3.6	Social Work Practicum	15 hours (Four days per week)			200	200
					Total for III Semester	700

Semester IV	Title of the Paper	Periods of instruction per week	Duration of examination	Marks in Examination		
				Theory	Practical	Total
BSW 4.1	Contemporary Ideologies of Social Work - II	5	2hours	80+20		100
BSW 4.2	Integrated Social Work Practice - II	5	2hours	80+20		100
BSW 4.3	Work with communities/ Community /Development - II	5	2 hours	80+20		100
BSW 4.4	Political Economy and Planning in India - II	5	2 hours	80+20		100
BSW 4.5	Human Growth and Development - II	5	2 hours			100
BSW 4.6	Social Work Practicum	15 hours (Four days per week)			200	200
					Total for IV Semester	700

Semester V	Title of the Paper	Periods of instruction per week	Duration of examination	Marks in Examination		
				Theory	Practical	Total
BSW 5.1	Personal and Professional Growth - I	5	2hours	80+20		100
BSW 5.2	Social Work Research	5	2hours	80+20		100
BSW 5.3	Sociology for Social Work in India	5	2 hours	80+20		100
BSW 5.4	Counseling	5	2hours	80+20		100
BSW 5.5	Management of Developmental and Welfare Services - I	5	2hours	80+20		100
BSW 5.6	Social Work Practicum	15 hours (Four days per week)			200	200
					Total for V Semester	700

Semester VI	Title of the Paper	Periods of instruction per week	Duration of examination	Marks in Examination		
				Theory	Practical	Total

BSW 6.1	Personal and Professional Growth - II	5	2 hours	80+20		100
BSW 6.2	Social Work Research: Project Work					100
BSW 6.3	Social Work With Abused Children	5	2 hours	80+20		100
BSW 6.4	Communication	5	2 hours	80+20		100
BSW 6.5	Management of Developmental and Welfare Services - II	5	2 hours			100
BSW 6.6	Social Work Practicum	15 hours (Four days per week)			200	200
					Total for VI Semester	700

OC-50 (Effective from 29th September, 2008) Ordinance relating to the Degree of Bachelor of Education (Special Education) (Under Section 24(1) of the Goa University Act, 1984).

OC-50.1 Eligibility for Admission

A candidate for being eligible for admission to B.Ed. (Special Education) degree programme shall have passed with the minimum of 45% marks in any Bachelor/Masters degree of Goa University or an equivalent degree of any other University recognized by the University Grants Commission.

OC-50.2 Degree to be awarded

The degree to be awarded by the Goa University shall be Bachelor of Education (Special Education)

OC-50.3 (effective from 25th July, 2011) (Applicable from the academic year 2012-13) Duration of the Programme

The B.Ed. Special Education Degree Programme is a full time course of two semesters. A candidate shall not be permitted to enroll for any other full time programme.

OC-50.4 (effective from 25th July, 2011) (Applicable from the academic year 2012-13) The B.Ed (Special Education) Programme Structure:

All components other than microteaching shall be assigned credits. 1 Credit is equivalent to 15 Hours. The total credits allotted for internals as well as externals are as follows.

Semester I

Part	Details	Internal	External	Total
A	PAPER I	2	2	4
	PAPER II	2	2	4
	PAPER III	2	2	4
	PAPER IV	2	2	4
	PAPER V	4	0	4
	TOTAL	12	08	20

B	a)Practice Teaching 20 Lessons in MR and 10 in LD	5+2	--	7
	b)Case Study 1	4	--	4
	c)Visits to schools	2	--	2
	d) Computer Assisted Prog	1	--	1
	e)Home based programme I	1	--	1
	f) Community Work	2	--	2
	TOTAL	17	00	17

Semester II

Part	Details	Internal	External	Total
A	PAPER VI	2	2	4
	PAPER VII	2	2	4
	PAPER VIII	2	2	4
	PAPER IX	4	0	4
	TOTAL	08	08	16
B	a) Practice Teaching 20 Lessons in Autism	5	--	5
	b) Case Study2	4	--	4
	c) Non-Verbal Communication	1	--	1
	d) Diagnostic Test	1	--	1
	e) Home based programme II	1	--	1
	f) Internship	4	--	4
	g) Workshop	3	--	3
	TOTAL	19	00	19

OC-50.5 Records to be Certified by the Principal

The Head of the Institution/Principal shall certify the completion of the following:

a) A report of the project work/assignments in each of the theory papers

b) A record of observations

c) A file or such other records as may be determined by the Institution containing lessons plans/notes of the 50 lessons

d) A file containing a record of the school-based activities conducted during Internship

e) A record of the practical work under Part B

The Head of the Institution/Principal shall ensure that candidates have completed work as required in Parts A and B and forward a statement of internal assessment to the University at the end of the academic year.

OC-50.6 (effective from 25th July, 2011) (Applicable from the academic year 2012-13)

Eligibility for the Examination

A candidate to be eligible for the Bachelor of Education (Special Education) Examination shall have:

a) attended two semesters in the Institute, with a minimum of 75% attendance of the total working days.

b) completed the programme within a maximum period of four consecutive semesters.

c) completed all internal assessments in Part A and Part B in each of the semesters, as certified by the Head of the Institution.

OC-50.7 (effective from 25th July, 2011) (Applicable from the academic year 2012-13)

Scheme of Examination

The question paper will be of two hours. The format of the question paper shall be as decided by the BOS from time to time.

OC-50.8 (effective from 25th July, 2011) (Applicable from the academic year 2012-13)

Evaluation of Performance

The performance of candidates shall be assessed through direct grading using a six point grading scale.

Conversion of Grade into Grade Point (GP) & Grade Point Average (GPA) and subsequently GPA into the final Grade shall be as per the following table:

Grade	Grade Point	GPA Range	Qualitative Description
O	6	5.51 & above	Outstanding
A+	5	4.51 – 5.50	Very Good
A	4	3.51 – 4.50	Good
B	3	2.51 – 3.50	Average
C	2	1.51 – 2.50	Satisfactory
D	1	0.51 – 1.50	Poor

To be declared successful in each semester a candidate shall obtain a minimum of Grade C

a) in each paper of Part A
b) in Part B taken as whole

In case a candidate does not obtain the minimum of grade C, the candidate shall be required to improve the grade in part A as specified in OC-50.10.1. Any deficiency in Part B shall have to be rectified by the candidate within the prescribed duration of the course.

OC-50.9 Exemptions

OC- 50.9.1 In case of a candidate, who has completed Part B but has not completed Part A, shall be allowed at his/her option to complete Part A during the next academic year.

OC- 50.9.2 A candidate who does not fulfill the requirements of Part B will have to repeat the course if she/he so desires. In such a case, the candidate will have to pay the course fees again.

OC- 50.9.3 A candidate shall not continue to be registered for the B.Ed Special Education Course beyond a period of two years from and including the year of initial registration.

OC-50.10 Improvement of Grade

OC- 50.10.1 A candidate can improve his Grade if she/he so desires with respect to only the External Examination of Part-A. However, the candidate will not be allowed to repeat Part-B of the course.

OC- 50.10.2 For improvement of grades, the candidate will be allowed to repeat only the external examination of Part A, within two consecutive attempts by paying the required examination fees. Further even if modifications are effected in the syllabi or question paper pattern, no separate question papers will be set for those who reappear for the B.Ed. Special Education final examination.

OC- 50.11 (effective from 25th July, 2011) (Applicable from the academic year 2012-13)

Award of Degree:

The final grade for the degree shall be the average of the grades of the two semesters.

OC-50.11.1 To be eligible for the award of the Degree of Bachelor of Education (Special Education), a candidate shall have to get an overall grade D (parts A and B combined). In case a candidate does not obtain grade D, the candidate shall be required to improve the grade in part A as specified in OC 50.10.1 to be eligible for the award of the degree.

OC-51 (Effective from 16th July, 2009) Ordinance relating to the BTTM (Bachelor of Travel and Tourism Management) Programme.

OC–51.1 <u>Objective of the Programme</u>

To build competence in students to effectively undertake entry-level managerial employment in tourism related organizations.

OC–51.2 <u>Duration of the Program</u>

Three-year full time program. Each year shall consist of three Terms of 3 months duration with additional summer Terms of six weeks each in the first and second year of the program.

OC–51.3 <u>Admission and Eligibility for Admission</u>

A candidate, who has passed XII standard, is eligible for admission to BTTM. Admission shall be made based on an admissions test. An Admissions Committee

consisting of the Principals or Course Directors of the Colleges conducting the programme, the Dean of the Faculty of Management Studies and one of the faculty members of the Department of Management Studies; all appointed by the Vice Chancellor of the University shall decide the nature of the particular admissions test and procedures for admission. One of the Principals or the Dean of the Faculty of Management Studies shall be nominated as the Chairperson by the Vice Chancellor.

OC–51.4 Structure of the Programme

OC–51.4.1 Term wise Programme Structure[1]

TERM 1

Code	Subject	Credits	Hours per week
T01	Tourism Concepts[2]	3	3
T03	Tour Operations Management	2	2
T05	Marketing Tourism and Hospitality 1	3	3
101	IT[3]Skills	2	2
102	Management Process	2	2
106	Case Analysis 1	2	2
107	Soft Skills Training1[10]	2	2
108	PBE[5]1	2	2
Total		18	18

[1] The subject codes pertain to those of BBA or PGD/MBA/Bachelor's Degree in Tourism Management

[2] Same as T01 Tourism: Philosophies, Principles and Practices

[3] Information Technolog

TERM 2

Code	Subject	Credits	Hours per week
T04	Economics of Tourism 1	3	3
T06	Travel Agency Management	2	2
T05	Marketing Tourism and Hospitality 2	3	3
104	Human Resource Management 1	3	3
201	IT Skills 2	2	2
206	Case Analysis 2	2	2
207	Soft Skills Training 2	2	2
208	PBE 2	2	2
Total		19	19

TERM 3

Code	Subject	Credits	Hours per week
T02	Hospitality Management 1	2	2
T08	Economics of Tourism 2	2	2

[4]Soft Skills Training would also include Subjects such as Communicating in any Indian Language such as Hindi, Marathi, Konkani, etc. or in any Foreign Language such as English, French, German, Portuguese, etc.

5 Perspectives Building Electives from already approved subjects under Humanities, Social Sciences and Science amd Technology including Indian History, Understanding Indian Society, Indian Heritage, History of Goa, Cultural History of Goa, Tourism Geography etc.

T16	International Tourism	2	2
203	Human Resource Management 2	3	3
302	Financial Statement Analysis for Decisions	3	3
306	Case Analysis 3	2	2
307	Soft Skills Training 3	2	2
308	PBE 3	2	2
Total		18	18

TERM 4

Code	Subject	Credits	
401	Study Tour and Summer Placement Report	12	6 weeks
402	Study Tour and Summer Placement Seminar	6	1 hour per student

TERM 5

Code	Subject	Credits	Hours per week
T12	Tourism Industry 1	2	2
T07	Hospitality Management 2[11]	2	2
T14	Advertising Management in Tourism	2	2
305	Organizational Behavior 1	2	2
509	ME 1[12]	3	3
506	Case Analysis 4	2	2
507	Soft Skills Training 4	2	2
508	PBE 4	2	2
Total		17	17

TERM 6

Code	Subject	Credits	Hours per week
T12	Tourism Industry 2	2	2
T11	Information Technology in Tourism	2	2
T13	Management of Transport Operations	3	3
501	Organizational Behavior 2	2	2
609	ME 2[13]	3	3
606	Case Analysis 5	2	2
607	Soft Skills Training 5	2	2
608	PBE 5	2	2
Total		18	18

Term 7

[6] Hospitality Operations Management
[7] ME: Management Electives such as Financial Accounting, Management Accounting, Finance Management, Production Operations Management, etc.
[8] ME: Management Electives such as Financial Accounting, Management Accounting, Finance Management, Production Operations Management, etc.

Code	Subject	Credits	Hours per week
T15	Tourism Products of India	2	2
605	Legal Aspects of Tourism	3	3
T16	Sustainable Tourism	2	2
304	Business Research Methods	3	3
709	ME 3[14]	2	2
706	Case Analysis 6	2	2
707	Soft Skills Training 6	2	2
708	PBE 6	2	2
Total		18	18

TERM 8

Code	Subject	Credits	
801	Study Tour and Summer Placement Report	12	6 weeks
802	Study Tour and Summer Placement Seminar	6	1 hour per student

TERM 9

Code	Subject	Credits	Hours per week
T17, T18	Tourism Electives[15] 1 and 2	2 Each	2 Each
T09	Tourism Planning and Policies	2	2
701	Economic Environment of Tourism	2	2
904	Environment Management 1	2	2
905	Interactions with Entrepreneurs	1	2 hours per fortnight
906	Mock Interviews by Executives	1	30 minutes per student for the Term
907	Seminars on General Topics	1	3 hours per week
908	Case Analysis 7	2	2
909	Soft Skills Training 7	2	2
910	PBE 7	2	2
Total		19	20

TERM 10

Code	Subject	Credits	Hours per week
T19, T20	Electives 3 and 4	2 each	2 hours per elective
1004	Environment Management 2	2	2
301	Strategic Management	2	2
1005	Interactions with Executives	1	2 hours per fortnight

[9] ME: Management Electives such as Financial Accounting, Management Accounting, Finance Management, Production Operations Management, etc.

[10] Such as Airlines Management, Tourism In Goa, Airline Ticketing, Event Management, Film Festivals, etc.

1006	Mock Interviews by Executives	1	30 minutes per student for the Term
1007	Seminars on General Topics	1	3 hours per week
1008	Case Analysis 8	2	2
1009	Soft Skills Training 8	2	2
1010	PBE 8	2	2
Total		17	18

TERM 11

Code	Subject	Credits	Hours per week
T21	Emerging Trends in Tourism	2	2 hours
1103	Project Report and Seminar	8 (6 and 2)	4 weeks
1104	Interactions with Executives	1	2 hours per fortnight
1105	Mock Interviews by Executives	1	30 minutes per student for the Term
1106	Seminars on General Topics	1	3 hours per week
1107	Case Analysis 8	2	2
1108	Soft Skills Training 8	2	2
1109	PBE 9	2	2
Total		19	12

OC–51.4.2 Subject 401 and 801 Summer Placement Report shall be undertaken in an established organization.

OC–51.4.3 Students in groups of six may undertake a mini entrepreneurial activity in lieu of any 2-credit electives equivalent to 903 of BBA.

OC–51.4.4 Subject 1103 comprises a Project undertaken in an established firm under the guidance of a regular, contributory or guest teacher.

OC–51.4.5 For the subject Case Analysis for each Term, a maximum of 9 cases shall be discussed in addition to one real life case written by the students.

OC–51.4.6 For the subjects Soft Skills Training and Perspective Building Electives (PBE) in each Term, the institution shall offer subjects from the already approved subjects. Indian and Foreign Language courses may be offered under Soft Skills Training.

OC–51.4.7 Subjects 907, 1007, and 1106 would be done in groups of 6 students and on contemporary topics.

OC–51.4.8 For subjects 905, 1005 and 1104, an entrepreneur / executive from industry with minimum two years experience shall be invited for interactions.

OC–51.4.9 For subjects 906, 1006, and 1105, an executive from industry with minimum two years experience shall be invited for conducting the Interviews and grading the

students.

OC–51.4.10 Subject allocations to Terms are only indicative. The Institution shall have the freedom to reallocate courses across Terms with the approval of the Board of Studies in Management Studies.

OC–51.4.11 For each Subject, detailed course outlines shall be obtained from the teachers before the commencement of teaching. Only the Board of Studies in Management Studies shall make exceptions to this with valid reasons.

The Course Outlines shall 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 shall 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 and weights for each component of evaluation. Formats as given in Schedule I and Schedule II shall be used for the above purpose.

Every session shall have preparatory reading materials and shall have either an exercise or case study as a background for class discussion or class work by the students. Lecture by Instructor, as a method of training, shall not be used in any session.

OC–51.5 Registration for electives

OC–51.5.1 Each elective opted for shall be a distinct subject.

OC–51.5.2 The institution shall decide the minimum number of students required for offering an elective.

OC–51.5.3 Electives offered shall be of 2 credits each and shall be from areas such as Tourism, Hospitality, Marketing, Human Resources Management, Production Operations Management, Systems, Economics, etc.

OC–51.5.4 Every year, before the end of February, the Course Director shall obtain the syllabi for the electives giving objectives and broad outline from regular and visiting teachers such as teachers from other Institutions and institutions outside Goa University as well as professionals and managers from industry. The syllabi shall 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.

OC–51.5.4.1 Electives approved by the Board of Studies in Management Studies shall be announced to the 2nd year BTTM students and provisional registrations shall be obtained. Based on the registrations and availability of faculty resources, the Institution shall finalize the electives to be offered in the subsequent academic year.

OC–51.5.4.2 For such approved electives, detailed course outlines shall be obtained from the teachers and the same shall be submitted to the Board of Studies in Management Studies for approval. The Course Outlines shall 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 shall 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 and weights for each component of evaluation. Formats as given in Schedule I and Schedule II shall be used for the above purpose.

Every session shall have preparatory reading materials and shall have either an exercise or case study as a background for class discussion or class work by the students. Lecture as a method of training shall not be used in any session.

Final registrations for electives shall be obtained before the end June of the academic year.

OC–51.5.5 In all Terms put together, in lieu of 2 credits worth of Electives, the student may opt for a Project Course (PC) / Fieldwork Course (FC) under an approved guide (a regular faculty member of the Institution / University or a Contributory / Guest teacher).

OC–51.5.6 Registration for Non Credit Subjects

The Institution, with the help of its regular, contributory or guest faculty, shall periodically offer non-credit subjects in various areas of management / non-management disciplines and especially in newly emerging areas. Once a student registers for such a subject, it becomes a compulsory subject for the student. In exceptional circumstances, the Course Director 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 Institution shall issue a Certificate to the student mentioning the names and number of credits of each such subject attended by the student.

OC–51.6 Evaluation, Grading and Pass Requirements

OC–51.6.1 Each subject shall have certain number of credits as given in OC-51.4.1 above. The number of credits is approximately the number of minimum contact hours divided by 10.

OC–51.6.1.1 No component of evaluation shall exceed 40% weight in the total evaluation of the subject. The method as well as the content of evaluation of Summer Placement Report, Summer Placement Seminar, Project Work, Project Seminar and Project / Fieldwork Courses shall be decided by the concerned guide with the consent of a Committee of all full time teachers of the Institution chaired by the Course Director. The respective teacher or the guide shall do the assessment as well as grading.

OC–51.6.1.2 All examinations shall be open book examinations. The student while answering the examinations can use the prescribed texts distributed to the students by the Institution and other hand-written notes of the student. No other resource other than ordinary (non-scientific) calculators shall be allowed.

OC–51.6.1.3 The teacher shall submit at the end of every month, the details of the Grades awarded to each student as well as the percentage of attendance till that point of time to enable the student to benefit from timely feedback.

OC–51.6.1.4 Summer Placement Seminar and Project Seminar shall be evaluated by a panel of an internal faculty and an executive from industry with minimum two years experience.

Summer Placement Seminar and Project Seminar shall be organized as public seminars, where anybody from the audience can ask questions, unless the organization on which the work was done requires the results to be kept confidential. In the latter case, only the examiners shall be present during the Seminar.

OC–51.6.2 The manner in which classes are conducted and the method as well as the content of evaluation of each subject of each Term shall be reviewed by Academic Audit Committee, appointed by the Vice Chancellor from a panel of experts prepared by the Board of Studies in Management Studies. The committee shall consist of at least three members, of which preferably at least two shall be from outside the Institution. At least one of the members shall preferably be from the corporate sector. If the work for a committee is on the higher side, more than one committee may be appointed. The Committee shall meet twice in a year after the completion of two consecutive Terms.

All course-outlines, answer sheets, assignments, project reports and mark lists shall be maintained and made 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 it. The reports shall be prepared as per the procedures and formats laid out in Schedule III.

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 signed by the Chairman of the Academic Audit Committee and handed over to the Examinations Department in Tabulated Grade Sheet form after Term 11.

OC–51.6.3 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, F: 0

The grade points awarded for a subject shall be rounded off to two decimals for

determining grades for the subject.

OC–51.6.4 To obtain a pass in BTTM, the student should have obtained a weighted average grade point (weighted by the number of credits of each subject) of 5.00 for the subjects of Terms 1 to 11 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, if any, the student had registered for.

The mark-list given to the student shall give grades and grade points for each subject of each Term, his/her rank in the class in the respective institution for each subject, the overall grade (weighted average weighted by the Credits of each subject) and grade points.

There shall not be any University wide ranking of the students.

OC–51.6.5 A student who has not met the requirements for pass in BTTM may reregister for necessary subjects by paying the appropriate fee and attempt to obtain a pass within a period of 6 years from the date of joining the BTTM programme. The Institution may not be in a position to make changes in the Time Table of subjects to avoid clashes of sessions to accommodate such students.

OC–51.6.6 A student has to register / reregister for a full subject and not a part thereof, including those in case of reregistering for Project related subjects. If a student reregisters for the Summer Placement Report or Seminar, the Institution with the consent of the internal guide may decide whether the student should redo only the Report or the Seminar or both or whether he/she should repeat the summer work in another Term.

OC–51.6.7 A student may cancel an elective subject and may register for another elective while reregistering.

OC–51.6.8 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 6 years from the date of joining the BTTM programme. 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 shall not be available for students after their receiving the BTTM degree.

OC–51.6.9 In all cases of re-registration, the grades obtained in the last registration by the student shall hold good.

OC–51.7 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.

A: Distinction
B: First Class
C and D: Second Class

F: Failed

OC–51.8 The Board of Studies in Management Studies shall resolve any ambiguities and interpretation requirements arising from this Ordinance.

Schedule I Scheme of Evaluation

Subject: Instructor:
Term: Year: College / Institute:

Objectives
At the end of the course, the students will have competence in:

Objective in Terms of Competence to be Developed	***Learning Methodology Planned for each of the Competencies in Column 1: The Activities will Involve Case Discussions, Presentations, Project/s, Article Critiques, Problem Solving Sessions, Other Experiential Sessions, etc.***	***Implemented***	***Reasons for Deviations***

Items		***Planned***	***Planned***	***Implemented***	***Implemented***	***Reasons for Deviations***
Competence Assessed	***Evaluation Methodology Planned***	**Group / Individual Evaluation**	**Weight: Total 100**	**Group / Individual Evaluation**	**Weight: Total 100**	

Schedule II Course Outline Form

Term: Subject: Instructor: Year: College / Institution:

Item	Planned	Implemented
Session No[16]	Date:	
Objective		
Reading Material		
Learning Methodology		

Item	Planned	Implemented
Sessions No	Date:	
Objective		
Reading Material		
Learning Methodology		

Item	Planned	Implemented
Session No	Date:	
Objective		
Reading Material		
Learning Methodology		

[11] One Table for each Session

Schedule III

Form for AAC (Academic Audit Committee) Report on Conduct of Sessions and Evaluation[17]

Batch		Program	
Term		Institution	
Subject Code		Subject	
Credits		Instructor	

Documents required are in the footnote.[18] The Process to be adopted is outlined in the footnote.[19] The comments and action plans, against each item below, are to be filled up based on these inputs.

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.		

[12]Original to be filed in the AAC File of the Batch, one Copy for the Subject File, one Copy for the Instructor, one copy for the Board of Studies, one copy for the AAC Chairperson.

[13]Documents Required (These are to be submitted through a File or Files numbered Volume I, II, III, etc.):

1 Syllabus
2 Course Outline with Implemented Column filled up
3 Evaluation Scheme with Implemented Column filled up
4 Hard / Soft copies of Materials discussed other than Text Books prescribed
5 Attendance Sheet with Number of Hours Engaged with % Attendance for each Student
6 Grade Sheet with Item wise and Overall Grades
7 Question Papers for Assignments and Tests
8 Answer Sheets of Assignments (Soft / Hard) / Tests
9 Feedback Rating by Students and Qualitative Comments

[14] Process to be Adopted:

1 Perusal of above Documents
2 Discussions with the Batch Coordinator, Instructor and Students
3 Random Check of Sample Answer Sheets
4Random Check of Grade Sheets, etc.

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	On the whole, does the Committee feel the Instructor succeeded in developing the required competence on the part of the students?		
25	Overall comments and instructions to Instructor for further action.		
26	Action required at the level of the Institution		
27	Action required at the level of the University		

Names and Signatures of AAC Members with Date

OC-52 (Effective from 22nd December, 2009) Proposed New Ordinance OC-52 relating to the Degree of Master of Science in Hydrgography. (Under section 24(1) of the Goa University Act, 1984)

OC-52.1 GENERAL

OC-52.1.1 Objectives: To build competence in students to effectively undertake all the tasks pertaining to conduct of Hydrographic Survey and off shore surveys for nautical charting, coastal zone management and industrial requirements and subsequent production of nautical charts and publications including electronic charts.

OC-52.1.2 Duration of the course: The course shall be 42 weeks full time programme containing four semesters. The programme consists of 15 papers approved by the Board of Studies from time to time.

OC-52.1.3 Degree to be awarded: The degree awarded on successful completion of the program is Master of Science in Hydrography.

OC-52.1.4 Eligibility for admission: The course is open to Indian Naval Officers, Officers from friendly Foreign Navies and Civilian personnel of Port Trust, Minor Port Survey Organisations, Inland Waterways Authority of India and other Maritime Organisations from India and Abroad. For being eligible for admission to the course leading to the Master of Science in Hydrography degree, the student should be with B.E/ B.Sc degree (or equivalent) with Physics, Mathematics, Marine Science or Oceanographic background, and should have undergone the Basic Hydrographic Course conducted by any recognised institute approved by International Hydrographic Organisation (IHO) as Cat B, and should have minimum two and half years experience in the field. In case of graduate from foreign countries, the eligibility shall be as per statutes and Ordinances of Goa University. Every

candidate for Master of Science in Hydrography degree course shall register as a Post Graduate student of the University.

OC– 52.2 COURSE STRUCTURE

OC-52.2.1 The instructional scheme for the Master of Science in Hydrography degree shall comprise classroom instructions, practical operation of equipment and collection of field data, processing of data on data logging systems/ work stations, and derivation of required products. A dissertation (project survey) shall include all aspects of hydrographic surveying and a case study/ professional research paper shall also form part of the curriculum.

OC-52.2.2 The course work shall include seminars, prepared talks, guest lectures and participation in cruise programme onboard surveying vessels of Indian Navy.

OC-52.2.3 Subject allocations to semesters are only indicative. The subjects of Master of Science in Hydrography may be reallocated across semesters as per the requirement of the institution i.e. in terms of planning of the various attachments for the course by Indian Naval training program directives.

OC-52.2.4 There shall be a course officer to co-ordinate and closely monitor the course and its progress and shall be assisted by a course instructor.

OC-52.2.5 Number of Students in each class shall be as decided by Goa University from time to time.

OC-52.2.6 **Number of Courses/ Papers:** The number of course per year shall be as per the training directive of Indian Navy. The course shall consist of 15 compulsory papers.

OC-52.2.7 The distribution of subjects and the total number of contact hours and the marks and credit distribution is as follows:

SEMESTER I				
SUBJECT CODE	**MAX. MARKS**	**CONTACT HRS.**		**CREDITS**
		THEORY	**PRACTICAL**	
HC 01	100	75	0	4
HC 02	100	61	8	4
HC 03	100	60	10	4
HC 04	75	57	0	3
HC 05	75	49	8	3
Total	**450**	**302**	**26**	**18**
SEMESTER II				
HC 06	150	95	10	6
HC 07	100	57	8	4
HC 08	150	107	10	6
Total	**400**	**259**	**28**	**16**

SEMESTER III				
HC 09	100	53	0	4
HC 10	150	103	10	6
HC 11 Dissertation	200	74	48	8
Total	**450**	**230**	**58**	**18**
SEMESTER IV				
HC 12	100	64	0	4
HC 13	100	60	0	4
HC 14	100	53	0	4
HC 15	100	80	0	4
Total	**400**	**257**	**0**	**16**

OC-52.3 SCHEME OF EXAMINATION

OC- 52.3.1 Only those candidates who have put in the attendance of 80% of lectures in each paper and practicals (in each practical separately) shall be eligible to appear for the examination. Defence personnel shall be governed by the rules/ regulations in force.

OC- 52.3.2 The minimum passing percentage for each paper is 50% and 60% for dissertation. In addition to the above the candidate shall secure an aggregate of 55% to be declared as successful.

Grading: The grading to be awarded shall be as follows.

Aggregate percentage	**Grade**
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+
Below 55%	Grade F (Fail)

OC-52.3.3 A candidate who obtains less than the passing percentage as per OC-52.3.2 in any of the paper shall be deemed to have failed and he/ she shall be given one additional attempt to appear and improve his/ her marks without being required to keep any terms. In such cases, the re-examination shall be held within the same semester or the next regular semester. Subject to his/ her successful clearing the re-examination, irrespective of the marks scored, he/ she shall be awarded minimum qualification marks for the particular paper. A failure in the re-examination shall automatically disqualify the candidate for award of Master of Science in Hydrography.

OC-52.3.4 Re-appearance for failed paper shall be limited to two papers only. Failures in more than two papers shall disqualify the candidate.

OC-52.3.5 A candidate securing less than 50% marks in Case study / Professional research paper shall be permitted to revise and resubmit the same before the end of the course. Non submission within a stipulated time or a subsequent non acceptance shall disqualify the candidate.

OC-52.3.6 Candidates who pass all the examinations prescribed for the course in the first attempt and shall be eligible for ranking.

OC-52.3.7 The results of the examination along with the record of marks/ grade of all the candidates appearing for the examination shall be submitted to the University within 30 days of the last date of the last examination. All successful candidates fulfilling all provisions mentioned above shall be considered for the award of Master of Science in Hydrography.

OC-52.3.8 All cases for malpractice shall be dealt as a case of violation of prevailing Naval Regulations.

OC-52.3.9 The general ordinance of Goa University shall not be applicable to this Course.

Schedule OSC-1

(See OC-9 of Part C)

Syllabus for Bridge Course in Chemistry for candidates who have passed Std. XII science without Chemistry, and desiring to opt for Chemistry as one of the subjects for the degree course

Physical Chemistry

I. Gas Laws:

Explanation of the following: Boyle's Law, Charle's Law, concept of Absolute Scale of Temperature, Dalton's Law of Partial Pressure, Graham's Law of Diffusion.

II. The Mole Concept: (4)

Gay Lussac's Law of Combining Volumes, Avogadro's Law, Avogadro Number and the Mole, Weight and Volume Relationship of Gases, Concept of Atomic Weight and Equivalent weight, Relation between Atomic, Weight, Equivalent Weight and Valency, Molecular Weight, Vapour density, The relationship between the two.

III. Chemical Equilibrium: (4)

Reversible and Irreversible reactions, Chemical Equilibrium, Meaning of Equilibrium Constant Kp and Kc, Factors affecting the equilibrium such as concentration Pressure, Temperature and Catalyst, La Chatelier's Principle and its application in the manufacture of ammonia and ozone.

IV. Chemical Reactions and Energetics: (8)

Types of System: Open, Closed and Isolated, Statements of First Law of Thermodynamics, and its mathematical form, Concept of Internal Energy and Enthalpy, Heat changes at constant pressure and constant volume, Heat Capacity at Constant Pressure and Constant Volume and relation between them, Internal energy as a thermodynamic state function, Work of Pressure Volume type. Reversibility and maximum work, Meaning of Isothermal and adiabatic processes,

Units of energy, work and the gas constant.

Thermochemistry: exothermic and endothermic reactions, Types of Heat of Reactions, Hess's Law of constant Heat summation, Variation of heat of reaction with temperature, Kirchoff's equations. A chemical substance as a store of energy.

V. Ionic Equilibrium:

Theory of acids and bases: Arthenius Theory, Concept of Lowry and Bronsted and Lewis concept, Ionisation of water and expression for conic products of water, Definition of pH and pOH and relation between them, Hydrolysis of salts, hydrolysis constant, degree of hydrolysis constant, degree of hydrolysis derivation of Kh for different types of salts, calculation of pH of strong acids and strong bases, weak acids and weak bases, Ostwald's Dilution Saw Buffer Solution: Properties and Mechanism of Buffer Action.

VI. Electro-Chemistry:

Emf Series and its application, Nerust Theory of single Electrode Potential, Concept of galuanic or voltaic cells, illustration with Daniel Cell (Construction and working), Electrochemical cell notations, Types of electrodes, Write cell reactions when cell notations are given and vice-versa. Reference electrodes. Construction and working of hydrogen and calomel electrode.

Secondary cell (e.g. pb accumulator) and its working, Charging and discharging.

Inorganic Chemistry

I. Electronic structure of items:

Bohr's Atom Model, Quantum Numbers, Types of orbitals, Shapes of sand p orbitals, Pault's Exclusion Principle, Hand's Rule of Maximum Multiplicity, Aufban Principle for filling of orbitals, Orbitals Electronic Configuration of Atoms.

II. Periodicity of Elements:

Long Form of Periodic Table and classification of Elements on the basis of electronic configurations, Trends of properties such as Atomic radii, ionization potential, valency and oxidation state, electronegativity, electron affinity, metallic and non-metallic properties of elements across a period and down the group of periodic table. Further illustration of periodicity of properties in alkali metals, alkaline earth metals and third row elements, also solid state structures of third row elements.

III. Nature of Chemical Bond:

Octet Theory and its limitations, Writing electronic structures of simple molecules, Valence Bond Theory and its limitations, Overlap of atomic orbitals in H_2 HF and F_2 molecules, Hybridization, Types of Hybridization, Formation of Methane, H_2O, NH_3, C_2H_4, B_eF_2 and C_2H_2 using hybrid orbitals.

Organic Chemistry

I. Chemistry of Carbon Compounds (4)

Alkanes, alkyl groups and functional groups, Types of organic compounds obtained by combination of alkyl groups and functional groups.

Classification of hydrocarbons into alkanes, alkenes, alkynes, Homologous series, Common

and IUPAC nomenclature of various organic compounds such as alkanes, alkyl halides, alcohols, aldehydes, ketones, acids, esters, ethers and amines, Concept of Isomerism and its types, 1°, 2° & 3° carbons.

II. Halogen Derivatives of Hydrocarbons: (10)

Classification of halogen derivatives into mono di and trihalides with examples, Monohalogen derivatives: preparation by halogenations of alkenes, addition of HX to alkenes, action of phosphorous halides and thionyl chloride on alcohols, Substitution reactions, Wurtz reaction, Elimination reaction and reaction with Grignard reagent, Homolytic and Hetrolytic fission, Nulleophillic and Electrophillic Reagents, Mobility of electrons in single and double bonds: Inductive, electromeric and reasonance effect.

SN1 and SN2 reactions mechanism with energy profile diagrams. Optical activity - optically active compound, asymmetric carbon atom, dextrop and laevo-form, racemic mixture (explain taking 2 chlorobutane as an example).

III. Aromatic Compounds (3)

Introduction to Aromatic Compounds structure of Benzene, Reactions of Benzene; addition of chlorine, H2 and Ozone, Substitution reactions such as halogenation, nitration, sulphonation, Friedel Crafts, 'Reactions'.

IV. Alcohols and Carbohydrates:

Alcohols: Preparation of primary and secondary alcohols by hydrolysis of alkyl halides, hydration or alkenes and reduction of aldehydes and Ketones. Reactions of various types of alcohols with sodium, hydrogen halides and phosphorous halides, also esterification, dehydration and oxidation reactions.

Carbohydrates:

Classification of carbohydrates, Preparation, Reactions and Laboratory identification of glucose.

V. Aldehydes and Ketones: (7)

Preparation of aldehydes and ketones by oxidation of alcohols, hydrolysis of gemdihalides decarboxylation of calcium salts of fatty acids and by action of grignar reagent. Reactions of aldehydes and ketones such as (1) action of HCN, $NaHSO_3$ (2) reduction with hydrogen from Na-alcohol: Raney Ni & H_2, Zn & Con HCL; and lithium aluminium hydride, Action of Fehling's solution, Tollan' s reagent and Schiff's reagent.

VI. Amines:

Classification of amines; basicity of amines, Preparation of amines by (1) action of haloakans on ammonia (2) hypohalite reaction of amides and (3) reduction of oximas, nitriles and mitroparaffins, Reactions such as (1) formation of quarternary ammonium salts, their decomposition and Hafmann's elimination (2) action of nitrous acid (3) acetylation (4) carbylamine reaction.

Course in Practical

1. **Valumetric Analysis**:

A) Acid - Base titrations involving various combinations of strong and weak acids; strong and weak bases.

B) Redox titrations involving compounds such as potassium permanganate, ferrous salts, oxalic acid (and sometimes bases such as sodium or potassium hydroxide).

2. Qualitative Analysis:

A solid mixture of two salts; from the student must identify either two basic radicals or two acidic radicals. (The two radicals must belong to different groups). The following radicals may be given for analysis.

Basic Radicals: Pb^{+2}, Cu^{+2}, Cd^{+2}, Fe^{+2}, Al^{+3} Co^{+2}, Ni^{+2}, Zn^{+2}, Ba^{+2}, Sr^{+2}, Ca^{+2}, Mg^{+2}, K^{+} and NH_4.

Acidic Radicals: CO_3^{-2},SO_4^{-2}, Cl^{-}, Br^{-1}, NO_3, NO_2^{-1} and PO_4^{-3}, S^{-2}
(Minimum Four Mixtures in each category must be given).

3. Organic Spotting:

A) **Solids**: Benzoic Acid, Salicylic acid, Oxalic acid, Naphtalene, Phenol, B-naphthol, Glucose.
B) **Liquids**: Acetic acid, Phenol, Anitine, Chloroform, Bezedehydes, Ocatone, Nitrobenzene.

Schedule SOC-2

(See OC-10 of Part C)

Regulations regarding F.Y., S.Y. and T.Y. degree course in Engineering (Revised), (Civil, Mechanical, Electrical, Electronics, Telecommunications, Computer Engineering).

Semester I (Revised)

Sr.No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Applied Mathematics	Mathematics	3	1	--	3	100	--	--	--	100
2	Applied Physics	Physics	3	1	2	3	100	--	25	--	125
3	Applied Chemistry	Chemistry	3	1	2	3	100	--	25	--	125
4	Communication Skills (English)	English	1	--	3	2	75	--	25	--	100
5	Engineering Graphics 1	Mechanical	2	--	6	4	100	--	50	--	150
6	Basic Electrical Engineering	Electrical	3	1	2	3	100	--	25	--	125
7	Basic Civil Engineering	Civil	3	1	2	3	100	--	25	--	125
8	Workshop Practical	Mech. Workshop	--	--	--	5	--	--	50	--	50
		Total	18	5	22	--	675	--	225	--	900

SOC-2.2 Semester II

Sr.No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Applied Mathematics	Mathematics	3	1	--	3	100	--	--	--	100
2	Engineering Mechanical	Civil	3	1	2	3	100	--	25	--	125
3	Introduction to Computer Programming and Problem Solving	Computer	3	1	3	3	100	--	25	--	125
4	Basic Mechanical Engineering	Mechanical	3	1	2	3	100	--	25	--	125
5	Basic Electronics	Electronics & Telecommunications	3	1	2	3	100	--	25	--	125
6	Engineering Graphics II	Mechanical	2	--	6	4	100	--	50	--	100
7	Workshop Practice	Mech. Workshop	--	--	6	--	--	--	50	--	50
		Total	17	5	21	--	600	--	200	--	800

SOC-2.3 Regulations regarding Second Year Degree course in Engineering (Revised)

S.E. Civil Semester III

Sr.No.	Subject	Scheme of Instruction			Duration of Paper	Scheme of Examination				
		L	T	P		Theory	Practical	T.W.	Orals	Total
1	Engineering Mathematics III	4	1	--	3	100	--	--	--	100 Maths
2	Engineering Geology I	4	--	--	3	100	--	--	--	100 Geology
3	Strength of Materials	4	2	4	3	100	--	25	--	125
4	Engineering Economics	4	--	--	3	100	--	--	--	100 Hum.
5	Surveying I	4	1	6	3	100	--	50	--	150
6	Hydraulics	4	2	4	3	100	--	25	--	125
		24	6	14	--	600	--	100	--	700

SOC-2.4 S.E. Mechanical Semester III

Sr. No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Engineering Maths	Civil	4	1	--	3 hours	100	--	--	--	100
2	Applied Thermodynamics	Mechanical	4	1	3	3 hours	100	--	--	--	100
3	Engineering Materials Science	Mechanical	4	--	2	3 hours	100	--	--	--	125
4	Machine Drawing	Mechanical	2	--	8	3 hours	100	25	--	--	125
5	Electrical Engineering	Electrical	4	1	3	3 hours	100	25	--	--	125
6	Fluid Mechanics	Civil	4	1	3	3 hours	100	25	--	--	125
			22	4	19	--	600	75	--	--	700

SOC-2.5 S.E. Electrical Semester III

Sr. No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Engineering Mathematics I	Mathematics	4	1	--	3 hours	100	--	--	--	100
2	Electrical Machines	Electrical	4	1	3	3 hours	100	--	25	--	125
3	Electrical & Electronics Materials & components	Electrical	4	1	--	3 hours	100	--	--	--	100
4	Basic Electronics I	Electrical	4	1	3	3 hours	100	--	25	--	125
5	Elect. Instruments	Electrical	4	1	3	3 hours	100	--	25	--	125
6	Electromagnetic Field	Electrical	4	1	3	3 hours	100	--	25	--	125
			24	6	12	--	600	--	100	--	700

SOC-2.6 S.E. Electronics & Telecommunications Semester III

Sr. No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Applied Mathematics III	Mathematics	4	1	3	3 hours	100	--	--	--	100
2	Electronics Material Science	Electronics & telecom	4	1	--	3 hours	100	--	--	--	100
3	Electrical Engineering	Electrical	4	1	3	3 hours	100	25	--	--	125
4	Electrical Measurements & Instruments	Electrical	4	1	3	3 hours	100	25	--	--	125
5	Network I	Electronics & Telecom.	4	1	3	3 hours	100	25	--	--	125
6	Electronic Devices & Circuits I	Electronics & Telecom.	4	1	3	3 hours	100	25	--	--	125
			24	6	12	--	600	100	--	--	700

SOC-2.7 S.E. Computer Engineering Semester III

Sr. No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Applied Mathematics III	Mathematics	3	1	--	3 hours	100	--	--	--	100
2	Electronics Material Science	Electronics & Telecom	4	1	--	3 hours	100	--	--	--	100
3	Analog Electronics	Computer	4	1	3	3 hours	100	25	--	--	125
4	Logic Design	Computer	4	1	3	3 hours	100	25	--	--	125
5	Data Structure	Computer	4	1	4	3 hours	100	25	--	--	125
6	Electrical Technology	Electrical	4	1	3	3 hours	100	25	--	--	125
			23	6	13	--	600	100	--	--	700

SOC-2.8 S.E. Civil Semester IV

Sr. No.	Subject	Scheme of Instruction			Duration of Paper	Scheme of Examination				
		L	T	P		Theory	Practical	T.W.	Orals	Total
1	Numerical Methods in Civil Engineering	4	--	2	3	100	--	25	--	125 Maths 4
2	Hydraulics II	4	2	2	3	100	--	25	25	150
3	Surveying II	4	2	3	3	100	50	25	--	175
4	Engineering Geology II	4	--	2	3	100	25	25	--	150 Geology 5
5	Building Construction	4	2	3	3	100	--	25	25	150
6	Building Drawing I	1	-	6	4	100	25	25	25	175
		21	06	18	--	600	100	150	75	925

SOC-2.9 S.E. Mechanical Semester IV

Sr. No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Numerical Methods for Computer Programming	Computer	4	--	3	3	100	25	--	25	150
2	Kinematics of Machinery	Mechanical	4	4	--	3	100	25	--	25	150
3	Mechanics of Solids I	Mechanical	4	1	2	3	100	--	--	--	100
4	Industrial Electronics	Electronics & Telecom	4	-	3	3	100	25	--	--	125
5	Energy Conversion I	Mechanical	4	1	3	3	100	25	50	25	200
6	Manufacturing Tech-I	Mechanical	4	--	4	3	100	25	50	25	200
			24	6	15	--	600	125	100	100	925

SOC-2.10 S.E. Electrical Semester IV

Sr.No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Engineering Mathematics II	Mathematics	4	1	--	3	100	--	--	--	100
2	Network Analysis and Synthesis	Electrical	4	1	3	3	100	25	--	50	175
3	Electrical Machines II	Electrical	4	1	3	3	100	25	50	--	175
4	Basic Electronics II	Electrical	4	1	3	3	100	25	50	--	175
5	Basic Machine Design & Thermodynamics	Mechanical	4	1	3	3	100	25	--	--	125
6	Hydraulics & Hydraulic Machines	Civil	4	1	3	3	100	25	--	50	125
			24	6	15	--	600	125	100	100	925

SOC-2.11 S.E. Electronics & Telecommunication Semester IV

Sr. No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Applied Mathematics IV	Mathematics	3	1	--	3	100	--	--	--	100
2	Electromagnetic Field & Waves	Electronics & Telecom.	4	1	3	3	100	25	--	--	125
3	Pulse & digital Techniques	Electronics & Telecom.	4	1	3	3	100	25	50	--	175
4	Electronics Devices & Circuits II	Electronics & Telecom	4	1	3	3	100	25	50	--	175
5	Communication Engineering I	Electronics & Telecom.	4	1	3	3	100	25	--	50	175
6	Signals & Systems	Electronics & Telecom.	4	1	3	3	100	25	--	50	175
			23	6	15	--	600	125	100	100	925

SOC-2.12 S.E. Computer Semester IV

Sr. No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Discrete Mathematics Structures	Mathematics	3	1	--	3	100	--	--	--	100
2	Signals and Systems	Computer	3	1	3	3	100	25	--	--	125
3	Electronic Instruments	Electronics & Telecom.	4	1	3	3	100	25	--	50	175
4	Pulse and digital Electronics	Computer	4	1	3	3	100	25	50	--	175
5	Computer Organisation	Computer	4	1	3	3	100	25	--	50	175
6	Data Processing and File Structures	Computer	3	1	3	3	100	25	50	--	175
			21	06	15	--	600	125	100	100	925

SOC-2.13 T.E. Civil Semester V

Sr. No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Structural Analysis I	Civil	4	2	3	3	100	--	25	--	125
2	Geotechnical Engineering	Civil	4	1	4	3	100	--	25	25	150
3	Hydraulics III	Civil	4	-	4	3	100	--	25	25	150
4	Surveying III	Civil	4	1	4	3	100	50	25	--	175
5	Project Management	Civil	4	-	-	3	100	--	--	--	100 Hum 6
6	Building Drawing II	Civil	--	2	4	4	100	--	50	25	175
			20	6	19	--	600	50	150	75	875

SOC-2.14 T.E. Mechanical Semester V

Sr. No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Industrial Economics	Civil	4	1	-	3	100	--	--	--	100
2	Quality Management	Mechanical	5	2	--	3	100	--	25	25	150
3	Dynamics of Machinery I	Mechanical	4	2	2	3	100	--	25	25	150
4	Heat Mass Transfer and Compressible Flow	Mechanical	4	1	2	3	100	--	25	25	150
5	Mechanics of Solids II	Mechanical	4	1	2	3	100	--	25	25	150
6	Manufacturing Tech II	Mechanical	5	--	4	4	100	--	50	25	175
			26	7	10	--	600	--	150	125	875

SOC-2.15 T.E. Electrical Semester V

Sr. No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Basic Control System	Electrical	4	1	3	3	100	--	25	--	125
2	Electrical Machines III	Electrical	4	1	3	3	100	--	25	50	175
3	Computer Oriented Numerical Techniques	Electrical	4	1	3	3	100	--	25	--	125
4	Generation & Transmission of Electrical Energy	Electrical	4	1	-	3	100	--	--	--	100
5	Linear Integrated Circuits	Electrical	4	1	3	3	100	--	25	50	175
6	Industrial Electronics	Electrical	4	1	3	3	100	--	25	50	175
			24	6	15	--	600	--	125	150	875

SOC-2.16 T.E. Electrical & Telecommunication Semester V

Sr. No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Probability theory and Random Processes	Mathematics	3	1	--	3	100	--	--	--	100
2	Central System Analysis	Electronics & Telecom.	4	1	3	3	100	--	25	--	125
3	Transmission Lines & Wave Guides	Electronics & Telecom	4	1	3	3	100	--	25	50	175
4	Communication Engineering II	Electronics & Telecom	4	1	3	3	100	--	25	50	175
5	Introduction to Digital Systems	Electronics & Telecom	4	1	3	3	100	--	25	50	175
6	Programming for Numerical computer Methods	Computer Engineering	3	1	4	3	100	--	25	--	125
			22	6	16	--	600	--	125	150	875

SOC-2.17 T.E. Computer Engineering (Revised) Semester V

Sr.No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Principles of Economics & Management (Humanities)	Computer Engineering	3	1	-	3	100	--	--	--	100
2	Programming of Numerical Methods	Computer Engineering	3	1	3	3	100	--	25	--	125
3	Automata, Languages & Computation	Computer Engineering	4	1	3	3	100	--	25	--	125
4	Data Base Management System	Computer Engineering	4	1	4	3	100	--	25	50	175
5	Microprocessor I	Computer Engineering	4	1	3	3	100	--	25	50	175
6	Computer Hardware Design	Computer Engineering	4	1	3	3	100	--	25	50	175
			22	6	16	--	600	--	125	150	875

SOC-2.18 T.E. Civil Semester VI

Sr.No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Structural Analysis I	Civil	4	1	3	3	100	--	25	25	150
2	Geo-technical Engineering II	Civil	4	1	2	3	100	--	25	25	150
3	Structural Design in Steel	Civil	4	1	3	3	100	25	25	25	175
4	Transportation Engineering	Civil	4	1	2	3	100	--	25	25	150
5	Quantity Surveying	Civil	4	1	4	3	100	25	25	25	175
6	Structural Design in Concretes	Civil	4	1	4	3	100	--	50	25	175
			24	6	18	--	600	50	175	150	975

SOC-2.19 T.E. Mechanical Semester VI

Sr.No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Machine Design I	Mechanical	4	1	4	3	100	--	25	50	175
2	Manufacturing Tech. III	Mechanical	4	1	2	3	100	50	25	--	175
3	Dynamics of Machinery II	Mechanical	4	1	2	3	100	--	25	25	150
4	Industrial Engineering & Management	Mechanical	4	1	2	3	100	--	--	50	150
5	Energy Conversion II	Mechanical	4	1	4	3	100	50	25	25	200
6	Engineering Measurements	Mechanical	4	--	2	3	100	--	25	--	125
			24	5	16	--	600	100	125	150	975

SOC-2.20 T.E. Electrical Semester VI

Sr.No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Distribution and Utilization of Electrical Energy	Electrical	4	1	--	3	100	--	--	50	150
2	Electronics Instruments	Electrical	4	1	3	3	100	--	25	50	175
3	Digital Integrated Circuits	Electrical	4	1	3	3	100	50	25	--	175
4	Microprocessor & its applications	Electrical	4	1	3	3	100	50	25	--	175
5	Electrical & Elec. Workshop	Electrical	--	1	3	--	--	--	25	50	75
6	Elements of Communication engineering	ETCD & COM.	4	1	3	--	100	--	25	--	125
7	Industrial Economics Management	Humanities	4	--	--	3	100	--	--	--	100
			24	6	15	--	600	100	125	150	975

SOC-2.21 T.E. Electronics & Telecommunication Engineering Semester VI

Sr.No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Antenna and Wave Propagation	Electrical & Telecom	4	1	--	3	100	--	--	--	100
2	Communication Engineering III	Electrical & Telecom	4	1	3	3	100	-	25	50	175
3	Power Electronics	Electrical & Telecom	4	1	3	3	100	--	25	50	175
4	Computer Organisation & Design	Electrical & Telecom	4	1	3	3	100	--	25	50	175
5	Economics and Principles of Management	Humanities	3	1	3	3	100	--	--	--	100
6	System Design Using Integrated Circuits	Electrical & Telecom	4	1	3	3	100	50	25	--	175
7	Electrical Workshop	Electrical & Telecom	-	--	4	--	--	50	25	-	75
			23	6	16	--	600	100	125	150	975

SOC-2.22 T.E. Computer Engineering Semester VI

Sr.No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Operations Research	Mechanical	3	1	--	3	100	--	--	--	100
2	Microprocessors II	Mechanical	4	1	3	3	100	50	25	--	175
3	Introduction to Systems Programming	Computer	4	1	3	3	100	50	25	--	175
4	Artificial Intelligence	Computer	4	1	3	3	100	--	25	50	175
5	Computer Graphics	Computer	4	1	3	3	100	--	25	50	175
6	Fundamentals of Programming Language	Computer	4	1	3	3	100	--	25	50	175
			23	6	15	--	600	100	125	150	975

SOC-2.23 B.E. Civil Semester VII

Sr.No.	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Structural Design & Drawing in Concrete	Civil	4	--	5	4	100	--	50	25	175
2	Irrigation Engineering	Civil	4	2	--	3	100	--	50	--	150
3	Civil Engineering Project	Civil	--	--	5	--	--	--	--	50	50
4	Geo-technical Engineering III	Civil	4	--	3	3	100	--	25	25	150
5	Environmental Engineering	Civil	4	1	3	3	100	--	50	25	175
6	Elective I	Civil	4	2	--	3	100	--	25	50	175
			20	5	20	--	500	--	200	175	875

Elective I

1. Civil Engineering Systems. 2. Advanced Structural Analysis. 3. Advanced Highway Engineering. 4. Ground Improvement Techniques. 5. Air Pollution. 6. Applied Hydrology. 7. Low Cost Housing. 8. Experimental Stress Analysis.

SOC-2.24 B.E. Mechanical Semester VII

Sr.No	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Power Plant Engineering Mechanical	Mechanical	5	--	--	--	100	--	25	25	150
2	Operations Planning and Control	Mechanical	5	3	--	3	100	--	25	25	150
3	Computer Applications in Mechanical Engineering	Mechanical	4	1	3	3	100	--	25	25	150
4	Machine Design II	Mechanical	4	1	3	3	100	--	50	50	200
5	Elective I	Mechanical	5	--	3	3	100	--	25	50	175
6	Project	Mechanical	--	--	5	--	--	--	--	50	50
			23	5	17	--	500	--	150	225	875

Elective I

1. Applied Operation Research. 2. Automobile Engineering. 3. Synthesis of Mechanisms. 4. Advanced theory of metal cutting. 5. Maintenance Management. 6. Alternative Energy Sources. 7. Tribology. 8. Vibration and Acoustic Design. 9. Machine Tool Design; and 10. Finitic Element Method.

SOC-2.25 B.E. Electrical Semester VII

Sr.No	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Electrical Drives and Control	Electrical	4	1	3	3	100	--	25	50	175
2	Electronic Circuit Design	Electrical	4	1	3	3	100	--	25	--	125
3	Power System Analysis	Electrical	4	1	3	3	100	--	25	50	175
4	Electrical Machine Design	Electrical	4	1	3	3	100	--	25	50	175
5	Elective I	Electrical	4	1	3	3	100	--	25	50	175
6	Project	Electrical	--	--	5	Seminar	--	--	--	--	50
			20	5	20	--	500	--	125	200	875

Elective I

1. Microprocessor System Design; 2. Generalized Machine Theory; 3. Modern Control Systems; 4. Advanced Communications & Systems; 5. Computer Programming; 6. Special Semiconductor Devices; 7. High Voltage Engineering; 8. Computer Organisation Switching Theory and Logic Design; 9. Biomedical Engineering; 10. Audio and Electric Acoustics; 11. Advanced Network Analysis.

SOC-2.26 B.E. Electronics and Telecommunications Semester VII

Sr.No	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Advanced Communication Systems	Electronics & Telecom.	4	1	3	3	100	--	25	50	175
2	Digital Signal Processing	Electronics & Telecom.	4	1	3	3	100	--	25	--	125
3	Microprocessors and Application	Electronics & Telecom.	4	1	3	3	100	--	25	50	175
4	Elective I	Electronics & Telecom.	4	1	3	3	100	--	25	50	175
5	Electronic Instrument	Electronics & Telecom.	4	1	3	3	100	--	25	50	175
6	Project	Electronics & Telecom.	--	--	5	Seminar	--	--	--	--	50
			20	5	20	--	500	--	125	200	875

Elective I

1. Acoustic Engineering; 2. Network Synthesis; 3. Speech Signal Analysis & Synthesis; 4. Image Processing; 5. Bio Medical Electronics; 6. Solid State Devices; 7. Electronic Control of Drives; 8. Advanced Control Theory; 9. Design & Technology of Electronic Devices; 10. Active Network Synthesis; 11. Information Theory and Coding; 12. Programming Languages; 13. Reliability Engineering; 14. VLSI Technology; and 15. Radar Engineering.

SOC-2.27 B.E. Computer Engineering Semester VII

Sr.No	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Principles of Data Communication	E & TC	3	1	--	3	100	--	--	--	100
2	Peripheral Devices & Interfaces	Computer	4	1	3	3	100	--	25	50	175
3	Compiler Construction	Computer	4	1	3	3	100	--	25	50	175
4	Operating Systems	Computer	4	1	3	3	100	--	25	50	175
5	Elective I	Computer	4	1	3	3	100	--	25	50	200
6	Project	Computer	--	--	6	Seminar	--	--	--	50	50
			19	5	18	--	500	--	100	250	875

Elective I

1. Digital Stimulation and Modeling; 2. Algorithm, Analysis and Design; 3. Software Engineering; and 4. Information Systems Design.

SOC-2.28 B.E. (Civil) Semester VIII

Sr.No	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	CAD in Civil Engineering	Civil	4	1	6	--	100	--	50	25	175
2	Advanced Construction	Civil	4	--	5	2	100	--	50	25	175
3	Civil Engineering Project	Civil	--	--	15	--	--	--	50	50	100
4	Elective II	Civil	4	2	4	3	100	--	50	50	200
			12	3	30	--	300	--	200	150	650

Elective II

1. Rock Mechanics; 2. Structural Dynamics; 3. Industrial Waste Treatment; 4. Design of Hydraulic; 5. Advanced Pre-stressed Concrete; 6. Offshore Structure; 7. Application of _____ to Civil Engineering; and 8. Soil Foundation Structure Interaction.

SOC-2.29 B.E. Mechanical Semester VIII

Sr.No	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Mechanical Systems Design	Mechanical	5	1	4	3	100	--	50	50	200
2	Refrigeration and Air Conditioning	Mechanical	5	1	3	3	100	--	25	50	175
3	Elective II	Mechanical	5	1	3	3	100	--	25	50	175
4	Project	Mechanical	--	--	15	3	--	--	50	50	100
			15	3	25	--	300	--	150	200	650

Elective II

1. Computer Aided Modelling, Analysis and Simulation; 2. Earth Moving Machinery; 3. CAD/CAM; 4. Advanced Dynamics of Machinery; 5. Machine Tool Control; 6. Information System; 7. Industrial Robotics; 8. Advanced Metal Forming; 9. Materials Management; and 10. Marketing Management.

SOC-2.30 B.E. Electrical Semester VIII

Sr.No	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Power Electronics	Electrical	4	1	3	3	100	--	25	50	175
2	Switchgear & Protection	Electrical	4	--	3	3	100	--	25	50	175
3	Elective II	Electrical	5	1	3	3	100	--	50	50	200
4	Project	Electrical	--	--	15	--	--	--	50	50	100
			3	3	24	--	300	--	150	200	650

Elective II

1. Instrumentation; 2. Non-conventional Source of Energy & Systems; 3. Power System Operation & Control; 4. Principles Database Management; 5. Synthesis and Design of Control Systems; 6. Computer Architecture & Systems; 7. Solid State Devices; 8. Digital Data System; 9. Electrical Energy System Theory; 10. Power System Stability; 11. Design of Special Electrical Machines; 12. Analog Filter Theory and Design; and 13. Industrial Process Control.

SOC-2.31 B.E. Electronics & Telecommunications Semester VIII

Sr.No	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Microwave Engineering	Electronics & Telecom	4	1	4	3	100	--	25	50	175
2	Radio & Television	Electronics & Telecom	4	1	4	3	100	--	25	50	175
3	Elective II	Electronics & Telecom	5	1	4	3	100	--	50	50	200
4	Project	Electronics & Telecom	--	--	15	--	--	--	50	50	100
			13	3	27	--	300	--	150	200	650

Elective II (Only one chosen from the following list)

1. Optical Communication; 2. Satellite Communication; 3. Data Communication; 4. Industrial Instrumentation; 5. Microprocessor based instrumentation; 6. Microwave integrated circuits; 7. Computer Aided Design; 8. Communication Switching Systems; 9. Information Systems and Data Bases; 10. Design of Microcomputer Systems; 11. Computer Simulation; 12. Introduction to Robotics; 13. Introduction to Artificial Intelligence; 14. Optimization Techniques; and 15. Pattern re-organisation.

SOC-2.32 B.E. Computer Engineering Semester VIII

Sr.No	Subject	Department	Scheme of Instruction			Duration of Paper	Scheme of Examination				
			L	T	P		Theory	Practical	T.W.	Orals	Total
1	Computer Networks	Computer	4	1	4	3	100	--	25	50	175
2	Advanced Computer Networks	Computer	4	1	4	3	100	--	25	50	175
3	Elective	Computer	4	1	4	3	100	--	50	50	200
4	Project II	Computer	--	--	15	--	--	--	50	50	100
			12	3	27	--	300	--	150	200	650

Elective II (Only one chosen from the following list)

1. Software Tools for CAD/CAM; 2. Distributed Computing; 3. Image Processing; and 4. Robotics.

SOC-3
(See OC-11 of Part C)

SOC-3 Scheme of Instruction and Examination – M.E. (Civil and Industrial Engineering)

SOC-3.1 M.E. (Civil) in Foundation Engineering (Scheme of Instruction and Examinations) Semester I

Sr.No	Subject	Department	Scheme of Instruction		Duration of Paper	Scheme of Examination				
			L	P		Theory	Practical	T.W.	Orals	Total
1	Advanced Soil Mechanics	Civil	5	3	3	100	--	50	--	150
2	Rock Mechanics I	Civil	5	3	3	100	--	50	--	150
3	Advanced Foundation Engineering	Civil	5	2	3	100	--	50	--	150
4	Project II	Civil	--	8	--	--	--	--	--	--
5	Elective I	Civil	5	2	3	100	--	50	--	150
			20	18	--	400	--	200	--	600

SOC-3.2 M.E. (Civil) in Foundation Engineering (Scheme of Instruction and Examinations) Semester II

Sr. No	Subject	Department	Scheme of Instruction		Duration of Paper	Scheme of Examination				
			L	P		Theory	Practical	T.W.	Orals	Total
1	Foundation for Marine Structure	Civil	5	2	3	100	--	50	--	150
2	Advanced method f analysis in Foundation Engineering	Civil	5	3	3	100	--	50	--	150
3	Advanced Foundation Engineering	Civil	5	3	3	100	--	50	--	150
4	Soil Dynamics & Machine Foundation	Civil	5	2	3	100	--	50	--	150
5	Seminar	Civil	--	2	--	--	--	50	--	50
6	Project	Civil	--	8	--	--	--	150	--	150
			20	20	--	400	--	400	--	800

SOC-3.3 M.E. (Civil) in Foundation Engineering (Scheme of Instruction and Examinations) Semester III

Sr.No	Subject	Department	Scheme of Instruction		Duration of Paper	Scheme of Examination				
			L	P		Theory	Practical	T.W.	Orals	Total
1	Dissertation	Civil	--	--	--	--	--	--	300	300

SOC-3.4 M.E. (Industrial Engineering) (Scheme of Instruction and Examinations) Semester I

Sr. No	Subject	Department	Scheme of Instruction		Duration of Paper	Scheme of Examination				
			L	P		Theory	Practical	T.W.	Orals	Total
1	Engineering Statistics	Mechanical	4	2	3	100	--	50	--	150
2	Principles of Industrial Engineering and Management	Mechanical	4	2	3	100	--	50	--	150
3	Seminar	Mechanical	4	6	--	--	--	50	--	50
			12	10	--	200	--	150	--	350

SOC-3.5 M.E. (Industrial Engineering) Semester II

Sr.No	Subject	Department	Scheme of Instruction		Duration of Paper	Scheme of Examination				
			L	P		Theory	Practical	T.W.	Orals	Total
1	Applied Operations Research	Mechanical	4	2	3	100	--	50	--	150
2	Operations Planning and control	Mechanical	4	2	3	100	--	50	--	150
3	Computer Methods in Industrial Engineering	Mechanical	4	2	3	100	--	50	--	150
			12	6	--	300	--	150	--	450

SOC-3.6 M.E. (Industrial Engineering) Semester III

Sr.No	Subject	Department	Scheme of Instruction		Duration of Paper	Scheme of Examination				
			L	P		Theory	Practical	T.W.	Orals	Total
1	Elective I	Mechanical	4	2	3	100	--	50	--	150
2	Work System Design	Mechanical	4	2	3	100	--	50	--	150
3	Quality & Reliability	Mechanical	4	2	3	100	--	50	--	150
			12	6	--	300	--	150	--	450

SOC-3.7 M.E. (Industrial Engineering) Semester IV

Sr.No	Subject	Department	Scheme of Instruction		Duration of Paper	Scheme of Examination				
			L	P		Theory	Practical	T.W.	Orals	Total
1	Elective II	Mechanical	4	2	3	100	--	50	--	150
2	Maintenance Engineering & Management	Mechanical	4	2	3	100	--	50	--	150
3	Seminar	Mechanical	--	--	6	--	--	50	--	50
			8	4	--	200	--	150	--	350

SOC-3.8 M.E. (Industrial Engineering) Semester V

Sr.No	Subject	Department	Scheme of Instruction		Duration of Paper	Scheme of Examination				
			L	P		Theory	Practical	T.W.	Orals	Total
1	Project	Mechanical	--	--	--	--	--	--	--	200

Elective - I

1. Advanced Operations Research; 2. Information Systems; and 3. Forecasting and Demand Analysis.

Elective - II

1. Facility Location and lay out; 2. System simulation; and 3. Computer Integrated Manufacturing Systems.

SOC-X Scheme of Instruction and Examination

SOC-X.1 Master of Engineering in Information Technology (Internet Technology) Semester I

SOC-3.11

Subject Code	Subject	No. of Hrs/ Week		Duration of the Exam in Hours.	Marks for Exam			Total Marks	Credits
		Lect.	Pract		IA**	Theory	Oral		
MIT101	Fundamentals of Computer Science	04	--	3	50	100	--	150	2+4
MIT102	Internet Technologies	04	--	3	50	100	--	150	2+4
MIT103	Communication Networks	04	--	3	50	100	--	150	2+4
MIT104	Information Retrieval	04	--	3	50	100	--	150	2+4
MIT105	Distributed Database Management Systems	04	--	3	50	100	--	150	2+4
MIT106	Internet Laboratory	--	03	--	25	--	50	75	1+2
MIT107	Information Management Laboratory	--	03	--	25	--	50	75	1+2
	Total	20	6	--	--	--	--	--	36

Note: ** IA: 50 Marks will be allotted according to the performance in Test / Seminar / Assignment / Orals

SOC-X.2 Master of Engineering in Information Technology (Internet Technology) Semester II

SOC-3.12

Subject Code	Subject	No. of Hrs/ Week		Duration of the Exam in Hours.	Marks for Exam			Total Marks	Credits
		Lect.	Pract		IA**	Theory	Oral		
MIT201	Computer Mathematics	04	--	03	50	100	--	150	2+4
MIT202	Software Architecture	04	--	03	50	100	--	150	2+4
MIT203	Component Object Technology and Applications	04	--	03	50	100	--	150	2+4
MIT204	Data Mining	04	--	3	50	100	--	150	2+4
MIT205	Elective – I	04	--	3	50	100	--	150	2+4
MIT206	Software Architecture Laboratory	--	03	--	25	--	50	75	1+2
MIT207	Data Mining Laboratory	--	03	--	25	--	50	75	1+2
	Total	20	6	--	--	--	--	--	36

Elective I :
MIT 205.1 -→ E-Commerce
MIT 205.2 -→ Network Economics
MIT 205.3 -→ Image Processing
MIT 205.4 -→ Advanced Data Communication.

Note:
** IA : 50 Marks will be allotted according to the performance in Test / Seminar / Assignment / Orals.

SOC-X.3 Master of Engineering in Information Technology (Internet Technology) Semester III

SOC-3.13

Subject Code	Subject	No. of Hrs/ Week		Duration of the Exam in Hours.	Marks for Exam			Total Marks	Credits
		Lect.	Pract		IA**	Theory	Oral		
MIT301	Internet Protocol Design	04	--	3	50	100	--	150	2+4
MIT302	Internet Security	04	--	3	50	100	--	150	2+4
MIT303	Software Quality Assurance	04	--	3	50	100	--	150	2+4
MIT304	Elective II	04	--	3	50	100	--	150	2+4
MIT305	Seminar ***	--	02	--	75	--	--	75	2+0
MIT306	Mini Project*	--	04	--	100	--	--	100	4+0
MIT307	Project	--	04	--	50	--	50	100	2+2
	Total	16	10	--	--	--	--	--	34

Elective II:

MIT 304.1 → Multimedia Systems & Applications
MIT 304.2 → Technology Management
MIT 304.3 → Real Time Systems
MIT 304.4 → Wireless Mobile Communication.

Note:
* A group of maximum 2 students to do two Mini Projects on the theory subjects in this semester.
** IA : 50 Marks will be allotted according to the performance in Test / Seminar / Assignment.
*** Each candidate is supposed to deliver at least one seminar this subject head. The recommended topics for seminars are listed in the subject head MIT 305.

SOC-X.4 Master of Engineering in Information Technology (Internet Technology) Semester IV

SOC-3.14

MIT 308 Dissertation / Project Work

Credits 20

Thesis	Weightage
Internal Assessment	**25%**
External Assessment	**50%**
Viva-Voce / Demonstration	**25%**

Schedule OSC-4
(See OC-16 of Part C)

OSC-4 Schedules regarding First, Second and Third M.B.B.S. examination

OSC-4.1 The candidate will be examined in the following pre-clinical subjects:
1) Human Anatomy; 2) Human Physiology including Bio-physics; and 3) Human Biochemistry.

OSC-4.2 The following shall be the scheme of the First M.B.B.S. Examinations:

1. Human Anatomy
(A) Theory Examination:
There will be two papers each of three hours duration. Each paper will be of 50 marks with one compulsory question of 10 marks on applied anatomy. Each paper will be sub-divided into two sections of 25 marks each.

The questions will be the following types :
a) Long answer/essay questions; b) Short answer questions; c) Objective questions; d) Multiple choice questions; and e) Applied questions (compulsory) in one section of each paper.

i) **Paper-I** (6 questions of which one on applied anatomy) General anatomy; Genetics; Head, Face & Neck; Central Nervous System; and Superior Extremity including applied anatomy, embryology and histology related to the parts - 50 marks.

ii) **Paper-II** (6 questions of which one on applied anatomy) General & Systemic Embryology; Thorax; Abdomen & Pelvis including Perineum; Inferior Extremity; including applied anatomy, embryology and histology related to the parts and General & Systemic Histology. **---** 50 marks

iii) **Oral (Viva)** **---** 20 marks
iv) **Internal Assessment** **---** 20 marks

(B) Practical Examination:
i) The practical examination will carry 40 marks and will be conducted in two sessions.
Session-I: (Soft parts & bones)
1) Head, Face, Neck, Brain, Superior Extremity, with bones related to the parts --10 marks
2) Thorax, Abdomen & Pelvis including Perineum, Inferior Extremity, with bones related to the parts -- 10 marks

Session – II:
1) Histology (4 slides) -- 10 marks
2) Surface Anatomy & Marking -- 5 marks
3) Radiology (X-rays) -- 5 marks
ii) Internal Assessment -- 20 marks
Total Marks in Anatomy **-- 200 marks**

2. Human Physiology
(A). Theory Examination:
There will be two papers each of three hours duration. Each paper will be of 50 marks with one compulsory question of 10 marks on applied Physiology. Each paper will be sub-divided into two sections of 25 marks each.
The questions will be of the following type:

a. Applied Physiology (case report) with short questions; b) Five statements for which reasons have to be given c) Match the following/calculations d) Cascade of events jumbled up to be put in order/five short questions e) Multiple choice questions.

i) Paper-I (6 questions)
Endocrines, Reproduction, Digestive System, Respiratory System, Environmental and Sports Physiology, Excretory System including Bio-physics 50 marks

ii) Paper-II (6 questions)
Blood and Body fluids, Cardiovascular system, Physiology of Nerve and muscle, Nervous System and Special Senses including Bio-physics 50 marks

iii) **Orals:** (Viva)
iv) **Internal Assessment.**

(B) Practicals :

i) Three practicals of two hours duration (40 marks)

Q. I. Hematology/Human Physiology Practicals	10 marks
Q. II. Two charts and/or graphs based on demonstrations for interpretation	10 marks
Q.III. Clinical examination with four given questions	20 marks
ii) Internal Assessment	20 marks
Total marks in Physiology including Bio-Physics	200 marks

3. Human Biochemistry

(A) Theory Examination:

There will be two papers each of three hours duration. Each paper will be of 50 marks with one compulsory question of 10 marks on applied Biochemistry. Each paper will be subdivided into two sections of 25 marks each.

The break up of questions is as follows:

1) Long answer/essay questions; b) Short answer questions; c) Objective questions; d) Multiple choice questions; and e) Applied questions (compulsory) in one section of each paper.

i) Paper-I : (6 questions) 50 marks

Cell and cell membrane, pH, buffers, Chemistry and Metabolism of carbohydrates, Haemoglobin, Enzymes and Co-enzymes, Chemistry and Metabolism of proteins and amino acids, Isoenzymes, Occupational hazards, Function tests - LFT, RFT, GFT.

ii) Paper-II : (6 questions) 50 marks

Nutrition - Vitamins, Minerals, Malnutrition, Chemistry and Metabolism of lipids, Biological oxidation. Chemistry and metabolism of nucleic acids and purines, pyrimidines, Genetics. Acid base balance, Immunoglobulins.

iii) Orals: (Viva/Voce).	20 marks
iv) Internal Assessment:	20 marks

(B) Practicals:

i) Three practicals of two hours duration and carrying 40 marks.

A. Quantitative	15 marks
B. Qualitative	15 marks
C. (a) Applied	10 marks
(b) Spots	5 marks
ii) Internal Assessment:	20 marks
Total marks in Biochemistry	**200 marks**

OSC-4.3 There shall be four examiners in each of the subjects of the First M.B.B.S. Examination. Fifty percent of the examiners shall be External. The senior-most Internal Examiner shall be the Convenor. The Examiner shall not be below the rank of Associate Professors. In case of appointments of Assistant Professor as Internal Examiner, he shall have not less than 5 year experience as Assistant Professor.

OSC-4.4 Internal Assessment: It shall be based on day to-day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.;
(i) regular periodical examinations; (ii) weightage for the internal assessment shall be 20%

of the total marks in each subject; and (iii) student must secure 50% marks of the total marks fixed for internal assessment in a particular subject to be eligible to appear in final university examination of that subject.

Note: The different ways in which students participation in learning is to be evaluated
(i) Preparation of subject for students seminar or clinical case for discussion. (ii) Clinical case study/problem solving exercise. (iii) Participation in Project for health care in the community (planning stage to evaluation). (iv) Proficiency in carrying out a practical or a skill in small research project. (v) Multiple choice question (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home Work/Vacation work.

OSC-4.5 Standard of passing the Examination:
In each of the subjects, a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practicals at one and the same sitting.

OSC-4.6 The following shall be the syllabi of the Pre-clinical subjects.

Human Anatomy
The course shall comprise of the following:
(a) Principles of Human Embryology; (b) Principles of Human Genetics; (c) Histology; and (d) Gross Anatomy of the entire Human Body including living anatomy and applied anatomy.

The teaching in the subject of Human Anatomy shall be done in the form of lectures, demonstrations, tutorials; seminars, group discussions, electives, integrated teaching, etc. with special emphasis on the applied aspect of the subject.

(a) Principles of Human Embryology:

(i) General Embryology:

Historical background and scope of embryology; Mitosis and meiosis; Male and female reproductive organs; Gametogenesis; Sexual cycle in female and infertility; Fertilisation, implantation and early differentiation of embryo; Establishment of germ layers and organ systems; Foetal membranes and placenta; Multiple pregnancies and teratogenesis; Basis of contraception.

(ii) Systemic Embryology:

Alimentary System; Respiratory system; Cardio-vascular system; Urogenital system; Nervous system including special senses; Endocrine glands; Integumentary and musculo-skeletal system.

(b) Principles of Human Genetics:

Concepts of genetics and Mendel's Laws; D.N.A., R.N.A. and genetic code; Chromosomes, karyotyping and sex chromatin; Chromosomal aberrations; Principles of inheritance; Biochemical genetics; Pharmacogenetics; Blood group genetics; Population genetics; Dermatoglyphics; Prenatal diagnosis, genetic counselling; Genetic diseases and genetic engineering.

(c) Histology

(i) General Histology:

Cell and its ultra-structure; Epithelia - general characters and types; Connective tissue general characters and types, Cartilage and bone; Muscle tissue -plain, cardiac and skeletal; Nervous tissue - peripheral nerve and ganglia; Blood vessels.

(ii) Systemic Histology:

(a) Alimentary system - lip, tooth, tongue, salivary glands, oesophagus, stomach, intestines, appendix, liver, gall bladder, and pancreas; (b) Respiratory system - epiglottis, trachea, bronchii, and lung; (c) Urinary system - kidney, ureter, urinary bladder, and female urethra.; (d) Male genital system - testis, epididymis, vas deferens, seminal vesicle, prostate, and penis; (e) Female genital system and accessory organs - ovary, fallopian tube, uterus, vagina, and mammary gland (f) Endocrine system - pituitary, thyroid, parathyroid, suprarenal, pancreas, pineal gland; (g) Nervous system - spinal cord at various levels, cerebrum, and cerebellum (h) Special senses - skin and its appendages; eyelids, lacrimal gland, cornea, sclero-corneal junction, retina, lens, and internal ear; and (i) Lymphoid tissue - lymph node, tonsil, thymus, and spleen.

(d) Gross Anatomy:

1. Introduction - Definition and scope of anatomy, descriptive anatomical terminology, skin, fascia, bone and cartilage, muscles, joints, synovial sheaths and bursae. 2. Regional & Applied Anatomy of Upper Limb - Skeleton and its ossification, pectoral region, axilla, mammary gland, arm, forearm, wrist and hand. Joints of upper limb, brachial plexus, nerves and dermatomes, blood vessels and lymphatics, surface and radiological anatomy. 3. Regional & Applied Anatomy of Lower Limb - Skeleton and its ossification, thigh, gluteal region, popliteal fossa, leg, and foot. Joints of the lower limb, arches of foot, lumbar and sacral plexuses, nerves and dermatomes, blood vessels and lymphatics, surface and radiological anatomy. 4: Regional Anatomy, Embryology & Applied Anatomy of Thorax - Thoracic wall; Skeleton and its ossification, anatomy of intercostal spaces,

mechanism of respiration. Thoracic cavity: serous membranes (pleura and pericardium), trachea, bronchial tree and lungs. Mediastinum, its division and contents; Heart; foetal circulation and changes in it after birth, oesophagus, thoracic duct, blood vessels and lymphatics, nerves and nerve plexuses, surface and radiological anatomy. 5. Regional Anatomy, Embryology & Applied Anatomy, of Abdomen, Pelvis & Perineum - Abdominal wall, umbilicus, inguinal canal, scrotum and its contents, anatomy of hernias. Thoraco-abdominal diaphragm, abdominal cavity, peritoneum, digestive and genito-urinary system, spleen, suprarenals, pelvis and urogenital diaphragms and their roles in parturition, perineum and its pouches (in males and females), osteology and sex differences in pelvis, joints, ischio-rectal fossa, nerves, blood vessels and lymphatics, surface and radiological anatomy. 6. Regional & Applied Anatomy of the Back - Vertebral column and individual vertebrae, vertebral venous plexus, muscles of the back, spinal meninges, spinal cord, cerebro-spinal fluid and lumbar puncture, surface and radiological anatomy. 7. Regional Anatomy, Embryology & Applied Anatomy of Head, Face & Neck - Skeleton of head, face and neck, individual bones, skull at birth and postnatal changes, scalp and muscles of facial expression, cervical fascia and fascial spaces of neck, triangles of neck, root of neck, infra-temporal and submandibular regions, thyroid, parathyroid and salivary glands, temporo-mandibular joint, teeth, tongue, palate, pharynx and larynx, mechanism of mastication, deglutition and phonation, nasal cavity and paranasal air sinuses, nerves and dermatomes, vessels and lymphatics, surface and radiological anatomy. 8. Regional Anatomy, Embryology & Applied Anatomy of Cranial Cavity and its Contents - Cranial fossae, meninges & venous sinuses, emissary veins, brain stem & its cavity, cerebellum, cerebral hemispheres and. its cavities, functional areas of cerebral cortex, basal ganglia, thalamus and hypothalamus, gray and white matter of brain, pituitary gland, pineal gland, vascular anatomy of the brain, circulation of C.S.F., surface and radiological anatomy. 9. Anatomy & Embryology of the Orbit and its Contents - Bony orbit and its relations, eyelids, lacrimal apparatus, fascial spaces, contents of the orbit - extra-occular muscles & movements of eyeball, nerves, blood vessels, and applied anatomy. 10. Anatomy & Embryology of Auditory Apparatus - External ear, middle ear and its ossicles, auditary tube, mastoid antrum and cells, internal ear, and applied anatomy. 11. Anatomy & Embryology of Nervous System – Histogenesis, morphogenesis and development of all parts of nervous system, nerve components in spinal cord, functional neuroanatomy of brain and spinal cord, motor and sensory pathways including auditory, visual and gustatory pathways, cranial nerves, and applied anatomy. 12. Introduction to study of transverse sections of the body, basic ultrasonography, CT Scan and MRI.

Practical Teaching:
The practical teaching in gross anatomy should be done by the students by dissecting the whole human body with demonstrations of dissected parts, bones, models and charts of other parts.

The practical training in histology includes principles of histological techniques but excludes block making, section cutting and staining.

Note: Time should be made available from the practical teaching for Community Medicine by reducing the quantum of hours allotted for dissection of the human body.

Human Physiology
Human Physiology including Bio-Physics course shall comprise of following:

1. General Physiology: Transport across Cell Membrane; Body fluids including lymph. 2. Nerve: Bioelectric phenomena in the nerve, RMP, Action potential and its propagation, Neuromuscular transmission, Classification of nerve fibres, Degeneration and regeneration in the nerve 3. Skeleto-Muscular System: Excitation-contraction-coupling and molecular basis of con-traction, Energy metabolism of muscles and factors affecting development of tension, E.M.G. and strength-duration curve. 4. Blood: Physiology of plasma proteins-sites of formation, Normal values and functions. Hypoproteinaemia. Physiology of R.B.C., W.B.C. and platelets-formation, fate and functions of these cells and their disorders like Anemias, Leukemias, Thrombocytopenia. ABO and Rh blood group systems, Mismatched blood transfusion and Erythroblastosis fetalis. Coagulation - Anticoagulants and Abnormal conditions. Mononuclear Macrophage system, Immunity-Humoral and Cellular, Disorders, Organ transplant. 5. Cardio-Vascular System: Generation and conduction of cardiac impulses, E.C.G., Cardiac Arrhythmias, Heart rate and its regulation, Cardiac cycle with reference to pressure, volume changes, heart sounds. Sphygmogram and Phlebogram, Cardiac output and its regulation, Haemodynamics. Nervous and Chemical control of blood vessels, B. P. and its regulation. Hypo and Hypertension, Regional Circulation, Cardio-respiratory changes during exercise and cardiac performance during exercise, Classification and patho-physiology of shock with emphasis on Hemorrhagic shock, Common circulatory disorders (Coronary, Cerebral etc.) and Cardiac failure. 6. Respiratory system: Mechanics of respiration, Compliance, ARDS, IRDS, Pulmonary Volumes and Capacities. Pulmonary and Alveolar ventilation, Physical Principles of gaseous exchange, Transport of respiratory gases, Nervous and chemical, Hypoxia and acclimatisation, Cyanosis, Dyspnea, Caisson disease, Asphyxia, Periodic breathing, Pulmonary function tests, Obstructive and Restrictive diseases of lung. 7. Sports - Physiology: Effect of training on various systems. 8. Digestion: Enteric Nervous system, Mechanism of secretion, function and regulation of Salivary, Gastric, Pancreatic, Intestinal and Biliary secretions, Movements of G.I. tract, Absorption in G.I. tract, Physiology of Liver and Gall bladder. Common dysfunctions (jaundice), Assessment of gastro-intestinal functions (Clinical). 9. Kidney: General functions of kidney, Mechanism of formation of Urine, Concentration and dilution of Urine, Acidification of Urine, Physiology of micturition, Endocrine functions of kidney, Kidney function tests (Clearance), Common Renal Disorders. Dialysis. 10. Environmental Physiology: Aviation and space physiology - A consolidated comprehensive and co-ordinated concept only to be given, Hyperbaric environment, Functions of skin and Regulation of body temperature, Hypothermia and Hyperthermia. 11. Endocrines: Mechanism of action of Hormones, Physiology of Pituitary, Thyroid, Parathyroid, Pancreas, Adrenal - Cortex and Medulla, Thymus and Pineal gland, Regulation of Secretion of endocrine glands, Disorders of endocrine glands, Assessment of endocrine activity. 12. Reproduction: Menarche, Puberty an(l Menopause, Physiology of Testes and Ovaries, Physiology of menstruation: pregnancy and lactation, Physiology of Growth, Physiological basis of contraception. 13. Central Nervous System: Cerebrospinal fluid, Physiology of synapse and receptor organs, Physiology of reflex action and muscle spindle, Sensory and motor tracts, Physiology of pain, Effects of section of Spinal cord at various levels, Regulation of posture and equilibrium, Role of Cerebellum. Basal ganglia and Vestibular apparatus in tone, posture and equilibrium, Physiology of Thalamus, Hypothalamus and Limbic system, Sensory and motor cortices, Physiology of voluntary movements, Reticular formation, Sleep and wakefulness, learning and memory, Alzheimer's disease, Speech and language.

14. Autonomic nervous system-peripheral and. central mechanism. 15. Special Senses: Physiology of Taste and Smell, Ear-Conduction of sound waves, Peripheral and Central

mechanisms of hearing and auditory pathways, Eye-Refractory media and protective mechanism in eye, Formation, circulation and functions of aqueous humour, Physiology of optics, Photo-chemistry, colour vision, Visual pathway and effects of lesions at various levels.

Practicals

1. Total and Differential W.B.C. counts, Absolute count, 2. Total R.B.C. count, Hb estimation, P.C.V. and E.S.R. 3. Bleeding, Clotting time and blood group determination. 4. Examination of Alimentary system. 5. Examination of Cardio Vascular system. 5. Recording of BP., Effects of Posture, Exercise and Cold stress on B.P. 6. Cardiac efficiency tests. 7. Examination of respiratory system. 8. Stethography and factors affecting respiration. 9. Spirometry, Expirography. 10. Artificial respiration, CPR principle, Heimlich manoeuver. 11. Examination of Cranial nerves. 12. Examination of reflexes. 13. Examination of Sensory system. 14. Perimetry. 15. Measurement of reaction time to Visual & Auditory stimuli.

Demonstrations

1. Effect of two successive stimuli, Genesis of tetanus. 2. Effect of free and after load, Starling's law and work, done. 3. Fatigue in Amphibian muscle. Human – Ergography and effect of rest pause, Bicycle ergography. 4. Platelet count and reticulocyte count. 5. Effect of drugs acetyl choline, adrenaline and nicotine on heart. 6. Perfusion of mammalian heart and effect of various ions. 7. Volume-pressure curve of Urinary bladder and urinary output in experimental animals. 8. Reaction time in human, study of reflexes in spinal and decerebrate frog. 9. Use of stereotaxic assembly. 10. Mammalian blood pressure and respiration recording and factors influencing them. 11. Strength-Duration curve 12. E.C.G. 13. E.M.G. 14. E.E.G. 15. Pregnancy Test.

Electives

Electives to be conducted in the second term during the practical period (total 30 hours). Meant to inculcate in the students the quest for search and solutions. Simple projects to be worked out by the students in small groups (3 to 4) guided by the teachers. At the end of the period, present the findings and conclusions in the form of a scientific session.

Human Biochemistry

Human Biochemistry and General Biochemistry

(1) Introductory: Historical background and scope of Bio-chemistry, foundation and molecular logic of life. (2) Cell and Cell membrane: Structure and functions of cell and intracellular components, cell membrane and its importance, cell fractionation and marker enzymes. (3) Physical Chemistry: Water and its functions, weak interactions in acqueos system, hydrogen bonding. The pH scale, dissociation constants, titration curves, pK of weak acids. Buffers and its importance. (4) Chemistry of Carbohydrates: General nature, classification, Biological importance and properties, chemistry of monosaccharides, disaccharides and polysaccharides including muco-polysaccharides. (5) Chemistry of Lipids: General nature; classification; biological importance and properties. Classification, biological importance and properties of fatty acids. Chemistry of simple lipids, conjugated lipids and derived lipids e.g. cholesterol and wax etc., Chemistry, functions and properties of prostaglandins and lipoproteins. (6) Chemistry of Proteins: General nature, classification, biological importance of proteins. Amino acids - classification, physico-

chemical properties, principle of separation and identification of amino acids. Properties of proteins - Structure, conformation sequencing of polypeptide chain & its applications. (7) Nucleic acids: General nature, types of nucleic acids and nucleotides and their properties. Structure of DNA and RNA and functions. Biological free nucleotides, genetic code. (8) Haemoglobin: Chemical nature, synthesis, types of normal haemoglobin, functions of Hb: Other Haemoglobin derivatives, abnormal haemoglobins. (9) Enzymes: General nature, classification, measurements, specificity. Mode of enzyme action, Co-enzymes and their roles, factors affecting the enzyme activity. Enzyme inhibition & activators, Iso-enzymes and their diagnostic importance. Co-enzymes - classification and their roles. (10) Vitamins: Chemical nature, structure, metabolic role of vitamins, sources, daily requirement, deficiency. (11) Biological Oxidation: Bioenergetics, biological oxidation, enzymes and co-enzymes of respiratory chain. Inhibitors of respiratory chain. Mechanism of oxidative phosphorylation. Synthesis of ATP and inhibitors. (12) Carbohydrate Metabolism: Digestion, absorption of carbohydrates. Different pathways E.M., H. M. P. Kreb's cycle etc., Glycogenesis, Glycogenolysis, Gluconeogenesis, Uronic acid etc. and their regulation, Energy turnovers. Fructose, galactose and pentose metabolism. Metabolic disorders. Diabetes mellitus - biochemical picture, G.T.T. Inherited disorders. Regulation of blood sugar level. (13) Lipid metabolism: Digestion and absorption of lipids. Fatty acid oxidation and synthesis. Lipoproteins, metabolism. Ketosis, metabolism of conjugated lipids. Cholesterol metabolism, Inherited disorders of metabolism, Prostaglandins metabolism. Metabolism in starvation and diabetes. (14) Protein Metabolism: Digestion and absorption of proteins. Transamination, ammonia transport, urea cycle. Different amino acid metabolism. Nitrogen balance. Inherited disorders of protein and amino acid metabolism. (15) Inter-relationship of metabolism: carbohydrates, lipids and proteins. (16) Metabolism of nucleoproteins: Purine and pyrimidine metabolism, biosynthesis of purine and pyrimidine. (17) Genetics: Genetic engineering, transcription, replication, translation protein biosynthesis, Gene regulation and inherited disorders. (18) Mineral Metabolism: Study of principal elements and trace elements and their importance in the body in brief. (19) Water and electrolyte balance and clinical applications. (20) Acid-base balance and regulation. (21) Function tests: (a) Liver function tests. (b) Kidney function tests: (c) Gastric function tests & Detoxification. (22) Environmental Health Hazards: Carcinogenesis, marker enzymes, Oncogenes, Occupational Hazards. (23) Immune Chemistry : Immunoglobulin - chemistry, functions, and structures. (24) Nutrition: Digestion absorption and assimilation of nutrients RDA, BMR and Dietetics and Malnutrition. (25) Investigation techniques: Chromotography, electrophoresis, ultracentrifugation, radioisotopes and its application in metabolism and clinical importance and recent advances .

Practicals

1. Monosaccharides: Glucose and Fructose. 2. Disaccharides: Maltose, lactose. Sucrose, polysaccharides. 3. Identification of unknown carbohydrate. 4. Precipitation of proteins and colour reaction. Chemistry of albumin, globulin, gelatin, casein. 5. Chemistry of bread, wheat flour, potato, vitamins. 6. Chemistry of milk, milk products. 7. Chemistry of saliva, action of salivary amylase on starch, action of pepsin and rennin. 8. Chemistry of gastric Juice and bile. 9. General aspects of blood, study of hemoglobin and its derivatives. Spectroscopic examination. 10. Use of photoelectric colorimeter/verification of Beer Lambert Law 11. Estimation of cholesterol, Estimation of Hemoglobin. 12. Estimation of glucose in blood GTT. 13. Estimation of glucose in urine. 14. Estimation of

chloride in serum, Estimation of chloride in urine. 15. Estimation of serum calcium. 16. Estimation of serum proteins and A/G ratio. 17. Estimation of urea, Estimation of creatinine. 18. Estimation of uric acid, Estimation of serum bilirubin. 19. Estimation of serum inorganic phosphorus, Estimation of serum alkaline phosphatase. 20. Composition and properties of some of the constituents of normal urine. 21. Full urine report. (3) samples. 22. Estimation of serum amylase. 23. Estimation of SGOT and SGPT enzymes.

Demonstrations:
(1) Electrophoresis (2) Chromatography. (3) Flame photometer. (4) Liver function tests. (5) Renal function tests.

Community Medicine
Following is the syllabus in the subject of Community Medicine during the First two Semesters. The minimum period of teaching in the subject of Community Medicine during the Pre-Clinical Phase shall be 60 hours.
(1) History of medicine and historical aspects of public health in India. (2) Concepts in health including definitions, dimensions, determinants of health, indicators of health and progress towards Health for All in terms of its goals and objectives. (3) Health situation in India, Health service philosophies and Health for All. (4) Concepts of disease, epidemiological triad. Natural history of disease, risk factors and risk groups, levels of prevention. (5) Changing pattern of diseases, Public Health, Preventive Medicine, Social Medicine, Community diagnosis and International Classification of Diseases. (6) Health Education including definition, objectives, principles, contents and various methods. (7) Sociology, including concepts of family, socio-economic classification, hospital sociology, social and cultural factors in health and disease, social organisation. (8) General epidemiology including basic measurements, descriptive epidemiology, analytical epidemiology, experimental epidemiology, bias, association and causation, uses of epidemiology, infectious disease epidemiology, immunity, immunising agents, disease prevention and control, Emporiatrics, Disinfection, Investigation of an epidemic. (9) Nutrition including dietary constituents, vitamins, minerals, trace elements, nutritional requirements, assessment of nutritional status, nutritional problems in health, Diet and diseases like CVD, Diabetes, Obesity, Cancer etc., Ecology of malnutrition, Food hygiene, Food toxicants, Food adulteration, National Nutrition Programmes in India. (10) Environmental hygiene including water supply, disinfection of water, standards of water quality, air pollution, Noise, radiation hazards, ventilation, meteorological environment, housing, disposal of solid waste, sewage disposal, medical entomology and vector control.
OSC-4.7 The following shall be the prescribed minimum teaching hours in the subjects covered during First M.B.B.S. course (First and Second Semesters):

Anatomy	650 Hours.
Physiology	480 Hours.
Biochemistry	240 Hours.
Community Medicine	60 Hours.

OSC-4.8 The candidate will be examined in the following Para-clinical subjects:
(1) Pharmacology (2) Pathology (3) Microbiology (4) Forensic Medicine & Toxicology.
There will be no University Examination in the subject of Community Medicine at the end of the Para-clinical course of study.

OSC-4.9 The following shall be the scheme of the Second M,B.B.S. Examination.

1. Pharmacology

(A) Theory Examination:

There will be two papers each of three hours duration. Each paper will be of forty marks with one question of 10 marks on clinical Pharmacology. Each paper will be sub-divided into two sections of 20 marks each.

i) Paper I: 40 marks.

General Pharmacology, Autacoids, Blood, Autonomic nervous system, Respiratory system, Cardiovascular system and Kidney.

ii) Paper II: 40 marks

Chemotherapy, Endocrine system, Uterus and Gastrointestinal tract, Central nervous system, Skin, Eye, Vitamins, Poisoning and treatment etc.

iii) Oral (Viva) 15 marks

iv) Internal assessment 15 marks

(B) Practicals:

i) Practical examination shall consist of:

a) Table work	10 marks
b) Prescription writing	5 marks
i) Composite drug prescription,	
ii) Single drug prescription	
c) Prescription criticism	5 marks
d) Dispensing pharmacy	5 marks

ii) Internal assessment 15 marks

Total marks in Pharmacology **150 marks**

2. Pathology

(A) Theory Examination:

There will be two papers each of three hours duration. Each paper will be of forty marks with one question of 10 marks on clinical Pathology. Each paper will be sub-divided into two sections of 20 marks each.

i) Paper I: 40 marks

General & Systemic pathology, Immunology, Pathological findings autopsy.

ii) Paper II: 40 marks

Systemic pathology, haematology, clinical and chemical pathology.

iii) Oral (Viva) 15 marks

iv) Internal Assessment 15 marks

(B) Practical Examination

i) Practical examination shall consist of:

a) Identification of sports 10 marks
b) Two clinical exercises 10 marks
c) Microscopic diagnosis of slides 5 marks

i) Internal Assessment 15 marks
Total marks in Pathology **150 marks**

3. Microbiology
(A) Theory Examination:
There will be two papers each of three hours duration. Each paper will be of forty marks with one question of 10 marks on clinical Microbiology. Each paper will be sub-divided into two sections of 20 marks each.

i) Paper I: 40 marks
General & Systemic bacteriology, laboratory diagnosis, immunology.
ii) Paper II: 40 marks
Parasitology, Virology, Mycology, General bacteriology.
iii) Oral (Viva) 15 marks
iv) Internal Assessment 15 marks

(B) Practical :
i) Practical examination shall consist of:
a) Staining 10 marks
b) Stool examination 5 marks
c) Identification of spots 15 marks
ii) Internal Assessment **150 marks**
Total marks in Microbiology

4. Forensic Medicine and Toxicology
(A) Theory Examination:
There will be one paper of three hours duration. The paper will be of forty marks with one question of 10 marks on clinical Forensic Medicine and Toxicology. Each paper will be sub-divided into two sections of 20 marks each.

i) Section I: **20 marks**
Injuries Regional & thermal injuries, Inquest, courts of law, Medico-legal autopsy, Medical jurisprudence & forensic psychiatry, Toxicology.

ii) Section II: **20 marks**
Asphyxial deaths, medico-legal aspects of death and identification, Sexual offences, Abortion, infanticide, Virginity, Pregnancy and delivery, Toxicology, Blood stains, Seminal stains, Hair.

iii) Oral (Viva) 10 marks
iv) Internal Assessment 10 marks

(B) Practical Examination:
i) Practical examination shall consist of:
a) Spots of wet/dry specimens, poisons, photographs, X-rays, slides, weapons.

10 marks

b) Certification of one of the following: 10 marks

i) Death; (ii) Hurt; (iii) Illness; (iv) Potency; (v) Age; (vi) Victim/accused of rape (vii) Alcoholic intoxication

c) Examination of anyone: 10 marks

ii) Skeletal remains

iii) Viscera and other exhibits (collection, preservation, despatch)

ii) Internal Assessment 10 marks

Total marks in Forensic Medicine and Toxicology **100 marks**

OSC-4.10 There shall be four examiners in each of the subjects of the Second M.B.B.S. Examination. Fifty percent of the examiners shall be External. The senior-most Internal Examiner shall be the Convenor. The Examiner shall not be below the rank of Associate Professors. In case of appointments of Assistant Professor as Internal Examiner, he shall have not less than 5 years experience as Assistant Professor.

OSC-4.11 Internal Assessment: It shall be based on
(i) day to-day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.; (ii) regular periodical examinations; (iii) weightage for the internal assessment shall be 20% of the total marks in each subject; and (iv) student must secure 50% marks of the total marks fixed for internal assessment in a particular subject to be eligible to appear in final university examination of that subject.

Note: The different ways in which students participation in learning is to be evaluated
(i) Preparation of subject for students seminar or clinical case for discussion; (ii) Clinical case study/problem solving exercise; (ii) Participation in Project for health care in the community (planning stage to evaluation) (iii) Proficiency in carrying out a practical or a skill in small research project; and (iv) Multiple choice Question (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home Work/Vacation work.

OSC-4.12 Standard of passing the Examination:
In each of the subjects, a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practicals at one and the same sitting.

OSC-4.13 Following shall be the syllabi of the Para-clinical subjects.

1. Pharmacology

A. Theory

1. General Pharmacology: History, definition, Routes of administration of drugs, Pharmacokinetics, Pharmacodynamics, Factors influencing dosage, Bioassay, Standardisation, Drug interactions, Therapeutic drug monitoring.
2. Drugs acting on Central and Peripheral nervous system; Autonomic nervous system; Cardiovascular system; Blood; Alimentary system; Respiratory system; Endocrines; Urinary system; Reproductive system.
3. Study of Chemotherapy of infections, infestations and malignancy; Immuno-therapy;

Locally acting drugs; Diagnostic agents; Autacoids; Heavy metals and their antagonists.
4. Essential drugs, cost benefit/risk ratio, common poisonings, Addiction, Environmental and Occupational pollutants, Individualisation of drug therapy, Rational drug therapy, Drug development etc.

B. Practicals

Experiments and demonstrations will be selected out of those listed below to emphasize certain broad principles and important facts in Pharmacology.

i) Experimental Pharmacology.

I. Identification of active principles of vegetable origin; 2. Action of drugs on cell function e.g. ciliary movements; 3. Local anaesthetics (frog, rabbit, guinea pig) 4. Miotics and mydriatics (rabbit eye); 5. Analgesics (mice, rats); 6. Drugs acting on isolated heart (frog/guinea pig); 7. Bioassay (guinea pig ileum/frog rectus); 8. Drug antagonism (Pharmacological, chemical); 9. Action of drugs on Blood pressure and respiration (cat/dog).

ii) Clinical/Applied Pharmacology

1. Routes of administration, dosage forms and biopharmaceutics. 2. Estimation of drug levels in blood. 3. Evaluation *of* promotional literature on drugs. 4. Cost-risk-benefit aspects of prescribing. 5. Rational drug prescribing. 6. Effects of drugs on human volunteers. 7. Drug prescription for common ailments. 8. Criticism of prescriptions (recognition of adverse reactions, contraindications and drug interactions). 9. Evaluation of common pharmaceutical preparations and formulations.

iii) Practical Pharmacy

(1) Metrology. (2) Simple mixtures. (3) Suspensions. (4) Emulsions. (5) Lotions. (6)Liniments. (7) Ointments.

2. Pathology

A. Theory

i) General Pathology

(1) Introduction & scope of pathology: Normal cell. (2) Etiology of Disease - Genetically determined and acquired. (3) Cell Injury and cell death. (a) Degeneration: Cloudy Swelling, Hydropic degeneration, Fatty change, Mucoid degeneration, Hyaline change. (b) Necrosis and Types: Coagulation necrosis, Liquefaction Necrosis, Fat-Necrosis, Caseous necrosis, gangrenous necrosis, Fibrinoid necrosis. (c) Intracellular accumulation of Protein. Glycogen, Lipid, Carbohydrates. (d) Calcification: Dystrophic and Metastatic calcification. (e) Autolysis and Post mortem changes. (4) Inflammation (Acute & Chronic). (5) Healing and Repair. (6) Fluid and Hemodynamic derangements. (a) Hyperemia & congestion. (b) Edema (c) Thrombosis. (d) Embolism. (e) Infarction. (f) Shock. (7) Growth and its disorders: Atrophy, Hypertrophy, Hyperplasia, Metaplasia, Dysplasia, Hypoplasia, Aplasia and Agenesis. (8) Neoplasia I: General aspects. (a) Characteristics of Neoplasia. (b) Carcinogenesis (c) Spread of Neoplasm. (d) Neoplasm and classification. Neoplasia II: Specific tumours (benign and malignant) Lipoma. Chondroma, Squamous cell papilloma, Myxoma, Leiomyoma, Capillary haemangioma, cavernous Haemangioma, basal cell carcinoma, etc. (9) Basic Immunology: Antigen, Antibody, cells of immune response, Humoral immunity, Cell-Mediated immunity, Tumour immunity, Transplantation and Graft Rejection. (10) Disorders of Immune System. (a) Hypersensitivity reactions. (b) Autoimmune Diseases. (c) Immunologic

Deficiency Syndromes, AIDS. (11) Nutritional Diseases. (a) Protein - Calorie malnutrition. (b) Deficiency of vitamins (Fat-soluble & water soluble). (c) Mineral. (d) Nutritional excesses and aberrations. (12) Pigments and Pigmentation and its disorders. (13) Systemic Diseases: Diabetes mellitus, Amyloidosis. (14) Environmental Pathology. (a) Air Pollution Pneumoconiosis. (b) Chemical & drug Injury (c) Physical injuries. (d) Effects of Radiation. (15) Cytology : Exfoliative Cytology, Fine needle aspiration cytology.

ii) Systemic Pathology

(1) Cardiovascular system: Cogenital heart diseases, Ischemic heart disease, Rheumatic heart disease, Infective Endocarditis, Syphilitic heart disease, Pericardial disease, Myocardial disease, Endocardial and valvular disease. (2) Blood vessels: Atherosclerosis, Monckeberg's arteriosclerosis, Aneurisms, Tumours of Blood vessels (Hemangiomas) (3) Respiratory System: Lobar Pneumonia, Bronchopneumonia, Pulmonary tuberculosis, Lung abscess, Bronchiectasis, Pneumoconiosis, pleurisy, Tumours of lung, pleura, Larynx. (4) Gastrointestinal System: Peptic Ulcer, Typhoid fever, Tuberculosis, Amoebic intestinal disease, Crohn's disease, Ulcerative colitis; Appendicitis, Tumours of mouth, Salivary glands, Oesophagus, Stomach, Small and Large Intestine. (5) Liver and the Biliary tract: Pathophysiology of Jaundice, Hepatic Failure, Chronic Passive venous congestion, Types of Netrosis in liver, Viral Hepatitis, Cirrhosis, Tumours of liver: Primary and metastatic, Cholecystitis (Acute & Chronic), Tumours of gall bladder. (6) Pancreas: pancreatitis (Acute & Chronic), Diabetes Mellitus. (7) Urinary system: Kidney: Congenital anomalies, Renal Failure, glomerular disease, Diseases of Tubules, Tubulointerstitial diseases, Diseases of Blood vessds, Urinary tract obstruction, Renal Calculi, Ureter, Bladder & Urethra.

Tumours of kidney, Ureter, Bladder and Urethra. (1) Male Genital System - Pathology of testes and epididymis, Scrotum, penis and prostate. (2) Female Genital System: Pathology of cervix, Uterus, Fallopian tube, Ovary and placenta. (3) Breast: Inflammations, Mammary dysplasia, Tumours of Breast, Gynaecomastia. (4) Endocrine System: Pathology of thyroid, Pituitary & Adrenals. (5) Disease of Skin: Precancerous lesions and tumours (Squamous cell Carcinoma, Basal cell Carcinoma, Malignant Melanoma). (6) Lymphereticular System: Lymph Nodes, Inflammations, Malignant Lymphomas (Hodgkin's & Non Hodgkin's), Spleen - Hypersplenism, Splenic Infarct, Amyloidosis of Spleen. (7) Musculoskeletal System: Muscle - Myositis, Muscular dystrophies, tumours. Bones & Joints Infections (Osteomyelitis), Fractures, Osteoporosis & Osteomalacia, Tumours of Bone. (8) Central Nervous System: Cerebral edema, Hydrocephalus, Infections - Pyogenic Infections, Tuberculous Infections, Viral diseases. Tumours of Nervous System.

iii) Haematology

Introduction and scope of Haematology. (1) Anemias: Definition, Classification, Iron deficiency anemia, Myeloplastic anemias, Aplastic anemia, Sideroblastic anemia, Macrocytic anemia, Pure red cell aplasia. Haemolytic anemia (intracorpuscular and extracorpuscular). Hypersplepism. Haemolytic Disease of Newborn. (2) Leukocytosis: NeutrophilIa; eosinophilia, basophilia, monocytosis, lymphocytosis (absolute & relative). Infectious mononucleosis. (3) Leukopenia: Neutropenia, eosinopenia, lymphopenia, agranulocytosis. (4) Myoloproliferative Disorders: Definition, classification; Polycythemia, myeloid metaplasia syndrome, thyrombocytosis, myelofibrosis. (5)

Leukaemias : Definition, Etiology, Classification, Clinical and Haematological pictures, other laboratory investigations. Cytochemical staining (6) Leukaemoid Reactions - Classification & types. (7) Myelodysplastic Syndromes: Synonyms, definition, classifications, haematological findings, prognosis. (8) Bleeding Disorders: Extravascular, vascular and intravascular causes. Coagulation disorders, Platelets disorders, Disseminated intravascular coagulation, Fibrinolysis. (9) Blood Groups: Blood groups, Grouping and cross matching, Transfusion reactions, Laboratory investigations in a case of mismatched blood transfusion. (10) Fractions of blood: Preparation, preservation, Indications, blood banking. (11) Bone marrow. Examination: Bone marrow grafting.

iv) Clinical Pathology

(1) Kidney functions tests: Examination of urine. (2) Gastric analysis. (3) Liver function tests. (4) Examination of CSF and other puncture fluids. (5) Laboratory investigations in various types of diabetes and prediabetic state. (6) Intestinal Function Tests : Malabsorption. (7) Study of Fertility & Infertility: Semen analysis, Pregnancy tests. (8) Adrenal Function Tests.

B. Practicals

i) General Pathology:

(1) Tissue processing and routine staining with Haematoxyline-Eosin (H.E.) Use of special stains (e.g. Van Gieson's stain, Masson trichrome, Mallory, Reticulin, (PAS) in pathology. (2) Cell Injury and Cell death: (a) Slides and specimens showing cloudy swelling of tubules in kidney, Fatty change in liver, Hyaline change in kidney. (b) Necrosis: Types of necrosis (slides and specimens) Coagulative necrosis- Myocardial Infarct, kidney. Infarct, Caseation necrosis, Tuberculous Lymphadenitis, Fat necrosis in breast and pancreas. Slides showing distribution of necrosis in liver (Focal, Zonal, Diffuse). (c) Dystrophic calcification, Monckeberg's sclerosis. (3) Acute inflammation - slides and specimens of acute appendicitis, Pyogenic meningitis, skin abscess. (4) Chronic inflammation - slides and specimens of Nasal Polyp, Tuberculous Lymphadenitis, Foreign body granuloma, Actinomycosis, Syphilitic Gumma. (5) Healing and Repair: Slides and Specimens of Granulation tissue, Chronic Peptic Ulcer. (6) Fluid and Hemodynamic derangements (Slides and specimens): (a) Congestion - C P V C of Ling, nutmeg liver. (b) Thrombus - Recent and old thrombus. (c) Infarct - Myocardial infarct. (7) Neoplasia (Specimens and Slides): (a) Squamous Cell Papilloma. (b) Squamous Cell Carcinoma. (c) Basal Cell Carcinoma. (d) Malignant Melanoma. (e) Adenocarcinoma (f) Myxoma - various sarcomas - Metastases in lymph nodes. (8) Pigments (Specimens and Slides) : Bilirubin pigment in liver, Melanin pigment in Nevus, malignant melanomas, Anthracotic pigment in lung, Hamosiderin pigment in CPVC. (9) Systemic Diseases (Specimens and Slides) Amyloidosis of kidney, spleen.

ii) Systemic Pathology:

(1) Cardiovascular System (Specimens and Slides): Rheumatic heart disease (Valvular lesions and Aschoff's nodule) Infective endocarditis Syphilitic heart disease Myocardial infarct Pericarditis. (2) Blood Vessels (Specimens and Slides): Atherosclerosis, Syphilitic aortitis, Monckeberg's sclerosis, Capillary Hemangioma, Cavernous haemangioma. (3) Respiratory System (Specimens and Slides): Lobar Pneumonia, Bronchopneumonia, Tuberculosis of lung Bronchogenic Carcinoma. (4) Gastrointestinal System (Specimens and Slides): Benign gastric ulcer, Typhoid intestine, Tuberculosis of intestine, amoebic

intestinal disease, Ulcerative Colitis, Chrohn's disease, Acute appendicitis, Appendix with pin worm, Linitis plastica, Tumours - Malignant Gastric Ulcer, Benign Polyp. Colon, Adenocarcinoma of Colon, Carcinoid. (5) Liver and Biliary Tract (Specimens and Slides): Chronic Passive venous congestion in liver. Fatty change in liver viral hepatitis. Chronic active hepatitis. Hydatid cyst. Amoebic abscess. Pyogenic abscess. Cirrhosis of liver. Hepato-cellular Carcinoma. Metastasis in liver. Chronic Cholecystitis. (6) Pancreas (Specimens and Slides): Fat necrosis; Acute pancreatitis; Chronic pancreatitis. (7) Urinary System (Specimens and Slides): Kidney: Infarction kidney, Acute glomerulonephritis, Rapidly progressive glomerulonephritis. Chronic glomerulonephritis. Calculi in kidney, Hydronephrosis, Amyloidosis of kidney, Nephrosclerosis Hypernephroma, Wilms Tumour. (8) Bladder - Transitional Cell Carcinoma. (9) Male Genital System (Specimens and Slides): Seminoma of testis, Teratoma; Teratocarcinoma, Embryonal carcinoma; Benign hyperplasia of prostate; Prostatitis; Carcinoma of prostate. (10) Female Genital System (Specimens and Slides) : Proliferative & Secretory endometrium; Products of Conception; Leiomyoma of Uterus; Adenomyosis; Endometriosis; Serous Cystadenoma; Mucindus cystadenoma; Benign cystic teratoma; Ovarian carcinoma. (11) Breast (Specimens and Slides) : Fibroadenoma of Breast, Infiltrating duct carcinoma. (12) Endocrine System (Specimens and Slides): Colloid Adenomatous Goitre, Adenomas, Papillary and follicular carcinoma. (13) Skin (Specimens and Slides) : Nervus (Intradermal & Junctional). Papilloma, Squamous Cell Carcinoma, Malignant melanoma. (14) Lymphoreticular System (Specimens and Slides): Hodgkin's lymphoma, Non-Hodgkin's lymphoma, Amyloidosis of Spleen, Gaucher's disease. (15) Musculoskeletal System (Specimens and Slides): Osteomyelitis - Acute and Chronic. Osteoclastoma, Osteogenic Sarcoma. Chondroma. Chondrosarcoma. (16) Central Nervous System (Specimens and Slides) : Pyogenic Meningitis, Tuberculous Meningitis, Astrocytoma, Meningioma.

iii) Haematology:
(1) Use of Anticoagulants, their action. (2) Haemoglobin estimation. (3) Red Blood Cell Count. (4) Total leucocyte count. (5) Peripheral smear. (6) Packed cell volume & E.S.R. estimation. (7) Red blood cell osmotic fragility. (8) Bone marrow examination. (9) Slides of Leukemia (AML, CML, ALL, CLL). (10) Bleeding time, clotting time, platelet count, & morphology. (11) Blood grouping.

iv) Clinical Pathology:
(1) Urine analysis. (2) Practical procedure & uses of various needles (indications and contraindications): Liver biopsy needle, Lumbar puncture needle, Bone marrow aspiration needle. (3) C S F examination. (4) Semen examination. (5) Investigations in diabetes. (6) Gastric analysis. (7) Pregnancy tests.

v) Autopsy:
Study of Autopsy techniques and morbid anatomy of various organs. Compulsory attendance of 10 autopsies and respective description.

3. Micorbiology
A. Theory
i**) General Microbiology:** Introduction, history & scope. Morphology and Ultrastructure of Bacteria. Physiology and Metabolism of Bacteria, Cultivation of Bacteria. Methods of sterilisation. Host Parasite relationship. Common Bacterial infections, Nosocomial

infection, General considerations including the collection of material for Microbiological examination and antibiotic sensitivity testing.

ii) Immunology: Introduction to Immunity, Antigens, Immunoglobulins. Antigen-antibody reactions, structure and function of immuno system, Immunopropnylaxis. Hypersensitivity. Immediate & delayed, auto immunity, graft rejection and immunological tolerance, immuno deficiency diseases.

iii) Systemic and Clinical Bacteriology: Gram positive cocci: Staphylococci. Streptococci. Pneumococci. Phyogenic infections and Post-Streptococci diseases. Neisseriae : Gonorrhoea and meningitidis. Corynebacterium diptheriae. Aerobic spore bearers Anthrax. Anaerobic spore bearers. Tetanus and gas gangrene etc. Non spore bearing anaerobes-bacteroides. Mycobacteria: Tuberculosis & Leprosy. Atypical mycobacteria. Enterobacteriaceae Escherichia coli. Klebsielleae, Proteus, Pseudomonas. Water milk and Environmental bacteriology. Salmonella : Enteric fever. Shigella – Baccillary dysentery; Vibrios: V. Cholerae (Diarrhoeal diseases). Pasteurella: Plague Brucella. Zoonotic infections. Haemophilus & other miscellaneous gram negative rods. Spirochaetes: Treponemes, Borrelia, Leptospira, Syphilis. Rickettsia, Mycoplasma, Chlamydia, Actinomycetes and Nocardia. Emerging new Pathogens.

iv) Mycology: Superficial mycosis, subcutaneous, deep and opportunistic mycosis.
v) General Virology: General characters of viruses, Diagnosis of viral diseases, bacteriophage.
vi) Systemic Virology: Herpes virus, adenovirus, myxoviruses, rhabdoviruses, picorna viruses, HIV/AIDS & new viruses, Arboviruses-Hepatitis and Miscellaneous viruses, AIDS and oncogenic viruses.
vii) Parasitology: Introduction to Parasitology. Protozoa, Entamoeba histolytica, Giardia, Trichomonas, Trypanosoma, Leishmania, Plasmodium, Toxoplasma, Balantidium coli.

viii) Helminths: Cestodes (Taenia, saginata, T.Solium, Echinococcus granulosus, Diphylobothrium latum), Trematodes, Intestinal nematodes, Tissue nematodes, Vectors.

ix) Laboratory diagnosis of common infective syndromes:
(a) Diarrhoeal diseases. (b) Diptheria and other respiratory infections. (c) Pyrexia of unknown origin (Enteric fever). (d) Meningitis. (e) Urinary tract infections. (f) Other infections e.g. Pyogenic infections etc.

B. Practicals
(1) Microscope. (2) Morphological studies of Bacteria. (3) Staining methods. (4) Media. (5) Sterilization procedure. (6) Serological tests for diagnosis of bacterial diseases. (7) Gram positive cocci. (8) Gram negative cocci. (9) Corynebacterium diphtheriae & other gram positive bacilli. (10) Enteric gram negative bacilli. (11) Other gram negative bacilli. (12) Vibrio cholerae & other vibrio like organisms. (13) Pasteurella & Hemophilus. (14) Spore bearers (Aerobic & Anerobic). (15) Mycobacteria. (16) Spirochaetes. (17) Fungi & actinomycetes. (18) Rickettsial and viral diseases. (19) Serological tests for diagnosis of viral infection. (20) Medical Parasitology: protozoa, trypanosoma, Leishmania, Giardia, E. histolytica, Plasmodia, Helminths-Taenia saginata: & T.Solium, Echinococcus granulosus. D. Latum, Schistosomes, Ankylostoma duodenale, Ascaris lumbricoides, Trichuris trichura, Wuchereria bancrofti, Dracunculosus medinensis, Collection & transportation of

clinical materials for investigations.

4. Forensic Medicine including Toxicology

A. Theory

i) Forensic Medicine:

1) Introduction: Definition and scope of Forensic Medicine.
2) Legal Procedures: (a) Criminal courts and their powers. (b) Legal procedure at an inquest types of inquest with their merits and demerits. (c) Legal procedure in Courts. (d) Medical evidence - documentary, Oral and Other types.
3) Identification: (a) Personal Identity: Living, dead, decomposed, mutilated and skeletal remains. (b) Methods of establishing Identity. (c) Age estimation and medico-legal importance.
4) Death: (a) Mode of death. (b) Cause and manner of death. (c) Causes of sudden death. (d) Signs of death. (e) Death in relation to organ/tissues transplantation. (f) Changes occurring after death. (g) Estimation of time of death. (h) Presumption of death and survivorship.
5) Post-mortem examination: (a) Procedure and formalities of medico-legal and pathological autopsies. (b) Objectives, procedure of medico-legal autopsy. (c) Exhumation. (d) Procedure for collection, preservation and despatch of material in cases of poisons. (e) Post-mortem artefacts. (f) Negative or obscure autopsies.
6) Mechanical injuries/wounds and their medico-legal Aspects: (a) Classification of injuries - Abrasion, contusion. Laceration, incised wounds, stab wounds, firearm wounds. (b) Modes of causation, appearance and their recognition. (c) Medico-legal aspects of injuries/wounds. (d) Hurt - simple and grievous hurt, dangerous injury and hurt certificate. (e) Relation of trauma with diseases. (f) Characteristic of injuries in traffic accidents.
7) Cold, heat, electricity, lightning and radiation injuries.
8) Death due to starvation.
9) Mechanical Asphyxia: (a) Hanging, strangulation, suffocation and drowning deaths etc. (b) Traumatic asphyxia.
10) Medico-legal aspects of sex: (a) Virginity and defloration. (b) Impotence and sterility. (c) Natural and unnatural sexual offences and perversions. (d) Pregnancy and delivery. (e) legitimacy.
11) Abortion: (a) Types of abortions, methods, complication and medical examination and duties in cases of abortions. (b) Laws in relation to abortion including M.T.P. Act of 1971.
12) Infant deaths: (a) Signs of live birth, still born and dead born child. (b) Infanticide. (c) Battered baby. (d) Cot deaths.
13) Blood, seminal stains and hair:
14) Law in relation to Medical Practices: (a) Regulations of medical professions - Indian and State Medical Council and their functions. (b) Rights and duties of Medical Practitioner. (c) Doctor-patient relationship. (d) Medical Negligence. (e) Professional secrecy and Privileged communication. (f) Doctors indemnity insurance. (g) Consumers' Protection Act.
15) Insanity: (a) Role of medical practitioner in case of Insane persons. (b) Civil and criminal responsibilities of Insane.

ii) Toxicology:

1) General considerations: (a) Law in relation to poisons. (b) Manners of poisoning. (c)

Classification of poisons. (d) Route of administration, mode of action and elimination of poisons. (e) Diagnosis and general principles of treatment of poisons. (f) Duties of medical practitioner in cases of poisoning -living and dead.

2) Specific poisons: (a) Corrosive poison: Acids - Sulphuric, Nitric, Hydrochloric, Oxalic and carbolic. Alkalies - Ammonia, potassium and sodium hydroxide. (b) Metallic poisons: (1) Arsenic; (2) Lead; (3) Copper; (c) Inorganic poison – Phosphorous; (d) Vegetable organic poisons - castor, croton, abrus precatorius, calatropis, marking nut, cleander plaths etc. (e) Animal poisons - Scorpion, snakes, cantharides. (f) Mechanical poisons :- Diamond dust and grass powder. (g) Neurotic poisons - (1) Opium and its alkaloids and barbiturate. (2) Alcohol-ethyl and methyl alcohol. (3) Datura. (4) Cannabis. (5) Nux Vomica. (6) Hydrocynic acid. (7) Aconite. (8) Carbon monoxide. (9) Food poisoning.

3) Insecticidal Poisons: (a) Organo phosphorous. (b) Chlorinated hydrocarbon.
4) Drug Dependence with Alcohol, morphine, barbiturates, L.S.D., Amphetamine and cocaine etc.
5) Occupational and environmental poisoning & Workmen's Compensation Act.

5. Community Medicine
The teaching in the subject of Community Medicine shall continue throughout the para-clinical phase and shall include 8 weeks of Community posting. The teaching in Community Medicine shall be of 200 hours during this phase.

A. Theory:
1. Screening for disease: Concept of screening, uses of screening, criteria for screening, sensitivity and specificity, problems of the borderline.
2. Epidemiology of Communicable disease: (a) Respiratory infections: Chickenpox, Measles, Rubella, Mumps, Influenza, Diphtheria, Whooping cough, Meningococcal meningitis, Acute respiratory infections, Tuberculosis. (b) Intestinal infections: Poliomyelitis, Viral hepatitis, Cholera, Acute diarrhoeal diseases; Typhoid fever, Food poisoning, Amoebiasis, Ascariasis, Hocikworm infection, Dracunculiasis. (c) Arthropod-borne infections: Dengue syndrome, Malaria, Filariasis. (d) Zoonoses: (i) Viral: Rabies, Yellow fever, Japanese encephalitis, KFD. (ii) Bacterial: Brucellosis, Plague, Human salmonellosis. (iii) Rickettsial disease: Rickettsial Zoonoses, Scrub typhus; Murine typhus, Tick typhus, Q Fever.
(iv) Parasitic Zoonoses: Taeniasis, Hydatid disease, Leishmaniasis. (e) Surface infections: Trachoma, Tetanus, Leprosy, STD, Yaws, AIDS. (f) Emerging and reemerging infectious diseases.
3. Epidemiology of Chronic non-communicable diseases and conditions: Coronary heart disease, Hypertension, Stroke, Rheumatic heart disease, Cancer, Diabetes, Obesity, Blindness, Accidents.

4. Preventive Medicine in Obstetrics, Paediatrics and Geriatrics and Family Welfare: Social Paediatrics, MCH problems, Antenatal care, Intranatal care, Postnatal care, Breast feeding, Neonatal care, Low birth weight, Feeding of infants, Growth and development, Growth chart, Care of the pre-school child, Child health problems. Under-Fives Clinic, National Policy for children. Delivering MCH services, indicators of MCH care, Maternal Mortality. Mortality in childhood. Perinatal mortality. Infant Mortality. Congenital Malformations, School health. Services. Handicapped Children. Juvenile Delinquency.

Social Welfare Programmes for Women and Choldren. Health problems of the aged. Definition and Scope of Family Planning. Population Policy, National Demographic goals, Contraceptive methods, Abortion and MTP Act 1971. Sterilisation, Delivery system of Family Welfare Programme, Post-Partum Programme, Evaluation of Family Planning.
5. Demography & Basic Medical Statistics: Demographic Cycle, Demographic trends, Population Pyramid, Fertility related statistics. Birth and death rates, census, Health information system. Elementary statistical methods. Prewsentation of data, Charts and diagrams. Measures of central tendency, measures of dispersion, Normal distribution, sampling, tests of significance, correlation and Regression.
6. Occupational Health: Definition and scope of Occupational Health, Ergonomics, Occupational Hazards, Occupational diseases, Pneumoconiosis, Occupational Cancers, Occupational dermatitis, Lead Poisoning, Radiation hazards. Occupational hazards of Agricultural workers, Accidents in industry, Sickness absenteeism, Health problems due to Industrialisation. Majors for health protection of workers, Prevention of occupational diseases, the Factories Act, the Employees State Insurance Act, Occupational health in India.

B. Practical/Demonstration:
(1) Age/Sex distribution. (2) Birth rate/Death rate (3) Mortality rates. (4) Standardised death rates (5) Incidence/Prevalence. (6) Measures of fertility. (7) Horrock's Apparatus. (8) Insecticides (9) Mosqitoes (10) Housefly. (11) Louse. (12) Ticks & Mites (13) Cyelops. (14) Malarial Parasite (15) Filarial Parasite. (16) AFB. (17) Taenia Saginata/Solium. (18) Nutritive value of common food items (19) Growth car. (20) Vaccines. (21) Family Planning methods (22) Death Certificate (23) Nutrition exercises. (24) Exercises on Environment & Health (25) Epidemiological exercises.

C. Community Postings
The students will be posted in the community for a period of 4 weeks each in the Third and Fourth Semester of the course. Each student will be assigned three families and the student will follow these families during the entire course of their Community Postings. They will also maintain a record of these families. For the purpose of teaching Community Medicine in the field set up the services of faculty members of other departments of Goa Medical College will be utilized.

OSC-4.14 The following shall be the prescribed minimum teaching hours in the subjects covered during Second M.B.B.S. course (Third, Fourth and Fifth Semesters).

Pathology … … … … … … … …	300 Hours
Pharmocology … … … … … …	300 Hours
Microbiology … … … … … …	250 Hours
Forensic Medicine … … … … .	100 Hours
Community Medicine (including 8 weeks Community posting of 3 hours each)	200 Hours

OSC-4.15 The candidates will be examined in the following Clinical subject for Third M.B.B.S. Part-I Examination:
1. Oto-Rhino-laryngology (ENT)
2. Ophthalmology

3. Community Medicine.

OSC-4.16 The following shall be the scheme of the Third M.B.B.S. Part-I Examination.

1. Oto-Rhino-Laryngology
(A) Theory Examination:
There will be one paper of three hours duration carrying 40 marks. The paper will have one compulsory question on pre- and para-clinical aspects of E.N.T. The paper will have two sections of 20 marks each.

i) **Section I:** **20 marks**
Pre and para clinical aspects of E.N.T., Deiseases of Nose, Paranasal Sinuses including surgical procedures and diseases of Pharynx and throat.

ii) **Section II:** **20 marks**
Diseases of Larynx, Ear including hearing and equilibrium, Oesophagus including Dysphagia, recent advances in E.N.T.

iii) **Oral** (Viva-Voce) 10 marks
iv) **Internal Assessment** 10 marks

(B) Practical Examination:
i) Practical (Clinical 2 case each of 10 marks) 20 marks
ii) Table work (instruments, durgs and X-rays) 10 marks
iii) **Internal Assessment** 10 marks
Total marks in Oto-Rhino-Laryngology **100 marks**

2. Ophthalmology
(A) Theory Examination:
There will be one paper of three hours duration carrying 40 marks. The paper will one compulsory questions on basic sciences related to Ophthalmology. The paper will have two sections of 20 marks each.

i) Section I: **20 marks**
Basic Sciences related to Ophthalmology, Neurology of vision, Ophthalmology optics, Diseases of conjuctiva, cornea, sclera and uveal tract, Errors of refraction.

ii) **Section II:** **20 marks**
Ocular therapeutics, Diseases of lens, Vitreous of Retina and optic nerve, and Ocular adnexa, Glaucoma, Ocular turnouts, Intra-Ocular tumours. Disorders of Ocular Motility, Eye in systemic diseases, Preventive and Community Ophthalmology.

iii) Oral (Viva-Voce) 10 marks
iv) Internal Assessment 10 marks

(B) Practical Examination:
i) Practical (Clinical 2 cases each of 10 marks) 20 marks
ii) Table work (Instruments, drugs and X-rays) 10 marks
iii) **Internal Assessmsent** 10 marks

Total Marks in Ophthalmology **100 marks**

3. Community Medicine

(A) Theory Examination:

There will be two papers each of three hours duration. Each paper will be of 60 marks and will be subdivided into two sections of 30 marks each.

i) **Paper-I** 60 marks

Concepts in community Health. General Epidemiology, Screening for Disease. Health information and Medical Statistics. Communicable and Non-communicable Diseases. Occupational Health. Mental Health, Medical Sociology, Geriatrics.

ii) **Paper-II** 60 marks

Maternal and Child Health, Environment and Health, Nutrition and Health. Family Welfare Planning and Demography Geriatrics. National Health Programmes. Health Planning and Management. Health Economics, Health Care of the Community. Health Education and Communication. International Health.

iii) **Oral** (Viva) 10 marks
iv) **Internal Assessment** 20 marks

(B) Practicals

i) Practical examination shall consist of:

a) Clinical Case	10 marks
b) Statistical exercises	10 marks
c) Spots	5 marks
d) Epidemiology/Nutrition exercises	5 marks
ii) **Internal assessment**	20 marks
Total Marks in Community Medicine	**200 marks**

OSC-4.17 There shall be four examiners in each of the subjects of the Third M.B.B.S. Part-I Examination of which not less than 50% shall be External Examiners. The senior-most Internla Examiner shall be the Convenor. The Examiner shall not be below the rank of Associate Professors. In case of appointments of Assistantt Professor as Internal Examiner, he shall have not less than 5 years experience as Assistant Professor.

OSC-4.18 Internal Assessment: It shall be based on:

(i) Day-to-day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc.
(ii) regular periodical examinations.
(iii) Weightage for the internal assessment shall be 20% of the total marks in each subject.
(iv) student must secure 50% marks of the total marks fixed for internal assessment in a particular subject to be eligible to appear in final university examination of that subject.

Note: The different ways in which students participation in learning is to be evaluated –

(i) Preparation of subject for students seminar or clinical case for discussion.
(ii) Clinical case study/problem solving exercise.
(iii) Participation in Project for health care in the community (planning stage to evaluation)

(iv) Proficiency in carrying out a practical or a skill in small research project.
(v) Multiple choice question (MCQ) test after completion of a system/teaching.
Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home Work/Vacation work.

OSC-4.19 Standard of Passing the Examination:
In each of the subjects, a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practicals at one and the same sitting.

OSC-4.20 Following shall be the syllabi of Third M.B.B.S. Part-I Clinical Subjects:
1. Oto-Rhino-Laryngology
The course shall comprisse of the following:
1. Pharynx and Larynx: (a) Anatomy and development of oral cavity, pharynx including physiology (b) Anatomy, physiology of diseases of tonsil and adenoids. (c) Tonsillectomy and Adenoidectomy operations. (d) Anatomy of pharyngeal spaces and infections: Peritonsillar abscess, Retropharyngeal abscess, Parapharyngela abscess. (e) Anatomy of Neck Spaces (f) Nasopharyngeal angiofibroma. (g) Faucial Diphtheria: Vincent's angina, Infectious Mononucleosis. (h) Anatomy, Physiology and functions of larynx and laryngo-pharynx. (i) Stridor, Definition, classsifciation and management (j) Acute Pharyngitis Chronic Pharyngitis, (k) Acute laryngitis: Acute epiglottitis, Acute Laryngo-traceho-bronchitis, Acute Laryngeal diphtheria. (l) Foreign Bodies in the Tracheo-bronchial Tree. (m) Hoarseness of voice and management: Vocal Cord Nodules, Tuberculous Larynx, Leukoplakia of vacal cords. (n) Tumours of larynx, Laryngectomy: Tracheostomy, Paralysis of Larynx Penendoscopy (Rigid and Flexible). Dysphagia etiology and treatment.

II. Nose: (a) Anatomy and physiology of nose including development. (b) Paranasal sinuses. (c) Deviated Nasal Septum Management. (d) Nasal Polyposis. (e) Sinusitis. (f) Epistaxis (g) Atrophic rhinitis, Management. (h) Foreign Bodies in the Nose and Management. (i) Septal perforation. (j) Nasal allergy. (k) Tumours of nose classification and Management (l) Nasal trauma Medical Surgical Management. (m) Functional Endoscopic Sinus Surgery – (Basic).

III. Ear: (a) Anatomy of Ear. (b) Physiology of ear. (c) Diseases of external ear. (d) Wax: Furunculosis, Malignant otitis externa. (e) Otemycosis, Ramsay Sunt Syndrome. (f) Acute and Chronic suppurative Otitis media: definition, types, clinical features, Pathology. Management of Otitis media with emphasis on cholesteatoma and its various complications. (g) Secretory Otitis media/adhesive otitis media & otitic barotraumas. (h) Otosclerosis signs, Symptoms and Management. (i) Menier's disease. (j) Ototoxicity including Tinnitus. (k) Facial nerve: Surgical anatomy, Management of Facial paralysis. (l) Cryosurgery, Lasers, C. T. Scan, Radiotherapy as applied in E.N.T. (m) Deafness, types, Investigation and Management. (n) Neurosciences, Ophthalmology, General Surgery and Therapeutics as applied to E.N.T. for undergraduates.

2. Ophthalmology:
The Course shall comprise of the following:
1. Basic Anatomy of the eye and orbit including applied anatomy. 2. Physiology of the Eye & Optic. 3. Refractive errors & their correction 4. Ocular Pharmacology & drug reaction. 5. Diseases of the eye lids & orbits 6. Disorders of lacrimal apparatus. 7.

Diseases of conjuctiva 8. Diseases of cornea & Sclera. 9. Clinical glaucoma. 10. Diseases of Uveal tract. 11. Diseases of the lens & vitreous 12. Disorders of ocular motility (squint) 13. Diseases of the retina. 14. Diseases of the optic Nerve. 15. Ocular emergencies & Injuries. 16. Community Ophthalmology 17. Ocular manifestation of systemic diseases.

3. Community Medicine

There shall be teaching of minimum 200 hours including four weeks of community posting. The students shall make a project report during their Community postings which will be evaluated for internal assessment. Field visits shall be arranged during the period of Community postings.

A. Theory

1. Genetics and Health. Laws of Inbheritance, Chromosomal disorders Mendelian diseases, Multifactorial disorders, Molecular Genetics, Population Genetics, Eugenics, Euthenics, Genetic counseling, Preventive aspects of genetic disorders.
2. Family planning including scope, methods, M.T.P.Act of 1971. National Family Welfare Programme and All India hospital post-partum programme. Following is the curriculum in Family Welfare in the subject of community Medicine. (1) The need for Family Welfare Planning. (2) Organisation of Family Welfare Planbning Services. (3) Health Education in relation to Family Welfare Planning. (4) Nutrition. (5) Psychological needs of the mother, the child and the family. (6) Demography and Vital Statistics. Questions on Family Welfare Planning shall be introduced in the theory, practical and oral examination during the course. The Department of Preventive & Social Medicine (Community Medicine) will be associated with related Clinical Departments associated in imparting instruction relating to the problem arising for want of Family Welfare Planning and the advantages to society and the individual which will be gained adopting the measures suggested.
3. Mental health: types of mental illness, cause of mental ill health, mental health services, Mental health programme, alcoholism and Drug dependence.
4. Health planning including planning cycle, management methods and techniques: Behavioural and quantitative methods, National health policy, Health planning in India: Planning Committees., Health planning process in India. Five Year Plans. Health system in India, Rural development, Evaluation of health services. History of public health in India, Health economics: Cost benefit and cost effectiveness analysis.
5. Health Care of Community: concept of health care, levels of health care, Primary Health Care, Health for All, Health status and health problems, Resources, Health Care Delivery system. Primary health centre, functions of Health workers, Male & Female, Health assistants, Village health guide, Health insurance, voluntary health agencies, indigenous systems of medicine.
6. National Health Programmes in India, National Malaria Eradication Programme, National Filaria Control Programme, National Leprosy Eradication Programme, National Tuberculosis Programme, Revised National Tuberculosis control Programme, Diarrhoeal Diseases Control Programme, Acute Respiratory Disease Control programme, National AIDS Control Programme, Guinea-Worm Eradication Programme, Kala-Azar Control Programme, Japanese Encephalitis Control, Iodine Deficiency Disorders (IDD) Programme, National Programme for Control of Blindness, National Cancer Control Programme, National Mental Health Programme, National Diabetes Control Programme,

Child Survival and Safe Motherhood Programme, Universal Immunisation Programme, national Family Welfare Programme, National Water Supply and Sanitation Programme, Accelerated Rural Water Supply Programme, Minimum Needs Programme, 20 point programme.
7. International health, including World Health Organisation, UNICEF, FAO, ILO etc.
8. Recent concepts and advances as applicable.

B. Practicals/Demonstrations and Field Visits:
(1) Field Visits: (1) Rural Health Centre. (2) Milk Dairy. (3) Opa Water Works. (4) Sewage Treatment Plant. (5) Institute of Occupational Health, Safety and Environment. (6) Waste treatment plant of a chemical industry. (7) Sub-centre. (8) ICDS Anganwadi.
(2) Community Postings: The students are required to undergo Community Posting for a period of 4 weeks during which they shall attend the field visits and prepare a Project Report on the given topic.

OSC-4.21 The following shall be the prescribed minimum teaching hours for lectures, demonstrations, tutorials, seminars etc. in the subjects of III M.B.B.S. Part I Examination in addition to the clinical postings shown in OC-16.7.

Oto-Rhino-Laryngology	70 hours
Ophthalmology	100 hours
Community Medicine *	50 hours

For the examination in the subject of Surgery including Orthopadics, one of the examiners shall be an Orthopaedic Surgeon who will set Section – II of Paper –I. He shall also be the examiner in the Practical examination. The Orthopaedic Surgeon will be the internal examiner for one term and external examiner for subsequent term. The internal examiner from General Surgery shall be the Convenor. During term when the Orthopaedic Surgeon is an external examiner, both internal examiners shall be from General Surgery and the senior most examiner shall be the Convenor.

SOC-4.25 Internal Assessment: It shall be based on
(i) Day to day assessment (see note), evaluation of student assignment, preparation for seminar, clinical case presentation etc. (ii) regular periodical examination; (iii) weightage for the internal assessment shall be 20% of the total marks in each subject and (iv) student must secure 50% marks of the total marks fixed for internal assessment in a particular subject to be eligible to appear in final university examination of that subject.

Note: The different ways in which students participation in learning is to be evaluated
(i) Preparation of subject for students seminar or clinical case for discussion; (ii) Clinical case study/problem solving exercise; (iii) Participation in Project for health care in the community (planning stage to evaluation); (iv) Proficiency in carrying out a practical or a skill in small research project; (v) Multiple choice question (MCQ) test after completion of a system/teaching.

Each item tested shall be objectively assessed and recorded. Some of the items can be assigned as Home Work/Vacation work.

- Total number of hours for lectures/demonstration/tutorials etc. in Community Medicine shall be 310 hours spread over 1st to 7th semesters.

SOC-4.26 Standard of Passing the Examination:
In each of the subjects, a candidate must obtain 50% in aggregate with a minimum of 50% in Theory including orals and minimum of 50% in Practicals at one and the same sitting.

OSC-4.27 Following shall be the syllabi of the clinical subjects for Third M.B.B.S. Part II Examination.

1. General Medicine, Therapeutics, Applied Pathology and Allied Subjects.
A. Infectious and Tropical Diseases: Enteric Fever, Malaria, Tetanus, Cholera, Diphtheria, Whooping cough, Tuberculosis, Rabies, Amoebiasis, Kala-azar, Filariasis, Influenza, Helminthiasis.
B. Cardiovascular Diseases: Congenital heart diseases (e.g. ASD, VSD, PDA, FT, Eisenmengar's syndrome), Rheumatic Fever and Rheumatic Heart Diseases, Bacterial endocarditis, Hypertension, Ischemic Heart Diseases, Arrhythmias, Cardiac failure, shock, Pericarditis, Pulmonary embolism, Syphilitic heart diseases, Cor pulmonale.
C. Respiratory Diseases: Pneumonia, Pleural effusion, Pneumothorax, Chronic obstructive lung diseases, Lung abscess, Carcinoma of lung, Interstitial lung diseases, Bronchial obstruction and lung collapse, Pulmonary eosinophilia and Pulmonary Tuberculosis.
D. Gastrointestinal and Hepatobiliary Diseases: Dysphagia, Stomatitis, Glossitis, Achalasia cardia and Hiatus hernia, Acid peptic diseases, Malaborption synbdrome, Abdominal tuberculosis, Constipation and diarrhea, Ulcerative Colitis, Amoebic and bacterial dysenteries, Viral hepatitis, Chronic hepatitis, Cirrhosis and portal hypertension, Alcoholic liver disease, Pancreatitis.
E. Central Nervous System: Trigeminal neuralgia, Bell's palsy, Speech disorders, CNS infections, Cerebrovascular accidents, Epilepsy, Intracranial space occupying lesions, Neurosyphillis, Paraplegia, Ataxia, Motor Neuron diseases, Demvelinating disorders, Extraphyramidal disorders, Polyneuropathy, Myasthenia gravis, Myopathies.
F. Hematology: Anaemias, Leukemias, Agrunolytosis, Lymphomas, Myeloproliferative disorders, Platelet disorders, Normal coagulation and clotting disorders, Blood transfusion and its complications.
G. Renal Disorders: Assessment of Renal function, Glomerulonephritis, Acute and chronic renal failure, Infection of urinary tract, dialysis and renal transplantation, Obstructive Uropathy, Nephrotic syndrome.
H. Endocrine Disorders: Disorders of Hypothalmus and Pituitary, Diseases of adrenal cortex and medulla, Hyperthyroidism, Hypothyroiddism, disorders of parathyroid gland and calcium metabolism, Diabetes Mellitus, Corticosteroid therapy.
I. Arthritis and Collagen Diseases: Rheumatoid arthritis, Ankylosing spondylitis, Osteoarthritis, SLE, Gout.
J. Nutritional diseases: Normal Nutritional requirement, Avitaminosis, Malnutrition, Obesity, Diet in therapy.
K. Others: Poisoning-Barbiturate, Organophosphorus, Salicylates, Antidepressants. Opiates, Corrosives, Snake bite, Alcoholism, Smoking and its effects, Radiosotope in Medicine.
L. Recent advances and latest drugs.

Tuberculosis and Respiratory Diseases:
(1) Tuberculosis: (a) History aetiopathogenesis & pathology. (b) clinical features, diagnosis differential diagnosis; (c) Disseminated Tuberculosis. (d) Management &

control (NTP). (2) Respiratory Diseases: (a) Chronic bronchitis and emphysema. (b) Occupation related lung diseases. (c) Parasitic diseases of the lung. (d) Actinomycotic and fungal diseases of the lung (e) Pneumonias. (f) lung cancer. (g) Lung Abscess & other suppurative diseases of the lung. (h) Bronchial asthma. (i) Diseases of the pleura: Pleura effusion, Pneumothorax, Hydropneumothorax, Empyema. (j) Mechanism and management of respiratory failure. (k) Bedside procedures: Thoracocentesis, Intercostal tube drainage, Lung biopsy, Pleural biopsy, Lung FNAC, Pulmonary function tests, Bronchoscopy.

Dermatology, Venereology & Leprology:
(a) Anatomy, Physiology of Skin and its appendages. (2) Morphology of Skin lesions and fundamentals of diagnosis. (3) Infections: Bacterial, Fungal, Viral and Parasitic infections. (4) Populosquamous disorders (5) Vesiculobullous disorders of skin. (6) Eczema (7) Drug eruptions: Urticaria. (8) Deficiency dermatoses. (9) Leprosy. (10) Sexually Transmitted Diseases: Syphilis, Chancroid, gonorrhoea, granuloma inguinale, l. lymphogranuloma venereum, condyloma accuminata and AIDS. (11) Systemic and topical Therapy.

Psychiatry:
(1) Introduction, History classification of Mental disorders. (2) Normal & Abnormal Human behaviour. (3) Learning Motivation, Memory, Personality & Intelligence. (4) Symptomatology of various Psychiatric disorders. (5) Schizophrenia. (6) Affective disorders. (7) Organic Mental disorders. (8) Neurotic disorders. (9) Mental subnormality. (10) Personality disorders. (11) Sexual deviations, HIV and its Neuropsyhchiatric manifestations. (12) Psychiatric emergencies. (13) Treatments in Psychiatry – Non pharmacological. (14)Community Psychiatry. (15) Psychosomatic disorders. (16) Alcoholism. (17) Drug Dependence. (18) Psychological Problems of children & adolescents. (19) Forensic Psychiatry.

1. Paediatrics (including Neonatology).
Neonatology: (1) Examination of the newborn, Care of newly born, resuscitation of newborn, perinatal assessment, management of a high risk infant.
(2) Prevention and management of common foetal and neonatal infections.
(3) Neonatal jaundice (4) Common respiratory problems in the neonate (5) Management of low birth weight infants (both preterm and small for dates) (6) Causation and management of neonatal convulsions. (7) Clinical features, management and prevention of birth injuries.

Paediatrics:
(1) Infectious Diseases. (a) Human Immunodeficiency Virus and AIDS. (b) Malaria. (c) Leprosy. (d) Tuberculosis. (e) Pertussis. (f) Diphtheria. (g) Tetanus. (h) Poliomyelitis. (i) Measles. (j) Typhoid fever. (k) Hepatitis. (l) Syphilis (congenital). (m) Common worm infestations. (n) Mumps. (o) Rubella. (p) Varicella. (q) Common skin infections and infestations. (r) Cholera. (s) Filariasis. (2) Respiratory System: (a) Upper Respiratory infestions. (b) Otitis Media. (c) The croup syndrome. (d) Acute Bronchiolitis. (e) Pneumonia, empyemia and Pneumothorax. (3) Gastro Intestinal System: (a) Diarrhoeal Disease. (b) Cirrhosis in childhood. (c) Portal hypertension. (d) Causes and management of abdominal pain in child. (e) Obstructive cholangiopathy in children. (4) Heamopoetic System: (a) iron deficiency enemia. (b) Thalassemia. (c) Bleeding disorders. (d) Indication and complications of blood transfusion. (5) Cardio Vascular System: (a) Acute Rheumatic

fever. (b) Bacterial Endocarditis. (c) Common congenital heart diseases. (d) Acute Myocarditis. (e) Hypertension. (f) Congestive Cardiac failure. (6) Central Nervous System: (a) Febrile fits. (b) Convulsive disorders. (c) Common infections of CNS. (d) Cerebral Palsy. (e) Mental Retardation. (7). Urinary System: (a) Acute glomerulonephritis. (b) Nephrotic syndrome. (c) Acute and chronic renal feature. (d) Urinary tract infections. (8). Oncology: (a) Leukemia. (b) Neuroblastoma. (c) Wilm tumour. (d) Lymphoma. (9) Endocrine System: (a) Hypothyroidism. (b) Short stature. (c) Juvenile Diabetes Maltilus. (d) Ambiguous Genitalia. (10) Child Physchiatry: (a) Common behaviour problems. (b) Child abuse. (c) Drug abuse. (11) Accidents and Poisoning: Prevention and management of common accidents and poisoinings (including scorpion sting and snake bites). (12) Allergy: (a) Bronchial Asthma. (b) Anaphylaxis and insect sting allergy. (c) Urticaria and angio-edema. (d) Atopic Dermatitis. (e) Food and drug allergy. (13) Handicapped Children: Recognition of and the principles of management of handicapped children. (14) Community Paediatrics: (a) Child oriented programs in India. (b) National family welfare programmes. (c) Primary health care. (d) Breast feeding, food taboos and other cultural factors influencing child health. (e) Health education pertaining to children. (f) Morbidity and mortality pattern of children in India.

3. General Surgery including Orthopaedics

General Surgery:

1. Trauma: (a) Healing & management of wounds. (b) Healing by first intention (c) Healing by second intention. (d) Biological Process of Healing. (e) Factors affecting wound healings. (f) Scars. (g) Incisions. (h) Practical management of severely injured. 2. Accident & Emergency Surgery: (a) Civil injuries. (b) Mechanism of injuries (c) Disaster planning. (d) Trauma severity scores. (e) Pre-hospital management. (f) Hospital Care (g) Warfare injuries. (h) Missile injuries & their management (i) Blast injuries & their management. (j) Replantation & revascularization. 3. Haemorrhage: types of Physiological and Pathological changes, and management of haemorrhage. 4. Shock: types, physiology, Clinical features, diagnostic, difficulties, treatment of shock. (a) Crush syndrome. (b) Blood transfusion, indications & complications. (c) Post operative analgesia. 5. Fluid & Electrolytes Balance: (a) Normal intake & output of water. (b) Sodium shut down in trauma. (c) Sodium depletion. (d) Sodium excess. (e) Potassium – Augmented potassium excretion of trauma. (f) Hypokalemia. (g) Increased K* loss of Alkalosis. (h) Hyperkalemia (i) Alkalosis (j) Acidosis. 6. Nutrition: (a) Assessment & Management. (b) Methods of feeding. (c) Rehabilitation (d) Chronic pain relief. 7. Burns. (a) Classification. (b) Physiological changes after burns. (c) Treatment of burns – general, local, role of surgery – skin grafting. (d) Special types of burns & their management.

8. Skin: (a)Infection-boils, carbuncle, celluitis, etc. (b) Callosity, corn, wart. (c) Different types of skin cysts. (d) Benign skin tumours. (e) Pre malignant conditions of skin. (f) Malignant disease of the skin – Basal cell carcinoma, squamous cell carcinoma, malignant melanoma. 9. Face: (a) Development of face. (b) Congenital abnormalities – cleft lip, cleft palate (c) Lesions of palate. (d) Lesoins of the lips. (e) Neoplasms of the lip 10. Head: (a) The scalp-anatomy. (b) Wounds of the scalp. (c) Swellings over scalp. (d) New Growth over the skull. 11. Neck: (a) The branchial apparatus & its abnormalities – Branchial cyst, Branchial fistula. (b) Cystic huygroma. (c) Sternomastoid tumour. (d) Cervical rib/scalene syndrome. (e) Certival lymph-ademitis-Acute, Chronic, nonspecific, Tuberculous. (f) Primary malignant tumours of the neck. 12. Oral Cavity: (a) Stomatitis & ulcersin oral cavity. (b) Ranula, lingual & sub lingual dermoids. (c) Tumours of the cheek and the floor of the mouth. (d) Carcinoma of the cheek. (e) Developmental anomalies of

the tongue: (f) Laceration of the tongue. (g) Inflammation of the tongue. (h) Hyperkeratosis and leukoplakia of the tongue. (i) Benign neoplasm of the tongue. (j) Carcinoma of the tongue. 13. Salivary glands: (a) Surgical anatomy of the parotid salivary gland. (b) Surgical anatomy of the submandibular gland. (c) Siolography. (d) Acute parotitis. (e) Obstruction to the duct of a major salivary gland. (f) Neoplasms-Pleomorphic adenomas. Adenolymphoma or Warthin's tumour, mucoepidermoid & other tumours/carcinomas. (g) The auriculotemporal syndrome (Frey's syndrome). 14. Infection: (a) Infection & sepsis, (b) Hospital acquired infection. (c) Spread of infection. (d) Preventing infection. (e) Principles of antimicrobial therapy. (f) Specific Infections – Tetanus, gasgangrene, tuberculosis, leprosy, treponemal infections, actinomycosis, anthrax. 15. Cysts: (a) Types of cyst & their management 16. Ulcers: (a) Clinical examinations of ulcer, specific ulcers & their management. 17. Sinuses & Fistula: (a) Examination of sinuses & fiscula (b) Persistence of sinus or fistula. 18. Tumours: (a) Definition, (b) Causation, (c) Types – Benign & malignant. (d) Characteristics of malignancy. (e) Methods of spread of malignant tumour. (f) Broder's grading of malignant tumour. (g) Description of individual tumours & their management. 19. Basic Immunology. (a) The nature of immune response. (b) Organ transplant – Kidney transplant. (c) Peritoneal dialysis. (d) Complications of renal transplant. (e) Results of kidney transplant. (f) Liver transplant. (g) Pancreas transplant. (h) Heart and heart & lung transplant. (i) Bone marrow transplant. 20. Diseases of Arteries: (a) Effects of impaired circulation to the limb. (b) signs & symptoms of ischaemia (lower limb). (c) investigations of arterial stenosis or occlusion. (d) Management of arterial stenosis or occlusion. (f) Acute arterial occlusion operation for arterial stenosis or occlusion. (g) Gangrene – varieties, clinical features & treatment of gangrene. (h) Physical & chemical causes of gangrene. (i) Amputation – Aneurysms, Arteritis – Buerger's disease, Vaso-spastic conditions. 21. Diseases of veins: (a) Functional & Surgical anatomy of veins of lower limb. (b) Investigations of venous disease. (c) Venous-thrombosis. (d) Venous haemorrhage. (e) Varicose veins. 22. Diseases of lymphatics & lymphnodes: (a) Acute lymphangitis. (b) Lymphangiography. (c) Lymphoedema. (d) Filariasis. (e) Lymphangioma. (f) Acute Lymphadenisis. (g) Chronic lymphadenitis – Tuberculosis. (h) Lymphoma – Hodgkin's, Non-Hodgkin's 23. Affections of nerves: (a) Injuries of peripheral nerve. (b) Neuropraxia. (c) Axonotomesis (d) Neurotomesis. (e) secondary changes after nerve injury. (f) Surgical treatment of nerve injury. (g) Injuries of individual nerves with special reference to – Brachial plexus, Radial nerve, Median Nerve, Ulnar Nerve, Sciatic Nerve, Cranial Nerves. (h) Tumours of peripheral Nerves. 24. Stomach & Duodenum: (a) Surgical Anatomy & Physiology. (b) Tests of gastric secretion (c) Hypertrophic pyloric stenosis of infants. (d) Peptic Ulcer: Ca Duodenal Ulcer Clinical, gastric Ulcer features investigation & treatment with special reference to surgical treatment. (e) Perforated peptic ulcer. (f) Haemetemesis, malaena. (g) Chronic complications of peptic ulcer. (h) Gastric neoplasms – Benign, Malignant, Carcinoma of stomach, clinical feature, investigations & treatment. 25. Liver: (a) Surgical anatomy & Physiology. (b) Functions of the liver (c) Hepato-cellular failure. (d) Special methods of investigating the Liver, (e) Injuries of liver. (f) Hepatomegaly. (g) Amoebic liver abscess. (h) Hydatid disease of the liver. (i) Cirrhosis of the liver – Portal hypertension. (j) Neoplasms of liver – Benign, Malignant –Primary, Secondaries. 26. Spleen : (a) Structure & functions of spleen. (b) Investigations of the spleen. (c) Rupture of spleen. (d) Enlargement of the spleen. (e) Surgical conditions affecting splenomegaly. (f) Splenectomy. 27. Gall Blader: (a) Surgical anatomy & physiology. (b) Investigations of biliary tract. (c) Congenital abnormalities of gall bladder & bile ducts. (d) Gall stones. (e)

Chronic calculus cholecystitis. (f) Acute calculus cholecystitis. (g) Acalculous cholecytitis. (h) Cholecystectomy – cholecystostomy. (i) Stones in the bile duct. (j) Management of biliary obstruction due to stone. (k) Carcinoma of the gall bladder. 28. The Pancreas: (a) Surgical anatomy. (b) Congenital anamolies. (c) Injuries of the pancreas. (d0 Acute pancreatitis – Clinical features, investigations, management & complications. (e) Pseudo-cyst of Pancreas (f) Chronic pancreatitis. (g) Carcinoma of the pancreas. 29. Urology: (a) Urinary symptoms. (b) Investigations of urinary tract – Anuria. (c) The Kidneys & Ureters, (d) Congenital abnormalities of the Kidneys. (e) Renal pelvis & Ureter. (f) Injuries to the kidney. (g) Hydronephrosis. (h) Renal Calculus. (i) Infections of the Kidney – Pyelonephritis, Pyonephrosis, Carbuncle of thekidnely, Perinephric abscess, Renal tuberculosis. (j) Neoplasms of kidney – Nephroblastoma, Hypernephroma, Transitional cell Carcinoma, Squamous cell carcinoma. Exposure & removal of kidney. 30. Urinary Bladder: (s) Surgical Anatomy. (b) Ectopia vesicae (c) Rupture of the bladder. (d) Retention of urine. (e) Incontinence of urine. (f) Vesical calculus. (g) Diverticulum of the bladder. (h) Urinary fistulas. (i) Cystitis. (j) Neoplasm of the bladder. (k) Carcinoma of the bladder. (l) Urinary diversion. 31. Urethra: (a) Congenital anomalies of urethra. (b) Hypospadius. (c) Epispadius (d) Injuries of the Urethra. (e) Extravasation of urine. (f) Inflammations of urethra. (g) Urethritis. (h) Urethral structure. (i) Periurethral abscess. 32. Penis: (a) Circumcision, phimosis, Paraphimosis. (b) Strangulation by rings. (c) Balanitis. (d) Condyloma – acuminate. (e) Peyronie's diseas, priapism, Fourmer's gangrene. (f) Carcinoma of the penis. 33. Peritoneum: (a) Surgical physiology. (b) Acute peritonitis. (c) Pelvic abscess. (d) Sub phrenic abscess. (e) Post operative peritonitis. (f) Bile peritonitis. (g) Meconium peritonitis pnemococcal peritonitis. (h) Tuberculous peritonitis. (i) Ascites. (j) Neoplasms of peritoneum. (k) Laparoscopy (Peritonitis). 34. Greater Omentum : (a) Torsion of omentum (b) Omentum cyst. 35. Mesentery: (a) Injuries. (b) Acute non specific ileocaecal. (c) Mesenteric adenitis. (d) Tuberculosis of mesenteric lymphnodes. (e) Mesenteric cyst. (f) Neoplasms of the mesentery. 36. Retroperitoneal Space: (a) Retroperitoneal cyst. (b) Primary retroperitoneal neoplasms arising from connective tissue. 37. Small & large Intestine: (a) Congenital malformations of the intestine. (b) Primary megacolon, Hirschsprung' s disease (c) Acquired megacolon. (d) Vascular anamolies. (e) Traumatic rupture of the intestine. (f) Blind loop syndrome. (g) Diverticula of small intestine – Meckel's diverticulum. (h) Diverticular diseases of colon. (i) Ulcerative colitis. (j) Intestinal amoebiasis (k) Surgical complications of typhoid & paratyphoid. (l) Tuberculosis of intestine. (m) Tumours of large intestine – Benign, Malignant. (n) Caecum & colon. (o) Faecal fistula. (p) Colostomy. 38. Intestinal Obstruction: (a) Dynamic obstruction. (b) Adynamic obstruction. (c) Pathology of intestinal obstruction. (d) Strangulation – Clinical feature, investigations & treatment. (e) Acute intestinal obstruction of newborn. (f) Small intestinal obstruction. (g) Paralytic Ileus. (h) Chronic intestinal obstruction. (i) Pseudo obstruction. 39. Vermiform appendix: (a) Surgical Anatomy. (b) Acute appendicitis. (c) The differential diagnosis of acute appendicitis. (d) Appendicular mass – management (e) Treatment of Acute appendicitis. (f) Complcations of appendicectomy (g) Neoplasms of the appendix. 40. Rectum: (a) Surgical Anatomy. (b) Injuries. (c) Prolapse of Rectum. (d) Proctitis. (e) Benign tumours of the recturm. (f) Carcinoma of the rectum. 41. Anus & Anal Canal: (a) Surgical anatomy (b) Examination of anus. (c) Congenital abnormalities. (d) Pilonidal sinus. (e) Anal incontinence. (f) Anal fissure. (g) Haemorrhoids. (h) Pruritis ani. (i) Ano rectal abscess. (j) Fistula in ano. (k) Malingnant tumours of of Anus & Anal canal. 42. Hernia: (a) General features common to all hernias. (b) Classificaitons. (c) Individual features of hernia. (d) Inguinal hernia – Direct, indirect. (e) Treatment of Inguinal hernia. (f) Sliding hernia. (g) Femoral hernia.

(h) Umbilical hernia. (i) Para Umbilical hernia. (j) Epigastric hernia. (k) Rare external hernia. 43. Umbilicus: (a) Inflammation of umbilicus, (b) Umbilical fistula. (c) Neoplasms of umbilicus. (d) Umbilical adenoma. (e) Endrometriome. (f) Secondary carcinoma. 44. Abdominal Wall: (a) Burst abdomen. (b) Incisional hernia. (c) Tear of inferior epigastric artery. (d) Progressive postoperative bacterial synergistic gangrene. (e) Neoplasm of abdominal musculature Desmoid tumour. Testes & Scrotum: (a) Development of testis. (b) Undescended & maldescended testis. Torsion of testis. (d) Epididymo-orchitis-Acute, Chronic. (e) Hydrocele. (f) Haematocele (g) Varcocele (h) Male infertility. (i) Testicular tumours. 46. Thyroid: (a) Anatomy –Physiology – thyroid function tests (b) Congenital disorders (c) Ectopic thyroid. (d) Goitre – Multinodular, Solitary thyroid nodule, Thyrotoxicosis, Thyroiditis, Thyroid tumours. Parathyroid: (a) Anatomy & Physiology, (b) Hyperthyroidism – Primary, Secondary (c) Hypo parathyroidism. Adrenal : (a) Acute adrenal insufficiencyl (b) Chronic adrenal insufficiency (c) Hypercorticalism (d) Tumours of adrenal medulla (e) Pheochromocytoma. (f) Neuroblastoma. (g) Ganglioneuroma. 49. Pituitary gland: (a) Surgical Anatomy. (b) Tumours of pituitary gland. 50. Breast: (a) Development & congenital anomalies (b) Surgical anatomy – Abnormal discharge from nipple. (c) Acute & Sub Acute infection – Breat abscess. (d) Chronic infection – tuberculosis. (e) Breast cysts – mammary duct Ectasia. (f) Mammary: ANDI (Aberations of Normal Development & Involution) dysplasis or Tumours – Benign – fibro-adenomas. (g) Carcinoma. (h) Carcinoma of Breast : - Causative factors, Pathology of Ca breast spread, Clinical presentation with classification TNM, Phenomenon resulting from lymphatic obstruction, Investigation & treatment – Role of surgery, Management of advanced carcinoma, screening for breast cancer. 51. Chest Wall: (a) Injury to the chest. (b) Cold abscess (c) empyemia – necessitatis. (d) Tumours of the rib. 52. Pleura: (a) Pnemothorax. (b) Haemothorax. (c) Pleural effusion. (d) Empyema & its management. 53. Bronchi & Lung: (a) Foreign body in lungs/bronchus. (b) Bronchiectasis. (c) Carcinoma of the bronchus. (d) Lung cysts. (e) Pulmonary odema. (f) Surgical treatment of pulmonary tuberculosis. (g) Post operative pulmonary complications. 54. Diaphragm: (a) The diaphragmatic hernia. 55. The Mediastinum: (a) Mediastinal tumour. (b) Retrosternal goiture. (c) Thumus. 56. Heart & Pericardium: (a) Special methods of investigations. (b) Cardio-respiratory resuscitation. (c) Cardiac temponade. (d) Congenital heart disease. (e) Acquired heart diseases. (f) Cardiac transplant. 57. Oesophagus: (a) Surgical methods of investigations. (b) Congenital abnormalities – atresia of oesophagus with tracheo-oesophageal fistula. (c) Foreign bodies in oesophagus. (d) Injuries. (e) Spontaneous rupture of oesophagus. (f) Oesophagitis. (g) Hiatus hernia & Achalasia of the oesophagus. (h) Ca of the oesophagus. 58. Neurosurgery – Cranio-cerebral injuries, Acute extradural hematoma, Acute subdural hematoma. Clinical diagnosis & cerebral injuries, Acute extradural hematoma, Acute subdural hematoma, Clinical diagnosis & management, Late effects of head injury, Intracranial infections, abscess and tumours, and Hydrocephalus.

Orthopaedics:

(a) Traumatology

1. Injuries to bones and joints. 2. Compound (open) fractures. 3. Injuries of the arm and forearm. (a) Dislocation of shoulder joint. (b) Injuries of the elbow. (c) Injuries of the forearm. (d) Injuries around the wrist. (4) Injuries of the hand (5) Injuries of the lower extremity. (6)Nerve injuries. 7. Vascular injuries. 8. Injuries of spine and pelvis. 9. Amputations and limb fitting. 9. Miscellaneous in traumatology. (a) Plaster of paris techniques. (b) Application of skin traction using Thomas split.

(b) Orthopaedics (General)

1. General orthopaedics: History, emblem, Acquired deformities. 2. Clinical examination, Gait, splinting, Traction. 3. Congenital deformities. 4. Development disorders of bone. 5. Infections of bones and joints. 6. Bone and joints tuberculosis. 7. Diseases of bones. 8. Diseases of joints. 9. Neurological and muscular disorders. 10. Regional conditions. 11. Tumours or bone. 12. Physical medicine and Rehabilitation in orthopaedics. 13. Miscellaneous-bone grafting metastatis orthopaedics, orthopaedics instruments and equipments.

Anaesthesiology:

1. History and development of anaesthesia. 2. Anaesthesia definition and classification 3. Duties and responsibilities of anesthesiologists. 4. Preoperative preparation and medication. 5. Anaesthetic equipment and machine. 6. Principles and techniques of general, spinal, epidural and local anaesthesia. 7. Complications of general, regional and local Anaesthesia, and their management. 8. Principles of management of cardiac resuscitation. 9. Principles of I.C.U. 10. Principles of induced hypothermia, induced hypotension and other recent advances.

Radio-Diagnosis & Radiotherapy:

(1) Basis of X-ray production, its properties & hazards. (2) Radiographic Anatomy of Bones & joints, fractures, infections, metabolic bone diseases etc. (3) Identification and diagnose various radiological changes in disease conditions of chest & Mediastinum, skeletal system, Gastro-indestinal tract, Biliary tract, Genito Urinary tract, Central nervous system & spine, musculo-skeletal system. (4) Imaging system: Ultrasonography, Computed tomography, M.R.I., D.S.A. Isotopes. (5) Barium-meal, Barium-enema. IVP, angiography, Venography, PTC procedures. (6) Symptoms & signs of various Cancers and methods of investigations and management. (7) Effects of radiation therapy on human body and basic principles involved in it. (8) Radio-active Isotopes & their physical properties. (9) Advances in radiotherapy in Cancer management.

4. Obstetrics, Gynaecology, Family Planning, Neonatology.

Gynaecology:

1. Normal menstruction & Applied anatomy of genital tract including histology (a) Dysmenorrhoes. (b) Amenorrhoes. (c) Dysfunctional uterine bleeding. (d) Menopause and its disorders. 2. Development & anomalies of genital tract. 3. Chromosomal abnormalities and intersex. 4. Sterility: (a) General concepts. (b) Male factor. (c) Anovulation. (d) Tubal factor. (e) Gross pelvic causes. (f) Cervical factor. (g) Investigations in a couple. 5. Inflammations and Infections. (a) General diseases including AIDS. (b) Genital tuberculosis. (c) Vaginitis and Leucorrhoes. (d) Chronic cervicitis and erosion. (e) Salpingitis. (f) Chronic pelvic inflammatory disease, pelvic abscess, pelvic cellulites, pelvic peritonitis. 6. Benign and Malignant tumours. (a) Fibroids. (b) Endometriosis. (c) Carcinoma cervix: (i) Incidence, etiology, pathology, spread and staging. (ii) Signs, symptoms, early diagnosis. (iii) Investigations, treatment (d) Benign and malignant lesions of vulva and differential diagnosis of pruritus vulvae. (e) Carcinoma endometrium and chorio-carcinoma. (f) Ovarian tumours (i) Histological components of ovary and classification of ovarian tumours. (ii) Clinicopathology, peculiarities of individual ovarian tumours, including staging. (iii) Clinical features (general), Complications and treatment. 7. Displacements and Miscellaneous: (a) Genital prolapse. (b) Retroversion and backache.

(c) C.C.F. (d) Injuries to genital tract. (e) Miscellaneous – Hormones in gynaecology, Radiotherapy in gynaecology & chemotherapy in gynaecology.

Obstetrics:
(1) Applied anatomy of female genital tract. (2) Implantation and early development of human embryo. (3) Physiology of conception. (4) Structure and function and anomalies f human placenta. (5) Physiology of pregnancy. (6) Diagnosis of pregnancy. (7) Antenatal care including nutrition in pregnancy. (8) Normal labour – Maternal changes and forces. Mechanism and clinical course. Management. (9) Oral contraceptives. (10) Sterilisation. (11) M.T.P. Act and Procedures for 1st and IInd trimester. (12) National Health Programme.

Neonatology/Newborn
(1) Physiology and management of the newborn. (2) Asphpyxia. (3) Birth injuries. (4) Infections in the newborn. (5) Prematurity. (6) Postmaturity. (7) Dysmaturity.

Family Planning:
(a) Anatomy of reproductive system. (b) Menstrual Cycle. (c) Spermatogenesis & oogenesis. (d) Fertilisation. (e) Physiology & endocrinology of reproduction. (f) Demonstration of Female sterilization. (g) Demonstration of insertion of Intra-uterine Devices. (h) Male contraception. (i) Medical Termination of pregnancy: (i) Interpretation of various clauses of Medical Termination of Prewgnancy Act 1971. (ii) Medicolegal aspects of the Act. (iii) Techniques of medical termination of the pregnancy.

Note: The students shall be posted as per OC-16.7 in Maternity and Gynaecological Wards during which period, the candidate should attend: Antenatal Clinics, Post natal clinics, Well Baby clinics, Family Planning clinics, Gynaecologicla clinics, etc. in the out patient department. He shall record examination of 20 Ante natal cases. During this period, candidates shall be resident pupils in the hospital. The candidate will maintain a regular record of the above ante natal cases which will be produced at the time of examination. The candidates shallalso witness/assist in (a) Puerperal sterilization – 5. (b) Interval Sterilisation – 3. (c) Intra-Uterine Device insertion – 3. (d) Menstrual Regulation procedure – 3. (e) First Trimester Medical Termination of Pregnancy – 3.

SOC-4.28 Following minimum teaching hours are prescribed in the subjects of Third M.B.B.S. Part-II Examination.

1. Medicine and Allied
    a. General Medicine 300 hours
    b. TB and Chest Diseases 20 hours
    c. Psychiatry 20 hours
    d. Skin and STD 30 hours
2. Paediatrics 100 hours
3. General Surgery and Allied
    a. General Surgery 300 hours
    b. Orthopaedics 100 hours
    c. Radiology 20 hours
    d. Anaesthesiology 20 hours
    e. Dentistry 10 hours

4. Obstetrics and Gynaecology 300 hours

OSC-4.29 The following regulations shall govern the Internship Training Program:

A. General Information:

(i) All parts of the internship shall be done as far as possible in institutions of India. In case of any difficulties, the matter may be referred to the Medical Council of India to be considered on individual merit.

(ii) Every candidate will be required after passing the final MBBS examination to undergo compulsory rotational internship for a period of 12 months in the manner prescribed in OC-16.36 to the satisfaction of the College authorities and Goa University for being eligible for the award of the degree of Bachelor of Medicine and Bachelor of Surgery (MBBS) and full registration within the Indian/State Medical Council. The University shall issue a provisional MBBS pass certificate to the candidate on passing the Third M.B.B.S. Part II examination.

(iii) The Indian/State Medical Council will grant provisiona registration to the candidate on production of the provision MBBS pass certificate. The provisional registration will be for a period of one year. in the event of shortage r unsatisfactory work, the period of provisional registration and the compulsory rotating internship may be suitable extended by the appropriate authorities. The intern shall be entrusted with clinical responsibilities under direct supervision of Unit In-charge during Urban internship and Medical Officer In-charge of Rural Health Centre during Rural internship. They shall, however, not be working independently.

(iv) Interns will not issue a medical certificate or a death certificate or a medicolegal document under their signature. In the recognition of the importance of hands-on experience, full responsibility of patient care and skill acquisition, internship shall be scheduled to utilize clinical facilities available in Hospital/Rural Health Centre recognized by the Medical Council of Indian for the purpose of internship in addition to the training at the teaching hospital. A critical element of internship will be the acquisition of specific experiences and skill as listed in major areas.

Provided that where an intern is posted to District/Sub Divisional Hospital for training there shall be a committee consisting of representatives of the College/University, the State Government and the District administration, who shall regulate the training of such intern.

Provided further that for such intern, a certificate of satisfactory completion of internship training shall be issued by the relevant administrative authorities duly countersigned by the Principal/Dean of the College.

(viii) Adjustment shall be made to enable a candidate to obtain training in elective clinical subjects. (ix) One year's approved service in the Armed Forces Medical Services, after passing the final MBBS examination shall be considered as equivalent to the pre-registration training detailed above, such training shall, as far as possible, be at the Base/General Hospital.

B. Objectives of Internship Training Programme

(1) General Objectives:
Internship is a phase of training wherein a graduate is expected to conduct actual practice of medical and health care and acquire skills under supervision so that he/she may become capable of functioning independently. (2) Specific Objectives: At the end of the internship training,t he student shall be able to (a) diagnose clinical common disease conditions encountered in practice and make timely decision for referral to higher level; (b) use discreetly the essential drugs, infusions, blood or its substitutes and laboratory services; (c) manage all types of emergencies medica, surgical obstetric, neonatal and paediatric, by rendering first level care; (d) demonstrate skill sin monitoring of the National Health Programmes and schemes, oriented to provide preventive and promotive health care services to the community. (e) develop leadership qualities to function effectively as a leader of the health team organized to deliver the health and family welfare service in existing socio-economic; political and cultural environment; (f) render service sto chronically sick and disabled (both physical and mental) and to communicable effectively with patient and the community.

SOC-4.30 Assessment of Internship
(i) The intern shall maintain a record of work which is to be verified and certified by the Unit In-charge/Medical Officer under who the intern shall be posted of rtraining. Apart from scrutiny of the record of work, assessment and evaluation of training shall be under taken by an objective approach using situation tests in knowledge, skills and attitude during and at the end of training. Based on the record of work and date of evaluation, the Dean shall issue certificate of satisfactory completion of internship training on acceptance of which the University shall declare the intern eligible for the award of the M.B.B.S. degree.

(ii) Satisfactory completion shall be determined on the basis of the following:

1. Proficiency of knowledge required for each case	SCORE 0-5
2. The competency in skills expected to manage each case:	
a) Competency for performance of self performance,	
b) of having assisted in procedures.	
c) of having observed	SCORE 0-5
3. Responsibility, punctuality, work up of case, involvement	
In treatment, follow up reports.	SCORE 0-5
4. Capacity to work in a team (Behaviour with colleagues	
Nursing staff and relationship with paramedicals).	SCORE 0-5
5. Initiative, participation in discussions, research aptitude	SCORE 0-5.

Guidelines for Evaluation:
The performance of the intern shall be rated as :
Poor / Fair / Below Average / Average / above average / excellent
0 1 2 3 4 5
A score of less than 3 in any of above items will represent unsatisfactory completion of internship.

SOC-4.31 Full registration shall only be given by the Goa Medical Council/Medical Council of India on the award of the MBBS degree by the University or on the declaration that the candidate is eligible for it.

SOC-4.32 The following guidelines will be observed in the implementation of the internship programme.

(1) Internship in Community Medicine

Interns during their internship in Community Medicine shall acquire skills to deal effectively with an individual and the community in the context of primary health care. This is to be achieved by hands on experience in the Rural Hospital and Rural Health Centre. The details of training are as under:

(A) Rural Health Centre

1. During this period of internship an intern must acquire.

A Clinical competence for diagnosis of common ailments, use of bed side investigation and primary care techniques; (b) gain information on Essential drugs and their usage; (c) recognize medical emergencies, resuscitate and institute initial treatment and refer to suitable institution;

2. Undergo specific Government of India/Ministry of Health and Family Welfare approved training using Government of India prescribed training manual of medical officers in all National Health Programmes (e.g. Child Survival and State Mother hood – EPC, CDD, ARI, FP, ANC, safe delivery, Tuberculosis, Leprosy and others as recommended by Ministry of Health and Welfare : (a) gain full expertise in immunization against infectious diseases; b) participate in programmes in prevention and control of locally prevalent endemic diseases including nutritional disorders; c) learn skills first hand in family welfare planning procedures; d) learn the management of National Health Programmes; 3. Be capable of conducting a survey and employ its findings as a measure towards arriving at a community diagnosis. 4. (a) conduct programmes on health education. B) gain capabilities to use Audiovisual aids; c) acquire capability of utlisation of scientific information for promotion of community health. 5. Be capable of establishing linkages with other agencies as water supply food distribution and other environment/social agencies. 6. Acquire quality of being professional with dedication, resourcefulness and leadership. 7. Acquire managerial skills, delegation of duties to paramedical staff and other health professionals.

(B) Rural Health Centre Hospital

Besides clinical skill, in evaluation of patient in the environment and initiation of primary care an intern shall:

1. effectively participate with other members of the health team with qualities of leadership;

2. makr a community diagnosis in specific situation such as epidemics and institute relevant control measures for communicable diseases; 2. develop capability for analysis of hospital based morbidity and mortality statistics; 3. use of essential drugs in the community with awareness of availability, cost and side effects; 4. provide health education to an individual/community on : (a) tuberculosis; (b) small family, spacing, use of appropriate contraceptives; c) applied nutririton and care of mothers and children; d) immunization; e) participation in school health programme.

(2) Internship in General Medicine:

(I) Interns shall acquire following training during their term:

(1) acquire competence for clinical diagnosis based on history, physica examination and relevant laboratory investigation and institute appropriate line of management; 2. this would include diseases common in tropics (parasitic, bacterial or viral infections,

nutritional disorders, including dehydration and electrolyte disturbances) and system illnesses.
(II) The intern shall have assisted as a care team in intensive care of cardiac, respiratory, hepatic, neurological and metabolic emergencies.
(III) The intern shall be able to conduct the following laboratory investigations:
(a) Blood: (Routine hematology smear and blood groups); (a) Urine: (Routine chemical and microscopic); (b) Stool: (For ova/cyst and occult blood); c) Sputum and throat swab for gram stain or acid fast stain and (d) Cerebro Spinal Fluid (CSF) for smear.
(IV) Conduct following diagnostic procedure:
(a) Urethral catheterization: protoscopy; Ophthalmoscopy/Otoscopy; Indirect laryngoscopy; (b) therapeutic procedures: Insertion of Ryles Tube; Pleural, ascetic tap, Cerebro Spinal Fluid (CSF) tap, installing of air way tube, Oxygen administration etc.
(V) Biopsy Procedures: Liver, Kidney, Skin, Nerve, Lymph-node, and muscle biopsy, Bone marrow aspiration, Biopsy of malignant lesions on surface, Nasal/nerve/skin smear for leprosy.
(VI)(a) Familiarity with usage of life saving procedures: including use of aspirator, respirator and defibrillator. (b) Competence in interpretation of different monitoring devices such as cardiac monitor, blood gas analysis etc.
(VII) Participate as a team member in total health care of an individual including appropriate follow-up and social rehabilitation.
(VIII) Other competencies as indicated in general objectives.

(3) Internship in Paediatrics:
The details of the skills that an intern shall acquire during his/her tenure in the department of Paediatrics are as follows:
The intern shall be able to : 1. diagnose and manage common childhood disorders including neonatal disorders and acute emergencies (enquiry from parents of sick children), examining a sick child and record information; 2. carry out activities related to patient care such as laboratory/investigative procedures and use of special equipments. (a) diagnostic techniques Blood (including from femoral vein and umbilical cord), abscess, cerebrospinal fluids, urine, pleura and peritoneum and common tissue biopsy techniques; (b) techniques related to patient care: immunization, perfusion techniques, feeding procedures, tuberculin testing & breast feeding counseling; (c) use of equipment: viral monitoring, temperature monitoring, resuscitation at birth and care of children receiving intensive care; 3. screening of new born babies and those with objective risk factors for any anomalies and steps for prevention in future; 4. plan in collaboration with parents and individual, collective surveillance of growth and development of new born babies, infants and children so that he/she is able to (a) recognize growth abnormalities; (b) recognize anomalies of psychomotor development; (c) detect congenital abnormalities; 5. assess nutritional and dietary status of infants and children and organize prevention, detection and follow up of deficiency disorders both at individual and community level such as: (a) protein energy malnutrition; (b) deficiencies of vitamins especially A, B, C and D; (c) Iron deficiency; (6). Institute early management of common childhood disorders with special reference to paediatric dosage and oral re-hydration therapy. 6. participate actively in public health programme oriented towards children in the community.

(4) Internship in General Surgery:
An intern is expected to acquire following skills during his/her posting:
(A) Diagnose with reasonable accuracy all surgical illnesses, including emergencies.

(B) (a) resuscitate a critically injured patient and a severe burns patient; (b) control surface bleeding and manage open wounds;
(C) (a) monitor patients of head, spine, chest, abdominal and pelvic injury; b) institute first line management of acute abdomen; (b) perform tracheostomy and endotracheal intubation; (c) catheterize patients with acute retention or perform trocar cystostomy. (d) drain superficial abscesses, (e) Suturing of wound, (f) perform circumcision, (g) biopsy of surface tumours. (h) perform vasectomy.

(5) Internship in Casualty:
The intern after training in Casualty must be able to :
(1) identify acute emergencies in various disciplines of medical practice; (2) manage acute anaphylactic shock; (3) manage peripheral vascular failure and shock; (4) manage acute pulmonary oedema and Left Ventricular Failure (L.V.F.); (4) undertake emergency management of drowning poisoningand seizures; (5) undertake emergency management of bronchial asthma and status asthmaticus; (6) undertake emergency management of hyperpyrexia; (7) undertake emergency management of comatose patients regarding airways positioning, prevention of aspiration and injuries; (8) assess and administer emergency management of burns; (9) assess and do emergency management of various trauma victims;
(2) identify medico legal cases and learn filling up forms as well as complete other medico legal formalities in cases of injury, poisoning, sexual offences, intoxication and other unnatural conditions.

(6) Internship in Obstetrics and Gynaecology:
Technical skills that interns are expected to learn:
(1) diagnosis of early pregnancy and provision of antenatal care; (2) diagnosis of pathology of pregnancy related to (a) abortions; (b) ectopic pregnancy; (c) tumours complicating pregnancy; (d) acute abdomen in early pregnancy; (e) hyperemesis gravidarum; (3) detection of high risk pregnancy cases and suitable advise e.g. PIH; hydramanios, antepartum haemorrhage, multiple pregnancies, abnormal presentation and intra-utering growth retardation. (4) antenatal pelvic assessment and detection of cephalo-pelvic disproportion; (5) induction of labour and amniotomy under supervision; (6) management of normal labour, detection of abnormalities, postpartum hemorrhage and repair of perennial tears; (7) assist in forceps delivery; (8) assist in caesarean section and postoperative care threreof; (9) detection and management of abnormalities of lactation; (10) perform non stress test during pregnancy; (11) per speculum per vaginum and per rectal examination for detection of common congenital, inflammatory, neo-plastic and traumatic conditions of vulva, vagina, uterus and ovaries; (12) medico legal examination in Gynaecology and Obstetrics; (13) to perform the following procedures: (a) dilation and curettage and fractional curettage; (b) endometrial biopsy; (c) endometrial aspiration; (d) pap smear collection; (e) Intra Uterine Contraceptive Device (IUCD) insertion; (f) minilap ligation; (g) suture removal in postoperative cases; (h) abdominal and vaginal survery cases in Obstetrics and Gynaecology; (15) to assist in follow up postoperative cases of obstetrics and gynaecology such as (a) Colposcopy; (b) Second trimester Medical Termination of Pregnancy (MTP) procedures e.g. Emcredyl Prostaglancin instillations; (16) to evaluate and prescribe oral contraceptive.

(7) Internship in Oto-Rhino-Laryngology (E.N.T.):

(1) Interns shall acquire ability for a comprehensive diagnosis of common Ear, Nose and Throat (ENT) diseases including the emergencies and malignant neoplasma of the head and neck; (2) he shall acquire skills in the use of head mirror, otoscope and indirect laryngoscopy and first line of management of common Ear, Nose and Throat (ENT) problems; (3) he shall be able to carry out minor surgical procedures such as (a) earsyringing, antrum puncture and packing of the nose for epistaxis, (b) nasal douching and packing of the external canal (c) remove the foreign bodies from the nose and ear, (d) observed or assisted in various endoscopic procedures and trachestomy; (4) an intern shall have participated as a team member in the community diagnosis e.g. Chronic Suppurative Otitis Medical (CSOM) and be aware of national programme on prevention of deafness; (5) he shall possess knowledge of various ENT rehabilitative programmes.

(8) Internship in Ophthalmology:

An intern shall acquire following skills:

(1) he shall be able to diagnose and managem common ophthalmological conditions such as: Trauma. Acute conjunctivitis, xerosis, entropion, corneal ulcer, iridocyclitis, myopia, hypermetropia, cataract, glaucoma, ocular injury and sudden loss of vision; (2) he shall be able to carry out assessment of refractive errors and advise its correction; (3) he shall be able to diagnose ocular changes in common systemic disorders; (4) he shall be able to peform investigative procedures such as Tonometry, syringing, direct ophthalmoscopy, subject refraction and fluorescein staining of corner (5) he shall have carried out or assisted the following procedures: (a) Subconjunctival injection; (b) Ocular bandaging; (c) Removal of concretions; (d) Epilation and electrolysis; (e) Corneal foreign body removal; (f) Cauterization of corneal ulcers; (f) Chalazion removal; (g) Entropion correction; (h) Suturing conjunctival tears; (i) Lids repair: (j) Glaucoma surgery (assisted); (k) Enucleation of eye in cadaver; (6) he shall have full knowledge on available method for rehabilitation of the blind.

(9) Internship in Orthopaedics:

(A) The intern must be able to diagnose and treat common ailments and suspect presence of fracture, dislocation, acute osteomyelitis, acute polimyelitis and common congenital deformities such as Congenital Talipes Equinovarus (CTEV) and dislocation of hip (CDH). (a) Splinting (plaster slab) for the purpose of emergency splintage, definitive splintage and post operative splintage and application of Thomas splint; (b) Manual reduction of common fractures- phalangeal, metacarpal, metatarsal and Colles's fracture; (c) Manual reduction of common dislocations-interphalangeal, metacarpophalangeal, elbow and shoulder exdislocation. (d) Plaster cast application for undisplaced fractures of arm, forearm, leg and ankle; (e) Emergency care of multiple injury patient; (f) Precautions about transport and bed care of spinal cord injury patients.

(B) Skill that an intern should be able to perform under supervision:

(1) Advice about prognosis of polimyelitis, cerebral, palsy, CTEV and CDH; (2) Advice about rehabilitation of amputes and mutilating traumatic and leprosy deformities of hand.

(C) An intern must have observed or preferably assisted at the following operations: (1) drainage for acute osteomyelitis; (2) sequestrectomy in chronic osteomyelitis; (3) application of external fixation; (4) internal fixation of fractures of long bones.

(10) Internship in Dermatology and Sexually Transmitted Diseases:

An intern must be able to: (1) conduct proper clinical examination, elicit and interpret physical findings, and diagnose common disorders and emergencies. (2) perform simple, routine investigative procedures for making bedside diagnosis, specially the examination of scrapings for fungus, preparation of slit smears and staining for AFB for leprosy patient and for STD cases. (3) take a skin biopsy for diagnostic purpose. (4) manage common diseases recognising the need for referral for specialised care of inappropriateness of therapeutic response.

(11) Internship in Psychiatry:
An intern must be able to: (1) diagnose and manage common psychiatric disorders; (2) identify and manage psychological reactions and psychiatric disorders in medical and surgical patients in clinical practice and community setting.

(12) Internship in Tuberculosis and Respiratory Diseases:
An intern after training must be able to: (1) conduct proper clinical examination elicit and interpret clinical findings and diagnose common respiratory disorders and emergencies; (2) perform simple, routine investigative procedures required for making bed side diagnosis specially sputum collection, examination for etiological organism like AFB, interpretation of chest X-rays and respiratory function tests; (3) Interpret and manage various blood gases and pH abnormalities in various respiratory diseases; (4) manage common diseases recognising need for referral for specialised care in case of inappropriateness of therapeutic response; (5) perform common procedures like laryngoscopy, pleural aspiration, respiratory physiotherapy, laryngeal intubation and pneuma-thoracic drainage aspiration.

(13) Internship in Anesthesia:
After the internship in the department of anaesthesiology an intern shall acquire knowledge, skill and attitude to: (1) Perform pre-anaesthetic check up, and prescribe preanesthetic medication (2) Perform venepuncture and set up intravenous drip and prepare Emergency Trolley (3) Perform laryngoscopy and endotracheal intubation (4) Perform lumbar puncture, spinal anaesthesia and simple nerve blocks (5) Conduct simple general anaesthetic procedures under supervision (6) Monitor patients during anaesthesia and post operative period (7) Recognise and treat complications in the post operative period (8) Maintain anaesthetic records (9) Recognition and treat complication in post operative period (10) Perform cardiopulmonary brain resuscitation (C.P.B.R.) correctly including recognition of cardiac arrest.

(14) Internship in Radio-Diagnosis:
An intern after training must be able to identify and diagnose:
1. all aspects of 'Emergency Room' Radiology like:- (a) all acute abdominal conditions; (b) all acute traumatic condition with emphasis on head injuries; (c) differentiation between Medical and surgical radiological emergencies; (2) Basic hazards and precautions in Radio-diagnostic practices.

(15) Internship in Physical Medicine and Rehabilitation:
An intern is expected to acquire the following skills during his/her internship:
(1) competence for clinical diagnosis based on detailed history and assessment of common disabling conditions like poliomyelitis, cerebral palsy, hampiegia, parapegia, amputations etc.; (2) participation as a team member in total rehabilitation including appropriate follow

up of common disabling conditions; (3) principles and procedures of fabrication and repair of artificial limbs and appliances; (4) various therapeutic modalities; (4) use of self help devices and splints and mobility aids; (5) familiarity with accessibility problems and home making for the disabled; (6) ability to demonstrate simple exercise therapy in common conditions like prevention of deformity in polio, stump exercise in an amputee etc;

(16) Internship in Forensic Medicine and Toxicology:
The intern is to be posted in the casualty department of the hospital while attached under Forensic Medicine Department with the following objectives.
(1) to identify medico-legal problems in a hospital and general practice; (2) to identify and learn medico-legal responsibilities of a medical man in various hospital situations; (3) to be able to diagnose and learn management of basic poisoning conditions in the community; (4) to learn how to handle cases of sexual assault; (5) to be able to prepare medico-legal postmortem procedures and formalities during its performance by police.

List of Books for First M.B.B.S. subjects
1. Human Anatomy
Gross Anatomy:
Standard text books: (1) G. J. Romanes: Cunnigham's Manual of Practical anatomy, Vol. I, II & III (2) Chaurasia: Human Anatomy, Vol. I, II & III.

Reference books:
(1) Warwick & Williams: Gray's Anatomy (2) J. V. Basmajan: Grant's Method of Anatomy (3) Richard Snell: Clinical anatomy for medical Students (4) R. M. H. McMinn: Last's anatomy, Regional and applied (5) Du Plessis: Synopsis of Surgical anatomy (6) J. O. Robinson: Rawling's Land Mark & Surface marking of Human body.

Histology:
Standard text books:
1. Leeson & Leeson & Paparo: Text Book of Histology.

Reference:
(1) Di Fiores: Atlas of Histolology with functional correlations (2) H. George Burkitt, Barbara, Young & John W. Heath: Wheatle's Function Histology - A text & Colour Atlas

Genetics:
Standard text books:
1. M. Kothari: Bhatnagar & L. Mehta: Essentials of Human Genetics.
Reference:
(1) J. A. Frazer Roberts: An Introduction to medical Genetics (2) Alan E. H. Emery, Robert F. Maeller: Elements of Medical Genetics.

Embryology:
Standard text books:
(1) Inder bin Sing: Human Embryology (2) Manu Kothari, Bhatnagar & Lopa Mehta: Essentials of Human Embryology.

Reference books:

1. Hamilton, Boyd and Mossman: Human Embryology.

2. Human Physiology including Bio-Physics

Standard text books:
(1) W. F. Ganong: Review of Medical Physiology (2) Guyton & Hall: Text book of Medical Physiology (3) Cyril A. Keel, Eric Neil and Normal Joels: Samson Wright's Applied Physiology (4) Donald Enslie - Smith, Colin Paterson: Textbook of Physiology BDS (5) Ewald E. Selhurt: Physiology (6) Rodney A. Rhoades and George A. Tanner: Medical Physiology (7) Berne & Levy: Medical Physiology (8) Robert F. Schmudt and Gerhard Thows: Human Physiology. (9) John R. Brobeck: Best & Taylor's Physiology Basis of Medical Practice. .

Reference books: (1) Vander, Sherman, Luciano: Human Physiology (2) Nunn's Applied Respiratory Physiology (3) Lees, Boggs, Bithell, Foerster, Altreus & Lukeus: Wintrobe's clinical Hematology (4) Julius H. Comroa: Physiology of Respiration (5) H. W. Smith: The kidney (6) William: Textbook of Endocrinology (7) John T. Shepherd: The Human cardiovascular system (8) Micheal Armstrong: Electrocardiogram (9) H. Davson: A Textbook of General Physiology (10) J. A. Chusic: Correlative neuroanatomy and Functional Neurology (11) Handbooks of Physiology published by American Physiological Society on Neurophysiology Vol. I, II & III, Circulation Vol. I, III, Alimentary canal Vol. I, II, III.

Practicals in Physiology: (1) Harris: Experimental Physiology (2) F. E. D'Amour & FR Blood: Mammalian Physiology (3) Noble Chamberlain: Symptoms & Signs in Clinical Medicine (4) V. G. Ranade: Practical Physiology (5) M. Swash & S. Masan: Hutchison's Clinical Methods (6) Proudfit & Robinson: Normal & therapeutic 'Nutrition (7) R. Passmore: Human Nutrition and dietetics (8) William I. Gay: Methods of anumal experimentation Vols. I, II & III.

2. Human Biochemistry

Standard text books: (1) Harper: Biochemistry (2) Rana Schinde: Biochemistry (3) Pattabiraman: Biochemistry (4) Ottaway & Apps: Biochemistry. (5) Ramakrishnan: Medical Biochemistry

Reference books: (1) Stryer: Biochemistry (2) Lehninger: Biochemistry (3) Talwar: Biochemistry (4) White Handler: Biochemistry Smith Clinical (5) Harold Varley: Biochemistry.

List of Books for Second M.B.B.S. subjects

1. Pharmacology.

Standard text books:
(1) R. S. Bhandarkar, R. S. Satoskar, S. S. Ainapure: Pharmacology & Pharmaco-therapeutic, Revised 15th Edition 1997, Popular Prakashan, Mumbai.
1. K. D. Tripathi: Essentials of Medical Pharmacology, 3rd Edition Reprint 1995 July,

Jaypee.
(2) Goodman & Gilman: The Pharmacological Basis of Therapeutics, 9th Edition 1996, McGraw-Hill International Edition.

Reference books:
(1) H. P. Rang, M. M. Dale, J. M. Rittler: Pharmacology, 3rd Edition 1995, ISE. Churchill Livingstone. (2) D. R. Lawrence, P. N. Bennett: Clinical Pharmacology, 7th Edition, Reprinted 1993, ELBS Churchill Livingstone.

2. Pathology

Standard text books:
(1) Robbins: Basic Pathology (2) De Gruchy: Clinical Haematology in Medical practice Reference books (1) Robbins, Cotran and Kumar: Pathological Basis of Disease (2) Ackerman: Surgical Pathology.

3. Microbiology

Standard text books (1) Anantnarayan: Text Book of Microbiology 4th Ed. (2) Panikar: Text Book of Medical Parasitology 3rd Ed.

Reference books: (1) Greenwood et al: Medical Microbiology: A Guide to Microbial infections Vol. 1, 14th Edition, 1992. (2) Colle et al: Mackie & Mackartney Practical Medical Microbiology 13th Edition 1989.

4. Forensic Medicine and Toxicology

Standard text books: (1) Dr. K. S. Narayan Reddy: The essentials of Forensic Medicine & Toxicology (2) Dr. C. A. Franklin: Modi's Medical Jurisprudence and Toxicology (3) Dr. C. K. Parikh: Parikh's textbook of Medical Jurisprudence & Toxicology (4) Dr. A. Nandy: Principles of Forensic Medicine (5) Dr. P. V. Guharj: Forensic Medicine

Reference books: (1) Dr. J. B. Mukherjee: Forensic Medicine & Toxicology, Volume I & II (2) Dr. Bernand Knight: Forensic Pathology (3) Dr. Bernand Knight: Medical Jurisprudence & Toxicology (4) Spitz and Fisher: Medico-legal Investigation of Death (5) Dimaio & Diamaio: Forensic Pathology
1. R.B.H. Gradwohl: Legal Medicine.

List of Books for Third M.B.B.S. Part - I Subjects

1. OTO-RHINO-LARYNGOLOGY (E.N.T.)

Standard text books(1) Loganturner: Text book of ENT (2) J. C. Ballyntyne: Synopsis of Otolaryngology.

Reference books: (1) R. J. Last: Text book of Anatomy (2) Cunningham's Manual of Anatomy - Head & Neck Volume (3) Scott-Brown - Text Book of ENT 6 vol. (4) Katz: Text book of Audiology.

2. OPHTHALMOLOGY

Standard Text Books:
J. J. Miller: Parson's Diseases of the eye 18th edition.

Reference books: (1) Wolfe: Anatomy of the eye & Orbit (2) Edler: Physiology of the eye (3) Kanski: Clinical Ophthalmology.

3. COMMUNITY MEDICINE

Standard Text Books:
(1) Park's textbook of Preventive and Social Medicine. Ed. K. Park. 15th Edition. Publ. Banarasidas Bhanot, 1997. (2) Textbook of Preventive and Social Medicine. Mahajan B. K. and Gupta M. C. Second Edition. Publ. Jayee Brothers Medical Publishers (P) Ltd. 1995. (3) An introduction to Biostatistics. A manual for students in Health Sciences. P.S.S. Sundar Rao and J. Richard Third Edition 1997 Prentice Hall of India. (4) Foundations of Epidemiology, 3rd Edition 1995. Ed. Lilienfeld and Lilienfeld.

Reference books:
(1) Epidemiology and Health Management for Health Care For All. Sathe P. V. and Sathe A. P. Second Edition Popular Prakashan. (2) Maxcy-Rosenau-Last "Public Health and Preventive Medicine" John M. Last, R. B. Wallace 13th Edition 1992. Appleton and Lange.
(3) Oxford Textbook of Public Health 3rd Edition 1997. Ed. Detels, Holland and Knox. Oxford University Press.

List of Books for Third M.B.B.S Part - II Subjects

1. GENERAL MEDICINE AND ALLIED SUBJECTS

A. General Medicine:

Standard text books: (1) Davidson: Principles and Practice of Medicine (2) Golwala: Physical Diagnosis in Medicine (3) Association of Physicians of India Text book of Medicine (4) Hutchinson: Clinical Methods (5) P. J. Mehta & Palia: Practical Medicine for students and practitioners (6) Harison's Principles of Internal Medicine Vol. I & II.

B. Dermatology, Venereology and Leprology:

Standard text books: (1) Roxburg: Common Skin Diseases 12th Ed. (2) Sulzberger: Dermatology-Diagnosis & Treatment - 2nd Ed. (3) Korting: Differential diagnosis in dermatology.

Reference books: (1) Rook: Text Book of Dermatology Vol. 1, 2, 3, 4 fifth Edition (2) Moschella: Dermatology Vol. 1, 2 second Edition (3) K. K. Koticha: Leprosy - A concise text 1st Ed. 1990 Oct. (4) B. R. Chatterjee: A window on Leprosy (5) P. R. Dasgupta: Simplified STD Treatment Guidelines (Prepared by the NACO) (6) Cronin: Contact Dermatitis, Dermatology Monographs (7) Willcox: Textbook of Venereal diseases &

Treponematoses 2nd Ed. (8) King: Venereal diseases - 3rd Ed. (9) Schofield: Sexually transmitted diseases - 2nd Ed. (10) Cochrane: Leprosy in theory & practice (11) Dharmendra: Leprosy in theory & practice Vol. 1 (12) R. H. Thangraj & S. J. Yawalkar: Leprosy.

C. Tuberculosis and Chest Diseases:

Standard text books: (1) Youmans: Tuberculosis (2) M. Corwin Hinshaw: Diseases of the Chest (3) Fraser & Douce: Diagnosis of Diseases of the Chest Vol. I, II & III (4) Dr. K. N. Rao: Textbook of Tuberculosis (5) Alfred P. Fishman: Pulmonary Diseases and Disorders Vol. I, II & III.

Reference books: (1) M. D. Deshmukh: Pulmonary Tuberculosis and Common Chest Diseases (2) Coleman B. Rabin: Radiology of the Chest (3) Conrad: Pulmonary Function Testing, Principles & practice (4) K. M. A. Perry, Sir Thomas Sellers: Chest Diseases Vol. I & II (5) A. A. Liebow, D. E. Smith: The Lung (6) P. M. A. Calverley & N. B. Pride: Chronic Obstructive Pulmonary Diseases.

2. PAEDIATRICS

Standard text books: (1) O. P. Ghai: Essential Paediatrics Interping Publisher 4th Edition 1996 (2) Paget Stanfield et al: Diseases of Children in The Substropic & Tropics 4th Ed. ELBS 1991 Reference books: (1) Nelson Text Book of Paediatrics Behrman, Kliegman & Arvin 15th Edition 1996, W. B. Saunders Company (2) Frank Oski: Principles & Practise of Paediatrics, 2nd Edition 1994, J. B. Lippincott Company Philadelphia.

3. SURGERY AND ALLIED SUBJECTS

A. General Surgery

Standard text books
1. Bailey & Lover: Short text book of surgery 22nd Edition

Reference books: (1) Pye's surgical handicraft (2) Das: Text book of Surgery (3) Roshan Lal: Text book of surgery.

B. Orthopaedics

Standard text books: (1) Evarts: Surg of Muskulo skeletal system - IV vols. (2) Mercer: Orthopaedics Surgery (Indian Edition) (3) Charnley: Closed treatment of common fractures Reference books: (1) Set Sharrad: Paediatrics orthopaedics and fractures - 2 vols. (2) Mihir Talhdjin: Paediatrics orthopaedics (3) G. S. Kulkarni: Clinical examination & orthopaedics.

D. Anaesthesiology

Standard text books: (l) Ronald D. Miller: Anaesthesia, 4th edition Vol. I, II & II (2) Sir Donald Campbell and Alistair, A Spencer: Noris & Campbell's Anaesthetics, Resuscitation and Intensive Care, 8th ed. (3) T. H. Tylor & Major Edward: Hazards and

Complications of Anaesthesia, 2nd ed. (4) Collins: Principles of Anaesthesiology.

1. OBSTETICS AND GYNAECOLOGY

Standard text books: (1) R. W. Johnstone: A Text Book of Midwifery (2) Wilfred Shaw: A Text Book of Midwifery (3) Wilfred Shaw: A Text Book of Gynaecology (4) Masani: A Text Book of Gynaecology (5) Masani: A Text Book of Obstetrics (6) Dawn: A Text Book of Obstetrics (7) Dawn: A Text Book of Gynaecology (8) Ramakrishnan: Obstetrics and Foetal Medicine (9) Banereje: Obstetrics.

Schedule SOC-5
(See OC-17 of Part C)

Schedules relating to the course of Study for the degree of Bachelor of Dental Surgery (B.D.S.).

First year examination for the degree of B.D.S.
SOC-5.1 The examination shall consist of:

1. General Anatomy and Histology:

(i) One paper of 3 hours duration carrying 60 marks and a viva-voce carrying 15 marks.
(ii) A practical test carrying 75 marks :

Identification of 5 slides with reasons	25 marks
Soft parts	25 marks
Bones	25 marks
	75 marks

*(iii) Sessional work carrying 25 marks for theory and 25 marks for practical work to be added to the marks of papers and practical respectively.

2. General Physiology and Biochemistry:
(i) One paper of 3 hours duration carrying 60 marks and viva-voce carrying 15 marks.
(ii) (a) A Practical examination in Experimental Physiology of one hour duration carrying 40 marks.

Long experiment - 25 marks
Short experiment - 15 marks

(b) A Practical examination in Experimental Biochemistry of one hour duration carrying 35 marks.

One long experiment - 20 marks and One Short experiment - 15 marks.

* Marks for sessional work will be based on the assessment of the Candidate's day to day work and/or performance at the various periodic tests. These marks shall be sent directly to the University or the Dean/Principal of the College at the end of the course along with the applications for admission to the end of the course along with the applications for admission to the Examination. Examiners in Theory or Practical shall have no access to the sessional marks but these shall be added to the marks obtained in Theory and Practical Examinations respectively by the University authority. Utmost secrecy shall be maintained regarding the marks for sessional work.

*(iii) Sessional work carrying 25 marks for theory and 25 marks for practical work to be added to the marks of papers and practical respectively by Professor of Physiology.

3. Dental Materials Science

One paper of 3 hours duration carrying 60 marks and viva voce carrying 15 marks.
Practical Examination - Practical examination carrying 75 marks.

*Sessional work carrying 25 marks for theory and 25 marks for practical work to be added to the marks of theory paper of practical respectively.

In case of a candidate who has failed previously in the examination a new credit list should be prepared on the basis of the previous sessional work as well as on the basis of the performance in the term preceding reappearance in the examination.

Of the 25 marks for sessional work under each head of theory and practical 15 marks are to be awarded towards performance of the Candidate at the different examinations in Theory and practical conducted by the College and 10 marks for day to day performance and journals in these subjects.

Guidelines for award of Sessional Marks

Maximum 25 marks for theory and 25 marks for each practical in the subject to be split into 15 and 10 marks as follows:

I. For College Tests (Max. 15 marks)

1. Two minor test in each theory and practical to be taken in the mid period of I and II term 2. Two major tests to be taken in each theory and practical vi. Terminal and Preliminary near the end of each term period. 3. Maximum marks for the above test shall be out of 100. 4. Average of the marks of all four tests to be calculated by adding all the dividing by four. 5. For assigning sessional marks correctly, recalculate the average marks by considering 15 marks as 100% e.g. 60 out of 100 and 9 out of 15 are both 60%. 6. Round off fraction of 0.50 or more to next higher number and to previous if less.

II For day to day performance and attendance (Max. 10 marks)

1. (a) In theory-assignment for lectures and seminars on best presentation including Oral tests (Max. 5 marks to be given as pre grades mentioned in 2(a) in practical).
(b) Attendance- As below at 2(b) in practical (Max.-5 marks) *2. (a) In practical i.e Laboratory work including journal, technical work in Dental laboratory and Clinical work on patients. (Max. - 5 marks).

A grade = (81- 100%) performance - Marks as per percentage -- 5 Marks as 100%
B grade = (61- 80%) performance - Marks as per percentage -- 5 Marks as 100%
C grade = (51- 60%) performance - Marks as per percentage -- 5 Marks as 100%
D grade = (41 - 50%) performance - Marks as per percentage -- 5 Marks as 100%
E grade = (35 - 40%) performance - Marks as per percentage -- 5 Marks as 100%
Less than 35% performance NIL

(b) Attendance	81 - 100%	5 Marks
	76 - 80%	4 Marks
	75%	3 Marks
	70 - 74%	2 Marks
	65 - 70%	1 Mark

Less than 65% NIL

Modified Guidelines for award of Sessional Marks.

Maximum 25 marks for theory and 25 marks for each practical in the subject to be split into 15 and 10 marks as follows:

I. For College Tests (Max. 15 marks for each Theory and each Practical Separately)

1. Two minor tests in each theory and practical to be taken in the mid period of I and II term
2. Two major tests to be taken in each theory and practical viz. Terminal and Preliminary near the end of each term period.
3. Maximum marks for each of the above test shall be out of 100 i.e for four tests 400 marks.
4. Average of the marks of all four test to be calculated by adding all and dividing by four. Round of fraction as at six below.
5. For assigning sessional marks correctly, recalculate the average marks by considering 15 marks as 100 e.g. 60 out of 100 and 9 out of 15 are both 60% (Table A) e.g. 60 x15/100 = 9.
6. Round off fraction of 0.50 or more to next higher number and to previous if less. (See table "A" on page No. 2) e.g. 52 to be rounded off to 9 and 8.32 to 7.

(d) For day to day performance and attendance

(a) Theory

1. Assignment for lectures, Seminars, Oral tests, Library dissertation etc. - Maximum 5 marks to be awarded as per table "B".
2. For attendance in theory classes - Maximum 5 marks to be awarded as per table "C".

(b) Practicals

1. Laboratory technique, Clinical work on patients, Journal etc. - Maximum 5 marks to be awarded as per table "B".
2. For attendance in practical classes - Maximum 5 marks to be awarded as per table "C".

Table B (For day to day performance in both theory and Practical separately)	**Table C** (For attendance in both Theory and Practical separately)	
A grade = (90-100%)—Performance - 5 Marks (As 100%)	81-100%	5 Marks
B grade = (89-70%)-- Performance - 4 Marks	76 - 80%	4 Marks
C grade = (69-50%)-- Performance - 3 Marks	75%	3 Marks
D grade = (49-30%)-- Performance - 2 Marks	70 - 74%	2 Marks
E grade = (29-20%)_- Performance - 1 Mark	65 - 70%	1 Mark
Less then 20%--Performance-NIL.	Less than 65%	NIL

Attendance for sessional marks-10 marks for attendance day to day performance and journals in the subjects.

N.B:-(a) Where there is no practical examination sessional marks are to be awarded in theory only (Oral examination is part of theory examination for award of marks).

(b) Where there are two practical examination e.g. Prosthetic Dentistry at Final B.D.S. each practical carries maximum 25 sessional marks.

(c) The report of the sessional marks must be signed by Head of the Department, Reader in the subject and Head of the Institution.

+ For practical and Clinical work in Dental subjects it is necessary to fix a quota of different types of work and to grade every practical assigned in a special record book meant for the purpose. Sessional marks should then be assigned on the average of grades obtained.

Table A

Marks obtained out of maximum 100		Corresponding marks obtained out of maximum 15 after rounding off fraction 0.50 or more to next higher number and less to pictures
(1)	97 to 100	15
(2)	90 to 96	14
(3)	84 to 89	13
(4)	77 to 83	12
(5)	70 to 76	11
(6)	64 to 69	10
(7)	57 to 63	9
(8)	50 to 56	8
(9)	44 to 49	7
(10)	37 to 43	6
(11)	30 to 36	5
(12)	24 to 29	4
(13)	17 to 23	3
(14)	10 to 16	2
(15)	7 to 9	1
(16)	Less than 7	NIL

N.B.- (a) Where there is no practical examination sessional marks are to be awarded in theory only (Oral examination is part of theory examination for award of marks).

(b) Where there are two practical examinations e.g. Prosthetic Dentistry at Final B.D.S. each practical carries maximum 25 sessional marks.

*For practicals and Clinical work in Dental subjects it is necessary to fix a quota of different types of work and to grade every practical assigned in a special record book meant for the purpose. Sessional marks should then be assigned on the average of grades obtained.

SOC-5.2 The following are the syllabus and the practical and oral courses in the various subjects of the examination:

I-A Human Anatomy and Histology

A course of forty-five lectures and demonstrations extending over one academic year and covering the following:

Lectures

1. Introduction; 2. Detailed anatomy and Osteology of head and neck excluding brain; 3. Gross anatomy of brain, thorax and abdomen sufficient for understanding physiologic processes; 4. Embryology of head, neck and face; vascular lumphatic and G.I system; 5. Genetics Fundamentals; and 6. General principals of Anthropology.

Practicals

1. Dissection of the head and neck excluding eye, ear and brain and 2. Study of Skull together with demonstrations of the main parts of the dissected abdomen, thorax and brain.

1-B Histology

A course of 45 lectures and demonstrations extending over one academic year covering the following:-

1. All basic tissues of the human body - various types of epithelia and connective tissues. 2. Endocrine glands. 3. Lung, Kidney, Spleon, Liver, Thymus and Pancreas. 4. Salivary glands. 5. Oral tissues.

Practicals

1. All basic tissues of the human body; 2. Endocrine glands; 3. Salivary glands; 4. Oral tissues.

Minimum number of hours in Human Anatomy and Histology including lectures, demonstrations and practicals - 320 hours.

2. Human Physiology and Bio-Chemistry

(a) **Physiology**

Lectures

A course of 30 hours of lectures extending over two academic terms covering an elementary knowledge of the working of the human body as a whole with special reference to the application of physiology to Dentistry and comprising the following:

1. Introduction:

2. Blood and lynmph: Composition and function of Blood; Plasma Proteins; R.B.C. Morphology, Formation and functions; W.B.C. - Types; Blood coagulation, Blood groups. Platelets, Anaemia, E.S.R., Lymph-Formation, composition functions, Oedema and Immunity - basic concept. 3. Cardio vascular system : General organisation of cardiovascular system and Hemodynamics, Conduction of Cardiac impulse, Cardiac cycle, Heart sounds, pulse, Normal electrocardiogram., Regulation-Nervous, chemical and Hormonal, Blood pressure regulation, Pathophysiology of shock, syncopes (Coronary circulation) 4. Respiratory system: General organisation of respiratory system, Ventilation, diffusion, Carriage of respiratory gases, Nervous and chemical regulation, Asphyxia, Hypoxia, Cydnosis and Artificial respiration. 5. Digestive System: Movements of digestive tract including chewing and deglutition, Mechanism and control of digestive secretion, Digestion and absorption, Liver and gall bladder-Functions, Bile-Jaundice and Salivary secretion, in detail. 6. Excretion: Structure and functions of kidney, Formation of Urine-Filtration, re-absorption and secretion, Water and salt regulation and Physiology of Micturation. 7. Skin: Structure and functions 8. Temperature regulation: Fever, Heat stroke and Heat exhaustion. 9. Endocrines: General organisation and regulation. Secretions and functions of (a) Anterior and Posterior Pituitary, (b) Thyroid, (c) Adrenal

Cortex and Medulla, (d)Para thyroid and (e) Insulin and glucagon-Islets of Langerhans. 10. Reproductive System: (a) Male reproductive System - Testosterone and (b) Female reproductive System-Menstruation, Pregnancy. Family planning - physiological basis of family planning methods. 11. Nervous System: General organisation of nervous system, General concepts of Receptors and sensation, Motor control, Reflexes and their clinical use, Functions of spinal cord, cerebellum, Basal ganglia, Hypothalamus, Neocortex-important centers and their function, General concept of higher functions and Autonomic nervous system. 12. Special senses: General concept of structure and functions. 1. Eye and refractive errors, 2. Hearing, 3. Taste and smell. 13. Nutrition: General Metabolism, principles of colorimetry. Basal Metabolic rate, metabolism of proteins, fats and carbohydrates. Vitamins sources requirement and actions. Basic principles of dietetics. Enzymes
PH regulation, Calcium, Iron and Water metabolism.

(1) Practicals

Practical Course of 70 hours in Experimental Physiology extending over two academic terms and consisting of work done by students and of demonstrations as follows:

1. Enumeration of Red blood cells; 2. Enumeration of White blood cells and Differential count; 3. Determination of haemoglobin; 4. Determination of blood groups; 5. Determination of pulse and blood pressure; 6. Determination of bleeding time and clotting time; 7. E.S.R.; 8. Artificial respiration and 9. Lung volumes.

(2) Demonstrations

1. Determination of packed cell volume; 2. Clinical examination of chest; 3. Properties of excitable tissue; 4. Activity of frog's heart and effects of vagus stimulation and of atropine and adrenaline; 5. Perfusion of frog's heart-effects of Na, Ca and K ions; 6. Demonstration of deep and superficial reflexes; 7. E.C.G. and 8. B.M.R.

(b) Rio-Chemistry

A Course of 20 (hours) lectures in Bio-Chemistry comprising the following:
1. Elementary Chemistry of Carbohydrates, lipoids and proteins; 2. Enzymes and biological exidations-elementary considerations; 3. Simple foods and their nutritional value; 4. Vitamins, fats and whole soluble vitamins; 5. Digestions-Salivary, gastric and intestinal; 6. Tissue Chemistry, Blood and bone; 7. Simple considerations of the metabolism of carbohydrates, lypoids and proteins; and 8. Urine: Physical characteristics-normal composition and abnormal constituents like glucose albumin, ketone bodies, and blood and bile 9. Hormones.

A course of 20 practical classes (30 hours) on the following:

1. Test for mono, di and polysaccharides and preparation of osazones; 2. Simple tests for fat and proteins; 3. Proteins and Carbohydrate reactions; 4. Chemistry of Saliva; 5. Chemistry of bread, wheat, flour and milk; 6. Chemistry of Bile; 7. Spectra of oxy Hb and Carboxy Hb and Reduced Hb; 8. Urine Report; 9. Salivary digestion of starch; 10. Test for vitamin A, vitamin C, Hydrochloric acid, lactic acid; and 11. Quantitative estimations of the following in urine:
Glucose, Chloride, Urea, Acidity and Ammonia

Minimum number of hours including lectures, demonstration and practicals in Physiology and Bio-Chemistry-150 hours.

(**3) Dental Materials Science**.
Lectures
A course of 35 hours lectures and 30 hours demonstrations extending over two terms:

1. Introduction: Aims and scope of the science of dental materials; 2. Structure and behavior of Matter. 3. Important physical properties applicable to Dental Materials including their biological considerations; 4. Gypsum products used in dentistry including casting investment materials with or without gypsum binder; 5. Impression materials used in dentistry including duplicating materials; 6. Synthetic resins used in dentistry (a) General properties and physical characteristics (b) Resins as denture base materials, repair and reline materials, soft liners, tissue conditioners (c)Resins as restorative materials: unfilled and filled resin restorative materials, tissue sealant. (d) Direct-bonding cement materials 7. Metals and alloys: Their structure and behavior, some important physical properties. (a) Dental amalgam alloys: (b) gold foil: (c) Dental casting gold alloys (d)Stainless steel, chrome-cobalt wax. 8. Dental waxes including inlay casting wax 9. Gold inlay casting procedures: Preparation of the die-wax pattern, spring, investing-control of shrinkage compensation. Wax elimination-casting machines, casting, defects in castings. to. Welding and soldering-materials used. 11. Dental Cements: Classifications composition, manipulation, properties and uses:- Zinc cements, Copper cements, Zinc-oxide eugenol cements, silicate cements, cavity liners, cavity vanishers, Resin cements, Composite, glass ionomer cements and ionomer. 12. Dental porcelain including porcelain fused to metal. Porcelain Furnace and fusing. 13. Mechanics of tooth cutting. Burs and points. 14. Abrasives and polishing agents. 15. Die and counter die materials including electroforming and Electropolishing. 16. Any new material included in the text book.

Standard for Passing the Examination

SOC-5.3 (a) To pass the examination the candidate shall obtain in each subject (i) 50 percent of the full marks in the written including sessional work and oral test including sessional work taken together and (ii) 50 percent of the full marks in the practical tests including sessional work separately. (b)Those of the successful candidates who pass the examination at their first attempt and obtain 70 per cent or more of the total marks will be declared to have passed the examination in the First Class, and those obtaining 60 per cent in the Second Class and those obtaining 50 per cent in the Pass Class. (c) Those of the successful candidates who pass the examination in the First Class and obtain 75 per cent marks in any subject or subjects will be declared to have passed with Distinction in the subject or subjects. (d) All successful candidates other than those who pass the examination in the First Class or Second Class will be placed in the Pass Class.

SOC-5.4 A candidate who has passed in any of the subjects of the examination in accordance with the provisions of Regulation 2150 may at his option, be excused from appearing in that subject on a subsequent occasion and will be declared to have passed the examination in Pass Class when he passes in the other subject of the examination in accordance with the provisions of SOC-5.50. Candidates passing the examination in this manner in compartments will not be eligible for a Class or for any Prize or Scholarship to

be awarded at the Examination.

SOC-5.5 Candidates will be examined in the following subjects:
Written
1. General and Dental Pharmacology. 2, General Pathology, Microbiology and Parasitology. 3. Oral Anatomy, Physiology, Histology and Embryology.

SOC-5.6 The Examination will consist of:

1. General and Dental Pharmacology - (i) One paper of 3 hours duration carrying 60 marks and a viva-voce carrying 15 marks (ii) Practical of 2 hours duration carrying 75 marks.
(A) Dispensing Exercises:- (a) Exercises in Pharmacy -18 marks (b) Exercise in Pharmacy - 19 marks.

(B) Prescription Exercises:-	(a) Medical Prescriptions	- 19 marks
	(b) Dental Prescriptions	- 19 marks

*(iii) Sessional work carrying 25 marks for theory and 25 marks for practical work to be added to the marks of papers and practicals respectively.

2. General Pathology, Microbiology and Parasitology.
(i) One paper with a section on Pathology and another on Microbiology of 3 hours duration, carrying 60 marks, and viva-voce carrying 15 marks.
(ii) Practical of 2 hours duration, carrying 75 marks. The distribution of marks for Practical Examination will be as follows:

	(a) Spots-Identification of Histology, Microbiology slides and specimen with reasoning	-- 30 marks 30 minutes duration
Table work exercise 1½ hours	(b) Clinical Pathology exercise	15 marks
	(c) Staining and identification of microbiosmear with reasoning	15 marks
	(d) Histology-Identification-drawing and description with reasoning.	15 marks 1 ½ hours duration (b, c & d)

*(iii) Sessional work carrying 25 marks for theory and 25 marks for practical work to be added to the marks of papers and practicals respectively.

3. Oral Anatomy, Physiology, Histology and Embryology.
(i) One paper of 3 hours duration carrying 60 marks and a viva-voce carrying 15 marks.
(ii) Practical, identification of teeth including carving, 3 hours duration carrying 75 marks

* Marks for sessional work will be based on the assessment of the Candidate's day to day work and/or performance at the various periodic tests. These marks shall be sent directly to the university or the Dean/Principal of the College at the end of the course along with the applications for admission to the Examination. Examiners in Theory of practical shall have no access to the sessional marks but these shall be added to the marks obtained in Theory and practical Examination respectively by the University authority. Utmost secrecy shall be maintained regarding the marks for sessional work.

(a)	Tooth Carving	30 marks
(b)	Histology slides	20 marks
(c)	Identification	20 marks

*(iii) Sessional work carrying 25 marks for theory and 25 marks for practical work to be added to the marks of papers and practicals respectively.

In case of a candidate who has failed previously in the examination a new credit list should be prepared on the basis of the previous sessional work as well as on the basis of the performance in the term preceding reappearance in the examination.

Of the 25 marks for sessional work under each head of theory and practical 15 marks are to be awarded towards performance of the Candidate at the different examinations in Theory and practical conducted by the College and 10 marks for day to day performance and journals in these subjects.

SOC-5.7 The following are the syllabus in the various subjects of the Examination:

(I) General and Dental Pharmacology

A course of 64 lectures, demonstration and practicals extending over the academic year and covering the following:

(1) History, sources, definition and preparation of drugs (2) Routes of administration of drugs (3) Absorption, distribution and secretion of drugs (4.) Manifestation, types and mechanisms of drugs. (5) Dose-response relation and factors modifying drugs actions. (6) Drug toxicity, Poisons (7) Drug assay, standardization and formulation. (8) Drug Prescription.

Central Nervous System

(9) General principles and Hypnotics (10.) Hypnotics (11) Analgesics (12) General anaesthesia and Local anaesthesia. (13) Tranquilisers. C.N.S. Stimulants and mood elevator.

Autonomic Nervous System

14. Adrenergic drugs and adrenergic blocking agents. 15. Cholinergic drugs and cholinergic blocking agents. 16. Anti choline esterages.

G.I. Tract

17. Anti-emetics, drugs and treatment of Peptic Ulcer, diarrhoea and constipation. 18. Antnalmenthics.

Cardio Vascular System and Blood

19. Hypertension. 20. Coronary dilator and treatment of angina. 21. Coagulants, anti-coagulants and Hoematinics. 22. Drug therapy of shock. 23. Histamine, anti-histamines and treatment of allergy.

Chemotherapy

24. Local antiseptics 25. Sulphanomides. 26. Penicillin. 27. Streptomycin and antibiotics. 28. Drug therapy of T.B. and Veneral disease. 29. Principles of antibiotics therapy. 30. Hormone, Vitamins. 31. Cortieosteriods. 32. Insulin and Oral antidiabeties 33. Vitamins: A, B, K, C Complex and factors and Vitamin C. 34. Calcium, Vit. D, and

Parathyroid 35. Vaccines and Sera. 36. Any new drugs useful in Dentistry included in Text Book.

Dental Pharmacology and Therapeutics

1. Astringents, obeundents, mummifying agents, bleaching agents, styptic, disclosing agents, dentifrices and mouth washes. 2. Treatment of common oral conditions.

Practicals

A course of instruction in practical pharmacy including practical knowledge of making the preparation commonly used in dentistry:

(a) Prescription writing and preparations (b) Posology of Pharmacological preparations. (c) Weights and measures (d) Mixtures (e) Emulsions (f) Suspensions (g) Powders (h) Gargles including percentage solutions (i) Gum paints (j) Dental pastes (k) Tooth powders

Demonstrations

(a) Tooth paste (b) Pills (c) Ointments (d) Plasters

Minimum number of hours in General and Dental Materials Medica including lectures, demonstrations and practicals - 64 hours.

2. General Pathology Microbiology and Parasitology.

A course of 64 hours of lectures emphasizing the fundamental principles in General Pathology, Microbiology an elementary knowledge or Parasitology, comprising the following:

I. General Pathology

Methods of study of tissues and cells, Degenerative processes and disturbances of metabolism, Cloudy Swelling, Fatty changes, Amyloidosis, Hyaline degeneration, Pigmentation, Calcification, Necrosis, Gangrene, Post-mortem changes, Circulatory Disturbances, Hyperaemia, Venous congestion, Ischaemia, Infraction, Hemorrhage, Thrombosis, Embolism, Oedema, Shock, Inflammation. Response of soft and hard tissues to injuries, Acute inflammation, Chronic inflammation, Repair, Infection, Resistance and Allergy, Staphylococcal infections, Streptococcal infections, Typhoid infection, Tuberculosis, Leprosy, Syphilis, Actinomycosis, Growth and its Disorders, Metaplasia, Atrophy, Hyperplasids, Hypertrophy, Elementary knowledge of Malformations and maldevelopment.

Tumours: Classification, Characters of malignant and Benign Tumours, Carcinogenesis, Methods of spread, Diagnostic methods in Cancer, Vitamin deficiencies, Scurvy, Rickets, Blood dyscraseas, Bleeding disorders and their laboratory investigations, Metabolic Disorders.: Diabetes.

II. Microbiology and Parasitology

1. Introduction with reference to Medical and Dental microbiology including public health and preventive aspects of infections. 2. Methods and principles of sterilization. 3. Pyaemia, septicemia and toxaemia 4. Immunity and Immunizing agents 5. Auto-immunity-emphasis on practical application. 6. Morphology, Laboratory diagnosis, Physiology, Characteristics, Pathogenicity, and classification of microorganisms and Particularly the following:- (a) Gram positive and negative cocci and bacilli in dental and

general infections (b) Spirochetal oral infections (e) Normal Oral microbial flora (d) Organisms causing specific infections such as meningitis, diphtheria, tetances, gas gangrene tuberculosis syphilis (e) Organisms related to dental caries. 7. Methods of taking swabs and smears from various Oral regions and their staining. 8. Elementary knowledge of virology and mycology with examples of Oro-facial lesions. 9. Common parasites and parasitic diseases such as amoebiasis, malaria, helminthic infections.

Practicals and Demonstrations

A practical course of 96 hours extending over a period of two academic terms comprising the subjects mentioned above and including a course in Clinical Pathology consisting of:- (i) Hemoglobinometry and Hemocytometry. Total erythrocytes and leucocyte. (ii) Preparation of blood smears and staining them for differential count. (iii) Demonstration of Bleeding time, Coagulation time. (iv) Examination of Urine (v) Gram's Staining and (vi) Ziebl-Neelsen's Staining.

Minimum number of hours in General Pathology, Microbiology and Parasitology including lectures, demonstrations and practicals - 160 hours.

(3) Oral Anatomy Physiology, Histology and Embryology

A course 230 lectures and practicals including demonstrations and tooth curbing extending over a period of two academic years viz. I and II year B.D.S.

Lectures

1. Development including mineralization, histology, applied anatomy, age changes, functions and stress on Clinical Significance from the view point of histology and embryology, etc. of the following:
Structures of teeth (ENAMEL, DENTINE, CEMENTUM & PULP) and Periodontal ligament Jaws including T.M. Joint and Maxillary Sinuses FACE Oral mucosa and salivary glands.

2. Active and Passive eruption of teeth and shedding of Primary teeth 3. Preparation of hard/soft tissue sections for histological examination. 4. Applied Anatomy of : (a) Blood and Nerve supply with lymphatic drainage of Oral tissue. (b) Muscles of Mastication and Facial expressions. 5. Detailed Morphology, Chronology, Occlusion (including its controlling factors) of primary and permanent dentition. Differences between primary and permanent dentition. 6. Physiology of mastication, deglutition, speech and sensation with their relevance to Oral structures. 7. Composition and Physiology of Saliva and their influencing factors. 8. Chemical composition and physical properties of enamel, dentine, cementum and bone.

Practicals

1. Various methods of preparation of ground and decalcified sections of teeth and jaws. 2. Microscopic study by drawings in journal normal oral and dental tissues. 3. Identification of teeth. 4. Carvings of permanent teeth including drawing in journal. Elective-Presentation on a specific topic Number of minimum hours in Oral Anatomy, Physiology, Histology and Embryology including lectures, demonstrations and practical 230 hours spread over I and II year.

Standard of Passing the Examination

SOC-5.8 (a) To pass the examination the candidate shall obtain in each subject (i) 50 percent of the full marks in the written including sessional work and oral test including sessional work taken together and (ii) 50 percent of the full marks in the practical tests including sessional work separately.

(b) Those of the successful candidates who pass the examination at their first attempt and obtain 70 per cent or more of the total marks will be declared to have passed the examination in the First Class, and those obtaining 60 per cent in the Second Class and those obtaining 50 per cent in the Pass Class.

(c) Those of the successful candidates who pass the examination in the First Class and obtain 75 per cent marks in any subject or subjects will be declared to have passed with Distinction in the subject or subjects.

(d) All successful candidates other than those who pass the examination in the First Class or Second Class will be placed in the Pass Class.

SOC-5.9 A candidate who has passed in any of the subjects of the examination in accordance with the provisions of Regulation 8 may at his option, be excused from appearing in that subject on a subsequent occasion and will be declared to have passed the examination in Pass Class when he passes in the other subject of the examination in accordance with the provisions of R.8. Candidates passing the examination in this manner in compartments will not be eligible for a Class or for any Prize or Scholarship to be awarded at the Examination.

SOC-5.10 Candidates will be examined in the following subjects:
1. General Medicine 2. General Surgery 3. Oral Pathology and Microbiology

SOC-5.11 The examination will consist of:
1. General Medicine -
(i) One paper of 3 hours duration carrying 60 marks and a viva-voce carrying 15 marks.
(ii) A Clinical of 3 hours duration carrying 75 marks. A long case 40 marks (b) Short case 35 marks (iii) Sessional work carrying 25 marks for theory and 25 marks for practical work to be added to the marks of papers and practicals respectively.
2. General Surgery -
(i) One paper of 3 hours duration carrying 60 marks and a viva-voce carrying 15 marks.
(ii) A Clinical of 3 hours duration carrying 75 marks. (a) long case 40 marks (b) Short case 35 marks.

[*](iii) Sessional work carrying 25 marks for theory and 25 marks for practical work to be added to the marks of papers and practicals respectively.
3. Oral Pathology and Microbiology
(i) One paper of 3 hours duration carrying 60 marks and a viva-voce carrying 15 marks.
(ii) Practicals of 3 hours duration carrying 75 marks.

[*] Marks for sessional work will be based on the assessment of the Candidate's day to day work and/or performance at the various periodic tests. These marks shall be sent directly to the University or the Dean/Principal of the College at the end of the course along with the applications for admission to the end of the course along with the applications for admission to the Examination. Examiners in Theory or Practical shall have no access to the sessional marks but these shall be added to the marks obtained in Theory and Practical Examinations respectively by the University authority. Utmost secrecy shall be maintained regarding the marks for sessional work.

(a) Identification of Slides 8 Nos - 40 marks
(b) Identification of Specimens 7 nos - 35 marks.

*(iii) Sessional work carrying 25 marks for Theory and 25 marks for practical work to be added to the marks of papers and practicals respectively.

In case of a candidate who has failed previously in the examination a new credit list should be prepared on the basis of the previous sessional work as well as on the basis of the performance in the term preceding reappearance in the examination.

(2) Of the 25 marks for sessional work under each head of theory and practical 15 marks are to be awarded towards performance of the Candidate at the different examinations in Theory and practical conducted by the College and 10 marks for day to day performance and journals in these subjects. (See the guidelines note).

SOC-512 The following are the syllabuses in the various subjects of the examination.
1. General Medicine

A course of 52 lectures in General Medicine and Clinical demonstrations in a hospital extending over one academic year (64 hours).

Introduction
Aims of Medicine
Definition of agnosis, prognosis and treatment.

G.L. Disorders:
Stomatitis, glossitis, gastrititis, Dysphagia, peptic ulcer, Diarrhoea, Amebiasis, Ascites.

Liver disorders and their relations to Dentistry:
Jaundice, Viral hepatitis, Cirrhosis liver.

Cardio vascular system disorders and their relations to Dentistry: Congenital heart disease, Rheumatic heart disease, Subacute bacterial endocarditis, Congestive heart failure, Left verticular failure, Hypertension, Coronary artery disease, Thrombophlebitis, Cardiac assets.

Respiratory system disorders and their relations to Dentistry: Pneumonia, Brontitis, Emphysema, Lung, Abscess. Eosinophilia, Pulmonary, Tuberculosis, Asthma, Atelectasis.

Renal Diseases and their relations to Dentistry: Acute glomerulo-nephritis, Nephrotic syndrome.

Hematological disorders and their relations to Dentistry: Anaemia, Coagulation defects, Bleeding Disorders.
Agranulocytosis, Leukaemia, Oral manifestations of hematological disorders, Lymphadenopathy and Lymphoma Blood groups-transfusion.

Central Nervous System diseases and their relations to Dentistry: Meningitis, Facial palsy,

facial paimepilepsy. Headache, Syncope.

Nutritional and metabolic disorders and their relations Dentistry: Balanced diet: Normal daily, Protein caloric malnutrition requirements, Avitaminosis, Diabetes mellitus, Calcium homeostasis.

Endocrine Disorders and relations to Dentistry
Hypo and hyper parathyroid
Hypo and hyper pituitary
Hypo and hyper Thyroid
*Dermatological disorders of significance to Oral Cavity.
(These should be shown by dermatologist in Skin and V.D. Department).

Infections and their relations to Dentistry: Enteric fever, Mumps, Viral exanthemata, Diphtheria Syphilis.

Miscellaneous with relations to Dentistry: Allergy, Drug reactions and poisonings, Drug interactions, Evaluation of a case for general anaesthesia, Arthritis Corticosteriods, Herpes.

Alcoholism, Tetanus shock
Antibiotic, sedatives
Treatment of Medical emergencies in dental practice
Instruments and drug employed in these

Minimum number of hours in General Medicine, Lectures, demonstrations and General Hospital Practice Total 96 hours.

(2) General Surgery

A course of thirty-two lectures in General Surgery and Clinical demonstrations of 64 hours in a hospital extending over one academic year.

Lectures

Group I

1. Introduction, definition and scope of surgery. Its relationship with allied sciences. 2. Sepsis: asepsis, antiseptics, disinfectants Sterilization Principles and methods. 3. Inflammations, toxaemia, septicemia, Abscesses, Cellulitis, Sinus, fistula-etiology, pathology, clinical features, treatment. 4. Chronic non specific and specific inflammations such as tuberculosis, Syphilis, Fungal and Leprosy 5. Tetanus-pathology, Clinical features, prevention, Complications and management. 6. Wounds-types-healing. Role of reconstructive surgery in maxilla-FACIAL injuries. 7. Hemorrhage-management-causes, effects, features-hemostasis, Disorders of Coagulation. 8. Shock-Definition-types, physiopathology, features and treatment with particular reference in dental clinic. 9. Bums 10. Effects of vascular obstruction. 11. Common diseases of veins. 12. Nerve injuries. 13. Common affections of lymphaticus and lymphnodes. 14. Tumours-Benign and malignant-etiology, pathology metastasis-management. 15. Methods of administration of anaesthesia-precautions management and resuscitation in dental clinic. 16. Blood groups, transfusion, intravenous therapy. 17. Sutures-different types and dressing 18. Operation theater techniques.

Group II

1. Diseases of salivary glands and lymph glands 2. Common E.N.T diseases of relevance to dentistry (These shall be show by E.N.T. specialist in E.N.T. Deptt.) 3. Maxilla-facial injuries including paralysis and diseases of nerves. 4. Diseases of thyroid and parathyroid 5. Respiratory obstruction and tracheostomy. 6. Management of unconscious patient with head injury.

Clinical

Practice in a recognized general hospital with clinical instruction in General Surgery including E.N.T. diseases for a period on one academic year including work in surgical outdoor departments as well as on indoor cases (64 hours).

(3) Oral Pathology and Microbiology

A course of 20 lectures each lecture of one hour duration once a week in II B.D.S. and 40 lectures twice a week in III B.D.S. along with 20 hours practicals in II B.D.S. with Oral Histology and 50 hours practicals twice a week in III B.D.S.

Lectures

1. Aims and objectives 2. Basic principles of epidemiology of Oral lesions Etiology, Pathogenesis, Clinical Features, Pathology, Histo Pathology, Laboratory investigations, Diagnosis and differential Diagnosis of 3. Developmental, hereditary, endocranial metabolic, nutritional and other systematic conditions affecting oral and peroral tissues 4. Various traumatic injuries of teeth, jaws and soft tissues, their sequelae and healing 5. Dental caries-microbiology, epidemiology, immunology prevention, Its sequelae 6. Pulp and Periapical pathosis and their Sequelae 7. Diseases of Periodontal Ligament, gingivae, cementum. 8. Environmental Lessons or oral and paraoral tissues including effects of radiation and trauma. 9. Ostemyelits of jaws due to various Causes and other bone disorders. 10. Diseases of maxillary Sinus and T.M. joints 11. Diseases of nerves, skin, blood and their oral manifestations 12. Neuralgia and pain of head, face and neck. 13. Salivary and lymph gland lessons. 14. Cyst and Cystlike lessons of jaws and soft tissue 15. Oral Premalignant lessons, common tumours and tumour like lesions including diagnostic procedures in ecology. l6. Principles of forensic odontology. 17. Oral microbial flora-nature, Location, age changes, factors related to growth, virulence and spread. 18. Concepts of immunology as related to oral Microbial lesions. 19. Diagnostic procedures in oral Microbiology. 20. Concepts of Infection and focal infection. 21. Defence mechanism of oral tissues against infections. 22. Infections diseases of oral tissues.

Practicals
Identification of Hard and soft oral tissue pathological specimens
Identification of Histopathology and Microbiology slides
Clinical examination of oral and peroral lesions
Biopsy and exfoliative cytology techniques
Study of swabs, smears and cultures from oral and peroral lesions
Elective-Presentation on a pacific topic.

Standard of Passing the Examination

SOC-5.13(a) To pass the examination the candidate shall obtain in each subject (i) 50 percent of the full marks in the written including sessional work and oral test including sessional work taken together and (ii) 50 percent of the full marks in the practical tests including sessional work separately.

(b) Those of the successful candidates who pass the examination at their first attempt and obtain 70 per cent or more of the total marks will be declared to have passed the examination in the First Class, and those obtaining 60 per cent in the Second Class and those obtaining 50 per cent in the Pass Class.

(c) Those of the successful candidates who pass the examination in the First Class and obtain 75 per cent marks in any subject or subjects will be declared to have passed with Distinction in the subject or subjects.

(d) All successful candidates other than those who pass the examination in the First Class or Second Class will be placed in the Pass Class.

SOC-5.14 Provisions of Regulation 13 may at his option, be excused from appearing in that subject on a subsequent occasion and will be declared to have passed the examination in Pass Class when he passes in the other subject of the examination in accordance with the provisions of SOC-5.13. Candidates passing the examination in this manner in compartments will not be eligible for a Class or for any Prize or Scholarship to be awarded at the Examination.

SOC-5.15 Candidates will be examined at the first semester examination in the following subjects:
1. Orthodontics 2. Pediatric Dentistry 3. Oral Medicine Diagnosis and Radiology 4. Community Dentistry.

SOC-5.16 Candidate will be examined in the following subjects at the Second Semester examination:

1. Prosthodontics 2. Periodontology 3. Conservative Dentistry (Operative Dentistry) 4. Oral and Maxillofacial Surgery including local and general Anaesthesia.

The first semester examination to be held at the end of First Term shall consist of:

1. Orthodontics
(i) One paper of 3 hours duration carrying 60 marks and a viva-voce carrying 15 marks.
(ii) Practical and Clinical of 3 hours duration carrying 75 marks
(a) Wire bending and/or preparation of appliance 30 marks

(b) Model analysis 25 marks
(c) Identification of appliances, cephalometric land marks such as planes angles etc. 20 marks

(iii) Sessional work carrying 25 marks for theory and 25 marks for practical work to be added to the marks of papers and practicals respectively.

2. Pediatric Dentistry

(i) One paper of 3 hours duration carrying 60 marks and a viva-voce c`arrying 15 marks.
(ii) A Clinical test involving only diagnosis and treatment planning of one hour duration carrying 40 marks:
(a) Case History and Diagnosis 15 marks
(b) Treatment Planning 25 marks
(iii) Sessional work carrying 25 marks for theory and 25 marks for practical work to be added to the marks of papers and practicals respectively.

3. Oral Medicine Diagnosis and Radiology

(i) One paper of 3 hours duration carrying 60 marks and a viva-voce carrying 15 marks.
(ii) A practical and Clinical test of one hour duration carrying 40 marks.
(a) Clinical examination and diagnosis of a case 25 marks.
(b) Taking and X-ray 15 marks
(iii) Sessional work carrying 25 marks for theory and 25 marks for practical work to be added to the marks of papers and practicals respectively.

4. Community Dentistry

(i) One paper of 3 hours duration carrying 60 marks and a viva-voce carrying 15 marks.
(ii) Sessional work carrying 25 marks for theory to be added to the marks of papers

SOC-5.17 The Second semester Examination to be held at the end of n term shall consists of:

1. Prosthodontics

(i) One paper of 3 hours duration carrying 60 marks and a viva-voce carrying 15 marks.
(ii)(a) Dental Prosthesis practical i.e. Clinical and Crown Bridge of 3 hours duration carrying 75 marks
(i) Clinical Examination 40 marks
(ii) Crown & Bridge Tooth Preparation 35 marks

(iii) Sessional work carrying 25 marks for theory and 25 marks for practical work to be added to the marks of papers and practicals respectively.

2. Periodontology

(i) One paper of 3 hours duration carrying 60 marks and a viva-voce carrying 15 marks.
(ii) Practical and Clinical of 3 hours duration carrying 75 marks.
(a) Case history 15 marks
(b) Instrumentation, Sealing and Polishing 25 marks
(c) Surgery and pack 35 marks

(iii) Sessional work carrying 25 marks for theory and 25 marks for practical work to be added to the marks of papers and practicals respectively.

3. [*]Conservative Dentistry
(Operative Dentistry and Endodontics)

(i) One paper of 3 hours duration carrying 60 marks and a viva-voce carrying 15 marks.
(ii) Practical and Clinical of 3 hours duration carrying 75 marks.
(a) Cavity preparation 40 marks
(b) Matrix and adaptation 10 marks
(c) Permanent filling or Wax pattern 25 marks
(iii) Sessional work carrying 25 marks for theory and 25 marks for practical work to be added to the marks of papers and practicals respectively.

4. Oral and Maxillofacial Surgery including Local and General Anaesthesia

(i) One paper of 3 hours duration carrying 60 marks and a viva-voce carrying 15 marks.
(ii) Practical and Clinical of 3 hours duration carrying 75 marks.
(a) Clinical examination and Diagnosis 10 marks
(b) Technique of local anaesthetic injection and its effect 25 marks
(c) Technique of extraction 25 marks
(d) Post operative management of Socket, care and instructions. 15 marks
(iii) Sessional work carrying 25 marks for theory and 25 marks for practical work to be added to the marks of papers and practicals respectively.

I Semester Subjects
Orthodontics
Lectures

Stress in lectures should be on the preventive and interceptive principles Orthodontics
1. Definition, Aims, objects and scope of Orthodontics. 2. Structure and Function of Stomognathic system. 3. Growth and Development of Jaws, teeth, face and skull and establishment of normal occlusion. 4. Genetics as applied to Orthodontics 5. Normal occlusion and its characteristics, actors responsible for establishment and maintenance of normal occlusion 6. Malocclusion - types and different classifications 7. Aetiology of Malocclusion 8. History taking and examination of patient and case analysis and differential diagnosis including photographic analysis, cephalometries and treatment planning and prognosis. 9. (a) Preventive and interceptive treatment of malocclusion. (b) Extraction in orthodontics. 10. Appliances used in Orthodontic treatment - Adequate knowledge of (a) removable appliances. Mechanical appliances and functional appliances and elementary knowledge of fixed appliances. (b) Surgical Orthodontics 11. Tissue changes incident to Orthodontic treatment. 12. Retention after treatment and relapse. 13. Materials used in Orthodontics. 14. Habit breaking appliances
Lectures 40 hours

[*] The technology of the subject Operative Dentistry and Endodontics has been changed to Conservative Dentistry.

Practical and Clinicals 150 hours
15. Elementary knowledge of Craniofacial abnormality - cleft lip-Palete.

The teaching of Orthodontics clinics and practicals should be arranged during Third and final B.D.S. year.

Paediatric Dentistry
Lectures
1. Introduction, definition, scope and importance of pedodontics 2. Growth Development of Dental and oral Facial Structures and normal occlusion. Development anomalies. Genetics related to pedodontics 3. Morphology of Dentitions and its applications (a) Applied Morphology and Histology of deciduous and permanent teeth (b) Importance of first permanent molar 4. Fundamentals of Dental Health Biological factors responsible for maintenance of Dental and Oral Health. 5. Contributory local factors affecting oral health plaque etc. 6. Child psychology and management of child patient. 7. Examination, Diagnosis; and treatment planning 8. Preventive Dentistry: Fluorides, fissure, sealants, foods etc 9. Endodontics in Paediatric Dentistry. 10. Clinical aspects of paediatric Dentistry set up of pedodontic clinic, Teething disorders, Developmental Anomalies, Dental caries in children, Restorative Dentistry, Pulp Therapy and Endodontics. 11. Space Maintainers, Treatment of traumatized teeth, Management of problems of the primary and mixed dentition period, Gingival disorders in children, Stomatological conditions in Children, Management of handicapped children, Classification of Mouth habits and their managements.

12. Materials used in Paediatric Dentistry
Lectures 40 hours
Practical and Clinical 150 hours.

Practicals
Case history, diagnosis and treatment planning.
Oral Medicine Diagnosis and Radiology

Lectures

A. Oral/Medicine Diagnosis

1. Scope and Importance of the subject 2. Methods of diagnosis including special investigations 3. Acute infections of oral and paracoral structures 4. Blood dyscrasia and their management 5. Management of Cardiac patient in dentistry 6. Metabolic and Endocrine disturbances, their oral manifestations 7. Nutritional deficiencies, and their significance in dentistry 8. Oral sepsis and its effect on general system. 9. Dysfunction of Tempero-mandibular joints. 10. Cervico-facial lymphadenopathy 11. Diseases of salivary glands 12. Facial pain 13. Cysts and tumours of the oral cavity 14. Oral manifestations of dermatological and other systematic disturbance 15. Special investigations 16. Immune concepts of oral lesions 17. Forensic odontology.

B. Radiology
1. Physics of radiation-production and properties of X-rays
2. Principles of X-ray techniques and factors for Radiography and Fluoroscopy.

Processing and developing films.
3. Technique of intra-oral and extra oral Radiography and normal anatomical land marks
4. Radiological interpretation of abnormal dental and jaw conditions
5. Elements of Radiations treatment in oral and facial conditions and their sequelae
6. Contrast radiography and recent advances in Dental Radiology including radioactive traces

Lectures	40 hrs.
Clinical	90 hrs.

Community Dentistry (Public Health Dentistry)

Lectures
1. Biostatistics: Introduction and General Principles of Biostatistics, Statistical procedures
2. Psychology - Introduction, Psychological development from birth to adolescence Management of child in the dental office-parent Counselling in respect of dental health and Hygiene of the Child 3. Public Health - Concept and philosophy of public health, public Health in India 4. General Epidemiology, Health Education, environmental health, disposal of wastes water norms for potability purification. 5. Preventive Dentistry-Prevention, levels of prevention, various measures in the prevention of dental and oral diseases at individual and mass level 6. Public Health Dentistry-Introduction, definition objectives functions of public health dentist, procedural steps in dental public health, indices for dental diseases, surveying and evaluation; epidemiology of dental caries, periodontal diseases; oral cancer. Utilization of dental manpower, payment for dental care, public dental health programme. School Dental health programmer. Dental Health Services at state and Center. Private practice administration, ethics. Dental Council and Association. 7. Epidemiology of Periodontal disease and parameter used in clinical and population studies. 8. Social Sciences - As applied to health, social structure concepts, groups, social institutions urban and rural societies, their concept of health, Application of sociology in health programmer, social environment.
Cultural Anthropology, objective, different aspects of Folk medicine, and popular medicine, Culture pattern and complexes, taboos, as related to health.

Field Programme

1. In rural areas to conduct survey of Dental diseases, provided dental Health Education, emergency treatment. 2. School- Health Programme Dental care for school children and preventive programme - Topical fluoride application and oral hygiene demonstrations.

Lectures	30 hours
Field programme	100 hours

II Semester Subject
Prosthodontics
Lectures
I. Complete Dentures
1. AIMS, OBJECT, Introduction and scope. 2. Applied anatomy. 3. Examination, diagnosis, treatment planning and prognosis. 4. Principles of retention and stability. 5. Principles and techniques of impression making. 6. Preparation of casts, trays and temporary dentes - bases. 7. Jaw-relation and methods of registration. 8. Artificial teeth their selection and arrangements and aesthetics. 9. Articulator and face bows. 10.

Occlusion and articulation in complete denture. 11. Trying in of complete dentures. 12. Processing and finishing of dentures. 13. Correction of occlusal; discrepancies 14. Delivery and adjustments of complete dentures. 15, Sequelae of ill-fitting dentures. 16. Repair, rebating and relining. 17. Immediate dentures. 18. Implant dentures.

II. Removable Partial Dentures

1. Introduction and scope. 2. Classifications. 3. Examination, diagnosis and treatment planning, 4. Components of removable partial dentures and their function. 5. Surveyors: 6. Mouth preparations for partial dentures. 7. Impression procedures including newer impression materials. 8. Designs of removable partial dentures and its associated problems. 9. Fabrication of cast metal frame work. 10. Jaw relation record. 11. Selection and arrangement of teeth 12. Acrylic partial denture. 13. Trying in partial dentures. 14. Processing, finishing, delivery and maintenance of partial dentures. 15. Immediate partial dentures. 16. New denture base materials included in the text book.

FIXED PROSTHODONTICS

III. Elements of Crown and Bridge Prosthesis

1. Introduction Definitions 2. Indication and contra-indications. 3. Examination, diagnosis and treatment planning. 4. Types of crown and Bridges. 5. Selection and choice of abutment teeth. 6. Principles of tooth reduction. 7. Indications constrains indications, and procedures of preparation of abutement teeth for receiving various types of retainers. 8. Temporary protection of a prepared tooth. 9 Gingival retractions and Impress procedures. 10. Construction of dyes and working models, direct and indirect technique. 11. Technique of fabrication of retainers. 12. Selection and fabrication of pontics. 13. Connectors stress - breakers and assembly of fixed bridges. 14. Finishing, cementing and maintenance of crowns and bridges. Ceramics and ceramic to metal restorations. Causes of failure of fixed Prosthosis. Dental implants & Implant Dentures.

IX Maxillofacial Prosthesis

1. Splints 2. Obturatous 3. Carries

Lectures	100 hrs.
Practical/Clinics	360 (techniques) Plus 540(Clinics)
Total	900 hours.

4. New Maxillofacial Materials & Technics included in the text book.

Periodontology

A course of 8 orientation lectures in II year BDS and minimum 52 lectures and clinical demonstrations spread over III and final years covering the following:

Lectures

1. Introduction - scope and applicability of the subject. Historical background of Periodontology. 2. Maintenance of Health - Role and scope of Oral Physio-therapy measures, patient education program and periodic check 3. Classification of gingival and periodical disturbances. 4. Gingival Enlargement. 5 Infective muco-gingival conditions

specific and non-specific. 6. Degenerative condition Gingivosis and Periodontist. 7. Atrophic conditions affection gingival and periodontal tissues including aging. 8. Local and systematic factors in the causation of gingival and periodontal lessons. 9. Peridonatal and sequelae. 10. Malocclusion, Mal-alignment and traumatic occlusion Bruxism and Tempero mandibular joint disturbances, Occlusai equilibration. 11. Diagnosis and diagnostic aids including recentgenography and its uses and limitations. 12. Prognosis. 13. Morphological defects of the muco-gingival structures influencing periodontium and their treatment. 14. Treatment of all gingival and periodontal disturbances, Treatment planning phases and rational Different available therapeutrc procedures. Healing Mechanism. 15. Role of Nutrition in actinology and treatment. 16. Drugs and materials used in Periodontics. 17. Instrumention. 18. Splints. 19. Preventive periodontics concept of focal infection. 20. Concept of Focal infection. 21. Oral hygiene practices in India.

Clinical

1. Varied approaches towards plaque control. 2. Treatment of sufficient number of cases of scaling and root planning. 3. Approach examination, diagnosis (including differential /diagnosis) and analysis of Periodontal and other cases, clinically. 4. Treatment planning including surgical treatment and execution of the same.

Occlusal equilibration.	
Lectures	60 hrs.
Practical/Clinical	224 hrs.

[*]Conservative Dentistry
(Operative Dentistry)

Lectures

1. Definition and scope 2. Oral hygiene in relation to conservation dentistry. 3. Instruments Nomenclature design and formulae, care and sterilisation. 4. Examination diagnosis and treatment planning. 5. Charting and recording of cases. 6. Histology of the tooth structure as related to the Operative procedure. 7. Hypoplasia, attrition, abrasion, erosion and their management. 8. Dental caries, etiology, Pathology, Clinical features, classification, diagnosis, prevention and control. 9. Cavities classification and nomenclature. 10. Choice of filling materials. 11. Principles of cavity preparation control of pain, prevention of damage to hard and soft tissues during Operative procedures. 12. Methods employed for exclusion of saliva. 13. Bio-Mechanics of cavity design and restoration with filling materials Filling materials. Pulps and soft tissue protection. 14. Airotors, high speed equipment, air motor and micromotor. 15. Cavity preparation for various types of restoration including inlays, onlays and pinlays restorative procedures Material. 16. Drugs used in conservative Dentistry 17. Introduction to recent advances in restoration material and procedures. 18. Fractured teeth and their management, effect of systematic diseases dental tissues. 19. Sensitive dentine, its management. 20. Ceramics in conservation Dentistry. 21. Perio-operative problems. 22. Biological aspects of restorative materials.

Endodontics

[*] The terminally of the subject Operative Dentistry and Endodontics has been changed to Conservative Dentistry.

Definition, aim and object. Rationale of endodontic therapy morphology of root canal and Diseases of the pulp and periapical tissues endodontic entries. Diagnostic aids in Endodontics, Endodontics Instruments, Care and sterilization of instruments for endodontics, Treatment of vital and non-vital pulp, Restoration of non-vital teeth, Tests for sterility of the roots canal. Drugs used in root canal therapy.

Bleaching of teeth Restoration od endodontically treated teeth Surgical treatment in endodontics. Emergencies in endodontics, Endo Perio Problems.

Lectures	70 hrs.
Technics	240 hrs.
Practical	360 hrs.

Note - In view of the importance of the digital dexterity more numbers of hours is provided for technique work.

Oral and Maxillofacial Surgurly including
Oral Surgery, Local and General Anaesthesia
Lectures
Local Anaesthesia
1. Introduction 2. Properties of an idea local anaesthesia drug. 3. Properties of common local anaesthesia drugs in use. 4. Choice of anaesthesia, local of general anaesthesia. 5. Indications - an contra-indications, advantages and disadvantages of local anaesthesia. 7. How does local anaesthetic acts. 8. fre-anaesthetic medication. 9. Technique of infiltration anaesthesia. Nerve block anaesthesia, Symptom and Sings of anaesthesia. 10. Complications associated with local anaesthesia and their management.
General Anaesthesia

1. Properties of general anaesthesia drug commonly used. 2. Pre-anaesthesia preparation of a patient and pre-medication. 3. Evaluation of a patient for general anaesthesia. 4. Short anaesthesia in a Dental Chair, Endotracheal anaesthesia, Intravenous anaesthesia. 5. Symptoms and signs of general anaesthesia. 6. Complications arising during the administration of general anaesthesia and their management.
Exodontia
1. Objectives. 2. Indications for tooth extraction. 3. Pre-operative assessment. 4. Forceps extraction. 5. Surgical extraction (Trans-aveolar extraction) 6. Extraction technique under general anaesthesia in Dental chair. 7. Complications of tooth extraction and their management.

Oral Surgery
1. Definition and scope. 2. Diagnosis in Oral Surgery. a) History taking b) Clinical examination c) Special investigations. 3. Importance of general condition of the patient in relation to oral surgery. 4. Treatment planning 5. Sterilization 6. Use of antibiotics in oral surgery. 7. Diagnosis, preoperative assessment and treatment of impacted teeth. 8. Pre-prosthetic Surgery. 9. Surgical and Orthodontics 10. Oro-facial infections, their diagnosis and treatment. 11. Inflammatory diseases of jaw bone and their management. 12. Diagnosis and management of Cysts of Oral Cavity. 13. Diagnosis and treatment of the fracture of the mandible. 14. General outline of the fracture, of the middle third of the

facial skeleton. 15. Diagnosis and treatment of begin neoplastic lesion of the Oral Cavity (Odontogenic and non-odontogenic). l6. Surgical produced in relation to endodontic therapy (Apicectomy). 17. Surgical treatment of tumour like lesions of the oral cavity including odontome. 18. Diseases of maxillary sinus, with special reference to oroantral fistula. 19. Management of hemorrhage in Oral Surgery 20. Diseases of Salivary glands, Diagnosis and treatment of Salivary Calculi and neoplasma a rising from minor salivary glands. 21. Surgical aspects of histopathological diagnosis. 22. Oral Surgical Complications and their management. 23. Diagnosis of malignant condition of Oral Cavity, a broad outline about the different methods of treatment 24. Diseases of temporomandibular joint, such as arthritis hypoplasia, subluxation, dislocation, anxylosis. Other causes of inability to open the mouth. 25. Affections of trigeminal and facial nerves.

Lectures

Anaesthesia (Local and General)	10 hrs.
Exodontia	10 hrs.
Oral Surgery	40 hrs.
	60 hrs.
Clinical	220 hrs.
Total Practical and Clinical	280 hrs.

Standard of Passing the Examination

SOC-5.l8(a) To pass the examination the candidate shall obtain in each subject (i) 50 percent of the full marks in the written including sessional work and oral tests including sessional work taken together and (ii) 50 percent of the full marks in the practical tests including sessional work separately.

(b) Those of the successful candidates who pass the examination in both semesters at their first attempt and obtain 70 per cent or more of the total marks will be declared to have passed the examination in the First Class, and those obtaining 60 per cent in the Second Class and those obtaining 50 per cent in the Pass Class.

(c) Those of the successful candidates who pass the examination in the First Class and obtain 75 per cent marks in any subject or subjects will be declared to have passed with Distinction in the subject or subjects.

(d) All successful candidates other than those who pass the examination in the First Class or Second Class will be placed in the Pass Class.

SOC-5.19 A candidate who has passed in any of the subjects of the examination in accordance with the provisions of Regulation SOC-5.18 may at his option, be excused from appearing in that subject on a subsequent occasion and will be declared to have passed the examination in Pass Class when he passes in the other subject of the examination in accordance with the provisions of SOC-5.18 provided always that the candidate shall pass in all the subjects of the examination within a period of two years and provided further that at the time of passing the whole examination the exemption earned by the candidate in any of the subjects shall not be in period to time older than two years. Candidates passing the examination in this manner in compartments will not be eligible for a Class or for any Prize or Scholarship to be awarded at the Examination.

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