

**OC-66.5 Scheme of Examination (B. A./ B. Com./ B. Sc.)**

- 1. (a)** The evaluation for the Courses, shall comprise Intra-Semester Assessment (ISA) and the Semester End Examination (SEE).
- (b)** The ISA tests shall carry 20% of maximum marks allotted for the Course, and SEE shall carry 80% marks. There shall not be an ISA for the Practical component of the Course.
- (c)** A Course of 4 Credits for total of 100 marks, having only Theory, shall have ISA for 20 marks and SEE for 80 marks.
- (d)** A Course of 4 Credits for total of 100 marks having Theory and Practical components shall have ISA's only for Theory component for total of 15 marks, and SEE Theory component for 60 marks and Practical component for 25 marks. A Course of 6 Credits for total of 150 marks having Theory and Practical components shall have ISA's only for Theory component for total of 20 marks, and SEE Theory component for 80 marks and Practical component for 50 marks.
- (e)** Courses of any other number of Credits shall have proportionate marking system.
- 2.(a)** The ISA for the theory component of a Course shall be conducted twice in a given Semester, once through a written test, and the other by using alternate modes of evaluation including assignment/ presentation/ orals/ such other. There shall not be any averaging of ISA marks.
- (b)** Generally, the ISA for a given Course shall be conducted by the teacher/s teaching that Course.
- (c)** The schedule for the ISAs shall be notified to all at the beginning of the Semester.
- (d)** The marks of ISA shall be communicated to the students within two weeks.
- (e)** ISA I 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 respectively, on a date pre-determined by the College. ISA II will be completed as decided by the teacher but before the end of the semester.
- (f)** 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.
- (g)** A student who does not appear for two ISAs of a Course shall not be eligible to answer SEE of that Course.
- 3.(a)** The SEE shall be conducted at the conclusion of a given Semester, and shall cover the entire syllabus prescribed for the respective Course.
- (b)** A candidate shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEE provided he/she has appeared for two ISAs of the Course, and fulfills the minimum attendance requirements 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 of Semesters I – IV, evaluation, declaration of results shall be prepared by the respective College(s), preferably at the beginning of each academic year 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 - IV shall be organized by the Colleges. The assessment of the SEE answer scripts at the Semesters I - 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 BoS in that subject. For this purpose, the BoS 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 BoS 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.
- (i)** A Board of Paper-Setters and Examiners for the SEE of Semester V and VI shall be appointed by the University.
- (ii)** The Paper-Setters shall finalise the question paper(s); there shall be no objective type of questions at SEE; however short answer questions may be set.
- (iii)** The paper setters shall also prepare a key for answers to all question/sub-questions and the scheme of marking of the paper set at the examination. In case of descriptive type of answers, only important points to be expected may be highlighted in the key.
- (iv)** The Chairperson shall personally hand over the sealed set of question papers and answer keys to the Controller of Examinations in the prescribed manner.
- (v)** 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.
- (g)** The duration of SEE theory paper carrying 40 marks shall be of 1 hour duration, and those above 40 marks shall be of 2 hours duration.
- 4.(a)(i)** Examination(s) in Laboratory exercises shall be conducted for Courses having practical component. Marks shall be allotted for journal/lab record book, field work, experiment assigned to the candidate and oral, and shall be broadly as follows: Experiment 60%, Journal 20%, Orals 20%. The final break-up of marks shall be as recommended by the Board of Studies in the respective subject, approved by the Academic Council and notified by the University to all the Colleges.
  - (ii)** 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.
  - (iii)** 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 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.
  - (iv)** In oral examination, the examiner(s) shall assess the knowledge of the candidate in the Course as well as the experiment(s) performed by the candidate.
- (b)** Record of the breakup of marks thus obtained by the candidate for Semesters I to IV, shall be maintained by the respective College in a sealed envelope for a minimum

period of 4 years.

- (c)** 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.
- 5.(a)(i)** The project shall be compulsory for all students in lieu of a DSE. Discipline Specific Project (DSP) shall be assigned during the V semester and assessed and credits assigned in the VI semester. The project shall be group project with a maximum of 5 students per group. A teacher shall not be ordinarily assigned more than 2 projects. The project workload will be 2 hours per week for a group of 5 students and for a group of 3 or less students the workload will be 1 hour per week.
- (ii)** Project work and the Report shall be based on field work/library work /laboratory work/ on-the-job training or similar work assigned by the teacher.
- (b)** The assessment of the Project Course 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.
- 6.(a)(i)** Revaluation of answer books of the candidates at Semesters V and VI shall be permitted as per the existing provisions of OA-5.15 for revaluation/ verification.
- (ii)** However, revaluation at Semesters I to IV examinations shall not be permitted. Personal verification of marks shall be granted to the candidate in the presence of Principal/ Vice-Principal and the concerned Examiner, provided he/she has applied for the same along with payment of prescribed fees, within one week of the declaration of result.
- (b)** 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 result on personal verification of answer book, he may apply to the College Grievance Committee within a week.
- (iii)** The College Grievance Committee shall take appropriate action as per the relevant Ordinance and inform the candidate of the decision taken accordingly.
- 7.** 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.
- 8.(a)(i)** Improvement of performance/ total score shall be permitted to a candidate who has passed the B.A./B.Com/B.Sc./ degree examination, in which case he/she shall be required to appear again only in the SEE component of the papers of Semester V and /or Semester VI examinations, excluding the Project Course. For this purpose, the marks scored at the first appearance in the Project Course, as also in ISA component of the other papers, shall be carried forward for tabulation of the result under "improvement of performance".
- (ii)** A candidate shall not be permitted to reappear for improvement of performance at Semesters- I, II, III and IV.

- (iii) This facility to reappear under improvement shall be available during the immediately subsequent regular Semester-V and Semester-VI examinations, but within double the duration period.
- (iv) The performance of a candidate, who appears under this provision and fails to improve, shall be ignored.
- (b)(i) 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.
- (ii) 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.
- (iii) A candidate can appear only once under this clause.

## 9 Award of Grades

A Grade Certificate shall be issued to all the registered students after every Semester based on the grades earned. The Grade Certificate will display the Course details (code, title, number of credits, grade secured). Marks awarded in each Course shall be represented in the form of Grades in the grade sheet issued at the end of each semester.

Letter Grade shall be the index of the performance of students in a said Course, denoted by letters O, A+,A, B+, B, C, P and F, and calculated based on Grade Point and marks obtained for each Course, as shown in the table below.

Letter Grade	Grade Point	Marks %
O (Outstanding)	10	85 – 100
A+(Excellent)	9	75 – <85
A (Very Good)	8	65 – <75
B+(Good)	7	55 – <65
B (Above Average)	6	50 – <55
C (Average)	5	45 – <50
P (Pass)	4	40 – <45
F (Fail)	0	0 – <40
Ab (Absent)	0	---

- 10 A student shall be required to score a minimum of 'P' grade in ISA, SEE and practical components taken together to pass in a Course in Semesters I to VI.

- (iv) The Departmental/Discipline Faculty Committee (DFC) shall decide the modalities relating to the implementation of Dissertation in tune with the OA-38 13 and OA-38 14.2.
- (v) In case of Schools, the DFC shall comprise the Dean/Vice-Dean Research, Programme Director and the faculty members of the Discipline. In case of the Colleges, the DFC shall comprise the Principal of the College, Head of the Department, and faculty members teaching the Programme.
- (vi) The DFC shall decide the distribution/number of students to be allotted to a Research Supervisor.
- (vii) The Dissertation workload shall be two hours per week irrespective of the number of students guided by a teacher.
- (viii) Dissertation shall be based on field work/library work /laboratory work/on-the-job training or similar work assigned by the teacher.
- (ix) The Research Report shall be accepted for assessment only after clearing the mandatory plagiarism test.
- (x) A student shall declare, in the prescribed proforma provided by the University, that the Dissertation is her/his own original work and that all the sources used are duly acknowledged.
- (xi) The Research Supervisor shall certify, in the prescribed proforma provided by the University, that the Dissertation is a work of the student completed under her/his supervision.
- (xii) A student shall submit their Dissertations to the College/School through the Research Supervisor not later than one week before the last teaching day in that Semester. Ordinarily, no student shall be permitted to submit the Dissertation after the due date.
- (xiii) A student shall submit a soft copy and a spiral bound copy of the Dissertation to the School/College in the standard format as notified by Goa University for the Ph.D. Programme.
- (xiv) The Programmes where Internship is an integral part of curriculum such as BBA, BCA and such others Programmes (as decided by the Academic Council) may offer Twelve Credits Internship In lieu of Dissertation.
- (xv) The DFC shall decide the modalities relating to the implementation of Internship.
- (xvi) All above clauses shall be applicable for the submission of Internship Reports and Project when opted for by students in lieu of Dissertation and Major Course, respectively. The Project Report shall be submitted in Semester VI and Internship Report in Semester VIII.

#### **OA-38.14**

#### **SCHEME OF EXAMINATION**

The Scheme of Examination shall be as follows:

- (i) Evaluation shall be based on continuous assessment, in which Intra-Semester Assessment (ISA) and Semester End Assessment (SEA) will contribute to the

final grade. ISA will consist of class tests, mid-Semester examination(s), homework assignments, and such other modes of evaluation, as determined by the faculty in charge of the courses of study. Progress towards achievement of learning outcomes will be assessed using the following: time-constrained examinations; closed-book and open book tests; problem-based assignments; practical assignment, laboratory reports; observation of practical skills; individual project reports (case-study reports); team project reports; oral presentations, including seminar presentation; viva voce; computerized adaptive assessment, surprise test, modular certifications, and any other modes of assessment.

(ii) The evaluation for the Courses shall comprise of ISA and the SEA.

- (a) One Credit shall carry 25 marks.
- (b) The ISA shall carry 20% of maximum marks allotted for the Course, and SEA shall carry 80% marks. A Course of Four Credits for total of 100 marks, having only Theory, shall have ISA for 20 marks and SEA for 80 marks.
- (c) There shall be no ISA for the One Credit Practical Component of Four Credit Courses. A Four Credit Course (100 marks) comprising Theory (Three Credits) and Practical (One Credit) shall have ISAs only for the Theory Component (15 Marks), and SEA Theory Component (60 marks). The One Credit Practical Component has only SEA (25 marks).
- (d) There shall be no ISA for a One Credit Practical Course.
- (e) In case of Two-Four Credit Practical Courses, the ISA shall have 20% weightage and SEA 80%.
- (f) Courses of any other number of Credits shall have a proportionate marking system.

(iii) Intra-Semester Assessment (ISA)

There shall be three ISAs in a given Semester for the theory Component of each Course of 2 Credits and above, of which a minimum of 50% shall be evidence based. The two best scores shall be considered for the final ISA marks for papers of 2 Credits and above. For a course of one Credit the best score out of two ISAs shall be considered. ISAs may be through a written test or any other alternative mode of evaluation, including assignments, presentations, oral or online test, MCQs, open book test, and any other mode of assessment.

- (a) There shall not be any averaging of ISA marks.
- (b) Generally, the ISA for a given Course shall be conducted by the teacher/s teaching that Course.
- (c) The ISA schedule shall be notified at the beginning of the Semester.
- (d) ISA marks shall be communicated to students within two weeks of the ISA.
- (e) Ordinarily, ISA-I shall be completed by the end of the Fifth week after the commencement of the Semester and ISA-II by the end of the Tenth week of the Semester.
- (f) Students who fail to appear for an ISA due to a genuine reason shall be given another opportunity, to complete the ISA.
- (g) There shall be a Committee appointed to monitor the conduct of ISAs.
- (h) To be eligible to appear for the Semester End Assessment (SEA), a student shall be required to appear for a minimum of two ISAs in each Course.

(iv) Semester End Assessment (SEA)

- (a) SEAs shall be conducted at the conclusion of every Semester, and shall cover the entire syllabus prescribed for the respective Course.
- (b) A student shall be considered to have successfully fulfilled the requirements of a Semester to be eligible to appear for the SEA

provided the student has appeared for two ISAs in a Course, and fulfils the minimum attendance requirements as per the relevant rules of the University. A student failing to fulfil these conditions shall have to repeat the course.

- (c) The detailed procedure for the conduct of SEA and subsequent assessment shall be as notified by the University.
- (d) The pattern of question paper(s) to be set for the SEA in a given course and the scheme of marking shall be decided by the respective BoS. For this purpose, the BoS shall frame specimen question paper(s) in the various courses concerned 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 respective BoS.
- (e) To pass a Course a student shall have to obtain a minimum of 40% in ISA and SEA together.

There is no separate passing for ISA and SEA.

- (f) The duration of SEA theory paper carrying up to 40 marks shall be 1 hour, and papers of above 40 and up to 80 marks shall be of 2 hours duration.
- (g) Supplementary exams shall be held at the end of the academic year immediately after SEA.

(v) Paper Setting

The detailed procedure for the paper setting of shall be notified by the University.

(vi) SWAYAM Courses

Students shall have the option to earn up to 40% of the Credits through online SWAYAM Courses recommended by the Board of Studies and approved by Academic Council preferably in the beginning of each Semester. Students shall inform Programme Director/Head of the Department before registering for the SWAYAM Courses. The certificates/marks obtained by the students after successful completion of SWAYAM course/s has to be forwarded to the Controller of Examination along with Semester marks through the Principal of the College/Dean of the Schools for uploading the Credits in the Academic Bank of Credits (ABC) account of the student.

- (vii) Students shall be permitted to opt Credits/Course from any other Colleges/Institutions affiliated to the University. The assessment and evaluation of the Course shall be conducted by the concerned College/Institution offering the Course, the Institution shall be responsible for forwarding the marks to the parent institution where student is enrolled for the Programme for further processing.

#### **OA-38.14.1 PRACTICAL EXAMINATION**

(i) Conduct of Examination

- (a) Examination(s) in Laboratory exercises shall be conducted for Courses with a practical component. Marks will be allotted as follows: Experiment (including Field Work) 60%, Journal/Record Book 20%, Oral Examination 20%. A student shall be permitted to appear for the practical examination only if s/he submits her/his journal duly certified by the teacher(s) teaching the Course and the concerned Head of the Department/Programme Director.
- (b) To assess the student's performance in the assigned experiment, the examiner shall take into account the planning, procedure, techniques followed, readings/observations, results and the presentation.

- (c) Students shall be required to submit the journal/record book before the practical examination. Examiner(s) shall take into account the regularity of the student in attending the Laboratory Course, completeness of the exercises and presentation and format of the journal. For subjects having field work component, the student 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 marks.
- (d) In the oral examination, examiner(s) shall assess the knowledge of a student in the Course as well as during the experiment(s) performed.
- (e) Record of the breakup of marks obtained by the student for Semesters I to VII for the examinations conducted by the College, shall be maintained by the College in a sealed envelope for a minimum period of one year.
- (f) A student unable to appear for the practical examination on medical or other genuine grounds may be permitted to appear for a practical examination out of turn, irrespective of the timetable and the batch allotted to him/her, in the examination. This out of turn appearance may be in the same Institution or in a different Institution. Such permission shall be granted by the University if recommended by the respective Dean or Principal of the College. The student shall be required to remit the requisite fee for this out of turn examination.

#### **OA-38.14.2 EVALUATION OF DISSERTATION**

The Research Supervisor along with the faculty members of the concerned Discipline shall assess the Dissertation work as per the components below:

- (i) Research Conceptualization: The Research Conceptualization shall have only one assessment component of 100 marks at the beginning of the Semester VIII for the Four-Year Undergraduate Degree Programme which shall be in the form of a presentation of the research frame, identification of the research gap through a review of literature and availability of data, compiled by the student in Semester VII. 50% of the marks shall be awarded by the Research Supervisor and 50% by the faculty members of the Department/Discipline.
- (ii) Research Mentoring: -  
The Research Supervisor shall continuously monitor the progress of research work, evidenced by attendance over Semesters VII and VIII, and shall award marks for research work and the Research Report submitted by the student out of 100 marks. The Research Supervisor shall also take into account the student's discipline, sincerity, interest and performance.
- (iii) Research Report:  
The Research Report shall also be evaluated by an External Examiner for 100 marks. The External Examiner shall be a PhD holder in the concerned subject.
- (iv) A student who fails in the Dissertation shall have to resubmit the Dissertation after incorporating changes suggested by the External Examiner. If there is further rejection of the Dissertation, the candidate shall have to change the topic of Dissertation in consultation with a guide and submit in the next Semester.
- (v) Evaluation of Internship:
  - (a) The modalities of internal evaluation shall be decided by BoS.
  - (b) The students on internship shall be under the mentorship of faculty