



Chowgule Education Society's

**Parvatibai Chowgule College of Arts and Science  
Autonomous**

Accredited by NAAC with Grade 'A+'  
Best Affiliated College-Goa University Silver Jubilee Year Award

**Autonomy Ordinances (AO) governing the National Education Policy (NEP) 2020 based on the Curriculum and Credit Framework for Undergraduate Programme (CCFUP) by the University Grants Commission (UGC) (w.e.f. Academic Year 2024-25 onwards)**

**AO-20: Learning Assessment:**

A variety of assessment methods that are appropriate to a given disciplinary/subject area and a programme of study will be used to assess progress toward the course/programme learning outcomes. Priority will be accorded to **formative assessment**. 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; portfolio submissions; oral presentations, including seminar presentation; viva voce; computerized adaptive assessment etc.

***(effective from the Academic Year 2024-2025)***

In view of implementation of OBE (Outcome Based Education) and NEP-2020(National Education Policy-2020), Course Evaluation should measure the student in terms of all Course Learning Outcomes (CLO). Therefore, the following guidelines need to be adhered across the entire Course Evaluation from the chosen option of pattern of assessments mentioned in AO-20.1.

- (1) All CLOs must be covered in the chosen option of pattern of assessments.
- (2) Options if any in the Question Paper should cover the same CLO and Bloom's Levels.

**AO-20.1: Patterns of Assessment**

Courses conducted in the Undergraduate Programme shall be assessed adopting any one of the following options:

1. Continuous Assessment (CA) only;
2. Continuous Assessment (CA) and Semester End Examination (SEE); and



3. Continuous Assessment (CA), Mid-Semester Assessment (MSA) and Semester End Examination (SEE).

The pattern of assessment can be based on alternative modes of evaluation and must ensure that all the course learning outcomes are met. The pattern of assessment and modes of evaluation will be decided by the course instructor in consultation with the Department Faculty Council (DFC). The instructor will announce the pattern of assessment, the mode of evaluation and the time schedule of assessment right at the beginning of the semester. This disclosure will be a part of the course schedule. Courses with practical components will have separate heads of passing.

**AO-20.1.1: Pattern of Assessment for courses employing Continuous Assessment only (Theory)**

- (a) The CA (Continuous Assessment) shall be conducted in a given Semester using alternate the modes of evaluation such as assignment, seminar presentation, orals, demonstration, written etc.
- (b) Minimum 3 different assessments are to be conducted for the course. However, the teacher may conduct more than three mandatory assessments.

*(effective from the Academic Year 2024-2025)*

**AO-20.1.1A:**

- (a) The CA (Continuous Assessment) shall be conducted in a given Semester using the modes of evaluation as per the Teaching-Learning and Evaluation guidelines approved by IQAC.
- (b) There shall be four CAs for each course of four or more credits, three CAs for each course of three credits and two CAs for each course of two credits.
- (c) If a student misses out any CA with prior approval from the College, the course teacher must conduct an additional CA that should cover the sameCLO and Bloom's Levels.

**AO-20.1.2: Pattern of Assessment for courses employing Continuous Assessment and Semester End examination (Theory)**

- (a) The CA (Continuous Assessment) shall be conducted in a given Semester using alternate modes of evaluation such as assignment, seminar presentation, orals, demonstration, written etc.





- (b) Minimum 3 different Assessments (including two CAs and one Semester End Examination (SEE)) are to be conducted for the course. However, the teacher may conduct more than 2 mandatory CAs.
- (c) Semester End Examination (SEE) to be conducted covering the entire syllabus.

*(effective from the Academic Year 2024-2025)*

**AO-20.1.2A:**

- (a) The CA (Continuous Assessment) shall be conducted in a given Semester using the modes of evaluation as per the Teaching-Learning and Evaluation guidelines approved by IQAC.
- (b) Three Assessments (including two CAs and one Semester End Examination(SEE)) are to be conducted for each course of three credits or more and two Assessments(including one CA and one Semester End Examination) are to be conducted for each course of two credits. Semester End Examinations must be written examinations only.
- (c) If a student misses out any CA with prior approval from the College, the course teacher must conduct an additional CA that should cover the sameCLO and Bloom's Levels.
- (d) Semester End Examination (SEE) to be conducted covering the entire syllabus.

**AO-20.1.3: Pattern of Assessment for courses employing Continuous Assessment, Mid Semester Assessment (Midterm Assessment) and End Semester Assessment (Term End Examination) (Theory)**

- (a) The CA (Continuous Assessment) shall be conducted in a given Semester using alternate modes of evaluation such as assignment, seminar presentation, orals, demonstration, written etc.
- (b) Minimum 3 different Assessments [including one CA, one Midterm Assessment (MA) and Term End Examination (TEE)] are to be conducted for the course. However, the teacher may conduct more than one mandatory CA.
- (c) Midterm Assessment to be conducted covering the 50% of the entire syllabus. Term End Examination to be conducted at the end of the semester covering the remaining 50% of the entire syllabus.

*(effective from the Academic Year 2024-2025)*

**AO-20.1.3A: Pattern of Assessment for courses employing Continuous Assessment, Mid Semester Assessment and Semester End Examination (Theory)**



- (a) The CA (Continuous Assessment) shall be conducted in a given Semester using the modes of evaluation as per the Teaching-Learning and Evaluation guidelines approved by IQAC.
- (b) Three different Assessments [including one CA, one Midsemester Assessment and Semester End Examination] are to be conducted for the course.
- (c) Midsemester Assessment to be conducted covering the 50% of the entire syllabus. Semester End Examination to be conducted at the end of the semester covering the remaining 50% of the entire syllabus.
- (d) If a student misses out CA/Midsemester Assessment with prior approval from the College, the course teacher must conduct an additional CA/Midsemester Assessment that should cover the same CLO and Bloom's Levels.

#### **AO-20.2: Monitoring the Assessments:**

The responsibility for monitoring the assessment of courses offered by the Department will lie with the Head of the Department, the concerned Dean in coordination with the Controller of Examinations.

#### **AO-20.3: Methods of Evaluation:**

##### **AO-20.3.1: Assessment of Theory Component:**

- a) A student shall be required to score a minimum of 40% marks in the theory component, to obtain a minimum Grade P in the theory component (Table 10).
- b) A student unable to obtain a minimum Grade P in any theory component after the **retake examination** will have to repeat the respective course credits as and when it is next offered.

##### **AO-20.3.2: Assessment of Practical Component**

- a. For a course with a practical component, a student is required to score a minimum of 40% marks in the practical component to obtain a minimum Grade P (Table 10).
- b. No separate examination(s) in laboratory exercises shall be conducted for courses having practical(s) components. Each experiment/laboratory work carried out by the student shall be assessed by the teacher/s during the regular practical. Marks shall be allotted for journal/lab record book, field work and oral/viva voce. The teacher concerned will decide the distribution of marks under different heads.
- 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 as well as the experiment(s) performed by the candidate.
- e. Record of the marks obtained by the candidate shall be maintained by the respective department for all semesters, in a sealed envelope for a minimum period of 3 years.
- f. The practical assessment shall be treated as **an independent head of passing**.
- g. A candidate may be permitted, strictly on medical or other genuine grounds, to perform practical(s) missed, at the end of the course.

***(effective from the Academic Year 2024-2025)***

This additional practical assessment must cover the same CLO and Bloom's level.

- h. A student unable to obtain a minimum Grade P (Table 10) in a practical component will be provided with a comprehensive repeat assessment provided the student fulfils the Course/Department policies and attendance policy.

***(effective from the Academic Year 2024-2025)***

This comprehensive practical assessment must cover the CLOs and Bloom's level related to the practical component.

- i. A student unable to obtain a minimum Grade P (Table 10) in a practical component after the comprehensive repeat assessment will have to **repeat** the respective practical credits as and when it is next offered.

### **AO-20.3.3: Assessment of Project Work**

The project work at the Undergraduate level will be assessed by:

- i) Project Guide and
- ii) Departmental Faculty Council (DFC) or the External Examiner.

Each project will be assessed by the Internal Examiner (Project Guide) for 50% of the total marks and by the Department Faculty Council / External Examiner for the remaining 50% of the marks.

The Departmental Faculty Council should consist of not more than three faculty members. These members are to be nominated by the Head of the Department and communicated thereby to the Controller of Examination at the earliest. In case of an External Examiner, the



Head of Department should submit the names of the prospective external examiner to the office of the Controller of Examination at the beginning of the concerned semester.

A student unable to obtain a minimum Grade P (Table 10) in the project component will have to repeat the course credits as and when it is next offered.

#### **AO-20.3.4: Assessment of Research Project/Dissertation:**

The evaluation for the 12 credits of the Research Project/Dissertation will be done in the eighth semester. Students will be assigned a Research Mentor/Guide. Assessment of the Research Project/Dissertation will be done by the Research Mentor/Guide along with the Department Faculty Council of the concerned discipline and external examiner (for assessing research report) as follows:

- **Research Conceptualization(100 marks):** The student shall make a presentation of the research conceptualization (identification of the research problem, objectives, hypotheses, literature review, research design and methodology etc.) before the Department Faculty Council of the Department. 50% of the marks shall be awarded by the Research Mentor/Guide and 50% marks shall be awarded by the Department Faculty Council of the Department. Evaluation is to be done at the beginning of the eighth Semester.
- **Research Mentoring (100 marks):** Research Mentor/Guide continuously monitors research progress, evidenced by attendance, and shall award 100 marks for the research work carried out and submitted by the student as a research report.
- **Research Report(100 marks):** The Research Report of 100 marks shall be evaluated externally. The external examiner shall be a Ph.D. holder in the concerned subject.

To pass in the Research Project/Dissertation, a student has to secure a minimum grade of 'P' (Table 10). A student who does not secure a minimum grade of 'P' in the Research Project/Dissertation, may be allowed to re-submit the report within 15 days after the conduct of the viva-voce incorporating suitable modifications under the guidance of the Research Mentor /Guide.

#### **AO-20.3.5: Assessment of Internship:**

Students will be assigned an Internship Mentor/Guide. Assessment of the internship will be done by the Internship Mentor/Guide and the Department Faculty Council of the concerned discipline as follows:

- **Internship Mentoring:** Internship Mentor/Guide shall review periodically the internship





work carried out by the student. Internship Mentor/Guide continuously monitors the progress, evidenced by attendance, and shall award 50 marks for the internship work carried out and submitted by the student as an internship report.

- **Internship Report:** The student shall make a presentation of the internship report before the Department Faculty Council of the discipline and 50 marks shall be awarded by the Department Faculty Council of the Discipline.

To pass in the internship, a student must secure a minimum grade of 'P' (Table 10). A student who does not secure a minimum grade of "P" in the internship, may be allowed to re-submit the internship report within 15 days after incorporating suitable modifications under the guidance of the internship Mentor/Guide.

#### **AO-20.3.6: Assessment of Seminar:**

Students will be assigned a Mentor/Guide. Assessment of the Seminar will be done by the Mentor/Guide and the Department Faculty Council of the concerned discipline as follows:

- **Content Preparation:** Mentor/Guide shall review periodically the work carried out by the students. Mentor/Guide continuously monitors the progress, evidenced by attendance, and shall award 50 marks for the seminar work carried out and submitted by the student as a seminar report.

- **Seminar Report:** The student shall make a presentation of the Seminar report and 50 marks shall be awarded by the Department Faculty Council of the Discipline.

To pass in the seminar, a student must secure a minimum grade of 'P' (Table 10). A student who does not secure a minimum grade of 'P' (Table 10) in the seminar, may be allowed to re-submit the seminar report within 15 days after incorporating suitable modifications under the guidance of the Mentor/Guide.

#### **AO-20.4: Retake examination and Submission of results:**

After completion of the regular entire course assessment in a semester, retake examination will be conducted within 15 days from the declaration of the result for the following specified reasons with prior approval from the concerned teacher:

- Students participating in various events like NSS/NCC/Sports/conferences etc
- Medical reasons such as hospitalization, etc with prior permission supported by the medical certificate.
- Unforeseen emergencies such as accidents, medical, curfew, bad weather etc.
- Students who fulfil class policies and attendance policy but have acquired Grade F/Ab.



Marks scored by students in the examinations related to the courses offered by the Department during the semester should be submitted to the Examination Cell of the College at least one week before the end of the semester (commencement of the winter/ summer break) so as to facilitate the declaration of results.

Any issues related to conduct of examination should be addressed to the Controller of Examination.

#### AO-20.5: Letter Grades and Grade Points

The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester. The SGPA is based on the grades of the current semester, while the Cumulative Grade Point Average (CGPA) is based on the grades in all courses taken after joining the programme of study.

**Table 10: Letter Grades and Grade Points**

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	—

#### Computation of SGPA and CGPA

The performance of a student in a semester is indicated by a number called SGPA.

The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student.

$$\text{i.e., SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$





Where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course in each semester. Here,  $i = 1, 2, 3, \dots, n$ , represent the number of courses in which a student is registered in the concerned semester.

### Example for Computation of SGPA

Semester	Course	Credit	Letter Grade	Grade point	Credit Point (Credit x Grade)
I	Course 1	3	A	8	$3 \times 8 = 24$
I	Course 2	4	B+	7	$4 \times 7 = 28$
I	Course 3	3	B	6	$3 \times 6 = 18$
I	Course 4	3	O	10	$3 \times 10 = 30$
I	Course 5	3	C	5	$3 \times 5 = 15$
I	Course 6	4	B	6	$4 \times 6 = 24$
		20			139
	<b>SGPA</b>				<b><math>139/20 = 6.95</math></b>

The Cumulative Grade Point Average (CGPA) is also calculated in the same manner considering all the courses undergone by a student over all the semesters of a programme,

$$\text{i.e., CGPA} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course in the entire programme. Here,  $i = 1, 2, 3, \dots, n$ , represent the number of courses undergone by a student in the entire programme.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

### AO-20.6: Percentage

Keeping in mind the varied requirements of different bodies, wherever percentage is mandatory, it is to be calculated using the following formula:

$$\text{Percentage} = \frac{\sum \text{Marks obtained (excluding the marks obtained in the extra credit courses)}}{\sum \text{Maximum Marks (excluding the extra credit courses)}}$$



**AO-20.7: Transcript (Format):**

Based on the above recommendations on Letter grades, grade points and SGPA and CGPA, the college shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

**AO-20.8 Scheme for award of entitlement marks and grace marks at the Semester End Examinations.**

**Candidates who have participated in NCC/ NSS/ Sports 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 Principal of the college/Head of Institutions as having satisfactorily completed 40 parade's/ Semester for the Semester Scheme of examination

OR

II) Candidates who have participated in the NSS programme and are certified by the Principal of the college/Head of Institutions as having satisfactorily completed at least 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.

III) All the above category of students participating in the NCC/NSS at the University / Inter-University/Inter-State/National/International level (representing the University or State) shall be entitled to the gracing of 1% of maximum aggregate marks under any one or more of conditions (a) to (c) mentioned below for the examination pertaining to the respective semester.

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 who fails to pass an examination shall be graced up to 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.





c) 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 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.

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

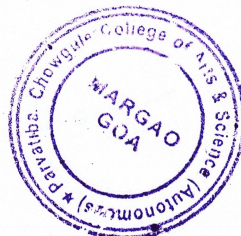
**A) Eligibility**

Candidate (Sportsperson) should be a bonafide student of college and after obtaining prior approval of the respective Principal / Dean / Head of Department should participate in the sport 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/ retake/Annual exam only. In the event of his/her performance in more than one category/sport, only the highest marks allotted in any one with category/sport will be considered.

For the purpose of allotment of marks, sports events shall be divided into 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	Participation	Winner/Gold Medal	Runners-up/Silver Medal	Semi finalist/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 . 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 Course/Subject, provided that he/she shall have obtained a minimum of 50% of marks required to pass/claim exemption in that Course/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 Course(s)/Subject(s), whether in theory or practical or both, the Sports Merit Marks shall be added to the Course(s)/Subject(s) and indicated by a hash (#).Balance marks, if any, shall be shown separately in the marksheet.

(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 marks graded under this scheme shall be shown separately in the candidate's marks sheet.

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

c) 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.

d) The students participating in Sports/NCC/NSS shall be eligible to get marks under only one category in whichever he/she scores maximum.



A handwritten signature in blue ink, appearing to read "Shalika", with a horizontal line underneath.

PRINCIPAL  
PARVATIBAI CHOWGULE COLLEGE  
OF ARTS & SCIENCE (AUTONOMOUS)  
MARGAO-GOA