

Parvatibai Chowgule College of Arts and Science (Autonomous)
Margao – Goa, India

Autonomy Ordinances (AO-5A) governing the Master's Degree Programmes
(w.e.f Academic Year 2023-24)

Autonomy Ordinance (AO-5A) governing Master's Degree Programmes in Arts and Sciences in the subjects of Languages, Social Sciences and Sciences under the Choice Based Credit System of Parvatibai Chowgule College of Arts and Science, an Autonomous institution under the Goa University.

Objective :

1. To provide students with a strong base of concept and application of the discipline .
2. To be in par with the Credit-Based Masters Degree Programmes offered by the Goa university .
3. To align with the recommendation of the theNEP-2020 for Higher Education .

AO-5A.0 Programme Codes, Discipline Codes and Course Codes

1. The Master's degree programmes offered by the postgraduate departments will have a programme code, PGMP - .
2. Master's Degree programmes of individual departments will be distinguished by discipline codes. For example, CHE for Analytical Chemistry, IT for Information Technology, GEG for Geography, PSY for Psychology, GIS for Geoinformatics, etc. Hence individual programme codes will be PGMP-CHE, PGMP- IT,PG PGMP -GEG, PGMP-PSY, PGMP-GIS, .
3. Each course offered in a Master's degree programme of a department will have a unique course number. The course codes shall be defined as the course number appended to the Master's degree programme code. The course code will appear in the form (Programme Code)-(Discipline Code). (Course Code and No.). Corse Codes should be able to separate Core courses (C), Elective courses (E) and Internship (I), and provide the serial number of the course. For example, a Programme and course code for Chemistry will be PGMP-CHE-E.1.

AO-5A.1 General Information

1. The eligibility, procedure and conditions for admission to the Masters Programmes and the rules governing (i) reservation of seats in each Department, (ii) merit list, (iii) registration and payment of fees shall be as provided in the respective notifications.

AO-5A.2 Programme Structure

1. The Programme shall be based on a system of time-integrated Units called Credits, under the Choice Based Credit System (CBCS).
2. All the Master's programmes shall consist of a minimum of 80 Credits. Student shall be eligible for the award of Master's Degree on successful completion of a minimum 80 credits, over a minimum of four Semesters.
3. These Credits shall comprise of Discipline Specific Core Courses, Discipline Specific Elective Courses, Generic Electives, Research Specific Electives, Discipline Specific Dissertation /Internships.
4. Every Programme shall have 32 credits of discipline specific Core Courses , 20 credits of generic and discipline specific elective course, 12 credits of research specific elective courses and 16 credits of dissertation or internship as recommended by the Board of Studies (BoS) in the concerned discipline and approved by the Academic Council.

Fig 1 : Semester wise Credits for PG Programmes

Courses	Sem 1	Sem 2	Sem 3	Sem 4	Total Credits
Discipline Specific Core (DSC)	16	16			32
Discipline Specific Elective (DSE)	4	4	8		16
Generic Electives (GE)			04		04
Research Specific Electives (RSE)			08	4	12
Discipline Specific Dissertation /Internship (DSD/I)				16	16
	20	20	20	20	80

5. The Courses may cover only theory, theory and practical, theory and tutorial or only practical or theory, mini project and field-work, dissertation or internship work.
6. Discipline Specific Core: DSC are compulsory courses offered by the specific discipline that will help the students to have deeper knowledge and strong base of the discipline
7. Discipline Specific Electives: DSE will be offered by the specific discipline and can be chosen from the pool of electives. Electives will enable the students to gain proficiency skills, additional knowledge and extend the scope of the core courses.
8. Generic Electives will be interdisciplinary and multidisciplinary in nature that can be offered across disciplines
- 9 Elective Courses may also comprise of self-learning courses in the form of field work, summer training, online courses and other such courses; the Board of Studies shall specify the Credits for these activities.

10. Research Specific Electives : RSE courses aims to provide research skills to students to carry out Dissertation. For eg. Research Methodology, Statistics for Research etc.

11. Dissertation or internship is to acquire additional knowledge, develop skills, supplement theoretical knowledge and enhance research or professional skills of the students. Board of studies may define the structure and assessment of the same.

12. Dissertation and internship shall also be added to the list of courses that a Masters programme may offer. There shall be internal choice between dissertation and internship and each shall carry 16 credits. Industrial projects shall include in its definition the projects pursued with industrial and business undertakings, government agencies as well as non-government agencies. The dissertation or internship will be individual.

13. A student shall also be permitted to opt for additional elective courses (of up to an additional eight credits) from within or outside the Department so as to earn additional Credits. In such cases the final grade shall be awarded by choosing the courses with the highest grades scored from the pool of completed Elective Courses.

14. One Credit of a Theory Course shall be equivalent to 15 contact hours of learning activities, including lecture, group discussion, seminar, problem solving, tutorial, assessment and such others.

15. One Credit of a Practical Course shall be equivalent to 30 clock hours of laboratory / field work/ study tour. That is, for one credit there will be 15 practical sessions each of 2 clock hour's duration, or its equivalent.

AO-5A.3 Scheme of Instruction

The Departmental Faculty Council (DFC) constituted for this purpose in the College, shall be responsible for the proper implementation and conduct of the Credit-based Masters Degree Programme(s) of the postgraduate Department. The DFC shall comprise of the (a) Principal of the College / Coordinator of PG programmes, (b) Coordinator of the Course, and (c) teachers teaching the Programme.

1. Ordinarily one teacher shall teach an entire Course, unless the Course requires more than one teacher to meet intra- or inter-disciplinary requirements. The Course outline/session plan for each Course offered during the Semester shall be submitted by the teacher/ instructor to the DFC before the commencement of teaching of the said Course.
2. (a) The Board of Studies shall prepare the details of objectives, themes/outcomes and topics of Core, Elective and Bridge Courses and recommend it for approval by the Academic Council. (b) All the approved Courses, either Core or Elective or Bridge, shall be uploaded on the College Website prior to offering of the Course.
3. The Course outline/session plan shall depict the Course Objectives, Course Outcomes and the themes/units in terms of teaching/ learning and assessment.

AO-5A.4 Dissertation and Internship

1. Dissertation work shall be carried out individually by students and, ordinarily, it shall be spread over third and fourth Semesters. However, the DFC may consider on case to case basis, and reduce it to one Semester, if it involves full field-work or dissertation in other Institutes or Industries.
2. Industrial Project work shall be carried out individually by a student or by a team of up to five students and, ordinarily, it shall be spread over an entire Semester-equivalent of Credits. However, the DFC may consider on case to case basis, and reduce it.
3. The DFC shall decide at the end of the second Semester, the modalities relating to dissertations and industrial projects, which shall be informed to the students.
4. Topics for dissertations or industrial projects shall be finalized by the student in consultation with the guiding teacher.
5. The student shall declare, in the prescribed pro-forma, that the dissertation/industrial project work is his/ her own work and that all the sources used are duly acknowledged.
6. The guiding teacher shall certify, in the prescribed pro-forma, that the dissertation/industrial project is an original work of the candidate completed under his supervision.
7. Students shall submit the dissertations/industrial projects to the Postgraduate 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/industrial project after the due date.
8. Every student shall submit one soft copy and two bound copies of the dissertation/industrial project to the Co-coordinator in an appropriate format, preferably as per the format given by the department/ institution.

AO-5A.5 Scheme of Examination

1. The assessment of all Courses including Dissertation and Internship shall comprise of Continuous Assessment (CA) and Semester End Examination (SEE) and shall be fully internal. The SEE of all courses, Core and Elective (including Dissertation and Internship), both Theory and Practical shall be conducted by the teachers as decided by the respective DFC.
2. (a) Each teacher of the concerned Course shall be the examiner for the course content he/she has taught. The teacher of the Course shall be responsible for evaluating full or part of the Course he/she has taught. The Coordinator shall coordinate the teaching, examination and evaluation (both CA and SEE) of the Course and maintain records of all assessments/tests/ examinations. (b) When more than one teacher is involved in teaching the course, one teacher preferably a regular teacher shall be identified as the Course Co-ordinator by the Principal. (c) Paper setting and evaluation of all the elective courses and practical courses or practical components of the courses, either core or elective will be carried out by the concerned teachers. (d) For the purpose of paper setting and evaluation of core courses, the concerned BoS may recommend a master panel of paper setters and examiners comprising both external and internal (for the purpose of co-ordination), which shall be placed before the Academic Council for approval. Under-graduate teachers in affiliated colleges with Ph.D. degrees and at least three years of post- graduate teaching experience and teachers without a Ph.D. but who

have 5 years of post-graduate teaching experience shall be eligible for inclusion in such a panel.

3. The nature of assessments may be Written/Oral, Open/Closed book, Scheduled / Surprise, Objective / Multiple-choice, Short-answer type, Essay type, Seminar, Assignment, Experimental work, Journal paper Review, Fieldwork, Viva-Voce, Peer group assessment, Class participation as described in the Course outline.
4. A Course shall have a “single passing-head” based on the combined performance at the Continuous Assessment and Semester End Examination. Fractional marks shall be rounded off to the nearest integer only at the time of calculating the Course grade.
5. The DFC shall constitute a Departmental Examination Committee (DEC) to monitor the conduct of CA and SEE.
6. The Course-wise time-table of internal assessment shall be displayed at the beginning of each Semester. Every teacher shall submit to the Co-ordinator / Controller of Examinations, the question paper of the assessment and the marks assigned within ten days of the conduct of each assessment. The result of each assessment shall be displayed on the Notice Board / Website and the assessed material shall be shown to the candidate(s) by the concerned teacher and submitted to the Co-ordinator / Controller of Examinations along with the question paper in a sealed envelope.

AO-5A.6 Evaluation of Courses

1. One Credit Course shall carry 25 marks. All other Courses shall carry marks proportionate to the number of Credits.
2. (a) The weightage for the CA and SEE in all Core and Elective courses, shall be 60% and 40% respectively.

(b) There shall be four CAs for each course of three or more credits, and evaluated for 60% of total marks of the course. Out of four CAs best three CA shall be considered. However, for a two credits course, only three CAs shall be conducted and evaluated for 60% of the total marks of the course. Out of three CAs best two CA shall be considered. However, for a 1 credit course, only two CAs shall be conducted and evaluated for 60% of the total marks of the course and the best CA will be considered.

Number of Credits of the course	Number of CAs to be conducted	Marks for each CA	Number of CAs to be considered
1 Credit	2	15	Best one out of two CAs
2 Credits	3	15	Best two out of three CAs

3 Credits	4	15	Best three out of four CAs
4 Credits	4	20	Best three out of four CAs
5 Credits	4	25	Best three out of four CAs
6 Credits	4	30	Best three out of four CAs

All internal assessments shall be completed by the last teaching day of the semester.

3. Ordinarily a teacher who teaches a particular course or part thereof shall assess the performance of the students in the CA component of that Course. Guest Faculty/contributory teachers teaching a course or part thereof shall conduct such assessment in consultation with the Course Co-ordinator.
4. There shall be a continuous review of the teaching programme by the DFC in every Semester.
5. The SEE shall be conducted as per the academic calendar. The Controller of Examination shall work out the examination schedule for SEE in consultation with all postgraduate departments / Corodinator of PG Programmes and display it on the College Website before the last teaching day of the Semester. The same shall be communicated to the concerned departments.
6. The duration of all comprehensive written SEE examinations carrying 25 marks or less, shall be of one hour; SEE carrying above 25 marks and up to 50 marks, shall be of two hours; SEE carrying above 50 marks, shall be of three hours.
7. Practical Continuous Assessment(PCA) shall be conducted and evaluated for the practical component of a Course. The practical assessment shall be treated as an independent head of passing.
8. The SEE answer scripts shall be assessed by the teacher concerned, within two weeks from the date of the examination. Before finalizing the scores obtained, the answer scripts should be shown to the students after specifying the date and time on the Notice Board / Website in advance.

AO-5A.7 Evaluation of Dissertation / Internship

1. The 16 credits of the dissertation will be evaluated in Semester IV but the students will start working on dissertation from Semester III. Students will be assigned a Research Mentor/Guide. Assessment of the dissertation will be done by the Guide and the faculty members of the concerned discipline as follows :
 - 4 credits(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 DFC. 50% of the marks shall be awarded by the Research Mentor/Guide and 50% marks shall be awarded by the DFC. Evaluation is to be done at the beginning of the 4th Semester.
 - 4 credits(100 Marks) – Research Mentor/Guide shall maintain the record of attendance of the student and assign the marks based on students attendance, commitment in carrying out the research work, Field work, Data Collection etc. 100 marks shall be awarded by the Research Mentor/Guide. However, 50% of the marks shall be awarded by the Research Mentor/Guide and 50% of the marks shall be awarded by the External Mentor/Guide for collaborative work.
 - 8 credits(200 Marks) – Research Report - The research report shall have two CAs of 25% of marks each assessed by the Research Mentor/Guide and may comprise Viva-Voce, Seminar presentation or written reports. The SEE component of 50% marks shall be in the form of a presentation by the student to be assessed by the faculty members of the Discipline.
2. The 16 credits of the internship will be evaluated in Semester IV but the students will start working on the internship from Semester III. Students will be assigned an Internship Mentor/Guide. Assessment of the internship will be done by the Internship Mentor/Guide and the faculty members of the concerned discipline as follows :
 - 4 credits(100 Marks) – The student shall make a presentation of the project (identification of the Project, Internship Organization, Objectives, Data Collection etc.) before the DFC. 50% of the marks shall be awarded by the Internship Mentor/Guide and 50% marks shall be awarded by the DFC. Evaluation is to be done at the beginning of the 4th Semester.
 - 4 credits(100 Marks) – Internship Mentor/Guide and the Industrial Mentor shall assess the student and assign the marks based on students attendance, commitment in carrying out the project work, Data Analysis, Analysis and Design of the project, Methodology used etc. 50% marks shall be awarded by the Internship Mentor/Guide and 50% of the marks shall be awarded by the Industrial Mentor.
 - 8 credits(200 Marks) – Internship Report - The Internship report shall have two CAs of 25% of marks each assessed by the Internship Mentor/Guide and may comprise Viva-Voce, Seminar presentation or written reports. The SEE component of 50% marks shall be in the form of a presentation by the student to be assessed by the faculty members of the Discipline.
3. Under internship and dissertation, option to pursue internship/dissertation at international level to be kept open.
4. To pass in the dissertation / internship, a student has to secure a minimum grade of “P”.
5. A student who does not secure a minimum grade of “P” in the dissertation / internship, may be

allowed to re-submit the dissertation / internship after incorporating suitable modifications under the guidance of the dissertation / internship Mentor/Guide.

6. There shall be no revaluation in case of dissertations / internship which are based on laboratory/field/experimental work.

AO-5A.8 Award of Grades

1. Marks awarded in each Course shall be represented in the form of Grades in the grade sheet issued at the end of each semester. The Final result shall be declared as Cumulative Grade Point Average (CGPA).
2. The marks awarded in the CA and SEE shall be added for awarding the grade for each Course, as indicated in the table below:

Range of percentage scored	Grade Points	Grades
85 – 100	10	O (Outstanding)
75 – < 85	9	A+ (Excellent)
65 – < 75	8	A (Very Good)
55 – < 65	7	B+ (Good)
50 – < 55	6	B (Above Average)
45 – < 50	5	C (Average)
40 – < 45	4	P (Pass)
0 – < 40	0	F(Fail)
Absent	0	Ab (Absent)

3. Every student shall have to secure a minimum of “P” grade to pass the Course.
4. Provisions for grace marks shall not be applicable to Credit Based Master’s Programmes.
5. (a) Students who do not secure a minimum of “P” Grade in a Core Course shall have the option of answering SEE in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme. (b) In the case of Elective Courses, a student who does not secure a minimum of “P” Grade shall have the option of answering SEE in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme, or register for an alternative Elective Course to secure requisite number of Credits. (c) Appearance in the minimal number of Continuous Assessments as prescribed, and in the Semester End Examination, is compulsory for passing. (d) There shall not be any supplementary examinations for SEE. However, repeat examinations shall be conducted as per the allotted time frame for SEE in the academic calendar. In such cases, the CA score shall be carried forward. However, if the candidate is re-registering for a course, neither the CA nor the attendance of the previous attempt shall be carried forward.
6. The Course Co-ordinator shall be responsible for finalizing the assessment pattern and to ensure that the assessment reflects teaching / learning-time and weight-age assigned to the topic/unit/module as prescribed in the Course outline.
7. (a) The weighted grade points of a course shall be calculated by multiplying the grade points (G_i) scored by a student, by the number of Credits (C_i) of the respective course.

(b) The Cumulative Grade Point Average (CGPA) shall be calculated on completion of 80 Credits of a programme.

(c) The CGPA shall be calculated as

$$\text{follows: } CGPA = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where “ C_i ” is the number of credits of the i^{th} course and “ G_i ” is the grade point scored by the student in the i^{th} course.

(d) The CGPA shall be rounded off to 2 decimal points and recorded in the transcripts.

(e) For calculating the CGPA, all the core courses (32 credits) and best of the grades obtained for the elective courses (32 credits) and the grade obtained in Dissertation/Internship (16 credits) shall be considered.

(f) Wherever the number of *best Elective Credits* are more than 32, the Grade Point of an Elective Course having the least Grade Point amongst these, shall be computed for a lesser

number of Credits, so as to obtain a total of 32 Elective Credits. Such reduction in the weightage shall be reflected in the marks-list.

(g) Wherever the number of Elective Credits are more than 32, the Grade Point of the extra Elective Course/s shall be computed and shown as extra credits in the transcript/marks-sheet.

(h) For each Course where a student secures “F” or “Ab” Grade, he/she shall not be entitled to earn any Credits for that Course.

(i) The CGPA shall be converted to the Final grade, as shown in the table below:

CGPA	Grades	Grade Description
10.0	O	Outstanding
9.0 – < 10	A+	Excellent
8.0 – < 9.0	A	Very Good
7.0 – < 8.0	B+	Good
6.0 – < 7.0	B	Above Average
5.0 – < 6.0	C	Average
4.0 – < 5.0	P	Pass
< 4.0	F	Fail

(j) In the case where CGPA is higher than the indicated upper limit in the two decimal digits by a factor of ≥ 0.005 , then the higher grade will be awarded; e.g. a candidate with $CGPA \geq 4.995$ will be awarded “C” grade. A candidate who has not earned required credits shall be given a final grade “F” and declared as “Fail”.

8. Within one week from the last examination at the end of each Semester, the CA and SEE scores shall be approved by the DFC and thereafter sent to the Controller of Examinations (CoE) in the format made available for the same. The Examination section shall check/verify the scores entered in the database, prepare grades and declare results within two weeks of the receipt of the SEE scores.
9. 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. This shall be subject to the provision of maximum duration for completion of a program as specified in the relevant Ordinances. Such candidate(s) shall be treated as supernumerary for the particular course.

AO-5A.9 Grievance Committee

1. 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 Principal shall appoint a Chairperson from among the five. No teacher against whom a grievance is made shall participate in the meetings of the Committee.
2. The Grievance Committee shall examine and decide on the grievances relating to the marking of answer-scripts/evaluation of tests of the students. The Committee may also consider any other matter related to examination and evaluation.
3. If a student has a grievance pertaining to assessment in a course, the grievance application shall be referred to the Grievance Committee.
4. If the Grievance Committee finds that there is a prima facie case, it may refer the respective answer-scripts/ assignments, to an expert from outside the College, for which the student shall have to pay the prescribed fee. The result of such an evaluation shall be final and binding.
5. The decision of the Grievance Committee shall be communicated to the student within one month of his/her filing of the grievance.

AO-5A.10 Coordination Committee

1. The Principal shall constitute a Coordination Committee with representatives of all Faculties to coordinate the Credit-Based Postgraduate Degree /Diploma Programmes.
2. The Coordination Committee shall comprise of all Co-ordinators of Postgraduate Degree / Diploma Programmes with the coordinator of PG Programmes as Chairperson. The committee shall be assisted by the Academic Section of the College.
3. The Committee shall coordinate the implementation of the Credit-Based Postgraduate Programmes, and resolve anomalies arising during the implementation of the Programme.
4. The Committee shall consider suggestions received from students, programme co-ordinators, faculty members, Board of Studies, and the Examination Section, and recommend modification of existing provisions or the introduction of new provisions.

AO-5.12 Feedback

1. At the end of the teaching of every Semester there shall be an assessment of the teaching of the Course/s in that Semester by the student(s), the records of which shall be retained by the Internal Quality Assurance Cell (IQAC).