

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

**Autonomy Ordinances (AO) relating to the One Year Postgraduate  
Diploma Programmes of Parvatibai Chowgule College of Arts and  
Science (Autonomous)**

**(To be effective from the Academic Year 2020-21)**

*(Approved in the Academic Council meeting held on 5<sup>th</sup> June 2020 and Governing Body  
meeting held on 29<sup>th</sup> July 2020)*

**Autonomy Ordinance (AO-9) for Postgraduate Diploma Programmes in various  
subjects offered by the Faculties of Languages, Social Sciences, and Sciences, under  
Choice Based Credit System of Parvatibai Chowgule College of Arts and Science – an  
Autonomous College affiliated to the Goa University.**

**AO-9** Ordinance governing the Postgraduate Diploma Programmes in various subjects offered by the Faculties of Languages, Social Sciences, and Sciences, under the Choice Based Credit System of Instruction, of Parvatibai Chowgule College of Arts and Science, Autonomous, affiliated to Goa University.

**AO-9A Programme Code, Discipline Code and Course Code**

**AO-9A.1** The Postgraduate Diploma programmes offered by the postgraduate departments will have a programme code, PGD.

**AO-9A.2** Postgraduate Diploma programmes in specific discipline will be distinguished by discipline codes. For example, CA for Computer Applications, GIS for Geoinformatics, CGMLT for Clinical Genetics and Medical Laboratory Techniques, etc. Hence individual programme codes will be PGD-CA, PGD-GIS, PGD-CGMLT etc.

**AO-9A.3** Each course offered in a Postgraduate Diploma programme will have a unique course number. The course codes shall be defined as the course number appended to the postgraduate diploma programme code. The course code will appear in the form (Programme Code)-(Discipline Code).(Course No.). For example, a course code for Postgraduate Diploma in Computer Applications could be PGD-CA.E.1, where E.1 is a unique number given to a particular course.

**AO-9.1      General**

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

**AO-9.2      Structure of Postgraduate Diploma Programmes**

1. The Postgraduate Diploma Programme shall be based on the Choice Based Credit System (CBCS) and shall comprise of Core Courses and Elective Courses.
2. The programmes shall consist of 40 Credits. Student shall be eligible for the award of Postgraduate Diploma in the subject on successful completion of 40 credits over a minimum of two Semesters.
3. The total number of 40 Credits of a programme shall comprise of 20 credits for Core Courses and 20 credits for Elective Courses.
4. The Courses may cover only theory, theory and practical, theory and tutorial or only practical or theory and field-work.
5. Elective Courses may also comprise of self-learning courses in the form of fieldwork, project, summer training, online courses, internship and other such courses; the Board of Studies shall specify the Credits for these activities.
6. A student shall also be permitted to opt for additional elective courses 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 so as to determine the 20 credits for Elective Courses. The final grade will be computed based on his/her performance in Core Courses and the best performance in the Elective Courses. Additional Elective Course not considered for computing the 40 credits shall be depicted in the final transcript/mark sheet as an extra course along with the credits and grade scored.
7. Permission to transfer Credits in case of Institutions not affiliated to Goa University, may be allowed on a case to case basis, following the Credit recognition procedure. Such Courses, when opted for by the students of a Department, may be approved provisionally by the Departmental Faculty Council and placed for rectification before the Board of Studies at its subsequent meeting.
8. 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.
9. One Credit of a Practical Course shall be equivalent to 30 clock hours of laboratory /field work/ study tour. However, in the case of Postgraduate Diploma in Psychology subject, one Credit of the Practical Course shall be equivalent to 15 clock hours of laboratory/field work/study tour.
10. The Course Coordinator shall notify the Core and Elective Courses offered to students for the following Semester. The concerned postgraduate department shall also provide for adequate number of Elective Courses in case a student desires to obtain all Credits from the parent Department.
11. Minimum number of students for an Elective Course shall be not less than five. In case there are less than five students for a Course, the permission of the Principal shall be obtained before the commencement of teaching for the said Course.

12. Project work will carry a maximum of 4 credits and shall be optional.
13. A student shall not be permitted to register for less than 12 Credits and more than 28 Credits in a Semester, during the two-semester Postgraduate Diploma Programme.
14. Postgraduate departments may include internship in their Diploma Programme. This will be in addition to the forty credits of the programme. Students shall be permitted to pursue internship during vacations.
15. The Post graduate Diploma in 'Clinical Genetics and Medical Laboratory Techniques' shall comprise of compulsory internship/hands-on training in Clinical Laboratories / Medical College / Hospital / Pathology Lab/ Genetic Lab for a period of 03/06 months equivalent to 240 hours for 08 credits in lieu of two elective courses.

**AO-9.3 Scheme of Instruction**

1. 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 Postgraduate Diploma Programme(s) of the postgraduate Department. The DFC shall comprise of the Coordinator of the Programme and teachers teaching the Programme.
2. Ordinarily one teacher shall teach an entire Course, unless the Course requires more than one teacher to meet intra-disciplinary 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.
  - (a) The Co-ordinator of the Postgraduate Diploma Programme shall prepare the details of course outcomes, units/themes and topics of Core and Elective Courses for discussion and recommendation of the Board of Studies and for approval by the Academic Council.
  - (b) All the approved Courses, either Core or Elective, shall be uploaded on the College Website prior to offering of the Course.
3. The Course outline/session plan shall depict the Course Outcomes and the Units/themes in terms of teaching/ learning and assessment.

**AO-9.4 Project**

1. The Project work shall be spread over the two semesters or be conducted in the second semester.
2. The DFC shall decide at the beginning of the first semester, the modalities relating to the project work, which shall be informed to the students.
3. Topic for project work shall be finalized by the student in consultation with the guiding teacher.
4. The DFC shall decide the number of students each teacher can guide with an equitable distribution of students to the Guides for sharing the workload. The workload in the project will be as per College Policy and guidelines.
5. The student shall declare, in the prescribed pro-forma, that the 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 project work is an original work of the candidate completed under his supervision.

7. Students shall submit the project report to the Co-ordinator through the guiding teacher not later than 2 weeks before the end of the term. Ordinarily, no student shall be allowed to submit the project report after the due date.
8. Every student shall submit one soft copy on a CD and one bound copies of the project report to the Co-ordinator in the standard format as under:  
The size of paper: A4 (approximately 29 cm x 21 cm) except for drawings, graphs and maps, on which no restriction is placed, with a margin of 3 cm on the left hand side and 2.5 cm on all the other three sides. The project report should be neatly typed in double space and only on one side of the paper.  
The front cover of the project report, bound in a standardized form, should contain the title of the dissertation, the Degree, date and name of the student concerned.

#### **AO-9.5 Scheme of Examination**

1. The assessment of all Courses shall comprise of Continuous Assessments (CA) and Semester End Examination (SEE) and shall be fully internal. The SEE of practical courses in case of Laboratory subjects 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 programme, one teacher preferably a regular teacher shall be identified as the Programme 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.
- 3.(a) 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.
- (b) For each theory Course, a written or any other evidence-based component shall constitute at least 50 % of CA and SEE.
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, the question paper of the assessment and the marks assigned within seven days after the conduct of each assessment. The result of each assessment shall be displayed on the Notice Board / Website and the assessed material shall be shown to the candidate(s) by the concerned teacher and submitted to the Co-ordinator along with the question paper in a sealed envelope.

**AO-9.6 Evaluation of Courses**

1. (a) A One Credit Course shall carry 25 marks. All other Courses shall carry marks proportionate to the number of Credits.
- (b) The weight-age for the CA and SEE in both theory and practical courses shall be at least 40% for CAs and at least 40% for SEE. Together, CAs and SEE shall be 100%.
- (c) There shall be two CAs for each Course of two or more Credits (either theory, or practical/laboratory or field-course). However for a one Credit Course, a single CA shall be conducted. An additional assessment, irrespective of the number of Credits a Course carries, may be provided on the request of students to improve the Grade, in which case the best two assessments shall be considered, or the best one in the case of a Single credit course. All internal assessments shall be completed by the last teaching day of the Semester.
2. Ordinarily a teacher who teaches a particular course or part there of 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 Programme Co-ordinator.
3. There shall be a continuous review of the teaching Programme by the DFC in every Semester.
4. 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 other departments and display it on the College Website before the last teaching day of the Semester. The same shall be communicated to the concerned departments.
5. The duration of all comprehensive written SEE examinations carrying 25marks 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.
6. The duration of SEE of all Practical/Laboratory Courses/Field Course shall be decided by the respective Board of Studies.
7. The SEE answer scripts shall be assessed by the teacher concerned, within two weeks from the date of the examination.

**AO-9.7 Evaluation of Project**

- 1.(a) The project shall be assessed by the Guide/Supervisor and by the DFC. The student shall submit the project report and make a presentation of the project work before the DFC and students of the Department. The DFC shall assess the work. Average of marks of all teachers attending the presentation shall be the evaluation of the project which shall carry 50% of the total marks assigned for project.
- (b) The Guide shall assess the project independently for 50% marks.
2. To pass in the project, a student has to secure a minimum grade of 'P'.
3. A student who does not secure a minimum grade of 'P' in the project, may be allowed to re-submit the project after incorporating suitable modifications under the guidance of the teacher.

**AO-9.8 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	Letter Grade	Grade Description
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	R	Reappear
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 Postgraduate Diploma 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 minimal number of Continuous Assessments as prescribed, and in 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 Programme 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/syllabus.
- 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 40 Credits of a programme.
- (c) The CGPA shall be calculated as 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 and best of the grades obtained for the elective courses and the grade obtained in internship (when applicable) shall be considered.
- (f) For each Course where a student secures 'R' or 'Ab' Grade, he/she shall not be entitled to earn any Credits for that Course.
- (g) 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	R	Reappear

- (i) In the case where CGPA is higher than the indicated upper limit in the two decimal digits by a factor of  $\geq 0.005$ , 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 'R' and asked to 'Reappear'.
8. At the end of each Semester, within one week from the last teaching day, the CA scores shall be approved by the DFC and thereafter sent to the Controller of Examinations (CoE). SEE scores shall be finalised and approved by DFC and thereafter sent to the CoE within two weeks of the last examination. The Examination section shall prepare Grades and declare results within two weeks of the receipt of the SEE scores.
  9. Students who have not completed the Programme in two Semesters are permitted to re-register for additional Semester(s) and opt for Courses, provided that these Courses are available for instruction. Such candidate(s) shall be treated as supernumerary for the particular Course. The maximum time allowed for a student to complete the postgraduate diploma programme is two years.

**AO-9.9 Academic Audit Committee (AAC)**

1. There shall be an audit of the Academic Programme(s) of each Department of the College, conducted once in two years by an Academic Audit Committee(AAC).
2. The AAC shall comprise three members who shall be nominated by the Principal from the panel of experts prepared by the Board of Studies and approved by the Academic Council.
3. The audit shall be conducted at the end of every alternate Academic Year, within two months after the declaration of results.
4. The academic audit by the AAC shall comprise of:
  - (i) Review of 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.

- (ii) Review of sample answer scripts to check for objectivity and uniformity of assessment.
  - (iii) Scrutiny of question papers to determine the alignment of the questions with the learning outcomes.
  - (iv) Scrutiny of the records of CAs and SEE maintained by the Department, in order to determine the suitability and adequacy of the methods of assessment.
  - (v) Evaluation and suggestion of remedial measures on the basis of feed-back obtained from the students.
5. The AAC shall prepare a report and submit the same to the Principal, who, after making necessary observations, shall forward the same to the Board of Studies of the concerned subject. The BoS shall make suitable recommendations to the DFC for implementation.
  6. The Controller of Examination shall coordinate the meeting of the AAC.

**AO-9.10 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. A student shall address his/her grievance(s) to the Co-ordinator/Postgraduate Programme Director/ Principal, who shall place the same before the DFC for resolution. If the grievances are in the Course(s) taught by the Co-ordinator, the grievances shall be addressed to the Postgraduate Programme Director/ Principal.
4. If the student continues to feel aggrieved, the grievance application shall be referred to the Grievance Committee.
5. 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.
6. The decision of the Grievance Committee shall be communicated to the student within one month of his/her filing of the grievance.

**AO-9.11 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. A senior faculty co-ordinating a Postgraduate Degree/Diploma Programme could be appointed as Chairperson/Director. The committee shall be assisted by the Academic Section of the College.

3. The Committee shall coordinate the implementation of the Credit-Based Postgraduate Diploma Programme, 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-9.12 Feedback**

1. At the end of the teaching of every Semester there shall be an assessment of the teacher, of the Course taught, and of the overall Programme by the student(s), the records of which shall be retained by the Internal Quality Assurance Cell (IQAC).