



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

Handbook – Exam Cell

(Applicable to students who have registered for first year B.A./B.Sc./B.VOC. in the Academic Year 2024-2025)

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EXAM CELL

Following are the members of Exam Cell :

S.No.	Name	Designation	Responsibility
01	D Prabakaran	Associate Professor	Controller of Examinations
02	Dr.Meghana S Devli	Associate Professor	Deputy Controller of Examinations
03	Dr.Manjita Porob	Associate Professor	Member
04	Ms.Suchitra Bhat	Associate Professor	Member
05	Ms.Malati Desai	Assistant Professor	Member
06	MS.Alka Gawas	Assistant Professor	Member
07	Mr.Mahesh Matha	Assistant Professor	Member
08	Mr.Mitendra Alve	Assistant Professor	Member
09	Mr.Shaiesh Morajkar	Assistant Professor	Member
10	Ms.G V K Nagalakshmi	Junior Programmer	Member
11	Mr.Vasant Shirwaikar	Junior Programmer	Member
12	Mr.Cedric Barreto	Support Staff	L.D.C.
13	Mr.Balaji Naik	Apprentice	Secretary
14	Ms.Anjali Gaonkar	Support Staff	M.T.S.

ACADEMIC PROGRAMMES

Following are the various academic programmes in the College :

- B.A./B.Sc. (120 Academic credits)
- B.VOC. (180 Academic credits)
- M.A./M.Sc. (80 Academic Credits)
- PG Diploma(40 Academic Credits)

ACADEMIC EVALUATION

- ▶ For Courses **without** Practical : Theory = 100 marks ≈ 4 Credits
Theory = 50 marks ≈ 2 credits

- ▶ For Courses **with** Practical : Theory = 75 marks ≈ 3 Credits
(Discipline specific Major / : Practical = 25 marks ≈ 1 Credit
Minor stream courses)

- ▶ For Courses **with** Practical : Theory = 50 marks ≈ 2 Credits
(MDC/SEC Courses) : Practical = 25 marks ≈ 1 Credit

- ▶ For Courses **with** Practical : Theory = 75 marks ≈ 3 Credits
(Only for B.VOC.) : Practical = 75 marks ≈ 3 Credits

ASSESSMENTS

Theory Assessment

- ▶ To be entirely conducted by the course teacher(s)
- ▶ No grace marks
- ▶ Minimum of 40% cumulative score required to earn allotted credits.
- ▶ To adopt any of the types mentioned below :
 1. Continuous Assessment [CA] Only
 2. Continuous Assessment and Semester End Examination [SEE]
 3. Continuous Assessment, MidTerm Assessment[MTA] and Term End Examination[TEE]

CA only

- (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 same CLO and Bloom's Levels.

CA+ SEE

- (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 same CLO and Bloom's Levels.
- (d) Semester End Examination (SEE) to be conducted covering the entire syllabus.

CA + MTA + TEE

- (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 Mid Semester 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.

Practical Assessment

- ▶ Assessment to be done on regular basis.
- ▶ No formal examination at the end of semester.
- ▶ Record of marks of each practical assessment in laboratory is to be maintained.
- ▶ Minimum of 40% of the total marks allotted to be scored to earn the allotted credit.
- ▶ No grace marks.
- ▶ The practical assessment shall be treated as an **independent head of passing**.
- ▶ A candidate may be permitted, strictly on medical or other genuine grounds, to perform practical(s) missed, at the end of the course. This additional practical assessment must cover the same CLO and Bloom's level.
- ▶ A student unable to obtain a minimum Grade P in a practical component will have to **repeat** the respective practical credits as and when it is next offered.

RETAKE EXAMINATIONS

- ▶ Retake exam for evaluative courses may be offered to students within 15 days of the completion of the entire regular assessment for reasons such as :
 - Deputation for national/international events (Sports/Extra curricular/ NCC/ NSS/ conference etc) approved by the college.
 - Medical reasons which could include hospitalization and immobility.
 - Prior permission (at least 3 days) in advance supported by the medical certificate
 - Unforeseen emergencies
 - Accidents, medical, curfew, bad weather etc.
 - Students who fulfil class policies and attendance policy but have acquired Grade F/Ab

- ▶ 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.



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Email : examinations@chowgules.ac.in



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(Only for B.VOC.) : Practical = 75 marks ≈ 3 Credits

ASSESSMENTS

Theory Assessment

- ▶ To be entirely conducted by the course teacher(s)
- ▶ Minimum **THREE** evaluations
- ▶ No grace marks
- ▶ Minimum of 40% cumulative score required to earn allotted credits.
- ▶ To adopt any of the types mentioned below :
 1. Continuous Assessment [CA] Only
 2. Continuous Assessment and Semester End Examination [SEE]

3. Continuous Assessment, MidTerm Assessment[MTA] and Term End Examination[TEE]

CA only

- ▶ Minimum 3 in different modes. Modes used could be MCQ's, assignment, written test, viva – voce, seminar, presentation, quizzes etc.
- ▶ Ensure that all the course objectives/syllabus content are suitably addressed.

CA+ SEE

- ▶ Minimum 2 CAs in different modes to be conducted.
- ▶ SEE to be based on the entire syllabus in written test mode.

CA + MTA + TEE

- ▶ Minimum 1 CA to be conducted.
- ▶ Midterm Assessment to be conducted in mid semester based on 50% of the entire syllabus.
- ▶ Term End Assessment to be conducted at the end of the semester based on the balance 50% of the entire syllabus.

Practical Assessment

- ▶ Assessment to be done on regular basis.
- ▶ No formal examination at the end of semester.
- ▶ Record of marks of each practical assessment in laboratory is to be maintained.
- ▶ Minimum of 40% of the total marks allotted to be scored to earn the allotted credit.
- ▶ No grace marks.
- ▶ The practical assessment shall be treated as an **independent head of passing**.
- ▶ A student unable to obtain a minimum Grade P in a practical component will have to **repeat** the respective practical credits as and when it is next offered.

RETAKE EXAMINATIONS

- ▶ Retake exam for evaluative courses may be offered to students within 15 days of the completion of the entire regular assessment for reasons such as :
 - Deputation for national/international events (Sports/Extra curricular/ NCC/ NSS/ conference etc) approved by the college.
 - Medical reasons which could include hospitalization and immobility.
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