



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 Years 2022-2023 & 2023-2024**)

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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.Sarita Naik Tari	Associate Professor	Member
07	Dr.Sanjay Gaikwad	Assistant Professor	Member
08	MS.Alka Gawas	Assistant Professor	Member
09	Mr.Mahesh Matha	Assistant Professor	Member
10	Mr.Mitendra Alve	Assistant Professor	Member
11	Mr.Shaiesh Morajkar	Assistant Professor	Member
12	Ms.G V K Nagalakshmi	Junior Programmer	Member
13	Mr.Vasant Shirwaikar	Junior Programmer	Member
14	Mr.Cedric Barreto	Support Staff	L.D.C.
15	Mr.Balaji Naik	Apprentice	Secretary
16	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)
- ▶ 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.
    - 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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