

**VVM'S SHREE DAMODAR COLLEGE OF COMMERCE & ECONOMICS
MARGAO- GOA**

Examination Manual & Standard Operating Procedures

1. INTRODUCTION

Established in 1973, Vidya Vikas Mandal's Shree Damodar College of Commerce & Economics is recognized all over Goa as a premier institution of higher education. The College has UGC recognition and is permanently affiliated to Goa University.

2. PROGRAMMES OFFERED

Programmes offered at undergraduate and post graduate level:

PROGRAMME	DEPARTMENT	DURATION	NO. OF SEATS
Bachelor of Commerce	Commerce	3 years	240
Bachelor of Computer Applications	Computer Science	3 years	80
Bachelor of Business Administration (Financial Services)	Finance	3 years	80
Bachelor of Vocation (Software Technologies)	Computer Science	1/2/3 years	40
Master of Commerce	Commerce	2 years	40

The conduct of examinations is a very important part of the Teaching-Learning-Evaluation process. Shree Damodar College of Commerce & Economics ensures that best practices are followed as the evaluation process validates and completes the entire teaching and learning.

The academic and non-academic staff of Shree Damodar College of Commerce & Economics actively participates in the conduct of examinations in the different roles assigned to them. Teachers appointed on regular, contract and lecture basis function as internal examiners and supervisors. Non-teaching staff provide all the necessary support before, during and after the various stages of the evaluation process.

3. EXAMINATION COMMITTEE

College Examination Committee is constituted for 3 years. At the end of the Academic year, the Principal will appoint an Examination Committee for the next term depending upon the expiry of the term, having one Convenor and one representative from each programme. The Convenor will normally be from the B.Com programme. The duties of the Committee are:

1. To prepare a detailed programme-wise evaluation schedule for the Academic calendar at the start of each Semester, submit it to the IQAC Coordinator and get it uploaded on the

- College website; the evaluation schedule will include start and end dates of evaluation, and date of declaration of results (for College exams)
2. To ensure adherence to the evaluation schedule mentioned above and thus ensure adherence to the College Academic calendar
 3. To prepare the ISA & SEE Timetable of all examinations conducted by the College on behalf of Goa University
 4. To issue and display Notices for students relating to completion of ISAs, filling of examination forms, checking of ISA marks, declaration of results, registration on Goa University Management System (GUMS), etc.
 5. To assist students of Semester V & VI to register for the SEE on GUMS and to ensure that all students complete their registration before the last date
 6. To check and verify the ISA marks entered by teachers in Fedena
 7. To prepare Supervision Charts for ISA-2 & SEE
 8. To ensure that Teachers submit ISA marks to the Examination Section by the due date
 9. To prepare and display the list of ISA defaulters who are not eligible to answer the Semester-End Examination
 10. To set a due date for and ensure that the Convenors of NSS, NCC, Sports Council and Cultural Council submit the list of students with entitlement marks to the College Office
 11. To circulate the Instructions to Junior Supervisors and Instructions to Examiners (Annexures I & II of this document) before every examination and ensure that all teachers are aware of the College rules in respect of supervision and assessment
 12. To refer cases of malpractice in SEE to the Unfair Means Inquiry Committee / Examination Grievances Committee for necessary action.
 13. To conduct Personal Verification as per Goa University Ordinances.
 14. To upload the performance of Semester V students at Semesters I-IV on GUMS and ensure that students verify these details within the due date set by Goa University
 15. To maintain strict confidentiality of the entire assessment and evaluation process
 16. To prepare the result of all programmes as per the relevant Ordinances
 17. To print the Statement of Marks in time.
 18. To prepare course/programme-wise result analysis and submit the same to the Principal and the IQAC
 19. To process the exam remuneration bills on time.

4. ASSESSMENT CALENDAR

At the commencement of the Semester, the Examination Committee will prepare assessment calendar and display all evaluation-related dates of all programmes on the College website and on the Digital Display Boards.

5. SCHEME OF EXAMINATION

A. BACHELOR OF COMMERCE

The assessment of B.Com students will be strictly as per the provisions of Goa University Ordinance OC-66

The College conducts the First Year and Second Year B.Com Examinations on behalf of Goa University. The Third Year B.Com examinations are conducted by Goa University.

The Academic Year consists of two semesters: Odd Semester (Semesters I, III & V) and Even Semester (Semesters II, IV & VI).

There are two components of evaluation of the academic performance of students, viz. the Intra- Semester Evaluation (ISA) and the Semester-End Examination (SEE).

At each Semester, every paper of 100 marks (except the Project paper at TY B.Com) has an ISA component of 20 marks and every paper of 50 marks has an ISA component of 10 marks.

At the end of every Semester, there is one 80-mark SEE of 120 minutes duration for each 100-marks paper in the Semester and one 40-marks SEE of 90 minutes duration for each 50-marks paper in the semester.

A student is required to appear for both components – ISA & SEE. In other words attendance at all examinations & tests is compulsory. A student who does not appear for a minimum of two ISA will not be eligible to appear for the semester-end examination in that paper.

The ISAs will be conducted during the Semester by using modes of evaluation such as objective/written tests, assignments, orals, classroom quizzes, seminars, presentations, etc. Students will be assessed twice in ISA, with each assessment carrying 10 marks.

The SEE for Semesters V & VI of TY B.Com will be conducted by Goa University.

Standard of Passing

To pass a course, a candidate must obtain a minimum of 40% marks in SEE and ISA components taken together for each paper.

There is no separate passing for the ISA or SEE component.

At the end of each year after the declaration of the Even Semester results, there will be a special examination (after 15 days from the declaration of the result) to provide an opportunity for students to appear for the backlog papers of Semesters I to IV.

A student may be granted admission to Semester III, irrespective of the number of backlog papers at Semesters I & II

To be eligible for admission to Semester V, a student must have passed all the papers of Semesters I, II, III & IV.

Award of Grades

A Grade Certificate shall be issued to all the registered students after every Semester based on the grades earned. The Grade Certificate will display the Course details (code, title, number of credits, grade secured). Marks awarded in each Course shall be represented in the form of Grades in the grade sheet issued at the end of each semester. Letter Grade shall be the index of the

performance of students in a said Course, denoted by letters O, A+,A, B+, B, C, P and F, and calculated based on Grade Point and marks obtained for each course, as shown in the table below.

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	-----

A student shall be required to score a minimum of P grade in ISA, SEE and practical components taken together to pass in a course in Semesters I to VI.

Grade Point Average (GPA)

The grade sheet in every Semester shall reflect Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The Final result shall be declared as Final Grade Point Average (FGPA), earned at the end of the Programme, which shall be a measure of the overall cumulative performance of a student over Semesters, I– VI.

The SGPA/CGPA/FGPA shall be converted to a Letter Grade, as shown in the table below:

CGPA	Grades
10.0	O (outstanding)
9.0 – <4.0	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)
Less than required credits or CGPA<4.0	F(Fail)

Gracing & Entitlement Marks

There is no general gracing at the FY, SY and TY B.Com examinations.

Entitlement Marks are to be awarded as per OA-26

Students who have opted for NSS/NCC are eligible to get a maximum of 5 marks per subject to clear that particular subject.

However, of the total entitlement marks a student earns for sports for the respective semester, he/she may be given any number of marks for a single subject.

Improvement of Performance: There is no provision for improvement of performance at Semesters I, II, III and IV.

This provision is available only in the case of Semesters V & VI and will be as per Ordinance OC-66

ASSESSMENT GRID- Where an Assignment is one of the ISA components, an ISA Assessment Grid has been designed so as to bring about uniformity in assessment.

GRID FOR ASSESSMENT OF ASSIGNMENTS

WRITTEN ASSIGNMENT: 10 Marks

ASSIGNMENT REPORT: 80% (8 MARKS)	80-100%	60-80%	40-60%	20-40%	0-20%
Content, Structure Editing and Formatting 60% (5 Marks)	5	4	3	2	1
Timely Submission 20% (1.5 Marks)	1.5	1	0.5	0.5	0
References 20 % (1.5 Marks)	1.5	1	0.5	0.5	0
VIVA VOCE: 20% (2 MARKS)	2	1.5	1	0.5	0

ORAL PRESENTATION: 10 MARKS

PRESENTATION:	80 – 100%	60-80%	40-60%	20 – 40%	0- 20%
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50% (5 MARKS)					
Presentation skills: 40% (2 Marks)	2	1.5	1	0.5	0
Use of Visuals: 40% (2 Marks)	2	1.5	1	0.5	0
Audibility and Comprehensibility : 20% (1 Mark)	1	1	0.5	0.5	0
CONTENT: 50% (5 MARKS)	5	4	3	2	1

Panel of Examiners: The Examination Committee will constitute a Panel of Examiners for all courses from Semesters I to IV in consultation with HOD. The Panel shall comprise of a Chairperson and two paper setters. All three shall prepare one question paper each along an answer key. The Chairperson shall go through the papers of each paper setter before they are submitted to the Examination Section. The Chairperson shall also submit the checklist duly filled in, and will be responsible for every question paper in the set. Both the chairperson and paper setter shall initial on the sealed envelope of the Question paper sets. Chairperson shall ensure that each page of the Answer key is initialed by both and submitted along with Question paper sets.

The Chairperson shall moderate 10% of the papers assessed by the examiners as done at the University for Semester V and Semester VI.

In case of a teacher who has newly joined the College, the teacher shall submit the first 10 papers assessed by him/her to the Chairperson for moderation. He/she will proceed with the assessment of the remaining papers only after the moderation is completed.

Revaluation & Personal Verification of Marks

There shall be no revaluation of answer books at Semesters I to IV Examinations.

However, facility for the Personal Verification of answer books for each examination shall be available to these students.

The Notice for Personal Verification shall be displayed on the DDBs and College website.

Forms for Personal Verification should be submitted within 7 working days of the declaration of the result, along with the prescribed fee of Rs. 100/- per paper.

Personal verification of marks shall be carried out by the candidate in the presence of the Principal/Vice-Principal and the concerned examiner

The procedure for personal verification of marks is as follows:

On a notified day and time (which should not be later than 10 days after the receipt of application from the candidate) the candidate will be shown the answer book in the chamber of the Principal/Vice Principal and in the presence of the Examiner concerned.

If the candidate is not satisfied with the results on Personal Verification of the answer book, he/she may apply to College Grievance Committee within a week.

The Grievance Committee shall take appropriate action as per the relevant ordinance and inform the candidate accordingly.

Exemption

An unsuccessful candidate who obtains the minimum percentage of marks prescribed for passing in a course shall be exempted from reappearing for that course. He/she shall be declared to have passed the examination of that Semester, on his/her passing in the remaining courses.

B. BACHELOR OF COMPUTER **APPLICATIONS (OC-67 from AY 2019-20** **applicable to FY BCA)**

Scheme of Examination

The Evaluation of the courses shall comprise of the Intra-Semester Assessment (ISA) and the Semester End Examination (SEE). A student shall be required to appear for ISA as well as SEE. There shall be an ISA for the practical component also.

The ISA tests shall carry 40% of the maximum marks allotted for the course and SEE shall carry 60% of the maximum marks.

A 2 credit course will have 50 marks and a 4 credit course will have 100 marks.

A Course of 4 credits having only theory component shall have ISA for 40 marks and SEE for 60 marks.

A Course of 2 credits having only practical component shall have ISA for 20 marks and SEE for 30 marks.

A Course of 4 credits having theory and practical component shall have ISA for 40 marks and SEE for 60 marks. The ISA for theory component shall be 15 marks and ISA for practical component shall be 25 marks. There will be no separate SEE for the practical component.

Courses of any other number of credits shall have proportionate markings.

Conduct of ISA

The ISA for the theory component of a 4 credit course shall be conducted twice in a given Semester, ISA-1 through a written test of 20 marks and ISA-2 by using alternate modes of evaluation including assignments/ presentations/orals/such other, totalling 20 marks. Courses of any other number of credits shall have proportionate markings.

The ISA for the practical component of a course shall also be conducted twice in a given Semester, ISA-1 through a lab test and ISA-2 by using alternate modes of evaluation

including assignments/presentations/ orals/such other. A record of all the assignments carried out as part of the practical component shall be maintained by every student in the form of a journal. The journal could be a soft copy maintained over any LMS.

The marks of the ISA shall be communicated to the students within two weeks after the conduct of the ISA.

A Student who does not appear for the two ISAs of a Course shall not be eligible to answer the SEE of that Course.

Conduct of SEE for theory component

Setting of the question papers, evaluation of answer-scripts and declaration of results shall be done by the College for Semesters I-IV

(e) The pattern of question paper(s) to be set for the SEE in a given Subject and the scheme of marking shall be as decided by the BOS. Similarly, for practical examinations, the number of laboratory exercises, marks distribution for each exercise and other relevant details shall be as decided by the BOS.

Conduct of SEE for practical component

Marks shall be allotted for Journal, laboratory work assigned to the candidate and oral as follows: Laboratory work 15, Journal 5 and Orals 10

Lab Paper setting and assessment of Laboratory courses at Semester– I to Semester – IV shall be done internally by the instructor/teacher, teaching the paper/course.

Record of the breakup of marks obtained by the candidate for Semesters I to IV shall be maintained in a sealed envelope for a minimum period of 4 years.

Re-evaluation, Supplementary Examination, Improvement of Performance, Criteria for Passing in a Course, Award of Grades

The relevant provisions of the Ordinance applicable for B.Com are also applicable for BCA under CBCS

Rules applicable to students under Non-CBCS system

The College conducts Semesters I, II, III & IV Examinations on behalf of Goa University.

The Semesters V & VI examinations are conducted by Goa University.

The In-Semester element and End-Semester element in the evaluation carry equal weightage of 50%.

Supplementary Examinations for Semesters I to IV are conducted before the commencement of the fresh academic year.

Evaluation of Theory courses:

In-Semester Evaluation: Internal evaluation will be conducted in the form of regular assignments/quizzes and class tests. Out of maximum 50 marks, at least 40 marks will be evaluated by conducting two class tests, 10 marks assignment.

End-Semester Evaluation: Evaluation consists of an examination for 50 marks of 2 hour duration.

Evaluation of Laboratory courses:

In-Semester Evaluation: Internal evaluation will be conducted in the form of regular assignment submissions and lab tests. Out of maximum 50 marks, at least 30 marks shall be evaluated by conducting one or more lab test(s) during the semester. A record of work done in the form of lab journal (could be an e-journal) has to be maintained by every student.

End-Semester Evaluation: The evaluation consists of an end-Semester examination of 50 marks of 3 hour duration conducted by the college. The end-Semester examination includes a lab examination and a viva-voce which shall be jointly conducted by an internal and external examiner

End Semester Exam Distribution of Marks: - 20 Marks Examination + 25 Marks Viva + 5 for Journal/File

Evaluation of Project work:

In-Semester Evaluation for 50 marks shall be done by the project guide based on the record of work done and quality of work done.

End-Semester Evaluation consists of an oral viva-voce and demonstration for 30 marks conducted by external examiner in the presence of Project Guide. External examiner shall also allot maximum 20 marks for the Project Report.

Scheme of Grading, Class & Gracing For BCA

Grading Scheme

For each course taken by the student, a letter grade is assigned based on the performance in all assessments. The absolute grading range in terms of marks and the corresponding grade point are shown in the table below –

Letter Grade	Grade point	Range for Total % Marks
A	10	86 – 100
B	8	71 – 85
C	6	51 – 70
D	4	40 – 50
F	0	Less than 40

A candidate passes the course if he/she gets any grade in the range between A and D. A candidate is awarded F grade on account of overall poor performance (total marks less than 40) or failure to appear for the end-Semester examination.

Performance Indices

Semester Performance Index (SPI): The performance of a student in a Semester is indicated by a number called SPI, which is the weighted average of the grade points obtained in all the courses during the semester.

Cumulative Performance Index (CPI): The overall performance of a student at a particular point during the entire programme is obtained by calculating the CPI. The CPI of a particular Semester is the weighted average of the grade points obtained in all the courses for the programme till that semester.

Conversion of CPI into Percentage for the BCA Course: In cases where an employer or an institute needs the equivalent percentage they can use the following formula to get an approximate idea of the percentage equivalent for the CPI score :-

Equivalent Percentage = CPI score * 10

For e.g. if CPI = 5.67, then equivalent percentage = $5.67 * 10 = 56.7\%$

Award of class

Each Semester grade report for the student shall carry his/her SPI and CPI

The final class for the BCA degree would be awarded based on CPI of final Semester as per the following scheme:

- Distinction: CPI equal to or greater than 7.0
- First class: CPI equal to or greater than 6.0 but less than 7.0
- Second Class: CPI equal to or greater than 5.0 but less than 6.0
- Pass Class: CPI equal to or greater than 4.0 but less than 5.0

Gracing

There is no provision for gracing in individual courses. However, entitlement marks awarded due to NSS, NCC, Sports or cultural activities shall be added to the total before calculating CPI at the end of each semester.

Attempts and Improvement of class

Attempts: A student shall be considered to have passed a course at first attempt, provided he/she passes with a letter grade of D or higher, at the regular examination.

In addition to the above, a candidate who was absent for the regular end Semester

examination on valid grounds and later passes the course after appearing for the Supplementary examination shall be considered to have passed the course at first attempt.

All other cases would be treated as second attempts and indicated on the grade sheet.

Candidate is allowed to repeat an entire year (Even and Odd Semester) in order to improve his/her performance. In such a situation the better of the two performances shall be considered.

Revaluation & Personal Verification of Marks

There shall be no revaluation of answer books of the candidates at the End-Semester examination, except for Semester V and VI. Personal verification of marks shall be granted to the candidate, on the same lines as for students of the B.Com programme.

C. BACHELOR OF BUSINESS ADMINISTRATION (FINANCIAL SERVICES) Evaluation of Courses

Evaluation of the Courses shall be by ISA and SEA.

The weightage for the ISA and SEA in every Course shall be 40% and 60% respectively.

The nature of assessment for ISA may be any one or more of the following: Written/Oral, Open/Closed Book, Scheduled/Surprise, Objective/Multiple-Choice, Short-Answer Type, Essay-Type, Seminar, Assignment, Experimental-Work, Field-Work, Viva-Voce, Peer Group Assessment, Class Participation. However, each theory course shall have at least 50% ISA in the form of written or any other evidence-based component.

The duration of all comprehensive written SEA examinations for BBA(FS) carrying 25 marks or less, shall be of one hour; SEA carrying 25 marks and up to 50 marks, shall be of 90 minutes; SEA carrying above 50 marks, shall be of two hours.

The SEA answer scripts shall be assessed by the teacher concerned within one week 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 well in advance.

SEA shall constitute only written test.

A course shall have a single head of passing based on the combined performance at the continuous ISA and SEA. Fractional marks shall be rounded off to the nearest integer only for the final aggregate of marks.

The DC / DFC shall constitute a Departmental Examination Committee (DEC) to monitor the conduct of the continuous ISA and SEA.

Award of Grade

Marks awarded in each Course shall be represented in the form of Grades and Grade Points.

The result of each Semester shall be declared as Semester Grade Point Average (SGPA) and Final result shall be declared as Cumulative Grade Point Average (CGPA).

The percentage awarded in the ISA and SEA shall be added for awarding the grade and grade

points for each course, as indicated in the table below.

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

Every student shall have to secure a minimum of ‘P’ grade to pass the course.

There shall be no award of grace marks or provision for re-evaluation of answer scripts

Students, who do not secure ‘P’ grade in any course, shall have the option of answering SEA component in the following semester(s), for which the ISA score shall be carried forward.

Appearance in ISA and SEA, is compulsory for passing.

Calculation of weighted grade points of a course shall be done by multiplying the grade points scored by the number of Credits of the respective course. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) is:

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

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a Programme:

On completion of all Credits, the CGPA shall be computed by dividing total number of the weighted grade points in all the six/ more semesters corresponding to 148 Credits, divided by the maximum possible weighted grade points corresponding to the Core Courses, Ability Enhancement Compulsory Courses, Skill Enhancement Courses, Discipline Specific Elective

Courses and Generic Elective Courses, opted for by the student.

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

CGPA	Grades
10.0	O (Outstanding)
9.0 - <10.0	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)

At the end of each Semester, within one week from the last teaching day, the ISA scores have to be sent to the CoE after the approval of the DFC.

SEA scores have to be moderated and approved by DFC and sent to the CoE within a week of the last assessment.

Examination section shall prepare Grades and declare results within two weeks of the receipt of the SEA scores

D. Bachelor of Vocation (Software Technologies)

- **Programme Structure**

The B.Voc. programme shall comprise credits for skill based courses and general education as per the following table

NSQF LEVEL	Skill component credits	General Education Credits	Total credits for award	End of Semester	Exit points or awards
4	18	12	30	I	Certificate
5	36	24	60	II	Diploma
6	72	48	120	IV	Advanced Diploma
7	108	72	180	VI	B.Voc. Degree

- The General Education component shall have 40% of the total credits and the balance

60% credits will be of skill component

- Evaluation scheme

a) The skill component of the course will be assessed and certified by NASSCOM.

b) The credits of the skill component shall be awarded in terms of NSQF level certification which will have 60% weightage of total credits of the course in the following manner.

Name of the course	NSQF Level	Cumulative Credits
Certificate	Level 4	18 credits
Diploma	Level 5	36 Credits
Advanced Diploma	Level 6	72 Credits
B.Voc. Degree	Level 7	108 Credits

The general education component will be assessed by the College as per OC 66.

Grading system

There shall be grading system with GPA as per the table below:

Range of percentage scored	Letter grade	Grade point
85-100	O (Outstanding)	10
75-<85	A+ (Excellent)	9
65-<75	A+ (Very Good)	8
55-<65	B+(Good)	7
50-< 55	B (above Average)	6
45-<50	C (Average)	5
40<45	P (Pass)	0
0-40	F (fail)	0
	Ab (Absent)	

Computation of SGPA and CGPA:

The procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be the same as for the B.Com, BCA and BBA(FS) programmes.

Final Letter Grade

The SGPA/CGPA shall be converted into Final Grade as shown in the table below

CGPA	Letter Grade
9.5-10.0	O (Outstanding)
8.5 - <9.5	A+ (Excellent)
7.5- <8.5	A (Very Good)
6.5- <7.5	B+ (Good)
5.5- <6.5	B (Above Average)
4.5- <5.5	C (Average)
4.0 - <4.5	P (Pass)

Repeat exam for general component

- In case the student fails in the SEA, or fails to appear in the SEA alone, he/she shall be given the opportunity to appear at a supplementary SEA (SSEA) to be conducted after a period of two weeks from the date of declaration of the results.
- In case a student fails in the SEA/SSEA he/she shall have the option to repeat the course.
- A student shall be required to successfully complete the programme within twice the duration for that particular programme, failing which he/she shall have to discontinue the programme or reregister for the programme. For this purpose each level shall be considered as a separate programme.

Verification and Revaluation

Verification and revaluation shall be permitted only in case of written papers of general component

Award of Certificate, Diploma, Advanced Diploma and B Voc. Degree:

The certificate for the skill component would be awarded by NASSCOM in terms of NSQF level either singly or jointly with the College and the general education grades will be certified along with skill component in terms of certificate or diploma awarded by the College.

MASTER OF COMMERCE

SCHEME OF EXAMINATION

The assessment of all Courses including Dissertation and Internship shall comprise continuous Intra-Semester Assessment (ISA) and Semester End Assessment (SEA) and shall be fully internal, carried out by the teacher teaching the Course. If the teacher/s who had taught the course is/are no longer associated with the School/College, the Principal shall appoint a paper setter cum evaluator.

- Each teacher of the concerned Course shall be the examiner for the portion s/he has taught. The teacher of the Course shall be the Course Coordinator and shall coordinate the teaching, examination, and evaluation (both ISA and SEA) of the Course and maintain records of all the assessments.
- When more than one teacher is involved in teaching a Course, one teacher preferably a regular teacher shall be identified as the Course Coordinator by the DFC.
- The ISAs may be Written/Oral, Open/Closed book, Scheduled/ Surprise, Objective /Multiple-choice, Short-answer type, Essay type, Seminar, Assignment, Viva-Voce, Peer group assessment, Class participation as described in the Course outline.
- For each Theory Course, a written or any other evidence-based component shall constitute at least 50% of ISA and SEA.
- A Course shall have a single passing-head" based on the combined performance at the ISA and SEA. Fractional marks shall be rounded off to the nearest integer only at the time of calculating the Course Grade.
- The Course-wise time-table of internal assessment shall be displayed at the beginning of each Semester.
- Every teacher shall submit to Faculty member from the Department in charge of Examinations, the question paper, assessed answer books and the marks assigned within ten days after the conduct of each assessment.
- The result of each assessment shall be displayed on the Notice Board and the assessed material shall be shown to the student(s) by the concerned teacher and submitted to the Faculty member from the Department in charge of Examinations along with the question paper in a sealed envelope.

EVALUATION OF COURSES

- A One Credit Course shall carry 25 marks. All other Courses shall carry marks proportionate to the number of Credits.
- The weightage for the ISA and SEA for both theory and practical Courses shall be 60% and 40% respectively.
- There shall be four ISA's for each Course of two or more Credits, each of 20%, for a total of 60% of total marks of the Course. Out of four ISA's best three ISA's shall be considered. However, for a 1 Credit Course, only two ISAs shall be conducted and evaluated for 60% of the total marks of the Course and the best ISA will be considered.

Number of Credit(s)	No. of ISAs to be conducted	Marks for each ISA
1 Credit	2	15
2 Credits	4	10
3 Credits	4	15
4 Credits	4	20
5 Credits	4	25
6 Credits	4	30

- All internal assessments shall be completed by the last teaching day of the Semester.
- Ordinarily, a teacher who teaches a particular Core Course or part thereof shall assess the performance of the students in the ISA component of that Course. Guest Faculty/Contributory Teacher teaching a Course or part thereof, shall conduct such assessment in consultation with the Course Coordinator.
- The SEA shall be conducted as per the academic calendar.
- The duration of all written SEA examinations carrying 25 marks or less, shall be of one hour; SEA carrying above 25 marks and up to 50 marks, shall be of two hours; SEA carrying 50 marks and above, shall be of three hours.

Number of Credit(s)	Marks for SEA	Duration of SEA (Hours)
1 Credit	10	1
2 Credits	20	1
3 Credits	30	2
4 Credits	40	2
5 Credits	50	3
6 Credits	60	3

- The duration of SEA of all Laboratory/Field Courses shall be decided by the respective Board of Studies.
- The SEA answer scripts shall be assessed by the teacher concerned, within ten days from the date of the examination. Before finalizing the scores obtained, the answer scripts shall be shown to the students after specifying the date and time on the Notice Board in advance.

EVALUATION OF DISSERTATION /INTERNSHIP

The Research Supervisor along with the faculty members of the concerned Discipline shall assess the Dissertation work as per the components below:

Research Conceptualization

The Research Conceptualization shall have only one assessment component of 100 marks at the beginning of the Fourth Semester for the two-year Master's Degree Programme and at the beginning of the Second Semester for the one-year Master's Degree Programme which shall be in the form of a presentation by the student. 50% of the marks shall be awarded by the Research Supervisor and 50% by the faculty members of the Discipline.

Research Internship

The Research Internship of 100 marks shall be awarded by the Research Supervisor.

Research Report

The Research Report shall have two ISAs of 25% marks each assessed by the Research Supervisor and may comprise Viva-Voce, Seminar presentation or written reports.

The SEA 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 including the Research Supervisor. The soft copy of the Research Report shall be made available to all the faculty members of the Discipline.

- The evaluation methods for the Internship for MBA, MCA, and such other Programmes where

Internship is applicable in lieu of Dissertation, the modalities for internship shall be recommended by the DFC and shall be approved by the respective Board of Studies.

- To pass in the Dissertation /Internship (in lieu of Dissertation) a student has to secure a minimum Grade of „P“ as indicated under OA-35.8.1.
- There shall be no revaluation of Dissertation/Internship (in lieu of the Dissertation).
- A student who fails in the Dissertation/Internship (in lieu of Dissertation) shall have to repeat the Dissertation/Internship.

AWARD OF GRADES

- 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).
- The marks awarded in the ISA and SEA shall be added for awarding the grade for each Course, as indicated in the table below:

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

- Every student shall have to secure a minimum of „P“ Grade to pass the Course.
- The provisions for the award of Entitlement marks under OA 5.16 shall be applicable to the Credit based Master’s Programmes. However, the provisions for the award of Grace marks shall not be applicable.

- Students who do not secure a minimum of „P“ Grade in Core Courses shall have the option of answering the SEA in the following Semester(s), or to repeat the Course by registering for the Course whenever it is offered in the regular Programme.
- In the case of Elective Courses, a student shall have the option of answering SEA 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 the requisite number of Credits.
- Appearance in minimal number of ISAs (50%), and in the SEA, shall be compulsory for passing.
- There shall not be any supplementary examinations for SEA. However, repeat examinations shall be conducted as per the allotted time frame for SEA in the academic calendar. In such cases, the ISA score shall be carried forward. However, if the candidate is re-registering for a Course, neither the ISA nor the attendance of the previous attempt shall be carried forward.
- The weighted grade points of a Course shall be calculated by multiplying the Grade Points (Gi) scored by a student, into the number of Credits of the respective Course.
- The Cumulative Grade Point Average (CGPA) shall be calculated on completion of 80 Credits.
- CGPA is the sum of the product of the number of Credits and Grade Points divided by the sum of the number of Credits as specified under OA-35.8.6(e). The CGPA shall be calculated as follows:

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

Where „Ci“ is the number of Credits of the ith Course and „Gi“ is the Grade Point scored by the student in the ith Course
- The CGPA shall be rounded off to two decimal points and recorded in the transcripts.
- For calculating CGPA, all the Core Courses (48 Credits including Dissertation/Internship) and best of the grades obtained for Elective Courses equaling 32 Credits shall be considered.
- 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 Grade Sheet.
- For each Course a student securing „F“ or „Ab“ Grade in the Course shall not be entitled to earn any Credits for that Course.

- The CGPA shall be converted to the Final Grade, as shown in the table below:

CGPA	Grade
10.0	O (Outstanding)
9.0 – < 10.0	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)
< Required Credits for award of the Degree	F (Fail)

- 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. Example: A candidate with CGPA ≥ 4.995 will be awarded „C“ Grade. A candidate who has not earned required Credits to be awarded the Degree, shall be given a Final Grade „F“ and be declared as „Fail“
- Within two weeks from the last examination at the end of each Semester, the ISA/SEA scores shall be approved by the DFC and thereafter sent to the Controller of Examinations (CoE) in the format made available for the same. Checking/verification of the scores data entry, preparation of grades and declaration of the results within three weeks of the receipt of all (ISA/SEA) the scores from the respective College shall be the responsibility of the Examination Section.
- A student who has not completed the Programme in four Semesters, shall be permitted to re-register for additional Semester(s) and opt for Courses, provided that these Courses are available for instruction in the School/College. This shall be subject to the provision of maximum duration for completion of a Programme as specified in the relevant Ordinances. Such students(s) shall be treated as supernumerary for the particular Course.

IMPROVEMENT

- A student desiring to improve her/his final Grade on completion of the Master’s Degree Programme, shall be permitted to reappear only in the SEA component of one or more theory courses of her/his choice, provided that:
 - *S/he had answered the Course/s during the Programme.*
 - *Such examinations shall be conducted as recommended by the DFC.*
- A student shall also be permitted to re-register as a regular student for one or more Theory

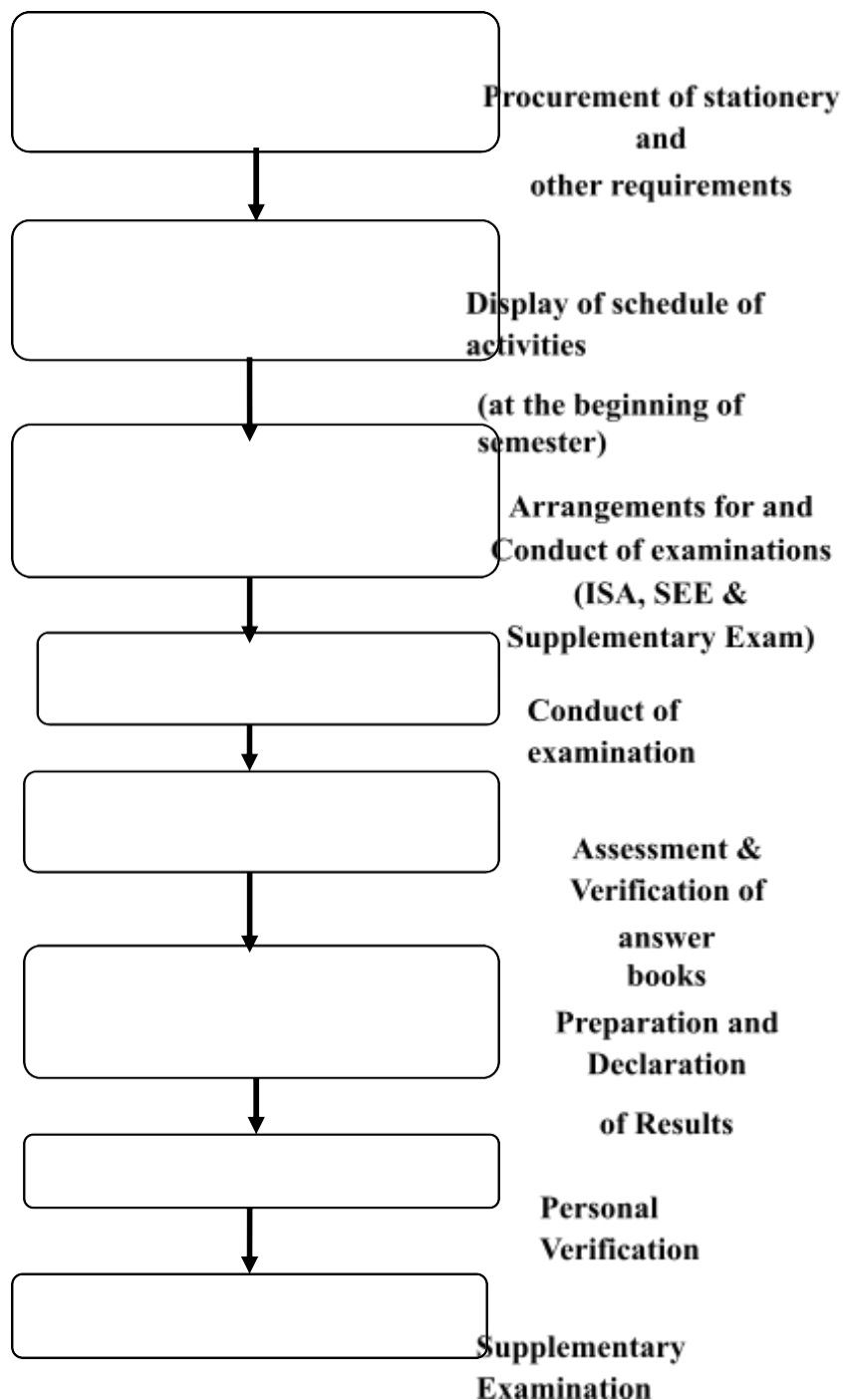
Courses and appear for both the ISA and SEA components for improving her/his Final Grade.

- The request for improvement shall be made within two years of declaration of the final results.
- The best Course-wise performance of the candidate shall be considered for the final grade.
- A fresh Grade Sheet shall be issued only if there is an improvement in grades.
- The concerned College shall conduct examinations for such candidates.

6. STANDARD OPERATING PROCEDURES

FY/ SY B.COM/BCA/B.VOC/ FY/SY/TY BBA(FS)

Flow Chart of Exam related Activities as per SOP



The Standard operating procedures include

I) Procurement of stationery & other requirements: (beginning of the year)

1. Taking stock of stationery and other requirements.
2. Inform the Principal in writing the stationery requirements

II) Display of schedule of activities (at the beginning of semester)

III) Arrangements for and Conduct of examinations (ISA, SEE & Supplementary Exam)

1. Display of Exam Time Table (15 days prior to exam)
 2. Allocation of paper setting as per the number of sets required to the concerned subject teachers by the HOD.
 3. Collection of Question Paper after finalizing with the other subject teacher if any (15 days prior to exam ISA+SEE)
 4. Creating the blocks as per the seating arrangements
 5. Printing of question papers.
 6. Checking of printed question papers.
 7. Preparation and display of supervision chart (1 week prior to exam)
 8. Numbering of blocks as per seating arrangement (1 day prior to exam)
 9. Displaying of blocks to the students on the notice board.
 10. Allocation of supervisors to the concerned block (1 hour before exam)
- Additional procedure to be followed for SEE:-
1. Display of ISA defaulters list before SEE.
 2. Checking of SEE Question Paper by Chairperson before submission of Question Paper along with check list.
 3. Collection of Question paper duly initialed by the Chairperson and the Paper setters on the sealed envelopes.
 4. Selection of Question Paper set by draw of lots.

IV) Conduct of examination

1. Junior supervisors to report one hour before the examination for supervision to the respective staffrooms.
2. Distribution of the answer books to the concerned supervisors by the senior supervisors.

3. The Junior supervisors to check (stamp, date, serial number) and sign with date on the answer books.
4. Any specific instructions if any, to be given to the junior supervisors i.e Log books, Calculators, P.V tables, graphs etc.
5. Junior supervisors to report to the respective exam blocks 20 minutes before the commencement of examination.
6. Question paper to be handed over to the Junior supervisor by the Senior supervisor in the block 15 minutes before the commencement of examination.
7. Senior supervisor to take periodic rounds during the conduct of examination.
8. Senior supervisor to report 10 minutes before the completion of the examination to the collection centre as per the class/programme assigned.
9. Answer books to be collected and verified by the understudy (clerical staff) and counter signed by the Senior supervisors.

V) Assessment & Verification of answer books

1. Issue of answer books for assessment at the end of exam on the same day with pre defined date of submission (20 papers per day).
2. Collection of assessed answer books on pre defined date along with statement of marks, bills and reports.
3. Preparation of verification chart.
4. Verification of assessed answer books covering totaling of marks, carry forward of marks to main page, question wise sub totaling, all questions are evaluated, extra questions are triangle & highest marks considered, no marking on the answers, marks to be entered in the margin, blank pages/space to be cancelled, signature on the main page and end of the last question answered, carry forward of marks to the statement of marks).
5. Verifier to ensure verification reports are prepared and changes are incorporated by the examiner on the statement of marks and answer books.

VI) Preparation and Declaration of Results

1. Entering of marks on Fedena.
2. Receiving Entitlement marks from Convenors of NSS, NCC, Sports Council and Cultural Council.
3. Preparation of consolidated Statement of marks.
4. Verification of marks to check discrepancies regarding entries of marks.
5. Printing of individual Mark Sheets of Students in the prescribed form.
6. Checking entries on Mark Sheets.
7. Getting Mark-Sheets duly stamped.
8. Declaration of result after consultation with Principal.
9. BBA(FS) marks to be sent to the university for declaration and issue of mark sheets.

VII) Personal Verification

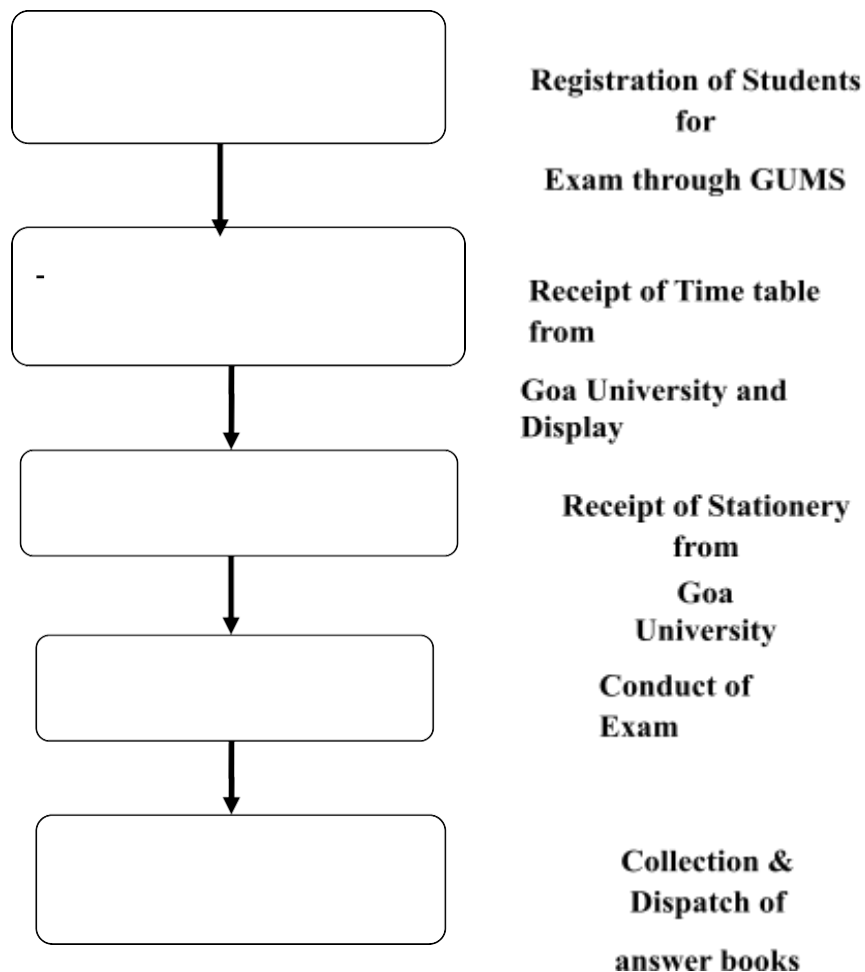
1. Display of notice regarding personal verification.
2. Conduct of personal verification
3. In case of any Grievances from students, make arrangements for Exam related Grievance Redressal Committee meeting.
4. Declaration of revaluation result.

VIII) Supplementary Examination

1. Conduct of Supplementary Examination.
2. Declaration of Supplementary Examination result.

STANDARD OPERATING PROCEDURES
TY B.COM/BCA/ M.COM

Flow Chart of Exam related Activities as per SOP



I) Registration of Students for Exam through GUMS:

1. Check the eligibility for concerned exam by the exam staff.
2. Selection of subjects by the students through GUMS Portal
3. Approval of subjects by the HOD/ Convenor of Examinations.
4. Online payment of fees through GUMS

II) Receipt of Time table from Goa University and Display the same on Notice Boards. III) Receipt of Stationery from Goa University.

IV) Conduct of Exam

1. Receiving Seat Numbers from GU
2. Creating the blocks as per the seating arrangements

3. Making arrangements for Online Question Paper Delivery (Checking registered system, Availability of Internet, Papers for printing etc.)
4. Receiving Question Paper through Online QPD link on the day of exam.
5. Printing of question papers and making blocks as per seating arrangements.
6. Conduct of examination

V) Collection & Dispatch of answer books:

1. Collection of answer books from junior supervisors.
2. Checking of details entered by students on the answer books by clerical staff and then counter signed by Senior Supervisor.
3. Checking of reports.
4. Packing and Sealing of answer books as per subjects.
5. Keeping papers ready for dispatch to University.
6. Handing over the papers to the concerned University representative on the day of visit to College.

7. ASSESSMENT-RELATED RESPONSIBILITIES OF COURSE TEACHERS

Teachers are expected to

Familiarize themselves with the relevant provisions of the Ordinance of the programme they are teaching

Inform students at the start of the Semester about the modes of assessment.

Strictly adhere to the calendar prepared and displayed by the Examination Committee – in respect of all aspects of both components of assessment.

Inform students about the items to be taken into the examination halls (e.g. calculators)

Ensure that question papers cover the entire syllabus and are in keeping with the marks distribution in the syllabus.

Ensure that papers are assessed correctly and in a fair manner.

8. PANEL OF EXAMINERS

The Department Head / Programme Coordinator will decide the paper setters for all

courses, and will nominate one of the examiners to function as Chairperson/Moderator of the panel.

The paper setter shall submit the question paper to the Head of Department/Programme Coordinator/Chairperson for checking and make any corrections that might be suggested.

It is the responsibility of the Chairperson to ensure that the question paper is complete in all respects, the allotment of marks is as per the syllabus, the pattern of the Question paper is as per the prescribed pattern, no questions are beyond the scope of the syllabus and that the level of difficulty of the question paper is neither too low nor too high.

Once the Chairperson is satisfied as to the above points, shall fill the checklist & get the paper printed. Both the chairperson and paper setter shall initial on the sealed envelope of the Question paper sets. Chairperson shall ensure that each page of the Answer key is initialed by both and submitted along with Question paper sets.

ANNE

**XURE I.
INSTRUCTIONS TO
JUNIOR
SUPERVISORS**

Junior Supervisors shall

avoid taking leave during the examination period

adhere to the supervision dates allotted by the Examination Committee

report for supervision at least 30 minutes before the commencement of the examination, irrespective of whether they have supervision

ensure that the main answer book & supplement carry the college seal

sign the main answer book and write the date before handing it over to the student

initial the supplement and write the date before handing it over to the student

personally check the hall ticket/identity card of the students & personally take their signatures on the attendance sheet

ensure that students fill all required details in the main answer book and supplements

instruct students before the start of the examination that carrying mobile phones, bluetooth devices, copy material, etc. into the hall is an offence and is to be treated as Unfair Means as per Goa University rules

shall not allow students to keep their mobile phones on the teacher's table etc.

shall ensure that students keep their bags, mobile phones & other belongings outside the block/room

shall proceed to their assigned block immediately after the First bell (15 minutes before the start of the examination)

continuously move around the block and keep a strict lookout for any student adopting unfair means

personally distribute main answer books, supplements and question papers to each student

ensure that students tie the main answer book and supplements & enter the total on the Main answer book when the 10 minutes warning bell is heard

check that the total entered by students is correct and sign in the space provided

not permit students to enter the examination hall after 30 minutes of the commencement of examination

not permit students to leave the examination hall after the last 10 minutes warning bell

shall not carry their own mobile phone to the examination hall

shall not read newspapers or magazines, or do any work other than supervision, in the examination hall

immediately report any student carrying a mobile phone or copy material, or using unfair means to the senior supervisor

ensure that students do not write or scribble on the question paper

ensure that the students are seated on the seats allotted to them, unless the seat is damaged, or there is actual physical discomfort in occupying the allotted seat

not leave the examination hall at any time during the examination

ANNEXURE II. INSTRUCTIONS TO EXAMINERS

The examiner shall personally evaluate all the answer books allotted to him/her

The examiner shall write the marks awarded in the left hand side margin of answer books with a red color ball point pen only. There shall not be any overwriting of marks. If, due to unavoidable circumstances, it becomes necessary to revise or correct any marking/marks entered, the examiner shall initial each correction made. In case of correction in the marks awarded, the examiner shall cancel the error by drawing a line through the error, enter the correct figure and initial at both the places. The use of white ink is strictly prohibited.

If the examiner is of the opinion that the answer to a question does not deserve any marks, the he/she shall write “Zero” in the left-hand side margin of answer book.

If a question is not divided into sub-questions, marks should be given at the end of the answer on the left-hand side margin of the page and should be encircled, e.g. 09

When a question is divided into sub-questions, marking of answers should be done in the following manner:

- a. In the first instance, the marks should be allotted at the end of answer to each sub-question on the left hand side margin.
- b. The marks allotted to all sub-questions of a particular question should be totaled and written at the end of that question on the left hand side margin and encircled as under:

Example: Q.1 (a) = 04

(b) = 05

(c) = 04

Total =

13

- c. Step-wise marking provided, if any, in the suggested answer key is to ensure uniformity in awarding marks. However, on the answer books, marks should be awarded collectively at one place to each sub-question/question.
- d. If the answer to any particular question/sub-question(s) is/are not written consecutively but written on different pages in the answer book or additional answer book(s), marks may be awarded on different pages of answer book(s) in the manner mentioned as above. The Total marks awarded to the question are to be entered at the end of the last sub-question answered by the student.

- e. If any candidate has answered more/extra number of questions than required, the examiner shall, in the first instance, evaluate all the questions attempted, award marks, and then the answer(s) securing least marks, written in excess of the required number shall be ignored while totaling the marks. The remark “Extra Question Answered” shall be written against such extra answer(s) and a triangle shall be drawn around such marks not considered.
- f. Marks awarded to each question/sub-question(s) answered (even if it is “Zero”) shall be entered in the table provided on the front page of the main answer book and totalled.
- g. The total marks awarded should be written in figures in the prescribed column on answerbook and marks input form.
- h. The examiner shall check every page of every answer book to ensure that no question/sub-question is left unevaluated before entering the marks on the front page. All blank pages shall be cancelled.
- i. The last written page of the answer book shall be signed by the examiner to indicate that no answer was found written after that page.
- j. The marks obtained shall be recorded by the examiner (in figures and words) in the prescribed Marks Input form provided by the Examination Committee.
- k. The examiner shall, within a time frame given by the Examination Committee, submit all the marks input forms and answer books, duly signed, to the Examination Section.
- l. Under no circumstance should marks be communicated to students or any unauthorized persons until the result is declared.

ANNEXURE III.

INSTRUCTIONS TO Multi Tasking Staff

- 1) **Numbering of the seat numbers in the block:** MTS should help in numbering the blocks as per the number of students allotted. If there are fewer benches they have to arrange from the classes according to the block.
- 2) **Bell:** The bell in the staff room side wing should be given by the MTS allotted duties on the ground floor. And the bell in the library side wing should be given by the MTS allotted duties near library.
- 3) **Opening of the blocks:** The MTS in the respective wings should open the blocks at 9.30 as per the list. During the examination the box table in the class is not required to be opened.
- 4) **Checking of water arrangement:** The water arrangements should be done in all the wings. If the bottles are having less water or is about to get over, the same should be informed to examination office staff to place order before hand.
- 5) **Closing of the gates:** The college gates will be closed at 9.45 a.m and opened only after 10.05 a.m for the late comers to enter. The students should be allowed to enter only after entering their details on the register maintained at the gate.
- 6) **Giving Supplements and Collecting unused answer books and question papers:** The MTS is required to bring and give supplements in the blocks by 10.30 a.m. At the same time they should also collect unused answer books and question papers from the block. The collected

question papers and answer books are to be sorted as signed or wasted answer books and unused answer books and returned to the exam room by keeping them in the proper place.

7) **Collecting Unused supplements at 11.50 a.m:** After the warning bell at 11.50 the respective MTS is required to collect the unused supplements at 11.50 a.m from the blocks.

8) **Closing of the blocks:** The MTS is required to close the blocks of their respective wings by 12.15 and should be present in the room where the papers will be collected.

9) Duties in the paper collection room:

a) The MTS should help the senior supervisor to tie the bundles after checking.

b) The MTS should help in removing the reports, sorting the reports and also arranging the reports and the carbon papers. Please don't leave them in the room.

c) Before leaving the room the MTS have to report to the members of the exam committee.

10) If anyone is not able to attend the duty, should try to do internal arrangement and report the committee.
