

# 1 BACHELOR OF COMMERCE

## SCHEME OF EXAMINATION

The University of Mumbai has introduced the **Choice Based Semester and Grading System** from the academic year 2011-2012 for all the programs learned by the Faculty of Commerce, Faculty of Arts and Faculty of Science for all their Undergraduate Programmes including the unaided or self-financing programmes. Later it changed to **Credit Based Semetser and Grading System from 2014-15**. The **Scheme of Examination** is as explained in brief and further details can be obtained from the Chairperson Examination Department or the Vice Principals. You may also refer to the University Circular no. UG/144 of 2011 dated June 14, 2011 and circular no AA/ICD/2014-15/511 dated 23/9/2014 and subsequent circulars for getting more information about the scheme of examination as applicable.

Students / Learners of the B.A. and B.COM programmes are required to learn 40 courses over the six semesters. Each course will be evaluated for 100 marks. The performance of the learner shall be evaluated in the following manner:

COURSES	PATEERN OF EXAMINATION	PASSING STANDARD
All courses except FOUNDATION COURSE I/II/III/IV	(B)Semester End Examinations – 100 % (100 Marks)  • Duration – These examinations shall be of 3Hours duration	Minimum passing marks is 40% or 40 marks
FOUNDATION COURSE I/II/III/IV	(A)Internal Test of 25 (25%) * Marks-Duration is 30 minutes	Minimum passing marks is 40% or 10 marks
FOUNDATION COURSE I/II/III/IV	(B)Semester End Examinations of 75 (75%) Marks-Duration is 2 hours and 30 minutes	Minimum passing marks is 40% or 30 marks
COMPUTER SYSTEMS AND APPLICATIONS in semester V and VI	(A)Internal Test of 25 (25%) Marks-Duration is 30 minutes	Minimum passing marks is 40% or 10 marks
COMPUTER SYSTEMS AND APPLICATIONS in semester V and VI	(B)Semester End Examinations of 75 (75%) Marks-Duration is 2 hours and 30 minutes	Minimum passing marks is 40% or 30 marks
All other Courses	B) Semester End Examinations of 100 (100%) Marks-Duration is 3 hours.	Minimum passing marks is 40% or 40 marks

### A)\*Internal Assessment – 25 marks

Sr. No.	Particulars	Marks
1	<b>ONE</b> periodical class test to be conducted in the given semester	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and	05 Marks

	articulation and exhibit of leadership qualities in organizing related academic activities.	
--	---	--

## Performance Grading

The PERFORMANCE GRADING of the learners shall be on the TEN point GRADING system as under vide University circular no UG/79 of 2016-17 dated 14/10/2016 :

Grade	Marks	Grade Points
<b>O</b>	<b>80 &amp; above</b>	10
<b>A+</b>	<b>70 to 79.99</b>	<b>9</b>
<b>A</b>	<b>60-69.99</b>	<b>8</b>
<b>B+</b>	<b>55 to 59.99</b>	7
<b>B</b>	<b>50 to 54.99</b>	6
<b>C</b>	<b>45 to 49.99</b>	5
<b>D</b>	<b>40 to 44.99</b>	4
<b>F</b>	<b>Less than 40</b>	0

### ASSESSMENT OF SEMESTER I TO SEMESTER IV:

The assessment of **Part 'A' i.e. Internal Assessment and Part 'B' i.e. Semester End Examination** for Semesters I to IV shall be processed by the Colleges / Institutions of their learner on behalf of the University of Mumbai. The Institution / College will set the question papers, conduct the examinations, assess the answer books and declare the result of the learner. The College / Institution will issue the grade cards to the learner after the conversion of marks into grade as per the procedure mentioned in the manual. The format of the grade card will be as prescribed by the University so as to maintain the uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.

### ASSESSMENT OF SEMESTER V and SEMESTER VI:

The assessment of **Part 'A' i.e. Internal Assessment** for **Semesters V & VI shall be processed/conducted by the Colleges / Institutions** of their learners admitted to the programme while the University of Mumbai shall conduct the assessment of **Part 'B' i.e. Semester End Examination** for Semesters V & VI. The Internal Assessment marks of learners appearing for Semesters V & VI shall be submitted to the University by the respective colleges/ Institutions before the commencement of respective Semester End Examinations. The Semester End Examinations for Semesters V & VI shall be conducted by the University and the results shall be declared after processing the internal assessment and the marks awarded to the learners. The grade card shall be issued by the University after converting the marks into grades. The overall performance of the learner will be taken into account before declaring the result of the learner by the University i.e. overall result / performance of the learner will be based on the performance of the learner at Semester I, Semester II, Semester III, Semester IV, Semester V and Semester VI Examinations.

**THE MARKS OF THE INTERNAL ASSESSMENT SHOULD NOT BE DISCLOSED TO THE**

**STUDENTS TILL THE RESULTS OF THE CORRESPONDING SEMESTER IS DECLARED.**

**R: 8437 CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE INTERNAL ASSESSMENT AND/OR SEMESTER END ASSESSMENT IN ONE OR MORE COURSES:**

- 1) A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the programme shall reappear for the Semester End Examination of that programme. However, his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- 2) A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the programme shall reappear for the Internal Examination of that programme. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

**EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION**

In case of a learner who is reappearing for the Internal Examination, the examination will consist of one project of **25** marks which will be divided into **15** marks for the documentation of the project, **05** marks for the presentation and **05** marks for the viva and the interaction.

**R.8438 ALLOWED TO KEEP TERMS (ATKT): (as per circular no. UG/02 of 2012-2013 dated April 3, 2012, UG/52 of 2013-2014 dated August 26, 2013)**

- a. A learner shall be allowed to keep term for Semester II irrespective of number of programmes of failure in the Semester I.
- b. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

**OR**

**A learner fails in not more than FOUR courses of Semester I and Semester II taken together with not more than TWO courses at each of Semester I & Semester II.**

- c. A learner shall be allowed to keep term for Semester IV irrespective of number of **courses** of failure in Semester III.
- d. Eligibility criteria for a learner, to be admitted in Semester V (Third year) of UG programs (aided and non-aided) in Faculties of Arts and Commerce is amended as follows,

- i. Shall have passed Semester I, II, III and IV in full

**OR**

- ii. Shall have passed Semester I and II in full and secured ATKT in the Second year by failing in not more than Two **courses** in each of Semester III and Semester IV

**OR**

- iii. Shall have Secured ATKT in First Year by failing in not more than Two **courses** in each of Semester I and Semester II and have passed Semester III and Semester IV in full
- e. A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each **course** of Semester V. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V in full.

**ADDITIONAL EXAMINATION FOR SEMESTER I, II, III and IV. (vide circular no UG/61 Of 2015 dated 20/8/2015)**

The additional examination for semester I, II, III & IV be conducted only for those who have remained absent on the ground in consistence with R 8917. A learner can who fails in some or all the courses can appear for A.T.K.T. Examination which will be conducted only in the month of October & April of every year for all semester i.e. Semester I, II, III& IV.

**R. 8917 ELIGIBILITY NORMS TO APPEAR FOR THE ADDITIONAL SEMESTER END EXAMINATIONS**

A learner who does not appear in some or all the courses on medical grounds or for representing the College/University in Sports, Cultural Activities. Activities of NSS/NCC or Sports Training Camps conducted by recognized bodies/competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the institution is eligible to appear for Additional Examination.

It is not the right of the learner, who has failed or has remained absent; to appear for the additional examination without fulfilling the norms prescribed by the Head of the Institution / Department / Principal of the College and same has been brought into force with effect from the academic year 2015-16.

**EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION**

The Additional Semester End Examination shall be of two and half hours duration and of 75 marks per course. The learner shall appear for the semester END examination of the course for which he/she was absent for the reason as stated above. Learner who is punished under O.5059 shall not be eligible to appear for this Additional Examination.

**R.8441: Programme wise, Semester wise Credit allocation**

Faculty	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Credits
Bachelor of Commerce (B.Com.)	20	20	17	17	23	23	120

## 2. BACHELOR OF ARTS

### SCHEME OF EXAMINATION

The University of Mumbai has introduced the **Choice Based Semester and Grading System** from the academic year 2011-2012 for all the programs learned by the Faculty of Commerce, Faculty of Arts and Faculty of Science for all their Undergraduate Programmes including the unaided or self-financing programmes. Later it changed to **Credit Based Semester and Grading System from 2014-15**. The **Scheme of Examination** is as explained in brief and further details can be obtained from the Chairperson Examination Department or the Vice Principals. You may also refer to the University Circular no. UG/144 of 2011 dated June 14, 2011 and circular no AA/ICD/2014-15/511 dated 23/9/2014 and subsequent circulars for getting more information about the scheme of examination as applicable.

Students / Learners of the B.A. and B.COM programmes are required to learn 40 courses over the six semesters. Each course will be evaluated for 100 marks. The performance of the learner shall be evaluated in the following manner:

COURSES	PATEERN OF EXAMINATION	PASSING STANDARD
All courses except FOUNDATION COURSE I/II/III/IV	(B)Semester End Examinations – 100 % (100 Marks)  • Duration – These examinations shall be of 3Hours duration	Minimum passing marks is 40% or 40 marks
FOUNDATION COURSE I/II/III/IV	(A)Internal Test of 25 (25%) * Marks-Duration is 30 minutes	Minimum passing marks is 40% or 10 marks
FOUNDATION COURSE I/II/III/IV	(B)Semester End Examinations of 75 (75%) Marks-Duration is 2 hours and 30 minutes	Minimum passing marks is 40% or 30 marks
All other Courses	B) Semester End Examinations of 100 (100%) Marks-Duration is 3 hours.	Minimum passing marks is 40% or 40 marks

#### A)\*Internal Assessment – 25 marks

Sr. No.	Particulars	Marks
1	<b>ONE</b> periodical class test to be conducted in the given semester	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities.	05 Marks

### Performance Grading

The PERFORMANCE GRADING of the learners shall be on the TEN point GRADING system as under vide University circular no UG/79 of 2016-17 dated 14/10/2016 :

<b>Grade</b>	<b>Marks</b>	<b>Grade Points</b>
<b>O</b>	<b>80 &amp; above</b>	<b>10</b>
<b>A+</b>	<b>70 to 79.99</b>	<b>9</b>
<b>A</b>	<b>60-69.99</b>	<b>8</b>
<b>B+</b>	<b>55 to 59.99</b>	<b>7</b>
<b>B</b>	<b>50 to 54.99</b>	<b>6</b>
<b>C</b>	<b>45 to 49.99</b>	<b>5</b>
<b>D</b>	<b>40 to 44.99</b>	<b>4</b>
<b>F</b>	<b>Less than 40</b>	<b>0</b>

#### **ASSESSMENT OF SEMESTER I TO SEMESTER IV:**

The assessment of **Part ‘A’ i.e. Internal Assessment and Part ‘B’ i.e. Semester End Examination** for Semesters I to IV shall be processed by the Colleges / Institutions of their learner on behalf of the University of Mumbai. The Institution / College will set the question papers, conduct the examinations, assess the answer books and declare the result of the learner. The College / Institution will issue the grade cards to the learner after the conversion of marks into grade as per the procedure mentioned in the manual. The format of the grade card will be as prescribed by the University so as to maintain the uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.

#### **ASSESSMENT OF SEMESTER V and SEMESTER VI:**

The assessment of **Part ‘B’ i.e. Semester End Examination** for Semesters V & VI. The Internal Assessment marks of learners appearing for Semesters V & VI shall be submitted to the University by the respective colleges/ Institutions before the commencement of respective Semester End Examinations. The Semester End Examinations for Semesters V & VI shall be conducted by the University and the results shall be declared after processing the internal assessment and the marks awarded to the learners. The grade card shall be issued by the University after converting the marks into grades. The overall performance of the learner will be taken into account before declaring the result of the learner by the University i.e. overall result / performance of the learner will be based on the performance of the learner at Semester I, Semester II, Semester III, Semester IV, Semester V and Semester VI Examinations.

**THE MARKS OF THE INTERNAL ASSESSMENT SHOULD NOT BE DISCLOSED TO THE STUDENTS TILL THE RESULTS OF THE CORRESPONDING SEMESTER IS DECLARED.**

**R: 8437 CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE INTERNAL ASSESSMENT AND/OR SEMESTER END ASSESSMENT IN ONE OR MORE COURSES:**

- 3) A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the programme shall reappear for the Semester End Examination of that programme. However, his/her marks of the Internal Examinations shall be carried over and

he/she shall be entitled for grade obtained by him/her on passing.

- 4) A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the programme shall reappear for the Internal Examination of that programme. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

#### **EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION**

In case of a learner who is reappearing for the Internal Examination, the examination will consist of one project of **25** marks which will be divided into **15** marks for the documentation of the project, **05** marks for the presentation and **05** marks for the viva and the interaction.

#### **R.8438 ALLOWED TO KEEP TERMS (ATKT): (as per circular no. UG/02 of 2012-2013 dated April 3, 2012, UG/52 of 2013-2014 dated August 26, 2013)**

- d. A learner shall be allowed to keep term for Semester II irrespective of number of programmes of failure in the Semester I.
- e. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

**OR**

**A learner fails in not more than FOUR courses of Semester I and Semester II taken together with not more than TWO courses at each of Semester I & Semester II.**

- f. A learner shall be allowed to keep term for Semester IV irrespective of number of **courses** of failure in Semester III.
- e. Eligibility criteria for a learner, to be admitted in Semester V (Third year) of UG programs (aided and non-aided) in Faculties of Arts and Commerce is amended as follows,
- iv. Shall have passed Semester I, II, III and IV in full

**OR**

- v. Shall have passed Semester I and II in full and secured ATKT in the Second year by failing in not more than Two **courses** in each of Semester III and Semester IV

**OR**

- vi. Shall have Secured ATKT in First Year by failing in not more than Two **courses** in each of Semester I and Semester II and have passed Semester III and Semester IV in full
- f. A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each **course** of Semester V. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V in full.

#### **ADDITIONAL EXAMINATION FOR SEMESTER I, II, III and IV. (vide circular no UG/61 Of 2015 dated 20/8/2015)**

**The additional examination for semester I, II, III & IV be conducted only for those who have remained absent on the ground in consistence with R 8917. A learner can who fails in some or all the courses can appear for A.T.K.T. Examination which will be conducted**

only in the month of October & April of every year for all semester i.e. Semester I, II, III& IV.

### **R. 8917 ELIGIBILITY NORMS TO APPEAR FOR THE ADDITIONAL SEMESTER END EXAMINATIONS**

A learner who does not appear in some or all the courses on medical grounds or for representing the College/University in Sports, Cultural Activities. Activities of NSS/NCC or Sports Training Camps conducted by recognized bodies/competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the institution is eligible to appear for Additional Examination.

It is not the right of the learner, who has failed or has remained absent; to appear for the additional examination without fulfilling the norms prescribed by the Head of the Institution / Department / Principal of the College and same has been brought into force with effect from the academic year 2015-16.

### **EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION**

The Additional Semester End Examination shall be of two and half hours duration and of 75 marks per course. The learner shall appear for the semester END examination of the course for which he/she was absent for the reason as stated above. Learner who is punished under O.5059 shall not be eligible to appear for this Additional Examination.

#### **R.8441: Programme wise, Semester wise Credit allocation**

<b>Faculty</b>	<b>Sem I</b>	<b>Sem II</b>	<b>Sem III</b>	<b>Sem IV</b>	<b>Sem V</b>	<b>Sem VI</b>	<b>Total Credits</b>
<b>Arts for BA Program only.</b>	15	15	22	22	22	24	<b>120</b>

### **3. BACHELOR OF COMMERCE ( ACCOUNTING and FINANCE)(BAF)**

#### **SCHEME OF EXAMINATION**

The University of Mumbai has introduced the **Choice Based Semester and Grading System** from the academic year 2011-2012 for all the programs learned by the Faculty of Commerce, Faculty of Arts and Faculty of Science for all their Undergraduate Programmes including the unaided or self-financing programmes. Later it changed to **Credit Based Semestser and Grading System from 2014-15**. The **Scheme of Examination** is as explained in brief and further details can be obtained from the Chairperson Examination Department or the Vice Principals. You may also refer to the University Circular no. UG/144 of 2011 dated June 14, 2011 and circular no AA/ICD/2014-15/511 dated 23/9/2014 and subsequent circulars for getting more information about the scheme of examination as applicable.

Students / Learners of the B.A. and B.COM programmes are required to learn 40 courses over the six semesters wherein BAF has 39 courses and 1 course as Research Project work. Each



course will be evaluated for 100 marks. The performance of the learner shall be evaluated in the following manner:

COURSES	PATEERN OF EXAMINATION	PASSING STANDARD
All courses	(B)Semester End Examinations – 100 % (75 Marks)  • Duration – These examinations shall be of 2.5Hours duration	Minimum passing marks is 40% ie30 marks
ALL COURSE	(A)Internal Examination (25%)which include Internal Test * 20 Marks-Duration is 40 minutes and 5 marks other component	Minimum passing marks is 40% or 10 marks

**A)\*Internal Assessment – 25 marks**

Sr. No.	Particulars	Marks
1	<b>ONE</b> periodical class test to be conducted in the given semester	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities.	05 Marks

**Performance Grading**

The PERFORMANCE GRADING of the learners shall be on the TEN point GRADING system as under vide University circular no UG/79 of 2016-17 dated 14/10/2016 :

Grade	Marks	Grade Points
<b>O</b>	<b>80 &amp; above</b>	10
<b>A+</b>	<b>70 to 79.99</b>	<b>9-9.99</b>
<b>A</b>	<b>60-69.99</b>	<b>8-8.99</b>
<b>B+</b>	<b>55 to 59.99</b>	7-7.99
<b>B</b>	<b>50 to 54.99</b>	6-6.99
<b>C</b>	<b>45 to 49.99</b>	5-5.99
<b>D</b>	<b>40 to 44.99</b>	4-4.99
<b>F</b>	<b>Less than 40</b>	0

**ASSESSMENT OF SEMESTER I TO SEMESTER IV:**

The assessment of **Part ‘A’ i.e. Internal Assessment and Part ‘B’ i.e. Semester End Examination** for Semesters I to IV shall be processed by the Colleges / Institutions of their learner on behalf of the University of Mumbai. The Institution / College will set the question papers, conduct the examinations, assess the answer books and declare the result of the learner. The College / Institution will issue the grade cards to the learner after the conversion of marks into grade as per the procedure mentioned in the manual. The format of the grade card will be as prescribed by the University so as to maintain the uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.

#### **ASSESSMENT OF SEMESTER V and SEMESTER VI:**

The assessment of **Part ‘A’ i.e. Internal Assessment** for **Semesters V & VI shall be processed/conducted by the Colleges / Institutions** of their learners admitted to the programme while the University of Mumbai shall conduct the assessment of **Part ‘B’ i.e. Semester End Examination** for Semesters V & VI. The Internal Assessment marks of learners appearing for Semesters V & VI shall be submitted to the University by the respective colleges/ Institutions before the commencement of respective Semester End Examinations. The Semester End Examinations for Semesters V & VI shall be conducted by the University and the results shall be declared after processing the internal assessment and the marks awarded to the learners. The grade card shall be issued by the University after converting the marks into grades. The overall performance of the learner will be taken into account before declaring the result of the learner by the University i.e. overall result / performance of the learner will be based on the performance of the learner at Semester I, Semester II, Semester III, Semester IV, Semester V and Semester VI Examinations.

**THE MARKS OF THE INTERNAL ASSESSMENT SHOULD NOT BE DISCLOSED TO THE STUDENTS TILL THE RESULTS OF THE CORRESPONDING SEMESTER IS DECLARED.**

#### **R: 8437 CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE INTERNAL ASSESSMENT AND/OR SEMESTER END ASSESSMENT IN ONE OR MORE COURSES:**

A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the programme shall reappear for the Semester End Examination of that programme. However, his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the programme shall reappear for the Internal Examination of that programme. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

#### **EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION**

In case of a learner who is reappearing for the Internal Examination, the examination will consist of one project of **25** marks which will be divided into **15** marks for the documentation of the project, **05** marks for the presentation and **05** marks for the viva and the interaction.

**R.8438 ALLOWED TO KEEP TERMS (ATKT): (as per circular no. UG/02 of 2012-2013 dated April 3, 2012, UG/52 of 2013-2014 dated August 26, 2013)**

- g. A learner shall be allowed to keep term for Semester II irrespective of number of programmes of failure in the Semester I.
- h. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

**OR**

**A learner fails in not more than FOUR courses of Semester I and Semester II taken together with not more than TWO courses at each of Semester I & Semester II.**

- i. A learner shall be allowed to keep term for Semester IV irrespective of number of **courses** of failure in Semester III.
- f. Eligibility criteria for a learner, to be admitted in Semester V (Third year) of UG programs (aided and non-aided) in Faculties of Arts and Commerce is amended as follows,

- vii. Shall have passed Semester I, II, III and IV in full

**OR**

- viii. Shall have passed Semester I and II in full and secured ATKT in the Second year by failing in not more than Two **courses** in each of Semester III and Semester IV

**OR**

- ix. Shall have Secured ATKT in First Year by failing in not more than Two **courses** in each of Semester I and Semester II and have passed Semester III and Semester IV in full

- g. A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each **course** of Semester V. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V in full.

**ADDITIONAL EXAMINATION FOR SEMESTER I, II, III and IV. (vide circular no UG/61 Of 2015 dated 20/8/2015)**

**The additional examination for semester I, II, III & IV be conducted only for those who have remained absent on the ground in consistence with R 8917. A learner can who fails in some or all the courses can appear for A.T.K.T. Examination which will be conducted only in the month of October & April of every year for all semester i.e. Semester I, II, III& IV.**

**R. 8917 ELIGIBILITY NORMS TO APPEAR FOR THE ADDITIONAL SEMESTER END EXAMINATIONS**

A learner who does not appear in some or all the courses on medical grounds or for representing the College/University in Sports, Cultural Activities. Activities of NSS/NCC or Sports Training Camps conducted by recognized bodies/competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the institution is eligible to appear for Additional Examination.

It is not the right of the learner, who has failed or has remained absent; to appear for the additional examination without fulfilling the norms prescribed by the Head of the Institution / Department / Principal of the College and same has been brought into force with effect from the academic year 2015-16.

## EXAMINATION & ATKT EXAMINATION

The Additional Semester End Examination shall be of two and half hours duration and of 75 marks per course. The learner shall appear for the semester END examination of the course for which he/she was absent for the reason as stated above. Learner who is punished under O.5059 shall not be eligible to appear for this Additional Examination.

### R.8441: Programme wise, Semester wise Credit allocation

Faculty	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Credits
Bachelor of Commerce (Accounting & Finance) (BAF)	20	20	20	20	20	20	120

## 4. BACHELOR IN MANAGEMENT STUDIES (BMS)

### SCHEME OF EXAMINATION

The University of Mumbai has introduced the **Choice Based Semester and Grading System** from the academic year 2011-2012 for all the programs learned by the Faculty of Commerce, Faculty of Arts and Faculty of Science for all their Undergraduate Programmes including the unaided or self-financing programmes. Later it changed to **Credit Based Semetser and Grading System from 2014-15**. The **Scheme of Examination** is as explained in brief and further details can be obtained from the Chairperson Examination Department or the Vice Principals. You may also refer to the University Circular no. UG/144 of 2011 dated June 14, 2011 and circular no AA/ICD/2014-15/511 dated 23/9/2014 and subsequent circulars for getting more information about the scheme of examination as applicable.

Students / Learners of the B.A. and B.COM programmes are required to learn 40 courses over the six semesters. Each course will be evaluated for 100 marks. The performance of the learner shall be evaluated in the following manner:

COURSES	PATEERN OF EXAMINATION	PASSING STANDARD
All courses	(B)Semester End Examinations – 100 % (100 Marks)  • Duration – These examinations shall be of 3Hours duration	Minimum passing marks is 40% or 40 marks
ALL COURSE	(A)Internal Test of 25 (25%) * Marks-Duration is 30 minutes	Minimum passing marks is 40% or 10 marks

### A)\*Internal Assessment – 25 marks

Sr. No.	Particulars	Marks
1	ONE periodical class test to be conducted in the given semester	20 Marks

2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities.	05 Marks
---	--	----------

### Performance Grading

The PERFORMANCE GRADING of the learners shall be on the TEN point GRADING system as under vide University circular no UG/79 of 2016-17 dated 14/10/2016 :

Grade	Marks	Grade Points
<b>O</b>	<b>80 &amp; above</b>	10
<b>A+</b>	<b>70 to 79.99</b>	<b>9</b>
<b>A</b>	<b>60-69.99</b>	<b>8</b>
<b>B+</b>	<b>55 to 59.99</b>	7
<b>B</b>	<b>50 to 54.99</b>	6
<b>C</b>	<b>45 to 49.99</b>	5
<b>D</b>	<b>40 to 44.99</b>	4
<b>F</b>	<b>Less than 40</b>	0

#### ASSESSMENT OF SEMESTER I TO SEMESTER IV:

The assessment of **Part ‘A’ i.e. Internal Assessment and Part ‘B’ i.e. Semester End Examination** for Semesters I to IV shall be processed by the Colleges / Institutions of their learner on behalf of the University of Mumbai. The Institution / College will set the question papers, conduct the examinations, assess the answer books and declare the result of the learner. The College / Institution will issue the grade cards to the learner after the conversion of marks into grade as per the procedure mentioned in the manual. The format of the grade card will be as prescribed by the University so as to maintain the uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.

#### ASSESSMENT OF SEMESTER V and SEMESTER VI:

The assessment of **Part ‘A’ i.e. Internal Assessment** for **Semesters V & VI shall be processed/conducted by the Colleges / Institutions** of their learners admitted to the programme while the University of Mumbai shall conduct the assessment of **Part ‘B’ i.e. Semester End Examination** for Semesters V & VI. The Internal Assessment marks of learners appearing for Semesters V & VI shall be submitted to the University by the respective colleges/ Institutions before the commencement of respective Semester End Examinations. The Semester End Examinations for Semesters V & VI shall be conducted by the University and the results shall be declared after processing the internal assessment and the marks awarded to the learners. The grade card shall be issued by the University after converting the marks into

grades. The overall performance of the learner will be taken into account before declaring the result of the learner by the University i.e. overall result / performance of the learner will be based on the performance of the learner at Semester I, Semester II, Semester III, Semester IV, Semester V and Semester VI Examinations.

**THE MARKS OF THE INTERNAL ASSESSMENT SHOULD NOT BE DISCLOSED TO THE STUDENTS TILL THE RESULTS OF THE CORRESPONDING SEMESTER IS DECLARED.**

**R: 8437 CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE INTERNAL ASSESSMENT AND/OR SEMESTER END ASSESSMENT IN ONE OR MORE COURSES:**

- 5) A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the programme shall reappear for the Semester End Examination of that programme. However, his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- 6) A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the programme shall reappear for the Internal Examination of that programme. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

**EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION**

In case of a learner who is reappearing for the Internal Examination, the examination will consist of one project of **25** marks which will be divided into **15** marks for the documentation of the project, **05** marks for the presentation and **05** marks for the viva and the interaction.

**R.8438 ALLOWED TO KEEP TERMS (ATKT): (as per circular no. UG/02 of 2012-2013 dated April 3, 2012, UG/52 of 2013-2014 dated August 26, 2013)**

- j. A learner shall be allowed to keep term for Semester II irrespective of number of programmes of failure in the Semester I.
- k. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

**OR**

**A learner fails in not more than FOUR courses of Semester I and Semester II taken together with not more than TWO courses at each of Semester I & Semester II.**

- l. A learner shall be allowed to keep term for Semester IV irrespective of number of **courses** of failure in Semester III.
- g. Eligibility criteria for a learner, to be admitted in Semester V (Third year) of UG programs (aided and non-aided) in Faculties of Arts and Commerce is amended as follows,

- x. Shall have passed Semester I, II, III and IV in full

**OR**

- xi. Shall have passed Semester I and II in full and secured ATKT in the Second year by failing in not more than Two **courses** in each of Semester III and Semester IV

**OR**

- xii. Shall have Secured ATKT in First Year by failing in not more than Two **courses** in each of Semester I and Semester II and have passed Semester III and Semester IV in full
- h. A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each **course** of Semester V. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V in full.

**ADDITIONAL EXAMINATION FOR SEMESTER I, II, III and IV. (vide circular no UG/61 Of 2015 dated 20/8/2015)**

**The additional examination for semester I, II, III & IV be conducted only for those who have remained absent on the ground in consistence with R 8917. A learner can who fails in some or all the courses can appear for A.T.K.T. Examination which will be conducted only in the month of October & April of every year for all semester i.e. Semester I, II, III& IV.**

**R. 8917 ELIGIBILITY NORMS TO APPEAR FOR THE ADDITIONAL SEMESTER END EXAMINATIONS**

A learner who does not appear in some or all the courses on medical grounds or for representing the College/University in Sports, Cultural Activities. Activities of NSS/NCC or Sports Training Camps conducted by recognized bodies/competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the institution is eligible to appear for Additional Examination.

It is not the right of the learner, who has failed or has remained absent; to appear for the additional examination without fulfilling the norms prescribed by the Head of the Institution / Department / Principal of the College and same has been brought into force with effect from the academic year 2015-16.

**EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION**

The Additional Semester End Examination shall be of two and half hours duration and of 75 marks per course. The learner shall appear for the semester END examination of the course for which he/she was absent for the reason as stated above. Learner who is punished under O.5059 shall not be eligible to appear for this Additional Examination.

**R.8441: Programme wise, Semester wise Credit allocation**

<b>Faculty</b>	<b>Sem I</b>	<b>Sem II</b>	<b>Sem III</b>	<b>Sem IV</b>	<b>Sem V</b>	<b>Sem VI</b>	<b>Total Credits</b>
<b>Bachelor of Management Studies (BMS)</b>	21	21	18	18	21	21	<b>120</b>

## 5. BACHELOR OF COMMERCE in BANKING AND INSURANCE(BBI)

### SCHEME OF EXAMINATION

The University of Mumbai has introduced the **Choice Based Semester and Grading System** from the academic year 2011-2012 for all the programs learned by the Faculty of Commerce, Faculty of Arts and Faculty of Science for all their Undergraduate Programmes including the unaided or self-financing programmes. Later it changed to **Credit Based Semetser and Grading System from 2014-15**. The **Scheme of Examination** is as explained in brief and further details can be obtained from the Chairperson Examination Department or the Vice Principals. You may also refer to the University Circular no. UG/144 of 2011 dated June 14, 2011 and circular no AA/ICD/2014-15/511 dated 23/9/2014 and subsequent circulars for getting more information about the scheme of examination as applicable.

Students / Learners of the B.A. and B.COM programmes are required to learn 40 courses over the six semesters. Each course will be evaluated for 100 marks. The performance of the learner shall be evaluated in the following manner:

COURSES	PATEERN OF EXAMINATION	PASSING STANDARD
All courses	<b>(B)</b> Semester End Examinations – 100 % (100 Marks)  • Duration – These examinations shall be of 3Hours duration	Minimum passing marks is 40% or 40 marks
ALL COURSE	<b>(A)</b> Internal Test of 25 (25%) * Marks-Duration is 30 minutes	Minimum passing marks is 40% or 10 marks

#### A)\*Internal Assessment – 25 marks

Sr. No.	Particulars	Marks
1	<b>ONE</b> periodical class test to be conducted in the given semester	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities.	05 Marks



## Performance Grading

The PERFORMANCE GRADING of the learners shall be on the TEN point GRADING system as under vide University circular no UG/79 of 2016-17 dated 14/10/2016 :

Grade	Marks	Grade Points
O	80 & above	10
A+	70 to 79.99	9
A	60-69.99	8
B+	55 to 59.99	7
B	50 to 54.99	6
C	45 to 49.99	5
D	40 to 44.99	4
F	Less than 40	0

### ASSESSMENT OF SEMESTER I TO SEMESTER IV:

The assessment of **Part 'A' i.e. Internal Assessment and Part 'B' i.e. Semester End Examination** for Semesters I to IV shall be processed by the Colleges / Institutions of their learner on behalf of the University of Mumbai. The Institution / College will set the question papers, conduct the examinations, assess the answer books and declare the result of the learner. The College / Institution will issue the grade cards to the learner after the conversion of marks into grade as per the procedure mentioned in the manual. The format of the grade card will be as prescribed by the University so as to maintain the uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.

### ASSESSMENT OF SEMESTER V and SEMESTER VI:

The assessment of **Part 'A' i.e. Internal Assessment** for **Semesters V & VI shall be processed/conducted by the Colleges / Institutions** of their learners admitted to the programme while the University of Mumbai shall conduct the assessment of **Part 'B' i.e. Semester End Examination** for Semesters V & VI. The Internal Assessment marks of learners appearing for Semesters V & VI shall be submitted to the University by the respective colleges/ Institutions before the commencement of respective Semester End Examinations. The Semester End Examinations for Semesters V & VI shall be conducted by the University and the results shall be declared after processing the internal assessment and the marks awarded to the learners. The grade card shall be issued by the University after converting the marks into grades. The overall performance of the learner will be taken into account before declaring the result of the learner by the University i.e. overall result / performance of the learner will be based on the performance of the learner at Semester I, Semester II, Semester III, Semester IV, Semester V and Semester VI Examinations.

**THE MARKS OF THE INTERNAL ASSESSMENT SHOULD NOT BE DISCLOSED TO THE STUDENTS TILL THE RESULTS OF THE CORRESPONDING SEMESTER IS DECLARED.**

**R: 8437 CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE INTERNAL ASSESSMENT AND/OR SEMESTER END ASSESSMENT IN ONE OR MORE COURSES:**

- 7) A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the programme shall reappear for the Semester End Examination of that programme. However, his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- 8) A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the programme shall reappear for the Internal Examination of that programme. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

**EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION**

In case of a learner who is reappearing for the Internal Examination, the examination will consist of one project of **25** marks which will be divided into **15** marks for the documentation of the project, **05** marks for the presentation and **05** marks for the viva and the interaction.

**R.8438 ALLOWED TO KEEP TERMS (ATKT): (as per circular no. UG/02 of 2012-2013 dated April 3, 2012, UG/52 of 2013-2014 dated August 26, 2013)**

- m. A learner shall be allowed to keep term for Semester II irrespective of number of programmes of failure in the Semester I.
- n. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

**OR**

**A learner fails in not more than FOUR courses of Semester I and Semester II taken together with not more than TWO courses at each of Semester I & Semester II.**

- o. A learner shall be allowed to keep term for Semester IV irrespective of number of **courses** of failure in Semester III.
- h. Eligibility criteria for a learner, to be admitted in Semester V (Third year) of UG programs (aided and non-aided) in Faculties of Arts and Commerce is amended as follows,

xiii. Shall have passed Semester I, II, III and IV in full

**OR**

xiv. Shall have passed Semester I and II in full and secured ATKT in the Second year by failing in not more than Two **courses** in each of Semester III and Semester IV

**OR**

xv. Shall have Secured ATKT in First Year by failing in not more than Two **courses** in each of Semester I and Semester II and have passed Semester III and Semester IV in full

- i. A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each **course** of Semester V. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V in full.

**ADDITIONAL EXAMINATION FOR SEMESTER I, II, III and IV. (vide circular no UG/61 Of 2015 dated 20/8/2015)**

The additional examination for semester I, II, III & IV be conducted only for those who have remained absent on the ground in consistence with R 8917. A learner can who fails in some or all the courses can appear for A.T.K.T. Examination which will be conducted only in the month of October & April of every year for all semester i.e. Semester I, II, III& IV.

**R. 8917 ELIGIBILITY NORMS TO APPEAR FOR THE ADDITIONAL SEMESTER END EXAMINATIONS**

A learner who does not appear in some or all the courses on medical grounds or for representing the College/University in Sports, Cultural Activities. Activities of NSS/NCC or Sports Training Camps conducted by recognized bodies/competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the institution is eligible to appear for Additional Examination.

It is not the right of the learner, who has failed or has remained absent; to appear for the additional examination without fulfilling the norms prescribed by the Head of the Institution / Department / Principal of the College and same has been brought into force with effect from the academic year 2015-16.

**EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION**

The Additional Semester End Examination shall be of two and half hours duration and of 75 marks per course. The learner shall appear for the semester END examination of the course for which he/she was absent for the reason as stated above. Learner who is punished under O.5059 shall not be eligible to appear for this Additional Examination.

**R.8441: Programme wise, Semester wise Credit allocation**

<b>Faculty</b>	<b>Sem I</b>	<b>Sem II</b>	<b>Sem III</b>	<b>Sem IV</b>	<b>Sem V</b>	<b>Sem VI</b>	<b>Total Credits</b>
<b>Bachelor of Commerce (Banking &amp; Insurance) (BBI)</b>	18	18	21	21	21	21	<b>120</b>

**6. BACHELOR OF ARTS in MULTI MEDIA and COMMUNICATION(BAMMC)**

**SCHEME OF EXAMINATION**

The University of Mumbai has introduced the **Choice Based Semester and Grading System** from the academic year 2011-2012 for all the programs learned by the Faculty of Commerce, Faculty of Arts and Faculty of Science for all their Undergraduate Programmes including the unaided or self-financing programmes. Later it changed to **Credit Based**

**Semester and Grading System from 2014-15.** The **Scheme of Examination** is as explained in brief and further details can be obtained from the Chairperson Examination Department or the Vice Principals. You may also refer to the University Circular no. UG/144 of 2011 dated June 14, 2011 and circular no AA/ICD/2014-15/511 dated 23/9/2014 and subsequent circulars for getting more information about the scheme of examination as applicable.

Students / Learners of the programme are required to learn 40 courses over the six semesters. Each course will be evaluated for 100 marks. The performance of the learner shall be evaluated in the following manner:

COURSES	PATEERN OF EXAMINATION	PASSING STANDARD
All courses	(B)Semester End Examinations – 100 % (100 Marks)  • Duration – These examinations shall be of 3Hours duration	Minimum passing marks is 40% or 40 marks
ALL COURSE	(A)Internal Test of 25 (25%) * Marks-Duration is 30 minutes	Minimum passing marks is 40% or 10 marks

**A)\*Internal Assessment – 25 marks**

Sr. No.	Particulars	Marks
1	<b>ONE</b> periodical class test to be conducted in the given semester	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities.	05 Marks

**Performance Grading**

The PERFORMANCE GRADING of the learners shall be on the TEN point GRADING system as under vide University circular no UG/79 of 2016-17 dated 14/10/2016 :

Grade	Marks	Grade Points
<b>O</b>	<b>80 &amp; above</b>	10
<b>A+</b>	<b>70 to 79.99</b>	<b>9</b>
<b>A</b>	<b>60-69.99</b>	<b>8</b>
<b>B+</b>	<b>55 to 59.99</b>	7
<b>B</b>	<b>50 to 54.99</b>	6
<b>C</b>	<b>45 to 49.99</b>	5
<b>D</b>	<b>40 to 44.99</b>	4
<b>F</b>	<b>Less than 40</b>	0

**ASSESSMENT OF SEMESTER I TO SEMESTER IV:**

The assessment of **Part ‘A’** i.e. **Internal Assessment** and **Part ‘B’** i.e. **Semester End Examination** for Semesters I to IV shall be processed by the Colleges / Institutions of their

learner on behalf of the University of Mumbai. The Institution / College will set the question papers, conduct the examinations, assess the answer books and declare the result of the learner. The College / Institution will issue the grade cards to the learner after the conversion of marks into grade as per the procedure mentioned in the manual. The format of the grade card will be as prescribed by the University so as to maintain the uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.

#### **ASSESSMENT OF SEMESTER V and SEMESTER VI:**

The assessment of **Part 'A' i.e. Internal Assessment** for Semesters V & VI shall be processed/conducted by the Colleges / Institutions of their learners admitted to the programme while the University of Mumbai shall conduct the assessment of **Part 'B' i.e. Semester End Examination** for Semesters V & VI. The Internal Assessment marks of learners appearing for Semesters V & VI shall be submitted to the University by the respective colleges/ Institutions before the commencement of respective Semester End Examinations. The Semester End Examinations for Semesters V & VI shall be conducted by the University and the results shall be declared after processing the internal assessment and the marks awarded to the learners. The grade card shall be issued by the University after converting the marks into grades. The overall performance of the learner will be taken into account before declaring the result of the learner by the University i.e. overall result / performance of the learner will be based on the performance of the learner at Semester I, Semester II, Semester III, Semester IV, Semester V and Semester VI Examinations.

**THE MARKS OF THE INTERNAL ASSESSMENT SHOULD NOT BE DISCLOSED TO THE STUDENTS TILL THE RESULTS OF THE CORRESPONDING SEMESTER IS DECLARED.**

#### **R: 8437 CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE INTERNAL ASSESSMENT AND/OR SEMESTER END ASSESSMENT IN ONE OR MORE COURSES:**

- 9) A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the programme shall reappear for the Semester End Examination of that programme. However, his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- 10) A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the programme shall reappear for the Internal Examination of that programme. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

#### **EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION**

In case of a learner who is reappearing for the Internal Examination, the examination will consist of one project of **25** marks which will be divided into **15** marks for the documentation of the project, **05** marks for the presentation and **05** marks for the viva and the interaction.

#### **R.8438 ALLOWED TO KEEP TERMS (ATKT): (as per circular no. UG/02 of 2012-2013 dated April 3, 2012, UG/52 of 2013-2014 dated August 26, 2013)**

- p. A learner shall be allowed to keep term for Semester II irrespective of number of

programmes of failure in the Semester I.

- q. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

**OR**

**A learner fails in not more than FOUR courses of Semester I and Semester II taken together with not more than TWO courses at each of Semester I & Semester II.**

- r. A learner shall be allowed to keep term for Semester IV irrespective of number of **courses** of failure in Semester III.
- i. Eligibility criteria for a learner, to be admitted in Semester V (Third year) of UG programs (aided and non-aided) in Faculties of Arts and Commerce is amended as follows,

xvi. Shall have passed Semester I, II, III and IV in full

**OR**

xvii. Shall have passed Semester I and II in full and secured ATKT in the Second year by failing in not more than Two **courses** in each of Semester III and Semester IV

**OR**

xviii. Shall have Secured ATKT in First Year by failing in not more than Two **courses** in each of Semester I and Semester II and have passed Semester III and Semester IV in full

- j. A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each **course** of Semester V. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V in full.

**ADDITIONAL EXAMINATION FOR SEMESTER I, II, III and IV. (vide circular no UG/61 Of 2015 dated 20/8/2015)**

**The additional examination for semester I, II, III & IV be conducted only for those who have remained absent on the ground in consistence with R 8917. A learner can who fails in some or all the courses can appear for A.T.K.T. Examination which will be conducted only in the month of October & April of every year for all semester i.e. Semester I, II, III& IV.**

**R. 8917 ELIGIBILITY NORMS TO APPEAR FOR THE ADDITIONAL SEMESTER END EXAMINATIONS**

A learner who does not appear in some or all the courses on medical grounds or for representing the College/University in Sports, Cultural Activities. Activities of NSS/NCC or Sports Training Camps conducted by recognized bodies/competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the institution is eligible to appear for Additional Examination.

It is not the right of the learner, who has failed or has remained absent; to appear for the additional examination without fulfilling the norms prescribed by the Head of the Institution / Department / Principal of the College and same has been brought into force with effect from the academic year 2015-16.

## EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION

The Additional Semester End Examination shall be of two and half hours duration and of 75 marks per course. The learner shall appear for the semester END examination of the course for which he/she was absent for the reason as stated above. Learner who is punished under O.5059 shall not be eligible to appear for this Additional Examination.

### R.8441: Programme wise, Semester wise Credit allocation

Faculty	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Credits
BA in Multi Media and Communication BA MMC							

## 7. BACHELOR OF SCIENCE in INFORMATION TECHNOLOGY(B.SC.IT)

### SCHEME OF EXAMINATION

The University of Mumbai has introduced the **Choice Based Semester and Grading System** from the academic year 2011-2012 for all the programs learned by the Faculty of Commerce, Faculty of Arts and Faculty of Science for all their Undergraduate Programmes including the unaided or self-financing programmes. Later it changed to **Credit Based Semetser and Grading System from 2014-15**. The **Scheme of Examination** is as explained in brief and further details can be obtained from the Chairperson Examination Department or the Vice Principals. You may also refer to the University Circular no. UG/144 of 2011 dated June 14, 2011 and circular no AA/ICD/2014-15/511 dated 23/9/2014 and subsequent circulars for getting more information about the scheme of examination as applicable.

Students / Learners of the B.A. and B.COM programmes are required to learn 40 courses over the six semesters. Each course will be evaluated for 100 marks. The performance of the learner shall be evaluated in the following manner:

COURSES	PATEERN OF EXAMINATION	PASSING STANDARD
All courses	(B)Semester End Examinations – 100 % (100 Marks)  • Duration – These examinations shall be of 3Hours duration	Minimum passing marks is 40% or 40 marks

ALL COURSE	(A)Internal Test of 25 (25%) * Marks-Duration is 30 minutes	Minimum passing marks is 40% or 10 marks
------------	--	---

#### A)\*Internal Assessment – 25 marks

Sr. No.	Particulars	Marks
1	<b>ONE</b> periodical class test to be conducted in the given semester	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities.	05 Marks

#### Performance Grading

The PERFORMANCE GRADING of the learners shall be on the TEN point GRADING system as under vide University circular no UG/79 of 2016-17 dated 14/10/2016 :

Grade	Marks	Grade Points
<b>O</b>	<b>80 &amp; above</b>	10
<b>A+</b>	<b>70 to 79.99</b>	9
<b>A</b>	<b>60-69.99</b>	8
<b>B+</b>	<b>55 to 59.99</b>	7
<b>B</b>	<b>50 to 54.99</b>	6
<b>C</b>	<b>45 to 49.99</b>	5
<b>D</b>	<b>40 to 44.99</b>	4
<b>F</b>	<b>Less than 40</b>	0

#### ASSESSMENT OF SEMESTER I TO SEMESTER IV:

The assessment of **Part ‘A’ i.e. Internal Assessment and Part ‘B’ i.e. Semester End Examination** for Semesters I to IV shall be processed by the Colleges / Institutions of their learner on behalf of the University of Mumbai. The Institution / College will set the question papers, conduct the examinations, assess the answer books and declare the result of the learner. The College / Institution will issue the grade cards to the learner after the conversion of marks into grade as per the procedure mentioned in the manual. The format of the grade card will be as prescribed by the University so as to maintain the uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.

#### ASSESSMENT OF SEMESTER V and SEMESTER VI:

The assessment of **Part ‘A’ i.e. Internal Assessment** for **Semesters V & VI shall be processed/conducted by the Colleges / Institutions** of their learners admitted to the programme while the University of Mumbai shall conduct the assessment of **Part ‘B’ i.e. Semester End Examination** for Semesters V & VI. The Internal Assessment marks of learners appearing for Semesters V & VI shall be submitted to the University by the respective colleges/ Institutions before the commencement of respective Semester End Examinations. The



Semester End Examinations for Semesters V & VI shall be conducted by the University and the results shall be declared after processing the internal assessment and the marks awarded to the learners. The grade card shall be issued by the University after converting the marks into grades. The overall performance of the learner will be taken into account before declaring the result of the learner by the University i.e. overall result / performance of the learner will be based on the performance of the learner at Semester I, Semester II, Semester III, Semester IV, Semester V and Semester VI Examinations.

**THE MARKS OF THE INTERNAL ASSESSMENT SHOULD NOT BE DISCLOSED TO THE STUDENTS TILL THE RESULTS OF THE CORRESPONDING SEMESTER IS DECLARED.**

**R: 8437 CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE INTERNAL ASSESSMENT AND/OR SEMESTER END ASSESSMENT IN ONE OR MORE COURSES:**

- 11) A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the programme shall reappear for the Semester End Examination of that programme. However, his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- 12) A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the programme shall reappear for the Internal Examination of that programme. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

**EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION**

In case of a learner who is reappearing for the Internal Examination, the examination will consist of one project of **25** marks which will be divided into **15** marks for the documentation of the project, **05** marks for the presentation and **05** marks for the viva and the interaction.

**R.8438 ALLOWED TO KEEP TERMS (ATKT): (as per circular no. UG/02 of 2012-2013 dated April 3, 2012, UG/52 of 2013-2014 dated August 26, 2013)**

- s. A learner shall be allowed to keep term for Semester II irrespective of number of programmes of failure in the Semester I.
- t. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

**OR**

**A learner fails in not more than FOUR courses of Semester I and Semester II taken together with not more than TWO courses at each of Semester I & Semester II.**

- u. A learner shall be allowed to keep term for Semester IV irrespective of number of **courses** of failure in Semester III.
- j. Eligibility criteria for a learner, to be admitted in Semester V (Third year) of UG programs (aided and non-aided) in Faculties of Arts and Commerce is amended as follows,

- xix. Shall have passed Semester I, II, III and IV in full

**OR**

xx. Shall have passed Semester I and II in full and secured ATKT in the Second year by failing in not more than Two **courses** in each of Semester III and Semester IV

**OR**

xxi. Shall have Secured ATKT in First Year by failing in not more than Two **courses** in each of Semester I and Semester II and have passed Semester III and Semester IV in full

k. A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each **course** of Semester V. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V in full.

**ADDITIONAL EXAMINATION FOR SEMESTER I, II, III and IV. (vide circular no UG/61 Of 2015 dated 20/8/2015)**

**The additional examination for semester I, II, III & IV be conducted only for those who have remained absent on the ground in consistence with R 8917. A learner can who fails in some or all the courses can appear for A.T.K.T. Examination which will be conducted only in the month of October & April of every year for all semester i.e. Semester I, II, III& IV.**

**R. 8917 ELIGIBILITY NORMS TO APPEAR FOR THE ADDITIONAL SEMESTER END EXAMINATIONS**

A learner who does not appear in some or all the courses on medical grounds or for representing the College/University in Sports, Cultural Activities. Activities of NSS/NCC or Sports Training Camps conducted by recognized bodies/competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the institution is eligible to appear for Additional Examination.

It is not the right of the learner, who has failed or has remained absent; to appear for the additional examination without fulfilling the norms prescribed by the Head of the Institution / Department / Principal of the College and same has been brought into force with effect from the academic year 2015-16.

**EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION**

The Additional Semester End Examination shall be of two and half hours duration and of 75 marks per course. The learner shall appear for the semester END examination of the course for which he/she was absent for the reason as stated above. Learner who is punished under O.5059 shall not be eligible to appear for this Additional Examination.

**R.8441: Programme wise, Semester wise Credit allocation**

Faculty	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Credits
---------	-------	--------	---------	--------	-------	--------	---------------

<b>Bachelor of Science in Information Technology(B.Sc. IT)</b>							
--	--	--	--	--	--	--	--

## 8MASTER OF COMMERCE

### SCHEME OF EXAMINATION

The University of Mumbai has introduced the **Choice Based Semester and Grading System** from the academic year 2011-2012 for all the programs learned by the Faculty of Commerce, Faculty of Arts and Faculty of Science for all their Undergraduate Programmes including the unaided or self-financing programmes. Later it changed to **Credit Based Semetser and Grading System from 2014-15**. The **Scheme of Examination** is as explained in brief and further details can be obtained from the Chairperson Examination Department or the Vice Principals. You may also refer to the University Circular no. UG/144 of 2011 dated June 14, 2011 and circular no AA/ICD/2014-15/511 dated 23/9/2014 and subsequent circulars for getting more information about the scheme of examination as applicable.

Students / Learners of the B.A. and B.COM programmes are required to learn 40 courses over the six semesters. Each course will be evaluated for 100 marks. The performance of the learner shall be evaluated in the following manner:

COURSES	PATEERN OF EXAMINATION	PASSING STANDARD
All courses except FOUNDATION COURSE I/II/III/IV	(B)Semester End Examinations – 100 % (100 Marks) • Duration – These examinations shall be of 3Hours duration	Minimum passing marks is 40% or 40 marks
FOUNDATION COURSE I/II/III/IV	(A)Internal Test of 25 (25%) * Marks-Duration is 30 minutes	Minimum passing marks is 40% or 10 marks
FOUNDATION COURSE I/II/III/IV	(B)Semester End Examinations of 75 (75%) Marks-Duration is 2 hours and 30 minutes	Minimum passing marks is 40% or 30 marks
COMPUTER SYSTEMS AND APPLICATIONS in semester V and VI	(A)Internal Test of 25 (25%) Marks-Duration is 30 minutes	Minimum passing marks is 40% or 10 marks
COMPUTER SYSTEMS AND APPLICATIONS in semester V and VI	(B)Semester End Examinations of 75 (75%) Marks-Duration is 2 hours and 30 minutes	Minimum passing marks is 40% or 30 marks
All other Courses	B) Semester End Examinations of 100 (100%) Marks-Duration is 3 hours.	Minimum passing marks is 40% or 40 marks

A)\*Internal Assessment – 25 marks

Sr. No.	Particulars	Marks
1	<b>ONE</b> periodical class test to be conducted in the given semester	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities.	05 Marks

### Performance Grading

The PERFORMANCE GRADING of the learners shall be on the TEN point GRADING system as under vide University circular no UG/79 of 2016-17 dated 14/10/2016 :

Grade	Marks	Grade Points
<b>O</b>	<b>80 &amp; above</b>	10
<b>A+</b>	<b>70 to 79.99</b>	<b>9</b>
<b>A</b>	<b>60-69.99</b>	<b>8</b>
<b>B+</b>	<b>55 to 59.99</b>	7
<b>B</b>	<b>50 to 54.99</b>	6
<b>C</b>	<b>45 to 49.99</b>	5
<b>D</b>	<b>40 to 44.99</b>	4
<b>F</b>	<b>Less than 40</b>	0

#### ASSESSMENT OF SEMESTER I TO SEMESTER IV:

The assessment of **Part 'A' i.e. Internal Assessment and Part 'B' i.e. Semester End Examination** for Semesters I to IV shall be processed by the Colleges / Institutions of their learner on behalf of the University of Mumbai. The Institution / College will set the question papers, conduct the examinations, assess the answer books and declare the result of the learner. The College / Institution will issue the grade cards to the learner after the conversion of marks into grade as per the procedure mentioned in the manual. The format of the grade card will be as prescribed by the University so as to maintain the uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.

#### ASSESSMENT OF SEMESTER V and SEMESTER VI:

The assessment of **Part 'A' i.e. Internal Assessment** for **Semesters V & VI shall be processed/conducted by the Colleges / Institutions** of their learners admitted to the programme while the University of Mumbai shall conduct the assessment of **Part 'B' i.e. Semester End Examination** for Semesters V & VI. The Internal Assessment marks of learners appearing for Semesters V & VI shall be submitted to the University by the respective colleges/ Institutions before the commencement of respective Semester End Examinations. The Semester End Examinations for Semesters V & VI shall be conducted by the University and the results shall be declared after processing the internal assessment and the marks awarded to the learners. The grade card shall be issued by the University after converting the marks into grades. The overall performance of the learner will be taken into account before declaring the

result of the learner by the University i.e. overall result / performance of the learner will be based on the performance of the learner at Semester I, Semester II, Semester III, Semester IV, Semester V and Semester VI Examinations.

**THE MARKS OF THE INTERNAL ASSESSMENT SHOULD NOT BE DISCLOSED TO THE STUDENTS TILL THE RESULTS OF THE CORRESPONDING SEMESTER IS DECLARED.**

**R: 8437 CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE INTERNAL ASSESSMENT AND/OR SEMESTER END ASSESSMENT IN ONE OR MORE COURSES:**

- 13) A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the programme shall reappear for the Semester End Examination of that programme. However, his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- 14) A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the programme shall reappear for the Internal Examination of that programme. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

**EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION**

In case of a learner who is reappearing for the Internal Examination, the examination will consist of one project of **25** marks which will be divided into **15** marks for the documentation of the project, **05** marks for the presentation and **05** marks for the viva and the interaction.

**R.8438 ALLOWED TO KEEP TERMS (ATKT): (as per circular no. UG/02 of 2012-2013 dated April 3, 2012, UG/52 of 2013-2014 dated August 26, 2013)**

- v. A learner shall be allowed to keep term for Semester II irrespective of number of programmes of failure in the Semester I.
- w. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

**OR**

**A learner fails in not more than FOUR courses of Semester I and Semester II taken together with not more than TWO courses at each of Semester I & Semester II.**

- x. A learner shall be allowed to keep term for Semester IV irrespective of number of **courses** of failure in Semester III.
- k. Eligibility criteria for a learner, to be admitted in Semester V (Third year) of UG programs (aided and non-aided) in Faculties of Arts and Commerce is amended as follows,

xxii. Shall have passed Semester I, II, III and IV in full

**OR**

xxiii. Shall have passed Semester I and II in full and secured ATKT in the Second year by failing in not more than Two **courses** in each of Semester III and Semester IV

**OR**

xxiv. Shall have Secured ATKT in First Year by failing in not more than Two **courses** in each of Semester I and Semester II and have passed Semester III and Semester IV in full

1. A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each **course** of Semester V. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V in full.

**ADDITIONAL EXAMINATION FOR SEMESTER I, II, III and IV. (vide circular no UG/61 Of 2015 dated 20/8/2015)**

**The additional examination for semester I, II, III & IV be conducted only for those who have remained absent on the ground in consistence with R 8917. A learner can who fails in some or all the courses can appear for A.T.K.T. Examination which will be conducted only in the month of October & April of every year for all semester i.e. Semester I, II, III& IV.**

**R. 8917 ELIGIBILITY NORMS TO APPEAR FOR THE ADDITIONAL SEMESTER END EXAMINATIONS**

A learner who does not appear in some or all the courses on medical grounds or for representing the College/University in Sports, Cultural Activities. Activities of NSS/NCC or Sports Training Camps conducted by recognized bodies/competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the institution is eligible to appear for Additional Examination.

It is not the right of the learner, who has failed or has remained absent; to appear for the additional examination without fulfilling the norms prescribed by the Head of the Institution / Department / Principal of the College and same has been brought into force with effect from the academic year 2015-16.

**EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION**

The Additional Semester End Examination shall be of two and half hours duration and of 75 marks per course. The learner shall appear for the semester END examination of the course for which he/she was absent for the reason as stated above. Learner who is punished under O.5059 shall not be eligible to appear for this Additional Examination.

**R.8441: Programme wise, Semester wise Credit allocation**

<b>Faculty</b>	<b>Sem I</b>	<b>Sem II</b>	<b>Sem III</b>	<b>Sem IV</b>	<b>Sem V</b>	<b>Sem VI</b>	<b>Total Credits</b>
<b>Arts for BA Program only.</b>	15	15	22	22	22	24	<b>120</b>
<b>Bachelor of Commerce (B.Com.)</b>	20	20	17	17	23	23	<b>120</b>
<b>Bachelor of Management Studies (BMS)</b>	21	21	18	18	21	21	<b>120</b>

<b>Bachelor of Commerce (Accounting &amp; Finance) (BAF)</b>	21	21	21	21	18	18	<b>120</b>
<b>Bachelor of Commerce (Banking &amp; Insurance) (BBI)</b>	18	18	21	21	21	21	<b>120</b>
<b>Bachelor of Commerce (Financial Markets) (BFM)</b>	18	18	21	21	21	21	<b>120</b>
<b>BA in Multi Media and Communication BA MMC</b>							
<b>Bachelor of Science in Information Technology(B.Sc. IT)</b>							

=====

=====

**R. 8447 Verification and Revaluation:** Norms, Rules, Regulations and procedure for Verification and Revaluation shall be as per the existing ordinances and regulation & VCD of the University. (vide Circular No. Exam. /Photo & Rev./Univ./VCD/ 4637 of 2010)

**PHOTOCOPY, VERIFICATION & REVALUATION OF THE ASSESSED ANSWER BOOK/S:**

The University of Mumbai by the directives by Hon. Vice Chancellor vide the VCD no. **Exam/Photo & Rev./College/VCD/4636 of 2010 dated 5<sup>th</sup> April 2010** has provided the facility of Verification, Revaluation and for obtaining the Xerox copy of the assessed answer books. Please note that Applying for Photocopy of the answer book/s and Applying for Revaluation will be two independent processes and separate application will have to be made by the candidate for obtaining the Photocopy of the answer book/s and for revaluation of the answer book/s. However, applying for photocopy of the answer book /s or having photocopy of the answer book/s shall not be a pre-requisite for applying for revaluation of the answer book on the said course. The student can apply independently for revaluation or photocopy or both simultaneously.

**Procedure for obtaining the Photocopy of the Assessed Answer book/s.**

1. This facility, thus provided, shall be for **THEORY PAPERS ONLY** of all the examinations conducted by the college / institution on behalf of the University in the current session.
2. Under these rules applying for the Photocopy/ies of answer-books shall not be permitted in respect of the scripts of practical examination / term-work / sessional work / project work / dissertation / internal assessment / term work (including theory part) and in Viva voce /oral / practical examinations.

3. The Photocopy/ies shall be sought by submitting an application in the prescribed form (**available with college**) along with the non-refundable fee `100/- per answer book by the examinee *within seven (7) working days* from the date of the *declaration of result of the examination or issue of the statement of marks by the college / institution, whichever is later*. The examinee/s belonging to reserved categories shall be granted 50% concession in fee.
4. Incomplete application form shall be rejected without assigning any reason whatsoever and the fees paid along with the application form shall neither be refunded nor will any representation be entertained.
5. No application after the due date will be entertained on any ground whatsoever.
6. The College/Institution/Department shall endeavor to supply Photocopy/ies of answer books as far as possible within fifteen (15) working days from the date of receipt of application for photocopy/ies of the answer book/s.
7. The Photocopy/ies shall be handed over to the applicant examinee in person only and under no circumstances to any other person.
8. On receipt of Photocopy/ies the applicant examinee shall be the sole custodian of it and under any circumstances the examinee shall not part with the custody/possession of the same and also shall not use the same for any other purpose/s.
9. If the examinee is found guilty of indulging in any unfair act/attempt he/she shall be liable to be tried before the Unfair Means Inquiry Committee of the college and the decision taken by the authorities based on the recommendation of the said committee shall be final.

#### **PROCEDURE FOR VERIFICATION AND/OR REVALUATION OF THE ASSESSED ANSWER BOOK/S in case of discrepancy in the Assessed Answer book**

On receipt of the photocopy if the discrepancy of following nature (listed below) is noticed by the examinee, he/ she should apply to the Principal in the prescribed form along with the said **photocopy and copy of the question paper within three (03) working days from the date of publication of the notice by the Principal** of the respective college as per the provisions hereinabove.

- i) Mistake in totaling
- ii) Non assessment of a question / sub-question

if required after due verification, the Principal of respective college shall make necessary rectification in the marks allotted to the said course and consequently in the result of the candidate without charging any further fee for necessary rectification.

On rectification of the result as per the provisions above, the candidate can apply for revaluation within seven (7) working days from the date of receipt of the rectified result, if he/she was not eligible to apply for revaluation of the said answer book under Rule 29 herein below mentioned and only by such rectification becomes eligible for revaluation in the said course, course to other limitations contained herein.

The examinee is free to apply for Photocopy/ies of answer books of as many courses as he / she so desires.

#### **REVALUATION OF THE ANSWER BOOK/S: RULES AND PROCEDURE:**

- This revaluation facility shall be for theory papers only of all the examinations conducted by the college on behalf of the University for the respective current session.
- A candidate can apply for the revaluation of the answer book of the course only if he/she



has secured at least 20% of the total marks in that course or 40% of the marks required for passing in the said course, whichever is less or the grade equivalent to the above criteria where grades are assigned to the theory papers.

- The non-refundable prescribed a fee of ` 500/- per course per answer book for the purpose of revaluation shall be paid by the examinee within seven (07) working days from the date of the declaration of the result of the respective examination or from the date on which the college issued the statement of marks, whichever is later. The examinees from the reserved categories shall be given fifty per cent (50%) concession, provided a certified copy of the caste certificate is enclosed.
- The revised marks obtained by a candidate after revaluation, as accepted by the Principal of the respective college shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student/s by the Principal of the respective college.
- The whole process of revaluation shall be completed as far as possible within a period of thirty (30) days from the date of receipt of the application for revaluation by the college / institution.

**THE PHOTO COPY/COPIES OF THE REVALUATED ANSWER-BOOK/S SHALL NOT BE PROVIDED TO THE EXAMINEES**

***CAN THE STUDENT BE ADMITTED TO THE NEXT HIGHER CLASS PENDING THE RESULT OF VERIFICATION / REVALUATION?***

1. Pending the process of revaluation, and course to the availability of the seats in the college, the student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty of his education, as per the following norms:
2. The student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty if he/she had originally obtained required passing marks in the papers in which he/she had applied for revaluation,
3. The college shall be entitled to charge a fee of ` .250/- at the time of granting admission to such students to the next class before declaration of the result of the revaluation,
4. Such admission shall be provisional; and automatically stands cancelled on receipt of the result of revaluation process, if the student is not declared passed in the requisite number of the courses on revaluation which would entitle him/her to take admission in the next higher class, and in such case the fees originally collected by the college or any part of the same shall not be refunded,
5. In case if the student is declared to have passed in the requisite number of the courses on revaluation which would entitle him/her to take admission in the next higher class as per the Ordinances / regulations, the provisional admission will be regularized.
6. In case of the reserved category students or other students who are entitled to get fee concession, on appropriating the amount equal to the amount of fees which the college can collect from the student and the balance amount shall be refunded to the student at the time of confirmation and continuation of his/her admission.
7. In case of other students, the said amount shall be deducted from the total fees which the college or the institution is entitled to collect from the student as per the rules applicable.

8. Pending the declaration of the result of the revaluation, the students who have taken admission to next higher class, as mentioned above, shall be allowed to appear at the examination to the next class and their results of the next examinations shall be declared only on their passing in the requisite number of the courses on revaluation which would entitle them to take admission in the next class; and in case the students does not succeed in passing in such requisite number of courses, their admission to the examinations of the next class, their performance and results of the same shall be treated as null and void.

**The details of the procedure can be obtained from the examination department of the college.**

#### **24.1 ISSUANCE OF DUPLICATE MARKSHEET**

In the event if any student loses or misplaces his / her mark-sheet can apply for a duplicate mark-sheet in the prescribed form along with the prescribed fees (as applicable) to the college office.

### **25.1 IMPROVEMENT OF GRADE AND CGPA**

(University circular KA/UG/2015-16 dated 19th December, 2015.)

In order to improve Grade in CBSGS, a learner may reappear in ANY OF THE TWO SEMESTERS of Undergraduate and Post graduate programme concern.

#### **Resorting to Use of Unfair Means by the students during the Examination**

##### **UNFAIR MEANS INQUIRY COMMITTEE**

Students resorting to the use of unfair means during the examinations conducted by the College or conducted by the college on behalf of the University or by the University itself are requested to note that the course of action and the procedure to be followed by the college / university i.e. the examination conducting authority will be governed by circular no. UG / 139 OF 2001 DATED 23RD APRIL 2001 of University of Mumbai. The minimum punishment recommended by the University (vide circular no. UG / 139 OF 2001 DATED 23RD APRIL 2001) is “Annulment of the performance of the Student at the University / College / Institution Examination in full.”

The above recommended punishment is for the learner / student / candidate found in possession of the copying material. If it is established that he/she has actually copied from the material, the recommendation is “Exclusion of the student from the University or College or Institution Examination for one additional examination”.

Given below is the extract from the University circular no. UG / 139 OF 2001 DATED 23RD APRIL 2001) specifying the broad Categories of Unfair Resorted to by Students at the University/ College/ Institution Examinations and the Quantum of Punishment for each Category thereof.

Sr. No.	Quantum of Punishment
---------	-----------------------

(1) Possession of copying material	Annulment of the performance of the student at the University/ College/ Institution examination in full. (Note: - This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereat.
(2) Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
(3) Possession of another student's answer book	Exclusion of the student from University or College or Institution examination for one additional examination. <b>(BOTH THE STUDENTS)</b>
(4) Possession of another student's answer book + Actual evidence of copying there from.	Exclusion of the student from University or College or Institution examination for two additional examinations. <b>(BOTH THE STUDENTS)</b>
(5) Mutual / Mass copying	Exclusion of the student from University or College or Institution examination for two additional examinations.
(6) i. Smuggling-out or smuggling-in of answer book as copying material. ii. Smuggling-in of written answer-book based on the question paper set at the examination. iii. Smuggling-in of written answer book and forging signature of the Jr. Supervisor thereon.	i. Exclusion of the student from University or College or Institution examination for two additional examinations. ii. Exclusion of the student from University or College or Institution examination for two additional examinations. iii. Exclusion of the student from University or College or Institution examination for two additional examinations.
(7) Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(8) Interfering with or counterfeiting of University / College / Institution seal, or answer books or office stationary used in the examinations.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(9) Answer book, main or supplement written outside the examination hall or any other insertion in answer book.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(10) Insertion of currency notes/to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(11) Using obscene language / violence threat at the	Exclusion of the student from University or College or Institution examination for two additional examinations.

examination center by a student at the University / College / Institution examination to Jr. /Sr. Supervisors / Chief Conductor or Examiners.	
(12) (a) Impersonation at the University/ College/ Institution examination. (b) Impersonation at the University/ College/ Institute student at S.S.C./H.S.C. any other examinations.	Exclusion of the student from University or College or Institution examination for two additional examinations. Exclusion of the impersonator from University or College or Institution examination for five additional examinations.
(13) Revealing Identity in any form in the answer book by the student at the University or College or Institution examination.	Annulment of the performance of the Student at the University or College or Institution examination in full.
(14) Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the student at the University or College or Institution examination in full.
(15) All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution examination in full, and severe punishment depending upon the gravity of the offence.
(16) If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.	
(17) Practical /Dissertation/Project report Examination. Student involved in malpractices at Practical / Dissertation/ Project report examinations shall be dealt with as per the punishment provided for the theory examination.	
(18) The Competent Authority, in addition to the above mentioned punishments may impose a fine on the student declared guilty.	

(Note: The term “Annulment of Performance in full” includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used threat).

**Note:** Exact details of the above can be obtained from the University website.

# Examination Scheme for Junior College

Examination (except for Environment education and Health and Physical Education)	First unit test	First term	Second unit test	Final exami nation	Project/ oral/ practical	Total	Final score gained
Marks	25 marks	50 marks	25 marks	80 marks	20 marks	200 marks	Total marks scored out of 100

## For Environment Education

Project	Seminar/journal assignment	Total
30 marks	20 marks	50 marks

## For Health and Physical Education

Written examination	Practical	Total
50 marks (Compulsory)	50 marks (Compulsory)	100 marks (Grades will be given as per total marks)

Any changes in the Examination Scheme will be informed to the students.

## RULES FOR PROMOTION

(As per circular from Maharashtra State Board of Secondary and Higher Secondary Education, Pune) Circular No. Exam – 2016 /Sr.No.189/S.D-2 Dated 28/10/2016)

1. A candidate must secure minimum 35 marks out of 100 in each of the subjects.
2. Submit the projects/assignment/journal within the schedule announced by the college.
3. If a candidate appearing in all subjects fails in one or more subjects, his deficiency of marks in maximum 3 subjects to a maximum of 15 marks but not exceeding 10 marks in any one subject shall be condoned for the purpose of passing the examination.
4. Condonation will be given such that the concession shall not exceed the required minimum percentage of passing in the subject i.e. 35%
5. There is no provision of Allowed To Keep Terms (ATKT).
6. No candidate will be promoted to the next class if he/she fails even after applying the rule of giving the benefit of condonation of marks as provided in the rule No. 03 of condonation.
7. There will be no re-examination in the case of students who fail.
8. In case of students who fail to appear at the First or Second Term end Examination for genuine reasons, such as ill health (on production of medical certificate in time) or such other reason beyond his/her control (such as natural calamities), the Head of the Junior College shall hold the First Term end examination a year later.

as possible, but in any case before the end of the second term. However, the Second Term re-examination in case of such students shall be conducted immediately after the second term end examination.

### **VERIFICATION OF MARKS**

There shall be no re-valuation of answer books at FYJC examinations. However, the facility of verification of marks shall be available. Students must submit their application for verification along with photocopy of marksheet and necessary fees as prescribed, within the stipulated time. The verification shall be done by the Examination Committee.

### **PROCEDURE FOR INVESTIGATION IN CASE OF UNFAIR MEANS**

The College has an Unfair Means Inquiry Committee, which conducts an enquiry into alleged copying cases during examinations. The candidate who has allegedly resorted to unfair means shall be served a show cause notice and made aware of the charges/allegations reported against him/herself so that he/she can prepare his/her defense at the time of his/her appearance before the Unfair Means Inquiry Committee. The committee shall inform him/her of the proposed action to be taken in his/her case with a request to reply to the show cause notice as to why the action proposed under it should not be taken against him/her. The reply received by the committee from the candidate in this regard, shall be considered by the committee and the final recommendation in the matter shall be made to the Principal. The Principal shall exercise his/her authority and issue the final order.

**Use or Possession of Mobile phones or any other electronic devices during examination is strictly prohibited and it will be considered as an Unfair Means Case.**