



# **Ordinances and Regulations**

## **(University of Mumbai)**



**Academic Council 25/05/2011**

**Item No. 4.102**

**University of Mumbai**



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NAAC ACCREDITED

# **Ordinances and Regulations**

**With Respect to**


**Credit Based Semester and Grading System  
(CBSGS)**

**For the Programmes**

**Under**

**The Faculty of Arts, Commerce & Science**

**With effect from the Academic year**

  
I/C PRINCIPAL  
ST. ROCK'S DEGREE COLLEGE  
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## 2011-12

**R. 8433 : The definitions of the key terms used in the Credit Based Semester and Grading System introduced from the academic year 2011-12 are as under:**

**Program:**

A **Program** is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study. **B.A., B.Sc. and B.Com. are Programs.**

**Course**

A **'course'** corresponds to the word 'subject' used in many universities. A course is essentially a constituent of a 'program' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. All the learning topics included in a course must necessarily have academic coherence, that is, there must be a common thread linking the various components of a course. A number of linked courses considered together are in practice, a 'program'.

**Module and Unit:**

A course which is generally an independent entity having its own separate identity, is also often referred to as a 'Module' in today's parlance, especially when we refer to a 'modular curricular structure'. A module may be studied in conjunction with other learning modules or studied independently. A topic within a course is treated as a Unit.

**Credit Point:**

**Credit Point** refers to the 'Workload' of a learner and is an index of the number of learning hours deemed for a certain segment of learning. These learning hours may include a variety of learning activities like reading, reflecting, discussing, attending lectures / counseling sessions, watching especially prepared videos, writing assignments, preparing for examinations, etc. Credits assigned for a single course always pay attention to how many hours it would take for a learner to complete a single course successfully. A single course should have, by and large a course may be assigned anywhere between 2



to 8 credit points wherein 1 credit is construed as corresponding to approximately 30 to 40 learning hours.

### **Credit completion and Credit accumulation:**

Credit completion or Credit acquisition shall be considered to take place after the learner has successfully cleared all the evaluation criteria with respect to a single course. Thus, a learner who successfully completes a 4 CP (Credit Point) course may be considered to have collected or acquired 4 credits. His level of performance above the minimum prescribed level (viz. grades / marks obtained) has no bearing on the number of credits collected or acquired. A learner keeps on adding more and more credits as he completes successfully more and more courses. Thus the learner 'accumulates' course wise credits.

### **Credit Bank:**

The process of accumulating Credits over a period of time, leads to the idea of a 'Credit Bank'. Conceptually, a Credit Bank in simple terms refers to stored and dynamically updated information regarding the number of Credits obtained by any given learner along with details regarding the course/s for which Credit has been given, the course-level, nature, etc. In addition, all the information regarding the number of Credits transferred to different programs or credit exemptions given may also be stored with the individual's history. In short, this would involve maintaining all the Credit-related transactions of an individual. Credit Banking, when practiced would go a long way in facilitating credit transfers and learner mobility.

### **Credit Transfer:**

#### **Performance transfer**

When a learner successfully completes a certain academic program, he/she is allowed to transfer his/her past performance to another academic program having some common courses and *Performance transfer* is said to have taken place.

### **Course exemption**

Occasionally, when two academic programs offered by a single university or by more than one university, may have some common or equivalent course-content, the learner who has already completed one of these academic programs is allowed to skip these 'equivalent' courses while registering for the new program. The Learner is '*exempted*' from '*relearning*' the common or equivalent content area and from re-appearing for the concerned examinations. It is thus taken for granted that the learner has already collected in the past the credits corresponding to the exempted courses.



### **Block Transfer:**

Block transfer refers to a group of courses, such as a completed certificate or diploma program that are accepted for transfer of credit into a degree program.

### **Dimensions of Credit Transfer**

When a learner successfully completes the courses included in an academic program at a certain level, he/she is allowed to transfer his/her credits in some of these courses to another same-level academic program having these courses in common. This is referred to as '**Horizontal or Lateral Credit Transfer**'.

'**Vertical Credit Transfer**', sometimes is also referred to as '**Career Laddering**' is said to occur when a learner's performance in some courses within a certain academic program at a particular level is carried over to a higher-level academic program having these or equivalent courses in common.

Credit Transfer is conceived as operating along **lateral (or horizontal)** and **vertical transfers**.

### **Types of Credit Transfer**

When the process of credit transfer takes place *within* a university department or institution, it may be called intra-institutional credit transfer; when the credit transfer process operates *across two or more* institutions/universities, this may be viewed as inter-institutional/interuniversity credit transfer. Both inter/intra institutional/university credit transfer operate across levels – vertical or horizontal.


**Note: The Ordinances and Regulations given below are applicable to Faculty of Arts, Commerce & Science unless and otherwise specified.**

### **O. 5974**

Duration of the B.A., B.Com. and B.Sc. programme will be of 3 years in the Semester pattern i.e. from Sem. I to Sem. VI.

The degree will be awarded to a learner who successfully completes 120 credits of the programme in period of 3 to 6 years from the year of enrollment to semester I.

If a learner does not earn 120 credits in 12 semesters from the year of enrolment to semester I, he/she may at his/her option transfer his/her performance in the existing/new

  
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program after establishing equivalence between old and new syllabus. Such a performance transfer will be decided by the Board of Studies / Ad-hoc Board / Ad hoc Committee of the concerned subject.

The admission to the program will be governed by the existing rules

### **O. 5975**

The fees for transfer of credits or performance will be based on number of credits that a learner has to complete for award of the degree.

### **O. 5976**

The following credit transfers will be allowed

Intra-institutional/University lateral credit transfer

Intra-institutional/University vertical credit transfer


Inter-institutional/University lateral credit transfer

Inter-institutional/University vertical credit transfer

### **R.8434**

Credits earned at one institution for one or more courses under a given program will be accepted under another program either by the same institution or another institution either through Direct Performance Transfer or Course exemption.

### **R.8435 : The Scheme of Examination:**

  
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## FACULTY OF SCIENCE:

The Scheme of Examination shall be divided into two components: Internal assessment and External assessment (semester end examination) for each course of the program. Internal Assessment includes Assignments, Seminars, Case Studies, Quizzes, Viva, Open book test, Unit Tests etc. For each course, there is a passing minimum for internal Assessment as 40% (16 out of 40 marks), for External / Semester End Examination 40% (24 out of 60 marks) and overall 40% (40 out of 100 marks).

**The performance of the learner will be evaluated in each course in the following manner**

<b>Internal assessment</b>	<b>Semester end examination</b>	<b>Total (for each course or head of passing)</b>
<b>40 %</b>	<b>60 %</b>	<b>100 %</b>

  
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**The internal assessment of 40 % for each course will be as follows:**

**Courses with practical (for Theory Component)**

Sr. No	Evaluation type	Marks
1	Two Assignments/Case study/Project	20
2	One class Test (multiple choice questions objective)	10
3	Active participation in routine class instructional deliveries(case studies/ seminars//presentation)	05
4	Overall conduct as a responsible learner, manners, skill in articulation, leadership qualities demonstrated through organizing co-curricular activities, etc.	05

**Practical**

Each practical course can be conducted out of 50 marks with 20 marks for internal and 30 marks for external

**Practical (Internal component of the Practical Course)**

Sr No	Evaluation type	Marks
1	Two best practical	10
2	Journal	05
3	Viva	05


**Courses with tutorials (Mathematics):**

Sr No	Evaluation type	Marks
1	Two Assignments ( one Tutorial converted into assignment ) / Case studies / Project	20
2	One class Test [Tutorial converted into test]	10





3	Active participation in routine class instructional deliveries/Tutorials	05
4	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05

  
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**The semester end examination (external component) of 60% for each course will be as follows:**


i) **Duration – 2 Hours** ii)

**Theory      Question      Paper**

**Pattern:-**

1. There shall be four questions each of 15 marks. On each unit there will be one question and the fourth one will be based on entire syllabus.
2. All questions shall be compulsory with internal choice within the questions. (Each question will be of 20 to 23 marks with options.)
3. Question may be subdivided into sub-questions a, b, c... and the allocation of marks depend on the weightage of the topic.

The marks will be given for all examinations and they will be converted into grade (quality) points. The semester-end, final grade sheets and transcripts will have only credits, grades, grade points, SGPA and CGPA.

  
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## FACULTY OF ARTS:

The performance of the learners shall be evaluated into two components. The learner's performance shall be assessed by Internal Assessment with 40% marks in the first component by conducting the Semester End Examinations with 60% marks in the second component. The allocation of marks for the Internal Assessment and Semester End Examinations are as shown below:-

**40 Marks**

**a) Internal Assessment – 40%**

Sr. No.	Particulars	Marks
1	One periodical class test held in the given semester	10 Marks
2	Subject specific Term Work Module/assessment modes – <i>at least two-</i> as decided by the department in the beginning of the semester (like Extension/field/experimental work, Short Quiz; Objective test, lab practical, open book test etc and written assignments, Case study, Projects, Posters and exhibits etc for which the assessment is to be based on class presentations wherever applicable) to be selflessly assessed by the teacher/s concerned	20 Marks
3	Active participation in routine class instructional deliveries (and in practical work, tutorial, field work etc as the case may be )	05 Marks
4	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks
<b>Projects in Semesters V and/or VI (of 50 marks each)</b>		
	Report Submitted	40 marks
	Presentation & Viva Voce	10 marks
	<b>Total</b>	<b>50 marks</b>

  
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**The semester end examination (external component) of 60 % for each course will be as follows:**

i) **Duration – 2 Hours** ii)

**Theory Question Paper**

**Pattern:-**

1. There shall be four questions each of 15 marks. On each unit there will be one question and the fourth one will be based on entire syllabus.
2. All questions shall be compulsory with internal choice within the questions. (Each question will be of 20 to 23 marks with options.)
3. Question may be subdivided into sub-questions a, b, c... and the allocation of marks depend on the weightage of the topic.

  
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## FACULTY OF COMMERCE

The performance of the learners shall be evaluated in two components: Internal Assessment with 40% marks by way of continuous evaluation and by Semester End Examination with 60% marks by conducting the theory examination.

**INTERNAL ASSESSMENT:-** It is defined as the assessment of the learners on the basis of continuous evaluation as envisaged in the credit based system by way of participation of learners in various academic and correlated activities in the given semester of the programme.

**A). Internal Assessment – 40%**

**40 marks**

### 1. For Courses without practical.

Sr. No.	Particulars	Marks
1	Two periodical class tests/ case study / online examination to be conducted in the given semester	20 Marks
2	One assignment based on curriculum to be assessed by the teacher concerned	10 Marks
3	Active participation in routine class instructional deliveries	05 Marks
4	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05 Marks

### 2. For Courses with Practical.

Sr. No.	Particulars	Marks
1	Semester End Practical Examination	
	Journal	05 Marks
	Viva	05 Marks
	Laboratory Work	10 Marks
2.	One assignment/project with class presentation to be ass essed by teacher concerned	10 Marks



Presentation	05 Marks
Written Document	05 Marks

3	Active participation in routine class instructional deliveries	05 Marks
4	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05 Marks

**ONLY FOR COURSE IN FOUNDATION COURSE I AND COURSE II (FOR THE FACULTY OF ARTS AND SCIENCE)**


Sr. No.	Particulars	Marks
1	One periodical class test/ case study / online examination to be conducted in the given semester	10 Marks
2	Assignment/project based on curriculum to be assessed by the teacher concerned. The student will have to submit the assignment/project before appearing for the Semester End Examination. Assignment will be entirely based on Unit 6 and can take the form of street-plays / exhibition/power-point presentation or similar other modes suitable to the topic selected. Students can work in a group of not more than 8 students for the purpose of assignment/project. Students will have to submit the hard copy of the assignment/project before appearing for the Semester End Examinations. The assignment will be evaluated for 20 marks of which 10 marks shall be allotted to Viva, to assess the level of engagement of the students with the topic concerned.	20 Marks
3	Active participation in routine class instructional deliveries	05 Marks
4	Overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic actives	05 Marks

**SEMESTER END EXAMINATION:- It is defined as the examination of the learners on the basis of performance in the semester end theory / written examinations.**

**B. Semester End Examination --- 60 %**

**60 Marks**

- 1) Duration – These examinations shall be of 2 Hours duration.
- 2) Question Paper Pattern:-

  
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- i. There shall be four questions each of 15 marks.
- ii. All questions shall be compulsory with internal choice within the questions.
- iii. Question may be sub-divided into sub-questions a, b, c, d & e only and the allocation of marks depends on the weightage of the topic.

The assessment of **Part 'A' i.e. Internal Assessment** and **Part 'B' i.e. Semester End Examination** as mentioned above for the Semesters I to IV shall be processed by the Colleges / Institutions of their learners and issue the grade cards to them after the conversion of marks into grade as per the procedure mentioned in this manual. The format of the grade card is given in the Chapter 5 of the manual to maintain the uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.

The assessment of **Part 'A' i.e. Internal Assessment** as mentioned above for the **Semesters V & VI shall be processed by the Colleges / Institutions** of their learners admitted for the programme while the University 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 MARKS OF THE INTERNAL ASSESSMENT SHOULD NOT BE DISCLOSED TO THE STUDENTS TILL THE RESULTS OF THE CORRESPONDING SEMESTER IS DECLARED.**

## **R.8436 : PASSING STANDARD AND PERFORMANCE GRADING:**

### **PASSING STANDARD**

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment & Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 16 out of 40) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 24 Out of 60) separately, to pass the course and minimum of Grade E in each project, wherever applicable, to pass a particular semester. A learner will be said to have passed the course if the learner passes the Internal Assessment & Semester End Examination together.



## PERFORMOMANCE GRADING:

The PERFORMANCE GRADING of the learners shall be on the SEVEN point ranking system under:

Grade	Marks	Grade Points
O	70 & above	7
A	60 to 69.99	6
B	55 to 59.99	5
C	50 to 54.99	4
D	45 to 49.99	3
E	40 to 44.99	2
F (Fail)	39.99 & below	1

*The performance grading shall be based on the aggregate performance of Internal Assessment*  
as

*and Semester End Examination.*

### **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 SUBJECTS:**

- 1) A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the course shall reappear for the Semester End Examination of that course. 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 course shall reappear for the Internal Examination of that course. 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.
- 3) **A) For Courses without practical (for Faculty of Arts, Commerce & Science including Foundation Course Paper I & II)**

In case of a learner who is reappearing for the Internal Examination, the examination =will consist of one project of 40 marks which will be divided into 20 marks for the documentation of the project, 10 marks for the presentation and 10 marks for the viva and the interaction.

#### **B) For Courses with practical/field work (for Arts & Commerce Faculty)**





In case of a learner who is reappearing for the Internal Examination for subjects with Practical/fieldwork, the examinations will consist of practical examination of 40 marks which will be divided into 20 marks for the laboratory work, 10 marks for the Viva Examination and 10 marks for the Journal.

**For courses with practical for the program under Faculty of Science,** In case of learners who is reappearing for the internal Assessment of the Practical Course, the internal assessment will consist of one project of 40 marks which will be divided into 20 marks for the documentation of the project, 10 marks for the presentation and 10 marks for the viva and the interaction and the marks thus obtained out of 40 will be converted to marks out of 20 (marks in decimal after conversion will be moved to the next integer).

**R.8438 ALLOWED TO KEEP TERMS (ATKT):**

- a. A learner shall be allowed to keep term for Semester II irrespective of number of heads 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 who fails in not more than two courses of Semester I and Semester II taken together.

- c. A learner shall be allowed to keep term for Semester IV irrespective of number of heads of failure in Semester III. However, the learner shall pass each course of Semester I and Semester II in order to appear for Semester IV.
- d. A learner shall be allowed to keep term for Semester V if he/she passes Semester I, Semester II, Semester III and Semester IV

**OR**

A learner shall pass Semester I and Semester II and fails in not more than two courses of Semester III and Semester IV taken together.

- e. A learner shall be allowed to keep term for Semester VI irrespective of number of heads of failure in the Semester V. However, the learner shall pass each course of Semester III and Semester IV in order to appear for Semester VI.
- f. 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.



## **R. 8439 ADDITIONAL EXAMINATION:**


### **INTERNAL ASSESSMENT:**

#### **Eligibility norms to appear for the additional class test or assignment or project for learners who remained absent:**

- a. The learner must apply to the Head of the Institution giving the reason(s) for absence within 8 days of the conduct of the examination along with the necessary documents and testimonials.
- b. If the learner is absent for participation in Inter Collegiate events, State or National or International level events, Training camp or coaching camp organized by authorized university or state or national or international bodies, NSS / NCC Events / Camps / cultural activities / sports activities / research festival or any other activities authenticated by the head of the institution, the head of the Institution shall generally grant permission to the learner to appear for the additional class test or assignment.
- c. The Head of the Institution, on scrutiny of the documents and testimonials, may grant the permission to the learner to appear for the additional examination.

#### **Class test or assignment for Internal Assessment for courses without practical: (for Commerce Faculty):**


- a. A learner who is absent for the two class test and the assignment will be declared fail in the Internal Assessment Scheme.
- b. A learner who is absent for the two class tests and has appeared for the assignment will be allowed to appear for the additional class test of 10 marks. However, his marks for the class test will be taken as out of 20 However, his marks for the class tests will be taken as out of 20 i.e. he/she will forfeit his/her 10 marks of one class test (without conversion i.e. if the learner gets 4/10 marks in his additional class test , his/her marks for the class tests will be taken as 4/20) and internal assessment will be calculated as out of 40 marks and not 30 marks.
- c. A learner who has appeared for both the class test but remains absent for the assignment will be allowed to appear for the additional assignment and the internal assessment will be calculated as out of 40 marks.
- d. **A learner who is absent for one of the two class tests and is also absent for the assignment, the learner will be allowed to appear for one additional class test OR one additional assignment as per the selection of the student (to be given in writing to the Principal / Head of the Institution) i.e. the student will forfeit his or her 10 marks of one of the class test / assignment as the case may be and the internal assessment will be calculated as out of 40 marks and not 30 marks.**

  
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e. A learners who is absent for one of the two class tests /assignment as the case may be the learner will be allowed to appear for one additional class test/one additional assignment and the internal assessment will be calculated as out of 40 marks.

  
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### **Class test or assignment for Internal Assessment (for Arts & Science Faculty)**

- a. A learner who is absent for the class test and for all the assignment/s will be declared fail in the Internal Assessment Scheme.
- b. A learner who is absent for the class test and has appeared for all the assignment/s will be allowed to appear for the additional class test of 10 marks.
- c. A learner who has appeared for the class test but remains absent for all the assignment/s will be allowed to appear for only one additional assignment out of 10 marks. **The student will forfeit 10 marks of one assignment** and the internal assessment will be calculated as out of 40 marks.
- d. A learners who is absent for the class test or one assignment as the case may be the learner will be allowed to appear for the additional class test/assignment and the internal assessment will be calculated as out of 40 marks.

### **Class test or assignment for Internal Assessment (for Foundation Course I & II for the Faculty of Arts & Science):**

- a. A learner who is absent for the class test and has submitted the assignment/project as per schedule will be allowed to appear for the Semester End Examination. However, his/her marks for the class test will be forfeited and the internal assessment will be calculated as out of 40 marks.
- b. A learner who has appeared for the class test but fails to submit the assignment/project or remains absent for the assignment/project will be allowed to submit an additional assignment/project for 20 marks and the Internal Assessment will be calculate out of 40 marks.

### **Class test or assignment for Internal Assessment for Courses with practical:**

- a. A learner who is absent for the Semester End Practical Examination and the assignment/project will be declared fail in the Internal Assessment Scheme.
- b. A learner who is absent for the Semester End Practical Examination and has appeared for the assignment will be awarded marks for the Journal (out of 5 marks) & Viva (out of 5 marks) component of the Semester End Examination. Thus he will be evaluated for 10 marks instead of 20 marks and will lose the 10 marks for the Laboratory work. However, his marks for the Semester End Practical Examination will be taken as out of 20 (without conversion i.e. if the learner gets 4/10 marks in for Journal & Viva , his/her marks for the Semester End Practical Examination will be taken as 4/20) and internal assessment will be calculated as out of 40 marks and not 30 marks.
- c. A learner who has appeared for Semester End Practical Examination but remains absent for the assignment will be allowed to appear for the additional assignment and the internal assessment will be calculated as out of 40 marks.



**The Additional Class Test (or viva examination) or Assignment must be conducted 15 days prior to the commencement of the Semester End Examination after following the necessary procedure and completing the formalities.**

## **SEMESTER END EXAMINATIONS**

### **ELIGIBILITY TO APPEAR FOR ADDITIONAL SEMESTER END EXAMINATION:**

A learner who does not appear i.e. remains absent 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 Institute OR fails in some or all the subjects is eligible to appear for the additional examination.


A learner who does not appear for both the Internal Assessment and Semester End Examination shall not be eligible to appear for the additional Semester End Examination.

The additional Semester End Examination shall be of two hours duration and of 60 marks per course. The learner shall appear for the course of the Semester End Examination for which he/she was absent or has failed. Learners who are punished under O.5050 are not eligible to appear for this additional examination.

### **MODE OF CONDUCT OF SEMESTER END ADDITIONAL EXAMINATION:**

- a) There will be one additional examination for semester I, II, III and IV for those who have failed or remained absent.
- b) The absent learner will be allowed to appear for the examination by the head of the institution after following the necessary formalities subject to the reasons to the satisfaction of the head of the institution.
- c) This examination will be held 20 days after the declaration of results but not later than 40 days.

### **PROJECT EVALUATION (IF APPLICABLE)**

  
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1. A learner who PASSES IN ALL THE COURSES BUT DOES NOT secure minimum grade of E in project as applicable has to resubmit a fresh project till he/she secures a minimum of grade E.
2. The credits and grade points secured by him/her in the other courses will be carried forward and he/she shall be entitled for grade obtained by them on passing of all the courses.
3. The evaluation of project and viva/voce examination shall be done by marks only and then it will be converted into grade in the seven point scale and award the same to the learner.
4. A learner shall have to obtain minimum of grade E (or its equivalent marks) in project evaluation and viva/voce taken together to obtain 40% marks in project work.

**R. 8440 : Grade cum Marks cards:**

The result gazette and the format of the Grade Cards for the semesters conducted by colleges on behalf of the University will be uniform for all the Colleges / Institutions as indicated in the manual for the faculty.

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

Faculty	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Credits
Arts for BA Program only.	15	15	22	22	22	24	120
Science (for all courses)	20	20	20	20	20	20	120
Bachelor of Commerce (B.Com.)	20	20	17	17	23	23	120
Bachelor of Management Studies (BMS)	21	21	18	18	21	21	120
Bachelor of Commerce (Accounting & Finance)(BAF)	21	21	21	21	18	18	120
Bachelor of Commerce (Banking & Insurance)(BBI)	18	18	21	21	21	21	120
Bachelor of Commerce (Financial Markets)(BFM)	18	18	21	21	21	21	120

**R. 8442 Format of Grade Card**


(Format of the Grade Cards with example are attached herewith)



Examination Seat No.	Name of the Candidates	Month & Year of Examination
1	A. B. C. D.	October, 2011

**PROGRAMME: Bachelor of Commerce (B. Com) SEMESTER: - I**

Course Code	Course Title	Marks Obtained		Total Marks (100)	Grades	Grade Points	Credits Points	CG = C x G	GPA = $\frac{\sum CG}{\sum C}$
		Int. Asst (40)	Sem. End. (60)						
UBCOMFSI.1	Accountancy and Financial Management-I	25	30	55	B	5	3	15	106 / 20 = 5.3
UBCOMFSI.2	Commerce-I ( Business Development )	22	38	60	A	6	3	18	
UBCOMFSI.4	Business Economics-I	30	40	70	O	7	3	21	
UBCOMFSI.4	Business Communication-I	32	48	80	O	7	3	21	
UBCOMFSI.5	Environmental Studies-I	16	24	40	E	2	3	06	

  
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UBCOMFSI.6	Mathematical and Statistical Techniques-I	30	40	70	O	7	3	21		
UBCOMFSI.7	Foundation Course-I	30	45	75	O	7	2	14		
							$\sum C = 20$	$\sum CG = 106$	<b>Grade = B</b>	
<b>Remarks : Pass</b>				<b>Credits Earned : 20</b>			<b>SGPA= 5.3</b>			

**Result Declared on: 24<sup>th</sup> January, 2011 Chairperson (Exam)**

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# University of Mumbai

**ABC COLLEGE OF ARTS, SC & COM** LOGO

( Affiliated to University of Mumbai )

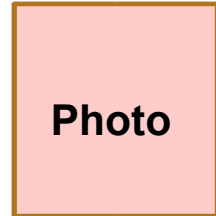
B-Road, CHURCHGATE, MUMBAI-400 020, M.S. (INDIA)

## GRADE CARD

COLLEGE


PROGRAMME: Bachelor of  
ARTS (B. A) SEMESTER:

Examination Seat No.	Name of the Candidates	Month & Year of Examination
1	A. B. C. D.	October, 2011



-I

Course Code	Course Title	Marks Obtained		Total Marks (100)	Grades	Grade Points	Credits Points	CG = C x G	GPA = $\frac{\sum CG}{\sum C}$
		Int. Asst. (40)	Sem. End (60)						
UBARTFSL1	Economics - I	25	30	55	B	5	3	15	86 / 15 = 5.73
UBARTFSL2	History - I	20	40	60	A	6	3	18	
UBARTFSL4	Politics - I	30	40	70	O	7	3	21	

  
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UBARTFSI.4	Communication Skill -I	32	48	80	O	7	2	14	
UBARTFSI.5	Elective Component ( Language)	16	24	40	E	2	2	04	
UBARTFSI.6	Foundation Course -I	30	45	75	O	7	2	14	
							$\Sigma C = 15$	$\Sigma CG = 86$	<b>Grade = B</b>
<b>Remarks: PASSES</b>		<b>Credits Earned : 20</b>				<b>SGPA= 5.73</b>			

Result Declared on: 24<sup>th</sup> January, 2011 Chairperson (Exam0

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**Result Declared on: 24<sup>th</sup> January, 211 Chairperson (Exam)**

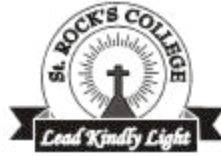
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**R. 8443 GRACING:** The gracing shall be carried out as per existing ordinances of the University in force.

**R. 8444 Question Papers Pattern:**

1. The question papers shall be set and assessed by the teacher, teaching the course. If the course is taught by more than one teacher, the question paper shall preferably be set jointly and assessment of the sections / questions shall be done by the respective teacher.
2. The College authorities may request the teachers from other institutes teaching the course to set the question paper and/or assess the answer papers. However for such actions the university authorities may seek proper reasons and justifications from the concerned Head of the Institute.
3. The question paper set by the college in different courses shall be forwarded to the University within 15 days of the declaration of the results for the semester for being placed before the respective Board of Studies, which shall report their observations to the Academic Council and inform the observations of the Board and the Academic Council to the concerned colleges.


**R. 8445 Centralised Assessment:** The entire work of assessment of the answer papers at the Semester

End Examinations shall be centralized within the premises of the concerned college as per the provisions of the University Act and shall be open to inspection by the University. The College can appoint a Committee of 5 members to plan and conduct the CAP Center to ensure smooth, efficient and effective conduct of CAP and Completion of the Assessment.

**R. 8446 Moderation :** The norms for moderation shall be as per the existing ordinances of the University in force.

**R. 8447 Verification and Revaluation:** Shall be as per the existing ordinances and regulation & VCD of the University.

**R. 8448 Ex-student:** Learner's who are declared failed in one or more courses on account of failure at the Internal Assessment and/or Semester End Examinations or who have been allowed to keep terms for the higher class shall appear as ex-student for the Internal Assessment and/or the Semester End Examination in the failed course at the examinations held by their respective college. Examination for the ex-students will be held at least 15 days prior to the Semester End Examination of the next Semester as per the pattern of the course in the respective (failed) semester ex. For a student who fails in the semester end examination in the subject of Foundation Course paper I in Semester I the examination for FC paper I of semester I shall be held at least 15 days prior to the conduct of the Semester End Examination for Semester II. The examinations for the ex-students shall be held in every semester.

  
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### **R. 8449 College Examination Committee:**


The College Examination Committee shall consist of not more than 10 members, nominated by the Principal / Head of the Institute. One of the members shall be the Chairman of the Committee. The Committee will act as the custodian and shall be In-charge of all the matters pertaining to the Internal Assessment, Semester End Examination of regular as well as ex-students for all the examination at Semester I to IV and for the Internal Assessment for Semester V and VI including preparation of time table, setting of the question paper, arrangement for assessment of the answer books, the declaration of the results, attending to and resolving the grievances/queries of the learners which are not part of Unfair Means Inquiry Committee, keeping records of the assessment of all the assessments and examinations, scrutiny of the student's eligible to appear for the additional examination and any other matter pertaining to the conduct of the additional and examination for the ex-students. The committee shall work as per the rules & regulation of the University and under the superintendent of the Principal/ Head of the Institution but as per direction of University Examination authority from time to time.

### **R. 8450 College Unfair Means Inquiry Committee:** The College Unfair Means Inquiry

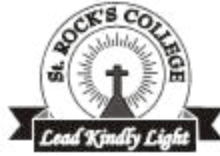
Committee shall be constituted as per the prevailing ordinances of the University. The term of the committee shall be for five years subject to the provision of Section 42 and 43 of the Maharashtra Universities Act. The proceedings and working of the committee shall be maintained in the form of documents and minutes.

**R. 8451 Sets of Question papers:** Three different sets of question papers shall be drawn with the model answer paper and assessment scheme per course for every Semester End Examination one of which shall be used for the regular examination, the second set can be used for the additional examination and the third set can be used for the examination for the ex-student. Similarly two sets of question papers shall be drawn for every test/assignment conducted per course one of which shall be used for the examination and the other for the additional examination.

**R. 8452 Remuneration to Paper Setters / Examiners / Teaching and Non-Teaching Staff:** The remuneration payable to the paper setters and examiners will be as prescribed by the


  
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University Statute 482-A from time to time. The remuneration payable to the teaching and non-teaching staff appointed for the conduct of the examinations will be as per the rates prescribed by the University for the conduct of the Third Year Examinations by the University in the concerned faculty.

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