

UNIVERSITY OF MUMBAI

No. UG/144 of 2011

CIRCULAR:-

A reference is invited to the Ordinances, Regulations and syllabi relating to the B. Com. degree course vide this office Circular No. UG/69 of 2011, dated 18th April, 2011, and the Principals of the affiliated colleges in Commerce are hereby informed that the recommendation made by the Faculty of Commerce at its meeting held on 19th May, 2011, has been accepted by the Academic Council at its meeting held on 25th May, 2011 vide item No. 4.77 and that, in accordance therewith, programme structure as per the Credit Based Semester and Grading System for (1) B.Com. (2) B.Com-Accounting & Finance, (3) B.Com-Financial Markets (4) B.Com- Banking & Insurance, (5) Bachelor of Management Studies (BMS) Programmes are as per Appendix and that the same has been brought into force with effect from the academic year 2011-2012 in a progressive phased manner (i.e. for First Year from 2011-12, for Second Year from 2012-13 and Third Year from 2013-14).

MUMBAI – 400 032
14th June, 2011

(Prin. (Dr.) M.S.Kurhade)
I/c. Registrar

UNIVERSITY OF MUMBAI



Manual for the

- (1) B.Com.
- (2) B.Com-Accounting & Finance,
- (3) B.Com-Financial Markets
- (4) B.Com- Banking & Insurance &
- (5) Bachelor of Management Studies (BMS)

**Programs : B.Com/ B.Com(A&F)/ B.Com(FM)/
B.Com(BI) & BMS**

Credit Based Semester and Grading System with
effect from the academic year 2011-2012)

University of Mumbai



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NAAC ACCREDITED
(2001-2006)

Manual

On

Credit Based Semester and Grading System

For

Programmes Under

The Faculty of Commerce

With Effect from the Academic Year 2011-2012

Unit-6

Programmes Under the Faculty of Commerce along with the assignment of Credits

Title of the Programme: - Bachelor of Commerce (B.Com.) Degree Course

Structure of the Programme with Credit System

Year	Semester	Course	Code	Title of the Course	Lectures / Tutorials	Credit	
I	I	Core Courses / Commerce Discipline					
		1	UBCOMFSI.1	Accountancy and Financial Management-I	04	03	
		2	UBCOMFSI.2	Commerce-I (Business Development)	03	03	
		3	UBCOMFSI.3	Business Economics-I	03	03	
		Allied Courses					
		4	UBCOMFSI.4	Business Communication-I	03 (Tut.-1 per Batch)	03	
		5	UBCOMFSI.5	Environmental Studies-I	04	03	
		6	UBCOMFSI.6	Mathematical and Statistical Techniques-I	05 (Tut.-1 per Batch)	03	
		Foundation Course (Interdisciplinary)					
		7	UBCOMFSI.7	Foundation Course-I	03	02	
I	II	Core Courses / Commerce Discipline					
		1	UBCOMFSII.1	Accountancy and Financial Management-II	04	03	
		2	UBCOMFSII.2	Commerce-II (Business Development)	03	03	
		3	UBCOMFSII.4	Business Economics-II	03	03	
		Allied Courses					
		4	UBCOMFSII.3	Business Communication-II	03 (Tut.-1 per Batch)	03	
		5	UBCOMFSII.5	Environmental Studies-II	04	03	
		6	UBCOMFSII.6	Mathematical and Statistical Techniques-II	05 (Tut.-1 per Batch)	03	

		Foundation Course (Interdisciplinary)			
	7	UBCOMFSII.7	Foundation Course-II	03	02

Year	Semester	Course	Code	Title of the Course	Lectures /Tutorials	Credit
II	III	Core Courses / Commerce Discipline				
		1	UBCOMSSIII.1	Accountancy and Financial Management-III	04	03
		2	UBCOMSSIII.2	Commerce–III (Management and Finance)	03	03
		3	UBCOMSSIII.4	Business Economics-III	03	03
		Allied Course				
		4	UBCOMSSIII.3	Business Law-I	04	03
		Applied Component Courses (Any One)*				
		5	UBCOMSSIII.5	Any One Course from the List	03	03
		Foundation Course (Interdisciplinary)				
		6	UBCOMSSIII.6	Foundation Course-III	03	02
II	IV	Core Courses / Commerce Discipline				
		1	UBCOMSSIV.1	Accountancy and Financial Management-IV	04	03
		2	UBCOMSSIV.2	Commerce–IV (Management and Finance)	03	03
		3	UBCOMSSIV.4	Business Economics-IV	03	03
		Allied Course				
		4	UBCOMSSIV.3	Business Law-I	04	03
		Applied Component Courses (Any One)*				
		5	UBCOMSSIV.5	Any One Course from the List	03	03
		Foundation Course (Interdisciplinary)				
		6	UBCOMSSIV.6	Foundation Course-IV	03	02

*Referred the List of the courses

Year	Semester	Course	Code	Title of the Course	Lectures / Tutorials	Credit	
III	V	Core Courses / Special Group					
		1	UBCOMTSV.1	Paper-V	04	04	
		2	UBCOMTSV.2	Paper-VI	04	04	
		3	UBCOMTSV.3	Related Applied Component	03	03	
		Core Courses / Commerce Discipline					
		4	UBCOMTSV.4	Commerce–V (Marketing and Human Resource)	03	03	
		5	UBCOMTSV.5	Business Economics-VI	03	03	
		Applied Component Courses (Any Two)*					
		6	UBCOMTSV.6	Any Two Courses from the List	03	03	
		7	UBCOMTSV.7		03	03	
III	VI	Core Courses / Special Group					
		1	UBCOMTSV.1	Paper-VI	04	04	
		2	UBCOMTSV.2	Paper-VII	04	04	
		3	UBCOMTSV.3	Related Applied Component	03	03	
		Core Courses / Commerce Discipline					
		4	UBCOMTSV.4	Commerce–VI (Marketing and Human Resource)	03	03	
		5	UBCOMTSV.5	Business Economics-VI	03	03	
		Applied Component Courses (Any Two)*					
		6	UBCOMTSV.6	Any Two Courses from the List	03	03	
		7	UBCOMTSV.7		03	03	

*Referred the List of the courses

Bachelor of Commerce (B.Com.) Degree Course

List of the Optional Courses Selected from the table

<p>List of Applied Component Courses for Semester III and IV (Any One)</p> <ol style="list-style-type: none"> 1. Advertising 2. Field Sales Management 3. Public Relations 4. Mass Communication 5. Travel & Tourism Management 6. Journalism 7. Company Secretarial Practice 8. Rural Development 9. Co-operation 10. Mercantile Shipping 11. Indian Economic Problem 12. Computer Programming (One Assignment per Batch) 	<p>List of Core Courses / Special Group for Semester V and VI (Any One)</p> <ol style="list-style-type: none"> 1. Financial Accounting & Auditing 2. Economics 3. Business Management 4. Commerce 5. Quantitative Techniques 6. Banking and Finance
	<p>List of Applied Component Courses for Semester V and VI (Any Two)</p> <ol style="list-style-type: none"> 1. Trade Unionism and Industrial Relations 2. Computer System & Applications (One Assignment per Batch) 3. Export Marketing 4. Marketing Research 5. Investment Analysis Portfolio Management 6. Transport Management 7. Entrepreneurship & M.S.S.I. 8. International Marketing 9. Merchant Banking 10. Direct & Indirect Taxation 11. Labour Welfare & Practice 12. Purchasing & Store Keeping 13. Inventory Management & Cost Reduction Techniques 14. Insurance 15. Banking Law & Practice 16. Regional Planning 17. Rural Marketing 18. Elements of Operations Research 19. Psychology of Human Behaviour at Work

NOTE: To the best of my knowledge we have two groups of applied components referred to Group A: subject related and Group B: General and we are required to select one applied component subject from each group.

Bachelor of Commerce (B.Com.) Degree Programme

Structure of the Programme: Allocation of Courses

Particulars	First Year		Second Year		Third Year		Total Courses
	First Semester	Second Semester	Third Semester	Fourth Semester	Fifth Semester	Sixth Semester	
Core Courses	03	03	03	03	02	02	16
Allied Courses	03	03	01	01	---	---	08
Foundation Course	01	01	01	01	---	---	04
Core / Special Courses	---	---	---	---	03	03	06
Applied Component Courses	---	---	01	01	02	02	06
Total	07	07	06	06	07	07	40

4.2.1. Scheme of Examination

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

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 practicals

Sr. No.	Particulars	Marks	
1	Semester End Practical Examination	20 Marks	
	Journal		05 Marks
	Viva		05 Marks
	Machine Work / Laboratory Work		10 Marks
2.	One assignment/project with class presentation to be assessed by teacher concerned	10 Marks	
	Written Document		05 Marks
	Presentation		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	

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

- 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.
- 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.

Mode of Internal Assessment for Additional Examination:

For courses without practical:

1. A learner who is absent for the two periodical class tests/ case study / online examination and the assignment will be declared fail in the Internal Assessment Scheme.
2. A learner who is absent for the two class tests and has appeared for the assignment will be allowed to appear for one additional class test of 10 marks. However, his marks for the class tests will be taken as out of 20 (without conversion i.e. if the learner gets 4/10 marks in his additional 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.
3. 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.
4. 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.

For Courses with practicals:

1. A learner who is absent for the Semester End Practical Examination and the assignment/project will be declared fail in the Internal Assessment Scheme.
2. 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.
3. 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.

B) Semester End Examinations – 60%

60 Marks

- i. **Duration** – These examinations shall be of **2 Hours** duration.
- ii. Question Paper Pattern:-
 1. There shall be four questions each of 15 marks.
 2. All questions shall be compulsory with internal choice within the questions.
 3. Question may be subdivided into sub-questions a, b, c... and the allocation of marks depend on the weightage of the topic.

Responsibility of Assessment

- i) The assessment of Part “A” and “B” i.e. Internal Assessment & Semester End Examination as mentioned above for the Semester 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 this manual to maintain the uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.
- ii) The assessment of Part “A” i.e. Internal Assessment as mentioned above for the Semester 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. the Semester End Examination for Semesters V & VI. The Internal Assessment marks of learners appearing for semester V & VI shall be submitted to the University by the respective colleges/ Institutions before the commencement of respective Semester End Examinations. The results shall be declared by the University after processing the marks obtained by the learner in the Internal Assessment and the marks awarded to the learners in Semester End Examination. The grade card shall be issued by the University after converting the marks into grades.

4.2.2 STANDARD OF PASSING AND PERFORMANCE GRADING:

4.2.2.1. Standard of Passing

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.

4.2.2.2 PERFORMANCE GRADING

The PERFORMANCE GRADING of the learner shall be on the SEVEN point Grading system as under:

Grade	Marks	Grade Points
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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 and Semester End Examination.

4.2.3 Carry Forward of the Marks in Case if the Learner Fails in One or More Courses:

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

4.2.4 Allowed to Keep Terms (ATKT):

1. A learner shall be allowed to keep term for Semester II irrespective of number of courses of failure in the Semester I.
2. 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 two courses of Semester I and Semester II taken together.

3. A learner shall be allowed to keep term for Semester IV irrespective of number of courses of failure in Semester III. However, the learner has to pass each of Semester I and Semester II in order to appear for Semester IV.
4. 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.

5. A learner shall be allowed to keep term for Semester VI irrespective of number of courses of failure in the Semester V.
6. The learner can appear for the semester VI examination but 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.

4.2.5 ADDITIONAL SEMESTER END EXAMINATION:

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 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)

- a. A learner who PASSES IN ALL THE COURSES BUT DOES NOT secures minimum grade of E in project as applicable has to resubmit a fresh project for evaluation till he/she secures a minimum of grade E. His/her marks in the theory papers that the learner has passed will be carried forward and he/she shall be entitled for grade obtained by him/her on passing.
- b. The evaluation of project and viva-voce examination shall be by awarding grade in the seven point scale as given in the grade point table.
- c. A learner shall have to obtain minimum of Grade "E" (or its equivalent marks) in project evaluation and viva voce taken together.
