



Sinhgad Institutes

SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NAAC Accredited 'B Grade'

SCHEME OF EXAMINATION

The University of Mumbai has introduced to Credit Based Semester and Grading System from 2014-15 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. The Scheme of Examination is as explained in brief and further details can be obtained from the Chairperson Examination Department. You may also refer to the University 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.

A. Bachelor of Commerce (B. Com)

Students / Learners of the B.COM program is required to learn 40 courses over the six semesters. Each course will be evaluated for 100 marks. The performance of the learners shall be evaluated in the following manner:

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



Sinhgad Institutes

SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NAAC Accredited 'B Grade'

All other Courses	Semester End Examinations of 100 (100%) Marks-Duration is 3 hours.	Minimum passing marks is 40% or 40 marks
-------------------	--	---

Internal Assessment – 25 marks

Sr. No.	Particulars	Marks
1	Project / Assignment / Presentations / Class Test	25 Marks

EXTERNAL EXAMINATION (B. Com) - 100 Marks

Duration - These examinations are of 3 hrs. duration.

Question No.	Particular	Marks
Q. 1	Objective Questions A) Sub Questions to be asked 12 and to be answered any 10 B) Sub Questions to be asked 12 and to be answered any 10 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	20 Marks
Q. 2	Full Length Question OR	20 Marks
Q. 2	Full Length Question	20 Marks
Q. 3	Full Length Question OR	20 Marks
Q. 3	Full Length Question	20 Marks
Q. 4	Full Length Question OR	20 Marks
Q. 4	Full Length Question	20 Marks
Q. 5	A) Theory Questions B) Theory Questions OR	10 Marks 10 Marks



Sinhgad Institutes

SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NAAC Accredited 'B Grade'

	Short Notes To be Asked 06 To be Answered 04	20 Marks
--	--	----------

Note: Full Length questions may be divided into two sub questions of 10/10 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	Performance
O	80 and Above	10	Outstanding
A+	70 To 79.99	9	Excellent
A	60 To 69.99	8	Very Good
B+	55 To 59.99	7	Good
B	50 To 54.99	6	Above Average
C	45 To 49.99	5	Average
D	40 To 44.99	4	Pass
F	Less Than 40	0	Fail

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.



Sinhgad Institutes

SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NAAC Accredited 'B Grade'

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.



Sinhgad Institutes

SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NAAC Accredited 'B Grade'

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.

- a. A learner shall be allowed to keep term for Semester IV irrespective of number of **courses** of failure in Semester III.
- b. 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
 - a. 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.



Sinhgad Institutes

SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NAAC Accredited 'B Grade'

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.

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	20	20	20	20	120



Sinhgad Institutes

SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NAAC Accredited 'B Grade'

B. Bachelor of Management Studies

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

COURSES	PATEERN OF EXAMINATION	PASSING STANDARD
All Courses	(A) Internal Test of 25% (25 Marks) <ul style="list-style-type: none">Duration is 30 minutes	Minimum passing marks is 40% or 10 marks
All courses	(B) Semester End Examinations of 75 % (75 Marks) <ul style="list-style-type: none">Duration – These examinations shall be of 2.5 Hours	Minimum passing marks is 40% or 30 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



Sinhgad Institutes

SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NAAC Accredited 'B Grade'

EXTERNAL EXAMINATION (B. M. S.) - 75 Marks

Duration - These examinations are of 2 ½ hrs. duration.

Question No.	Particular	Marks
Q. 1	Objective Questions A) Sub Questions to be asked 10 and to be answered any 08 B) Sub Questions to be asked 10 and to be answered any 07 (*Multiple choice / True or False / Match the columns/Fill in the blanks)	15 Marks
Q. 2	Full Length Question OR	15 Marks
Q. 2	Full Length Question	15 Marks
Q. 3	Full Length Question OR	15 Marks
Q. 3	Full Length Question	15 Marks
Q. 4	Full Length Question OR	15 Marks
Q. 4	Full Length Question	15 Marks
Q. 5	A) Theory Questions B) Theory Questions OR Short Notes To be Asked 03 To be Answered 05	08 Marks 07 Marks 15 Marks

Note: Full Length questions may be divided into two sub questions of 08/07 marks

Performance Grading

The PERFORMANCE GRADING of the learners shall be on the TEN-point GRADING system



Sinhgad Institutes

SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NAAC Accredited 'B Grade'

as under vide University circular no UG/79 of 2016-17 dated 14/10/2016.

Grade	Marks	Grade Points	Performance
O	80 and Above	10	Outstanding
A+	70 To 79.99	9	Excellent
A	60 To 69.99	8	Very Good
B+	55 To 59.99	7	Good
B	50 To 54.99	6	Above Average
C	45 To 49.99	5	Average
D	40 To 44.99	4	Pass
F	Less Than 40	0	Fail

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



Sinhgad Institutes

SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NAAC Accredited 'B Grade'

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



Sinhgad Institutes

SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NAAC Accredited 'B Grade'

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. all 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



Sinhgad Institutes

SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NAAC Accredited 'B Grade'

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 Management Studies (BMS)	20	20	20	20	20	20	120



Sinhgad Institutes

SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NAAC Accredited 'B Grade'

EXAMINATION RULES FOR STUDENTS

BEFORE EXAMINATION

- 1) Students should ensure to fill up their examination forms for the required examination by paying necessary amount on or before due date.
- 2) Students should collect their hall tickets before examination.

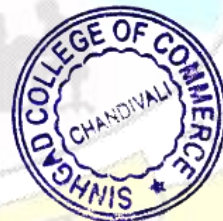
DURING EXAMINATION

- 1) No student will be allowed to bring his/her mobile phones to the examination hall.
- 2) All students must carry with them their Identity Card during the examinations and produce the same for verification, if required.
- 3) The students should ensure that they bring with them all the required exam stationery. Exchange (borrowing or lending) of any material during the examination is not allowed.
- 4) The students are expected to take their respective seats 5 minutes prior to the scheduled commencement of the examination.
- 5) Students should ensure that they are not carrying on their person any material, chits or photo copies related to any subjects. Any such material found on their person during the examination would be construed as a deliberate attempt to use unfair means and would be dealt with accordingly.
- 6) No student will be allowed to enter the examination hall 30 minutes after the commencement of the examination for end-semester examinations.
- 7) Students should ensure that they have signed the exam attendance sheet.
- 7) In case a student has to leave his/her seat for whatever reason, he/she has to seek the permission of the concerned invigilator(s) of that exam hall before doing so. For visiting the rest room, he/she has to seek the permission of the concerned faculty invigilator of that examination hall before doing so.
- 8) No supplement(s) would be given to the students in the last 10 minutes of the examination.
- 9) No student will be allowed to leave the class room in the first 1 hour of the in semester examination and in the last 10 minutes of the examination.
- 10) While leaving the examination hall the students should not hang around to discuss the paper. As there may be other examinations still in progress, quietly leave the building to ensure that you do not disturb them.

AFTER EXAMINATION

- 1) Results will be declared in approximately 30 days from the last date of examination.
- 2) Mark sheets will be available in the college office during office hours on working days for 1 month from the date declared by college authorities.
- 3) Students should ensure to collect their mark sheets on the date notified by college. If not collected within 3 months from the date of exam, they are required to apply for duplicate marksheet.
- 4) Duplicate Marksheet application will be available in the college office. Students should attach the previous semester marksheet photo copy along with the application while submitting the application and also pay the necessary amount.
- 5) Photo copy and Revaluation forms will be available in the college office only for 15 days after the date of declaration of result. Forms will not be accepted after the given date.
- 6) Revaluation result will be declared after 20 days from the end of the above 15 days' period.


I/C PRINCIPAL
SINHGAD COLLEGE OF COMMERCE
Chandivali, Mumbai - 400 072.





Sinhgad Institutes

SHRI YASHWANTRAO CHAVAN SHIKSHAN PRASARAK MANDAL'S

SINHGAD COLLEGE OF COMMERCE

(Affiliated to University of Mumbai)

NAAC Accredited 'B Grade'

