

**BRIHAN MAHARASHTRA COLLEGE OF  
COMMERCE, PUNE  
(AUTONOMOUS)**



**EXAMINATION  
RULES AND REGULATIONS**

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## I INTRODUCTION

In a bid to fine-tune our commerce education system to the global standards & practices, the Credit-Grade-based performance and assessment system will be implemented with effect from June 2017 onwards for all the Under-Graduate Programmes (UG) and Post Graduate Programmes conducted in Brihan Maharashtra College of Commerce.

With the advent of technology and ever-changing expectations from the Industry and Society, it has become necessary to relook at the

Structure and subject contents of various UG and PG courses under commerce faculty to make them more relevant

**Various course offered by college is as follows:**

- B Com = 132 credits  
B Com (Strategic Finance) = 132 credits  
B Com (International Finance) = 133 credits
- B Com (Fintech) = 132 credits
- B Com (Honours) = 161 credits
- BBA = 132 credits
- BBA(IB) = 132 credits
- BBA(CA) = 132 credits
- BMS = 151 credits
- M Com = 75 credits
- PGDIB = 30 credits
- PGDBF = 30 credits
- B.Voc Film Making and Dramatics = 180 credits
- 1 credit is equivalent to 15 hours of teaching.
- Assessments in the credit system consist of:
  - In-semester Continuous Assessment which includes tutorials, MCQ tests, and assignments etc.
  - Semester End Examination includes written paper.

## II CREDITS BIFURCATION:

- **B Com Total 132 Credits:** 126 + 1 Credit for Environment Course + 5 Credits from Skill Development Courses (*It is mandatory for a student to earn minimum 5credits from skill development courses to get a graduation degree*)  
**B Com (International Finance) Total 133 Credits (ACCA):** 132 + 1 Credit for Environment Course. (*It is not mandatory for a student to earn extra credits from skill development courses as they already full fill the criteria of 132credits required to get a graduation degree*)
- **B Com (Fintech) Total 132 Credits:** 130 + 2 Credit for Environment Course. (*It is not mandatory for a student to earn extra credits from skill development courses as they already full fill the criteria of 132credits required to get a graduation degree*)
- **B Com (Honours) Total 161 Credits:** 160credits + 1 Credit for Environment Course. (*It is not mandatory for a student to earn extra credits from skill development courses as they*

*already full fill the criteria of 161credits required to get a graduation degree from their regular subject)*

- **BBA/BBA(IB) Total 132 Credits:** 126 credits + 1 Credit for Environment Course + 5 Credits from Skill Development Courses (*It is mandatory for a student to earn minimum 5credits from skill development courses to get a graduation degree*)
- **BBA(CA) Total 132 Credits:** 126 + 1Credit for Environment Course + 5Credits from Skill Development Courses (*It is mandatory for a student to earn minimum 5credits from skill development courses to get a graduation degree*)
- **BMS Total 151 Credits:** 4 semesters of classroom teaching in the college campus and last 2 semesters of apprenticeship in a company. During last two semesters of apprenticeship, 2 Allied courses (from MOOC) have to be taken up out of the available 4 options
- **M. Com Total 75 Credits:** 64 + 1Credit for Environment Course + 10 Credits from Skill Development Courses
- **B.Voc Film Making and Dramatics Total 180 Credits**
- **PGDBF** (Post Graduate Diploma in Banking and Finance) Total 36 Credits.
- **PGDIB** (Post Graduate Diploma in International Business) Total 30 Credits.  
Practical/Oral (Viva-Voce)/Presentation is to be conducted and assessed jointly by internal and external examiners. To earn credits for a course (Theory/ Semester End Exam/Practical/Oral/Presentation) student must pass the course with a minimum passing marks/grade.

### **III RULES AND REGULATIONS TO CONDUCT SEMESTER-END EXAMINATION**

#### **Under-Graduate Courses**

Total Marks = 100

Internal = 40Marks

External = 60Marks

- **B.Com/ B.Com (International Finance)/ BBA/ BBA (IB)/ BBA (CA)/ BMS** programme is of 3 years duration. In the structure, the credits are distributed over 6 Semesters.

- Rules for the conduct of Internal Examination

<b>Tutorial Examination</b>	<b>10 Marks</b>
<b>Multiple Choice Exam</b>	<b>20 Marks</b>
<b>Assignments</b>	<b>10 Marks</b>

- **B.Com (Honours)** is of 4 years duration and the credits are distributed over 8 Semesters.

- Rules for the conduct of Internal Examination

<b>Tutorial Examination</b>	<b>10 Marks</b>
<b>Multiple Choice Exam</b>	<b>20 Marks</b>
<b>Assignments</b>	<b>10 Marks</b>

- The minimum passing marks for the internal examination is 16/40

**Rules for the conduct of Semester End Examination** (External)

- At the end of each semester every student must appear for a paper of 60 marks.

- The minimum passing marks for the ‘Semester End Examination’ will be 24/60.
  - **Backlog:** The candidate will be allowed to carry four papers (ATKT) to Second Year. However, a candidate shall not be admitted to the Third year of any course unless he/she has passed all courses of the First Year.
  - SEM II, IV, and VI will be the passing semesters for B.Com/ B.Com (International Finance)/ BBA/ BBA(IB)/ BBA(CA)/ BMS
- On completion of all 6 semesters B.Com/ B.Com (International Finance)/ BBA/BBA(IB)/ BBA(CA)/ BMS successfully:

- ❖ The Result and Transcripts will be issued by the college to the student.
- ❖ The Degree will be awarded by Savitribai Phule Pune University

#### ➤ **Post-Graduation Courses**

- **M Com** course will consist of 4 semesters.
- The Continuous Internal Evaluation will be 50 marks which include Tutorial 20 marks, Assignments 10 marks, and MCQ 20 marks.
- **Backlog:** The candidate will be allowed to carry four papers (ATKT) to Second Year.
- At the end of each semester, every student must appear for a paper of 50 marks. The minimum passing marks for the ‘Semester End Examination’ (External) will be 20/50.

On completion of all 4 semesters (M.Com) successfully:

- ❖ The Result and Transcripts will be issued by the college to the student.
- ❖ The Degree will be awarded by Savitribai Phule Pune University.
- **PGDBF** and **PGDIB** course will consist of 2 semester. The evaluation process of diploma course is same as followed for Masters.

**\*\*It should be noted that there is individual (separate) passing for both internal as well as external papers applicable to UG and PG\*\***

**\*\*Students who represent college in Sports/NCC/NSS/Culture or if college has deputed student to various other competitions and if there is any clash in college examination schedule their exam will be re-scheduled.**

**\*\*College will not re-arrange or reschedule any exam for the students on medical grounds\*\***

**\*\*For ‘Physical Education’ there is grade and it is mandatory for a students to clear this paper. It should be strictly noted that if a student does not clear ‘Physical Education’ he/she will not be promoted to Third Year\*\***

#### **IV RULES FOR REAPPEARING OF EXAMINATION**

- If the student has failed in any subject, he can **Re-appear** for the same paper for **Not More** than 3 Years.
- The student can re-appear any Examination which he/she has missed, only if he/she has been deputed by the college to represent in Sports Competition, Cultural performance, or is representing the college in any Conference or Seminar. Absence from any assessments will be detrimental to the overall performance and final grades of the student.
- **75% of Attendance is mandatory for every student to appear for the examination.**
- **It is mandatory for each student to follow the dates of all exams and assignment submissions (which will be informed well in advance) to the students.**
- **On completion of all 6 semesters successfully for UG and 4 semesters for PG:**
  - **The Result and Transcripts will be issued by the college to the student.**

	<ul style="list-style-type: none"> <li>▪ <b>The Degree will be awarded by Savitribai Phule Pune University.</b></li> </ul>
<b>V</b>	<p><b>UNFAIR MEANS</b></p> <p>Unfair means practised during Examinations include the following if a student is found:</p> <ul style="list-style-type: none"> <li>• Caught in possession of unauthorized material. (notes/mobile/smartwatch)</li> <li>• Removing a leaf from his/her Answer Book.</li> <li>• Using abusive or obscene language in his/her answer book.</li> <li>• Making an appeal to the examiner in his/her answer books.</li> <li>• Making false representation in his/her admission form or any document produced by him/her.</li> <li>• Forging another person's signature on his/her Admission Form or any other documents.</li> <li>• Refusing to obey any legal instructions issued to him/her by the Board in connection with an exam.</li> <li>• Disclosing his/her identity or making peculiar marks on his/her Answer Book for getting undue favour in marking.</li> <li>• Giving or receiving assistance in cheating or allowing any other candidate to copy from his/her Answer Book.</li> <li>• Creating a disturbance of any kind during the exam or otherwise misbehaving in or around the exam hall/centre.</li> <li>• Copying from any paper, book, or other sources.</li> <li>• Making an organized deliberate prior arrangement to cheat in the exam such as smuggling in or taking out of the hall a Question Paper or an Answer Book, impersonation, or misconduct of a serious nature.</li> <li>• Taking the whole or a part of an Answer Book or a Continuation Sheet into or out of an examination centre.</li> <li>• Substitute the whole or a part of the Answer Book or Continuation Sheet not issued to him for the exam.</li> </ul> <p><b>*The Controller of Exam (COE) shall appoint Unfair Means Committee to deal with cases of the alleged use of unfair means in connection with exams*.</b></p> <p><b>PROCEDURE</b></p> <ul style="list-style-type: none"> <li>▪ The Unfair Means Committee shall ensure to check all the evidence while deciding the case and prepare individual comments as a report to declare guilty or not guilty. The Committee must ensure the presence of an answer book and relevant material or comments of the inspector while hearing cases along with the signature of the junior supervisor.</li> <li>▪ Incomplete cases shall not be entertained without evidence and Answer Book.</li> <li>▪ Unfair means practiced by the student during the examinations may invite any one or more of the following consequences: <ul style="list-style-type: none"> <li>➤ Cancellation of the relevant paper</li> <li>➤ Cancellation of all papers &amp; the relevant exam</li> <li>➤ Debarred from appearing in the immediate next exam.</li> <li>➤ In addition to the above-mentioned punishment, the competent authority may impose a fine on the student declared guilty. If the student concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a student additional punishment, penalty, as it may deem fit.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ The ‘Unfair Means Committee’, ‘COE’, and the decision of the ‘Exam Committee’ will be binding on the student.</li> </ul>
<b>V</b>	<b>VIGILANCE SQUADS</b>
	<p>A Squad of two or three members shall be appointed for smooth conduct of examination to:</p> <ul style="list-style-type: none"> <li>➤ Ensure that the examinations are conducted as per norms laid down by the college.</li> <li>➤ Observe whether the Senior Supervisors and Block-Supervisors are following the instructions given relating to the conduct of examinations laid down by the college.</li> <li>➤ Check the students who try to resort to malpractices at the time of Examinations and report such cases to the concerned authority.</li> </ul> <p>The Vigilance Squad is authorized to enter any block of Examination for checking the candidate's identity card; fee receipts, hall ticket etc. to ascertain the authenticity of the candidate</p>
<b>VI</b>	<b>APPOINTMENT OF PAPER SETTERS, EXAMINERS, SENIOR SUPERVISORS, THE CONDUCT OF EXAMINATION, ETC.</b>
	<ul style="list-style-type: none"> <li>• Examination question paper should be set by the internal and external paper setter. An ‘Internal Paper Setter’ will be from the college itself (one who teaches that subject) and the ‘External Paper Setter’ should be a subject expert from outside. The ‘External Paper Setter’ should be a qualified faculty having a minimum of 5years of experience in teaching.</li> <li>• The paper setters/examiners/moderators shall not refuse to accept the assignment of the examination work.</li> <li>• The paper setters/examiners/moderators shall follow all the directions given by the University from time to time in respect of pattern of question papers, setting of question papers, model answers, scheme of marking, etc.</li> <li>• There shall be one senior supervisor appointed from the college itself for each examination, having a minimum of five years of experience in teaching.</li> <li>• Senior Supervisor shall also ensure that the students are not resorting to unfair means/practices. In case incidences occur, he/she shall immediately report the cases of unfair means to the Controller of Examinations along with his/her report. He/She shall not leave the examination centre during the examination period.</li> <li>• Senior Supervisor shall ensure that the answer books are distributed to the students 10 minutes before the start of the examination.</li> </ul>
<b>VII</b>	<b>CENTRAL ASSESSMENT PROGRAMME (CAP)</b>
	<ul style="list-style-type: none"> <li>• The Principal of the College holds the position of CAP Director and appoints an Assistant CAP Director who shall receive the bundles of answer books sent by the Examination Department of the college</li> <li>• On receipt of the answer books at the CAP venue, the staff employed for this work shall check the number of answer books. Junior Supervisor/s Reports and ascertain whether the number of candidates present and absent indicated in the report are correct. In case of any discrepancy, it shall be resolved in consultation with the Controller of Examinations.</li> <li>• The Assistant CAP Director shall arrange for the assessment of the answer books centrally as per the central assessment program prescribed by the college</li> <li>• The Assistant CAP Director shall submit the mark lists to the Controller of Examinations as provided in the CAP scheme and as per the instructions issued by the college from time to time.</li> </ul>

<b>VIII</b>	<p><b>VERIFICATION &amp; REVALUATION OF ANSWER BOOKS:</b></p> <p>A candidate is eligible to apply for verification of marks and Revaluation of answer book(s), within 10 days from the date of declaration of result, subject to the following conditions:</p> <ul style="list-style-type: none"> <li>● A candidate may apply for verification of marks of all subjects that appeared at the examination concerned. And for revaluation of answer books, a candidate may apply upto 50% of heads of passing in theory subject/s or a maximum of three heads of passing in theory subject/s, whichever is less</li> <li>● Revaluation of answer books includes the process of verification of marks. Candidates can apply for revaluation of answer book(s) only out of the subject(s) applied for verification of marks.</li> <li>● The revaluation of the answer book/s, however, shall not be permitted in respect of scripts of Practical Examination / Term work / Internal Assessment/ Sessional Marks / Dissertation / Thesis / MCQ (Multiple Choice Question in practical examination) and Viva etc.</li> </ul> <p><b>**Students should strictly note that revaluation of paper will be done only once and students whose marks are not changed should not approach examination department for re-evaluation**</b></p>
<p><b>**Brihan Maharashtra College of Commerce being an Autonomous College have its own Examination Rules and Regulation. It is mandatory for all the students to go through the laid down Examination Rules and Regulation and follow the same**</b></p>	