



ORIENTAL EDUCATION SOCIETY'S

SANPADA COLLEGE OF COMMERCE & TECHNOLOGY

Affiliated to The University of Mumbai

Sector-2, Plot No. 3,4,5, Behind Sanpada Railway Station, Sanpada (W), Navi Mumbai - 400 705.
Tel: 022-27758715 / 022-27752213 • Fax: 022-27750351
E-mail : enquiry@scct.edu.in • Website: www.scct.edu.in

CRITERIA 2

TEACHING LEARNING AND EVALUATION

2.5

EVALUATION PROCESS AND REFORMS

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient



PRINCIPAL

Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Navi Mumbai - 400 705.



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Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
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UNIVERSITY OF MUMBAI

No. UG/7 of 2018-19

CIRCULAR:-

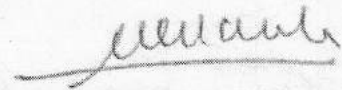
Attention of the Principals of the affiliated Colleges and Directors of the recognized Institutions in Commerce & Management Faculty is invited to this office Circular No.UG/121 of 2016-17, dated 27th October, 2016 relating to syllabus of Bachelor of Commerce (B.Com.) degree course.

They are informed that the recommendations made by the I/c Dean, Faculty of Commerce & Management in Banking and Finance at its meeting held on 28th February, 2018 have been accepted by the Academic Council at its meeting held on 5th May, 2018 vide item No. 4.45 and that in accordance therewith, the revised syllabus as per the (CBCS) for the T.Y.B.Com. (Banking and Finance) (Sem. V & VI), has been brought into force with effect from the academic year 2018-19, accordingly. (The same is available on the University's website www.mu.ac.in).

MUMBAI – 400 032

12th June, 2018

To


(Dr. Dinesh Kamble)
I/c REGISTRAR

The Principals of the affiliated Colleges and Directors of the recognized Institutions in Commerce & Management Faculty. (Circular No. UG/334 of 2017-18 dated 9th January, 2018.)

A.C./4.45/05/05/2018

No. UG/ 7 -A of 2018

MUMBAI-400 032

12th June, 2018

Copy forwarded with Compliments for information to:-

- 1) The I/c Dean, Faculty of Commerce & Management,
- 2) The Director, Board of Examinations and Evaluation,
- 3) The Director, Board of Students Development,
- 4) The Professor-cum-Director, Institute of Distance and Open Learning (IDOL),
- 5) The Co-Ordinator, University Computerization Centre,




PRINCIPAL
Sanpada College of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Navi Mumbai - 400 705.


(Dr. Dinesh Kamble)
I/c REGISTRAR

Mechanism for Assessment of UG Programme: Bachelor of Commerce (BCOM)

Question Paper Pattern (Theoretical Courses)

Maximum Marks: 100

Questions to be set: 06

Duration: 03 Hrs.


All Questions are Compulsory Carrying 15 Marks each.

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	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	Full Length Question OR	15 Marks
Q-5	Full Length Question	15 Marks
Q-6	A) Theory questions B) Theory questions OR	10 Marks 10 Marks
Q-6	Short Notes To be asked 06 To be answered 04	20 Marks

Note:

Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5Marks.




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Sanpada, Nav Mumbai - 400 705.

Mechanism for Assessment of UG Programme: Bachelor of Commerce (BCOM)

Question Paper Pattern (Practical Courses)

Maximum Marks: 100

Questions to be set: 06

Duration: 03 Hrs.


All Questions are Compulsory Carrying 15 Marks each.

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 Practical Question OR	15 Marks
Q-2	Full Length Practical Question	15 Marks
Q-3	Full Length Practical Question OR	15 Marks
Q-3	Full Length Practical Question	15 Marks
Q-4	Full Length Practical Question OR	15 Marks
Q-4	Full Length Practical Question	15 Marks
Q-5	Full Length Practical Question OR	15 Marks
Q-5	Full Length Practical Question	15 Marks
Q-6	A) Theory questions B) Theory questions OR	10 Marks 10 Marks
Q-6	Short Notes To be asked 06 To be answered 04	20 Marks

Note:

Practical question of 15 marks may be divided into two sub questions of 7/8 and 10/5Marks.




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Sanpada, Navi Mumbai - 400 705.

Mechanism for Assessment of UG Programme: Bachelor of Commerce (BCOM)

Note :

- Theory 03 lectures per week.
- Practical batch size 20-25, 01 practical = 03 theory lectures per week.
- 10 Practical's are to be completed in each semester.

Semester V

Topic	Number of Practical's
Word processing	01
Spread sheet	03
MySQL	06

Minimum 6 practical's are to be recorded in the journal in the Semester V
[Minimum 4 on SQL, 2 on MS-Excel]

❖ Scheme of Examination

Type	Marks	Duration
Theory	75	2 ½ hours
Practical	20	1 hour per batch of 10
Active Participation and Class conduct	05	---

• Practical Examination Pattern- Semester V

Sr. No.	Topic	Marks
01	MySQL	07
02	Spread Sheet	03
03	Journal	05
04	Viva	05

- Practical examination to be conducted 2 to 3 weeks before the theory examination. Marks out of 25 to be submitted to the University before commencement of theory examination.
- Software Requirement :
MS-Excel 2010, VB 6.0
- Hardware
For a batch of 120 students minimum 10 computers with appropriate hardware and software installed on each computer. During practical hours maximum two student may share one computer.
- For in house computing facility fee of rupees 750/- be charged for each student per Semester in the existing fee structure against head of computer fee/computer practical.




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Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Navi Mumbai - 400 705.

UNIVERSITY OF MUMBAI
No. UG/109 of 2016-17

CIRCULAR:-

A reference is invited to the Syllabi relating to the Bachelor of Management Studies (B.M.S) degree programme vide this office Circular No. UG/144 of 2011 dated 14th June, 2011 the Principals of affiliated Colleges in Commerce are hereby informed that the approved by the Academic Council at its meeting held on 24th June, 2016 vide item No. 4.80 and that in accordance therewith, the revised syllabus as per Choice Based Credit System for (B.M.S) Program – Course Structure (Sem. I to VI), which is available on the University's web site (www.mu.ac.in) and that the same has been brought into force with effect from the academic year 2016-17.

MUMBAI – 400 032
October, 2016

(Signature)
(Dr.M.A. Khan)
REGISTRAR

To,

The Principals of affiliated Colleges in Commerce and the Heads of recognized Institutions concerned.

A.C/4.80 /24/06/2016

No. UG/109-A of 2016-17 MUMBAI-400 032 25th October, 2016

Copy forwarded with compliments for information to:-

- 1) The Dean, Faculty of Commerce,
- 2) The Director, Board of College and University Development.
- 3) The Controller of Examinations,
- 4) The Professor-cum- Director, Institute of Distance and Open Learning (IDOL),
- 5) The Co-Ordinator, University Computerization Centre.

(Signature)
(Dr.M.A. Khan)
REGISTRAR

PTO..



PRINCIPAL

Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, New Mumbai - 400 705.

Mechanism for Assessment of UG Self-Financed Programme: Bachelor of Management Studies (BMS)

Revised Syllabus of Courses of Bachelor of Management Studies (BMS) Programme at Semester I and II with effect from the Academic Year 2016-2017

Scheme of Evaluation

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

A) Internal Assessment: 25 %

Question Paper Pattern (Internal Assessment- Courses without Practical Courses)

Sr. No.	Particular	Marks
1	One class test (20 Marks)	
	Match the Column/ Fill in the Blanks/ Multiple Choice Questions (½ Mark each)	05 Marks
	Answer in One or Two Lines (Concept based Questions) (01 Mark each)	05 Marks
	Answer in Brief (Attempt Any Two of the Three) (05 Marks each)	10 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

Question Paper Pattern (Internal Assessment- Courses with Practical Courses)

Sr. No.	Particular	Marks
1	Semester End Practical Examination (20 Marks)	
	Journal	05 Marks
	Viva	05 Marks
	Laboratory Work	10 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



[Signature]
PRINCIPAL

Mechanism for Assessment of UG Self-Financed Programme: Bachelor of Management Studies (BMS)


B) Semester End Examination: 75 %

- i) Duration: The examination shall be of 2 ½ Hours duration
 - ii) Theory question paper pattern
 - There shall be five questions each of 15 marks.
 - All questions shall be compulsory with internal choice within the questions.
 - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.
- (Detail question paper pattern has been given separately)

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 and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E to pass a particular semester A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.




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Sanpada College of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
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Mechanism for Assessment of UG Self-Financed Programme: Bachelor of Management Studies (BMS)

Question Paper Pattern (Practical Courses)

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

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 Practical Question OR	15 Marks
Q-2	Full Length Practical Question	15 Marks
Q-3	Full Length Practical Question OR	15 Marks
Q-3	Full Length Practical Question	15 Marks
Q-4	Full Length Practical Question OR	15 Marks
Q-4	Full Length Practical Question	15 Marks
Q-5	A) Theory questions B) Theory questions OR	08 Marks 07 Marks
Q-5	Short Notes To be asked 05 To be answered 03	15 Marks

Note:

Practical question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks. If the topic demands, instead of practical questions, appropriate theory question may be asked.




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Mechanism for Assessment of UG Self-Financed Programme: Bachelor of Management Studies (BMS)

Question Paper Pattern (Theoretical Courses)

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

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	08 Marks 07 Marks
Q-5	Short Notes To be asked 05 To be answered 03	15 Marks

Note:

Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks.




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Sanpada, Navi Mumbai - 400 705.

University of Mumbai




No. AAMS_UGS/ICC/2022-23/ 107

CIRCULAR:-

Attention of the Principals of the Affiliated Colleges and Directors of the Recognized Institutions in Faculty of Science & Technology is invited to this office circular No. UG/176 of 2016-17 dated 22nd November, 2016 relating to the revised syllabus F.Y.B.Sc. programme in Information Technology (Sem. I & II) (CBCS).

They are hereby informed that the recommendations made by the Ad-hoc Board of Studies in **Information Technology** at its meeting held on 22th June, 2022 and subsequently passed in the Faculty and then by the Board of Deans at its meeting held on 5th July, 2022 vide item No. 6.10 (R) have been accepted by the Academic Council at its meeting held on 11th July, 2022 vide item No. 6.10 (R) and that in accordance therewith, the revised syllabus of F.Y.B.Sc. programme in Information Technology (Sem. I & II) (CBCS), has been brought into force with effect from the academic year 2022-23. (The same is available on the University's website www.mu.ac.in).

MUMBAI - 400 032
11th October, 2022


(Dr. Shailendra Deolankar)
I/c Registrar

To

The Principals of the Affiliated Colleges and Directors of the Recognized Institutions in Faculty of Science & Technology.


A.C/6.10(R)/11/07/2022

No. AAMS_UGS/ICC/ 2022-23/ 107

11th October, 2022

Copy forwarded with Compliments for information to:-

- 1) The Dean, Faculty of Science & Technology,
- 2) The Chairman, Ad-hoc Board of Studies Information Technology,
- 3) The Director, Board of Examinations and Evaluation,
- 4) The Director, Board of Students Development,
- 5) The Director, Department of Information & Communication Technology,
- 6) The Co-ordinator, MKCL.


(Dr. Shailendra Deolankar)
I/c Registrar

Desktop/Circular Faculty of Science/priya




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Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Navi Mumbai - 400 705.

Mechanism for Assessment of UG Self- Finance Programme: B.Sc. (Information Technology) (BSc.IT)

Evaluation Scheme:

1. Internal Evaluation (25 Marks).

i. Test: 1 Class test of 20 marks. (Can be taken online)

Q	Attempt <u>any four</u> of the following:	20
a.		
b.		
c.		
d.		
e.		
f.		

ii. 5 marks: Active participation in the class, overall conduct, attendance.

2. External Examination: (75 marks)

	All questions are compulsory	
Q1	(Based on Unit 1) Attempt <u>any three</u> of the following:	15
a.		
b.		
c.		
d.		
e.		
f.		
Q2	(Based on Unit 2) Attempt <u>any three</u> of the following:	15
Q3	(Based on Unit 3) Attempt <u>any three</u> of the following:	15
Q4	(Based on Unit 4) Attempt <u>any three</u> of the following:	15
Q5	(Based on Unit 5) Attempt <u>any three</u> of the following:	15

3. Practical Exam: 50 marks

A Certified copy journal is essential to appear for the practical examination.

1.	Practical Question 1	20
2.	Practical Question 2	20
3.	Journal	5
4.	Viva Voce	5

OR

1.	Practical Question	40
2.	Journal	5
3.	Viva Voce	5




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 Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
 Sanpada, Navi Mumbai - 400 705.

Mechanism for Assessment of UG Self- Finance Programme: B.Sc. (Information Technology) (BSc.IT)

* NOTE ABOUT PROJECT VIVA VOCE:

Student may be asked to write code for problem during VIVA to demonstrate his coding capabilities and he/she may be asked to write any segment of coding used in the in the project. The project can be done in group of at most four students. However, the length and depth of the project should be justified for the projects done in group. A big project can be modularised and different modules can be assigned as separate project to different students.

Marks Distribution:

Semester V: 50 Marks

Documentation: 50 marks

Semester VI: 150 Marks

Documentation: 50 Marks:

Implementation and Viva Voce: 100 Marks

The plagiarism should be maintained as per the UGC guidelines.



A handwritten signature in blue ink, appearing to be "A. S.", written over the printed name "PRINCIPAL".

PRINCIPAL

Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Nevi Mumbai - 400 705.

University of Mumbai




No. AAMS(UG)/88 of 2021-22

CIRCULAR:-

Attention of the Principals of the Affiliated Colleges and Directors of the Recognized Institutions in Faculty of Science & Technology is invited to this office circular No. UG/18 of 2016-17, dated 27th June, 2016 relating to the revised syllabus as per the (CBSGS) of F.Y.B.Sc. (Computer Science) (Sem. I & II).

They are hereby informed that the recommendations made by the Ad-hoc Board of Studies in Computer Science at its meeting held on 21st June, 2021 and subsequently passed by the Board of Deans at its meeting held on 28th June, 2021 vide item No. 6.38 (R) have been accepted by the Academic Council at its meeting held on 29th June, 2021 vide item No.6.38 (R) and that in accordance therewith, the revised syllabus as per the (CBSGS) for the F.Y.B.Sc. Computer Science (Sem. I & II) has been brought into force with effect from the academic year 2021-22 accordingly. (The same is available on the University's website www.mu.ac.in).

MUMBAI - 400 032
30th September, 2021


(Dr. B.N. Gaikwad)
I/c REGISTRAR

To

The Principals of the Affiliated Colleges and Directors of the Recognized Institutions in Faculty of Science & Technology.

A.C/6.38(R) 29/06/2021

No. AAMS(UG)/88 -A of 2021-22

MUMBAI-400 032

30th September, 2021

Copy forwarded with Compliments for information to:-

- 1) The Dean, Faculty of Science & Technology,
- 2) The Chairman, Ad-hoc Board of Studies in Computer Science,
- 3) The Director, Board of Examinations and Evaluation,
- 4) The Director, Board of Students Development,
- 5) The Co-ordinator, University Computerization Centre,


(Dr. B.N. Gaikwad)
I/c REGISTRAR




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Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Navi Mumbai - 400 705.

Mechanism for Assessment of UG Self- Finance Programme: B.Sc. (Computer Science) (BSc.CS)

Evaluation Scheme

I. Internal Evaluation for Theory Courses – 25 Marks

(i) Mid-Term Class Test– 15Marks

- It should be conducted using any **learning management system** such as **Moodle** (Modular object-oriented dynamic learning environment)
- The test should have **15 MCQ's** which should be solved in a time duration of **30 minutes**.

(ii) Assignment/ Case study/ Presentations– 10 Marks

- Assignment / Case Study Report / Presentation can be uploaded on any **learning management system**.

II. External Examination for Theory Courses – 75 Marks

- Duration: **2.5 Hours**
- Theory question paper pattern:

All questions are compulsory.			
Question	Based on	Options	Marks
Q.1	Unit I	Any 4 out of 6	20
Q.2	Unit II	Any 4 out of 6	20
Q.3	Unit III	Any 4 out of 6	20
Q.4	Unit I,II and III	Any 5 out of 6	15

- All questions shall be compulsory with internal choice within the questions.
- Each Question maybe sub-divided into subquestions as a, b, c, d, etc. & the allocation of Marks depends on the weightage of the topic.

III. Practical Examination

- Each core subject carries 50 Marks
40 marks + 05 marks (journal) + 05 marks (viva)
- Duration: **2 Hours** for each practical course.
- Minimum **80% practical** from each core subjects are required to be completed.
- Certified Journal is compulsory for appearing at the time of Practical Exam**
- The final submission and evaluation of **journal in electronic form** using a Learning Management System / Platform can be promoted by college.




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Sanpada College Of Commerce & Technology
Sector - 2, Post No. 3, 4 & 5, Sannada (E),
Sannada, Near Mumbai - 400 705.

Mechanism for Assessment of UG Self- Finance Programme: B.Sc. (Computer Science) (BSc.CS)

IV. Project

The evaluation of the project will include a viva voce, which will assess the project based on the following parameters:

- **Documentation – 30 Marks:** The completeness, accuracy, and professionalism of the project documentation, including the project report and supporting materials, will be considered.
- **Quality of the Project – 15 Marks:** The overall quality of the project, including its design, implementation, and user experience, will be evaluated.
- **Working of the Project – 20 Marks:** The functionality and performance of the project will be assessed to determine how well it meets the specified requirements and objectives.
- **Project Presentation – 15 Marks:** The clarity, organization, and effectiveness of the project presentation will be evaluated.
- **Viva – 20 Marks:** The viva voce session will provide an opportunity for the student to demonstrate their knowledge and understanding of the project, as well as to answer questions and engage in a discussion with the evaluators.



A handwritten signature in blue ink, appearing to be "A.S.", written over a horizontal line.

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Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Navi Mumbai - 400 705.

UNIVERSITY OF MUMBAI

No. UG/106 of 2016-17

CIRCULAR:-

A reference is invited to the Syllabi relating to the B.Com. (Accounting & Finance) degree programme vide this office Circular No. UG/28 of 2015 dated 22nd July, 2015 the Principals of affiliated Colleges in Commerce and the Professor-cum-Director, Institute of Distance and Open Learning (IDOL) are hereby informed that the approved by the Academic Council at its meeting held on 24th June, 2016 vide item No. 4.77 and that in accordance therewith, the revised syllabus as per Choice Based Credit System for B.Com (Accounting & Finance) for (Sem. I to VI)-Course Structure (Sem. I & II), which is available on the University's web site (www.mu.ac.in) and that the same has been brought into force with effect from the academic year 2016-17.

MUMBAI - 400 032
October, 2016

(Signature)
(Dr.M.A. Khan)
REGISTRAR

To,

The Principals of affiliated Colleges in Commerce and the Professor-cum-Director, Institute of Distance and Open Learning (IDOL).

A.C/4.77 /24/06/2016

No. UG/106-A of 2016-17 MUMBAI-400 032 24th October, 2016

Copy forwarded with compliments for information to:-

- 1) The Dean, Faculty of Commerce,
- 2) The Director, Board of College and University Development,
- 3) The Controller of Examinations,
- 4) The Co-Ordinator, University Computerization Centre.

(Signature)
(Dr.M.A. Khan)
REGISTRAR

PTO..



(Signature)
PRINCIPAL

Sanpada College Of Commerce & Technology
Sector - 2, Phase - 2, 405 Sanpada (E),
Sanpada, New Mumbai - 400 705.

Mechanism for Assessment of UG Self- Finance Programme: B.Com (Accounting & Finance) (BAF)

**Revised Syllabus of Courses of B.Com.(Accounting and Finance)
Programme at Semester I and II
with effect from the Academic Year 2016-2017**

Scheme of Evaluation

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

A) Internal Assessment: 25 %

Question Paper Pattern (Internal Assessment- Courses without Practical Courses)

Sr. No.	Particular	Marks
1	One class test (20 Marks)	
	Match the Column/ Fill in the Blanks/ Multiple Choice Questions (½ Mark each)	05 Marks
	Answer in One or Two Lines (Concept based Questions) (01 Mark each)	05 Marks
	Answer in Brief (Attempt Any Two of the Three) (05 Marks each)	10 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

Question Paper Pattern (Internal Assessment- Courses with Practical Courses)

Sr. No.	Particular	Marks
1	Semester End Practical Examination (20 Marks)	
	Journal	05 Marks
	Viva	05 Marks
	Laboratory Work	10 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 articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks




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Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Mumbai - 400 705.

Mechanism for Assessment of UG Self- Finance Programme: B.Com (Accounting & Finance) (BAF)

B) Semester End Examination: 75 %

- i) Duration: The examination shall be of 2 ½ Hours duration
- ii) Theory question paper pattern
 - There shall be five questions each of 15 marks.
 - All questions shall be compulsory with internal choice within the questions.
 - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

(Detail question paper pattern has been given separately)

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 and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E to pass a particular semester A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.




PRINCIPAL

Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Navi Mumbai - 400 705.

**Question Paper Pattern
(Practical Courses)**

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

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 Practical Question OR	15 Marks
Q-2	Full Length Practical Question	15 Marks
Q-3	Full Length Practical Question OR	15 Marks
Q-3	Full Length Practical Question	15 Marks
Q-4	Full Length Practical Question OR	15 Marks
Q-4	Full Length Practical Question	15 Marks
Q-5	A) Theory questions B) Theory questions OR	08 Marks 07 Marks
Q-5	Short Notes To be asked 05 To be answered 03	15 Marks

Note:

Practical question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks. If the topic demands, instead of practical questions, appropriate theory question may be asked.




PRINCIPAL

Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, New Mumbai - 400 705.

Question Paper Pattern
(Theoretical Courses)

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

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	08 Marks 07 Marks
Q-5	Short Notes To be asked 05 To be answered 03	15 Marks

Note:

Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks.




PRINCIPAL

Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Navi Mumbai - 400 705.

UNIVERSITY OF MUMBAI

No. UG/91 of 2018-19

CIRCULAR:-

Attention of the Principals of the affiliated Colleges and Directors of the recognized Institutions in Commerce & Management Faculty is invited to this office Circular No. UG/28 of 2015, dated 22nd July, 2015 relating to syllabus of Bachelor of Commerce (Accounting and Finance) degree programme.

Their attention is also invited to University Circular No. UG/106 of 2016-17 dated 25th October, 2016 for F.Y.B.Com. (Accounting & Finance) Sem. I & II and University Circular No. UG/166 of 2017-18 dated 8th August, 2017 for S.Y.B.Com. (Accounting & Finance) Sem. III & IV respectively.

They are hereby informed that the recommendations made by the Board of Studies in Accountancy at its meeting held on 28th February, 2018 have been accepted by the Academic Council at its meeting held on 5th May, 2018 vide item No. 4.42 and that in accordance therewith, the revised syllabus as per the (CBCS) for the T.Y.B.Com. in Accountancy (Accounting and Finance) (Sem. V & VI), has been brought into force with effect from the academic year 2018-19, accordingly. (The same is available on the University's website www.mu.ac.in).

MUMBAI - 400 032

27th July, 2018

To

The Principals of the affiliated Colleges and Directors of the recognized Institutions in Commerce & Management Faculty. (Circular No. UG/334 of 2017-18 dated 9th January, 2018.)

A.C./4.42/05/05/2018

No. UG/ 91 -A of 2018

MUMBAI-400 032

27th July, 2018

Copy forwarded with Compliments for information to:-

- 1) The I/c Dean, Faculty of Commerce & Management,
- 2) The Director, Board of Examinations and Evaluation,
- 3) The Director, Board of Students Development,
- 4) The Professor-cum-Director, Institute of Distance and Open Learning (IDOL),
- 5) The Co-Ordinator, University Computerization Centre,

**PRINCIPAL**

Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Navi Mumbai - 400 705.

(Signature)
(Dr. Dinesh Kamble)
I/c REGISTRAR

UNIVERSITY OF MUMBAI
No. UG/121 of 2016-17

CIRCULAR:-

A reference is invited to the Syllabi relating to the B.Com. (Banking Insurance) degree course vide this office Circular No. UG/144 of 2011 dated 14th June, 2011 the Principals of affiliated Colleges in Commerce are hereby informed that the approved by the Academic Council at its meeting held on 24th June, 2016 vide item No. 4.74 and that in accordance therewith, the revised syllabus as per Choice Based Credit System for B.Com (Banking and Insurance) (Sem. I to VI) - Course Structure (Sem. I & II), which is available on the University's web site (www.mu.ac.in) and that the same has been brought into force with effect from the academic year 2016-17.

MUMBAI - 400 032
27th October, 2016

(Signature)
(Dr.M.A. Khan)
REGISTRAR

To,

The Principals of affiliated Colleges in Commerce and the Heads of recognized Institutions concerned.

A.C/4.74 /24/06/2016

No. UG/121-A of 2016-17 MUMBAI-400 032 27th October, 2016

Copy forwarded with compliments for information to:-

- 1) The Dean, Faculty of Commerce,
- 2) The Director, Board of College and University Development
- 3) The Controller of Examinations,
- 4) The Professor-cum- Director, Institute of Distance and Open Learning (IDOL),
- 5) The Co-Ordinator, University Computerization Centre.

(Signature)
(Dr.M.A. Khan)
REGISTRAR

PTO..



(Signature)
PRINCIPAL

Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Navi Mumbai - 400 705.

Mechanism for Assessment of UG Self- Finance Programme: B.Com (Banking & Insurance) (BBI)

**Revised Syllabus of Courses of B.Com. (Banking & Insurance)
Programme at Semester I and II
with effect from the Academic Year 2016-2017**

Scheme of Evaluation

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

A) Internal Assessment: 25 %

Question Paper Pattern (Internal Assessment- Courses without Practical Courses)

Sr. No.	Particular	Marks
1	One class test (20 Marks)	
	Match the Column/ Fill in the Blanks/ Multiple Choice Questions (½ Mark each)	05 Marks
	Answer in One or Two Lines (Concept based Questions) (01 Mark each)	05 Marks
	Answer in Brief (Attempt Any Two of the Three) (05 Marks each)	10 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

Question Paper Pattern (Internal Assessment- Courses with Practical Courses)

Sr. No.	Particular	Marks
1	Semester End Practical Examination (20 Marks)	
	Journal	05 Marks
	Viva	05 Marks
	Laboratory Work	10 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 articulation and exhibit of leadership qualities in organizing related academic activities	05 Marks



[Signature]
PRINCIPAL

B) Semester End Examination: 75 %

- i) Duration: The examination shall be of 2 ½ Hours duration
- ii) Theory question paper pattern
 - There shall be five questions each of 15 marks.
 - All questions shall be compulsory with internal choice within the questions.
 - Question may be subdivided into sub-questions a, b, c... and the allocation of marks depends on the weightage of the topic.

(Detail question paper pattern has been given separately)

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 and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E to pass a particular semester A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.




PRINCIPAL

Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Navi Mumbai - 400 705.

**Question Paper Pattern
(Practical Courses)**

Maximum Marks: 100

Questions to be set: 06

Duration: 03 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

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 Practical Question OR	15 Marks
Q-2	Full Length Practical Question	15 Marks
Q-3	Full Length Practical Question OR	15 Marks
Q-3	Full Length Practical Question	15 Marks
Q-4	Full Length Practical Question OR	15 Marks
Q-4	Full Length Practical Question	15 Marks
Q-5	Full Length Practical Question OR	15 Marks
Q-5	Full Length Practical Question	15 Marks
Q-6	A) Theory questions B) Theory questions OR	10 Marks 10 Marks
Q-6	Short Notes To be asked 06 To be answered 04	20 Marks

Note:

Practical question of 15 marks may be divided into two sub questions of 7/8 and 10/5Marks.



[Signature]
PRINCIPAL

**Question Paper Pattern
(Theoretical Courses)**

Maximum Marks: 100

Questions to be set: 06

Duration: 03 Hrs.

All Questions are Compulsory Carrying 15 Marks each.

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	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	Full Length Question OR	15 Marks
Q-5	Full Length Question	15 Marks
Q-6	A) Theory questions B) Theory questions OR	10 Marks 10 Marks
Q-6	Short Notes To be asked 06 To be answered 04	20 Marks

Note:

Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5Marks.



AS
PRINCIPAL

Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Navimumbai - 400 705

UNIVERSITY OF MUMBAI

No. UG/7 of 2018-19

CIRCULAR:-

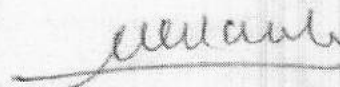
Attention of the Principals of the affiliated Colleges and Directors of the recognized Institutions in Commerce & Management Faculty is invited to this office Circular No.UG/121 of 2016-17, dated 27th October, 2016 relating to syllabus of Bachelor of Commerce (B.Com.) degree course.

They are informed that the recommendations made by the I/c Dean, Faculty of Commerce & Management in Banking and Finance at its meeting held on 28th February, 2018 have been accepted by the Academic Council at its meeting held on 5th May, 2018 vide item No. 4.45 and that in accordance therewith, the revised syllabus as per the (CBCS) for the T.Y.B.Com. (Banking and Finance) (Sem. V & VI), has been brought into force with effect from the academic year 2018-19, accordingly. (The same is available on the University's website www.mu.ac.in).

MUMBAI – 400 032

12th June, 2018

To



(Dr. Dinesh Kamble)

I/c REGISTRAR

The Principals of the affiliated Colleges and Directors of the recognized Institutions in Commerce & Management Faculty. (Circular No. UG/334 of 2017-18 dated 9th January, 2018.)

A.C./4.45/05/05/2018

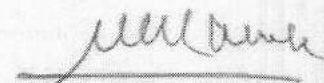
No. UG/ 7 -A of 2018

MUMBAI-400 032

12th June, 2018

Copy forwarded with Compliments for information to:-

- 1) The I/c Dean, Faculty of Commerce & Management,
- 2) The Director, Board of Examinations and Evaluation,
- 3) The Director, Board of Students Development,
- 4) The Professor-cum-Director, Institute of Distance and Open Learning (IDOL),
- 5) The Co-Ordinator, University Computerization Centre,



(Dr. Dinesh Kamble)

I/c REGISTRAR



PRINCIPAL

Sanpada College Of Commerce & Technology
 Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
 Sanpada, Navi Mumbai - 400 705.

University of Mumbai



UG/188 of 2019-20

CIRCULAR:-

Attention of the Principals of the affiliated Colleges and Directors of the recognized Institutions in Humanities Faculty is invited to the syllabus uploaded by the Academic Council at its meeting held on 25th May, 2011 vide item No. 4.28 relating to the revised syllabus as per (CBSGS) for the Bachelor of Mass Media and to this office Circular No.UG/142 dated 19th November, 2019 regarding the amended Ordinance 5205 relating to change the nomenclature of course of Bachelor of Mass Media to B.A. in Multimedia and Mass Communication B.A. (M.M.C.) and also the revised syllabus as per the (CBCS) for B.A. in Multimedia and Mass Communication B.A. (M.M.C.) in Sem. I and II.

They are hereby informed that the recommendations made by the Ad-hoc Board of Studies in Mass Media at its meeting held on 25th July, 2019 and subsequently approved by the Board of Deans at its meeting held on 1st October, 2019 vide item No.70 & 71 have been accepted by the Academic Council at its meeting held on 3rd October, 2019 vide item No. 4.8 and 4.9 and that in accordance therewith, the revised syllabus as per the (CBCS) for the B.A. in Multimedia and Mass Communication Course (Sem. III & IV) and (Sem. V & VI) has been brought into force with effect from the academic year 2020-21 and 2021-22 accordingly. (The same is available on the University's website www.mu.ac.in).

MUMBAI - 400 032
30th December, 2019
To


(Dr. Ajay Deshmukh)
REGISTRAR

The Principals of the affiliated Colleges, the Head of the University Departments and Directors of the recognized Institutions in Humanities Faculty. (Circular No. UG/334 of 2017-18 dated 9th January, 2018.)

A.C./4.8 & 4.9/03/10/2019

No. UG/188-A of 2019


MUMBAI-400 03230th December, 2019

Copy forwarded with Compliments for information to:-

- 1) The Chairman, Board of Deans,
- 2) The Dean, Faculty of Humanities,
- 3) The Chairman, Board of Studies in Mass Media,
- 4) The Director, Board of Examinations and Evaluation,
- 5) The Director, Board of Students Development,
- 6) The Co-ordinator, University Computerization Centre.


(Dr. Ajay Deshmukh)
REGISTRAR




PRINCIPAL
Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Nevi Mumbai - 400 705.

University of Mumbai



No. UG/42 of 2019-20

CIRCULAR:-

Attention of the Principals of the Affiliated Colleges, the Head University Departments and Directors of the recognized Institutions in Humanities Faculty is invited to this office Circular No. 251 of 2003, dated 16th June, 2003 relating to Bachelor of Mass Media (B.M.M.) degree course.

They are hereby informed that the recommendations made by the Ad-hoc Board of Studies in Mass Media at its meeting held on 26th April, 2019 have been accepted by the Academic Council at its meeting held on 10th May, 2019 (vide item No. 4.20) and subsequently approved by the Management Council at its meeting held on 13th September, 2019 (vide item No. 14) and that in accordance therewith, in exercise of the powers conferred upon the Management Council under Section 74(4) of the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) and the amended Ordinance 5205 relating to change the nomenclature of course of Bachelor of Mass Media to B.A. in Multimedia and Mass Communication B.A. (M.M.C.) and also the revised syllabus as per the (CBCS) for B. A. in Multimedia and Mass Communication B.A. (M.M.C.) in Sem I and II, has been brought into force with effect from the academic year 2019-20, accordingly. (The same is available on the University's website www.mu.ac.in)

MUMBAI - 400 032
13th November, 2019
To,

Vinod
(Dr. Vinod P. Patil)
I/c REGISTRAR

The Principals of the affiliated Colleges and Directors of the recognized Institutions in Faculty of Humanities. (Circular No. UG/334 of 2017-18 dated 9th January, 2018.)

A.C/4.20/10/05/2019M.C/14/13/09/2019

No. UG/42 -A of 2019

MUMBAI-400 032

13th November, 2019

Copy forwarded with Compliments for information to:-

- 1) The I/c Dean, Faculty of Humanities,
- 2) The Chairman, Ad-hoc Board of Studies in Mass Media
- 3) The Director, Board of Examinations and Evaluation,
- 4) The Director, Board of Students Development
- 5) The Co-ordinator, University Computerization Centre,



Vinod
PRINCIPAL

Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Nevi Mumbai - 400 705.

Vinod
(Dr. Vinod P. Patil)
I/c REGISTRAR

Changes in grading system

AC 30/09/2016

Item No. 4.14

University of Mumbai

Phone -022-2262 0172
E-mail - dy.registrar.aau@gmail.com



Academic Authority Unit,
UNIVERSITY of MUMBAI,
Fort Campus, M.G. Road,
Mumbai - 400 032

Ref. No.: AA / ICD / 2016 - 17 / 386

Date : 01 / 09 / 2016

Minutes of the Meeting to consider the Proposal of 10 Point Grading System.

The meeting to consider the proposal of 10 Point Grading System is convened on Thursday, 1st September, 2016 at 2.00 p.m. at University of Mumbai, Mumbai - 400 032.

The following members attended the meeting. :

Hon'ble Vice – Chancellor (Chairman)

Director, B.C.U.D.	Dr. M. S. Kurahde	Dr. Vijay Joshi
Dr. S. K. Ukarande	Dr. Neeraj Hatekar	Dr. Vilas Shinde
Dr. S. M. Khot	Dr. Atul Salunkhe	Shri. Deepak Vasave
Mrs. Manisha Sansare	Shri. Pravin Shinkar	Mrs. Rekha Patkar
Shri. Datta Ghuge		

Dr. S T Gadade, Dr. Rajeev Mishra and Dr. Vivek Belhekar is granted Leave of Absence.

Dr. Anil Patil, Director, B.C.U.D. welcomed all members present and requested them to finalise the 10 Point Grading System. After detailed discussion it is decided to implement the 10 Point Grading System as follows :

10 Point Grading System

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

Note : The Subject weight will remain as earlier.

It is **resolved that**, the above-said 10 Point Grading System of the Result declaration will be implemented from the current academic year i.e. 2016-17 onwards for students belonging to all the faculties. This 10 Point Grading System will also be applicable to the Law Faculty as soon as Law Faculty adopts the Credit based Grading System.

Datta Ghuge

Shri. Datta Ghuge
(Dy. Registrar - AAU)

Anil Patil

Dr. Anil Patil
Director, B.C.U.D.

Sanjay Deshmukh

Dr. Sanjay Deshmukh
Hon'ble Vice – Chancellor
(Chairman)



Principal

PRINCIPAL
Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Navi Mumbai - 400 705.

University of Mumbai



AC - 9 / 2016

30th September, 2016

AC – 30/09/2016 Resolution

4.14

It is **resolved** that, the 10 Point Grading System prepared by the Special Committee Constituted for the purpose at its meeting held on 1st Sept., 2016 **be accepted** & that in accordance therewith the following Scheme for the uniform 10 Point Grading System from the academic year 2016-17 be implemented, prospectively i.e. from academic year 2016-17 for the students admitted in the First Year and so on. However, this Scheme is not applicable for Faculty of Technology. Faculty of Technology shall follow their Existing Scheme & same be recommended to the Management Council.

10 Point Grading System

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

Note : The subject weight will remain as earlier




PRINCIPAL

Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Navi Mumbai - 400 705.

UNIVERSITY OF MUMBAI

No. UG/79 of 2016-17

CIRCULAR:-

The Principals of the affiliated Colleges, the Directors of the Recognized Institutions and Heads/Directors of the University Departments in the faculties of Arts, Science, Commerce, Management, Law, Education and Fine Arts (Except Faculty of Technology) and all other concerned are hereby informed that, the 10 Point Grading System prepared by the Special committee Constituted for the purpose at its meeting held on 1st September, 2016 has been accepted by the Academic Council at its meeting held on 30th September, 2016 vide item No. 4.14 and that in accordance therewith, the following Scheme for the uniform 10 Point Grading System from the academic year 2016-17 be implemented, prospectively i.e for the students admitted in the First Year from academic year 2016-17 and so on.

However, this Scheme is not applicable for faculty of Technology. Faculty of Technology shall follow their Existing Scheme & same be recommended to the Management Council.

This Scheme is available on the University's web site (www.mu.ac.in) and the same has been brought into the force from the academic year 2016-17 onwards.

10 Point Grading System

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

Note : The subject weight will remain as earlier

MUMBAI - 400 032
14th October, 2016

(Signature)
14/10/16
(Dr.M.A.Khan)
REGISTRAR

To,
The Principals of the affiliated Colleges, the Directors of the Recognized Institutions and Heads/Directors of the University Departments in the faculties of Arts, Science, Commerce, Management, Law, Education and Fine Arts (Except Faculty of Technology) and all other concerned.

A.C/4.14/30.09.2016



(Signature)
PRINCIPAL
Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, New Mumbai - 400 705.



ORIENTAL EDUCATION SOCIETY'S

SANPADA COLLEGE OF COMMERCE & TECHNOLOGY

Affiliated to The University of Mumbai

Sector-2, Plot No. 3,4,5, Behind Sanpada Railway Station, Sanpada (W), Navi Mumbai - 400 705.
 Tel: 022-27758715 / 022-27752213 • Fax: 022-27750351
 E-mail : enquiry@scct.edu.in • Website: www.scct.edu.in

Composition of Examination Committee FOR A.Y. 2018-19

Sr. No.	Name of the Professor	
1.	Prof. Sheela Warbhuvan-Sakhare	Chair Person
2.	Prof. Sunanda Dongare (BCOM)	Co-Chair Person
3.	Prof. Sarah Samuel (BAF)	Member
4.	Prof. Fatima Khan (BBI)	— "
5.	Prof. Ali Ahmad (BSC.IT)	— "
6.	Prof. Hazel Jones (BMS)	— "
7.	Prof. Gokul Chaudhary (BSC.CS)	— "
8.	Prof. Harjeet Bhatti (BMM)	— "
9.	Mr. Hasan Mehdi (CLERK)	— "

FOR A.Y. 2019-20

Sr. No.	Name of the Professor	
1.	Prof. Sheela Warbhuvan-Sakhare	Chair Person
2.	Prof. Sunanda Dongare (BCOM)	Co-Chair Person
3.	Prof. Sarah Samuel (BAF)	Member
4.	Prof. Fatima Khan (BBI)	— "
5.	Prof. Ali Ahmad (BSC.IT)	— "
6.	Prof. Hazel Jones (BMS)	— "
7.	Prof. Gokul Chaudhary (BSC.CS)	— "
8.	Prof. Jyoti Yadav (BAMMC)	— "
9.	Mr. Hasan Mehdi (CLERK)	— "



PRINCIPAL

Sanpada College Of Commerce & Technology
 Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
 Sanpada, Navi Mumbai - 400 705.



ORIENTAL EDUCATION SOCIETY'S

SANPADA COLLEGE OF COMMERCE & TECHNOLOGY

Affiliated to The University of Mumbai

Sector-2, Plot No. 3,4,5, Behind Sanpada Railway Station, Sanpada (W), Navi Mumbai - 400 705.

Tel: 022-27758715 / 022-27752213 • Fax: 022-27750351

E-mail : enquiry@scct.edu.in • Website: www.scct.edu.in

Composition of Examination Committee**FOR A.Y. 2020-21**

Sr. No.	Name of the Professor	
1.	Prof. Sheela Warbhuvan-Sakhare	Chair Person
2.	Prof. Sunanda Dongare (BCOM)	Co-Chair Person
3.	Dr. Roselin Linitta	Member
4.	Prof. Sarah Samuel (BAF)	—"
5.	Prof. Ali Ahmad (BSC.IT)	—"
6.	Prof. Hazel Jones (BMS)	—"
7.	Prof. Neha Shaikh (BSC.CS)	—"
8.	Prof. Jyoti Yadav (BAMMC)	—"
9.	Prof. Zaibunnisa Hafiz (BBI)	—"
10.	Mr. Hasan Mehdi (CLERK)	—"

FOR A.Y. 2021-22

Sr. No.	Name of the Professor	Signature	
1.	Prof. Sheela Warbhuvan		Chair Person
2.	Dr. Roselin Linitta		Co-Chair Person
3.	Prof. Sarah Samuel (BBI)		Member
4.	Prof. Hazel Jones (BMS)		—"
5.	Prof. Ali Ahmad (BSC.IT)		—"
6.	Prof. Zaibunnisa Hafiz (BAF)		—"
7.	Prof. Jyoti Yadav (BAMMC)		—"
8.	Prof. Neha Shaikh (BSC.CS)		—"
9.	Prof. Akram Pathan (BCOM)		—"
10.	Mr. Hasan Mehdi (CLERK)		—"



PRINCIPAL

Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, Navi Mumbai - 400 705.



ORIENTAL EDUCATION SOCIETY'S

SANPADA COLLEGE OF COMMERCE & TECHNOLOGY

Affiliated to The University of Mumbai

Sector-2, Plot No. 3,4,5, Behind Sanpada Railway Station, Sanpada (W), Navi Mumbai - 400 705.
 Tel: 022-27758715 / 022-27752213 • Fax: 022-27750351
 E-mail : enquiry@scct.edu.in • Website: www.scct.edu.in

Composition of Examination Committee

FOR A.Y. 2022-23

Sr. No.	Name of the Professor	Designation	Signature
1.	Prof. Sheela Warbhuwan	Chair Person	
2.	Dr. Roselin Linitta	Co-Chair Person	
3.	Prof. Sarah Samuel (BBI)	Member	
4.	Prof. Ali Ahmad (BSC.IT)	— " —	
5.	Prof. Zaibunnisa Hafiz (BAF)	— " —	
6.	Prof. Jyoti Yadav (BAMMC)	— " —	
7.	Prof. Neha Shaikh (BSC.CS)	— " —	
8.	Prof. Tejal Dharamsi (BMS)	— " —	
9.	Prof. Deepti Menon (BCOM)	— " —	
10.	Ms. Sheetal Shinde (CLERK)	— " —	



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 E-mail : enquiry@scct.edu.in • Website: www.scct.edu.in

Ref No:SCCT/8525/2018

22/03/2018

“REGULAR UNIVERSITY EXAMINATION NOTICE”

March/April 2018

All First and Second year student are hereby informed that they should fill up the Sem-II and Sem-IV Regular University Examination Forms. Exam Forms are available with the respective class-teachers.

Students should collect and submit their filled forms to the class teachers from **24/03/2018 to 29/03/2018**. Late Forms will not be accepted after 29/03/2018.



J. S.
Principal
 Sanpada College of Commerce & Technology
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 E-mail : enquiry@scct.edu.in • Website: www.scct.edu.in

Date: 20/04/2018

RESULT AND ADMISSION NOTICE

All Degree College Students are hereby informed that Admission of S.Y. & T.Y. for the Year 2018-19 will be commencing from 10th May for S.Y. and 21st May for T.Y. all streams.

Students are informed to take admission before due date to avoid late fees.

Admissions are given on “**First Come First Serve Basis**”.

After due date if admission gets full then college will not be responsible please note.

ADMISSION SCHEDULE

Payment of Fees	S.Y.	10/5/2018 Onwards
	T.Y.	21/5/2018 Onwards

- **NOTE: Late Fees will be charged immediately after commencement of the Lectures ie. 4th June 2018.**

RESULT DECLARATION

Degree College F.Y. All Streams	10 th May 2018
Degree College S.Y. All Streams.	19 th May 2018

- **NOTE: REQUIRMENTS:- Alongwith Admission Form S.Y. & T.Y. following documents are required:-**
 - **Last Years Marksheets Xerox.**
 - **Latest colour passport size Two Photos.**
 - **Aadhar Card Xerox of Student and one Parent/Guardian.**
 - **Students should pay Fees on College Fee Center only at Ground Floor.**
 - **D.D/ Card Payment will be Accepted.**



[Signature]
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E-mail : enquiry@scct.edu.in • Website: www.scct.edu.in

DATE: 03/08/2018

STAFF NOTICE

INTERNAL EXAM FY AND SY WILL COMMENCE FROM 29/8/18.

[EXCEPT FYBCOM & SYBCOM]

UNIT TEST FOR ALL TY WILL ALSO COMMENCE AT THE SAME TIME.

ALL THE RESPECTIVE PROFESSOR SHOULD SET ONE SET OF QUESTION PAPER FY & SY FOR 20 MARKS AS PER THE INTERNAL PAPER PATTERN. FY AND SY PAPER TIME LIMIT IS 45 MINUTES.

[OBJECTIVES-5MARKS, CONCEPTS-5 MARKS, SHORT NOTES -10 MARKS]

TY UNIT TEST PAPER TO BE SET ACCORDING TO MODULE TIME IS 1HR

LAST DATE FOR SUBMITTING QUESTION PAPER IS 11TH AUGUST.

FY AND SY PAPERS WILL BE SUBMITTED TO EXAM DEPARTMENT TO RESPECTIVE COURSE COORDINATOR.

BCOM: PROF. SUNANDA. D

BAF: PROF. SARAH.S

BMS: PROF. HAZEL .J

BBI: PROF. FATIMA

BMM: PROF. HARJEET.B

BSC.IT: PROF. ALI AHMED

BSC.CS: PROF. GOKUL. C

ALL TY PAPERS TO BE SUBMITTED TO HOD'S AFTER VERIFICATION IT WILL BE SUBMITTED TO EXAM DEPARTMENT ON 13TH OF AUGUST 2018.

ALL FY TEACHERS ARE REQUESTED TO COMPLETE ATLEAST ONE MODULE.



[Signature]
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Date: 31/10/2018

NOTICE (SENIOR COLLEGE)

All T.Y. teachers are hereby informed to assess TY University Paper on daily basis and complete 1.5 quota as per University of Mumbai.




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DATE: 19/01/2019

STAFF NOTICE

INTERNAL EXAM FY, SY AND T.Y WILL COMMENCE FROM 30/1/19

[EXCEPT FYBCOM & SYBCOM]

ALL THE RESPECTIVE PROFESSOR SHOULD SET ONE SET OF QUESTION PAPER FY, SY & TY FOR 20 MARKS AS PER THE INTERNAL PAPER PATTERN.FY AND SY PAPER TIME LIMIT IS 45 MINUTES.

[OBJECTIVES-5MARKS, CONCEPTS-5 MARKS, SHORT NOTES -10 MARKS]

TY UNIT TEST PAPER TO BE SET ACCORDING TO MODULE, TIME IS 1HR

LAST DATE FOR SUBMITTING QUESTION PAPER IS 22ND JANUARY 2019.

FY AND SY PAPERS WILL BE SUBMITTED TO EXAM DEPARTMENT TO RESPECTIVE COURSE COORDINATOR.

BCOM: PROF. SUNANDA. D

BAF: PROF. SARAH.S

BMS: PROF. HAZEL .J

BBI: PROF. FATIMA

BMM: PROF. HARJEET.B

BSC.IT: PROF. ALI AHMED

BSC.CS: PROF. GOKUL. C



ALL TY PAPERS TO BE SUBMITTED TO HOD'S AFTER VERIFICATION IT WILL BE SUBMITTED TO EXAM DEPARTMENT ON 24TH OF JANUARY 2019.


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Sanpada College Of Commerce & Technology
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Exam Notice

20/2/19.

All the students are hereby informed to fill their semester **1 & 3** ATKT forms from **28/2/19 to 8/3/19**.

Forms should be collected from the Central Office. It should be duly filled and verified by the Exam Department.

Timings will be **12.00 pm to 1.00 pm**.

Documents to be attached:

1. Photograph
2. Photo copy of displayed result



[Signature]
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Date: 06/08/2019

STAFF NOTICE

INTERNAL EXAM OF FY , SY & T.Y WILL COMMENCE SOON.

[EXCEPT FYBCOM & SYBCOM]

ALL THE RESPECTIVE PROFESSOR SHOULD SET ONE SET OF QUESTION PAPER FY & SY FOR 20 MARKS AS PER THE INTER PAPER PATTERN.FY AND SY PAPER TIME LIMIT IS 45 MINUTES.

[OBJECTIVES-5MARKS, CONCEPTS-5 MARKS, SHORT NOTES -10 MARKS]

FOR TY UNIT TEST PAPER TWO MODULES TO BE COVERED ONLY SUBJECTIVE QUESTION FOR 1HR.

LAST DATE FOR SUBMITTING QUESTION PAPER IS 10TH AUGUST.

FY AND SY PAPERS WILL BE SUBMITTED TO EXAM DEPARTMENT TO RESPECTIVE COURSE COORDINATOR.

BCOM: PROF. SUNANDA. D

BAF: PROF. SARAH.S

BMS: PROF. HAZEL .J

BBI: PROF. FATIMA

BMM: PROF. JYOTI YADAV


BSC.IT: PROF. ALI AHMED

BSC.CS: PROF. GOKUL. C

ALL TY PAPERS TO BE SUBMITTED TO HOD'S AFTER VERIFICATION IT WILL BE SUBMITTED TO EXAM DEPARTMENT ON 10TH OF AUGUST 2019.

ALL FY TEACHERS ARE REQUESTED TO COMPLETE ATLEAST ONE MODULE.




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28/8/2019.

NOTICE

- ALL THE STUDENTS WHO HAVE NOT CLEARED SEMESTER I, II, III & IV EXAM SHOULD APPLY FOR ATKT EXAM
- COLLECT THE ATKT FORM FROM MAIN OFFICE
- DO VERIFICATION FROM EXAM DEPARTMENT
- PAY THE NECESSARY CHARGES IN ACCOUNT DEPARTMENT
- DATE TO FILL AND SUBMIT EXAM FORM WITH PRESCRIBED FEES:
3/9/2019 TO 12/9/2019
- AFTER LAST DATE RS 100/ WILL BE CHARGED TILL 15/9/2019
- AMOUNT: RS 800/
- DOCUMENTS REQUIRED
- ONE PASS PORT SIZE PHOTOGRAPH
- AND MARKSHEET PHOTOCOPIES



[Signature]
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31/08/2019

“A.T.K.T. EXAMINATION NOTICE”

(Sem- I, II, III, IV)

All students are hereby informed that ‘ATKT’ Examination (Sem- I, II, III & IV) ‘Form’ filling in the college will be from 3rd September to 12th September, 2019.

ATKT Examination ‘Form’ are available at the college Central Office.

Students should fill up the forms correctly, verify from Examination Department and submit in the central office in between 11 am to 1 pm.

➤ **Required Documents:-**

- 1. Previous Result (display copy)**
- 2. Latest colour Photograph**



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PRINCIPAL**

Sanpada College Of Commerce & Technology
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Date: 03/09/2019

EXAMINATION NOTICE

(DEGREE COLLEGE)

All Third Year (T.Y.) subject teachers are hereby informed that they have to prepare two sets of Question Papers for Prelim Exam and submit it after checking by concerned HOD's to Prof. Sunanda Dongare Exam Co-chairperson in sealed envelope on or before 6th September, 2019.

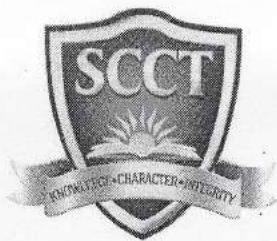
➤ **INSTRUCTIONS:-**

1. Question Papers should be set as per the University Pattern.
2. All modules syllabus should be covered.
3. Separate two sets only 20% can be similar.
4. Font size of the Question Paper should be 10.
5. Proper instructions should be written at the beginning of the question paper note.



[Signature]
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E-mail : enquiry@scct.edu.in • Website: www.scct.edu.in

Date: 03/09/2019

EXAMINATION NOTICE**(DEGREE COLLEGE)**

All First Year (F.Y.) and Second Year (S.Y.) subject teachers are hereby informed that they have to prepare three sets of Question Papers for Regular Exam and submit it after checking by concerned HOD's to Prof. Sunanda Dongare Exam Co-chairperson in sealed envelope on or before 23rd September, 2019.

➤ INSTRUCTIONS:-

1. Question Papers should be set as per the University Pattern.
2. All modules syllabus should be covered.
3. Separate three sets only 20% can be similar.
4. Font size of the Question Paper should be 10.
5. Proper instructions should be written at the beginning of the question paper note.




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Date: 16/10/2021**EXAMINATION INSTRUCTIONS FOR STUDENTS**

Dear students,

- Please ensure that you make yourselves aware of the syllabus, paper pattern, timetable and technical platform used by the college.
- One must take the examination as per the timetable schedule prescribed by the college and should make requisite arrangements (smartphone, laptop, tab, desktop/ any other gadget, internet connectivity etc.) to appear for online examination.
- Students are required to keep camera and microphone on throughout the examination for invigilation as per Mumbai university online examination **Off Campus** guidelines.
- The online test tool "Google form" will be used for conducting examination and Google meet application will be used for invigilation to monitor students during examination.
- Students will have to download Google meet in their mobile and login through official e-mail id only provided by the college.
- It is mandatory for students to login through **official e-mail id** on **Google meet** 15 minutes before the test starts.
- Once the student login through Google Meet you will receive a link of the examination in the chat box sharp on time as per the time-table.
- It is mandatory for students to be in proper bandwidth during examination.
- All the examination will be recorded on Google meet.
- Students need to install at least two web browsers on their mobile phones, if they are appearing for the examination from their mobile phones(e.g: Google chrome, Mozilla Firefox)
- Students are advised to mail the exam/ stream coordinators at examhelpline@scct.edu.in 1 day prior in case of any difficulty.
- College will try to assist the students as far as possible. However college will not be responsible if the students are unable to give/complete the examination due to connectivity issues.
- Issues would be addressed and solved as per university guidelines only.
- Students should not resort to the use of unfair means while attempting the online examination.
- College will initiate action for the use of unfair means as per university rules and regulation.

Helpline Contact Number:

1. Prof. Ansari - 9773632578
2. Prof. Quadir - 9699615086
3. Prof. Zakir - 9770227976
4. Miss Tayabba - 7208796763
5. Mr. Rahyl - 9892488531
6. Mr. Aadil - 9930339397


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Date: 16/10/2021

INTERNAL EXAMINATION INSTRUCTIONS FOR STAFF

Dear Staff,

- Reporting Time for staff in 2nd Floor Lab is 8.00 a.m. sharp.
- Subject teachers should collaborate the supervisors in the Google form 1 day prior.
- All teachers should sign the muster and the supervision chart kept in Lab 1 on 2nd Floor.
- Supervisors should be added to the respective student's class Whatsapp group for the smooth conduct of the examination.
- The Google Meet link should be sent to the students 30 minutes before the examination on student's class Whatsapp group.
- The Examination Link should be sent to the students in the Google Meet chat box 5 minutes before the examination.
- All supervisors should collect the hardcopy of the attendance sheet from Prof. Akram Pathan from 2nd Floor Lab before the examination.
- Immediately after the examination the handwritten copy of 20 marks should be submitted to the exam coordinators.
- During examination attendance for all the teachers is compulsory. No casual leave will be granted.

Exam Coordinators Contact Nos.

1. Prof. Akram Pathan (BCOM)- 9594444572
2. Prof. Sarah Samuel (BBI)- 8286358658
3. Prof. Zaibunissa Hafiz (BAF)- 8082367576
4. Prof. Hazel Jones (BMS)- 9769071230
5. Prof. Jyoti Yadav (BAMMC)- 8976161049
6. Prof. Ali Ahmad (BSCIT)- 9867722462
7. Prof. Neha Shaikh (BSCCS)- 9545771984



[Signature]
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 E-mail : enquiry@scct.edu.in • Website: www.scct.edu.in

Date: 07/03/2022

NOTICE

All Teachers are requested to two set of Question Paper with MCQ 50% and Descriptive as per New University guidelines due to Covid.




Principal
 PRINCIPAL

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Date: 27/08/2022

EXAMINATION FORM FILLING NOTICE

All Seven streams of Third Year students are hereby informed that they are required to fill the Regular University Examination forms for Sem - V on or before 17th September, 2022. Examination forms will not be issued after the said date.

Following are the examination fees details:-

Sr. No.	Streams	Amount	Date
1	T.Y.B.COM (CBSGS) Sem V	1050/-	06/09/2022 to 17/09/2022
2	T.Y.B.A.F. (CBSGS) Sem V		
3	T.Y.B.M.S. (CBSGS) Sem V		
4	T.Y.B.B.I. (CBSGS) Sem V		
5	T.Y.B.A.M.M.C. (CBSGS) Sem V		
6	T.Y.B.Sc (IT) (CBSGS) Sem V		
7	T.Y.B.Sc (CS) (CBSGS) Sem V		


Documents required:

1. Results of Semester I, II, III & IV (Xerox Copy) should be attached along with the Exam form.
2. Latest passport size Photograph.

Instruction: After the last date (17th September, 2022), University portal (Inward Link) will be closed and the examination forms will not be accepted by the University of Mumbai. Please note.


Coordinator




VICE PRINCIPAL
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E-mail : enquiry@scct.edu.in • Website: www.scct.edu.in

Date: 11th March, 2023

EXAM NOTICE

EXAMINATION FORM FILLING NOTICE

All Seven streams of Second Year students are hereby informed that they are required to fill the Regular University Examination forms for Sem - IV from **14th March, 2023 to 20th March, 2023.**

Note: Results of Semester I & II (Xerox Copy) should be attached along with the Exam form.

Note: **After the last date (20th March, 2023), no examination forms will be filled. Please note.**



[Signature]
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Date: 17/03/2023

NOTICE

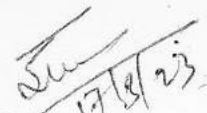
REVALUATION (SEMESTER - V)

Third year B.Com, B.Sc (C.S) AND B.Sc (I.T.) students should note that, those who desire to fill up the forms for Revaluation November/December 2022. They should follow the following link:-

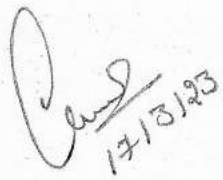
www.mu.ac.in - Examination - Application for Revaluation

Last date is 31st March, 2023.

NOTE: After completion of procedure submit a copy of acknowledgment to Mr. Enayat Karim.


Prof. Sheela W. Sakhare
Exam Chairperson




Dr. Chandra B. Maurya

Principal
Sanpada College Of Commerce & Technology
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Sanpada, Navi Mumbai - 400 705.



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E-mail : enquiry@scct.edu.in • Website: www.scct.edu.in

Date: 15/04/2023

NOTICE

THIRD YEAR ATKT EXAM FORM

SEMESTER - V

Third year B.A.F. and B.M.S. students should note that, those who desire to fill up the forms of ATKT examination April/May, 2023. They should fill their forms in between 17th April to 21st April, 2023.


Form fees and other details are as follows:-

One Subject	300/-
Two Subject	500/-
Three or more Subject	1000/-

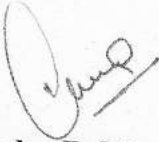
➤ Required Documents:-

1. Previous Result
2. Latest colour Photograph

Instruction: After the last date (21st April, 2023), University portal (Inward Link) will be closed and the examination forms will not be accepted by the University of Mumbai. Please note.


Prof. Sheela W. Sakhare
Exam Chairperson




Dr. Chandra B. Maurya
Principal
Sanpada College Of Commerce & Technology



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 Tel: 022-27758715 / 022-27752213 • Fax: 022-27750351
 E-mail : enquiry@sct.edu.in • Website: www.scct.edu.in

Date: 25/04/2023

NOTICE

THIRD YEAR ATKT EXAM FORM

SEMESTER - V

Third year B.A.M.M.C students should note that, those who desire to fill up the forms of ATKT examination April/May, 2023. They should fill their forms in between 25th April to 29th April, 2023.


Form fees and other details are as follows:-

One Subject	300/-
Two Subject	500/-
Three or more Subject	1000/-


➤ Required Documents:-

1. Previous Result
2. Latest colour Photograph

Instruction: After the last date (29th April, 2023), University portal (Inward Link) will be closed and the examination forms will not be accepted by the University of Mumbai. Please note.


 Prof. Sheela W. Sakhare
 Exam Chairperson




 Dr. Chandra B. Maurya
 Principal
 Sanpada College of Commerce & Technology
 Sector - 2, Plot No. 3, 4 & 5, Sanpada (E)



ORIENTAL EDUCATION SOCIETY'S

SANPADA COLLEGE OF COMMERCE & TECHNOLOGY

Affiliated to The University of Mumbai

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Tel: 022-27758715 / 022-27752213 • Fax: 022-27750351
E-mail : enquiry@sctt.edu.in • Website: www.sctt.edu.in

Date: 06/05/2023

NOTICE

REVALUATION (SEMESTER - V)


Third year B.M.S. students should note that, those who desire to fill up the forms for Revaluation November/December 2022. They should follow the following link:-

Path for Online Application:-


www.mu.ac.in → Examination → Application for Revaluation

Last date is 15th May, 2023.

NOTE: After completion of procedure submit a copy of acknowledgment to Mr. Enayat Karim.


Prof. Sheela W. Sakhare
Exam Chairperson




Dr. Chandra B. Maurya
Principal

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 Tel: 022-27758715 / 022-27752213 • Fax: 022-27750351
 E-mail : enquiry@scct.edu.in • Website: www.scct.edu.in

Date: 25/10/2023


NOTICE (SENIOR COLLEGE)

All T.Y. teachers are hereby informed to assess TY University Paper on daily basis and complete 1.5 quota as per University of Mumbai.




Principal

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Onscreen Digital Evaluation

Technical Support: 08069459918; mu.osdeshelpdesk@gmail.com

Your IP Address: 103.85.181.136

User Login


User ID

Password

Login

[Forgot Password?](#)




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(OSM) Interface for Online Assessment of Third Year Answer sheet

Session ID: WT1PRSCQ4BFDC1WCWZZV45E User: [Deepti Menon](#) [Logout](#)

Onscreen Digital Evaluation

Get Faculty Evaluation Summary
Get User Guides
Evaluated Scripts List
Number of Scripts Valued today:0
Choose Subject to begin Evaluation

Event	Program	Subj Code	Subject Description	Total
MU OCT23	Bachelor of Commerce	44306	Financial Services Management	945



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mupd_0604

Password *

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1 of

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Please click on one of the the "Match This" button below to match with your face.




Match This




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Match This



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- 0/0
- Active Exams




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- Dashboard
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- Profile
- Face Capture
- Program Selection

Active Exams / View

Download Question Papers

No results. Either there are no tests active or you do not have access to courses. Please try later or contact your administrator.



A handwritten signature in blue ink, consisting of a stylized name followed by a long horizontal line.

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Interface for Digital Examination Paper Download System




Dashboard

Notices

1
University of Mumbai (DEPDSI) Exam Date - 14/12/2023 (Afternoon Session)
Question Paper link will be active on 01:30 PM to 2:30 PM.
Login to MUAPPS software > Exam > Active Exam to download papers, if any Queries please contact on 02226532034, and Email : manuscripts@exam.mu.ac.in
2023-12-14 12:58:33 (agprasadmm)

2
University of Mumbai (DEPDSI) Exam Date - 14/12/2023 (Morning Session)
B.Com and Law Question Paper link will be active on 09.00 AM to 10.30 AM, and Other Question Paper link will be active on 09.30 AM to 10.30 AM.
Login to MUAPPS software > Exam > Active Exam to download papers, if any Queries please contact on 02226532034, and Email : manuscripts@exam.mu.ac.in
2023-12-14 09:32:52 (agprasadmm)




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University of Mumbai



Phone No.- 022-26543035/2653 0283
E-mail ID - cap@exam.mu.ac.in

Dy. Registrar, CAP Cell,
Mahatma Jyotirao Phule Bhavan,
Vidyanagari, Santacruz (East),
Mumbai - 400 098

No. Exam. / CAP / 255 / 2013

26th March, 2014

To,
The Principal,

Dear Sir / Madam,

Hon'ble Vice-Chancellor is pleased to appoint you as a CAP Director to conduct Central Assessment Programme (CAP) for assessment / moderation of answer books at the All Commerce Faculty Examinations stated below to be held in the First Half of the year 2014.

Sr. No.	Exam
1	60/40
	100
	Sem V (CBSGS)
	Sem VI (CBSGS)
2	B.Com. (Banking & Insurance)
	Sem V
	Sem VI
	Sem V (CBSGS)
3	B.Com. (Financial Management)
	Sem V
	Sem VI
	Sem V (CBSGS)
4	B.Com. (Accounting & Finance)
	Sem V
	Sem VI
	Sem V (CBSGS)
	Sem VI (CBSGS)

Sr. No.	Exam
5	BMS
	Sem V
	Sem VI
	Sem V (CBSGS)
6	M.Com (E.Comm)
	Sem VI (CBSGS)
	Sem I
	Sem II
7	M.Com (E.Comm)
	Sem III
	Sem IV
	Sem I (CBSGS)
8	M.Com.
	Sem II (CBSGS)
	Sem III (CBSGS)
	Sem IV (CBSGS)
	Part I
	Part II
	Part I (Sem I) (CBSGS)
	Part I (Sem II) (CBSGS)
	Part II (Sem III) (CBSGS)
	Part II (Sem IV) (CBSGS)

In this connection, I am directed to inform you that in the capacity of CAP Director you are required to perform the following duties during the Central Assessment Programme.

- To co-ordinate, control, monitor and supervise the work of assessment / moderation of answer books of the examinations. To get assessed answer books from the concerned faculty of your college having at least one year teaching experience.
- To contact the Principals of the concerned Lead Colleges for appointment of moderators and to get answer books duly moderated from the concerned experienced teachers. In any case, Colleges should not appoint in house faculty as a moderator, which may please be note. The list of lead colleges alongwith college attached to them is enclosed herewith.



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3. To ensure that the work of assessment / moderation which is to be completed within a stipulated period as per the schedule prescribed for the purpose i.e. 10 days, so as to enable the University to declare the results within 30 days stipulated time, as per Section 72 of Maharashtra Universities Act, 1994.
4. To submit the mark-list(s) to the University along with the bills of remunerations prepared by the respective Chairman.
5. To arrange to pay for T.A. / D.A. & Local conveyance (if applicable), CAP Allowance, Remuneration and any other payments & to submit the Income & Expenditure statement along-with Utilisation Certificate as prescribed by the University.
6. To depute Sr. Teacher of your College to work as CAP Co-ordinator, who will assist you to perform CAP work. The CAP Co-ordinator will be assisted by Cashier-cum-Accountant, a Clerk and a Peon working in your College & to be deputed for this work.
7. An advance amount calculated at the proportion of answer books sent to your cluster; towards the payments payable to Examiners / Moderators will be sent to you soon.
8. The Administrative expenses @ Rs.4/- per answer books is to be distributed amongst the staff of your college working for CAP work. The pattern of Honorarium to be paid to the staff members of the CAP will be as follows:

1. Director / Principal	(One)	Rs.1/- per answer book
2. CAP Co-ordinator	(One)	Rs.1/- per answer book
3. Cashier-cum-Accountant	(One)	Rs.0.50/- per answer book
4. Clerk	(One)	Rs.0.50/- per answer book
5. Peon	(One)	Rs.0.50/- per answer book
6. Contingency & Administrative Expenses		Rs.0.50/- per answer book
9. From this year answer books will be collected back on alternate day. Hence, you are requested to arrange to make bundles of assessed & moderated answer books & to make them ready for dispatch, as soon as work completed.
10. Any other work related to examination which may be entrusted to you by the Hon'ble Vice-Chancellor from time to time for timely declaration of the results.

You are therefore requested kindly to expedite the work of assessment / moderation of the answer books.

Thanking you and looking forward to your valued co-operation.

With regards

Yours,



Dr. Padma Deshmukh
Controller of Examinations



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Sanpada, Navi Mumbai - 400 705.



University of Mumbai



Phone No.- 022-26543035/2653 0283
E-mail ID - cap@exam.mu.ac.in

Dy. Registrar, CAP Cell,
Mahatma Jyotirao Phule Bhavan,
Vidyanagari, Santacruz (East),
Mumbai - 400 098.

No. Exam. / CAP / 256 / 2013

26th March, 2014

Circular

As per the directions of Hon'ble Vice-Chancellor, I am directed to inform you that all the CAP Directors / Principals of the Cluster Centres are hereby requested to note the decisions taken regarding the CAP work.

1. The CAP Director shall ensure that the Subject wise assessment should start by 3rd / 4th day soon after that subject examination paper. As per provisions of Section 72 of the Maharashtra Universities Act, 1994, results of the examinations should be declared by the University within 30 days, hence assessment work should be finished within next 10 days, which pls note.
2. The CAP Director shall ensure that CAP Co-ordinators shall be in touch with University CAP Cell all the time and shall give day to day status of Assessment / Moderation, preferably at 4.00 p.m. every day, so as to enable as to solve any problem / difficulty during assessment. He shall also instruct CAP Co-ordinator to forward through email the daily progress report & the list of the teachers attended the CAP on day to day basis as per pro-forma attached herewith. It is compulsory to send this daily programme report on every day, so as to enable as to compile & to send the same to Hon'ble Vice Chancellor & Pro Vice Chancellor. (Annexure "E")
3. The CAP Director shall ensure to invite & appoint the eligible teachers those having teaching experience of more than one year in the particular subject. However, the preference shall be given to the Regular & Senior Teachers first, then, the more experienced teacher & finally the Jr. Teachers. It should also be ensure that the sufficient number of moderators shall also be appointed. You are also requested to invite the eligible teachers from other nearby colleges as per your requirement.
4. You will be provided with the Appointment Letter duly signed by the Controller of Examinations. You are required to counter sign the copy and issue the same to the eligible Examiners / Moderators reported at your CAP Centre, after verifying the identity of the teacher.
(Annexure "A")
4. The Teachers reported for CAP shall bring the recommendation letter from the principals of their respective college & proof of Identity Card, i.e. college ID, Pan Card, Driving Licence, Passport, Adhar Card, etc. and produce the same to CAP Director / Co-ordinator.

The CAP Director shall ensure that the moderation work shall also start side by side with assessment work and also filling & bubbling of Mark Lists.

[Signature]
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6. It has been also decided to collect back the assessed / moderated answer books as alternate days. You are therefore, requested to arrange to make the bundles of assessed & moderated answer books and keep them ready for dispatch.
7. It has been also decided to make all payments towards the T.A.D.A. & Local Conveyance (if applicable), Remuneration, CAP Allowances & Administrative Expenses immediately at the CAP Centre itself. However, University Rules & Circulars regarding such payments shall be strictly followed.
8. In order to make these payments on the spot, an advance amount calculated in proportion with No. of answer books sent to your CAP Centre is reaching to you very soon.
9. Advance amount sent to you is proportionate with the Answer books sent to your Cluster and will be sufficient to mitigate all these payments. However, if by any reason, this amount is exhausted, you are requested to spend the required additional amount from your college fund and submit the details of expenditure in the prescribed format. University shall arrange to pay such excess amount expanded by the college after settlement of advance amounts.
10. The Remuneration shall be paid as per the rates specified by the University and circulated vide its Circular dated 26th March, 2014, (Annexure "B")
11. CAP Allowance at the rates specified by the University printed at the back side of claim forms shall be paid in following manner. However, if a person works for more than 2 days the average can be taken for the purpose of calculating the CAP allowance. (Annexure "F")
 - i) for 40/50/60 marks paper - 40 answer books - Full CAP allowance
 - ii) for 75/80 marks paper - 30 answer books - Full CAP allowance
 - iii) for 100 marks paper - 25 answer books - Full CAP allowance

Failing of which, full CAP Allowance will not be sanctioned which please note. However, The teacher who works for more than 2 days, average could be taken to calculate the CAP allowance.

12. Regarding payment of T.A.D.A. & Local Conveyance, your attention is invited at the provision of ordinance 203, Schedule 'D', (Clause (B) given below

" No traveling allowance and daily allowance shall be paid to any person for the journeys performed by him for attending meeting / work for the purpose specified in Schedule 'A', if such meeting / work is attended at one's normal place of duty / profession, notwithstanding the fact such he / she may on vacation / long leave or on duty."



Accordingly, T.A. / D.A. & Local Conveyance shall be paid to only such teachers, those who are working in other colleges but have reported at your college either for Assessment / Moderation, which means the teachers working in your college will not be given T.A. / D.A. & Local Conveyance, to be noted.

[Signature]
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 Sarpada College Of Commerce & Technology
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 Sarpada, Mumbai-400 705.

13. The CAP Director shall also depute one Sr. Teacher as CAP co-ordinator, one Cashier-cum-Accountant, one Clerk and one Peon to look after the administrative, accounting & clerical work of the CAP from your College staff and ensure that TA DA, Local Conveyances, CAP Allowance and Remuneration are to be paid on the same day. Honorarium payable to the Teacher(s) working in your college and remuneration to, non-teaching staff is to be paid at the end of CAP.
14. The CAP Director shall arrange to prepare the Accounts statement in the prescribed format and get it certified from the Principal/CAP Director. Principal of the College shall countersign the Utilization Certificate and remit the balance amount to the University or ask for the excess amount expended by College, whichever is applicable.
(Annexure "C")
15. You are also aware that, No Chartered Accountant's Certificate is required now. Therefore, Rs.1000/- towards Chartered Accountant's fee is not to be expanded, which pls note.
16. The Balance amount and Accounts Statement shall be sent to University along with Utilisation Certificate within one week after completion of CAP work, which please note.
17. Every college is required to assess the answer books tune to 1.5 time that of student strength of respective Cluster / College. However, this number is only indicative and it is the responsibility of all Colleges to assess additional number of answer books, if required and continue to assess / moderate till entire CAP work is finished.
18. The CAP Director will be overall responsible for smooth functioning and progress of the CAP Cluster. He shall keep strict vigilance on assessment & moderation of answer books. They shall also ensure the safe & secure custody of answer books till University collect them back.

Hon'ble Vice-Chancellor has also directed to inform all the colleges that "University Examination work including CAP should be treated Top Priority & College Examinations & other work afterwards. Those who failed to provide the sufficient teachers for assessment their results will not be declared and entire responsibility lies on such Colleges."

Please find enclosed herewith all necessary forms and enclosures for your ready reference.

With regards,



PRINCIPAL

Sanpada College Of Commerce & Technology
Sector - 2, Plot No. 3, 4 & 5, Sanpada (E),
Sanpada, New Mumbai - 400 705.

Yours,

Dr. Padma Deshmukh
Controller of Examinations

University of Mumbai

Norms for Moderation of Answer-books(as per ordinance-5046)
(For Faculty of Arts, Science, Commerce, Fine Arts, Law & Education)

Maximum Marks	Passing Marks	FAILING BY 10% OF THE TOTAL MARKS OF THE PAPER	FIRST CLASS AND ABOVE	MARKS BETWEEN PASSING AND FIRST CLASS
		100 % Moderation	100 % Moderation	5 % Moderation on Random Basis
100 Marks Paper	35	25 to 34 Marks	60 Marks & Above	35 to 59
	40	30 to 39 Marks	60 Marks & Above	40 to 59
80 Marks Paper	28	20 to 27 Marks	48 Marks & Above	28 to 47
	32	24 to 31 Marks	48 Marks & Above	32 to 47
75 Marks Paper	25	17 to 24 Marks	45 Marks & Above	25 to 44
	30	22 to 29 Marks	45 Marks & Above	30 to 44
60 Marks Paper (Revised)	21	15 to 20 Marks	36 Marks & Above	21 to 35
	24	18 to 23 Marks	36 Marks & Above	24 to 35
50 Marks Paper (Revised)	17	12 to 16 Marks	30 Marks & Above	17 to 29
	20	15 to 19 Marks	30 Marks & Above	20 to 29

NOTE :

- 1) If Answer-books are to be assessed section-wise, the moderation norms should be applied on pro – rata basis of the marks in each section.
- 2) The Answer-books should be moderated as per above Moderation Rules Only.
- 3) Papers not falling in Moderation Range should not be moderated, which pls note.



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[Signature]
CONTROLLER OF EXAMINATIONS

UNIVERSITY OF MUMBAI

ORDINANCE 5050 :

1. (a) On receipt of a report regarding use of unfair means by any student at any University examination, including breach of any of the rules laid down by the University Authorities, for proper conduct of examination, the Board of Examinations shall have power at any time to institute inquiry and to punish such unfair means or breach of the rules by exclusion of such student from any University examination or from any University course in a College or Recognised Institution or in the University Department or from any Convocation for the purpose of conferring degree either permanently or for a specified period, or by cancellation of the result of the student in the University examination for which the student appeared or by deprivation of any University Scholarship held by him/her or by cancellation of the award of any University prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways *within a period of one year.*
 - (b) Where the examinations of the University courses are conducted by the constituent Colleges /Recognised Institutions on behalf of the University, the Principal/Head of the concerned constituent College/Institution, on receipt of a report regarding use of unfair means by any student at any such examination, including breach of any of the rules laid down by the University Authorities or by the College/Institution for proper conduct of examination, shall have power at any time to institute inquiry and to punish such unfair means or breach of any of the rules by exclusion of such a student from any such examination or any University course in any College/Institution either permanently or for a specified period or by cancellation of the result of the student in the College/Institution examination for which he/she appeared or by deprivation of any College/Institution Scholarship or by cancellation of the award of any College/Institution prize or medal to him/her or by imposition of fine or in any two or more of the aforesaid ways.
 - (c) On receipt of report regarding malpractices used or lapses committed by any paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination held by the University or Colleges or Recognised Institution including breach of the rules laid down for proper conduct of examination, the Board of Examinations, in the cases of the University examinations or the Management Body in the cases of the examinations conducted by the College/Institution on behalf of the University, as the case may be, shall have power at any time to institute inquiry and to punish such malpractices or lapses by declaring disqualified the concerned paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination from any examination work either permanently or for a specified period or by referring his/her case to the concerned authorities for for taking such disciplinary action as deemed fit as per the rules provided for or in any two or more of the aforesaid ways.
2. **Competent Authority :**
 - (i) The Board of Examinations of the University constituted under the provisions of Section 31(3) shall be the competent authority to take appropriate disciplinary action against the students using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the University.
 - (ii) The Principal of the constituent College or Head of the Recognised Institution shall be the competent authority to take appropriate disciplinary action against the student/s using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College or Institution on behalf of the University.
 3. **Definition-Unless the context otherwise requires :**
 - (a) "Student" means and includes a person who is enrolled as such by the University/College/Institution for receiving instruction qualifying for any degree, diploma or certificate awarded by the University. It includes ex-student and student registered as candidate (examinee) for any of the degree, diploma or certificate examination.
 - (b) "Unfair means" includes one or more of the following acts or omissions on the part of student/s during the examination period.
 - (i) Possessing unfair means material and or copying therefrom.
 - (ii) Transcribing any unauthorised material or any other use thereof.
 - (iii) Intimidating or using obscene language or threatening or use of violence against invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
 - (iv) Unauthorisedly communicating with other examinees or anyone else inside or outside the examination hall.
 - (v) Mutual/Mass copying.



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J.5.13-02.

- 2
- (vi) Smuggling-out, either blank or written, or smuggling-in of answerbooks as copying material.
- (vii) Smuggling-in blank or written answerbook and forging signature of the Jr. Supervisor thereon.
- (viii) Interfering with or counterfeiting of University/College/Institution seal, or answerbooks or office stationary used in the examinations.
- (ix) Insertion of currency notes in the answerbooks or attempting to bribe any of the persons connected with conduct of examinations.
- (x) Impersonation at the University/College/Institution examination.
- (xi) Revealing identity in any form in the answer written or in any other part of the answerbook by the student at the University or College or Institution examination.
- (xii) Or any other similar act/s and/or omission/s which may be considered as unfair means by the competent authority.
- (c) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s.
- (d) "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the student (examiner) or on wood or other material, in any manner or in the form of chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- (e) "Possession of unfair means material by a student" means having any unauthorised material on his/her person or desk or chair or table or at any place within his/her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- (f) "Student found in possession" means a student, reported in writing, as having been found in possession of unfair means material by Jr. Supervisor, Sr. Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided report to that effect is submitted by the Sr. Supervisor or Chief Conductor or any other authorised person to the Controller of Examinations or Principal or Head of the Institution concerned or any officer authorised in this behalf.
- (g) "Material related to the subject of examination" means and includes, if the material is produced as evidence, any material certified as related to the subject of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the subject of the examination.
- (h) "Chief Conductor" means Principal of the College concerned or Head of the *University Department* or Recognised Institution concerned, where concerned examination is being conducted, and any other person duly authorised by him or person appointed as in-charge of examination, *by prior approval* of the University.
4. During examination, examinees and other students shall be under disciplinary control of the Chief Conductor/s.
5. Chief Conductor/s of the Examination Centre shall, in the case of unfair means, follow the procedure as under :-
- (i) The student shall be called upon to surrender to the Chief Conductor the unfair means material found in his or her possession, if any, and his/her answerbook.
- (ii) Signature of the concerned student shall be obtained on the relevant materials and list thereon. Concerned Sr. Supervisor and the Chief Conductor shall also sign on all the relevant materials and documents.
- (iii) Statement of the student and his/her undertaking in the prescribed format and statement of the concerned Jr. Supervisor and Sr. Supervisor shall be recorded in writing by the Chief Conductor (Appendix-C). If the student refuses to make statement or to give undertaking the concerned Sr. Supervisor and Chief Conductor shall record accordingly under their signatures.




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Sanpada, Near Mumbai

- (iv) Chief Conductor shall take one or more of the following decisions depending upon seriousness/ gravity of the case :
- In the case of impersonation or violence, expel the concerned student from the examination and not allow him/her to appear for remaining examination.
 - Obtain undertaking from the student to the effect that decision of the concerned competent authority in his/her case shall be final and binding and allow him/her to continue with his/her examination.
 - May report the case to the concerned Police Station as per the provisions of Maharashtra Act No. XXXI 1982—An Act to provide for preventing mal-practices at University; Board and other specified examinations.
 - Confiscate his/her answerbook, mark it as "suspected unfair means case" and issue him/her fresh answerbook duly marked.
- (v) All the materials and list of material mentioned in sub-clause (i) and the undertaking with the statement of the student and that of the Jr. Supervisor as mentioned in clause No. (ii) and (iii) and the answerbook/s shall be forwarded by the Chief Conductor, alongwith his report, to the concerned Controller of Examinations/Principal/Head of the Institution, as the case may be, in a separate and confidential sealed envelope marked "Suspected unfair means case".
- (vi) In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor or concerned authorised person shall record the facts in writing and shall report the same to the concerned Controller of Examinations/Principal/Head of the Institution, as the case may be.

6. Procedure to be followed by Examiner during Assessment :

If the examiner at the time of assessment of answerbook suspects that there is a *prima-facie* evidence that the student/s whose answerbook/s the examiner is assessing appears to have resorted to unfair means in the examination, the examiner shall forward his/her report, preferably through the Chairman in the subject, alongwith the evidence, to the Controller of Examinations/Principal/Head of the Institution, as the case may be, with his/her opinion in separate confidential sealed envelope marked as "Suspected unfair means case".

7. Case of unfair means having *prima-facie*, reported to the University/College/Institution by the Chief Conductor/Jr./Sr. Supervisor and or examiners shall be inquired into by the committee appointed by the Board of Examinations/Principal/Head of the Institution, as the case may be. In the event cases of unfair means reported through any other sources, the concerned Officer/In charge of the Sub-section/Unit to which the case is primarily pertained, at the Examination Section of the University/College/Institution shall scrutinise the case, collect preliminary information to find out whether there is *prima-facie* case so as to fix up primary responsibility for framing a charge sheet and then shall submit the said case with his/her primary report to the concerned Competent Authority. If the Competent Authority is satisfied that there is a *prima-facie* case it shall place the same before the Unfair Means Inquiry Committee for further investigation. The concerned Officer of the Sub-Section/Unit through which the case has originated or the case is pertaining to, shall be the Presenting Officer of the case before the Inquiry Committees, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.

8. Examination Result/s of the concerned student/s involved in such cases shall be held in reserve till the Competent Authority takes final decision in the matter and the concerned student/s and the College/Institution to which he/she belongs to, shall be informed accordingly.

9. Appointment of Unfair Means Inquiry Committee :

- For the purpose of investigating unfair means resorted to by students at the University examination, the Board of Examinations shall appoint a Committee in terms of the provisions made under Section 32(6)(a) of the Maharashtra Universities Act 1994. The term of the Committee shall be five years subject to provisions of Section 42 and 43 of the said Act.
- For the purpose of investigating unfair means resorted to by students at the examination held by the College/Institution, the Unfair Means Inquiry Committee appointed by the College/Institution shall consist of five teachers (other than the Principal./Head) to be nominated by the Principal/Head of the Institution, one of whom shall be designated as Chairperson. The members appointed on the College/Institution Examination Committee shall not be appointed as members on the Unfair Means Inquiry Committee.
- The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to concerned competent authority, which will issue final orders with regard to the penal action to be taken against the student/s after taking into account the reported facts and findings of the case by the Committee and after ensuring whether



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reasonable opportunity has been given to the concerned implicated student in his/her defence, the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

10. Procedure of the Committee should be as under :

- (i) The Controller of Examinations of the University/Principal of the College or Head of the Recognised Institution, or the Officer authorised by them, as the case may be, shall inform the student concerned in writing of the act of unfair means alleged to have been committed by him/her, and shall ask him/her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice be imposed.
- (ii) The student may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with written reply/explanation to the show cause notice served on him/her therein. The student himself/herself only shall present his/her case before the Committee.
- (iii) The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the student should be shown to him/her by the Inquiry Committee, if the student presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of delinquent.
- (iv) Reasonable opportunity, including oral hearing, shall be given to the student in his/her defence before the Committee. The reply/explanation given by the student to the show cause notice shall be considered by the Committee before making final recommendation in the case.
- (v) The Committee should follow the above procedure in the spirit of the principle of natural justice.
- (vi) After serving a show cause notice, if the implicated student fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the student may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances if the student concerned fails to appear before the Committee, the Committee shall take decision in his/her case in *absentia*, on the basis of the available evidence/documents, which shall be binding on the student concerned.
- (vii) The Committee shall submit its report to the concerned competent authority alongwith its recommendations regarding punishment to be inflicted or otherwise.

11. Punishment :

The Competent Authority concerned i.e. the Board of Examinations in the cases of University examination, the concerned Principal in the cases of College examination, and the Head in the cases of examination held by the Recognised Institution, after taking into consideration the report of the Committee shall pass such orders as it deems fit including granting the student benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose any one or more of the following punishments on the student/s found guilty of using unfair means :

- (a) Annulment of performance of the student in full or in part in the examination he/she has appeared for.
- (b) Debarring student from appearing for any examination of the University or College or Institution for a stipulated period not exceeding five years.
- (c) Debarring student from taking admission for any course in the University or College or Institution for a stipulated period not exceeding five years.
- (d) Cancellation of the University or College or Institution Scholarship/s or award/s or prize or medal etc. awarded to him/her in that examination.
- (e) 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.
- (f) As far as possible the quantum of punishment should be as prescribed (category wise) in Appendix-A.
- (g) The student concerned be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised by it in this behalf, under intimation to the College/Institution he/she belongs to.



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