

**B. P. S. MAHILA VISHWAVIDYALAYA, KHANPUR KALAN, SONIPAT**  
**Department of Commerce**  
**Ordinance of M.Com. (Two year programme)**  
**(w.e.f. July 2018)**

**1. Definitions :**

- 1.1 **Programme** stands for **M.Com.**
- 1.2 **Credit** is the weightage assigned to a Paper in terms of contact hours.
- 1.3 **Grade** stands for a letter grade assigned to a student on the basis of evaluation of a Paper on the 10 point scale.
- 1.4 **Grade point** stands for the numerical equivalent of the letter grade.

**2. Duration :**

The duration of the M.Com. programme shall be of **four semesters**. Each semester shall be of **90 working days**. However, all candidates will be required to complete this programme within the maximum period of four years.

**3. Admission :**

3.1 **Eligibility:** A candidate is eligible to take admission in M.Com. programme, who has passed the degree of Bachelor of Commerce (Hons.) or B.B.A. from this university or Bachelor of Commerce (Accounting & Finance) or Bachelor of Commerce (Banking & insurance) or B.Com. or B.A. with commerce or any other examination from any other recognized university as equivalent there to with at least 50% marks (47.5% marks in case of SC/ST candidates/ person with disability) is eligible for admission to M.Com Course.

3.2 No candidate who is in employment (full time/part time/honorarium service) shall be eligible to take admission in M.Com. without taking leave from her institution/ office etc from the date of admission to the termination of programme including other essential requirements. She has to submit an affidavit in this regard. If found violations of this rule her admission shall stand cancelled.

3.3 **Procedure :**

Admission shall be done on the basis of merit in the UG degree or any other criteria adopted by the University.

**4. Fees :**

The Programme fee shall be paid by the candidate as prescribed by the University from time to time.

**5. Teaching Methodology :**

The Methodology shall include class room teaching, assignment, practical work, seminar, workshop, presentations, group discussions, quiz, field work, and project work etc.

## 6. Credit Weightage :

Each Paper has a certain number of credits which reflect its weightage. Credits of a Paper are evaluated as under:-

- 6.1 **Lecture:** One credit per lecture per week per semester will generally be adopted.
- 6.2 **Tutorial:** One credit per tutorial hour per week per semester will be adopted.
- 6.3 **Practical:** One Credit per hour per week per semester will be assigned.
- 6.4 **Seminar/Colloquium/Group Discussion:** Half credit each.
- 6.5 **Dissertation:** 5 credits are fixed for Dissertation.

## 7. Examination:

- 7.1 At the end of the each semester, there shall be an examination where each candidate shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as first semester examination, second semester examination, and third semester examination and so on.
- 7.2 The medium of instruction for examination shall be Hindi and English.
- 7.3 The examination in each semester will be held according to the syllabi approved by the Board of Studies. The Board of examiners shall be appointed for each course and shall be recommended by the Post Graduate Board of Studies (PG BOS).
- 7.4 The examination shall consist of theory papers and practical examination. Theory papers are to be set by the internal/external paper setters appointed by the Vice-Chancellor from a panel of examiners submitted by the chairman of the department duly approved by the BOS of the concerned department.
- 7.5 For practical examination viva-voce shall be conducted jointly by the external and internal examiners. If an external examiner is not able to join, alternate examiner (including those of the same University dept.) may be appointed by the Chairperson of the concerned dept. with the intimation to the Controller of Examinations in the following preferential order: i) From outside ii) From BPSMV, Khanpur Kalan.
- 7.6 The examination for all even & odd semester will normally be held in December/January and also in May/June on such date as provided by the University. The concerned teacher/course coordinator should ensure that 100% syllabus is covered in each subject before the semester examination.
- 7.7 Every course is coordinated by a member of the teaching staff of the department which is offering the course in a given semester. This faculty member is called the course coordinator. She has the full responsibility for conducting the course, coordinating the work of the other members of the faculty involved in the course, holding the minor test and assignments. For any difficulty, the student is expected to approach the course coordinator for advice and clarification. All the responsibilities from teaching to the award of final grade will be of the course-coordinator.

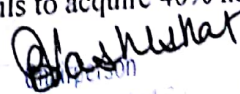
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Chairperson  
Department of ...  
Bhagat ...  
Khanpur Kalan (Bihar)



- 7.8 Every student has to appear in the minor tests. If a student does not take a minor test, she shall be awarded zero marks in the test. The marks obtained in sessional/practical/theory/drawing/general proficiency are to be submitted to the examination branch duly signed by the Chairperson of the department before the close of semester examination. The examination branch/course coordinator shall convert the marks in to equivalent grades as per the grading procedure.
- 7.9 If a candidate, after attending the classes for the course of studies in the Department either not appeared or having appeared in any semester examination has failed in one or more papers for that examination, she can appear for such papers at subsequent examinations without attending a fresh course of studies for that semester such a candidate may, in the meantime, prosecute her studies for the next semesters. Supplementary examinations for the last two semesters will be held after six months i.e. for odd semester in the month of May and for even semester in the month of December/January.
- 7.10 For holding the Minor Tests during even and odd semester the schedule of minor exam shall be laid down by teacher(s) concerned in consultation with the Chairperson of the Department as the case may be and shall be made known to the students at the commencement of each semester.
- 7.11 If any of the department wants to alter the dates due to some reason to the satisfaction of the Chairperson of the Department, the date for conduct of Major Test should not go beyond the 1<sup>st</sup> week of January so that the results are not delayed.
- 7.12 For Minor Test, the syllabus for Examination will be what is covered in particular term. The Major Test will be based on the entire syllabus. Every teacher will submit in writing to the Chairperson at the end of term i.e. intervening period between Minor Tests and Major Test, the content of the syllabus covered during the term.
- 7.13 The examination branch will design standardized formats for maintaining the following records at the Department level:-
- 1 Minor Test Awards
  - 2 Major Test Awards
  - 3 Awards and Co-curricular Activities with details of activities.
  - 4 Consolidates Results.
- 7.14 **Re-appear Examination**  
A student having re appear in even/odd semester up to 2<sup>nd</sup> semester may reappear in the examination with the regular students. The students having re appear in final year (3<sup>rd</sup> & 4<sup>th</sup> semester) or pass out students may reappear in both even and odd semester's regular examination.

## 8. Evaluation & Grading:

- 8.1 The assessment will be 20 % Internal and 80% External.
- 8.2 The students will have to obtain 40% in external examination and 40% in the aggregate of internal and external. In case a student fails to acquire 40% in the

  
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aggregate of the internal and external, she will be awarded re-appear in the theory (external) paper of that subject. There will be no re-appear in the internal assessment. The marks obtained in the internal assessment of a subject shall be carry forwarded, if a student gets re-appear in the external examination.

8.3 The weightage for internal evaluation is as follows :-

Component	Weightage
8.3.1 Class tests/minor test/Sessional tests	10% i.e. 10 marks out of 100
8.3.2 Assignments/Presentations/Seminars/ Group Discussions	5% i.e. 5 marks out of 100
8.3.3 Attendance	5% i.e. 5 marks out of 100.

Less than 60%	0 marks
Up to 65%	1 marks
Up to 70%	2 marks
Up to 75%	3 marks
Up to 80%	4 marks
Above 80%	5 marks

#### 8.4 Ad-hoc Grace

If there is any discrepancy/out of syllabi/printing error/untoward incident during the examination, the matter shall be referred to a standing committee of

- Controller of Examination
- HOD of the concerned department
- One faculty member concerning the subject

The committee may recommend re-conduct of the paper or uniform grace marks to all but that should not exceed 10% marks of that particular paper.

#### 8.5 Dissertation:

Students will have to complete a Research Project during their M.Com. Programme. The topic of which will be assigned by the concerned teacher designated by the Chairperson, Department of Commerce in the beginning of third semester. The student will be required to complete the Project work and submit the report one month before the commencement of the fourth semester examinations. Along with it they are required to make a presentation before a committee duly constituted by the Chairperson, Department of Commerce consisting of two teachers of the concerned area and the research supervisor. The dissertation will be accepted for submission and evaluation when at least one research paper out of the project work has been published or accepted in a research journal, or presented in any national Conference/ Seminar. If a student fails to do so, then she has to give the presentation of the dissertation before a board constituted by the Chairperson of Department of Commerce. The dissertation shall be evaluated by two examiners including the supervisor and one teacher of the commerce appointed by the Chairperson of the Department, through viva voce.



### 8.6 Moderation of Marks:

(a) Internal Examinations:- If there are more than one teacher associated in any internal assessment, one of the member be made co-coordinator by the concerned HOD and he along with the others can moderate the marks to maintain uniformity so that no student get undue advantage or disadvantage. It can be done by fixing criteria before hand.

(b) External examinations: if there is unusual variation (very high or very low) in the awards, the COE may refer the matter to a Moderation Committee consisting of

(i) Controller of Examinations

- (i) Controller of Examinations
- (ii) HOD of the Department of Commerce.
- (iii) One faculty member of Commerce.

As per recommendation of the committee the result may be revised.

In case, the candidate is fail or has failed in the internal examination, the internal examiner may conduct the re-examination as and when feel suitable with prior approval of the Head of the Department.

(c) **Grace Marks:** Grace marks shall be awarded in any internal, external, practical, viva-voce or other examination as per the norms of University.

## 8.7 Grading

The academic performance of a student shall be graded on a scale as prescribed by the university. The award of grades based upon marks obtained out of 100 shall be made as follows:

Academic Performance	Letter Grades	Grade Points (p)
Outstanding	A <sup>+</sup>	
Extraordinary	A	10
Excellent	B <sup>+</sup>	09
Very Good	B	08
Good	C <sup>+</sup>	07
Average	C	06
Poor	D	05
Fail	E	04
		03

8.7.1. For the award of grades in a subject, all component wise evaluation shall be done in marks. The award of grades based on absolute marks (irrespective of no students) out of 100 shall be made as follows:-

<u>Marks</u>	<u>Grade</u>
90 and above	A
80 and above	B
70 and above	C
60 and above	D
50 and above	E
40 and above	F
30 and above	G
20 and above	H
10 and above	I
Below 10	J

<u>Marks</u>	<u>Grade</u>	<u>Marks</u>
90	$\leq$ A <sup>+</sup>	$\leq$ 100
80	$\leq$ A	$<$ 89

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card. The weightage of these grades is not counted in the calculation of the CGPA, however, these are counted in the calculation of the SGPA.

The candidate having D or E Grades in any Odd and Even semester's examination would be given a chance to improve the grade. On improving the D or E Grade, the improved grade will be counted towards calculation of SGPA/CGPA. The examinations for reappear in any subject(S) in the odd semester and that of in the even semester shall be held in the respective semesters along with the regular students. In addition to above, examination for reappear in the subjects in odd semesters will also be held during the even semester examinations and vice-versa.

- 8.7.8. The performance of students will be evaluated in terms of cumulative grade point average (CGPA) which is the grade point average for all the completed semesters at any point of time.

The CGPA is calculated on the basis of all pass grades, except audit courses obtained in all completed semesters.

$CGPA = \frac{\text{S (Earned Credits} \times \text{Grade Point)}}{\text{S (Earned Credits)}}$  for courses with pass except audit courses  
Sem /S (Earned Credits) of courses with pass grade except audit course Sem.

For the purpose of calculation of GPA for SGPA and CGPA only those courses (including projects) will be taken into account in which the student has been awarded one of A, B, C, D, E grade.

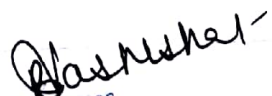
9. **Promotion:** A student will be eligible for promotion if

- **3<sup>rd</sup> semester:** If she has passed 50% of total papers of 1<sup>st</sup> and 2<sup>nd</sup> semesters taken together.
- **4<sup>th</sup> semester:** If she has passed 50% of total papers of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semesters taken together.

10. **Attendance :**

- 10.1 No candidate shall be considered to have pursued a regular Paper of the study unless she has attended not less than 75% of the lectures in each paper/seminar, case discussion, field trips, tutorials etc. This requirement shall be fulfilled separately for each Paper of study. A deficiency upto 10% may be condoned by the Chairperson of the department. In some special cases the Hon'ble Vice-Chancellor may condone a further 5%. 10.1 A relaxation of additional 20% may be given in attendance by the chairperson in case of maternity/miscarriages and in similar cases.
- 10.2 If a student is absent from the Department for more than four weeks without intimating to the Chairperson/ Paper Coordinator of the department, her name will be struck off from the department rolls with information to the Academic Branch.
- 10.3 In case the student name is struck off due to nonpayment of fee and is re-admitted later, her attendance shall not be counted for that period.

11. **Division:**

  
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The successful candidates shall be classified in three division as under:

- 11.1 Those who obtained 60% or more of the aggregate number of marks in all the subjects in all semesters mention total semesters of that course, taken together shall be placed in first division.
- 11.2 Those who obtain less than 60% but not less than 50% of the aggregate number of marks in all subjects in all semesters taken together, shall be placed in the second division.
- 11.3 Those who obtain below 50% and not less than 40% of the aggregate number of marks in all subjects in all semesters taken together shall be placed in the third Division.

**12. Scholarship:**

A candidate while appearing in the re-appear examination shall not be eligible for a scholarship, a prize or a medal.

**13. Declaration of Results:**

Six weeks after the termination of the examination or as soon thereafter as is possible, the controller of examination shall declare the result. After successful competition of the course, the candidate shall award did a degree mentioning the division.

**14. Improvement Case:**

- 14.1 A person who has qualified for the award of M.Com. from this university may be allowed to re-appear as an ex-student in at the most two subject(s) in which she appeared earlier, with a view to improve her previous performance. The candidate shall be awarded only two consecutive chances along with the re-appear students in the subject(s) concern immediately after her passing for her degree.
- 14.2 No candidate shall be eligible for improvement after one year of passing the examination for the degree course.
- 14.3 The Candidate will have to deposit fee and form for each examination separately.
- 14.4 The higher score in the subject(s) in which she re-appears for improvement will be taken into account towards the final result and the marks already obtained by the candidate in the subjects in which she has not opted to improve her result shall be carried forward. The candidate shall be awarded a new DMC clearly mentioning 'Improvement case' subject(s) with improved marks, only and the new grand total.
- 14.5 In case the candidate does not improve her result, it shall be declared as 'Previous Result Stands'.

**15. General Guidelines:**

- 15.1.1 Where this document is silent about any rule, the University Policy & regulations as framed from time to time will be applicable.

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Chairperson  
Department of Commerce  
Bhagat Phool Singh Memorial Vishwavidyalaya  
Khanpur Kalan (Sonapat)



- 15.1.2 Eligibility Criteria, Fee Structure, Academic Calendar, Examination Schedule, Sports Calendar and Cultural Calendar for the academic year shall be given in the University Prospectus.
- 15.1.3 Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of the University. A student is deemed to have completed the requirements for the degree and is eligible for the award of degree if:
  - 15.1.4 She has satisfied all the academic requirements as per the regulations; and
  - 15.1.5 She has paid all fees due from her; and
  - 15.1.6 There is no case of indiscipline pending against her.
  - 15.1.7 Satisfied the minimum academic and residence requirements;
  - 15.1.8 Satisfactorily completed the requirements for the short duration across-curricular Paper, industry internship as may be prescribed by the Academic Council;
  - 15.1.9 A student who has completed the entire post graduation requirement listed above shall be eligible for award of degree. However, under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at any later stage, the Academic Council may recommend to the Executive Council to withdraw the degree already awarded.
- 15.2 The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total duration of the programme permissible under the regulations.
- 15.3 In case of Gap year student, the scheme which is applicable to her at the time of her admission shall be followed. The department shall make the arrangements of the classes for her if any discrepancy occurs in the scheme which is applicable to the gap year student and the current students studying in the department.
- 15.4 Absence of registered students from classes during a semester shall be discouraged. However, for bonafide reasons such as illness, maternity a student may be granted leave of absence as per provision of leave rules for students framed by the Academic Council.
- 15.5 All academic problems of the students other than those affecting the University rules and regulations framed from time to time may be looked into by a committee constituted by the Dean Academic Affairs.

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 Chairperson  
 Bhagat  
 Khanpur Kalan