



Sadhana Education Society's
L.S. Raheja College of Arts & Commerce

HANDBOOK

Bachelors of Commerce (Financial Markets)



1.1. ABOUT THE PROGRAMME

INTRODUCTION

The University of Mumbai started the Bachelor of Commerce (Financial Markets) programme in the academic year of 2008-2009. The course aims at training students to gain knowledge in the ever changing field of Financial Market and also leads to the all-round development of their personality.

OBJECTIVES

- The programme aims to give an insight to the various aspects of Financial Markets.
- The B.F.M. course provides integrated training students through interaction, projects, presentations, industrial visits, practical training, etc.
- The programme is highly applicable for all those aspiring to make a career in the field of Financial Markets.
- This course provides understanding of finance and money, investments, risks, economics, various instruments used in financial markets, legal parameters, communication skills etc.

2.1 ELIGIBILITY CRITERION FOR ADMISSION TO THE PROGRAMME:

The Eligibility criterion for admission to the First Year of Bachelor of Commerce (Financial Markets) Program as per O.5693 of University of Mumbai is:

1. A candidate for being eligible for admission to the **Bachelor of Commerce (Financial Markets)** Degree Programme shall have passed XII Std. Examination of the Maharashtra Board of Higher Secondary Education OR its equivalent examination OR any diploma course of two or three years after SSC (class X) examinations by secured not less than 45% marks in aggregate in one attempt (General Category) and 40 % of marks in aggregate in one attempt (Reserved Category).
2. Every candidate admitted to the degree programme in the constituent /affiliated college / recognized institution, conducting the programme, shall have to register himself/herself with the University.

PLEASE NOTE THAT NO ENTRANCE EXAMINATIONS IS PRESCRIBED BY THE UNIVERSITY OF MUMBAI FOR ADMISSION TO THE PROGRAMME. THE ADMISSION TO THE PROGRAMME IS PURELY ON THE BASIS OF THE MARKS OBTAINED AT THE XII STD OR ITS EQUIVALENT EXAMINATION.

3.1 DURATION OF THE PROGRAMME

Bachelor of Commerce (Financial Markets) is a THREE (03) year FULL TIME Undergraduate Degree Programme offered by University of Mumbai comprising SIX (06) Semesters. Each year is divided into TWO (02) semesters.

4.1 PROGRAMME CONTENT

Overall the program comprises of 40 courses (papers / subjects) each of 100 marks. Broadly the programmes are on, Management, Law, Economics, Financial Accounting, Information Technology and Quantitative Methods. ***Detail contents are given in the next section.***

5.1 EVALUATION AND ASSESSMENT

For every programme (subject) the evaluation / assessment of the student will comprise of two components: Internal Assessment (25% of total marks 25 marks) which will be continuous evaluation and Semester End Examination which will be a theory paper of 75% of the marks for the programme (subject) i.e. 75 marks. To pass in the programme (subject/paper) the learner (student) is required to obtain 40% marks individually in each of the two components i.e. Internal Assessment (i.e. 10 marks out of 25 marks) and Semester End Examination (30 marks out of 75 marks) separately and overall 40% of the total marks (40 marks out of 100 marks).

Refer to the Scheme of Examination for details.

6.1 BRIEF CURRICULUM

Bachelor of Commerce (Financial Markets) is a 3 years full time Programme offered by University of Mumbai. Each year is divided into 2 semesters. The course consists of 40 modules comprising 40 theory papers and no project. This is one of the few Self Financing Courses which does not have project as one paper.

	Semester I		Semester II
<i>Course Code</i>	<i>Course Title</i>	<i>Course Code</i>	<i>Course Title</i>
UFMFSI.1	Financial Accounting-I	UFMFSII.1	Financial Accounting-II
UFMFSI.2	Introduction to Financial System	UFMFSII.2	Principles of Management
UFMFSI.3	Business Mathematics	UFMFSII.3	Business Statistics
UFMFSI.4	Business Communication - I	UFMFSII.4	Business Communication – II
UFMFSI.5	Business Environment	UFMFSII.5	Environmental Science
UFMFSI.6	Business Economics - I	UFMFSII.6	Computer Skills-I
UFMFSI.7	Foundation Course -I	UFMFSII.7	Foundation Course –II

	<u>Semester III</u>		<u>Semester IV</u>
<i>Course Code</i>	<i>Course Title</i>	<i>Course Code</i>	<i>Course Title</i>
UFMFSIII.1	Debt Markets - I	UFMFSIV.1	Debt Markets – II
UFMFSIII.2	Equity Markets - I	UFMFSIV.2	Equity Markets – II
UFMFSIII.3	Portfolio Management	UFMFSIV.3	Personal Financial Planning
UFMFSIII.4	Computer Skills – II	UFMFSIV.4	Business Economics – II
UFMFSIII.5	Management Accounting	UFMFSIV.5	Corporate Finance
UFMFSIII.6	Business Law - I	UFMFSIV.6	Business Law – II
UFMFSIII.7	Foundation Course – III Money Market	UFMFSIV.7	Foundation Course – IV (FEM)
	<u>Semester V</u>		<u>Semester VI</u>
<i>Course Code</i>	<i>Course Title</i>	<i>Course Code</i>	<i>Course Title</i>
UFMFSV.1	Marketing in Financial Service	UFMFSVI.1	Venture Capital and Private Equity
UFMFSV.2	Technical Analysis	UFMFSVI.2	Mutual Fund Management
UFMFSV.3	Corporate Accounting	UFMFSVI.3	Organisational Behaviour
UFMFSV.4	Equity Research	UFMFSVI.4	Corporate Restructuring
UFMFSV.5	Financial Derivatives	UFMFSVI.5	Risk Management
UFMFSV.6	Business Ethics & Corporate	UFMFSVI.6	Project – II

7.1**DETAILED SYLLABUS****SEMESTER - I****1. Financial Accounting - I***Modules at a Glance*

Sr. No.	Modules	No. of Lectures
1	Nature and purpose of Accounting	10
2	Books of Accounts	15
3	Introduction to Financial Statements	15
4	Preparation of Final Accounts	20
Total		60

Sr. No.	Modules / Units
1	Nature, Purpose of Accounting
	Meaning and scope of Accounting: Need, development & Definition of Accounting, persons interest in Accounting disclosure, branches of accounting Accounting concepts and Accounting Standards
2	Books of Accounts
	Journals, ledger, subsidiary books Trial Balance, Financial Accounting framework
3	Introduction to Financial Statements
	Bank Reconciliation statements Treatment of Capital & Revenue Depreciation Accounting; methods of recording depreciation and methods of providing depreciation as per AS-4
4	Preparation of Final Accounts
	Final Accounts of Sole Traders- Manufacturing Account, Trading, Profit & Loss Account and Balancesheet Final Accounts of Partnership Firm, Manufacturing Account, Trading, Profit & Loss Account and Balancesheet

2. Introduction to Financial Systems

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Overview of Financial System	15
2	Financial Markets	15
3	Financial Regulators	15
4	Financial Instruments	15
Total		60

Sr. No.	Modules / Units
1	Overview of Financial System
	An introduction to the financial system, Overview of financial system, Functions of a financial system, Evolution of financial systems (capital market oriented), Financial systems in India compared with those in developed nations and developing nations, Constituents of the financial system and interrelationships between various components
2	Financial Markets
	Capital markets, Money Markets, Foreign Exchange Market, Commodity Markets, Derivative Markets, Meaning, classification and structure, sub-segments, Role played, participants
3	Financial Regulators
	Meaning and features of financial regulators, Role and functions of financial regulators, Kinds of financial regulators, markets regulated by each regulator
4	Financial Instruments
	Meaning and classification of financial instruments (multiple ways of classifying financial instruments), Types of financial instruments, Evaluation of financial instruments (risk return trade-off), Characteristics of financial instruments, New financial instruments

3. Business Mathematics

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Ratio, Proportion and Percentage	15
2	Profit and Loss	15
3	Interest and Annuity	15
4	Shares and Mutual Fund	15
Total		60

Sr. No.	Modules / Units
1	Ratio, Proportion and Percentage
	Ratio- Definition, Continued ratio, Inverse Ratio, Proportion - Continued proportion, Direct proportion, Inverse proportion, Variation - Inverse variation, Joint variation Percentage- Meaning and computation of percentage
2	Profit and Loss
	Terms and formulae, Trade discount, Cash discount, problems involving cost price, selling price, trade discount, cash discount. Introduction to Commission and brokerage – problems on commission and brokerage
3	Interest and Annuity
	Simple interest, compound interest, Equated monthly instalments, reducing balance and flat rate of interest Annuity immediate- present value and future value Stated annual rate and effective annual rate
4	Shares and Mutual Fund
	Shares- Concept, face value, market value, dividend, Equity shares, preference shares, bonus shares, Mutual Fund- Simple problems on calculation of net income after considering entry load, exit load, dividend, change in net asset value

4. Business Communication - I

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Theory of Communication	10
2	Obstacles to Communication in Business World	10
3	Business Correspondence	12
4	Language and Writing Skills	13
Total		45

Sr. No.	Modules / Units
1	Theory of Communication
	<p>Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world Impact of technological advancements on Communication</p> <p>Channels and Objectives of Communication: Channels- Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</p> <p>Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given)</p> <p>Methods and Modes of Communication: Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax] Computers and E- communication Video and Satellite Conferencing</p>
2	Obstacles to Communication in Business World
	<p>Problems in Communication /Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</p> <p>Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4</p> <p>Introduction to Business Ethics: Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social</p>

	<p>Responsibility</p> <p>Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices:</p> <p>Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste,</p> <p>Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace</p> <p>Piracy, Insurance, Child Labour</p>
3	Business Correspondence
	<p>Theory of Business Letter Writing:</p> <p>Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing,</p> <p>Personnel Correspondence:</p> <p>Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation</p> <p>[Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]</p>
Sr. No.	Modules / Units
4	Language and Writing Skills
	<p>Commercial Terms used in Business Communication</p> <p>Paragraph Writing:</p> <p>Developing an idea, using appropriate linking devices, etc</p> <p>Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.]</p> <p>Activities</p> <ul style="list-style-type: none"> ▪ Listening Comprehension ▪ Remedial Teaching ▪ Speaking Skills: Presenting a News Item, Dialogue and Speeches ▪ Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling. ▪ Reading Comprehension: Analysis of texts from the fields of Commerce and Management

5. Business Environment

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Business and its Environment	15
2	Business and Society	15
3	Contemporary Issues	15
4	International Environment	15
Total		60

Sr. No.	Modules / Units
1	Business and its Environment
	a) Business Objectives, Dynamics of Business and its Environment, Types of Business Environment b) Environmental Analysis: Importance, Factors, PESTEL Analysis, SWOT Analysis
2	Business and Society
	a) Business Ethics: Nature and Scope of Ethics, Ethical Dilemmas, Corporate Culture and Ethical Climate b) Development of Business Entrepreneurship: Entrepreneurship and Economic Development, Micro, Small and Medium Enterprises Development (MSMED) Act, 2006, Entrepreneurship as a Career Option c) Consumerism and Consumer Protection: Consumerism in India, Consumer Protection Act 1986
3	Contemporary Issues
	a) Corporate Social Responsibility and Corporate Governance: Social Responsibility of Business, Ecology and Business, Carbon Credit b) Social Audit: Evolution of Social Audit, Benefits of Social Audit, Social Audit v/s Commercial Audit
4	International Environment
	a) Strategies for going Global: MNCs and TNCs, WTO b) Foreign Trade in India- Balance of Trade, FDI Investment Flows and its Implication for Indian Industries

6. Business Economics - Paper I

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction	10
2	Demand Analysis	10
3	Supply and Production Decisions and Cost of Production	15
4	Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition	15
5	Pricing Practices	10
	Total	60

Sr. No.	Modules / Units
1	Introduction
	Scope and Importance of Business Economics - basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations- use of Marginal analysis in decision making, The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium
2	Demand Analysis
	Demand Function - nature of demand curve under different markets Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)- relationship between elasticity of demand and revenue concepts Demand estimation and forecasting: Meaning and significance - methods of demand estimation: survey and statistical methods (numerical illustrations on trend analysis and simple linear regression)
3	Supply and Production Decisions and Cost of Production
	Production function: short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale - expansion path - Economies and diseconomies of Scale. Cost concepts: Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run (hypothetical numerical problems to

	<i>be discussed),</i> LAC and Learning curve - Break even analysis (<i>with business applications</i>)
4	Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition
	Short run and long run equilibrium of a competitive firm and of industry - monopoly - short run and long- run equilibrium of a firm under Monopoly Monopolistic competition: Equilibrium of a firm under monopolistic competition, debate over role of advertising (<i>topics to be taught using case studies from real life examples</i>) Oligopolistic markets: key attributes of oligopoly - Collusive and non collusive oligopoly market - Price rigidity - Cartels and price leadership models (<i>with practical examples</i>)
5	Pricing Practices
	Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing (<i>case studies on how pricing methods are used in business world</i>)

7. Foundation Course - I

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Overview of Indian Society	05
2	Concept of Disparity- 1	10
3	Concept of Disparity-2	10
4	The Indian Constitution	10
5	Significant Aspects of Political Processes	10
Total		45

Sr. No.	Modules / Units
1	Overview of Indian Society
	Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics;

	Understanding the concept of diversity as difference
2	Concept of Disparity- 1
	Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities
3	Concept of Disparity-2
	Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences
4	The Indian Constitution
	Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution
5	Significant Aspects of Political Processes
	The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics

SEMESTER – II**1. Financial Accounting - II***Modules at a Glance*

Sr. No.	Modules	No. of Lectures
1	Shares and Debentures	15
2	Corporate Accounting	15
3	Share Valuation	15
4	Indian Accounting Standards	15
Total		60

Sr. No.	Modules / Units
1	Shares and Debentures
	Issue of Shares & Debentures: Types of Shares & Debentures (in India) Accounting Treatments for issue of shares & debentures with new market and SEBI rules
2	Corporate Accounting
	Capitalisation of reserves & issue of Bonus Shares Preparation of corporate financial statements in vertical form.
3	Share Valuation
	Valuation of Shares. Buy-back of shares & own debentures. Investment Accounting
4	Indian Accounting Standards
	AS, GAAP & their impact on Income Statement & B/S. Latest Development: Computerization of accounting & accounting

2. Principles of Management

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction	15
2	Planning and decision making	15
3	Organising	15
4	Management Control	15
Total		60

Sr. No.	Modules / Units
1	Introduction
	Nature and process of management, basic management roles and skills, nature of managerial work, approaches to management, classical behavioural, systems and contingency approaches, contemporary issues and challenges
2	Planning and decision making
	concept, purpose and process of planning, kinds of plans, strategies, policies and planning, premises, goal setting, MBO, decision making, conditions, forms of group decision making in organisation
3	Organising
	fundamentals of organising, bases of departmentation, distribution of authority, coordination, organisation structure, and design, leadership- nature and significance, leading and managing, leadership styles, leadership theories
4	Management control
	Nature, purpose and process of controlling, kinds of control system, prerequisites of effective control systems, resistance to control, controlling techniques

3. Business Statistics

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Population and Sample	12
2	Measures of Central Tendency	12
3	Measures of Dispersion	12
4	Correlation and regression (for ungrouped data)	12
5	Linear Programming Problems	12
Total		60

Sr. No.	Modules / Units
1	Population and sample
	Definition of statistics, scope of statistics in Management and financial markets, Concept of population and sample with illustration Methods of sampling- SRSWR, SRSWOR, stratified, systematic (description of sampling procedures only) Data condensation and graphical methods: Raw data, attributes and variables, classification, frequency distribution, cumulative frequency distribution Graphs- Histogram and frequency polygon Diagrams- Multiple bar, pie, subdivided bar
2	Measures of Central tendency
	Criteria for good measures of central tendency, arithmetic mean, median mode for grouped and ungrouped data, combined mean
3	Measures of Dispersion
	Concept of dispersion, absolute and relative measures of dispersion, range variance, standard deviation, coefficient of variation, quartile deviation, coefficient of quartile deviation
4	Correlation and regression (for ungrouped data)
	Concept of correlation, positive and negative correlation, Karl Pearson's Coefficient of Correlation, meaning of regression, two regression equations, Regression coefficients and properties
5	Linear Programming Problems
	Meaning of LPP, Formulation of LPP, solution by graphical methods, problems relating to two variables only

4. Business Communication - II

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Presentation Skills	10
2	Group Communication	15
3	Business Correspondence	10
4	Language and Writing Skills	10
Total		45

Sr. No.	Modules / Units
1	Presentation Skills
	Presentations: (to be tested in tutorials only) 4 Principles of Effective Presentation Effective use of OHP Effective use of Transparencies How to make a Power-Point Presentation
2	Group Communication
	Interviews: Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit Meetings: Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions Conference: Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing Public Relations: Meaning, Functions of PR Department, External and Internal Measures of PR
3	Business Correspondence
	Trade Letters: Order, Credit and Status Enquiry, Collection (just a brief introduction to be given) Only following to be taught in detail:- Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.]
4	Language and Writing Skills
	Reports: Parts, Types, Feasibility Reports, Investigative Reports Summarisation: Identification of main and supporting/sub points Presenting these in a cohesive manner

5. Environmental Science

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Environment: An overview	15
2	Natural Resources	15
3	Environment and Economic Activities	15
4	Environment Management	16
Total		60

Sr. No.	Modules / Units
1	Environment : An overview
	Environment- structure, components and typology Ecosystem as part of environment- Functioning and levels of organisation Biodiversity- Classification, value, threats to biodiversity
2	Natural Resources
	Definition, importance and classification of natural resources Utilisation o and conservation of water, forest, soil and energy resources Issues associated with natural resources
3	Environment and Economic Activities
	Economic activities-nature and pattern- primary,secondary and tertiary Environmental problems associated with economic activities Case studies with reference to India
4	Environment Management
	Environment management- Concept, need and relevance of environmental education Environmental Impact Assessment, Environmental audit Role of technology in Environment Management- GIS,GPS, Remote sensing as tools

6. Computer skills -1

Modules at a Glance

Sr. No.	Modules	No. of Lectures Including Practicals
1	Computer Hardware	10
2	Windows	10
3	Internet	10
4	Word – 2013	15
4	Excel -2013	15
Total		60

Sr. No.	Modules / Units
1	Computer Hardware
	Personal Computers- identification/demonstration of different storage Devices like CD and CD drive, hard disk- HDD, storing and retrieving data from various storage devices, identification of various input and output devices. Primary memory, RAM and ROM- Processor- CPU, it's speed- machine cycle, ports, computer buses, Different types of printers. Introduction to trouble shooting of personal computers.
2	Windows
	Introduction, features, various versions of windows, My computer, my documents, recycle bin, network neighbourhood, start menu, taskbar, file and folder operation (creating, copying, moving, deleting), system tools, creating shortcuts,
3	Internet
	What is internet, most popular internet services , functions of internet like email, WW, FTP, usenet, Instant messaging, internet telephony, using address book, working with task list, scheduling appointments, reminders, events
4	Word – 2013
	Getting started, The Word window, New documents, Document navigation, Editing text, Working with text, Undo and Redo commands, Cut, copy, and paste, Find and replace Text formatting, Character formatting, Tab settings, Paragraph formatting, Paragraph spacing and indents Tables, Creating tables, Working with table content, Changing the table structure Page layout, Headers and footers, Page setup Graphics, Adding graphics and clip art, Working with graphics Proofing, printing, and exporting, Spelling and grammar, AutoCorrect, Printing and exporting documents
5	Excel- 2013
	Fundamentals of Excel, Cut, Copy, Insert, Delete, Paste Special, Custom Formatting , Undo, Redo, Excel Formulas – Basic, Useful functions and Paste Function, Calc, Comments, Drawing toolbar, Edit, Replace, Delete, Clear, Essential Printing, Data Sorting, Hiding, AutoFormats, Protection, Basic Charts, Basic Formatting, If Function

7. Foundation Course – II*Modules at a Glance*

Sr. No.	Modules	No. of Lectures
1	Globalisation and Indian Society	07
2	Human Rights	10
3	Ecology	10
4	Understanding Stress and Conflict	10
5	Managing Stress and Conflict in Contemporary Society	08
Total		45

Sr. No	Modules /Units
1	Globalisation and Indian Society
	Understanding the concepts of liberalization, privatization and globalization; Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers' suicides.
2	Human Rights
	Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights; Human Rights constituents with special reference to Fundamental Rights stated in the Constitution
3	Ecology
	Importance of Environment Studies in the current developmental context; Understanding concepts of Environment, Ecology and their interconnectedness; Environment as natural capital and connection to quality of human life; Environmental Degradation- causes and impact on human life; Sustainable development- concept and components; poverty and environment
4	Understanding Stress and Conflict
	Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and prejudice as significant

	factors in causing conflicts in society. Aggression and violence as the public expression of conflict
5	Managing Stress and Conflict in Contemporary Society
	Types of conflicts and use of coping mechanisms for managing individual stress; Maslow's theory of self-actualisation; Different methods of responding to conflicts in society; Conflict-resolution and efforts towards building peace and harmony in society

SEMESTER - III**1. Debt Market - 1***Modules at a Glance*

Sr. No.	Modules	No. of Lectures
1	Introduction to the debt markets	15
2	Instruments & players in debt markets	15
3	Bonds	15
4	Valuation of bonds	15
Total		60

Sr. No.	Modules / Units
1	Introduction to the debt markets
	<ul style="list-style-type: none"> • Evolution of Debt Markets in India • Primary market & secondary market • Money market & Debt Market in India • Fundamental features of debt instruments • Regulatory framework in the Indian debt market
2	Instruments & players in debt markets
	<ul style="list-style-type: none"> • central government securities: bonds, t-bills, state government bonds, • Open market operations • Securities Trading Corporation of India • Primary dealers in Government Securities • Clearing Corporation of India
3	Bonds
	<ul style="list-style-type: none"> • Features of bonds

	<ul style="list-style-type: none"> • Types of bonds • Issuers of bonds • Bond ratings- importance & relevance and rating agencies.
4	Valuation of bonds
	<ul style="list-style-type: none"> • Determinants of the value of bonds • Bond Mathematics • Yield Curve Analysis

2. Equity Markets -1

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Equity Markets- Introduction	15
2	Primary Market	15
3	Secondary Market	15
4	Importance of Equity Markets in developing country like India	15
Total		60

Sr. No.	Modules / Units
1	Equity Markets- Introduction
	<ul style="list-style-type: none"> • Meaning and Definition of equity shares • Growth of Corporate Sector and the simultaneous growth in the number of equity shareholders • Separation of ownership and management in companies • Development of equity culture in India- Current position
2	Primary Market
	<ul style="list-style-type: none"> • IPO - Methods followed, Book Building, Offer for sale • Role of Merchant bankers in fixing the price • Red – Herring Prospectus – it's unique features • ASBA and its features • Green Shoe option • Sweat equity, ESOP • Rights issue of shares, Non voting shares ,ADR, GDR,IDR
3	Secondary Market

	<ul style="list-style-type: none"> • Definition and functions of stock Exchanges • Evolution and Growth of Stock Exchanges in India • NSE, BSE, SME Exchanges and Overseas Stock Exchanges • Recent Development in Stock Exchanges, Merger of SEBI with FOMC • Stock Market Indices
4	Importance of Equity Markets in developing country like India
	<ul style="list-style-type: none"> • Need for attracting more investors towards equity • Need for strengthening secondary markets • Link between Primary Market and Secondary Market

3. Portfolio Management

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction to portfolio management	15
2	Portfolio Management Strategies	15
3	Portfolio Analysis	15
4	Portfolio Revision and performance management	15
Total		60

Sr. No.	Modules / Units
1	Introduction to portfolio management
	Investment process, Investment categories, defining investment goals and objectives, Investment constraints Process of asset allocation, different approaches to allocation decision, overview of allocation techniques
2	Portfolio Management Strategies
	Active strategy, passive strategy, semi active strategy, duration shift and immunization, efficient market hypotheses, top down and bottoms up
3	Portfolio Analysis
	Analysis: Diversification, portfolio risk and return, single index model, The sharpe index model, Portfolio Beta Selection: Markowitz Risk- Return optimization, concept of utility, Sharpe optimization model, Geometric mean model, Safety First model, Stochastic Dominance Model
4	Portfolio Revision and performance management
	Revision: Portfolio rebalancing, portfolio upgrading, Formula plans, constant ratio plan, variable ratio plan, selection and revision of equity portfolio Performance measurement: Methods of calculating rate of return, Money weighted rate of return, Time weighted rate of return, Linked internal rate of

	return, Buying the index approach, Sharpe's- Treynor's – Jensen's performance measure of portfolio
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4. Business Law-1

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Indian Contract Act	15
2	Special Contracts	15
3	Sale of Goods Act	15
4	Negotiable Instruments Act	15
	Total	60

1	Indian Contract Act
	Indian Contract Act 1872 Definitions (S.2): Agreement, kinds of Agreements, Contract- kinds of contracts: Valid, Void, Voidable, Contingent and Quasi Contract and Econtract, distinguish between Agreement and Contract. Offer or Proposal- definition, Essentials of Valid proposal or offer, counteroffer, Standing or open offer, distinguish between offer and invitation to offer, Acceptance-definition, Essentials of a valid acceptance, Promise, Communication of Offer and acceptance and Revocation. Capacity to contract (Ss.10-12), Consent and Free Consent (Ss.13-22) Consideration (S.2 and 25) and Void Agreements (Ss.24-30)
2	Special Contracts
	Law of Indemnity and Guarantee (Ss.124-125, Ss-126-129,132-147) Law of Bailment and pledge (Ss. (Secs148,152-154,162, 172,178,178A and 179) Law of Agency (S. 182-185& 201-209only)
3	Sale of Goods Act
	Introduction, Definitions (Sec-2), Formalities of the contract of sale (Ss. 4-10), Distinction between 'sale' and 'agreement of sell, Distinction between 'sale and hire-purchase agreement' Conditions and Warranties (11-17) Transfer of property as between the seller and the buyer (sec-18-26) Rights of an unpaid seller (Secs-45-54)
4	Negotiable Instruments Act
	Meaning and Characteristics of Negotiable Instrument, Operational rules of Evidence –Presumptions, classification of Negotiable Instruments.

	<p>Promissory Notes and Bills of Exchange(Ss. 4,5,108-116)</p> <p>Essential elements of Promissory Note and Bill of Exchange, Distinguish Between Promissory note and Bill of Exchange. Acceptor and Acceptance, definition of Acceptor, Acceptance for honour, Absolute and qualified or conditional acceptance, Drawer, Drawee in case of Need(Ss.7,115&116)</p> <p>Payee,Cheques, Types of Cheque and Penalties in case of dishonour of certain cheques, distinguish between cheque and Bill of exchange, (Sec: 6,123-131A,138-147)</p> <p>Miscellaneous Provisions:(Secs:8-10,22,99-102,118-122,134-137)Holder(S.8), Holder in Due Course(S.9), Rights and privileges of H.D.C.Payment in due course (S.10), Maturity of an Instrument (S.22), Noting(S.99), Protest (S.100-102). Bills in Set. (Sec.13)</p>
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5. Foundation Course in Financial Markets FC – III-Money Market

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction to Money Markets	15
2	Regulatory framework of Money Market	15
3	Money Market instruments	15
4	Recent Developments in Money markets	15
Total		60

Sr. No.	Modules / Units
1	Introduction to money markets
	Meaning of Money Market, features of money markets, importance of money market: Role of Primary dealers in money markets, Development of trade & industry, Development of capital market, Smooth functioning of commercial banks, Effective central bank control, Formulation of suitable monetary policy, source of finance to government
2	Regulatory framework of money markets
	Regulatory framework of RBI, FIMMDA (Fixed Income, Money Market and Derivatives Association) and Foreign Exchange Dealers Association of India (FEDAI), conDS, NDS-OM
3	Money Market Instruments
	Conventional: Treasury bills, Money at call and short notice in the call loan market, Commercial bills, promissory notes in the bill market. Modern: Commercial papers, Certificate of deposit, Inter-bank participation

	certificates, Repo instrument, Banker's Acceptance. Money Market mutual fund: meaning, advantages and disadvantages, regulatory framework for money market mutual funds, various money market funds operational in Indian market
4	Recent Developments in Money Markets
	Recent development in Money Market: Integration of unorganized sector with the organized sector, widening of call Money market, Introduction of innovative instrument, Offering of Market rates of interest, Promotion of bill culture, Entry of Money market mutual funds, Setting up of credit rating agencies, Adoption of suitable monetary policy, Establishment of DFHI, Setting up of security trading corporation of India Ltd. (STCI)

6. Management Accounting

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Introduction to Management Accounting	5
2	Analysis and Interpretation of Accounts	15
3	Ratio analysis and interpretation based on Vertical Financial Statements	15
4	Cash Flow statements	15
5	Working Capital concept	10
Total		60

Sr. No.	Modules / Units
1	Introduction to Management Accounting
	Meaning, nature, scope and functions of Management accounting- Role of Management Accounting in decision making- Management accounting and Financial Accounting
2	Analysis and interpretation of Accounts
	Vertical form of Balance sheet and Profit & Loss account suitable for analysis Trend Analysis Comparative Statements Common size statement

	Simple problems based on the above
3	Ratio analysis and interpretation based on Vertical financial Statements as above
	a) Balance sheet Ratios Current Ratio Liquid Ratio Stock Working capital Ratio Proprietary Ratio Debt Equity Ratio Capital Gearing Ratio b) Revenue Statement Ratios Gross Profit Ratio Expenses Ratio Operating Ratio Net Profit Ratio Stock Turnover Ratio c) Combined Ratios Return on Capital Employed (including long term borrowings) Return on Proprietor's Fund (shareholders' fund and Preference Capital) Return on Equity Capital Dividend Payout Ratio Debt Service coverage Ratio Debtors Turnover Ratio Creditors Turnover Ratio
4	Cash flow Statements
	Preparation of cash flow statements with reference to Accounting Standard No 3 – Indirect Method Only
5	Working Capital- Concept
	Estimation of working capital requirements in case of trading and manufacturing organisations

7.Computer Skill -2

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Advanced Spread sheet	15 + 5 practical
2	Data Based Management systems	15 + 5 practical
3	Modern E Business Software systems	10

4	Other Emerging Technologies	10
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Sr. No.	Modules / Units
1	Advanced Spreadsheet
	Pivot, Advanced formulae, Lookups, Macros, Working with other programmes, Inserting a spreadsheet sheet in word document, modifying an inserted spreadsheet, Inserting a linked chart in a Word Document, Inserting graphic in a spreadsheet
2	Data Based Management Systems
	Concepts, Tables, Fields, Datatypes RDBMS Primary Key, Foreign Key
3	Modern E Business Software Systems
	Introduction : Enterprise Resource Planning – ERP Supply chain Management- SCM Customer Relationship Management- CRM Sales Force Automation- SFA
4	Other emerging technologies
	Online trading software Net-banking Online banking software

SEMESTER - IV
1. Debt Markets -2

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Basic Concepts and Fixed Income Mathematics	15
2	Pricing of Fixed Income Securities	15
3	Tracking Fixed Income Markets	15
4	Portfolio Management- Fixed Income	15
Total		60

Sr. No.	Modules / Units
1	Basic Concepts of Fixed Income Securities
	a) Features of Fixed Income Securities b) Risk and Return Analysis in Fixed Income Securities c) Type of Fixed Income Securities including hybrid instruments
2	Pricing of Fixed Income Securities
	a) Valuation of fixed income securities including embedded option b) Duration and Convexity <ul style="list-style-type: none"> i. Duration ii. Convexity including modified and Maculay Duration c) Price value of basis points (PVBP) d) Spot Rate e) Forward rate f) Bootstrapping
3	Tracking Fixed Income Markets
	a) Tracking bond markets b) The bond traders arsenal of economic indicators <ul style="list-style-type: none"> i. Inflation ii. Monetary policy iii. Government deficits iv. Currency valuation c) The subprime crisis and the role of debt markets in the crisis – Then and now
4	Portfolio Management- Fixed Income
	a) Fixed Income Portfolio Management- Domestic and International b) Bond portfolio management strategies <ul style="list-style-type: none"> i. What is a bond portfolio strategy ii. Types of bond management strategy iii. Active, passive, neutral strategy

2. Equity Markets-2

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Developments in the Indian Equity Market	15
2	Valuation of Equities	15
3	Statistical Analysis of Share price movement	15
4	Dealings in Stock Exchanges	15
Total		60

Sr. No.	Modules / Units
1	Developments in the Indian Equity Market
	i. Domestic savings & investments ii. Disinvestments, FDI & Foreign Portfolio Investment (FPI) iii. Role of Retail Investors iv. Share Price & Share Price Volatility v. Role of SEBI
2	Valuation of Equities
	i. Factors affecting Share Prices ii. Balance sheet valuation iii. Dividend discount model (zero growth, constant growth & multiple growth) iv. Price earning model v. Fundamental Analysis- Economy, Industry and Company Model vi. Macro Economic factors vii. Market related factors
3	Statistical Analysis of Share price movement
	i. Efficient Market Hypothesis ii. Stochastic Models iii. Brownian Motion iv. BETA
4	Dealings in Stock Exchanges

	<ul style="list-style-type: none"> i. Role of Brokers ii. Stock Market Quotations iii. Procedure for buying & selling iv. BOLT - On Line Trading/ NEAT System v. Clearing & Settlement vi. Order Matching
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3. Personal Financial Planning

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Personal Financial Planning Process	15
2	Personal Financial Statement Analysis	15
3	Financial Mathematics	15
4	Investor Psychology	15
	Total	60

Sr. No	Modules /Units
1	Personal Financial Planning Process
	<ul style="list-style-type: none"> i. Establish and Define the Relationship with the Client ii. Collect Client's Information iii. Analyse client's financial status, Risk Profile and Determine Financial Goals iv. Develop Financial Planning Recommendations and Present them to the Client v. Implement Client's Financial Planning Recommendations vi. Monitor and Review the Client's Situation
2	Personal Financial Statement Analysis
	<ul style="list-style-type: none"> i. Cash inflows and outflows – Cash Management ii. Income and expenditure statement iii. Budgeting and forecasting iv. Monitoring budgets and provisions for savings v. Personal Balance sheet and Net Worth
3	Financial Mathematics
	<ul style="list-style-type: none"> i. Calculation of Returns-Nominal Rate of Return, Effective Rate of Return, Internal Rate of Return, and Compounded Annual Growth rate (CAGR), Real

	Rate of Return, Rate of Return after adjusting taxes, Analysis of Return. ii. Time value of money iii. Loan Calculations iv. Total Asset, Net Worth and Financial Ratios
4	Investor Psychology
	i. Value investing and Behavioural Finance ii. Role of emotions in finance decision making –Common errors iii. Skewness of Asset Allocation due to cultural or historical bias iv. Basic investment style and its drawbacks

4. Business Law - 2

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Indian Companies Act, 2013	15
2	Intellectual Property Rights, Copyrights and trade marks	15
3	Indian Partnership Act, 1932 and Limited Liability Partnership, 2008	15
4	Securities Contract Regulation Act and SEBI	15
Total		60

Sr. No.	Modules / Units
1	Indian Companies Act, 2013
	a) Company and its formation : Definition and Nature of Company, Advantages and Disadvantages of a Company, Lifting of Corporate Veil with cases, Promoters and preliminary contracts(S.92-93), Types of Companies (Meaning and Concepts Only), Chartered Companies Statutory Companies, Registered companies under the Act. OPC (S. 3(1)), Companies limited by shares, Companies Limited by guarantee, Private Company, Public Company, Producer Companies (Sec581 A to 581 Z-), Formation of Companies with charitable objects (Sec. 8), Holding Company and Subsidiary company, Small Company (S. 2(85)), Dormant Company (S.455), Documents and procedure for Incorporation of Company, Effect of Incorporation.(S.9) b) Membership of a company : Who can become member, Modes of acquiring membership, Cessation of

	<p>membership, Rights and Liabilities of members.</p> <p>c) Memorandum of Association and Articles of Association : Meaning, Concept, Clauses, effects of Memorandum and articles, Doctrine of Ultra Vires, Doctrine of Indoor Management, and Doctrine of Constructive Notice.</p> <p>d) Prospectus. Meaning (S.2), When to be issued, When not required, Various kinds of prospectus, Legal framework for issuance of Prospectus, Contents of Prospectus, Private Placements.</p> <p>e) Classification of Directors, Women directors, Independent Director, Small shareholder's director, Disqualification of a director, Director Identification Number, appointment, Legal position, Powers and Duties, Position of director as key Managerial Personnel, Managing Director, manager.</p> <p>f) Meetings : Various types of meeting of shareholders and board, Convening and Conduct of meetings, Postal Ballot, Meetings through Video Conferencing, E-voting.</p>
2	Intellectual Property Rights, Copyrights and trade marks
	<p>a) Intellectual Property rights in India Introduction and Types</p> <p>b) Patents - Meaning, Salient features of Patent Conditions for an invention to be patented, What is Patentable, What is not patentable? Procedure for Obtaining a Patent, Opposition to Grant of Patent (S. 25, 26), Term of Patent, How does a patent expire? , Remedies available to the Patent Owner for Infringement of Patent Rights.</p> <p>c) Copyrights -Meaning (S. 14) Copy right Board and registration of Copy right (S. 11, S.44-50), Term of Copy right (S. 22-29), What works are protected, rights, Who owns the Rights and Duration, Meaning of Fair use, Infringement of Copy rights and remedies (S. 51-55,57,58,63,64,65).</p> <p>d) Trade- marks, Meaning - Concept, functions of Trade mark, Types of Trade Marks, Trademarks that cannot be registered , Registration of Trade Mark, Procedure for Registration of TM, Infringement and remedies, Passing off, Service Marks.</p>
3	Indian Partnership Act, 1932 and Limited Liability Partnership, 2008
	<p>a) Indian Partnership Act, 1932 (Sections,4,5,6,7,8,14 & 39-55) : Definition, Essentials, Types of Partnerships and Types of Partners Test of partnership, and Sharing of profits is not the real test of partnership (Sec6), Partnership deed, and Property of the Firm,</p> <p>b) Reconstitution of Partnership firms, Dissolution of the firm. Limited Liability Partnership, 2008 : Definitions (S.2), Body Corporate, Business, Partner -Concept, Salient features, Nature of LLP (Ss-3-10)Distinction between LLP and partnership, and LLP and LLP and Company Extent and limitation of liability of LLP and its partners (Ss. 26-31) , Conversion to LLP (Ss. 55-58), Winding up and Dissolution of the LLP (Ss. 63-65)</p>
4	Securities Contract Regulation Act and SEBI
	a) Securities contract Regulation Act 1956

	<p>Terms-Recognition of stock exchange-Listing Agreement-Delisting-Security Appellate Tribunal-Cancellation of recognition- bye laws- types of contracts. Securitization & Reconstruction of Financial Assets and Enforcement of Security Interest Act(SARFAESI) 2002 : Objectives-Terms-process-registration-acquisition-assets reconstruction-takeover management-offences and penalties-authorities.</p> <p>b) Security Exchange Board of India</p> <ul style="list-style-type: none"> • SEBI : Objectives-terms-establishment-powers-functions-accounts and audit-penalties-registration. • Issues of Disclosure Investors Protection Guidelines: Pre & Post obligations-conditions for issue-Debt Security-IPO-E-ipo-Employee option-right-bonus-preferential allotment- intermediary-operational-promoter lock in period requirements-offer document
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5. Foundation Course in Financial Markets FC IV – Foreign Exchange Markets

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Foreign Exchange Market: An Introduction	15
2	Introduction to Indian Foreign Exchange Market	15
3	Operational Aspects of foreign exchange market and foreign exchange contracts	15
4	Foreign Exchange Arithmetic and Risk Management	15
Total		60

Sr. No.	Modules / Units
1	Foreign Exchange Market: An Introduction
	FOREX trading volume, FOREX trading locations, Details about major traded currencies, Evolution of foreign exchange ,Market and Foreign Exchange System Market Participants: Banks and Financial Institutions, Merchants, other customers, speculators and hedgers, Central Bank, Forex dealers and market makers and brokers, FOREX – trading and SWIFT Robots
2	Introduction to Indian Foreign Exchange Market
	FOREX market in India: A historical perspective FERA Vs. FEMA, Pre-liberalization Exchange Rate Regime in India and Hawala market, Brief introduction to currency convertibility in current and Capital account.

3	Operational aspects of foreign exchange market and foreign exchange contracts
	<p>a) Floating Rate, Currency Boards & Currency Basket Systems, Brief review on various exchange rate regime, Advantages of free and Fixed Exchange Rate regime, Pros & Cons of managed floating exchange rate regime, Prevalence of Currency Boards Regime, Practice of Currency Basket Regime.</p> <p>b) Foreign Exchange Contracts: Spot and Forward Contracts Cash, Spot trading Trade Date, Settlement PR date Spot trading roll over mechanism. Foreign Exchange Forward contracts, Fixed Maturity Contract, Partially Optional Contract, Fully Optional Contract, Non-Delivery Forward Contracts, Foreign Exchange Futures Contract, Different Dimensions of Foreign Exchange Future, Contract specification trading at National Stock Exchange of India.</p>
4	Foreign Exchange Arithmetic and Risk Management
	<p>Types of Exchange Rates Direct Rate, Indirect Rate and Cross Rate Arbitrage- Geographical and triangular Interest Rate- spot Contracts, forward contracts and SWAP Points Risk Management in Foreign Exchange Market- Need and importance of foreign exchange management methods adopted (Spot and forward, arbitrage, cross currency deals, SWAPS, options and futures)</p>

6. Corporate Finance

Modules at a Glance

Sr. No.	Modules	No. of Lectures
1	Corporate Finance- an overview	15
2	Planning the Corporate Financial Activities	15
3	Capital Structure	15
4	Sources and Methods of raising Corporate Finance	15
Total		60

Sr. No.	Modules / Units
1	Corporate Finance- an overview
	Function of Finance in a business enterprise Emergence of corporate finance as an integral part of business finance

4	OPEN ECONOMY : THEORY AND ISSUES OF INTERNATIONAL TRADE
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	Need for professional approach in managing corporate finance Role and functions of a Corporate Financial Manager Requirements of an efficient Corporate Financial Manager
2	Planning the corporate Financial Activities
	Theories of Capitalisation Owned Capital and borrowed Capital- Cost of Capital Break even analysis
3	Capital Structure
	Meaning and Definition of Capital structure Factors affecting Capital structure- trading on equity Watered Capital, over capitalization and under capitalization NPV, IRR, DCF analysis and pay back period
4	Sources and Methods of Raising Corporate Finance
	Types and features of corporate securities currently available Management of new issues including pricing of securities Role of commercial banks and investment banks in financing the corporate sector Leasing a s method of corporate finance

7. Business Economics -2

Modules at a Glance

Module No.	Title	No.of Lectures
1	Introduction to Macroeconomics	15
2	Money, Inflation and Monetary Policy	15
3.	Constituents of Fiscal Policy	15
4	Open Economy : Theory and Issues of International Trade	15
Total no. of lectures		60

<ul style="list-style-type: none"> • The basis of international trade : Ricardo's Theory of comparative cost advantage - The Heckscher – Ohlin theory of factor endowments - terms of trade - meaning and types - Factors determining terms of trade - Gains from trade - Free trade versus protection • Foreign Investment : Foreign Portfolio investment- Benefits of Portfolio capital flows- Foreign Direct Investment - Merits of Foreign Direct Investment - Role of Multinational corporations • Balance of Payments: Structure - Types of Disequilibrium - Measures to correct disequilibrium in BOP. • Foreign Exchange rate : Spot and Forward rate of Exchange - Hedging, Speculation and Arbitrage -Fixed and Flexible exchange rates- Managed flexibility
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SEMESTER - V

1. Marketing in Financial Services

Modules at a Glance

Sr. No.	Modules	No. of Lectures
01	Foundation of Services Marketing	15
02	Services Market Segmentation	15
03	Issues in Marketing of Services	15
04	Customer Satisfaction & Service Quality in Service Marketing	15
Total		60

Sr. No.	Modules / Units
1	Foundation of Services Marketing
	Foundation of services marketing – Introduction – The services concept – Service Industry – Nature of Service, Characteristics of Services, Classification of Services – Importance of Services Marketing – The Growth in Services – Global and Indian Scenario, Retail Financial Services: Investment Services – Insurance Services, Credit Services – Dimensions and drivers, Institutional Financial Service, Distinctive Characteristics of Services _ Four I's of Services – Intangibility, Inconsistency, Inseparability and Inventory, Managing Service Encounters.

2	Services Market Segmentation
	Services Market Segmentation – Positioning and Differentiation of Services, Promotion and Communication – Designing and Managing Service Processes, Constructing and Service Environment – Managing People for Service Advantage – Service Quality and Productivity – Customer Relationship Management Customer Loyalty.
3	Issues in Marketing of Services
	Issues in Marketing of Services – Extended Services Marketing Mix : Going Beyond the 4 Ps. (7Ps of Services Marketing). Service Delivery Process – Service Blueprints - Service Mapping – Managing Employees for service orientation. Distribution Strategies of Services – Challenges in Distribution of Services. Personal Selling – Advertising and Sales Promotion in Service Industry.
4	Issues in Marketing of Services
	Customer Satisfaction & Service Quality in Service Marketing – Service Encounter – Role of HR & Internal Marketing – Monitoring and Measuring customer satisfaction, GAP Model – Handling complaints effectively – Service Failure – Recovery, Use of Internet in Service Marketing, Role of IT in marketing Financial Services, Ethics in Marketing, New trends in marketing, Marketing in 21 st Century, Marketing through social networking channels

2. Technical Analysis

Modules at a Glance

Sr. No.	Modules	No. of Lectures
01	Introduction to Technical Analysis	15
02	Major Indicators and Oscillators	15
03	Major Theories in Technical Analysis	15
04	Dow Theory and Eliot Wave Theory Risk Management, Trading Psychology and Trading Strategies	15
Total		60

Sr. No.	Modules / Units
1	Introduction to Technical Analysis
	Technical analysis, Basic assumptions, Strengths and Weakness, Charts, Candlestick charts analysis with one two and three candles like hammer, hanging

	man, shooting star, bearish and bullish harami; Pattern Study - Support and resistance, Head and shoulders, Double top and double bottom and Gap theory.
2	Major Indicators and Oscillators
	Stochastic, RSI, Williams %R, MFI, Bollinger bands, Moving Averages, MACD
3	Major Theories in Technical Analysis
	Dow Theory and Eliot Wave Theory
4	Risk Management, Trading Psychology and Trading Strategies
	Risk Management – Need, techniques, uses of stop loss, qualities of successful traders, golden rules of traders, do's and don'ts in trading, Rules to stop losing money, Choosing the right market to trade, Importance of discipline in trading; Day trading, Advantages of day trading, Risks associated with trading, Strategies for day trading, Momentum trading strategies.

3. Corporate Accounting

Modules at a Glance

Sr. No.	Modules	No. of Lectures
01	Redemption of Preference Shares and Debentures	15
02	Ascertainment and treatment of Profit Prior to Incorporation	15
03	Amalgamation of Companies	15
04	Capital Reduction and Internal Reconstruction	15
Total		60

Sr. No.	Modules / Units
1	Redemption of Preference shares and redemption of debentures
	<u>Redemption of Preference Shares</u> <ul style="list-style-type: none"> Company Law / Legal Provisions for redemption Sources of redemption including divisible profits and proceeds of fresh issue of shares) Premium on redemption from security premium and profits of company Capital Redemption Reserve Account - creation and use <u>Redemption of Debentures (Including purchase or buy back of own debentures)</u> <ul style="list-style-type: none"> By payment from sources including out of capital and/ or out of profits Debenture redemption reserve and debenture redemption sinking fund excluding insurance policy

	<ul style="list-style-type: none"> • By conversion into new class of shares or debentures with options including at par, premium and discount • Purchase/ buy back of own debentures for immediate cancellation or holding including ex and cum interest for purchase/ sale price (excluding brokerage thereon)
2	Ascertainment and treatment of profit prior to incorporation
	Principles for ascertainment Preparation of separate, combined and columnar profit and loss a/c including different basis of allocation of expenses / incomes
3	Amalgamation of Companies (w.r.t. AS 14) (Excluding Intercompany Holdings)
	In the nature of merger and purchase with corresponding accounting treatments of pooling of interests and purchase methods respectively Computation and meaning of purchase consideration Problems based on purchase method of accounting only
4	Capital Reduction and Internal Reconstruction
	Need for reconstruction and Company Law provisions Distinction between internal and external reconstructions Methods including alteration of share capital, variation of share holder rights, sub division, consolidation, surrender and reissue/cancellation, reduction of share capital, with relevant legal provisions and accounting treatments for same

4. Equity Research

Modules at a Glance

Sr. No.	Modules	No. of Lectures
01	Introduction to Research and Research Methodology	15
02	Equity Research – An Overview	15
03	Fundamentals of Research	15
04	Company Analysis	15
Total		60

Sr. No.	Modules / Units
1	Introduction to Research and Research Methodology
	Introduction and meaning of research, Objectives of research, Features and Importance of research in Financial Markets, Objectives and Types of research. Formulation of research problem. Meaning of Introduction, Need, and Good research design. Introduction to Data Collection and types of Data
2	Equity Research – An Overview
	A) Introduction – Meaning, Goals of equity research, Elements of equity research, Process of equity research, Types of equity research, Classification of stocks, Market participants, Role of equity research in capital market and Different approaches to equity research. B) Introduction to Research Analyst Profession – Role of research analyst, Responsibilities of research analyst, Basic principles of interaction with Clients/ Companies, Qualities of Research Analyst.
3	Fundamentals of Research
	A) Fundamentals of Research – Key points considered before investing, Research on business and stocks, Overview of Fundamental analysis, Technical analysis and Behavioural finance. B) Economy Analysis – Principles of macro and micro economics, key economic variables for carrying fundamental analysis, sources of information/data for carrying economic analysis C) Industry Analysis – Theories for analysis for industry performance – Michael Porter's Five Force Model for Industry Analysis, PESTLE Analysis, BCG Analysis, SCP Analysis. Key industry drivers and sources of information for industry analysis.
4	Company Analysis
	A) Qualitative Dimensions – Understanding business and business models, Company's SWOT Analysis, Management Quality and its governance system, Pricing power and sustainability of power, Success factors of the company, Compliance orientation of company and sources of information. B) Quantitative Dimensions – History of Business V/s Future of Business, Reading of financial statements, Peer comparison, dividend and earning history of the company and Role of corporate actions of the company.

5. Financial Derivatives

Modules at a Glance

Sr. No.	Modules	No. of Lectures
01	Introduction to Derivatives	15
02	Futures – Introduction	15

03	Futures - Options – Introduction and Pricing Options	15
04	Trading Clearing and Settlement of Options and Futures	15
Total		60

Sr. No.	Modules / Units
1	Introduction to Derivatives
	<ul style="list-style-type: none"> Definition – Types- Participants and Functions- Development of Exchange traded derivatives- Global derivatives markets- Exchange traded vs OTC derivatives markets- Derivatives trading in India- L.C.Gupta committee- J.C. varma committee- Requirements for a successful derivatives markets
2	Futures – Introduction
	<ul style="list-style-type: none"> Futures: Introduction- Future terminology- Key features of futures contracts- Future vs. Forwards- Pay off for futures- Equity futures- Equity futures in India-Index futures- Stock futures- Future trading strategies-Hedging- Speculation- Arbitrage- Spread trading.
3	Futures - Options – Introduction and Pricing Options
	<ul style="list-style-type: none"> Options: Introduction- Option terminology- Types- Options pay off- Equity options contracts in India-Index Options – Stock options- Options trading strategies- Hedging- Speculation- Arbitrage- Straddle- Strangles- Strips and Straps – Spread trading The cost of carry models for stock and index futures- cash price and future price, arbitrage opportunity Factors affecting options pricing- Option pricing models- Binominal pricing model- The black and Scholes model –Pricing of Index options. Sensitivity of option premia (Delta, Gamma, Lambda, Theta, Rho)
4	Trading Clearing and Settlement of Options and Futures
	<ul style="list-style-type: none"> Futures and Options trading system- Trader workstations- contract specification- specification for stock and index eligibility for trading charges Clearing entities and their role- clearing mechanism –adjustment for corporate actions- open position calculation Margining and settlement mechanism- Risk management- SPAN – Mechanics of SPAN- Overall portfolio margin requirements.

6. Business Ethics and Corporate Governance

Modules at a Glance

Sr. No.	Modules	No. of Lectures
01	Business Ethics	15
02	Corporate Governance- Conceptual Framework	15
03	Corporate Governance and Shareholders Rights	15
04	Corporate Governance Forums and Legislative Framework of Corporate Governance in India	15
Total		60

Sr. No.	Modules / Units
1	Business Ethics
	Role of Board of Directors Organisation climate and structure and ethics Addressing ethical dilemmas Code of ethics; ethics committee, ethics training, integrity pact
2	Corporate Governance- Conceptual Framework
	Introduction, need and scope Evolution of Corporate Governance Developments in India Elements of Good Corporate Governance
3	Corporate Governance and Shareholders Rights
	Rights of shareholders Challenges of exercising shareholders rights Corporate governance and Related Party Transactions Role of Investor Association in securing shareholders rights Role of institutional investors in Corporate Governance
4	Corporate Governance Forums and Legislative Framework of Corporate Governance in India
	National Foundation of Corporate Governance Global Corporate Governance forum Listing agreements SEBI Guidelines Companies Act

SEMESTER - VI
1. Venture Capital and Private Equity

Modules at a Glance

Sr. No.	Modules	No. of Lectures
01	Conceptual understanding of Venture Capital and Private Equity	15
02	Structure and Valuation approaches	15
03	Strategies of Private Equity	15
04	Exit strategies for Private Equity	15
Total		60

Sr. No.	Modules / Units
1	Conceptual understanding of Venture Capital and Private Equity
	<ul style="list-style-type: none"> Venture Capital –Over View of Venture Capital- Definition- Features- Types – Roles Concept of PE and its characteristics- Definition- Difference between PE, VC and Hedge Funds- Nature of PE Firm- Players in the PE market– Benefit of PE Finance PE Fund –Legal structure and terms- Private Equity Investments and Financing- Private Equity Multiples and Prices- Private Equity Funds and Private Equity Firms- Investment Feature and Consideration
2	Structure and Valuation approaches
	<ul style="list-style-type: none"> Structure and Regulation of Venture Capital and Private Equity- Business Cycle of PE –Structure of VC/PE firms- Limited Liability Partnerships- Routes of VC/PE investments in India- Regulatory Aspects of VC/PE investments Valuation approaches- Risk and Returns- Analysis of Funds- Conventional Method- Revenue Multiplier Method
3	Strategies of Private Equity
	<ul style="list-style-type: none"> Leverage Buyout, Growth Capital, Mezzanine Capital- Distressed Debt, other Strategies Due Diligence- Procedure and Challenges- Due Diligence in Emerging PE Market-Investing in Developing Market- Past Performance and Strategy
4	Exit strategies for Private Equity
	<ul style="list-style-type: none"> Modes of exits in Indian Context and Challenges involved- IPO, Promoter Buyback ,Sale to Other PE funds, Sale to other strategic Investors, Stake Swap, M & A's, Open Market-, Secondary Market

2. Mutual Fund Management

Modules at a Glance

Sr. No.	Modules	No. of Lectures
01	Mutual Fund Organization and Management	15
02	Mutual Fund Products,	15
03	Investment and Performance Measurement	15
04	Accounting and Taxation of Mutual Funds	15
Total		60

Sr. No.	Modules / Units
1	Mutual Fund Organization and Management
	<ul style="list-style-type: none"> • Introduction: Meaning of Mutual Fund, Structure in India, Sponsors, Trust, Role of AMC, NFOs, Registrars, Agents, Types of Mutual Fund schemes • Objectives of AMFI, Advantage of Mutual Funds, Systematic Investment Plan (SIP), Systematic Transfer Plan (STP), Systematic Withdrawal Plan (SWP)
2	Mutual Fund Products,
	<ul style="list-style-type: none"> • Mutual Fund Products and Features: Equity funds: Definition, Features of Equity Funds, Index Fund, Large Cap Funds, Mid Cap Funds, Sectoral Funds, Types of Equity Schemes, Arbitrage funds, Multi-cap Funds, Quant funds, P / E Ratio funds, International Equities Fund, Growth Schemes. • Gold Exchange Trade Funds (ETFs): Introduction, Features, Working of ETFs, Market Making with ETFs, Creation Units, Portfolio Deposit and Cash Component • Debt Fund: Features, Interest Rate Risk, Credit Risk, Pricing of Debt Instrument Schemes, Fixed Maturity Plans, Capital Protection Funds, Gilt Funds, Balanced Funds, MIPs, Child Benefit Plans. • Liquid funds: Features, Floating rate scheme, Portfolio of liquids funds.
3	Investment and Performance Measurement
	<ul style="list-style-type: none"> • Fund Performance, Measuring Return, Measuring Risk, • Risk adjusted return, Comparing Fund Performance with a reference, various standardized performance systems, • Limitations of Performance measurement and evaluation.
4	Accounting and Taxation of Mutual Funds
	<ul style="list-style-type: none"> • Accounting: Net Asset Value (NAV)-Meaning-Computation- Factors affecting

	NAV-Pricing of Units- Fees and Expenses- Investment Management and Advisory Fees –Initial Expenses- Recurring Expenses- Total expenses- Accounting policies.
	<ul style="list-style-type: none"> Valuation-: Valuation of thinly traded securities- Valuation of Non trade securities-Valuation and disclosure of illiquid securities. Taxation: Dividends- Capital Gains- Tax Rebate- Restrictions on Dividends Stripping.

3. Organisational Behaviour

Modules at a Glance

Sr. No.	Modules	No. of Lectures
01	Introduction to Organisation Behaviour	15
02	Understanding Others: Interpersonal relationships	15
03	Group Behaviour and Team Behaviour	15
04	Stress Management and Change	15
	Total	60

Sr. No.	Modules / Units
1	Introduction to Organisation Behaviour
	<ul style="list-style-type: none"> Organisational Behaviour- Organisational Behaviour Multidiscipline- Different model of Organisational Behaviour- Individual behaviour is studied through Perception- Personality - Values- Attitudes- Job satisfaction- Motivation- Learning Understanding self studied through- Perception and Personality Understanding self studied through- Values and Attitudes
2	Understanding Others: Interpersonal relationships
	<ul style="list-style-type: none"> Conflict Management –Nature of Conflict- Level of Conflict- Source of Conflict- Effects of Conflict- Process of Conflict- Stages of Conflict- Conflict Handling Orientations Power and Organisational Politics-Sources of Power-Organisational Politics-Influence and Political Power
3	Group Behaviour and Team Behaviour
	<ul style="list-style-type: none"> Group Behaviour, Informal Groups – Group Dynamics- Types of Groups- Nature and effects of Informal groups-Benefits of Informal groups-Formal

	<p>groups –Monitoring informal organisation- Identifying and Rewarding Informal leader-Key Roles of Informal leader –Are there Multiple informal leaders? Formal Groups- Potential Outcomes of Informal Group Processes</p> <ul style="list-style-type: none"> • Team and Team Building- Modern organisation- Outcomes of Modern Organisation- Team work – Task team- Difference Between Groups and Teams- Life cycle of Team –Major Factors for Effective Teams- Team Building- Need for Team building- Team Building Process- Skills Useful in Team Building
4	Stress Management and Change
	<ul style="list-style-type: none"> • Stress Management and Counselling- How it Comes About –How it Affects Various Elements of Job Performance- Extreme Product of Stress- Stress and Job Performance-Approaches to Stress Management-Characteristic of Counselling-Types of Counselling • Change and its Effects- Nature of Change – Effect of Change – Response to Change – Resistance to change – Reasons for Resistance to Change-Transformational Leadership and Change-What are Elements of Transformational Leadership- Three stage model of changes Process

4. Corporate Restructuring

Modules at a Glance

Sr. No.	Modules	No. of Lectures
01	Introduction and Concepts	15
02	Merger and Amalgamation, Corporate Demerger and Reverse Merger	15
03	Funding of Merger and Takeover and Financial Restructuring	15
04	Post-Merger Reorganization	15
Total		60

Sr. No.	Modules / Units
1	Introduction and Concepts
	<p>Meaning of Corporate Restructuring • Need, Scope and Modes of Restructuring • Historical Background • Emerging Trends • Planning, Formulation and Execution of Various Corporate Restructuring Strategies - Mergers, Acquisitions, Takeovers, Disinvestments and Strategic Alliances, Demerger and Hiving off • Expanding Role of Professionals</p>
2	Merger and Amalgamation, Corporate Demerger and Reverse Merger

	<ul style="list-style-type: none"> • Introduction to Merger and Amalgamation, Corporate Demerger and Reverse Merger • Legal, Procedural, Economic, Accounting, Taxation and Financial Aspects of Mergers and Amalgamations including Stamp Duty and Allied Matters • Interest of Small Investors • Merger Aspects under Competition Law • Cross Border Acquisition and Merger • Concept of Demerger; Modes of Demerger - by Agreement, under Scheme of Arrangement • Demerger and Voluntary Winding Up • Legal and Procedural Aspects; Tax Aspects and Reliefs • Reverse Mergers – Procedural Aspects and Tax Implications • Meaning and Concept of Takeover • Types of Takeovers; Legal Aspects – SEBI Takeover Regulations • Disclosure and Open Offer Requirements • Bail Out Takeovers and Takeover of Sick Units • Takeover Defenses • Cross Border Takeovers
3	Funding of Merger and Takeover and Financial Restructuring
	<ul style="list-style-type: none"> • Financial Alternatives; Merits and Demerits • Funding through various Types of Financial Instruments including Equity and Preference Shares, Debentures, Securities with Differential Rights, Swaps, Stock Options; ECBs, Funding through Financial Institutions and Banks • Rehabilitation Finance • Management Buyouts/Leveraged Buyouts • Reduction of Capital • Reorganization of Share Capital • Buy-Back of Shares – Concept and Necessity • Procedure for Buy-Back of Shares by Listed and Unlisted Companies
4	Post-Merger Reorganization
	<ul style="list-style-type: none"> Factors involved in Post - Merger Reorganization • Integration of Businesses and Operations • Assessing Accomplishment of Post-Merger Objectives; Measuring Post Merger Efficiency

5. Risk Management

Modules at a Glance

Sr. No.	Modules	No. of Lectures
01	Introduction to Risk Management	15
02	Evaluation of Risk	15
03	Foreign Exchange Risk	15
04	Foreign Exchange Risk	15
Total		60

Sr. No.	Modules / Units
1	Introduction to Risk Management

	The Concept of Risk, Identification of Risk faced by Organization, Risk and Uncertainty, Strategic and Operational Risks, Dynamic Nature of Risks, Business Risk, Financial Risk faced by Organization, Objectives of Risks Management, Process of Risk Management
2	Evaluation of Risk
	Evaluation of Organization's ability to bear them, Risk Measurement, Sources and Impact of Common Business Risk, Market, Credit, Liquidity, Technological, Legal, Environmental, Reputation, Country Risk Identify and assess the impact upon the stakeholder involved in Business Risk, Nature and Importance of Financial Risk, Evaluation of Financial Risk, Evaluation of Alternative Risk Management Tools, Role of Risk Manager and Risk Committee in identifying and managing risk
3	Foreign Exchange Risk
	Forex Market, Identifying and Analyzing Forex Risk, Managing Forex Risk
4	Exchange Rate Risk
	Interest Rate Market and Mathematics Identifying and Analyzing Interest Rate Risk Measuring Interest Rate Risk

6. Project Work

Inclusion of project work in the course curriculum of the B.Com. (Financial Markets) programme is one of the ambitious aspects in the programme structure. The main objective of inclusion of project work is to inculcate the element of research analyse and scientific temperament challenging the potential of learner as regards to his/ her eager to enquire and ability to interpret particular aspect of the study. It is expected that the guiding teacher should undertake the counselling sessions and make the awareness among the learners about the methodology of formulation, preparation and evaluation pattern of the project work.

- There are two modes of preparation of project work
 1. Project work based on research methodology in the study area
 2. Project work based on internship in the study area

Guidelines for preparation of Project Work

1. General guidelines for preparation of project work based on Research

Methodology

- The project topic may be undertaken in any area of Elective Courses.
- Each of the learner has to undertake a Project individually under the supervision of a teacher-guide.

- The learner shall decide the topic and title which should be specific, clear and with definite scope in consultation with the teacher-guide concerned.
- University/college shall allot a guiding teacher for guidance to the students based on her / his specialization.
- The project report shall be prepared as per the broad guidelines given below:
 - Font type: Times New Roman
 - Font size: 12-For content, 14-for Title
 - Line Space : 1.5-for content and 1-for in table work
 - Paper Size: A4
 - Margin : in Left-1.5, Up-Down-Right-1
 - The Project Report shall be bounded.
 - The project report should be 80 to 100 pages



Format*1st page (Main Page)**Title of the problem of the Project*

A Project Submitted to
University of Mumbai for partial completion of the degree of
Bachelor in Commerce (Financial Markets)
Under the Faculty of Commerce

By*Name of the Learner***Under the Guidance of***Name of the Guiding Teacher**Name and address of the College**Month and Year**2nd Page**This page to be repeated on 2nd page (i.e. inside after main page)*

On separate page

Index

Chapter No. 1	Title of the Chapter	Page No.
(sub point 1.1, 1.1.1, And so on)		

Chapter No. 2	Title of the Chapter
---------------	----------------------

Chapter No. 3	Title of the Chapter
---------------	----------------------

Chapter No. 4	Title of the Chapter
---------------	----------------------

Chapter No. 5	Title of the Chapter
---------------	----------------------

List of tables, if any, with page numbers.

List of Graphs, if any, with page numbers.

List of Appendix, if any, with page numbers.

Abbreviations used:

**Structure to be followed to maintain the uniformity in
formulation and presentation of Project Work**

(Model Structure of the Project Work)

- **Chapter No. 1: Introduction**

In this chapter Selection and relevance of the problem, historical background of the problem, brief profile of the study area, definition/s of related aspects, characteristics, different concepts pertaining to the problem etc can be incorporated by the learner.

- **Chapter No. 2: Research Methodology**

This chapter will include Objectives, Hypothesis, Scope of the study, limitations of the study, significance of the study, Selection of the problem, Sample size, Data collection, Tabulation of data, Techniques and tools to be used, etc can be incorporated by the learner.

- **Chapter No. 3: Literature Review**

This chapter will provide information about studies done on the respective issue. This would specify how the study undertaken is relevant and contribute for value addition in information/ knowledge/ application of study area which ultimately helps the learner to undertake further study on same issue.

- **Chapter No. 4: Data Analysis, Interpretation and Presentation**

This chapter is the core part of the study. The analysis pertaining to collected data will be done by the learner. The application of selected tools or techniques will be used to arrive at findings. In this, table of information's, presentation of graphs etc. can be provided with interpretation by the learner.

- **Chapter No. 5: Conclusions and Suggestions**

In this chapter of project work, findings of work will be covered and suggestion will be enlisted to validate the objectives and hypotheses.

Note: If required more chapters of data analysis can be added.

- **Bibliography**
- **Appendix**

On separate page

Name and address of the college

Certificate

This is to certify that Ms/Mr _____ has worked and duly completed her/his Project Work for the degree of Bachelor in Commerce (Financial Markets) under the Faculty of Commerce in the subject of _____ and her/his project is entitled, “ _____ *Title of the Project* _____ ” under my supervision.

I further certify that the entire work has been done by the learner under my guidance and that no part of it has been submitted previously for any Degree or Diploma of any University.

It is her/ his own work and facts reported by her/his personal findings and investigations.

*Seal of the
College*

Name and Signature of
Guiding Teacher

Date of submission:

On separate page

Declaration by learner

I the undersigned Miss / Mr. _____ *Name of the learner* _____ here by,
declare that the work embodied in this project work titled “ _____
_____ *Title of the Project* _____

”, forms my own contribution to the research work carried out under the guidance of
_____ *Name of the guiding teacher* _____ is a result of my own research work and has
not been previously submitted to any other University for any other Degree/ Diploma
to this or any other University.

Wherever reference has been made to previous works of others, it has been clearly
indicated as such and included in the bibliography.

I, here by further declare that all information of this document has been obtained and
presented in accordance with academic rules and ethical conduct.

Name and Signature of the learner

Certified by

Name and signature of the Guiding Teacher

On separate page

Acknowledgment

(Model structure of the acknowledgement)

To list who all have helped me is difficult because they are so numerous and the depth is so enormous.

I would like to acknowledge the following as being idealistic channels and fresh dimensions in the completion of this project.

I take this opportunity to thank the **University of Mumbai** for giving me chance to do this project.

I would like to thank my **Principal**, _____ for providing the necessary facilities required for completion of this project.

I take this opportunity to thank our **Coordinator** _____, for her moral support and guidance.

I would also like to express my sincere gratitude towards my project guide _____ whose guidance and care made the project successful.

I would like to thank my **College Library**, for having provided various reference books and magazines related to my project.

Lastly, I would like to thank each and every person who directly or indirectly helped me in the completion of the project especially **my Parents and Peers** who supported me throughout my project.

2. Guidelines for Internship based project work

- Minimum 20 days/ 100 hours of Internship with an Organisation/ NGO/ Charitable Organisation/ Private firm.
- The theme of the internship should be based on any study area of the elective courses
- Experience Certificate is Mandatory
- A project report has to be brief in content and must include the following aspects:
 - **Executive Summary:**

A bird's eye view of your entire presentation has to be precisely offered under this category.
 - **Introduction on the Company:**

A Concise representation of company/ organization defining its scope, products/ services and its SWOT analysis.
 - **Statement and Objectives:**

The mission and vision of the organization need to be stated enshrining its broad strategies.
 - **Your Role in the Organisation during the internship:**

The key aspects handled, the department under which you were deployed and brief summary report duly acknowledged by the reporting head.
 - **Challenges:**

The challenges confronted while churning out theoretical knowledge into practical world.
 - **Conclusion:**

A brief overview of your experience and suggestions to bridge the gap between theory and practice.
- The project report based on internship shall be prepared as per the broad guidelines given below:
 - Font type: Times New Roman
 - Font size: 12-For content, 14-for Title
 - Line Space : 1.5-for content and 1-for in table work
 - Paper Size: A4
 - Margin : in Left-1.5, Up-Down-Right-1
 - The Project Report shall be bounded.
 - The project report should be of minimum 50 pages

8.1 FEE STRUCTURE FOR THE B.F.M. DEGREE COURSE*

Document Verification Fees: Additional fees of ₹ 400/- to be paid by the students those who have not passed the HSC examinations from Maharashtra State Board of Secondary and Higher Secondary Education.

2018-2019

PARTICULARS	FYBFM		SYBFM		TYBFM	
	Open	Reserve	Open	Reserve	Open	Reserve
TUTION FEE	10000		10000		10000	
LIBRARY FEE	600		600		600	
GYMKHANA FEE	400		400		400	
OTHER FEE	250		250		250	
EXAM FEES	1965	1965	1965	1965	0	
ENROLMENT FEE	220		0		0	
DIASTER RELIEF FUND	10	10	10	10	10	10
ADML.PROCESSING	200	200	200	200	200	200
UTILITY FEE	250		250		250	
MAGAZINE FEES	100		100		100	
ID CARD & LIBRARY FEE	50	50	50	50	50	50
GROUP INSURANCE	40	40	40	40	40	40
STUDENT WELFARE FUND	50	50	50	50	50	50
DEVELOPMENT FEE	500		500		500	
VICE-CHANCELLOR'S FUND	20	20	20	20	20	20
UNL. SPORTS & CULTURAL ACTIVITY	30		30		30	
E-SUVIDHA	50		50		50	
E- CHARGE	20		20		20	
COMPUTER PRACTICAL FEES	1000	0	1000	0	0	0
COMPUTER LAB FEES	1000	0	1000		0	
CAUTION MONEY	150	150				
LIBRARY DEPOSIT	250	250				
LABORATORY DEPOSIT	400	400	400	400	0	0
PROJECT FEES	0	0	0		500	
AMUMNI ASSOCIATION FEES	25	25	25	25	25	25
UNIVERSITY EXAM FEES	0	0	0	0	1965	1965
CONVOCATION FEES	0	0	0	0	250	250
ADMISSION FORM	0	0	100	100	100	100
NSS FEE	10	10	10	10	10	10
TOTAL	17590	3170	17070	2870	15420	2720

*Revised Fee Structure for the Academic Year 2008 - 2009 onwards as per the University Circular No CONCOL/FEE/292 of 2008 dtd. 07.07.2008 and Krida Samiti/18 of August 6, 2014.

** ₹ 40/- on ₹ 1, 00,000/- Policy towards YUVA RAKSHA GROUP INSURANCE SCHEME BY ORIENTAL INSURANCE COMPANY.

The Policy will cover the following:

- Road / Railway Accident
- Injury during sports
- Natural Calamity such as riots / earthquakes etc.
- Any other accident

The student will be eligible the following as compensation as per the rules and on satisfactory submission of the documents:

- In case of permanent disability: up to ₹ 1,00,000/-
- Hospitalization - as per bills subject to maximum of ₹ 1,00,000/-
- In case of the unfortunate death of the student, parents will get compensation up to ₹ 1,00,000/-
- In other cases, as per rules.
- Parents and students are requested to note that the application to the Insurance Company for claiming the compensation will have to be forwarded through the Principal of the college with complete documents and within the time frame prescribed.
- **Document Verification Fees:** Additional fees of ₹ 400/- to be paid by the students those who have not passed the HSC examinations from Maharashtra State Board of Secondary and Higher Secondary Education.

9.1 0.2859: Refund of Tuition, Development and all other fees after cancellation of admissions:

The candidates who have taken admission in under graduate courses in Govt. colleges, in Govt. aided and unaided courses conducted by affiliated colleges, and recognized Institutions may request for refund of fees after applying in writing for cancellation of their admission to the course. The refund of fees as applicable shall be made on or before the 30th day after the date of cancellation and thereafter. The percentage of fees for the course shall be refunded to the candidate after deducting charges as follows:

Refund of fees can be claimed as per Mumbai University's Circular No. UG / 412 of 2008

Table – 1: Fees Deduction on cancellation of admission

Period and Percentage of Deduction charges

	(i)	(ii)	(iii)	(iv)	(v)	(vi)
	Prior to Commencement of academic term and instruction of the course	Up to 20 days after commencement of the academic term of the course	From 21st day up to 50 days After Commencement of the academic term of the Course	From 51st day up to 80 days after the commencement of academic term of the course or August 31st whichever is earlier	From September 1st to September 30th	After September 30 th

Deduction	₹500/- Lump Sum	20% of the total amount of fees.	30% of the total amount of fees.	50% of the total amount of fees.	60% of the total amount of fees.	100% of the total amount of fees.
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Note: The total amount considered for the refund of fees from the commencement of academic term of the courses including the following:

- ii) The fee charged towards group insurance and all fee components to be paid as University share (including Vice-Chancellor fund, University fee for sports and cultural activities, E-charge, disaster management fund, exam. Fee and Enrollment fee) are non-refundable if payment is made by the college prior to the date of cancellation.
- iii) Fee collected for identity card and Library card, admission form and prospectus, enrollment and any other course specific fee are not refundable after the commencement of the academic term.
- iv) All refundable deposits (Laboratory, Caution Money and Library etc.) shall be fully returned at the time of cancellation.

Provided that wherever admissions are made through centralized admission process for professional and / or for any other courses by other competent Authorities, the Refund Rules are applicable if specified by such authorities (as per the rules of relevant agencies) for the 1st year admission. In case of admission to subsequent years of the course, 0.2859 is applicable for cancellation of admission.

Provided further that this refund rule is concurrent with the rules and guidelines of other professional statutory bodies appointed for admission for relevant courses.

Further that 0.2859-A & 0.2859-B have been repealed and the amended 0.2859 relating to the refund of Tuition Fees, Development and all other fees after cancellation of admission for the Under Graduate Courses has been brought into force with effect from the academic year 2008-2009.

10.1 R:8433: The definitions of the key terms used in the Choice Based Credit System introduced from the academic year 2011-12 are as under:

Programme:

A **Program** is a set of programmes that are linked together in an academically meaningful way and generally ends with the award of a Certificate or Diploma or Degree depending on the level of knowledge attained and the total duration of study. (for ex **B.A., B.Sc. and B.Com. are Programmes.**)

Programme Course:

A '**programme**' corresponds to the word 'course' used in many universities. A programme is essentially a constituent of a 'program' and may be conceived of as a composite of several learning topics taken from a certain knowledge domain, at a certain level. All the learning topics included in a programme must necessarily have academic coherence, that

is, there must be a common thread linking the various components of a programme. A number of linked programmes considered together are in practice, a 'program'.

Credit Point:

Credit Point refers to the 'Workload' of a learner and is an index of the number of learning hours deemed for a certain segment of learning. These learning hours may include a variety of learning activities like reading, reflecting, discussing, attending lectures / counseling sessions, watching especially prepared videos, writing assignments, preparing for examinations, etc. Credits assigned for a single programme always pay attention to how many hours it would take for a learner to complete a single programme successfully. A single programme should have, by and large a programme may be assigned anywhere between 2 to 8 credit points wherein 1 credit is construed as corresponding to approximately 30 to 40 learning hours.

Credit completion and Credit accumulation:

Credit completion or Credit acquisition shall be considered to take place after the learner has successfully cleared all the evaluation criteria with respect to a single programme. Thus, a learner who successfully completes a 4 CP (Credit Point) programme may be considered to have collected or acquired 4 credits. His level of performance above the minimum prescribed level (viz. grades / marks obtained) has no bearing on the number of credits collected or acquired. A learner keeps on adding more and more credits as he completes successfully more and more programmes. Thus the learner 'accumulates' programme wise credits.

Credit Bank:

The process of accumulating Credits over a period of time, leads to the idea of a 'Credit Bank'. Conceptually, a Credit Bank in simple terms refers to stored and dynamically updated information regarding the number of Credits obtained by any given learner along with details regarding the programme/s for which Credit has been given, the programme-level, nature, etc. In addition, all the information regarding the number of Credits transferred to different programs or credit exemptions given may also be stored with the individual's history. In short, this would involve maintaining all the Credit-related transactions of an individual. Credit Banking, when practiced would go a long way in facilitating credit transfers and learner mobility.

O. 5974

Duration of the B.A., B.Com. and B.Sc. programme will be of 3 years in the Semester pattern i.e. from Sem. I to Sem. VI. Bachelor of Commerce (Accounting & Finance) will be a THREE (03) year Program comprising SIX (06) Semesters i.e. each year will be divided into 2 semesters.

The degree will be awarded to a learner who successfully completes 120 credits of the programme in period of 3 to 6 years from the year of enrollment to Semester I.

If a learner does not earn 120 credits in 12 semesters from the year of enrolment to semester I, he/she may at his/her option transfer his/her performance in the existing/new program after establishing equivalence between old and new syllabus. Such a performance transfer will be decided by the Board of Studies / Ad-hoc Board / Ad hoc Committee of the concerned course. The admission to the program will be governed by the existing rules.

11.1

SCHEME OF EXAMINATION

The University of Mumbai has introduced the **Choice Based Semester and Grading System** from the academic year 2011-2012 for all the programs offered by the Faculty of Commerce, Faculty of Arts and Faculty of Science for all their Undergraduate Programs including the unaided or self-financing programs. The **Scheme of Examination** is as explained in brief and further details can be obtained from the Chairperson Examination Department or the Vice Principals. You may also refer to the University Circular no. UG/144 of 2011 dated June 14, 2011 and subsequent circulars for getting more information about the scheme of examination as applicable.

SCHEME OF EXAMINATION: As Applicable Today to All the Undergraduate Courses Under Faculty of Commerce.

Students / Learners of the BAF program are required to offer 40 courses each of 3 credits over the six semesters. Each course will be evaluated for 100 marks. The performance of the learner shall be evaluated in two components: Internal Assessment of 25 marks by way of continuous evaluation and Semester End Examination of 75 marks by conducting the theory examination.

INTERNAL ASSESSMENT: - Internal Assessment is defined as the assessment of the learners on the basis of continuous evaluation as envisaged in the credit based system by way of participation of learners in various academic and its correlated activities in the given semester of the programme.

A) Internal Assessment – 25 marks

25 Marks

Sr. No.	Particulars	Marks
1	ONE periodical class test to be conducted in the given semester	20 Marks
2	Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities.	05 Marks

SEMESTER END EXAMINATION: - It is defined as the examination of the learners on the basis of performance in the semester end theory / written examinations.

B) Semester End Examinations – 75%**75 Marks**

- I. **Duration** – Theses examinations shall be of **2½ Hours** duration.
- II. Question Programme Pattern: -
 - 1) There shall be five questions each of 15 marks.
 - 2) All questions shall be compulsory with internal choice within the questions.
 - 3) Question may be subdivided into sub-questions a, b, c... and the allocation of marks depend on the weightage of the topic.

The Pattern of the Question Paper may change as per the instructions from the approved bodies of the University.

12.1 ASSESSMENT OF SEMESTER I TO SEMESTER IV

The assessment of **Part 'A' i.e. Internal Assessment** and **Part 'B' i.e. Semester End Examination** for Semesters I to IV shall be processed by the Colleges / Institutions of their learner on behalf of the University of Mumbai. The Institution / College will set the question papers, conduct the examinations, assess the answer books and declare the result of the learner. The College / Institution will issue the grade cards to the learner after the conversion of marks into grade as per the procedure mentioned in the manual. The format of the grade card will be as prescribed by the University so as to maintain the uniformity across the all colleges for the examinations conducted by the colleges on behalf of the University.

13.1 ASSESSMENT OF SEMESTER V and SEMESTER VI

The assessment of **Part 'A' i.e. Internal Assessment** for **Semesters V & VI** shall be **processed/conducted by the Colleges / Institutions** of their learners admitted to the programme while the University of Mumbai shall conduct the assessment of **Part 'B' i.e. Semester End Examination** for Semesters V & VI. The Internal Assessment marks of learners appearing for Semesters V & VI shall be submitted to the University by the respective colleges/ Institutions before the commencement of respective Semester End Examinations. The Semester End Examinations for Semesters V & VI shall be conducted by the University and the results shall be declared after processing the internal assessment and the marks awarded to the learners. The grade card shall be issued by the University after converting the marks into grades. The overall performance of the learner will be taken into account before declaring the result of the learner by the University i.e. overall result / performance of the learner will be based on the performance of the learner at Semester I, Semester II, Semester III, Semester IV, Semester V and Semester VI Examinations.

THE MARKS OF THE INTERNAL ASSESSMENT SHOULD NOT BE DISCLOSED TO THE STUDENTS TILL THE RESULTS OF THE CORRESPONDING SEMESTER IS DECLARED.

**14.1 R.8436 PASSING STANDARD AND PERFORMANCE GRADING:
PASSING STANDARD**

The learners to pass a programme shall have to obtain a minimum of 40% marks in aggregate for each programme where the programme consists of Internal Assessment & 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 programme and minimum of Grade E in the project component, wherever applicable to pass a particular semester. A learner will be said to have passed the programme if the learner passes the Internal Assessment & Semester End Examination together.

15.1 PERFORMANCE GRADING

The PERFORMANCE GRADING of the learners shall be on the TEN point ranking system as under:

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.

The performance grading shall be based on the aggregate performance of Internal Assessment and Semester End Examination.

R: 8437 CARRY FORWARDS OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE INTERNAL ASSESSMENT AND/OR SEMESTER END ASSESSMENT IN ONE OR MORE COURSES:

- 1) A learner who PASSES in the Internal Examination but FAILS in the Semester End Examination of the programme shall reappear for the Semester End Examination of that programme. However, his/her marks of the Internal Examinations shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.
- 2) A learner who PASSES in the Semester End Examination but FAILS in the Internal Assessment of the programme shall reappear for the Internal Examination of that programme. However, his/her marks of the Semester End Examination shall be carried over and he/she shall be entitled for grade obtained by him/her on passing.

16.1 EXAMINATION PATTERN OF THE SEMESTER END

ADDITIONAL EXAMINATION & ATKT EXAMINATION

In case of a learner who is reappearing for the Internal Examination, the examination will consist of one project of **25** marks which will be divided into **15** marks for the documentation of the project, **05** marks for the presentation and **05** marks for the viva and

the interaction.

17.1 R.8438 ALLOWED TO KEEP TERMS (ATKT): (as per circular no. UG/02 of 2012-2013 dated April 3, 2012, UG/52 of 2013-2014 dated August 26, 2013)

- a. A learner shall be allowed to keep term for Semester II irrespective of number of programmes of failure in the Semester I.
- b. A learner shall be allowed to keep term for Semester III if he/she passes each of Semester I and Semester II

OR

A learner fails in not more than FOUR programmes of Semester I and Semester II taken together with not more than TWO programmes at each of Semester I & Semester II.

- c. A learner shall be allowed to keep term for Semester IV irrespective of number of programmes of failure in Semester III.
- d. Eligibility criteria for a learner, to be admitted in Semester V (Third year) of UG programs (aided and non-aided) in Faculties of Arts and Commerce is amended as follows,
 - i. Shall have passed Semester I, II, III and IV in full

OR

- ii. Shall have passed Semester I and II in full and secured ATKT in the Second year by failing in not more than Two Programmes in each of Semester III and Semester IV

OR

- iii. Shall have Secured ATKT in First Year by failing in not more than Two Programmes in each of Semester I and Semester II and have passed Semester III and Semester IV in full
- e. A learner shall be allowed to keep terms for Semester VI irrespective of grades obtained in each programme of Semester V. The result of Semester VI shall be kept in abeyance until the learner passes each of Semester I, Semester II, Semester III, Semester IV and Semester V in full.

18.1 ADDITIONAL EXAMINATION FOR SEMESTER I, II, III and IV. (vide circular no UG/61 Of 2015 dated 20/8/2015)

The additional examination for semester I, II, III & IV be conducted only for those who have remained absent on the ground in consistence with R 8917. A learner can who fails in some or all the courses can appear for A.T.K.T. Examination which will be conducted only in the month of October & April of every year for all semester i.e. Semester I, II, III & IV.

19.1 R. 8917 ELIGIBILITY NORMS TO APPEAR FOR THE ADDITIONAL SEMESTER END EXAMINATIONS

A learner who does not appear in some or all the courses on medical grounds or for representing the College/University in Sports, Cultural Activities. Activities of NSS/NCC or Sports Training Camps conducted by recognized bodies/competent authorities or for any other reason which is considered valid under exceptional circumstances and to the satisfaction of the Principal or the Head of the institution is eligible to appear for Additional Examination.

It is not the right of the learner, who has failed or has remained absent, to appear for the additional examination without fulfilling the norms prescribed by the Head of the Institution / Department / Principal of the College and same has been brought into force with effect from the academic year 2015-16.

20.1 EXAMINATION PATTERN OF THE SEMESTER END ADDITIONAL EXAMINATION & ATKT EXAMINATION

The Additional Semester End Examination shall be of two and half hours duration and of 75 marks per course. The learner shall appear for the semester END examination of the course for which he/she was absent for the reason as stated above. Learner who is punished under O.5059 shall not be eligible to appear for this Additional Examination.

21.1 R.8441: Programme wise, Semester wise Credit allocation:

Faculty	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total Credits
Arts for BA Program only.	15	15	22	22	22	24	120
Science (for all programmes)	20	20	20	20	20	20	120
Bachelor of Commerce (B.Com.)	20	20	17	17	23	23	120
Bachelor of Management Studies (BMS)	21	21	18	18	21	21	120
Bachelor of Commerce (Accounting & Finance) (BAF)	21	21	21	21	18	18	120
Bachelor of Commerce (Banking & Insurance) (BBI)	18	18	21	21	21	21	120
Bachelor of Commerce (Financial Markets) (BFM)	18	18	21	21	21	21	120

22.1 PROCEDURE FOR VERIFICATION AND/OR REVALUATION OF THE ASSESSED ANSWER BOOK/S in case of discrepancy in the Assessed Answer book

On receipt of the photocopy if the discrepancy of following nature (listed below) is noticed by the examinee, he/ she should apply to the Principal in the prescribed form along with the said **photocopy and copy of the question paper within three (03) working days from the date of publication of the notice by the Principal** of the respective college as per the provisions hereinabove.

- i) Mistake in totaling
- ii) Non assessment of a question / sub-question

if required after due verification, the Principal of respective college shall make necessary rectification in the marks allotted to the said course and consequently in the result of the candidate without charging any further fee for necessary rectification.

On rectification of the result as per the provisions above, the candidate can apply for revaluation within seven (7) working days from the date of receipt of the rectified result, if he/she was not eligible to apply for revaluation of the said answer book under Rule 29 herein below mentioned and only by such rectification becomes eligible for revaluation in the said course, course to other limitations contained herein.

The examinee is free to apply for Photocopy/ies of answer books of as many courses as he / she so desires.

VCD / 1 of 2016 Rules & Procedure for providing the Photocopies of assessed Answer-book(s) to the examinee & Process of Revaluation of the Answer-Book(s) WHEREAS as per the Order of the Hon'ble High Court of judicature at Bombay passed by a division bench consisting of their Lordship Chief Justice Dalvir Bhandari and Justice D.Y. Chandrachud, while hearing a group/ bunch of petitions filed by students from different faculties, directing the University to restart the revaluation in all faculties that has been scrapped since 2002, it was decided to restart the revaluation system in order to bring transparency on the examination system, and accordingly the Vice-Chancellor of University of Mumbai issued Directions No. Exam./ Rev./ VCD/785 of 2004 dated 17th November, 2004, and further issued Directions No. Exam./Rev./VCD/4637 of 2010 dtd. 5 th April, 2010, AND WHEREAS considering the delay being caused due to the modalities and procedure of revaluation, it was decided to modify the procedure of issuing photocopy and revaluating the answer books, AND WHEREAS it is required to review the existing revaluation process and to suggest modifications for making the process more effective and faster due to demands from various segments, students and teachers. AND WHEREAS considering the observation passed by the Hon'ble High Court in Writ Petition bearing No. 52 of 2009 dated 31st August 2009, regarding completion of the process of revaluation expeditiously and considering the importance and urgency of the matter, AND WHEREAS, making of the new Ordinance or Rules and Regulations in this respect by the Management Council will take some time, Now therefore, I, Dr. Sanjay V Deshmukh, holding the charge of the Vice-Chancellor, University of Mumbai in exercise of powers conferred upon me under sub-section (8) of section (14) of the Maharashtra Universities Act, 1994, hereby issue the revised Directions in supersession of the earlier Directions No. Exam. / Rev. / VCD / 4637 of 2010 dated 5 th April, 2010 as under:- 1. These directions may be called "Rules &

Procedure for providing the Photocopies of assessed Answer-book(s) to the examinee & Process of Revaluation of the Answer-Book(s)." 2 These directions shall come into force with immediate effect i.e. from the examinations to be held in the First Half of the Year 2016. 3. In these directions unless the context otherwise requires: (a) "Act" means Maharashtra Universities Act, 1994. (b) "Directions" means directions issued in accordance with the provisions of sub-section (8) of Section 14 of the Act. (c) "College" means a College conducted by the University or affiliated to the University, situated in the University area, including autonomous College, academic institution/ Department of higher learning not being a College, associated with and admitted to the privileges of the University including autonomous institution, University Institution and recognized institution, University department of higher learning, research or specialized studies, recognized to be so by the University and imparting undergraduate/ postgraduate instructions or guidance for research. (d) "Principal" means a head of 'the College' {as defined in rule 3(c)}. (e) "Examinee" means the student, who appeared for the examination conducted by the University during the current session. (f) The "32 (5) (a) Committee" and The "32 (6) (a) Committee" means a committee constituted by the Board of Examinations in accordance with the provisions of Clause (a) of sub-section (5) and sub-section (6) of Section 32 of Maharashtra Universities Act, 1994, respectively in order to appoint paper-setters, examiners and moderators. And in order to investigate and recommend disciplinary action for malpractices and lapses against the person or persons involved in the malpractices directly or indirectly. PART – I General Rules 4. Applying for Photocopy of answer book and applying for Revaluation will be two independent processes. 5. Applying for the Photocopy of the answer book or having Photocopy of the answer book shall not be a pre-requisite for applying for revaluation of the answer book in the said subject. 6. The Examinee can independently apply for Revaluation or photocopy or both simultaneously, if he desires so. 7. The Examinee who desires to apply for revaluation are requested to note that, his / her original marks will become null & void as soon as he submits his application for the revaluation. 8. The Examinee shall check the University website, time to time for the various details regarding his / her result status / information / list etc., as the entire process of photocopy of revaluation is carried out through online system. It is the responsibility of the Examinee to verify the online detail. No complaint will be entertained in this respect after due date is over. 9. However, The University may adopt any other procedure for acceptance of the application / fees, which will be circulated for the information of examinees. PART – II Rules & Procedure for providing the Photocopy(ies) of assessed answer-book(s) 10. The facility of obtaining Photocopy(ies) of assessed and / or moderated answer book(s) by the examinee is extended with a view to bring transparency in the examinations system and ensure its credibility. 11. Under these rules applying for the Photocopy(ies) of answer-books shall be permitted in respect of : (i) For theory papers of all the examinations conducted by the University in the current session. (ii) The examinations conducted by the Director of the Institute of Distance Education / Principals of constituent / affiliated Colleges or Directors / Heads of University Department / Recognized Institutions on behalf of the University, in the current session. (ii) The Scripts of practical examination / session work / project work / dissertation / internal assessment / term work (including theory part) wherever the written scripts are available, in the current session. 12. The Examinee(s) shall apply for the photocopy to the

Principal / Directors of the respective College / Institution to which the candidate has registered for the said course in the prescribed format along with the non-refundable fee prescribed for the purpose by Controller of Examinations, as per the procedure & the manner decided by the University, time-to-time. The examinee belonging to the reserved categories shall be granted 50% concession in the Fees. 13. The Principal / Directors of the respective College / Institutions to which the candidate has registered for the said course shall process the applications of practical examination / session work / project work / dissertation / internal assessment / term work (including theory part) wherever the written scripts are available as per the procedure laid down here-in-after mutatis mutandis. 14. The Principal / Directors of the respective College / Institutions shall accept the prescribed application form for obtaining Photocopy(ies) of answer book(s) of the examinations conducted by University within Ten (10) working days from the date of the declaration of result of the examination. He shall forward these applications to the University within next three days. No application after the due date will be entertained on any ground whatsoever. 15. Incomplete application forms, applications with false Information, unsigned applications shall be rejected without assigning any reason whatsoever and the fees paid along with the application form neither shall be refunded nor will any representation be entertained in such cases. 16. The University shall endeavor to supply Photocopy(ies) of answer books as far as possible within twenty five (25) working days from the date of receipt of application(s) to the University. 17. On receipt of Photocopy(ies) the applicant examinee shall be the sole custodian of it and under any circumstances the examinee shall not part with the custody / possession of the same and also shall not use the same for any other purpose(s). 18. The Photocopy(ies) so obtained by the examinee shall be for his / her exclusive and relevant use. Neither the said examinee nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answer there-in. 19. If the examinee is found guilty of indulging in any act / attempt he / she shall be liable to be tried before the Unfair Means Inquiry Committee of the University and the decision taken by the authorities based on the recommendation of the said committee shall be final. 20. If his / her indulgence / commission in unfair act / attempt are proved, the examinee shall be liable for the punishment ranging from: (i) Cancellation of his / her marks in the said subject either original or after revaluation, (ii) Cancellation of his / her result in full of the said examination, (iii) Annulment of examination(s) maximum up to 5 exams. 21. On receipt of the photocopy, if the discrepancy of following nature is noticed by the examinee, he should apply to the University within seven (07) working days to the Controller of Examinations along with the fees of Rs.100 as Grievance Redressal fee. i) Mistake in totaling ii) Non assessment of question / sub-question iii) Improper photocopy 22. After due verification, the Controller of Examinations shall make necessary rectification in the marks allotted to the said subject and consequently in the result of the candidate without charging any further fee for such rectification & also declare the same on University website. 23. It will be binding on the concern examiner / moderator to attend the call of the University and be present for revaluation work. It will also be the responsibility of the Principal / Director to relieve the examiner / moderator to attend University on the given date or within next three (03) working days. 24. Not attending the University Revaluation work within stipulated period will be treated as misconduct.

Appropriate action and / or penalty of Rs.100/- per day will be imposed on concerned teacher and also the concerned Principal, if he / she does not relieve the teacher in time.

25. The examinee is free to apply for Photocopy(ies) of answer books of as many subjects as he / she desires. PART - III Rules and Procedure for the Revaluation of the Answer-book(s)

26. If the examinee is not satisfied with the marks awarded, he / she may apply for revaluation to the University / Institutions / College in the prescribed form within the prescribed period and in the manner prescribed here-in-after.

27. The revaluation facility shall be for theory papers of all the examinations conducted by the University for the respective current session and the applications received within prescribed time limit.

28. Under these rules the revaluation of answer books shall also be permitted in respect of; ii) The examinations conducted by the director of the institute of Distance Education/ Principals of constituent / affiliated Colleges or Directors / Heads of University Departments / Recognized institutions, on behalf of the University, iii) The marks awarded to the scripts of practical examination / session work / project Work / dissertation / internal assessment / term work (including theory part) wherever written scripts are available.

29. All Examinees can apply for the revaluation of the answer book(s) with whatever marks he / she secured and even the Zero Marks.

30. The Examinee can apply for the revaluation of the his / her answer book(s) of the as many subjects as he / she desires.

31. The Examinee shall apply for Revaluation in the prescribed form along-with prescribed fee and in the manner & procedure decided by the University.

32. The candidates belonging to the reserved categories shall be given 50 % concession in the fees, provided the Principal of the concern college certify the same.

33. For the examinations conducted by the University, the prescribed application form for revaluation of answer book should be submitted to the college, within Ten (10) working days from the date of the declaration of the result of the respective examination. No documents are to be attached with application.

34. For the examinations conducted by the college / Department / Institutions, and also for practical examination / sessional work / project Work / dissertation / internal assessment / term work (including theory part) wherever written scripts are available, the prescribed application form for revaluation of answer book should be submitted to the respective college / Department / Institutions, within Ten (10) working days from the date of the declaration of the result of the respective examination.

35. Examinee has to endorse all details / marks correctly in the application form. Any false information, if observed at any time, the application will be summarily rejected. No refund will be entertained in such cases.

36. The examinee shall submit the application and remit the prescribed fees in the manner & procedure decided by University. The Principal of the concerned College shall verify the application data, especially the reserved category cases, certify & forward the applications of the examinations conducted by the University within next five days, to the University. The applications of the examinations conducted by the respective college / Department / Institution shall process the applications as per the manner and process defined by this VCD mutatis mutandis.

37. The processing and co-ordination of the revaluation cases will be done by the concern Unit. The verification and rectification, if required, in these cases will be done by the concern Unit. Assessment of the Revaluation process will be done by arranging the CAP. Marks statement will be send to the Revaluation Unit / CCF for processing and result(s) will be declared with new result file of the revaluation by the respective Results Units of the Examinations Section.

38. The

applications for revaluation received after the last date shall not be accepted by the University under any circumstances, whatsoever. 39. Effect shall be given to the change in original marks on revaluation, as under:- (i) The marks obtained after revaluation shall be accepted, if the marks awarded to a paper as a result of revaluation, increase or decrease in revaluation by ten percent (10%) or more than the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the candidate in the paper shall be treated as null and void and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. The fractions shall be ignored / rounded off as the case may be for the purpose of computing the ten percent (10%) difference in marks. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the University, if the candidate gets benefit of passing the subject / examination or change of class or grade in that paper or in the overall result at the said examination with or without grace marks under the provisions of relevant Ordinances or as resolved by the examiners in the said subject. (ii) Notwithstanding what is contained in clause 39(i) where the difference between the marks originally obtained by the candidate in the paper without any grace marks and the marks obtained after revaluation will be accepted up to twenty five percent (25%) of the maximum marks assigned to that paper. However, if the difference between the marks originally obtained by the candidate in the paper, without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty five percent (25%) of the maximum marks assigned to that paper, a second revaluation of the said answer book(s) be done by a third examiner from the panel of examiners for the said subject. In such an event the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject. (iii) An answer book shall also be sent for second revaluation to another examiner (third examiner) if on the first revaluation, a candidate's marks are decreased below the passing marks and in the such event the marks assigned by the third examiner in the second revaluation be treated as the final marks in the said subject. (iv) The revised marks obtained by a candidate after revaluation, as accepted by the University shall be taken into account for the purpose of amendment of his results only and the said result will be communicated to the student(s) through University website. PART – IV Other Rules 40. The Principals of the Colleges / Departments / Institutions shall be bound to make available the teachers required for revaluation on top priority basis on the day and date communicated by the Controller of Examinations. 41. It will be mandatory for the teachers of the Colleges to attend the revaluation work on top priority basis. If any teacher fails to comply with the orders, it shall be treated as misconduct and such teacher shall be liable for disciplinary action. 42. If the Principal of the College fails to relieve the teacher for revaluation or the teacher fails to attend the work of revaluation, penalty of Rs. 100/- per day may be imposed on all concerned and the same shall be recovered from the pay and the same shall be credited to the University funds. 43. The remuneration for examiner(s) appointed shall be paid at the rate of Rs.25/- per answer book and Rs.200/- as Local travelling allowance per day; or the lump sum remuneration of Rs.450/- shall be paid to the examiner if the answer books available for revaluation at the revaluation center are less than 10 (ten) when the examiner visits the revaluation center from other colleges. The examiner(s) from the University Department shall not be entitled for the travelling allowance. 44. The answer books already revaluated shall not be moderated or further

rerevaluated, unless so directed by the Vice-Chancellor, in exceptional cases. 45. The whole process of revaluation shall be completed as far as possible within a period of forty five (45) working days from the date of receipt of the application for revaluation by the University. 46. The Photocopy of the Revaluated Answer-Book(S) shall not be provided to the Examinee(S) in any case. 47. Pending the process of revaluation, and subject to the availability of the seats in the college, the student may be admitted to the next higher class to which he could have been admitted if, he / she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty of his education, as per the following norms:- (i) The student may be admitted to the next higher class to which he could have been admitted if, he / she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty his / her education, if he / she had originally obtained required passing marks in the papers in which he / she had applied for revaluation, (ii) The college shall be entitled to charge fees of Rs.500/- at the time of granting admission to such students to the next class before declaration of the result of the revaluation, (iii) Such admission shall be provisional; and automatically stands cancelled on receipt of the result of revaluation process, if the student is not declared passed in the requisite number of the subjects on revaluation which would entitle him / her to take admission in the next higher class, and in such case the fees originally collected by the college or any part of the same shall not be refunded. 48. In case if the student is declared pass in the requisite number of the subjects on revaluation which would entitle him / her to take admission in the next class as per the Ordinances / regulations, the provisional admission will be regularized in the college. 49. In case of the reserved category student or other students who are entitled to get the fee concession, on appropriating the amount equal to the amount of fees which the College can collect from the student and the balance amount shall be refunded to the student at the time of confirmation and continuation of his / her admission. In case of other students, the said amount shall be deducted from the total fees which the College or the institution is entitled to collect from the student as per the rules applicable. 50. Pending the declaration of the result of the revaluation, the students who have taken admission to next higher class, as mentioned above, shall be allowed to appear at the examination of the next class however, their results of the next examinations shall not be declared if they could not pass the requisite number of the subjects on revaluation which would entitled them to take admission in the next class; and in case the students does not succeed in passing in such requisite number of subjects, their admission to the examinations of the next class, their performance and the results of the same shall be treated as null and void. 51. Examiners and / or moderators, if found careless in the original assessment, it will be treated as the unfair means of the examinations and the appropriate action will be taken as per the rules and regulations of the University. 52. This VCD shall come into force with immediate effect i.e. First Half 2016 Examinations and shall remain in force till new rules and regulations in pursuant to the subject matters dealt with in this VCD are made by the appropriate authorities. 53. With the issuance of this VCD, earlier VCD 4637 & 4636 of 2010 stands repealed. Sd/- Mumbai. Dr. Sanjay Deshmukh
Date : 01 / 07 / 2016 Vice-Chancellor University of Mumbai Ref. No.: AA / ICD / 2016-17 / 101
Date : 01 / 07 / 2016 To, All the Directors / Heads of the University Departments,

Director of IDOL Director of JBIMS, Director of ADMIMS, Director of GICD, The Principal of Sir J. J. College of Architecture and all the Principals / Directors of the affiliated colleges / Institutes are requested to implement the VCD for Rules & Procedure for providing the Photocopies of assessed Answer - book(s) & Process of Revaluation of the Answer - Book(s) immediately. (copy attached) (Datta D. Ghuge) I/c. Controller of Examinations Copy forwarded with compliments for information to : 1. The Secretary to His Excellency & Chancellor of University of Mumbai. 2. The Principal Secretary, Higher & Technical Education Department. 3. The Secretary to the Chairman, University Grant Commission, Delhi. 4. The Director of Higher Education, Pune – 411 001. 5. The Director of Technical Education Mumbai. 6. The Joint Director, Higher Education, Mumbai Region, Mumbai. 7. The Joint Director, Technical Education, Mumbai Region, Mumbai. 8. The Deans of faculties (Co-ordinators) of Arts, Science, Commerce, Technology, Management & Fine Arts of University of Mumbai. Copy to : 1. Executive Secretary to the Vice - Chancellor. 2. Personal Assistant to the Pro-Vice – Chancellor. 3. Personal Assistant to the Registrar. 4. Personal Assistant to the Director (BCUD) 5. Personal Assistant to the Controller of Examinations 6. Personal Assistant to the Finance & Accounts Officer. 7. The Director (CCF), the Director (Students Welfare), Director (Adult & Continuation Education & Extension), the Co-ordinator (Ratnagiri Sub Centre). 8. All Deputy Registrars and All Assistant Registrars. (Datta D. Ghuge) I/c. Controller of Examinations.

CAN THE STUDENT BE ADMITTED TO THE NEXT HIGHER CLASS PENDING THE RESULT OF VERIFICATION / REVALUATION?

1. Pending the process of revaluation, and course to the availability of the seats in the college, the student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty of his education, as per the following norms:
2. The student may be admitted to the next higher class to which he could have been admitted if he/she had passed in the said examination or had been granted A.T.K.T. for admission to the next class in the original examination as per the rules applicable for the stream and faculty if he/she had originally obtained required passing marks in the papers in which he/she had applied for revaluation,
3. The college shall be entitled to charge a fee of ₹ 500/- at the time of granting admission to such students to the next class before declaration of the result of the revaluation,
4. Such admission shall be provisional; and automatically stands cancelled on receipt of the result of revaluation process, if the student is not declared passed in the requisite number of the courses on revaluation which would entitle him/her to take admission in the next higher class, and in such case the fees originally collected by the college or any part of the same shall not be refunded,
5. In case if the student is declared to have passed in the requisite number of the courses on revaluation which would entitle him/her to take admission in the next

higher class as per the Ordinances / regulations, the provisional admission will be regularized.

6. In case of the reserved category students or other students who are entitled to get fee concession, on appropriating the amount equal to the amount of fees which the college can collect from the student and the balance amount shall be refunded to the student at the time of confirmation and continuation of his/her admission.
7. In case of other students, the said amount shall be deducted from the total fees which the college or the institution is entitled to collect from the student as per the rules applicable.
8. Pending the declaration of the result of the revaluation, the students who have taken admission to next higher class, as mentioned above, shall be allowed to appear at the examination to the next class and their results of the next examinations shall be declared only on their passing in the requisite number of the courses on revaluation which would entitle them to take admission in the next class; and in case the students does not succeed in passing in such requisite number of courses, their admission to the examinations of the next class, their performance and results of the same shall be treated as null and void.

The details of the procedure can be obtained from the examination department of the college.

23.1

ISSUANCE OF DUPLICATE MARKSHEET

In the event if any student loses or misplaces his / her mark-sheet can apply for a duplicate mark-sheet in the prescribed form along with the prescribed fees (as applicable) to the college office.

24.1

IMPROVEMENT OF GRADE AND CGPA

(University circular KA/UG/2015-16 dated 19th December, 2015.)

In order to improve Grade in CBSGS, a learner may reappear in ANY OF THE TWO SEMESTERS of Undergraduate and Post graduate programme concern.

25.1

Resorting to Use of Unfair Means by the students during the Examination

UNFAIR MEANS INQUIRY COMMITTEE

Students resorting to the use of unfair means during the examinations conducted by the College or conducted by the college on behalf of the University or by the University itself are requested to note that the course of action and the procedure to be followed by the college / university i.e. the examination conducting authority will be governed by circular no. UG / 139 OF 2001 DATED 23RD APRIL 2001 of University of Mumbai. The minimum punishment recommended by the University (vide circular no. UG / 139 OF 2001 DATED 23RD APRIL 2001) is "Annulment of the performance of the Student at the University /

College / Institution Examination in full.”

The above recommended punishment is for the learner / student / candidate found in possession of the copying material. If it is established that he/she has actually copied from the material, the recommendation is “Exclusion of the student from the University or College or Institution Examination for one additional examination”.

Given below is the extract from the University circular no. UG / 139 OF 2001 DATED 23RD APRIL 2001) specifying the broad Categories of Unfair Resorted to by Students at the University/ College/ Institution Examinations and the Quantum of Punishment for each Category thereof.

Sr. No.	Quantum of Punishment
(1) Possession of copying material	Annulment of the performance of the student at the University/ College/ Institution examination in full. (Note: - This quantum of punishment shall apply also to the following categories of malpractices at Sr. No. (2) to Sr. No. (12) in addition to the punishment prescribed thereat.
(2) Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
(3) Possession of another student's answer book	Exclusion of the student from University or College or Institution examination for one additional examination. (BOTH THE STUDENTS)
(4) Possession of another student's answer book + Actual evidence of copying there from.	Exclusion of the student from University or College or Institution examination for two additional examinations. (BOTH THE STUDENTS)
(5) Mutual / Mass copying	Exclusion of the student from University or College or Institution examination for two additional examinations.
(6) i. Smuggling-out or smuggling-in of answer book as copying material. ii. Smuggling-in of written answer-book based on the question paper set at the examination. iii. Smuggling-in of written answer book and forging signature of the Jr. Supervisor thereon.	i. Exclusion of the student from University or College or Institution examination for two additional examinations. ii. Exclusion of the student from University or College or Institution examination for two additional examinations. iii. Exclusion of the student from University or College or Institution examination for two additional examinations.
(7) Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement.	Exclusion of the student from University or College or Institution examination for two additional examinations.

(8) Interfering with or counterfeiting of University / College / Institution seal, or answer books or office stationary used in the examinations.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(9) Answer book, main or supplement written outside the examination hall or any other insertion in answer book.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(10) Insertion of currency notes/to bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(11) Using obscene language / violence threat at the examination center by a student at the University / College / Institution examination to Jr. /Sr. Supervisors / Chief Conductor or Examiners.	Exclusion of the student from University or College or Institution examination for two additional examinations.
(12) (a) Impersonation at the University/ College/ Institution examination. (b) Impersonation at the University/ College/ Institute student at S.S.C./H.S.C. any other examinations.	Exclusion of the student from University or College or Institution examination for two additional examinations. Exclusion of the impersonator from University or College or Institution examination for five additional examinations.
(13) Revealing Identity in any form in the answer book by the student at the University or College or Institution examination.	Annulment of the performance of the Student at the University or College or Institution examination in full.
(14) Found having written on palms or on the body, or on the clothes while in the examination.	Annulment of the performance of the student at the University or College or Institution examination in full.
(15) All other malpractices not covered in the aforesaid categories.	Annulment of the performance of the student at the University or College or Institution examination in full, and severe punishment depending upon the gravity of the offence.
(16) If on previous occasion a disciplinary action was taken against a student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.	

(17) Practical /Dissertation/Project report Examination.

Student involved in malpractices at Practical / Dissertation/ Project report examinations shall be dealt with as per the punishment provided for the theory examination.

(18) The Competent Authority, in addition to the above mentioned punishments may impose a fine on the student declared guilty.

(Note: The term "Annulment of Performance in full" includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used threat).

Note: Exact details of the above can be obtained from the University website.

26.1 RULES & REGULATIONS RELATED TO ATTENDANCE AS PER ORDINANCE 6086 OF UNIVERSITY OF MUMBAI:

Given below in brief are the rules, regulations about the requirement of attendance and the procedure to be followed by the college and/or the student who is detained. Detail circular available on University website.

Ordinance 6086 relating to the attendance for learners

- 1) There shall be the Attendance Committee, for smooth conduct of this ordinance, in every college/institute/Department of the University comprising of at least three members (to be nominated from other departments in case of the University Department having less than 3 teachers), the Vice-Principal/ Senior Teacher (Convener) and at least two more teachers ensuring representation of the concerned faculties, nominated by the Principal/Director/Head.
- 2) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his/her enrolment, only if he/she fulfils at least seventy five percent (75%) of the attendance taken as an average of the total number of lectures practical's, tutorials together etc. wherein short and/or long excursions/field visits/study tours organized by the college and supervised by the teachers as envisaged in the syllabus shall be credited to his attendance for the total no of periods which are otherwise delivered on the material day/s Further it mandatory for every learner to have min 50% attendance for each course & overall attendance has to be 75%.
- 3) The same ratio shall be applied for computing the attendance of the learners by crediting the number of periods which are missed while participating in an extracurricular/co-curricular activity/competition/camp/workshop/convention/symposium/seminar etc. where the said learner is officially representing the college/ University/ District/ State/ Country with the permission of the Principal/ Director/ Head of the College/ Institute/ University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged here-in above, at Sr. No 2, shall be deemed to have been attended by the said learner.
- 4) Without prejudice to what is stated here-in-above, the Principal/Director/Head of the concerned College/Institute/Department of the University shall be the competent authority to condone the absence of any learner further up to additional 25%, if deemed fit and on recommendation of the attendance committee of the said college/ Institute/Department of the University, wherein it is mandatory on the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid evidence, documentary or otherwise.
- 5) The attendance committee will ensure that the attendance records are maintained in order and that the warning letters are issued to the defaulting learners at least twice in every semester & that in the first

week of every month for the previous month defaulters list it displayed on college notice board. If the students are falling short of attendance while also displaying the list of defaulters declaring their respective attendance for the month. The defaulting learners should also be called (along with parent/guardian wherever necessary) to meet the Convener, attendance committee in the middle of the semester with a view to make the consequences adequately clear while understanding the difficulties if any and encouraging the learner to comply with the requirement of the attendance. Needless to say that the learners should be made aware of the provision of the ordinances for attendance at the time of admission and an undertaking may be obtained from them (countersigned by the parent/guardian wherever necessary) assuring regular attendance while understanding the consequences of defaulting.

- 6) At the end of the semester on recommendation of the attendance committee the Principal/Director/Head of the college/Institute/ University Department shall display list of the learners who are not allowed to keep terms, allowing them to appeal to the Principal/Director/Head of the College/Institute/Department of the University within 3 days from the date of display of the notice. After disposing the appeals, the Principal/Director/Head shall intimate the same to the In-charge of Examinations/the Controller of examinations to withdraw the examination forms of such defaulting learner under intimation to those learners ensuring that this communication reaches the concerned at least 10 working days before the commencement of the respective examinations.
- 7) The learners whose terms are not granted by the college/institute/department of the University can appeal to the controller of examinations, if desired, in a prescribed form and by paying fee prescribed by the Management Council within 3 days from the receipt of the intimation and that the controller of examinations shall arrange a hearing of the learners along with their concerned Principals/Director/Heads of the Department, represented in person or through a teacher nominated by them before the committee (one each for every faculty) nominated by the Management Council comprising of 3 members including the convener. The respective committees shall convey their decisions to the controller of examinations which shall be final and binding on the learners once accepted and communicated by the controller of examinations.

(The existing Ordinances 0.119, 0.120 & 0.125 are repealed)
