



MAHATMA EDUCATION SOCIETY *Pillai*
**PILLAI HOC INSTITUTE OF MANAGEMENT STUDIES &
RESEARCH**

Pillai's HOCL Educational Campus, HOC Colony, Rasayani. Via. Panvel, Dist: Raigad. Maharashtra - 410207

**Ordinances, Regulations & Rules of MMS Degree Programme (Under the Semester Based
Credit & Grading System) effective from Academic Year 2016 – 17**

O.2068 Eligibility Criteria:

A learner for being eligible for admission into the Post Graduate Programme i.e. Master of Management Studies shall have passed the of the Bachelor's degree examination of this university or any other university recognized as equivalent thereto with minimum 50% marks. Besides, the learner should have cleared the prescribed entrance test conducted by the Directorate of Technical Education (DTE) Government of Maharashtra or any other entrance test approved by the regulatory authorities/University of Mumbai. The MMS degree programme under the new credit based grading system shall be of two years duration consisting of Four (04) Semesters. The semester examinations for the Master of Management Studies will be held at the end of every semester i.e. at the end of Semester I, Semester II, Semester III and Semester IV. The Semester I examination will be held in the Second half of the academic year in which the learner was admitted (i.e. November/December), Semester II examination will be held in the first half of the calendar year (April/May), The Semester III examination will be held in the Second half of the academic year (i.e. November/December), Semester IV examination will be held in the first half of the calendar year (April/May) respectively.

R.8754 Standard of Passing & ATKT

- 1) Under the newly introduced credit based grading system of MMS programme, a learner in order to pass has to obtain minimum 50% marks in aggregate consisting of minimum 50% marks in each set of the examinations separately i.e.. internal examination and external examination, as per the standard of passing.
- 2) Learner(s), who do not obtain minimum 50% marks in subject(s)/paper(s)/course(s) either in the internal assessment or in the external examination or both, shall be declared as "Fail" as per the standard of passing of examination.
- 3) A learner failing in not more than two subjects/papers/courses in the Semester I exam shall be allowed to keep terms in Semester II of the MMS programme.
- 4) A learner who has failed in more than two subjects/papers/courses in the Semester I exam, shall not be permitted to proceed to Semester II of his/her first year MMS programme. He/ She will, however, be eligible to re – appear for the subjects in which he /she has failed in the first semester by re – registering himself/herself in the supplementary examination to be conducted by the institute.
- 5) A learner who has passed in both the semester examinations conducted by the institute i.e.:

Semester I and Semester II examinations shall be eligible for admission into Semester III of the MMS programme.

- 6) A learner failing in not more than two subjects/papers/courses in the Semester III examination shall be allowed to keep terms in Semester IV of the MMS programme.
- 7) A learner, who has failed in more than two subjects/papers/courses in Semester III, shall not be permitted to proceed to Semester IV of his/her second year MMS programme. He/She will, however, be eligible to re – appear in the subjects in which he /she has failed in the third semester by re – registering himself/herself in the supplementary examination to be conducted by the institute/university or both.
- 8) A learner who has passed in all of the semester examinations of MMS i.e. Semester I, Semester II, Semester III, Semester IV examinations shall not be allowed to re – register himself/herself for improvement of his/her semester examination results.
- 9) A learner who has not appeared in the internal examinations conducted by the institute for due to hospitalization shall as a special case be permitted to appear in those subject(s)/course(s)/paper(s) in the supplementary examination conducted by the institute after he/she furnishes a valid medical certificate certified by the rank of a civil surgeon or superintendent of Government hospital to the satisfaction of the Principal/Director of the institute.

R.8755 Standard of Passing Examination (Semester wise)

Semester I Examination

- 1) A learner will be declared to have passed the Semester I examination if he/she has secured minimum 50% marks in aggregate consisting of minimum 50% marks in each of the examinations separately i.e. Internal Examination & Semester End Examination as per the standard of passing.
- 2) For a course of 100 marks, the learners shall obtain minimum of 50% marks i.e. 20 out of 40 in the Internal Assessment and i.e. 30 out of 60 in the Semester End examination separately.
- 3) For a course of 50 marks, the learners shall obtain minimum of 50% marks i.e. 10 out of 20 in the Internal Assessment and 15 out of 30 in the Semester End examination separately.
- 4) A learner who has failed in the semester examination but has obtained Grade E (50% Marks) in some subject(s)/paper(s)/course(s) shall at his option be granted exemption from appearing in those subject(s)/paper(s)/course(s) in the subsequent examinations to be conducted by the institute.

Semester II Examination

- 5) A learner who has passed in all the paper(s)/subject(s)/course(s) of his semester I examination shall proceed to semester II of the MMS programme.
- 6) A learner failing in two or less than two subjects/papers/courses in Semester I examination shall be allowed to keep terms into Semester II of the MMS programme. He/She will however be required to pass in those respective subjects/papers/courses (two or less) in the supplementary examinations, to be held by the institute. Such supplementary examination for Semester I shall be held before first week of April, as per the schedule of the individual institution.
- 7) A learner who has failed in more than two subjects/papers/courses in Semester I, shall not be permitted to proceed to Semester II of the course. He/She will, however be eligible to re – appear

in the subjects in which he/she has failed, in the supplementary examination of Semester I to be conducted by the institute. Such supplementary examination of Semester I can be held as per the institute's schedule before April of the academic year.

8) A learner will be declared to have passed the Semester II examination if he/she has secured minimum 50% marks in aggregate consisting of minimum 50% marks in each of the examinations separately i.e. Internal Examination & Semester End Examination as per the standard of passing

9) For a course of 100 marks i.e. (60+40), the learners shall obtain minimum of 50% marks in the Internal Assessment i.e. 20 out of 40 marks and 30 out of 60 marks in the Semester End examination.

10) For a course of 50 marks i.e. (30+20), the learners shall obtain minimum of 50% marks in the Internal Assessment i.e. 10 out of 20 marks and 15 out of 30 marks in the Semester End examination.

11) A learner who has failed in the semester examination but has obtained Grade E (50% Marks) in some subject(s)/paper(s)/course(s) shall at his option be granted exemption from appearing in those subject(s)/paper(s)/course(s) in the subsequent examinations to be conducted by the institute.

Semester III Examination

12) A learner for being eligible for admission to Semester III must have passed both the Semester I and Semester II examinations.

13) A learner failing in two or less than two subjects in Semester I or Semester II or both (Semester I and Semester II taken together), shall be required to re appear in the supplementary examination and pass, failing which he/she will not be permitted to proceed to semester III (second year of the MMS degree course). Such supplementary examinations can be held for Semester I and for Semester II, as per individual institution's schedule before April/May and upon passing of which, the learner(s) becomes eligible to enroll for the Semester III MMS Programme.

14) A learner who has failed in more than two subjects/papers/courses in Semester II or Semester I and Semester II taken together, shall not be permitted to proceed to Semester III of the course. He/She will, however be eligible to re – appear in the subjects in which he/she has failed, in the supplementary examination of Semester I and/or Semester II to be conducted by the institute. Such supplementary examinations can be held as per the institute's schedule before April/May for Ist Semester and before November/December for IInd Semester of the academic year.

15) A learner will be declared to have passed the Semester III examination if he/she has secured minimum 50% marks in aggregate consisting of minimum 50% marks in each of the examinations separately i.e. Internal Examination & Semester End Examination as per the standard of passing.

16) For a course of 100 marks i.e. (60+40), the learners shall obtain minimum of 50% marks in the Internal Assessment i.e. 20 out of 40 marks and 30 out of 60 marks in the Semester End examination.

17) For a course of 50 marks i.e. (30+20), the learners shall obtain minimum of 50% marks in the Internal Assessment i.e. 10 out of 20 marks and 15 out of 30 marks in the Semester End examination.

18) A learner who has failed in the semester examination but has obtained Grade E (50% Marks)

in some subject(s)/paper(s)/course(s) shall at his option be granted exemption from appearing in those subject(s)/paper(s)/course(s) in the subsequent examinations to be conducted by the institute/university.

Semester IV Examination

19) A learner who has passed in all the paper(s)/subject(s)/course(s) of his semester III examination shall proceed to semester IV of the MMS programme.

20) A learner failing in not more than two subjects/papers/courses in his/her Semester III examination shall be allowed to keep terms in Semester IV of the programme.. He/She will however be required to pass in those respective subject(s)/paper(s)/course(s) (two or less) in the supplementary examinations of Semester III conducted to be by the Institute/ University.

21) A learner, who has failed in more than two subjects/papers/courses in Semester III, shall not be permitted to proceed to Semester IV of the course. He/ She will however be eligible to re – appear in those subjects in which he /she has failed by re – registering himself/herself in the supplementary examinations to be conducted by the institute/university.

22) A learner failing in any subject(s) /paper(s) /course(s) in his/her Semester IV examination and shall be required to re appear in the supplementary examinations conducted by the institute/university to pass in those subjects/papers/courses. 23) A learner will be declared to have passed the Semester IV examination if he/she has secured minimum 50% marks in aggregate consisting of minimum 50% marks in each of the examinations separately i.e. Internal Examination & Semester End Examination as per the standard of passing. 24) For a course of 100 marks i.e. (60+40), the learners shall obtain minimum of 50% marks in the internal examination i.e. 20 out of 40 marks and 30 out of 60 marks in the Semester End examination separately as per the standard of passing. 25) For a course of 50 marks i.e. (30+20), the learners shall obtain minimum of 50% marks in the internal examination i.e. 10 out of 20 marks and 15 out of 30 marks in the Semester End examination separately.

26) A learner who has failed in the semester examination but has obtained Grade E (50% Marks) in some subject(s)/paper(s)/course(s) shall at his option be granted exemption from appearing in those subject(s)/paper(s)/course(s) in the subsequent examinations to be conducted by the institute/university.

27) To facilitate the convenience of students, who are employed on completion of their IVth Semester, but have failed in their Semester III and/or Semester IV University examinations, the University shall hold such examinations twice a year in the subjects/papers/courses that are assessed by the university. I.e.. Semester III university examination shall be held in May along with Semester IV examination and Semester IV university examination shall be held in November/December along with Semester III examination.

28) A learner shall be declared to have passed his MMS degree course if he/she has secured minimum 50% marks in aggregate consisting of minimum 50% marks in Internal examination & 50% marks in External examination separately in Semester I, Semester II, Semester III and Semester IV examinations as per the standard of passing.

29) A learner who has passed in all the semester examinations of MMS degree shall not be allowed to reregister himself/herself for improvement of his/her earlier semester results. 30) A

Successful learner who has passed in all the courses of each semesters i.e. Semester I, Semester II, Semester III and Semester IV shall be awarded grades as shown in the table given below:

MMS syllabus was revised w.e.f. Academic Year 2016-17 as **Choice Based Credits and Grading System. (CBCGS)**

Course Evaluation Scheme:

Each subject is of 100 marks is evaluated by

Semester end Examination will be conducted for 60 Marks

Internal Assessments will be conducted for 40 Marks.

The allocation of 40 marks shall be on the following basis: -

- Attendance and Class Room Participation 10 Marks
- Midterm Test (Min 1)
- Minimum 2 criteria to be picked up from the below given list
- Group Presentations
- Role Plays
- Case Studies
- Assignments
- Projects
- Quizes

Semester Examinations

Under the new credit-based grading scheme, the MMS degree program will take two years and consist of four semesters. At the completion of each semester, that is, at the end of Semester I, Semester II, Semester III, and Semester IV, will be the Master of Management Studies semester examinations. The first half of the academic year (May and April) is going to conduct the Semester I examination, the second half of the academic year (November/December) will conduct the Semester II examination, the third semester will conduct examinations in November/December, the fourth semester will be conducted examinations in April/May.

Exam, Evaluation, and Grading: Every enrolled student will have their performance evaluated semester-by-semester using a variety of testing methods. These consist of the end-of-semester exam and the internal assessment. Internal assessments consist of quizzes, homework based on real-world issues, and group or individual course projects. The program's syllabus handbook contains information on the assessment methods and weight distribution for each assessment. Internal assessments and end-of-semester exams often carry 40 and 60 percent of the total weight, respectively.

Assessment/Evaluation Method of Assessment for Theory Course:

A theory course's performance is graded using a variety of methods, such as

1. Internal Assessment and End Semester Examination. The faculty will analyse the internal assessment using a relative weighting of forty percent, in accordance with the Teaching Learning Plan that was presented at the start of the academic year.
2. The end-of-semester exam, which has a 60 percent relative weighting, will take place at the completion of the semester as scheduled by the Institute. It session is for three hours and covers the

entire syllabus. The final exam of the semester is conducted. Theory course grades are only given out following satisfactory completion of the course's internal assessment and end-of-semester exam.

Grading of Performance

Letter Grade and Grade Point Allocation

The Revised Credit and Grading System will be effective from the academic year 2016- 2017 for the Faculty of Management of University of Mumbai. In every Course, based on the combined performance in all assessments, in a particular Semester as per the curriculum/syllabus, the student is awarded a letter grade. These letter grades not only indicate a qualitative assessment of the learner's performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent grade point applicable for MMS program are given below: A learner who remains absent in any form of evaluation/examination, letter grade allocated to him/her should be AB and corresponding grade point is zero. He/ She should reappear for the said evaluation/examination in due course.

Range of % of Marks	Letter Grade	Grade Point	Performance	SGPA / CGPA Range
80 and above	O	10	Outstanding	9.51 – 10
75-79.99	A+	9	Excellent	8.51 – 9.50
70-74.99	A	8	Very Good	7.51 – 8.50
65-69.99	B+	7	Good	6.51 – 7.50
60-64.99	B	6	Fair	5.51 – 6.50
55-59.99	C	5	Average	4.51 – 5.50
50-54.99	P	4	Pass	4.0 – 4.50
Below 50	F	0	Fail	< 4
Absent	AB	0	Fail	

SGPA/ CGPA Calculation

Semester Grade Point Average (SGPA)

The performance of a learner in a semester is indicated by a number called Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the learner during the Semester. For example, if a learner passes five courses (Theory/Projects etc.) in a semester with credits C_1, C_2, C_3, C_4 and C_5 and learners grade points in these courses are G_1, G_2, G_3, G_4 and G_5 respectively, then learners' SGPA is equal to:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SGPA is calculated to two decimal places. The SGPA for any semester will take into consideration the "F or AB" grade awarded in that semester. For example if a learner has failed in course 4, the SGPA will then be computed as:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4 \text{ * ZERO} + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

Cumulative Grade Point Average (CGPA)

An up to date assessment of the overall performance of a learner from the time s/he entered the University of Mumbai is obtained by calculating a number called the Cumulative Grade Point Average (CGPA), in a manner similar to the calculation of SGPA. The CGPA therefore considers all the courses mentioned in the curriculum/syllabus manual, towards the minimum requirement of the degree learner have enrolled for. The CGPA is calculated at the end of every semester to two decimal places and is indicated in semester grade report cards. The CGPA will reflect the **failed status** in case of **F grade(s)**, till the course(s) is/are passed. When the course(s) is/are passed by obtaining a **pass grade** on subsequent examination(s) the CGPA will only reflect the **new grade** and not the **fail grades** earned earlier.

Heads of Passing

Internal Assessment (IA) out of 40 and End Semester Examination (ESE) out of 60 should be two separate heads for passing. Passing standard will be 50% in each individually, i.e. 20 marks in (IA) and 30 marks in ESE.

Promotion of Learner and Award of Grades

A learner will be considered PASS and eligible for a grade in the M.M.S. course (Post Graduate Programme) if they achieve at least 50% marks in each required component. The Report Card will display grades only, without numerical marks.

At the end of each semester, a Grade Card detailing the learner's performance for that semester will be prepared and issued. The Grade Card will list the courses taken, the credits for each course, the grades earned by the learner, and the SGPA/CGPA according to the university's specified format.

Carry Forward of Marks

If a learner does not meet the criteria and fails the Internal Assessment and/or End Semester Examination in one or more courses:

- A learner who passes the Internal Assessment but fails the End Semester Examination must reappear for the End Semester Examination of that course. Their Internal Assessment marks will be carried over, and they will receive the grade earned upon passing.
- A learner who passes the End Semester Examination but fails the Internal Assessment must reappear for the Internal Assessment of that course. Their End Semester Examination marks will be carried over, and they will receive the grade earned upon passing.

Re-examination of Internal Assessment and End Semester Examination

Re-examinations for Internal Assessment and End Semester Examinations must be completed according to the schedule set by the respective institutes, before the start of the next semester's theory examinations. For example, a learner needing to reappear for an Internal Assessment or End Semester Examination in a semester-I course must do so before the End Semester Examination of semester-II begins. If a learner needs to reappear for a subject in semester-II, the re-examination should be conducted, and the results declared by the institute before the examination forms for semester-III are submitted to the university.

The re-examination for Internal Assessment will consist of a single examination with the same marks as the original assessment. A learner required to reappear for Internal Assessment will be assigned work by the concerned teacher. This work may include a course project, assignment problems, tests, tutorials, etc. The learner must submit the assigned work within the specified period.

Award of Grace Marks for Passing a Course

Maximum grace marks to be awarded per course are classified as

- Grace marks awarded for passing the course (as similar with Ordinance 0.5042 of University of Mumbai)
- Grace Marks awarded for Passing a Semester (as similar with Ordinance 0.5045 of university of Mumbai.)

Unfair Means Resorted by candidates in the Conduct of Examinations.

Engaging in malpractices during examinations is a severe offense within the educational system, particularly in the context of examinations. It demonstrates a lack of respect for the institution and undermines the efforts of sincere candidates, necessitating strict disciplinary action against those

involved. Examination malpractices encompass any actions by examinees during or after the examination aimed at gaining undue and false credit through illegal and unethical means. These actions may include copying from other candidates, using unwarranted signals during the examination, carrying prohibited materials, revealing one's identity in the answer book, exerting pressure on examiners, and similar activities. The decisions made by the Unfair Means Inquiry Committee (UMIC) in such cases are final.

Rules for Attendance/ Detention:

The attendance for all subjects must be above 75% and students having below 50% are detained.



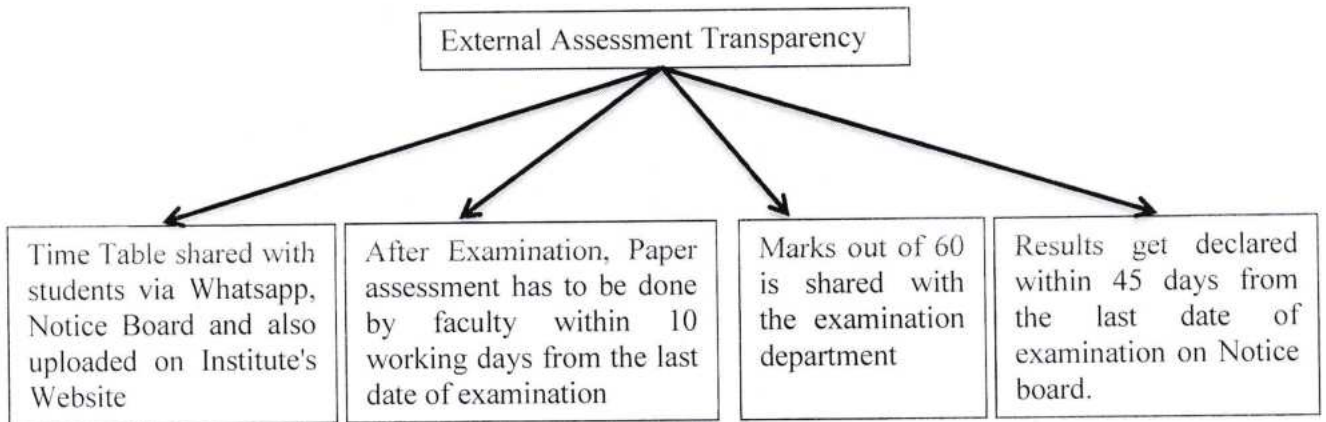
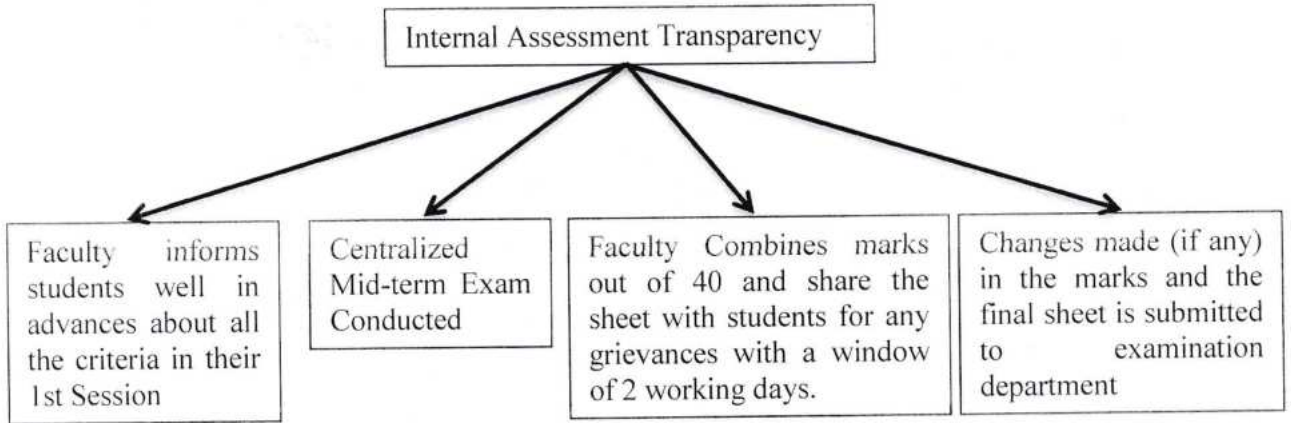
Prepared By: Prof. Rashpal Kaur Saini
Examination In-charge



Approved by: Dr. Ketan Vira
Director

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

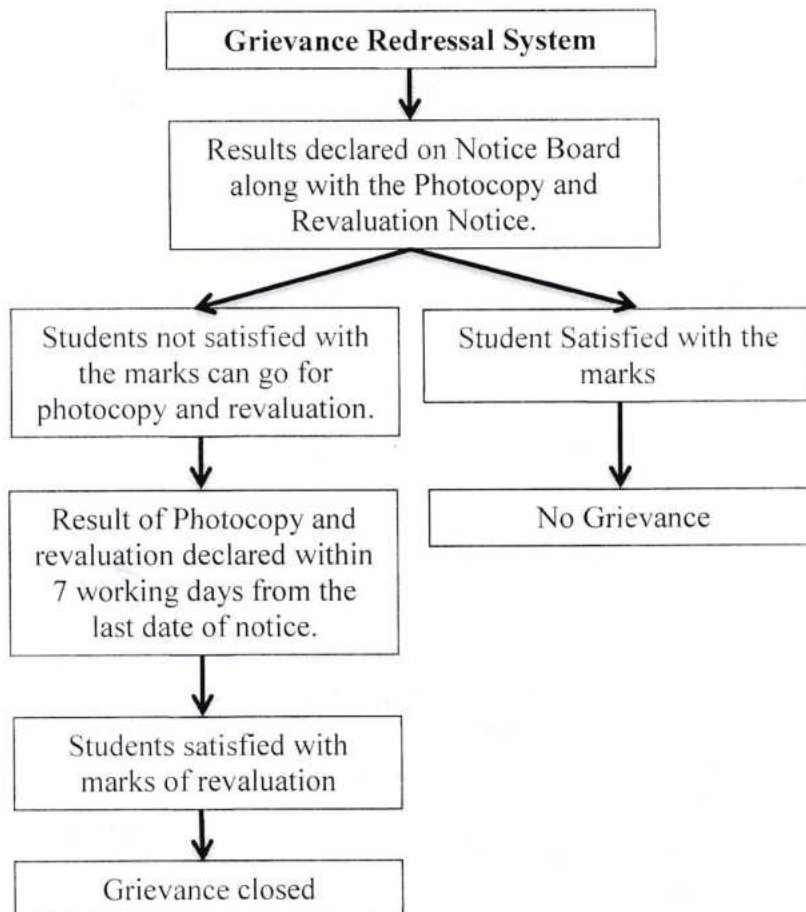
Sr. No.	Examination	Frequency	Criteria Covered
1	Internal Assessment	Once in Month	Mid Term Exam Presentation Assignments Quiz Role Play Case Study Live Projects
2	External Assessment	Every Six Months	End Term Exam out of 60 Marks



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