

**UNIVERSITY OF MUMBAI**  
**No. UG / 64 of 2013-2014**

**CIRCULAR**

A reference is invited to this office circular no. UG / 144 of 2011 dated 14<sup>th</sup> June 2011. The Directors/Heads of the Departments, the Principals of the affiliated colleges in Arts, Science and Commerce, the Heads of the Recognized Institutions concerned are hereby requested to note and implement the clarifications given below on issues related to the Bachelor of Management Studies (B.M.S) Program under the Semester Based Credit and Grading System:

- a. Courses offered at Semester III and Semester IV of the B.M.S. Program and their Code Numbers will be as follows

Sem.	Code	Title of the Course to be taught
<b>III</b>	UBMSFSIII.1	Management Accounting
	UBMSFSIII.2	Managerial Economics – II
	UBMSFSIII.3	Marketing Management
	<b>UBMSFSIII.4</b>	<b>Business Aspects in Banking &amp; Insurance</b>
	<b>UBMSFSIII.5</b>	<b>Strategic Management</b>
	<b>UBMSFSIII.6</b>	<b>Production Management &amp; Materials Management</b>
<b>IV</b>	<b>UBMSFSIV.1</b>	<b>Research Methods in Business</b>
	UBMSFSIV.2	Direct & Indirect Taxes
	UBMSFSIV.3	Export Import Procedure & Documentation
	<b>UBMSFSIV.4</b>	<b>Cooperatives &amp; Rural Markets</b>
	UBMSFSIV.5	Productivity and Quality Management
	UBMSFSIV.6	Public Relations Management

- b. There is no change in the paper pattern for Semester V Examination of the T.Y.B.M.S. Program to be held in November 2013 and will be same as the last academic year.
- c. No. of courses offered by a learner at Semester VI of the BMS Program are 7 (seven) as listed below:

<b>Compulsory Courses</b>		
1	UBMSFSVI.1	Entrepreneurship & Management of Small & Medium Enterprises
2	UBMSFSVI.2	Operations Research
3	UBMSFSVI.3	International Finance
4	UBMSFSVI.4	Indian Management Thought and Practices
5	UBMSFSVI.5	International Marketing
6	UBMSFSVI.6	Retail Management
<b>Elective (any one)</b>		
7	UBMSFSVI.7	Investment Analysis & Portfolio Management
8	UBMSFSVI.8	Econometrics

- d. The project at Semester V of the B.M.S. Program will carry 3 credit points and will be evaluated for 200 marks. Please refer to **circular no. UG / 144 of 2011 dated 14<sup>th</sup> June 2011** which specifies the courses offered and credit points allotted to the courses.

Further the evaluation of the project must be completed not later than 20 days after the conduct of the last examination of Semester V. The university will display the schedule for evaluation of the projects along with the external examiners.

The guidelines for evaluation of the project are as under:

- i) Hard copy 100 marks, Presentation 50 marks and Viva examination 50 marks.
- ii) As per the norms, the learner has to obtain minimum 40% of the marks in the Internal Assessment and Semester End Examination i.e. 32 **out of 80** and 48 **out of 120** marks respectively to pass in the Project.
- iii) The hard copy will be jointly evaluated by the **internal guide** and the **external examiner** for 30 and 70 marks respectively.
- iv) The presentation will be evaluated by the internal guide for 50 marks. The viva voce **examination of 50 marks** will be conducted by the **external examiner** in presence of the **internal guide**. However the marks for the viva voce will be allotted by the **external examiner** only.
- v) The marks obtained by the learner for the project will not be disclosed to the learner before the declaration of the result.
- vi) The marks allotted by the **internal guide** will be treated as Internal Assessment and the evaluation by the **external examiner** will be treated as Semester End Assessment i.e. External Assessment.
- vii) The marks thus obtained by the learner in the project will be graded in the SEVEN point scale as given below:

Grade	Marks	Grade Points
O	140 & above	7
A	120 to 139.99	6
B	110 to 119.99	5
C	100 to 109.99	4
D	90 to 99.00	3
E	80 to 89.99	2
F (Fail)	79.99 & below	1

- viii) The marks obtained by the learner and the corresponding grade must be communicated to the Controller of Examinations, University of Mumbai by the college authorities in the format prescribed, within 3 days of the conduct of the project evaluation.
- ix) The external examiner is expected to spend at least 10 minutes for every learner to evaluate the hard copy of the project and conduct of the Viva Voce.
- x) **External examiner & internal guide** should not assess more than 30 project per day (for all courses taken together).
- xi) The remuneration payable to the **Internal guide** and **external examiner** shall be as prescribed by the university
- xii) **The External Examiner shall be appointed by the authorities concerned of University of Mumbai.**

#### **Guidelines for doing project**

1. Every learner shall submit individual project.
2. The topic / problem / theme for the project shall be suggested/ approved by the Course teacher or by the supervising teacher or by the coordinator of the Program.
3. Every project shall have an internal guide who preferably must be the faculty of the college and an external guide, **if required**. The external guide shall be approved by the Principal of the College/Head of the Department.
4. The project report, preferably, shall be neatly typed in Times Roman in 12 points double spaced on A4 size paper. The project report shall not be less than 50 pages.
5. The project report, preferably, shall be hard bound and the title of the project, name of the learner, class, seat number, the name of the Internal Guide, the name of the college/department, date of submission and the name of the University shall be printed on the upper face of the hard bound copy / file.

6. A learner shall submit two copies of the project at least one month before the commencement of the Viva Examination. Both the copies shall be certified by the internal guide / supervising teacher, the external guide and the Principal of the College / Head of the Department. One copy of the project shall be retained by the college/department and the other copy shall be returned to the learner after certification but before the commencement of the presentation and viva-voce Examination. The learner shall bring his/her copy of the project during the Presentation and Viva-voce Examination.

#### **Structure of the report**

1. Title of the project on first page with the name, seat number / roll number of the learner, name of the College/Department and the University
2. A declaration from the learner that the project work is completed by him/her in person under the supervision of the internal guide and the external guide and that the contents of the project are not copied from any other source such as internet, earlier projects, text books etc.
3. Certificate from the organization/enterprise/firm where project field work is conducted (for competing the project work)
4. Certificate from the External Guide
5. Acknowledgements
6. Contents/Index
7. Project report.
8. Bibliography.

THIS CIRCULAR IS AVAILABLE ON THE UNIVERSITY WEBSITE [www.mu.ac.in](http://www.mu.ac.in) and the same has been brought into force with effect from the academic year 2013-2014.

MUMBAI – 400 032

Date : 5<sup>th</sup> October 2013

Sd/-  
REGISTRAR

To

The Director / Heads of the University Department, Principals of the affiliated colleges, the Heads of the recognized institutions concerned.

No.UG/ICC/2013-14/64-A

Mumbai – 400 032

5/10/2013

Copy forwarded with compliments for information to

1. The Dean, Faculty of Commerce
2. The Chairman, Board of Studies in Business Management
3. The Controller of Examinations
4. The Professor-cum-Director, Institute of Distance & Open Learning (IDOL)
5. The Coordinator, University Computerisation Centre

Copy to -

The Director, Board of College and University Development, the Deputy Registrar (Eligibility and Migration Section), the Director of Students Welfare, the Executive Secretary to the Vice Chancellor, the Pro-Vice Chancellor, the Registrar and the Assistant Registrar, Administrative sub-center, Ratnagiri, for information.

The Controller of Examinations (10 copies), the Finance and Accounts Officer, (2 copies), Record Section (5 copies), Publications Section (5 copies), the Deputy Registrar, Enrolment, Eligibility and Migration Section (3 copies), the Deputy Registrar, Statistical Unit (2 copies), the Deputy Registrar (Accounts Section), Vidyanagari (2 copies), the Deputy Registrar, Affiliation Section (2 copies), the Director, Institute of Distance Education (10 copies) the Director University Computer Center (IDE Building), Vidyanagari (2 copies) the Deputy Registrar (Special Cell), the Deputy Registrar, (PRO), the Assistant Registrar, Academic Authorities Unit (2 copies) and the Assistant Registrar, Executive Authorities Unit (2 copies).

They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above Circular and that no separate Action Taken Report will be sent in this connection. The Assistant Registrar Constituent Colleges Unit (2 copies) BUCT (1 copy), the Deputy Account, Unit V (1 copy), the Incharge Director, centralize Computing Facility (1 copy), the Receptionist (1 copy), the Telephone Operator (1 copy), the Secretary MUASA (1 copy), the Secretary, ANGC, J M Patel College, Near Azad Maidan, Goregaon (West), Mumbai 400090, the Superintendent, Post-Graduate Section (2 copies), the Superintendent, Thesis Section (2 copies).

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