



### **Examination Rules, Terms & Revaluation Conduct during Examination**

- Candidates must carry their valid college identity cards.
- Students should bring their own writing materials and calculators.
- Books, bags, papers (handwritten or printed), and any unauthorized material are strictly prohibited inside the examination hall.
- Mobile phones are not permitted in the examination hall.
- Candidates must be seated at least 15 minutes before the examination begins.
- Talking, seeking help, or assisting fellow candidates during the examination is strictly prohibited.
- Writing on the question paper or any material other than the answer book is not allowed.
- No candidate is permitted to leave their seat during the examination under any circumstances.

**Note:** Any involvement in examination malpractice will be dealt with strictly as per University rules and regulations.

### **Conditions for Granting Terms**

As per University of Mumbai Ordinances 0.119 and 0.125, students must fulfill the following conditions to be granted terms:

Ordinance 0.119 – Attendance

A minimum attendance of 75% of lectures conducted is mandatory. Attendance must be fulfilled separately for the First Term and Second Term. Ordinance 0.125 – Course Completion

An undergraduate student must satisfactorily complete the prescribed course of study for the term, as determined by the Principal.

Students failing to meet these conditions will not be permitted to appear for College or University examinations.





### **Important Academic Instructions**

Students must regularly check the notice board for updates regarding attendance and academic performance; no individual notifications will be sent.

Students not granted terms will be informed at least 10 days prior to the commencement of examinations.

The final list of students whose examination forms are withdrawn will be forwarded to the University immediately.

Absence from mid-term, terminal or any other examination is not permitted unless justified.

Any absence must be supported by a written explanation and, in case of illness, a valid medical certificate, along with a covering letter from the parent/guardian, submitted to the College Office by the last day of the examination.

Illness or personal reasons cannot compensate for poor academic performance or absence from examinations.

Students with consistently poor or no academic records will not be granted terms.

### **Examination and Promotion**

The following examinations will be conducted by the college on behalf of the University of Mumbai, in accordance with University rules:

F.Y. & S.Y. B.Com. (First & Second Term)

Any student found using unfair means will be dealt with under University of Mumbai Ordinance No. 220.

### **Revaluation and Photocopy of Answer Books**

(As per University of Mumbai Circular No. Exam/VCD/College (Rev/Ver)/1603 of 2005)

A. Photocopy of Assessed Answer Books

Applications must be submitted personally in the prescribed form available at the College Office.

Applications are accepted only for theory papers within 7 days from the declaration of results.





Rajasthani Sammelan's

**Ladhidevi Ramdhar Maheshwari  
night college of commerce**

RSET Campus, S. V. Road,  
Malad (W), Mumbai – 400064.  
Tel No. : +91 22 4520 7788  
Ext. No.: 2227 / 2233  
www.lrmc.org.in  
info@lrmc.org.in

**Required documents:**

Question paper(s)

Photocopy of statement of marks Applicable

fees (cash only)

Caste certificate (for reserved category concessions) Fees per paper:

Open Category: ₹100/-

Reserved Category (SC/ST/DT/NT): ₹50/-

Incomplete applications will be rejected.

Verification will be conducted before issuing photocopies.

Any correction in marks due to verification will be reflected in the marksheet.

Photocopies are strictly for the candidate's personal use only.

**B. Redressal of Grievances / Revaluation**

Students dissatisfied after reviewing photocopies may apply for revaluation.

A separate application must be submitted for each paper with proper justification and question- wise objections.

Fees per paper:

Open Category: ₹250/- Reserved

Category: ₹125/-

Applications received after the deadline will not be accepted. Revised marks, if any, will be final and binding. Reassessed answer book photocopies will not be provided.



**PRINCIPAL**

Rajasthani sammelan's  
Ladhidevi Ramdhar Maheshwari  
Night College of Commerce  
Malad (W), Mumbai - 400 064



No. AAMS\_UGS/ICC/2025-26/38

Date: 28<sup>th</sup> May, 2025

## CIRCULAR:-

All Principals of the Affiliated Colleges, Directors of the Recognized Institutions in all faculties are hereby informed that the recommendations made by the BOEE at its meeting held on 4<sup>th</sup> May, 2025 and Board of Deans at its meeting held on 19<sup>th</sup> May, 2025 and have been accepted by the Academic Council at its meeting held on 20<sup>th</sup> May, 2025, vide Item No. 4.1 (N) and subsequently approved by the Management Council at its meeting held on 24<sup>th</sup> May, 2025 vide item No.10 for implementation of the ATKT Rules for Progression in Undergraduate (UG) and Post Graduate (PG) Programme for Commerce, Science, Humanities & Interdisciplinary Studies from the Academic Year 2024-25 under the implementation of National Education Policy (NEP 2020) was approved as follows :-

### CARRYFORWARD OF MARKS IN CASE OF A LEARNER WHO FAILS IN THE INTERNAL ASSESSMENT AND/OR SEMESTER-END ASSESSMENT IN ONE OR MORE SUBJECTS:

#### R – 1

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



**RULES FOR PROGRESSION ( ALLOWED TO KEEP TERMS – ATKT ) :**

**R - 2**

**For UG programmes:**

1. A learner shall be allowed to keep term for Semester II irrespective of the number of courses of failure in Semester I.
2. A learner shall be allowed to keep term for Semester III if he/she earns **32 or more Cumulative credits** from Semester I & Semester II.
3. A learner shall be allowed to keep term for Semester IV irrespective of the number of courses of failure in Semester III.
4. A learner shall be allowed to keep term for Semester-V if he/she earns **76 or more Cumulative credits** from Semester-I, II, III & IV.
5. A learner shall be allowed to keep the term for Semester VI irrespective of the Number of courses of failure in Semester V.
6. The result of Semester VI shall be withheld by the College till the learner passes all the Semesters from Semesters I to Semesters V.
7. A Learner is allowed to take admission in semester VII (UG Hon. /PG Part I) only if he passed all courses of semesters I to VI (132 Credits).



Re- accredited with A ++ Grade (CGPA 3.65) by NAAC  
Category- I University Status awarded by UGC

No. AAMS\_UGS/ICC/2025-26/38

Date: 28<sup>th</sup> May, 2025

**R - 3**

**For PG programmes:**

1. A learner shall be allowed to keep term for emester II irrespective of the number of courses of failure in Semester I.
2. A learner shall be allowed to keep term for Semester III if he/she earns **32 or more cumulative credits** from Semester I & Semester II.
3. A learner shall be allowed to keep term for Semester IV irrespective of the number of courses of failure in Semester III.

(The Circular is available on the University's website [www.mu.ac.in](http://www.mu.ac.in)).

MUMBAI – 400 032

28<sup>th</sup> May, 2025

To

(Dr. Prasad Karande)  
REGISTRAR

All the Principals of the Affiliated Colleges, Directors of the Recognized Institutions and the Head, University Departments.

**AC./4.1 (N) 20/05/2025**

**MC./10/ 24/5/2025**

Copy forwarded with Compliments for information to:-

- 1) The Chairman, Board of Deans,
- 2) The Dean and Associate Deans, Faculty of Humanities, Science & Technology, Commence & Management and Interdisciplinary
- 3) The Chairman, All Board of Studies
- 4) The Director, Board of Examinations and Evaluation,
- 5) The Director, Department of Students Development,
- 6) The Director, Department of Information & Communication Technology,
- 7) The Director, Centre for Distance and Online Education (CDOE) Vidyanagari,
- 8) The Deputy Registrar, Admission, Enrolment, Eligibility & Migration Department (AEM),
- 9) The all Deputy Registrar of Examination.

<b>Copy forwarded for information and necessary action to :-</b>	
1	The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Dept)(AEM), <a href="mailto:dr@eligi.mu.ac.in">dr@eligi.mu.ac.in</a>
2	The Deputy Registrar, Result unit, Vidyanagari <a href="mailto:drresults@exam.mu.ac.in">drresults@exam.mu.ac.in</a>
3	The Deputy Registrar, Marks and Certificate Unit,. Vidyanagari <a href="mailto:dr.verification@mu.ac.in">dr.verification@mu.ac.in</a>
4	The Deputy Registrar, Appointment Unit, Vidyanagari <a href="mailto:dr.appointment@exam.mu.ac.in">dr.appointment@exam.mu.ac.in</a>
5	The Deputy Registrar, CAP Unit, Vidyanagari <a href="mailto:cap.exam@mu.ac.in">cap.exam@mu.ac.in</a>
6	The Deputy Registrar, College Affiliations & Development Department (CAD), <a href="mailto:deputyregistrar.uni@gmail.com">deputyregistrar.uni@gmail.com</a>
7	The Deputy Registrar, PRO, Fort, (Publication Section), <a href="mailto:Pro@mu.ac.in">Pro@mu.ac.in</a>
8	The Deputy Registrar, Executive Authorities Section (EA) <a href="mailto:eau120@fort.mu.ac.in">eau120@fort.mu.ac.in</a> He is requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to the above circular.
9	The Deputy Registrar, Research Administration & Promotion Cell (RAPC), <a href="mailto:rapc@mu.ac.in">rapc@mu.ac.in</a>
10	The Deputy Registrar, Academic Appointments & Quality Assurance (AAQA) dy.registrar.tau.fort.mu.ac.in <a href="mailto:ar.tau@fort.mu.ac.in">ar.tau@fort.mu.ac.in</a>
11	The Deputy Registrar, College Teachers Approval Unit (CTA), <a href="mailto:concolsection@gmail.com">concolsection@gmail.com</a>
12	The Deputy Registrars, Finance & Accounts Section, fort <a href="mailto:draccounts@fort.mu.ac.in">draccounts@fort.mu.ac.in</a>
13	The Deputy Registrar, Election Section, Fort <a href="mailto:drelection@election.mu.ac.in">drelection@election.mu.ac.in</a>
14	The Assistant Registrar, Administrative Sub-Campus Thane, <a href="mailto:thanesubcampus@mu.ac.in">thanesubcampus@mu.ac.in</a>
15	The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan, <a href="mailto:ar.seask@mu.ac.in">ar.seask@mu.ac.in</a>
16	The Assistant Registrar, Ratnagiri Sub-centre, Ratnagiri, <a href="mailto:ratnagirisubcentar@gmail.com">ratnagirisubcentar@gmail.com</a>
17	The Director, Centre for Distance and Online Education (CDOE), Vidyanagari, <a href="mailto:director@idol.mu.ac.in">director@idol.mu.ac.in</a>
18	Director, Innovation, Incubation and Linkages, Dr. Sachin Laddha <a href="mailto:pinkumanno@gmail.com">pinkumanno@gmail.com</a>
19	Director, Department of Lifelong Learning and Extension (DLLE), <a href="mailto:dlleuniversityofmumbai@gmail.com">dlleuniversityofmumbai@gmail.com</a>

<b>Copy for information :-</b>	
1	P.A to Hon'ble Vice-Chancellor, <a href="mailto:vice-chancellor@mu.ac.in">vice-chancellor@mu.ac.in</a>
2	P.A to Pro-Vice-Chancellor <a href="mailto:pvc@fort.mu.ac.in">pvc@fort.mu.ac.in</a>
3	P.A to Registrar, <a href="mailto:registrar@fort.mu.ac.in">registrar@fort.mu.ac.in</a>
4	P.A to all Deans of all Faculties
5	P.A to Finance & Account Officers, (F & A.O), <a href="mailto:camu@accounts.mu.ac.in">camu@accounts.mu.ac.in</a>

**To,**

1	The Chairman, Board of Deans <a href="mailto:pvc@fort.mu.ac.in">pvc@fort.mu.ac.in</a>
2	<p><b>Faculty of Humanities,</b></p> <p><b>Offg. Dean</b></p> <p>1. Prof.Anil Singh <a href="mailto:Dranilsingh129@gmail.com">Dranilsingh129@gmail.com</a></p> <p><b>Offg. Associate Dean</b></p> <p>2. Prof.Manisha Karne <a href="mailto:mkarne@economics.mu.ac.in">mkarne@economics.mu.ac.in</a></p> <p>3. Dr.Suchitra Naik <a href="mailto:Naiksuchitra27@gmail.com">Naiksuchitra27@gmail.com</a></p> <p><b>Faculty of Commerce &amp; Management,</b></p> <p><b>Offg. Dean,</b></p> <p>1 Prin.Ravindra Bambardekar <a href="mailto:principal@model-college.edu.in">principal@model-college.edu.in</a></p> <p><b>Offg. Associate Dean</b></p> <p>2. Dr.Kavita Laghate <a href="mailto:kavitalaghate@jbims.mu.ac.in">kavitalaghate@jbims.mu.ac.in</a></p> <p>3. Dr.Ravikant Balkrishna Sangurde <a href="mailto:Ravikant.s.@somaiya.edu">Ravikant.s.@somaiya.edu</a></p> <p>4. Prin.Kishori Bhagat <a href="mailto:kishoribhagat@rediffmail.com">kishoribhagat@rediffmail.com</a></p>

	<p><b>Faculty of Science &amp; Technology</b></p> <p><b>Offg. Dean</b>  1. Prof. Shivram Garje  <a href="mailto:ssgarje@chem.mu.ac.in">ssgarje@chem.mu.ac.in</a></p> <p><b>Offg. Associate Dean</b>  2. Dr. Madhav R. Rajwade  <a href="mailto:Madhavr64@gmail.com">Madhavr64@gmail.com</a>  3. Prin. Deven Shah  <a href="mailto:sir.deven@gmail.com">sir.deven@gmail.com</a></p>
	<p><b>Faculty of Inter-Disciplinary Studies,</b></p> <p><b>Offg. Dean</b>  1. Dr. Anil K. Singh  <a href="mailto:aksingh@trcl.org.in">aksingh@trcl.org.in</a></p> <p><b>Offg. Associate Dean</b>  2. Prin. Chadrashekhhar Ashok Chakradeo  <a href="mailto:cachakradeo@gmail.com">cachakradeo@gmail.com</a>  3. Dr. Kunal Ingle  <a href="mailto:drkunalingle@gmail.com">drkunalingle@gmail.com</a></p>
3	Chairman, Board of Studies,
4	The Director, Board of Examinations and Evaluation, <a href="mailto:dboee@exam.mu.ac.in">dboee@exam.mu.ac.in</a>
5	The Director, Board of Students Development, <a href="mailto:dsd@mu.ac.in">dsd@mu.ac.in</a> <b>DSW</b> <a href="mailto:directr@dsw.mu.ac.in">directr@dsw.mu.ac.in</a>
6	The Director, Department of Information & Communication Technology, <a href="mailto:director.dict@mu.ac.in">director.dict@mu.ac.in</a>

**Academic Council 25/05/2011**

**Item No. 4.101**

**University of Mumbai**



\* \* \* \* \*

NAAC ACCREDITED  
(2001-2006)

**Additional Provisions**

**To**

**General Ordinances**

**With Respect to**

**Credit Based Semester and Grading System  
(CBSGS)**

**For the Programmes**

**Under**

**The Faculty of Arts, Commerce & Science**

**With effect from the Academic year 2011-12**

# University of Mumbai

## **ORDINANCE O.5042 – A: - Grace Marks passing in each course/ head of passing (Theory/ Practical/ Oral/ Sessional/ TW/ External / Semester End Exam / Internal Assessment)**

The examinee shall be given the benefit of grace marks only for passing in each course / head of passing (Theory / Practical / Oral / Sessional/ TW) in External / Semester End Examination or Internal Examination Assessment as follows:

<b>Head of Passing</b>	<b>Grace Marks Upto</b>
Upto - 50	2
051 - 100	3
101 - 150	4
151 - 200	5
201 - 250	6
251 - 300	7
301 - 350	8
351 - 400	9
And 401 and above	10

Provided that the benefit of such gracing marks given in different courses/ head of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of marks under this Ordinance, shall be applicable only if the candidate passes the entire examination of semester / year.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE, UGC etc.

## **ORDINANCE O. 5043-A: - Grace Marks for getting Higher Class / Grade**

A candidate/learners who passes in all the subjects / courses and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of marks falls short for securing Second Class / Higher Second Class/ First Class or next Higher Grade by marks not more 1% of the aggregate marks of that examination or up to 10 marks, which ever is less, shall be given the required marks to get the next higher or grade as the case may be.

# University of Mumbai

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate course / head of passing also, if prescribed, in the examination concerned.

Provided further that benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of Class / Grade has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

## **ORDINANCE O.5044-A: - Grace Marks for getting distinction / Grade 'O' in the subject / course only**

A candidate/learners who passes in all the Courses or Subjects/ Heads of passing in the examination without benefit of either gracing or condonation rules and whose total number of marks in the courses/ subject/s falls short by not more than three marks for getting Grade 'O'/ distinction in the courses / subject/s respected shall be given necessary grace marks up to three (03) in maximum two subjects, courses subject to maximum 1% of the total marks of that Head of Passing whichever is more, in a given examination.

Provided that benefits of above mentioned grace marks shall not be given to the candidate only for such examination/s for which provision for distinction in a course / subject has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

## **ORDINANCE O. 5045-A: - Condonation**

If a candidate/learners fails in only one course/ head of passing, having passed in all other courses/ heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% of the aggregate marks of the examination or 10% of the total number of marks of that course / head of passing in which he/she is failing, whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

# University of Mumbai

Condonation of deficiency of marks be shown in the Grade Card/ Statement of Marks in the form of asterisk and Ordinance number.

Provided that this condonation of marks is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIH, NCTE etc.

## **ORDINANCE O. 5046-A: - Moderation**

1. The Moderation System shall be application to all the faculties for Under Graduate and Post Graduate Semester End Examination / External Theory Examination.
2. 100% moderation of the answer book shall be carried out in the case of candidates failing by 10% of marks of the aggregate marks of that course / paper.
3. In case of professional faculties / courses, 100% moderation shall be carried out in case of candidates obtaining 70% and above marks or Grade 'O'. For non-professional faculties / courses 100% moderation shall be carried out in case of candidates obtaining First Class Grade 'A' and above marks.
4. The moderation of answer books of at least 5% of total number of candidates obtaining marks between Grade 'E' / minimum passing marks and marks required for Grade 'A' and above First Class/ distinction shall be carried out on random sample basis.
5. One moderator shall be appointed per five examiners. However Chairman, Board of paper setters will act as the moderator, where there are less than five examiners.
6. Moderation work shall be carried out simultaneously with the central assessment of answer books at CAPs.
7. Where marks awarded by the moderator vary from those awarded by original examiner, the marks awarded by the moderator shall be taken as final.
8. Each University shall formulate detailed scheme of moderation on the basis of guidelines given above.

## **ORDINANCE O.5047-A: - Vigilance Squad**

1. The Vigilance Squad/s of not less than three and not more than four members shall be appointed by the Vice Chancellor to visit the Centres of University Examinations to:
  - i. Ensure that the University Examinations are conducted as per norms laid down.

# University of Mumbai

- i. Observe whether the Senior Supervisors and Block Supervisors are following scrupulously instructions for conduct of the University Examinations.
- ii. Check the students who try to resort to malpractices at the time of University Examinations and report such case to the University.
  2. The Vigilance Squad is authorized to visit any Examination Centre without prior intimation and enter office of the In-charge of the Examination Centre to check the record and other material relating to the conduct of Examination. They can enter in any block of Examination for checking the candidates identify card, fee receipt, hall tickets etc. to ascertain the authenticity of the Candidate. The Vigilance Squad shall e authorized to detect use of malpractices and unfair means in the University Examination.
  3. The Vice Chancellor shall appoint Vigilance Squad which may include:  
Senior Teachers of Affiliated College/Recognized Institution/ University Departments / Teachers and desirably one lady teacher; and any other person as the Vice Chancellor considers appropriate.
  4. The Chairman of Vigilance Squad/s shall submit the report on surprise visit directly to the Vice Chancellor with a copy to the concerned Principal. The Vigilance Squad/s may make suggestions in the matter of proper conduct of examinations, if necessary.
  5. The Principal of the College where the centre of examination is located shall be responsible for the smooth conduct of examination. He/ She shall ensure strict vigilance against the use of unfair means by the students and shall be responsible for reporting such cases to the University as well as the law of enforcing authority.

## **ORDINANCE O. 5048-A: - Amendments of Results**

### **Due to errors**

In any case where it is found that the result of an examination has been affected by errors, the Controller of Examinations shall have power to amend such result in such manner as shall be in accordance with the true position and to make such declaration as is necessary, with the necessary approval of Vice Chancellor / Pro Vice Chancellor, provided the errors are reported / detected within 6 months from the date declaration of results. Errors detected thereafter shall be placed before the Board of Examinations.

### **Error means:-**

- i) Error in computer/data entry, printing or programming and the like.
- ii) Clerical error, manual or machine, in totaling or entering of marks on ledger/register.

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iii) Error due to negligence or oversight of examiner or any other person connected with evaluation, moderation and result preparation.

## **A. Due to fraud, malpractices etc.**

In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractices, fraud or any other improper conduct whereby an examinee has benefited and that such examinee, has in the opinion of the Board of Examination been party of privy to or connived at such malpractice, fraud or improper conduct, the Board of Examination shall have power at any time notwithstanding the issue of the Certificate or the award of a Prize or Scholarship, to amend the result of such examinee and to make such declaration as the Board of Examination considers necessary in that behalf

**Note:** a) The Ordinances O.5049, O.5050 will be as per the existing ordinances. However, the term “Student” be read as “Learners”

b) The Number of the Ordinances will be same. However, it is followed by alphabet ‘A’ only.