



GOVERNOR'S SECRETARIAT, BIHAR  
RAJ BHAVAN, PATNA-800022

Letter No.BSU(Regulation)-55/2014- /GS(I), Dated  
From,

A.L. Srivastav  
Officer on Special Duty (Judl.)

To,

The Vice Chancellors  
All the Universities of Bihar  
(Except RAU, Pusa and BAU, Sabour)

Sub:- Regarding implementation of uniform Ordinance and Regulations of M.A/ M.Sc/ M.Com (Semester System) in the Faculties of Arts, Science and Commerce in pursuance of the guidelines of UGC, New Delhi.

Sir,

I am directed to invite a reference to the subject noted above and to say that the Hon'ble Chancellor, after due consideration of the uniform Ordinance and Regulations of M.A/ M.Sc/ M.Com (Semester System) in the Faculties of Arts, Science and Commerce prepared in the light of U.G.C. guidelines and recommended by the University advisory Committee, duly approved by the Statutory Bodies of the Universities and unanimously agreed by the Universities of Bihar in the meeting held at Raj Bhavan Patna (copy enclosed) is pleased to accord assent to the same in exercise of the powers vested in him Under Section 38(4) and 39(2)(ii) of the Bihar State Universities Act, 1976 and Patna University Act, 1976, as amended up to date and relevant provisions of the other University's Act.

Further necessary action may kindly be taken accordingly.

Yours faithfully

Encl:-As above

Sd/-  
(A.L. Srivastav)  
Officer on Special Duty(Judl.)

Memo No. BSU(Regulation)-55/2014- /GS(I) Dated  
Copy alongwith copy of approved uniform Ordinance and Regulations of M.A./ M.Sc./ M.Com (Semester System) in the Faculties of Arts, Science and Commerce forwarded to Principal Secretary, Education Department, Govt. of Bihar for information and necessary action.

Encl:-As above

Sd/-  
(A.L. Srivastav)  
Officer on Special Duty(Judl.)

Memo No. BSU(Regulation)-55/2014- 1262 /GS(I) Dated 28-08-2015  
Copy alongwith copy of approved uniform Ordinance and Regulations of M.A./ M.Sc./ M.Com (Semester System) in the Faculties of Arts, Science and Commerce forwarded to Scientist-D, In-charge Computer Cell, Raj Bhavan, Patna for uploading on the website of Raj Bhavan/All Assistant of University Section/Guard File for record.

Encl:-As above

(A.L. Srivastav)  
Officer on Special Duty(Judl.)

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**Ordinance for Admission to M.Com. (Semester System)  
in the Faculty of Commerce in the Universities of Bihar**

**1.0 Preamble**

The Post Graduate Degree "Master of Commerce" in Faculty of Commerce shall be offered by the Universities of Bihar.

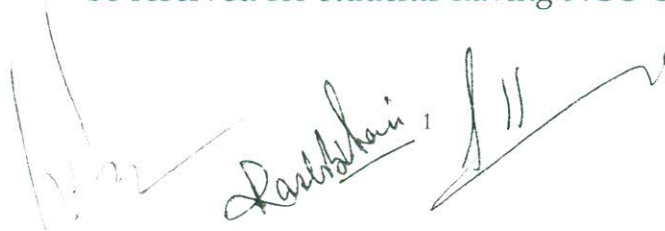
- 1.1 The M.Com. course shall be of Four Semesters spread over two years duration. The "Master of Commerce " course shall be abbreviated as M.Com.

**2.0 Admission**

- 2.1 A candidate seeking admission to M.Com. (Semester System) must be a graduate with Bachelor of Commerce (B. Com.) Honours Degree or in allied subjects like BBA or BBM.
- 2.2 In case of students not having Honours Bachelor Degree, their relative merit vis-a-vis Honours degree will be judged as having 10% less marks than the applicants having Honours degree.
- 2.3 In such subjects where candidate with Honours/Pass degree are not available, students having degree in allied subjects may be treated at par as having Honours Degree in the subject. The academic council of the University on the recommendation of its equivalence committee shall decide the allied subject/subjects.
- 2.4 Admission to M.A. Part-I (First Semester), shall be made in order of merit. The merit list shall be prepared on the basis of marks obtained by the applicant in the subject concerned at the bachelor examination.

In case the sanctioned seats remain vacant in any category, they shall be filled by candidates next in the merit list.

- 2.5 (a) The reservation of seats in each courses shall be as per reservation rules of the Government of Bihar.
- (b) A maximum of two seats in each subject over and above the sanctioned seats shall be filled by applicants who have distinguished themselves in Sports & Fine Arts. Under this category only those applicants shall be considered who have represented their University/State in different disciplines at state/national level events.
- (c) A maximum of two seats each shall be reserved for physically handicapped and sons/daughters of military personnels. This reservation will also be over and above the normal sanctioned strength for the subject.
- (d) Over and above normal sanctioned strength, Two seats will also be reserved for students having NCC-C Certificate/NSS student





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having participated at the national level events representing the university or State.

- (e) No student shall be provided two weightages for the purpose of admission.
- 2.6 The total number of seats for M.Com. shall be decided by the concerned University in accordance with the guidelines received from the State Government from time to time.
- 2.7 No applicant shall be admitted to the course who has not applied for admission within the notified time.
- 2.8 (a) The admitted students will have to register themselves with their respective university of study to be able to appear in the University examination.
- (b) No such applicant shall be admitted who, in the opinion of the Head of the Department and endorsed by the Vice-Chancellor, should not be admitted in the best interest of the respective University.
- (c) During the tenure of the course, if it is found that any document/documents or submission made by a student in support of his/her admission to M.Com. is/are forged or fake, his/her admissions shall automatically stand cancelled. The concerned student shall be solely responsible for the cancellation of his/her admission and other punitive action/actions.
- 2.9 No candidate shall be allowed to register for any other course in the university during the same academic sessions of his/her study of M.Com.
- 2.10 2% seats of the sanctioned strength in any subjects may be filled with NRI/Foreign students. These seats will be treated as over and above the normal sanctioned strength. Applications of NRI under this category students recommended by M.E.A. (Ministry of External Affairs) and such students with a bonafide proof of NRI status may apply for admission. The fee and another charges shall be deposited in appropriate foreign currency.
- 3.0 The fee structure of the M.Com will be as stated in sub-clause A and B below:

**A. Fee Structure for Indian Students (RI) :**

1. Admission Fee (For 2 Semester)	₹ 300.00
2. Registration Fee (One Time) if applicable	₹ 200.00
3. Caution Money (One Time)	₹ 500.00
4. Tuition Fee (One Time in each Academic Session)	₹ 240.00
5. Eklavya & Tarang (One Time in each Academic Session)	₹ 10.00
<b>Total</b>	₹ 1250.00
<b>6. Miscellaneous Fee :</b>	
Central Library Fee	₹ 200.00
Electricity Fee	₹ 150.00
Identity Card Fee	₹ 50.00

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NSS Fee	50.00
Parking	50.00
Internal Exam Fee	500.00
Library Maintenances Fund	150.00
Building Maintenances Fund	200.00
Medical Fee	50.00
Athletic Fund (for College)	50.00
Athletic Fund (for University)	50.00
Common Room Fund	50.00
Extra Curricular Fee (Cultural)	50.00
Environmental Protection Fee	20.00
Student Welfare Fee	10.00
Poor Boys Fund	10.00
Students Union Fund	10.00
Society Subscription	50.00
Magazine Fund	50.00
Hand Book/Directory	50.00
<b>Total</b>	<b>1540.00</b>
<b>Grand Total</b>	<b>2790.00</b>

Students of General Category of M.Com. shall have to pay `2790/- and SC/ST students shall have to pay `2550/- only in the M.Com. Ist year and in 2nd year of M.Com, the fee shall be `2090/- for General Category students and `1850/- for SC/ST students. Students of SC/ST are exempted from tuition fee in each year.

**B. Fee for Non-Resident Indian (NRI) and Foreign Students**

1. Admission Fee	\$ 150
2. Registration Fee (One Time)	\$ 20
3. Caution Money (One Time)	\$ 200
4. Tuition Fee (One Time in each Academic Session)	\$ 200
5. Miscellaneous Fee (Annual Charges)	\$ 220
6. Eklavya & Tarang	\$ 50
<b>Total Fees</b>	<b>\$ 870</b>

NRI and Foreign students admitted to M.Com. shall have to pay \$ 870 in the First Year and \$ 620 in the Second Year.

**3.1 The fee structure may be revised from time to time by the Vice Chancellor in consultation with the State Government.**

**3.2 The proposed fee structure will be applicable only after the approval of statutory bodies and the State Government.**

Following will also be applicable :

- Concession may be made as per of the respective University rules.
- Students of Practical subject will have to pay additional fee of Rs. ` 500/- per Academic year.

*Dr. Bihari* 3 *1.11*

- (c) Students of subjects having Field study as compulsory component of syllabus will have to pay an additional fee of 1000/- each.

4.0 Saving:

Any aspect not covered in the present ordinance shall be covered by the General Ordinance of Admission.

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*Dr. Bihari*



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## Regulations for Examination of M.Com. (Semester System)

### Faculty of Commerce in the Universities of Bihar

#### 1. General

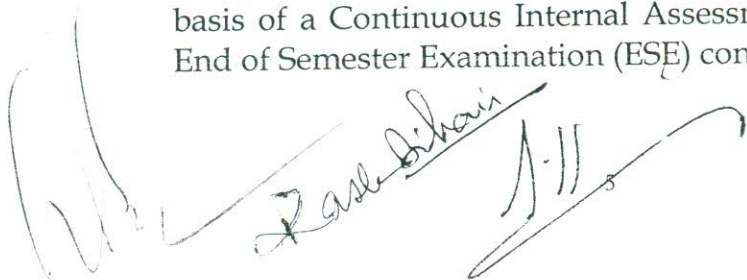
- 1.1 These regulations shall be called the "Regulations of Examination" for M.Com. (Commerce) to be applicable in the Universities of Bihar.
- 1.2 These regulations shall come into force from the academic session 2014-15.

#### 2. Programme of Study

- 2.1 The University shall offer M.Com. degree in the faculty of commerce.
- 2.2 The durations of M.Com. (Semester System) course shall be of four semesters spread over two academic sessions. Each semester shall be of 16 to 18 weeks of actual study.
- 2.3 The Examination for Master's Degree in Commerce shall consist of four semesters of six months each.
- 2.4 Each academic session shall consist of two semesters – I & III : from July to December and II & IV : from January to June.
- 2.5 The M.Com. Course shall consist of 16 papers spread over four semesters with four papers each semester, carrying 100 marks each paper. The entire curriculum shall be of 1600 marks taken together.
- 2.6 The distribution of papers like theory, practical, field work, project, internship, dissertation etc. with number of credits is specified in each subject in the course structure of the subject concerned of the department.
- 2.7 The term 'credit' means weightage given to a course in relation with the instructional hours assigned to it. One credit will consist of ten hours of instruction. The M.Com. course shall be of eighty credits divided equally i.e. 20 credits per semester. Each paper of the Master's degree programme carried number of credits specified in the course structure of the subject concerned.

#### 3. Evaluation of Performance Under Semester System

- 3.1 The performance of a student in each paper will be assessed on the basis of a Continuous Internal Assessment (CIA) of 30 marks and the End of Semester Examination (ESE) consisting of 70 marks.



3.2 The components of CIA shall be :

- (a) Two Mid-Semester Written Tests of one-hour duration each - 15 Marks
- (b) Seminar/Quiz - 05 Marks
- (b) Assignment - 05 Marks
- (d) Punctuality and conduct - 05 Marks
- Total - 30 marks**

3.3 The concerned teacher of the course/paper shall be responsible for conducting the mid-semester tests and other components of the CIA. In addition to CIA, the ESE, which will be written examination of 3-hours duration conducted by the university, would also form an integral component evaluation.

3.4 The evaluation of laboratory paper and field work, wherever applicable will also be based on CIA and an end-semester practical examination.

3.5 All such examination shall be as per the provisions of examination board and moderation board of the University.

#### 4. Examinations :

4.1 The End-Semester-Examination will be conducted by the University. The two Mid-Semester Tests and practical examinations will be conducted by the concerned departments, which will appoint external examiner(s) for practical ESE examination. The two mid-semester tests will be conducted and marked by the teacher concerned. The teacher shall show the answer scripts of the mid-semester tests to the students of the class.

4.2 The End of Semester Examination (ESE) shall be named as follows :

- (a) M.Com. Part (I) - I Semester Examination and II Semester Examination respectively.
- (b) M.Com. Part (II) - III Semester Examination and IV Semester Examination respectively.
- (c) Syllabus for each paper shall be divided into 5 units. Bases on this, the question paper pattern shall be as follows :

##### Part - A

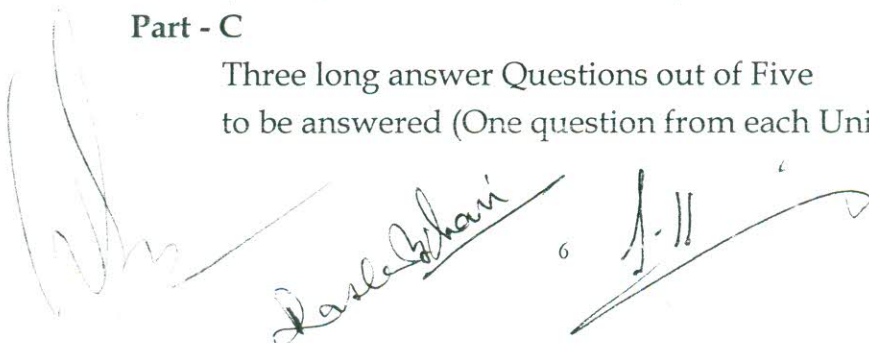
Ten objective type Questions  $10 \times 2 = 20$  marks  
(Two Questions from each Unit)

##### Part - B

Five Short Answer Questions (Four to be answered)  $4 \times 5 = 20$  marks  
(One Questions from each Unit)

##### Part - C

Three long answer Questions out of Five  $3 \times 10 = 30$  marks  
to be answered (One question from each Unit)





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- 4.3 The examination of I and III Semesters, shall be generally held in the month of November-December and that of II and IV Semester, shall be held in the month of May-June.
  - 4.4 In formulating the entire programme of studies, each Department shall be guided by the consideration that at the Postgraduate level, students should be familiar with all the sub-disciplines, trends and paradigms of the subject. Keeping this in view the Department will decided 12 core papers in Semester I, II and III and a basket of elective (optional) papers representing modern trends in the subject as per the demand of the job market. Students shall be free to choose optional papers in Semester IV.
  - 4.5 Paper Setting: For ESE, external examiners of relevant subject shall be appointed by the University as per the provisions of the examination board.
  - 4.6 In Subjects, where there is Practical/Project/Field Study/ Internship/Dissertation etc. not more than 4-5 credits should be allowed for such papers in each semester, for which 50 marks will be for CIA and 50 marks for ESE.
  - 4.7 All practical papers shall be evaluated by two external examiners. The distribution of CIA marks in practical papers shall be as per the course structure.

## 5. Passing of Examinations and Promotions Rules

### Promotion Rules

- 5.1 There shall be no supplementary examination in any of the semester courses. (I, II, III and IV).
- 5.2 The candidates who have been admitted to the First Semester of a 2-year Post-Graduate Programme in a session can be placed in the following categories on the basis of their attendance in the Semester.
  - (i) Those, who have appeared at the CIA and attended the required minimum percentage (75%) of attendance of lectures and practical classes separately as per the provisions content under the section 4 and 5 of chapter III of the old Regulation of Bihar University Act 1976 as amendment up-to-date shall be permitted to appear in the ends semester examination (ESE).
  - (ii) Those who have not attended the required minimum percentage of attendance (75%) both in Theory and Practical shall in no case be permitted to appear in their End Semester Examinations.

After appearing at End the Semester Examination, the candidates can be placed in the following categories in the context of declaration of the results of the Semester Examination:

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5.3 To be declared passed in End Semester Examination in any subject, a candidate must secured at-least 40% marks in each theory paper separately and a minimum of 45% in total. For CIA a minimum of 50 marks is needed to be declares as pass

- (i) However, if a candidate passes in at-least two papers (both theory and CIA separately) in his/her First, Second and Third End Semester Examination, he shall be promoted to next higher semester.
- (ii) Candidates shall have to clear their backlog paper in the next end semester examination of that semester whenever it is available.
- (iii) Even if a student is promoted to Fourth Semester, his final result will only be declared when he/she has cleared all their backlog papers.
- (iv) Final result of M.Com. course shall be published on the basis of candidate performance in all the 16 papers speared over four semesters.
- (v) The Final result will be published only after he has cleared all the 16 papers securing minimum qualifying marks.
- (vi) Since it is a continuous evaluation programme, student shall be awarded Grade Point (GP) at the End of each Semester Examination and cumulative Grade Point (CGP) at the End of Final End Semester Examinations in 10 point scoring system.
- (vii) There shall be no supplementary examination. A student has to score minimum 50% marks in his CIA. Failing to secure minimum marks he will have to repeat the CIA along with the students of the same semester of the next academic session.
- (viii) If students fail to secure minimum 50% marks in CIA of any paper his result will be declared as fail in that paper. Students shall have to reappear in that paper in the same semester of next academic session. The name of the promoted candidate/ candidates will not be included in the merit list of that subject.
- (ix) A promoted candidate, if he has passed in CIA but fails in theory paper/papers, he/she shall retain his/her CIA award and will reappear in the theory paper only of the semester whenever available. However, if a candidate is declared fail in any End Semester Examination, he/she shall retain nothing and will have to redo the course work of failed semester again. The student will be required to appear again in CIA as-well-as theory paper.

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6. **Improvement of Result :**

If candidate passes in End Semester Examination, he/she may apply for the improvement of his/her result in maximum of two papers of the semester. He/She can avail this facility only twice during the duration of whole course. Better of the two results will be treated as final result of candidates in those papers.

Further the name of such candidates with improved result will not be included in the merit list.

7. **Declaration of Result :**

The following grading system shall be used by Teacher/Examination department :

<i>Letter Grade</i>	<i>Percentage Range</i>	<i>Numerical of Letter Grade</i>	<i>Description of Grade</i>
A	100 - 90	10	Outstanding
B	80 - 89	9	Excellent
C	70 - 79	8	Very Good
D	60 - 69	7	Good
E	50 - 59	6	Average
P	45 - 49	5	Pass
F	Less than 45	Less than 5	Fail

8. **Examinations :**

8.1 The End Semester Examinations shall be conducted by the University. The continuous Internal Examinations shall be conducted by the concerned department.

9. **Passing of Examination :**

9.1 A student shall be declared to have 'passed' and promoted to the next semester when he/she earns P or above grade in the semester examination covering continuous evaluation, mid-term and end-term examinations in all the courses for which he/she was registered in the said semester.

- (i) In order to be promoted from Semester I to Semester II, a candidate has to pass in at least two out of four papers in Semester I Examination.
- (ii) In the Second Semester Examination a student has to pass in at least two out of four papers.
- (iii) In order to be promoted to the 3rd Semester, a candidate needs to pass in at least two papers of Semester I and two papers of Semester II.

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- (iv) A candidate must clear all the four papers of Semester I, at least two papers of Semester II and two papers of Semester III in order to be promoted to the 4th Semester.
- (v) In the 4th Semester a candidate needs to have cleared all the Sixteen papers for the declaration of result and award of the Degree.
- 9.2 A student will be deemed as 'failed' in a semester when he/she gets F grade in more than 50% of his course of study. Such students will be advised by the University to repeat the semester on payment of semester fee or the half of the academic year fee.
- 9.3 A student who has secured F in one or more course may also be promoted to the next semester if he/she has not otherwise failed as per section 9.2 above. However, he/she will have to re-appear at the examination of such courses one time only as and when it is held or at the time of regular end-semester examination in which he/she has been promoted.
- 9.4 A student shall be declared to have failed in the programme when he/she fails to qualify for promotion to the next semester after two successive attempts.
- 9.5 Grades that may be shown in the award sheet of a students without any numerical value are N.A (Not Applied) and S.P (Satisfactory Performance) for course(s) extending beyond a semester such as Project Work.
- 9.6 There shall be a Grade Point Average (GPA) calculated for each semester on the basis of grades obtained in that semester. The GPA for the Jth Semester is calculated as :

$$GPA_J = \frac{\sum_{i=1}^n m_i o_i}{\sum_{i=1}^n o_i}$$

Where  $n$  is the number of course in the Jth semester,  $m_i$  denotes the numerical value of the grade obtained in the Jth course of the semester  $o_i$  denotes the number of credits for the Jth course of the semester.

For example, consider the numerical grade and credit of a student given in the table below GPA for Jth semester can be calculated.

Course	Course I	Course II	Course III	Course IV	Course V	Course VI	Course VII
Credit	2	2	4	2	2	2	2
Numerical Grade	7	8	5	7	6	8	8

The GPA for the Jth semester is calculated as :

$$GPA_J = \frac{7 \times 2 + 8 \times 2 + 5 \times 4 + 7 \times 2 + 8 \times 2 + 8 \times 2 + 8 \times 2}{2 + 2 + 4 + 2 + 2 + 2 + 2} = \frac{108}{16} = 8.75$$

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The Cumulative Grade Point Average (CGPA) for k semester is given as:

$$CGPA = \frac{\sum_{j=1}^k (GPA_j \times C_j)}{\sum_{j=1}^k C_j}$$

Where  $C_j$  is the total number of credits in the jth Semester.

For example, consider the GPA's obtain by a student in four semester along with total credit in each semester is given as follows.

Semester	First	Second	Third	Fourth
GPA	6.75	6.00	8.12	7.62
Total Credit	16	20	18	16

$$CGPA = \frac{(6.75 \times 6) + (6.00 \times 20) + (8.12 \times 18) + (7.62 \times 16)}{16 + 20 + 18 + 16}$$

$$= \frac{108 + 120 + 146 + 16 + 121.92}{70}$$

$$CGPA = \frac{496.06}{70} = 7.08$$

- 9.7 The award sheet of the students will show the grades obtained in all the courses offered in each semester, grades/categories without numerical value (if applicable), the GPA and the promotion status.
- 9.8 To be eligible for the award of Master Degree, students must obtain a minimum final cumulative Grade Point Average (CGPA) of 4.0.
- 9.9 To find percent equivalent to CGPA the following formula may be used: percent = CGPA  $\times$  10
- 9.10 Answer books or sheets will be coded before being passed on the examiner and decoded before tabulation work.

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