

BOARD OF STUDIES MEETING IN THE SUBJECT OF BOTANY FACULTY OF SCIENCE.

Meeting of the members of BOS in Botany will be held on 11th July, 2018 at 10.00AM in the conference room of R J College of Arts, Science and Commerce.

Agenda:

1. Revision of syllabus for F Y, S Y and T Y B Sc in the subject of Botany to be implemented from the academic year 2018-2019.
2. Examination paper pattern for theory and practicals F Y , S Y and T Y BSc in the subject of Botany .
3. Syllabus of Applied component Environmental Science and Pollution to be followed as per UOM syllabus for theory and practical
4. Discussion of M Sc Semester I, II, III and IV syllabus currently approved by BOS of University of Mumbai.
5. Syllabus of Post graduate diploma in Horticulture and Landscape gardening
6. Syllabus of Post graduate Diploma in Dietetics and Applied Nutrition
7. Short term courses in Plant tissue culture, mushroom cultivation, Ikebana, Bonsai, Instrumentation, plant preservation techniques, preparation of permanent slides
8. Any other matter with the permission of the chair.


HOD BOTANY

2018 onwards.

Board of studies in Botany
Autonomous Status

To

R J College of Arts, Science and Commerce
Chhatrapati (w) Mumbai 400 086.

Composition of Board of studies in Botany

1. Head of the Department (Chairman) Dr Usha Mulundkar
2. Faculty of the Department
 - a) Dr Himanshu Dawda
 - b) Dr Ajit Kumar Bhatnagar
 - c) Dr Nisha Muni
 - d) Capt Pravin Nayak
 - e) Dr Anil Avhad
 - f) Dr Veena Kelkar
 - g) Dr D B Singh
3. Two Subject Experts from outside the parent University
 - a) Dr Dharmendra Shah Dept of Botany
M S University Baroda
 - b) Dr S G Bhagwat Former Scientist BARC
4. VC nominee Dr Aruna Rai HOD Botany CHM
College, University of Mumbai
5. Industry representative: Mr Ashish Lad
Operations Molecular Biology, Metropolis Healthcare.
6. One post graduate meritorious alumnus
Dr Priya Chatterjee
Director Regulatory affairs, India and EFM Merck
7. Experts from outside the College
Dr Vaishali Gode
Global Platform Leader Unilever.
Dr Munalini Date
Adjunct faculty Botany Dept.

Board of studies meeting in the subject of Botany
Faculty of Science

A meeting of the members of BOS in Botany was held
on 11th July 2018 at 10.00 am in conference room of
R.J. College of Arts, Science & Commerce.

Following members were present:

Head of the Department (Chairman)

Dr Usha Mukundan Usha

Faculty members with name and specialisation

Dr Himanshu Danda Plant Physiology H.D.

Dr A K Bhatnagar Mycology

Dr Nisha Muni Mycology & Plant Pathology Nisha

Capt Pravin Nayak Plant Physiology Pravin

Dr Anil Avhad Plant Ecophysiology Anil

Dr Veena Kelkar Plant Biotechnology Veena

Dr D B Singh Ethnobotany DBS

Two experts from outside the Parent
University

Dr S G Bhagwat Bhagwat

Ex Scientific officer H BARC

Head Nuclear and Agriculture Division

Dr Dharmendra Shah Dharm

Associate Professor

Dept of Botany

N's University Baroda

Baroda

Dharm
11th July 2018

VC Nominee Dr Aruna Rai, H.O.D., Smt C.H.M.
College ~~Rai~~

Industry representative

Dr Priya Chatterjee ~~Priya Chatterjee~~

Director Regulatory Affairs - India and EFM Merck

One postgraduate meritorious alumnus

Mr Ashish Lad ~~Shikha~~

Operation Molecular Biology ~~Shikha~~ Metropolis Healthcare Mumbai
Experts

Dr Vaishali Gode ~~Vaishali~~

Global Platform Leader
Unilever

Dr Mrunalini Date ~~Mrunalini~~
Adjunct Professor Botany

The following business was then transacted.

1. The revised syllabus for FY, SY, TY BSc Botany was discussed and passed. The same would be implemented from the academic year 2018-2019.
2. The examination paper pattern for theory and practicals FY, SY and TY BSc in the subject of Botany
3. No change in the syllabus of applied component of Environmental science and Pollution the same be followed this year.
4. Since the syllabus of HSC semester I, II, III & IV was upgraded in 2017-2018 the same will be followed by R J College for

this academic year.

5. The syllabus of post graduate diploma in horticulture and landscape gardening and.
 6. Syllabus of post graduate diploma in Dietetics and Applied nutrition was discussed and passed.
 7. It was agreed upon that students must take up and complete one short term course suggested courses were plant tissue culture, mushroom cultivation, Ikebana, Bonsai, Instrumentation, plant preservation techniques, preparation of permanent slide.
 8. All members felt that emphasis on plants which have industrial applications, varieties of plants how to identify. students be given extra credits on skill based programme. creative work like cartoon be encouraged. Emphasis be given on Data collection, significance, presentation, analysis. students be encouraged to be a team person.
- There being no other matter the meeting ended with vote of thanks to the chair.

Usha

Dr Usha Mulundon
HOD Chairman BAS.

Nomenclature and Rules regarding Teaching, Learning and Evaluation

R.J. College of Arts, Science & Commerce is an Autonomous College under the Mumbai University from the academic year 2018-19. The autonomy provides the College, the right to frame its own syllabi and conduct its own internal and semester end examinations.

The Mumbai University will confer the Degree with the name of the College.

Key Terms

Program

A '**Program**' is a set of courses that are linked together in an academically meaningful way and generally ends with the award of a Degree depending on the level of knowledge attained and the total duration of study. Thus B.A., B.Sc. and B.CoM are Programs.

Course

A '**course**' corresponds to the word 'subject'. A course 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 course must necessarily have academic coherence, that is, there must be a common thread linking the various components of a course. A number of linked courses considered together are in practice, a 'program'.

Credit Point

'**Credit Point**' refers to the 'Workload' of a student 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, watching especially prepared videos, writing assignments, preparing for examinations, etc.

Credits assigned for a single course always pay attention to how many hours it would take for a student to complete a single course successfully. A range of a single course may be 2 to 6 credit points wherein 1 credit is construed as corresponding to approximately 30 learning hours.

Credit completion and Credit accumulation

'**Credit completion and Credit accumulation** shall be considered to take place after the student has successfully cleared all the evaluation criteria with respect to a single course. Thus, a student who successfully completes a 2 CP (Credit Point) course may be considered to have collected or acquired 2 credits. His/her level of performance above the minimum prescribed level (viz. grades/ marks obtained) has no bearing on the number of credits collected or acquired. A student keeps on adding more and more credits as he/she completes successfully more and more courses. Thus the student 'accumulates' course wise credits. The maximum duration for acquiring 120 credits at Undergraduate level is 6 consecutive years, starting with first year of Degree College.

| MAXIMUM CREDIT POINTS | | | | | | | |
|-----------------------|----------|----|-----|----|----|----|--------------|
| Program | Semester | | | | | | Total Credit |
| | I | II | III | IV | V | VI | |
| Arts | 15 | 15 | 22 | 22 | 22 | 24 | 120 |
| Science | 20 | 20 | 20 | 20 | 20 | 20 | 120 |
| Commerce | 20 | 20 | 20 | 20 | 20 | 20 | 120 |

Academic Assessment

In every semester, the College will conduct three assessments for all theory courses in the following manner:

- Two Internal Assessments (IA1) and (IA2), each of 20 marks and duration of 30min. Thus, 40% of the total marks per course will be evaluated through continuous evaluation method.
- One Semester End Examination (SEE) of 60 marks for the duration of 2hours, for the remaining 60% of the total marks of the said course.
- Learner (student) must appear at least one IA Examination to be eligible for appearing for SEE. In other words, a student who has appeared for IA1 or IA2 or both can ONLY appear for SEE.
- Every student must appear for SEE.
- There will be no retests for the IAs.
- Any student who misses either IA1 or IA2 should acquire the 40% required to pass the course through the combination IA attended and SEE.
- A student can appear for SEE if he/she satisfies attendance norm of the college.
- **Special IA Clause:** The Principal will request the concerned Department(s) to hold a Special IA Test (of one or more courses) for a student, within the same semester, under the following circumstances:
 1. If the Principal allows a student to represent the College at or to participate in some event (academic/cultural/ sports/NCC/NSS/ Youth Festival) and this causes the student to miss a IA Test (of one or more courses)
(Note: The concerned event could be either a couple of weeks prior to or during the IA period).
 2. If, just prior to or during an IA, a student is stricken by a serious illness and the presented medical papers have been verified by the College.
(Note: The medical papers and the Parent's note would have to be presented to the College, within two days of the sickness, for this clause to hold).
 3. If just prior to or during the IA a bereavement (of an immediate family member viz - father, mother, brother/sister) occurs.
(Note: In this case the Death Certificate of the departed and the Parent's note will have to be given to the College within 2 days of returning to College, for this clause to hold).
 4. For the same student, the Principal will exercise his/her discretionary power for only one of the two IAs of a semester.
- If a student fails to score 40% in the overall total in a given paper of any course, such a student will have to appear for the 100 marks Examination (in the same semester

of the next academic year) and forego all the IA and SEE marks earned in the previous examination of the same semester.

- There will be masking of the answer books in all the examinations prior to assessment.
- For all the courses there will be a Single Evaluation.
- At FY and SY level, the moderation shall be internal /external for subjects where the student number is above 100. At TY level, there shall be external moderation for all the courses irrespective of student number and the rules for moderation are as shown below:
 1. 100% moderation for those assessed papers where marks are 49 & above.
 2. 10% moderation for those assessed papers where marks are between 24 & 48 on a random basis.
 3. If a moderator finds some problem with the assessment of a paper, the option to increase the number of papers to be moderated could be exercised in consultation with the CoE.
 4. If 30% or more of the moderated papers assessed by a particular examiner of a course have a change of more than 15% of total marks assigned to the paper, all papers will be reassessed by second moderator. The re-evaluated marks will be the final score awarded.
 5. Teachers in each department will be required to upload 3 sets of Question paper (for SEE) IN 'Ready to Print' format in the 'QP' portal generated by the Exam Cell for every examination.
 6. On Each unit there will be one question of equal marks and one more additional question based on all the units of the syllabus. All questions shall be compulsory with internal choice within the questions. Question may be subdivided into sub-questions (a), (b), (c) and so on.
 7. BoS in the respective subject will have freedom to lower the internal choice in their subject paper from 100 percent to the level but with minimum 50 percent choice retained.
 8. The allocation of marks should be corresponding to the weight age of the topic, however, all 3 sets put together, the marks should be more or less equally distributed for all units.
 9. Detailed Question paper pattern will be given by each BoS and submission of the same to EC with 'No Objection Certificate' from the Principal is a must before the commencement of SEE.
- For Science Program, the Practical component per course is for 50 marks in each paper. FYBSc (2 course / semester), SYBSc (3 course / semester) and TYBSc (4 main course and 1 applied component / semester).
- The rules regarding learning/ writing disability for students will be as per university norms.

Passing Norms

- **To Pass a Theory Course**, a student is required to obtain a minimum of 40% of the total marks allotted to that course, which includes IA 1, IA2 and the SEE.
- If a student fails to secure the required minimum 40% of the total marks or was absent at one or more of the three assessments per semester, that student will have

to re – appear for the 3 – hours Examination for 100 marks at the next same (even/odd) semester.

- Only the marks secured by students at the 100 marks paper will be the marks ultimately awarded.
- **In science faculty, to clear Practical Examination**, a student is required to secure a minimum of 40% of the total marks allotted for the practicals in the said course.
- If a student fails to secure the required minimum 40% of the total marks or remained absent for the practical examination in **odd (even)** semester then such student will have to re-appear for the Practical Examination in the subsequent **odd (even)** semester. While appearing for the practical examination as Ex student, should must produce his/her practical book (Journal) of the Year of Enrollment.

Passing Standards

- A student shall be declared successful or 'passed' in a Semester, only when he/she gets a SGPA ≥ 4.00 (at the end of that particular Semester); and a student shall be declared successful or 'passed' in the entire Under Graduate Program (UGP or PGP), only when he/she gets a CGPA ≥ 4.00 ; subject to the condition that he secures a Grade Point (GP) ≥ 4 (E Grade or above) in every registered Course in every Semester (during the entire UGP or PGP) for the Degree Award, as required.
- A student shall be allowed to keep term for **Semester II** irrespective of his/her GP in Semester I.
- A student shall be allowed to keep terms for **Semester III** if he/she secures GP ≥ 4 of each course of Semester I and II.

OR

- For Arts & Commerce Faculties – A students who failed to get GP ≥ 4 in not more than two courses of Semester I and Semester II each. For Science faculty - A students who failed to get GP ≥ 4 in not more than three courses of Semester I and Semester II each.
- A student shall be allowed to keep term for **Semester IV** irrespective of his/her GP in Semester III.
- A student shall be allowed to keep term for Semester V if he/she secures GP ≥ 4 in each course of previous Semesters.

OR

(Arts and Commerce Faculties)

- i. A student who has passed Semester I and Semester II and failed to get GP ≥ 4 in not more than four courses of Semester III and Semester IV taken **together** as well as not more than two courses **each** in semester III and Semester IV.
- ii. A student who has passed Sem. III & IV and failed to get GP ≥ 4 in not more than four courses of Sem. I & II taken **together** as well as not more than two courses **each** in Sem. I & II.

(Science Faculty)

- i. A student who has passed Semester I and Semester II and failed to get GP ≥ 4 in not more than six courses of Semester III and Semester IV taken **together** as well as not more than three courses **each** in semester III and Semester IV.

- ii. A student who has passed Sem. III & IV and failed to get $GP \geq 4$ in not more than six courses of Sem. I & II taken **together** as well as not more than three courses **each** in Sem. I & II.
- A student shall be allowed to keep term for **Semester VI** irrespective of his/her GP in courses in Semester V.
 - There shall be no Additional exam (re-exam in the same semester) for Semester I, II, III or IV. There shall be one re-exam of Semester V (Theory and Practicals) before Semester VI examination.
 - The result of Semester VI shall be kept in abeyance until the student earns $GP \geq 4$ in each course of every lower Semester.
 - After the completion of each Semester, a Grade Card or Grade Sheet (or Transcript) shall be issued to all the Registered Students of that Semester, indicating the Letter Grade and Credits earned. It will show the details of the Course Registered (Course Code, Title, No. of Credits, and Grade Earned etc.) Credits earned, SGPA, and CGPA.

| Marks Out of 100 | | | |
|------------------|--------------|-------|---------------|
| 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 |

| Overall Grade Table | | |
|---------------------|-------|---------------|
| GPA | Grade | Performance |
| 10 | O | Outstanding |
| 9.0-9.99 | A+ | Excellent |
| 8.0-8.99 | A | Very Good |
| 7.0-7.99 | B+ | Good |
| 6.00-6.99 | B | Above Average |
| 5.00-5.99 | C | Average |
| 4.00-4.99 | D | Pass |

Gracing Norms:

- **Grace marks for passing:** Up to a maximum 1% of the Grand Total per Semester can be added to any Course(s) to fulfill the passing norms.
- **Grace marks for Award of Class:** Up to 1% will be added to the Grand Total to obtain a higher grade Class provided the student has not obtained grace marks for passing in any Course. (Note L this applies only to the final Consolidated Grade sheet).
- A student will be entitled for 10 Grace Marks, which will be added to his / her Even Semester Grade sheet in the academic year when he/she represented the College in sports, NCC/NSS/Extension Program or cultural activities and were

among the winners (1st, 2nd or Runners-up) or have reached the quarter finals of any competition held by the University of Mumbai.

- The rules regarding awarding of Grades will be as per existing norms of the University of Mumbai.
- Any special additional gracing can be made effective only upon passing of the resolution with the consent of the members of the Examination committee.
- Open House will be conducted for each class where student will get to see his/her answer book for each subject. Teachers will be available to address student queries with regards to evaluation.
- Revaluation & answer book photocopy rules will be as per the existing norms of the University.

Additional Rules:

- IA1 & IA2 are centralized for F.Y. & S.Y.
- For TY IA1 is centralized and IA2 is decentralized (if BOS desires so for Arts & Science).
- Random Auditing of Question Papers may be adopted.
- For Practicals of Third Year, one Internal and one External Examiner are mandatory for every batch.
- For Practicals of FY & SY, all examiners may be internal.
- Additional examination (theory & practical) for those students failing in Sem. V will be conducted before Sem. VI examination.
- Additional examination (External component only) for those students failing in Sem. I & Sem. III and for students failing in Sem. II & Sm. IV will be conducted within 40 days from the date of declaration of the results in the respective semester.
- A student gets maximum 3 attempts with the same syllabus. Later he/she should appear for the changed syllabus Question Paper.

Student Attendance:

- The College expects 100% attendance at all lectures / practicals per chosen Course. As there are legitimate reasons why 100% attendance is not possible, a minimum of 75% attendance is made mandatory (refer: Ordinance 119 vide University's Circular No. UG/502 of 1999).
- A condonation up to 50% of lectures / practicals per Course could be made at the discretion of the Principal, in the following cases:
 1. Serious illness authenticated by a Doctor's Certificate and Medical Records & submitted within 2 days or resuming college.
 2. Other serious reasons, with validating documents (acceptable to the Principal) & submitted within 2 days of resuming college.
 3. No condonation is possible if a course's attendance for whatever reason(s) , is below 50% of the said course's lectures / practicals.
- For students who are sent by the Principal to represent the College, the total attendance will be reduced by number of days spent representing College.

However, such students will have to login at least 75% attendance of the lessened total.

- Unless unavoidable, students are not allowed to miss lectures, practicals, IAs or SEE without the prior permission of the Principal. Absence without prior permission will make students liable to disciplinary action, including denial of Terms.
 - The Leave Application / Medical Papers must be accompanied by a covering letter from the Parent/Guardian of the student along with medical illness and hospitalization documents.
 - Serious illness or other circumstances are valid reasons for absence from lectures, practicals and exams. However, if the College is not provided with sufficient evidence of academic participation by the concerned student, the College may not grant such a student term for the concerned Course(s) in that Semester. Such students would have to repeat the Concerned Course in the next academic year.
 - Attendance Grades (AF) for each course will be displayed in the semester Grade sheets.
-