



GONDWANA UNIVERSITY GADCHIROLI

Ordinance No. 23 of 2017.

EXAMINATION LEADING TO THE ONE YEAR POST GRADUATE DIPLOMAS (D.B.M., D.I.R.P.M., D.M.M. & P.G.D.C.C.A.) IN THE FACULTY OF COMMERCE, YEARLY PATTERN & CREDIT GRADE SYSTEM ORDINANCE, 2017

Whereas, it is expedient to provide an Ordinance in respect of Examination Leading to the one year Post Graduate Diploma (**D.B.M., D.I.R.P.M., D.M.M. & P.G.D.C.C.A.**) in the Faculty of Commerce, yearly Pattern and Credit Grade System for the purposes hereinafter appearing, the Management Council is hereby pleased to make the following Ordinance :-

1. This Ordinance may be called ‘Examination Leading To The one year Post Graduate Diplomas (**D.B.M., D.I.R.P.M., D.M.M. & P.G.D.C.C.A.**) In The Faculty of Commerce, yearly Pattern & Credit Grade System, Ordinance, 2016.
2. This Ordinance shall come in to force with effect from the date of its making by the Management Council.
3. The duration of the course shall be as specified in teaching and examination scheme attached with this ordinance under appendices- A.B.C & D and shall have University examination at the end of the year.
4. Subject to his compliance with the provisions of this ordinance and any other Ordinances in force from time to time, an applicant for admission to the examination shall have :

Any Degree from any stream and an examination recognized as equivalent thereto with English as one of the subject of passing and in such subject and with such standard of attainments as may be prescribed .

5. The examination shall be held as far as possible, in winter and summer every year at such places and on such dates as may be decided by the university.
6. The tuition fees for the course/examination and the practical and other fees shall be as prescribed by the University from time to time .
7. a. The Scope of the subject shall be as indicated in the respective syllabus in force from time to time.
- b. The medium of instruction and examinations shall be only English pattern of Question paper shall be as stated in Appendix – E attached herewith.

8. The number of papers and the maximum marks assigned to each paper and minimum marks an examinee must obtain in order to pass the examination shall be as prescribed in related appendix attached with this ordinance.
9. The classification of the examinees successful at the examination, shall be as per the model of credit grade system.
10. Examinees who have passed in all the subjects prescribed for the examination, then Letter Grade will be allotted as per the following scheme.

11. Model Credit-Grade System

A) Course Credits

It is the unit of measurement of course works. Each course shall have an integer number of credits which reflects its weightage. One credit means one period of one hour duration.

The number of credits of a course in a given semester shall ordinarily be calculated as under:

$$\text{Number of Credits} = L + T + P/2$$

Where L, T and P represent the number of Lecture, Tutorial and Practical hours per week. The fraction is to be rounded off to next integer value. One practical/Lab. without theory of one hour equal to One Credit.

B) Grade

It is the measure of performance quality. At the end of the each semester, a student is awarded a letter grade in each of his/her courses taking into account his/her performance based on the various components of evaluation i.e. on the basis of total marks (Theory + Practical + Assessment) in each theory course and (Theory + Practical) in each of the laboratory course obtained. There are seven letter grades as O,A,B,C, D,F and X as shown in **Table 1, below.**

C) Grade Points

The letter grades are converted to figures to indicate performance of the students. The following are the guideline steps for the computation of grade points:

- i) All evaluations of different components of a course specified in the course plan i.e. scheme shall be done in marks for each student.
- ii) The marks of various components of college assessment and university conducted examination shall be added to get total marks secured for the given course. For

example, out of a total of 100 marks for theory courses and 50 mark for practical courses.

- iii) These letter grades are assigned numerical equivalents called Grade Points, **GP** on a 07 point scale and are correlated with percentage score of the student in the given course as shown in the **Table 1** given below.
- iv) For the given course, the adopted criteria of percentage marks given below shall then be used for the computation of grades and grade points.
- v) “**F**” grade stands for failure in that course examination. The course(s) in which a student has earned F-grade will be termed as back-log Such a student will be required to reappear in the given course examination in the supplementary examination.
- vi) “**X**” grade is awarded to a student who is absent in the examination or is not allowed to appear or could not appear in the examination (ESE)/POE in a particular subject due to any reason, though he might have undergone other components such as internal evaluation, term work etc. Such a student will be required to appear in the given course, in which he/she has secured X –grade, in the onward term.

Table 1: Conversion of marks to grades in credit system

Marks Obtained	Grade	Grade Points
100-75	O	10
74-60	A	9
59-55	B	8
54-50	C	7
49-45	D	6
44-40	E	5
39 and less	F	0 (Failed)
Absent in Examination	X	--

D) Credit Points

Credit points stands for performance of student in a particular course. They are product of total credits of a course and grade point secured by the student in the given course.

E)Grade Point Average (GPA)

It is indicative of performance of a student in the given year. The Grade Point Average for a year is obtained by adding the products of Actual Grade Points and relative weightages for different courses as shown in the scheme for respective year and dividing the total by the total credit hours for that semester as illustrated below.

$$\text{GPA} = [C_i G_i + C_{ii} G_{ii} + \dots + C_n G_n] / (C_i + C_{ii} + \dots + C_n)$$

Where, C – No of Credits of individual course

G – Corresponding grade point obtained in the respective course.

11. Provisions of the Ordinance relating to the award of grace marks for passing an examination, securing higher Grade, distinction in subjects as updated from time to time shall apply to the examination under this ordinance.
12. The names of the successful examinee passing the examination as a whole in the minimum prescribed period and obtaining prescribed number of places securing the grades as per adopted credit grade system shall be arranged in order of merit as provided in ordinance relating to examinations in general.
13. No candidate shall be admitted to an examination under this ordinance, if he/she has already passed the same examination of this university or of any other university.
14. An examinee who does not pass or who fails to present himself for the examination shall be eligible for admission to the same examination on payment of a fresh fee and such other fees as may be prescribed.
15. An unsuccessful examinee at any of the above examination shall carry college internal assessment Marks of the theory/Practical examination / to his/her college assessment marks in the subject or subjects in which he/she shall be examined for total marks comprising of theory and internal assessment together at his / her successive attempts.
16. If an examinee failed to pass the post graduate diploma course within three years from the date of his / her first admission to particular post graduate programme he / she shall be declared as “Not Fit for the Course (NFC)” and he / she will not be allowed to appear further for any previous examination of the course.
17. The year end examination shall be conducted by the Gondwana University, Gadchiroli in the allotted centers.
18. The research dissertation / project / term work shall be compulsory.
19. The external (Private) candidates are not allowed for this course .

20. The successful examines of the above examination shall be awarded diploma PGDBM, PGDIRPM, PGDMM, PGDCCA under the Faculty of Commerce in the convocation for the year concerned.

(statement of object and reasons)

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The Vice-chancellor of the University had issued Direction No. 122 of 2012 on 28/6/2012 in respect of Direction governing the Examination Leading to Award of One years post graduate Diploma course in the Faculty of Commerce with yearly Pattern and Credit Grade System from the year 2012-13, under provision of section 14 (8) of the Maharashtra university Act, 1994.

The subject matter of the Direction is required to be regulated by an Ordinance as provided under the Act.

Inview of the above, the existing Direction is required to be converted into an ordinance as provided under the Act, hence this Draft Ordinance is prepared for consideration of the Academic Council and the Management Council.

**Appendix -A
TEACHING AND EXAMINATION SCHEME
POST GRADUATE DIPLOMA IN BUSINESS MANAGEMENT
(P.G.D.B.M.) ONE YEAR P.G. DIPLOMA COURSE IN THE FACULTY OF COMMERCE**

Sr. No.	Subject	Course Scheme			No.of Credits	Examination Scheme							
						Maximum Marks				Minimum Passing Marks			
		L	T	P		EYE	P	IA	Total	EYE	P	IA	Total
1.	Business Environment & Management Principles	04	-	-	5	80	-	20	100	32	-	08	40
2.	Management Accounting & Financial Management	04	-	-	5	80	-	20	100	32	-	08	40
3.	Marketing & Sales Management	04	-	-	6	80	-	20	100	32	-	08	40
4.	Personnel & Human Resource Management	04	-	-	5	80	-	20	100	32	-	08	40
5.	Business Research Methods & Computing Techniques	04	-	-	5	80	-	20	100	32	-	08	40
6.	Project	--		-	15		E-50 I-50	-	100	-	40	-	40
	Total	20			40	400	100	100	600	160	40	40	240

Appendix -B
TEACHING AND EXAMINATION SCHEME
POST GRADUATE DIPLOMA IN INDUSTRIAL RELATION &
PERSONNEL MANAGEMENT (PGDIRPM)
ONE YEAR PG DIPLOMA COURSE IN THE FACULTY OF COMMERCE

Sr. No.	Subject	Course Scheme			No.of Credits	Examination Scheme							
		L	T	P		Maximum Marks				Minimum Passing Marks			
						EYE	P	IA	Total	EYE	P	IA	Total
1.	Principles of Management	04	-	-	6	80	-	20	100	32	-	08	40
2.	Industrial Relations	04	-	-	5	80	-	20	100	32	-	08	40
3.	Personal Management	04	-	-	6	80	-	20	100	32	-	08	40
4.	Labour Legislation in India	04	-	-	6	80	-	20	100	32	-	08	40
5.	Labour Welfare & Social Security	04	-	-	4	80	-	20	100	32	-	08	40
6.	Industrial Sociology & Communication	04	-	-	4	80	-	20	100	32	-	08	40
7.	Project				9	-	E-50 I-50	-	100	-	E-20 I-20	-	40
	Total	24	-	-	40	480	100	120	700	192	40	48	280

*Note: L –Lecture T-Tutorial P- Practical IA-Internal assessment EYE: End Year Exam , E= External

Examiner, I- Internal Examiner

Appendix -C
TEACHING AND EXAMINATION SCHEME
POST GRADUATE DIPLOMA IN MARKETING MANAGEMENT (PGDMM)
ONE YEAR P.G. DIPLOMA COURSE IN THE FACULTY OF COMMERCE

Sr. No.	Subject	Course Scheme			No.of Credits	Examination Scheme							
		L	T	P		Maximum Marks				Minimum Passing Marks			
						ESE	P	IA	Total	ESE	P	IA	Total
1.	Principles and practice of Marketing	04			5	80		20	100	32		08	40
2.	Economics of Marketing	04			5	80		20	100	32		08	40
3.	Marketing Research & Planning	04			6	80		20	100	32		08	40
4.	Sales Management & Promotion	04			5	80		20	100	32		08	40
5.	Seminar				4		50		50		20		20
6.	Project				15		E-75 I-75		150		E-30 I-30		60
	Total	16			40	320	200	80	600	128	80	32	240

*Note: L –Lecture T-Tutorial P- Practical IA-Internal assessment EYE: End Year Exam , E= External

Examiner, I- Internal Examiner

Appendix -D
TEACHING AND EXAMINATION SCHEME
POST GRADUATE DIPLOMA IN COMPUTER COMMERCIAL APPLICATIONS (PGDCCA)
ONE YEAR PG DIPLOMA COURSE IN THE FACULTY OF COMMERCE

Sr. No.	Subject	Course Scheme			No.of Credits	Examination Scheme							
		L	T	P		Maximum Marks				Minimum Passing Marks			
						ESE	P	IA	Total	ESE	P	IA	Total
1.	Commercial Practices	4		-	4	80		20	100	32		8	40
2.	Information and Communication Technology	4		-	4	80		20	100	32		8	40
3.	Introduction to Operating	4		-	4	80		20	100	32		8	40

	System												
4.	Programming Techniques with C	4		-	4	80		20	100	32		8	40
5.	Computerized Accounting using Tally	4		-	4	80		20	100	32		8	40
6.	Practical-I based on Theory Paper-2 and 3	-		4	2	-	E-25 I-25		50		E-10 I-10		20
7.	Practical-II based on Theory Paper- 4 & 5	-		4	2	-	E-25 I-25		50		E-10 I-10		20
8.	Project	-		4	8	-	E-50 I-50		100		E-20 I-20		40
		20		12	32	500		200	700	160	80	40	280

*Note: L –Lecture T-Tutorial P- Practical IA-Internal assessment EYE: End Year Exam , E= External

Examiner, I- Internal Examiner

Appendix -E

*Note: L –Lecture T-Tutorial P- Practical IA-Internal assessment EYE: End Year Exam , E= External Examiner, I- Internal Examiner

- Paper pattern for PGDBM, PGDIRPM and PGDMM
 1. Question paper will consist of 8 questions and examinee will have to attain any four questions carrying 20 marks each.
 2. Each paper will be of three hours duration.
 - Evaluation of Internal assessment Marks on the basis of home assignment, class test, group discussion and viva conducted by the department/college.
 - The admitted student shall deliver a seminar on any topic from the prescribed curriculum and the department/ college shall certify to the university accordingly. Being a audit course for PGDBM and PGDMM

Evaluation of Internal Assessment For PGDCCA :

Internal Assessment marks compromise of atleast 4 activities of the following,

- a. Home Assignment
- b. Class Test Examination Performance
- c. Seminar
- d. Case Studies
- e. Group Discussion
- f. Field Work
- g. Study Tour
- h. Paper Presentation
- i. Book Review
- j. Involvement in Departmental and College Activities

Practical & Project Examination Scheme

- i) **Time:** Minimum 2 Hours 30 Min. for conducting the practical examination subject to condition number of computers and printers available at the center ie if ratio of student and number of computer are same.
 - a. If there are less number of computer (50%) than total Enroll students for practical examination then additional 2 hours
 - b. If there is less number of computer (25%) than total Enroll students for practical examination then additional 4 hours.

ii) **Practical Examination Evaluation Scheme**

1) One question to Write and Execute for Taking Printout of Program	20 Marks
2) One question to Write Program or from Practical Index	10 Marks
3) Record	10 Marks
4) Viva	<u>10 Marks</u>
	50 Marks

iii) **Project :** Head/Co-ordinator of Computer Dept. must reject any title which is already carried out in any course in the college. It must maintain a Record that lists the projects along with other detail (like Project Title, Guide, Session, Platform and Number of students working on project) that was carried out so far and must be shown to external examiner at the time of examination. ***If any project found duplicate of nature then it will consider as copy and action will taken against Head/Co-ordinator. In case of Non approved lecture action will be taken against Principal of college.***

Classification of Marks on Project

Report, Documentation and Project Execution	70 % Marks
Viva voce	30 % Marks

Total Marks

100% Marks

