

FACULTY OF COMMERCE
(Diploma in Business Management) (DBM)

DIRECTION NO. _____ OF 2012.

DIRECTION GOVERNING THE EXAMINATION LEADING TO
THE DIPLOMA OF COMMERCE FACULTY
(ANNUAL PATTERN)

WHEREAS, the University Grants Commission, New Delhi vide D.O. No. F-2/2008 (XI Plan), dated 31 January 2008 regarding new initiatives under the XI Plan Academic reforms in the University has suggested for improving quality of higher education and to initiate the academic reform at the earliest.

AND

WHEREAS, the Board of Studies in the Faculty of Commerce in their meeting held during 11.04.2012 prepared the syllabi and scheme of examination for Post Graduate Diploma in Business Management and recommended for introducing the Annual Pattern in Faculty of Commerce from the academic session 2012-13.

AND

WHEREAS in the Faculty of Commerce in its meeting held on _____ considered and approved the recommendations of Board of Studies regarding the syllabi and the scheme of examination passed by the respective board of studies in the Faculty of Commerce.

AND

WHEREAS, the Academic Council in its meeting held on _____ considered and approved the recommendations of Faculty of Commerce for introducing Yearly Pattern for award Diploma in the Faculty of Commerce.

AND

WHEREAS, the matter is required to be regulated by Ordinance.

AND

WHEREAS, ordinance making is a time consuming process, therefore, I Dr. V.S.Ainchwar, Vice – Chancellor of Gondwana University, Gadchiroli in exercise of powers vested under Section 14(8) of the Act do hereby issue the following Direction.

1. This Direction may be called “Direction governing the examination leading to Post Graduate Diploma in Business Management in Commerce.
2. The Direction shall come into force from the date of its issuance and shall remain in force till the relevant ordinance comes in to force in accordance with the provisions of the Act.

Definitions:

- a. **“Diploma”** means Post Graduate Diploma
 - b. **“Student”** means student admitted to Post Graduate programmes under this Direction.
 - c. **“Board of Studies”** means Board of studies of the University in the discipline/subjects concerned.
3. The following shall be the examination leading to the Post Graduate Diploma in Business Management.
Post Graduate Diploma in Business Management. Examination
Annual Pattern
 - a. The duration of each of the above Course shall be of full (12months) of academic year with an Examination at the end of each Academic year.
 - b. The examination specified in Paragraph 1 shall be held twice a year at such places and on such dates as may be appointed by the Academic Council.

PGDBM is a Regular Full-Time Course. Therefore, External Examinee has not been eligible for PGDBM Course.

4. Subject to compliance with the provisions of this Ordinance and of other Ordinances in force from time to time, an applicant for admission & Eligibility to :

A) Post Graduate Diploma in Business Management

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

Admission Rules:

The admission to the programme shall be as under.

1. Any Graduate of any stream
2. Without prejudice to the other provisions of Ordinance No. 6 relating to the Examination in General the provisions of Paragraphs 5,7,8,10,26 and 31 of the said Ordinance shall apply to every Collegiate candidate.
3. The fees for the examination shall be as prescribed by the Management Council from time to time and whenever any change is made in the fees prescribed for any particular examination that shall be notified through a notification for information of the examinees concerned.

The subjects of examination shall be as under :

I. For the Post Graduate Diploma in Business Management Examination.

1. Business Environment & Management Principles
2. Management Accounting & Financial Management
3. Marketing & Sales Management
4. Personnel & Human Resource Management
5. Business Research Methods & Computing Techniques
6. Project

II. The Scope of the subject shall be as indicated in the Syllabi.

- B) The maximum mark allotted to each paper, subject, practical and the minimum marks which an examinee must obtain in order to pass the Post Graduate Diploma in Business Management Examination as the case may be shall be as indicated in Appendices A,B and C respectively.

There shall be no classification of examinees successful at the Post Graduate Diploma in Business Management Examination.

Proposed Model of ‘Credit-Grade System’ to be incorporated in existing annual pattern Curriculum

As per the UGC, all the central, state and deemed universities in India, it is now mandatory to adopt credit system in place of conventional system comprising of marks and grades for all the undergraduate and post-graduate programs. The central idea of the system is that a student has to earn a prescribed minimum number of credits to fulfill the requirements of graduation. The credit system has to be designed uniformly together with a suitable continuous evaluation and a well-articulated system of grading.

Assessment Procedure

Assessment procedure incorporates a suitable evaluation system supported by model ‘Credit-Grade System’ involving letter grades as per the suggested guidelines by, UGC for post graduate programmes .

Evaluation System

The evaluation of students in a course is a continuous process and is based on their performance in different methodological tests/examinations as mentioned below:

The **Table 1** given below summarizes weightage to individual components of proposed ‘Evaluation System’ to be adapted for the theory and laboratory course(s) of PG programs.

Table I : Evaluation System		
For Theory Subject		
Theory	Assessment	Total
80	20	100

1. Model Credit-Grade System

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.

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 eight letter grades as O,A,B,C, D,F and X as shown in **Table 2**

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 laboratory courses.
- iii) These letter grades are assigned numerical equivalents called Grade Points, **GP** on a 06-point scale and are correlated with percentage score of the student in the given course as shown in the **Table 2** 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 i.e. course(s) under ATKTKT. 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 end semester examination (ESE)/POE in a particular subject due to any reason, though he might have undergone other components such as mid semester exams, 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 2: Criteria for Award of Grades

Grade	Percentage score, X (Theory)	Grade Points
O	75 -100	05
A	65-74	04
B	55-64	03
C	45-54	02
D	35-44	01
F	0-34	00
X	Absent in Examination	---

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.

Yearly Grade Point Average (YGPA)

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.

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

Where, C – No of Credits of individual course

G – Corresponding grade point obtained in the respective course.

Examinee who are successful at each of the Post Graduate Diploma in Business Management Examination appearing in all subjects at one and the same time and obtain not less than 75% of the marks prescribed in a subject, shall be declared to have passed examination with Distinction in that subject.

Explanations:

1. Distinction at the Post Graduate Diploma in Business Management Examination shall be awarded on the basis of the marks obtained at the Post Graduate Diploma in Business Management Examination
2. Provisions of Direction No. 9 of 2002 relating to the Condonation of Deficiency of Marks for passing an Examination and of Ordinance No. 10 relating to Exemptions and Compartments shall apply to the examinations under this Ordinance.
3. An ex-student at an Examination under this Ordinance shall be eligible for readmission to a subsequent Examination on payment of fresh and such other fees as may be prescribed in this behalf.
4. (A) Any person who has passed Post Graduate Diploma in Business Management Examination under this Ordinance or any of the First degree Examination of this University or of any other Statutory University may on payment of the prescribed fee (Rs.100/- plus Rs. 10/- for each Practical as Examination Fee plus other fees per subject) be admitted to subsequent examination in one more optional subject/s not offered by him earlier for the examination, without being required to prosecute regular course of studies in the subject/subjects in a college. Such an examinee will be required to take simultaneously all the part Examinations leading to the Post Graduate Diploma in Business Management in subject/ subjects and on securing not less than the minimum marks prescribed for the subject/subjects shall be issued a Certificate of having passed Examination in the Additional subject/subjects as the case may be.

(B) The application for the Admission to the Examination under (A) above shall be submitted to the Registrar not less than three months before the date of commencement of the examination.
5. As soon as possible after the examination, but not later than 30th June next following in case of examination held in March/April and 28th February next following in the case of examination held in October/November, the Board of Examination shall publish a list of successful examinees at the Post Graduate Diploma in Business Management .
6. The names of examinees passing the Examination, as a whole in the minimum prescribed period and obtaining the prescribed number of places in the First or Second Division, shall be arranged in order of Merit as provided in the Examinations in General Ordinance No. 6.

Provided that the Merit lists shall only be published for Summer Examination.

7. Notwithstanding anything to the contrary in this Ordinance, no person shall be admitted to an examination under this Ordinance, if he has already passed that examination or an equivalent examination of any other Statutory University.
8. Examinees successful at the Post Graduate Diploma in Business Management shall on payment of the prescribed fees, receive a diploma in the prescribed form signed by the Vice- Chancellor.
9. **Duration of the Course :** Duration of course shall be of one academic year.
10. **Examination :** Examination of all the subject of post graduate programme shall be conducted twice in a year by the Gondwana University as per the scheme of the examination given in the appendix A,B and C. The examinations shall be held at such places and on such dates as notified by the University.
11. Without prejudice to other provisions of Ordinance no. 6 relating to the examination in general, provisions of Para 5,8,9 ,10,26,31 and 32 of the said ordinance shall apply to every student admitted to this diploma.
12. The fees for the tuition, examination, practical and other fees shall be as prescribed by the university from time to time.
13. The scope of the subject shall be as prescribed in the syllabus.
14. The medium of instruction and examination shall be English.
15. The number of paper and maximum marks assigned to each paper and minimum marks/grade, as examinee must obtain in order to pass the examination shall be as prescribed in appendix A and B as the case may be.
16. The examinee at each of the examination shall have option of not being declared successful at the examination in case he/she does not secure a minimum of grade equivalent to 40% marks at the examination. Once this option is exercised, the option shall be binding on the examinee for that examination only and it shall not be revoked under any circumstances.
17. The classification of the examinee successful at the end of final examination shall be as per the rules and regulations of Gondwana University,Gadchiroli.
18. The provisions of Direction no. 3 of 2007 for the award of grace marks for passing an examination, securing higher grade in subject(s) as updated from time to time shall apply to the examination under this direction.
19. The provisions of ordinance regarding improvement of Grade/Division shall be applicable.

20. 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 equivalent to first and second division shall be arranged in order of merit as provided in ordinance 6 relating to examination in general.
21. No candidate shall be admitted to an examination under this direction, if he/she have already passed the same examination of this university or of any other university.
22. Examinee successful at the final examination shall on payment of the prescribed fees, will be entitled for the award of the diploma in the prescribed form signed by the Vice-Chancellor.
23. For declaring the result, verification and revaluation the existing relevant ordinances are applicable.
24. .If an examinee failed to pass the post graduate programme within three successive 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.
25. Internal Assessment marks shall be awarded on the basis of Seminar, Viva and Assessment / Test examination conducted by college.



APPENDIX –C

General Rules and Regulations.

A) Pattern of Questions Paper

1. Question paper will consist of eight questions and the examinee will have to attempt any four questions carrying 20 marks each.
2. Each paper will be of 3 hours duration.
3. Minimum passing marks in each head (Theory, Practical, and Internal assessment) will be 40%.

