

***ORDINANCE – DIPLOMA IN BUSINESS MANAGEMENT (3-YEAR) EXAMINATION**
(Semester System) (w.e.f. the Academic session 2013-14)

1.1 The duration of the course leading to the Diploma in Business Management shall be three academic years. Each year shall be divided into two Semesters i.e. July to December and January to June. There shall be actual teaching of 90 days in each Semester excluding admission, preparation and examination days. The examination for First, Third & Fifth Semester will be held normally in the month of December/January and for the Second, Fourth & Sixth Semesters in the month of May /June, on such dates as may be fixed by the Vice-Chancellor and notified by the Controller of Examinations.

1.2 Supplementary examinations will be held for Re-appear candidates, as under:-

Semester	When held
First Semester	Alongwith the Third Semester
Second Semester	Alongwith the Fourth Semester
Third & Fifth Semester	Alongwith or after the Fourth Semester
Fourth & Sixth Semester	Alongwith or after the Third Semester

The dates of examination shall be as fixed by the Vice-Chancellor and notified by the Controller of Examinations.

2. A person who has passed **Secondary School Certificate (10th)** or an equivalent examination from a recognized Board/University with English as one of the subjects shall be eligible to join the First semester of the course :-
3. The First and subsequent Semester examinations shall be open to a regular student who:-
 - (i) has passed the requisite qualifying examination as laid down in Clause 2 above, if he/she is a candidate for the First Semester examination, or, has passed the preceding Semester examination if he/she is a candidate for the Second/Third/Fourth/Fifth/Sixth Semester examination. This is, however, subject to Clause 6 below.
 - (ii) has his/her name submitted to the Controller of Examinations by the Principal of the Institute and produces the following certificates signed by the Principal of the Institute:-
 - (a) of good character;
 - (b) of having remained on the rolls of the Institute of this University for the semester preceding the examinations;
 - (c) of having attended not less than 75% of the full course of lectures delivered in each paper, Seminars, Case Discussion, Field trips etc. (to be counted upto the last day when the classes break up for preparatory holidays i.e. 7 days before the commencement of the examination)
A deficiency of lectures upto 10% may be condoned by the Principal of the Institute in exceptional cases on reasonable grounds.

Provided that a candidate who has not attended the requisite percentage of

lectures will be eligible to take examination in the remaining papers.

EXPLANATION:

For the purpose of counting of the last date when the classes shall break up for the preparatory holidays, first day of the commencement of any semester examination will apply to all semester examinations and all semester classes will have the preparatory holidays from the same date i.e.7 days before the date on which the first examination of any semester commences.

4. The examination shall be held according to the Scheme of Examination and the Syllabus prescribed by the Academic Council. A candidate who fails in an examination or having been eligible fails to appear at an examination shall take the examination according to the Syllabus prescribed by the University for regular students appearing for that examination.
- 5.1 40% marks in each paper excluding Seminar and Viva-Voce shall be assigned for Internal Assessment based on class attendance, presentation & assignment, periodical tests etc. 60% marks in each paper shall be awarded for external examination at the end of each semester.
- 5.2 The Principal of the Institute shall forward the Internal Assessment marks to the Controller of Examinations at least one week before the commencement of semester examination.
- 5.3 The Principal of the Institute will preserve the records on the basis of which the Internal Assessment awards have been prepared, for inspection, if needed by the University upto **six** months from the date of declaration of the Semester examination results.
- 6.1 A candidate who has passed the Semester I or II or III or IV or V, shall be eligible to join the next Semesters II, III, IV, V or VI respectively of the course. This is, however, subject to Clauses 6.2 below.
- 6.2 A candidate who has failed in one or more paper(s) of I & II Semesters or III & IV Semesters shall be promoted provisionally to the III & V Semester as the case may be, only if he/she has earned exemption in the papers as mentioned below:

From Semesters I & II to Semester III	If he has passed in at least 50% papers of Semesters I and II.
From Semesters III and IV to Semester V	If he has passed all the papers of Semesters I and II and has earned exemption in at least 50% papers of Semesters III and IV.

- 6.3 A candidate who has failed in one or more paper(s) or having been eligible fails to appear in a semester examination shall be allowed two consecutive chances only, on the recommendation of the Principal of the Institute, to pass the semester examination subject to Clause 6.4 below. Such a candidate may be exempted from re-appearing in the papers in which he/she may have obtained at least 40% marks.

6.4 ¥The candidate is required to pass all the six semester examinations within **five years** of his/her admission to the first semester of the course failing which he/she will be required to repeat the course de nova.

7.1 The candidate is required to obtain Pass marks in each Theory paper in aggregate of the external examinations and internal assessment subject to obtaining pass marks separately in each paper of external examinations. The internal assessment award of any candidate who fails in one or more papers of any semester examination shall be carried forward to the next examination. He/she will, however, be allowed to improve his/her marks of examinations at the time of appearing in the Re-appear Papers.

7.2 The question papers will be set and answer books examined by the External examiners (s) as recommended by the Board of Studies and approved by the Academic Council.

7.3 The Functional Viva shall be conducted in the 5th semester by the Internal Examiners to be appointed by the Principal of the Institute.

7.4 The evaluation of the Sessional Work and Seminars shall be conducted by the Internal Examiner(s) to be appointed by the Principal of the Institute.

8.1 The Topic of the Research Project and the Supervisor for supervising the Research Project of a candidate will be as approved by the Committee consisting of senior teachers presided over by the Principal of the Institute.

The candidate shall submit his/her synopsis indicating the thrust area of his/her research to be undertaken by him/her, within one month of commencement of the 6th semester

8.2 The candidate shall be required to submit two copies of his/her Research Project upto 30th April of 6th semester in the office of Controller of Examinations.

8.3 The Research Project shall be evaluated by External Examiner(s). The same Examiner (s) shall also hold the Viva-Voce examinations in the Institute. The Research Project shall be evaluated with the weightage of two credits and two credits for Viva-voce on the same.

8.4 The marks obtained by the candidate for the Research Project shall be taken into account when he/she appears in any future examination under 'Re-appear' Clause 6 above.

9. The amount of examination fee to be paid by a candidate for each semester examination shall

be as prescribed by the University from time to time. A candidate who re-appears in one or more paper(s) shall pay fee as for the whole semester examination.

10. The medium of instruction and examination shall be English.

11. The minimum marks required to pass the examination in each semester shall be:-

- (i) 40% in each written paper/practicals/viva-voce examination.
- (ii) 40% in Research Project.
- (iii) 40% in the aggregate of internal assessment and external examination for each theory paper / practical paper subject to obtaining pass marks separately in each paper of external examination.

12. **CREDIT-BASED SYSTEM OF EVALUATION:**

Credit-based system followed in the University in order to determine the performance of the candidates will be as under:-

(i) **CREDIT COUNTS**

All courses would have a Credit Count and teaching of subjects would be reckoned in terms of Credits. The number of credits of a course shall ordinarily be calculated as under:-

- (a) LECTURES : One Lecture per week shall be assigned **ONE** credit.
- (b) TUTORIALS : One Tutorial period per week shall be assigned **HALF** a credit.

GRADING:-

- i) The Academic Performance of a student shall be graded on a **TEN-POINT SCALE**. The award of Grades based upon marks obtained out of 100 shall be made as follows:

MARKS		GRADE		MARKS
86	≤ and above upto	O	<	100
76	≤ and above upto	A+	<	85
66	≤ and above upto	A	<	75
56	≤ and above upto	B+	<	65
51	≤ and above upto	B	<	55
46	≤ and above upto	C	<	50
40	≤ and above upto	P	<	45
--		F	<	--
--		Ab		--

- ii) Letter grade will be awarded to the candidates. Each letter grade indicates the level of performance in the course and has a grade point for purpose of computing the

Semester Grade Point Average (SGPA) / Cumulative Grade Point Average (CGPA) as given below:

® Letter Grade	Performance	Grade Point
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Above Average	6
C	Average	5
P	Pass	4
F	Fail (required to re-appear in the exam.)	
Ab	Absent	-

SGPA:- indicates the performance of the student in the current semester and is computed as below:

Grade points earned in the current semester/ Total credits in the semester.

CGPA:-

It indicates the performance of a student since his/her entry into the course including the current semester.

CGPA is the weighted average of all the grades awarded to a student since his entry into the University upto and including the latest Semester and computed as follows :-

$$CGPA = \frac{\sum C_i G_i}{\sum C_i}$$

= Total Grade Points earned since his entry/total credits.

Where C_i denotes credits assigned to the i^{th} course and G_i indicates the grade point equivalent to the letter grade obtained by the candidate in the i^{th} Course.

iii) The division obtained by each student is classified on the following basis:

Division	C.G.P.A.
First with Distinction	8.0 or more
First	6.75 or more but less than 8.0
Second	Below 6.75

iv) In order to compare the students of this University vis-à-vis other Universities where percentage of marks are shown in the final result, the following conversion formula will be used for calculating the percentage of marks from CGPA.

Percentage of marks obtained by a student = (9.0 x C.G.P.A.)

At the end of each semester (i.e after end semester examinations), students will be supplied a Grade Card indicating the Grade secured in each course up-to-date CGPA.

13. After the termination of the examination, the Controller of Examinations shall publish the result of the candidates and issue Detailed Grade Cards as expeditiously as possible.
14. Notwithstanding the integrated nature of this course, which is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the academic year and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all students whether old or new.

*** Approved by the AC vide Res. 25 dated 13-12-2013 and BOM vide its Res. No. 13 dated 27-12-2013.**

¥ Approved by the AC vide Res. No. 9 dated 26-6-2017 and BOM vide its Res. No. 6 dated 6-7-2017.