

**ORDINANCES
AND
COURSES OF STUDY**

**ALL INDIA COUNCIL FOR TECHNICAL
EDUCATION**

New Delhi

Approved

PG DIPLOMA IN MANAGEMENT (PGDM)

Revised IMS / PGDM /ORD /JAN 2009

**INSTITUTE OF MANAGEMENT
STUDIES DEHRADUN**

Institute of Management Studies Dehradun

ORDINANCES FOR PGDM

A. The Scheme:

The PGDM course aims at providing inputs to the students relevant to the business, industry and trade so that they can function in different organizations and face the challenges of modern business in the competitive environment. The course not only aims at providing knowledge and skills in different areas of management, but also provides inputs necessary for the overall development of the personality of the students.

B. The Structure:

The structure of the Course is designed in a way that students have to study the core courses from different functional areas of management that are made compulsory. Later on, specializations are offered in functional areas where the students can opt for any five specializations courses in the chosen area, spread over the third and fourth semesters.

C. Admission Procedure

The admission procedure to Postgraduate Diploma in Management shall be as under. Admissions shall be made on the basis of a composite merit drawn by relative merit of graduation score, competitive admission test, group discussion and interview. The weightage assigned to various components of admission process shall be as under:

1. Score of graduation	10%
2. Competitive Test	50%
(Either of five tests recognized by AICTE)	
4. Group Discussion	20%
5. Personal Interview	20%

50% aggregate marks at graduation level is the minimum eligibility criteria.

D. The Specialization:

The course is spread over two years divided into four semesters, each semester having seven papers of 40 sessions each of one-hour duration. All the papers in the first and

second semesters are compulsory, whereas the student has the option of choosing three and two papers respectively in the third and fourth semesters along with the compulsory papers. All the papers chosen by the student must be from the same specialization group, which will be opted in the beginning of the third semester.

E. Pattern of Examination:

1. The maximum marks for each paper will be 100, out of which 70 (seventy) marks shall be awarded on the basis of the end semester external examination and 30 (Thirty) marks shall be awarded on the basis of internal assessment.
2. In the case of Project Report, Training Report, Seminar and Viva- voce, the total marks shall be of 100 (one hundred)
3. The seminar and training report shall be assessed by the internal expert appointed by the Director of the Institute.
4. The project report (Dissertation) shall be evaluated by the external expert appointed by the Director of the Institute
5. The Viva – voce will be conducted jointly by an internal expert and an external expert appointed by the Director of the Institute.
6. In the examination papers related to Information Technology group, the external examination paper shall be of 50 (Fifty) marks & the practical examination shall be of twenty (20) marks.
7. The practical examination of twenty (20) marks in the papers belonging to Information Technology group shall be conducted by the external expert appointed by the Institute.
8. Marks for internal assessment shall be awarded on the basis of the assignments, internal tests and students' general performance as under.

i). Assignments in each paper	5 marks
ii). Internal tests	20 marks
iii). General performance in class	5 marks
9. The Institute will conduct three internal tests in a semester in each paper and the score of best two achieved by the student shall be considered for the purpose of assessment. The duration of the internal tests and the modalities of the tests shall be decided by the teacher concerned in the respective subjects in consultation with

the head of the Department/ Director of the Institute as the case may be. The maximum marks for internal assessment shall be 30 (Thirty) as indicated above

10. The external end semester question papers shall be of three hours duration with the maximum marks being 70 (Seventy).
11. The pattern of question paper setting for external semester end examination is indicated below.

F. Presentation of Seminar:

1. Each student shall be required to present a seminar in each semester, except in the fourth semester where the emphasis is on the project report.
2. The presentation of seminar shall last approximately for one hour divided into 5 minutes for introduction of the topic by the chairperson, 40 minutes for presentation of the seminar by the student concerned, 15 minutes for summing up by the chair person.
3. The marks shall be awarded by the internal expert appointed by the Head of the Department of the Institute for respective students, on the basis of pre determined criteria illustrated below.
4. In the First Semester, the Student being fresh to the environment and coming from different academic background, the topic of the seminar shall be on general subjects of their choice.
5. In second semester the seminar shall be on a topic related to trade, industry, commerce, corporate world and corporate affairs.
6. The seminar in the Third Semester shall be based on the training report.

G. Summer Training and Project Report:

1. It is compulsory for all the students to attend and complete 6-8 weeks training at the end of second semester in any trading, commercial, industrial, financial or similar organization to be approved by the institute.

2. On completion of the training the student shall submit a Training Report to the Institute within fifteen days of the completion of the training.
3. In the fourth semester, the students are required to undertake a project under the supervision of a teacher and for that purpose the topic of the project work and time schedule shall be allotted by the designated teacher concerned to the students under their charge immediately at the beginning of the third semester so that the project report in the form of Dissertation and two copies of the report shall be submitted by the students in the institute before conclusion of the fourth semester examination.
4. The institute shall arrange for getting it evaluated by the external expert. The teacher concerned under whose supervision and guidance the project has been undertaken, must certify about the authenticity of the project and its quality.

H. Industrial Tours:

1. The Institute will arrange frequent industrial visits for the students in each semester.
2. Each student has to participate in these tours without fail
3. All the students will submit a report about the learning experience gained out of the tour.
4. These reports will become the basis of evaluation for internal assessment for the semester.

I. Eligibility for Passing the Examination:

1. The Minimum marks for passing the examination in each of the semester shall be 50% (Fifty Percent) in aggregate subject to a minimum of 45 % (Forty Five %) in each paper.
2. A student who has secured minimum marks to pass in each paper as mentioned above but has not secured the minimum marks to pass in aggregate for the semester concerned shall be eligible to reappear in two papers in which he/she secured minimum marks in that semester so as to improve the aggregate marks in the concerned semester

J. Provisions regarding Promotion:

1. No student shall be admitted to second year of the course unless he/she has passed in at least 12 (Twelve) papers out of Sixteen (16) papers offered by him /her during the first year of the course (First & Second Semester Examinations Taken together) In that way a student can be allowed to reappear in 4 (Four) examination

- papers of external end semester examination in which he/she failed in respective semester examination, during second year of the course as back papers.
2. The student will be allowed to re-appear in any paper in the respective external end semester examination subject to the condition that the total number of papers shall be within the total limit of (four) (4) back papers in a year as mentioned above.
 3. The total number of attempts for a paper shall not exceed the total span period of programme (four years). All students shall have to pass the degree programme within the span period of four years from the date of the admission in the programme.
 4. In case of those students whose back papers are more than 4 (Four) as mentioned above, they shall not be allowed to proceed to second year (Third Semester) unless they pass the first year course (First Semester and Second Semester). The students who have thus failed shall be called ex-students and shall repeat the respective semester.
 5. The back paper examination shall be held with the respective regular end semester examination.
 6. If a student fails to clear the degree programme during the span period of four years from the date of admission then he or she shall not be eligible to be readmitted in the PGDM diploma programme.
 7. The ex-students shall be exempted from paying fees and may be exempted from attending the classes.
 8. Back papers facilities shall not be available in internal examination.
 9. It is hereby clarified that promotion from first semester to the second semester shall be further subject to the condition that at the end of the first semester , a student would be promoted provisionally to the second semester provided he/she has appeared in the first semester examination and his/her continuation to the second semester shall be subject to the condition that on declaration of the result of the first semester he/she should not have failed in more than four examination papers. In case the student fails in more than four examination papers, his/her admission to the second semester shall stand cancelled.

10. Similarly, promotion from second semester to the third semester shall be subject to the condition that at the end of the second semester, a student would be promoted provisionally to the third semester provided he/she has appeared in the second semester examination and his/her continuation to the third semester shall be subject to the condition that on declaration of the result of the second semester examination he/she should not have failed in a total of more than four examination papers of first and second semester examinations taken together. In case if the student fails in a total of more than four examination papers in the first and second semester taken together, his/her admission to the third semester shall stand cancelled.
11. The promotion to the subsequent semester shall also be subject to the condition that at the end of the previous semester a student would be promoted provisionally to the subsequent semester provided that he/she has appeared in the previous semester examination and his/her continuation in the concerned subsequent semester shall be subject to the condition that on declaration of the result of the previous semester examination and any back papers that the student may have appeared in, he/she should not have a cumulative of more than four back papers.

K. Provisions for Attendance:

1. To constitute a regular course of study a student must attend at least 75% (seventy five percent) of the lectures in each paper. If the attendance is less than 75% (seventy five percent) then he or she shall not be eligible to sit in the respective semester examination.

L. Award of Division:

- 1) A student who obtained 60% (Sixty Percent) or more marks in aggregate in all the semester taken together shall be awarded First Division, those with 50% (Fifty percent) or more marks but less than 60% shall be awarded Second Division. In case of those students whose aggregate marks are 75% (Seventy five percent) or more shall be declared passed with distinction and this fact shall be indicated in the mark sheet of final semester.

M. Training and Placement Activities:

1. The Institute will create a Training and Placement Cell to facilitate the training and final placement of the students perusing PGDM.
2. The Training and Placement Cell will be headed by an experienced officer having experience in the field.
3. The T&P Cell will arrange for training of the students in the institute as well as corporate. Each student will participate in these training and personality development activities organized by the institute.

4. A data bank of the industries in different sectors of the economy shall be maintained and continuously updated by the T&P Cell for the purpose of final placement of the students.
5. There will be a Corporate Advisory Council to help and guide the Institute about corporate needs and the opportunities available. The CAC will also guide the Institute about updating of the courses/contents to keep pace with the corporate needs.
6. The CAC will be headed by the Director of the Institute and will have senior corporate executives on it. The Head Training and Placement Cell will be its ex officio secretary.

N. Medium of Instructions:

The medium of Instruction/ study and the examinations shall be English.

O. Pattern for question Paper Setting-External Semester Examinations:

The question paper will be divided into two sections. There will be a compulsory short case study or some problem seeking solution under section A. In section B, there will be four questions, all of which have to be attempted. First question of Section B will ask for short notes (to answer any 4 out of 8) **Each of the other three (3) questions will include an alternate choice.** A model of the question paper is given below.

Model Question Paper

Note: All questions are compulsory

Time Allowed: Three Hours

Maximum Marks: 70*

Section – A

1. Short case study / problem – Approximately of five hundred words **16 Marks**

Section – B

2. Short notes (up to fifty words) on any **four** of the following **3 marks each**
(3x4=12 marks)

- (a)
- (b)
- (c)
- (d)
- (e)
- (f)
- (g)
- (h)

3. Describe X Y Z . **14 marks each**
OR
Describe A B C .
4. What is A.B.C. **14 marks each**
OR
What is X.Y.Z.
5. Explain the U. V .W **14 marks each**
OR
Explain R. S. T

(* In case of the papers related to Information Technology Group, the question paper will be of 50 marks consisting of 10 marks for each question as mentioned above.