

## **ORDINANCE No. 25**

### **DIPLOMA COURSE FOR COMMERCE/BUSINESS MANAGEMENT UNDER THE FACULTY OF COMMERCE**

#### *COMMERCE BOARD*

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|-------------|--------------------------------------|
| 1. Banking  | 2. Financial Accounting              |
| 3. Taxation | 4. Advertising and Public Relations. |

#### *MANAGEMENT BOARD*

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|---|-------------------------|
| 1. Business Management                        | 2. Material Management  |
| 3. Industrial Management and Human Relations. | 4. Marketing Management |

1. The Diploma courses will be of full time one year duration. the eight Diploma Courses will be under Commerce Faculty out of which four Diploma Courses namely - I. Diploma in Business Management, II. Diploma in Material Management, III. Diploma in Industrial Management and Human Relations. IV. Diploma in Marketing Management will be under the Management Board of studies, and four diploma courses namely - I. Diploma in Banking, II. Diploma in Financial Accounting, III. Diploma in Taxation, IV. Diploma in Advertising and Public Relations will be under Commerce Board of Studies.
2. The Diploma courses can be started by colleges having Post Graduate teaching in Commerce and atleast six Teachers in commerce. The maximum number of students in each diploma Course will be 20 for one academic year.
3. A candidate who after taking his/her Bachelors Degree or Master's degree possessing atleast 50% marks in commerce, or any other faculty of the University or any other statutory University in India, has completed a regular course of study in an affiliated college or in the teaching department of the University for one academic year shall be eligible for appearing at the Diploma Examination. Those candidates engaged in research work in Commerce may also join this Course simultaneously. Provision of Ordinance No. 6 will apply to the candidates.

4. The Examinations shall consist of five written papers, each carrying 100 marks of 3 hours duration and internal evaluation of 20 marks in each paper and Viva-Voce test of half an hour duration for each candidate carrying 100 marks, and study report shall carry 100 marks. The candidates will be required to submit the study report based on actual working of 60 days in any Business/Industrial undertaking and on the basis of it he is to submit his study report which will be evaluated by the External and Internal Examiner at the time of Viva Voce jointly. The candidates will be required to submit two copies of the study report through their guide so as to reach the University before the commencement of theory examinations. The study report will be on the subject matters of elective papers opted by the candidate.

5. The scheme of Internal Evaluation for each paper shall be as under :-

I.	Field visit Report to be evaluated by the head of the Department.	05 Marks.
II.	Assignments.	10 Marks.
III.	Term Evaluation (Observation of the subject Teacher)	05 Marks.
	Total Marks of Internal Evaluation of each Paper -	20 Marks.

6. Candidates securing atleast 40% marks in each written paper and 50% marks in each Internal Evaluation, 50% marks in study report and Viva Voce taken together, and 50% marks the aggregate, shall be declared to have passed in second division and those securing 60% or more marks in aggregate shall be declared to have passed in First Division.

A candidate failing at the Diploma Examination will not be required to appear in written paper Internal Evaluation of study Report and Viva Voce provided he/she has secured 50% in that written paper and Internal Evaluation end Viva Voce. However, if a candidate fails to pass in as many as three written papers he will be dropped from the Diploma Course. Those who fail only in one or two Papers will be given two chances to clear the papers.

Matters not provided for in this Ordinance shall be governed by the provisions of General Ordinances. Matters not provided for even in the General Ordinances shall be governed by the order passed by the Vice Chancellor either on a reference made to him or suomoto.