

*** ACADEMIC RULES & REGULATIONS FOR EXECUTIVE DIPLOMA PROGRAMMES IN FINANCE, MARKETING, HUMAN RESOURCE MANAGEMENT AND ^A INTERNATIONAL BUSINESS UNDER THE FACULTY OF MANAGEMENT**

DEFINITIONS

Programme	- A system of education
Course	- A constituent subject of the Programme
Term	- A portion of an academic year. It is generally of 12 Sundays.
Registration	- Procedure for enrolment is a course
Credit	- A numerical value representing academic load of a course

SHORT FORMS

The Institute	- Institute of Management
The Director General	- The Director General, Institute of Management
Faculty	- Faculty of Management

PREAMBLE

^B The Institute of Management has been established with a vision to shape better future for mankind by developing effective and socially responsible individuals and organizations. In today's competitive scenario, the professional approach and the right managerial skills are the two most important determinants of the effectiveness and the resultant success of any organization. Hence, to cater to these needs of the business and not-for-profit organizations, the Executive Diploma Programmes have been designed in the major functional areas of management.

THE PROGRAMMES

The Executive Diploma Programmes in Finance, Marketing, Human Resource Management and ^A **International Business** shall be offered by Institute of Management, Nirma University of Science and Technology. The diploma programmes are intensive educational programmes, offered for a period of ^B **30** Sundays.

R.EDP.1 ELIGIBILITY FOR ADMISSION

^C A three-year bachelor's degree or its equivalent in any discipline recognized by the Nirma University of Science & Technology as eligible for Post-Graduate studies and a minimum of two years work experience. Only post-degree (graduation) work experience will be considered for deciding the work experience criterion for admission. Work experience will be counted from the date of issue of final year graduation mark sheet.

Merits for Admission

The applicants will be required to appear in personal interview conducted by the Institute.

1.2 The final selection will be based on candidates' performance in personal interview, work experience and past academic achievements.

* Published vide Notification no. NU-101 dated 6.5.2004, Board of Governors mtg.-31.3.2004, reso.-4(d)

^A Amended by addition vide Notification no. NU-547 dated 13.6.2007 under Reg-19(3)

^B Amended by substitution vide Notification no. NU-654 dated 26.6.2007 under Reg-19(3)

^C Amended by substitution vide Notification no. NU-859 dated 3.3.2005, BoG mtg.-5.2.2005, reso.-4(c)

R.EDP.2 CHAIRPERSON, EDP & ADMISSION

The Director General shall appoint the EDP Chairperson from time to time. The EDP Chairperson will oversee the admission process, including short-listing of candidates on the basis of conduct of interview, determination of admission criteria and final preparation of list of the selected candidates. S/he will also co-ordinate all matters related to the conduct and assessment of the programme. S/he shall be supported by the EDP Office in administrative and assessment matters.

R.EDP.3 REGISTRATION

The Institute of Management will offer admission to a candidate. The candidate who is admitted for the first time to any course run by the University shall also apply after admission for the enrolment certificate in the prescribed form with prescribed fee. She/he has to be duly register with the university.

All newly admitted candidates are required to register on the registration day of the Institute. A candidate who fails to register on the specified date will be deemed as not wishing to join the programme.

The candidates are also required to pay all the prescribed fees of each term on or before the first day of the term. A candidate who fails to pay the fees and advances within the specified date will be charged a late registration fee as prescribed by the university from time to time. A candidate may be permitted to pay the fee on a later date under special circumstances.

Every candidate will apply in the prescribed form for registration and re-registration, as applicable.

R.EDP.4 TEACHING SCHEME

^D Programme Structure

Duration	:	30 Sundays
Term Structure	:	3 Terms each having 3 Courses
One Term	:	10 Sundays having a total input of 54 hours and Examination time of 6 hours
One Course	:	1.5 Credit Hours (18 Contact hours)
One Credit hour	:	12 contact hours
Total credit	:	13.5 Credit hours requirement

FINANCE

Learning Outcomes

After going through the programme, the candidates should be able to:

Use accounting principles and practices for management decisions.

Apply the tools of financial management for effective corporate financial decisions.

^D Amended by substitution vide Notification no. NU-654 dated 26.6.2007 under Reg-19(3)

Build an understanding of the recent developments in the capital markets and their implications.

Develop insights into the emerging issues in finance.

^E The Courses

Term I

Course	Credit Hours
Accounting for Managers – I	1.5
Financial Management – I	1.5
Indian Financial Management – I	1.5
Total	4.5

Term II

Accounting for Managers – II	1.5
Financial Management – II	1.5
Investment & Portfolio Management	1.5
Total	4.5

Term III

International Finance	1.5
Project Planning and Appraisal	1.5
Contemporary Issues in Finance	1.5
Total	4.5

MARKETING

Learning Outcomes

After going through the programme, the candidates should be able to:

Use the principles and practices of marketing management.

Develop research and analytical skills and an insight into consumer behaviour.

Acquire an in-depth knowledge about latest marketing tools.

Hone their sales skills.

Recognize global trends in marketing.

^E The Courses

Term I

Course	Credit Hour
Marketing Management	1.5
Consumer Behaviour	1.5
Marketing Research	1.5
Total	4.5

^E Amended by substitution vide Notification no. NU-654 dated 26.6.2007 under Reg-19(3)

Term II

Course	Credit Hour
Sales Management	1.5
Advertising Management	1.5
Brand Management	1.5
Total	4.5

Term III

Business to Business Marketing	1.5
Service Marketing	1.5
Contemporary Issues in Marketing	1.5
Total	4.5

HUMAN RESOURCE MANAGEMENT

Learning Outcomes

After going through the programme, the candidates should be able to:

Use relevant conceptual frameworks and best HRM practices.

Develop skills of integrating HR practices into the fabric of business.

Compare and contrast HRM functions across nations.

Analyse the process of organizational change and development.

Hone leadership and team working skills.

^F The Courses

Term I

Courses	Credit Hours
Organizational Behaviour – I	1.5
Human Resource Management	1.5
Industrial Relation & Labour Laws	1.5
Total	4.5

Term II

Organizational Behaviour – II	1.5
International Human Resource Management	1.5
Recruitment and Selection	1.5
Total	4.5

^F Amended by substitution vide Notification no. NU-654 dated 26.6.2007 under Reg-19(3)

Term III

Organizational Development and Change	1.5
Training and Development	1.5
Contemporary issues in OB and HRM	1.5
Total	4.5

^G INTERNATIONAL BUSINESS

^G Learning Outcomes:

After going through the programme, the candidates should be able to:

Appreciate the job of professional managers/entrepreneurs in international business activities such as International Trade, Foreign Investment, and other issues pertaining to international business,

Acquire knowledge about functioning and implications of WTO,

Analyse global business environment and formulate business strategies

The Courses

Term I

Course	Credit Hours
International Trade	1.5
Export Import Management	1.5
International Business Laws	1.5
Total	4.5

Term II

International Organisations, Regional Blocks and WTO	1.5
International Operations and Supply Chain-Management	1.5
International Human Resource Management	1.5
Total	4.5

Term III

International Financial Management	1.5
International Marketing Strategies and Global Management	1.5
Contemporary Issues in International Business	1.5
Total	4.5

^G **Note:** The EDP Chairperson with the consent of concerned Area Chairpersons or *vice versa*, may change the sequencing of the courses with the approval of the Director General.

R.EDP.5 ATTENDANCE

5.1 The Institute shall require regularity and punctuality in all classes. The candidates under extraordinary circumstances may request for leave of absence under the following rules and procedures:

^G Amended by addition vide notification No. NU-1843 dated 7.11.2007, Acad.Cou.mt.-16.10.07, reso.-5(d)

5.2 Prior permission of the Chairperson, EDP must be obtained for availing of leave. Leave applications must be submitted normally prior to the Sunday of absence. Leave applications on the ground of sickness must be accompanied by a medical certificate. In case a candidate has not taken prior leave, s/he shall request the Chairperson, EDP by the next Sunday for the leave. Grant of leave, however, shall remain the prerogative of the Chairperson.

5.3 The candidates shall abstain from a class only for a justifiable serious problem. The responsibility of providing justification for absence is solely on the candidate. The Institute will not be responsible for the candidate losing any component of assessment on account of her/his leave. Substitute quizzes or tests or examinations may be given to the candidate only if the candidate was on leave with the prior permission of the Chairperson, EDP.

5.4 Absence without leave will be considered a serious breach of discipline and the Institute of Management will take appropriate action in such cases.

5.5 The Chairperson, EDP can grant the leave for a maximum of 20% of total sessions per course in a Term. Notwithstanding anything contained above on account of bonafide illness or any other reason deemed sufficient by the Director General, the Director General can condone absence up to another 20% in the course or courses.

5.6 A candidate whose attendance is less than 60% in a course will not be allowed to appear for the end-term exam in that course. However, the candidate can appeal to the Vice Chancellor who can condone the absence on merits.

R.EDP.6 ASSESSMENT

6.1 Assessment load

One and Half Credit Hour Course shall have two to three assessment components. End-term examinations are compulsory.

6.2 Assessment tools

Candidates shall be assessed on the following components:

Quizzes/tests/exercises; Case study analysis; Library/web assignment; Class participation; End-term examination; Any other technique (As specified by an instructor).

6.3 Assignment of weightage to different components

Table 1. Different Components And Their Range for Weightages
(For a 1.5 Credit Course)

Assessment Component	Maximum weightage
End-term examination	60%
Quizzes /Tests/ Class Participation/ Assignments/ ^B Projects	40%

Note: The weightage of Class Participation should be restricted to 10%.

6.4 The Examination Committee

The Examination Committee shall oversee the general administration of various examinations. It shall also investigate the cases of academic dishonesty and examination malpractices. It shall be appointed by the Director General from time to time. The Examination Committee shall also examine the overall term and year wise grades before the declaration of the same and shall make appropriate recommendations to the Director General, if necessary. The Committee shall consist of the following members:

- Dean, Faculty of Management (Chairman)
- Vice President or his nominee
- Chief Operating Officer or his nominee
- Executive Registrar or his nominee
- Director General, Institute of Management
- MBA Chairpersons
- Area Chairpersons
- One member from academia nominated by Vice Chancellor
- Dy. Registrar, Institute of Management (Member Secretary)

When the Vice President attends the meeting he will chair the committee.

Note: The grades of End-Term examinations shall be discussed within a group of instructors teaching in the concerned Term with a purpose of sharing, mutual learning, and consistency of grades across courses. Resettlement of grades, if any, will be done in this meeting under the Chairmanship of EDP Chairperson. **The Provisional results of the first and second term examinations will be announced after this meeting. The overall Programme results including the third term examination result will be presented before the Examination Committee, which will then examine the overall result and will make appropriate recommendations to the Director General (NU) if a glaring abnormal situation is detected. The Chairperson, EDP will be invited to attend the meeting.**

6.5 Dates of Examination

Two weeks prior to commencement of each term examination, the Institute of Management shall prepare and publish a schedule of examinations for each and every course conducted under it.

6.6 Academic dishonesty at examinations/tests/assignments, etc.

6.6.1 The candidates enrolled at the Institute of Management are expected to maintain the highest standards of academic honesty. They have the responsibility to make known the existence of academic dishonesty to their course instructors and, if necessary, to the Chairperson of the Programme.

6.6.2 Academic dishonesty includes, but is not necessarily limited to, the following:

* Cheating - Giving or receiving unauthorized assistance in any academic exercise of examination. Using or attempting to use any unauthorized materials, information or study aids in an examination or academic exercise.

* Plagiarism - Representing the ideas or language of others as one's own.

* Falsification - Falsifying or inventing any information, data or citation in an academic exercise.

* Multiple Submission - Submitting substantial portions of any academic exercise more than once for credit without the prior authorization and approval of the current instructor.

* Complicity - Facilitating any of the above actions or performing work that another candidate then presents as his or her assignment.

* Interference - Interfering with the ability of a candidate to perform his or her assignments.

* If a situation of academic dishonesty arises that is not covered in the above section, the Examination Committee shall make a recommendation to the Director General, who, in turn, will initiate the action.

6.6.3 The invigilator shall seize all the incriminating material/evidence from the candidate, and then obtain a written statement, duly signed by the candidate. The invigilator will then issue a new answer book and allow the candidate to continue to write her/his answers for the remaining period of that examination. The matter shall also be reported to the EDP Chairperson / Dy. Registrar (IM) with all relevant documents on the same day, who, in turn, will refer it to the Examination Committee.

6.6.4 The candidate reported will then be allowed to appear in subsequent examinations of that Term. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that Term, s/he will be expelled from all remaining examinations after taking appropriate action for the second act of misconduct / malpractice.

6.6.5 The Examination Committee at the Institute will determine its own procedure of inquiry in each case and after necessary investigation and inquiry will submit a detailed report with recommended punishment to the Director General, who would then issue the necessary order of punishment. In case of academic dishonesty in tests/quizzes/assignments, etc., the concerned instructor will report the incident to the Director General, who, in turn, will initiate the action.

6.6.6 Sanctions

Any candidate found guilty of academic dishonesty will, for the first offence, receive one or a combination of the following penalties:

* Recommendation for Academic Probation.

* Failure for the academic exercise (Component for which academic dishonesty was found).

* Reduced grade for the course.

* Any other punishment recommended by the Examination Committee.

For a second offence of academic dishonesty, a candidate will be subject to any combination of the above sanctions and, with concurrence of the Director General and the Vice Chancellor suspension from the University for one year.

6.6.7 In any case where it is found that the result of the examination has been affected by an error, malpractice, fraud, improper conduct or any other matter of whatsoever nature, the Director General, on recommendation of the Examination Committee, shall have power to amend such result in such manner as shall be in accordance with true position and to make such declarations as the Examination Committee shall consider necessary in that regard provided that no result shall be amended after the expiry of six months from the date of publication of such result.

6.6.8 In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby an examinee has benefited and that such examinee has in the opinion of the Examination Committee been party or privy to or connive at such malpractice, fraud or improper conduct, the Director General shall have the power, on the recommendation of the Examination Committee at any time notwithstanding the issue of a certificate or an award or prize or scholarship, to amend the result of such examinee and to make such declaration as the Examination Committee shall consider necessary in this regard.

6.7 Feedback and fairness

- 6.7.1 The instructor must show all answer sheets to candidates without fail and also inform them their marks.
- 6.7.2 The grievance of a candidate should be taken sympathetically and the candidate should be given a fair chance to state her/his viewpoint. If the grievance is genuine, it must be redressed immediately. If an instructor feels s/he needs time to reconsider her/his decision, the candidate must be informed accordingly.
- 6.7.3 Any grievance related to the assessment is to be reported orally to the course instructor by the aggrieved candidate. It is expected that most grievances would be redressed at this level. The duration of grievance redressal at this stage is one week. In case the candidate is not satisfied with the response forwarded by the course instructor, she/he then reports the matter in writing to the Chairperson, EDP, who then shall mediate and speak to the concerned instructor. It is expected that the rest of grievances would be redressed at this stage. The duration of grievance redressal at this stage is one week. If the issue is not resolved to the satisfaction of the candidate even at this stage, she/he can approach the Director General and give the grievance in writing. The Director General would respond to it within two weeks in writing. Her/his decision in the matter will be final.

6.8 Assessment procedures

6.8.1 The answer sheets of the end-term examination shall be returned to the EDP Office after showing them to the candidates, which shall maintain it for a period of one year. The candidate shall have the responsibility to preserve other assessed work.

6.8.2 In case a candidate has not appeared in an examination or a test extrapolation of grade shall not be done.

6.9 Declaration of Results

6.9.1 The Institute shall strive to announce the course grades of every term within 15 working days from the date of the completion of end-term examinations thereof. In case of a failure, the reasons for non-publication of results will be informed to the Director General.

6.9.2 The grades of End-Term examinations shall be discussed within a group of instructors teaching in the concerned Term with a purpose of sharing, mutual learning, and consistency of grades across courses. Resettlement of grades, if any, will be done in this meeting under the Chairmanship of Chairperson, EDP. The Examination Committee will then examine the overall term grades before declaration of the same and will make appropriate recommendations to the Director General, if a glaring abnormal situation in the results is detected, otherwise on the clearance from this committee the results can be declared by the Chairperson, EDP.

6.9.3 At the end of the programme the University will declare the results and issue to the student an official transcript of his/her performance.

6.10 Grading system

The grading scale is as described below:

- A= Excellent
- B= Good
- C= Average
- D= Low Pass
- F= Fail

The Institute shall also use plus and minus sub-grades.

All components, except assignments, ^H projects and class participation will be first awarded marks before assigning letter grades. While converting marks into grades for each component relative grading system shall be followed.

There is also an 'I' grade, i.e., *Incomplete*. It is a temporary grade. The candidates should satisfy all the requirements of the course to achieve an appropriate grade; otherwise, I will be converted into F.

Steps in grading

6.10.1 Conversion of marks into grades using relative grading approach.

^H Amended by addition vide Notification No. NU-1864-F, dated 8.11.2007, BoG mtg. 30.10.07, reso. No. 5(a)

6.10.2 Component-wise grades shall be converted into Quality Points using the values provided in Table 2.

Table 2. Component Grade and their Grade Values/Quality Point

Grade	Grade Value/Quality Point
A+	4.333
A	4.000
A-	3.667
B+	3.333
B	3.000
B-	2.667
C+	2.333
C	2.000
C-	1.667
D+	1.333
D	1.000
D-	0.667
F	0.000

6.10.3 Course grade point shall be computed by adding the product of component grade values with corresponding weightage of components.

6.10.4 Course Letter Grade shall be computed on the basis of Weighted Component Quality Point Total (Course Grade Point), using Table 3.

Table 3. Conversion from Weighted Component Point Total to Course Grade

Range of Grade Points	Course Grade
4.167 and Above	A+
3.833 to 4.166	A
3.500 to 3.832	A-
3.167 to 3.499	B+
2.833 to 3.166	B
2.500 to 2.832	B-
2.167 to 2.499	C+
1.833 to 2.166	C
1.500 to 1.832	C-
1.167 to 1.499	D+
0.833 to 1.166	D
0.500 to 0.832	D-
Less than 0.500	F

Academic/Passing standards

To qualify for the Diploma, a candidate should fulfil the following conditions

* She/he should not obtain "F" in any course.

- I * She/he should not obtain "D" in more than two courses. The letter grade "D" includes "D+" and "D-" for this purpose.
- * In addition to the above conditions, the candidates should have minimum Cumulative Grade Point Average of ⁸ 2.165.

I 6.12 Failure and Special Examinations

A candidate who fails to qualify for the award of diploma due to letter grade deficiency will be allowed to take special examination of those courses in which she/he has obtained the letter grade "F" or "D" in order to remove them and the candidate who has failed due to CGPA deficiency will be allowed to take special examination of those courses in which she/he has got the letter grade "C" or below in order to improve the CGPA. The candidates will have to register for taking the special examination and pay necessary fees as per university regulations.

6.12.1 Special Examinations

If a student fails to meet the letter grade requirement at the end of a term, he/she will be allowed to register and appear in the special examination and overcome the deficiency before the commencement of the end-term examination of the subsequent term. The special examination will have a weightage of the hall examination of the same course taught in the programme. The grades of the other components (other than hall examination) obtained by the student for the course taught in the programme shall be considered as it is for the overall grade and grade point computation of the course. In case a student does not overcome the deficiency after taking the special examination in single attempt, she/he is required to leave the programme.

Similarly, if a student fails to meet the overall academic standard which includes letter grade requirement of the 3rd term and overall CGPA requirement at the end of the programme, she/he will be allowed to register and appear in the special examination for maximum of 4.5 credit hours of courses in which she/he has obtained a letter grade "C" or below for improvement and meet the academic requirement for the award of the diploma.

R.EDP.7 AWARD OF DIPLOMA

The "Executive Diploma in Finance/ Marketing/ Human Resource Management/ International Business" will be awarded to those candidates at the end of 30 Sundays, who in the judgment of the University have fulfilled all conditions and requirements for the award.

^F Amended by substitution vide notification No. NU-164 dated 9.4.2009, BoG mtg.-27.3.09, reso.-5(b)