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The Institute

Delhi School of Professional Studies & Research(DSPSR) is an ISO 9001:2008 certified Institution, established in 1999 by the **Society for Human Transformation & Research (SHTR)** to run Post Graduation in Diploma Management (PGDM-Full Time) approved by **All India Council for Technical Education (AICTE)**. The Institution has a Memorandum of Understanding signed up with the following Universities and Business Schools:

1. Faculty of Economics and Social Science, Szent Istvan University, Godollo, Hungary
2. Faculty of Economics & Management, Slovak University of Agriculture in Nitra, Slovak Republic
3. Ice Academy, London, UK
4. Harrow International Business School (HIBS), London, UK
5. Australian Institute of Business Administration, Adelaide, South Australia, Australia
6. University of Szeged, Faculty of Engineering, Hungary
7. University of Debrecen, Debrecen, Hungary
8. Agricultural Economics Research Institute, Budapest Hungary

Unlike many other Institutions DSPSR is promoted by luminaries from the academic world with a vision to assist in meeting the country's ever growing demand for techno-business managerial personnel. The Institute therefore endeavors to equip the students with the necessary skills that will empower them to take on the future challenges which they would face in their professional life. The objective is to prepare not only efficient but effective personnel. **This handbook contains the roadmap for the journey from the Institute to the corporate office; therefore go through it very carefully.**

Dr. B.P. Singh, Ph.D. (Business Administration) - Chairman



Professor B.P. Singh is currently **Chairman** of the **Governing Body of Delhi School of Professional Studies and Research (DSPSR), Delhi**, which is **approved by All India Council for Technical Education (AICTE)**. He is also the **Chairman of Society for Human Transformation and Research (SHTR), Delhi**, which manages the above Institution and a host of other Institutions such as **Value One Infotech Pvt. Ltd., SHTR Consulting Group, SHTR Career Solutions, Delhi School of e-Learning etc.** He has also the distinction of having served as the **Chancellor of International University for Human Transformation (IUHT), Raipur, Chhattisgarh.**

Dr. B.P. Singh is the former Professor, Head and Dean, and Professional Program Director (MHROD) at the Faculty of Commerce and Business, Delhi School of Economics, University of Delhi, Delhi, India, having over four decades of teaching experience. He is the Chief architect of two Post Graduate Professional Programmes in the Department of Commerce: viz., Master of Human Resource and Organizational Development (MHROD); and Master of International Business (MIB) which he launched during his tenure as Head, Department of Commerce and Dean, Faculty of Commerce and Business.

Dr. Singh has authored more than 20 books on different aspects of **Management, Commerce, and Economics**, most of them are widely read by the students of Graduate and Post-graduate classes pursuing Management and Commerce streams apart from more than two dozen research papers in the leading journals. As a research supervisor, 30 research scholars have earned their Ph.D. degree, 30 have earned their M.Phil. Degree, and one has earned D.Litt. Degree under the supervision of Professor B.P. Singh.

He has also been serving as Visiting Professor/Fellow at several Universities for their management programmes.

Professor B.P. Singh was awarded Lifetime Achievement Award in the year 2002 by R.B. Institute of Management, Rohilkhand University, Bareilly.

Dr. Ajay Kr. Singh - President



Dr. Singh is the Coordinator of MHROD program at Faculty of Commerce and Business, Delhi School of Economics, University of Delhi and Hony. President of the Governing body of Delhi School of Professional Studies and Research (Approved by AICTE), Delhi and other divine group Institutions.

Dr. Singh (born 1964) is topper at School and an alumnus of Shri Ram College of Commerce and the DOC, DSE, University of Delhi. Before joining the Department of Commerce (DOC), DSE, University of Delhi, in February, 2000 as Reader, Dr. Singh has served as Professor and Director at the Delhi School of Professional Studies and Research (GGSIIP University, Delhi) and as Professor, Head and Dean, FMS, IAMT, NCR of Delhi. He is the Editor-in Chief of 'Delhi Business Review' (2000-2010) and 'PRANJANA' (1998-2002).

He has 24 years of experience and his publications are 108 including eight books, 40 research papers, case studies, editorial reviews, and book reviews published in leading national and international journals. 12 Ph.D. Scholars and 4 M. Phil. students have completed their theses/dissertation under his supervision. At present 7 Ph.D. Scholars are working under his supervision for their Ph.D. Degree. Dr. Singh is a certified trainer and healer from ESOCEN, USA, and has done **blessing course of Art of Living**. He is also an expert member of UGC & AICTE. He earned **best teacher award** for two consecutive years in 1998 and 1999.

He has presented more than 40 papers in international and national conferences (**including two best paper awards & one silver medal winning papers**) and has traveled to various countries like USA, Australia, Austria, Czech Republic, Hungary, Malaysia, Singapore, Slovak Republic, Switzerland, France, Thailand, Turkey, Nepal, etc. He has attended, conducted, and organised hundreds of training and development programs.

He is a member of American Accounting Association, life member of ICA, IAA, NHRD, CSI, SHTR, DET, DI, GMDA. Recently **he has been awarded two gold medals in 2008** and has been conferred **PRO FAKULTATE INTERNATIONAL Award** by Szent Istvan University, Godollo, **on June 24, 2009 at Hungary**. **Recently Memorable Medal has been awarded by Dean - Faculty of Economics and Management, Slovak University of Agriculture in Nitra, Slovak Republic on Sept. 10, 2009.**

Professor Shirin Rathore - Director



From a humble beginning as a lecturer in Commerce, in 1963 at a government college in Rajasthan, professor Rathore's career graph has grown exponentially and finally reached the pinnacle when **she was elevated as Dean of Colleges, Delhi University in 2005** from which she retired in July 2007. This long and arduous journey of over four decades was accomplished due to her dedication, passion for hard work and the confidence to win. Prof. Rathore has many firsts to her credit, the most significant ones are- **She is the first woman PhD. in commerce in the country in 1973. She was President of the Indian Accounting Association (an all India body) for 2008-2009, the first woman to hold that position since 1969 when the association came into existence.** Prof. Rathore has also been awarded the prestigious Emeritus Professor membership for life by the American Accounting Association again the first Indian to do so.

Even in the academic field, her book on International Accounting published by Prentice Hall in 1996 is the first of its kind by an Indian Author and the second edition of the book was brought out in November 2008. Besides she has also published 5 books over 4 dozen articles and presented papers and chaired sessions in conferences in Canada, USA Europe Hong Kong and China. She was also fellow of maison de sciences France under the Indo French cultural exchange program. Besides winning a gold medal for the best paper at the all India accounting conference in 1987, the Association all honoured her with a medal for her distinguished services to the field of accounting. She has also held position such as Head of the department, dean of the faculty of commerce and business and the first Joint Director South campus, was Chairperson of the Committee for Optimal resources utilization of OBC funds and On the Advisory board of Tirupati University and member of the court Krukshetra university.

The Non – Teaching Staff

	Name	Designation
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Admissions

1	Mr. R. S. Singh	Deputy Registrar, Admission Coordinator
2	Mr. Shivesh Tripathi	Admission Assistant
3	Mr. Naveen	Counsellor

Placement Cell

1	Ms. Sima Singh	Placement Officer
Assisted by a team of Faculty members & Student Activists		

Examination

1	Prof. R. P. Kapoor	Dean (Examinations)
2	Mr. Gaurav Ahuja	Controller of Examinations
3	Mr. R. S. Singh	Member
4	Mr. Ramkesh Gaur	Office Assistant (Examination)

Library

1	Mr. R. S. Rajpoot	Librarian
2	Mr. Mathura Prasad	Assistant Librarian
3	Mr. Ravi Kumar	Library Assistant

Accounts Department

1	Mr. R. S. Mittal	Accounts Manager
2	Mr. Rohit	Accounts Executive
3	Mr. Rahul	Accounts Assistant

Computer Lab

1	Mr. Avinash Pal	Network Administrator
2	Mr. Anugrah Singh	Lab Assistant

Administration

1	Ms. Asmita Amrit	Office Assistant
2	Ms. Geetanjali Chugh	Receptionist
3	Mr. Abhishek Singh	Typist

Support Staff

1	Mr. Lal Bahadur	Care Taker
2	Mr. Murari	Electrician
3	Mr. Harish	
4	Mr. Rakesh	
5	Mr. Virendra	
6	Mr. Ravindra	
7	Mr. Manish	

Curriculum Structure

Criteria for Internal Assessment

The internal assessment of the students (out of 40 marks) shall be as per the criteria given below:

1. Attendance,

15 marks

100%	15 marks
95% & above<90%	14 Marks
90% & above<95%	13 Marks
85% & above<90%	12 Marks
80% & above<85%	11 Marks
75% & above<80%	10 Marks
70% & above<75%	6 Marks
65% & above<70%	3 Marks
Below 65%	0 Marks

2. Participation in the Corporate and Social Contribution

10 Marks

Annual International Conference Paper presentation in any International Conference	2 Marks
Annual International Seminar Paper presentation in any International Seminar	2 Marks
Pre Seminar Workshop	1 Marks
Blood Donation Camp	1 Marks
Sports / Cultural Activities	1 Marks

Industrial Visits followed by report submission	1 Marks
Membership of any Professional, Social network bodies	1 Marks
Community Service	1 Marks

3. Projects / Assignments, Class Involvement	5 Marks
4. Middle Term Examination	10 Marks
TOTAL	40 Marks

All students must specialize in one major and one minor area. Five Papers should be offered from the major area, and three papers from the minor area of specialization.

Three elective papers shall be offered in the third semester, for major and two elective papers in the third semester from the minor area of specialisation.

In Fourth Semester two elective papers shall be offered from the area selected for major specialization & one elective paper from the area selected for minor specialization.

Total Credits = **112**

To obtain the diploma a student shall require at least **106** credits.

FIRST SEMESTER

Code No	PAPER	L	T/P	CREDITS
PF 101	Management Principles & Practices	4		4
PF 102	Business Environment	4		4
PF 103	Managerial Economics	4		4
PF 104	Research Methodology & Statistical Methods	4		4
PF 105	Managerial Accounting	4		4
PF 106	Business Communication	4		4
PF 107	IT for Managers	3		3
PF 108	IT for Managers Lab		2	1
PF 109	Managerial Skill Development			1
	Total	27	2	29

SECOND SEMESTER

Code No	PAPER	L	T/P	CREDITS
PF 201	Organizational Behaviour	4		4
PF 202	Human Resource Management	4		4
PF 203	Marketing Management	4		4
PF 204	Operations Management	4		4
PF 205	Financial Management	4		4
PF 206	Quantitative Techniques for Business Decisions	4		4
PF 207	Information System Management	4		4
PF 208	Minor Project (Research Paper Writing)			1
PF 209	Managerial Skill Development			1
	Total	28		30

THIRD SEMESTER

Code No	PAPER	L	T/P	CREDITS
PF 301	Summer Training Project Reports		4	4
PF 302	Corporate Planning & Strategic Management	4		3
PF 303	Management of International Business	4		3
PF 304	Publication of Research Paper Based on PF-208			1
PF 305	Managerial Holistic Development Programme			1
	Elective - I	3		3
	Elective - II	3		3
	Elective - III	3		3
	Elective - IV	3		3
	Elective - V	3		3

List of Electives

1. MARKETING

- a) PF 311 – Consumer Behaviour (3 credits)
- b) PF 312 – Integrated Marketing Communication (3 credits)
- c) PF 313 - Retail Management (3 credits)

2. FINANCE

- a) PF 321 – Corporate Tax Planning (3 credits)
- b) PF 322 – Risk Management and Derivatives (3 credits)
- c) PF 323 – Security Analysis & Portfolio Management (3 credits)

3. HUMAN RESOURCE MANAGEMENT

- a) PF 331 - Strategic Human Resource Management (3 credits)
- b) PF 332 – Labor Legislations (3 credits)
- c) PF 333 – Compensation & Reward Management (3 credits)

4. RETAIL MANAGEMENT

- a) PF 341 – Retail Buying & Merchandising (3 credits)
- b) PF 342 – Retail Display & Floor Management (3 credits)
- c) PF 343 – Supply Chain Management & Logistics (3 credits)
- d) PF 344 – Global Retailing (3 credits)

5. INFORMATION TECHNOLOGY & SYSTEM

- a) PF 351 – Enterprise Resource Planning (3 credits)
- b) PF 352 – Network Applications & Management (3 credits)
- c) PF 353 – Database Management Systems (2 credits)
- d) PF 354 – Lab based on Database Management Systems (1 credit)

6. GLOBAL BUSINESS MANAGEMENT

- a) PF 361 - International Business Environment (3 credits)
- b) PF 362 - Export, Import Policies, Procedures, and Documentation (3 credits)
- c) PF 363 - WTO and Intellectual Property Rights (3 credits)

FOURTH SEMESTER

Code No.	PAPER	L	T/P	CREDITS
PF 401/ PF 401(A)	Business Ethics & Corporate Governance/ Course by International Faculty to be announced before the start of Semester	4		3
PF 402	Entrepreneurship/ Small & Medium Enterprises/ Industry Specific Course	4		3
PF 403	Dissertation & Viva- Voce			5
PF 404	Business Practice/ Internship / Off the Job Training submission of report & Viva Voce			5
PF 405	Managerial Holistic Development Programme			1
	Elective – I	3		3
	Elective – II	3		3
	Elective – III	3		3
	Total	17		26

List of Electives

1. MARKETING

- a. PF 411 – Industrial & Services Marketing (3 credits)
- b. PF 412 – Sales & Distribution Management (3 credits)
- c. PF 413 - Rural Marketing (3 credits)

2. FINANCE

- a. PF 421 – Mergers, Acquisition & Corporate Restructuring (3 credits)
- b. PF 422 – Investment Management (3 credits)
- c. PF 423 – Management of Financial Services (3 credits)

3. HUMAN RESOURCE MANAGMENT

- a. PF 431 – Management of Negotiation (3 credits)
- b. PF 432 – Management of Transformation (3 credits)
- c. PF 433 – Human Resource Development (3 credits)

4. RETAIL MANAGMENT

- a. PF 441 – Customer Relationship Management (3 credits)
- b. PF 442 – Brand Building & Product Management (3 credits)
- c. PF 443 – Mall Management (3 credits)

5. INFORMATION TECHNOLOGY & SYSTEM

- a. PF 451 – Front End Design Tools (3 credits)
- b. PF 452 – Front End Design Tools Lab
(This paper is based on PF451 and is part of it) (1 credit)
- c. PF 453 –Software Project Management (2 credits)

6. GLOBAL BUSINESS MANAGEMENT

- a. PF 461 - Global Competitiveness and Strategic Alliances (3 Credits)
- b. PF 462 - Distribution and Logistics for International Business (3 Credits)
- c. PF 463 - Foreign Language (3 Credits)

7. OVERSEAS SEMSTER SPECIALISATION COURSE UNDER STUDENTS EXCHANGE PROGRAMME AT SZENT ISTAVAN UNIVERSITY, HUNGARY AND FACULTY OF ECONOMICS & MANAGEMENT , SLOVAK UNIVERSITY AGRICULTURE IN NITRA

- a. PF 471 – International Managerial Economics (3 Credits)
- b. PF 472 – Business Strategy (3 Credits)
- c. PF 473 - Study tour to Nitra(3 Credits)

Examination Rules

Examination and Promotion Rules in respect of Post Graduate Diploma in Management (PGDM-Full Time, PGDM-Part Time)

Applicability:-

The Examination and Promotion rules framed as here under shall apply to all programs mentioned in the title above namely:

- (a) PGDM-(Full-Time) - comprising two years of teaching spread over four semesters.
- (b) PGDM-(Part-Time) - comprising three years of teaching spread over six semesters.

(I) Definitions:-

Academic Programme: - Shall mean a program of course(s) and/or any other component leading to Post Graduate Diploma in Management full time & Part Time

Academic Year: - is a period of nearly 10-12 months devoted to completion of requirements specified in the scheme of teaching and related examinations.

Semester System: - A programme wherein each academic year is apportioned into two semesters.

Board of Studies (BOS):- Shall mean the Board of Studies of DSPSR.

Course: - Course means a component of academic contents carrying a distinctive code number and specific credits assigned to it.

External Examiner: - Shall mean an examiner who is not in employment of DSPSR and/or its sponsoring body.

Student: - Shall mean a person admitted to DSPSR for any of the academic programme to which these rules are applicable.

Credit: - Shall mean the weightage given to any course according to the scheme of teaching and syllabi.

Credit earned: - shall mean the classroom attendance at lectures/practical, and having secured minimum pass marks i.e. 50% marks in aggregate in a course.

(II) DSPSR shall hold Examination for all such academic programmes which are being duly run under the aegis of the institution leading to Post Graduate Diploma as the case may be, as per the prescribed scheme of teaching, examination and syllabi.

(III) Examination of the institution shall be opened to its enrolled students who have undergone course of study in the institution for the period specified for that program of study in the scheme of teaching, examination and syllabi provided that a student may be debarred from appearing in the semester/trimester examination on account of shortage of attendance as provided in clause **V (c)** or on account of disciplinary action taken against him/her debarring from the examination.

(IV) Programme Content and Duration:-

- (a) A Post Graduate Diploma shall comprise number of courses and/or other components as specified in the scheme of teaching, examination and syllabi of the concerned programme. Each course shall be assigned a weightage in terms of specified credits.
- (b) The minimum period required for completion of a program shall be the programme duration as specified in the scheme of teaching, examination and syllabi for the concerned program.
- (c) The maximum permissible period for completing a program for which the prescribed program duration is twice the duration of the programme.
- (d)
 - (i) Students may be allowed to “audit” a course(s) not included in the scheme of teaching and examination or one of the elective course(s) in the scheme of teaching, examination and syllabi, which the student is not opting for as a credit course, or as prescribed in the clause **(VIII)** and clause **(IX)** dealing with Cumulative Performance Index. (CPI)
 - (ii) The institution may permit a student to Audit one or more course(s) subject to maximum of three courses not exceeding six credits so as to make up any pre-requisite deficiency.
 - (iii) Such audited course(s) shall be shown in the final mark-sheet under a distinct head of “Audited course(s)” provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s)/Dean/Director.

However, a student shall neither be entitled to any credits for such course(s) nor these shall be considered for the purpose of declaration of results.

(V) Semester:-

(a) An academic year shall be apportioned into two semesters each of the two semesters shall be of working duration ranging between 16-18 weeks for semester

There shall be break of about one week after I semester & III semester.

Students of PGDM Full-Time/ Part-Time will have to complete a Summer Training Project after the end of II Semester for duration 6-8 weeks under one internal guide (faculty) of DSPSR and one external guide of the organization where Summer Training is being completed. A report is to be submitted in DSPSR and the organization where Summer Training is completed, for evaluation in DSPSR in the specified time frame after completion of the Summer Training Project.

The academic calendar shall be notified by the institution each year before the start of academic year.

(b) For passing in end semester examination & internal assessment, a candidate has to score a minimum of 50% marks in individual subject/paper/course, and in aggregate in each semester.

(c) Students shall be required to have a minimum attendance of 75% in aggregate of all the courses taken together in a semester, however, authorities may condone attendance shortage up to 10% for individual students for genuine reasons to be recorded.

However if a student falls short of attendance in a semester he/she can be promoted to the next semester subject to passing his/her examination as laid down in the rule made herein, and to make up the shortfall in the next ensuing semester.

In case any student appears at the examination by oversight, who in fact, should have been detained by the institution, his/her result shall be treated as null and void.

(VI) Student Exchange Program:-

DSPSR is in progress to have MOU with other Institutions / Universities in India & abroad in which PGDM students may go and complete certain courses. Equivalence committee of DSPSR will decide about the number of credits earned by the candidate in other institutions and Universities.

(VII) Evaluation and Examination:-

(a) The overall weightage of a course in the syllabi, the scheme of teaching and examination shall be determined in terms of credits assigned to the course.

(b) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching, Examination and Syllabi:

- (i) Evaluation through end-semester examination.
- (ii) Continuous evaluation by the teacher(s) of the course.

(c) The distribution of the weightage for various components of evaluation shall be as below :

A. Theory Course

- (i) End semester examination 60%
- (ii) Continuous evaluation by teachers 40%

B. Practical/Laboratory Courses

- (i) End semester examination 60%
- (ii) Continuous evaluation by teachers 40%

C. Dissertation/Thesis

- (i) Assessment by external examiner 60%
- (ii) Assessment by internal examiner(s) 40%

(d) Conduct of end-semester Examination :

- (i) All End semester examinations shall be conducted by the Controller of Examination, who will report to the Director/Dean.
- (ii) The schedule of examinations shall be notified by the Controller of Examination at least 10 days prior to the first day of the commencement of the end semester examination in consultation with Director/Dean.
- (iii) For theory as well as practical examinations and for evaluation of dissertation/thesis/project report/training report all the examiners shall be appointed by a committee comprising the Director/Dean/Registrar/ Controller of Examination /Academic coordinator and a nominee nominated by the Chairman/President

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderation committee comprising Director/Dean/ Registrar and a subject expert nominated by the Chairman/President.

- (iv) Paper setter(s) shall be appointed by a committee comprising Director, Dean, and Registrar, Dy. Registrar. Paper setter shall set two or more sets of question paper(s) which will be submitted to Director, Dean, Registrar, and Dy. Registrar in the sealed packets containing hard copy and a soft copy in a form of CD.

(e) Criteria for Internal Assessment

The internal assessment of the students (out of 40 marks) shall be as per the criteria given below:

2. Attendance,

15 marks

100%	15 marks
95% & above<90%	14 Marks
90% & above<95%	13 Marks
85% & above<90%	12 Marks
80% & above<85%	11 Marks
75% & above<80%	10 Marks
70% & above<75%	6 Marks
65% & above<70%	3 Marks
Below 65%	0 Marks

2. Participation in the Corporate and Social Contribution

10 Marks

Annual International Conference Paper presentation in any International Conference	2 Marks
Annual International Seminar Paper presentation in any International Seminar	2 Marks
Pre Seminar Workshop	1 Marks
Blood Donation Camp	1 Marks
Sports / Cultural Activities	1 Marks
Industrial Visits followed by report submission	1 Marks
Membership of any Professional, Social network bodies	

1 Marks	
Community Service	1 Marks

5. Projects / Assignments, Class Involvement	5 Marks
6. Middle Term Examination	10 Marks
TOTAL	40 Marks

(e) Dissertation/Thesis

For dissertation/thesis for Post Graduate Diploma programme, wherever specified in the syllabi, the evaluation shall be done and marks awarded by a Committee comprising internal examiner, who will ordinarily be the supervisor, and one or more external examiners. The internal examiner(s) shall award marks out of 40% and the external examiner(s) out of 60%. The examiners shall be appointed by the same committee which is entrusted with the task of Moderation of question papers.

- (f) If a candidate is failing in a course and securing less than 50% in Teacher's continuous evaluation then he/she shall be required to appear in the Terminal Test to improve his/her performance and also in the End Term Examination for the same purpose. The Terminal Test shall carry the weightage of 40 marks.
- (g) Institution shall have the right to call for the records of Teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).
- (h) The results of the semester (including both the end semester examination and teacher's continuous evaluation) shall be declared after being moderated by the Moderation Committee as specified in **VII (d)** clause above by the Controller of Examination after being approved by Director/Dean.
- (i) The award list containing the marks obtained by the students in various courses shall be issued by the Controller of Examination at the end of each semester, after the declaration of results and having got it approved by the Director/Dean.

(VIII)

- (i) Medium of Instructions and examination shall be English.

- (ii) The maximum permissible period for completing a program for which the prescribed program duration is twice the duration of the programme.
- (iii) A candidate has to earn 106 credits out of 112 credits in a program for the award of the Post Graduate Diploma in Management (Full-Time, Part-Time). The diploma shall be awarded to successful candidates on the basis of combined results of all semesters of first year and second year in case of PGDM Full-Time and combined results of all the semesters of first, second and third year in case of PGDM Part-Time .
- (iv) A candidate shall be promoted to next higher class if :
- (a) He/she has secured a minimum of 50% in each course and 50% in aggregate for all the courses of the year.
- (b) Candidate has to pass at least 12 courses in a year in respect of P.G.D.M. (full-time) and 08 courses in respect of P.G.D.M. (part-time) and put in a minimum of 75% attendance in classroom lectures and Lab-Practical, or any other visit, seminar, conference, workshops etc.
- (c) Rule for attendance for medical grounds :

Student may be given relaxation upto 10% in attendance if he/she is unable to attend the class on medical grounds , provided the absence is supported by the Medical Certificate of illness and also backed by the fitness certificate at the time of joining issued by a hospital preferable by a Government hospital.

Break up of 10% will be:

1. 4% if absence on medical grounds is of one week in a semester.

2. 6% if absence on medical grounds is of two weeks in a semester.
3. 10% if absence on medical grounds is of more than two weeks in a semester.

This relaxation will not enable the candidate to take advantage in internal assessment awarded on the basis of attendance.

(v) If a candidate is not promoted to next higher class he will be required to repeat the respective year after paying the prescribed fees as admissible.

(vi) A candidate shall be awarded Post Graduate Diploma if :

- (a) He/she has completed the project Report/ Training report specified in the curriculum of his/her program within the stipulated time and secured 106 credits out of 112 credits for the award of concerned Post Graduate Diploma(Full-Time, Part-Time).
- (b) There are no dues outstanding in his/her name to the Institution and no disciplinary action is pending against him/her.

(IX) Performance Index:-

The overall performance of a candidate will be determined at any stage as follows:

Cumulative Performance Index (CPI) =

$$\frac{\sum_{n=1}^N C_n M_n}{\sum_{n=1}^N C_n}$$

$$n=1$$

C_n= Number of credit(s) earned for the course n.

M_n= Marks obtained in the course n.

N = Total number of courses over which the performance is being measured.

n = Number of course(s)

All courses shall have maximum marks of 100, irrespective of the number of credits assigned to the course(s). In calculating CPI, only those courses shall be taken into account for which credits are earned.

(X) Successful candidate shall be placed in Division given below:

- | | |
|---|-------------------------------------|
| (a) CPI of 90% and above | : Exemplary Performance |
| (Credits to be earned in first attempt) | |
| (b) CPI of 90% and above | : First class with star distinction |
| (Requisite Credits not earned in first attempt) | |
| (c) CPI of 75% and above but below 90% | : First class with distinction |
| (d) CPI of 60% and above but below 75% | : First class |
| (e) CPI of 50% and above but below 60% | : Second class |
| (f) CPI of less than 50% | : Unsuccessful |

Cumulative Performance Index (CPI) shall be calculated as in Clause IX and shall be based only on marks obtained in courses for which credits have been earned. For calculation of CPI, best combination of credits is taken into account subject to the condition of prescribed minimum credits. The additional earned credits are also

reflected in the marksheet. The other courses in which the candidate has appeared but secured less than 50% marks has been treated as “Audit Course(s)” and same are reflected accordingly, in the marksheet.

(XI) Fees structure for Re-Totaling, Re-evaluation and Re-appear examinations:-

- | | |
|-----------------------------|-----------------------|
| (i) Re-totaling | = Rs. 200 per course |
| (ii) Re-evaluation | = Rs. 600 per course |
| (iii) Re-appear fees | = Rs. 1000 per course |

All the fees have to be paid in the form of demand draft payable at Delhi in favor of “**Delhi School of Professional Studies and Research**”.

(XII) Rules the conduct of Re-appear examination:-

No separate Back paper examination would be organized for the First and Second Semesters, however, the same would be held along with the third and fourth semester examinations respectively of the following year.

Special Back paper(s) of all the semesters would be held 21 days after the declaration of the final end semester/trimester examination result.

In order to appear in special back paper examination a candidate shall apply with in seven days from the declaration of final results accompanied by fees of Rs. 1000 per course through demand draft payable at Delhi in favor of “**Delhi School of Professional Studies and Research**”.

(XII) A

Special Supplementary Examination As Internal Examination

If a student has not appeared in Internal Examination as per the announced schedule on account of some unavoidable reasons, such as,

- i) On Medical grounds – Certified by Medical officer of a Govt. Hospital followed by the medical fitness certificate.
- ii) For Self marriage – marriage card must be attached
- iii) Any other Reason(s) other than those mentioned in (i) & (ii) above with authentic proof

Special examination (s) may be conducted for him/her/them with the approval of the competent authority by charging a fee of Rs. 1000/- per subject/paper in case of reason (i) / (ii) or a fee of Rs. 2000/- per subject/paper in case of reason (iii) through demand draft **payable at Delhi in favor of Delhi School of Professional Studies and Research.**

iv) Contingencies warranting invocation of mercy, such as , fainting during the examination subject to production of medical certificate by the candidate from a doctor of govt. hospital on the very next day, or the news of sudden demise of spouse/blood relations() grand paternal parents, parents, real brother/ sister) in which case no fees will be charged for holding such supplementary exam(s).

(XIII) Rules for Re-Evaluation/Re-Totaling:

Any Candidate who wants to get his/her answer scrip re-evaluated, he/she shall apply within **seven days** of the declaration of the end semester/trimester results along with a demand draft of Rs. 600/- per course payable at Delhi in favor of “**Delhi School of Professional Studies and Research**” The re-evaluation is permitted in not more than two courses in a particular semester.

Candidate must know that he/she shall be required to fill up the re-appear form in which there is clear mention that the re-evaluated marks shall be the final marks irrespective of marks obtained by the candidate in end term examination.

However a candidate is permitted to drop six credits out of total 112 credits in PGDM (Full-Time or Part-Time).

A candidate can apply for improvement in examination performance in not more than two courses in a semester/trimester along with re-appear candidate with prescribed fees of Rs. 1000 per course in the form of demand draft payable at Delhi in favor of “**Delhi School of Professional Studies and Research**”.

A candidate can apply for re-totaling of the answer scrip within the seven days after the end term examination with the prescribed fees in the form of demand draft payable at Delhi in favor of “**Delhi School of Professional Studies and Research**”.

(XIII) A

Rule for re – evaluation

Answer book of the candidate will be re - evaluated by an internal faculty other than the faculty, who has originally checked the answer book. If the variation in the marks after revaluation is more than 5% the answer sheet will be re-evaluated again by a third person who is not an employee of DSPSR. Average of three (original, 1st & 2nd) will be awarded as marks obtained by the candidate.

(XIV) If a candidate is unable to fulfill the minimum educational qualification for admission to Post Graduate Diploma in Management programme (Full Time or Part-Time) by the stipulated date as notified in the Information Bulletin his/her admission shall stand cancelled. However, if the candidate is able to obtain the qualifying degree for admission in the subsequent examination /year, he/she shall be entitled to admission in Post Graduate Diploma in Management (Full Time or Part-Time) in the next year with the same enrollment number which was provided earlier at the time of admission in DSPSR after payment of the requisite difference in fees, if any

(XV) If a candidate failed to qualify for the diploma because of his/her inability to pass the examination in respective time span years, he/she may request for mercy chance to complete the program. Candidate may be allowed to appear in the examination as a mercy case by paying the

fees of Rs. 10,000/- covering up to a maximum of consecutive two semesters of a year. However if one wants to avail of mercy chance for more than one year he/she shall have to make a separate request for mercy chance to complete the programme for the second year in case of full time programme and second/third year in case of part time programme by making separate applications both for second year and third year separately by paying the fees of Rs. 10,000/- (Ten Thousand only) for each year in the form of demand draft payable at Delhi in favor of **“Delhi School of Professional Studies and Research”**.

(XVI) Students opting for completion of any courses under Student Exchange Program will have to pay requisite fees.

Sd.
Professor Shirin Rathore
Director