

# PATNA UNIVERSITY

## ORDINANCE FOR ONE YEAR POST GRADUATE DIPLOMA PROGRAMME IN HUMAN RESOURCES DEVELOPMENT UNDER SEMESTER SYSTEM IN PATNA UNIVERSITY

### Preamble

All Post Graduate Diploma Programmes under the faculty of Humanities/ Social Science/ Science/ Commerce commencing from the academic session 2018 henceforth shall have two semesters. The PGD programme shall consist of 08 papers spread over two semesters consisting of **theory as well as practical/ field work/ internship** etc. These programmes will run under self-financing scheme.

### 1. Ordinance for Admission :

**The number of seats** **50(fifty)**

### Eligibility for Admission :

The minimum qualification for admission in this course is Bachelor degree with 55% marks Social Sciences, Commerce, Humanities, Science, B. Tech, B.E., Managers, Executives, and Administrators holding substantive appointments in governmental departments, semi-governmental and non- governmental organizations are also eligible for admission.

### Mode of Admission :

The selection for this course shall be made on the basis of (a) Academic Qualification (70 marks) and (b) Interview (30 marks)

### 1. The Programme Structure:

The PGD programme shall consist of two semesters having 08 courses/ papers each carrying 100 marks. There shall be four courses/ papers in first semester and four courses/papers in second semester. The entire curriculum shall be of 800 marks taken together. The details of credits for individual components and individual courses are given in Table.1.

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SEMESTER II	C- 4	Practical/ Dissertati on / FW/ Internship	Dissertation	100	50	50	45% in CIA 45% in ESE
	C- 5	Theory	Organisational Behaviour	100	30	70	45% in CIA 45% in ESE
	C- 6	Theory	Research Methodology and Statistics	100	30	70	45% in CIA 45% in ESE
	C- 7	Theory	Industrial relations	100	30	70	45% in CIA 45% in ESE
	C- 8	Practical/ Dissertati on / FW/ Internship	Field work	100	50	50	45% in CIA 45% in ESE

### 3. Fee Structure

The Fee Structure for the for the Post Graduate Diploma (Human Resources Development) Self financing in the faculty of Social Sciences for two semesters shall be as mentioned in table. 2. However the fee for both semesters shall have to be paid at the time of admission.

#### FEE STRUCTURE

##### Post Graduate Diploma Programme in Human Resource Development (PGD HRD)

<b>A. Fee charges at the time of applying</b>	<b>Rs.</b>
Application Form	<b>500.00</b>
<b>B. Fee charges at the time of admission</b>	
1. Admission Fee	<b>500.00</b>
2. Tuition Fee	<b>4500.00</b>
3. Library Fee	<b>250.00</b>
4. Establishment & Development/Miscellaneous Fee etc.	<b>1500.00</b>
5. Travelling expense for project work	<b>2250.00</b>
<b>Total Fee</b>	<b>9000.00</b>

**C. Examination Fee – As per university rules to be charged and to be collected by the examination department of the university.**

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- D. Other rules and fee amount charges to be made from time to time as per university rules, all other rules also to be modified from time to time as per university rules.

## **PATNA UNIVERSITY**

### **Regulations for Examination of Post Graduate Diploma Programme Human Resources Development in the faculty of Social Science under Semester System, Patna University**

#### **1. General**

- 1.1 These regulations shall be called the "Regulations of Examination" for PGD (Humanities/Social Science/ Science/ Commerce).
- 1.2 These regulations shall come into force from the academic year 2018-2019.

#### **2. Programme of Study**

- 2.1 The University shall offer Post Graduate Diploma Programme in the following subject in the Faculty of Social Science  
**Human Resources Development**
- 2.2 The durations of PGD (Semester System) programme shall be of two semesters spreading over one academic year. Each semester shall be of ninety teaching days.
- 2.3 Each academic session shall consist of two semesters – I and II:  
Semester I from July to December and II from January to June.
- 2.4 The PGD (Semester System) programme shall consist of 08 courses/ papers spread over two semesters. There shall be four courses/ papers in first semester and four courses/ papers in second semester carrying 100 marks in each course/paper. The entire curriculum shall be of 800 marks taken together and the class shall be awarded on the performance of the candidate on 08 papers taken together having an aggregate of 800 marks.
- 2.5 The distribution of papers like theory, practical, field work, project, internship, dissertation etc. with number of credits is specified in each subject in the course structure of the subject concerned of the department.
- 2.6 The term 'credit' means weightage given to a course in relation with the instructional hours assigned to it. One credit will generally consist of ten hours of instruction. The PGD programme shall be of forty credits divided as 20 credit in first semester and 20 credit in second semester. The number of credit for each paper of the PGD programme shall be specified in the course structure of the subject concerned.

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**Table. 1. Description of papers for Post graduate Diploma Programme in Human Resources Development the faculty of Social Science under Semester System.**

Semester	Course/ Paper Code	Nature of Course/ Paper	Marks	Marks of CIA	Marks of ESE	Passing criterion	Qualifying Criterion
SEMESTER I	CC- 1	Human Resources Development	100	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	CC- 2	Principles of Management	100	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	CC- 3	Applied HRD and Organisation Development	100	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	CC- 4	Dissertation	100	50	50	45% in CIA 45% in ESE	Marks decide class/ CGPA
SEMESTER II	CC- 5	Organisational Behaviour	100	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	CC- 6	Research Methodology and Statistics	100	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	CC- 7	Industrial relations	100	30	70	45% in CIA 45% in ESE	Marks decide class/ CGPA
	CC- 8	Field work	100	50	50	45% in CIA 45% in ESE	Marks decide class/ CGPA

### 3. Evaluation of Performance Under Semester System

- 3.1 The performance of a student in each course will be assessed on the basis of a Continuous Internal Assessment (CIA) of 30 marks and the End of Semester Examination (ESE) consisting of 70 marks.
- 3.2 The components of C.I.A. are follows :
- |                                                              |                   |
|--------------------------------------------------------------|-------------------|
| (i) Two mid-semester written tests of one hour duration each | = 15 Marks        |
| (ii) Seminar/Quiz                                            | = 05 Marks        |
| (iii) Assignment                                             | = 05 Marks        |
| (iv) Punctuality and conduct                                 | = 05 Marks        |
| <b>Total</b>                                                 | <b>= 30 Marks</b> |
- 3.3 The concerned teacher of the course/paper shall be responsible for conducting the mid-semester tests and other components of the CIA.
- 3.4 The ESE will be written examination of 3-hours duration conducted by the University.
- 3.5 The evaluation of dissertation/ field work, will also be based on CIA and an end-semester practical examination/viva voce
- 3.6 All such examination shall be as per the provisions of examination board and moderation board of the Patna University.

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3.7 Only those students who secured minimum qualifying marks of 45% in the CIA shall be allowed to fill up the End Semester Examination form.

3.8 The marks of CIA in each paper be submitted by the Department along with the End semester Examination form failing which the student may not be issued admit card for the examination.

#### 4. Examinations :

4.1 The End-Semester-Examination will be conducted by the University. The Mid Semester examinations and other components of CIA shall be conducted and evaluated by the concerned departments. The practical examinations wherever applicable shall be conducted at the department. The Head of the department will appoint external examiner(s) for practical End Semester Examination with the approval of the University. The mid-semester tests will be conducted and evaluated by the teacher concerned. The answer scripts of the mid-semester tests shall be shown to students by the concerned teacher.

4.2 The End of Semester Examination (ESE) shall be named as follows:

(a) PGD(Part-1) - Semester I Examination

(b) PGD( Part II) - Semester II Examination

(c)

(d) Syllabus for each paper shall be divided into at least 5 units. Based on this, the question paper pattern for the End Semester Examination shall have divided into three parts A, B, C comprising of objective type questions with multiple choice, short answer type questions and long answer type questions respectively as mentioned below :

Part	Nature of questions	Number of questions to be asked	Number of questions to be answered	Marks of each question	Total marks
Part-A	Objective type questions with multiple choice	10	10	02	20
Part-B	Short answer type questions	05	04	05	20
Part-C	Long answer type questions	04	03	10	30
Total Marks					70

#### Part – A

Ten objective type Questions - All questions to be answered

(Questions shall be picked up from the whole syllabus

Preferably two questions from each unit)  $10 \times 2 = 20$  marks

#### Part-B

Five short Answer Questions – Four questions to be answered

(Questions shall be picked up from the whole syllabus

preferably one question from each unit)  $4 \times 5 = 20$  marks

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## Part – C

Five long answer Questions -Three questions to be answered.  
(Questions shall be picked up from the whole syllabus  
preferably one question from each unit) 3 x10 = 30 marks

- 4.2 The examination of Semester I, shall be generally held in the month of November-December and that of Semester II shall be held in the month of May-June.
- 4.3 In formulating the entire programme of studies, each Department shall be guided by the consideration that at the Postgraduate level, students should be familiar with all the sub-disciplines, trends and paradigms of the subject contributing to the knowledge pool and also the value education and employability factor. Keeping this in view the Department will decide subject based Courses.
- 4.4 Paper Setting: For ESE, 50% examiners will be engaged from outside the university by the parent University as per the provisions of the examination board.
- 4.5 In Subjects, where there is Practical /Project / Field Study/ Internship/ Dissertation etc. generally not more than 4-5 credits should be allowed for such papers in each semester. The distribution of marks for CIA and ESE for such papers shall be decided by the Board of Courses and Study (BOCS) of the respective subject with the approval of the University and details mentioned in the syllabus.
- 4.6 All practical papers shall be evaluated by two external examiners. The distribution of CIA marks in practical papers shall be as per the course structure.

### 5. Passing of Examinations and Promotions Rules

#### Promotion Rules

- 5.1 There shall be no supplementary examination in any of the papers in any semester. (I and II).
- 5.2 The candidates who have been admitted to the First Semester of one year Postgraduate Diploma in a session can be placed in the following categories on the basis, of their attendance in the Semester.
  - (i) Those who have cleared the CIA and attended the required minimum percentage (75%) of attendance of lectures /practical classes separately.
  - (ii) Those who have not attended the required minimum percentage of attendance (75%) both in Theory and Practical shall in no case be permitted to appear in the End Semester Examinations.
- 5.3 After appearing at the Semester Examination, the candidates can be placed in following categories in the context of declaration of the results of the Semester Examination (ESE):
  - (i) To be declared passed in End Semester Examination in any subject, a candidate must secure at least 45% marks in each paper separately in CIA, theory and practical, wherever applicable.
  - (ii) If a candidate secures 45% marks in at least two papers in his/her First/ End Semester Examination he/she shall be promoted to next higher semester.
  - (iii) Candidates shall have to clear their backlog paper(s) in the next end semester examination of that semester whenever it is available.

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Even if a student is promoted to Second Semester, his/her final result will only be declared when he/she has cleared all their backlog papers.

- (iv) Final result of PG Diploma Programme shall be published on the basis of candidate's performance in the 08 papers spread over two semesters provided he/she has passed with minimum qualifying marks of 45% in each semester.
- (v) The Final result will be published only after he/she has cleared all the 08 papers securing minimum qualifying marks.
- (vi) Since it is a continuous evaluation programme, student shall be awarded Grade Point (GP) at the End of each Semester Examination and cumulative Grade Point (CGP) at the End of Final End Semester Examinations in 10 point scoring system.
- (vii) There shall be no supplementary examination. A student has to score minimum 45% marks in his CIA. Failing to secure minimum marks he/she shall have to repeat the CIA along with the students of the same semester of the next academic session.
- (viii) If students fail to secure minimum 45% marks in CIA of any paper his/her result will be declared as failed in that paper. Students shall have to reappear in that paper in the same semester of next academic session.
- (ix) The name of the promoted candidate/candidates will not be included in the merit list of that subject.
- (x) A promoted candidate, if he has passed in CIA but fails in theory paper/papers, he/she shall retain his/her CIA score and will reappear in the theory paper only of the semester whenever available. However, if a candidate is declared fail in any End Semester Examination, shall retain nothing and will have to redo the course work of failed semester again and he has to appear again in CIA as-well-as theory paper.

6. There shall be no provision of improvement in result.

**7. Declaration of Result :**

The following grading system shall be used by Teacher/ Examination Department :

<i>Letter Grade</i>	<i>Percentage Range</i>	<i>Numerical of Letter Grade</i>	<i>Description of Grade</i>
O	100-91	10	Outstanding
A++	90-81	9	Excellent
A+	80-71	8	Very Good
A	70-61	7	Good
B+	60-51	6	Average
B	50-45	5	Pass
F	Less than 45	Less than 5	Fail

**8. Examinations :**

8.1 The End Semester Examinations (ESE) shall be conducted by the University. The continuous Internal Examinations (CIA) shall be conducted by the concerned department.

**9. Passing of Examination :**

A student shall be declared to have 'passed' and promoted to the next semester when he/she earns 'B' grade or above grade as mentioned in the table in section 7 in the

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- 9.1 Semester examination covering continuous evaluation, mid-term and end-term examinations in all the courses for which he/she was registered in the said semester.
  - (i) In order to be promoted from Semester I to Semester II, a candidate has to pass in at least two papers in Semester I Examinations.
- 9.2 A student will be deemed as 'FAILED' in a semester when he/he gets 'F' grade in more than 50% of the papers offered in the examinations to meet the requirements. Such students will be advised by the University to repeat the semester on payment of semester fee or the half of the academic year fee.
- 9.3 A student who has secured less than 'B' GRADE in one or more course may also be promoted to the next semester if he/she has not otherwise failed as per section above. However, he/she will have to re-appear at the examination of such courses one time only as and when it is held or at the time of regular End-semester examination (ESE) in which he/she has been promoted.
- 9.4 A student shall be declared to have failed in the programme when he/she fails to qualify for promotion to the next semester after two successive attempts.
- 9.5 Grades that may be shown in the award sheet of a student without any numerical value are N.A (Not Applied) and S.P (Satisfactory Performance) for course(s) extending beyond a semester such as Project Work.
- 9.6 There shall be a Grade Point Average (GPA) calculated for each semester on the basis of grades obtained in that semester. The GPA for the Jth Semester is calculated as :

$$GPA = \frac{\sum_{i=1}^n m_i o_i}{\sum_{i=1}^n o_i}$$

Where n is the number of course in the Jth semester, mi denotes the numerical value of the grade obtained in the Jth course of the semester denotes the number of credits for the Jth course' of the semester.

Example:

Let us consider the numerical grade and credit of a student given in the table below GPA for Jth semester can be calculated.

Course	Paper I	Paper II	Paper III	Paper IV	Paper V
Credit	5	5	5	5	5
Numerical Grade	7	8	5	7	6

The GPA for the Jth semester is calculated as :

$$GPA = \frac{7 \times 5 + 8 \times 5 + 5 \times 5 + 7 \times 5}{5+5+5+5} = \frac{135}{20} = 6.75$$

The cumulative Grade Point Average (CGPA) for k semester is given as :

$$CGPA = \frac{\sum_{j=1}^k (GPA_j \times C_j)}{\sum_{j=1}^k C_j}$$

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$$\sum_{j=1}^k C_j$$

where  $C_j$  is the total number of credits in the  $j$ th Semester.

For example, consider the GPA's obtain by a student in four semester along with total credit in each semester is given as follows.

Semester	First	Second	Third	Fourth
GPA	6.75	6.00	8.12	7.62
Total Credit	16	20	18	16

$$CGPA = \frac{(6.75 \times 16) + (6.00 \times 20) + (8.12 \times 18) + (7.62 \times 16)}{16 + 20 + 18 + 16}$$

$$= \frac{108 + 120 + 146 + 16 + 121.92}{70}$$

$$CGPA = \frac{496.06}{70} = 7.08$$

- 1.1 The award sheet of the students will show the grades obtained in all the courses offered in each semester, grades/categories without numerical value (if applicable), the GPA and the promotion status.
- 1.2 To be eligible for the award of Master Degree, students must obtain a minimum final cumulative Grade Point Average (CGPA) of 5.0.
- 1.3 To find percent equivalent to CGPA the following formula may be used; percent = CGPA x 10
- 1.4 Answer books or sheets will be coded before being passed on the examiner and decoded before tabulation work.

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## ORDINANCE FOR ADMISSION OF STUDENTS TO THE POST GRADUATE DIPLOMA COURSE IN HUMAN RESOURCE DEVELOPMENT

The maximum number of the students to be admitted to the course shall be 50 and may be increased further by the Vice-Chancellor on the advice of the Director of the Course to admit the sponsored candidates.

### ELIGIBILITY FOR ADMISSION:

Only students holding a minimum qualification of B.A. (Hons.), B.Com. (Hons.), B.Tech. B.E., or equivalent degree recognized by the Patna University with at least 55 marks in the aggregate from India or abroad shall be eligible candidates for admission to the course.

The selection of candidates for the course will be made on the basis of an Interview Board constituted by the Vice-Chancellor, P.U. which will consist of the different Heads of the University Departments such as Psychology, P.M.R. Director, Department of Applied Economics and Commerce MBA Course, as well as the Course Director and Course Coordinator.

While selecting the candidate for admission the Interview Board will assign 70 marks to career and 30 marks to performance in interview.

A Merit list will be prepared by the Interview Board which will take into consideration the suitability of the candidates for studying the course on the basis of marks obtained as also for being employed in a recognized organization.

The scheme of admission reservation rule as applicable in Patna University and its ordinance will apply.

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*Handwritten signatures and dates:*  
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