

**\* ACADEMIC REGULATIONS FOR EXECUTIVE DIPLOMA PROGRAMMES  
(EDP) OFFERED BY VARIOUS FACULTIES UNDER NIRMA UNIVERSITY**

**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 enrollment in a course  
**Credit** - A numerical value representing academic load of a course

**SHORT FORMS:**

- EDP** - Executive Diploma Programme  
**The Institute** - Institute which offers the concerned EDP  
**The Director** - The Director of Institute which offers the concerned EDP  
**Faculty** - Faculty of the Institute which offers the concerned EDP  
**Appeal Committee** - consisting of Director of concerned Institute and two senior faculty members nominated by the Director  
**CE** - Continuous Evaluation  
**TEE** - Term End Examination  
**PW** - Project Work

**PREAMBLE**

Various Institutes have been established under Nirma University 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 in the concerned field is the most important determinant of the effectiveness and the resultant success of any organization. Hence, to cater to the needs of various stake holders, the Executive Diploma Programmes have been designed in the major functional areas of interest.

**THE PROGRAMME**

EDPs offered by the constituent Institutes of the University are given in Annexure-I .

**R.EDP.1 - ELIGIBILITY FOR ADMISSION**

The eligibility criteria for admission to EDP are given in Annexure-II.

The determination of merit for admission will be decided by the Director General, Nirma University from time to time depending upon the requirement.

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## **R.EDP.2 - CHAIRPERSON, EDP**

The Director 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 application, conduct of interview, 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 will offer admission to a candidate who is admitted in respective EDP programme. The candidate shall also have to apply for enrolment in the prescribed form with prescribed fee after the admission. She/he has to be duly registered 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.

## **R.EDP.4 - PROGRAMME STRUCTURE**

Duration	:	33 Sundays (including TEE)
Term Structure	:	3 terms each having 3 courses
One Term	:	11 Sundays having a total input of 60 hours and examination time of 6 hours
One Course	:	2 Credit hours (20 Contact hours)
One Credit hour	:	10 contact hours
Total credit	:	18 Credit hours requirement

## **R.EDP.5 – TEACHING SCHEME**

The teaching scheme for the course as a whole will be referred simply as Teaching Scheme.

The courses offered in each programme (term - wise) and their teaching schemes are given in the term schedules approved by the Academic Council from time to time. The schemes show the various courses, distribution of teaching hours, course component/s, examinations, component weightage and credits allotted to each course.

## R.EDP.6 - ATTENDANCE

- 6.1 The candidates shall require regularity and punctuality in all classes. The candidates under extraordinary circumstances may request for leave of absence under the following regulations and procedures:
- 6.1.1 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.
- 6.1.2 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.
- 6.1.3 Absence without leave will be considered a serious breach of discipline and the Institute of (concerned) will take appropriate action in such cases.
- 6.1.4 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, the Director can condone absence up to another 10% in the course or courses.
- 6.1.5 A candidate whose attendance is less than 70% in a course will not be allowed to appear for the end-term exam in that course <sup>A</sup> **unless his/her attendance deficiency is condoned by the competent authority (the candidate can appeal to the Director General who can condone the absence depending upon the merits).**

<sup>A</sup> **If the deficiency is not condoned, the term will not be granted for the course and grade 'FF' will be given.** The student is required to register the entire course by attending the classes and meet the academic requirements. .

## R.EDP.7 - ASSESSMENT

### 7.1 Assessment load

**Two credit hour course** shall have two to three assessment components. End-term examinations are compulsory.

### 7.2 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).

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<sup>A</sup> Amended by addition vide noti. No. NU-194 dated 04.02.2020 u/s 19(3)

### 3

#### 7.3 Assignment of weightage to different components

Table 1. Different components and their range for weightages  
(for a 2 credit course)

Assessment Component	Maximum weightage
Quizzes /Tests/ Class Participation/ Assignments/ Projects; Any other component (as specified by an instructor)	60%
Term End Examination	40%

#### 7.4 The Examination Committee

There shall be an Examination Committee consisting of following members who will examine the over all end term result before declaration of the same and will make appropriate recommendations to the Director General; if any glaring abnormal situation in the results is detected, otherwise, on the clearance from the Committee, the results can be declared by the Dy. Registrar (Examination):

- i. \*Vice President or his nominee
- ii. Dean of the concerned Faculty - *Chairman*
- iii. Executive Registrar
- iv. EDP Chairpersons
- v. One member of Academic Council, nominated by DG
- vi. Dy. Registrar (Examination) - *Member Secretary*

(**Note:** \* When the Vice President attends the meeting, he will chair the meeting)

#### 7.5 Dates of Examination

Two weeks prior to commencement of each term examination, the University Examination Section shall prepare and publish a schedule of examinations for each course.

7.6 If a student fails to appear in Term End examination due to genuine reason, then with the approval of the concerned Dean, make up examinations may be permitted for such students.

7.7 Academic dishonesty at examinations/tests/assignments, etc

(In case of academic dishonesty, malpractice, using unfair means at examination the provision/regulations prescribe by Nirma University will be followed.)

#### 7.8 Feedback and fairness

7.8.1 The instructor must show all assessed answer books to candidates and also inform them their marks.

7.8.2 Any grievance related to the assessment is to be reported in writing 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 and give the grievance in writing. The Director would respond to it as per the procedure given in the Mechanism for Redressal of Grievance published vide notification No. NU-117 dated 01.10.2013.

#### 7.9 Assessment procedures

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.

#### **R.EDP.8 Declaration of Results**

- 8.1 The course grades of every term shall be announced within 15 working days from the date of the completion of term-end examinations thereof. In case of a failure, the reasons for non-publication of results will be informed to the Director and after approval it can be declared within 30 working days.
- 8.2 The Examination Committee will examine the over all end term result before declaration of the same and will make appropriate recommendations to the Director General; if any glaring abnormal situation in the results is detected, otherwise, on the clearance from the Committee, the results can be declared by the Dy.Registrar (Examination)
- 8.3 At the end of the programme the University will declare the overall results of the programme and issue to the student an official transcript of his/her performance.
- 8.4 Grading system

The following table shall be referred for converting percentage marks into corresponding grades (G) for a course:

Table - A

<u>% marks</u>	<u>Grade(G)</u>
90 and above	A+
80-89	A
70-79	B+
60-69	B
50-59	C+
40-49	C
Less than 40	F

### 8.5 Course Grade:-

Course grade will be given only when the student passes the course. The marks obtained in TEE/SPE, CE and LPW (as applicable) examinations shall be aggregated on the basis of the component/inter se weights given in the Teaching Scheme. After the aggregate marks of the entire group are so calculated, the performance of each student in the course as a whole will be assigned a grade based on his aggregate percentage viewed in relation to the overall performance of the group.

In giving relative grades, the number and designation of various grades (G) shall be kept the same as shown in above table. The cut off percentages of relative grading will be decided subject to the guidelines prescribed by the Academic Council. **(Annexure-III)**

The Transcript will show only the course grade and not the Component Grades.

### 8.6 Performance Levels:-

The Performance level of the student in any examination will be adjudged in terms of the letter grades given in Table-1 as under:

Table-1

Grade (G)	Qualitative Meaning (GQ)	Equivalent Grade Point (g)
A+	Excellent	10
A	Creditable	9
B+	Very Good	8
B	Good	7
C+	Satisfactory	6
C	Average	5

#### 8.6.1: Grade Point Averages (GPA)

The performance level of the students in credited courses at different stages of his study is given by the following measures.

#### 8.6.2: Term GPA (TGPA)

The Term GPA shall be computed by multiplying the earned course grade points by the corresponding course credit and the resultant value shall be divided by the total credit of the Term.

#### 8.6.3: Cumulative Grade Point Average (CGPA)

Similarly, GPA of a year and cumulative Grade Point Average (CGPA) at any stage of study shall be computed by multiplying the grade points of the earned courses till that point of time by the corresponding course credits and the resultant value shall be divided by the total credits of the earned courses.

### 8.7 Academic/Passing standards

- i) In order to passing a course, a student is required to obtain a minimum letter grade 'C'.
- ii) In order to be eligible for the award of "Diploma" a student is required to pass all courses and obtains an overall CGPA of 5.00.

### 8.8 Failure and Special Examination

If a student fails to meet the overall academic standard which includes letter grade requirement 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 6 credit hours of courses in which she/he has obtained F Grade. The special examination will have a weightage of the hall examination of the same course taught in the programme. The marks 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 she/he will be allowed one more attempt along with regular batch in the next academic year, where the student could have option to repeat all the assessment components of all the failure courses.

### R.EDP.9 AWARD OF DIPLOMA

On the successful completion of all academic requirements prescribed for award of Executive Diploma the Executive Diploma be awarded in concerned EDP programme as per the provision of Regulations for awarding Degrees/Diplomas to the students of Nirma University.

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### **DISCLAIMER**

This regulation is the content of the original notification(s) issued in pursuance to the approval given by the Board of Governors in its meeting(s). Hence, in any dispute or doubt under this document, it is advisable to verify with the original notification and the same would be treated as final.

**Annexure – I**  
**[Refer: The Programme]**

<b>Sr.</b>	<b>Names of the Institute</b>	<b>Names of the programmes</b>
1.	Institute of Management	1) Executive Diploma Programme in Finance 2) Executive Diploma Programme in Marketing 3) Executive Diploma Programme in Human Resource Management 4) Executive Diploma Programme in International Business 5) Executive Diploma Programme in Operations Management
2.	Institute of Law	1) Executive Diploma Programme in Cyber Laws and Forensics
3.	Institute of Pharmacy	1) Executive Diploma Programme in Pharmaceutical Management
4.	Institute of Technology	1) Executive Diploma Programme in Data Science

**Note:** Any other EDP to be included by the Academic Council



**Annexure – II**  
[Refer: R.EDP.1]

<b>Sr.</b>	<b>Name of Institute</b>	<b>Name of the programme</b>	<b>Eligibility for Admissions</b>
1.	Institute of Management	1) Executive Diploma Programme in Finance 2) Executive Diploma Programme in Marketing 3) Executive Diploma Programme in Human Resource Management 4) Executive Diploma Programme in International Business 5) Executive Diploma Programme in Operations Management	A three year bachelor's degree or its equivalent in any recognized by the Nirma University as eligible for Post-Graduate studies and a minimum of two years work experience. Only Post-degree (after 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.
2.	Institute of Law	1) Executive Diploma Programme in Cyber Laws and Forensics	A three-year bachelor's degree or its equivalent in any discipline recognized by the Nirma University as eligible for Post-Graduate studies and a minimum of two years work experience in the relevant field. Only post-degree (after 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.
3.	Institute of Pharmacy	1) Executive Diploma in Pharmaceutical Management	A candidate having B.Pharm. / M.B.B.S. / B.D.S. / B.H.M.S. / B.A.M.S. / M.Sc. in Life Sciences or equivalent degree recognized by the Nirma University and after graduation minimum of two years' work experience, preferably in Pharmaceutical or Healthcare related field. Only post-degree (as mentioned above) work experience will be considered.
4.	Institute of Technology	1) Executive Diploma Programme in Data Science	

**Annexure – III**  
**(R.EDP - 8.5)**

**Guidelines for awarding course grades for Executive Diploma programmes under various Faculty of Nirma University**

1.	Absolute Grading as given in Table 2 (a) of Academic Regulations of UG programmes should be followed if the number of examinees is 30 or less. If this number is greater than 30, Relative Grading should be followed.	
2.	The cut-off limits for various Grades in Relative Grading should be determined as per following guidelines.	
2.1	The letter grades will be as follows:	
	A+, A, B+, B, C+, C	
2.2	Standard Deviation (SD) should be rounded off to the nearest integer value.	
2.3	The upper limit of grade B will be the average % marks of the group.	
2.4	The class length of each grade interval will be equal to SD, subject to conditions given in 2.6, 2.7 and 2.8	
2.5	The cut-off limits for grades higher/lower than grade B should be stepped up/down successively by the value of SD, subject to conditions given in 2.6, 2.7 and 2.8.	
2.6	The lower limit for Grade C will be 40 in all cases.	
2.7	The upper limit for Grade A+ will be 100 in all cases.	
2.8	The upper limit for Grade A will be determined as follows:	
	<u>Value derived as per 2.4 and 2.5</u>	<u>Value to be adopted</u>
	(a) Less than 80	80
	(b) between 80 and 90 (both inclusive)	Same
	(c) Greater than 90	90

**Note:** In case a course not having End term Examination, the absolute grading as per Table–A will be followed. Further, this will also be followed in case of repeat exam/course