



DIBRUGARH UNIVERSITY REGULATIONS FOR THE ONE YEAR POST GRADUATE DIPLOMA IN TOURISM MANAGEMENT (PGDTM) PROGRAMME, 2009

(As Approved by the Board of Studies in Management in its meeting held on June 8, 2009)

1. Introduction:

- (i) There shall be a programme of study for the Post Graduate Diploma in Tourism Management (PGDTM) which shall be of one year's duration. It shall consist of two semesters of six months duration each. The Maximum duration of the PGDTM Programme shall be two years.
- (ii) These Regulations shall be called the Dibrugarh University Regulations for the One Year Post Graduate Diploma in Tourism Management (PGDTM) Programme, 2009.
- (iii) Definitions:
 - (a) *Head of the Centre/Institute/College:* The term "Head of the Institute/College/Centre" is used to mean the Director of Centre for Management Studies, Dibrugarh University or the Teacher-in-charge of the PGDTM Programme.
 - (b) *Semester:* The word "semester" is used to mean a half-yearly term of studies.
 - (c) *Internal Assessment:* The word "Internal Assessment" is used to mean the continuous internal evaluation within a half-yearly term of study.
 - (d) *End-semester:* The word "end-semester" is used to refer to the terminal process of examinations and evaluation at the end of but within the half-yearly term of studies.
- (iv) These Regulations shall be effective from the Academic Session 2009-2010.
- (v) The Regulation shall be applicable to the students enrolled for the PGDTM Programme at Dibrugarh University.

2. Eligibility:

A Graduate (any branch/subject of minimum three years duration) from a recognized University/Institute, securing at least 40% marks (35% for SC/ST) in major / aggregate shall be eligible to apply for admission into the First Semester PGDTM Programme.

3. Admission:

- (i) Candidates would be selected through a two-stage process for admission into the PGDTM Programme. The scheme of admission test will be as follows:

A Written Test called the PGDTM Admission Test (PAT). The test will comprise of 100 objective type questions. 30 questions will be on English, 30 questions on Reasoning and the rest 40 questions will be on General Awareness including Tourism related topics.	100 marks
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- (ii) The candidates who qualify in PAT will be called for a personal interview and final selection will be made on the following basis:

	Marks	Weightage
Qualifying Examination (Degree)	---	25%
Written Test (PAT)	100	50%
Personal Interview	50	25%

The qualifying marks for PAT will be decided by the Centre.

- (iii) For the Qualifying Examination, candidates would get weightage only for scores above 40%. This means a candidate who scores 40% and less will get *zero* out of a weightage of 25% for the final selection.
- (iv) Newspaper Notification for the PGDTM Admission Process will be issued by the Competent Authority at least five weeks in advance. The PAT will be held in the last part of July or early August every year.

4. Programme Structure:

- (i) The PGDTM Programme will have 10 courses spread over two semesters as tabulated below:

Semester 1	Semester 2
10100: Business Environment in Tourism	20100: Tour Operations & Air Ticketing
10200: Principles of Management	20200: Communication Management in Tourism
10300: Accounting & Finance for Tourism	20300: Marketing for Hospitality & Tourism
10400: Principles, Policies & Practices of Tourism	20400: Sustainable Tourism
10500: Tourism Products	20500: IT Applications in Tourism Management
10600: Geography, History and Culture of India & North East	20600: Field Report & Dissertation

5. Academic Schedule:

First Semester Admission : Early part of August every year
 Subsequent Admissions : Within three weeks of declaration of previous semester results

Classes

First : July to December
 (Including examinations)
 Sessional Exam I : End of September
 Sessional Exam II : Mid November
 End Semester Exam : Later part of December
 Announcement of Results : Month of January in the subsequent year

Second, Fourth and Sixth Semester : January to June
 (Including examinations)
 Sessional Exam I : End of March
 Sessional Exam II : Mid May
 End Semester Exam : Later part of June
 Announcement of Results : July

6. Examinations:

- a) There shall be one End Semester examination at the end of each semester to be conducted by the University at such dates and time as may be fixed by the University.
- b) A student needs to attend at least 80% of all classes for each course separately for appearing in the end semester examination, provided that a student, who secures less than 80% but more than 70 % shall also be allowed to appear in the examination as a non-collegiate candidate on payment of a fee prescribed by the University from time to time.
- c) (i) Each course shall be of 100 marks of which, End Semester examination shall be for 60 marks and 40 marks for Internal Assessment, *except course 20600 (Field Report & Dissertation) which will be evaluated internally for the full 100 marks.* End Semester examinations for each course shall be of three hours duration.
(ii) Internal Assessment shall generally be done through 2 sessional examinations which will have a weight-age of 20 marks (10 + 10); Home Assignments with a weight-age of 5 marks, Presentations and Seminars with a weight-age of 10 marks and Class Attendance also with a weight-age of 5 marks. This distribution may be different for some courses where it will be specifically mentioned in the syllabus. The procedure for Internal Assessment shall be as per Annexure I.
- d) The pass marks for the PGDTM semester examinations shall be 40% in each course, to be obtained separately in the Internal Assessment and End Semester examinations and 45% in the aggregate for the entire semester.
- e) A student who does not obtain the requisite marks in the Internal Assessment shall not be eligible to appear in the End Semester examination. Such candidates shall have to take a fresh admission in the semester concerned in the following session.
- f) A student shall be declared to have passed the PGDTM semester examinations provided he/she has passed in all the courses separately. A candidate who fails or does not appear upto a maximum of two courses of any End Semester examination will be provisionally promoted to the next higher semester with the failed course(s) as carry over course(s). Such candidate will be eligible to appear in the carry-over course(s) in the next compartmental/ regular End Semester examinations of those course(s).
- g) A student who has not cleared an End Semester examination is eligible to appear in a special Compartmental Examination to be conducted not later than 45 days from the date of declaration of the end semester results. Sections 6 (d) and 6 (f) shall be made applicable to determine whether a student has passed the compartmental examination in the said course and the semester as a whole. Appearing in the Compartmental Examination will be considered as a chance as mentioned in sections 6(h) and 6(i).
- h) A student shall be entitled to a maximum of five (5) chances to clear all the semesters of the PGDTM Programme. A student shall be entitled to clear a particular End Semester examination in two chances; provided that a student may avail a special chance (third and final chance) in any one End Semester examinations.
- i) Not appearing in a regular End Semester/ Compartmental Examination by a candidate after obtaining eligibility to appear in the same amounts to losing a chance.
- j) A student who has duly passed all the semesters shall qualify for the Post Graduate Diploma in Tourism Management (PGDTM) of Dibrugarh University. A student shall be declared to have passed in the **First Class** if he/she secures 60% or more marks, in the **Second Class** if the marks secured are more than 50% but less than 60% in the aggregate. A student who passes securing less than 50% marks in the aggregate shall be declared **Simple Pass**. A minimum of 45% marks in aggregate shall be required to pass the PGDTM examination.

Annexure I

GUIDELINES FOR INTERNAL ASSESSMENT

1. Internal assessment shall be generally done through 2 sessional examinations which will have a weight-age of 20 marks (10 + 10); Home Assignments with a weight-age of 5 marks, Presentations & Seminars with a weight-age of 10 marks and Class Attendance also with a weight-age of 5 marks. This distribution may be different for some courses where it will be specifically mentioned along with the course syllabus.
2. The sessional examination shall be of one hour duration and shall be conducted by the concerned teacher(s) of the course. The setting of question paper, invigilation duty, evaluation of answer scripts for each paper shall be done by the concerned teacher(s) as a part of his/her/their normal duty. The teacher concerned shall fix the date of the sessional examination in each course following the guidelines given in this annexure. The students shall write the answers in proper University answer books.
3. After evaluation, the answer scripts shall be shown to the students and corrections should be made if necessary. After this the answer scripts shall be collected and kept for record for a minimum of one year. The entire process of evaluation of a sessional examination should not take more than three weeks from the date of examination.
4. There shall be no provision for “repeat”/“betterment” in the sessional examination. If a student misses any sessional examination for unavoidable reasons, then the concerned teacher(s) may allow the student a separate examination with the approval of the Director of the Centre / Teacher-in-charge.
5. If more than one teacher teaches a course, then the concerned teachers shall cooperate in conducting the internal evaluation. Each sessional examination for a particular course shall be of one-hour duration even if it is taught by more than one teacher.
6. At the end of the semester (at least one month before the end semester examinations begin), the concerned teacher(s) shall submit the Internal Assessment marks in proper format along with the answer scripts to the Director of the Centre/ teacher-in-charge.
7. Home assignments may be given to the students at any time during the semester. The candidates shall answer the assignment within the time stipulated by the teacher of the course concerned.
8. A student who attends more than 80% but less than 85% of the total classes in a course shall be awarded marks for attendance in the following manner:

80 to 84%	= 1
84 to 88%	= 2
88 to 92%	= 3
92 to 96%	= 4
96 to 100%	= 5
9. Any difficulty which may arise in the course of operation of these guidelines relating to Internal Assessment shall be removed by the Examination Committee of the Dibrugarh University.
