

UNIVERSITY OF PUNE

FACULTY OF MANAGEMENT

Post Graduate Diploma In Materials & Logistics Management (PGDMLM) ONE YEAR, 2 SEMESTER PART TIME PROGRAMME

REVISED CURRICULUM w.e.f 2013-2014

1. TITLE OF THE PROGRAMME: POST GRADUATE DIPLOMA IN MATERIALS & LOGISTICS MANAGEMENT (PGDMLM)

2. PREAMBLE:

The revised curriculum for the PGDMLM programme is developed keeping in mind the changes in the practices of the industry, evolution in technology and the expectations of industry, students and faculty members at large.

3. INTRODUCTION:

The Programme comprises of 2 Semesters.

3.1 Credits

The programme is a combination of:

- a) Full Credit Courses (100 Marks each) : 3 Credits each
- b) Half Credit Courses (50 Marks each) : 2 Credits each

Total Credits: 31 Credits (2000 Marks)

- a) 9 Full Credit Courses * 3 credits per course = 27 Credits
- b) 02 Half Credit Courses * 2 credits per course = 04 Credits

In the Credit system the emphasis is on the **work load of the learner and not on the workload of the teacher**. Each credit can be visualized as a combination of **3 components viz. Lecture (L) + Tutorials (T) + Practicals / Project Work (P) i.e. LTP Pattern**.

The work load of the learner for each Credit Point may be considered under two parts –

- a) one part consisting of the hours actually spent in class room / practical / field work instructions and
- b) the other part consisting of notional hours spent by the Learner in self study, in the library, peer interactions, case study, writing of journals and assignments, projects etc for the completion of that course.

Teaching / learning sessions are to be interpreted in a broader perspective as follows:

- a) Teaching – Learning Processes: Classroom sessions, Group Exercises, Seminars, Small Group Projects, etc.
- b) Evaluation: Tutorials, Class Tests, Presentations, Field work, Assignments, etc.

3.2 Adoption of Credit and Grading System

As per national and international trends, it is proposed to adopt the Credit and Grading System for the PGDMLM programme.

Salient features of the grading system:

1. Learners are placed in ability bands that represent a range of scores. These ability bands may vary according to the number of categories for the classification of the performance of the learners. This ability range may be designated with alphabetical letters called as GRADE.
2. The system of awarding grades would provide a more realistic picture of learner's ability than the prevailing marking system.
3. Grading is a far more satisfactory method than the numerical marking system as it reflects an individual learner's performance in the form of a certain level of achievement.
4. The Grading system ensures natural classification in qualitative terms rather than quantitative terms since it expresses a range /band of scores to which a learner belongs such as A++,A+, A, B etc....
5. The award of grades provides a permanent record of the learner's growth and development that might be helpful for institutions of higher education for allocating seats for prospective employers.
6. Grading does not require making fine distinctions in performance when no such distinctions actually exist.
7. It is based on a realistic concept of 'errors of measurement'.
8. Grades are relatively free from extraneous factors like difficulty of the examination, examiner bias, nature of the subject being examined, etc.
9. Grades can be interpreted easily and directly and can be used to prepare an accurate 'profile' of a learner'

Basics of Credit and Grading System:

Grading, is a method of reporting the result of a learner's performance subsequent to his evaluation. It involves a set of alphabets which are clearly defined and designated and uniformly understood by all the stake holders. A properly introduced grading system not only provides for a comparison of the learners' performance but it also indicates the quality of performance with respect to the amount of efforts put in and the amount of knowledge acquired at the end of the course by the learners.

It is proposed to use the **Indirect and Absolute Credit and Grade Point System for the PGDMLM programme**, i.e. the assessment of individual Courses in the concerned examinations will be on the basis of marks only, but the marks shall later be converted into Grades by some mechanism wherein the overall performance of the Learners can be reflected after considering the Credit Points for any given course. However, the **overall evaluation shall be designated in terms of Grade.**

3.3 Session Duration

Each teaching-learning, evaluation session shall be of 60 minutes. There shall be 18 hrs teaching per week.

4. ELIGIBILITY:

A student seeking admission to this course must have the following qualifications:

- 1) Bachelor's degree of any statutory University or other recognized foreign university.
- 2) Any diploma awarded by Board of Technical Education of any State Government or Central Government (post SSC three years' Diploma with 2 years post Diploma experience or post HSC two years' Diploma with one year post Diploma experience)

5. EXAMINATION:

Pattern of Examination: The evaluation scheme comprises of:

- a) University Evaluation (50 Marks)
- b) Concurrent Evaluation (50 Marks)

5.1 University Evaluation

There shall be University evaluation for each full credit course as per the time table announced by the University. There shall be a Written Examination (subjective – concept plus case study / application oriented type) for 50 marks by the University for each Full Credit Course.

5.1.2 Instructions to External Paper Setters / Chairman / Examiners

For University evaluation (Written Examination – subjective type of 50 marks) of each full credit course the question pattern shall be as follows:

Question Paper Pattern:-

- 1) There shall be five questions each of 10 marks.
- 2) All questions shall be compulsory with internal choice within the questions.
- 3) A Question may be subdivided into sub-questions a, b, c... and the allocation of marks depend on the weightage of the topic.

Questions shall be set to assess knowledge acquired, standard application of knowledge, application of knowledge in new situations, critical evaluation of knowledge and the ability to synthesize knowledge. The questions setter shall ensure that questions covering all skills are set. He/She shall also submit a detailed scheme of evaluation along with the question paper.

The duration of written examination shall be 2 hours. Students shall be provided a single answer sheet of 16 pages. They must ensure that their responses fit within the provided answer sheet. Additional supplements shall not be provided.

5.2 Concurrent Evaluation

There shall be Concurrent evaluation for 50 marks for each full credit course & for each half credit course by the Institute. As a part of concurrent evaluation the students shall

be *evaluated on a continuous basis* by the Institute to ensure that student learning takes place in a graded manner. *There shall not be any University evaluation for half credit courses.*

The division of the 50 marks allotted to internal assessment of courses is on the basis of tutorial work and written test of 25 marks, seminars & presentations 15 marks and attendance 10 marks.

Detailed record of the Concurrent Evaluation shall be maintained by the Institute. The same shall be made available to the University, on demand.

Marks for the concurrent evaluation must be communicated by the Institute to the University before the commencement of relevant Semester Examination.

5.3 Project

During the Second Semester each student shall undertake a *Project*. The student shall submit a written structured report based on work done during this period.

Project may be research project – based on primary / secondary data or may be an operational assignment involving working by the student on a given task / assignment / project / etc. in an organization / industry.

Since most students enrolled for the PGDMLM programme are expected to be working students, such working students may complete the Project at their workplace.

The report should be well documented and supported by –

1. Executive Summary
2. Organizational profile
3. Outline of the problem/task undertaken
4. Research methodology & data analysis (in case of research projects)
5. Relevant activity charts, tables, graphs, diagrams,
6. Learning of the student through the project
7. Contribution to the host organization
8. References in appropriate styles.

It should reflect the nature and quantum of work undertaken by the student. *The learning outcomes and utility to the organization must be specifically highlighted.* The completion of the Project shall be certified by the Faculty Guide & approved by the Director of the Institute. The external organization (Corporate / NGO/ SME/ etc.) shall also certify the Project work.

The student shall submit **TWO hard copies & one soft copy (CD)** of the project report before 31st March in Sem IV.

In the interest of environmental considerations, students are encouraged to print their project reports on both faces of the paper.

There shall be an external viva-voce for the Project for 100 marks. The examiner's panel for the same shall include one external faculty member nominated by the University and one internal faculty member nominated by the Director.

The External viva-voce panel shall evaluate the project based on:

1. Actual work undertaken by the student
2. Student's understanding of the organization and business environment
3. Outcome of the project
4. Utility of the project to the organization
5. Basic analytical capabilities

Copies of Project report and records of evaluation shall be maintained by the Institute for a period of 3 academic years.

5.4 Standard of Passing

Every candidate must secure atleast Grade D in Concurrent Evaluation as well as University Examination as separate heads of passing for each course.

Diploma Requirements:

- a) **Earned Credits:** The Diploma requirements for the PGDMLM programme is completion of 30 earned credits.
- b) **Cumulative Grade Point Average (CGPA) Requirement:** A student must obtain a minimum Cumulative Grade Point Average (CGPA) of 4.0 to be eligible for award of the PGDMLM diploma.

5.4.1 Conversion of Marks to Grade Points & Grades: The marks shall be converted to grade points and grades using Table I below.

Table I: Points Grading System

Sr. No.	Marks	Grade Point	Grade
1	> 85	10	A++
2	80 – 84	9	A+
3	75 – 79	8	A
4	70 -74	7	B++
5	65 – 69	6	B+
6	60 -64	5.5	B
7	55 – 59	5	C+
8	50 – 54	4.5	C
9	40 – 49	4	D
10	< 40	0	F

The grade point average (GPA) is calculated in the following example for hypothetical scores of an imaginary student for Sem I:

Course Code	Type	Credit per course	Numeric Score (Marks)			Corresponding Letter Grade Awarded	Corresponding Grade Points Assigned	Earned Credits	Grade Point Index (GPI)
			Concurrent Evaluation [§] (50)	University Evaluation (50)	Total Numeric Score				
		I	IIa	IIb	II (IIa + IIb)	III	IV	I	V = IV * I
101	Full Credit	3	40	35	75	A	8	3	8 x 3 = 24
102	Full Credit	3	20	38	58	C+	5	3	5 x 3 = 15
103	Full Credit	3	30	38	68	B+	6	3	6 x 3 = 18
104	Full Credit	3	22	12	40	F	-	0	0
105	Half Credit	2	32	--	32	B	5.5	2	5.5 x 2 = 11
106	Half Credit	2	43	--	43	A++	10	2	10 X 2 = 20
	Total Credits (ΣC)	16							($\Sigma C * GPI$) = 88

§ - Indicates Concurrent Evaluation Score – after scaling down if any – for full credit courses only.

The performance of a student will be evaluated in terms of two indices, viz.

- a) *Semester Grade Point Average (SGPA)* which is the Grade Point Average for a semester
- b) *Cumulative Grade Point Average (CGPA)* which is the Grade Point Average for all the completed semesters at any point in time.

Semester Grade Point Average (SGPA): At the end of each semester, SGPA is calculated as the weighted average of GPI of all courses in the current semester in which the student has passed, the weights being the credit values of respective courses.

SGPA = Grade Points divided by the summation of Credits of all Courses.

$$\text{SGPA} = \frac{\sum \{C * \text{GPI}\}}{\sum C} \quad \text{for a semester.}$$

$$\text{SGPA} = 88 / 16 = 5.5$$

Where GPI is the Grade and C is credit for the respective Course.

Cumulative Grade Point Average (CGPA): Cumulative Grade Point Average (CGPA) is the grade point average for all completed semesters. CGPA is calculated as the weighted average of all GPI of all courses in which the student has passed up to the current semester.

Cumulative Grade Point Average (CGPA) for the Entire Course

$$\text{SGPA} = \frac{\sum \{C * \text{GPI}\}}{\sum C} \quad \text{for all semesters taken together.}$$

Where GPI is the Grade and C is credit for the respective Course.

IMPORTANT NOTE:

If a student secures F grade in either or both of Concurrent Evaluation or University Evaluation for a particular course his /her credits earned for that course shall be ZERO.

5.5 Scaling Down of Concurrent Evaluation Scores

The marks obtained by the student for the Concurrent Evaluation components conducted by the Institute, in the Full Credit Courses, in Sem I to Sem IV, shall be scaled down, to the required extent, if such marks are more than 20% of the marks scored in the University Examination for the respective course.

The marks obtained by the student in Half Credit Courses are not subject to scaling down.

5.6 Attendance

The student must meet the requirement of 75% attendance per semester per course for granting the term. The Director shall have the right to withhold the student from appearing for examination of a specific course if the above requirement is not fulfilled.

Since the emphasis is on continuous learning and concurrent evaluation, it is expected that the students study all round the semester.

5.7 ATKT Rules:

Candidates can keep terms for any semester of PGDMLM, for up to 5 heads of passing at any given instance. Concurrent evaluation and University Evaluation shall be treated as separate heads for this purpose.

5.8 Award of Grade Cards: The University of Pune under its seal shall issue to the learners a grade card on completion of each semester. The final Grade Card issued at the end of the final semester shall contain the details of all courses taken during the entire programme for obtaining the degree.

Final Grades: After calculating the SGPA for an individual semester and the CGPA for entire programme, the value shall be matched with the grade in the Grade Points & Descriptors Table as per the Points Grading System and expressed as a single designated GRADE (as per Table II) such as A++,A+, A, B, etc....

Table II: Grade Points & Descriptors

Sr. No.	Marks	Grade Point	Grade	Description	Descriptors	Class
1	> 85	10	A++	Superior / Outstanding	Demonstrates consistent evidence of superior accomplishment of the key concepts, knowledge, skills and competencies relative to programme requirements.	I
2	80 – 84	9	A+	Meritorious	Demonstrates frequent evidence of superior accomplishment of the key concepts, knowledge, skills and competencies relative to programme requirements.	I
3	75 – 79	8	A	Excellent	Demonstrates evidence of significantly higher accomplishment of the key concepts, knowledge, skills and competencies relative to programme requirements.	I
4	70 -74	7	B++	Very Good	Demonstrates comprehensive grasp of the key concepts, knowledge, skills and competencies relative to programme requirements.	II
5	65 – 69	6	B+	Good	Demonstrates good grasp of the key concepts, knowledge, skills and competencies relative to programme requirements.	II
6	60 -64	5.5	B	Average	Demonstrates fairly good grasp of the key concepts, knowledge, skills and competencies relative to programme requirements.	II

7	55 – 59	5	C+	Satisfactory	Demonstrates moderate grasp of the key concepts, knowledge, skills and competencies relative to programme requirements.	III
8	50 – 54	4.5	C	Acceptable	Demonstrates limited grasp of the key concepts, knowledge, skills and competencies relative to programme requirements.	III
9	40 – 49	4	D	Barely Acceptable	Demonstrates very limited grasp of the key concepts, knowledge, skills and competencies relative to programme requirements.	III
10	< 40	0	F	Needs Special Help	Minimum level has not been achieved relative to programme requirements.	

A student who secures grade D or above in a course is said to have completed /earned the credits assigned to the course. A student who completed the minimum credits required for the PGDMLM programme shall be declared to have completed the programme.

NOTE:

The Grade Card for the final semester shall indicate the following, amongst other details:

- a) Grades for concurrent and university evaluation, separately, for all courses offered by the student during the entire programme along with the grade for the total score.
- b) SGPA for each semester.
- c) CGPA for final semester.
- d) Total Marks Scored out of Maximum Marks for the entire programme, with break-up of Marks Scored in Concurrent Evaluation and University Evaluation.
- e) Marks scored shall not be recorded on the Grade Card for intermediate semesters.
- f) The grade card shall also show the 10-point scale and the formula to convert GPI, SGPA, and/or CGPA to percent marks.

5.9 External Students: There is no provision of external students.

5.10 Verification / Revaluation

Students can avail the verification / revaluation facility as per the prevailing policy, guidelines and norms of the University of Pune.

6. Structure of the Programme

The programme is a combination of:

- a) Full Credit Courses (100 Marks each) : 3 Credits each
- b) Half Credit Courses (50 Marks each) : 2 Credits each

Spread of Full & Half Credit Courses:

Semester	Full Credit Courses (100 Marks) (A)	Half Credit Courses (50 Marks) (B)	Total Courses (C = A + B)
I	4	2	6
II	5	0	5
Total	9	2	11

The programme has 9 Full Credit Courses (100 Marks each) and of 3 Credits each.

The programme has 2 Half Credit Courses (50 Marks each) and of 2 Credits each. Thus the entire programme has 11 Courses of 31 credits in all.

6.1 Programme Structure for Post Graduate Diploma in Materials & Logistics Management (PGDMLM)

Semester I					
Course Code	Course	Concurrent Evaluation	University Evaluation	Total	Credits
101	Management Fundamentals	50	50	100	3
102	Essentials of Supply Chain Management	50	50	100	3
103	Logistics Management	50	50	100	3
104	Purchasing & Supplier Relationship Management	50	50	100	3
105	Business Communication	50	0	50	2
106	Information Technology	50	0	50	2
	TOTAL	300	200	500	16
Semester II					
Course Code	Course	Concurrent Evaluation	University Evaluation	Total	Credits
201	Strategic Supply Chain Management	50	50	100	3
202	Global Logistics	50	50	100	3
203	Inventory Management	50	50	100	3
204	Supply Chain Practices in Different Industries	50	50	100	3
205	Project	00	100	100	3
	TOTAL	200	300	500	15

6.2 Medium of Instruction

The medium of Instruction & Evaluation shall be English.

7. Equivalence of previous syllabus with the proposed syllabus

The equivalence of the previous syllabus with the proposed syllabus is provided below.

	Existing Pattern		Revised Pattern
	SEMESTER I		
101	Principles & Practices of Management	101	Management Fundamentals
102	Materials Management	203	Inventory Management
103	Logistics Management	103	Logistics Management
104	Import Export Policy	201	Strategic Supply Chain Management
105	Manufacturing & Operations Management	105	Business Communication
	SEMESTER II		
201	International Buying	202	Global Logistics
202	Physical Distribution & Supply Chain Management	102	Essentials of Supply Chain Management
203	Computer Awareness	106	Information Technology
204	Statistical & Quantitative Methods	104	Purchasing & Supplier Relationship Management
205	Project	205	Project

8. University Terms

The dates for the commencement and conclusion of the first and the second terms shall be as determined by the University Authorities. The terms can be kept only by duly admitted students. The present relevant ordinances pertaining to grant of terms will be applicable.

9. Course wise detailed syllabus

Course wise detailed syllabus along with recommended text books, reference books, websites, journals, etc. is provided in Annexure I.