

ORDINANCE – CERTIFICATE PROGRAMME IN FINANCE, MARKETING, BUSINESS ANALYTICS & HRM

This ordinance for Online/ODL Programmes of CDOE will be effective from the Session July, 2026

1. Duration of the Program:

The minimum duration of Certificate Programme shall be 6 months.

2. Key Terms

2.1 Credit: ‘Credit’ means the Unit award gained by a learner with study efforts of minimum number of hours required to acquire the prescribed level of learning in respect of that Unit; for the purpose of this clause, a study effort for one credit shall mean time required by a learner to understand the contents equivalent to 15 hours of classroom teaching or 30 hours including self-learning time required to acquire the prescribed level of learning in respect of that Unit;

2.2 Programme: A programme leads to the award of a degree, diploma or certificate.

2.3 Course: ‘Course’ refers to the components of a programme. A course may be designed to comprise lectures/ tutorials/ practicum or laboratory work/ field practice/ project work/ seminar/ community engagement and service/internship, etc. or any combination of these.

3. Eligibility for Admission: A person shall be eligible to join the programme after passing the Senior Secondary Certificate Examination (10+2 standard) of the Board of School Education Haryana or an examination recognized as equivalent thereto. Students pursuing other programmes can pursue this Programme simultaneously subject to eligibility.

Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission.

4. The mode of teaching/examination will be online through Learning Management System (LMS). Scheduled online lectures, recorded lectures and other learning resources would be used for online teaching. For ODL SLM, contact classes, open resources and counselling will be used for teaching.

5. Medium of Instruction: The medium of instruction and examination shall be either English or respective target languages.

6. Assessment and Evaluation

6.1 Each student will be examined through a system of formative and summative assessment.

6.2 A weightage of 30% is for formative assessment of 15% each will be used for evaluation. Evaluation can be through MCQ's/Viva-Voce/Project Work/ Viva-Voce or any other mode as prescribed in syllabi.

6.3 The 70% evaluation will be through end term examination of 2 hours duration based on MCQs in case of Online Programmes, as per scheme of examinations of concerned programme given in syllabi. For ODL programmes examinations, the pattern will be as per schemes of regular programme.

6.4 The pass percentage will be 40% marks in each course (Lecture/Theory and Practical separately), field survey, training and project report(s).

6.5 The marks obtained by a candidate, who is permitted to re-appear for the purpose of passing the examination, in the Internal Assessment shall be carried forward.

6.6 The CDOE shall preserve the record on the basis of which the internal assessment awards are prepared, for inspection, if needed by the University, up to one year from the date of declaration of semester examination results.

7. Student has to pass all the examinations within three years from the date of admission.

8. The examination shall be held once in 6 months ordinarily in the end of term on dates fixed by the Controller of Examination/ CDOE, Kurukshetra University, Kurukshetra.

9. A student is eligible to take examination who has minimum participation of 75 per cent in all the activities of Online programme prior to end semester examination or term end examination. For ODL programme, 75% attendance in PCP and participation in other activities such as assignments is necessary.

10. Grades and Grade Points: A student who has completed the prescribed programme, but does not appear in the examination, or having appeared in the examination, has failed, may be allowed to appear

in the examination as an ex-student for three consecutive years without attending a fresh course of instruction, on payment, on each occasion, of the same fee as prescribed.

Grade Point Description: The grade and the corresponding grade point will be awarded to a candidate on the basis of absolute marks taken by him in all the papers as under. The conversion factor for conversion from SGPA/CGPA to percentage of marks shall be 10.

Letter grade	Grade Point	Marks
O (Outstanding)	10	85-100
A+ (Excellent)	9	75-84
A (Very Goode)	8	65-74
B+ (Good)	7	55-64
B (Above Average)	6	50-54
C (Average)	5	41-49
P (Pass)	4	40
F (Fail)	0	Less than 40
Ab	0	Absent

Note:

- (1) A student eligible to take the examination obtaining Grade F or Ab will be considered to have failed in the examination/paper(s). Such a student will be required to re-appear in that examination/paper(s) within the permissible chances as per clause 7 to pass the course.
- (2) A student who has not completed required percentage of lectures in a paper will also be awarded Grade 'F'. Such a student will have to repeat that paper(s) to complete the attendance requirement.

11. Disclaimer: The ordinance in force at the time a student joins the programme shall hold good only for the examination held during or at the end of the academic year and nothing in this ordinance shall be deemed to debar the university from amending the ordinance and the amended ordinance, if any, shall apply to all the students whether old or new.

ORDINANCE – DIPLOMA PROGRAMME IN FINANCE, MARKETING, BUSINESS ANALYTICS & HRM

This ordinance for Online/ODL Programmes of CDOE will be effective from the Session July, 2026

1. Duration of the Program:

The minimum duration of Diploma Programme shall be one academic year.

2. Key Terms

2.1 Credit: ‘Credit’ means the Unit award gained by a learner with study efforts of minimum number of hours required to acquire the prescribed level of learning in respect of that Unit; for the purpose of this clause, a study effort for one credit shall mean time required by a learner to understand the contents equivalent to 15 hours of classroom teaching or 30 hours including self-learning time required to acquire the prescribed level of learning in respect of that Unit;

2.2 Programme: A programme leads to the award of a degree, diploma or certificate.

2.3 Course: ‘Course’ refers to the components of a programme. A course may be designed to comprise lectures/ tutorials/ practicum or laboratory work/ field practice/ project work/ seminar/ community engagement and service/internship, etc. or any combination of these.

3. Eligibility for Admission: A person shall be eligible to join the programme after passing the Senior Secondary Certificate Examination (10+2 standard) of the Board of School Education Haryana or an examination recognized as equivalent thereto. Students pursuing other programmes can pursue this Programme simultaneously subject to eligibility.

Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 90 days of admission.

4. The mode of teaching/examination will be online through Learning Management System (LMS). Scheduled online lectures, recorded lectures and other learning resources would be used for online teaching. For ODL SLM, contact classes, open resources and counselling will be used for teaching.

5. Medium of Instruction: The medium of instruction and examination shall be either English or respective target languages.

6. Assessment and Evaluation

6.1 Each student will be examined through a system of formative and summative assessment.

6.2 A weightage of 30% is for formative assessment of 15% each will be used for evaluation. Evaluation can be through MCQ’s/Viva-Voce/Project Work/ Viva-Voce or any other mode as prescribed in syllabi.

6.3 The 70% evaluation will be through end term examination of 2 hours duration based on MCQs in case of Online Programmes, as per scheme of examinations of concerned programme given in syllabi. For ODL programmes examinations, the pattern will be as per schemes of regular programme.

6.4 The pass percentage will be 40% marks in each course (Lecture/Theory and Practical separately), field survey, training and project report(s).

6.5 The marks obtained by a candidate, who is permitted to re-appear for the purpose of passing the examination, in the Internal Assessment shall be carried forward.

6.6 The CDOE shall preserve the record on the basis of which the internal assessment awards are prepared, for inspection, if needed by the University, up to one year from the date of declaration of semester examination results.

7. Student has to pass all the examinations within three years from the date of admission.

8. The examination shall be held once in 6 months ordinarily in the end of term on dates fixed by the Controller of Examination/ CDOE, Kurukshetra University, Kurukshetra.

9. A student is eligible to take examination who has minimum participation of 75 per cent in all the activities of Online programme prior to end semester examination or term end examination. For ODL programme, 75% attendance in PCP and participation in other activities such as assignments is necessary.

10. Grades and Grade Points: A student who has completed the prescribed programme, but does not appear in the examination, or having appeared in the examination, has failed, may be allowed to appear

in the examination as an ex-student for three consecutive years without attending a fresh course of instruction, on payment, on each occasion, of the same fee as prescribed.

Grade Point Description: The grade and the corresponding grade point will be awarded to a candidate on the basis of absolute marks taken by him in all the papers as under. The conversion factor for conversion from SGPA/CGPA to percentage of marks shall be 10.

Letter grade	Grade Point	Marks
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(3) A student eligible to take the examination obtaining Grade F or Ab will be considered to have failed in the examination/paper(s). Such a student will be required to re-appear in that examination/paper(s) within the permissible chances as per clause 7 to pass the course.

(4) A student who has not completed required percentage of lectures in a paper will also be awarded Grade 'F'. Such a student will have to repeat that paper(s) to complete the attendance requirement.

11. Disclaimer: The ordinance in force at the time a student joins the programme shall hold good only for the examination held during or at the end of the academic year and nothing in this ordinance shall be deemed to debar the university from amending the ordinance and the amended ordinance, if any, shall apply to all the students whether old or new.