MADHYA PRADESH BHOJ (OPEN) UNIVERSITY

PROGRAMME PROJECT REPORT

ON

POST GRADUATE DIPLOMA IN FINTECH

Two Year Postgraduate Programme offered as per NEP 2020

Submitted to

UNIVERSITY GRANTS COMMISSION

NEW DELHI

Submitted by

MADHYA PRADESH BHOJ (OPEN) UNIVERSITY

BHOPAL (M.P.)

<u>**POSTGRADUATE DIPLOMA IN FINTECH**</u>

<u>PROGRAMMES MISSION & OBJECTIVES</u>

Mission:

To provide an advanced and specialised education in Financial Technology (FinTech), equipping students with the knowledge and skills required to excel in the rapidly evolving and innovative FinTech industry.

Objectives:

o FinTech Knowledge and Expertise: Provide students with in-depth knowledge and expertise in various aspects of FinTech, including blockchain technology, cryptocurrency, digital banking, peer-to-peer lending, and financial data analytics.

o Practical Application: Equip students with practical skills to navigate and leverage FinTech tools and platforms, enabling them to address real-world financial challenges and opportunities.

o Ethical and Responsible FinTech Practices: Foster ethical and responsible practices within the FinTech industry, emphasizing compliance with regulatory standards, data security, and ethical considerations in the development and use of financial technologies.

o Financial Innovation: Encourage students to engage in financial innovation and entrepreneurship, inspiring the creation and development of innovative FinTech solutions and applications.

o Regulatory Compliance: Train students to understand and navigate the regulatory landscape of the FinTech industry, ensuring that they can operate within legal frameworks and contribute to regulatory compliance.

o Data Analysis and Decision-Making: Develop data analysis and decision-making skills, enabling students to analyze financial data, make informed financial decisions, and develop data-driven financial strategies.

o Cybersecurity and Risk Management: Provide insights into cybersecurity in FinTech, ensuring students understand the importance of data security and risk management in financial technology applications.

o Market Trends and Emerging Technologies: Keep students updated on market trends, emerging technologies, and industry shifts within the FinTech sector, allowing them to adapt to the evolving landscape.

o Career Readiness: Prepare graduates for careers in various roles within the FinTech industry, whether as FinTech analysts, digital banking specialists, blockchain developers, financial data analysts, or entrepreneurial innovators, enhancing their employability and professional expertise.

o   Research and Innovation: Encourage research and innovation in FinTech by developing students' research and analysis skills, enabling them to contribute to FinTech research, create new financial technologies, and address emerging industry challenges.

PROGRAMME OUTCOME

Programme outcomes for a Postgraduate Diploma in FinTech (Financial Technology) typically cover a broad range of knowledge and skills related to the application of technology in the financial services industry. Here are some common program outcomes for such a diploma:

Fintech Fundamentals: Graduates will have a strong understanding of the core concepts and principles of financial technology, including blockchain, cryptocurrency, digital payments, and peer-to-peer lending.

Digital Banking: Graduates will be proficient in digital banking services, including online and mobile banking, digital wallets, and neobanks.

Blockchain and Cryptocurrency: Graduates will understand the underlying technology of blockchain and the principles of cryptocurrencies like Bitcoin and Ethereum.

Payment Systems: Graduates will have knowledge of digital payment systems, including UPI, mobile wallets, and contactless payments.

Financial Data Analytics: Graduates will be skilled in analyzing financial data to make informed business decisions and improve financial services.

Regulatory Compliance: Graduates will know about regulatory and compliance issues in the FinTech industry, including anti-money laundering (AML) and know-your-customer (KYC) requirements.

Risk Management: Graduates will be capable of assessing and managing risks associated with financial technology and digital financial services.

Innovation and Entrepreneurship: Graduates may have the ability to foster innovation and entrepreneurship within the FinTech sector.

Investment and Wealth Management: Graduates will understand digital investment platforms, robo-advisors, and online wealth management services.

Cybersecurity: Graduates will be proficient in cybersecurity measures and best practices to protect financial data and assets.

Artificial Intelligence and Machine Learning: Graduates may have knowledge of how AI and machine learning are applied in risk assessment, fraud detection, and customer service in the financial industry.

Financial Inclusion: Graduates will have an understanding of efforts to promote financial inclusion through FinTech, such as mobile banking for underserved populations.

Customer Experience: Graduates will be capable of improving customer experiences by leveraging technology in financial services.

Venture Capital and Funding: Graduates may understand how FinTech startups secure funding and the role of venture capital in the industry.

Digital Marketing in FinTech: Graduates may know how to effectively market FinTech products and services in the digital landscape.

Business Strategy: Graduates will be able to develop and implement strategies for FinTech companies and startups.

Ethical and Legal Considerations: Graduates will be aware of ethical and legal considerations in the FinTech industry, including data privacy and consumer protection.

RELEVANCE OF PROGRAM WITH MPBOU MISSION AND GOALS

The "Postgraduate Diploma in FinTech" program aligns with MPBOU's (Madhya Pradesh Bhoj Open University) mission and goals in the following ways:

o   Accessibility and Inclusivity: MPBOU's mission emphasizes accessible education for all. The program, offered through distance learning, makes education in FinTech accessible to a diverse group of learners, including working professionals and individuals who may not have access to traditional, on-campus education. It ensures inclusivity and breaks down geographical barriers.

o   Skill Enhancement: The program supports MPBOU's goal of enhancing the skills and competencies of its learners. FinTech is a dynamic and innovative field, and the program equips learners with the knowledge and practical skills needed to excel in various FinTech-related roles.

o   Ethical and Responsible Practices: MPBOU's commitment to ethical and responsible education is reflected in the program's emphasis on ethical and responsible FinTech practices. It educates learners on the ethical considerations of financial technology, data security, and regulatory compliance.

o   Innovation and Entrepreneurship: The program aligns with MPBOU's goal of fostering innovation and entrepreneurship. It encourages students to engage in financial innovation and entrepreneurship, inspiring them to develop and apply innovative FinTech solutions.

o   Career Advancement: The program prepares graduates for careers in the rapidly growing FinTech industry, enhancing their employability and professional expertise. Graduates can pursue various roles such as FinTech analysts, digital banking specialists, and blockchain developers.

o   Research and Scholarship: MPBOU encourages research and scholarship. The program promotes research and analysis skills, enabling learners to contribute to FinTech research, create new financial technologies, and address emerging industry challenges.

o   Financial Literacy: MPBOU recognizes the importance of financial literacy. The program not only imparts knowledge of FinTech but also enhances financial literacy by educating learners about innovative financial technologies and their impact on financial decision-making.

NATURE OF PROSPECTIVE TARGET GROUP OF LEARNERS

1. Target Group:

    o   Aspiring FinTech Professionals: This program is designed for individuals aspiring to pursue careers in the field of financial technology. The target group includes recent graduates, working professionals, and entrepreneurs seeking to enter the FinTech sector.

2. Needs of the Target Group:

    o   Specialized Knowledge: Aspiring FinTech professionals require specialized knowledge in areas such as blockchain technology, cryptocurrency, digital banking, and financial data analytics. The program fulfills their need for in-depth understanding of FinTech concepts.

    o   Practical Skills: The target group needs practical skills to navigate the rapidly evolving FinTech landscape. This includes the ability to use FinTech tools and platforms, apply data analysis techniques, and develop innovative financial solutions.

- Ethical and Regulatory Understanding: Learners in the FinTech sector must understand the ethical considerations of financial technology, data security, and regulatory compliance. The program addresses their need for ethical and responsible FinTech practices.

- Financial Innovation and Entrepreneurship: Some individuals within the target group may have entrepreneurial aspirations in FinTech. They need to learn how to develop and apply innovative financial technologies and explore opportunities in the FinTech startup ecosystem.

- Career Advancement: Many participants seek career advancement within the FinTech industry. The program equips them with the knowledge and skills required for roles such as FinTech analysts, digital banking specialists, and blockchain developers, enhancing their career prospects.

- Adaptation to Industry Trends: The FinTech sector is characterized by rapid changes and emerging technologies. Learners need to adapt to industry trends, understand market dynamics, and stay updated on innovations in financial technology.

- Research and Innovation: Aspiring FinTech professionals often have an interest in contributing to the field's research and innovation. They need to develop research and analytical skills to address emerging industry challenges and develop novel FinTech solutions.

APPROPRIATENESS OF PROGRAM TO BE CONDUCTED IN OPEN & DISTANCE LEARNING (ODL) MODE TO ACQUIRE SPECIFIC SKILLS & AND COMPETENCE

The "Postgraduate Diploma in FinTech" program conducted in Open & Distance Learning (ODL) mode is highly appropriate for acquiring specific skills and competence in the FinTech industry. The expected learning outcomes are as follows:

1. Knowledge Attainment:
   - Comprehensive FinTech Knowledge: Students will attain comprehensive knowledge of FinTech, including blockchain technology, cryptocurrency, digital banking, peer-to-peer lending, and financial data analytics. They will understand the principles, technologies, and trends that drive innovation in the financial technology sector.

   - Regulatory Understanding: Students will acquire a deep understanding of the regulatory landscape in FinTech, ensuring they are well-versed in compliance and legal considerations in the use and development of financial technologies.

   - Data Analysis Proficiency: The program will equip students with proficiency in data analysis, enabling them to extract valuable insights from financial data and make data-driven financial decisions.

2. Transferable Skills and Competencies:

   o Practical Application: Students will develop practical skills to navigate and utilize FinTech tools, platforms, and applications. They will be proficient in applying these tools in real-world financial scenarios, enhancing their employability.

   o Financial Innovation and Entrepreneurship: The program fosters skills in financial innovation and entrepreneurship. Graduates will have the capability to innovate and develop their own FinTech solutions, contributing to the industry's growth.

   o Ethical and Responsible Practices: Graduates will reflect a commitment to ethical and responsible FinTech practices, emphasizing data security, ethical considerations, and regulatory compliance.

   o Research and Analysis: Students will develop research and analysis skills, enabling them to conduct in-depth research in FinTech, address emerging industry challenges, and contribute to the field's research and scholarship.

3. Reflection of Academic, Professional, and Occupational Standards:

   o Academic Excellence: The program reflects academic excellence by providing a curriculum that aligns with industry and academic standards in the field of FinTech. It ensures graduates have a strong academic foundation.

   o Professional Standards: Students will meet professional standards by understanding and adhering to ethical practices and regulatory compliance within the FinTech industry. They will be prepared for professional roles in compliance, data security, and financial innovation.

   o Occupational Preparedness: Graduates will be occupationally prepared to enter roles in various sectors of the FinTech industry, including FinTech analysis, blockchain development, digital banking, and financial data analysis. They will meet occupational standards in these roles.

(V) INSTRUCTIONAL DESIGN:

The PGDF programme is a two-year degree programme of 60 credits. The course material for the programme has been developed in-house with contributions from seasoned academicians as well. The instructional design comprises all learning activities i.e., reading and comprehending the SLM, availing audio-visual aids to enhance knowledge, attending counselling sessions and preparing assignments.

The Programme is of 2 year duration with annual examinations. The maximum period allowed is 4 years (double the duration). The Programme structure is as below.

First Year						
Sl no	**Subject code**	**Subject title**	**Credits**	**Assignments**	**EYE**	**Total**
1	PGDF -01	FinTech Foundations and Overview	6	30	70	100
2	PGDF -02	Financial Accounting and Business Economics	6	30	70	100
3	PGDF -03	Banking, Insurance and Financial Systems	6	30	70	100
4	PGDF -04	Business Statistics and Data Mining	6	30	70	100
5	PGDF -05	Internship-Organization Study	6	Graded		
			30	**120**	**280**	**400**
Second Year						
Sl no	**Subject code**	**Subject title**	**Credits**	**Assignments**	**EYE**	**Total**
6	PGDF -06	FinTech Disruptive Innovation: Implications forSociety	6	30	70	100
7	PGDF -07	Understanding the Fintech Models and Products	6	30	70	100
8	PGDF -08	FinTech Risk Management	6	30	70	100
9	PGDF -09	FinTech Security and Regulation	6	30	70	100
10	PGDF -10	Dissertation - Project	6			200
			30			**600**

POSTGRADUATE DIPLOMA IN FINTECH : COURSES

First Year

1. FinTech Foundations and Overview

   a. What is FINTECH, its importance andevolution

   b. Blockchain and Cryptocurrency

   c. Raising Capital: Credit Tech and Crowdfunding

   d. Artificial Intelligence

    e. Digitisation of Financial Services

2. Financial Accounting and Business Economics

    a. Financial Accounting

    b. Accounting and Financial systems in BFSIsector

    c. Financial Statements and Ratios Analysis

    d. Accounts of Banking and Insurance

    e. Business economics- Demand, Supply andPrice fundamentals

    f. Marketing and consumer psychology

    g. Software Package for Financial Accounting

    h. Taxation of services

3. Banking, Insurance and Financial Systems

    a. Introduction to Core Banking Solutions (CBS)

    b. Role and Functions of RBI, IRDA, SEBI etc.

    c. Insurance sector in India

    d. Negotiable Instruments

    e. FEMA

    f. Payment Solutions

    g. Information Security

    h. FinTech infrastructure

4. Business Statistics and Data Mining

    a. Data Collection and Representation

    b. Statistical Methods

    c. Big Data

5. Internship-Organization Study

Second Year

1. FinTech Disruptive Innovation: Implications forSociety

    a. Evolution vs Revolution

    b. Diversity of Impact

    c. Predicting the Future of FinTech

    d. Government initiatives in FinTech

    e. Implications for Careers

2. Understanding the Fintech Models and Products

    a. Competing on technological innovation

b. Organizing for digital innovation

c. Fintech Models

d. Fintech Products

e. Cloud Computing

f. FinTech Platforms

3. FinTech Risk Management

   a. Compliance with financial requirements

   b. FinTech Compliance with corporate governance: Objectives, guidelines, & policy

   c.   Data Risks- Fraud, Crimes, & Security

   d. Risk of adopting new technology

   e. Financial risks

4. FinTech Security and Regulation

   a. Introduction to FinTech Security & Regulation

   b. Risk Management & Government Control

   c. AML & KYC in FinTech

   d. Government Regulation to ProtectConsumers

   e. Global Trends and Government Initiatives

   f. Introduction to IT Act (related sections)

5. Project

Detailed Syllabus of the Programme: Given below

(b) **Duration of the Programme:** The Duration of the Programme is two years.

(c) **Faculty and Support Staff Requirement:** At present, there are three faculty members in the Department. The Department have all support staff for its the smooth functioning.

(d) **Instructional Delivery Mechanism:**

The instructional delivery mechanisms of the program should be designed to cater to the diverse needs of the learners, provide flexibility, and ensure effective learning outcomes. The program should also provide adequate support services such as academic counselling, technical support, and mentorship to ensure that learners receive the necessary guidance and assistance throughout the program.

As the University functions in the Open and Distance Learning mode, the programmes that we offer are designed to meet the varied requirements of the distant learner. Keeping this in view, the course material developed by the Department is learner friendly. Each course is divided into four to five blocks, which are further divided into units. Each Block consists of three to four units. This number has been determined taking into consideration the learning capabilities of our learners. The structure

of the unit is in line with the guidelines laid down by the DEB-UGC, the apex regulatory body of Open and Distance Learning. The content is kept simple and lucid and follows the self-instructional pattern. Each lesson includes a number of self-assessment questions along with hint answers so that the students are able to track their progress as they proceed with the lesson. At the end of each unit, a list of other relevant books is also provided. Besides providing quality study material to our learners, the Department, following the ODL pattern, has defined its programmes in the terms of credits. In the ODL system, one credit is equivalent to 30 study hours i.e. the study input required for completion of the programme. Normally the programme is a 72-credit programme. This comprises all learning activities ie., reading and comprehending the SLM, availing audio-visual aids to enhance knowledge, attending counselling sessions and preparing assignments. Thus, in the M.B.A. programme, a learner is expected to put in 2160 study hours to complete the programme in two years' time.

(VI) PROCEDURE FOR ADMISSION, CURRICULUM TRANSACTION AND EVALUATION:

Admission Process :

Notifications issued by the University in Regional and National Newspapers and in the official website. The admission process is online through the MP Online Portal. Payment online (various options like net banking, etc.). Submission of the printout of the application by the candidate to the concerned study centre along with original documents for eligibility, date of birth, etc., and along withfee paid receipt. After the Verification of applications- for fulfilment eligibility criteria (marks cards)documents, fee paid details. Approval of the admission and issue of self-learning material (Study Materials) to the students.

Contact Programmes :

The personal contact programme in every course shall extend over a period of 13 working days in each Year and is usually conducted at the beginning of the session. The students are expected to come prepared in the class in order to discuss their problems meaningfully. 75% attendance in the personal contact programme is mandatory.

Eligibility: A bachelor's degree from a recognised university.

Fee Structure:

Rs. 9000: Per Year

Evaluation norms: A learner will be evaluated based on Assignments and term-end examination. Assignments carry 30% weightage whereas the term end examination carry 70% weightage.

Evaluation system:

● Students shall have a minimum of 50% of total marks of the University examinations in each Course. The overall passing minimum is 50% both in aggregate of Internal Assessment and

External Examination in each Course.

- Every course shall have two components of assessment, namely,

  ➢ Internal Assessment: This assessment will be carried out s per the Academic Schedule.

  ➢ Term End Examination: This assessment will be carried out at the end of the Academic Schedule.

  Theory course assessment weightings:

The general guidelines for the assessment of Theory Courses, Department Electivesand Non – non—department electives shall be done continuously as given in Table.

Table: Weightage for Assessment

S.No.	Assessment	Weightage	Duration
1.	First Periodical Assessment	30%	2 periods
2.	Second Periodical Assessment	30%	2 Periods
Out of the two periodical assessments, the highest marks obtained in anyone will be reflected in the grade card.			
4.	Term End Exam	70%	3 hours

Grading System

Based on the student's performance in each Year, grade is awarded with a final letter grade atthe end of the exam evaluation of each Course. The letter grades and the corresponding grade points are as follows.

Table 3: Grading system

Range of Marks	Letter Grade	Grade Points	Remarks
90 – 100	S	10	Outstanding
80-89	A	09	Excellent
70-79	B	08	Very Good
60-69	C	07	Good
50-59	D	06	Average
40-49	E	05	Pass
<40	U	00	To Reappear for Term End Examination

GPA and CGPA

Grade Point Average (GPA) is the ratio of the sum of the product of the number of credits C_i of

course "i "and the grade points Pi earned for that course taken over all courses "i" registered and successfully completed by the student to the sum of Ci for all "i". That is,

$$GPA = \frac{\sum_1^n C_i\ P_i}{\sum_1^n C_i}$$

Cumulative Grade Point Average (CGPA) will be calculated in a similar manner, in any Year, considering all the courses enrolled from the First Year onwards. The Grade card will not include the computation of GPA and CGPA for courses with letter grade "U" until those grades are converted to the regular grades.

Grade Sheet

Based on the performance, each student is awarded a final letter grade at the end of the Year in each course. The letter grades and corresponding grade points are given in Table 3. A student is considered to have completed a course successfully and earned credits if he/she secures a letter grade other than U in that course. After results are declared, grade sheet will be issued to each student which will contain the following details:

- Program and discipline for which the student has enrolled.
- The course code, name of the course, category of course and the credits foreach course registered in that Year
- The letter grade obtained in each course
- Annual Grade Point Average (GPA)
- The total number of credits earned by the student up to the end of thatYear in eachof the course categories.
- The Cumulative Grade Point Average (CGPA) of all the courses taken.
- Credits earned under Non – CGPA courses.
- Additional credits earned for the respective UG degree or respective UGdegree with Minor specialisation.

Class/Division

Classification is based on as follows: CGPA ≥ 8.0: First Class with Distinction

6.5 ≤ CGPA <8.0: First Class

5.0 ≤ CGPA <6.5: Second Class

(i) Further, the award of 'First class with distinction' is subject to the candidate becoming eligible for the award of the degree, having passed the examination in all the courses in his/her first

appearance with effect from Year and within the minimum duration of the programme.

(ii)   The award of 'First Class' is further subject to the candidate becoming eligible for the award of the degree, having passed the examination in all thecourses within 5 years.

(iii) The period of authorised break in study will not be counted for the purpose of the above classification.

Eligibility For The Award of Degree

A student will be declared to be eligible for the award of the degree if he/she has Registered and successfully obtained credit for all the core courses:

➢   Successfully acquired the credits in the different categories as specified in the curriculum corresponding to the discipline of his/her study within the stipulatedtime:

➢   Has no dues to all sections of the institute, including hostels and has nodisciplinary action pending against him/her.

➢   The award of the degree must be recommended by the Academic Counciland approved by the Board of Management of the university.

Re-View Of Answer Scripts / Single Valuation

If any student feels aggrieved on the final outcome of the assessment in any course, the student shall apply to the Controller of Examinations, along with the prescribed fee, for the review of Term End examination answer script, within the stipulated time after the announcement of the results of the examinations. The Controller of Examinations shall facilitate the review of the answer script jointly to be carried outby the student and the faculty detailed for this purpose. If any discrepancy is noticed during review the same shall be rectified and the originally awarded grade accordingly amended.

(VII) <u>REQUIREMENT OF THE LABORATORY SUPPORT AND LIBRARY RESOURCES:</u>

Internet Leased Line

Computer Lab: The University has most modern high-tech Computer Lab with 24 hrs. Internet facility for studying and R&D activities. The state-of-the-art facility features hardware & software that is geared to specific academic programmes.

Research Lab: University equipped with round the clock available Hi-tech research Lab. which includes latest configured systems with Hi-speed internet facility loaded with latest software for research purpose.

Library: The University library is the hub of knowledge with more than 105832 books, Online Journals/Magazines, Back Volumes:, Thesis & Dissertations:, News Papers: 12, Book Bank: 25850 are conveniently accessible for the students and staff of MPBOU. Library

includes Main reading area, separate reading area and reference section.

The MPBOU system consists of a Central Library and Departmental Libraries which collectively support the teaching, research and extension programmes of the Institute. All students, faculty members and employees of the Institute are entitled to use the Library facilities enrolling membership.

Internet Facilities: One Gbps – Lease Line Link are available at the university. University is fully networked with a campus wide network interconnecting all departments. Campus is fully Wi-Fi with high Speed internet connection available round-d-clock.

MS TEAMS Platform: The University has acquired the Zoom platform license and has gone 100% virtual in terms of delivering the regular classes during the COVID lockdown. This has given enough experience for the faculty and expertise to handle the platform for online learning. More than 150 guest lecturers have been organised in the brief period of three weeks inviting industry experts. The MPBOU team is now digitally empowered to conduct OL classes on this virtual platform on a regular basis which shall make the learning process very effective.

LMS: The Institute is using MOODLE and Microsoft Teams for Online teaching andto conduct test and Assignments

(VIII) COST ESTIMATE OF THE PROGRAMME AND THE PROVISIONS:

The programme in English has been prepared in-house. The internal faculty has made contribution through units. The Department has utilised the acumen and expertise of seasoned academicians in the development of the course material. The expenses incurred in outsourcing units is as follows:

Cost Estimates for Development of the Programme:

Programme	Programme Development	Delivery	Total
PGDF	10,00000/-	5,00000/-	15,00000/-

(IX) QUALITY ASSURANCE MECHANISM AND EXPECTED PROGRAMME OUTCOMES:

Quality assurance mechanisms and expected program outcomes are important aspects of any educational program, including Here are some quality assurance mechanisms and expected program outcomes of .

Quality assurance mechanisms are critical in ensuring that a PGDF program delivers on its expected outcomes and meets the needs of learners and the industry. The following are some of the quality assurance mechanisms that can be put in place for a PGDF program:

- Accreditation: PGDF programs can be accredited by recognised bodies to ensure that they meet certain standards of quality. Accreditation can also provide assurance to learners, employers, and other stakeholders that the program meets industry standards.

- Curriculum design and review: PGDF programs should have a well-designed and up-to-date curriculum that aligns with industry needs and trends. Regular curriculum reviews can ensure that the program remains relevant and up-to-date.

- Faculty qualifications and development: The faculty teaching in an PGDF program should have appropriate qualifications and experience in the field of business and management. Regular professional development opportunities can also ensure that faculty remain current with their field's latest developments.

- Student support: PGDF programs should provide appropriate student support services, such as academic advising, career counselling, and access to resources such as libraries and technology.

- Assessment and evaluation: PGDF programs should use appropriate assessment methods to evaluate learners' knowledge and skills. Evaluation can also gather feedback from learners and other stakeholders to improve the program.

Expected program outcomes for an PGDF program typically include:

- Mastery of business and management concepts and practices: Learners should demonstrate a deep understanding of business and management's fundamental concepts and practices.

- Advanced critical thinking and problem-solving skills: PGDF learners should be able to apply advanced critical thinking and problem-solving skills to complex business problems.

- Effective communication and interpersonal skills: Learners should be able to communicate effectively in various business contexts and demonstrate strong interpersonal skills.

- Leadership and management skills: PGDF learners should demonstrate advanced leadership and management skills, including the ability to lead and manage teams and organisations.

- Ethical and socially responsible decision-making: Learners should demonstrate an understanding of ethical and socially responsible decision-making and be able to apply this knowledge in a range of business contexts.

QUALITY ASSURANCE MECHANISM AND EXPECTEDPROGRAM OUTCOMES

- Review Mechanism for Enhancing Program Standards:

- o Regular Curriculum Review: The program undergoes periodic curriculum reviews, typically every academic year or as needed. This process involves a committee of faculty members, industry experts, and academic leaders.
- o Industry Relevance Assessment: The review committee assesses the program's curriculum and instructional design for relevance to professional requirements and industry standards. This assessment considers changes in the business environment, emerging trends, and feedback from alumni and employers.
- o Stakeholder Input: Input is solicited from students, alumni, employers, and industry professionals to ensure that the program meets the evolving needs of the profession.

- Program Benchmark Statements:
  - o The program defines clear benchmark statements that articulate the expected learning outcomes and competencies of graduates. These benchmark statements serve as a reference point for program development and assessment.
  - o Benchmark statements are aligned with national and international standards for management education, reflecting the knowledge, skills, and ethical values that students are expected to acquire.

- Mechanism for Monitoring Program Effectiveness:
  - o Assessment and Evaluation: Continuous assessment and evaluation of the program's effectiveness are conducted. This includes formative and summative assessments, including course evaluations and student feedback.
  - o Learning Outcomes Assessment: Learning outcomes are regularly assessed to ensure students meet the expected program outcomes. These assessments may include examinations, assignments, projects, and practical exercises.
  - o Graduates' Feedback: The program collects feedback from graduates to gauge their preparedness for the professional world and to identify areas for improvement.
  - o Alumni and Employer Surveys: Periodic surveys are conducted among alumni and employers to assess the performance and preparedness of program graduates in professional roles.
  - o Review and Enhancement: The program utilizes the feedback and assessment results to make continuous improvements, both in terms of curriculum design and instructional methods. Adjustments are made to address emerging needs and challenges in the field of management.

o Compliance with Accreditation Standards: If applicable, the program ensures that it meets accreditation standards and requirements, addressing any issues or deficiencies as necessary.

Name & Signature of Programme Coordinator(s)

Name & Signature of the Director of the School of Studies with seal

Enclosure:

1. **Report of Exploratory Expert Committee Meeting**
2. **Need Assessment Report**