

**संत गाडगे बाबा अमरावती विद्यापीठ  
SANT GADGE BABA AMRAVATI UNIVERSITY**

**वाणिज्य विद्याशाखा  
(FACULTY OF COMMERCE)**

**PROSPECTUS  
OF  
POST GRADUATE DIPLOMA IN  
COMPUTER MANAGEMENT  
SEMESTER - I EXAM. WINTER 2012  
SEMESTER - II EXAM. SUMMER 2013**



2012

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**SANT GADGE BABA AMRAVATI UNIVERSITY**  
**SPECIAL NOTE FOR INFORMATION OF THE STUDENTS**

(1) Notwithstanding anything to the contrary, it is notified for general information and guidance of all concerned that a person, who has passed the qualifying examination and is eligible for admission only to the corresponding next higher examination as an ex-student or an external candidate, shall be examined in accordance with the syllabus of such next higher examination in force at the time of such examination in such subjects, papers or combination of papers in which students from University Departments or Colleges are to be examined by the University.

(2) Be it known to all the students desirous to take examination/s for which this prospectus has been prescribed should, if found necessary for any other information regarding examinations etc. refer the University Ordinance Booklet the various conditions/provisions pertaining to examinations as prescribed in the following Ordinances-

Ordinance No. 1	:	Enrolment of Students.
Ordinance No.2	:	Admission of Students
Ordinance No. 4	:	National Cadet Corps
Ordinance No. 6	:	Examination in General (relevant extracts)
Ordinance No. 18/2001	:	An Ordinance to provide grace marks for passing in a Head of passing and Improvement of Division (Higher Class) and getting Distinction in the subject and condonation of defficiency of marks in a subject in all the faculties prescribed by the Statute NO.18, Ordinance 2001.
Ordinance No.9	:	Conduct of Examinations (Relevant extracts)

Ordinance No.10	:	Providing for Exemptions and Compartments
Ordinance No. 19	:	Admission of Candidates to Degrees
Ordinance No.109	:	Recording of a change of name of a University Student in the records of the University
Ordinance No. 6/2008	:	For improvement of Division
Ordinance No.19/2001	:	An Ordinance for Central Assessment Programme, Scheme of Evaluation and Moderation of answerbooks and preparation of results of the examinations, conducted by the University, Ordinance 2001.

**Dineshkumar Joshi**  
 Registrar  
 Sant Gadge Baba Amravati University

**PATTERN OF QUESTION PAPER ON THE UNIT SYSTEM.**

The pattern of question paper as per unit system will be broadly based on the following pattern :-

- (1) Syllabus has been divided into units equal to the number of question to be answered in the paper. On each unit there will be a question either a long answer type or a short answer type.
- (2) Number of question will be in accordance with the unit prescribed in the syllabi for each paper i.e. there will be one question on each unit.
- (3) For every question long answer type or short answer type there will be an alternative choice from the same unit. However, there will be no internal choice in a question.
- (4) Division of marks between long answer and short answer type question will be in the ratio of 40 and 60
- (5) Each short answer type question shall contain 4 to 8 short sub question with no internal choice.

**DIRECTION**

No. 36/2010

Date : 24/6/2010

**Subject : Scheme of examination and other provisions for the examinations leading to the P.G.Diploma courses in Computer Management, Hospital Management, Retail Management, and Insurance and Risk Management in the faculty of Commerce.**

Whereas, the Govt. of Maharashtra Ministry of Higher and Technical Education Dept. Mumbai has granted the permission to start the P.G.Diploma courses in Computer Management, Hospital Management, Retail Management, and Insurance and Risk Management in the affiliated colleges of the University vide its G.R. Nos. एनजीसी-२००८/(२७५/०८) मशि-३, दिनांक १२/८/२००८, एनजीसी-२००९/(१६९/०९) मशि-४, दिनांक ११ जुलै, २००९ and एनजीसी-२००९/(१६९/०९) मशि-४, दिनांक १४ जुलै, २००९

AND

Whereas, the Academic Council has resolved to accept the Scheme of Examination, Eligibility criteria and other details provisions for the P.G.Diploma courses in Computer Management, Hospital Management, Retail Management, and Insurance and Risk Management in its meeting held on 28/5/2010 vide item No. 48 R-2, R-3, R-4 & R-5.

AND

Whereas, the Academic Council has resolved to refer the matter to the Ordinance Committee for preparing the Ordinance/Regulation for the said P.G.Diploma courses.

AND

Whereas, the Academic Council has resolved to accept the syllabi for P.G.Diploma courses in Computer Management, Hospital Management, Retail Management, and Insurance and Risk Management to be implemented from the academic session 2010-11.

AND

Whereas, the Scheme of Examination, Eligibility criteria and Syllabi is to be made available for the said courses from the academic session 2010-11.

AND

Whereas, the admissions for the P.G. Diploma in Computer Management, Hospital Management, Retail Management, and Insurance and Risk Management in the faculty of Commerce are to be made in the Academic Session 2010-11.

AND

Whereas, Examinations leading to the P.G. Diploma in Computer Management, Hospital Management, Retail Management, and Insurance and Risk Management in the faculty of Commerce are to be conducted in Winter-2010.

AND

Whereas, the matter of Scheme of Examination, Eligibility criteria and other detail provisions is required to be regulated by an Ordinance, and making Ordinance is time consuming process.

Now, therefore I, Dr. Kamal Singh, Vice-Chancellor, Sant Gadge Baba Amravati University, Amravati in exercise of the powers conferred upon me under section (8) of section 14 of the Maharashtra Universities Act, 1994, do hereby direct as under-

- i) This Direction may be called, "Examinations leading to the P.G.Diploma in Computer Management, Hospital Management, Retail Management, and Insurance and Risk Management (Semester Pattern) (One Year Course) in the faculty of Commerce, Direction, 2010.
  - ii) This direction shall come into force from the academic session 2010-11.
  - iii) The Eligibility criteria for admissions, other detail provisions related to examinations and scheme of examinations for the P.G.Diploma courses in Computer Management, Hospital Management, Retail Management, and Insurance and Risk Management shall be as given below-
1. The examinations of the P.G.Diploma courses in Computer Management, Hospital Management, Retail Management, and Insurance and Risk Management shall be held Semester wise at such places and on such dates as may be appointed by the Board of Examinations.
  2.
    - i) An applicant for admission to the Semester-I examination shall have - obtained a Bachelor's degree of this University in any faculty or of any other Statutory University whose Degree is recognized as equivalent thereto by Sant Gadge Baba Amravati University.
    - ii) The applicant for Semester-II course shall have been the regular students of Semester-I course.
  3. Without prejudice to the other provisions of Ordinance No.6 relating to the examinations in general, the provisions of paragraphs 5,8,10,27 and 32 of the said ordinance shall apply to every collegiate candidates.
  4. The duration of these courses shall be of one year into two semesters.
  5. The medium of instructions for these courses shall be English.
  6. The P.G. Diploma courses shall be of two Semesters. Each semesters consisting of theory papers and Practical/Project carrying 100 marks each.

7. The fees for the examinations shall be as prescribed by the University from time to time.
8. An applicant for the examination prosecuting a regular course of study to the P.G.Diploma course shall not seek admission to any other academic courses in this or any other University.
9. The Sessional/Internal marks shall be awarded by the Head of the College/Department in consultation with the teachers as per the scheme provided under the scheme of examinations of the respective courses.
10. The scope of the subjects shall be as indicated in the syllabus.
11. The scope of papers and detail scheme of examinations for theory/ Practical/Project shall be as indicated in Annexure-A (for P.G.Diploma in Computer Management), Annexure-B (for P.G.Diploma in Hospital Management), Annexure-C (for P.G.Diploma in Retail Management), and Annexure-D (for P.G.Diploma in Insurance and Risk Management) respectively.
12. An examinee who will be unsuccessful at the examinations shall be eligible for admission to the examinations on payment of a fresh fee prescribed for the examinations together with an ex-student fee shall be as per Ordinance No.12 and on compliance with the conditions of the Ordinance in force from time to time.
13. An examinee who has failed at the Sessional/Practical/Project examinations only shall be required to register himself afresh for doing the Sessional/Practical/Project work again in the College/ Department concerned in the subject or subjects in which he so failed, on payment of a fresh examination fee shall be as per Ordinance No.12. The Head of the Department/College, shall, on being satisfied about the completion of the Sessional/Practical/ Project of such a candidate, send the fresh Sessional/Practical/ Project marks to the University and these fresh Sessional/ Practical/Project marks shall be taken into consideration for computing his result at the examination.
14. Successful examinees obtaining 60% or more marks in the aggregate at the examination shall be placed in the First Division and those obtaining less than 60% but not less than 50% in the second division.
15. The provisions of Ordinance No.18 of 2001 shall be applicable to the examinees of this course.
16. No persons shall be admitted to these examinations if he has already passed the same examination or an equivalent examination of any other Statutory University.
17. A successful examinee shall receive a P.G.Diploma in the prescribed form, signed by the Vice-Chancellor.

**Annexure-A**

**SCHEME OF EXAMINATION**  
**P.G.DIPLOMA IN COMPUTER MANAGEMENT**  
**SEMESTER-I**

Subject Code	Subject title	Duration of exam. hours	Theory/ Sessional	Max. Marks	Minimum Passing Marks	Periods Per Week
101	Principles of Management	3	Theory Sessional	80 20	40 10	4
102	Computer Fundamentals & Operating System	3	Theory Sessional	80 20	40 10	4
103	Object Oriented Programming	3	Theory Sessional	80 20	40 10	4
104	Practical	-	Practical	100	50	4

**SEMESTER-II**

Subject Code	Subject title	Duration of exam. hours	Theory/ Sessional	Max. Marks	Minimum Passing Marks	Periods Per Week
201	Management Information System	3	Theory Sessional	80 20	40 10	4
202	Web Page Designing	3	Theory Sessional	80 20	40 10	4
203	E-Commerce	3	Theory Sessional	80 20	40 10	4
204	Practical	-	Practical	100	50	4

**Scheme for Sessional Marks**

1.	Two Class Room Test (5 Marks each)–	10 Marks
2.	Home Assignment –	05 Marks
3.	Seminar –	05 Marks
<b>Total</b>		<b><u>20 Marks</u></b>

**Scheme of Practical Examination**  
**Division of marks for Practical**

Record preparation	–	20 Marks
Practical	–	40 Marks
Paper	–	20 Marks
Viva	–	20 Marks
<b>Total</b>		<b><u>100 Marks</u></b>

Evaluation of the practical work is based on Internal and External examiners. The final marks will be allotted as the average of marks given by the both examiners.

**Annexure-B****P.G DIPLOMA IN HOSPITAL MANAGEMENT****SEMESTER-I**

Subject Code	Subject title	Duration of exam. hours	Theory/ Sessional	Max. Marks	Minimum Passing Marks	Periods Per Week
101	Hospital Planning & Administration	3	Theory Sessional	80 20	40 10	4
102	Health Care & Management of Services	3	Theory Sessional	80 20	40 10	4
103	Human Resource Management & Organizational Behavior	3	Theory Sessional	80 20	40 10	4
104	Computer Fundamentals & Software Related to Hospital	3	Theory Sessional	80 20	40 10	4

**SEMESTER-II**

Subject Code	Subject title	Duration of exam. hours	Theory/ Sessional	Max. Marks	Minimum Passing Marks	Periods Per Week
201	Material Management & Financial Control	3	Theory Sessional	80 20	40 10	4
202	Medical Terminology and Procedure	3	Theory Sessional	80 20	40 10	4
203	Laws Related to Hospital & Medical Services	3	Theory Sessional	80 20	40 10	4
204	Project Report	-	--	100	50	4

**Scheme for Internal Marks****For 20 Marks**

1.	2 Class Room Test (5 Mark each)	—	10
2.	Home Assignment	—	05
3.	Seminar	—	05
Total marks		—	20

**Scheme of Project Report**

Every student will complete the project report at the end of Semester-II and submit its report to the Director/Principal of the Institute/College before 31st March of the year under the guidance of faculty member, who will act as the supervisor for the project. The total marks for project report shall be 100. Evaluation of the project report will be based on average of marks awarded independently by both internal & external examiners that will be as follows.

Project evaluation 70 marks and project viva 30 marks. A candidate must acquire minimum 50 marks in the project for passing in the project report

**Annexure-C****P.G DIPLOMA IN RETAIL MANAGEMENT****SEMESTER-I**

Subject Code	Subject title	Duration of exam. hours	Theory/ Sessional	Max. Marks	Minimum Passing Marks	Periods Per Week
101	Retail Management- I	3	Theory Sessional	80 20	40 10	4
102	Sales & Distribution Management	3	Theory Sessional	80 20	40 10	4
103	Consumer Behaviour	3	Theory Sessional	80 20	40 10	4
104	Communication Skills	3	Theory Sessional	80 20	40 10	4

**SEMESTER-II**

Subject Code	Subject title	Duration of exam. hours	Theory/ Sessional	Max. Marks	Minimum Passing Marks	Periods Per Week
201	Retail Management- II	3	Theory Sessional	80 20	40 10	4
202	Supply Chain Management	3	Theory Sessional	80 20	40 10	4
203	Fundamentals of Information Technology	3	Theory Sessional	80 20	40 10	4
204	Project	-	--	100	50	4

**Scheme for Internal Marks**

1.	Two Class Room Test (5 Marks each)....	10 Marks
2.	Home Assignment ....	05 Marks
3.	Seminar ....	05 Marks

Total ..... 20 Marks

### Scheme of Project Report

Every student will complete the project report at the end of Semester-II and submit its report to the Director/Principal of the Institute/College under the guidance of faculty member, who will act as the supervisor for the project. The total marks for project report shall be 100. Evaluation of the project report will be based on average of marks awarded independently by both internal & external examiners that will be as follows.

Project evaluation 70 marks and project viva 30 marks. A candidate must acquire minimum 50 marks in the project for passing in the project report

### Annexure-D

#### P.G DIPLOMA IN INSURANCE AND RISK MANAGEMENT

##### SEMESTER-I

Subject Code	Subject title	Duration of exam. hours	Theory/ Sessional	Max. Marks	Minimum Passing Marks	Periods Per Week
101	Principles and Practice of Life & General Insurance-I	3	Theory Sessional	80 20	40 10	4
102	Risk Management	3	Theory Sessional	80 20	40 10	4
103	Fire and Marine Insurance	3	Theory Sessional	80 20	40 10	4
104	Investment Management	3	Theory Sessional	80 20	40 10	4

##### SEMESTER-II

Subject Code	Subject title	Duration of exam. hours	Theory/ Sessional	Max. Marks	Minimum Passing Marks	Periods Per Week
201	Principles and Practice of Life & General Insurance - II	3	Theory Sessional	80 20	40 10	4
202	Marketing of Financial Services	3	Theory Sessional	80 20	40 10	4
203	Engineering, Agricultural & Misc. Insurance	3	Theory Sessional	80 20	40 10	4
204	Project Report	-	--	100	50	4

### Scheme for Internal Marks-

(For 20 Marks)

1.	2 Class Room Test (5 Mark each)	—	10
2.	Home Assignment	—	05
3.	Seminar	—	05

Total marks — 20

### Scheme of Project Report

Every student will complete the project report at the end of Semester-II and submit its report to the Director/Principal of the Institute/College under the guidance of faculty member, who will act as the supervisor for the project. The total marks for project report shall be 100. Evaluation of the project report will be based on average of marks awarded independently by both internal & external examiners that will be as follows.

Project evaluation 70 marks and project viva 30 marks. A candidate must acquire minimum 50 marks in the project for passing in the project report

Amravati.

Date: 22/6/2010

Sd/-

(Dr. Kamal Singh)

Vice-Chancellor

**Syllabi prescribed for  
Post Graduate Diploma in Computer Management  
Semester-I**

**101- Principles of Management**

Unit-I	Business – Meaning, Nature, Scope, Objectives, Importance. Management – Definition, Levels of Management, Functions, Role & Skills of Manager.
Unit-II	Planning – Concept, Importance, Types. Strategy – Meaning and formulation. Communication – Nature, Process, Barriers to communication.
Unit-III	Organising – Concept, Nature, Significance, Different forms of organization. Staffing – Importance & Need, Recruitment & Selection, Methods of Selection.
Unit-IV	Motivation – Concept, Importance, Maslow's theory, Herzberg theory, Theory X, Theory Y, Theory Z, Financial & Non financial Incentives.
Unit-V	Leadership – Concept, Theories & style, Control – Concept, Process, Techniques. Management of Change – Concept, Process.

**Reference Books :**

1. Management concept & practices by Manmohan Prasad, Himalaya Publishing House.
2. Principles & Practice of Management by Dr. L. M. Prasad, Sultanchand & Sons.
3. Management Principles & Practices by Prasad, S. Chand.

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**102-Computer Fundamentals & Operating System**

Unit-I	Fundamentals of computers : Importance of computer, Types, Generation, History of computer – Software & Hardware : Types of memory, Input, Output devices.
Unit-II	Storage Devices – Primary & Secondary memory, Types of memory – Number System – Binary, Octal, Decimal, Data processing, Algorithms & flow charts.

Unit-III	Introduction to DOS – Directory structure, MS-DOS, Internal & External commands. Window operating system – Windows environment, My Computer, Control Panel, Network neighborhood, Windows Explorer, Recycle Bin, Task Bar.
Unit-IV	Introduction to Unix O/s, Introduction to Linux O/S, MS Word – Formatting, Document & Text Designing pages with columns.
Unit-V	MS Excel – Preparing worksheet, Formatting, Use of group in Excel, Use of formula in Excel. MS Power Point – Creating presentation slides, Commercial use & functions of Power Point.

**Reference Books :**

1. Fundamentals of Computer by V. Raja Raman – TMH
2. Computer Fundamentals by B. Ram – PHI
3. MS Office 2000 – PHI
4. Unix Concept & Application by Das – TMH
5. Red hat Linux.

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**103 – Object Oriented Programming**

Unit-I	Features of OOPS, C++ fundamentals, Key, words variables, Built in Data types, Loops & decisions, Constants, Functions, Structures, Array & string handling, Basic C++ programmes.
Unit-II	Object & classes, Polymorphism, Virtual functions, Dynamic memory allocation, Deallocation.
Unit-III	Inheritance – Deriving classes, Levels of inheritance, Constructors in inheritance, Public & Private inheritance.
Unit-IV	Stream & exception, Handling C++ stream, Standard stream input output, Manipulator, File handling, Common error in C++ programming.
Unit-V	Pointers – Basic concepts, Pointer variables, Declaring and using pointer, Pointer arithmetic, Pointers to Array & arrays to pointers, Pointers to object & pointer to function, C++ programmes using pointer.

**Reference Books :**

1. C++ the Complete Reference Shil – TMH
2. Object Oriented Programming in Turbo C++ by Robert Lufore (Galgotiya)
3. OOP With C++ by Balguruswami – TMH.

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**104 – PRACTICAL**  
**Practical based on MS Office & C++**

**The Division of Marks for Practical.**

Record Preparation	–	20 Marks
Practical	–	40 Marks
Paper	–	20 Marks
Viva	–	20 Marks
		<hr/>
Total -		100 Marks

**Note :** Evaluation of the practical work is based on Internal & External examiner. The final marks will be allotted as the average of marks given by both examiners.

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**Semester-II**

**201- Management Information System**

Unit-I	MIS- Concepts, Definition, Importance, Objectives, Characteristics & functions. Components of Information system – Conversion of manual to computer based information system. Integration of managerial levels & functional areas by MIS.
Unit-II	Organization of MIS – Sub systems of MIS, Physical structure of organizational MIS. Conceptual structure of organizational MIS, Establishing MIS.
Unit-III	Information System – Business as a system, Business as an information system. Information system concepts & control. Principle functional system of Business information sources. Classification of information system. Strategic information system – Concept, Components and benefits.
Unit-IV	Data Base System : Grouping of operation by functions, Marketing data system, Purchasing data system, Inventory file, Customer & Sales order file, Production control file. Financial control data system. Personal information system.
Unit-V	Management of Information system – Implementation & evaluation of MIS. Planning of Information system. Information system as an enable.

**Reference Books :**

1. Management Information system by D. P. Goyal.
2. Management of system by A. K. Sharma & J. K. Sharma – Macmillan.
3. Principles of Management by Tripathi & Reddy.

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**202- Web Page Designing**

Unit-I	Internet – History, Applications, Terminology, Protocols, TCP/IP, Computer networks, Connections to Internet WWW – Evolution & features, Web & Internet, Features of WWW, HTTP, URL & Hyper Text, Search Engine.
Unit-II	Browsers : Introduction, Popular browsers, IEA NN, Book marks, History Cookies, Progress indicator, Customization of browser, Handling Web Pages, E-mail – Introduction, Mail servers & networks, E-mail protocol, E-mail clients.
Unit-III	FTP – Introduction, Using FTP, FTP Servers. MS Front Page – Introduction, Text styles, Images & links, Symbols & Lines, Tables, Forms, Marquee & Scripts.
Unit-IV	Web Page Construction – Introduction to HTML – Common tags, Headers, Text styling, Linking images, Formatting text, Tables, Forms, Meta tags. Introduction to paint shop Pro – Image & Screen capturing, Layers, WWW resources – Introduction to MS Visual Interdev. Introduction to Dream viewer.
Unit-V	XML – Introduction, Structuring data, XML document, Graphics & Image editing : Adobe Illustrator, Adobe Photoshop, Text Editing, Adobe Page Maker, Corel draw.

**Reference Books :**

1. Practical ASP by Ivan Bayross – BPB
2. Active Server Pages 24 hours by Christoph Wille – Techmedia.
3. Web Application with MS Visual – Microsoft Corporation.

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**203-E-Commerce**

Unit-I	E-Commerce – Concept, Perspectives, Conceptional frame work, Information management, E-Commerce on private networks. E-Commerce on Web, EDI, E-Commerce in India, Adoption of E-Commerce, How E-Commerce.
Unit-II	Application in B2C : Consumers shopping procedure on the Internet, Impact on dis-intermediation & re-entertainment, Global market. Products in B2C model : Online Banking and its benefits. Online financial services.
Unit-III	Application in B2B: Key technologies for B2B, Models of B2B, Characteristics of supplier oriented & Buyer oriented market place, Characteristics of intermediary oriented market place, Benefits of B2B. Internet based EDI, Marketing issues in B2B.
Unit-IV	EDI in Governance, Application of internal for governance, Concept of Govt. to Business, Business to Govt. & Citizen to Govt. E-Governance Models : Private sector interface in governance.
Unit-V	Cyber laws – Definition, introduction : IT Act 2000, E-mail, SZT Act 2000, Technology & IT Act 2000. E-Com & IT Act 2000. E-Com & Security : Introduction, Shopping cost technology, Online Auction, Online trading, Other E-business. Security, Data mining-care study.

**Reference Books :**

1. I. T. Tools & Application (M)
2. Developing E-Com. sites by Sharma & Sharma (PE).
3. Business on Net : By Agrawala (M)
4. Handbook of Cyber Laws by Vakul Sharma(M)
5. Internet & WWW – How to programme by Dietd., Dietel, Nitto(P.E.).

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**204-PRACTICAL****Practical based on**

1. Internet
2. Front Page
3. Web Page designing
4. Graphics Image & Text Editing

**The Division of Marks for Practical**

1.Record preparation	–	20 Marks
2.Practical	–	40 Marks
3.Paper	–	20 Marks
4.Viva	–	20 Marks
Total		- 100 Marks

**Note :** Evaluation of the practical work is based on Internal & External examiner. The final marks will be allotted as the average of marks given by both examiners.

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