

UNIVERSITY OF MUMBAI

No.UG / 380 of 2009

CIRCULAR: -

The Head, University Department of German and the Principals of the affiliated Colleges in Arts are hereby informed that the recommendation made by the Board of Studies in German at its meeting held on 6th March, 2009 has been accepted by the Academic Council at its meeting held 21st April, 2009 vide item No. 4.33 and subsequently approved Management Council at its meeting held on 22nd May, 2009 vide item No. 20 and that, in accordance therewith, **One Year Part-Time Diploma in Business Japanese** has been introduced with effect from the academic year 2009-2010.

Further that in exercise of powers conferred upon the Management Council under Section 54(1) and 55(1) of the Maharashtra Universities Act, 1994, it has made **Ordinances 5859 and 5860, Regulations 8020, 8021, 8022, 8023, 8024 and 8025** including Syllabus relating to the One Year Part-Time Diploma in Business Japanese is as per Appendix and that the same has been brought into force with effect from the academic year 2009-2010.

MUMBAI-400 032
29th September, 2009

PRIN.K.VENKATARAMANI
REGISTRAR

To,

The Head, University Department of German and the Principals of the affiliated colleges in Arts

A.C/4 33/21.04.2009

M.C.20/22.05.2009

No.UG 380 A of 2009,

MUMBAI-400 032 29th September, 2009

Copy forwarded with compliments for information to :-

- 1) The Dean, Faculty of Arts,
- 2) The Chairperson, Ad-hoc Board of Studies in German,
- 3) The Controller of Examinations,
- 4) The Co-ordinator, University Computerization Centre

Copy to: -

The Director, Board of College and University Development, the Deputy Registrar (Eligibility and Migration Section), the Director of Students Welfare, the Executive Secretary to the Vice-Chancellor, the Pro-Vice-Chancellor, the Registrar and the Assistant Registrar, Administrative sub-center, Ramnagar for information.

The Controller of Examinations (10 copies), the Finance and Accounts Officer (2 copies), Record Section (5 copies), Publication Section (5 copies), the Deputy Registrar, Enrichment, Eligibility and Migration Section (5 copies), the Deputy Registrar, Statistical Unit (2 copies), the Deputy Registrar (Accounts Section), Videomaster (2 copies), the Deputy Registrar, Admission Section (2 copies), the Professor-cum-Director of the Institute of Distance & Open Learning (10 copies), the Director University Computer Center (10 copies), the Vice-Chancellor (2 copies), the Deputy Registrar (Specimen) (10), the Deputy Registrar (Specimen) (10), the Assistant Registrar (Specimen) (10).

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UNIVERSITY OF MUMBAI



ORDINANCES, REGULATIONS,
SCHEME OF EXAMINATION
AND
SYLLABUS
FOR THE
ONE YEAR DIPLOMA
IN
BUSINESS JAPANESE

(Introduced with effect from the academic year 2009-2010.)

**Ordinances and regulations relating to the one year course in Business Japanese
(New course beginning in the academic year 2009-10)**

There is a great demand for Business Japanese courses right now. In Japanese, there is a marked difference in the type of Japanese used in normal situations and in the Business environment. Students who study Japanese for their careers find it difficult to adjust to Japanese work culture and etiquette. This course would prepare them for careers in Japanese companies, or for working with Japanese.

- O 5559 Title of the Course
Diploma in Business Japanese
- O 5560 Eligibility: Students seeking admission to the Business Japanese Course should have passed Level 3 or Level 2 of the Japanese Language Proficiency Test conducted each year all over the world by the Japan Foundation (Government of Japan).
- R 8020 Intake capacity : 20
- R 8021 Teaching faculty qualification: as per University regulations.
- R 8022 Duration of the course
The Diploma in Business Japanese course will be of one academic year.
- R 8023 Fee Structure: as per University regulations. Exam fees will be collected as per the University rules.
- R 8024 Standard of Passing: Students should secure a minimum of 50% in each of the two papers and the orals separately, and have 75% attendance.
- R 8025 Scheme of Syllabus and Evaluation for the Course in Business Japanese
Text books: Business Japanese 1 and Business Japanese 2. 2007.
(Published by Nissan Publishers)
- Topics covered:
- Writing Business emails and letters
 - Telephone etiquette
 - Preparing for visits
 - Making presentations etc.
- Exam Pattern:
There will be two written papers of 100 marks each and an oral exam of 50 marks. Paper 1 will test Kanji (Chinese Characters) and vocabulary. Paper 2 will test comprehension skills and writing skills.
