9.0 Norms for PGCM/ PGDM Courses

9.1 Post Graduate Certificate in Management (PGCM) Course shall be of duration more than 1 year and not exceeding 2 years.

9.2 The duration of the Post Graduate Diploma in Management (PGDM) Course shall not be less than 21 months.

9.3 Executive PGDM Programme shall be of duration of 15/ 18 Months.

9.4 The Academic calendar for admission of students shall be followed as prescribed by AICTE. The admission shall be started from 1st March (subject to the grant of EoA for the current Academic Year by the Council) and end by 30th June every year.

9.5 Admission to PGDM Courses shall be made only from the candidates qualified from any one of the six All India tests, i.e.; CAT, XAT, CMAT, ATMA, MAT, GMAT or the common entrance examinations (if any) conducted by the respective State Governments for all Institutions other than Minority Institutions.

The candidates shall be short listed on the basis of the overall rank computed taking into account of the following components and their weights:

- Score in the Common Admission test - 35 to 60%

- Score for academic performance in X Std., XII Std., Under Graduate Degree/ Post Graduate Degree - 5 to 25%

- Group discussion/ interview - 20 to 45%

- Weightage for participation in Sports, Extra-Curricular activities, Academic diversity and Gender diversity - 5 to 20%

9.6 PGDM Institutions shall publish the information regarding the name of the Common Admission test, from which the candidates are selected for admission, the percentage of scores of the above components on its website, admission Brochure and well before the admission process initiated and inform the Applicants through specific communications.

9.7 The Institution shall inform AICTE and clearly display on the Institution Web site the eligibility criteria, selection procedure and the merit list of the candidates who have applied for the Programme. The selection of the students shall be strictly on the basis of merit only.

9.8 Institutions shall upload PGCM/ PGDCM students' enrolment data in the prescribed format on AICTE Web-Portal within one month from the last date for admission every year. If it is not uploaded, the Council shall not grant approval to the Institution in the next Academic Year.

9.9 The Institutions shall mandatorily mention the enrolment number allotted to each student by AICTE in their Diploma Certificate and mark sheets as per the format available in AICTE Portal.

9.10 Institutions may devise their own Curriculum for PGCM/ PGDM Courses, however it shall be in conformity with the Model Curriculum developed by AICTE and incorporate significant part of academic components in their Curriculum. To introduce any new Course, the nomenclature and Syllabus of the same shall be submitted to the Policy and Academic Planning Bureau, AICTE for approval of the concerned Board.

9.11 Board of Governors (BoG)/ Board of Management (BoM) is to be constituted as per Appendix 18 of the Approval Process Handbook for Standalone PGDM Institutions. The minutes of the meetings of the Board of Governors (BoG)/ Board of Management (BoM) shall be uploaded periodically in the website of the Institutions.

9.12 PGDM Institutions shall refund the Fee collected, after deducting an amount of ₹1000/- (One Thousand only) as processing Fee and return the Certificates to the students withdrawing the admission before the last date of admission, irrespective of the reasons for withdrawal of admission. The last date for withdrawal of admission for the purpose of refund of Fee shall be 30th June of every year.

9.13 PGDM Institutions shall publish the Fee being charged in its website and admission Brochure well before the admission process is initiated and inform the Applicants through specific communications.

9.14 PGDM Institutions shall follow norms and standards and conditions prescribed by the Council from time to time.

9.15 All PGDM Institutions should upload both the transcripts and Certificates on National Academic Depositary (NAD).

9.16 The rules with respect to matters relating to examinations and arbitration shall be decided by the All India Board of Management, AICTE.

9.17 Institutions shall appoint OMBUDSMAN as per All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F. No. 1-101/PGRC/AICTE/ Regulation/2019 dated 07.11.2019.

9.18 The academic session shall normally be from 1st July of the Current Calendar Year to 30th June of the next Calendar Year.

9.19 The Standalone Institutions are falling under THREE categories, as Category I, II and III based on the All India Council for Technical Education (Categorisation of Standalone Institutions (SIs) for Grant of Graded Autonomy) Regulations, 2019.

Category I/ II Institutions shall have to update the data in AICTE Web-Portal on annual basis and comply the norms and standards as specified by AICTE from time to time. An Affidavit[2] to this effect shall be submitted annually to AICTE. Student enrolment details shall be uploaded in the Web-Portal within one month from the last date for admission every year.

If any complaints are received about the violation of the norms, AICTE shall inspect the Institution, the action as specified in the Approval Process Handbook shall be initiated.

Faculty Cadre and Qualifications shall be as per:

AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the maintenance of Standards in Technical Education - (Degree) Regulation, 2019 and subsequent amendments/ new Regulations issued by AICTE from time to time.

AICTE Regulations on Pay Scales, Service Conditions and Minimum Qualifications for the Appointment of Teachers and Other Academic Staff such as Library, Physical Education and Training & Placement Personnel in Technical Institutions and Measures for the maintenance of Standards in Technical Education - (Diploma) Regulation, 2019 and subsequent amendments/ new Regulations issued by AICTE from time to time.

ix	Hotel Management and Catering Technology	2 years	Passed Bachelor Degree in Hotel Management and Catering Technology/ Hotel Management of minimum 4 years duration or equivalent Degree. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.
x	MCA	2 years	Passed BCA/ Bachelor Degree in Computer Science Engineering or equivalent Degree. OR Passed B.Sc./ B.Com./ B.A. with Mathematics at 10+2 Level or at Graduation Level (with additional bridge Courses as per the norms of the concerned University). Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.
xi	Management (MBA)	2 years	Passed Bachelor Degree of minimum 3 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.
xii	Management (PGCM)	More than 1 year and not exceeding 2 years	Passed Bachelor's Degree of minimum 3 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.
xiii	Management (PGDM)	Not less than 21 Months	Passed Bachelor's Degree of minimum 3 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.
xiv	Management (Executive PGDM)	15 Months or 18 Months	Passed any Bachelors Degree of minimum 3 years duration and a minimum of 5 years relevant managerial/ supervisory experience. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.
xv	Lateral Entry to Vocational	2 years	Passed Bachelor's Degree in Vocation (Level 7) qualified in related sector with minimum 2 years of industrial experience. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.

1.5   Integrated Courses

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology	5 years	Passed 10+2 examination with Physics and Mathematics as compulsory subjects along with one