APPENDIX-9

Norms for PGDM/PGCM Courses

9.1   The duration of the Post Graduate Diploma in Management (PGDM) Course shall be 2 years.

9.2   Post Graduate Certificate in Management (PGCM) Course shall be of 1 year duration.

9.3   PGDM Programme shall be of duration of 18 Months for working professionals having a minimum of 5 years relevant managerial/supervisory experience.

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%

- Weight age 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 and admission Brochure well before the admission process initiated and inform the Applicants through specific communications.

9.7   The Institution shall clearly display and inform AICTE (through URL under attachment tab in web portal) 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/ PGDM students' enrolment data in the prescribed format on AICTE Web-Portal within one month from the last date as prescribed by AICTE for admission every year. If it is not uploaded, the Council shall not permit such institutions to apply for approval for 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 with drawing 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 30thJune of every year.

9.13 PGDM Institutions shall publish the Fee being charged in its web site 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 PGDM Institutions should upload both the Transcripts and Certificates of all the students passed out on National Academic Depositary (NAD) and provide NAD registration details on AICTE portal.

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 OMBUDSPERSON shall be appointed 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 (PGDM) 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. Also, Institutions should upload both the Transcripts and Certificates of all the students passed out on National Academic Depositary (NAD) and provide NAD registration details on AICTE portal.

9.20 If any complaints are received regarding violation of prescribed norms, AICTE shall inspect the Institution and punitive action as specified in Chapter VIII of the Approval Process Handbook shall be initiated.

9.21 The existing standalone PGDM institutions may run Fellow Program in Management (FPM) based on their eligibility as specified in **Clause 2.17** of Chapter II.

9.22 The Conduct and Admission procedure for such approved FPM program shall be in line with the norms as specified in **Appendix 20**.

1.4 Post Graduate Diploma / Post Graduate Degree / Post Graduate Certificate

Sl. No.	Programme	Duration	Eligibility
i	Engineering and Technology	2 years	Passed Bachelor's Degree or equivalent in the relevant field.
			Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
ii	Engineering and Technology (Certificate)	1 year	Passed Bachelor's Degree or equivalent in the relevant field.
			Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
iii	Planning	2 years	Passed Bachelor Degree in Planning/ Architecture/ Civil Engineering
			OR
			Passed Master Degree of Geography/ Economics/ Social Sciences or equivalent Degree.
iv	Applied Arts and Crafts	2 years	Passed Bachelor Degree in Fine Arts or equivalent Degree.
			Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
v	Design	2 years	Passed Bachelor Degree of minimum 4 years duration.
			Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
vi	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.
vii	MCA	2 years	Passed B.C.A/ B.Sc. (Computer Science)/ B.Sc. (IT) / B.E. (CSE)/ B.Tech. (CSE) / B.E. (IT) / B.Tech. (IT) or equivalent Degree.
			OR
			Passed any graduation degree (e.g.: B.E. / B.Tech. / B.Sc / B.Com. / B.A./ B. Voc./ etc.,) preferably with Mathematics at 10+2 level or at Graduation level
			Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
			(for students having no Mathematics background compulsory bridge course will be framed by the respective University/ Institution and additional bridge courses related to computer subjects as per the norms of the concerned University).
viii	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.
ix	Management (PGCM)	1 year	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.
x	Management (PGDM)	2 years*	Passed any Bachelors 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.
		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 thequalifying examination.
xi	Lateral Entry to Vocational Courses	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.

*(with exit option of PGCM after completion of 1st year subject to fulfilling the required credits) refer table 1.3(b)(iii)