

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 3 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 30th June 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 Depository (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 Depository (NAD) and provide NAD registration details on AICTE portal.
- 9.20 Standalone institutions offering PGDM/PGCM courses under the same Trust/Society but located at different cities/states shall be permitted for consolidation. The students could be admitted through a centralised admission process and also the semester / yearly examinations could be conducted centrally. However, all the institutions which are subject for consolidations shall mandatorily adhere to the norms and conditions w.r.t infrastructure, land and faculty individually. Faculty sharing shall be permitted among the consolidated campuses for delivery of expert lectures. However, each campus shall maintain its faculty student ratio as prescribed by the council. The main campus of such institutions which are intending for consolidation shall fall under the Category 1 or 2 of the graded autonomy granted by AICTE. If not, the institution shall submit an undertaking that they shall secure Graded autonomy within 2 years from the date of consolidation.
- 9.21 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.
- 9.22 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.
- 9.23 The Conduct and Admission procedure for such approved FPM program shall be in line with the norms as specified in **Appendix 20**.