

INFORMATION BROCHURE – 2025

For admission to

POST GRADUATE DIPLOMA IN Academic Governance and Management (Leadership Oriented and Practice Based)

Session 2025 – 2026



Last Date of Submitting e-Applications: 30th June, 2025

e-Application Form Link:

https://www.nitttrchd.ac.in/pdf/2025/pgdiploma_brochure/ApplicationFormPGDiplomaPrograms.pdf

Email ID for submitting e-Applications: pgdiploma@nitttrchd.ac.in

**Entrepreneurship Development and Industrial
Coordination Department**

**National Institute of Technical Teachers
Training and Research**

(Deemed to be University Under Distinct Category)

Sector – 26, Chandigarh – 160 019

Phone: 0172-2759593; 0172-2759785

Website: www.nitttrchd.ac.in

June 2025

PROGRAM AT A GLANCE

e-Application Form Link	https://www.nitttrchd.ac.in/pdf/2025/pgdiploma_brochure/ApplicationFormPGDiplomaPrograms.pdf
Email to	pgdiploma@nitttrchd.ac.in (latest by 30-June-2025)
Name of the Programme	Post Graduate Diploma in Academic Governance and Management
Department	Entrepreneurship Development and Industrial Coordination
No. of seats	18
Target Audience	Industry Professionals / Teachers / Academic Administrators / Scientists / Officials of Regulatory Bodies / Entrepreneurs / Any Graduates
Mode of Conduct	Hybrid Mode
Practice-based	The program is leadership oriented and practical in nature, with expert speakers from both academia and industry as integral part of the program
Flexibility	The program is offered with Multi-Entry, Multi-Exit option. If a learner exits after successfully earning the requisite credits of first semester, he/she will earn a Certificate in Academic Governance and Management. The learner may rejoin within a period of three years from the date of leaving the program to resume the learning journey as per the NITTTR Chandigarh norms and regulations as applicable.
Minimum Qualification for Admission	<p style="text-align: center;">Minimum Eligibility criteria for Admission</p> <p>Candidates applying for admission must have pursued at least a Bachelor's Degree programme (duly recognized by respective Indian educational regulatory bodies) after twelve years of formal schooling with at least 50% marks at graduation level. Candidates appearing in the final year examination of Bachelor's Degree are also eligible to apply for admission irrespective of their percentage of scores obtained till the time of application, provided that they expect to fulfil the eligibility criteria when their results are declared and which must be submitted to the NITTTR office at the time of admission to the programme.</p> <p style="text-align: center;">OR</p> <p>Candidate must have pursued at least a recognized Diploma Programme (duly recognized by respective Indian educational regulatory bodies) after ten years of formal schooling with at least 50% marks at Diploma level and a minimum of three years of relevant work experience.</p> <p>*Note - Relaxation will be provided to candidates belonging to reserved categories as per the Government of India norms.</p>

Programme Fee (in Rs.)	Sr. No.	Particulars		Amount in INR
	1.	Admission Fee (to be paid once only; non-refundable)	A	<u>Rs. 5,000/-</u>
	2.	One Time Security Deposit (Refundable)	B	<u>Rs. 7,500/-</u>
	3.	Misc. Fee for other facilities per semester for First Semester (library/internet/welfare/development etc.)	C	<u>Rs. 2,500/-</u>
	4.	First Semester Fees	D	<u>Rs. 14,713/-</u>
	5.	Total amount payable at the time of admission (A+B+C+D)	E	<u>Rs. 29,713/-</u>
	6.	Second Semester fees	F	<u>Rs. 14,713/-</u>
	7.	Misc. Fee for other facilities per semester for Second Semester (library/internet/welfare/development etc.)	G	<u>Rs. 2,500/-</u>
	8.	Total Fee for whole PG Diploma in Academic Governance and Management (without late fee) (E+F+G)*		<u>Rs. 46,926/-</u> (including <u>Rs. 7,500/-</u> of security refundable fees)
<p>*Excluding any additional charges as given below, if applicable.</p> <ul style="list-style-type: none"> • Hostel/Mess charges extra as per rules. • Students will deposit migration fee (if any), examination fee, and any other applicable fee as per norms of NITTTR, Chandigarh (Deemed to be University). 				
Department Virtual Tour	https://www.nitttrchd.ac.in/edic/v_tour.php			
Institute Virtual Tour	https://youtu.be/Cg3KSNoTVE8			

National Institute of Technical Teachers Training and Research, Chandigarh

(Deemed to be University Under Distinct Category)

Post Graduate Diploma in Academic Governance and Management

1. About the Institute

In realization of the need for training better quality technicians to meet the large-scale industrialization of the country, the Ministry of Education, Government of India, on the recommendations of All India Council for Technical Education (AICTE), established four Regional Technical Teachers' Training Institutes (now National Institute of Technical Teachers' Training & Research, (NITTTR) at Bhopal, Chandigarh, Chennai and Kolkata in 1967. The institute at Chandigarh, started in collaboration with Royal Netherlands Government (up-to 1974), was designed to meet the requirements of developing polytechnic education in the northern region covering the then states/UTs of Jammu and Kashmir, Himachal Pradesh, Punjab, Haryana, Rajasthan, Uttar Pradesh, Uttarakhand, Delhi and Chandigarh. The institute during this time acted as a resource system to technical education and provided guidance at national, state and institution levels in policy formulation, planning and management, quality controls etc. The institute is registered under the Societies Registration Act, 1860 and is managed by a Board of Governors.

To achieve its stated objectives, the institute undertakes the following spectrum of activities: Education and Training Programmes; Curriculum Development; Instructional Material Development; Research and Development; Extension Services; Consultancy in Technical Education and Technology areas. Keeping in tune with the various emerging needs of the country, the institute presently extends its services in the following areas as well: Media Development including information resources, their acquisition, storage and retrieval; Entrepreneurship Development; Industry Institute Interaction; Continuing Education for Working Engineers/Technicians; Rural Development; Transfer of Appropriate Technology to Rural Areas; Integrating Persons with Different Abilities with the Mainstream of Technical and Vocational Education.

Since 2003, engineering colleges in the northern region have been brought under the purview of this institute as per the directions of Ministry of Education (then the MHRD). Since then, this institute has been conducting many short-term courses in various subjects for engineering college teachers, in addition to catering to their other needs. Further, the institute is also organizing induction training programmes and content based short term courses through ICT.

The status of the institute was elevated to a National Institute and renamed as National Institute of Technical Teachers Training and Research on 18 November, 2003 with an objective to play a larger role for the improvement of Technical Education in the country. **Looking into the consistent performance and contribution in Technical Education System, the institute has now been granted the status of Deemed to be University under Distinct Category with effect from 22nd February 2024.**

Please take a virtual tour of the Institute at <https://youtu.be/Cg3KSNoTVE8> to have a glimpse of the wonderful facilities available in the institute.

2. Institute Vision, Mission and Quality Policy

Vision

- a. To be a global centre of excellence for capacity building through transformative education, training and research.

Mission

- b. Design and implement dynamic and flexible curricula to inculcate problem solving, design thinking, creativity, innovation and research through inter-disciplinary and multi-disciplinary programmes for inclusive and equitable education.
- c. Develop professionals with ethics, social values and aptitude for lifelong learning.
- d. Develop and implement innovative instructional and evaluation approaches for continuous quality improvement in higher education system.
- e. Develop and provide repository of instructional resources for capacity building.
- f. Collaborate with academia, research organizations, industry and other similar entities both at National and International level with sustainability perspective.

Quality Policy

NITTTR (Deemed to be University under Distinct Category) is committed to provide high quality and customized education, training, Research and Development (R&D) and extension services to technical and vocational education system, industry and community. The institute shall develop leadership in technical teacher training and provide educational products and services to enable the technical education system to achieve excellence internationally.

3. Objectives of Post Graduate (PG) Diploma Programmes

In the 21st century, educational institutions face the challenge of keeping pace with rapid advancements in technology and pedagogy. To navigate this dynamic environment, there is a pressing need for high-quality academic leadership equipped with both managerial acumen and a deep understanding of educational governance.

Academic institutions require leaders who can effectively manage resources, implement strategic initiatives, and foster an environment conducive to learning and innovation. These leaders must be adept in areas such as curriculum design, institutional planning, quality assurance, and stakeholder engagement.

To meet these demands, it is essential to reorient and enhance the skills of existing academic leaders through specialized programs that focus on academic governance and management. Such programs should emphasize practical, industry-oriented approaches to equip leaders with the tools necessary for effective decision-making and institutional development.

A Postgraduate Diploma in Academic Governance and Management aims to bridge the gap between traditional educational leadership and the contemporary challenges faced by institutions. By focusing on areas such as strategic planning, resource management, and quality assurance, this program seeks to develop leaders who can drive institutional growth and adapt to the ever-changing educational landscape.

4. Mode of Conduct

The PG Diploma in Academic Governance and Management will be offered in hybrid mode spreading over two semesters

5. About Entrepreneurship Development and Industrial Coordination (EDIC) Department

Entrepreneurship Development and Industrial Coordination (EDIC) department was established at NITTTR, Chandigarh in the year 1983 with a view to introduce and promote entrepreneurship development and improve Industry-Institute Interaction (III) in the technical education system. Presently, the department provides services to the Engineering Colleges, Polytechnics and Management Institutes of the Country. The department is engaged in training of entrepreneurs, potential entrepreneurs, entrepreneur-trainer-motivators (ETMs), technical teachers, managers, administrators & professionals from industries. With a holistic approach to the promotion of entrepreneurship and industry-institute interaction, the department is also conducting research & development studies; preparing instructional material (both print and non-print); offering assistance in curriculum design and review; providing extension services to client institutes and undertaking consultancy work in the broad areas of Entrepreneurship and allied aspects.. For more information, please refer to the following web-links for the department:

Virtual Tour	https://www.nitttrchd.ac.in/edic/v_tour.php
Brochure	https://www.nitttrchd.ac.in/edic/pdf/EDIC_BROCHURE1.pdf

6. Special Features of PG Diploma Program

- The program is offered with Multi-Entry, Multi-Exit option. If a learner exits after successfully earning the requisite credits of first semester, he/she will earn a *Certificate in Academic Governance and Management*. The learner may rejoin within a period of three years from the date of leaving the program to resume the learning journey.
- The program is Leadership oriented and Practice based, with expert speakers from Academic Institutions.
- The nature of programmes offered are flexible, allowing self-pacing and taking up courses of study in a sequence and at the time convenient to the students within the maximum time frame as stipulated by the institute for the completion of the programme.
- The curriculum contents of the programmes are aligned with the National Higher Education Qualification Framework and NEP-2020 guidelines.
- Assessment of students' performance is based on both continuous evaluation and end-semester evaluation with the use of a variety of assessment techniques matching the learning objectives of different courses of study.

7. Sanctioned Intake and Reservation

Sanctioned Intake:

Eighteen (18) seats are available in Post Graduate Diploma in Academic Governance and Management.

Reservation:

Reservation for SC, ST candidates, PWDs, OBC and EWS category is available as per instructions by Govt. of India applicable to all higher education Institutions.

Note:

The institute reserves the right of admission entirely and the decision of Institute

authorities on admission will be final in all the cases.

8. Categories of Admissions

The preference for admission will be as per the following sequence of categories:

- a) Sponsored Teachers/ Technical Staff of Technical Institutions/ Officials of State DTEs/ BTEs
- b) Working professionals from Industry/ Other Organizations
- c) Engineering Graduates aspiring to upgrade their knowledge and skill

9. Eligibility Criteria

- Candidates applying for admission must have pursued at least a Bachelor's Degree programme (duly recognized by respective Indian educational regulatory bodies) after twelve years of formal schooling with at least 50% marks at graduation level. Candidates appearing in the final year examination of Bachelor's Degree are also eligible to apply for admission irrespective of their percentage of scores obtained till the time of application, provided that they expect to fulfil the eligibility criteria when their results are declared and which must be submitted to the NITTTR office at the time of admission to the programme.

OR

Candidate must have pursued at least a recognized Diploma Programme (duly recognized by respective Indian educational regulatory bodies) after ten years of formal schooling with at least 50% marks at Diploma level and a minimum of three years of relevant work experience.

- Working professionals must submit a No Objection Certificate from their employer.

***Notes: 1. Relaxation will be provided to candidates belonging to reserved categories as per the Government of India norms.**

2. A certified copy of the conversion formula, in case of marks in grade points (i.e., CGPA to %), is essential.

10. Duration of the Programme

The normal duration of PG Diploma Programme is 1 academic year (2 semesters).

11. Study and Evaluation Scheme in brief

FIRST SEMESTER

COURSE CODE	COURSE NAME	CREDITS	MARKS		
			Internal Assessment	University Examination	Total
AGM-101	Quality Assurance & Accreditation	4	50%	50%	100%
AGM-102	Project Planning & Management	4	50%	50%	100%
AGM-103	Principles of Management & Leadership	4	50%	50%	100%
AGM-I-104	MOOC in "ICT and Education" domain	3	50%	50%	100%
AGM-I-105	MOOCs in the "Communication Skill" domain	3	50%	50%	100%
AGM-I-106	MOOCs in the "Entrepreneurship" domain	3	50%	50%	100%
Semester Total		21			

SECOND SEMESTER

COURSECODE	COURSE NAME	CREDITS	MARKS		
			Internal Assessment	University Examination	Total
AGM-107	Indian Knowledge Systems	3	50%	50%	100%
AGM-108	Performance Evaluation & Assessment	4	50%	50%	100%
AGM-109	Resource Generation and Mobilization	3	50%	50%	100%
AGM-110	MOOCs in "Institutional Management / Administrative Procedures" domain	3	50%	50%	100%
AGM-I-111	MOOCs in "National Education Policy" domain	3	50%	50%	100%
AGM-I-112	Major Project	4	50%	50%	100%
Semester Total		20			

TOTAL CREDITS = 41

NOTES: 1. Requirement for the award of *Post Graduate Diploma in Academic Governance and Management* is **41 credits with minimum CGPA of 6.0**

3. For SWAYAM-NPTEL courses, the sessional and end-semester examination may be conducted by the institute OR the students may be asked to take the SWAYAM-NPTEL exam by paying the requisite fee and submit the certificate to the department for credit transfer. Grades will be awarded on the basis of marks computed out of 100. In case of reappear in such course, some other course may be repeated with the permission of the Head of the department.

12. Conditions for Appearing in End-Semester Examination

a) Attendance

A candidate shall be eligible to appear in the end-semester examination of a subject only if he/she has attended a minimum of 75% of classes in that subject. A deficiency up to 10% only may be condoned by the Director of the institute in special cases. A candidate who does not fulfill the attendance requirements in a subject will have to

repeat the course of instruction in that subject.

b) Continuous Evaluation

Continuous evaluation comprises of two periodic tests (60% of total sessional marks) and assignments/class projects/presentations/group discussions (40% of total sessional marks) during a semester. No special test is permissible in continuous evaluation.

13. Evaluation Method

The grades, their respective description, the method for the Award of Grades, along with grade points are given below:

Marks	Grade	Grade Point	Description
≥ 90	A+	10	Outstanding
$\geq 80 \text{ \& } < 90$	A	9	Excellent
$\geq 70 \text{ \& } < 80$	B+	8	Very Good
$\geq 60 \text{ \& } < 70$	B	7	Good
$\geq 50 \text{ \& } < 60$	C+	6	Average
$\geq 45 \text{ \& } < 50$	C	5	Below average
$\geq 40 \text{ \& } < 45$	D	4	Marginal
< 40	F	0	Very Poor
-	R	0	Shortage of Attendance
-	I	0	Incomplete

- The Earned Credits (EC) are defined as the sum of credits for courses in which 'A+' to 'D' grade has been obtained.
- **Grade Points earned in a semester =**
 $\Sigma (\text{Course Credits} \times \text{Grade Points})$ for courses in which 'A+' to 'D' grade has been obtained
- The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as given below:
$$\text{SGPA} = \frac{\text{Grade Points earned in a semester}}{\text{Credits registered in the semester}}$$
$$\text{CGPA} = \frac{\text{Grade Points earned from first to current semester}}{\text{Credits registered from first to current semester}}$$
- **Conversion formula from CGPA to Percentage = $10 \times \text{CGPA}$**

14. Fee, Funds and Expenses

Programme Fee

Sr. No.	Particulars		Amount in INR
1.	Admission Fee (to be paid once only; non-refundable)	A	Rs. 5,000/-
2.	One Time Security Deposit (Refundable)	B	Rs. 7,500/-
3.	Misc. Fee for other facilities per semester for First Semester (library/internet/welfare/development etc.)	C	Rs. 2,500/-
4.	First Semester Fees	D	Rs. 14,713/-
5.	Total amount payable at the time of admission (A+B+C+D)	E	Rs. 29,713/-
6.	Second Semester fees	F	Rs. 14,713/-
7.	Misc. Fee for other facilities per semester for Second Semester (library/internet/welfare/development etc.)	G	Rs. 2,500/-
8.	Total Fee for whole PG Diploma in Academic Governance and Management (without late fee) (E+F+G)*		Rs. 46,926/- (including Rs. 7,500/- of security refundable fees)

*Excluding any additional charges as given below, if applicable.

- Hostel/Mess charges extra as per rules.
- Students will deposit migration fee (if any), examination fee, and any other applicable fee as per norms of NITTTR, Chandigarh (Deemed to be University).

* The student will not be allowed to attend classes after two weeks.

Total Fee to be paid at the time of admission: Rs. 29,713/-

Notes:

- All institute fees, funds, expenses etc. whether recurring/ non- recurring are subject to revision by the institute from time to time.
- Any student who fails to pay institute fees by the prescribed date may be fined, suspended or ultimately removed from the institute rolls. **The decision of the Director of the institute will be final in this regard.**

Hostels Charges (To be deposited at the time of allotment)

S. No.	Category	Charges in Rs.
1	For first year	12,500/- per semester
2	Beyond first year	5000/- per month (Maximum for period of one year) 500/- per day beyond above 1 year for a maximum period of 2 years

Notes:

- Accommodation in Hostel will not be provided to the local students of Chandigarh, Panchkula, Mohali and nearby stations.
- All students are required to conform to all Hostel/Mess Rules which may be enforced by the institute.
- Hostel charges given above are subject to revision from time to time and students shall be required to deposit charges as applicable.

Mess/Canteen Charges

As per approved prevailing rates.

Refund Rules:

Except for the refundable deposit of Rs.7,500/-, no other amount will be refunded if a student leaves the institution after joining the programme. However, if a candidate does not join the institute or surrenders his/her seat without attending the classes within a week of start of the programme, the fee will be refunded as per UGC/AICTE guidelines.

15. Library

The Institute Library provides an extensive collection of information resources, services and facilities to our students and staff for their learning, research and personal development. Library system of the institute is more focused on creating and providing a comfortable and user-friendly environment that enables learning and advancement of knowledge, and also promotes discovery beyond classroom learning. The institute's state-of-the-art library boasts a collection of more than 50,000 books, 10,000 Indian standards, 575 e-books, 4000 bound journals, newspapers, CDs & DVDs, etc. The library collection consists of textbooks, reference books, technical journals, dissertations, e-Journals, encyclopedias and more. The library subscribes to 11 e-resources through the infibnet's Shodh-Sindhu consortium namely ASCE, ASME, IEL, Springers journals, JSTOR, J-Gate etc. The library is fully computerized with Web-OPAC for instant online access to students and staff to use all types of information for their learning research and personal growth. The library occupies an area of 900 sq meters. 100 students can sit and study at a time comfortably in the reading halls of the library.

16. Medical Facilities

The institute has its own dispensary where the medical facilities exist for the students, staff and their families. A part-time doctor and an attendant have been engaged to look after the patients.

17. Hostel

The institute has three hostel blocks. In all, the institute has 108 single rooms in the Chandrashekhar Hall (girls), 80 rooms in Tagore Hall (boys) and 80 rooms in Amartya Hall (boys), accommodating nearly 350 students overall.

18. NITTTR (Deemed to be University), Chandigarh Alumni Association

It is mandatory for all students to become a member of NITTTR (Deemed to be University under Distinct Category), Chandigarh Alumni Association.

NOTE: 1. Academic Calendar will be uploaded on the Institute Website.
2. The institute reserves the right to make any amendment in the prospectus as and when deemed necessary.
