



**BY SPEED POST**

MNG-01/Admn/RTI-Corres/05-11/401

February 5, 2021

To  
Dr. Kushal Banerjee,  
C/o Society Against Violence in Education,  
Vasant Kunj,  
New Delhi- 70

Sub:- Information under RTI Act, 2005 – Information sought - Reg.

Ref:- Online RTI application registration No. NIAEM/R/E/21/00003,  
dated 02/21/2021 received from Dr. Kushal Banerjee – Reg.

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Sir,

This is with reference to your RTI application cited above, requested MANAGE to provide information under RTI Act, 2005. The information sought is furnished pointwise in the enclosed **ANNEXURE** for your information.

If the applicant is not satisfied with the information, you may file an appeal to the First Appellate Authority within 30 days of receipt of reply of CPIO. The name, designation and complete address of the First Appellate Authority of this Institute is as under:-

**Dr. P. Chandra Shekara**

Director General

National Institute of Agricultural Extension Management (MANAGE),

Rajendranagar, HYDERABAD – 500 030 (TS)

Ph: 040-24015253 (O), Fax: 040-24015388

Email: dgmanage@manage.gov.in

Yours sincerely,

Central Public Information Officer (CPIO)

**राष्ट्रीय कृषि विस्तार प्रबंध संस्थान (मैनेज)**

(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार का संगठन, राजेन्द्रनगर, हैदराबाद - 500 030. टी.एस. भारत)

**NATIONAL INSTITUTE OF AGRICULTURAL EXTENSION MANAGEMENT (MANAGE)**

(An organization of Ministry of Agriculture and Farmers Welfare, Government of India)

Rajendranagar, Hyderabad - 500 030. T.S., INDIA

Telephone : +91 (040) 24594509

Fax : +91 (040) 24015388; Web : manage.gov.in

RTI information furnished below.

**Query 1.** Have all the students and their parents submitted their anti-ragging affidavits at the time of admission as per clause (m) of the regulation 6.2 of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

**Yes, all the students and their parents submitted anti-ragging affidavits.**

**Query 2.** Has the Institution prominently print UGC Regulations in full in admission brochure/instructions booklet or the prospectus, whether in print or electronic format as per clause (c) of the regulations 6.1.

**It is printed in PGDM (ABM) Prospectus 2021-23**

**Query 3.** If yes, please provide a printed copy of the that  
If no, please furnish the reasons for violating section 6.1 (clause no.-a, b and c) of the UGC Regulations.

**A copy is furnished**

**Query 4.** Has the Institutions provided every fresh student who were admitted in the institution a printed leaflet detailing to whom he/she has to turn for help and guidance for various purposes including the name and phone number of Wardens, Head of the institution, all members of the anti-ragging squads and committees, relevant district and police authorities as per clause (a) of the regulation 6.2.

**YES**

*Spud*  
4/2/21  
Jr. A. S. S. S.

*K. Anand Reddy*  
निदेशक एवं प्रधान समन्वयक-पी.जी.डी.एम. (ए.बी.एम.)  
Director & Principal Coordinator-PGDM (ABM)  
राष्ट्रीय कृषि विस्तार प्रबंध संस्थान (मैनेज)  
National Institute of Agricultural  
Extension Management (MANAGE)  
राजेन्द्रनगर, हैदराबाद-500 030  
Rajendranagar, Hyderabad-500 030





# Prospectus (2021-2023)

Post Graduate Diploma in Management  
(Agri-Business Management)

**National Institute of Agricultural Extension Management**

(An Organisation of Ministry of Agriculture & Farmers Welfare, Govt of India)



### Stipends and other Financial Support

Expenditure pertaining to summer project work is the students' personal responsibility and MANAGE will not extend any financial support in this respect. However, many companies offer financial support to our students to carry out the project work though getting this support shall not be treated as a matter of right. Neither a student has right to decline a project nor his/her complaints/grievances will be entertained in this regard.

### Confidentiality

Often companies assign to students important projects, the outcome of which may significantly influence the management decisions; hence, the company may expect high degree of confidentiality and trust from the students. As a general norm, the students have to give a written undertaking to abide by the conditions stipulated by the company in this respect and also ensure that the report or any part thereof shall not be published in any form without the written permission of the Project Guide or the Company.

### Time Management

The students are expected to complete the Summer Project work, including making a presentation on the report and submission of the final copies to the company / guide and MANAGE, within the prescribed period. The following deadlines have to be adhered to in this respect.

1. **The final report must be submitted within 10 weeks from the date of commencement of Summer Internship.**
2. **Delayed submission of the final report will lead to a penalty of 10% in the marks allotted for Summer Project.**
3. **The reports will have to be submitted through the PGDM (ABM) office.**

### Assessment of Summer Projects

Summer projects will also be assessed by the employing company on different aspects like quality of work, presentation of report, clarity and use fulness of the study, punctuality, commitment etc.

As mentioned above, the quality of the summer projects and the behaviour of the students have a significant effect on the image of the PG Programme among the agri-business companies. It is, therefore, of utmost importance for the students to produce their best in terms of competence, discipline and decorum. Transgressions of the guidelines and behavioural improprieties will, therefore, be very seriously viewed,

and if established, attract severe penalties which may lead to expulsion from the Programme.

### With holding of Results and Payment of Fee

Notwithstanding the fulfillment of the conditions for award of the diploma, the result of a student will be with held and no certificate or transcript of marks will be issued unless the student clears all the dues towards tuition fee and / or board and lodging charges.

*The payment of all fees as per the schedule given in the Prospectus must be adhered to. Non-compliance in this matter will attract 5% penalties on the fee dues within 15 days and 10% up to 30 days. The management will decide the additional penalty for any further delay.*

### Malpractices in the examinations

It is of utmost importance to maintain sanctity of all examinations. Severe penalty will be awarded to students found guilty of any kind of malpractice during any examination. The following penalties will be imposed if the students are found guilty of any malpractice during any examination.

1. **Scaling down the percentage of marks obtained in the course by 20%**
2. **Repeating the course**
3. **Rustication from the Programme**

Similarly, stringent punishment will be imposed if plagiarism is detected with respect to assignments and project reports.

### Use of Cell Phone

Use of Cell Phone is strictly prohibited both in the Classroom and Examination Hall. However, laptops may be allowed with the permission of the Professor. First time violation of this clause will attract a penalty of Rs.300/- and subsequent violation will attract higher penalties.

### Prevention of Ragging

Ragging in any form is strictly prohibited and drastic punishment would be imposed on those found guilty. This would include rustication from the PG Programme. The AICTE directives in this regard will be followed. It is clarified that any attempt by a senior student or a group of senior students to deprive the juniors of their normal style of living by using physical or psychological coercion shall also fall within the definition of ragging.

Any decision regarding the governance and conduct of PGDM (ABM) and not covered above will be solely at the discretion of the Management.