

Master of Business Administration
Program in Digital Governance and Management (2021-23 Batch) at the
Indian Institute of Management Visakhapatnam
(under the aegis of NeGD/MeitY, GOI)

General Terms & Conditions

1. Program & Its Commencement

The Post Graduate Program in Digital Governance and Management (PGPDGM) leading to the award of Master of Business Administration Degree is scheduled to commence at the Indian Institute of Management Visakhapatnam (IIMV) from January 2022, for which, reporting and registration at IIMV campus will also be held on the same day, to be announced in due course.

2. Target Audience

The Program is meant for officers of All India Services, Central Services -organized & non-organized, technical & non-technical, faculty members of State Administrative Training Institutes, and, for officers of the State Civil Services (SCS) & Non-State Civil Services (Non- SCS):

- Central and State Government Officers with minimum 5 Years of experience in Group 'A' or 'B' services.
- Upper age - 45 years
- Minimum 15 years of residual service

3. Program Objective

The customized Program is designed with a view to enhancing the digital capacities in participants. It is envisaged that graduates from the Program would catalyze the footprint and impact of Digital India growing more pervasive and profound, thereby contributing to quantitative and qualitative transformation in the delivery of services to end-users.

4. Highlights of the Program

The Program is of about 24-months duration spread over 4 semesters. It is a blended learning model with a judicious combination of traditional and virtual class-room modes. The total off-duty duration distributed over the 4 semesters is 15 weeks and for remaining 65 weeks, the officer can continue to be on duty. The schedule is as given below:

Semester	Description	Duration
Semester - 1: (20 weeks)	On-Campus Orientation	0.5 week
	On-Campus Learning	2.5 weeks
	Off-Campus: Online Learning	16.0 weeks
	Assessment: On-campus	1.0 week
Semester - 2: (20 weeks)	On-Campus Learning	2.0 weeks
	Off-Campus: Online Learning	17.0 weeks
	Assessment: On-campus	1.0 week
Semester - 3: (20 weeks)	On-Campus Learning	2.0 weeks
	Field Visit: Off-campus	1.0 week
	Off-Campus: Online Learning	16.0 weeks
	Assessment: On-campus	1.0 week
Semester - 4: (20 weeks)	On-campus briefing and project-guidance	1.0 week
	Off-campus: International Immersion	2.0 week
	Off-campus: Mentor-guided Project-work	16.0 weeks
	Final Assessment: On-campus	1.0 week
Summary	On-campus Duration (5 visits)	12.0 weeks
	Field Visits/ International Immersion	3.0 weeks
	Off-campus Duration (at respective places)	65.0 weeks
Total		80.0 weeks



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The Program is designed for an immersive and active learning experience for participants. All nominated Officers will be required to carry out a Capstone Project of practical importance and with potential for implementation in the Digital Governance & Management space, identified in consultation with and endorsed by their respective ministries, departments, or organizations. The Project Report will have to be submitted by the officers, to their respective employers towards the end of the fourth term viz. conclusion of the Program. A Nodal Officer, as may be identified by the respective ministries, departments, or organizations, of suitable domain expertise, experience and seniority is required to mentor and guide the nominated officer, in coordination with IIMV, in developing the Project and carrying it out successfully.

The selected officers will be required to complete the "Domestic component" as well as the 'International component' of about 2 weeks at an international e-Governance focused school. Details of the 'Academic Terms and Conditions' of the Program, Application Form and other documents are available on the website of IIMV (www.iimv.ac.in/pgpdgm).

5. Fee

(A) Program Fees

The all-inclusive Program Fee is Rs.16,50,000/- (Rupees Sixteen-Lakh, Fifty Thousand only) per participant (exclusive of GST, if any applicable) including the international immersion program of 2-weeks.

(B) Other Expenses

- The exclusions from this Fee are:
 - o To & fro domestic travel costs of participants for attending classes at IIMV as per the schedule prescribed by the Institute
 - o Per-diems and Insurance of participants whether in India and abroad (during the Program)

The above Program Fees, as given in 5(A) for the eligible selected officers of Central and State Government/s as duly recommended by respective cadre control authority, will be sponsored by National e-Governance Division, Ministry of Electronics, and Information Technology (GoI). The "Other Expenses" as defined above are to be borne by the respective nominating ministries, departments, or organizations themselves, where the officer is currently posted.

6. Pay & Allowances

The nominating ministry, department or organization etc. where the officer is currently posted, will meet the cost of: (a) pay and allowances during the training period; (b) travel from place of posting to Visakhapatnam and back; (c) travel, board and lodging (as per his/her eligibility) towards field visits (if any) of the participant for collection of data/information for the Capstone Project; (d) travel to Visakhapatnam for presentation of the Project at the end of the Program; and, (e) Per-diem allowances during domestic travel and international immersion (as per eligibility); and, such other allowances/expenditure as may be permissible to the officer.

7. Accommodation

During the residential component of the Program in IIM Visakhapatnam and while abroad on International Immersion, IIMV will provide suitable single-occupancy accommodation to the participants. During the residential component (domestic), accommodation is provided to only those officers who are not posted at Visakhapatnam. Further, such officers are required to make their own arrangements for to & fro commute to the Program venue.

8. Conditions for Officers admitted to the Program

In case of officers sponsored by the Government of India or State Governments for this Program:

- (i) The period of absence from work (as per the schedule prescribed by IIMV) is to be treated as on duty under FR 9(6)(b)(i).



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- (ii) Nominating Authorities may recommend names of only those officers who are likely to stay with their ministries, departments, or organizations for the entire duration of the Program and are responsible to lead and/or implement Digital Governance projects in their respective area of operations. Nominations are to be approved by the respective cadre control authorities.
- (iii) Concurrence of State Governments, wherever necessary, would have to be obtained by the Competent Authority before forwarding the nominations.

9. **Bond to be executed by the Officers**

Before joining the Program, the officer is required to execute a Bond to the extent that "in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the Program; or failing to complete the Program, or quitting the service at any time within a period of five (5) years after his/her return to duty, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand, all charges and expenses that shall or may have been incurred by the Government for this course i.e. all monies paid to him/her or expended on his/her account during training such as pay and allowances, leave salary, cost of program fee, travelling and other expenses, cost of international travel and cost of training abroad met by the Government/agency concerned, together with interest thereon, from the date of demand, at Government rates for the time being in force on Government loans with the nominating/ cadre controlling authority, as the case may be.

10. **Application Process**

- (a) Candidates looking for the funding for the program, can check their eligibility and apply on the Institute website after obtaining the consent from their cadre controlling authority. Candidates who will self-finance the program can apply directly on the website.
- (b) Applications received on or before the stipulated date (specified on the website) would be scrutinized and officers fulfilling the conditions of eligibility will be invited for the selection process by IIMV, under intimation to NeGD, MeitY, Gol. The selection process will take place at Visakhapatnam only, the date and time for which will be communicated to the short-listed candidates by IIMV.
- (c) However, final selection will be subject to receipt of the duly recommended form by the competent authority (Part B of the Application), along with Vigilance Clearance. Therefore, it is in the interest of the officers to get the consent of their cadre-controlling authority before submitting their application.
- (d) The costs of travel, board and lodging of applicants for attending the selection process may be borne by the individual officers and reimbursement thereof claimed as per their eligibility, after their applications are cleared through proper channel.
- (e) The decision on selecting the candidates for sponsorship rests with NeGD, MeitY, Gol.
- (f) Further details on the Program and clarification (if any) may be obtained from Prof. Neena Pandey, Program Chair (PGP-DGM), Indian Institute of Management Visakhapatnam, AU Campus, Visakhapatnam-530003. You can reach out to her at: pgpdgm-chair@iimv.ac.in For any other clarification, you may also reach out to Shri Vinay Thakur, COO, NeGD at: vinay@nic.in

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