

**CERTIFICATE/DIPLOMA IN INSTITUTIONAL LEADERSHIP AND
MANAGEMENT**
(739,740)

Basic Infrastructure required for a batch of 25 students.

A. One Theory Rooms - Rooms should be well ventilated and properly lighted.

- Room Size – 12x15 sq. feet
- Furniture
- Students Table - 25nos.
- Armless Chairs - 25nos.
- Blackboard/ Whiteboard - 01no.
- Display board - 01no.
- A table and a chair for instructor

B. Equipment Lab/ Office

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|--|--------|
| 1.Computer | 01no. |
| (latest version with software like Windows XP and MS Office) | |
| 2.Printer | 01no. |
| 3.Photocopier | 01no. |
| 4.Telephone | 01no. |
| 5.Fax | 01no. |
| 6.Filing cabinets | 01no. |
| 7.Colour TV & DVD player | 01each |

C. Essential

- Digital Learning Material such as Live Video lectures on PM e-Vidya Channel 10, Mukta Vidya Vani (Web Radio), SWAYAM and Digital Education and E-Resource Platform (DEEP)

D. Batch Size

- 25x4 i.e. 100 students (maximum intake in one year should not exceed 100 students)

E. Faculty

- **Essential Qualification:**
 - a) **Educational Qualification:** Post Graduate in any discipline with B.Ed Degree.
 - b) **Experience:** A minimum of five years experience of administration and /or coordination.
- **Desirable Qualification:** M.Ed or Diploma in Management.

E. Fee Structure*

- **Certificate Programme :** INR 8,000/-
- Diploma Course:** INR 15,000/-