

# Post Graduate Diploma in Telecom Technology & Management

Prospectus  
2014



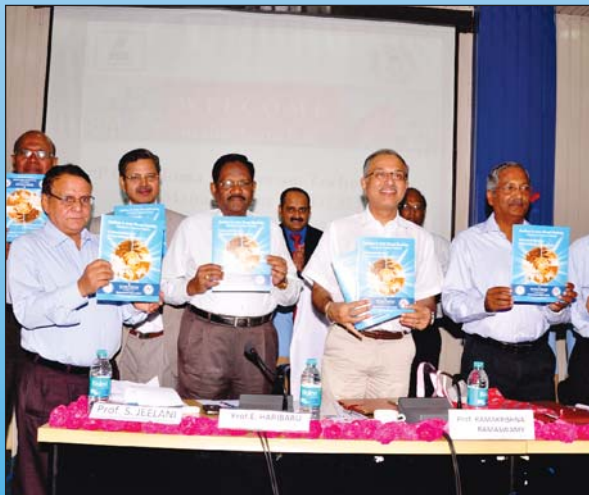
**University of Hyderabad**  
In collaboration with  
**Bharat Sanchar Nigam Limited**



BSNL Corporate Office, New Delhi



CMD BSNL receiving the "National Level Energy Conservation Award" from Hon'ble President of India



PGDTTM Launch Function



Conference Hall, BSNL



NATFM BSNL Class-room



RailTel Executives (Induction Training) at NATFM BSNL



# University of Hyderabad

In collaboration with

# Bharat Sanchar Nigam Limited

## Post Graduate Diploma in Telecom Technology & Management

### National Academy of Telecom Finance and Management

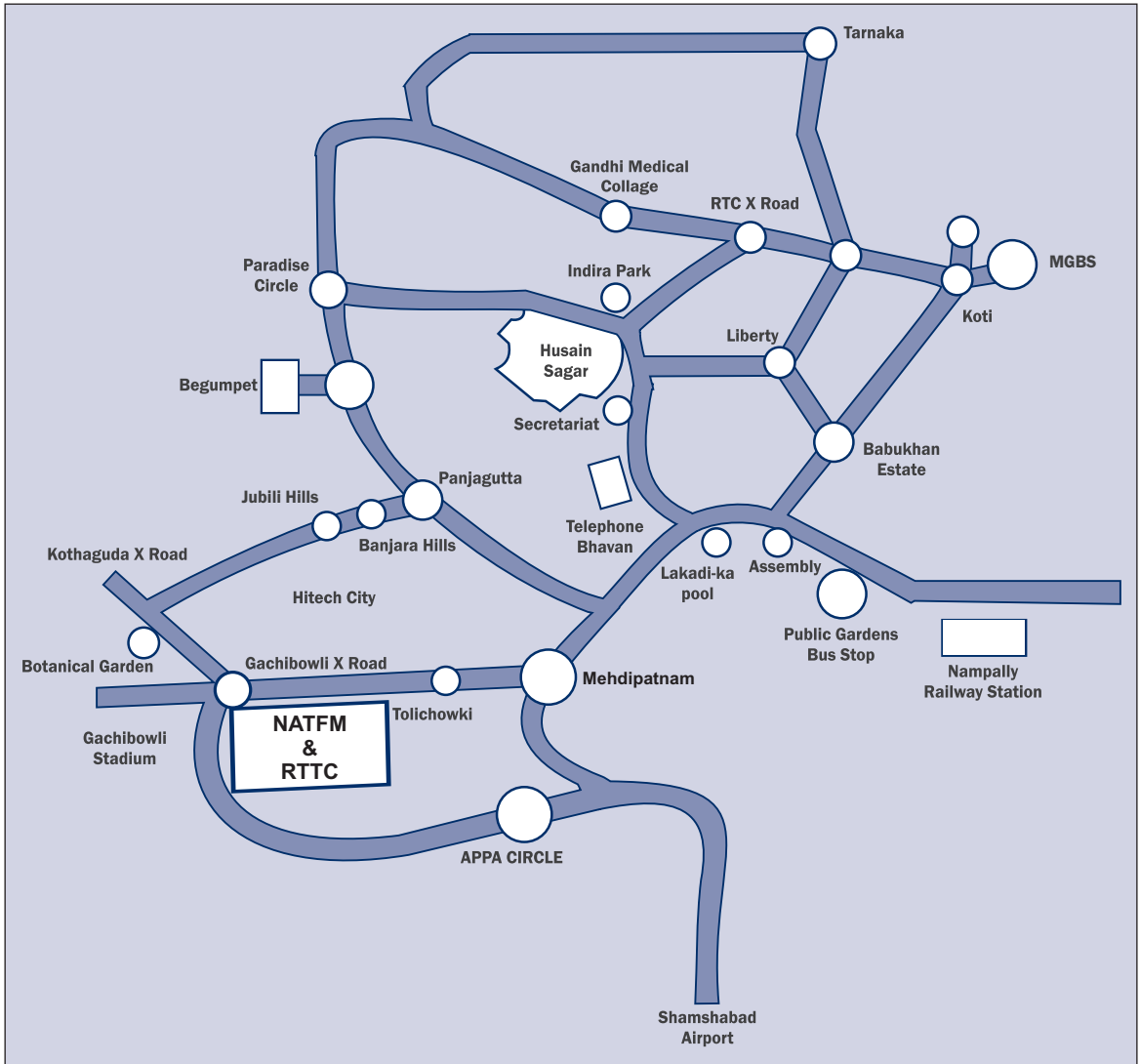
(An Apex Level Management Institute of Bharat Sanchar Nigam Limited)  
(Wholly owned by Govt. of India)

Office: 23006553/0241 Fax: 23005454/6688  
Website : [www.natfm.bsnl.co.in](http://www.natfm.bsnl.co.in)

**PROSPECTUS - CUM - APPLICATION FEE : Rs. 350/-**

Registration Fee : Rs. 300/-  
(for Applications downloaded from the website)

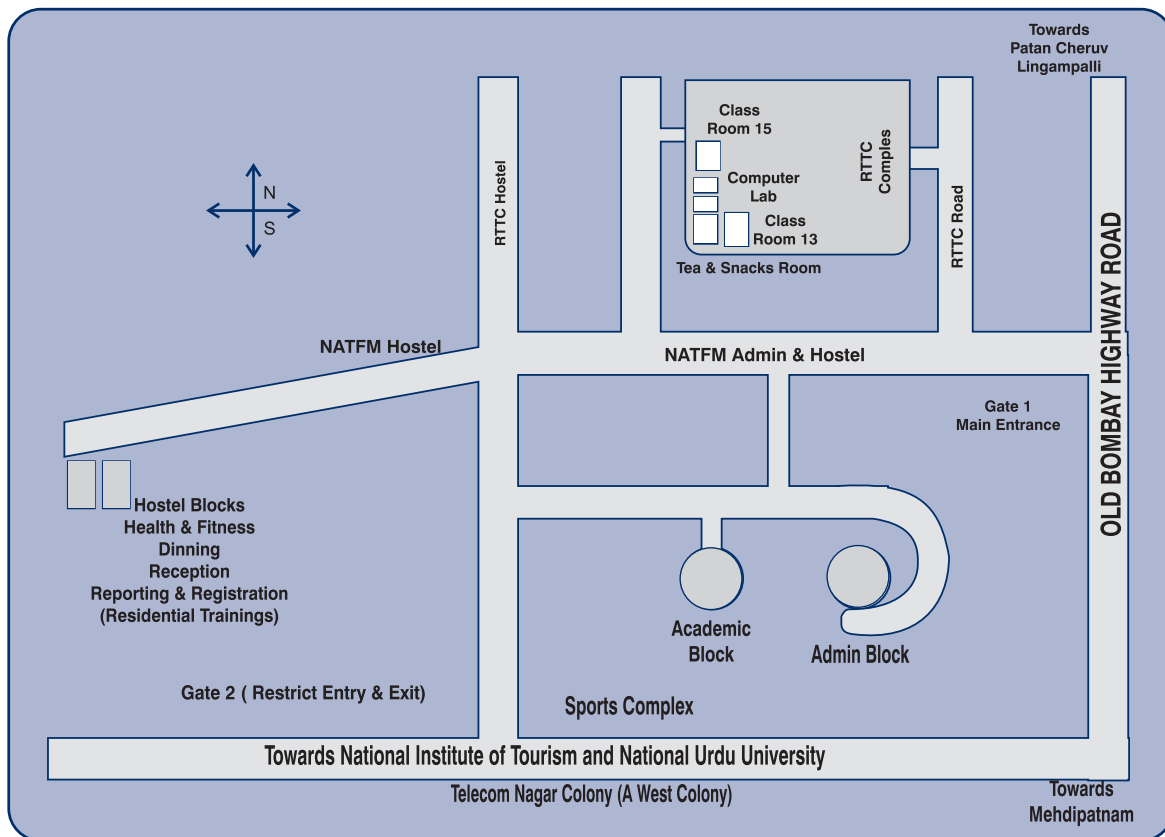
# Reach Us



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# The Campus



## 1.ABOUT THE ORGANIZING INSTITUTIONS

**1.1. National Academy of Telecom Finance and Management (NATFM):** NATFM was established on 20-01-2001 to evolve into a premier resource centre for Telecom and Information Technology studies with a pan-India presence and global relevance. The Vision and mandate of NATFM are predicated upon effective institution building. In recognition of this, we have designed internal processes to work in a simple and transparent fashion towards the following objectives.

- ★ To establish institutional relevance and credibility by undertaking need based and action oriented training activity for middle and senior management levels of BSNL / MTNL / DOT in new and topical areas of management science.
- ★ To partner with reputed organizations, institutes and corporate entities in the area of training and development.
- ★ To incubate innovative ideas for co-creation of value and in customer offerings.
- ★ To explore training and development activities across the globe.

### VISION of NATFM

NATFM, an apex level management institute of BSNL, aspires to become the leading resource centre for Telecom and Information Technology studies and also a business driver for pro-active change and growth in the industry.

### MISSION

- ★ To diligently fulfil its mandate as a Centre for Excellence in BSNL while expanding its ambit to create synergies with other organizations in the telecommunications and related industries.

- ★ Absorb and augment global best practices in management and inculcate the same across BSNL and partner organizations.
- ★ Design and deliver management development modules and workshops based on customized organizational Training Needs Analysis (TNA) for the industry.
- ★ Develop a state of the art knowledge bank based on case studies in telecom and related industries

### 1.1.1 Bharat Sanchar Nigam Limited (BSNL):

Bharat Sanchar Nigam Ltd. was incorporated on 15th September, 2000 and commenced its business from 1st October, 2000. It is one of the largest & leading public sector units providing comprehensive range of telecom services in India.

BSNL has installed Quality Telecom Network in the country & now focusing on improving it, expanding the network, introducing new telecom services with ICT applications in villages & winning customer's confidence.

BSNL has set up a world class multi-gigabit, multi-protocol convergent IP infrastructure that provides convergent services like voice, data & video through the same Backbone & Broadband Access Network.

The company has vast experience in planning, installation, network integration & maintenance of switching & transmission networks & also has 41 world class Telecom Training Institutes spread across the country.

During 2011-12, turnover of BSNL was around Rs. 27,900 Crores.

## 1.2. University of Hyderabad

The University of Hyderabad (UoH), a premier institution of post-graduate teaching and research in the country, was established as a Central University by an Act of the Parliament in 1974. In addition to UGC funding, it receives substantial research funding and support from other resources from home and abroad, and attracts the best students and faculty from all over India. The University is located on the Old Hyderabad-Bombay Highway, about 20 km from the city of Hyderabad.

The University is one of the five universities in India which has been accorded the status of “University of Excellence” by the University Grants Commission (UGC). The National Accreditation and Assessment Council (NAAC) have accorded the University the top rating of “Five Stars”. The University is a Member of the Association of Indian Universities (AIU), the Association of Common Wealth Universities (ACU), and International Council for Distance Education (ICDE).

As per the recent report based on Scopus international database, the UoH has been ranked as the No.1 among the top 25 universities in the country taking into account its multidisciplinary performance.

### 1.2.1. Centre for Distance and Virtual Learning, University of Hyderabad

The Centre for Distance and Virtual Learning (CVDL) of UoH is located at its City Campus at Golden Threshold Building, Nampally Station Road, Hyderabad. The Centre is one of the oldest centres of the University of Hyderabad which was officially established in the year 1994, based upon the directions received from the UGC and MHRD. The Centre offers sixteen one year specialized Post-graduate Diploma Programmes which are knowledge oriented and skill developing programmes in distance education mode. These are popular in India and abroad to increase access to higher education for all sections of society.





## 2. ABOUT THE PROGRAMME

The One Year POST GRADUATE DIPLOMA IN TELECOM TECHNOLOGY AND MANAGEMENT (PGDTTM) is a two- semester course jointly offered by NATFM-BSNL and UoH, the two leading institutions of the country on a distance learning mode. The intake of students to the programme will be limited to a maximum number of one hundred excluding the sponsored candidates. However, the NATFM-BSNL / UoH reserves the right to decide the exact number of students to be admitted to the programme depending on the demand for the course and its course delivery capacity. The programme offers an excellent opportunity to systematically study the subject of Technology, Finance and Management in the field of Telecommunications.

The aim of the course is to build and further the skills of the students in Telecom Technology, Finance and Management and empower them in their career in the fast growing Telecom Industry.

### 2.1. Eligibility

- Engineering graduates from a recognised university in ECE / EEE / EIE / ETC / ICT branches and other Engineering graduate with Electronics as one of the subject
- M.Sc. Electronics from a recognised university
- Other Engineering or B.Sc.(Electronics) graduates from a recognised university with two years experience in telecommunication field

## 3. GENERAL INFORMATION & ADMISSION PROCEDURE

### 3.1. How to Apply

For obtaining Prospectus cum Application by post, candidates may send self-addressed envelope of 12"x 10" size along with a D.D. of Rs.350.00 (including Registration fee) drawn in favour of the Accounts Officer(Cash), O/o CGM, NATFM, payable at Hyderabad to Dy. General Manager (Admn), O/O Chief General Manager, National Academy of Telecom Finance and Management, RTTC Campus, Gachibowli, Hyderabad – 500 032 (AP).

Application can be also downloaded from the website, [www.natfm.bsnl.co.in](http://www.natfm.bsnl.co.in) and sent by post to Dy. General Manager (Admn), O/O Chief General Manager, National Academy of Telecom Finance and Management, RTTC Campus, Gachibowli, Hyderabad – 500 032 (AP) along with a D.D. for

Rs.300.00 in favour of Accounts Officer(Cash),O/o CGM, NATFM, payable at Hyderabad. Applicants are advised to write their name and mobile no. clearly on reverse side of DD

### 3.2. List of Enclosures

The following is the List of Enclosures (self attested photo copies of certificates) to be submitted along with the Application for Registration/Admission:

1. Secondary School Certificate (SSC) or Matriculation (date of birth proof).
2. Intermediate / Higher Secondary Education, 10 + 2
3. Degree Marks Memo
4. Degree Provisional / Original Certificate
5. Postgraduate Degree Provisional Certificate and Marks Memo

6. Experience Certificates from current or former employer
7. SC/ST/OBC (Latest) / PH Certificate from competent authority (wherever applicable)
8. Photo four nos. ( Appln.1, ID card 1, and put 2 photos inside an envelope)

Application completed in all respects accompanied by self attested copies of relevant certificates should be sent to Dy. General Manager (Admn), O/O Chief General Manager, National Academy of Telecom Finance and Management, RTTC Campus, Gachibowli, Hyderabad – 500 032 (AP) before the last date prescribed for submission.

### **3.3. Criteria of Selection of candidates for admission**

Admissions are made strictly on the basis of merit, academic record and professional experience wherever applicable. On receiving and scrutinizing the applications, the list of selected candidates will be prepared based on the above criteria. The Admission Committee will be the final authority to decide the number of candidates to be admitted.

### **3.4. Admission**

The candidates selected for admission will be intimated by post / mail individually under certificate of posting and also through email id (if provided) and also on the Academy's website [www.natfm.bsnl.co.in](http://www.natfm.bsnl.co.in) The said list will also be displayed on the notice board at the Centre for Distance and Virtual Learning campus and UoH.

Student at the time of admission has to fill in the acceptance form and send the same along with the Demand Draft / details of on-line payment to the Dy. General Manager (Admn), O/o Chief General Manager, National Academy of Telecom Finance and Management, RTTC Campus, Gachibowli, Hyderabad – 500 032 (AP).

before the last date stipulated for this purpose. Only those, who pay the fees within the stipulated date, are treated as admitted. Mere receipt of admission offer letter does not entitle any right to claim admission.

Students, who do not furnish full information by attaching self attested photo copies of certificates, mark sheets and service certificates (Clearly showing the number of years of service and the field of work) about their academic, professional record are liable to be rejected. Irrespective of the claims made by an applicant on the proforma, marks weightage would be given only on the certificates and transcripts that are self attested.

Verification of all the original certificates / marks certificates / experience certificates will be done at the time of first semester contact classes. Students are therefore, required to bring their original certificates when they attend contact classes. Students will be permitted to appear for the semester end examination only after this verification. Until then their admission will be provisional.

#### **3.4.1. Reservation for SC / ST / OBC / PH Students**

Reservation for SC / ST / OBC / PH Students will be in accordance with the policy of the Government of India, and the guidelines of the Universities Grants Commission. Students applying for this programme should submit, along with their application, a copy of their Caste / Tribe certificate from a Revenue Officer not below the rank of Tahsildar / Mandal Revenue Officer. As regards the reservation policy for Physically handicapped students, general guidelines followed by University of Hyderabad shall be strictly followed.

#### **3.4.2. Admission of Foreign / NRI students**

Foreign students residing in India or Abroad may also apply for admission in the prescribed form preferably by the stipulated date. Those who have passed the qualifying examination from Universities out side India should enclose with their application copies of the relevant certificates and mark sheets together with the

English version of such self attested copies, if they are in different language. For admission to the programme, the foreign student concerned must have atleast passed the qualifying examination. Proficiency in English is a pre-condition for admission. They have to pay the total programme fee at a different rate as shown under heading payment of Fee and Fee structure (4.0).

### 3.4.3. Enrolment / ID number

On payment of programme fee, students will be informed of their enrolment number which will also be displayed on their enrolment cards. This enrolment number will continue for a maximum period of three years, or until the course is completed, whichever is earlier. The same number will be used as the examination roll number of the student. The enrolment no. changes, if re-admission is given for the same programme.

### 3.4.4. Enrolment card and Study material

On receipt of the programme fee, enrolment cards indicating the students name, enrolment no., date of birth and date of admission will be issued. Both the soft and hard copies of the materials will be sent to the enrolled student by post.

### 3.5. Programme Schedule

A general semester system will be followed by the NATFM-BSNL / UoH. The programme is spread over two semester in a year. Those, who are not in a position to complete all the courses within two semesters at a stretch, can defer a term or a part thereof ( i.e. certain courses), provided they complete the programme within a total period of three years, including the year in which the students are enrolled.

## 3.6. Student Support Services

### 3.6.1. Learning resources

- Printed self –instructional material with self assessment and case studies for analysis
- Electronic form of resource material on CDs
- Web –based online learning resources
- Opportunity for registering in ongoing programmes / workshops of BSNL in these subject areas
- Two weeks compulsory contact sessions in each semester will be conducted in BSNL Premises.

### 3.7. Contact Classes and Project Work

All students admitted to this Programme are required to attend contact classes mandatorily at the designated contact centre at their own expense which will carry a weightage of 10 % of the total marks. The students will also have to carry out their project work under the guidance of a Project Advisor. The guidelines for the project work will be sent separately to the admitted students.

#### 3.7.1. Exemption from Contact Classes

The programme is self – study oriented and can be completed in a maximum period of three years. Requests for exemption from attending contact programme / practical work will not be entertained. The students residing outside India will be exempted from attending contact sessions, on prior request. However classes on virtual mode will be arranged for them.

#### 3.7.2. Accommodation

Accommodation during contact sessions / examination is not guaranteed. However, Accommodation will be provided in the Hostel of NATFM on payment basis on the basis of availability on prior request.)

## 4. PAYMENT OF FEE & FEE STRUCTURE

Students admitted to this Post Graduate Diploma Programme have to pay the fee of Rs. 40,000 (Rupees Forty thousand only) in two equal instalments by the prescribed date mentioned in the admission offer letter. Sponsoring organizations have to deposit full fees at the time of registration of their candidates. The foreign students will have to pay the prescribed fee of US \$ 1000 for SAARC countries and US \$ 1400 for other countries in two instalments.

### 4.1. Mode of Payment

All payments can be made in any of the following three following modes

1. Payments can be made by cash / cheque / DD drawn in favour of “**Accounts Officer(Cash), O/o CGM, NATFM**” payable at Hyderabad. The following information should be given on the reverse side of the Cheque / Demand Draft:

Name of the student:

Enrolment No (if applicable):

Year of admission:

Mobile No:

I/II Term fee:

2. Payment in the form of DD drawn in favour of “Accounts Officer(Cash), O/o CGM, NATFM” payable at Hyderabad can be sent to the Accounts Officer(Cash), O/o CGM, NATFM , RTTC Compound, Gachibowli, Hyderabad-32 in person or by registered post or speed post.
3. The payment can also be made through e-banking/NEFT/RTGS. The details of NATFM Bank Account for this purpose are given below:

Name of Account	Accounts Officer (Cash), O/o CGM, NATFM
Account No	104901601000026
<b>Bank Particulars</b>	
Name	Corporation Bank
Address	Gachibowli Branch Hyderabad 500 032
IFSC Code	CORP0001049
MICR	500017025
Phone	040-23002037 /2038
Email	cb1049@corpbank.co.in

Note: After making payment through e-banking / NEFT / RTGS , the student shall send an email to the following mail id furnishing the particulars like Name of the student,

Enrolment No (if applicable), Year of admission, Mobile No., I/II Term fee along with the payment details i.e. date of payment, name of the bank and branch through which the payment made, UTR no.

Original fee payment receipt i.e, NEFT receipt will have to be submitted to the Accounts Officer(Cash), O/o CGM, NATFM , RTTC Compound, Gachibowli, Hyderabad-32 in person or by registered post / speed post.

NATFM Course Coordination branch  
e-mail id : [pgdtm.natfm@gmail.com](mailto:pgdtm.natfm@gmail.com)

### 4.2. Delayed Payment

If the student fails to pay the second instalment fee by the due date with or without late payment, mailing of second

semester course material will be withheld. However, in exceptional cases, the BSNL. UoH will permit students to continue their studies by paying their second semester fee for the next session and attending contact classes subject to payment of the following penalties by which they can complete the course requirement upto three years from the date of admission.

**4.3. Penalty for deferment on Programme fee:**

- a) First deferment - Rs. 600/- or \$ 15 in case of international students
- b) Second deferment – Rs.1000/- or \$ 30 in case of international students

**4.4. Penalty for deferment of Contact classes:**

- a) First deferment - Rs.600/-
- b) Second deferment – Rs.1000/-

Note: Fee once paid will not be returned by BSNL under any circumstances. All disputes are subject to the Greater Hyderabad jurisdiction.

**4.5. Reimbursement of tuition fee for SC / ST students by Social Welfare Department:**

Students belonging to SC / ST categories who wish to avail the social welfare scholarship may submit their duly completed applications to Dy. General Manager (Admn), O/O Chief General Manager, National Academy of Telecom Finance and Management, RTTC Campus, Gachibowli, Hyderabad – 500 032 (AP) which will be in turn forwarded to UoH for onward transmission to the Department of Social Welfare of the States and Union Territories who in turn will process as per their norms.

## 5. INFORMATION ON THE COURSE STRUCTURE AND CONTENTS

The Curriculum of the PGDTTM is designed with the help of leading experts from the Telecom Industry and subject matter experts. The academic faculty for the contact classes is drawn from various sources in the field of Telecommunications including Academicians / research / industry / business / legal – organizations – in public and private sector.

The programme is expected to empower, equip and enable students

- To thoroughly understand the intricacies of Telecommunications and IT environment in India and its impact on business operations.
- Acquire cutting edge skill sets and know-how in different areas such as Switching, mobile, networking and OF technologies.

- Explore Current business trends and relate them to the ever increasing need of a multi-dimensional managerial function.
- Acquire skill sets that help in setting team and individual business objectives.
- gain in-sights to develop strategies and action plans to manage change in the dynamically evolving telecommunications, IT and ITES sectors.
- Learn the latest trends and techniques in Financial Management relevant to emerging issues in the Telecom., IT and ITES sectors.

The programme comprises of two semesters with 4 courses each.

<b><u>Semester I</u></b>		
<b>Technology Module (Compulsory)</b>		
PGDTTM 1	Telecom Switching Systems and Net work	4 credits
PGDTTM 2	Optical Fibre Communication	4 credits
<b>Management Module Finance Area (Compulsory)</b>		
PGDTTM 3	Finance / Budgeting and Revenue Assurance	4 credits
<b>Management Area (One compulsory out of two)</b>		
PGDTTM 4	Marketing and Customer Experience Management	4 credits
PGDTTM 5	HR and Performance Management system	4 credits

<b><u>Semester II</u></b>		
<b>Technology Module (Compulsory)</b>		
PGDTTM 6	Telecom Networking	4 credits
PGDTTM 7	Mobile Technology	4 credits
<b>Management Module Finance Area (Compulsory)</b>		
PGDTTM 8	Telecom Project Management and Strategic Planning	4 credits
<b>Management Area (One compulsory out of two)</b>		
PGDTTM 9	Telecom Regulatory environment	4 credits
PGDTTM 10	Business Intelligence and Contract Management	4 credits

Total credit hours for the programme would be 32 credits ( 16 credits in each semester)  
with contact session of 6 days each, one in each semester.

## 6. IMPORTANT DATES

- Last Date for receiving the duly completed application form -January 31, 2014 (unless and other wise revised)
- Last date for submission of assignments for 1<sup>st</sup> semester: April, 2014 (exact date will be intimated one month in advance)
- Contact Programme & 1<sup>st</sup> Semester Examination: June, 2014 (Specific dates will be intimated separately)
- Last date for Payment of 2<sup>nd</sup> Semester Fee :31.07.2014
- Last date for submission of Assignments for 2<sup>nd</sup> Semester: October, 2014 (exact date will be intimated one month in advance)
- Contact Programme & 2<sup>nd</sup> Semester Examination: December 2014 (Specific dates will be intimated separately)

## 7. EVALUATION

The evaluation system is designed to test the student's progress systematically through internal assessment as well as semester end examinations. Internal assessment for 30% of total marks will be through assignments and 10 % for contact classes. Performance of the students will also be assessed through a term-end examination with 60% of total marks at the end of each semester. A student is declared passed only if he / she secures a minimum of 40% marks overall in each course subject to a minimum of 25 marks at the term-end examinations.

### 7.1. Internal Assessments (Assignments)

Internal Assessment will be done through evaluation of assignments which will be sent along with the course material. The completed assignments have to be sent back to the Programme Coordinator located at NATFM, Hyderabad – 500 032 (A.P.) by the stipulated date. They will be evaluated for 30% of the total marks.

### 7.2. Semester – End Examinations

Performance will be assessed through a semester-end examination at the end of each semester to be conducted at the contact centre, which will have a

weightage of 60% (60 marks). Student should score at least 25 marks out of 60. Only those students who satisfactorily complete the contact sessions and submit assignments before the stipulated date will be eligible to take the term-end examinations.

### 7.3. Examination for foreign students / NRIs

Efforts will be made to conduct term end examinations for NRI and foreign students with the help of Indian Embassies / Indian High Commission situated in their countries. In case, it is not feasible to conduct examination in the country of their residence, they should be prepared to visit India at their own cost and appear for examination at Hyderabad.

### 7.4. Contact sessions for Foreign Nationals / NRIs

Foreign Nationals / NRIs staying abroad are exempted from Contact sessions, but they should submit the term paper on a specific topic at least 15 days before the commencement of the examinations in consultation with the Programme Director. The topic of the term paper will be intimated to the students, if the student applies for exemption well in advance.

## 8. RESULTS

The final results for the Programme are determined on the basis of

- (a) contact classes
  - (b) internal assessment (Assignments), and
  - (c) performance in the Semester – end examination,
- in the ratio 10:30:60. The final result in each course will thus be calculated as given below:

No.	Test type	Relative Weightage
1.	Contact classes Counselling	10%
2.	Internal Assessment (Assignments)	30%
3.	Semester-end Examination	60%

Note: Candidates who have not submitted assignments and attended contact sessions will not be permitted to appear for examination.

In case of NRI / Foreign students who were exempted from contact classes on prior request, the internal assessment will be for 40 marks instead of 30 marks.

### 8.1. Re-examination

Students with less than 40% marks may appear for re-examination in the course concerned in the next term-end examination. Candidates failing in any course / paper have to pay Rs.500/- per course/paper to appear in the re-examination.

### 8.2. Grading

Successful students will be awarded divisions on the basis of the average marks obtained by them, as follows:

<b>First Division with Distinction</b>	75%& above
<b>First Division</b>	60%& above but below 75%
<b>Second Division</b>	50%& above but below 60%
<b>Third Division</b>	40%& above but below 50%

### 8.3. Improvement

Students may improve their performance in any course on payment of Rs.500/- for each course. The facility will be given only once in a course and should be requested within four weeks of the announcement of results. There is no provision for improvement of marks for assignments, contact classes.

### 8.4. Re-counting

Re-counting of Semester – end exam answer scripts will involve recounting of marks, re-totalling and a special scrutiny to see if any portion of a question or a whole question was inadvertently left unmarked. Requests for re-counting should be made within 21 days from the date of publication / announcement of results, and should be accompanied by a demand draft in favour of Finance Officer, UoH, payable at Hyderabad for Rs.500/- per course towards Re-



counting Fee. The results of re-counting will normally be communicated to the students before the next examinations are held. If any variation is found as a result of re-counting, the competent authority will accept the higher of the two, and a revised provisional marks memo will be issued to the students free of charge. There is no provision for re-evaluation of assignment marks and answer scripts.

### **8.5. Re-examination (Deferment)**

Students who fail to complete the course requirements of a given term / semester can defer any course or all courses to the next year. They can also defer the complete programme to the next academic year. Any assignments done and internal assessment marks earned will be carried forward to the next semester / year. Students, who fail in a course in a semester, may pursue the 2nd semester by paying the remaining part of the programme fee. They can appear for re-examination in the failed courses at the subsequent semester – end examinations. To facilitate this, examinations for both 1st and 2nd semesters are conducted at the end of each semester. All students are expected to complete their course requirements within a maximum period of six academic semesters. Those who do not complete the programme in all respects can re-enrol themselves for the programme by

paying half the programme fee / term fee depending upon their left over papers / marks in the respective terms. In such cases study material will not be issued again.

### **8.6. Memorandum of Marks**

Marks memos would be issued to students on completion of examination. But Provisional certificate-cum-memorandum of marks would be issued only after a student completes all the course requirements. In normal cases, they would be sent these documents at the end of the academic year.

### **8.7. Final Diploma Certificate**

The University of Hyderabad will issue the Diploma Certificate after satisfactory completion of programme requirements on payment of Rs.500/- through a Demand Draft drawn in favour of the Finance Officer, UoH, payable at Hyderabad.

### **8.8. Duplicate Diploma / Certificate**

All certificates will be issued only once. If lost, the students can request the Programme Coordinator for a duplicate on payment of Rs.500/- through a D.D. drawn in favour of the the Finance Officer, UoH, payable at Hyderabad. However, duplicate of the Final Diploma Certificate will be issued only after producing necessary police inquiry certificate through a demand draft of Rs.800/-.





# Facilities at NATFM



**CENTRE FOR DISTANCE AND  
VIRTUAL LEARNING  
UNIVERSITY OF HYDERABAD**  
City Campus, Golden Threshold Building,  
Nampally Station Road, Hyderabad - 500001.  
Tel : 24600264, Fax : 266  
E-mail : [cde@uohyd.ernet.in](mailto:cde@uohyd.ernet.in)  
Website : [www.uohyd.ac.in](http://www.uohyd.ac.in)



**National Academy of Telecom  
Finance and Management**  
(An Apex Level Management Institute under  
Bharat Sanchar Nigam Limited)  
(Wholly owned by Govt. of India)  
Office: 23006553/0241 Fax: 23005454/6688  
Website : [www.natfm.bsnl.co.in](http://www.natfm.bsnl.co.in)