

# Tata-Dhan Academy

Boys Town Campus, Pulloothu Post, Ellis Nagar Via, Madurai – 625016  
Tel: 91-452-2475219, 2475318; Email: tatadhanacademy@satyam.net.in; Website: <http://www.dhan.org>

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Ref: 109-A/TDA/08

June 24, 2008

Dear Mr. Kundan Kumar Gupta,

Greetings from Tata-Dhan Academy.

**Sub: Offer of Admission to the Ninth Post Graduate Diploma in  
Development Management (PDM) Programme (2008-2010)**

We take great pleasure in inviting you to join the **Post Graduate Diploma in Development Management (PDM-IX) Programme**. You have been selected for admission to PDM being offered by Tata-Dhan Academy. We congratulate you for your good performance in DMAT and further processes of selection. We also commend your enthusiasm to pursue a career in the **development sector** through the Academy.

Poverty reduction by harnessing contextually relevant development potential is a complex process involving the inter play of social, economic and political forces. It is our belief that socially sensitive, committed and talented persons like you can accelerate the development process and make it more humane, especially for the disadvantaged and marginalized segments of society. The world has immense opportunities and challenges for you.

Workers in development, like in any other meaningful endeavour, require knowledge of certain basic concepts, some practical skills acquired through experience, a perspective and a definite value orientation and professional ethics. The purpose of PDM is to equip you in gaining the required development knowledge, skills, and attitude for working with the marginalised segment of the society.

As a person with strong social concern to actively participate in the development process, you have chosen the right field i.e. poverty reduction and rural development. The Academy takes pride in providing apposite learning ambience to equip oneself for this purpose.

The Programme begins on July 7, 2008 (Monday). There will be an "Induction and Orientation Programme" from July 7, 2008 to August 2, 2008 to prepare you for effective participation in the PDM. Regular classes will commence from August 4, 2008. Your participation in the "Induction and Orientation Programme" is **compulsory**.

Please confirm your Acceptance of our **Offer of Admission** on or before July 3, 2008 by telephone or email besides sending us the filled-in acceptance form enclosed herein. The terms and conditions and general instructions are also enclosed herewith. Please read them carefully and abide by the same.

**Note:** A printout of the same letter has already been sent to your permanent address by courier. This is for your information.

With best wishes,

Sd/-

Ganesh H S  
Chairperson, PDM.

Encl: a/a

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## Terms and Conditions

1. You are provisionally selected to join the Programme in Development Management (PDM-IX). The final admission will be confirmed upon submission of proof for eligibility (original certificates) and successful completion of a village study assignment which will be conducted by the Academy.
2. You will have to undergo a 7-day village study programme in one of the project villages of DHAN Foundation, one of the promoters of Tata-Dhan Academy. The purpose of the village study is to provide you an opportunity to understand the village situation, poverty issues, and available resources. This will help you clarify the nature of work that you are going to take up after the completion of PDM. It would also help you understand the work context. It is a compulsory programme.
3. You will have to provide a written commitment to work in any of the designated development organisations, after successful completion of PDM for a period of **not less than three years**. This commitment will be signed during 14-16 August 2008 and requires the presence of one of your parents/guardian. Hence ensure that one of your parents/guardian will come to the Academy during the said dates.
4. If you decide to withdraw from the Programme during its course, you will have to reimburse the fellowship amount provided by the Academy till the date of discontinuing PDM.
5. The Academy is committed to Excellence in all its' endeavours. Therefore, you are expected to maintain the minimum performance standards, as prescribed in the students' handbook (will be issued at the time of registration), failing which your performance will be carefully reviewed and necessary actions will be taken.
6. During the Registration, you will have to submit your **original Transfer Certificate and Degree certificate** of the last degree course completed. In case, if you have not obtained your degree certificate, you will have to submit the Provisional Certificate. **Within a month** of registration, you will have to submit the Degree Certificate.
7. The Registration is subject to the Entry Requirements set forth in Paragraph 1, page 13 titled "Admission Process" of Admission Brochure (Prospectus) for Post Graduate Diploma in Development Management: 2008-2010.
8. You will have to pay a caution deposit of Rs. 5,000/- (Rupees Five Thousand only). You have to pay the amount at the time of registration on July 7, 2008 either by cash or in the form of a Demand Draft drawn in favour of **Tata-Dhan Academy**, payable at **Madurai**. This amount will be reimbursed after the successful completion of the PDM Programme. If you opt out of the Programme during its course, or you are expelled by the Academy on disciplinary grounds, the caution deposit will not be reimbursed.
9. You have to abide by the rules and regulations of the Academy as laid out in the PDM-IX Students' Handbook which shall be provided to you upon joining PDM.

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## General Instructions

1. You will have to bring a pair of white kurta and pyjama (boys)/white salwar kameez (girls) for yoga class, which is part of the PDM Curriculum at the campus. You have to bring necessary clothing and personal things for stay.
2. You will have to bring some cash to meet your personal expenses.  
Report in person on July 7, 2008 at DHAN Foundation, 18, Pillaiyar Koil Street, S.S. Colony, Madurai – 625 016, between 9.00 am and 10.00 am. Your registration to PDM will take place at Tata-Dhan Academy.
3. The contact phone numbers of  
Tata-Dhan Academy: 0452 – 2475318 / 2475219.
4. A vehicle will bring you to the Academy Campus. It will leave the reporting place at 10.15 a.m. sharply.
5. You are advised to bring essential things like bed sheets, torch, umbrella, etc.
6. As the courses during PDM and your work later as development professionals involve rigorous quantitative analysis, you are required to use computing facilities regularly. Hence, you are advised to bring a scientific calculator with you before the commencement of remedial classes. You are also encouraged to purchase a laptop of at least the following configuration within two months of commencement of the regular classes.

### Recommended configuration

- Laptop with minimum 512 MB RAM (memory)
- CD/DVD burning facility
- Integrated Ethernet LAN / Wireless LAN
- USB Ports

## Acceptance Form

From

Regn. No. :

Name :

Address :

To

The Chairperson, PDM

Tata-Dhan Academy

Boys Town Campus

Pulloothu

Madurai – 625 016

Dear Sir,

### **Sub: Letter of Acceptance of Admission Offer**

I have gone through the Terms and Conditions of Tata-Dhan Academy carefully. I, \_\_\_\_\_, hereby, accept your Offer of Admission to the Programme in Development Management (PDM-IX) of Tata-Dhan Academy.

I shall report at DHAN Foundation, Madurai -625 016, at \_\_\_\_\_ a.m. on July 7, 2008.

I will bring  cash /  Demand Draft for the amount Rs 5,000/- (Rupees five thousand only).

Place:

Signature:

Date:

Regn. No: