



Institute of
Management Technology
Centre for Distance Learning, Ghaziabad



A-16, Site-3. UPSIDC Industrial Area, Meerut Road, Ghaziabad -201003

Post Graduate Certificate in Management

(PGCM) - THIRTEEN MONTHS

Approved by AICTE

ABOUT IMT CDL

Premium Open and Distance Learning (ODL) Institute of India

Today education is not a static regimented process confined to the formative years of childhood or adolescence, but it is a dynamic and a continuous on-going process that extends throughout professional careers. In this ever-changing world, the Distance Education offers multi-pronged benefits of flexibility, professional upskilling and career advancement to the students.

IMT Centre for Distance Learning has been contributing to this educational revolution for over three decades. It has been creating all round leaders in management and entrepreneurship by helping its students acquire the necessary skills in management. With an endeavour to reach out to the graduates and working professionals across the globe, IMT CDL offers premium distance education programmes that have been benchmarked against the very best in this space. Consonant with our mission of encouraging sustained professional enrichment in an academic environment, these programmes provide professional education in a flexible package. Adding synergy to these programmes are the specially prepared Self Learning Material (SLM), interactive contact sessions by expert faculty and carefully crafted recorded video lectures.

IMT CDL is located in a lush green 6-acre campus at Ghaziabad and is at just an hour's drive from Delhi. The Institute boasts of world-class infrastructure consisting of a fully networked Wi-Fi campus and well-equipped classrooms, along with well furnished technological ecosystem that enable 24 X 7 learning.

Vision

Imparting continuum of management education through distance mode to learners across the globe.

Mission

- ▶ Be an academic community leveraging technology as a bridge to innovation and life-long learning.
- ▶ To continuously evolve management competencies for enhanced employability and entrepreneurship.
- ▶ To serve society through excellence and leadership in management education, research and consultancy.



IMT CDL ADVANTAGES

- ▶ Over Three Decades of Expertise in Management Education
- ▶ Highly reputed Distance Learning Institute for Management Programmes
- ▶ State-of-the-Art Infrastructure
- ▶ Highly Experienced Faculty
- ▶ Curriculum Benchmarked with Global Management Institutions
- ▶ Industry Oriented Curriculum
- ▶ Academic Flexibility to Optimize Student Learning
- ▶ SLM – Self-Explanatory, Exhaustive Learning Material created by academia & experts of eminence
- ▶ Online / Offline Learning Sessions (OLS)
- ▶ Live Interactive Sessions with experts
- ▶ 24x7 Learning Environment
- ▶ Self-defined Pace of Learning
- ▶ Video Archives of Recorded Sessions by Eminent Faculty
- ▶ Project Work situated in Student's Own Work Environment
- ▶ 35,000+ Alumni across the Globe



AWARDS & RECOGNITIONS



CSR Top Distance Learning Institute of India Award:

Competition Success Review, 2015, 2016, 2017, 2018 & 2019



Award for Excellence in Distance Learning:

National Education Awards 2017, 2018 & 2019



Award for Excellence in Distance Learning:

BBC Knowledge, 2017



Best Use of Digital Learning:

Business School Affaire & Dewang Mehta National Education Award, 2016



Award for Excellence in Distance Education:

Global Learn Tech Conference & Awards, 2016



Great Place to Study:

SkillTree Global Knowledge Consortium, London, 2014



Post Graduate Certificate in Management (PGCM) - Thirteen Months

The programme offers a structured and compact module on Business Administration. The Curriculum encompasses various aspects of management relevant for the professionals. The programme covers fundamentals in General Management, Finance, HR, Operations and Marketing Management. It is designed to enhance the managerial capabilities of participants, resulting in continuous value addition at their work place. It encourages application of contemporary management knowledge and perspectives in an interdisciplinary manner. The use of case studies helps the participants develop skills necessary to manage real life situations.



MANAGEMENT IS DOING THINGS RIGHT,
LEADERSHIP IS DOING THE RIGHT THINGS

- PETER DRUCKER



Programme Outcomes

After undergoing the programme, the student will be able to:

- ▶ Develop understanding of all the functional areas of management.
- ▶ Develop decision making capability necessary for day-to-day business situations.
- ▶ Develop soft skills with respect to Human Resource.
- ▶ Develop skills in problem solving and analysis.

Eligibility

- ▶ Graduation in any discipline.

Programme Duration

- ▶ Duration of the programme is Thirteen (13) months. However, the programme can be completed in the extended maximum period of Twenty Six (26) months from the time of admission.

Programme Structure

- ▶ The PGCM is delivered in two Semesters.
- ▶ The Programme is of total forty four (44) credits. It includes Three (3) non-credit Foundation Courses, Ten (10) Core Courses with a total of forty (40) credits and one Comprehensive Viva Voce of four (4) credits.
- ▶ The student will learn concepts in all the key areas of management.

Curriculum

Foundation Courses		Credits	
1. Basics of Accounting		Non Credit	
2. Basics of Communication		Non Credit	
3. Basics of Management		Non Credit	

Semester - I	Cr.	Semester - II	Cr.
1. Principle of Economics	4	1. Financial Management	4
2. Management Accounting	4	2. Business Environment	4
3. Marketing Management	4	3. Organization Behavior	4
4. Business Statistics	4	4. Operations and Supply Chain Management	4
5. Managerial Communication	4	5. Introduction to Information Systems	4

Viva Term-1 Month	Cr.	Total Programme Credits (Cr.) : 44 Credits
1. Comprehensive Viva Voce	4	

Disclaimer - Programme Structure and Curriculum are subject to change at the discretion of IMT CDL and as per the directives issued by the regulating authority.



COMPREHENSIVE VIVA VOCE

For successful completion of PGCM Programme, learner has to clear a component of Comprehensive Viva Voce. This will include the following stages:

1. Business case

The student needs to choose one area of his/her interest from any of the following domains – Marketing, Finance, Economics, Operations or HR/OB. The student is required to present a real-life business case focusing on following points:

- a. Introduction
- b. Problem areas/Thrust areas
- c. SWOT Analysis
- d. Alternatives available with their Pros & Cons

The case will be evaluated by panel of expert faculty. **MM 50**

2. Viva

This will be a comprehensive viva aimed at assessing the learner's overall assimilation of business management concepts and application in the chosen area of interest. **MM 50**

Total marks = Case + Viva = 100



ADMISSION

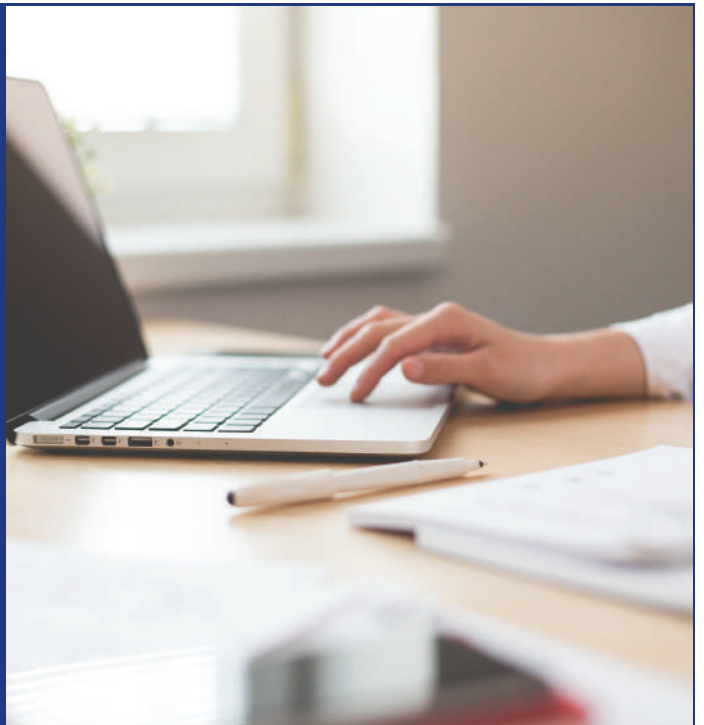
ENQUIRIES

1800-102-1063 (Toll Free) Press 1
+91-120-4622400
admissions@imtcdl.ac.in
www.imtcdl.ac.in/programmes/admissions

CORPORATE ENQUIRIES

+91-97112 37650
corporate.edu@imtcdl.ac.in

Admissions are taken twice a year in
July and January respectively



Admission Process

- ▶ Admission Forms are available at IMT CDL website, as well as at IMT CDL Head Office. Aspirants may either apply on website or send a Demand Draft of Rs. 1100/- to IMT CDL, A-16, Site-3, UPSIDC Industrial Area, Meerut Road, Ghaziabad in favour of IMT CDL, payable at Delhi.
- ▶ The duly filled forms along with the draft for the fee may be submitted to the Coordinator - Admissions, IMT Centre for Distance Learning, A-16, Site-3, UPSIDC Industrial Area, Meerut Road, Ghaziabad-03.
- ▶ Online submission of Admission Forms and Online Payment for the fee can be done on the IMT CDL website.

Eligibility

- ▶ Minimum eligibility criteria for admission in 13 Months PGCM Programme is Graduation in any discipline.

Maximum Duration

- ▶ The maximum duration for completing this programme is double the number of months of the normal duration of that programme.

Documents To Be Attached

- ▶ Two passport size photographs
- ▶ Photocopy of the Degree or the final year marksheet
- ▶ Photocopy of class 10th passing certificate for verification of date of birth, student and father's name
- ▶ Photocopy of the class 12th passing certificate
- ▶ ID Proof - Photocopy of Aadhar Card/Driving License/Passport
- ▶ Experience Certificate
- ▶ Photocopy of the Certificate for verification of the defense personnel, SC/ST, war widows & handicapped candidates

Note

- ▶ In case of foreign degree, submission shall be with approval of Ministry of HRD, Government of India, including copy of Passport and Study Visa.
- ▶ Fee concession is given to serving/retired defence personnel (Army, Airforce, Navy & Indian Coast Guard personnel only), SC/ST, war widows and persons with disabilities (Divyangjan) in the case of 2 year PGDM and PGCM programmes.
- ▶ IMT CDL has the right to deny admission to any candidate after verifying his/her credentials.



FEE STRUCTURE

POST GRADUATE CERTIFICATE IN MANAGEMENT (PGCM) - 13 MONTHS

Semester	Academic Fee (INR)	Alumni Fee (INR)	Programme Fee (INR)
Semester I	27,500	1000	28,500
Semester II	27,500	NA	27,500

Fee Payment Schedule

The fee for all the programmes is payable at the beginning of every semester. Study material would be sent only after the fee is received by IMT CDL. Failure to deposit the fee would debar the candidate from attending Direct to Classroom/Direct to Desktop sessions and continued failure would result in getting debarred from the programmes. The students are required to ensure timely payment of the fee.

Note

- ▶ Every student is expected to pay semester-wise fee in January and July every year for the entire programme duration. If a student does not pay the fee payable in the concerned semester by the prescribed date the student will have to pay the fee along with a fine of Rs. 2500.
- ▶ There is an additional Exam Fee for International Location. If a student is appearing for exam at an International location, then a fee of Rs. 2500 per exam has to be paid for each exam.
- ▶ IMT CDL adheres to the refund policy as per AICTE guidelines.





Modes of Payment

Online Payment

Students can deposit all types of fees through online mode. For more details, please visit the website: www.imtcdl.ac.in

Payment through Demand Draft

Payments are also accepted through Demand Draft, in favour of IMT CDL, payable at Delhi. The draft may be couriered to IMT CDL Ghaziabad, Head Office.

Fee Concession

- ▶ Fee concession shall be given to serving/retired defense personnel (Army, Air Force and Navy personnel only), SC/ST, War Widows and Handicapped Candidates in the case of the PGDM and PGCM only.
- ▶ Category for fee concession once indicated in the admission form shall not be allowed to be changed.

General Information

- ▶ All policies, rules, regulations, fee structure, syllabus, facilities, addition/cancellation of centres, etc. are subject to review and change from time to time as per discretion of IMT CDL. The changed policies, rules, etc. shall be binding on all the students.
- ▶ Any dispute is subject to the jurisdiction of Ghaziabad court only.
- ▶ IMT CDL reserves the right to change fee structure from time to time. The revised fee would be applicable to all the students.



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PG Programmes offered by IMT CDL are approved by AICTE



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admissions@imtcdl.ac.in



1800 102 1063