



**Institute of
Management Technology**
Centre for Distance Learning,
Ghaziabad

One Year Post Graduate Diploma in Business Administration (PGDBA)

The Programme

The programme offers a structured and compact module on business administration. The curriculum encompasses various aspects of management relevant for professionals. The programme covers fundamentals in General Management, Finance, HR, Operations and Marketing Management. This programme is designed to enhance the managerial capabilities of participants, resulting in continuous value addition at their work place. It encourages students to apply contemporary management business knowledge and perspectives in an interdisciplinary manner to the dynamic environment. The programme offers insight into the contemporary developments of the subject. The consistent use of case studies in each subject helps the students to develop skills necessary to manage real life situations.

Programme Objectives

- To provide managerial training that will influence thinking and achievements at the work place.
- To develop skills in all the functional areas of management.
- To instill ethical and moral values and positive attitude for societal well-being.
- To improve decision capability necessary for day to day business situations.
- To develop soft skills with respect to HR and the personnel function.
- To develop skills in problem definition and analysis.

Programme Structure

- The one Year PGDBA is covered in two Semesters
- There are 10 Core Subjects and 1 project in the second semester.
- In the first semester the student will learn concepts in all the key areas of management.
- The second semester will also focus on project dissertation which enables the student to apply all concepts learnt.

Eligibility

- Graduation in any discipline.
- No admission test is required.

Course Fee

- Course Fee - Rs. 55,000/- (Rupees Fifty Five Thousand Only)
- Application Form - Rs. 1,100/- (Rupees One Thousand One Hundred Only)



Curriculum

Semester – I

		credits
IMT-G01	Management Principles, Process & Organization	4
IMT-G02	Business Economics	4
IMT-G03	Business Communication	4
IMT-F01	Management Accounting & Financial Reporting	4
IMT-IS01	Information System for Managers	4

Semester – 2

		credits
IMT-H11	Organisation Behaviour	4
IMT-OM01	Data Analysis & Business Decision Making	4
IMT-OM02	Operations Management	4
IMT-M01	Marketing Management	4
IMT-G06	Strategic Planning & Implementation	4
IMT-PRJ 01	Project	4

Note:

- This course can be completed within two years from the time of admission.
- One Year PG Diploma Programme can be upgraded to Two Year PGDM. The student should apply for upgradation in the 2nd Semester.