



INSTITUTE OF
MANAGEMENT
TECHNOLOGY

Lead the Future

“Make Your Home
The Best Management Institute.”



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GAZIABAD | NAGPUR | DUBAI | CDL | HYDERABAD (Session Starting 2010)

we
leadthe
future

CENTRE FOR DISTANCE LEARNING

ADMISSION BROCHURE - 2009



VISION

To make IMT a global integrated business school, known for its contribution to management education, business leadership and corporate excellence.

MISSION

To serve society and enhance the quality of life through excellence and leadership in management education, research and consultancy, as an academic community which is outward-looking and committed to innovation and lifelong learning.



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From the Desk of the Dean

IMT-Centre for Distance Learning, a premier business school of India, is a centre of excellence in management education through its distance and e-learning mode.

Today, IMT is well known for its distinguished faculty, state-of-the-art technology and innovative pedagogy. The programmes here are flexible, convenient and innovative. Our aim is to provide first-rate education and take distance education to the next level.

Business is changing rapidly. Understanding these changes and managing it is crucial and critical for practicing managers to succeed. Keeping pace with the technology and staying ahead has been the most demanding challenge of all the management skills required today.

The courses offered by IMT - CDL are crafted to equip students with tools and techniques so that they take up any challenge in the highly competitive business world of today and tomorrow.

Distance learning with us doesn't mean studying alone. Our Personal Contact Programmes (PCP), nationwide network of study centres, online digital library, video conferencing, excellent curriculum and a great faculty-student interaction are second to none, no matter where you are in the world.

I am glad to announce the introduction of our two new programmes, Ph.D. Programme and Two Year MS Programme in Cyber Law and Security in collaboration with National Law University (NLU), Jodhpur.

I invite you to explore the opportunities that our different programmes can provide in your professional career and personal growth. I am confident that you will find our management programmes very rewarding, both as a student and a professional.

Best Wishes



Dr. A. M. Sherry

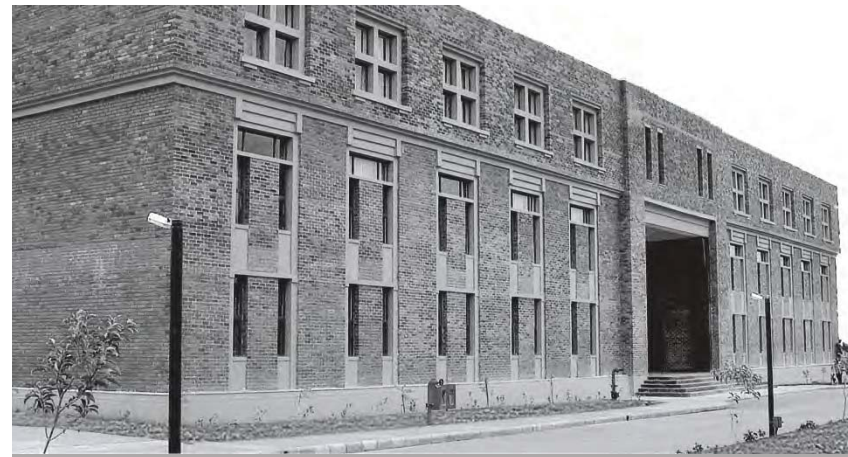


IMT-Ghaziabad - 29 Years of Excellence

The Institute of Management Technology (IMT) - Ghaziabad was established in 1980 under the aegis of Lajpat Rai Education Society with the dream of nurturing and developing managerial talent. In the last 29 years of excellence, IMT has been consistently ranked amongst the top management institutes in the country. Today, IMT is widely recognised as a centre for excellence in management education, quality research and for its strong industry interface. The Institute is strategically located in Ghaziabad, near the national capital. The lush green IMT campus is spread over 14 acres of land with an infrastructure ranked amongst the best in the country.

IMT offers a wide range of residential Post Graduate Programmes in Management.

The driving force behind IMT's high levels of academic excellence and quality research is the dedicated team of over sixty core faculty members drawn from academia as well as industry and known for their academic and research contributions. In order to give thrust to applied research, besides regular programmes, IMT has started four centres of excellence - Centre for Global Supply Chain Management, Centre for Strategic Information Management, Centre for Financial Research and Centre for Environmental Management. IMT also has an academic partnership with CISCO, IBM Resource Centre and many well-known universities of the world.



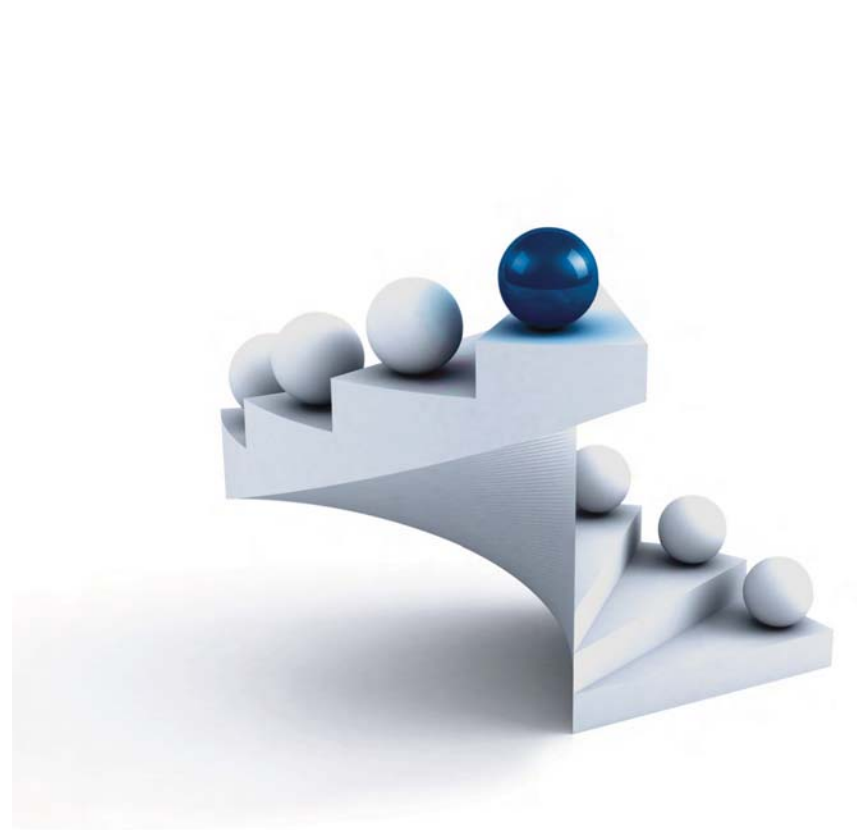
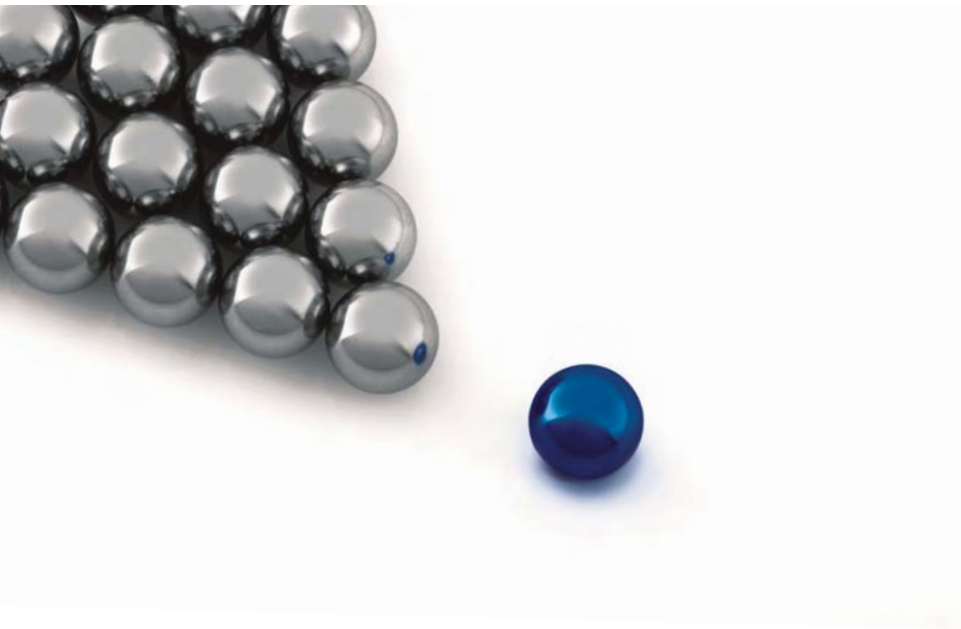
IMT-Nagpur

An era of excellence dawned with the birth of IMT-Nagpur, an academic institution conforming to global academic standards. The new campus became operational in July 2004 with top-of-the-line infrastructure, state-of-the-art technology and eminent faculty. Planned in three phases, the campus is spread over 25 acres of land located at Mouza Dorli, on the outskirts of Nagpur.



IMT-Dubai

IMT carries the vision to position itself on the global business map. Pursuing this vision, IMT established its first overseas campus in Dubai in 2006. Bringing world-class management education within easy reach of the students and management professionals seeking global careers has been the key driver behind this initiative. Dubai has emerged in the last few years as the main business hub of the region covering not only the Middle East but also Central Asia as well as the Indian Sub-Continent. Through its highly competitive and efficient infrastructure, Dubai today serves a market of more than 1.5 billion people and is ranked as the world's third largest re-export centre.



IMT-Centre for Distance Learning A Business School that knows no boundaries...

Our Philosophy

Education is acquisition of the art of utilisation of knowledge. Knowledge in the management field, like other disciplines, is expanding very fast. Education is central to the human resource development and empowerment in any country, and the quality of education is judged by the kind of humans it produces. Education is the means whereby adults pass on their beliefs and values to their children.

The growing internationalisation of higher education, especially professional courses and institutions, increasing international co-operation and the emergence of new, transnational education providers are posing a challenge to national higher education systems. The new knowledge-based society demands managers who are flexible and versatile. They need to learn continuously and upgrade their skills as the technology advances. Innovative forms of transnational education based on internet have been opened to students around the world. This has made distance education more vibrant and a rewarding experience.

IMT - CDL has been contributing to this educational revolution in its own way. Fully alive to the emerging challenge, the Centre has been in the forefront establishing a lead through preparing managers of tomorrow with distinct vision blended with technology and skills. The centre strives to create leaders in management and entrepreneurship by helping its students acquire the necessary skills.

The Location

IMT - CDL is located on a lush green 6 acre campus and is just an hour's drive from Delhi.

The Institute boasts of world-class infrastructure consisting of a fully networked Wi-Fi campus, well-equipped classrooms, a modern auditorium and a well-stocked library.

Portfolio of Programmes

IMT - CDL offers a wide spectrum of management and information technology programmes. The curriculum is constantly updated to be in touch with the dynamic global and Indian environment. Learning is further enhanced by information technology that connects students to resources and data around the globe. The approach to management education is founded on continuous innovation, development of practical knowledge and a relentless commitment to academic excellence.



Recognition by Distance Education Council (DEC)

IMT - CDL has been recognised by Distance Education Council, Government of India, vide their letter no. DEC/Recog/IMT/07/5966, dated 4th October 2007 for offering distance education programmes.

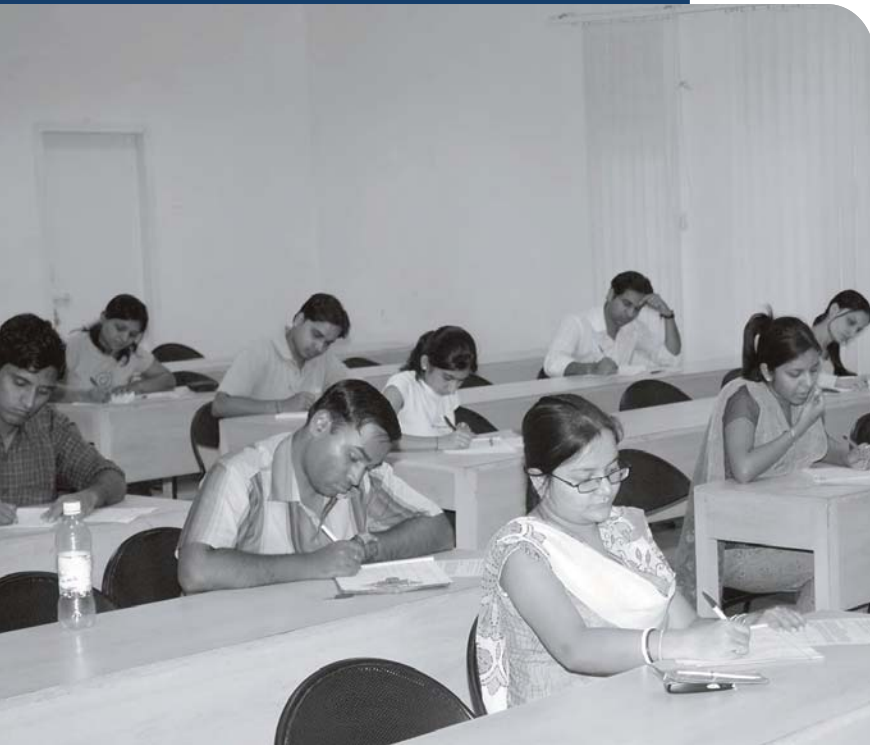


Infrastructure and Student Support Facilities

IMT - CDL is equipped with the following astonishing facilities:

Digital Library

It provides you a variety of books anytime, anywhere. Referenceware[®], from Books 24x7, offers a revolutionary approach to problem solving and learning by providing online access to thousands of business, technical and finance books.



Every page, word, graphic, figure, schematic, formula and table in the original books are available for searching, browsing and reading online. Even the companion CD contents for many of the books are accessible. Well-known industry publishers contribute their latest and best selling titles as well as their classics-content users respect and trust. New books are added from time to time ensuring updation and comprehensive subject coverage. All relevant books including newly added ones are accessible. The library is searchable and can be accessed from web environment. Innovative technology searches every word of every page to deliver highly relevant results. Results include most relevant titles with direct links to most pertinent sections. So users quickly get to the information they need. Only results relevant to the search are delivered, eliminating the need to wade through thousands of false hits.



Video Conferencing

This enables virtual classroom environment at all study centres. Advanced Interactive Distance Learning System will establish a fully interactive distance learning and training service over any TCP/IP communication (satellite, WAN or ADSL) network and delivers instantaneous training from a central location to any number of remote sites. Delivery of multiple, live synchronous e-learning lessons to a number of geographically dispersed students to either PC or TV-based classrooms using a friendly student/instructor interaction. High quality bi-directional video, voice and educational tools like slide projection, whiteboard, chat and application projection.

The studio is also equipped with an audio-visual system that enables the instructor to conduct lessons and interact with students. With this, the instructor can conduct a live lesson to a large number of students.

Recorded Lectures: 12 hour-recorded video lectures are available through study centres for some of the important subjects. These recorded lectures have been delivered by eminent faculty members.



IMT Online Campus and Website

IMT Online Campus is accessible worldwide, anywhere, anytime and as often as learners like. It allows an individual to learn things in chunks. Using learning management system of IMT Online Campus, learning is self-paced. Learners can take the training according to their convenience. It also saves time by monitoring learner's performance and stopping the practice when a learner has mastered the content. E-learning provides the learner with opportunities to learn from mistakes and provides immediate feedback which learners can use to improve their performance. There is provision of automated record keeping and reports. IMT Online Campus is integrated with IMT - CDL Website.

Research & Consultancy

The Research and Consultancy Division of the Institute handles gamut of activities, ranging from training programmes to complex industrial planning, techno-economic feasibility studies, market research, MIS, software development, technology selection, upgradation and organisational improvement assignments. Consonant with the mission of encouraging sustained professional enrichment in an academic environment, IMT - CDL offers innovative and practical management development programmes on critical management issues. These programmes focus on key topics similar to Leadership, Financial Management, Information Technology, Human Resource Development, Strategic Mentoring and Professional Renewal.



Corporate Tie-ups

IMT-Centre for Distance Learning offers customised corporate management programmes through traditional as well as e-learning mode. These courses are offered at the corporate locations across India.

The salient features of these courses are:

- Programmes are conducted in-house at the corporate location to avoid any operational/logistical issues. The student managers also find it convenient to attend the contact programme wherein they learn through face-to-face interaction with the faculty.
- Customised contents and cases are developed in consultation with the organisation. This offers opportunity for greater learning and exposure to the student managers.
- The programmes are supplemented by access to an online digital library. The online resource contains more than 4000 global titles for enhanced learning.
- Student managers are able to imbibe immense value addition and display their analytical acumen through a live industry project done in the final year of the programme.
- The programmes develop a spirit of learning while earning amongst student managers.
- The programmes are designed to facilitate self-paced learning for the working student managers.
- The students can also attend the consolidated Personal Contact Programme held in months of May/November without any extra charges.
- IMT - CDL has corporate tie-ups for customised corporate management programmes.
- IMT - CDL has signed an MoU with Taxmann for One Year Post Graduate Diploma in Taxation with experts of national repute. A second MoU has been signed with Mr. Ankit Fadia, a world renowned cyber security expert for conducting One Year Post Graduate Diploma in Cyber Security. Corporate programmes are being run at Nucleus Software, Xansa, GenPact, WNS, Hindalco, Infosys, IBM-Daksh, Royal Bank of Scotland, Tehri Hydro Development Corporation. Some more corporate programmes are in the pipeline.

Core Faculty

Faculty at IMT - CDL is deeply committed to inculcating professional values and a relentless quest for excellence in student managers. The Faculty consists of highly qualified and professionally aware individuals who are in constant touch with the changing global environment.

Faculty Profiles

A.M. Sherry

Professor, Information Technology

Dr. Arun Mohan Sherry is a Ph.D., M.Sc. (Gold Medalist), M.Tech. (Computer Science, IIT Kharagpur). He is a recipient of Anand Swarup Bhatnagar Gold Medal for securing highest marks in Post Graduation. He is also a recipient of Brilliant Student Honour by Lions Club in the year 1987 and 1989. He has participated in various training programmes organised by IIMs and IITs. His specialisation is in the field of Computer Networks, Inter-networking Technologies and Wireless Communications. He has more than 18 years experience in teaching and research. He has delivered a large number of lectures as guest faculty at many universities and Institutes of repute. He is AACSB (The Association of Advance Collegiate Schools of Business) Accredited Faculty. He has been the Chairman of Fellow Programme in Management. Three candidates have already been awarded Ph.D. Degrees under his supervision and at present, he is supervising six candidates for the award of Ph.D. More than 100 Post Graduate students have completed projects under his supervision. Dr. Sherry has published over 40 papers in international/national journals and conferences. He is the Information Technology Consultant of National Hydro-electric Power Corporation Ltd. (A Govt. of India Enterprise) and a member of the Task Force for strengthening of Information Technology Application in Ministry of Power, Government of India.



N.K. Dhooper

Professor Emeritus & Advisor

Dr. N.K. Dhooper, M.A. (Economics), M.Com, L.L.B., D.L.L., C.M.P. (C.M.U., USA), Ph.D., has teaching experience of over three decades in University of Delhi and reputed management institutes. He was Founder Director of Jaipuria Institute of Management, Lucknow. He has been actively involved in professional management movement in the country through AIMA wherein he held the position of Regional Vice-President and Chairman of Northern Regional Council, led teams of management experts in 1991-92 on behalf of Ministry of External Affairs, Govt. of India and AIMA to erstwhile Czechoslovakia Socialist Republic and Mongolia when they adopted market economy pattern of governance to impart management inputs to their managers to make them compatible with the changed pattern of governance. He was selected for prestigious CMP (College Management Programme), 1996 by Carnegie Mellon University of USA out of thousands of applicants from the whole globe. He has been awarded with 'Gem of India Award' and '20th Century Excellence Award' by the Union Minister of Planning and Programme Implementation, Ms. Ratanmala D. Savanoor and Ex-Prime Minister of India, Mr. Chandra Shekhar for his contribution to the field of management education. He was also honoured as one of the best teachers by the Governor of UP, Mr. Vishnu Kant Shastri.



P.K. Lal

Senior Professor, HR

Prof. P.K. Lal has taught at IMT-Ghaziabad from November 1996 to June 2007. He has taught courses in Human Resource Management, International Human Resource Management, Strategic Leadership, Organisational Development and Performance Management. Before joining IMT, he was the Head, Human Resource at Telco, Jamshedpur, Ashok Leyland, Ennore, DCM-Toyota, Escorts Ltd., and DCM-International for a total of 19 years. Prof. Lal holds a Master's Degree in Labour and Social Welfare. He stood first in the first class and was awarded a Gold Medal. Earlier, he was awarded M.M.R. Tripathi Prize for standing first in language papers at Matriculation examination. He has attended various training programmes organised in India and abroad including workshops at Sterne School of Business, New York and Strathclyde University, Glasgow. He has been extensively trained in delivery of HR functions at Toyota Motor Company, Toyota City, Japan. Prof. Lal has been a member of the Executive Committee of DMA, a member of National Committee on Industrial Relations and Committee on Human Resource Management of CII. He was also the President of the U.P. chapter of HR committee of CII. He has lived in U.S.A, Malaysia and Japan and has visited France, Thailand and Hong Kong. He has published in Indian Journal of Industrial Relations and on literary topics in Kadambini, Nayee Dhara, etc. He has been a consultant with Indian Rayon. He has conducted more than 150 workshops, most of them back to back for companies like New Holland, Eicher (R&D Division), Chambal Fertilisers, Shriram Pistons, NTPC, Motherson Sumi, etc.

**S.K. Sachdeva**

Senior Professor, Marketing Management

Prof. S.K. Sachdeva is a reputed Management Consultant in the areas of International Marketing, Operations Management and Total Quality Management. He is Lead Auditor for ISO 9000 standards. Presently, he is a Professor at IMT-Centre for Distance Learning in Marketing and Operations Management. He did his B.Tech., Post Graduate Diploma in Industrial Management and MBA from Delhi University and scored the top positions. Later he completed his Diploma in Advance Training in Industrial Management from RVB, Delft, The Netherlands and M.Tech. from IIT-Delhi. Having keen interest in International Trade, he did Certificate Course in Export Marketing from IIFT, New Delhi and Shipping Management Course from Narottam Morarjee Institute of Shipping, Bombay. Prof. Sachdeva has vast and varied experience in Industry and Public Sector as well as in education and training. In 1960's he worked as Deputy Director in Bureau of Indian Standards, New Delhi. Later he was a Manager (Planning & Research) and Regional Manager in Food Corporation of India. He has travelled extensively in the Netherlands, Belgium, France, Germany, United Kingdom, Denmark, Sweden, Switzerland and Italy in connection with understanding markets and product adaptation. He has delivered a large number of talks and organised training programmes in the areas of Company Standardisation, Total Quality Management, Technology Management, Materials Management, Quality Circles, Marketing, International Marketing and International Trade. He recently participated in ICFAI Management Development Programme 2008 at Dehradun on the theme - Quality Issues in Service Excellence Management Insights. He has been teaching for over last 40 years in the areas of management, marketing, standardisation and quality control management in the reputed Institutes and Universities in the country. He has contributed over 37 articles in various newspapers and journals in the country and authored three books in the area of Quality Management and International Trade. He has also authored an E-book on Product & Brand Management for IMT's E-MBA Programme.

**A.K. Biswas**

Adjunct Senior Professor, Marketing Management

Prof. A. K. Biswas, M.A. (Economics) Calcutta University and M.A. (Management) from Leeds University, U.K, has a wide experience in area of teaching, research and industry. His interest area includes Marketing Management, Business-to-Business Marketing and Service Marketing. He has worked on various managerial positions in several organisations such as SAIL, Canadian Crown Corporation, IDRC. Over his entire service, he had travelled to several countries including U.K., USA, Japan, Germany, France, Netherlands, Italy, Switzerland and Nigeria.

**T. K. Das**

Adjunct Professor, Financial Management

Prof. T. K. Das, B.Com (Hons.), M.Com (University of Dhaka, Bangladesh), MBA in Finance (FMS, University of Dehli), M. Sc. in Finance (University of Strathclyde, Glasgow, UK) and F.I.C.W.A (Fellow of the Institute of Costs & Works Accountants of India). After joining the Indian Audit and Accounts Service in 1970, he worked in various capacities in the offices (Accountant Generals, Director of Commercial Audit, etc.) of the C&AG of India. He worked in the Agriculture Ministry, GOI, as Joint Secretary and Financial Adviser. Prior to this, he worked in the Finance Wing of various Ministries of the Govt. of India in various capacities such as Chief Controller of Accounts, Ministry of Education. In the project field, he worked with the Bharat Petroleum Corporation Ltd. in Bombay as Project Accountant for their refinery expansion projects. His last assignment was with the Food and Agriculture Organisation of the United Nations in Rome where he worked as Financial Controller for their National Project for Food Security in Nigeria. In the field of education, he started his career as a lecturer in a college initially. Thereafter, he joined the Civil Services of the Govt. of India and while serving there, he had the opportunity to work as Joint Director, National Institute of Management and Accounts, Ministry of Finance, Govt. of India, set up for induction training of the newly recruited IDAS & ICAS Probationary Officers. For a very brief period, he worked as a Professor - Accounting & Finance in the IILM at their Greater Noida campus. Currently, he is in the Board of Directors of the UP Stock Exchange at Kanpur as a nominee of the SEBI.

**P. K. Brahma**

Adjunct Professor, Economics

Prof. P.K. Brahma did his Masters in Economics from Presidency College, Calcutta and had taught Economics in Vidyaasagar College, Calcutta. He joined IAAS in 1966 and retired as Chairman, Audit Board and Deputy Comptroller and Auditor General of India (Secretary to Govt. of India) in 2003. He joined the Reserve Bank of India in 2003 and worked as Banking Ombudsman at Ahmedabad till 2007. While in service, Prof. Brahma did MDPA from IIPA and did Research on World Bank as part of M.Phil - Ph.D. Programme in JNU. He held many important positions as Joint Secretary and Additional Secretary in the Ministries of Civil Aviation and Tourism, Environment & Forests, Ministry of Finance and Ministry of Personnel & Training. He had served Jawahar Lal Nehru University as their Head of Finance, Treasurer and Member of the University Court when he did a computer Training in U.K. He had also been Director on major PSUs like Air India, Indian Airlines, AAI, ITDC and Member of the Governing Councils of major Institutions.



Ajoy Dasgupta

Adjunct Professor, Marketing

Prof. Ajoy Dasgupta is an Engineer (DCE) and PGDM (XLRI). He has worked in almost all functions in Sales & Marketing in different reputed Indian and Multi-national organisations. These organisations are L&T, TATA Steel, ITW Signode, Siemens Information System Limited. His last assignment was as President and Director of Parsec Technologies. He has widely travelled and has got exposure to business development environments in India and in several regions European, East European, Middle East, ASEAN and APAC. His wide experience includes Institutional Marketing, Service Marketing, Franchising, SMB Marketing, Marketing for startings.



Bharti Singh

Associate Professor, Economics

Dr. Bharti Singh is an MA (Economics) and Ph.D. in Economics from Lucknow University. Her areas of specialisation are micro, macro and business environment. She has prepared course material for various institutes and authored a book on 'Managerial Economics'. She has over 16 years of teaching experience in a number of premier institutes. Prior to joining IMT-Centre for Distance Learning, she served as Lecturer at Avadh Girls Post Graduate College, Lucknow.



Geeta Sarin

Associate Professor, Insurance

Prof. Geeta Sarin did her Post Graduation in International Marketing from Delhi School of Economics after completing her graduation in commerce from Hindu College, Delhi University. She has over seventeen years of industry experience with Life Insurance Corporation of India, a public sector giant, and ING Vysya Life Insurance, a private sector global financial leader. She is the co-ordinator for the new insurance course being launched by IMT-CDL.



Narendra Mohan Mishra

Associate Professor, Information Technology

An alumnus of IIM-Ahmedabad, he is associated with several institutions and universities for research and training. Prior to IMT - CDL, Prof. Mishra was Dy. Director in Sri SIIM (New Delhi). He has more than 13 yrs of experience in academics, including Director of UIMT Ghaziabad and Asst. Director in SRM University. He is a versatile teacher having multi-dimensional pedagogy. He has been involved in several Training and Research programmes carried out by different organisations. He has published several research and working papers in leading national and international journals. He is also a professional member of various national and international organisations. Currently, he is extensively engaged in research for ultra classic model of Strategic HR Resource Planning, Knowledge Management and Revenue Management.



N.K. Pant

Assistant Professor, Marketing

Prof. N.K. Pant did his Master in International Business Administration (MIBA) from Faculty of Management Studies, Banaras Hindu University, Varanasi in the year 1992. Prior to joining academics, he worked in Apollo Tyres, New Delhi as Senior Export Officer, Gati Cargo Management Services as Branch Manager and Patel Roadways Ltd., Delhi as Branch Manager. In 1997 he joined academics as faculty in Marketing in Maharishi Institute of Management. During a small stint for an year, he worked as a consultant. He was a senior consultant to Forde Management Consultants Pvt. Ltd., Hyderabad. Later, he worked as an Assistant Professor in IMT-Nagpur. Prior to joining IMT, he was working as Associate Professor, Marketing in the Institute of Public Enterprise, Hyderabad. Presently, he is Co-ordinator of IMT - CDL of Hyderabad Regional Centre.



Abhinav Paranjpe

Associate Professor, Information Technology

Prof. Abhinav Paranjpe has completed his M.Sc. from Andhra University in 1993. He has ten years of teaching experience in the IT stream. He has been awarded medals for securing highest marks in Physics and Electronics in B.Sc. Examination of Nagpur University. He secured first rank in OCCS-07 course. He was the part of start up team when IMT-Nagpur commenced its academic programmes from July, 2004. He has been associated with institution building activities institute promotion through conferences, placements for students, industry tie-ups, arranging guest speakers. Presently, he is engaged with the task of being the coordinator of IMT - CDL Centre, Pune. Prior to joining IMT, he was associated with Icafaian Business School, Pune, Entrepreneurship Development Institute of India, Ahmedabad and Defence Research & Development Organisation (DRDO). He has attended various workshops & seminars in the field of Information technology. He is also engaged in consultancy assignment in Embedded Systems with Micromax Informatics Ltd., Pune.



Nidhi Mathur

Senior Lecturer, HR

Dr. Nidhi Mathur has her Ph.D. in Governance and Post Graduation in Public Administration from Jodhpur University. She has a good academic experience particularly in the area of Organisational Behaviour and Public Administration and has excellent publication record both national and international. For the past couple of years, she has been actively involved in teaching, consultancy and research in management processes. Prior to joining IMT-Centre for Distance Learning, she served as a Senior Lecturer at National Law University, Jodhpur and ICAFI National College.



Rajni Ranjan

Senior Lecturer, Economics

Prof. Rajni Ranjan is an MA (Economics) and MBA from MDS University, having a rich experience of 10 years in teaching. Her areas of specialisation include macro and micro economics. She has excellent organising skills. Along with academics, he has also worked in the capacity of examination incharge in Rai University. Prior to joining IMT-Centre for Distance Learning, she was associated with Bharati Vidyapeeth Institute of Management and Research.

**Surekha Jichkar**

Associate Professor, HR

Core Areas: Basic HR, Stress Coping, Emotional Intelligence, Spiritual Intelligence, Personality, Motivation, Entrepreneurial Development. Dr.Jichkar (MBA & Ph. D) has a meritorious career all through her academics. She was the recipient of the National Merit Scholarship & ICAR scholarship. She has been a teacher in management for the last twelve years. She was the editor of Nagpur Times for four years. She has worked with the Environmental division of Camson Agritech as the coordinator of Central India on a world Project. She was coordinator of Department of Nagpur University for two years before joining IMT-Nagpur. She is a social activist associated with National Woman Scientist Association, Nutrition Society Of India, National HRD FORUM, NIPM, YUVA -Youth For Voluntary Action Ecosoc Division of UNO. Dr. Jichkar is an Industry Trainer, regularly visiting INDORAMA SYNTHETICS, NEKO, VANAMATI, WCL, National Power Training Institute & the industries around Nagpur MIDC. She has been associated with IMT-Nagpur since its inception in 2004. She has handled the forte such as Chairperson Placements, Faculty Incharge Student Affairs, Chairperson of MDPs & Chairperson of the Part Time Programme of IMT-Nagpur. He joined IMT - CDL, Ghaziabad in March 2008 as the Head, Regional Centre, Nagpur.

**Pallavi Gupta**

Lecturer, Finance

Mrs. Pallavi Gupta is a Chartered Accountant and a Post Graduate in Commerce. She is the first attempt Chartered Accountant & a rank holder (45) in CA foundation exam. She has diversified experience in the areas of auditing & reporting. She has around four years of industry experience with exposure to the latest ERP packages like Oracle & SAP. Prior to joining IMT, she was delivering guest lectures at Institute of Chartered Accountants of India, Ghaziabad branch.

**Chhavi Taneja**

Faculty, Economics

Chhavi Taneja has completed her B.A. (Hons.) in Economics from Shri Ram College of Commerce and Master of Business Economics from University of Delhi. She is pursuing Ph.D. in Marketing from University of Delhi. She has over seven years of industry/teaching (including research) experience with AC Nielson ORG-MARG Limited, C.E.M.D., and IMT-Ghaziabad.

**Ankit Fadia**

Faculty, Cyber Security

Ankit Fadia, 22 years old, independent computer security and digital intelligence consultant with definitive experience in the field of internet security based out of the Silicon Valley in California, USA. He has authored 11 internationally best-selling books on numerous topics related to Computer Security that have been widely appreciated by both professionals and industry leaders the world over. His books have sold a record 2 million copies across the globe, have been translated into Japanese, Korean, Portuguese and Polish and are also being used as reference textbooks in some of the most prestigious academic institutions in Asia and North America. Ankit is also a widely recognised computer security guru and cyber terrorism expert. His name appears in Limca Book of World Records.

**R.K. Arora**

Faculty, Economics

Mr. R.K. Arora is an MBA, LLB (Delhi University) and M.A. Econ. (HP University). Prior to joining IMT - CDL he was Joint Registrar, IGNOU & Public Information Officer, Distance Education Council, Govt. of India. He has participated in various Management Development and Training Programmes and has vast experience in professional management. Presently, Mr. Arora is OSD & Head, Regional Centre of IMT-Centre for Distance Learning, Delhi. He delivered Lectures on different aspects of human resource development. He has participated in various seminars and workshops and presented papers therein. He has also published books on Indian Economy. He has to his credit articles and book reviews. He is a Life Member of the Association of University Administrators, New Delhi.

**H. K. Garg**

Faculty, Finance

Prof. H.K. Garg is a Post Graduate in Commerce, worked for about 40 years in various capacities in Govt. of India Services & Public Undertakings. Accounts Officer - A.G.U.P, Allahabad & BHEL, Manager - Steel Authority Of India, General Manager - NTPC. Thereafter, worked as Director in All India Management Association, Director, Vishwa Bharti. Institute of Management, President Noida Management Association. Presently working as Professor & Head of Noida Centre IMT - CDL, Ghaziabad.

**Tushar Marwaha**

Faculty, HRM

Tushar Marwaha has completed his MBA from IMT-Ghaziabad and is the holder of M.A. (English) Degree. He has also successfully completed a certification in Corporate Governance conducted by the NSE. His areas of interest and research include corporate Human Resource practices, the role of language in corporate communications, the flow of communications within cross-functional and cross-cultural units, and inter-personal communications. Prior to joining IMT-Centre for Distance Learning, he was working with Kotak Mahindra Bank, Delhi in the capacity of a Branch Relationship Manager and has also been involved in projects with Citibank.



Visiting Faculty

Operations Management/Quantitative Techniques

Prof. J.C. Bhatia
M.Tech.

Prof. P. Narian
PGDBM

Prof. Ram Gopal
M.Tech.

Prof. R.J. Tikeker
MBA

Prof. T.G. Nand Kumar
MBA

S.S. Sharma
MBA, B.E. (Electrical)

Economic Environment & Strategy

Dr. Atmanand
Ph.D.

Dr. N.K. Oberoi
Ph.D.

Prof. Pradeep Khandelwal
PGDBM

Prof. R.K. Chopra
MBA

Information Technology

Dr. Jayanti Ranjan
Ph.D.

Prof. Manish Mathur
MCA, MBA

Prof. Ranbir Singh
EDPS, HMM

Dr. Sanjeev Gupta
Ph.D.

Prof. Shameena Gupta
MCA, MBA

Prof. Shefalli Bansal
MCA

Dr. R.K. Gupta
Ph.D.

Law

P.K. Goel
M.Com, LLB, M.Phil

Prof. Charu Mathur
Masters in Business Law

Human Resource Management

Prof. B.P. Mukherjee
PGDBM

Prof. K.G. Puri
MBA

Dr. Kiran Mehta
Ph.D.

Dr. P.K. Bajaj
Ph.D.

Dr. Priyanka Srivastva
Ph.D.

Prof. Raju Chotani
PGDBM

Dr. Shushmita Waraich
Ph.D.

Prof. Tripti Taneja
PGDBM

Finance

Prof. Rakesh Kumar
ICWA, M.Com

Prof. Sandhya Gupta
ICWA, CA

Prof. Sanjay Monga
AICWA

Prof. V.K. Wadhwa
MBA

Dr. Radhika Pandey
M.A. (Economics), Ph.D

Taxation

Prof. Mukesh Bansal
CA, ICWA, CS, NET, M.Com

Marketing Management

Prof. Balraj Puri
M.Com

Prof. K. Chandar
MBA

Prof. M.M. Jolly
PGDBM

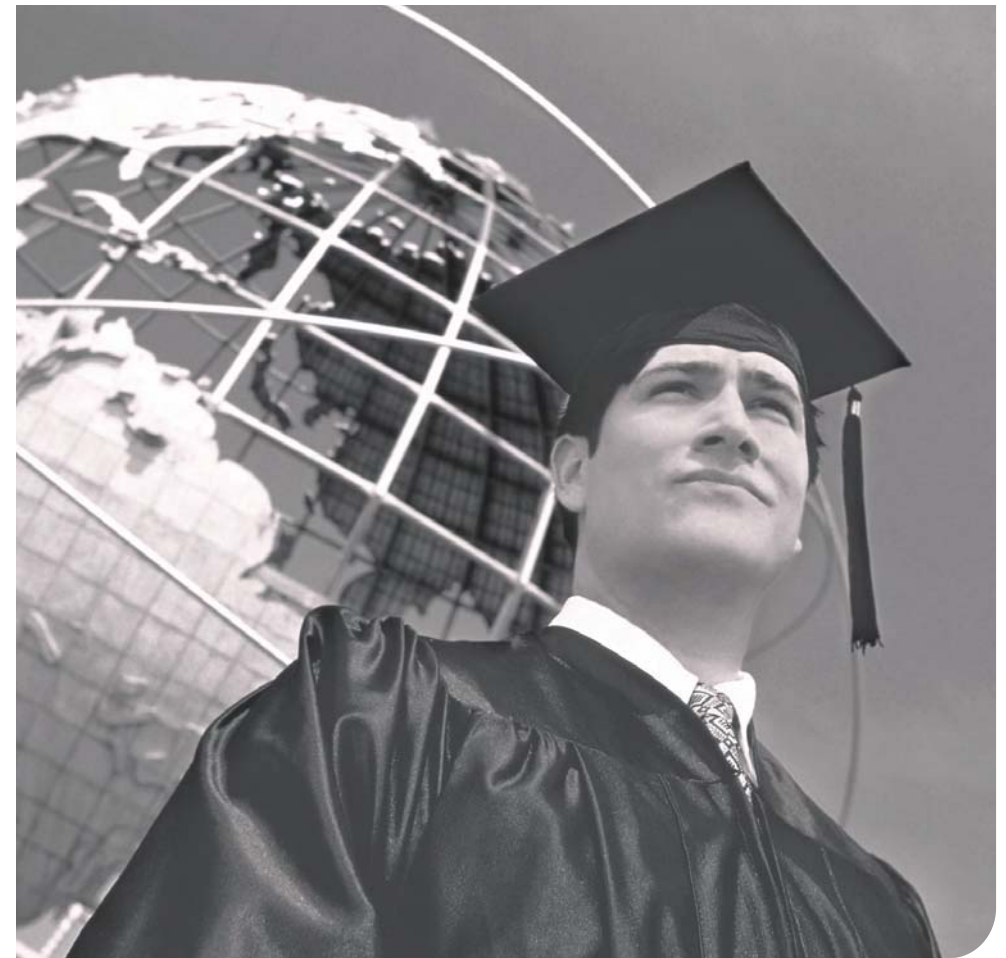
Prof. Naval Gupta
PGDM

Dr. Raj Agarwal
Ph.D.

Prof. T.K. Sabharwal
PGDBM

Prof. Nalini Ramani
PGDBM, Ph.D. (Pursuing)

Vimal Prasad Mathur
MBA



The Programmes - A Commitment to Excellence

In an effort to reach out to the graduates and working professionals, IMT-Centre for Distance Learning offers distance education programmes. Consonant with our mission of encouraging sustained professional enrichment in an academic environment, these programmes provide professional education in a flexible academic package consisting of Personal Contact Programmes synergised with specially prepared study material.

Dynamic Curriculum

The curriculum is constantly updated with the changing national and international business environment. Following the Kaizen concept, a continuous endeavour is made to improve the course design, core readings and the periodic examination process. The emphasis is on creating a 'modular' way of teaching which includes the participation of both the faculty and the experts from industry.

At IMT-Centre for Distance Learning, we believe that meaningful learning is possible only when there is a direct communication between the teacher and the pupil. Our distance education programme recognises that faculty-student interaction is an integral part of the process of acquisition of knowledge. Our study centres also ascribe to IMT - CDL's philosophy by imparting comprehensive management education to our student managers.

The Philosophy

Education today 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 our professional careers. In this ever-changing worldwide phenomenon, the Distance Learning Education Mode is a potent flexible educational format that offers multiple benefits of flexibility, professional recognition and academic enhancement to the student.

The Genesis

As one of the pioneers of the distance education programme in management education, IMT - CDL started operating in 1986 with a modest strength of 250 students. Today, there are thousands of students spread worldwide.

Teaching Methodology

IMT-Centre for Distance Learning has developed various teaching methodologies, prominent being the 'Personal Contact Programme'.

Personal Contact Programme

Personal Contact Programme (PCP) supports the comprehensive study material for our Distance Education courses. Our student managers can opt for the compact PCP conducted on campus twice a year in May and November or they can avail these programmes by our study centres on weekends throughout the year. The schedules for the PCPs at IMT - CDL, Ghaziabad are intimated to the students in advance to enable them to plan their calendar accordingly. The PCPs provide the forum for interactive education and the students are expected to use the opportunity to clarify and enrich their knowledge base. Attendance in PCPs is compulsory and carries 10% weightage in the end-term examination.

Virtual Classroom

In order to further enhance the quality of education imparted to the students, IMT-Centre for Distance Learning is connecting large number of study centres across the country to the head office through satellite connection in a phased manner. The students can have a touch base with the renowned and experienced faculty visiting its main centre and have a sense of belonging with the alma mater. The students get the opportunity to interact with the finest faculty in respective areas through video conferencing. In this way, IMT - CDL can maintain a contact with its thousands of students enrolled across India and deliver the same quality of education.

Group Learning

Group learning is an effective vehicle preparing prospective managers to be proactive in seeking and acquiring knowledge rather than being limited to lecture sessions. Free exchange of ideas and information among group members through discussions and presentations is a proven methodology for the development of professional and communication skills.

The Case Method

This method is used extensively to help develop analytical skills critical to business decision-making. The student managers are exposed to the complexities of the highly competitive professional environment under simulated conditions to help evolve a competent race of new generation managers.

Self Instruction Manuals (SIMs)

All students are sent a set of Self Instruction Manuals (SIMs) as per the course calendar at the beginning of the session. Self Instruction Manuals (SIMs) for various subjects have been developed through selected competent faculty. Improvement in quality has been ensured through SIMs because no single text book can cover the course content appropriately. Through SIMs, the subject matter is made self-explanatory and easier to understand.

Hands-on Computer Sessions

Practical sessions are held at the study centres and at IMT-Centre for Distance Learning. In these centres, the students have the facility to use the computer and software packages relevant to their syllabus. Students are expected to do practical exercises on computer systems. During practical sessions, students work on their own and learn the necessary exercises.

Project Work

The project work constitutes a major component in most of the professional programmes, except the One Year Diploma Courses. The objective of the project is to help students develop ability to apply theoretical and practical tools/techniques to solve real life problems related to industry, academic institutions and research. Every student is required to submit a project on a subject of his own choice. During the Personal Contact Programme, inputs shall be provided for preparation towards project work. Marks will be awarded on presentation, amount of research and viva-voce.



Ph.D. Programme

The Ph.D. Programme in collaboration with National Law University (NLU), Jodhpur, aims at providing high quality training to the students to become distinguished, pioneering and innovative teachers, trainers, consultants and researchers. This collaborative venture will ensure that its Ph.D. students are equipped as to meet the global standards of quality learning.

The Ph.D. Degree shall be awarded by NLU in collaboration with IMT - CDL.

Areas of Research

Tentative prospective areas of research for this collaborative programme shall be in the field of Management, Science and Technology, Law, Humanities and other emerging and interdisciplinary areas such as IPR and Cyber Law & Security, etc.

Specifications of Research Programme

- This 2-year Ph.D. Programme comprises of four semesters that may be extended up to four years (another four semesters). One semester is approximately for 6 months. The minimum period after which a candidate can submit his/her thesis shall be minimum two years and maximum four years from the date of registration.
- Research can be conducted at either of the two institutions but the presentation of research synopsis and public defense of the thesis will be before the statutory body jointly constituted by the NLU and IMT - CDL.
- In this collaborative programme, IMT - CDL will provide technical support to the Ph.D. candidates and faculty for online interaction through video conferencing.

Eligibility:

Minimum eligibility for this Ph.D. Programme shall be Post Graduation in the concerned discipline or subject, from an Indian or a foreign University, with minimum 55% marks in aggregate or equivalent grade in the Post Graduate examination.

Residential Requirement for Research

For this Ph.D. Programme, a candidate shall be in residence at NLU or any campus of IMT for at least for 60 days in total in the four semesters of his research period. Here, each academic year comprises of 2 semesters.

Admission Procedure

The admission to this Ph.D. Programme will be through a Personal Interview. This may be conducted either at NLU or IMT - CDL. Vice-Chancellor, NLU may constitute the board for personal interviews comprising of faculty members of NLU. Dean, IMT - CDL may constitute the board for personal interviews comprising of in-house faculty members of IMT - CDL.

Evaluation Parameters

Following may be the evaluation parameters and weightage for the Personal Interview:

- i. The total score including all the parameters will be 100.
- ii. Subject awareness (includes awareness of contemporary developments in the subject): Weightage of this parameter will be 50.
- iii. Research Credentials (includes publication of books, text, etc.): Weightage of this parameter will be 15.
- iv. Motivation for research (includes preparedness i.e. topic identification, synopsis development, etc.): Weightage of this parameter will be 15.
- v. Relevance of work profile to topic of research: Weightage of this parameter will be 10.
- vi. Communication plus behavioural skills: Weight age of this parameter will be 10.

Other Modalities for Admission

Other modalities regarding admission procedure are as follows:

- a. A candidate should score at least 60% in the Personal Interview to qualify for this programme.
- b. The broad field of research in which the candidate is interested shall be identified and recorded in the Personal Interview.
- c. Candidates qualifying for the admission are required to pay the prescribed fees for provisional registration. The period of registration will be counted from the date of payment of fees.
- d. The fee for each semester will be Rs. 25,000/- . The fees may be revised from time to time by the mutual consent between the NLU and IMT - CDL.
- e. While staying at NLU or IMT campus to fulfill the residential requirement, the candidate shall bear boarding and lodging charges on his/her own.
- f. At the time of admission, a Research Supervisor either from NLU or IMT - CDL, with mutual consent, will be allocated to the candidate as per the field of research in which the candidate is interested.
- g. It will be optional for the candidate to choose one Co-Supervisor in consultation to Research Supervisor. The Co-Supervisor may be from NLU/IMT - CDL/Industry/University or any other reputed institutes like IITs, IIMs, etc.

Other Technicalities During the Tenure of Research

- a) After the admission, the Research Scholar shall remain in constant communication with Research Supervisor and Co-Supervisor as allocated to them.
- b) The Research Scholar shall finalise his research synopsis in consultation with his Research Supervisor and Co-Supervisor (if any) within six months of admission.
- c) A Research scholar shall make a presentation of synopsis of the research proposal in front of the Research Board. On the acceptance of the research proposal, the registration of the scholar shall stand confirmed. If the Board is not satisfied by the research proposal, the scholar shall revise the proposal and present it again before the Board.
- d) The registration must be confirmed within one year of the provisional registration.
- e) After registration, a research scholar must submit progress report at the end of each Semester (after every six months) indicating the extent of research work completed. This progress report shall be submitted to the Research Committee through the Research Supervisor with appropriate comments.
- f) Meeting of the Research Committee may be held at the end of each semester to review the progress reports.
- g) A Research Scholar admitted for this Ph.D. Programme shall take one compulsory course of Research Methodology. A Research Scholar is required to attend minimum of 30 classes of this course. Classes will be conducted online by the faculty members of NLU or IMT - CDL, the schedule of which will be communicated in advance. Each Research Scholar shall score minimum 60% marks in the examination held for this paper. The examination for this paper will be scheduled at the end of each semester. A Research Scholar shall take this examination at NLU or any of the Centres of IMT - CDL. A Research Scholar has to compulsorily clear this paper within one year from the date of provisional registration.



Submission of Ph.D. Thesis

- (i) 6 Months prior to the submission, the Research Supervisor shall forward a panel of 12 external examiners, who are competent to evaluate the thesis, with full particulars of each to the Research Committee.
- (ii) The Chairman of the Research Committee in consultation with the Co-Chairman shall appoint three examiners amongst the list submitted by the Supervisor.
- (iii) A Research Scholar shall send 4 copies of the abstract of the thesis to the Registrar, NLU through the Research Supervisor, at least two months prior to the submission of the thesis. The abstract will be sent to the examiners along with the request to accept the work for evaluation.
- (iv) A Research Scholar shall submit the thesis within a period of six months from the date of submission of Panel of Examiners. The Chairman and Co-chairman of Research Committee in consultation, may, on the recommendation of the Research Supervisor, grant an extension up to a maximum period of six months.
- (v) A Research Scholar shall not be allowed to submit the thesis for the Degree unless the Supervisor is satisfied that the thesis is worthy of consideration for the award of the Ph.D. Degree.
- (vi) The Research Supervisor forwards the thesis with the following certificate
 - a) That this research work has not been carried out earlier in its present shape.
 - b) That this research work is original based on doctrinal/empirical/factual/experimental/survey study or an analysis/ evaluation of existing facts or principles.
 - c) That the Research Scholar has fulfilled the residential requirements as per the rules.
- (vii) Such a certificate shall be countersigned by either the concerned Dean of the Faculty of NLU to which Research Supervisor belongs or by the Dean IMT - CDL in case if Research Supervisor belongs to IMT - CDL.
- (viii) A Research Scholar must submit four printed or typed copies of the thesis to the examinations branch of NLU.
- (ix) The Research Scholar may incorporate in the thesis the contents of any work, which he/she may have published on the subject but shall not submit in the thesis any work for which a Degree has been conferred on him/her by NLU or any other University.
- (x) The Chairman of the Research Committee in consultation with Co-Chairman will appoint members of the Board of examiners for thesis defense for each thesis submission within one month of the appointment of the examiners.

One Year Post Graduate Diploma in Management (Executive) For Corporate Tie-up only

This 12-month programme provides young managers an opportunity to further develop their management skills so as to stand out in the global business arena. The programme aims at transforming functional managers and executives into more versatile managerial talents in tune with current theory and practices in the field.

Objectives

Executives who want to pursue a high quality management education will benefit from this high quality intensive programme that aims at:

- Developing management skills to give the enterprise a wider perspective.
- Fostering enterprise in marketing, finance and systems, global business strategies, etc.
- Inducing system/process driven and data based decision making capabilities.
- Inculcating social and ethical values coupled with professional competence.
- Preparing the students as value drivers and encourage continuous professional and personal growth.

Pedagogy

The curriculum has been prepared in consultation with the industry and is designed to familiarise the students with contemporary management concepts and real life cases. The special thrusts of the programme are, Global Business Strategies, Strategic Marketing, Risk Management and Insurance, Strategic Finance, Supply Chain Management, South-East Asian Marketing Challenges, New Business Development and Enterprise Resource Management.

Programme Delivery

It will be conducted through video conferencing.

Eligibility

Graduation with 5 years experience. Admission shall be through Personal Interview only.

Programme Structure

Semester-I (Foundation) - 1st Year		Credits
IMT-57	Financial Accounting	2
IMT-54	Business Law	2
IMT-20	Managerial Economics	2
IMT-02	Marketing in Action	2
IMT-14	Organisational Structure & Behaviour	2
IMT-24	Quantitative Techniques	2
Semester-II (Foundation) - 1st Year		Credits
IMT-59	Financial Management	2
IMT-58	Management Accounting	2
IMT-74	Managing Human Resource in Global Environment	2
IMT-79	Economic Environment in India	2
MIS	Management Information Systems	2
IMT-56	Strategic Management	2

Project

Project work in any functional area of choice (equivalent to two subjects and 8 credits).

Three Year Post Graduate Programme in Management (PGP - Management) MBA Level Programme

IMT-Centre for Distance Learning's Three Year Post Graduate Programme in Management (PGP - Management) through the distance mode is specially designed to equip the students with comprehensive management education. It's a three year programme and comprises of six modules. It aims to provide young graduates an opportunity to develop management skills and to compete successfully in the global business environment. The curriculum has been designed to lay a strong foundation for logical and analytical skills of the students. The programme provides an intensive, stimulating and challenging learning experience in the management discipline. The curriculum covers all the important areas of management which may be expected from a working manager. The successful completion of the PGP in Management will enable executives to assume a strategic role in their organisation. In turn, the organisations benefit from the constructive and creative inputs given by our successful PGP in Management holders. In addition, the integrated nature of the programme allows a holistic appreciation of business, which is critical to the achievement of a sustainable competitive position in today's ever-changing business environment. The students conduct self-study at their own pace and have the opportunity to specialise in subjects of professional relevance. The PGP through distance education is a viable and flexible route to well-accepted management qualification.

The Programme has been designed to provide specialisation in the area of choice and the PGP in Management would carry the name of specialisation.

Programme Objectives

- To critically appraise a range of relevant theoretical business management concepts.
- To demonstrate proficiency in analysing and interpreting a wide range of business information related to the various functional areas of management.
- To develop and demonstrate key personal and inter-personal skills required for effective management and implementation of solutions to business problems at all levels within and outside the organisation.
- To update the knowledge base related to various business domains and appreciate their significance.
- To critically appreciate the significance of recent theoretical developments in business and their strategic implications.

Eligibility

Graduate in any discipline. Admission test is required. Exemptions from admission test as per the policy of IMT - CDL as mentioned in the prospectus.



Programme Structure

The Programme has a modular structure ensuring continuity and flexibility. It consists of six modules. The completion of all the six modules leads to the Three Year Post Graduate Programme in Management. The first four modules taken together consist of 24 core (foundation) papers. Fifth and sixth modules provide deeper study in management and consist of 2 core papers. A student is required to seek specialisation in one major and one minor area in the final year, i.e., in fifth and sixth semesters by selecting 2 major and one minor papers in each semester. However, the student may seek dual specialisation by selecting three subjects from each field. Besides the course work, during the final semester students have to submit a dissertation related to their major specialisation. The programme offers specialisations in the areas of Finance, Marketing, Systems, Operations, Human Resource Management and International Business.

Semester-	(Foundation) - 1st Year	Credits
IMT-01	Management Process & Organisation	4
IMT-02	Marketing in Action	4
IMT-10	Business Communication	4
CAM	Computer Aided Management	4
IMT-57	Financial Accounting	4
IMT-121	Workbook/Presentation	4

Semester-II	(Foundation) - 1st Year	Credits
MIS	Management Information Systems	3
IMT-58	Management Accounting	3
IMT-14	Organisational Structure & Behaviour	4
IMT-54	Business Law	4
IMT-49	Business Ethics	4
IMT-122	Workbook/Presentation	4

Semester-III	(Specialisation) - 2nd Year	Credits
IMT-77	E-business	2
IMT-24	Quantitative Techniques	4
IMT-20	Managerial Economics	4
IMT-11	Managing People	2
IMT-59	Financial Management	4
IMT-123	Workbook/Presentation	4

Semester-IV	(Specialisation) - 2nd Year	Credits
IMT-15	Production & Operation Management	3
IMT-55	Total Quality Management	3
IMT-25	Operation Research	3
IMT-79	Economic Environment in India	4
IMT-74	Managing Human Resource in Global Environment	3
IMT-124	Workbook/Presentation	4

Semester-V	(Specialisation) - 3rd Year	Credits
IMT-03	Marketing Research	3
Elective-I		4
Elective-II		4
Elective-III		4

Semester-VI	(Specialisation) - 3rd Year	Credits
IMT-56	Strategic Management	3
Elective-IV		4
Elective-V		4
Elective-VI		4

Project

Project Work (IMT-52) in the area of specialisation (equivalent to two subjects & 8 credits).

Electives

Finance		Credits
IMT-41	Indian Financial Service	4
IMT-84	Cost Management	2
IMT-61	Corporate Finance	4
IMT-85	Project Appraisal & Financing	2
IMT-86	International Financial Management	3
IMT-87	Risk Management	3
IMT-88	Business Valuation & Corporate Restructuring	2
IMT-07	Working Capital Management	3
IMT-09	Security Analysis & Portfolio Management	4
Marketing		Credits
IMT-76	Industrial Marketing	3
IMT-17	International Marketing	4
IMT-05	Advertising & Sales Promotion	3
IMT-72	Rural Marketing	3
IMT-75	Brand Management	2
IMT-30	Sales and Distribution Management	3
IMT-17	Service Marketing	3
IMT-50	Consumer Behaviour	4
Systems		Credits
IMT-78	Programming Fundamentals	4
IMT-100	Software Project Management	3
IMT-101	Networking and Telecom Management	3
IMT-31	Web Technology	4
IMT-37	Data Base Management System	2
IMT-36	Java Programming	4
IMT-102	Database Administration	4
IMT-48	Dot Net Programming	4
IMT-103	Linux Administration	3
Operations		Credits
IMT-69	Logistic & Supply Chain Management	4
IMT-23	Inventory Management	3
IMT-51	Manufacturing Strategy	3
IMT-89	Material Requirement Planning	4
IMT-99	Product Planning & Control	3
IMT-26	Project Management	4
Human Resource		Credits
IMT-60	Training & Development	3
IMT-68	Labour Law	3
IMT-13	Management Union Relations	4
IMT-63	Group Dynamics & Managing Change	4
IMT-64	Leadership	3
IMT-62	Strategic HRD	3
International Business		Credits
IMT-16	International Trade	4
IMT-17	International Marketing	3
IMT-18	Export Finance & Documentation	4
IMT-19	Indian Foreign Trade	3
IMT-73	Export Planning & Procedure	3

Note :

124 credits to be completed to qualify for the diploma.

Two Year MS in Cyber Law and Security**Objective**

Recent advancements in Information Technology have revolutionised almost all the arenas of human endeavor. Cyber world has delimited entire world in the form of a globalised information hub. Consequently cyber security issues and regulatory mechanism has developed into a complex system. To understand the dynamics of cyber security and cyber law matrix, techno-legal professionals with the blended skills of law and technology are highly required.

The proposed collaborative course of NLU and IMT - CDL aims to develop the skills to imbibe cyber security issues with a technological ground and then relate them to complex cyber world legal problems. It also aims to provide a detailed understanding of national and international regulatory paradigms and mechanics regarding cyber law.

Eligibility

Minimum eligibility for MS in Cyber Law & Security shall be Graduation in any discipline or subject, from an Indian or foreign University, with minimum 50% marks in aggregate or equivalent grade in the graduate examination.

Admission

Students will be directly admitted to this programme based on the above referred eligibility criteria. No entrance test is necessary.

Duration

This is a two year Post Graduate Degree Programme comprising of four semesters. Each semester is of 6 months approximately and shall be conducted in distance education mode. The students shall complete all the papers in 4 years maximum.

Structuring of the Programme

The proposed programme will have two parts namely (i) Cyber Law and (ii) Cyber Security

- Total 16 courses will be offered in this programme with 4 papers in each semester.
- 8 courses will be relating to various issues of Cyber Security and remaining 8 courses will be relating to Cyber Law issues covering the wide spectrum of legal regime and regulatory mechanism regarding cyber space. These 8 courses will also include relevant information technology management issues.
- Each semester will have 2 courses relating to Cyber Security and 2 courses relating to Cyber law.
- Designing of course structure, study material, conducting contact classes, examination, evaluation for all the 8 courses of Cyber Law shall be the responsibility of NLU. Designing of Course structure, study material, conducting contact classes, examination, evaluation for all the 8 courses of Cyber Security shall be the responsibility IMT - CDL.

Fee Structure:

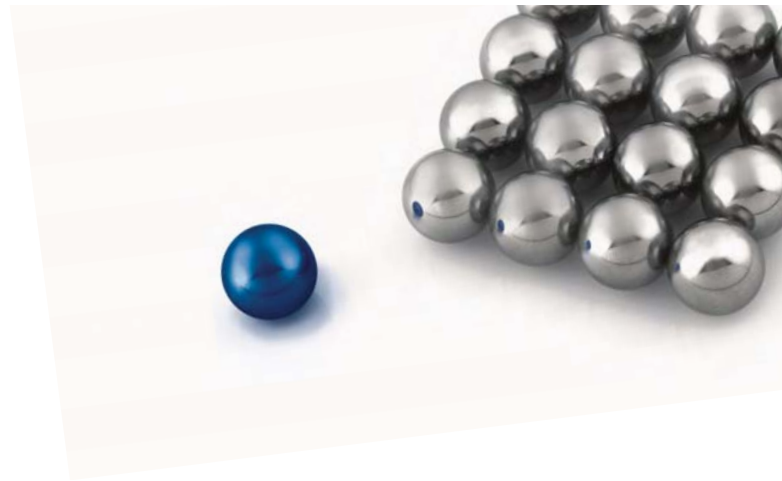
Fee shall be @ Rs. 25,000/- per semester including examination fee.

Conduct of Contact Classes:

Online classes would be conducted for this programme. Faculty members of NLU and IMT - CDL would be responsible to take classes for their respective courses.

Examination

- a) End-term examination shall be conducted at the end of every semester.
- b) The examinations will be conducted at NLU and at all the Study Centres of IMT- CDL.
- c) A student must secure 40% marks in each paper and 50% marks in aggregate to complete the semester.
- d) Each Student shall be entitled to appear for one repeat chance, failing which the student will have to re-register for the entire semester again.
- e) A student shall pay a fee of Rs. 500/- (five hundred only) for repeat examination per paper.
- f) The entire programme shall be completed within four years from the date of registration
- g) The weightage or distribution of marks for each paper will be:
 - (i) 30% for assignment preparation
 - (ii) 10% for attendance in contact programmes
 - (iii) 60% for the end-term examinations;
- h) While the marksheets and all other study material relating to the MS Programme will contain the names of both institutions, final degree shall be awarded under the logo and name of the NLU only.



Programme Structure

Semester-I		Credits
IMT-91	Basics of Security	2
IMT-92	Network Security	2
NLU-01	Cyber Laws: National and International Perspective	2
NLU-02	E-Commerce, E-Taxation and Regulatory Paradigm	2
Semester-II		Credits
IMT-93	Different Types of Attack	2
IMT-94	Network Security Threats, Attacks and Loopholes	2
NLU-03	Intellectual Property Right Issues in Digital Environment - 1	2
NLU-04	E-Banking & Electronic Payment System	2
Semester-III		Credits
IMT-95	Security Solutions	2
IMT-96	Software Hacking	2
NLU-05	Intellectual Property Right Issues in Digital Environment - II	2
NLU-06	Computer Forensics & Digital Evidence	2
Project 1		Credits
Project work in the area of specialisation (equivalent to 2 subjects and 8 credits).		
Semester-IV		Credits
IMT-97	Application, Internet and Mobile Platforms	2
IMT-98	Advance System Forensics	2
NLU-07	Informational Technology Management	2
NLU-08	Information Security Management System	2

Two Year Advanced Post Graduate Diploma in Management

- For Corporate Tie-up with IMT - CDL HQrs
- For Direct Admission of Corporate Professionals (having minimum five years experience) to be enrolled only by IMT- CDL HQrs - Classes through Webex

The Programme

This 2-year programme has four modules. It aims at providing young graduates the opportunity for developing management skills to compete successfully in the global business environment. The curriculum has been designed to lay foundations for logical and analytical skills of the students. The curriculum covers all the important areas in the discipline of management which may be expected from a working manager. The normal period of completing the entire course in the management discipline has been cut short from three years to two years without compromising with the essential areas of management. The Programme intends to provide students a compact view of the business environment in a shorter period of time. The programme has been designed to provide specialisation in the area of choice and the advanced Diploma would carry the name of specialisation.

Programme Objectives

- To critically appraise a range of relevant theoretical business management concepts.
- To demonstrate reasonable degree of proficiency in analysing and interpreting information related to the various functional areas of management.
- To develop inter-personal skills required for effective management and implementation of solutions to business problems.
- To update the knowledge base related to various business domains and appreciate their significance.

Eligibility

Graduate in any discipline.

For Corporate Tie-ups

Admissions as per terms and conditions of Corporate tie-ups.

For Direct Admission of Corporate Professionals

Minimum of five years work experience is required. Selection will be based on merit as decided by IMT - CDL after proper screening.



Programme Structure

The Programme has a modular structure ensuring continuity and flexibility. It consists of four modules. The completion of all four modules leads to the award of Two Year Advanced Post Graduate Diploma in Management. The first two modules taken together consist of eight core papers. Third and Fourth modules consist of three more core papers and four electives along with one project in the area of specialisation in the fourth module. The Programme offers specialisations in the areas of Finance, Marketing, Systems, Operations and Human Resource Management.

Programme Delivery

For Corporate Tie-ups

It's through Personal Contact Classes at the premises of the Corporate concerned.

For Direct Admission of Corporate Professionals

Classes through Video Conferencing by IMT - CDL HQrs only.

Semester-I (Foundation) - 1st Year	Credits
IMT-01 Management Process & Organisation	4
IMT-02 Marketing in Action	4
IMT-20 Managerial Economics	4
IMT-57 Financial Accounting	3
Semester-II (Foundation) - 1st Year	Credits
IMT-24 Quantitative Techniques	4
IMT-54 Business Law	4
IMT-14 Organisational Structure & Behaviour	4
IMT-79 Economic Environment in India	3
Semester-III (Specialisation) - 2nd Year	Credits
IMT-59 Financial Management	4
IMT-03 Marketing Research	3
ElectiveI	4
ElectiveII	4
Semester-IV (Specialisation) - 2nd Year	Credits
IMT-56 Strategic Management	3
ElectiveIII	4
ElectiveIV	4

Project

Project Work in area of specialisation (equivalent to two subjects and 8 credits).

Note :

Same electives as given in the case of a 3-year PGPM.

Total credits between 60-66 to be completed to qualify for the Diploma.



One Year Post Graduate Diploma in Business Management

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.

Eligibility

Graduation in any discipline. No admission test is required.

The Non-PGDBM executives can build up good conceptual understanding of contemporary business management skills. The programme is especially suitable for working executives who are looking for a formal management education for their career advancement.

Programme Structure

Semester-I		Credits
IMT-01	Management Process & Organisation	4
IMT-02	Marketing in Action	4
IMT-57	Financial Accounting	4
IMT-20	Managerial Economics	4
Semester-II		Credits
IMT-14	Organisational Structure & Behaviour	4
IMT-54	Business Law	4
IMT-15	Production & Operations Management	3
MIS	Management Information System (MIS)	3

This course can be completed within two years from the time of admission.

One Year Post Graduate Diploma in Marketing Management

The Programme

Marketing is an important interface function with the market environment and focusses sharply on the delivery of the output. Its role is to ensure continued compatibility of the organisation's offerings with the market requirements and to deliver the benefits sought by the customer. With the opening up of the economy, increase in the literacy rate and communication through mass media, the Indian consumer has become more informed and empowered. The Internet technology has also revolutionised the marketing and sales functions. The advent of e-commerce and e-business are creating new learning opportunities. The customer is no longer willing to accept what is offered without questioning. This programme covers various aspects related to Marketing Management, Marketing Research and Advertising. The programme covers the strategic role of e-business in improving the marketing function of a firm. In the global marketing environment subject to intense competition and rapid Internet-induced changes, an organisation's competitive advantage depends on key strategic decisions. This programme gives decision-makers a strong foundation in marketing concepts and skills.

Programme Objectives

- To develop concepts in marketing.
- To explain the scope of marketing management-analysing opportunities, selecting target segments, developing the market mix, managing the marketing effort.
- To provide understanding of the communication mix, advertising campaigns, media planning, budgeting, marketing mix decisions, scope and limitations of market research.
- To develop strong concepts in marketing strategies for emerging technology and mature markets.
- To build concepts in channel development and management, dealer and sales force management.
- To provide understanding about the internet as a strategic medium for marketing and sales efforts for a company.

Eligibility

Graduation in any discipline. No admission test is required.

People already working in sales or those seeking a career in marketing will benefit from the broad theory and practical base that this programme provides. It will prove helpful for entrepreneurs seeking to launch new products or revamp existing products in the market. This programme is for those who wish to pursue a career in marketing and are seeking a formal qualification.

Programme Structure

Semester-I		Credits
IMT-01	Management Process & Organisation	4
IMT-02	Marketing in Action	4
IMT-70	Marketing of Service Industries	2
IMT-10	Business Communication	4
Semester-II		Credits
IMT-05	Advertising & Sales Promotion	3
IMT-76	Industrial Marketing	3
IMT-75	Brand Management	2
IMT-72	Rural Marketing	3
IMT-03	Marketing Research	3

This course can be completed within two years from the time of admission.

One Year Post Graduate Diploma in Export Management

The Programme

The Export Management Programme is an in-depth module looking at subject areas and disciplines relevant to international trade. The main objective of this course is to offer a satisfactory and a rewarding career which enables the candidate to secure a responsible position in the industry. This course helps to broaden the outlook of executives and to develop their ability for better functioning. It gives practical information and would be a rewarding programme for those who wish to make a career in International Trade. It introduces the students to the latest approaches, techniques and concepts in various areas of international business with a view to enhance the effectiveness in their current or future assignments.

The programme offers a practical insight into various processes and procedures related to export-import documentation and export financing in the Indian context.

Programme Objectives

- To provide a thorough understanding of fundamental principles of foreign trade and practical aspects of export.
- To develop skills to administer a consignment from source to destination and accurately calculate the export cost of a consignment and select appropriate payment methods and effectively communicate with people of differing cultures.
- To build necessary skills, functional knowledge and attitude to enable smooth working in an international trade environment.
- To render exposure to the accounting, marketing, financial, legal, production, human resources and other relevant aspects of the export and import business.

Eligibility

Graduation in any discipline. No admission test is required. This programme is ideal for working executives, fresh graduates and for those planning to venture out on their own in the export-import trade.

Programme Structure

Semester-I		Credits
IMT-02	Marketing in Action	4
IMT-10	Business Communication	4
IMT-17	International Marketing	3
IMT-16	International Trade	4
Semester-II		Credits
IMT-18	Export Finance & Documentation	4
IMT-19	Indian Foreign Trade	3
IMT-73	Export Planning & Procedure	3
IMT-77	E-business	3

This course can be completed within two years from the time of admission.

One Year Post Graduate Diploma in Financial Management

The Programme

Business managers are increasingly becoming responsible for managing their profit centres. They need a certain level of financial knowledge and expertise to evaluate their business performance and financial risk and determine the business and financial strategies for their businesses. This One Year Specialised Diploma Programme will introduce participants to financial decision tools as well as financial management theories and practices that enable them to interpret financial statements, plan, and measure performance using budgets and other financial techniques, make financial decisions and manage financial risks.

Basic Accounting addresses itself to the task of recording, classifying and compiling data from transactions with the market involving exchange of inputs and outputs. Managers in the organisation have to be concerned with the impact of their actions on the profit. They, therefore, need to know the basics of accounting. Important business decisions concern how much to produce and at what level to price the products. Different techniques of processing information for management decisions have evolved over last few decades and have been referred to as Management Accounting.

The programme takes a realistic look into the broad aspects of Financial Management and relates theories, tools and techniques to practical experience. It also provides an exposure to the prevailing financial environment in the country.

Programme Objectives

- To give an insight into the financial aspects of a business operation
- To describe the role and function of external financial reports and identify their users and the regulatory framework in which they are prepared
- To enable understanding and interpretation of the financial statements produced by the organisations
- To equip participants with the practical strategies and concepts used in security markets to maximise company gains
- To develop a good understanding of knowledge required and techniques available to enable managers to measure and manage business performance in their organisations.

Eligibility

Graduation in any discipline. No admission test is required. This programme is aimed at working executives, self-employed people and finance/accounting professionals who are either using the accounting/financial information or preparing budgets, making financial decisions or are simply interested in understanding the language of finance.

Programme Structure

Semester-I		Credits
IMT-01	Management Process & Organisation	4
IMT-57	Financial Accounting	4
IMT-58	Management Accounting	3
IMT-59	Financial Management	4
Semester-II		Credits
IMT-07	Working Capital Management	3
IMT-09	Security Analysis and Portfolio Management	4
IMT-41	Indian Financial Services	4
IMT-61	Corporate Finance	4

This course can be completed within two years from the time of admission.

One Year Post Graduate Diploma in Materials and Supply Chain Management

The Programme

Materials and Supply Chain Management has become a driving force for betterment of the industrial economy. The materials and supply chain has two crucial functions, the physical function, concerned with production, storage, and transportation and the market mediation function, concerned with ensuring that the products reaching the market place match with customers' expectation. Effective execution of these functions necessitates the implementation of key processes such as a seamless manufacturing and logistics process, a dynamic new product development process and support and service process. Therefore, it's crucial to understand key customer service criteria, define global performance metrics, benchmark the supply chain to uncover best practices and use decision-support tools for optimal network design and management.

This programme trains professionals who can improve the organisation's profitability through effective management of materials and supply chain across the firm's value chain.

Programme Objectives

- To improve purchasing and material management skills
- To provide a balance between purchasing and supply expertise and general business knowledge
- To disseminate new methods and techniques in areas of inventory and material management
- To teach how to leverage supply chain management
- To develop a fundamental understanding of basic flows and process orientation
- To present an effective design of a supporting organisational structure
- To explain the role of enabling technology in strategic management of supply chains
- To develop necessary insights into the management information systems required for smooth functioning of material and logistic management in an organisation

Eligibility

Graduation in any discipline. No admission test is required.

Programme Structure

Semester-I		Credits
IMT-01	Management Process and Organisation	4
IMT-02	Marketing in Action	4
IMT-10	Business Communication	4
IMT-119	Store Operation Management	4
Semester-II		Credits
IMT-23	Inventory Management	3
IMT-69	Logistic and Supply Chain Management	4
IMT-89	Material Requirement and Planning	4
IMT-77	E-business	3

This course can be completed within two years from the time of admission.

One Year Post Graduate Diploma in Human Resource Management

The Programme

Manpower management today is undergoing a tremendous change. The complexion of personnel management in the Indian context has changed dramatically. Presently, the Indian managers apply a mix of traditional and modern approach. This programme is designed to equip personnel practitioners with academic background, occupational knowledge and operational skill required in contemporary personnel management. The opening of Indian economy and globalisation has created a need for trained management leaders who can manage a diverse workforce. The special focus of the programme is on making the participants aware of Indian labour laws and practices. The programme encourages practical skills and abilities that utilise this knowledge effectively. Participants can move to higher human resource or training roles on completion of the programme. The programme aims to facilitate the development of competent and reflective personnel practitioners capable of responding effectively to a range of management issues.

Programme Objectives

- To develop key management skills
- To enhance and sharpen personnel management skills
- To evaluate current theory and practices
- To develop conceptual understanding of the personnel function and its relation to broaden organisational and managerial goals and operations
- To deliberate on ethical and professional issues associated with personnel activity.

Eligibility

Graduation in any discipline. Admission test is not required. The Programme is suitable for graduates with experience and line managers who have a role in human resource management in their own organisation.

Programme Structure

Semester-I		Credits
IMT-01	Management Process and Organisation	4
IMT-11	Managing People	2
IMT-49	Business Ethics	4
IMT-60	Training and Development	3
Semester-II		Credits
IMT-13	Management Union Relations	4
IMT-14	Organisational Structure and Behaviour	4
IMT-74	Managing Human Resource in Global Environment	3
IMT-10	Business Communication	4

This course can be completed within two years from the time of admission.

One Year Post Graduate Diploma in Retail Management

The Programme

The face of the Indian landscape is changing rapidly. Malls, multiplexes, complexes are springing up everywhere. This is not limited to urban areas alone, but semi-urban areas as well. What we are experiencing is the advent of organised retail. The trade in general items, clothes, groceries, household goods used to be in the realm of small and medium sized retailers. Customer service and customer relationship concepts were almost unheard. The proprietor was the sole person responsible for managing the enterprise without any concrete systems in place.

Retail is also changing the paradigm of branding. Brand management is not purely in the realm of the manufacturer or distributor alone, but also largely dependent on the owner of the shelf from where this is displayed and sold. The concept of customer relationship management ensures that the product now carries the credibility of the seller. This programme aims at providing all the relevant concepts to prepare students to seize this vast opportunity that is being thrown up in the job market by organised retail.

Programme Objectives

- To develop concepts in Retail Marketing
- To understand in-depth consumer behaviour and customer relationship management
- To understand the relevant concepts of the marketing mix applicable in the retail environment
- To understand promotional strategies for fast moving and over the counter goods

Eligibility

Graduation in any discipline. Admission test not required. People already working in sales or those seeking a career in retail will benefit from the broad theory and practical base that this programme provides. It will be helpful especially for entrepreneurs seeking to launch new products or revamp existing products in the market. This programme is for those who wish to pursue a career in retail business and are seeking a formal qualification.

Programme Structure

Semester-I		Credits
IMT-01	Management Process and Organisation	4
IMT-02	Marketing in Action	4
IMT-10	Business Communication	4
IMT-81	Retail Management	4
Semester-II		Credits
IMT-23	Inventory Management	3
IMT-82	Retail Shoppers' Behaviour	3
IMT-83	Retail Sales Techniques	3
IMT-77	E-business	3

This course can be completed within two years from the time of admission.

One Year Post Graduate Diploma in Insurance Management

The Programme

The Post Graduate Diploma in Insurance Management is a one year programme through distance learning with specialisation in Insurance Sector. This unique Diploma caters to the growing needs of the insurance industry. With the opening of private sector and entry of private players, the demand for candidates specialised in insurance industry has grown beyond expectations. The objective of this course is to identify and develop students for the leadership positions within these organisations and provide a platform for developing trained resources suited for the industry.

Assessing the needs of the industry, the curriculum has been designed and developed in collaboration with major insurance players in the market and expert faculty in this field. Students are exposed to a unique blend of life as well as non-life insurance working and procedures. The programme covers the principles and practices of life and general insurance, various laws and legalities of the business, risk management, basics to underwriting insurance business and guidance to company operations. The course has been designed with extreme stringent evaluation mechanisms as to develop student's profile in meeting up to industry's requirements. The contents have been framed so as to equip the students with necessary skills required in insurance management and prepare them to be risk managers and evaluators of tomorrow.

People already working in sales or those seeking a career in insurance will benefit from the theory and practical base that this programme provides. The programme will give an impetus to all those seeking a career in insurance sales and operations.

Programme Objectives

- To develop understanding of insurance principles and practices as a subject
- To understand in-depth working of life and non-life insurance functions
- To equip students with knowledge and practical skill sets for complete development
- To provide a platform to develop trained resources for the rapidly growing insurance industry

Eligibility

Graduation in any discipline. Admission test is not required.

Programme Delivery

It will be through Video Conferencing.

Programme Structure

Semester-I		Credits
IMT-107	Business Environment and Economics of Life Insurance	3
IMT-104	Life Insurance Principles and Practices	4
IMT-105	Non-Life Insurance Principles and Practices	4
IMT-02	Marketing in Action	3
IMT-106	Legal and Regulatory Aspects of Insurance	3
Semester-II		Credits
IMT-108	Insurance Company Operations	3
IMT-112	Customer Relationship Management	3
IMT-109	Insurance Underwriting	3
IMT-111	Insurance Sales Management	3
IMT-110	Basics of Personal Financial Planning	3
IMT-10	Business Communication	2

One Year Post Graduate Diploma in Cyber Security (With Ankit Fadia, renowned Cyber Security Expert)

Ankit Fadia, 22 years old, is an independent computer security and digital intelligence consultant with definitive experience in the field of Internet security based out of the Silicon Valley in California, USA. He has authored 11 internationally best-selling books on numerous topics related to Computer Security that have been widely appreciated by both professionals and industry leaders the world over. His books have sold a record 2 million copies across the globe, have been translated into Japanese, Korean, Portuguese and Polish and are also being used as reference textbooks in some of the most prestigious academic institutions in Asia and North America. Fadia is also a widely recognised computer security guru and Cyber terrorism expert. His name appears in Limca Book of World Records. Fadia is, however, better known for his significant work in the field of digital intelligence, security consultancy and training. In November 2001, Fadia was consulted by a classified intelligence agency for breaking an encrypted message sent by one of Osama Bin Laden's men. Since then Fadia has been involved in numerous classified projects pertaining to International Security and Computer Networks. He handles the Asia Operations of the classified intelligence agency.

For his outstanding contributions, Fadia has been honoured with numerous awards, Indo-American Society Young Achievers Award 2005, IT Leader Award 2005, Person of the Year 2002, Limca Book of Records, Hall of Fame Award, Outstanding Young Achievers' Award, Silicon India Person of the Week, Embassy State Award, Best Speaker Award (on 4 occasions), Student of the Year 2002-03 and many more. Our technologically networked world is continuously challenged by new security loopholes, threats and attacks. With a growth in computer users and networks, the scale and sophistication of cyber crimes has increased, thus creating a high demand for Ethical Hackers. The job of Ethical Hackers is to get into the minds of computer criminals, think like them and come up with innovative methods to protect computer systems. However, to defend computer systems against attacks and build expertise in the domain, Ethical Hackers need to have an understanding of present-day computer security tools and methodologies. To meet the need of Ethical Hackers or Cyber Security Experts, One Year Post Graduate Diploma in Cyber Security has been designed by well-known Cyber Security Expert, Ankit Fadia. IMT-Centre for Distance Learning has signed a Memorandum of Understanding with Ankit Fadia to organise this programme for its students. Fadia provides customised cyber security training and consulting solutions to clients on three continents. These include Google, Citibank, Shell, Volvo, Thai Airways, UOB Bank, PT Cisco Systems, Bank of Thailand, Bangkok Public Bank, Amari Hoels, Blue Scope Steel, Jumeirah International, Wipro, Singapore Health Promotion Board, Infosys, Satyam and Schering Ltd. He has also conducted more than 1000 training sessions across 25 countries on cyber security to an audience comprising CEOs, CIOs, top management, entrepreneurs, technical specialists, defense personnel and students. The need for Ethical Hackers or Cyber Security Experts is going to be increasingly felt all over the globe by all banks, financial institutions, IT companies, defense, police and intelligence establishments. The worldwide demand for Information (Cyber) Security Services was approx. \$8 billion in 2001 and was estimated at \$23.6 billion in 2006 according to IDC. Correspondingly, there is a growing demand for cyber security professionals this research pegs the current demand for IT professionals at over 60,000 worldwide. This is estimated to grow to over 1,88,000 worldwide by 2008. Under the MOU signed with Ankit Fadia, deserving students may be offered placement by Ankit Fadia for specified jobs of consultancy and other related jobs.

Eligibility

Graduation in any discipline. Admission test is not required.

Programme Delivery

It will be through Video Conferencing.

Programme Structure

Semester-I	Credits
IMT-91 Basics of Security	2
IMT-92 Network Security	2
IMT-93 Different Types of Attack	2
IMT-94 Network Security Threats, Attacks and Loopholes	2
Semester-II	Credits
IMT-95 Security Solutions	2
IMT-96 Software Hacking	2
IMT-97 Application, Internet and Mobile Platforms Security	2
IMT-98 Advance System Forensics	2

Project (IMT 52)

Project work in the area of specialisation (16 credits).

One Year Post Graduate Diploma in Taxation (in collaboration with Taxmann)

No government can effectively function without sufficient finances on its disposal. One major source of finances or revenue is taxation. In India, income-tax, wealth-tax and service-tax play a vital role.

Professionally-trained consultants are required in large numbers to handle tax matters of taxpayers in a way that they pay the taxes rightly and also reduce the incidence of taxation within the legal framework. One has to understand precisely the difference amongst tax evasion, tax avoidance and tax planning. Even the government appreciates the role of professionally-trained tax consultants who assist profusely in tax collection exercise.

In order to cater to the ever-increasing demand of professionally-trained tax consultants, IMT-Centre for Distance Learning has designed One Year Post Graduate Diploma in Taxation with the expertise made available by nationally known experts on taxation Dr.V.K. Singhania and Mr. V.S. Datey under collaboration with nationally known publishers named Taxmann whose website is updated regularly on daily basis in respect of all tax matters. Brief introduction of Dr.V.K.Singhania, Mr. V.S.Datey and Taxmann are given in the paragraphs that follow.

Taxmann is a growth-driven publishing house with its independent marketing network. They have an impressive tally of titles on Tax, Corporate and Commercial Laws. Professionals and corporates look up to Taxmann to provide them with high-quality books on Direct Tax Laws, Indirect Tax Laws, Company Law and all Allied Laws. Taxmann's credentials are well established, its experience in the industry, editorial expertise and market network strike a combination that delivers the best.

Taxmann has highly qualified technical personnel with in-depth knowledge of all aspects of management for running a successful commercial enterprise. Their motto is 'Spearheading the pursuit of expertise and authenticity'. IMT - CDL has signed an MoU with Taxmann for making efforts jointly for providing to deserving students practical training and final placement to the extent possible with leading tax consultants, tax advocates and chartered accountants.

Eligibility

Graduation in any discipline (preferably commerce). Admission test is not required.

Programme Structure

Semester-I	Credits
IMT-57 Financial Accounting	4
CAM Computer Aided Management	4
IMT-113 Income Tax-I	4
IMT-114 Wealth Tax	4
IMT-115 Service Tax-I	4
Semester-II	Credits
IMT-116 Income Tax-II	4
IMT-117 VAT in Delhi	4
IMT-118 Service Tax-II	4

There will be a project based on internship of 3 months with a practicing CA/Tax Consultant/Tax Advocate

Profiles of Tax Experts as Visiting Faculty

Dr. Vinod K. Singhania got his Ph.D. from the Delhi School of Economics in 1976. His fields of interest include all facets of corporate legislation and corporate economics especially the tax laws. Associated in different capacities with several professional institutions and business houses in India and abroad, Dr. Singhania is author of many popular books (some of which are also available on CDs) published by Taxmann. He has to his credit more than 300 research articles which have appeared in leading journals. He has been a resource person in over 300 seminars in India and abroad.

Mr. V.S. Datey, B.Tech (Hons), FCS, FICWA has over 30 years of corporate experience at senior levels in finance and legal fields. He has worked as Secretary and General Manager (Finance) in leading companies like Kirloskar Tractors Ltd. and Taparia Tools Ltd., before deciding to concentrate full time on writing books for professionals and students. Mr. Datey is Chairman, Nasik Ojhar Chapter of Cost Accountants. He is also Chairman of Nasik Satellite Chapter of WIRC of ICSI, Nasik. Presently, he is concentrating on writing books on various topics particularly relating to indirect taxes and corporate laws.

Study Centres - Reaching Beyond

To enable students with better services and facilities for counselling and Personal Contact Programme, we have set up study centres in various states. To strengthen study centres with better control and guidance, IMT - CDL has added four more regional centres at Delhi, Mumbai, Nagpur and Hyderabad. Thus, now there would be five regional centres including Kolkata, which is already functional. These regional centres would control study centres in their respective areas.

Study Centres perform the following functions:

Enrollment

The admission to various courses of IMT-Centre for Distance Learning is done at IMT-Centre for Distance Learning and its Study Centres across India. The application forms are also available at Study Centres and the completed application forms can be submitted there as well.

Dispatch of Study Material

The self instruction manuals are provided by IMT-Centre for Distance Learning to various study centres, which in turn distribute the same to the concerned student managers.

Evaluation of Assignments

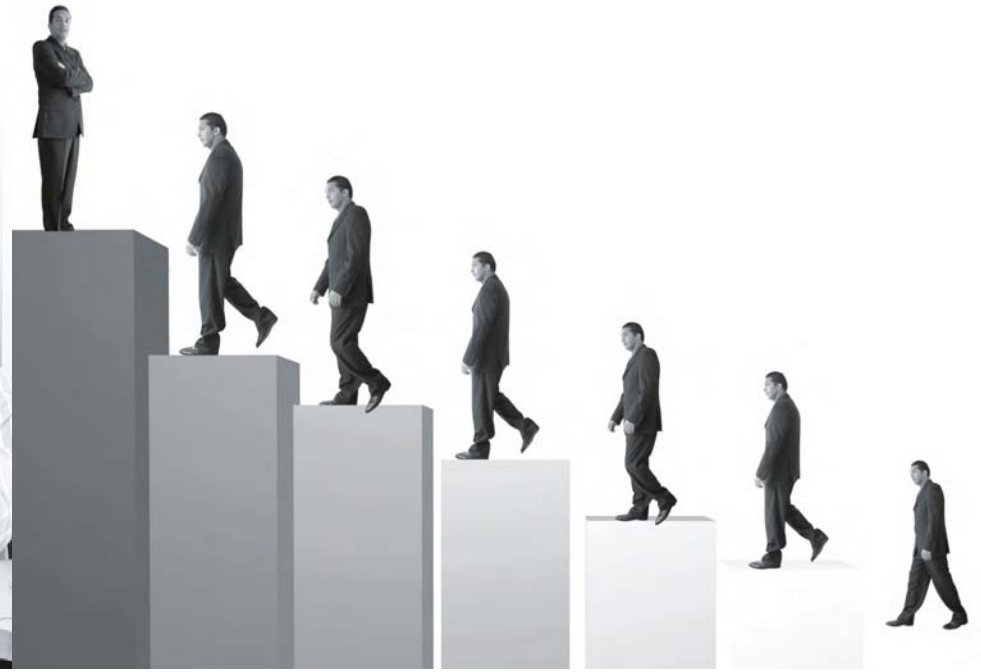
The assignments provided by IMT-Centre for Distance Learning are written by the student managers. After evaluation, these are returned back to the student managers much before their End-term Examination (ETE).

Personal Contact Programme (PCP)

The most important responsibility of study centres is to organise PCP. The study centres invite faculty members who are experts in their own field to conduct classes. Only IMT-Centre for Distance Learning approved faculty is permitted to conduct PCPs. The PCP for the final year of the Post Graduate Programme in Management is conducted at IMT-Centre for Distance Learning, Ghaziabad only. However regional centres may now be permitted to conduct final year PCP also for the convenience of students.

Counselling and Guidance

The institute believes in taking complete care of its students. Study centres provide counselling and guidance not only with respect to the different courses offered by them but also provide career guidance and advice.



Conduct of Examinations

The study centres conduct examinations under the strict supervision and direction of IMT-Centre for Distance Learning. All work related to examinations including evaluation is centralised by IMT - CDL and study centres merely administer examination on behalf of IMT - CDL. Thus, complete control of examinations is maintained at the Head Office. The student managers are allowed to appear for the ETE at their respective study centres only.

Computer Laboratory

Study centres maintain adequate technical facilities to ensure proper conduct of the programme. Computer lab sessions and exercises are held to give experience on information technology.

Library

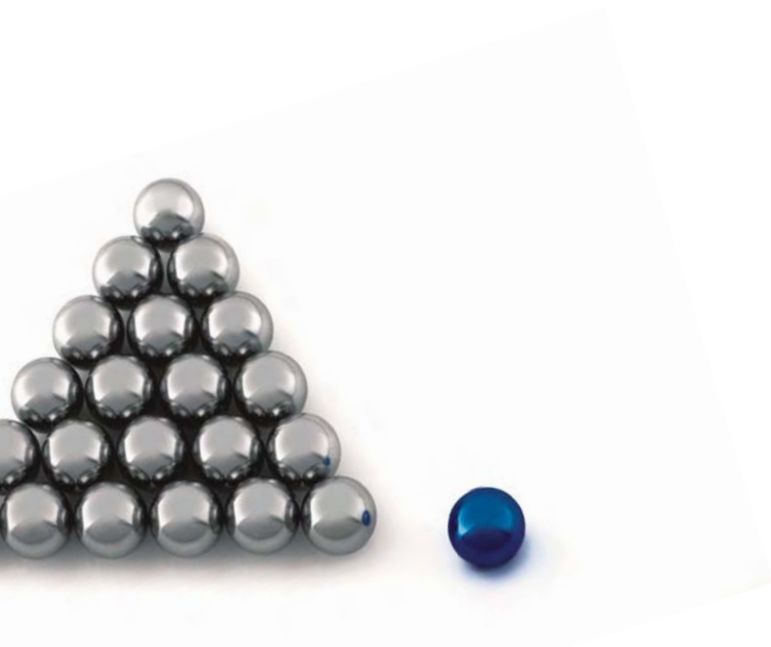
Limited facilities are also available at most of the study centres. The students can refer to different specialised text/reference books and journals. Cultivation of reading habit helps the student managers to analyse case studies with clarity of mind, depth and acumen. This enables the students to handle real world situations with a better insight.

Online Library

Online library resource is a web-based platform developed to enable online access to students to browse, read and search industry-related content. They will be able to draw upon the industry's best professional reference books, research reports and documentation. These resources at the disposal of the students will allow them to make qualitative enhancement in their knowledge, skill and ability as managers, researchers, and leaders.

Note:

IMT - CDL reserves the right to cancel and add any study centre and also conduct of PCPs of any course.



The Admission Process - Working Together

Admission Cycle

The courseware is designed in a modular form enabling two programme cycles as under:



Selection

The selection to the various programmes of IMT-Centre for Distance Learning is based on screening by the selection committee. Admission to Three year/Two year (PGPM / Advanced PGDM) Programmes is through admission test to be conducted at the study centres by IMT-Centre for Distance Learning. Admission test is also prescribed for Executive Post Graduate Programme.

For One Year Diploma Courses admission is without entrance test.

The maximum duration for completing any course is the double number of years of normal duration.

Exemption from Admission Test

The following categories of persons are exempted from Admission Test provided they are graduates:

- Senior Public Administrators with 3 years of experience.
- Officers of Defence Services (serving personnel of Army, Air Force and Navy only) with 3 years of service.
- Academicians with 3 years of teaching experience.
- Technical or Legal Professionals/CA/CWA/CS/MBBS/M-Tech with 3 years of experience.
- Holder of Diploma of One Year Programme of IMT-CDL.

Admission Test Centres

The Admission Test will be conducted at IMT-Centre for Distance Learning's study centres. The list of study centres is included at the end of brochure. The result of the admission test will be displayed at the study centres within one week of the examination.

Documents to be Attached with the Application Form:

- Two additional passport size photographs
- Photocopy of the Degree or the final year marksheet (attested by a Gazetted Officer)
- Photocopy of the High School Certificate for verification of date of birth, student's and father's name (attested by a Gazetted Officer)
- Experience Certificate where applicable
- Photocopy of the Certificate for verification of the defense personnel, SC/ST, war widows and handicapped candidates

The Fee Structure

Ph.D.	25,000		Per Semester	
	Ist Sem.	IInd Sem.		
One Year Executive Programme				
For corporate tie-up only				
Reading Material	2000	2000		
Library/Digital Library	1000	1000		
Supply of IMT Publication/IMT Journal	1000	1000		
Life Time Membership Fees of Alumni	1000	1000		
Academic Fee	35000	35000		
Total Fee	40000	40000		
*Three Year Programme	Ist Yr.	IInd Yr.	IIIrd Yr.	
Reading Material	3000	3000	3000	
Library/Digital Library	1000	1000	1000	
Supply of IMT Publication/IMT Journal	1000	1000	1000	
Life Time Membership Fees of Alumni	1000			
Academic Fee	12000	15000	17000	
Total Fee	18000	20000	22000	
*One Year Programme	Ist Yr.			
Reading Material	2000			
Library/Digital Library	1000			
Supply of IMT Publication/IMT Journal	1000			
Life Time Membership Fees of Alumni	1000			
Academic Fee	15000			
Total Fee	20000			
Two Year MS in Cyber Law and Security	Ist Sem	IInd Sem	IIIrd Sem	IVth Sem
	25000	25000	25000	25000
Two Year Programme	Ist Yr.	IInd Yr.		
Reading Material	2000	2000		
Library/Digital Library	1000	1000		
Supply of IMT Publication/IMT Journal	1000	1000		
Life Time Membership Fees of Alumni	1000	1000		
Academic Fee	35000	35000		
Total Fee	40000	40000		
One Year Cyber Security	Ist Sem.	IInd Sem.		
Reading Material	1000	1000		
Library/Digital Library	1000	1000		
Supply of IMT Publication/IMT Journal	1000	1000		
Life Time Membership Fees of Alumni	1000			
Academic Fee	15000	15000		
Total Fee	19000	18000		

Payment Schedule

The academic fee for the Distance Education Programmes is payable for the entire year at the beginning of the relevant academic session (except Ph.D, MS in Cyber Law & Security, and Cyber Security). Study material would be sent only after the fee has been deposited. Failure to deposit the fee would debar them from the receipt of study material and attending PCPs and continued failure would result in cancellation of admission. The students are required to ensure timely payment of the fee. There will be no reminders for the payment of fee.

Mode of Payments

Payments are accepted by non-refundable Demand Draft only, in favour of IMT - CDL, payable at city of the respective study centre valid for six months. The completed application forms for Distance Education programmes may be submitted at any of the IMT - CDL Study Centres mentioned in the attached list.

Fee Concession

- 20% concession on academic fee only shall be given to serving/retired defense personnel (Army, Airforce and Navy personnel only), SC/ST, war widows and handicapped candidates in the case of the programmes marked (*)
- IMT - CDL reserves the right to change fee structure from time to time. The revised fee would be applicable to all the students

Application Forms, duly completed, may also be sent to:

Coordinator - Admissions
 IMT-Centre for Distance Learning,
 16A, Site-3, UPSIDC Industrial Area, Meerut Road, Ghaziabad - 201 003

The Examinations - Aiming for Precision

The End-term Examination (ETE) is held twice a year in June and December. Students are allowed to appear for the examinations at their registered study centre only. Final year students registered with IMT-Centre for Distance Learning can appear for ETE at any other study centre with prior approval from the Dean (Academics), IMT-Centre for Distance Learning.

Components of ETE

The following components will comprise the ETE for each course:

- Analytical and conceptual comprehension through essay type questions
- Case or problem solving exercises

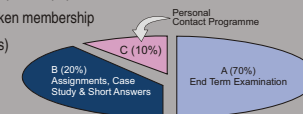
Conditions for ETE

Students should fulfill the following conditions:

- They should be enrolled for the course
- They should complete submission of assignments, case studies of the respective paper
- They should submit clearance certificate from local library if they have taken membership
- They should have paid examination fees (applicable to reappear students)

Evaluation

The evaluation system of the programme is based on following components:



Grading

Students have to secure 40% marks in each ETE and overall pass percentage will be 45% for each subject.

Grading will be awarded as under

Grace Marks

A total of three marks are allowed as grace marks over two modules spanning a complete academic year.

The student may avail the grace marks over a maximum of three subjects or a minimum of one subject.

Mark Sheets

Provisional marksheets will be issued after the declaration of the ETE results. Final marksheets are dispatched to the students after declaration of the results including the assignment marks at the end of the academic year.

Centralised Exams at UPSC Exam Hall

In order to have better control on the conduct of examinations and improve the quality thereof, it has been decided to centralise the examinations at UPSC Examination Hall, New Delhi/any other central place in NCR as decided by IMT - CDL.

The Assignments & Case Studies - Setting New Standards

The main purpose of assignments is to test students' comprehension and value addition from the study material they receive from the institute and also to help them successfully complete the courses by providing feedback to them. Assignments carry 20% weightage towards final result. Students will not be allowed to appear in ETE if they do not submit the assignments before the commencement of ETE.

After receipt of the assignments, the following procedure is to be followed:

- Go through the books/handouts on which assignments are based. Make points regarding the question, rearrange those points in a logical order and draw up a rough outline of your answer. While answering an essay type question, give adequate attention to introduction and conclusion. The introduction must offer a brief interpretation of the question and how one proposes to develop it. The conclusion must summarise response to the question. Make sure that the answer is logical and coherent and has clear connections between sentences and paragraphs. The answer should be relevant to the question given in the assignment. Make sure that all the main points of the question have been attempted. Once satisfied with the answer, write down the final version neatly and underline the points one wishes to emphasise. While solving numericals, use proper format and give working notes, wherever necessary.
- Use only full scape/A4 size paper for response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between each answer. This may facilitate the evaluator to write useful comments on the margins at appropriate places.
- Do not reproduce answers from the study material. Reproduction from the book/hand-out will result in a poor grade or assignment may be treated as cancelled. In such cases, re-submission of assignment would have to be made.
- Read the assignment questions carefully and follow the instructions given in the paper.
- Ensure that all the questions have been answered.
- Adhere to the deadline for submission of assignments before the commencement of the ETE.
- Retain one copy of assignment submitted to IMT - CDL.

Online assignments

The students have to exercise their option with regard to submission of the assignments either hand written or online.



The Students' Guideline

Examination Policy

Students should fulfill the following conditions for appearing in the examination:

- They should be enrolled for the course
 - They should be eligible for the examination
 - They should complete submission of assignments and case-studies of the respective paper before the commencement of the respective examination.
- a) Reappear/Back Paper cases in End-Term Examination (ETE) of June/December-
In case a student does not appear in or does not clear the examination in any paper in the regular schedule meant for that paper, he can appear in June/Dec ETE after depositing reappear fee.
ETE Reappear Fee: Rs 500/- per paper.
 - b) Reappear/Back Paper in Supplementary Examination (April/ September)-
In case a student does not appear in or does not clear the examination in any paper in the regular schedule, he can appear in the April/September Supplementary Examination after depositing reappear fee.
Supplementary Examination Reappear Fee: Rs. 500/- per paper.
 - c) Special Examination (within India)
A student can appear in a special examination within India for any reason with the prior approval from the Institute.
Fee for Special Examination within India: Rs. 2000/- per paper.
 - d) Special Examination (outside India)
A student can appear in a special examination outside India for any reason with the prior approval from the Institute.
Fee for Special Examination outside India: Rs 5000/- per paper.
 - e) Revaluation Fee
A student can apply for the revaluation of his answer sheet within three months of the declaration of the result.
Revaluation Fee: Rs. 1000/- per paper.
 - f) Re-totalling fee
A student can apply for the re-totalling of his answer sheet within three months of the declaration of the result.
Re-totalling Fee: Rs. 500/- per paper.
 - g) Re-submission of Assignment
A student can resubmit his assignment within three months of the declaration of assignment result.
Fee for Re-submission of Assignment: Rs. 1000/-
 - h) Viva-voce for Project
The viva-voce for the Project work shall be conducted after the end of the ETE of June/December.
Reappear Case for Viva-voce of the Project: If a student fails to appear for the viva-voce on the specified date or he is asked to resubmit his project, he will have to deposit a reappear fee of Rs. 500/-.
Special Viva-voce for the Project: If a student is interested in getting a special viva-voce conducted at his option within India, he has to pay a special viva fee of Rs. 2,500/-. For students outside India, the special viva fee of US \$ 150 or equivalent amount in Indian rupees will be charged. US \$ 150 will also be charged, if the viva is conducted telephonically/through video conferencing.
Policy relating to Grace Marks: A total of three marks are allowed as grace marks over two modules spanning a complete academic year. The student may avail the grace marks over a maximum of three subjects or a minimum of one subject.
- i) Issue of Duplicate Identity Card/Duplicate Marksheet/Duplicate Diploma
A student can apply for the issue of Duplicate Identity Card/Duplicate Mark Sheet / Duplicate Diploma by depositing fee, as indicated below, along with photograph in case of duplicate identity card.
A copy of FIR and the news item in respect of the loss of Diploma in local news agency are required to be submitted while applying for the duplicate copy of Diploma.
Fee for duplicate Identity Card : Rs. 200/-
Fee for duplicate Marksheet : Rs. 500/-
Fee for duplicate Diploma: Rs. 1000/-

Note: Upgradation from One Year/Two year Management Programme to Two Year/Three Year Programme, as the case may be, shall not be allowed.

Policy relating to Refund of Fee

The refund of fee is permissible in the following cases:

- If the admission has been refused by the institute because of non-eligibility, fee will be refunded after deducting an amount of Rs. 2500/- towards administrative charges.
- In case of re-admission, if maximum time allowed for completing the course has expired, fee will be refunded after deducting an amount of Rs. 2500/- towards administrative charges.
- If a student has paid excess amount of fee, full excess amount of fee will be refunded.
- If, unfortunately, a student has expired before the examination, fee will be refunded after deducting Rs. 2500/- towards administrative charges.
- If a student is admitted provisionally to any of the courses and is found ineligible at a later stage, the admission of such a student shall be cancelled and fee will be refunded after deducting an amount of Rs. 2500/- towards administrative charges.
- If a student wants to leave the course on his/her own:
 - Within 15 days from the date of closure of admission session, full fee less an amount of Rs. 2500/- towards the cost of books and administrative charges will be refunded.
 - When more than 15 days but till one month from the date of closure of admission session, 50% of fee will be refunded.
 - After one month from the date of closure of admission session, no refund of fee will be made i.e. 15th April, 15th October.
- Refund will be made within 3 months of the receipt of the application by IMT - CDL Head Quarter.
- Late fee deposited with IMT - CDL will not be refunded.

Closure of admission session

- For Jan admissions : 15th March (with late fee, from 1st to 15th March)
- For July admissions : 15th September (with late fee, from 1st to 15th September)

Policy relating to Change of Study Centre

Fee for Change of Study Centre: Rs. 1000/-

Change of Centre would normally be allowed within 15 days of the closure of admissions as follows:

- For Jan admissions : Up to 31st March
- For July admissions : Up to 30th September

However, under special circumstances, the change of study centre may be allowed after one month of the close of admissions subject to the proof of special circumstances, for example, Change of address, Change of office, Marriage, etc.

Policy relating to Change of Course

- Fee for Change of Course: Rs. 2000/-
- Change of Course would be allowed within 15 days of the closure of admissions as follows:
 - For Jan admissions : Up to 31st March
 - For July admissions : Up to 30th September
- Transfer from full-time and part-time courses from IMT to Distance Learning courses of IMT-Centre for Distance Learning: All such cases shall be treated as fresh admission cases.

Improvement in examination /assignment performance

The chance to improve the performance in the end-term examination or assignment shall be allowed within three months of the declaration of the result thereof, only after permission has been granted by IMT-CDL head office to improve the performance. The improvement fee shall be Rs. 500/- per subject of ETE/Supplementary Exam and Rs. 1000/- for each assignment.

Policy relating to Late Fee

Fee for late admissions: Rs. 2000/-

New admissions/readmission schedule for the late fee would be as follows:

- For Jan admissions: 1st March to 15th March
- For July admission: 1st September to 15th September

Note: Separate Demand Draft favouring 'Institute of Management Technology - Centre for Distance Learning' for Late Fee is required.

Policy relating to Dual Specialisation

The students are allowed the facility of dual specialisation, if they so desire, in the final year of Three Year Post Graduate Programme in Management. The student would be required to take two additional papers in the second subject chosen for specialisation. A fee of Rs. 2,500/- would be charged for dual specialisation.

Policy for Project Work

The project work undertaken should be authentic and should contribute towards the development and growth of the subject. If the Expert Committee feels that the project work undertaken does not appear to be authentic or does not contribute towards the growth of the subject or it has been merely copied from some source, the institute has the right to reject the project work summarily. In that case, the student may be asked to resubmit the project.



Project Work is to be undertaken by the student in the fifth module of Three Year PGPM and third module of two year Advanced PGDM programme, where the students will have to go through the following steps:

- Selection of the Project work topic and getting the synopsis approved by the expert committee of IMT-CDL H.O. only.
- After the approval of Project Synopsis, student can work upon his Project Report which shall be submitted latest by 31st May for June ETE and 30th November for Dec ETE without any late fee.
- Viva-voce will be conducted at the IMT-CDL H.O. and Regional Centres (Hyderabad, Kolkata, Mumbai). Student can submit the Project Report with the photocopy of approved Synopsis and appear for viva-voce at the Centre of his choice.
- Viva-Voce will be conducted by the panel of expert committee.
- Project Viva Result will be declared with the ETE result.

The following dates should be adhered to under all conditions:

Last date for submission of the PROJECT SYNOPSIS

For January Semester (June ETE)	-	15th February (28th February with late fee of Rs. 1000/-)
For July Semester (December ETE)	-	17th August (31st August with late fee of Rs. 1000/-)

Last date for submission of the PROJECT WORK

For January Semester (June ETE)	-	31st May (15th June with late fee of Rs. 1000/-)
For July Semester (December ETE)	-	30th November (15th December with late fee of Rs. 1000/-)

Project Guide selected by the student should be an expert in the relevant discipline with a minimum of five years of work experience.

Project Viva will be conducted by a panel of three experts.

Students are required to give Viva of the project work preferably through power point presentation.

Evaluation Criteria for Project Work

A. Written Report (60)	Marks
• Choice of Subject/Title	05
• Clarity about objectives, scope and coverage of the study	10
• Design of the study and methodology, review of earlier work/literature available for the subject, data collection, primary, secondary, questionnaire used where applicable, field work	10
• Analysis and interpretation of data: Data processing technique (manual/computer) or other tools made use of.	10
• Innovative technique/approach to problem solving	10
• Findings of research study, Recommendations, suggestions, policy issue	05
• Report writing and presentation, Language, composition & chapter scheme.	05
• Usefulness of the study, Applicability in business/industry, in decision making/system development.	05
B. Viva-Voce (40)	
• Identification of the problem-clarity about objectives, scope and coverage of the study	10
• Ability to discuss the report design, methodology, instruments used, literature connected with the report, data analysis and interpretation, findings and depth of the subject and conceptualisation of the key areas after completing the project work	10
• Linking the report recommendations with project objectives and how far these have been achieved	10
• Drawback in the report, if any and general comments	10

Note

In case of project reports relating to development of concepts and systems or case studies, ability to critically review the literature and development of thought process will be judged.

Policy for Project Work

The project work undertaken should be authentic and should contribute towards the development and growth of the subject. If the Expert Committee feels that the project work undertaken does not appear to be authentic or does not contribute towards the growth of the subject or it has been merely copied from some source, the institute has the right to reject the project work summarily. In that case, the student may be asked to resubmit the project.

Workbook and Presentation (applicable to Three Year PGPM only)

Guidelines:

1. Submission of Workbook is compulsory.
2. A single Workbook containing one subject as per the choice of the student on any of the five respective subjects of a particular semester will be made.
3. Workbook shall contain at least 50 pages on a subject.
4. Workbook shall be submitted by students within 15 days after the completion of End-term Exams.
5. Student is supposed to give presentation (PPT Slides) on the selected topic only before the faculty latest by 31st January or 31st July.
6. The faculty should ask relevant questions on the presentation to assess his/her knowledge on the subject.
7. Workbook & Presentation will carry 50 marks each i.e. total of 100 marks.
8. The students of PGPM who could not submit the Workbook and appear for Presentation in the scheduled ETE will be charged Rs.500/- as late fee. It will be paid through Demand Draft in favour of IMT - CDL, payable at Ghaziabad, for which work-book submission and presentation will be conducted only at the respective study centres.

Facilities for Admissions, etc.

A. Admissions

1. All study centres of Institute of Management - Centre for Distance Learning (IMT - CDL) shall be rendering, through personal contact, telephonic contact, e-mail or postal correspondence, the counselling services to the students seeking admission or those who have already sought admission to any programme.
2. The facility of the availability of admission forms has been extended to study centres also besides the same being available from the Head Quarters of IMT - CDL.
3. The duly filled forms along with the draft for the fee may also be submitted to the study centres of IMT - CDL.
4. The entrance test for the admission to the respective programmes shall be held at all the study centres of IMT - CDL.
5. The facility of off-line (written) entrance test shall continue till on-line entrance test is introduced.
6. The change of course, change of centre, change of address, change of name, refund of fee, etc. shall be dealt by the Head Quarters of IMT - CDL only on the recommendations of the respective study centre. This facility is subject to the Policy of IMT - CDL as given in the Brochure.
7. A student cannot undergo two courses of IMT - CDL at a time. If any student is found to have opted for two courses, he/she will have to withdraw from one course and the fee paid by him/her for that course will not be refunded.

Note: For the date of admission test, refer to the advertisement as well as website of IMT - CDL, www.imtcdl.ac.in

B. Study Material

1. The Self Study Manuals Kit shall be sent by the Head Quarters of IMT - CDL to the study centres to be personally collected by the students who have been admitted to different programmes.
2. The study material already supplied to any student should be returned to the respective study centre of IMT - CDL in case of change of course. Fresh study material in case of change of course shall be supplied only after the old study material has been returned by the student.
3. The study material applicable to a particular session given to a student will not be changed.

C. Assignments

1. If the option of off-line assignments has been exercised by the student, then questions can be taken out from the website of IMT - CDL 'www.imtcdl.ac.in'. In case of any problem, students can contact the respective study centre.
2. The students shall submit the completed assignment maximum upto fourth semester of current session at the respective study centre. The completed assignment must be submitted before the commencement of the End-Term Examination (ETE). However, in some exceptional circumstances, the assignment can be submitted latest by 31st July for June ETE and by 31st January for December ETE. After that, the assignment shall be accepted latest by 31st August and 28th February, respectively, for June and December ETE with late fee of Rs.500/- per assignment at IMT-CDL H.O. only. Such assignments should be sent with late fee only to IMT - CDL, Ghaziabad. The assignments of fifth and sixth semesters shall be submitted only at the Head Quarters of IMT - CDL.
3. The checked assignments with comments/feedback will be returned to the students.
4. All student of Third Year of Three Year Post Graduate Diploma in Management course are required to submit their assignments at Regional Centre/Head Quarter only.

D. Personal Contact Classes

1. The students shall personally collect the schedule for Personal Contact Classes (PCP) from their respective study centres and shall avail the facility of PCP accordingly.
2. Those students should invariably attend the PCP since 10% marks are assigned to PCP attendance.
3. All study centres would conduct PCP at weekends. Head Quarter will conduct PCP on Sundays as per the schedule notified.
4. All Students of Third Year PGP 3-year course would be required to attend PCP only at Head Quarter in May/November every year as per schedule notified by the Head Quarter.

E. Examinations

1. Students can collect the examination information from their respective study centres besides website.
2. Old question papers can also be collected by the students from the respective study centres or can be downloaded from the website.
3. Revaluation and retotalling can be applied by students through respective study centres by paying the necessary fee.



Note:

- All students are required to consult the website of IMT - CDL for any information, notice, news, etc.
- Students are required to mention their roll no. as well as e-mail ID (if any) invariably in all the correspondence with IMT - CDL.
- All policies, rules, regulations, fee structure, syllabus, facilities, addition/cancellation of study centres, etc. are subject to review and change from time to time as per requirement. The changed policies, rules, etc. shall be binding on all the students.
- All Students of Third Year PGP 3-year course would be required to attend PCP only at Head Quarter in May/November every year as per schedule notified by the Head Quarter.
- Any dispute is subject to the jurisdiction of Ghaziabad court only.

Marks Distribution and Passing Percentage

The students have to secure 28 marks out of 70 marks for End-term Examination and 12 marks out of 30 marks for PCPs (10 marks) and Assignments (20 marks) for our various management programmes. However, the total pass percentage would be 45% per subject. In case of Cyber Security programme, the passing percentage is 60%. The students have to secure 40 marks out of 70 marks for End-term Examination and 20 marks out of 30 marks in PCPs (10 marks) and Assignments (20 marks).

**Admission Test - A Brief Sample****Nature of Test**

The admission test is an objective type test (multiple choice). The test is designed to measure a person's general aptitude, namely:

- Proficiency in English Language
- Quantitative and Numerical Ability
- Ability for Data Analysis & Interpretation
- Reasoning and General Intelligence
- Awareness of Socio-economic Environment

Proficiency in English Language Passage

The casual horrors and the real disasters are thrown at newspaper readers without discrimination. In the contemporary arrangements for circulating the news, an important element, evaluation, is always weak and often wanting entirely. There is no point anywhere along the line where someone puts his foot down and says "This is important and that doesn't amount to a row of beans, deserves no one's attention, and should travel the wires no farther". The junk is dressed up to look as meaningful as the real news.

Newspapers lack a sense of discrimination because

- They do not separate the real news from mere sensationalism,
- They have to accept whatever is received on the wires,
- Limited manpower makes serious evaluation impossible, and
- People don't see the difference between 'junk' and 'real' news

Verbal Ability

Directions: The following passage consists of six sentences. The first and the sixth sentences are given in the beginning and labeled S1 and S6 respectively. The middle four sentences in each have been removed and jumbled up. These are labelled P, Q, R and S. You are required to find out the proper order for the four sentences.

S1: As I say, I was born and brought up in an atmosphere of the confluence of three movements, all of which were revolutionary.

S6: He should not only have own seeds but prepare his own soil.

P: I was born in a family which had to live its own life, which led me from my young days to seek guidance for my own self-expression in my own inner standard of judgment.

Q: No poet should borrow his medium ready-made from some shop of respectability.

R: But the language, which belonged to the people, had to be modulated according to the urging which, I, as an individual had.

S: The medium of expression doubtless was my mother tongue.

The proper sequence should be

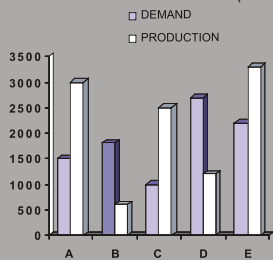
- | | |
|-------------|-------------|
| (a) P Q R S | (b) P S R Q |
| (c) P Q S R | (d) Q S R P |

Quantitative and Numerical Ability

- The areas of the three adjacent faces of a rectangular box that meet in a point are known. The product of these areas is equal to:
 - Volume of the box
 - Twice the volume of the box
 - Square of the volume of the box
 - Cube root of its volume
- If 76 is divided into four parts proportional to 7, 5, 3 and 4, the difference between the largest and the least is:
 - 12
 - 16
 - 20
 - 24

Ability for Data Analysis & Interpretation

This section deals with items to test data comprehension and data interpretation. All forms of data, numerical, graphical, and statistical, in relation to business and commerce are presented and a series of items to test interpretation and extrapolation of these data.



Demand and Production of Colour TVs of Five Companies for the month of October 95

- What is the ratio of the companies having more demand than production to those having more production than demand?
 - 2 : 1
 - 3 : 2
 - 4 : 3
 - 2 : 3
- What is the difference between average demand and average production of the five companies taken together?
 - 1400
 - 280
 - 138
 - 400

Reasoning and General Intelligence

This section tests the ability to identify the logic or reason involved in a particular problem and applying the same in solving the problem. Concept and practice of creative and lateral thinking is likely to be useful.

- Alphabet is related to letter in the same way as Necklace is related to...
 - Gold
 - Bead
 - Ornament
 - Silver
 - Ring

Awareness of Socio-Economic Environment

This part tests a candidate's awareness of some of the basic facts of the Socio-Economic environment.

- Mahatma Gandhi was referred to as the 'Father of the nation' first by
 - Jawaharlal Nehru
 - Vallabhai Patel
 - C. Rajagopalachari
 - Subhas Chandra Bose
- Next to Hindi, the language spoken by the largest number of the people in the Indian sub-continent is
 - Urdu
 - Telgu
 - Bengali
 - Tamil

Worldwide Network of Study Centres

CENTRE CODE	ADDRESS	PHONE	E-MAIL	CO-ORDINATOR
Agra01	IMS Learning Centre, E-12/8, 3rd Floor, Shree Vrindavan Towers, Near Power Station, Sanjay Place, Agra.	0562-4013030, 4013040, 4003685	imtagra@gmail.com	Mr. Vivek Lavania
Allahabad01	LIFE, 36-B, Pannalal Road, (Opp. Saint Anthony School), Allahabad-211002	9721654555, 9369606050	sks7096@dataone.in	Mr. Sanjay K. Singh
Alwar01	S.D. Sawhney Institute of Management Technology, 48, Friends Colony, Alwar - 301 001	0144-5120425, 2344696, 9413632549	gurudev_meenakshi@rediffmail.com, imt_sds@yahoo.co.in	Ms. Meenakshi Sawhney
Ambala01	IMT-CDL Study Centre, Farooka Khalsa Senior Secondary School, 185, Guru Govind Singh Marg, Opp. Food Court, Ambala Cantt.	09729039433	imtambara@gmail.com, imtdelhi1@gmail.com	Mr. Deepak Singh
Amravati01	P.R. Patil College of Management, Amravati, Pote Estate, Gajanan Township, Kathora Road, Amravati (Maharashtra)	0721-2530342, 2530344, 2530089, 9923050399, Fax No.: 0721-2530341	milty28@yahoo.com	Mrs. Smita Deshmukh
Bahadurgarh01	Academy for Careers & Education, Sant Colony, Gali No-4, Railway Road, Near Taneja Nursing Home, Bahadurgarh, Dist. Jhajjar, Haryana - 124 507	01276-699428, 9354257191, 09818623943	sandysth27@gmail.com	Mr. Sandeep Sharma
Bangalore01	FORTUNE Inc, (ISO 9001:2008 certified) 7, East Link Fourth Cross (above Electricity Board Office), & 46/2 fourth cross, Malleswaram Circle, Malleswaram, Bangalore - 560003	080-32512000, 41328648, 9845300725, 9444029005	imtsouth@yahoo.com, fortuneinc@vsnl.net	Mr. Ramesh Thaaragaayun
Bhubaneswar01	WEBCOM, 3006/3885, 1st & 2nd Floor, Above Bajaj Showroom, Lewis Road, Ravi Talkies Square, Bhubaneswar - 751002	0674-2436656, 9861061012, 9853000911, Fax: 0674-2436656	imtblsr@webcomindia.com	Mr. Indrajit Dash, Ms. Kirti Mishra
Chandigarh02	SV Management Institute, SCO-2467-68 (Top Floor), Sector-22-C, Chandigarh - 160 022	0172-2714929, 4614552, 9872634929	vermaneelam@indiatimes.com	Ms. Neelam Verma
Chennai01	Fortune Inc., Old No. 123, Royapettah High Road, Adjacent to Vidya Mandir, Opp. Canara Bank, Luz Corner, Mylapore, Chennai - 600 004	044-32948000, 24672111, 9444029005, 9380670111, 9941277712, 9941277713	fortuneinc@vsnl.net, imtsouth@yahoo.com	Mr. Ramesh Thaaragaayun
Dehradun01	Vision & Beyond Institute, B-169, Prakash Nagar, Id Gah, Govind Garh Road, Dehradun - 248 001	0135-2721984, 9897012665, 9412054626	imtdlpddn02@rediffmail.com, imtdlpddn03@rediffmail.com	Prof. Anita Kaul Gupta, Mr. S. K. Gupta
Delhi (Reg. Centre)	IMT- Centre of Distance Learning C/o Arya Public School, Behind Hariyana Emporium, Baba Kharak Singh Marg, Cannought Place, New Delhi - 110001	9711005080, 9810800312		Mr. R. K. Arora
Delhi01	Sahib Zada Ajit Singh Public School, Amar Colony Lajpat Nagar-IV, New Delhi - 110024	011-26223135, 09313690593	imtdelhi1@gmail.com	Mr. Deepak Singh
Delhi02	Asian Institute of Management Studies, B-6/2, 1st Floor, Ramesh Nagar, Opp. Metro Pillar No. 371, Najafgarh Road, Near Raja Garden, New Delhi - 15	011-25454921, 25468536, 9810140581	bhatia.n@gmail.com, aims_info@rediffmail.com	Mr. Rajeev R. Bhatia

CENTRE CODE	ADDRESS	PHONE	E-MAIL	CO-ORDINATOR
Delhi03	DIMS Foundation, G-6, Hans Bhawan (Near ITO), Bahadur Shah Zafar Marg, New Delhi - 110002	011- 23370989, 9811711699 Fax : 23370093	dims@vsnl.com	Mr. Y.K. Sachdev
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