



# **ITEC / SCAAP Course 2017 – 18**

## **15-Month Executive Post Graduate Diploma in Management**

**March 30, 2018 to March 29, 2019 (52 weeks / 12 months) course work in India.  
April 13, 2019 – July 12, 2019 (12 weeks / 3 months) Project in home country.**

**Course Director: Prof. Sanjay Dhamija**

**International Management Institute, New Delhi**

## **Aims & Objectives of the Course**

### **Aims:**

The Program (**12 months in India plus 3 months in home country for ITEC candidates**) is designed for experienced executives who wish to take up leadership roles and thus enhance their skills sets and broaden their managerial horizon. The program provides general management and functional area orientation with emphasis on international and cross-cultural exposure. The program would provide an opportunity for personal as well as professional growth through a rigorous interactive learning environment alongside Indian participants from leading private and public sector organizations.

### **Objectives:**

- To equip middle level executives with management skills necessary for leadership roles.
- To supplement existing expertise of participant with general management & functional area knowledge.
- To enhance analytical skills for effective decision making
- To provide a learning platform to handle cross-cultural issue for managing a business in a global environment
- To inculcate values and attitudes which contribute to a socially sensitive & ethical behavior.

## **Course Contents | Syllabus**

The program is built around 12 months of course work over 4 terms of 11 to 12 weeks each, and three months of field project at the end of the course work in the home country of the participant. The complete program is of 90 credits, where each credit corresponds to the equivalent of 10 hours of classroom contact. During this period students are required to complete 22 compulsory courses, 9 elective courses besides 3 months of Field project work.

A list of core courses that are offered in Executive PGDM 2017-2018 program are:

- Data Interpretation for Managers
- Financial Reporting and Analysis
- Financial Markets
- Managing People at Work
- IT for Managers
- Micro Economics
- Legal Aspects of Business
- Managerial Communications
- Assessing and Creating Customer Value
- Competition and Strategy
- Macro Economics
- Corporate Finance
- Human Resource Systems and Processes
- Delivering and Managing Customer Value
- Strategic Operations Management
- Research Method for Business Decisions
- Management Information System
- Managerial Accounting for Decision Making
- Corporate Governance
- International Business
- Sustainable Development

*(Courses are subject to review to suit the requirements of the course)*

## **Mode of Evaluation**

**IMI follows a system of continuous assessment.** The instructor can design appropriate method of evaluation as per the requirements of the course and method of instruction. Students' evaluation may comprise of preparation made for the class and participation, quizzes, mid-term examination, term papers/projects, home assignments, end-term examination and any other criterion that the instructor concerned may decide.

## **Grading**

IMI follows a letter grade system over a 10 point scale for evaluation of students' academic work. The minimum CGPA required for qualifying for the Diploma is 4.5 in the program, apart from meeting other qualifying parameters.

## **Award of Diploma**

In case any student does not satisfactorily complete the Field Project or fails to comply with the defined timelines & norms specified or does not meet the academic requirements, she/he will not qualify for the award of the Institute's Diploma, till the same has been satisfactorily completed.

Participants who are unable to fulfill the Academic requirements of the program for any reason, will not be eligible for the award of the Executive Post Graduate Diploma in Management, but will be given a Certificate of Participation after the Convocation.

## **Attendance**

**IMI place high emphasis on regularity and punctuality.** Hence, attendance is compulsory in all courses. This requirement formalizes the reciprocal responsibilities between students and faculty to be fully prepared for class and to contribute to joint learning. More broadly, it reinforces our belief in education as a shared exercise. The success of learning model depends on broad, regular class participation by all students. This, in turn, depends crucially upon regular attendance by all students in all classes.

The penalty for shortage of attendance in various programs is defined in the student's handbook provided to each student on enrollment.

## **General**

**The program is high in rigor, being a Post Graduate level program.** Participants should be mentally prepared for a demanding working environment wherein pre-class preparation is an essential prerequisite. Case studies, field assignments, class presentations and group work form the core of the academic rigor. Each class is of 90 minutes duration and classes usually start at 8.30 am in the morning and may extend till late evening, as per the requirements of the course and the faculty, including on Saturday & Sunday.

## **Eligibility Criteria for Participants**

### **Educational Qualification**

Graduation in any discipline, as a regular candidate and not through correspondence courses with a consistently high academic record. Proficiency in high-school level of Mathematics, written & spoken English as well as working knowledge of Computers is an essential requirement.

## **Work Experience**

Post-degree, 5 years or more full time experience at senior decision making levels within Ministries or Government Departments or private sector organizations.

## **Age Limit**

As per ITEC norms not above 40 years as on 31<sup>st</sup> March 2018

## **Target group (Level of participants and target ministry/department etc.)**

Government Officers at the level of Director/Dy. Director /HOD.

Managers from Private Sector in middle management levels, heading Profit Centers or Heads of Department.

## **Course Director:**

### **Prof. Sanjay Dhamija**

Sanjay Dhamija currently is Professor in the area of Finance and Accounting. He completed his doctorate (Fellow Program in Management) in finance from IMI-Delhi. He is a Fellow Member of the Institute of Company Secretaries of India (FCS) and of the Institute of Cost Accountants of India (FCMA). He did his M Com from Delhi School of Economics and LL B from Delhi University. He is also a Chartered Financial Analyst from ICFAI.

Professor Dhamija has over 31 years of rich experience both in industry and academia. He worked in industry in senior positions for over 17 years with organizations of repute like ABN AMRO Asia Equities (India) Private Limited, HSBC Securities and Capital Markets (India) Private Limited, Escorts Finance Limited and MMTC of India Limited. Since 2003 he is in academics having worked with ICFAI Business School and Management Development Institute (MDI) before joining IMI in 2009. At MDI he held various positions including Chairperson of Executive Post Graduate Diploma in Management, Chairperson of Continuing Education and Chairperson of Finance and Accounting Area. He was awarded for 'Excellence in Teaching' at MDI and as 'Best Trainer' at IMI.

He has handled a number of consulting and training assignments for organizations in government sector, public sector and private sector. He also regularly conducts popular programs on 'Finance for Non Finance Executives' and 'Understanding and Analysis of Financial Statements'.

He has authored 6 books in the area of accounting, finance, company law and corporate governance. He has published number of research papers and case studies, both in national and international journals.

## **About IMI**

Nestled in Qutab Institutional Area, International Management Institute (IMI), New Delhi was established in 1981 in Collaboration with IMI Geneva (now IMD Lausanne). IMI is India's first corporate sponsored Business School with sponsorship from corporate houses like RPG Enterprises, Nestle, ITC, SAIL, Tata Chemicals, BOC and Williamson Magor etc. Over a period of time in the last 32 years the Institute has acquired a truly global status. The Institute received UNDP assistance for also various other international linkages with bodies like World Bank, UNDP, ILO, UNCTAD, Asian Productivity Organization etc. All our PGDM programmes are accredited by Association of MBAs (AMBA), UK as well as National Board of Accreditation (NBA), AICTE, Government of India. The National Institutional Ranking Framework, Deptt. Of Higher Education, Ministry of HRD, GOI in its recent rankings (April 2016) have ranked IMI New Delhi at No.7 in India Rankings 2016 and at No.1 as a Private Business School.

To provide a global prospective to the students, the Institute's flagship two year Post-Graduate Programme in Management has a student exchange programme with various European Schools such as ESC Rennes, France, MIP School of Management France, Graz University Austria, IESEG School of Management and IDRAC Lyon, France etc.

Besides this IMI is one of the empanelled Institute of the Ministry of External Affairs, GOI, for special Commonwealth Assistance Programme under which the Institute gets the executive MBA students from various Afro-Asian and Latin American countries for its 15 months Executive Post-Graduate Programme in Management. Today IMI enjoys the place of esteem among the leading management Institutes and the patronage of reputed business organization in the country. The aim, approach and activities of IMI are guided by all its stakeholders - students, alumni, corporate patrons and society in general.