



## NOTIFICATION

The Indian Institute of Coal Management, Ranchi in collaboration with the Indian Institute of Materials Management (IIMM) a Centre of Higher Education and Research Studies, having its office at 4598/12 B, Daryaganj, New Delhi - 110002, is going to conduct a Professional Diploma course in Contract Management (PDCM) for the executives of Coal India Limited and its Subsidiary Companies in E-3 to E-6 Grade having Bachelor's Degree in any discipline. Indian Institute of Coal Management, Kanke, Ranchi - 834006 (IICM) will facilitate in conducting the said course. **The details of the said course are as follows:**

01.	Course Fee	Rs. 15000/- (non-refundable)
02.	Course Duration	Six Months
03.	Downloading of Admission Form	22/11/2024 - 21/12/2024
04.	Last date of Receipt of Admission Forms at IICM	31/12/2024
05.	Forwarding of Valid Admission Forms to IIMM by IICM	10/01/2025
06.	Dispatch of Courseware/e-Content by IIMM to Participants (Hard copy will be provided at IICM during contact classes)	15/01/2025
07.	Commencement of Programme	15/01/2025
08.	Online/Virtual Interactive Sessions (Between Jan 2025 to June, 2025)	Schedule will be shared by IIMM with enrolled participants
09.	Commencement of Contact Class at IICM	17/02/2025 to 01/03/2025
10.	Assignment to Participants (Case Study Writing)	20/02/2025
11.	Submission of Assignment	20/04/2025
12.	Term End Examination at IICM	June, 2025
13.	Publication of Result by IIMM (Website - <a href="http://www.iimm.org">http://www.iimm.org</a> )	July, 2025
14.	Feedback cum Certificate Distribution Ceremony (01 day at IICM)	July, 2025

## **Admission Forms:**

The Admission Form of the said course may be downloaded, free of cost from the official websites of both Indian Institute of Materials Management ([www.iimm.org](http://www.iimm.org)) and Indian Institute of Coal Management, Ranchi ([www.iicm.ac.in](http://www.iicm.ac.in)).

## **Enrollment:**

The executives of Coal India Limited and its Subsidiary Companies who are interested in enrolling themselves for the said course of PDCM of IIMM are requested to submit the duly filled in Admission Form along with the Admission Fee of Rs. 15,000/- (Rupees Fifteen thousand only) in the form of a Demand Draft in favor of Indian Institute of Materials Management, payable at Mumbai and other requisite documents as mentioned in the Admission Form, within the stipulated date in the following Address:

Shri Mohit Jain  
Nodal Officer (PDCM - IIMM)  
Indian Institute Of Coal Management  
Kanke,  
Ranchi - 834 006.  
Contact No.: 9572132325  
Email: [mjain.iicm@coalindia.in](mailto:mjain.iicm@coalindia.in)

It may be noted that candidates who had enrolled in PDCM of Session-2023 and had failed to attend/appear for the contact classes/term end examination of that session can enroll themselves in the ensuing PDCM programme of Session 2024 without paying any additional Admission Fee. However, such candidates, like any other fresh candidate will have to submit an application form in the prescribed format of the current session, duly forwarded by the employer as explained in the 'Note' below. The details of the payment already made (Along with photocopy of previous demand draft of previous session) in previous session shall be mentioned by such candidates in the application form.

Note: The application forms of respective candidates are to be forwarded by the respective GMs/Head (HRD) of the said company. The GM/Head (HRD) after keeping a record of the applicant will forward the applications to the Nodal Officer, IICM for further transmission of the same to IIMM by IICM. **Applications sent directly to IICM by any candidate will not be entertained.**

## **Frequently Asked Questions**

1. Will the period of attending the contact class and term end examination at IICM be considered as official duty?

Ans: Attending the contact classes, term-end examination and Feedback cum Certificate Distribution Ceremony at IICM will be considered at par with attending any other programme at IICM and may be treated accordingly.

2. Will the travel expense to IICM be borne by the Company?

Ans: Yes, as it is done for attending any other programme at IICM and should be sponsored by company HRD/dealt as per prevailing CIL TA rules.

3. Will there be any incentive for completing the course?

Ans: They are many. A candidate can earn a Professional Diploma while on job without taking any leave and without incurring any expense for stay and travel during the contact classes and term-end examination.

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