

Accelerate Your Career PROSPECTUS



**Indian Institute of
Materials Management**



Indian Institute of Materials Management

MISSION

- To promote professional excellence in Materials Management towards National Prosperity through sustainable development.

OBJECTIVE

- To secure a wider recognition of and promote the importance of efficient materials management in commercial and industrial undertakings.
- To safe guard and elevate the professional status of individuals engaged in materials management faculty.
- To constantly impart advanced professional knowledge and thus improve the skill of the person engaged in the materials management function.
- Propagate and promote among the members strict adherence to IIMM code and ethics.

CODE OF ETHICS

- To consider first the total interest of one's organisation in all transactions without impairing the dignity and responsibility of one's office :
- To buy without prejudice, seeking to obtain the maximum ultimate value for each rupee of expenditure.
- To subscribe and work for honesty and truth in buying and selling; to denounce all forms and manifestations of commercial bribery and to eschew anti-social practices.
- To accord a prompt and courteous reception so far as conditions will permit, to all who call up on legitimate business mission.
- To respect one's obligations and those of one's organisation consistent with good business practices.

– Prospectus –

The following pages provide information and guidelines on the courses. If you need further clarification on any aspect, please refer to help desk.

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BOARD OF STUDEIS - 2019-21**

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PART 1 - ABOUT IIMM

Foreword

The Indian Institute of Materials Management (IIMM) has emerged as an **All India Professional Body in the year 1975** with merger of three professional associations, the National Association of Materials Management, the Materials Management Association of India and the Materials Management Association of Hyderabad and is recognized as a Professional Body by **Indian Society for Technical Education (ISTE) a body under Govt. of India Ministry of HRD**. The institute represents a wide spectrum of professionals engaged in various facets of materials management, through its wide network of **52 branches & 19 chapters** spread over the length & breadth of the country.

IIMM is dedicated to the profession of materials management through its multifarious activities including various Education Courses, Executive Development programmes, Seminars, Workshops, In-house Training Programmes & Consultancy. To have an effective global interaction on the subject, IIMM is a **Charter Member of International Federation of Purchasing and Supply Management (IFPSM)**, having its registered office at **Bristol, UK** which has 43 country association as its members. The institute has established its Research Centre “Center for Research in Materials Management (CRIMM)” in association with “Techno India University” at Kolkata. The Institute is also registered under the Societies Registration Act (XXI of 1860) and the Bombay Public Trust Act 1950.

IIMM's Objectives

- To secure a wide recognition of and promote the importance of efficient Materials Management in commercial and industrial undertakings.
- To Safeguard and elevate the professional status of individuals engaged in the Materials Management function.
- To constantly impart advanced professional knowledge and thus improve the skills of the Persons engaged in the Materials Management function.
- To propagate and promote among the members strict adherence to IIMM Code of Conduct and Ethics.

IIMM Mission statement

- To promote professional excellence in Material Management towards national prosperity through sustainable development.

National Executive Committee (NEC)

- The activities of IIMM are governed by the NEC (Refer Board of Studies)

Board of Studies

The Educational activities of the Institute are controlled by Board of Studies. The Board consists of eminent academicians, professionals with vast knowledge and experience in various facets of Management. The Board is responsible for all matters related to curriculum planning, educational delivery system, teaching-methodology, assessment procedures, and other matters relating to education.

Educational Activities

The Institute offers the following educational courses:

- a) Graduate Diploma in Materials Management (GDMM)
- b) Professional Diploma in Stores Management (PDSM)
- c) Professional Diploma in International Trade (PDIT)
- d) International Diploma in Supply Chain Management (ISCM)

Reservation Policy in admissions : While admitting students in IIMM Courses, reservations in SC, ST, OBC and PH categories is made as per norms of Government of India as applicable from time to time.

Professional Activities : IIMM organizes the world congress, National Convention & Regional Conferences besides Signature Events. Various Professional Activities are conducted during the National Convention (NATCOM). Few of them are

- Award Distribution for
 - a) Distinguished Membership
 - b) Young Materials Manager
 - c) CEO of the Year
 - d) Meritorious Students Award
- Technical papers are presented by eminent personalities during the convention.
- Buyer – Seller Meet

Consultancy : IIMM provides consultancy services to organisations in both Public and Private sector.

Training programmes

- Training programmes are conducted at All India levels as well as the branches. Executive Development Programmes are conducted at the branch levels on various aspects of Materials Management.
- The technical sessions are conducted with highly qualified and experienced faculty and practicing executives.
- Advanced Materials Management programme is conducted at the All India level.
- National and Regional seminars are conducted at all zones.
- Customised in-house training programmes are conducted as per the requirements of Industries / Organisations.

Publications

- THE MATERIALS MANAGEMENT REVIEW (MMR) (Monthly journal of IIMM). All members receive a copy of the MMR, free of cost which is currently edited and printed by chief editor Mr. H.K. Sharma at New Delhi.
- Students should become member of IIMM at the nearest IIMM branch, so that they can continuously enrich their knowledge by attending seminars, symposiums, workshops, factory visits, evening lectures and through monthly Journal-MMR

International Tie-ups

IFPSM : IIMM is a charter member of the International Federation of Purchasing and Supply Management (IFPSM), having registered office at Bristol, UK.

ITC, Geneva : IIMM has entered in to an agreement with International Trade center (ITC - WTO/ UNCTAD) offering the Modular Learning System on International Diploma in Supply Chain Management in India.

PART 2 - ABOUT THE EDUCATIONAL COURSES

1. Graduate Diploma in Materials Management - GDMM

Contact & Distance Mode Courses

Objective : This prestigious professional course offered by IIMM aims at preparing students for shouldering key responsibilities in organizations, especially in the areas of Materials Management and related disciplines.

Designed for

- Individuals who are working in Materials Management or related Disciplines and wish to enhance their knowledge and skills in Materials/Supply Chain Management.

Course Duration

CONTACT / DISTANCE MODE – The course is divided into 4 Semesters spread over 2 years.

Admission Eligibility

Academic:

Graduate in any discipline or

Diploma in Engineering with minimum 2 years' experience or

Diploma in Hotel/Hospital/Pharmacy with 3 Years' experience

Recognition : IIMM program.

Course Curriculum

Paper No.	Subjects
1	Management Principles & Human Resource Management
2	Quantitative Techniques & Operations Research
3	Business Economics & Financial Accounting
4	Information Technology & E-Commerce
5	Purchase Management
6	Business Law
7	International Trade
8	Operations Management
9	Strategic Management
10	Inventory Management
11	Logistics Management
12	Packaging & Distribution Management
13	Research Methodologies
	Project report+Viva Voce

2. Professional Diploma in Stores Management - PD SM

Course Objective : To impart professional training to personnel who work in the Stores/Warehouse/Logistics and Transportation areas.

For Whom : The course has been structured primarily to meet the requirements of Stores & Warehouse Personnel irrespective of their present status or assignments.

Course Duration : Duration of the course is one year

Training Methodology : The course will be conducted through Distance Education mode. Exhaustive study materials are being provided.

Date of Commencement : January and July each year.

Admission Eligibility : University degree in any discipline or Diploma Engg.

OR

Candidate with Higher Secondary School Certificate (12th Standard) with English one of the subjects together with at least 2 years working experience in any organisation.

Examinations : The exams will be held in June and December each year at IIMM branches. Results will be declared during March and September.

Course Content

Module I Certificate

Paper 1 Stores Management

Paper 2 Stores Administration

Paper 3 Stock Control & Inventory Management

Module II

Paper 4 Logistics Management

Paper 5 Packaging & Distribution Management

Paper 6 Legal Aspects of Stores & Transportation Management

Eligible candidates may obtain the Prospectus from IIMM Vadodara Branch and apply in the prescribed format. Student need to pay the requisite Fee for 100/-by a Demand Draft drawn in favor of **INDIAN INSTITUTE OF MATERIALS MANAGEMENT, Vadodara Branch.**

3. Professional Diploma in International Trade –PDIT

Course Objective : The primary objective of this Diploma Course is to impart professional training in various facets of Import and Export Management and International Trade.

For Whom : The course is best suited to executives at all levels working in Purchase, Sales, Import, Export, Stores, Finance, Production, Projects, Marketing, Corporate Planning and other allied departments and also to fresh graduates desirous to build up their careers in these areas, as well as traders and entrepreneurs desirous of gaining entry in international markets.

Duration : The Duration of the course is one year. Completion of module 1 will entitle you to a Certificate. Completion of both modules (Module-1 & Module-2) will entitle you for Diploma.

Training Methodology : The course will be conducted by Correspondence Mode under the charge of well experienced Faculty members and the medium of instruction is English. Exhaustive study materials will be supplied for all subjects.

Date of Commencement : The course will commence in January and July each year and admission will be open till end of January and end of July each year.

Admission Eligibility

a) **Preference:** A University Degree in any discipline or Diploma in Engineering

OR

b) **Minimum:** A Higher Secondary School Certificate (12th Standard) with English as one of the subjects with at least 2 years working experience in any organization.

Examinations : Examinations will be held on all India basis at selected IIMM Centers mentioned in prospectus, for all papers, twice a year during 2nd week of June and December.

Course Content

Module I

Paper 1	Import Management (Govt. Policies and Licensing procedures)
Paper 2	Import Procedures and Practices
Paper 3	Export Management (Govt. Policies and Licensing Procedures)
Paper 4	Export Procedures and Practices

Certificate

Module II

Paper 5	Global business Environment
Paper 6	International Marketing
Paper 7	Import and export Finance
Paper 8	Managing International Contracts and Logistics

Eligible candidates may obtain the Prospectus from IIMM Vadodara Branch and apply in the prescribed format. Student need to pay the requisite Fee for Rs 100/-by a Demand Draft drawn in favor of **INDIANINSTITUTE OF MATERIALS MANAGEMENT, Vadodara Branch.**

4. International Diploma in Supply Chain Management – ISCM

About ITC (International Trade Centre - UNCTAD / WTO): The International Trade Centre (ITC) is the technical cooperation agency of the United Nations Conference on Trade and Development (UNCTAD) and the World Trade Organization (WTO) for operational, enterprise-oriented aspects of trade development. ITC supports developing and transition economies-in-transition, and particularly their business sector, in their efforts to realize their full potential for developing exports and improving import operations.

ITC has introduced the MLS (Modular Learning System) in cooperation with other partner organizations as an effective tool for quality training in International Purchasing and Supply

Course Aim : Strengthening Enterprise Competitiveness

Course Objective : These user-friendly, practical and effective training modules help you to take advantage of new opportunities, reduce total purchasing and supply costs and make optimum use of available resources.

They give you the tools and techniques needed to develop innovative new approaches to supply chain management and excel in an environment of global competition. These programmes help you to make an immediate and substantial contribution to your company's profitability.

Upon joining this unique course, you become a member of the International PSCM Learning Network, with access to its supporting website www.ISCM-learningnet.net You can keep track of your progress, view the MLS-related training resource materials, and follow the worldwide network's training news.

Special features : The Modular Learning System comprises of 4 Core Modules. All key aspects of supply chain management are addressed in a practical and structured manner. The system is regularly up-dated and revised and covers all stages in the purchasing and supply management process. IIMM trainers and consultants recognized by ITC guide you and ensure that you get the best possible knowledge in the area. On completion of the corresponding 4 modules exams you

qualify for the International Certificate, After clearing each module for each level one certificate will be given. These new professional qualifications are accredited by ITC and by the participating network of institutions worldwide.

If you are not seeking a professional qualification, you can nevertheless follow whichever module training you consider will help you improve your work performance in your enterprise. You can also appear in the module examination and obtain your score (marks).

Joining this programme will make you a member of the International SCM Learning Network, with access to its supporting website. This will let you keep track of your progress, view the MLS-related training resource materials that your local training institutions can offer to you, and follow the worldwide network's training news.

For Whom : These programmes are aimed at present and future managers and specialists responsible for purchasing and supply chain management, particularly in private enterprises ranging from large corporations to Small and Medium Enterprises.

Feedback from a student : I was quite thrilled to find a course matching my exact professional requirement. The course drives home advantages of successful strategies as Procurement / Supply Chain Manager. The knowledge absorption depends upon practical application which is the corner stone of this learning method. I enhanced my understanding of day-to-day challenges in much scientific way. I developed understanding to 'cost-benefit analysis of resource-input and end-result desired. This improves the decision making process in a highly competitive business scenario that our organization has to deal with today.

I have come across many new concepts which our organization was not aware of earlier. The course had further strengthened my ability to judge various clauses of International Contracts in right perspective and helped me in managing the risks in an optimum fashion. IIMM has good trainers for Industry seminars.

- Falgun Shah, Bayer Crop Science Ltd, Mumbai

IIMM Membership : Students who enroll for any of these courses may become member of IIMM at the nearest IIMM branch. So that they can continuously enrich their knowledge by attending seminars, symposiums, workshops, factory visits, evening lectures and through monthly MMRs.

Admission Eligibility: To qualify for these professional qualifications, you must have a university degree or 12th pass + 3 years Supply Chain experience with Proficiency in English.

Course Content : You must complete and take exams covering one module in each level. With a passing score you can apply for Certification for each level separately. After clearing each level separate certificate will be issued. Total 4 certificates (1 certificate per level). If you prefer to go for the International Diploma in Supply Chain Management, you must complete and take exams for all four modules (in 4 levels).

CERTIFICATE/DIPLOMA	MODULE TITLES
Level 1 - Modules 1	Strategy & Planning
Level 2 - Module 2	Sourcing
Level 3 - Module 3	Operations
Level 4 - Module 4	Logistics

International Diploma in
Supply Chain Management

Candidates will be given 1 certificate each after clearing each level. International Diploma will be given after clearing all the 4 levels

Course Duration : Since this is a modular course specially designed for working professionals, the candidates can complete the modules at their own pace. The examinations for all the modules will be held in March and September every year. Certificate and Diploma will be awarded by ITC on successful completion of requirements.

Training Methodology : The course will be conducted by correspondence. IIMM has specially trained faculty recognized by ITC to undertake and conduct the training in MLS modules. Colour course books developed by ITC will be supplied to the students. The students can interact with faculty by e-mail or during contact classes arranged at IIMM branches

The Students can register on ITC web-site www.ISCM-learningnet.net and receive updates and guidelines for the successful completion of the course.

Date of Commencement - Candidates may join the course at any time during the year. Candidates who wish to appear for the examination must register at least 60 days prior to the examination date.

Examinations - Examinations will be conducted in March and September every year as per the International schedule declared by ITC. Presently the examinations are conducted in six centers Mumbai, Delhi, Bangalore, Chennai, Pune and Hyderabad.

How to register as a candidate on ITC WEB-SITE www.scm-learningnet.org

After enrolment with IIMM for the ISCM course the student must visit the above web-site and open.

REGISTRATION ON THE LEARNINGNET - Candidates are those who have been accepted by IIMM to take exams under the Professional Certification Programme in ISCM, IIMM has registered on Learning Net as Authorized Examination Body (AEB) Under the Name IIMM NHQ.

Please do not register more than once. If you are already registered (even if your profile is not complete), then enter this website by typing your username and password in the login box. If you have forgotten these, please click on Forgot Username or Password in the login box.

All important details in the Candidate Registration form need to be completed such as

- **Full Name**
- **Birth country :**
- Birth Date :
- Current nationality :
- Identification documents type : *(Indicate TYPE of documents, e.g. passport, Nationality ID Card etc., NOT the number)
- Identification document No. : *

Please upload copy of your CV and ID photograph.

Your CRN (Candidate Registration Number) with username and password may be noted. Please send CRN and IDENTIFICATION DETAILS to AEB if not provided with the registration. Your registration will be submitted by the website to IIMM for approval. NB Please make it a practice to visit the website from time to time to get the latest updated information regarding ISCM course, examination schedules guidelines etc.

Fee Structure :

Registration Fees - Rs. 1000/-

Course fees Rs. 20,000/- per level (Total 4 levels)

Exam Fees : \$ 340/- per module (1 module for each level)

Certification fees \$ 100 per level (up to 4 levels)

Certificate for International Diploma in Supply Chain Management (after getting 4 levels certificates) at Free of COST from ITC , Geneva in Association with IIMM.

Part 3 - Detailed Instructions

Fees and Method of Payment

Sr, No	Courses	Registration fees	Course fees	Exam fees	Re-exam fee	Certification fees
1	GDMM-Contact Mode	Rs 1000/-	Please contact the concerned IIMM branch for details	Rs.400/- per paper	Rs.400/- per paper	Rs. 1000/-
2	GDMM Distance	Rs 1000/-	Modules 1, 2, 3 Rs. 12,500/- each Module 4 Rs. 6,800/-	Rs.400/- per paper	Rs. 400/- per paper	Rs. 1000/-
4	PDSM /PDIT (Distance)	RS. 500/-	Rs. 3700/- per semester including forwarding charges	Rs. 500/- Per sem	Rs. 500/- per sem	Rs. 1000/-
6	ISCM (Distance)	Rs 1000/-	Level 1,2,3 & 4 Rs. 20,000/- each	\$ 340/- per module		\$100per level/certificate

* Payment to be made in equivalent Indian rupees, at the prevailing exchange rates.

1. Method of Payment : All payments will be made by **D. D. or through NEFT/RTGS in favour of IIMM NHQ Collection Account payable in Mumbai.** Payment can also be made at any ICICI Bank directly to ICICI Bank, Account No. 015101027881, IFS Code ICIC0000151 at Vashi Branch, Navi Mumbai. In such cases it is necessary to send us the Transaction Receipt / original stamped counterfoil of the pay-in-slip with the details of remittance.

(For DSM & DIT courses, D.D. must be drawn in favour of IIMM Vadodara Branch payable at Vadodara. Contact mode Course Students: All payment must be made to the concerned IIMM branch.)

Note

- Registration Fees, Course fee (first installment) and Examination fee must be paid at the time of admission.
- Course fee for subsequent semesters should be paid by 15th July and 15th January for the respective sessions.
- Exam, re-examination fees should be paid by 15th April and 15th October to appear for the June and December examinations respectively.

- Re-examination fees with late fees will be accepted between 15th April and 15th May @ **Rs.800/- per paper**, for June examination and between 15th Oct to 15th Nov for December Examination. (for Sr.No. 1& 2)
- The mentioned fees structure is subject to change from time to time at the discretion of IIMM.
- Late assignment fee @Rs.200/- per paper is to be paid by the GDMM students who submit assignments after 30 April/31 October for June/Dec exams, respectively, for consideration during the extended period of submission as decided by the Institute.
- **The fees once paid will not be refunded or adjusted to other courses offered by the Institute for any reason.**

2. Examinations

Courses	Conduct of Exam	Exam Details
GDMM	2nd week of June & December	The examinations will be held on All India basis at several centers in India, where the Branch/ Chapters of IIMM are located. The duration of examination will be 3 hours per paper and timings will be 10.00 a.m. to 1.00 p.m. and 2.00 p.m. to 5.00 p.m. At present examinations are conducted by way of paper and pen. If IIMM switch over to online examination or E-Examinations system, then the students are required to take online exams. If the examinations are cancelled for any reason, beyond the control of the Board of studies, say for example, Civil disturbances, natural calamities etc., students will have to write the examinations along with the next semester examinations. In such case, students are exempted from paying any re-examination fee for the particular paper/ semester.
ISCM	March & September	Online Examinations will be conducted at select IIMM branches/centers
PDSM/PDIT	3rd week of June & December	The examinations will be held at selected IIMM Centers. The duration of examination will be 2 hours per paper and timings will be 10.00 a.m. to 12.00 noon and 12.00 p.m. to 4.00 p.m.

2A. Announcement of Results

Course	Details
GDMM	Results will be announced by 15th March and 15th September respectively from NHQ Education wing
PDSM/PDIT	Sep/Feb from IIMM, Vadodara Branch within 45 days after completion of exams
ISCM	After 45 days after completion of exams by ITC, Geneva on their website..

3. Study Material : Exhaustive and comprehensive study material will be supplied to students within 20 days from the date of receipt of Module (course & exam) fees. The study material will be sent by **Registered Book Post** only to the mailing address of the students. If the students are not available at the address given, arrangements have to be made by the students themselves to receive the same at their mailing address. IIMM is not responsible for any loss in transit or non-receipt of study material.

4. Training Methodology

Distance Education GDMM	<p>Study material will be provided for the subjects. In addition students are advised to refer other reference books from libraries for preparing for the examination</p> <p>Semester wise midterm assignments will be displayed in IIMM website / circulated to all the GDMM students and answers to the same are invariably required to be submitted by the students for evaluation. Assignments will be evaluated and will be given 20% weightage in the subject of respective semester exams. It is compulsory to pass separately in assignment as well as theory.</p> <p>Contact Classes will provide the students an opportunity to interact with senior faculty members. Faculty will clarify or elaborate upon any point on which the student may have doubt. They will also deliberate certain cases with the students related to the subjects. These classes will help the students to interact with other students in the batch and get a better understanding of the subjects.</p>
Contact mode Course GDMM-R	<p>Classes for the course will be conducted on five days of each week. Each class will be of two hours duration. The total duration per subject will be 40 hours. All topics included in the syllabus for each paper may not be Covered in the classroom. Students are expected to study the balance topics by reading the materials issued by the Institute of standard text books. IIMM reserves the right to reschedule the classes</p> <p>Attendance: Students must have at least 60% attendance in each semester to qualify for the semester examination. Students found cheating on attendance by proxy etc., may be disqualified</p>
ISCM	<p>The study material will be sent to the students who will be required to study them and prepare themselves for the examination. In addition all branches are provided with a set of Library reference books to help students to refer to them.</p> <p>Contact classes will be held at select centres twice a year before each examination. Attendance to the classes is compulsory.</p>
PDSM/PDIT	Study materials will be provided to the students for all the subjects

5. Qualifying Marks

Course	Details
GDMM (Contact Mode & Distance Education)	<p>Marks - Theory papers will carry a maximum of 100 marks. (However weightage will be given as 80% for Theory out of 100 marks and 20 marks for assignment)</p> <p>x Project will carry 300 marks, Viva Voce 100 marks.</p> <p>x Minimum marks for qualifying will be 50% in each subject.</p>
PDSM/PDIT	<p>x Theory papers will carry maximum of 100 marks.</p> <p>x Minimum marks for qualifying is 45%.</p>

6. Project work for GDMM :

a) GDMM Distance Mode: IIMM NHQ Education Wing will issue Project Guidelines by January or July to the eligible students in the last semester for Project/Dissertation work on payment of fees. Rs.800/- late exam fee will be accepted after 15th April/15th October for the semesters ending June/December respectively.

Synopsis: Students are required to prepare the synopsis based on the guidelines and submit the same to IIMM NHQ Education Wing for necessary approval. Synopsis may also be sent through e-mail. It is advisable to submit the synopsis well in advance so that sufficient time will be available for collection of data, analysis and report writing. The project report Completed in all respects must be submitted as follows.

- One copy along with soft copy (CD) to be submitted to IIMM NHQ Education Wing, for evaluation.
- One copy to the concerned Branch where the students intend to take his/her viva voce Test, on receiving intimation from IIMM NHQ Education Wing.
- One copy must be retained by the student for his/her record.
- **Last week of May and Last week of November is the last date for submission of Project Reports. Rs.500/- late project/dissertation submission fee is payable after 31st May/30th November for the semester ending June/December respectively.**

b) GDMM Contact Mode Students

The concerned IIMM Branch will issue Project Guidelines by January or July to the eligible students in the last semester for Project Work.

Synopsis: Students are required to prepare the synopsis based on the guidelines and submit the same to the concerned IIMM Branch Course co-ordinator for necessary approval. On approval of synopsis student is required to prepare and complete the project reports. It should contain the Guide's Certificate and Approved synopsis.

Two copies of Project reports to be submitted to the concerned IIMM Branch Office and one copy must be retained by the student for his/her record.

Note: Project report once submitted will not be returned to the student for any reason.

c) Viva Voce Exam : Qualified students can appear for the Viva Voce exam which will be conducted at the respective branches.

d) Failure to qualify : Students failing in Project Viva Voce Tests will have to rewrite a fresh Project Report and once again submit the Project report for evaluation. In the case student will have to re-appear for the viva voce test.

7. Other/Miscellaneous

a) Course Switch from Contact mode to Distance Education

- GDMM (Contact Mode course) students can be admitted to GDMM 2 years Distance Education course.
- They have to pay the fees as applicable to Distance Education course.
- The number of subjects to be taken will depend on the subjects completed as a contact mode student.
- If IIMM is not in a position to conduct regular classes at a particular branch. IIMM Reserves the right to classify the students as distance education course students.

b) Modification of Syllabus : IIMM, through its Board of Studies, reserves the right to modify the syllabus at any time.

c) Retention of Answer Papers : The answer papers of students will be retained at the NHQ Education Wing as per the rules.

d) Ranking / Classes : The following criteria will determine classes in the examination.

- 70% and above - Passes with distinction
- 60% to 69.99% - Passes with First Class
- 55% to 59.99% - Pass
- 50% to 54.99% - Pass
- Less than 50% - Fail

The above percentage should be obtained in aggregate including Project Report, dissertation and Viva Test to qualify for the class.

e) Award of Certificate/Diplomas

- All students who have successfully completed the courses, will be awarded their Diplomas & Mark sheets from NHQ Education Wing. Diplomas are issued quarterly only. Provisional certificate will be provided to students on request to NHQ Education Wing, Mumbai on receipt of Rs.1000/- DD towards certificate fee along with duly filled certificate form.
- Contact Mode Students diploma will be sent to the concerned Branches, who will distribute to the students. Correspondence Students will receive the Diplomas directly from Education Wing.
- Issues of Duplicate Diplomas / Mark sheets: Students who have lost/ misplaced Diploma / Mark sheet may apply in writing citing valid reasons/ explanations for issue of Duplicate. The same is priced at Rs.1000/-.
- Contact Mode Students must route their request through the concerned branches, while correspondence students may write to NHQ Education Wing, Mumbai.
- Successful students of PDSM & PDIT courses will receive the diploma from IIMM, Vadodara Branch.

f) Announcement of Awards : IIMM will announce the President's Awards - Gold, Silver and Bronze on All India basis to meritorious students of the GDMM (both Contact Mode & Distance Education), courses.

- The awards will be given away during the National Convention.
- The rank holder's names will be hosted in the IIMM web page.

g) Library Facilities: IIMM NHQs and branches are equipped with full-fledged Libraries. **Registered students may use the facility at the concerned Branch they are affiliated to. Students are encouraged to utilize the Library facilities extensively.**

h) Examination Centre

1. Every student is required to intimate his / her choice of exam center at the time of admission. (Selection must be made from the prospectus)

2. For change of examination centre, the student will submit a written request to NHQ and copy to the parent branch, stating reasons and attaching related documents. The branch will issue No Objection Certificate in case of Contact Mode GDMM students. After considering the request and the NOC, NHQ will permit the student to change the centre and will issue instructions to both branches.
3. Last minute changes will not be entertained.

i) Mailing Address : All Students are requested to inform the changes in their residential / office address when the change takes place. Incorrect address will result in non-delivery of mails, Study Materials etc. IIMM will not be responsible for such loss / non delivery due to change of address without notice.

j) Web site : The students are required to utilize IIMM Website and E-mail for obtaining the clarifications. URL - <http://www.iimm.org>

k) General Information & Syllabus : All students are advised to refer to above booklet which is being provided to students. This contains the syllabus portion for the various subjects of the curriculum.

l) E-Mail & Contact No. : All Students are strongly advised to use the E-mail facility for quick response and must provide their e-mail address and mobile No. in all correspondence. Please periodically update your E-mail address, contact nos. and intimate if any change. IIMM Education E-Mail: iimmedu@iimm.co.in.

m) Issue of Duplicate ID Cards : In case ID card is lost duplicate ID card will be issued on application with valid reasons and fees of Rs.100/-

n) Re-totaling of Answer Sheets : Request for re-totaling of answer sheets should be received within 30 days of the date of declaration of result. Charges for re-totaling of answer sheets per paper are Rs.200/-.

o) Re-evaluation : Request for re-evaluation of answer sheets should be received within 30 days from the date of declaration of Result. Charges for Re-evaluations of answer sheets per paper are Rs.500/

Course Completion Period

GDMM - (Contact Mode)/GDMM (Distance Mode) – 4 years from admission

PDSM / PDIT - Correspondence – 3 years from admission

Re-registration : Students should have completed the following No. of papers to re-register for completion of the course, by paying **Rs. 4000/-** towards re-registration fee, which will be valid for one and half years (3 examinations). Failing which they will have to reappear in all the examinations with **fresh admission**.

GDMM (Contact Mode & Correspondence) – 7 theory papers

PDSM / PDIT – 3 theory papers

Part 4 - Quick Glance

PROCEDURE FOR APPLYING TO THE COURSES

1. Admission to the courses

a) GDMM

Twice a year (i.e., July / January)

- Prospective candidates must submit application (duly filled) along with the necessary enclosures to the nearest IIMM branch by before the due date.
- Applications received after the due date may not be considered.
- Candidates applying for the course, must meet the eligibility criteria mentioned.

b) PDSM & PDIT Course

- Admission will be in Jan and July each year
- Aptitude test is not applicable.
- Application can be directly sent to Vadodara Branch for admission purpose.

2) Submission of Application forms :

Duly completed application must be accompanied with attested copies of testimonials.

- Educational Certificates - Degree certificate issued by the University.
- Employment Certificate (work experience).
- Photographs of size 25x32 (mm should be pasted on the form duly signed across), one additional stamp size photograph also to be attached for ID card

Frequently Asked Questions

Frequently Asked Questions By students	Reply to Queries
1) When will I receive my study material	1) The study material is sent by Regd. Book post to your address upon receipt of Module / Course fees at NHQ, Navi Mumbai
2) I have appeared June/Dec. examinations when will the results be announced	2) 3rd week of Sept / March each year
3) I have submitted my project, when will I get the intimation to appear for viva examination	3) Evaluation takes about 4 weeks after submission of Project report. After successful evaluation Viva will be conducted at the branch you belong to.
4) When will the contact classes be held? Is it compulsory?	4) Contact the branch you are attached to. Yes it is compulsory. (30 days prior to commencement of exam)
5) I have completed the course, when will I get the diploma certificate?	5) On completion of all theory papers, Project /dissertation reports and viva voce exams, the student may send a convocation form to NHQ. Provisional passing and original mark sheets will be sent within 1or 2 months and diploma certificate within 6 months
6) I would like to re-register for the course. Please let me know the details	6) Re-registration is available only when you have completed 50% of the course. For further details contact NHQ Education wing at Navi Mumbai.

Student Grievance Cell

Student Grievance Cell is established at IIMM, NHQ. For the queries if any please address to IIMM, NHQ via email or Hard Copy.

DIRECTOR - EDUCATION
Indian Institute of Materials Management
NHQ Education Wing

102 & 104, Institutional Area, Sector 15, CBD Belapur, Navi Mumbai - 400 614.

Ph. : 022-27571022, Telefax : 022- 27565741,

E-mail: iimmedu@iimm.co.in

HELP DESK

Please visit our website : www.iimm.org for details of IIMM Courses.

For further enquiry please contact following

1. GDMM – Contact Mode students can contact the branch office for any clarification /information. The address is given in the prospectus.
2. PDSM & PDIT students may contact IIMM, Vadodara Branch for information / clarification regarding the Course etc. Address is given in the prospectus.
3. For Course, Examination Fee, Mid Term Assignments ,Marks-sheets, Result status. (by students already enrolled with IIMM)
Email :iimmedu@iimm.co.in
4. For Eligibility / Admission / change of admission / Viva query and all related queries by aspiring new students/iimm branches
Email :nhqde.iimm@gmail.com, iimmedu@iimm.co.in
5. For Project Synopsis approval and Placement
Email : nhqde.iimm@gmail.com
6. For Membership fee / status
Email :members@iimm.co.in
7. For issues with respect to Material Management Review (MMR)
IIMM's in-house publication,
please contact : Email : iimmdelhimmr@gmail.com
8. For information about E-learning
Email :iimmedu@iimm.co.in

Students Check List

Name:

Roll.No:

Course

Particulars	Record
1. Have I received Admission letter and ID card.	Yes / No
2.Has the 1st semester study material received by me	Yes / No
3.Have I received the eligibility letter for the 1st semester.	Yes / No
4. Course fees paid details (sent to NHQ) Membership fees	DD No. Amt. DD Date 1st Module 2nd Module 3rd Module 4th Module paid / not paid
5. Mid term assignments submitted by due date / with late fee (GDMM) 1st Module 2nd Module 3rd Module 4th Module	Yes / No
6. Contact Classes intimation	Received/ Not received
7 Examination Eligibility letter & Timetable 1st Module 2nd Module 3rd Module 4th Module	Received/ Not received
8 Marks sheets received	Yes / No
9 Project synopsis submitted	Yes / No
10 Project submitted	Yes / No Date :
12 Viva intimation received	Yes / No
13 Diploma Awarded	Have I contacted the branch Yes / No

Calendar of Events

The following Calendar of Event will be followed

I. GDMM COURSES

Sr. No	ACTIVITIES	SEMESTER July-Dec	SEMESTER Jan-Jun
1	Last Date for receipt of course fees	31st July	31st January
2	Last Date for receipt of Exam/re-exams fees	15th October	15th April
3	Last Date for sending for Midterm assignments' (for GDMM only)	31st October	30th April
4	Contact classes	2nd week of Nov.	2nd week of May
5	Date of commencement of semester exams	2nd Saturday of Dec.	2nd Saturday of June
6	Announcement of Results	15th March	15th September
7	Last date for receiving Re-totaling	15th April	15th October
8	Last date for submission of Project' synopsis (GDMM students)	1st week of Sept.	1st week of Mar.
9	Last week of submission of Project	30th Nov.	31st May

II. ISCM

Sr. No	ACTIVITIES	Examination in March	Examination in in September
1	Last date for receipt of exam fees	1st week of February	1st week of Aug.
2	Examinations	3rd week of March	3rd week of Sept.
3	Announcement of results	3rd week of May	3rd week of November



भारतीय तकनीकी शिक्षा संस्था INDIAN SOCIETY FOR TECHNICAL EDUCATION

(Under the Societies' Registration Act XXI of 1860)

RANJIT SINGH

Executive Secretary, ISTE

ISTE/Misc./2008

June 24, 2008

To

Shri M.K. Bhardwaj
Immediate Past President,
Chairman, Govt. Liaisoning Committee
Indian Institute of Materials Management
Veer Sadan : 4239-A/2, 1, Ansari Road
Darya Ganj, New Delhi – 110 002

Sir,

**Sub : List of Professional Societies & Associations inclusion of
Indian Institute of Materials Management – regarding.**

Indian Institute of Materials Management (IIMM) has been included in the list of professional bodies in the ISTE Handbook 2007-2008 published by ISTE as approved by Ministry of Human Resource Development. Now IIMM like other professional bodies as an associate of Indian Society for Technical Education (sponsored Body of Ministry of HRD) is entitled for all the privileges/benefits given to professional bodies by AICTE, UGC, Ministry of HRD & Research Institutions etc.

Thanking you,

Yours faithfully,


(RANJIT SINGH)

SHAHEED JEET SINGH MARG, NEAR KATWARIA SARAI, NEW DELHI-110 016

Phones : 91-11-26513542, 26963431, 26514234, Fax : 91-11-26852421, E-mail : istedhq@vsnl.net, Website : isteonline.in

EXAMINATION CENTRES

(IIMM reserves the right to add/change/cancel any examination centre)

- 1 IIMM Ahmedabad (Exam Centre)**
Mr. Anil Patil
Course Co-Ordinator
Indian Institute of Materials Management
C/o. SaRaa Group of Companies,
406, Kalasagar Shopping Hub,
Opp. to Saibaba Temple, Near Sun N Step
Club, Sattadhar Cross Road, Ghatlodia,
Ahmedabad-380 061, Gujarat, INDIA.
Mob.: 9374012684 / 9909996711
E-mail : iimmedu.ahd@gmail.com
- 2 IIMM Aurangabad (Exam Centre)**
Mr. R.D. Jaulkar
Course Co-Ordinator, I I M M
C/o Training & Placement Cell,
JNEC campus, N-6, CIDCO,
Aurangabad- 431003
PH : 0240-2473339/ 09423455983/
9130901884
E-mail: iimmau@rediffmail.com
- 3 IIMM Alwar (Exam Centre)**
Mr. Lalit Raj Meena,
Indian Institute of Materials Management
15, Shopping Centre, Shanti Kunj,
Alwar: 301001 (Rajasthan)
Mobile: 09731245655 / 07877745655
Email: iimmalw@gmail.com
- 4 IIMM Bangalore (Exam Centre)**
Mr. M.R. Achyuth Rao
Course Co-Ordinator, I I M M
304, 306 & 307, 'A' Wing, III rd Floor,
Mittal Tower, No.6, M.G.Road,
Bangalore - 560001
PH - 080-25327251/2
email: iimmbg@airtelmail.in
mob: 9900862486 / 9972441466
- 5 IIMM Bhilai (Exam Centre)**
Ms. Prabha Nair
Course Co-Ordinator, I I M M
In front of Room No.350 (Purchase),
3rd Floor, Ispat Bhavan,
Bhilai Steel Plant, Bhilai
District Durg (CG) - 490001
Mob: 9424136282/ 08839863362
Ph : 09407984081
prabhanair@sail-bhilaisteel.com /
ndufare@sail-bhilaisteel.com
- 6 IIMM Bilaspur (Exam Centre)**
Mr. Aditya Pal Singh
Course Co-Ordinator, I I M M
Office Of CGM(MM)
South Eastern Coalfields Limited
Bilaspur CG - 495006, Mob- 094255 31806
E-mail: adityapalsecl@gmail.com
- 7 IIMM Vadodara (Exam Centre)**
Mr Rajesh Vasayani
Course Co-Ordinator, I I M M
B-3, Vishal Chambers, 2nd, Floor, 34
Vishwas Colony, Behind Alkapuri Shopping
Centre, Alkapuri, Baroda - 390007
Ph- 0265-2359060, 7043959060
Mob:-09426345612
E-mail : iimmbaroda@gmail.com
- 8 IIMM Bhopal (Exam Centre)**
Dr. Sameer Sharma
Course Co-Ordinator, I I M M
4/9B, Saket Nagar, Bhopal (MP) - 462024
Mob: 08085856437
E-mail : sameersharma3@rediffmail.com
- 9 IIMM Bharuch (Exam Centre)**
Mr. Dilip Gosai, Branch Chairman
9/137, Saryu Apartment,
Dahej By Pass Road, Opp. Navjeevan
Society, BHARUCH – 392 001.
Mob : 09998975891
Email: dilip.gosai@ril.com
uday.kulkarni@gacl.co.in
- 10 IIMM Bokaro (Exam Centre)**
Mr. Rajeev Ranjan
Course Co-Ordinator, I I M M
AGM (Purchase Department)
Bokaro Steel Plant, Ispat Bhawan,
Bokaro Steel City, JHARKHAND - 827001
Mob: 08986873175/08986873151
rajeevranjanbokarosteel@gmail.com
- 11 IIMM Burnpur (Exam Centre)**
Mr. Randeep Dan
Course Co-Ordinator, I I M M
Internal Audit Office, ED (Finance) Building
SAIL-IISCO Steel Plant, Burnpur, Distt-
Bardhaman, City Asansol, P.O. BURNPUR,
W.B. - 713325, Ph: 0341-2240523, Mob:
09434776390, email: sail.isp@gmail.com
ranadip.dan@sailisp.com,

- 12 IIMM Chandigarh (Exam Centre)**
Mr. S.K.Sharma
 Course Co-Ordinator, I I M M
 SCO 19-B, 2nd Floor, Swastik Vihar, Mansa
 Devi Complex, Sector- 5, (Haryana)
 Panchkula - 134113 Chandigarh
 Ph- 0172-2556646 / 4730170
 Mob.: 9815314430
 Email : iimmchandigarh2@gmail.com
- 13 IIMM Chennai (Exam Centre)**
Mr. T.A.B. Barathi
 Course Co-Ordinator, I I M M
 4TH FLOOR, CHATEAU D'AMPA, 110
 (NEW NO.37) NELSON MANICKAM ROAD,
 AMINJIKARAI, CHENNAI - 600029
 Ph- 044-23742195, 2374 2750
 Mob: 9382697668 / 9840994371
 Email: edu@iimmchennai.org
- 14 IIMM Cochin (Exam Centre)**
Dr. David Moraise
 Course Co-Ordinator - I I M M
 G.C.D.A. SHOPPING COMPLEX,
 GANDHINAGAR, COCHIN -682020
 Ph- 0484-2203487 / 9400261874
 Email: iimmkochi@bsnl.in
- 15 IIMM Dehradun (Exam Centre)**
Mr.Rajender Raj
 Course Co-Ordinator, I I M M
 O. N. G. C. TEL Bhavan, Trirple Shed,
 Kaulagarh Road, Dehradun - 248195
 Mob. No. 0135-2793111/09410397734
 email : rajenderraj.1238@rediffmail.com
- 16 IIMM Dhanbad (Exam Centre)**
Mr. Niraj Kumar
 Course Coordinator, IIMM
 C/O OFFICE OF CGM(MM)
 BCCL, KOYALA BHAWAN, KOYALA
 NAGAR, DHANBAD-826005, (JHARKHAND)
 Tel: 0326-2230181,
 09470595250 (N.S. Saini)
 E-mail: nirajkumar.cil@gmail.com
 Mr. Mihir Chandra-Chairman-9470595241
- 17 IIMM Durgapur**
Mr. K N Kailasam
 Course Co-Ordinator, I I M M
 3rd Floor, Admn. Bldg. Durgapur Steel Plant,
 Durgapur - Ph - 0343-2574363
 Email: Dgp_Aspmmmd@bsnl.in
- 18 IIMM Goa (Exam Centre)**
Mr. Gajanan B Palankar,
 "Shree Narayani" H.No. 178, 17/A
 Mother Teresa Colony,
 Nr. M E S – College, Zuarinagar,
 Vasco-Da-Gama, GOA- 403726
 Mobile No. 9423007106
 Email : gayatrigajanan@hotmail.com
- 19 IIMM Gandhidham (Exam Centre)**
Mr. Jay Mehta
 Course Co-Ordinator, I I M M
 Plot No.356, Ward 12-B, Shop # 4,5,6
 Tagor Road, Gandhidham - 370201
 Kutch, Gujarat
 PH - 7046737857 / 9925066322
 E-mail : iimm_gim@rediffmail.com
- 20 IIMM Hosur (Exam Centre)**
Shri D. Subramani
 Indian Institute of Materials Management
 Opp: Hosur Bus Stand, Bye Pass Road,
 Above Axis Bank, Palaniyappa Building,
 HOSUR-635 109.
 Email ID:- iimmhosur1@gmail.Com
 Mob: 9448018407
- 21 IIMM Hyderabad (Exam Centre)**
Mr. Ziauddin, MD
 Course Co-Ordinator, IIMM
 IIIrd Floor, GD Enclave
 4-8-68/A/21, Rangamahall Road,
 Putlibowli, Koti, Hyderabad 500 095
 Telangana State.
 Mobile: 9866246796 / 7483158204
 Ph: (040)29558952
 Email: iimm.hyd1719@gmail.com
- 22 IIMM Jamshedpur (Exam Centre)**
Mr.G D Pandey
 Course Co-Ordinator, I I M M
 Room No. 6, Russi Mody Centre for
 Excellence, Jubilee Road,
 JAMSHEDPUR - 831001
 PH - 09798171971/ 9308321421
 Mr. D.N.Jha 0657- 2223530 (6 pm to 8 pm)
 Email: iimm_jsr@yahoo.co.in
- 23 IIMM Hubli (Exam Centre)**
 Course Coordinator, IIMM,
 Karnataka Chamber of Commerce & Industry
 Bldg, Jayachamaraj Nagar, 1st Floor, Near
 Nehru Ground, Hubli : 580020
 Mob: 9482779440 (Dr. Gabriel Pillay)
 E-mail : iimm.hubli@gmail.com

- 24 IIMM Jaipur (Exam Centre)**
Mr. Dharendra Malhotra
 Course Co-Ordinator
 C/O. Mr.Purushottam Khandelwal
 48, Mohan Nagar, Gopalpura By Pass,
 Jaipur - (Rajasthan) Mob: 09799299157
 Email: dharendra.m@in.bosch.com
 iimmjaipur1@gmail.com
- 25 IIMM Indore (Exam Centre)**
Dr. Avinash S. Desai
 03, Rajmahal Colony Extension
 Manik Bag Road, Behind Six Bungalows
 Indore (MP) - 452007
 Mobile No. 09993102374
 Email :dr.stmgmt@gmail.com
- 26 IIMM Kanpur**
Mr. Prashant Suri
 Course Co-Ordinator, I I M M
 C/O. IGM Computer Academy,
 Mallick Complex, (Basement)
 Near Ramadevi Chauraha, G.T.Road,
 Kanpur - 208007
 Ph - 0512-2401291/9838624848/
 9415134323
 E-mail: prashantsuri@hotmail.com,
 iimmkanpurbranch@gmail.com
- 27 IIMM Kolkata (Exam Centre)**
Mr. D.K.Acharya
 Course Co-Ordinator, I I M M
 8B, Short Street, Kolkata - 700017
 Ph 033- 22904530 (12.30 To 7.00 Pm)
 Mr. K. Gupta- Admin Manager
 Mob: 9830952363/ Tapas: 9836123999
 E-mail : iimmcal17@gmail.com
- 28 IIMM KGF**
Mr. Juli Jayapaul
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Indian Institute of Materials Management



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be attested
duly signed
across by
student

COURSE	
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ROLL NO:-																			
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(For IIMM use)

Choice of Exam Centre (Select from the prospectus)	
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1. Name of the applicant (in BLOCK LETTERS, as in +2 mark sheet/UG/PG/PGD Certificate)

Surname	Name	Father's Name

2. Father's Name / Husband's Name

Surname	Name	Father's Name / Husband Name

3. Mother's Name / Husband's Name

Surname	Name	Mother's Name / Husband Name

4. Date of Birth	Day	Month	Year

5. Sex	Male	Female	6. Nationality	Indian	Others

7. Category (Pl. ✓ mark)	General	SC	ST	OBC	PH

8. Student's Email ID																			
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9. Address to which communication is to be sent: (Name not be mentioned)

Address (1)																			
Line 1																			
Line 2																			
Line 3																			
Line 4																			

Pin Code																			
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10. Office Address (Name not be mentioned)

Address (2)																			
Line 1																			
Line 2																			
Line 3																			
Line 4																			

Pin Code																			
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11.	Education Qualification (Attested Xerox copies must be enclosed)			
P.G. Degree / P.G. Diploma				
Degree				
Diploma				
10+2				

12.	Experience Profile (please mention from current job title) (Attested Xerox copies must be enclosed)			
	Organization	Job Title	Period	
			From	To

13.	How did you get to know about IIMM COURSES? (Please ✓ mark)					
	Newspaper		Website		Friends	Others (Pl. Specify)

DECLARATION / UNDERTAKING

I declare that all the information submitted in this application form is correct and complete. I acknowledge that the IIMM reserves the right to vary or reverse any decision regarding admission on the basis of incorrect or incomplete information provided by me. I declare further that I had read & understood all contents of this application form, prospectus & information brochure and that I am bound by all their contents for all purpose.

I have no objection, if I receive any SMS or Email from IIMM.

I hereby declare that in case of any grievances, I shall approach to the Student Grievances Committee for appeal and their decision will be final.

Date: _____

Signature of the Candidate

Signature of the Course Coordinator

<p>=====</p> <p>This form, together with supporting documents should be sent by GDMM contact mode student to the Course Coordinator of the respective IIMM Branch.</p> <p>All Correspondence students supporting documents of qualifications, experience & enclosing the Demand Draft forwarded to IIMM NHQ, Navi Mumbai.</p>

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