



MIT School of Distance Education

(Recognised by Distance Education Council, Govt. of India)

MAEER's MIT

Maharashtra Academy of Engineering & Educational Research (MAEER), Pune, Established in 1983, is a well-known educational trust with 65 institutions delivering KG to PG education. Founded with a simple proposition of meeting the need of a center for scientific and educational research, MAEER's Maharashtra Institutes of Technology (MIT) stands proud with campuses sprawling acres of hallowed grounds at various locations.

Conducting Pune University approved and autonomous academic programmes in Engineering, Management, Pharmacy, Medicine and Polytechnic, this multi-campus and multidisciplinary institute weaves a mosaic of integrity, commitment and dedication binding it with strands of strong Indian values.

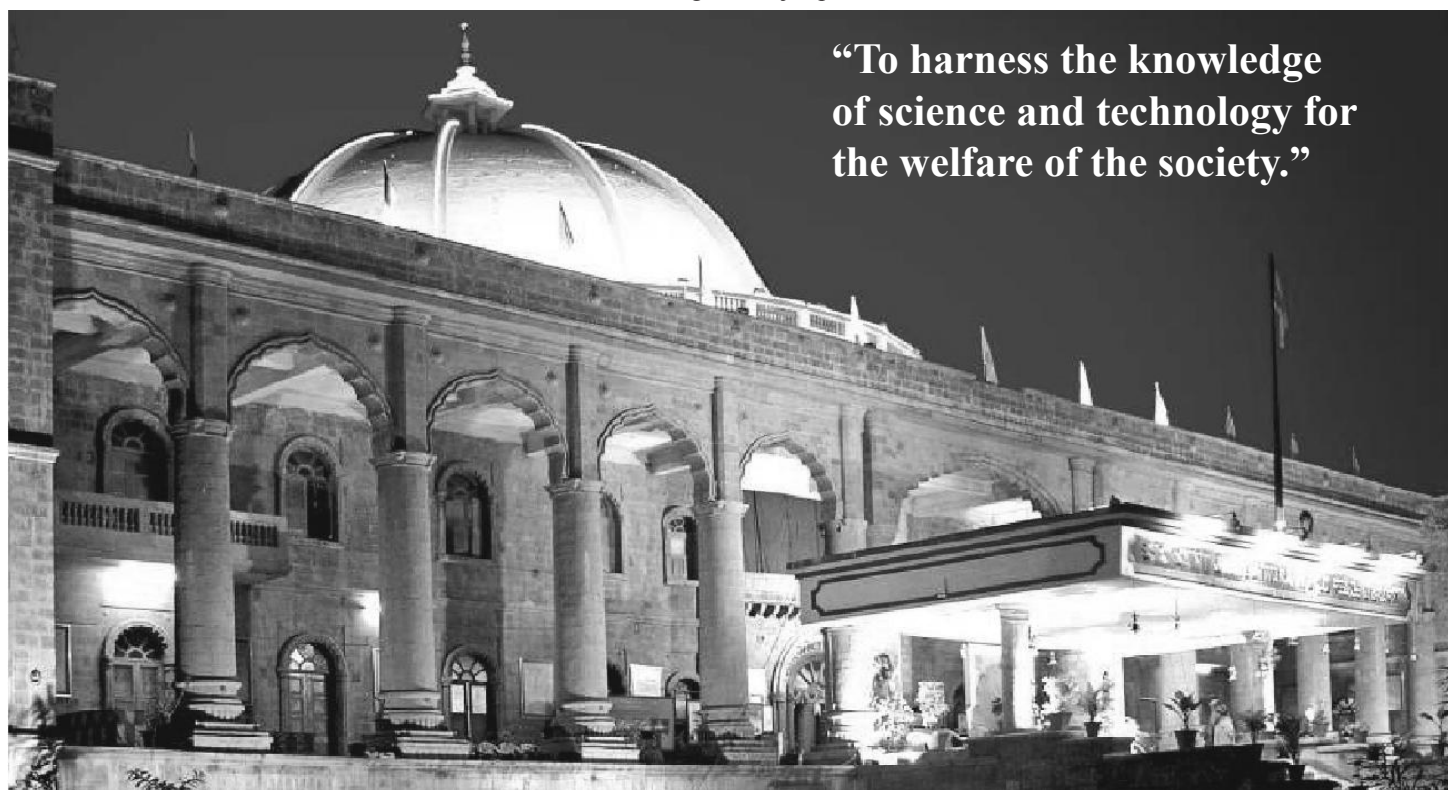
With alumni that are an assortment of professional working in blue-chip companies; eminent permanent & visiting faculty that is helping hone students; world-class infrastructure that meets international standards; academic partnership with major international companies that help develop a global outlook and stunning campus placements that vault careers, MIT continues to be a gateway to a successful future for students across the continents.

Vision

"MITSDE embraces a vision to enhance the scientific and cultural vision of the society while developing and sustaining the institute's identity as one of the best distance learning institutions of the highest international quality."

Mission

"As India's leading center of academic excellence, MITSDE is committed to impart productivity, entrepreneurship & creativity among the student through an outstanding educational environment. The institute also aims to develop learners equipped with high personal and professional skills for the corporate world by supporting study across a wide range of academic disciplines and serving the major professions."



Accreditation

All MITSDE programs are now accredited by Assam down town University (ADTU). Candidates joining for any MITSDE program will now get Dual Certification from MITSDE and University Recognized Diploma / Degree from ADTU

About Assam Down Town University (ADTU)

The Assam down town University, the second private University in Assam, is sponsored by the down town Charity Trust which was formed in 1999 with the urge to do something for the underprivileged and deprived sections of the society in North Eastern India.

As part of the goal to develop the region's human resource, the Trust has established one of the largest educational projects in the North East. ADTU has been approved by the AICTE, starting 2010 session, for Engineering, Pharmacy and Management education.

ADTU aims to establish a renowned/world class Educational Campus in the North East Region of the country.

<http://www.adtu.in>

Post Graduate Diploma in Business Administration + MBA (PGDBA + MBA)

Program Introduction

Management is not only about solving structured problems efficiently and effectively, but also about meeting the challenge of transforming a situation into an opportunity in an ever-changing competitive environment. In an era of globalization, it is crucial to not just be a master of the trade, but to be dynamic and be able to multi-task in every role you play for which two prime factors; time and inclination towards knowledge up gradation need to be taken into consideration.

PGDBA + MBA will equip students and managers with skills to meet the challenges and opportunities of the corporate world. It strengthens the leadership capabilities of students. The learning model provides transformational experience that fosters professional, intellectual, and personal development. It is designed to provide a unique, market-relevant combination of a comprehensive business education with real-world applications

The PGDBA+MBA program enables the learner to choose from a wide array of 7 specializations to enrich their knowledge and enhance their career goals.

Semester I

101 Business, Government and Society
102 Leadership and Organisational Behaviour (I.R)
103 Corporate Communication
104 Quantitative Methods
106 Managerial Economic-Micro

Semester III

110 Human Resources Management
111 Entrepreneurship
112 Legal Framework and Business
113 Management Information Systems
114 International Economy and Finance

Semester IV Human Resource

125 Strategic HR
126 Training and Development
127 Recruitment, Selection and Retention
128 Enterprise Resource and Planning
129 Labour Laws

Semester IV Operations

130 Managing e-business
131 Project Management
132 Production Planning and Control
128 Enterprise Resource and Planning
124 Risk Management

Semester IV Supply Chain Management

702 Supply Chain Management
603 Legal Aspect of Supply Chain Management
128 Enterprise Resource and Planning
124 Risk Management
Project Report

- Student can select any one specialization in Semester IV.
- Student can opt for dual specialization with Rs. 5000/- additional fees.

Duration: Two years

Validity of Registration: Four years

Eligibility: Graduates in any discipline from a reputed University. No lateral entry.

Program Fee:

Payment Options	Total Fee (in Rs.)
Full Payment	36000
Installment Facility	40000

Note: For fee structure please refer to page 21

Semester II

105 Financial Reporting and Control (Accounts)
106 Managerial Economic -Macro
107 Managerial Finance
108 Operations Management
109 Marketing Management

Semester IV Marketing

115 International Marketing
116 Advertisement and Sales Promotion
117 Product and Brand Management
118 Industrial Marketing
119 Financial Services Marketing

Semester IV Information Technology

133 C++ Programming
134 Operating Systems
135 Database Management System
136 Object Oriented Analysis and Design
137 Java Programming

Semester IV Finance

120 Capital Markets
121 Financial Institutions
122 Corporate Tax Planning
123 Investment Planning and Management
124 Insurance and Risk Management

Semester IV Materials Management

701 Material & Store Management
603 Legal Aspect of Supply Chain Management
128 Enterprise Resource and Planning
124 Risk Management
Project Report

Post Graduate Diploma in Business Administration (PGDBA)

Introduction

Management is about solving structured problems efficiently and effectively and about transforming a situation into an opportunity. In the era of globalization handling human problems to synergize the team effort has gained unprecedented importance.

Post Graduate Diploma in Business Administration equips the students and managers with skills to meet the challenges and opportunities of the corporate world. The learning model provides transformational experience that fosters professional, intellectual, and personal development. It is designed to provide a unique, market-relevant combination of comprehensive business education with real-world applications.

Potential Careers

Managers perform a broad range of duties in virtually every sector of the economy. After this degree, students are absorbed at the managerial level in private as well as government sector. There are many opportunities in the field of management, marketing, healthcare management and human resource management to help students realize their potential.

Semester I

- 101 Business, Government and Society
- 102 Leadership and Organisational Behaviour (I.R)
- 103 Corporate Communication
- 104 Quantitative Methods
- 106 Managerial Economic-Micro

Semester III

- 110 Human Resources Management
- 111 Entrepreneurship
- 112 Legal Framework and Business
- 113 Management Information Systems
- 114 International Economy and Finance

Semester IV Human Resource

- 125 Strategic HR
- 126 Training and Development
- 127 Recruitment, Selection and Retention
- 128 Enterprise Resource and Planning
- 129 Labour Laws

Semester IV Operations

- 130 Managing e-business
- 131 Project Management
- 132 Production Planning and Control
- 128 Enterprise Resource and Planning
- 124 Risk Management

Semester IV Supply Chain Management

- 702 Supply Chain Management
- 603 Legal Aspect of Supply Chain Management
- 128 Enterprise Resource and Planning
- 124 Risk Management
- Project Report

Semester II

- 105 Financial Reporting and Control (Accounts)
- 106 Managerial Economic -Macro
- 107 Managerial Finance
- 108 Operations Management
- 109 Marketing Management

Semester IV Marketing

- 115 International Marketing
- 116 Advertisement and Sales Promotion
- 117 Product and Brand Management
- 118 Industrial Marketing
- 119 Financial Services Marketing

Semester IV Information Technology

- 133 C++ Programming
- 134 Operating Systems
- 135 Database Management System
- 136 Object Oriented Analysis and Design
- 137 Java Programming

Semester IV Finance

- 120 Capital Markets
- 121 Financial Institutions
- 122 Corporate Tax Planning
- 123 Investment Planning and Management
- 124 Insurance and Risk Management

Semester IV Materials Management

- 701 Material & Store Management
- 603 Legal Aspect of Supply Chain Management
- 128 Enterprise Resource and Planning
- 124 Risk Management
- Project Report

- Student can select any one specialization in Semester IV.
- Student can opt. for dual specialization with Rs. 5000/- additional fees.

Duration: Two years

Validity of Registration: Four years

Eligibility: Any graduate or diploma holder with THREE years of experience

Note: For fee structure please refer to page 21

Post Graduate Diploma in Energy Management (PGDEM)

Introduction

Energy management, a science, today presents challenges that are much more dynamic than they were in the past. Various organisations from Bureau of Energy Efficiency are looking for accredited Energy Managers and Auditors to find solution to these problems.

Energy management systems are applied in various forms and degrees of sophistication to all sectors of industry. These include recognising the importance of energy management, target setting, planning, and monitoring, reporting and implementing optimal control strategies. Such planned strategies require a specialised stream exclusively dedicated to develop individuals into expert energy managers.

Potential Careers

Energy Management provides opportunities in utility management for various industrial sectors such as fertilizers, refinery, paper and pulp, cement, rubber, pharmaceutical, chemical, textile, gas and oil companies and various energy intensive industries utilising fuel and electricity.

It also offers opportunities in government & research groups, energy education, environmental regulation agencies, non-profit energy awareness and conservation organisations and for many other energy related agencies. This course is useful for existing utility managers, energy consultants, energy auditors, students of energy management, professors / lecturers of training institutes in the field of energy management.

Semester I

- 401 General Aspects of Energy Management and Energy Audit
- 402 Energy Efficiency in Thermal Utilities
- 403 Energy Efficiency in Electrical Utilities
- 404 Energy Performance Assessment

Semester II

- 405 Energy Audit and Management
- 406 Renewable Sources of Energy
- 408 Energy Instrumentation and Information Analysis
- 407 Energy Audit Assignments and Report Presentation

Duration: One year

Validity of Registration: Two years

Eligibility: Engineering graduate or Polytechnic diploma holder with THREE years of experience

Note: For fee structure please refer to page 21

Post Graduate Diploma in Fire Protection (PGDFP)

Introduction

Technical changes within the industry and an increase in the number, variety, type of chemicals, flammable and combustible products and population densities have accentuated complex fire problems. Such demands have created a need of constant research and development of customized scientific solutions.

Similarly safety is connected with the lives and property of people and the general situation of reform, development and stability. Safety training can dramatically reduce maintenance costs, increase safety performance, prevent loss of time and accidents and enhance productivity. This requires a special branch of engineering.

Potential Careers

Career opportunities are open in the government sector, private, industrial & the service sector. In the private sector, insurance, manufacturing firms, chemical and petrochemical firms, public utilities and educational complexes, airports, five star hotels etc, employ candidates from this field.

Semester I

- 301 Fire Sciences
- 302 Fire Protection System (Part I)
- 303 Fire Dynamics, Appl. and Fundamental
- 304 Fluid Mechanics and Fire Hydraulics
- 305 Fire Detection and Alarm Systems

Semester II

- 306 Risk Management, Fire Insurance and Law
- 307 Industrial Hygiene and Occupational Health
- 308 Industrial Safety
- 309 Fire Protection System (Part II)
- 310 Project Work

Duration: One year

Validity of Registration: Two years

Eligibility: Engineering graduate or Polytechnic diploma holder with THREE years of experience

Note: *For fee structure please refer to page 21*

Post Graduate Diploma in Piping Design (PGDPD)

Introduction

Piping design is a key element in various streams of engineering. It helps system designers, mechanical, packaging, and manufacturing engineers to accurately design, route document, and produce complex piping and tubing systems while optimally re-using designs for dramatic time savings and improvements in productivity.

Potential Careers

A Piping engineer plays an important role in “Concept to Commissioning” in all sectors of process and related industries. A Piping engineer has to be conversant with subjects such as fluid handling, stress strain relationship, material of construction, field instrumentation, statutory & safety aspects. Areas like design and selection of complex equipment applications, designing of audit requirements and developing of procedures for testing, installation, commissioning and startup also fall under his profile. With increasing emphasis on transportation of petroleum products, natural gas, corrosive hazardous chemicals, through underground and long distance pipelines, the requirement of skilled piping engineers is increasing day by day.

Semester I

201 Fluid Handling
202 System Designing
203 Layout Designing

Semester II

204 Thermal Insulation
204 Costing of Piping
204 Hygenic PipingThermal Insulation
205 Corrosion and Material Selection
205 Instrumentation and Process Control
206 Welding and NDT Management
206 Statutory Regulation and Regulatory Act
207 Stress Analysis (LMS)

Duration: One year

Validity of Registration: Two years

Eligibility: Engineering graduate or Polytechnic diploma holder with THREE years of experience

Note: For fee structure please refer to page 21

Post Graduate Diploma in Risk and Insurance Management (PGDRIM)

Introduction

The impact of globalisation has led to the opening of insurance sector. About 30 corporate organisations like TATA, Reliance, ICICI, HDFC, Birla, etc joined hands with renowned insurance companies of the world dealing with general & life insurance.

There is an increasing need of trained and specialised personnel with knowledge of scientific theories and practices followed in India and world wide. Insurance and risk management professionals analyse and solve problems involving loss of personal and corporate assets.

The program integrates knowledge from finance, quantitative analysis & management and includes study of the legal, social and institutional environment in which losses may occur. It also prepares students to assess and treat the risks taken by profit-seeking and non-profit organisations.

Potential Careers

The risk management industry employs over three million people worldwide. A diploma in Risk and Insurance Management leads to careers as a risk manager, insurance broker, insurance representative, actuary, employee benefits manager, insurance underwriter, insurance claims adjustor, surveyors, claim settlers and insurance regulator. Opportunities in consulting in industries, commercial organisations, insurance companies, consulting firms etc are also open.

Semester I

501 Principles and Practice of Life and General Insurance
124 Risk Management
503 Life Insurance I
504 Fire Insurance
505 Marine Insurance

Semester II

506 Liability Insurance
507 Life Insurance II
508 Motor Insurance and Agricultural and Mis. Insurance
123 Investment Planning and Management
119 Marketing of Financial Services

Duration: One year

Validity of Registration: Two years

Eligibility: Any graduate or diploma holder with THREE years of experience

Note: For fee structure please refer to page 21

Post Graduate Diploma in Project Management (PGDPM)

Introduction

Projects in all contemporary and emerging industry sectors are becoming increasingly complex and challenging.

Managing project requires strong leadership skills and proficiency in project management knowledge and practice to be able to achieve the project and organisational objectives on time, within budget and to the full satisfaction of all stakeholders. Industry and government recognise project management as an essential discipline in today's workplace.

Potential Careers

Qualified project managers are in high demand. This course opens opportunities in a wide range of industries like construction, automotive, information technology, pharmaceutical, telecommunications, oil, gas and petrochemical, finance, government and others.

Semester I

131 Project Management
113 Management Information Systems
104 Quantitative Methods
132 Production Planning and Control
128 Enterprise Resource Planning

Semester II

146 Project Planning Concepts
147 Project Execution
148 Project assessment
149 Project Administration
Project Report

Duration: One year

Validity of Registration: Two years

Eligibility: Any graduate or diploma holder with THREE years of experience

Note: For fee structure please refer to page 21

Post Graduate Diploma in Retail Management (PGDRM)

Introduction

Retail is one of the fastest growing sectors around the world. In India, this sector has witnessed a boom in the recent past, opening up several interesting opportunities for careers in different segments and at different levels.

The PG Diploma program in Retail Management is meant to prepare students/executives to take advantage of the growing opportunities. The program emphasizes skill development in strategic management, marketing, supply management, product and brand management, retail operations, merchandising, and personnel management that are unique to the retail industry.

Potential Careers

Due to a boom in the retail sector, qualified retail managers are in high demand in these work areas in both large and small organisations. It opens a wide range of opportunities in the Retail Industry.

Semester I

113 Management Information Systems
116 Advertising and Sales Promotion
117 Product & Brand Management
106 Managerial Economics
108 Operations Management

Semester II

141 Retail Marketing
142 Strategic Retail Management
143 Retail Sales and Customer Service
144 Retail Personnel Management
145 Project Report

Duration: One year

Validity of Registration: Two years

Eligibility: Any graduate or diploma holder with THREE years of experience

Note: For fee structure please refer to page 21

Post Graduate Diploma in Finance Management (PGDFM)

Introduction

Finance is the mainstay of any industry. Almost all firms including government, semi-government, co-operative, private, industries require to have one or more financial manager. Duties of Finance managers include the preparation of financial reports, direct or indirect investment activities, and implementation of cash, etc. Finance Managers also need to develop strategies and implement the short term as well as long-term goals of the organization.

Potential Careers

There is a great demand for potential Finance Managers in all type of industries in India and overseas. These include industries like Banking, Co-operative Credit Organisations, Insurance & Investment Companies, Manufacturing industries, Information Technology firms and so on.

Semester I

105 Financial Reporting and Control (Accounts)

104 Quantitative Methods

106 Managerial Economic

107 Managerial Finance

114 International Economy and Finance

Semester II

120 Capital Markets

121 Financial Institutions

122 Corporate Tax Planning

123 Investment Planning and Management

124 Risk Management

Duration: One year

Validity of Registration: Two years

Eligibility: Any graduate or diploma holder with THREE years of experience

Note: For fee structure please refer to page 21

Post Graduate Diploma in Information Technology (PGDIT)

Introduction

Today Information Technology is used in all walks of life. Information Technology (IT), as defined by the Information Technology Association of America (ITAA), is “the study, design, development, implementation, support or management of computer-based information systems, particularly software applications and computer hardware.” IT deals with the use of electronic computers and computer software to convert, store, protect process, transmit, and securely retrieve information.

Our course will groom the students or working professionals to enhance their skills up to the current expectations from the IT world.

Potential Careers

Qualified IT professionals are in high demand in today’s world of Information Technology. This course will help the students/working IT professionals securing new opportunities in today’s wide world of IT/ITES, BPO, IT & Hardware, Support, and so on.

Semester I

134 Operating Systems
113 Management Information Systems
135 Database Management Systems
137 Java Programming
130 Management E-Business

Semester II

108 Operation Management
152 Networking Concepts
133 C++ Programming
154 Object Oriented Analysis and Designing
155 Project Report

Duration: One year

Validity of Registration: Two years

Eligibility: Any graduate or diploma holder with THREE years of experience

Note: For fee structure please refer to page 21

Post Graduate Diploma in Marketing Management (PGDMM)

Introduction

Marketing Management is a business discipline focused on the practical application of marketing techniques and the management of a firm's marketing resources and activities. Marketing managers are often responsible for influencing the level, timing, and composition of customer demand in a manner that will achieve the company's objectives. Marketing management therefore encompasses a wide variety of functions and activities.

Potential Careers

This course will help you find opportunities in a wide range of industries like Banking, Co-operative Credit Organisations, Insurance & Investment Companies, Manufacturing industries, Automotives, Information Technology firms, Pharmaceutical and Telecommunications Companies, Oil, Gas and Petrochemical Companies, all Government and Semi-Government organizations, and so on.

Semester I

109 Marketing Management
102 Leadership and Organisational Behavior
103 Corporate Communication
113 Management Information Systems
111 Entrepreneurship

Semester II

115 International Marketing
116 Advertising and Sales Promotion
117 Product and Brand Management
118 Industrial Marketing
119 Financial Services Marketing

Eligibility: Any graduate or diploma holder with THREE years of experience

Note: For fee structure please refer to page 21

Post Graduate Diploma in Human Resource Management (PGDHRM)

Introduction

The greatest asset of any organization is human resource. Many organizations describe Human Resource Management as a combination of administrative personnel functions with performance management, employee relations and resource planning. The main objective of Human Resources is to ensure the maximum return on the investment that an organization has made in its human capital and minimize risk. Human resource management deals in following areas of an organization:

- Recruitment Strategy & Planning
- Recruitment Processes
- Selection Process
- Enrichment, Training and Development
- Performance Evaluation and Management
- Promotions
- Industrial and Employee Relations
- Record keeping of all personal data.
- Compensation, pensions, bonuses etc in liaison with Payroll
- Confidential advice to internal 'customers' in relation to problems at work.
- Career development

Potential Careers

H.R. Managers are needed in all small and large-scale industry, government & semi-government, private & co-operative fields. Openings also exist in Information Technology and Information Technology Enabled Services, BPOs and Banking. This course will be very beneficial to students for recruitment as HR managers and for improving their HR skills.

Semester I

110 Human Resources Management
102 Leadership and Organizational Behaviour
103 Communication
113 Management Information Systems
101 Business Government and Society

Semester II

125 Strategic HR
126 Enrichment-Training and Development
127 Recruitment-Selection and Retention
128 Enterprise Resource and Planning
129 Labour Laws

Duration: One year

Validity of Registration: Two years

Eligibility: Any graduate or diploma holder with THREE years of experience

Note: For fee structure please refer to page 21

Post Graduate Diploma in Operations Management (PGDOM)

Introduction

Operation activities consist of the production of goods, providing services and value-added services. Operations management is the area of business that is concerned with the responsibility of ensuring that business operations are effective. It also includes managing resources, the distribution of goods and services to the buyers, and the analysis of all systems involved in these activities.

Potential Careers

Only efficient operation manager can ensure the effective handling of all the activities during production, sales-service, and post-sales services. This course will help you to find opportunities in the industries like Banking, Co-operative Credit Organisations, Insurance & Investment Companies, Manufacturing industries, Automotives, Information Technology firms, Pharmaceutical and Telecommunications Companies, Oil, Gas and Petrochemical Companies, all Government and Semi-Government organizations, and so on.

Semester I

108 Operations Management
113 Management Information Systems
112 Legal Framework and Business
101 Business, Government and Society
104 Quantitative Methods

Semester II

130 Managing E-Business
131 Project Management
132 Production, Planning, and Control
128 Enterprise Resource and Planning
124 Risk Management

Duration: One year

Validity of Registration: Two years

Eligibility: Any graduate or diploma holder with THREE years of experience

Note: For fee structure please refer to page 21

Post Graduate Diploma in Wealth Management (PGDWM)

Introduction

Wealth Management is about strengths, weaknesses, opportunities and threats in the choice of debt, equity, growth, safety, and numerous other tradeoffs encountered in the attempts to maximize return at a given risk. The concept of “Wealth Management” deals with consulting persons that are clients of any firm or a form of private banking that provide various types of investment, insurance, and bank products and services.

Potential Careers

Post-graduate Diploma in Wealth Management grooms you as an efficient Wealth Manager, Advisor, or a Successful Investor. Qualified and skilled Wealth Managers, Investment Advisors, Asset Managers, and so on are needed in the fields of Banking, Finance, Insurance, Mutual Funds, Stocks, etc.

Semester I

104 Basic Quantitative Tools

106 Managerial Economics

124 Risk Management

121 Financial Institutions

123 Financial Planning

Semester II

156 Retirement Solutions

157 Security Analysis

158 Portfolio Management

159 Constructing Financial Plan and Wealth Management

160 Banking and Mutual Fund Products

Duration: One year

Validity of Registration: Two years

Eligibility: Any graduate or diploma holder with THREE years of experience

Note: For fee structure please refer to page 21

Post Graduate Diploma in Supply Chain Management (PGDSCM)

Introduction

Supply Chain Management, (SCM), means the management of flow of materials, information, services, and funds across the entire supply chain; from suppliers to component producers and from producers to the customer. SCM does not merely handle the pre-sale or logistics activities but also helps in post-sale service activities.

Potential Careers

After successful completion of this course one can be absorbed into public and private supply chain management companies as well as manufacturing, service, and retail industries, and so on.

Semester I

113 Management Information Systems
112 Legal Framework and Business
130 Managing e-business
101 Quantitative Methods
108 Technology and Operations Management

Semester II

702 Supply Chain Management
603 Legal Aspect of Supply Chain Management
128 Enterprise Resource Planning
124 Risk Management
Project Report

Duration: One year

Validity of Registration: Two years

Eligibility: Any graduate or diploma holder with THREE years of experience

Note: For fee structure please refer to page 21

Post Graduate Diploma in Materials Management (PGDMTM)

Introduction

Materials management plays a vital role in logistics that deals with the tangible components of a supply chain. Materials management covers the acquisition and replacements of raw material, quality control of purchasing and ordering such parts and the standards involved in ordering, shipping, and warehousing the said parts.

Potential Careers

After successful completion of this course one can be absorbed into public and private supply chain management companies as well as material management and retail industries.

Semester I

113 Management Information Systems
112 Legal Framework and Business
130 Managing e-business
104 Quantitative Methods
108 Operations Management

Semester II

701 Material and Store Management
603 Legal Aspects of Supply Chain Management
128 Enterprise Resource Planning
124 Risk Management
Project Report

Duration: One year

Validity of Registration: Two years

Eligibility: Any graduate or diploma holder with THREE years of experience

Note: For fee structure please refer to page 21

Diploma in Retail Management (DRM)

Introduction

Ranked as the fifth most attractive, emerging retail market in the world, India is considered as a potential market for local as well as global industries.

Retail companies need skilled and sophisticated staff for their daily business operations in order to make most out this booming industry. This course for Retail Management aims at imparting job-oriented skills and knowledge to properly train students as Retail staff with great professionalism and innovative skills.

Potential Careers

After successful completion of this course, you could be employed in the Retail industry in departments like customer relations and sales; retail safety and security; point-of-sale procedures; stock control; retail industry analysis; merchandising; food handling; beverage product knowledge; work practices and communication; customer relations and sales; retail safety and security; and food preparation.

Semester I

113 Management Information Systems
103 Corporate Communication
161 Merchandising Management
116 Advertisement and Sales Promotion

Semester II

141 Retail Marketing
142 Strategic Retail Management
143 Retail Sales and Customer Services
162 Brand Management

Diploma in Business Administration (DBA)

Introduction

Management is about solving structured problems efficiently and effectively and about transforming a situation into an opportunity. In the era of globalization, handling human problems to synergize the team effort has gained unprecedented importance. Diploma in Business administration equips the students and managers with skills to meet the challenges and opportunities of the corporate world. The greatest advantage of this course is that even undergraduate students can admit to it.

The learning model provides transformational experience that fosters professional, intellectual, and personal development. It is designed to provide a unique, market-relevant combination of a comprehensive business education with real-world applications.

Potential Careers

You can be easily absorbed at the entry level or junior executive level in private as well as government sector. Opportunities exist in the field of management, marketing, healthcare management and human resource management.

Semester I

102 Leadership and Organizational Behavior
106 Managerial Economic
113 Management Information Systems
104 Quantitative Methods
103 Corporate Communication

Semester II

109 Marketing Management
107 Managerial Finance
110 Human Resources Management
108 Operations Management
111 Entrepreneurship

Duration: One year

Validity of Registration: Two years

Eligibility: 12th Std. passed or equivalent (in any discipline)

Note: For fee structure please refer to page 21

Certificate Courses

Code	Subject Name	Code	Subject Name
102	Leadership and Organizational Behaviour	156	Retirement Solutions
103	Corporate Communication	157	Security Analysis
104	Quantitative Methods	158	Portfolio Management
105	Financial Reporting and Control (Accounts)	159	Constructing Financial Plan and Wealth Management
106	Managerial Economics	160	Banking and Mutual Fund Products
107	Managerial Finance	161	Merchandising Management
108	Technology and Operations Management	162	Brand Management
109	Marketing Management	201	Fluid Handling
110	Human Resource Management	202	System Engineering
111	Entrepreneurship	203	Layout Engineering
112	Legal Framework and Business	204	Thermal Insulation/Cost of Piping/ Hygienic Piping
113	Management Information Systems	205	Material Specification/Instrumentation and Process Control/Corrosion
114	International Economy and Finance	206	Welding and NDT Management /Statutory Regulations and Regulatory Acts
115	International Marketing		Life Insurance I-II
116	Advertising and Sales Promotion	303	Fire Dynamics, Appl. and Fundamentals
117	Product and Brand Management	304	Fluid Mechanics and Fire Hydraulics
118	Industrial Marketing	305	Fire Detection and Alarm Systems
119	Financial Services Marketing	306	Risk Management, Fire Insurance and Law
120	Capital Markets	307	Industrial Hygiene and Occupational Health
121	Financial Institutions	308	Safety Engineering and Industrial Safety
122	Corporate Tax Planning	401	General Aspects of Energy Mgt and Energy Audit
123	Investment Planning and Management	402	Energy Efficiency in Thermal Utilities
124	Risk Management	403	Energy Efficiency in Electrical Utilities
125	Strategic HR	404	Energy Performance Assessment for Equipments and Utility Systems
126	Enrichment - Training and Development	405	Energy Audit and Management
127	Recruitment, Selection and Retention	406	Renewable Source of Energy
128	Enterprise Resource and Planning	407	Energy Audit Assignments and Report Presentation
129	Labour Laws	408	Energy Instrumentation and Information Analysis
130	Managing e-business	504	Fire Insurance
131	Project Management	505	Marine Insurance
132	Production Planning and Control	506	Engineering and Liability Insurance
133	C++ Programming	508	Miscellaneous Insurance
134	Operating Systems	148	Project Assessment
135	Database Management System	603	Legal Aspect of Supply Chain Management
136	Object Oriented Analysis and Design	701	Material Management
137	Java Programming	702	Supply Chain Management
141	Retail Marketing	123	Financial Planning
142	Strategic Retail Management	143	Retail Sales and Customer Service
144	Retail Personnel Management	146	Project Planning Concepts
147	Project Execution		Fire Engg Sciences - Fundamentals and Applications
149	Project Administration		Principles and Practices of Life and General Insurance
	Fire Protection System I-II		

Course Duration - 3 Months

Validity of Registration - 6 Months

Eligibility - 12th Std. in any discipline

Guidelines

Admissions Procedure

- Admission form attached with this information brochure should be filled up and submitted along with supporting documents and fees in form of DD or online payment
- Upon satisfying all admission and eligibility requirements, the identity card, self study material (books and CD) along with registration letter containing user id and password are dispatched within 10 working days to the student's correspondence address.

Enclosures with Application Form

- Two passport size photographs, ID card Sized. Name and contact number should be written behind the photograph
- Photocopy of Graduation/Diploma/Provisional Certificate/12th Std. Certificate duly attested by a Gazetted officer/Notary Public/Head of Institution last attended or Head of Department of current workplace
- Service Certificate, for Diploma holders & active Defense Personnel
- Name Change Document, if applicable
- For NRI/International students, a foreign address is mandatory with an address proof or copies of passport page showing visa of foreign country
- Photo ID Proof such as PAN Card, Driver's License
- Brief CV
- Two References
- Demand Draft (DD) drawn in favor of Down Town Charity Trust, payable at Pune. Name and contact number should be written behind the DD

Examination Cycle

- Flexible online examinations are conducted four times in a year i.e. March, June, September and December.
- Examination contains objective / multiple choice questions and passing marks are 50 out of 100.
- Students can appear for the exam from a location that is convenient to them at any one of the selected exam centers mentioned on our website notice board.
- The Examination enrollment form present on our website needs to be filled up and sent along with the examination fees at the time of examination.
- Your Exam score would be converted to 70% and added to your final score card.
- No negative marking system for online examination.
- Examination fees are Rs. 200 / USD 30 per attempt per subject (included in total fees, for first attempt only)
- Payment can be done via DD or Online
- Examination dates would be declared one month before the exam on website notice board, thus the student can select the date, time and subject as per his /her convenience.
- The demo for slot booking is available on website notice board.

Assignments

- Assignment contains objective multiple choice/subjective questions and passing marks are 50 out of 100.
- Assignments can be given from any cyber café or personal computer having internet connectivity and are available 24x7
- There are two assignments per subject which needs to be submitted before the examination.
- A minimum 50 marks are required to be scored in each assignment
- Your assignment score would be converted to 30% and added to your final score card.
- No negative marking system for online assignments
- Assignment fee is Rs. 100/ US \$5.00 per attempt per subject
- Payment can be done via DD or Online

Projects

- Project report needs to be submitted wherever applicable
- There will be no assignments or examination for the project

For any assistance please call our Toll Free No. 1800 233 6376 or Visit us at www.mitsde.com

Shortly Commencing Courses.....

- PGD in Lighting Design & Management
- PGD in Telecom Management
- PGD in Infrastructure Management

Fee Structure for Indian Students : (in `.)

MITSDE + ADTU Dual Certification Programs			
REVISED FEES STRUCTURE & PAYMENT PLAN FOR INDIAN STUDENTS			
With effect from 20.12.2010			
Program - PGDBA + M.B.A		In Case of Installments	
Total Fees	Fees Payable by D.D along with Admission Form	PDC to be accompanied with Admission form dated 6 Months from Registration Month	PDC to be accompanied with Admission form dated 7 Months from Registration Month
Rs. 36,000/- (Lumpsum)	Rs. 36,000/-		
Rs. 40,000/- (Installment)	Rs. 20,000/-	Rs. 10,000/-	Rs. 10,000/-
		In Case of Installments	
Program	Total Fees in Lumpsum by Demand Draft Payment	Fees Payable by D.D Payment along with Admission Form	PDC to be accompanied with Admission form dated 1 Month from Registration Month
PGDBA	Rs. 30,000/-	Rs. 15,000/-	Rs. 15,000/-
		In Case of Installments	
Program	Total Fees in Lumpsum by Demand Draft Payment	Fees Payable by D.D Payment along with Admission Form	PDC to be accompanied with Admission form dated 1 Month from Registration Month
PGD in Energy Management	Rs. 25,000/-	Rs. 12,500/-	Rs. 12,500/-
PGD in Fire Protection	Rs.26,000/-	Rs. 13,000/-	Rs. 13,000/-
PGD in Piping Design	Rs. 25,000/-	Rs. 12,500/-	Rs. 12,500/-
PGD in Risk & Insurance Management	Rs. 21,000/-	Rs. 10,500/-	Rs. 10,500/-
PGD in Project Management	Rs. 21,000/-	Rs. 10,500/-	Rs. 10,500/-
PGD in Retail Management	Rs. 21,000/-	Rs. 10,500/-	Rs. 10,500/-
PGD in Finance Management	Rs. 21,000/-	Rs. 10,500/-	Rs. 10,500/-
PGD in Information Technology	Rs. 21,000/-	Rs. 10,500/-	Rs. 10,500/-
PGD in Marketing Management	Rs. 21,000/-	Rs. 10,500/-	Rs. 10,500/-
PGD in Human Resource Management	Rs. 21,000/-	Rs. 10,500/-	Rs. 10,500/-
PGD in Operations Management	Rs. 21,000/-	Rs. 10,500/-	Rs. 10,500/-

PGD in Wealth Management	Rs. 21,000/-	Rs. 10,500/-	Rs. 10,500/-
PGD in Supply Chain Management	Rs. 21,000/-	Rs. 10,500/-	Rs. 10,500/-
PGD in Materials Management	Rs. 21,000/-	Rs. 10,500/-	Rs. 10,500/-
Diploma in Business Administration	Rs. 21,000/-	Rs. 10,500/-	Rs. 10,500/-
Diploma in Retail Management	Rs. 20,000/-	Rs. 10,000/-	Rs. 10,000/-
Certificate Courses	Rs. 3,000/-		

REVISED FEES STRUCTURE & PAYMENT PLAN

NRI / Foreign Nationals need to sign a payment undertaking

Program	Total Fees in Lumpsum by Demand Draft Payment with Admission Form	Fees Payable by D.D Payment along with Admission Form	Payment to be done after 6 Months from Registration Month
		In Case of Installments	
PGDBA + M.B.A	\$2,260	\$1,130	\$1,130
			Fees in \$ US
		In Case of Installments	
Program	Total Fees in Lumpsum by Demand Draft Payment with Admission Form	Fees Payable by D.D Payment along with Admission Form	Payment to be done after 6 Months from Registration Month
PGDBA	\$1,860	\$930	\$930
			Fees in \$ US
		In Case of Installments	
Program	Total Fees in Lumpsum by Demand Draft Payment	Fees Payable by D.D Payment along with Admission Form	Payment to be done after 1 Month from Registration Month
PGD in Energy Management	\$1,410	\$705	\$705
PGD in Fire Protection	\$1,490	\$745	\$745
PGD in Piping Design	\$1,380	\$690	\$690
PGD in Risk & Insurance Management	\$1,250	\$625	\$625
PGD in Project Management	\$1,240	\$620	\$620
PGD in Retail Management	\$1,240	\$620	\$620
PGD in Finance Management	\$1,250	\$625	\$625
PGD in Information Technology	\$1,240	\$620	\$620
PGD in Marketing Management	\$1,250	\$625	\$625

PGD in Human Resource Management	\$1,250	\$625	\$625
PGD in Operations Management	\$1,250	\$625	\$625
PGD in Wealth Management	\$1,250	\$625	\$625
PGD in Supply Chain Management	\$1,240	\$620	\$620
PGD in Materials Management	\$1,240	\$620	\$620
Diploma in Retail Management	\$1,170	\$585	\$585
Diploma in Business Administration	\$1,250	\$625	\$625
Certificate Courses	\$150	-----	-----

Reference Table for PDC- Due Dates for PGDBA + M.B.A

Month of Admission	1st P.D.C Due Date	2nd P.D.C Due Date
January	7th August	7th Sept.
February	7th Sept.	7th October
March	7th October	7th November
April	7th November	7th December
May	7th December	7th January
June	7th January	7th February
July	7th February	7th March
August	7th March	7th April
September	7th April	7th May
October	7th May	7th June
November	7th June	7th July
December	7th July	7th August

Reference Table for PDC- Due Dates for PGDBA

Month of Admission	P.D.C Due Date
January	7th August
February	7th Sept.
March	7th October
April	7th November
May	7th December
June	7th January
July	7th February
August	7th March
September	7th April
October	7th May
November	7th June
December	7th July

Reference Table for PDC- Due Dates for Rest of the Courses	
Month of Admission	P.D.C Due Date
January	7th March
February	7th April
March	7th May
April	7th June
May	7th July
June	7th August
July	7th September
August	7th October
September	7th November
October	7th December
November	7th January
December	7th February

Note-

- All the fees payable through Demand Draft or P.D.C as per the payment plan above in favour of “Down Town Charity Trust”, payable at Pune.
- In case of installments, PDC is mandatory.
- In case of installments, all the PDC should be accompanied as per the payment plan along with the Admission Form and required documents.
- All PDC should be drawn from Nationalized banks only.
- All the above fees are inclusive of Prospectus Fees, Registration Fees, Course Fees, Assignment Fees and Examination Fees for First attempt.

ADMISSION FORM



MIT SCHOOL OF DISTANCE EDUCATION

S.No.124, Paud Road, Kothrud, Pune-411 038, India

Tel.: 020-41034800 /18002336376 E-mail : admissions@mitsde.com



Challan No. _____ **Reg. No.** _____

Title: (Mr/Mrs/Miss/Ms) First Name _____ Middle Name: _____ Surname: _____

Date of Birth: _____ Marital Status: _____ Home Language: _____

Sex: Male Female Nationality: _____

Student Category

INDIAN NRI Defence Para-Military Police MIT Staff

Affix a
passport size
Photograph

Address For Communication

(Students are required to provide both the addresses)

Address: _____

City: _____ State: _____

Country: _____ Pin Code : _____

Telephone: _____

E-mail: _____

Alternate E-mail: _____

Permanent Address

(Students are required to provide both the addresses)

Address: _____

City: _____ State: _____

Country: _____ Pin Code : _____

Telephone: _____

E-mail: _____

Alternate E-mail: _____

Employer _____ Occupation: _____

Postal Address: _____

_____ Postal Code: _____

Email: _____ Cell: _____ Tel: _____

Highest Qualification Achieved till Date: _____

Disability / Special Needs: (please describe below) _____

Instructions :- Please Course of your Choice. Students are eligible to choose more than ONE certificate course, at the same time

Two Year Programs

- Post Graduate Diploma in Business Administration + MBA (PGDBA+MBA) with specialization in
 Marketing Finance Human Resource Operations Information Technology Supply Chain Materials
 Post Graduate Diploma in Business Administration (PGDBA) with specialization in
 Marketing Finance Human Resource Operations Information Technology Supply Chain Materials

One Year Programs

<input type="checkbox"/> Post Graduate Diploma in Piping Design	<input type="checkbox"/> Post Graduate Diploma in Risk and Insurance Management	<input type="checkbox"/> Post Graduate Diploma in Business Administration	<input type="checkbox"/> Post Graduate Diploma in Human Resource Management
<input type="checkbox"/> Post Graduate Diploma in Fire Protection	<input type="checkbox"/> Post Graduate Diploma in Retail Management	<input type="checkbox"/> Post Graduate Diploma in Operations Management	<input type="checkbox"/> Post Graduate Diploma in Supply Chain Management
<input type="checkbox"/> Post Graduate Diploma in Energy Management	<input type="checkbox"/> Post Graduate Diploma in Project Management	<input type="checkbox"/> Post Graduate Diploma in Information Technology	<input type="checkbox"/> Post Graduate Diploma in Materials Management
<input type="checkbox"/> Post Graduate Diploma in Financial Management	<input type="checkbox"/> Post Graduate Diploma in Marketing Management	<input type="checkbox"/> Post Graduate Diploma in Wealth Management	<input type="checkbox"/> Diploma in Retail Management
<input type="checkbox"/> Diploma in Business Administration			

Certificate Course :

<input type="checkbox"/> Strategic HR	<input type="checkbox"/> Enterprise Resource and Planning
<input type="checkbox"/> Leadership and Organizational Behaviour	<input type="checkbox"/> Labour Laws
<input type="checkbox"/> Corporate Communication	<input type="checkbox"/> Managing e-business
<input type="checkbox"/> Quantitative Methods	<input type="checkbox"/> Project Management
<input type="checkbox"/> Financial Reporting and Control (Accounts)	<input type="checkbox"/> Production Planning and Control
<input type="checkbox"/> Managerial Economics	<input type="checkbox"/> C++ Programming
<input type="checkbox"/> Managerial Finance	<input type="checkbox"/> Operating System
<input type="checkbox"/> Technology and Operations Management	<input type="checkbox"/> Database Management System
<input type="checkbox"/> Marketing Management	<input type="checkbox"/> Object Oriented Analysis and Design
<input type="checkbox"/> Human Resource Management	<input type="checkbox"/> Java Programming
<input type="checkbox"/> Entrepreneurship	<input type="checkbox"/> Retail Marketing
<input type="checkbox"/> Legal Framework and Business	<input type="checkbox"/> Strategic Retail Management
<input type="checkbox"/> Management Information Systems	<input type="checkbox"/> Retail Sales and Customer Service
<input type="checkbox"/> International Economy and Finance	<input type="checkbox"/> Retail Personnel Management
<input type="checkbox"/> International Marketing	<input type="checkbox"/> Project Planning Concepts
<input type="checkbox"/> Advertising and Sales Promotion	<input type="checkbox"/> Project Execution
<input type="checkbox"/> Product and Brand Management	<input type="checkbox"/> Project Assessment
<input type="checkbox"/> Industrial Marketing	<input type="checkbox"/> Project Administration
<input type="checkbox"/> Financial Services Marketing	<input type="checkbox"/> Networking Concepts
<input type="checkbox"/> Capital Markets	<input type="checkbox"/> Retirement Solutions
<input type="checkbox"/> Financial Institutions	<input type="checkbox"/> Security Analysis
<input type="checkbox"/> Corporate Tax Planning	<input type="checkbox"/> Portfolio Management
<input type="checkbox"/> Investment Planning and Management	<input type="checkbox"/> Constructing Financial Plan and Wealth Management
<input type="checkbox"/> Risk Management	<input type="checkbox"/> Banking and Mutual Fund Products
<input type="checkbox"/> Material Management	<input type="checkbox"/> Merchandising Management

Instructions :- Please Course of your Choice. Students are eligible to choose more than ONE certificate courses at the same time

<input type="checkbox"/> Enrichment - Training and Development	<input type="checkbox"/> Brand Management
<input type="checkbox"/> Recruitment, Selection and Retention	<input type="checkbox"/> Fluid Handling
<input type="checkbox"/> System Engineering	<input type="checkbox"/> Energy Efficiency in Thermal Utilities
<input type="checkbox"/> Layout Engineering	<input type="checkbox"/> Energy Audit and Management
<input type="checkbox"/> Thermal Insulation/Cost of Piping/Hygienic Piping	<input type="checkbox"/> Renewable Source of Energy
<input type="checkbox"/> Material Specification/Instrumentation and Process Control/Corrosion	<input type="checkbox"/> Energy Performance Assessment for Equipments and Utility Systems
<input type="checkbox"/> Welding and NDT Management/Statutory Regulations and Regulatory Acts	<input type="checkbox"/> Energy Audit Assignments and Report Presentation
<input type="checkbox"/> Fire Engg Sciences - Fundamentals and Applications	<input type="checkbox"/> Energy Instrumentation and Information Analysis
<input type="checkbox"/> Financial Planning	<input type="checkbox"/> Principles and Practices of Life and General Insurance
<input type="checkbox"/> Financial Planning	<input type="checkbox"/> Life Insurance I-II
<input type="checkbox"/> Fire Dynamics, Appl. and Fundamentals	<input type="checkbox"/> Fire Insurance I-II
<input type="checkbox"/> Fluid Mechanics and Fire Hydraulics	<input type="checkbox"/> Marine Insurance
<input type="checkbox"/> Fire Detection and Alarm Systems	<input type="checkbox"/> Engineering and Liability Insurance
<input type="checkbox"/> Risk Management, Fire Insurance and Law	<input type="checkbox"/> Legal Aspect of Supply Chain Management
<input type="checkbox"/> Industrial Hygiene and Occupational Health	<input type="checkbox"/> Miscellaneous Insurance
<input type="checkbox"/> Safety Engineering and Industrial Safety	
<input type="checkbox"/> Fire Protection System	
<input type="checkbox"/> Genral Aspects of Energy Mgt and Energy Audit	
<input type="checkbox"/> Supply Chain Management	

Fee Details

I am remitting an amount of ` / \$

For Indian Residents	For Non Resident Indians/ Foreign Residents
Programme Fees `	Programme Fees \$.

Instruction:- All payments (DD) should be made in favour of “Down Town Charity Trust” payable at Pune

Mode of Payment : DD Online Payment Payment in Full Installment

DD No. _____ Amount _____ Date : _____ Bank Name: _____

P D C Details (In case of installment)

Cheque No. _____ Amount _____ Date : _____ Bank Name: _____

Cheque No. _____ Amount _____ Date : _____ Bank Name: _____

Please attach the following documents when returning this application form :

- Attested copy of ID Proof
- Attested copy of full academic records
- Brief CV (STRICTLY not more than 3 pages)
- 2 ID size photographs

For Office Use

Approved	Processed	Invoiced
Signature :		
Date :		