



INSTITUTE OF MANAGEMENT & PROFESSIONAL STUDIES

Skill Education - Professional Training - 100% Job Assistance

103, Satya Niketan, Opp. Sri Venkateswara College, South Campus, New Delhi-110021

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Educate everyone integrate everyone

Institute of Management & Professional Studies was established by the **SAK Education & Welfare Foundation**, (Regd. No S/64249) duly registered by the govt. of NCT of Delhi under Societies Registration act XXI of 1860. The Institute is committed to impart quality education in different fields of Management through distance learning.

IMPS is a well renowned Institute offering Program in Certificate Program / Diploma Program / Advance Diploma through online and Campus learning that would enhance the career of students and working-class employees. The unique education methodology & compact, integrated short term correspondence courses shall be of great advantage to all those who look forward to achieve early success in life

IMPS aim to provide quality education (Online & Offline Mode) in basic /specialized /advance fields related to Management while focusing on developing business leaders by nurturing knowledge, skills, attitudes and behavior. IMPS offer comprehensive autonomous programme to strengthen and train the students.

In today's world, a professional course does play a vital role in meeting the accelerated demands of the Industry. While academic studies help in gathering basic knowledge, a professional course widens up the application of knowledge in the business environment. Thus every professional seeks guidance and handholding in terms of knowledge management, business application for overall career growth.

IMPS is being governed and administered by highly powerful professional bodies comprising of stalwarts from the corporate world and academia.

We will henceforth provide extensive workshops and coaching to our students in all the major metropolitan cities of the country to equip them for corporate placements.

Yours Sincerely,

Director,

Institute of Management & Professional Studies.

About IMPS

Welcome to **Institute of Management & Professional Studies (IMPS)**, a place to pursue knowledge beyond traditional boundaries. You will encounter that attitude all around our campus, in education, in scholarship and in research.

IMPS is started with intent to impart quality in the field of education and equip young people with knowledge and skills which would help them, make meaningful contribution of global competition. The institute offers academic programmes at both undergraduate and postgraduate levels

Vision of IMPS

- To reach each and every section of society including socially and economically backward classes with a view to making them aware of the Institution as one of the means to meet their aspiration to become a professional manager in business world.
- To make this College a "**LEARNING INSTITUTION**" through experiential learning and research.
- To develop a high degree of professionalism and prowess in professional management.
- To make and maintain lasting relationship among undergoing student managers and outgoing managers in position to keep winning attitude of course participants.
- The vision of IMPS is to provide access to an affordable, quality education for diverse students and to promote lifelong learning opportunities to strengthen the economic, social and cultural life of the community.

Affiliations

- **IMPS is an ISO 9001:2015 & certified by Quality Council of India.**
- **Registered with National career Service & National Apprenticeship by Govt. of India.**
- **Member of All India Council for Technical Skill development & NSDC.**
- **International tie-up with USDLA (USA), Singapore, London & Canada.**

Mission & Goals

- To develop outstanding managerial talent capable of providing enlightened and effective leadership
- Academic excellence through proper work culture.
- Transparency in organizational functioning.
- Build up academic-industry linkage.
- Inculcate values through service oriented and nation building activity.
- Commitment to continuous improvement
- To address the need for creating "industry- ready global contributors" by offering correspondence management education.

Advantages of Online Learning

The main advantages of online learning are convenience and flexibility. It causes less disruption to your professional life than any other way of studying for a MBA

Online learning helps you advance your educational and career goals minus the travel and the physical classroom. The flexibility of distance learning provides students the opportunity to earn a degree without the interference of physically being on campus

The Internet brought in our lives one good thing and one of them is the benefit of distance learning. Many of us who could not attend school when we were meant to due to any given reason have a number of issues still present in our lives such as: working, being pregnant or having just has a baby, being physically or mentally challenged and so on.

Whatever the reason, most of us who did not complete our studies when we should still have the same difficulties if not even more and still cannot allot the time required to attend a traditional college. The biggest benefit of distance learning is that you don't have to go anywhere to attend a class but to your computer and you can do it in your spare time.

Convenience is the single greatest benefits of distance learning, due to which more and more people choose to get their diploma through them and some even keep attend other colleges to improve their knowledge and chances of achieving what they have set out to in the first place.

Why IMPS Online/ Campus Education

Today, technology is able to bridge the gap. With the objective to provide high quality education to a larger segment of students, IMPS give an e-learning platform to the professional courses.

Online / Campus learning education is a powerful medium of learning. Internet has thus become a useful tool in this world and has opened up new educational opportunities for people around.

Distance learning is that it will help you become the person you always wanted to be, earn the money you need and be of help to other family members when required, such as for your children.

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Career Opportunities

The IMPS's learning management Programmes are designed as a career oriented professional programmes. This career orientation is built into the design and administration of the programmes. The body of knowledge, curriculum design, education methodology, examination and grading process, all have thrust on improving the skills to enable candidates to build successful careers.

The Management Programmes Offered by **IMPS** is of very High Utility Value for: -

- Fresh graduates who wish to seek an entry into the industry but cannot afford full time management programs due to financial or any other constraints.
- Those who are already employed in an industry without any management qualification, but wish to acquire a widely recognized management qualification to further their career.
- Those who are already working in the industry and want to have additional qualifications for the role rotation or for a better and upward rise in the industry.
- Those who are already working with the industry but aspire to move into a managerial cadre.
- Personnel from the Armed Forces who want to rehabilitate themselves after retirement in the managerial or supervisory positions.
- Those aspiring to join as Management Trainee, Manager, Sales Executive, Area Business Manager, Customer Broker, Import-Export Agent, Wholesaler, Freight Forwarder, Product Manager, C&F agent of reputed Export House/Pharmaceutical Companies or start one's own export business.

Successful completion of the programme, participants are able to: -

- Function at the professional middle management level
- Analyze complex business situation and offer and evaluate alternative solutions
- Apply business knowledge, concepts and framework to dynamic business situations
- Function as an effective team leader
- Marshal and manage relevant resources in uncertain and global business environments



Courses

The inputs in each of our course content give a perfect blend of theoretical know how's and the actual application practices. The program content is guided by business experts, academia and corporate executives who lead the program with an approach of progressive learning, focusing on learner's ability to identify and tackle business problems rather than just highlighting facts and techniques.

- 1. School of Retail & Fashion
2. School of Merchant Navy
3. School of Management
4. School of Hotel and Tourism
5. School of Information Technology
6. School of Graphics & Multimedia
7. School of Fire & Industrial Safety
8. School of Media & Journalism
9. School of Finance & Accounting
10. School of Textile & Designing
11. School of Food & Agriculture.
12. School of Education
13. School of Yoga & Sports



Certificate Courses / Diploma Courses / Advance Diploma Courses

The Institute of Management & Professional Studies (IMPS) is an autonomous Management Institute run by “**SAK Education & Welfare Foundation**” registered under the Society Act 1860 Govt. of Delhi.

IMPS have designed Skilled based management programmes for those, who are working executives and for them who wish to excel their management skills. These programmes are made available at an affordable cost.

IMPS offer excellent skill learning course for various management disciplines at different levels.

IMPS offer comprehensive autonomous educational programmes to train a new generation of managers and entrepreneurs to face with confidence the fluid global challenges of national/international market and get them intellectually enriched.

Popular Certificate / Diploma / Advance Diploma in Business Administration

The courses provide a generalist perspective which enables students to view the organization in a holistic manner as well as place it in the context of the larger environment. The students are also trained in technical and functional business skill in the respect to the areas of specialization.

Eligibility: Graduate in any stream

No. of papers -8

Specialization in:

- Retail Management
- Merchant Navy
- Hospitality Management
- Human Resource Management - HRBP
- Financial Management
- Marketing Management
- Operation Management
- Customer Relationship Management
- Beauty & Wellness Management
- International Business
- Travel & Tourism Management
- Supply Chain Management
- Information Technology
- Banking & Finance Management



IMPS is pioneer in designing of study material by well renowned professors of various great institutes, business experts of successful industries and with a very clear and easy language so that our students could able to understand the subject more clearly.

Course, Duration & Fees

Certificate Course 3 Months ₹20,000/- *

Diploma Course 6 Months (1Month OJT) ₹40,000/- *

Advanced Diploma Course 9 Months & OJT ₹55,000/- *

*GST Applicable

Admission Procedure

1. Application for should be sent in the prescribed form along with the course fee at our Delhi / Patna branch.
2. The filled in application should be submitted to the institute on or before the last date specified. The institute is not responsible for any postal delay.
3. Completed applications with a late fee of Rs. 200/- can also be deposited within 7 days after the last date specified.
4. Students need not send/submit their original certificates. The following self attested documents are to be enclosed along with the filled-in application.
 - Two passport size photographs & Aadhar Card
 - Photocopy of the Degree or the final year mark Sheet.
 - Photocopy of the High School Certificate for the verification of the date of birth, Student's and Father's name.
5. Admitted student will be allotted an enrolment number.
6. All fees should be paid by A/C payee Bank Draft in favour of **Institute of Management & Professional Studies** payable at **Delhi**.
7. Study Material (Soft copy or Hard Copy) will be sent / issued periodically
8. Fee once paid shall neither be returned nor adjusted against any other programme.
9. Change of course shall not be considered after enrolment.
10. All disputes/claims are subject to the jurisdiction of the courts in Delhi.

All admission related queries (including queries for confirmed / provisional admission) should be sent via email to: info@impsedu.in

If you have any query related to admission, please contact us at:

Delhi

Institute of Management & Professional Studies

#103, 1st Floor, Satya Niketan. New Delhi 110021

Contact no: - 09312683206

Website: - www.impsedu.in

Examination

METHOD OF INSTRUCTIONS AND EXAMINATION

The Method of Instructions and Examinations is based on Open Learning System

Term end examination will be held as per scheme notified from time to time. Examination schedule is intimated in the admission letter enabling the students to plan accordingly for the examinations. Student can exercise the option to clear the papers in piece-meal whenever examination is held /requested. Our flexible examination system allows a student is to re-appear for examination in such subjects only which he/she could not successfully complete.

Study material based periodical assignments and assignment for Term End Examination is sent to students through post /courier. Students are not required to attend the Institute at Delhi. ***There are three modes of examinations. Students are required to opt for any one.***

1. Centre Examination: Examination of all the courses is normally held at Delhi or regional Centre. Examinations are also held at the authorized IMPS examination centres throughout India subject to the availability of sufficient number of examinees at the given place.
2. On-Line Examination: For the benefit of the students the examinations can be administered “online”. Students of distance learning mode can take “online” examination anywhere in the world using a computer with internet access. Effective use of online examination method can help distance learning mode students in numerous ways since it is cost effective and easy to use. The questions are objective / multiple choice types and result is auto generated.

Instructions for appearing in the online examination are communicated along with the admission letter.

3. Assignment Based Examination: Institute has provision for assignment based postal term end examination also. Under this scheme, term end assignments (For Term End Examination) are sent to the student (under confidential cover) by post as per term end examination schedule given in the admission letter. These are to be completed / answered and the response-sheets are to be returned to the Institute with in the given time. This mode is useful for such students who are already working / studying and can not attend to the fixed time schedule of the term-end examination.

In the absence of any express option, it is believed that student has opted for assignment-based term end examination system.

Assignments: Students will be required to respond to the questions (based on study material issued to the student) given in the assignments within the date of submission specified on the body of the assignments.

Term End Examination Results: Marks secured in each subject in the term-end examinations including respective assignments are intimated to the student within one month of the completion of each term-end examination. Complete statement of marks is, however, issued on successful completion of all subjects of study.

IMPS have more than 48 branches all over India where it use to organise the exams four times in a year.

IMPS reserve the right to change the centre if adequate strength is not available at the particular centre.

Grading System

Marks	Grade	Point	Description
80 or above	A+	5	Excellent
70-79	A	4	Very Good
60-69	B	3	Good
50-59	C	2	Average
40-49	D	1	Pass
Below 40	F	0	Fail

Those students attaining grade – 'D' or 'F' – are given an opportunity to improve their grade.

Placement

It gives personalized, one to one guidance preparing for interviews, identifying target organizations, and creating a customized networking strategy and landing job.

Our Recruiters



Contact Us

Delhi

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Patna

Institute of Management & Professional Studies

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