



BE THE NEXT GENERATION MANAGER

HYBRIDD

P. G. DIPLOMA IN MANAGEMENT The Next-Level in Distance Education



ABOUT WELINGKAR



Welingkar Institute of Management - one of the leading business schools of Asia, embarks on yet another remarkable venture -"Distance Education". Introduction of this course ensures that Welingkar education goes beyond geographical limitations, to aspirants staying in distant cities. Welingkar Institute of Management is a part of the Shikshana Prasaraka Mandali, a 120 year old trust, that has over 43 schools and colleges under its purview.

RECOGNITION



All Distance Learning PGDM(HB) programs are recognized by All India Council for Technical Education (AICTE), Government of India.

RANKINGS



- Ranked 1st in West Zone by CSR in 2017, 2018 & 2019
- Ranked 3rd by Zee Business Nationally in March 2012
- Ranked 2nd by Business World Nationally in August 2011
- Ranked 4th by Career 360 Nationally in August 2011

Tough times call for upgradation of skills. And to acquire the perfect combination of skill sets, it becomes critical for one to implement existing competencies with newer ones. That's just the reason Welingkar Institute of Management Development & Research presents its autonomous Distance Learning Post Graduate Diploma in Management through Hybrid Learning Mode (PGDM - HB)

WHAT IS HYBRID LEARNING?



There is lot of buzz about hybrid learning and its potential as flipped classroom. But what does hybrid learning really mean? Hybrid learning is a fine blend of various teaching learning methodology like face to face classroom, online learning, activity based skill development, etc.

ABOUT WELINGKAR'S DISTANCE LEARNING PGDM-HB?



It is an autonomas program of the Institute and does not have any tie up with any international agencies/ universities for any credit points required for immigration or any other purpose.

The aim of the program is to provide knowledge required to handle different functions / verticals like Marketing, Finance, HR, Supply Chain, Healthcare etc and the program does not have any placement / internship tie-up with industry.

The main advantages of distance learning are:

- An opportunity to advance your educational and career goals with convenience and flexibility of giving mid-term exams online and end-term exams from specified centers.
- Opportunity for educational advancement with minus the travel, physical classroom your own schedule and at your own pace.

PROGRAM DURATION



All Distance Learning PGDM (HB) programs are of Two years duration

ELIGIBILITY



- · Graduates from any recognized University
- · International graduates from a recognized/accredited university/institution.

AWARD OF CERTIFICATES



The following certificates will be issued on stage-wise completion of the program:

- On successful completion of the 1st Year: Advanced Diploma in Business Administration (in soft copy format only)
- On successful completion of the Program: Post Graduate Diploma in Management (Specialization) - Hybrid Program (PGDM - Specialization - HB), Mode of delivery: ODL/Distance

COURSE CONTENT (1st Year)*



Welingkar's Distance Learning PGDM-HB offers 18 different programs under the Hybrid learning mode. All these programs have been developed in line with industry requirements. Each program is spread across 2 years and is divided into 4 semesters. In the 1st year, the subjects are generic and in the 2nd year, focus is on specialization subjects.

Advanced Diploma in Business Administration (ADBA)

1st Semester

- Principles Of Management
- Financial Accounting
- Human Resource Management
- Marketing Management
- Managerial Economics**
- Organisational Behaviour
- 2nd Semester
- Strategic Management
- Cost Accounting
- Innovation Management**
- Elements of Communication & Networking Skills
- Legal Aspects of Business
- Project: We-Like

SPECIALIZATIONS (2nd Year)



Following are the specializations offered in the 2nd year

- Marketing
- Finance
- Human Resource
- Retail
- Operations
- Supply Chain Management
- Business Administration
- E-Business
- International Business
- Banking, Investment & Insurance
- Services Excellence
- Rural & Agri Business
- Media And Advertising
- Travel & Tourism
- · Healthcare Management
- Hospitality Management
- E-Commerce
- IT Projects Management

SUBJECTS FOR SPECIALIZATIONS (2nd Year)*



In the 2nd year, there are 5 subjects in Semester III and 4 subjects in Semester IV, plus a project report in each Semester.

Post Graduate Diploma in Management

(Marketing Management) (PGDM - MM - HB)

The focus of this program is to help you be an effective marketer at the workplace and facilitate application of concepts such as creating a customer-centric organization, product development, revitalizing obsolete brands and successfully launch brand extensions.

3rd Semester



- Marketing Research**
- Consumer Buyer Behaviour
- Advertising and Sales Promotions
- Distribution Management
- Marketing Finance

4th Semester



- Product/Brand Management**
- CRM**
- Internet Marketing**
- Social Media Marketing**
- Project

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Post Graduate Diploma in Management (Finance Management) (PGDM - FM - HB)

This program focuses on developing financial management skills, like analyzing expenses of an organization and making effective balance sheets, while also understanding the aspect of minimizing cost and maximizing profit.

3 rd Semester ▶	4 th Semester
Financial Management - I	 Project Finance**
 Financial Management - II 	 Mergers & Acquisitions**
 Trade Finance** 	 Business Analytics**
 Advance Direct Tax 	 International Finance**
 GST - The Essentials of Goods and Services Tax 	Project

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Post Graduate Diploma in Management (Human Resource Management) (PGDM - HRM - HB)

This program enables you to understand and resolve strategic people management issues in the organization and helps you to become an effective "People Manager"

3 rd Semester ▶	4 th Semester
 HR Management - II** Industrial Relations and Labour Laws Functional Administration HR Information Systems Recruitment Management** 	 Wages and Salary Administration Learning & Development** International HRM** Performance Management and Reward Systems** Project

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Post Graduate Diploma in Management (Retail Management) (PGDM - RM - HB)

Retail Management comprehensively covers retail merchandising and buying, retail selling skills, IT in retail, franchising in retail etc. It equips you to successfully face the various challenges in Retail Industry.

3 rd Semester ▶	4 th Semester
 Consumer Buyer Behaviour Retail Marketing Environment Retail Merchandising and Buying Retail Selling Skills** Business Analytics** 	 Retail Stores and Operation Management** I. T. in Retail** Franchising In Retail Customer Centric Organization** Project

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Post Graduate Diploma in Management (Operations Management) (PGDM - OM - HB)

Master the concepts of production, as well as project management that will enable you to build robust process and systems within an organization.

3 rd Semester	4 th Semester
 World Class Manufacturing Project Management Entrepreneurship** Total Quality Management** Production & Operations Management 	 Radical Business Performance Improvement** Global Supply Chain Management & Outsourced Manufacturing** Customers Centric Organization** Six Sigma** Project

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Post Graduate Diploma in Management

(Supply Chain Management) (PGDM - SCM - HB)

Understand the complexities involved in bringing a manufactured product to the right channel, with knowledge of concepts such as purchasing mgt, inventory mgt, logistics mgt etc.

3 rd Semester	4 th Semester
 Purchasing and Materials Management 	 Logistics and Distribution Management**
 Inventory Optimization Total Quality Management** World Class Manufacturing Stores Management** 	 Global Supply Chain Management & Outsourced Manufacturing** ERP & Web Based Supply Chain Management Legal Aspects in Supply Chain Management** Project

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Post Graduate Diploma in Management (Business Administration) (PGDM - BA - HB)

This program will enable you to understand the nuances of managerial, functional and operations demands while optimizing capital growth.

3 rd Semester ▶	4 th Semester
Marketing Research** Financial Management - II	Investment Management - IIInternet Marketing**
Human Resource Management - II**	Customer Centric Organization**
Functional AdministrationEntrepreneurship**	Introduction to E-Tailing**Project

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Post Graduate Diploma in Management (E-Business) (PGDM - EB - HB)

This program helps you to create a secure IT infrastructure at the workplace, manage IT Projects as well as gain an in-depth understanding of critical areas like Information Security & IS Governance, etc.

3 rd Semester	4 th Semester
 Business Analytics** IT Infrastructure Managing IT Projects** Information Security & IS Governance Business Analysis 	 Enterprise Solutions - I** Business Process Outsourcing** IT Compliances** Enterprise Solutions - II** Project

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Post Graduate Diploma in Management (International Business) (PGDM - IB - HB)

PGDM – IB – HB is specially designed for those eyeing a successful career in the International business scenario or seeking a career in export-oriented industries.

3rd Semester ■ Import - Export Management (Commercial Features)** ■ International Business Environment** ■ Foreign Exchange Management ■ International Finance** ■ International Marketing ■ Introduction to E-Tailing** ■ Project		
 (Commercial Features)** International Business Environment** Foreign Exchange Management International Finance** International Marketing Global Supply Chain Management & Outsourced Manufacturing** Import-Export Management (Regulatory Features)** Introduction to E-Tailing** 	3 rd Semester ▶	4 th Semester
	(Commercial Features)** International Business Environment** Foreign Exchange Management International Finance**	 Global Supply Chain Management & Outsourced Manufacturing** Import-Export Management (Regulatory Features)** Introduction to E-Tailing**

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Post Graduate Diploma in Management

(Banking, Investment and Insurance) (PGDM - BII - HB)

With its detailed perspective in Banking, this program is designed to create true blue bankers with a deep understanding of the fundamental concepts of banking, investment, as well as insurance sector.

4th Semester 3rd Semester Banking Fundamental & • Trade Finance and Foreign Negotiable Instruments **Exchange Management*** Branch Banking & Role of • Retail Banking** Branch Manager Corporate Banking Marketing of Financial Services** • Introduction to Insurance and Risk Management Management of Insurance Products and Companies** • Investment Management - I** Project

Post Graduate Diploma in Management (Services Excellence) (PGDM - SE - HB)

Be an expert in Service Management with effective management skills that help you make the cut in a competitive market. This course intends to equip students with concept and tools to effectively manage a service operation.

3 rd Semester	4 th Semester
 Functional Administration Entrepreneurship** 	 Services Marketing Customer Centric Organization**
HRM - II** Services Management - I**	Total Quality Management** Services Management - II
• Six Sigma**	Project

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Post Graduate Diploma in Management (Rural and Agri Business) (PGDM - RAB - HB)

Understand dynamics and complexities of Agri business in the emerging global context, and acquire professional skills and techniques related to Rural Economy, by joining this innovative HB Program.

3 rd Semester	4 th Semester
 Rural Dynamics Agri Finance Management Micro Finance** Rural Marketing Management Of Agri Input Industry 	 Social Entrepreneurship** Customer Centric Organization** Introduction to E-Tailing** Agri Price Risk Management** Project

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Post Graduate Diploma in Management (Media and Advertising) (PGDM - MA - HB)

This program exposes students to difference facets of advertising, like media campaigns, media planning and management, while equipping them with approach and tactics required for Co-ordination among various stake holders.

3 rd Semester	4 th Semester
J .	Product / Brand Management** Social Media Marketing**
Promotion Rural Marketing	Media Planning and Buying Business Analytics** Project

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Post Graduate Diploma in Management

(Travel and Tourism) (PGDM - TT - HB)

Be part of the largest and most exciting industry in the world. Learn the management aspects of Travel and Tourism with key insights that help you build a successful career.

3 rd Semester	4 th Semester
 Introduction to Travel and Tourism Tourism Marketing Travel Agency Management Geography of Travel** International Tourism 	 Internet Marketing** Tour Operations Management** Customer Centric Organization** Relationship Marketing** Project

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Post Graduate Diploma in Management

(Healthcare Management) (PGDM - HCM - HB)

Health care is fast becoming a notable career option. This program provides comprehensive understanding of Health Care industry, as well as critical functions like planning, operations management, quality, revenue cycle management, as well as legal aspects of Healthcare Industry.

3 rd Semester ▶	4 th Semester
 Essentials of Healthcare Administration Planning & Designing of Healthcare Facilities Hospital Operation Customer Centric Organization** Quality Management in Healthcare 	 HR in Hospitals** Revenue Cycle Mgt in Healthcare** Material Management & Equipment Management** Legal Aspects in Healthcare** Project

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Post Graduate Diploma in Management

(Hospitality Management) (PGDM - HOM - HB)

For an industry poised to grow exponentially, the Post Graduate Diploma in Hospitality Management arms you with knowledge applicable to be successful not just in hotel management but as entire industry of hospitality and tourism-related business.

3 rd Semester	th Semester 🕨
Management Front Office Operations Hotel Housekeeping** Food & Beverages H	T. in Hospitality** lotel Marketing** Materials Management in lospitality** IR in Hospitality** Project

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Post Graduate Diploma in Management

(E-Commerce) (PGDM - EC - HB)

This innovative specialization has been uniquely developed with subjects like: Starting of E-Commerce Venture, Venture Capital & Crowd Sourcing, Business & E-Commerce laws etc. This makes you ideally suitable to handle various roles in the fastest growing E-Commerce Industry

3 rd Semester	4 th Semester
 Introduction to E-Tailing** 	 Venture Capital & Crowdfunding**
 Starting of E-Commerce Ventur 	o o
 Financial Technology Solutions 	E-Commerce
Internet Marketing**	• CRM**
Business Analytics**	Social Media Marketing**
	Project

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Post Graduate Diploma in Management

(IT Projects Management) (PGDM - ITPM - HB)

This program focuses on With subjects like Scheduling & Tracking of Projects, Managing Projects Teams, Estimating Software Projects etc., this program focuses on various topics that train you to become a successful IT Projects Manager.



** Available in E-book format only

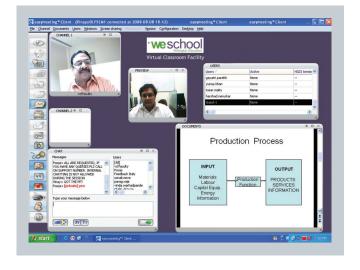
TEACHING - LEARNING METHODOLOGY



- Study Material: On taking admission, students are given the entire set of 1st year study material consisting of 9 books, as well as guidelines for 1st year project work (We Like). Simultaneously, students are given login details on the website so that they can check various topics put up on the website and can access multiple web based facilities like E-books for select subjects, We-Lectures, E-Learning Tool Kit, WeTube, We lounge, Video Dictionary etc
- E-Books: With changing trends and for the convenience of the students, web based E-Books are provided for few subjects instead of physical copy of books. This E-Book contains chapter wise reading material in PDF format, summaries, presentations and skill builder modules. Students can download these E-Books at any time and refer to it as per their convenience
- Audio Books: These are subject books with only audio. It can be downloaded on PC and mobile handsets for easy access anytime anywhere
- Personal Contact Programs (PCP's): Welingkar will conduct Personal Contact Programs for 1st year subjects, twice per semester- once prior to the mid-term exams and once before the end-semester exams, each round lasting for 3 days. During each semester, a minimum of 7 hours per subject will be covered in a classroom environment where major concepts will be explained. Presently, Personal Contact Programs are conducted only in Mumbai. PCP's are optional and chargeable. Students opting for PCP's are required to pay an additional fee of ₹3600/- for various subjects at the time of admission

■ Virtual Classroom Facility (VCF): The institute conducts live online lectures sessions for selective subjects of the 1st year syllabus. Students availing VCF can attend these lectures using a computer. Students can interact with the professor during these two-way audio-video lectures. This interactive live video lecture facility is available presently for the following subjects of the 1st year.

1 st Semester	2 nd Semester
Principles of Management	Strategic Management
Financial Accounting	Elements of Communication & Networking Skills
Marketing Management	Cost Accounting
Managerial Economics	Innovation Management



These lectures are conducted each week, on two days, between 7.00 pm and 9:30 pm. A total of 80 hours of live lectures are conducted in the 1st year. Virtual Classroom Facility offers the following benefits:

- Live Interactive Lectures with Video & Audio
- Document sharing (content will be delivered to you live)
- Participate in live Q&A sessions to resolve your academic queries
- Participate in live tests during the lecture to gauge your knowledge and understanding
- Welectures: As supplementary to the course material, exhaustive video lectures on various subjects of the syllabus are uploaded for better understanding of the curriculum. These are downloadable lectures developed by a competent team of faculty with vast industry & academic experience
- E-Learning Toolkit Support: Additional academic support is provided in the form of E-Learning Toolkit on the website. The toolkit contains the subject-wise, chapter-wise summary, PPT as well as skill builder modules.
- "Welingkaronline" Mobile App: The users can access video lectures, reading material, practice test as well as lecture time table, exam schedules, project guidelines and all other important content through this innovative mobile app.

VALUE ADDED SERVICES



The following services are offered free of cost to students:

- We-Upskill: Under this initiative, students can participate in live interactive sessions through Virtual Classroom mode and sharpen their soft skills like stress mgt, conflict mgt, time mgt, leadership etc. Students get to participate in such online events during their second year.
- Placement Support: Placement information including global vacancies are uploaded on our website on a daily basis. On enrolling, a student can see all job openings, state-wise, specialization-wise.
- WeTube: Video lectures on latest topics are developed with the help of experts in various management fields. New video lectures are uploaded every few days in "WeTube" section. Students get free subscription to this online video library.
- NewsWire Service: Students are kept updated with news about the latest developments in their chosen specialization through this link provided on our website.
- WeLounge: It is an online platform which is designed to disseminate a
 wide spectrum of views of successful people in their respective fields.
 The institute invites dignitaries from various walks of life and interviews
 them on how they achieved success in their respective professions.
 These learnings can be viewed by the students from website.
- Video Dictionary: To support the student understand concepts clearly, and enhance his knowledge a new facility has been initiated. From this link, by typing any word/phrase, the student connects to numerous video lectures from "YouTube" and other online sources.

OPTIONAL FEATURES AT ADDITIONAL NOMINAL COST

Management education is beyond theoretical training. Skills like leadership, team work, decision making, etc. can be effectively learnt through experiential learning.

A number of weekend activities, initiated by the institute, like games, movies, industrial visits, workshops and so on, help students with experiential learning. Quarterly time-table are provided for convenience so students can join various events at a nominal cost and also earn credits. Conducted 2nd semester onwards, these activities are voluntary and a student might choose not to participate in one.

• Experiential Learning (Game Based Learning) Workshop: Why do we play games in the first place? To have fun, to immerse into an imaginary world, to take the challenge and outsmart the opponents and/or win, etc. There are probably as many slightly different reasons to play games as there are players.

During this workshop, Games are used for personal development and to improve self esteem of the player i.e. learner. This two days event is held at the Institute during weekends.

- Industry Visits: To add to the learning experience of our students, Industry Visits are planned at regular intervals from 2nd semester onwards. Students can participate in these visits by paying nominal charges.
- Spiritual Visit: In today's demanding life style where expectations are
 greater than achievement, we suffer from, what is called as "Stress".
 The institute has designed a unique stress management activity,
 wherein a combination of yoga and other stress relieving processes
 are conducted which can be practiced on a regular basis.

- Movie Learning Session: It is a known fact that, when we are engaged
 with the content through a medium we love, we learn better and retain
 more. With this objective, inspirational movies are screened on
 monthly basis and debriefing sessions are conducted after movie for
 collaborative learning.
- One Day Workshops: For holistic development of our students the institute regularly holds many additional workshops on weekends at WeSchool, like:
 - Business Simulation
- Art of Influencing
- Sales Management
- Presentation Skills
- The DPSA Profiling
- I. T. Project Management, etc

ALUMNI FORUM MEMBERSHIP



The Alumni of WeSchool now have a chance to learn continuously, develop their overall personality and enjoy the assistance of placement even after they have completed their PGDM, just by paying nominal annual fees.

EXAMINATION PATTERN



Each semester is spread across 6 months. In every semester, for every subject there are 2 exams—a mid-term exam and an end-semester exam. The mid-term exam is based on a few initial chapters and the end-semester exam is based on the remaining chapters.

During Mid -Term exam, students get 15-20 days period to appear for online exams on 24 X 7 basis at any time.

Similarly, for End-Term exams students get 15-20 days period to appear for online exam during pre -booked time slot. However, these exams are conducted under proctored environment and students must have web cam facility while appearing for exams. In case of statutory requirement, the end-Term exam may required to be conducted at physical exam centres.

EVALUATION CRITERIA



Both mid-term and end-semester exams are out of 50 marks. Mid-term exams carry 20% weightage and end-semester exams carry 80% weightage. To clear a subject, a student has to get 50% marks, which is a sum of the weightage obtained in mid-term and end-semester exams.

Re-exams:

 If a student fails in a particular subject(s), then he/she can re-appear for that exam in the next semester along with next semester subjects. However, for the pending subject, the student has to pay re-examination fees and appear for both, the mid-term and end-semester exams. The previous marks will not be carried over.

HOW TO APPLY



The application form is available on our website: http://www.welingkaronline.org. Students have to fill the application form online, print the completed application form and submit it to the institute along with relevant documents and course fees.

DOCUMENTS REQUIRED



- 1 attested photocopy of the degree certificate.
- 1 passport size colour photographs
- Course fees are payable at the Welingkar Institute by Local cheque, Demand draft, Credit card, Debit card or Net Banking.
 Local cheque / Demand Draft should be drawn in favour of 'Welingkar Institute of Management' payable at Mumbai.

PROGRAM / COURSE FEES



Prospectus cost:

₹ 1,000/- is to be paid along with

st: program fees.

You can pay program fees by choosing any one of the following payment options:

Entire fee paid in advance:

a) ₹ 1,01,000/- for two years, without PCP

OR

b) ₹ 1,04,600/- along with PCP fees

Yearly option:

a) ₹ 53,500/- without PCP for first year and ₹ 52,500/- for second year

OR

b) ₹ 57,100/- along with PCP for first year and ₹ 52,500/- for second year

Overseas Students:

US \$ 2,000 entire course fee

Study material for each year will be sent subject to payment of installments/fees.

ALUMNI TESTIMONIALS





Mr. Parthasarathi Bandhopadhyay, GM, Reliance Industries.

"The Program's course content, online lectures,workshops, etc. helped me to grasp the concepts easily and acquire management skills efficiently."



Mr. Vipul Gala, Director, Vertical Solutions.

"Welingkar Distance Learning Program allowed me to work and study simultaneously at my own pace. The best things about the program are the experiential learning workshops."







Navmita Nandi, Product Specialist, CitiBank.

"Welinkgkar Distance Learning Program helped me to prosper in my career growth through HR Specialization. The program helps you to understand and perform your role better in an organization."



Divya Doshi Owner, Bodhi.com

"Welingkar helped me unlock my hidden potential and become an entrepreneur."



Kush Shah CEO, Core Corporation

" Through knowledge sharing and networking with professionals from varied industries, I acquired a new outlook towards things I already knew."



Niyati HR Manager- Kaya Skin Clinic Pvt. Ltd.

"Your career is something that will stay with you for a long time, so I think it is important for you to be focused enough to choose what is right for you."



Nasir Sayid Bakeries and Food Services, General Mills

"Being on constant business trips, the online modules was a blessing for me. Over time, sitting at the airport and watching the WeLectures became something of a habit, and I started to enjoy flight delays."



- Manoj Kulkarni, VP, Tata Housing Development Co. Ltd.

"Welinkgkar Distance Learning Program helped me to prosper in my career through HR Specialization. The program is designed is a very comprehensive and simple manner.



PGDM - HB

Prin. L. N. Welingkar Institute of Management Development & Research, Lakhamsi Napoo Road, Next to R. A. Podar College, Matunga (Central Rly.), Mumbai - 400 019.

Website: www.welingkaronline.org E-mail: admissions.hybrid@welingkarmail.org For admission enquiry, contact the helpdesk: Mumbai - Ph.: 022-40514051