

Accelerate Your Career PROSPECTUS



**Indian Institute of
Materials Management**



Indian Institute of Materials Management

MISSION

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

OBJECTIVE

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

CODE OF ETHICS

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

International Tie-ups

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

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

PART 2 - ABOUT THE EDUCATIONAL COURSES

1. Graduate Diploma in Materials Management - GDMM

Contact & Distance Mode Courses

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

Designed for

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

Course Duration

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

Admission Eligibility

Academic:

Graduate in any discipline or

Diploma in Engineering with minimum 2 years' experience or

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

Recognition : IIMM program.

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

2. Professional Diploma in Stores Management - PDSM

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

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

Course Duration : Duration of the course is one year

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

Date of Commencement : January and July each year.

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

OR

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

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

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

Fee Structure :

Registration Fees - Rs. 1000/-

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

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

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

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

Part 3 - Detailed Instructions Fees and Method of Payment

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

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

1. Method of Payment : All payments will be made by **D. D. or through NEFT/RTGS in favour of IIMM NHQ Collection Account payable in Mumbai.** Payment can also be made at any ICICI Bank directly to ICICI Bank, Account No. 015101027881, IFS Code ICIC0000151at Vashi Branch, Navi Mumbai. In such cases it is necessary to send us the Transaction Receipt / original stamped counterfoil of the pay-in-slip with the details of remittance.

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

Note

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

Re-examination fees with late fees will be accepted between 15th April and 15th May @ **Rs.800/- per paper**, for June examination and between 15th Oct to 15th Nov for December Examination. (for Sr.No. 1 & 2)

- The mentioned fees structure is subject to change from time to time at the discretion of IIMM.
- Late assignment fee @Rs.200/- per paper is to be paid by the GDMM students whosubmit assignments after 30 April/31 October for June/Dec exams, respectively, for considerationduring the extended period of submission as decided by the Institute.
- The fees once paid will not be refunded or adjusted to other courses offered by the Institute for anyreason.**

2. Examinations

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

2A. Announcement of Results

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

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

4. Training Methodology

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

5. Qualifying Marks

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

6. Project work for GDMM :

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

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

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

b) GDMM Contact Mode Students

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

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

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

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

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

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

7. Other/Miscellaneous

a) Course Switch from Contact mode to Distance Education

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

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

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

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

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

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

e) **Award of Certificate/Diplomas**

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

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

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

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

h) **Examination Centre**

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

2. For change of examination centre, the student will submit a written request to NHQ and copy to the parent branch, stating reasons and attaching related documents. The branch will issue No Objection Certificate in case of Contact Mode GDMM students. After considering the request and the NOC, NHQ will permit the student to change the centre and will issue instructions to both branches.

3. Last minute changes will not be entertained.

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

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

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

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

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

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

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

Course Completion Period

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

PDSM / PDIT - Correspondence – 3 years from admission

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

GDMM (Contact Mode & Correspondence) – 7 theory papers

PDSM / PDIT – 3 theory papers

PROCEDURE FOR APPLYING TO THE COURSES

1. Admission to the courses

a) GDMM

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

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

b) PDSM & PDIT Course

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

2) Submission of Application forms :

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

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

Frequently Asked Questions

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

Student Grievance Cell

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

DIRECTOR - EDUCATION

Indian Institute of Materials Management

NHQ Education Wing

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

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

E-mail: iimmedu@iimm.co.in

HELP DESK

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

For further enquiry please contact following

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

Students Check List

Name:

Roll.No:

Course

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

Calendar of Events

The following Calendar of Event will be followed

I. GDMM COURSES

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

II. ISCM

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

IMM HEADQUARTERS AND BRANCHES

IMM NHQ : Plot No. 102 & 104, Sector-15, Instl. Area, CBD Belapur, Navi Mumbai-400614. Tel.: 27561754 / 2756 5831, Fax : 022-27571022
E-mail NHQ : immnhq55@gmail.com, members@imm.co.in E-mail Edu. Wing : immedu@imm.co.in, Website : www.imm.org

AHMEDABAD BRANCH

Indian Institute of Materials Management
C/o SaRaa Group of Companies
406, Kalasagar Shopping Hub,
Opp. Sababa Temple, Near Sun N
Step Club, Sattadhar Cross Road,
Ghatodiya, Ahmedabad-380061, Gujarat
Cell: 91-9909996711
immahmedabad@gmail.com

ALWAR BRANCH

Indian Institute of Materials Management
15, Shopping Centre, Shanti Kunj,
Alwar - 301001 (Rajasthan)
Ph: 09731245655/ 07877745655
Email: immalw@gmail.com

AURANGABAD BRANCH

Indian Institute of Materials Management
C/o. Training & Placement Cell
GF-19, JNEC Campus, CIDCO, N-6
Aurangabad - 431001, Ph: 0240-2473339
E-mail : immau@rediffmail.com

BANGALORE BRANCH

Indian Institute of Materials Management
304, A-Wing, III Floor, Mittal Tower # 6
M G Road, Bangalore - 560001
Ph: 080-2532725/52
E-mail : immbr@airtelmail.in

BARUCH BRANCH

Indian Institute of Materials Management
303, Vinay Complex, Near Dudhdhara
Dairy, Old NH Highway # 8, Bhaurch
Ph: 02642-283223
E-mail : immbhaurch@gmail.com

BHILAI BRANCH

Indian Institute of Materials Management
Room No. 326, 3rd Floor, Ispat Bhawan,
Bhilai Steel Plant, Bhilai - 490001
Ph: 0786-2892948/2222170

BHOPAL BRANCH

Indian Institute of Materials Management
4/9-B, Saket Nagar, Bhopal - 462024

BILASPUR BRANCH

Indian Institute of Materials Management
C/o. Gen. Manager (MM)
South Eastern Coalfields Ltd.,
Seepat Road, Bilaspur - 495006 (CG)
Ph: 07752-241087/75014
E-mail : immbilaspur2015@gmail.com

BOKARO BRANCH

Indian Institute of Materials Management
Room No. B-237, Purchase Dept.,
Ispat Bhawan, Bokaro Steel City - 827001
Ph: 06542-240263/280768
E-mail : immbokarobranch@gmail.com

BURNPUR BRANCH

Indian Institute of Materials Management
Mats. Dept. New Mats. Bldg.
ISCO, Bumpur Works
Bumpur - 713325 (West Bengal)
Tel: 0341-2240253/09434777116

CHANDIGARH BRANCH

Indian Institute of Materials Management
SCO 19-B, Swatik Vihar, Mansa Devi
Complex, Sector - 5, Panchkula - 134114
Ph: 0172-2556646/4654205
E-mail : immchandigarh2@gmail.com

CHENNAI BRANCH

Indian Institute of Materials Management
4th Floor, Chateau D'Amra, 110 (New #
37), Nelson Manickam Road
Aminjikarai, Chennai - 600029
Ph: 044-23742195/23742750
E-mail : chn.imm@gmail.com
immchennai@gmail.com

COCHIN BRANCH

Indian Institute of Materials Management
GCDA Shopping Complex, Kadavanthra
PO, Kochi - 682020 (Kerala)
Ph: 0484-2203487/9400261874
E-mail : immkochi@bsnl.in

DEHRADUN BRANCH

Indian Institute of Materials Management
C/o. 30, Kalindi Enclave, Balliwala Chowk,
Lane No. 2, Dehradun - 248001 (U.K)
Ph: 0135-2795488/9410397734

DHANBAD BRANCH

Indian Institute of Materials Management
C/o. GM (MM), B C C L, Koyla Bhawan
Koyla Nagar, Dhanbad - 826005
(Jharkhand) Cell # 09470595238
E-mail : immdhanbad@gmail.com

DURGAPUR BRANCH

Indian Institute of Materials Management
Office of ED (MM) 3rd Floor
Ispat Bhawan, SAIL, Durgapur Steel Plant
Durgapur - 713203
Tel: 0343-2574303

GANDHIDHAM BRANCH

Indian Institute of Materials Management
1,2,3, Plot # 356, Ward-126, Tagor Road
Gandhidham -370201 (Kutch) Gujarat
Tel: 02836-231711/231745
E-mail : imm_gim@rediffmail.com

GOA BRANCH

Indian Institute of Materials Management
S-6 & S7, 2nd Floor, Vasco Citecentre
Opp: Canara Bank, Swantantra Path
Vasco-da-Gama, Goa - 403802

GREATER NOIDA BRANCH

Indian Institute of Materials Management
B-193, Swam Nagar, Opp: J P Golf Course
Greater Noida - 201308
E-mail : immgreno@gmail.com

HARIDWAR BRANCH

Indian Institute of Materials Management
C/o. 97-B, Vigyan Kunj, Indian Institute of
Technology, Roorkee, Haridwar - 247667
E-mail : immharidwar@gmail.com

HOSUR BRANCH

Indian Institute of Materials Management
Opp: Hosur Bus Stand, By Pass Road
Above Axis Bank, Pelaniyappa Building
Hosur - 635109 (TN) Tel # 04344-240448
E-mail : immhosur1@gmail.com

HUBLI BRANCH

Indian Institute of Materials Management
Karnataka Chamber of Commerce of
Industry Building, 1st Floor, Jayachamaraj
Nagar, Nr. Nehru Ground, Hubli - 580020
Tel: 0836-2264699/09972703336

HYDERABAD BRANCH

Indian Institute of Materials Management
4-8-68/A/21, G.D Enclave, 3rd Floor, Rang
Mahal Road, Pulli Bowli, KOTI, Hyderabad-
500095. Email: immhyd1719@gmail.com,
TEL: 040-24608952
Off. Timing: 4:30 pm to 8:30 pm)

INDORE BRANCH

Indian Institute of Materials Management
03, Rajmahal Colony, Ext Mank Bag Road,
Indore - 452007 (M.P)

JAIPUR BRANCH

Indian Institute of Materials Management
C/o. Mr. Purushottam Khandelwal
48, Mohan Nagar, Gopalpura Bypass,
Jaipur - 302018 Cell: 09799299157
E-mail : immjaipur1@gmail.com

JAMSHEDPUR BRANCH

Indian Institute of Materials Management
Room # 6, Russi Mod Centre for
Excellence Jubilee Road,
Jamshedpur - 831001
Ph: 0657-2224670/2223530
E-mail : imm_jsr@yahoo.co.in

JAMNAGAR BRANCH

Indian Institute of Materials Management
C/o. Mr. Jayesh Joshi
Riddhi Engineering Works
111, Madhav Complex,
Opp: DKV Collage, Jamnagar - 361008
0288-2750171 / 9824263869
riddhieng@yahoo.com

KANPUR BRANCH

Indian Institute of Materials Management
C/o. IGM Computer Academy
Mallick Complex, Nr. Rama Devi
Chauraha, G T Road, Kanpur - 208007
Ph: 0512-2401291
immkanpurbranch@gmail.com

K G F BRANCH

Indian Institute of Materials Management

KOLKATA BRANCH

Indian Institute of Materials Management
8/B, Short Street, Kolkata - 700017
Ph: 033-22878971/22834963
E-mail : immkcal17@gmail.com

LUCKNOW BRANCH

Mr. P.K Bajpai
Indian Institute of Materials Management
2nd Floor, Mishra Bhawan, Jurian Tola,
Lal Kuan, Lucknow - 226018
Ph: 9415752999, Res. 05222638264

LUDHIANA BRANCH

Indian Institute of Materials Management
C/o. Guru Nanak Industrial Corporation
Adj. Hero Cycle Ltd.,
G T Road, Ludhiana - 141010 (Punjab)
Ph: 0161-5212268
E-mail : immldhbr@gmail.com

MUMBAI BRANCH

Indian Institute of Materials Management
2-A, Arahant Bldg, Above Bhandari Co-op
Bank Ltd., Goregaon (E) Mumbai - 400063
Ph. 022-26863376/26864528/26855645-48
E-mail : immbom@gmail.com

MUNDRA BRANCH

Indian Institute of Materials Management
C/o Paresb Satasiya
DURLABH SINGH KHALSA
No. B/04/03, Sanudra Township, Old Port
Road, Dist. Kutch, Mundra - 370421
(KUTCHH). paresb.satasiya@adani.com

MYSORE BRANCH

Indian Institute of Materials Management
Anubhav Udyog, K-64, Hootagalli Ind.
Area, Mysore - 570018 (Karnataka)
Ph: 0821-4282124
E-mail : mysoreimm@gmail.com

MANAGALORE BRANCH

Indian Institute of Materials Management
C/o. B Sandeep Naik, GM (Mats.)
MRPL, Materials Dept., PO: Kuthethur
Via: Katipalla, Mangalore - 575030, DK
Tel # 0624-2882203
Email: bsnaik@mrpl.co.in

NAGPUR BRANCH

Indian Institute of Materials Management
404, Suryakiran Complex-1, Bajaj Nagar,
Nr. VNIIT Gate, Nagpur - 440010
Ph: 0712-2229446
E-mail : immnagpur@gmail.com

NALCO NAGAR BRANCH

Indian Institute of Materials Management
C/o. C-352, Nalco Township, Nalco Nagar
- 759145 Dist. Angul, Orissa
Cell: 09437081126
Email: snbaghar@nalcoindia.co.in

NASIK BRANCH

Indian Institute of Materials Management
1, Parag Bldg, Patel Lane # 4
College Road, Nasik - 422005
Ph: 0253-2314206
E-mail : im_nsk@bsnl.in

NEW DELHI BRANCH

Indian Institute of Materials Management
U-135, Vikash Marg, Shakrapur
Near Laxmi Nagar Metro Stn/Delhi - 110092
011-22464969/ 22466099/ 9818664267
E-mail : imm1delhi@gmail.com

PUNE BRANCH

Indian Institute of Materials Management
Pratibha Towers, Plot # 22, Old Pune
Marble Road, CTS # 15/2, Above TVS
Showroom, Wakdevadi, Pune - 411003
Ph: 7276010854
E-mail : imm pune1@gmail.com

RAE BARELI BRANCH

Indian Institute of Materials Management
497, Near CMO Office, Jail Road,
Rae Bareilly - 229001
immrbli@yahoo.com, immrbli@gmail.com

RANCHI BRANCH

Indian Institute of Materials Management
Gen Manager (MM) Office, Central
Coalfields Ltd., Darbhanga House,
Ranchi - 834001
Tel: 0651-2360716/2360198
E-mail : rajesh0021@yahoo.com

ROURKELA BRANCH

Indian Institute of Materials Management
TH-01(West) Sector - 4, Near Mahila Thana
Dist: Sundergarh, Rourkela-769002 (Odisha)
Cell: 08280711943/08895501056
Email: imm.rourkela@gmail.com

SURAT BRANCH

Indian Institute of Materials Management
C/o. Mr. Dilip Dhabarde, Honey Secy,
Manager Mats, Krishak Bharrati Co Ltd
PO: Kribhaco Nagar, Nr. Kawas Village
Suresh-394515, Tel: 0261-2802682
E-mail : dilipdhabarde@kribhaco.net

TRIVANDRUM BRANCH

Indian Institute of Materials Management
TC-9/1447, 2nd Floor, Future House
Temple Road, Sasthamangalam
Thiruvananthapuram - 695019
Ph: 0471-2724952
E-mail : immtrpnm@gmail.com

UDAIPUR BRANCH

Indian Institute of Materials Management
2nd Floor, Above Manchar Furniture
Ashwini Marg, Udaipur - 313001
Ph: 0294-2411969/2421530
E-mail : immudpr@sanchamnet.in
immudpr@gmail.com

VADDARA BRANCH

Indian Institute of Materials Management
2nd Floor, Vishal Chambers, 34, Vishwas
Colony, B/h Akapuri Shopping Centre,
Alkapuri, Vadodra - 390007
Ph: 0265-2359060/2353410M: 7043950600
E-mail : immbrd@yahoo.co.in,
immvadodara@gmail.com,
immbaroda@gmail.com,
www.immvadodara.org

VAPI BRANCH

Indian Institute of Materials Management
301, Fortune Mall, Above Vishal Mega Mart,
VIA Road, GIDC, Vapi - 396195
Ph: 09625119364 / 08758294011
E-mail : immedu.vapi@gmail.com

VISAKHAPATNAM BRANCH

Indian Institute of Materials Management
C/o. A V Rajendra Kumar
Droo No. 39-8-34/4 & 5, Sector - 8,
Muralanagar, Visakhapatnam - 530007
Ph: 0891-2704757 / 9701347694
E-mail : immvizag@gmail.com

VU NAGAR BRANCH

Indian Institute of Materials Management
Champs Engineering, 1-52, GIDC Estate
Vithal Udyognagar - 388121
Tel: 02692-230440/ 09825028050
Email: harshad.champs@gmail.com



**INDIAN INSTITUTE OF MATERIALS MANAGEMENT
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