



Marathwada MitraMandal's
INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING
(IMERT), Pune
S. No. 18, Plot No. 5/3, CTS No. 205, Behind Vandevi Temple, Karvenagar,
Pune – 411052



1.2.1 Number of Add on/Certification/Value Added Program offered during the last five Years

Brochures/Notices and
Syllabus of Certifications
Offered by Institution



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Brochures/Notices and Syllabus Index

Academic Year 2020-21

Sr. No.	Particulars
1	Personality Development
2	Speak English Professionally
3	Personal Finance for Managers



MM'S IMERT



PERSONALITY DEVELOPMENT CERTIFICATE

Course Overview:

This course is designed to help individuals understand and improve their personality traits, develop a positive self

-image, and enhance their overall well-being.

Course Objectives:

- Understand the concept of personality and its development
- Identify and assess personal strengths and weaknesses
 - Develop emotional intelligence and self-awareness
 - Improve communication and interpersonal skills
 - Build confidence and self-esteem
 - Develop a growth mindset and resilienc

[HTTPS://MMIMERT.EDU.IN](https://mmimert.edu.in)

797266 3041

Starting From 03-03-2021



MM's IMERT

Speak English Professionally Certificate

Course Title: Speak English

Professionally Certification Course

Overview: This course is designed to equip professionals with the skills to communicate effectively in English in a professional setting, enhancing their career prospects and ability to interact with international clients and colleagues.

Course Objectives:

- Improve fluency and accuracy in spoken English
- Develop professional vocabulary and phrases - Enhance pronunciation and intonation skills
- Learn effective communication strategies
- Build confidence in speaking English in professional contexts

Starting From 24-03-2021

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MM'S IMERT

PERSONAL FINANCE FOR MANAGERS

Course Overview:

This course is designed to equip managers with the knowledge and skills to make informed personal financial decisions, manage their finances effectively, and align their personal financial goals with their professional objectives.

Course Objectives:

- Understand financial planning and goal-setting
- Manage personal income and expenses effectively
- Invest in assets and manage risk
 - Optimize tax strategies and insurance planning
- Plan for retirement and estate management

STARTING FROM 08-03-2021

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(MM's IMERT), Pune
S. No. 18, Plot No. 5/3, CTS No. 205, Behind Vandevi Temple, Karvenagar, Pune - 411052

Date:- 01-03-2021

Notice for MBA-I Students


We are pleased to announce the commencement of **Personality Development Certificate** starting from 03-03-2021. The details of the course are as follows:

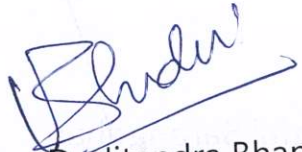
Date:- 03-03-2021

Time:- 10.30am to 12.30pm

Venue: IMERT Seminar Hall

Attendance is mandatory for All students


Prof. Pranjal Jadhav
Prepared by


Dr. Jitendra Bhandari
Approved by



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S. No. 18, Plot No. 5/3, CTS No. 205, Behind Vandevi Temple, Karvenagar, Pune – 411052

Date:- 20-03-2021

Notice for MBA-I Students

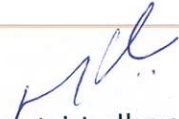
We are pleased to announce the commencement of **Speak English Professionally Certificate** starting from 24-03-2021. The details of the course are as follows:

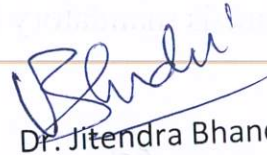
Date:- 24-03-2021

Time:- 10.30am to 12.30pm

Venue: IMERT Seminar Hall

Attendance is mandatory for All students


Prof. Pranjal Jadhav
Prepared by


Dr. Jitendra Bhandari
Approved by



Since 1994

Date:- 03-03-2021

Notice for MBA-II Finance Students

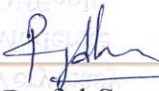
We are pleased to announce the commencement of **Personal Finance for Managers Certificate** starting from 08-03-2021. The details of the course are as follows:


Date: - 08-03-2021

Time: - 10.30am to 02.30pm Venue:

IMERT Finance Classroom

Attendance is mandatory for All students


Prof. Praful Sarangdhar
Prepared by


Dr. Jitendra Bhandari
Approved by

Course Title: Personality Development Certificate

Course Overview: This course is designed to help individuals understand and improve their personality traits, develop a positive self-image, and enhance their overall well-being.

Course Objectives:

- Understand the concept of personality and its development
- Identify and assess personal strengths and weaknesses
- Develop emotional intelligence and self-awareness
- Improve communication and interpersonal skills
- Build confidence and self-esteem
- Develop a growth mindset and resilience

Course Outline:

Module 1: Understanding Personality

- Definition and theories of personality
- Personality traits and types
- Factors influencing personality development

Module 2: Self-Discovery and Awareness

- Identifying personal values and beliefs
- Understanding emotional intelligence
- Recognizing strengths and weaknesses

Module 3: Building Self-Confidence

- Developing a positive self-image
- Overcoming self-limiting beliefs
- Building resilience and coping skills

Module 4: Effective Communication

- Verbal and non-verbal communication skills
- Active listening and empathy
- Conflict resolution and assertiveness

Module 5: Interpersonal Skills and Relationships

- Building and maintaining relationships
- Effective teamwork and collaboration
- Managing stress and conflict

Module 6: Personal Growth and Development

- Setting goals and achieving success
- Developing a growth mindset
- Practicing self-care and stress management



Course Title: Speak English Professionally Certification

Course Overview: This course is designed to equip professionals with the skills to communicate effectively in English in a professional setting, enhancing their career prospects and ability to interact with international clients and colleagues.

Course Objectives:

- Improve fluency and accuracy in spoken English
- Develop professional vocabulary and phrases
- Enhance pronunciation and intonation skills
- Learn effective communication strategies
- Build confidence in speaking English in professional contexts

Course Outline:

Module 1: English for Professional Purposes

- Introduction to professional English
- Vocabulary for business and industry
- Common phrases and expressions

Module 2: Fluency and Coherence

- Improving fluency and speech flow
- Using cohesive devices and connectors
- Practicing spoken language structures

Module 3: Pronunciation and Intonation

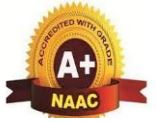
- Enhancing pronunciation accuracy
- Mastering intonation patterns
- Practicing stress and rhythm

Module 4: Effective Communication

- Developing active listening skills
- Using appropriate body language and nonverbal cues
- Practicing effective questioning and summarizing

Module 5: Professional Presentations and Meetings

- Structuring and delivering presentations
- Participating in meetings and negotiations
- Using appropriate language and protocols



Course Title: Personal Finance for Managers Certification

Course Overview: This course is designed to equip managers with the knowledge and skills to make informed personal financial decisions, manage their finances effectively, and align their personal financial goals with their professional objectives.

Course Objectives:

- Understand financial planning and goal-setting
- Manage personal income and expenses effectively
- Invest in assets and manage risk
- Optimize tax strategies and insurance planning
- Plan for retirement and estate management

Course Outline:

Module 1: Financial Planning and Goal-Setting

- Understanding financial planning and goal-setting
- Assessing personal financial situation and creating a financial plan
- Setting financial goals and priorities

Module 2: Personal Income and Expense Management

- Managing personal income and expenses
- Creating a budget and tracking expenses
- Optimizing cash flow and reducing debt

Module 3: Investing and Risk Management

- Understanding investment options (stocks, bonds, etc.)
- Assessing risk tolerance and creating an investment plan
- Managing and diversifying investments

Module 4: Tax Strategies and Insurance Planning

- Understanding tax implications of investments
- Optimizing tax strategies (e.g., 401(k), IRA)
- Understanding insurance options (life, disability, etc.)

Module 5: Retirement and Estate Planning

- Planning for retirement (e.g., 401(k), pension)
- Understanding estate planning (wills, trusts, etc.)
- Creating a comprehensive estate plan