

MOST URGENT



**NO.SO(ABs)5-3/2023 (P-II)
GOVERNMENT OF THE PUNJAB
SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT**

Dated Lahore, the 01st October, 2025

To

1. All Vice Chancellors of public sector Medical Universities in the Punjab
2. All the Principals of public sector Medical Colleges in the Punjab
3. All Medical Directors/ Executive Directors/ Medical Superintendents of public sector Teaching Hospitals in the Punjab

**SUBJECT: PROFESSIONAL DEVELOPMENT DIPLOMA PROGRAMS
(EVENING) FOR THE MONTH OF OCTOBER, 2025.**

I am directed to refer to the subject cited above and to enclose herewith copy of a letter dated 04.09.2025 received from the Deputy Manager (In-charge Diploma Department), Pakistan Institute of Management, Government of Pakistan, Ministry of Industries & Production, Islamabad.

2. Submitted for information.

[Signature]
SECTION OFFICER (ABs)

NO. & DATE EVEN:

Copy is forwarded for information to the:

1. The Deputy Manager (In-charge Diploma Department), Pakistan Institute of Management, Government of Pakistan, Ministry of Industries & Production, Islamabad w/r letter referred above.
2. PSO to Secretary, SHC&ME Department.
3. PS to Special Secretary (Operations) SHC&ME Department.
4. PA to Additional Secretary (Technical), SHC&ME Department.
5. PA to Deputy Secretary (Technical-I), SHC&ME Department.

[Signature]
SECTION OFFICER (ABs)

[Handwritten mark]

PAKISTAN INSTITUTE OF MANAGEMENT

Ministry of Industries & Production, Government of Pakistan
Management House, 50-B7, Gulberg-III, Lahore
Tel: (042) 3701854, 9025113-16 Fax: (042) 9025113
Website: www.pim.com.pk E-mail: diploma@pim.com.pk



The Section Officer (E.III)
Services & General Administration Deptt.
Civil Secretariat
Lahore.

September 04, 2025

Sub:

Professional Development Diploma Programs (Evening) For the Month of October, 2025

Dear Sir/Madam,

It gives me great pleasure to announce the following programs for professional development of executives at PIM Lahore.

1. Diploma in Project Management (Starting from October 09, 2025)
2. International Trade Management & Import Export Procedures with Documentation (Starting from October 11, 2025)
3. Certified Supply Chain Professional (CSCP) (Starting from October 12, 2025)
4. Diploma in Interior Designing & Event Management (Starting from October 17, 2025)
5. Diploma in Industrial Relations & Labor Laws (Starting from October 18, 2025)

PIM is offering professional diploma programs since June 2005, keeping in view the needs and requirements of practicing professionals. These programs have enabled participants to acquire latest knowledge and techniques in their fields in relatively short period, with an emphasis on practical approach and relevance to Pakistani environment.

These programs are designed and taught by PIM's highly experienced faculty as well as industry professionals.

Please find enclosed brochures for the said programs along with admission form. You are requested to send your nominations at the earliest. (Last date for registration is two days prior to commencement of the respective program)

With best regards,

Yours faithfully,

(Shahnaz Iliam Din)
Dy. Manager (Incharge Diploma Department)

Head Office: Management House, Shahrah-e Iran, Clifton, Karachi-75600
Tel: (9221) 99251718, 99251680, EPABX: 99251711-4, Fax: (9221) 99251715, 9251716
Email: pimmarketing@pim.com.pk

BRANCH OFFICE ISLAMABAD: Plot # 12-K, Sitara Market, Sector G-7 Markaz Islamabad
Tel: 051-9252651-2, Fax: 051-9252653, E-Mail: pimab@pim.com.pk

www.pim.com.pk PIM The Pioneer PIM The Pioneer PIM The Pioneer

Starting: 09 October, 2025

PIM, Lahore

Duration: 4 Months

Fee: 56,000/=



Diploma In Project Management

As the business world grows more competitive organizations find it necessary to take on an increasing number of projects. It has been observed that organizations often lack qualified and skilled project managers to handle the work, who can not only sense the change but are also able to handle the projects in a professional manner. SMART Project Managers are the need of time, so it is the right stint to enrich your skills and enhance your knowledge base in order to benefit your Organizations and yourself as well.

PROGRAM CONTENTS

- Project & Project Management framework
- Organizational structure and role in project success
- Agile Project Management
- SCRUM
- Project Management Performance Domains
 - o Stakeholder Performance Domain
 - o Team Performance Domain
 - o Development Approach Life Cycle
 - o Planning Performance Domain
 - o Project Work Performance Domain
 - o Delivery Performance Domain
 - o Measurement Performance Domain
 - o Uncertainty Performance Domain
- Project Integration Management
- Project Scope Management
- Project Schedule Management
- Project Cost Management
- Project Quality Management
- Project Resource Management
- Project Communications Management
- Project Risk Management
- Procurement Management
- Project Stakeholder management

WHO SHOULD ATTEND

REGISTER
NOW

The diploma has been designed for Engineers, Managers, Project Coordinators, Product Development Managers and all persons who work on projects in both private and public sector organizations.



PAKISTAN INSTITUTE OF MANAGEMENT

MINISTRY OF INDUSTRIES & PRODUCTION, GOVT. OF PAKISTAN
SERVING BUSINESS & INDUSTRY SINCE 1954

Management House, 70-B/2,
Gulberg-III, Lahore.



(+9242) 35761894, 99263133-34
+92 324-6634238, +92 332-7156331



shahnaz@pim.com.pk
www.pim.com.pk

Starting: 11 October, 2025

PIM, Lahore

Duration: 2 Months

Fee: 29,000/= (The Fee is Exclusive of GST)

International Trade Management & Import-Export Procedures with Documentation

COURSE OBJECTIVES

1. To learn complete end-to-end process of doing International Trade (Import & Export)
2. To learn about transit trade and its emerging scope in Pakistan
3. To develop in-depth understanding of import and export related Government regulations, policies and requirements.
4. How to start own import-export or transit trade related business?
5. How to prepare the clean documentation smooth customs clearance.
6. Complete understanding of handling International Trade Payments and Trade Finance.
7. To learn about the dealing with trade related international bodies, chambers, agents, shipping companies and authorities.
8. To gain in-depth insights and techniques to work on mitigation of risks and minimization of costs associated with Import and Export. To learn international market dynamics and Trade Intelligence
9. To work with international trade databases and tool for the efficient handling of Imports & Exports.

COURSE CONTENTS

1. In-depth understanding of International Trade (Import, Export and Transit Trade)
2. Managing the cost, risk and responsibilities associated with logistics of consignments using
3. Incoterms rules 2020.
4. Practical Documentation International Payment modes (LC, TT, DP, DA, Collection)
5. Customs clearance, port procedures and landed cost calculations
6. E-Commerce and social media profiling of businesses
7. Export Marketing and Import Sourcing

WHO SHOULD ATTEND

REGISTER NOW

1. Export & Import Managers, Executives, Management Trainees
2. Commercial & Financial Managers concerning Import-Export
3. Entrepreneurs
4. Personnel in Shipping Department
5. Procurement & Logistics Personnel



PAKISTAN INSTITUTE OF MANAGEMENT

MINISTRY OF INDUSTRIES & PRODUCTION, GOVT. OF PAKISTAN
SERVING BUSINESS & INDUSTRY SINCE 1954

Management House, 70-B/2,
Gulberg-III, Lahore.

(+9242) 35761894, 99263133-34
+92 324-6634238, +92 332-7156331

shahnaz@pim.com.pk
www.pim.com.pk

Starting: 12th October, 2025

Duration: 5 Months

PIM, Lahore

Fee: 79,000/=



CERTIFIED SUPPLY CHAIN PROFESSIONAL (CSCP) STUDY GROUP

CSCP is awarded by APICS-USA (www.apics.org/cscp) and is the gold standard in supply chain management. Companies worldwide prefer to have CSCP-qualified professionals for supply chain-related jobs. CSCP is becoming a must in most large companies in Pakistan, too. The body of knowledge covers the end-to-end supply chain and all the processes from origin/ extraction to consumption. Demonstrate your mastery of supply chain management best practices by obtaining your APICS CSCP designation. Prepare for the CSCP exam with us at the Pakistan Institute of Management, the pioneers in supply chain management training in Pakistan.

COURSE CONTENTS:

To earn your CSCP designation, you must pass one exam covering eight modules. Each module reflects critical areas in supply chain management.

Module 1 – Supply Chains, Demand Management, and Forecasting

Module 2 – Global Supply Chain Networks

Module 3 – Sourcing Products and Inventory

Module 4 – Internal Operations and Logistics

Module 5 – Forward and Reverse Logistics

Module 6 – Supply Chain Relationships

Module 7 – Supply Chain Risk

Module 8 – Optimization, Sustainability, and Technology.



Classes will be conducted on Sunday from 10:00am to 04:00 p.m.



PAKISTAN INSTITUTE OF MANAGEMENT

MINISTRY OF INDUSTRIES & PRODUCTION, GOVT. OF PAKISTAN
SERVING BUSINESS & INDUSTRY SINCE 1954

Management House, 70-8/2,
Gulberg-III, Lahore.

(+9242) 35761894, 99263133-34
+92 324-6634238, +92 332-7156331

shahnaz@pim.com.pk
www.pim.com.pk



PAKISTAN INSTITUTE OF MANAGEMENT PROFESSIONAL DIPLOMA IN INTERIOR DESIGNING AND EVENT MANAGEMENT



Interior design is becoming an increasingly viable career option for creative individuals who have a flair for home or office design and decor. However, there's more to it than just the inclination; there's also the ability. Love for decorating the spaces is in the nature of every human. To be a good designer, you need several skills- some are inbuilt and some can be acquired. This program will help the individuals to sharpen their skills, prepare them to join the design industry as event and interior designers, and to have sufficient knowledge of new trends in market.

WHO SHOULD JOIN?

The Diploma in Interior designing and event management is the perfect program for you; If you are interested in pursuing a career in interior design, progressing onto a degree, aiming to join the industry as a professional interior designer, or someone who would just like to learn more about these skills, processes and creativity required to design your own project.

TRAINER'S PROFILE

Lead facilitator of the program is PhD in Interior Design and Management, has been working as interior designer and teaching Interior Design and Management in multiple universities for last 8 years. She has worked as Creative Head for several leading brands of Pakistan. Further, she is a Social Entrepreneur, and a Motivational Speaker. Further, Program will include sessions from other academic and industry experts.



METHODOLOGY

Diploma Program is divided into two parts, theoretical and practical. Theoretical part will cover sufficient and needed knowledge of all basic components of design and relative field. In practical part, students will handle projects of interior designing and events management independently.

SCHEDULE

Starting from 17th October, 2025
Duration: 3 Months
Days and Timings: Thursday & Friday
05:00 PM to 09:00 PM
Fee: 41,000/=

For Registration

Voice Dir: (+9242) 35761894
EPABX: (+9242) 9926 3133-35
Fax: (+9242) 9926 3138,
E-Mail: shahnaz@pim.com.pk, diplomaihe@pim.c
Cell: 0324-6634238, 0332-7156331



www.pim.com.pk

Starting: 18 October, 2025

PIM, Lahore

Duration: 3 Months

Fee: 41,000/= (The Fee is Excl. of Tax)

Diploma In Industrial Relations & Labor Laws

The modern day employers attach great importance to maintain good industrial relations as a cornerstone for business growth and success. It is about negotiations between employees and business owners/ managers that lead to increased productivity and improved product quality in exchange for better pay and conditions of employment for workers. This Three-months diploma program for Private & Public sector Organizations will equip participants with the latest tools and techniques for better understanding of the basic IR functions and enhance the understanding of IRM & labor laws focusing individuals at all levels.

PROGRAM CONTENTS

1. Industrial Relations Management
2. Labor Rights & ILO standards
3. Labor Policies
4. Laws pertaining to Workplace discipline and Working conditions
5. Laws related to benefit of Employees
6. Dismissal of Employments
7. Contract Management
8. Payment Wages act
9. Procurement Laws and Management
10. Toolkit for Effective Negotiations
11. Complaint forums



PAKISTAN INSTITUTE OF MANAGEMENT

MINISTRY OF INDUSTRIES & PRODUCTION, GOVT. OF PAKISTAN
SERVING BUSINESS & INDUSTRY SINCE 1954

Management House, 70-B/2,
Gulberg-III, Lahore.



(+9242) 35761894, 99263133-34
+92 324-6634236, +92 332-7156331



shahnaz@pim.com.pk
www.pim.com.pk

PROGRAM NAME:

Program Starting Date:

One Recent Photograph

[illegible]

Gender: ☐ Male ☐ Female Date of Birth:

Home address:

Telephone No. _____

WhatsApp No.

E-mail:

Business address:

Telephone No. _____

Fax No. _____

Total experience:

Which address should be used in any future correspondence with you? (Please tick box)

☐ Home ☐ Business ☐ Other (please specify):

EMPLOYMENT RECORD: (Name of Organization)	Business Activity	Your Title & Department	Period of Employment

LAST EDUCATION				
Name of Institution	Year	Subject	Qualifications	Grade/CGPA
PROFESSIONAL OR OTHER POST-GRADUATE CERTIFICATION				Year

STATEMENT OF RULES & REGULATIONS

ATTENDANCE

Students are required to attend regularly all lectures, computer laboratory sessions, seminars and fieldwork as may be specified. In case, a student accumulates more than the allowed number of absences, he will not be eligible for the Diploma for Professional Development.

The provision of absences is only for emergencies. This cannot be used on the first day of the Diploma or before the final examination.

A student is allowed a maximum of 6 absences during the entire Diploma.

Students are required to be in time for their sessions. After 10 minutes of the start of class, the entrant will be marked late.

Only 6 late attendances will be allowed.

It is expected that the students will maintain proper dress code at all times.

WITHDRAWAL FROM THE DIPLOMA

Students are not allowed to withdraw from the Diploma. If a student cannot continue the Diploma his/her fee will be forfeited.

CONDUCT AND DISCIPLINE

A disciplinary action, leading to rustication, will be taken against students whose conduct is found objectionable at any time during the course of study. Reference will be made to PIM's code of conduct.

EVALUATION AND GRADING

The performance of participants is evaluated through continuous observation of the student's performance in the Diploma – the extent to which he/she participates in discussions and the case studies and exercises.

There will be quizzes, three monthly hourly exams and final exam at the end of the program. The total marks for passing the Diploma will be 60 out of a total of 100 marks.

Participants, who do not meet attendance or any other eligibility criteria, will not be allowed to appear in the final examination.

In the rating of participants, the following grading plan is used:

A	87 - 100
B+	81 - 86
B	72 - 80
C+	66 - 71
C	60 - 65
F	below 60 (failed)

Students who are unable to appear for the final exam are required to submit a written application stating the reason for not appearing for the exam. PIM reserves the right to approve or deny such applications. If approved, the student will be allowed to sit for the exam within one month. Failure to do so, the student will only be given a Certificate of Attendance.

- NOTE:**
1. Incomplete forms will not be entertained.
 2. Organization's letter must accompany with this form, if financed by your employer.
 3. Please attach copies of qualification / experience certificates.
 4. PIM reserves the right to reject any candidate without assigning any reason.

DECLARATION:

I hereby stand committed to the above information provided by me as true and accurate and agree to accept the terms and conditions of this Program.

Date: _____

Signature of applicant: _____