

# GUIDELINES TO FILL APPLICATION FORM OF TWO YEAR PGDM PROGRAMS

## Important Instructions

### **Welcome to the Admission portal of IMI New Delhi, IMI Bhubaneswar & IMI Kolkata**

Applications are invited for admission in PGDM, PGDM(HRM) & PGDM (B&FS) of IMI New Delhi, PGDM of IMI Bhubaneswar & PGDM of IMI Kolkata.

DEADLINE FOR ACCEPTING ONLINE APPLICATION FORMS WILL BE THE MIDNIGHT OF **4<sup>th</sup> December, 2017.**

#### **Online Admission Process :-**

- Users should create a new account while applying online. The login details will be used for filling the admission form and for checking the status of the application later.
- After logging in successfully, the admission form will be displayed.
- Applicant should complete the online application form and submit the same along with the admission fee which is **non-refundable**
- Admission to the PGDM Programs at **IMI NEW DELHI** is only through **CAT and/or GMAT** test scores.
- Admission to the PGDM Program at **IMI BHUBANESWAR** is through **CAT, GMAT, XAT and CMAT** test scores.
- Admission to the PGDM Program at **IMI KOLKATA** is through **CAT, GMAT and XAT** test scores.

For complete information refer to the **Admission Bulletin 2018**. Please note that after submitting the final application along with payment of application fee, the candidate cannot edit or make any changes in the given information.

**Payment Instructions :- The admission application form fee will be as follows:-**

- Application form fee for **IMI New Delhi for first programme** is **Rs.2000/-** . However, if an applicant who has applied to IMI New Delhi **also** wants to apply for **IMI Bhubaneswar and/or IMI Kolkata**, s(he) can do so with out any extra cost.
- In case someone intends to apply for additional programme(s) at IMI New Delhi s(he) has to pay an additional fee of Rs.500/- per extra programme(s).
- Application form fee for **only IMI Bhubaneswar** is **Rs. 1000/-**
- Application form fee for **only IMI Kolkata** is **Rs. 1000/-**
- If an applicant wants to apply **for both IMI Bhubaneswar and IMI Kolkata** only s(he) needs to pay **Rs. 2000/-**
- **The admission fee can be paid through Credit Card/ Debit Card/ Net Banking through the designated payment gateway. No receipts are to be sent to IMI's Admission Office.**
- Payment can also be made by Demand Draft, drawn in favour of **International Management Institute**, payable at New Delhi for IMI Kolkata/Bhubaneswar giving the IMI Application Form Number, programme and campus reference on the reverse of the Demand Draft. In the absence of the above information the application will be treated as incomplete and liable to be rejected. **All payments by Demand Draft are to be sent to IMI Delhi, irrespective of the campus applied to.**

**Applications, completed in all respect, should be submitted online latest by midnight of 04<sup>th</sup> December 2017. Incomplete forms are liable to be rejected.**

**Please fill in the data carefully as incorrect data could lead to the application being rejected.**

## Important Dates

### Schedule for Online Registration and Interview Process

1.	Last date for online submission of application forms and payment through the following methods: <ul style="list-style-type: none"><li>- Netbanking</li><li>- Credit /Debit Card</li><li>- Demand Draft</li></ul>	Midnight of 4 <sup>th</sup> <b>December 2017</b>
2.	Display of shortlist for Interview process* (for all campuses)	Tentatively 1 <sup>st</sup> <b>week of February 2018</b>
3.	Interviews in Delhi * (for Delhi campus)	Tentatively in the 3 <sup>rd</sup> & 4 <sup>th</sup> <b>week of March 2018</b>
4.	Interviews Outstation* (for Delhi campus)	Tentatively from the 3 <sup>rd</sup> <b>week of February 2018 to 2<sup>nd</sup> week of March 2018</b>
5.	Interview Kolkata & Bhubaneswar Campus*	Tentatively in the <b>month of February 2018</b>
6.	Display of final results* (for Delhi campus)	Around the 2 <sup>nd</sup> <b>week of April 2018</b>
7.	Commencement of Program* (for all campuses)	<b>2<sup>nd</sup> or 3<sup>rd</sup> week of June 2018</b>

\*Exact dates will be communicated later.

In case of any difficulty the candidates may contact admission office – email id – [admissions@imi.edu](mailto:admissions@imi.edu) (for Delhi) [admissions@imibh.edu.in](mailto:admissions@imibh.edu.in) (for Bhubaneswar) and [admissions.imik@rp-sg.in](mailto:admissions.imik@rp-sg.in) (for Kolkata)

# IMPORTANT INFORMATION

## Eligibility for admission

### Education background

To be eligible for admission to the PGDM Programmes, the participants must possess a bachelor's equivalent degree, with a minimum of 50% aggregate marks or equivalent in any discipline, from a recognised university in India or abroad (recognised by the UGC / Association of Indian Universities). However, the final selection may be based on a higher cut-off percentage depending on the total number of applicants for the programme. The bachelor's degree or equivalent qualification obtained by the candidate must entail a minimum of three years education, after completing higher secondary schooling under the 10+2 system or equivalent. Candidates appearing in the final year of their bachelor's degree or equivalent are also eligible, provided they furnish proof of meeting the minimum eligibility criteria by September 30, 2018. Candidates who are unable to comply with this requirement are liable to be rejected from the programme. It is desirable that candidates complete all academic requirements before enrolling for the programme to help them keep pace with the rigour and assessment parameters of the programme.

### Participant profile

Participants for the PGDM programme may be fresh graduates and/or with relevant work experience from any discipline including Engineering, Humanities, Commerce, Economics, Medicine or any other branch of education.

### Admission Procedure

#### Application form

- IMI admission Bulletin can be downloaded from our website [www.imi.edu](http://www.imi.edu)
- Application form is available at <http://admission.imi.edu> and must be submitted online. IMI Delhi does not accept Admission applications off-line.
- Applicant should complete the online application form and submit it along with the admission application fee, which is non-refundable.
- Cost of an application form will be Rs.2000/- for an applicant desirous of applying to any one of the two-Year Programmes of IMI Delhi. In addition, if the applicant desires to apply for other programmes also then s(he) is required to pay Rs.500/- per programme additionally.

- The admission fee can be paid through Credit Card/ Debit Card/Bank Transfer through the designated payment gateway. No receipts are to be sent to IMI's Admission Office in such a case.
- **Applications complete in all respects, including application fees, should be submitted online by midnight of December 4, 2017. Incomplete forms are liable to be rejected summarily.**

## **Admission Process**

### **Admission Test**

#### **CAT**

- Admission to the programme is through the Common Admission Test (CAT) conducted by The Indian Institute of Management at different centers all over the country. CAT 2017 would be held on November 26<sup>th</sup>, 2017 (Refer CAT Bulletin for further details).
- IMI will obtain the test scores from the IIM for those candidates who have appeared in the CAT examination and have also applied to IMI for the PGDM programmes.
- IIMs have no role either in the selection process or in the conduct of the programme

#### **GMAT**

- Foreign students, PIO and NRI sponsored candidates are also eligible, based on their GMAT scores, provided they have taken the GMAT test not earlier than January 2016 and not later than 20<sup>th</sup> January 2018.
- Indian residents who have appeared for GMAT, not earlier than January 2016 and not later than 20<sup>th</sup> January 2018 are also eligible to apply.
- Candidates will be required to furnish their GMAT scores while applying and provide a self-attested copy of the GMAT score sheet to the Admission Office for verification at the time of personal interview. GMAT scores without the above document will not be accepted and the application may be summarily rejected.

#### **XAT**

- Valid only for PGDM (Bhubaneswar & Kolkata Campus)
- Candidates with a valid XAT score are eligible to apply. The XAT is usually conducted on the first Sunday of January.

#### **CMAT**

- Valid only for PGDM (Bhubaneswar Campus)
- Candidates with a valid CMAT score are eligible to apply. The CMAT is usually conducted twice a year during September and February.

## Selection Process

### Shortlisting Criteria

Candidates who have appeared for the CAT 2017 examination or furnished valid GMAT score and have applied to IMI, New Delhi will be shortlisted on the basis of information provided in the application form, CAT scores or GMAT score, educational background, marks in 10th, 12th, graduation and work experience, if any. Only shortlisted candidates will be called for the final stage of the selection process.

**Applicants should note that mere fulfillment of minimum eligibility criteria may not ensure consideration for shortlisting by IMI, New Delhi. IMI, New Delhi will not entertain any correspondence on this subject and decisions of the IMI Admissions Committee will be final in all matters.**

### Selection criteria

Past academic performance in graduation, class XII & X, Psychometric Test, Personal Interview besides other qualitative parameters, will constitute the core components of the final stage of the selection process. The IMI, New Delhi Admission Committee reserves the right to modify these components while communicating these to the applicants at the Personal Interview stage. The overall objective will be to identify and assess the candidate's potential for a managerial career.

### Company sponsored Candidates:

- ☐ IMI, New Delhi accepts applications from Company sponsored candidates, within the approved strength of the programme. These candidates will also be assessed as per the selection process described above.
- ☐ Candidates being sponsored by their respective companies must submit a letter from the sponsoring organisation, to this effect and undertake to pay all fees and dues from time to time, during the complete duration of the programme. This letter/undertaking will be required to be submitted at the Personal Interview stage.
- ☐ Candidates who are sponsored by their organisation will not be eligible for receiving any placement assistance from the Institute's placement cell.
- ☐ The fee structure for such candidates is given separately along with the fee structure for general candidates.

Based on the short listing, applicants will be called for a Personal Interview to assess their suitability for the Programme. Interviews will be held during February/March 2018 (tentative).

## **Interview Centers**

Besides Delhi, the selection process will be conducted at other centers including Ahmedabad, Bangalore, Bhopal, Bhubaneswar, Chandigarh, Chennai, Dehradun, Guwahati, Hyderabad, Jaipur, Kochi, Kolkata, Mumbai, Pune and Varanasi,. Candidates should indicate their first and second preference of interview center in the application form. If a candidate's preferred center is not allotted, for any reason, the candidate will be informed of the change. IMI reserves the right to change any of the centers for the selection process, without assigning any reasons.

## **Admission Offer**

Admission offer will be based on a composite score arrived after the assessment has been made during the various stages of the selection process, defined above. The result will be announced through an Admission Portal and will be notified on the IMI, New Delhi. Website Applicants are advised to check the updates on the website at regular intervals. Offer letters will thereafter be dispatched, to the mailing address provided in the application form as also by email. **Applicants are advised to provide their complete postal address and active email ID which should be valid up to 30th June 2018 for receiving important communications.** Successful candidates, who have been offered admission, will be required to pay the first installment of fee within one week of the date of offer, failing which the offer shall lapse and admission will be offered to the next candidate on the waiting list, without any further intimation. **IMI, New Delhi will not accept any responsibility for non-receipt of any communication which is sent to the candidate's mailing address and email ID provided in the Admission Application form.**

## **Withdrawal and refund policy**

As per AICTE rules, in the event of an applicant withdrawing before the starting of the programme, the wait listed candidates would be given admission against the vacant seat. In such a case the entire fee collected from the student, after a deduction of the processing fee of Rs.1000/- (Rupees one thousand only), shall be refunded and returned to the candidate withdrawing from the programme. However, should a student leave the programme after **commencement** of the course and if the seat consequently falling vacant is not filled by another candidate, for whatever reason, only the refundable components of fee shall be returned to the candidate.

## **Programs offered at IMI Delhi**

### Post Graduate Diploma in Management (PGDM) Delhi

The two year program that is designed to prepare students for careers in industry, across functional areas of management was started in 1993 in the Delhi Campus. It attracts candidates across educational streams, be it engineering, medicine, architecture, social sciences or economics and commerce. Fresh graduates and those with work experience are eligible to apply. Entry is through the Common Admission Test (CAT), conducted by the IIM's, and GMAT.

### Post Graduate Diploma in Human Resource Management (PGDMHRM) - Delhi

This two year program was commenced in 2006 to equip students from across functional disciplines, for careers in human resource development, realizing that one among the key differentiators for competitive advantage is the people related skills. It attracts candidates who are fresh out of colleges or even those who have prior work experience and wish to acquire new skills in this domain.

### Post Graduate Diploma in Management (Banking & Financial Services) (PGDM(B&FS)) - Delhi

IMI's two year Post Graduate Diploma in Management (Banking & Financial Services) is designed to prepare students for careers in banking and financial services. The program equips students with strong conceptual skills to manage banking & financial services businesses in an integrated manner. The emphasis is on developing a holistic manager with a vision to take on the challenges of the future in a socially sensitive manner.

### Executive Post Graduate Diploma in Management (Executive-PGDM) – IMI Delhi

Started in 1984, this 15 month program is designed for middle level managers with a minimum 5 years post qualification work experience. It involves ten and half months course work at IMI Delhi campus and one and half months course work at a partner Business school in Europe/USA. The executives then do a dissertation over the next three months at their work place. For more details please watch out for our Admission Announcement soon.

### Fellow Programme in Management (FPM) – IMI Delhi

Started in 2010, IMI's Fellow Program in Management, has been launched with the objective of capacity-building in the domain of education, research and consultancy and is open to full- time research scholars intent in making a career in either domain. For more details please watch out for our Admission Announcement.



## **Programs offered at IMI Bhubaneswar**

### **Post Graduate Diploma in Management (PGDM), Bhubaneswar .**

The two year program that is designed to prepare students for careers in industry, across functional areas of management was started in 2010 the Bhubaneswar. It attracts candidates across educational streams, be it engineering, medicine, architecture, social sciences or economics and commerce. Fresh graduates and those with work experience are eligible to apply. Entry is through the Common Admission Test (CAT), conducted by the IIM's, GMAT, XAT and CMAT.

## **Program offered – IMI Kolkata**

### **Post Graduate Diploma in Management (PGDM) ,Kolkata**

The two year program that is designed to prepare students for careers in industry, across functional areas of management was started in 2010. It attracts candidates across educational streams, be it engineering, medicine, architecture, social sciences or economics and commerce. Fresh graduates and those with work experience are eligible to apply. Entry is through the Common Admission Test (CAT), conducted by the IIM's, XAT and GMAT.

## **Fee structure for PGDM, PGDM (HRM) & PGDM (B&FS) (2018-20): IMI Delhi**

The fee structure for self-sponsored/company sponsored / Foreign Candidates / PIO / NRI for PGDM, PGDM (HRM)

&  
PGDM (B & FS) programmes is given in the following table.

**Self-sponsored**

Item	I	II	III	IV	V	VI	Total
<b>Tuition Fee</b>	<b>224,000</b>	<b>224,000</b>	<b>224,000</b>	<b>236,000</b>	<b>236,000</b>	<b>236,000</b>	<b>1,380,000</b>
Text/ Reading Material	12,000	12,000	11,000	12,000	12,000	11,000	<b>70,000</b>
Student welfare (incl. mediclaim)	4,000	4,000	4,000	4,000	4,000	4,000	<b>24,000</b>
Library Fee	7,000	7,000	6,000	7,000	7,000	6,000	<b>40,000</b>
<b>Total Fee</b>	<b>247,000</b>	<b>247,000</b>	<b>245,000</b>	<b>259,000</b>	<b>259,000</b>	<b>257,000</b>	<b>1,514,000</b>
Security Deposit *	15,000	-	-	-	-	-	<b>15,000</b>
Alumni- Life Membership	2,000	2,000	2,000	2,000	2,000	2,000	<b>12,000</b>
<b>Total</b>	<b>264,000</b>	<b>249,000</b>	<b>247,000</b>	<b>261,000</b>	<b>261,000</b>	<b>259,000</b>	<b>1,541,000</b>

\*Refundable subject to obtaining clearance to all dues and damages to institute properties/assets

**Company-sponsored**

\*Refundable subject to obtaining clearance to all dues and damages to institute properties/assets

Item	I	II	III	IV	V	VI	Total
<b>Tuition Fee</b>	<b>430,000</b>	<b>430,000</b>	<b>430,000</b>	<b>455,000</b>	<b>455,000</b>	<b>455,000</b>	<b>2,655,000</b>
Text/Reading Material	12,000	12,000	11,000	12,000	12,000	11,000	70,000
Student Welfare (including mediclaim)	4,000	4,000	4,000	4,000	4,000	4,000	24,000
Library Fee	7,000	7,000	6,000	7,000	7,000	6,000	40,000
<b>Total Fee</b>	<b>453,000</b>	<b>453,500</b>	<b>451,000</b>	<b>478,000</b>	<b>478,000</b>	<b>476,000</b>	<b>2,789,000</b>
Security Deposit *	15,000	-	-	-	-	-	15,000
Alumni- Life Membership	2,000	2,000	2,000	2,000	2,000	2,000	12,000
<b>Total</b>	<b>470,000</b>	<b>455,000</b>	<b>453,000</b>	<b>480,000</b>	<b>480,000</b>	<b>478,000</b>	<b>2,816,000</b>

**Foreign Candidates, PIO and NRI (IN US \$)**

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	1 <sup>st</sup> Year	2 <sup>nd</sup> Year

Program Fees	27,500	22,500
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**Due date of Fee Deposit:**

<b>Academic Year 2018-19</b>	1st Instalment	As per the due date mentioned in the offer letter
	Hostel & Mess Fee	
	2nd Instalment	11th September 2018
<b>Academic Year 2019-20</b>	3rd Instalment	11th December 2018
	4th Instalment	10th April 2019
	Hostel & Mess Fee	
	5th Instalment	10th September 2019
	6th Instalment	10th December 2019

The students are required to submit the fee as per the listed due dates. A penalty of Rs.100 per day, beyond the period specified above after the second installment, will be charged in case the fee is not paid within the stipulated dates. An exception would be considered only if a permission has been obtained well in advance from the designated and competent authority.

**Hostel Fees and Mess Charges**

Academic Year	Hostel Fee (AC room on twin-sharing)	Mess Charges**
2018-19	1,15,000	58,500
2019-20	1,20,000	62,400

\*\* Mess charges are indicative and subject to review depending on changes in input costs.

**IMI BHUBANESWAR PGDM FEE STRUCTURE (2018-20)**

The fee structure for Self-Sponsored candidates for PGDM program is given in the following table.

	Due Date	Tuition Fee	Text/ Reading Material	Student Welfare	Library Fee	IT Fee	Alumni-Life Membership	Total Rs.	Refundable Security Deposit*
<b>1st installment</b>		132000	9000	4500	8000	8500	2000	164000	20000
<b>2nd installment</b>	<b>01.09.18</b>	132000	9000	4500	8000	8500	2000	164000	
<b>3rd installment</b>	<b>07.12.18</b>	132000	9000	4500	8000	8500	2000	164000	
<b>4th installment</b>	<b>06.04.19</b>	137000	9000	4500	8000	8500	2000	169000	
<b>5th installment</b>	<b>31.08.19</b>	137000	9000	4500	8000	8500	2000	169000	
<b>6th installment</b>	<b>07.12.19</b>	137000	9000	4500	8000	8500	2000	169000	
<b>Total</b>		<b>807000</b>	<b>54000</b>	<b>27000</b>	<b>48000</b>	<b>51000</b>	<b>12000</b>	<b>999000</b>	

\*Refundable subject to obtaining clearance against all dues and damages if any to institute properties/assets

#### Due dates for payment of fee

The 1st installment of the fee, specified above, will be payable within 2 weeks of the release of Admission Offer. Each subsequent installment will be due for on the dates mentioned against each installment. A penalty of Rs.100 per day, beyond the period specified above from 2nd installment onwards, will be charged in the event the fee is not paid within the due dates, unless express permission has been obtained from the competent authority.

#### Hostel Fees and Mess Charges\*

Academic Year	Amount (in Rupees) for One Academic year (June 2018 to March 2019)	Amount Due on
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2018-2020	1, 50, 000/- for AC single room (This is for Lodging only)	June 11, 2018
	95, 000/- for shared AC room ( 2 persons) (This is for Lodging only)	
	95, 000 for Non- AC Single Room ( This is for Lodging only)	
	1,00, 000/- for Non- AC single room (This is for Lodging only)	
	52, 000/- for shared Non- AC room ( 2 persons) (This is for Lodging only)	
	Mess: Veg/Non Vegetarian : 4,500/- per month*	
Vegetarian / Non- Vegetarian 5, 300/- per month	Mess Charges are payable Quarterly in advance (5th of every Quarter)	

\*Hostel and Mess charges are indicative and subject to change

#### **Mode of Payment**

The Fee can be paid through demand draft/pay order drawn in favour of “**International Management Institute**” payable at Bhubaneswar.

## IMI Kolkata Fee Structure (2018 -20)

The Fee structure for Self-Sponsored candidates for PGDM programme is given in the following table

Original Fee					
Year Account Category	First Year		Second Year		Total
All Figures in Indian rupees	I	II	I	II	
	Installment	Installment	Installment	Installment	
Tuition Fee	183750	262500	304750	301703	1052703
Text/Reading Material	11,500	11,500	11,500	11,500	46,000
Student Welfare (Includes medical cover/Insurance)		5,000		5,000	10,000
Library fee	8,000	8,000	8,000	8,000	32,000
Life Membership of Alumni Association		3,000		3,000	6,000
Computer Fee	6,000	10,666	11,667	16,667	45,000
Security Deposit (Refundable subject to obtaining clearance of all dues and damage to the Institute properties/Assets)	15,000				15,000
<b>Total</b>	<b>224,250</b>	<b>300,666</b>	<b>335,917</b>	<b>345,870</b>	<b>1,206,703</b>
<b>Hostel Fees (Expenses for room rent and food)</b>	<b>113,000</b>		<b>118,000</b>		<b>231,000</b>
<b>Total</b>	<b>337,250</b>	<b>300,666</b>	<b>453,917</b>	<b>345,870</b>	<b>1,437,703</b>
<b>Air conditioning facility ( Optional )</b>					
<b>( No room heater during Dec to Feb )</b>					
· Jun'18 to Nov'18, Mar'19	55,000				
· Jun'19 to Nov'19, Mar'20			57,500		112,500
<b>Grand Total</b>	<b>392,250</b>	<b>300,666</b>	<b>511,417</b>	<b>345,870</b>	<b>1,550,203</b>

\*The Institute reserves the right to revise the rates as and when required.