



## 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, PGDMHRM & 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 **12<sup>th</sup> December, 2016.**

#### **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 2017**. 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** 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**, she/he can do so **free of cost**.
- Application form fee for **only IMI Bhubaneswar** is **Rs. 500/-**
- Application form fee for **only IMI Kolkata** is **Rs. 500/-**
- If an applicant wants to apply **for both IMI Bhubaneswar and IMI Kolkata** he/she needs to pay **Rs. 1000/-**
  
- **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 New Delhi, IMI Bhubaneswar and IMI Kolkata. It should also contain the CAT / GMAT / XAT / CMAT (**XAT is accepted for Kolkata & Bhubaneswar Campus & CMAT is accepted by IMI Bhubaneswar only**) registration number and Institute reference on the back of the Demand Draft. In the absence of the CAT / GMAT/ XAT / CMAT registration number and Institute's reference the application will be treated as incomplete and is liable to be rejected. You are required to fill in the details of the Demand Draft while completing the form, hence keep the same handy.

**Applications, completed in all respect, should be submitted online latest by midnight of 12th December 2016. 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 <b>12<sup>th</sup> December 2016</b>
2.	Display of shortlist for Interview process* (for all campuses)	Tentatively <b>1<sup>st</sup> week of February 2017</b>
3.	Interviews in Delhi * (for Delhi campus)	Tentatively in the <b>3<sup>rd</sup> &amp; 4<sup>th</sup> week of March 2017</b>
4.	Interviews Outstation* (for Delhi campus)	Tentatively from the <b>3<sup>rd</sup> week of February 2017 to 2<sup>nd</sup> week of March 2017</b>
5.	Interview Kolkata & Bhubaneswar Campus*	Tentatively in the <b>month of February 2017</b>
6.	Display of final results* (for Delhi campus)	Around the <b>2<sup>nd</sup> week of April 2017</b>
7.	Commencement of Program* (for all campuses)	<b>2<sup>nd</sup> or 3<sup>rd</sup> week of June 2017</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 Program, the participants must possess a Bachelor's Degree or equivalent, with a minimum of 50% aggregate marks or equivalent in any discipline, from a recognized university in India or abroad (recognized by the UGC Association of Indian Universities) for admission to post-graduate programs. However the final selection criteria may be a higher percentage based on the total number of applications received. The Bachelors' 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 an equivalent. Candidates appearing in the final year of their bachelor's degree or equivalent are also eligible, provided they furnish the proof of having met the minimum eligibility criteria by September 30, 2017. Candidates who are unable to comply with this requirement may be asked to withdraw from the program. It is desired that candidates complete all academic requirements before joining the program in order to enable them to keep pace with the rigor and internal assessment schedule of the program.

### **Participant profile**

Participants for the PGDM program may be from any discipline such as Engineering, Humanities, Commerce, Economics, Medicine or any other branch of education. The candidature welcomes both freshers and those with relevant work experience.



## 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 does not accept Admission applications off-line.
- Applicant should complete the online application form and submit the same along with the applicable admission fee which is non-refundable.
- The admission application fee will be as follows: An applicant who wishes to apply for one or more than one program at Delhi Campus or is willing to apply for all programs at all three campuses, the application form cost will be Rs. 2000/-. If the candidate is applying only for programs at Bhubaneswar or Kolkata campus the cost of the application form will be Rs. 500/- and if the candidate is applying for programs at both Kolkata and Bhubaneswar campuses then the application form fee will be Rs. 1000/-.
- 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.
- Payment can also be made by Demand Draft, drawn in favor of International Management Institute, payable at New Delhi for all programs, giving the IMI Application Form number, program and campus reference on the back of the Demand Draft. In the absence of the above information the application will be treated as incomplete and is liable to be rejected. All payments by Demand Draft are to be sent to IMI, Delhi, irrespective of the Campus applied to.
- Applications complete in all respects, including application fees, should be submitted online by midnight of **12<sup>th</sup> December , 2016**. Incomplete forms are liable to be rejected summarily.

### Admission Test

#### CAT

- Admission to the program is through the Common Admission Test (CAT) conducted by The Indian Institute of Management (IIM) at different Centers all over the country. CAT 2016 would be held on **Sunday, 4<sup>th</sup> December, 2016**.  
(Refer to 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 program .
- IIM's have no role either in the selection process or in the conduct of the program.

#### **GMAT**

- Foreign students, PIO and NRI sponsored candidates are also eligible and are required to take the Graduate Management Aptitude Test (GMAT) at a test center outside India, taken not earlier than December 2014 and not later than December 2016, and submit such scores while applying to IMI.
- Indian residents who have appeared for GMAT, not earlier than December 2014 and later than December 2016 are also eligible to apply.
- Candidates will be required to furnish their GMAT scores while applying and provide an 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.

#### **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**

### **Short listing Criteria**

Candidates who have appeared for the CAT 2016 examination or furnished valid GMAT score and have applied to IMI will be short listed on the basis of information provided in the application form, CAT scores (sectional and overall) or GMAT score, educational background, marks in 10th, 12th, graduation and work experience.

Only short listed 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 short listing by IMI. IMI 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, Extempore speaking, Psychometric Test, Essay Writing, Personal Interview besides other qualitative parameters, will constitute the core components of the final stage of the selection process. The IMI Admission Committee reserves the right to modify these components while communicating the same to the applicants at the Personal Interview stage. The overall objective being to identify and assess the candidate's potential for a managerial career.

### **Company sponsored Candidates**

- IMI accepts applications from Company sponsored candidates, within the approved strength of the program and such 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 organization, to this effect and undertake to pay all fees and dues from time to time, during the complete duration of the program. This letter/undertaking will be required to be submitted at the Personal Interview stage.
- Candidates who are sponsored by their organization will thus not be eligible for receiving 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.

### **Interview Centers**

Besides Delhi, the selection process will be conducted at other centers including Ahmedabad, Bangalore, Chandigarh, Chennai, Hyderabad, Jaipur, Kolkata, Lucknow and Mumbai. In addition to above, selection process will also be conducted at Bhopal, Pune, Kochi (for Delhi Campus), Bhubaneswar, Guwahati, Ranchi, (for Kolkata and Bhubaneswar campuses) and Allahabad, Indore, Jamshedpur, Kanpur, Raipur, Varanasi and Vishakhapatnam (for Bhubaneswar campus). Candidates should indicate their 1st and 2nd 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 on IMI's 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, and also by email. **Applicants are advised to provide their complete postal address and active email ID which should be valid up to 30th June 2017 for receiving important communications.** Successful candidates, who have been offered admission, will be required to pay the 1st installment of fee within two weeks of the date of offer, failing which the offer shall stand lapsed and admission will be offered to the next candidate on the waiting list, without any further intimation. **IMI 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 & Refund policy**

As per AICTE rules, in the event of an applicant withdrawing before the starting of the programs, 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 program. However, should a student leave the program after commencement of the program and if the seat consequently falling vacant is not filled by another candidate, for any 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 both full- time research scholars as also Corporate Executives, 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 Bhubaneshwar. 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)**  
**(2017-19) : IMI Delhi**

The fee structure for self-sponsored /company sponsored students for PGDM, PGDM(HRM) & PGDM (B & FS) programs 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**

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>



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 payment within 7 days of commencement of each term, as per the Academic Calendar. 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 well in advance from the competent authority.

**Due date of Fee Deposit:**

<b>Academic Year 2017-18</b>	1st Instalment	As per the due date mentioned in the offer letter
	Hostel & Mess Fee	
	2nd Instalment	11th September 2017
	3rd Instalment	11th December 2017
<b>Academic Year 2018-19</b>	4th Instalment	10th April 2018
	Hostel & Mess Fee	
	5th Instalment	10th September 2018
	6th Instalment	10th December 2018

**Hostel Fees and Mess Charges\***

<b>Academic Year</b>	<b>Hostel Fee (AC room on twin-sharing)*</b>	<b>Mess Charges**</b>
<b>2017-18</b>	<b>1,10,000</b>	<b>45,000</b>
<b>2018-19</b>	<b>1,15,000</b>	<b>48,000</b>

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



## **IMI BHUBANESWAR PGDM FEE STRUCTURE (2017-2019)**

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

	<b>Tuition Fee</b>	<b>Text/Reading Material</b>	<b>Student Welfare</b>	<b>Library Fee</b>	<b>IT Fee</b>	<b>Alumni- Life Membership</b>	<b>Total (Rs.)</b>	<b>Refundable Security Deposit*</b>
<b>1st installment</b>	132000	8000	4000	8000	7000	2000	161000	18000
<b>2nd installment</b>	132000	8000	4000	8000	7000	2000	161000	
<b>3rd installment</b>	132000	8000	4000	8000	7000	2000	161000	
<b>4th installment</b>	137000	8000	4000	8000	7000	2000	166000	
<b>5th installment</b>	137000	8000	4000	8000	7000	2000	166000	
<b>6th installment</b>	137000	8000	4000	8000	7000	2000	166000	
<b>Total</b>	<b>807000</b>	<b>48000</b>	<b>24000</b>	<b>48000</b>	<b>42000</b>	<b>12000</b>	<b>981000</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 payment on dates as communicated by Accounts department/ competent authority. 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 2017 to March 2018)	Amount Due On
2017-2019	1,50,000/- for Premium AC single room for Boys Only (This is for lodging only)	June 15, 2017.
	1,35,000/- for AC single room (This is for lodging only)	
	85,000/- for shared AC room (2 persons) (This is for lodging only)	
	95,000/- for Non- AC Single Room (This is for lodging only)	
	48,000/- for Non- AC shared room (2 persons) (This is for lodging only)	
	Veg/Non Vegetarian : 5,000/- per month	Mess charges are payable Quarterly in advance (5 <sup>th</sup> 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 (2017 – 19)**

The Fee structure for Self-Sponsored candidates for PGOM program is given in the following table

Original Fee					
Year Account Category	First Year		Second Year		Total
All Figures in Indian rupees	1 Installment	11 Installment	1 Installment	11 Installment	
Tuition Fee	175000	250000	265000	262350	952350
Text1Reading Material	10,500	10,500	10,500	10,500	42,000
Student Welfare (1Includes medical cover11nsurance)		5,000		5,000	10,000
Library fee	7,500	7,500	7,500	7,500	30,000
Life Membership of Alumni Association		3,000		3,000	6,000
Computer Fee	6,000	9,000	10,000	15,000	40,000
Security Deposit (Refundable subject to obtaining clearance of all dues and damage to the 1nstitute properties1Assets)	15,000				15,000
<b>Total</b>	<b>2,14,000</b>	<b>2,85,000</b>	<b>2,93,000</b>	<b>3,03,350</b>	<b>10,95,350</b>
<b>Hostel Fees</b> (Expenses for room rent and food)	<b>1,00,000</b>		<b>1,00,000</b>		<b>2,00,000</b>
<b>Total</b>	<b>3,14,000</b>	<b>2,85,000</b>	<b>3,93,000</b>	<b>3,03,350</b>	<b>12,95,350</b>
<b>Air conditioning facility ( Optional ) ( No room heater during Oct to Feb )</b>					
· Jun'17 to Nov'17, Mar'18	50,000				
· Jun'18 to Nov'18, Mar'19			50,000		1,00,000
<b>Grand Total</b>	<b>3,64,000</b>	<b>2,85,000</b>	<b>4,43,000</b>	<b>3,03,350</b>	<b>13,95,350</b>