

GUIDELINES TO FILL APPLICATION FORM OF EXECUTIVE PGDM PROGRAM

Important Instructions

Welcome to the Admission portal of IMI New Delhi

Applications are invited for admission in **Executive PGDM** of IMI New Delhi.

DEADLINE FOR ACCEPTING ONLINE APPLICATION FORM WILL BE THE MIDNIGHT OF **12th February, 2018**.

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**.

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:-

- The admission application form fee for **Self Sponsored** candidates is **Rs. 2000/-and is non-refundable**.
- **Company Sponsored** candidates are exempted from paying the admission application fee.
- **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. It should also contain the CAT / GMAT registration number and name of the applicant on the back of the Demand Draft. In the absence of the CAT / GMAT registration number and name of the applicant, 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 February 2018. 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 form and payment through the following methods: <ul style="list-style-type: none">- Net banking- Credit /Debit Card- Demand Draft	Midnight of 12th February 2018
2.	Display of shortlist for Interview process*	3rd week of February 2018
3.	Interview Dates*	End of February / Early March 2018
4.	Display of final results*	In the 2nd week of April 2018
5.	Commencement of Program*	2nd week of May 2018

*Exact dates will be communicated later.

In case of any difficulty the candidates may contact admission office – email id – admissions@imi.edu

IMPORTANT INFORMATION

Eligibility for Admission

Candidates who fulfill the following requirements are eligible to apply for admission:

- Educational Qualifications: To be eligible for admission to the Executive PGDM Program, the participants must possess a Bachelor's degree or equivalent recognized by the Association of Indian Universities with a minimum of 50% aggregate marks.
- Minimum 5 years of full time, post-qualification, experience as on **March 31, 2018**.
- Proficiency in written and spoken English.

Participant Profile

Program is open to individuals from all nationalities and applicants could be:

- Self-Sponsored Candidates
- Company Sponsored from Private/Public Sector/Government Departments
- Entrepreneurs or those from Family owned businesses
- Non-Resident Indians(NRIs) / Persons of Indian Origin (PIOs) working for an organization or enterprise
- Defence Personnel who have retired or will be retiring shortly
- International Professionals from any country

Admission Process

Application form

- IMI admission Bulletin can be downloaded from our website www.imi.edu
- Application form is available at <http://admission.imi.edu> and must be submitted online.
- Applicant should complete the online application form and submit the same along with the admission fee, wherever applicable.
- The admission application fee for self-sponsored candidates is Rs.2000/- and is non-refundable. Company Sponsored candidates are exempted from paying the admission application fee.
- 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 in such a case.**
- Payment can also be made by Demand Draft, drawn in favor of **International Management Institute**, payable at New Delhi, giving the IMI Application Registration number and Name of the Program 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.

Applications complete in all respects, including application fees (where applicable), should be submitted online by midnight **February 12, 2018**. Incomplete forms are liable to be rejected summarily.

Admission Test

- For all **self-sponsored candidates**, admission to the Program is based on scores in the Common Admission Test (CAT) conducted by The Indian Institute of Management or GMAT. For all such candidates IMI will accept CAT scores for any year from 2015 onwards. Candidates who have appeared for GMAT, not earlier than January 1, 2015 and not later than December 31, 2017, are also eligible to apply and must provide their GMAT scores while applying. In exceptional circumstances self-sponsored candidates may be permitted to take **IMI's admission Test** in lieu of either CAT or GMAT scores. *IMIs have no role either in the selection process or in the conduct of the Program.*
- 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 1, 2015 and not later than December 31, 2017, and submit such scores while applying to IMI.

Selection Process

- Candidates sponsored by a PSU or Corporate House will be shortlisted on the basis of information provided in the application form and the recommendation of the sponsoring organization.
- Candidates who are not sponsored will be shortlisted on the basis of information provided in the application form, CAT scores, GMAT score or IMI Test score, educational background, marks in 10th, 12th, graduation & work experience.
- Based on the above short listing, applicants will be called for a Personal Interview to assess their suitability for the Program. Interviews will be tentatively held during February/ March 2018. For Foreign students telephonic interview may be conducted.
- Experience certificate, certified copy of GMAT / CAT scorecard and Sponsorship letter (if applicable) would be required to be submitted, at the time of interview, where applicable.

Applicants should note that the mere fulfillment of minimum eligibility criteria or recommendation from the sponsoring organization will not ensure consideration for short listing or selection by IMI.

Admission Offer

- Admission offer will be based on the assessment made during the selection process, defined above.
- In the case of PSU/Corporate House sponsored candidates, the sponsoring authority will be notified. Sponsoring organizations will be required to confirm in writing the names of candidates who will finally be joining the Program, within two weeks of the communication of the result.
- Offer letters to self-sponsored applicants will be dispatched to the mailing address provided in the application form. The offer will also be emailed. Successful candidates will be required to pay the 1st installment of fee within two weeks of the date of issue of the offer, failing which the offer shall stand cancelled and admission will be automatically offered to the next candidate on the waiting list.

Placement

IMI's Placement Cell would provide assistance for placement of self-sponsored candidates. Candidates who are sponsored by their organizations will not be eligible for receiving any placement assistance.

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.

Fee structure for Executive PGDM (2018-19)

The fee structure for Executive PGDM program has two options (I) with International Study Module and (II) without International Study Module as given in the following tables. The candidates are free to choose any of the following options for their study.

Option I : Executive PGDM Without International Study Module				
<u>Item</u>	I	II	III	Total
Tuition Fee	1,88,000	1,88,000	2,88,000	6,64,000

Text/Reading Material	9,000	9,000	9,000	27,000
Student Welfare	4,000	4,000	4,000	12,000
Library Fee	7,000	7,000	7,000	21,000
Computer Fee	5,000	5,000	5,000	15,000
Lodging (<i>single Executive AC Rooms</i>)	70,000	70,000	70,000	2,10,000
Boarding	45,000	45,000	45,000	1,35,000
Security Deposit*	10,000	-	-	10,000
Alumni- Life Membership	6,000	-	-	6,000
Total	3,44,000	3,28,000	4,28,000	11,00,000

Option II : Executive PGDM With International Study Module				
Item	I	II	III	Total
Tuition Fee	1,88,000	1,88,000	1,88,000	5,64,000
Text/Reading Material	9,000	9,000	9,000	27,000
Student Welfare	4,000	4,000	4,000	12,000
Library Fee	7,000	7,000	7,000	21,000
Computer Fee	5,000	5,000	5,000	15,000
Lodging (<i>single Executive AC Rooms</i>)	70,000	70,000	70,000	2,10,000
Boarding	45,000	45,000	45,000	1,35,000
Security Deposit*	10,000	-	-	10,000
Alumni- Life Membership	6,000	-	-	6,000
International Study Module	2,34,000	2,33,000	2,33,000	7,00,000
Total	5,78,000	5,61,000	5,61,000	17,00,000
Due date of Fee Payment	As per offer letter	31 Aug	30 Nov	-

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

** *The fee for the International Study Module covers cost of Visa, International Travel, Insurance and accommodation besides tuition fee payable to the partner Business School. Accommodation may be provided in studio apartments on twin-sharing basis and the studio apartments are equipped with basic kitchen accessories & cutlery etc.*

Individuals are required to pay for all meals, from their per-diem allowance or equivalent personal funds, during the entire duration of the International module.

Fee for PIO /NRI/Foreign Candidates (with International Study Module) 2018-19:

PIO/NRI Candidates will pay US \$ 39,300 inclusive of US \$ 500 security deposit. It is payable within 3

weeks of issuing admission offer letter. **The fee is inclusive of cost of books, hostel and mess fee, but excluding the boarding charges during the International Study Module.** The security deposit of US \$ 500 is refundable subject to obtaining clearance of all dues and damages 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 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 from the competent authority.