

GUIDELINES TO FILL APPLICATION FORM OF FELLOW PROGRAMME IN MANAGEMENT

Important Instructions

Welcome to the Admission portal of IMI New Delhi

Applications are invited for admission in **Fellow Programme in Management** of IMI New Delhi.

DEADLINE FOR ACCEPTING ONLINE APPLICATION FORMS WILL BE THE MIDNIGHT OF **25th March, 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 FPM Programs at **IMI NEW DELHI** is through **CAT and/or GMAT** test scores(2013-2016) and/or internal IMI FPM admission test.

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:-

- The admission application form fee is **Rs. 2000/-** and is non- refundable.

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, with registration number and Institute reference on the back of the Demand Draft. 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 25th March, 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: - Netbanking - Credit /Debit Card/Demand Draft	Midnight of 25th March, 2017
2.	Interviews Dates *	Mid of April/end of April
3.	Declaration of results*	1 st week of May
4.	Commencement of Program*	2nd or 3rd week of June 2017

***Exact dates will be communicated later. In case of any difficulty the candidates may contact FPM office – email id – fpmoffice@imi.edu cc to chairperson-fpmresearch@imi.edu**

IMPORTANT INFORMATION

Eligibility for admission

The candidates for the programme must have one of the following qualifications obtained from any of the universities incorporated by an act of the central or state legislature in India, or other educational institutions established by an act of parliament or declared to be deemed as a university under section 3 of UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India, or an equivalent qualification from an institution approved by AICTE. The degrees of candidates from foreign universities must be recognized by the Association of Indian Universities (AIU). Similarly, the PGDM of Indian Institutions must be recognized as equivalent to MBA by AIU or approved by AICTE.

A Masters' degree or its equivalent in any discipline with a minimum of 55% aggregate marks

OR

A Bachelors Degree in Engineering with a minimum of 60% marks or equivalent grade point average plus minimum of one year's work experience.

OR

Any professional qualifications such as CA, CMA and CS with a minimum of 55% aggregate marks. CA/CMA/CS must also possess a graduation degree from a university recognized by AIU.

In addition, all the candidates must have secured a minimum of 55 % marks in all of their public examinations starting with the secondary level. Work experience in industry or academics will be given due credit in the selection process.

Admission Procedure

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 admission fee, wherever applicable.
- The admission application fee for Indian Students is Rs.2000/- and for International Student US \$75 and is non-refundable.

Selection Process

Short listing Criteria

Candidates who fulfill the eligibility criteria are required to take Common Admission Test (CAT) held by the IIMs. Scores of CAT/GMAT taken on or after 01 January, 2013 will be considered valid for admission to the session of 2017. Alternatively, the candidates could appear in the test conducted by IMI for the programme. The recently qualified JRF/SRF candidates can also apply in the relevant areas of specialization but they would need to appear in the test conducted by IMI. Please note that all Indian candidates who do not have a CAT score will have to appear for either GMAT or IMI internal test (which will be held only at IMI, Delhi). NRIs and foreign candidates will also need to appear in the CAT/GMAT/or IMI internal test.

Based on the scores obtained in CAT/GMAT or IMI internal test, evaluation of past academic performance and relevant work experience, candidates will be called for an interview for final selection.

Selection Criteria

Candidate will be shortlisted based on information provided in the application form, that include educational background, marks in 10th,12th and graduation. However in case a candidate does not have a valid CAT/GMAT score, will have to appear in IMI internal test. A candidate who is shortlisted will be interviewed by experts. Selection will be based on all the above mentioned parameters.

Interview Center

Interview will be conducted in Delhi only.

Admission Offer

Admission offer will based on the performance in the selection process. Offer letters to selected candidate will 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 fee within two weeks of the date of offer, failing which the offer shall stand lapsed and admission will be offered to the 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.**

Fee and Financial Aid

All selected Indian students will be considered for the award of the IMI fellowship. In addition to this, all selected Indian students are exempted from tuition fees. They will also get free books and course material for the first two years. The fellowship provides a monthly fellowship of Rs.25,000/- during the first two years and Rs. 30,000/- during third year and the fourth year respectively. The Fellowship amount is paid at the end of successful completion of each term for the first two years. The maximum duration of the programme for availing fellowship is four years. The IMI fellowship holders are also eligible to get liberal grant for buying book/hardware/software etc. (Contingency grant-maximum Rs. 30,000 per annum (for third year and fourth year) on production of receipts). Please note, all payment (contingency grant) requests are to be recommended by the concerned supervisor and approved by Chairperson (FPM & Research). The Chairperson (FPM & Research) should approve all payment requests during the period of course work. The students are also encouraged to present research papers in national and international conferences. However, IMI grant will be limited upto a maximum of two national conferences and one international conference provided they have cleared their comprehensive examination.

NRI and foreign candidates are not eligible for fellowship and would be required to pay Rs. 3.56 lakh per year for the first two years (2017-18) and (2018-19) which includes tuition fee, text books/reading material, student welfare and library fee. No fee would be charged after successful completion of the first two years. However, they will be eligible to avail IMI grant for attending conferences subject to the same rules as other FPM students.

For JRF/SRF, no fees would be charged and also books/course material required for the course work would be made available free of charge. In addition, if the contingency grant is not available to the JRF/SRF, they may avail the same from IMI. They are entitled to avail IMI grant for presenting papers at conferences subject to the same rules as for students with IMI Fellowship.

A lifetime non-refundable Alumni fee of Rs. 12000 and a refundable security deposit of Rs. 75000 is charged from every candidate at the time of admission. The security deposit of Rs.75000 is refunded only after completion of the programme. The security amount will be forfeited if a candidate fails to complete the programme.

Hostel Fee and Mess Charges *

FPM being a full-time residential program, students are required to stay at campus during the duration of the course. The FPM and Research Committee could consider exemption from this requirement in special cases.

Academic Year	Hostel fee (AC room on twin-sharing)*	Mess Charges**
2017-2018	Rs.1,10,000/-	Rs.45,000/-

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

Curriculum & Evaluation

First Year would be pursued together with other PGDM students, covering all the basic courses in management. For promotion to second year student must have a minimum average grade of B- (B minus). However, in the area of specialization, overall minimum grade of B⁻ (B minus) would have to be obtained.

In 2nd Year the students would pursue courses related to their area of specialization. This would include 4 FPM area core courses and 2 electives (FPM courses) from chosen area.

On successful completion of second year students would need to undergo a Comprehensive Examination administered by the respective areas. The structure of the comprehensive exam is to be decided by the respective areas.

On the successful completion of comprehensive examination, the candidate is required to form a Thesis Advisory Committee (TAC) for guidance towards the final thesis. Under the guidance of TAC, the student would be required to develop a research proposal and defend it in an open forum comprising faculty and other doctoral students. Thereafter, on completion of research aims and objectives, the candidate would inform the Chairperson (FPM & Research) of the same. Chairperson (FPM & Research) in consultation with TAC would recommend a Thesis Evaluation Committee (TEC) for the evaluation of the research work. The candidate would then be required to present a public seminar on research findings. The candidate is then evaluated by the TEC in an oral defense. After successfully defending the final thesis candidate is awarded the title of "Fellow of the International Management Institute, New Delhi". **(For details, please refer to Handbook of Information for FPM students.)**

Duration

Students are expected to complete the programme within four years. However, under special circumstances extension of one more year may be granted without any financial aid.

Exemption

Exemption from first year courses may be given to candidates who have completed PGDM/MBA from an institute appearing in the top 15 institutes as per the ratings of credible agencies such as Outlook, Business Today, and Business World for at least once in the last three years. Additionally, any IIM which has produced at least 10 batches of PGDM students are also eligible for such exemption. Moreover, PGDM/MBA should not have been completed more than 5 years ago from the date the candidate is seeking admission to FPM.

Candidates having specialized degree such as PGDM (HR), PGDM (Banking & Insurance), PGDM (Retail) or PGDM (Marketing) may be considered for exemption from specific courses based on the recommendation by the concerned area.