



GUIDELINES TO FILL APPLICATION FORM OF TWO YEAR PGDM PROGRAM(S)

Important Instructions

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

Applications are invited for admission in PGDM, PGDM(HRM) & PGDM (B&FS) of IMI Delhi, PGDM of IMI Bhubaneswar & PGDM of IMI Kolkata. **DEADLINE FOR ACCEPTING ONLINE APPLICATION FORMS WILL BE THE MIDNIGHT OF 03rd December, 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**
- 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 2019**. 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's first programme** is ₹2200/- . 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 ₹500/- per extra programme(s).
- Application form fee for **only IMI Bhubaneswar** is ₹1000/-
- Application form fee for **only IMI Kolkata** is ₹1000/-
- If an applicant wants to apply **for both IMI Bhubaneswar and IMI Kolkata** only s(he) needs to pay ₹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.**

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- Applications, completed in all respect, should be submitted online latest by **midnight of 03rd December 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 forms and payment through the following methods: - Netbanking - Credit /Debit Card	Midnight of 03 rd December 2018
2.	Display of shortlist for Interview process* (for all campuses)	First week of February 2019
3.	Interviews in Delhi * (for Delhi campus)	Mid Feb / Mid March 2019
4.	Interviews Outstation* (for Delhi campus)	From the 3 rd week of February to 2 nd week of March 2019
5.	Interview Kolkata & Bhubaneswar Campus*	February – March 2019
6.	Display of final results* (for Delhi campus)	2 nd week of April 2019
7.	Commencement of Program* (for all campuses)	Last week of June 2019

*Exact dates will be communicated later.

In case of any difficulty the candidates may contact admission office email ids as mentioned below:–

For IMI, Delhi - admissions@imi.edu

For IMI, Bhubaneswar - admissions@imibh.edu.in

For IMI, Kolkata - admission.imik@rp-sg.in



IMPORTANT INFORMATION

Eligibility for admission

Education background

To be eligible for admission to the PGDM Program(s), 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 program. 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, 2019. 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 program(s) 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
- 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.2200/-** for an applicant desirous of applying to any one of the two-Year Program(s) of IMI Delhi. In addition, if the applicant desires to apply for another program(s) also then candidate is required to pay **Rs.500/-** per program(s) 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 03, 2018. 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 2018 would be held on November 25th, 2018 (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 program(s).
- IIMs 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, based on their GMAT scores, provided they have taken the GMAT test not earlier than January 2017 and not later than 20th January 2019.
- Indian residents who have appeared for GMAT, not earlier than January 2017 and not later than 20th January 2019 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. Candidates appearing for GMAT or no GMAT score while applying can enter numeric '0' in the GMAT score field and should email their score immediately after the test to admissions@imi.edu. GMAT scores without the above document will not be accepted and the application may be summarily rejected.

Selection Process

Shortlisting Criteria

Candidates who have appeared for the CAT 2018 examination or furnished valid GMAT score and have applied to IMI, 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, Delhi. IMI, 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, Essay Writing, Psychometric Test, Personal Interview besides other qualitative parameters, will constitute the core components of the final stage of the selection process. The IMI, 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, 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 2019 (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, 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 2019 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, 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.

Executive Fellow Programme in Management (EFPM) – IMI Delhi

Started in 2018, IMI's Executive 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) (2019-21): 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	I	III	IV	V	VI	Total
Tuition Fee	2,46,000	2,46,000	2,46,000	2,60,000	2,60,000	2,60,000	15,18,000
Text/ Reading	13,200	13,200	12,100	13,200	13,200	12,100	77,000
Student welfare (incl. mediclaim)	4,400	4,400	4,400	4,400	4,400	4,400	26,400
Library Fee	7,700	7,700	6,600	7,700	7,700	6,600	44,000
Total Fee	2,71,300	2,71,300	2,69,100	2,85,300	2,85,300	2,83,100	16,65,400
Security Deposit *	15,000	-	-	-	-	-	15,000
Alumni- Life Membership	2,500	2,500	2,500	2,500	2,500	2,500	15,000
Total	2,88,800	2,73,800	2,71,600	2,87,800	2,87,800	2,85,600	16,95,400

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



Company-sponsored

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

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

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

	1 st Year	2 nd Year
Program Fees	27,500	22,500

Due date of Fee Deposit:

Academic Year 2019-20	1st Instalment	As per the due date mentioned in the offer letter
	Hostel & Mess Fee	
	2nd Instalment	11th September 2019
Academic Year 2020-21	3rd Instalment	11th December 2019
	4th Instalment	10th April 2020
	Hostel & Mess Fee	
	5th Instalment	10th September 2020
	6th Instalment	10th December 2020



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**
2019-20	1,15,000	58,500
2020-21	1,20,000	62,400

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



IMI Bhubaneswar PGDM Fee Structure

The fee structure for Self-Sponsored candidates for PGDM Programme 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*
1st installment	With Acceptance of Admission Offer	145000	10000	5000	10000	8500	2000	180500	20000
2nd installment	01.09.19	145000	10000	5000	10000	8500	2000	180500	
3rd installment	07.12.19	145000	10000	5000	10000	8500	2000	180500	
4th installment	06.04.20	150000	10000	5000	10000	8500	2000	185500	
5th installment	31.08.20	150000	10000	5000	10000	8500	2000	185500	
6th installment	07.12.20	150000	10000	5000	10000	8500	2000	185500	
Total		885000	60000	30000	60000	51000	12000	1098000	

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

Note 1*: Security deposit is refundable subject to obtaining clearance against all dues and damages, if any, to institute's properties/assets.

Note 2: Each candidate needs to adhere to the payment schedule. Late fee payments are accepted only in exceptional cases (with prior approval), with a daily penalty of Rs. 500/day from the scheduled date.

Note 3: In case, the candidate is unable to clear his/her dues within ten days of scheduled payment with penalty, he/she may be asked to leave the campus.



Hostel Fees and Mess Charges*

Academic	Amount (in Rupees) for One Academic year (June 2019 to March 2020)	Amount Due on
2019-2021	1, 60, 000/- for AC single room (This is for Lodging only)	June 11, 2019
	1, 05, 000/- for shared AC room (2 person (This is for Lodging only)	
	1, 10, 000 for Non- AC Single Room (This is for Lodging only)	
	55, 000/- for shared Non- AC room persons) (This is for Lodging only)	
	Mess: Vegetarian /Non Vegetarian 5,500/- per month*	Mess Charges are payable Quarterly in advance (5th of every Quarter)

*Hostel and Mess charges are indicative and subject to change. Delayed hostel fee payment will be accepted with a daily penalty of Rs. 500/ day. GST extra as applicable.

COURSE FEE (International Students)

- The course fee for foreign/PIO/OCI students is US\$26000/ -.
- The course fee for foreign students belonging to the SAARC countries is US\$24000/ -.
- The course fee for NRI students is US\$22500/
- Fees to be paid in six equal instalments. Due date will be same as for the Indian students

Boarding & Lodging charges

Year & Due Date	Amount
11 th June 2019	US \$ 3000
11 th June 2020	US \$ 3000
TOTAL	US \$ 6000

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 PGDM Fee Structure (2019 – 21)

Self-sponsored Fee PGDM Batch 19 - 21					
Year Account Category	First Year		Second Year		Total
All Figures in Indian rupees	I	II	I	II	
	Installment	Installment	Installment	Installment	
Tuition Fee	2,44,030	2,44,030	2,44,030	2,44,028	9,76,118
Text/Reading Material	22,813	22,813	22,813	22,814	91,253
Student Welfare (Includes medical cover/Insurance)		12,000		12,000	24,000
Library fee	15,313	15,313	15,313	15,314	61,253
Life Membership of Alumni Association		5,000		5,000	10,000
Computer Fee	7,500	7,500	7,500	7,500	30,000
Security Deposit (Refundable subject to obtaining clearance of all dues and damage to the Institute properties/Assets)	15,000				15,000
Total	3,04,656	3,06,656	2,89,656	3,06,656	12,07,624



Company Sponsored Fee PGDM Batch 19 - 21					
Year Account Category	First Year		Second Year		Total
All Figures in Indian rupees	I	II	I	II	
	Installment	Installment	Installment	Installment	
Tuition Fee	2,75,000	2,75,000	2,75,000	2,75,000	11,00,000
Text/Reading Material	32,500	32,500	32,500	32,500	1,30,000
Student Welfare (Includes medical cover/Insurance)		12,000		12,000	24,000
Library fee	18,750	18,750	18,750	18,750	75,000
Life Membership of Alumni Association		5,000		5,000	10,000
Computer Fee	23,787	23,787	23,787	23,788	95,149
Security Deposit (Refundable subject to obtaining clearance of all dues and damage to the Institute properties/Assets)	15,000				15,000
Total	3,65,037	3,67,037	3,50,037	3,67,038	14,49,149

Hostel and mess charges will be separately charged on the above course fee structure

Foreign Candidates and PIO (IN US \$)	
Program Fees (Food, Room non-A.C./A.C. Charges extra)	* 21500

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

***Please note: These admissions are subject to AICTE approval**