



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

Important Instructions

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

Applications are invited for admission in PGDM, PGDM(HRM) & PGDM (B&FS) of IMI New Delhi, PGDM of IMI Kolkata & PGDM of IMI Bhubaneswar. **DEADLINE FOR ACCEPTING ONLINE APPLICATION FORMS WILL BE THE MIDNIGHT OF 02nd December, 2019.**

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 KOLKATA** is through **CAT, GMAT and XAT** test scores.
- Admission to the PGDM Program at **IMI BHUBANESWAR** is through **CAT, GMAT, XAT and CMAT** test scores.

For complete information refer to the **Admission Bulletin 2020**. 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 processing fee for **IMI New Delhi for first program** is ₹2200/- plus GST @ 18%. However, if an applicant who has applied to IMI New Delhi **also** wants to apply for **IMI Kolkata and/or IMI Bhubaneswar**, s(he) can do so without any extra cost.
- In case someone intends to apply for additional program(s) at IMI New Delhi s(he) has to pay an additional fee of ₹500/- plus GST @ 18%.per extra program(s).
- Application processing fee for **only IMI Kolkata** is ₹1000/- plus GST @ 18%
- Application processing fee for **only IMI Bhubaneswar** is ₹1000/- plus GST @ 18%
- If an applicant wants to apply **for both IMI Kolkata and IMI Bhubaneswar** only s(he) needs to pay ₹2000/- plus GST @ 18%
- **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 02nd December 2019**. 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 02 nd December 2019
2.	Display of shortlist for Interview process* (for all campuses)	First week of February 2020
3.	Interviews in Delhi * (for Delhi campus)	Mid Feb / Mid March 2020
4.	Interviews Outstation* (for Delhi campus)	From the 3 rd week of February to 2 nd week of March 2020
5.	Interview Kolkata & Bhubaneswar Campus*	February – March 2020
6.	Display of final results* (for Delhi campus)	2 nd week of April 2020
7.	Commencement of Program* (for all campuses)	Last week of June 2020

***Exact dates will be communicated later.**

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

For IMI New 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 recognized university in India or abroad (recognized 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, 2020. Candidates who are unable to comply with this requirement are liable to be rejected from the program. It is desirable that candidates complete all academic requirements before enrolling for the program to help them keep pace with the rigour and assessment parameters of the program.

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 New Delhi 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 New 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.
- Application processing fees will be Rs.2200/- + GST @18% for an applicant desirous of applying to any one of the two-Year Program(s) of IMI New Delhi or IMI New Delhi plus IMI Kolkata and/or IMI Bhubneswar. In addition, if the applicant desires to apply for another program(s) at IMI New Delhi then candidate is required to pay Rs.500/- per program(s).
- 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 New Delhi's Admission Office directly in any case.
- **Applications complete in all respects, including application processing fees, should be submitted online by midnight of December 02, 2019. Incomplete forms are liable to be rejected summarily.**

Admission Process

Admission Test

CAT

- Admission to the program is through the Common Admission Test (CAT) conducted by The Indian Institute of Management at different centers all over the country. CAT 2019 would be held on November 24th, 2019 (Refer CAT Bulletin for further details).



- IMI New Delhi will obtain the test scores from the IIM for those candidates who have appeared in the CAT examination and have also applied to IMI New Delhi for the PGDM program(s).
- 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, based on their GMAT scores, provided they have taken the GMAT test not earlier than January 2018 and not later than 20th January 2020.
- Indian residents who have appeared for GMAT, not earlier than January 2018 and not later than 20th January 2020 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 card 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 2019 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 New Delhi Admissions Committee will be final in all matters.



Selection criteria

Past academic performance in graduation, class XII & X, Essay Writing and 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 program. 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 program. 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 Program. Interviews will be held during February/March 2020 (tentative).

Interview Centers

Besides Delhi, the selection process will be conducted at other centers including Ahmedabad, Bangalore, Indore, Bhubaneswar, Chandigarh, Chennai, Hyderabad, Jaipur, Kochi, Kolkata, Mumbai and Pune. 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 New Delhi 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 earlier. 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 July 2020 for receiving important communications.** Successful candidates, who have been offered admission, will be required to pay the first installment of fee within ten days 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 program, 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 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 New Delhi

Post Graduate Diploma in Management (PGDM) - New 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) – New 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) – New Delhi

IMI New Delhi'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.



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.



IMI New Delhi : Fee structure for PGDM, PGDM (HRM) & PGDM (B&FS) (2020-22)

The fee structure for self-sponsored/company sponsored / Foreign Candidates / PIO / NRI for PGDM, PGDM (HRM) & PGDM (B & FS) programs is given in the following table.

PGDM Fee Structure

Fee Structure for PGDM, PGDM (HRM) & PGDM (B&FS) 1920-22 batch of IMI, New Delhi

Program Fee

Self-sponsored category:

Fee Components	Instalment						Total (INR)
	I	II	III	IV	V	VI	
Tuition Fee	2,57,000	2,57,000	2,58,000	2,72,000	2,72,000	2,72,000	15,88,000
Text/Reading Material	13,000	13,000	13,000	13,000	13,000	13,000	78,000
Student Activities/welfare	4,000	4,000	4,000	4,000	4,000	4,000	24,000
Library Fee	8,000	8,000	8,000	8,000	8,000	8,000	48,000
Alumni- Life Membership	2,500	2,500	2,500	2,500	2,500	2,500	15,000
Security Deposit	15,000	-	-	-	-	-	15,000
Total	2,99,500	2,84,500	2,85,500	2,99,500	2,99,500	2,99,500	17,68,000

Company-sponsored category:

Fee Components	Instalment						Total (INR)
	I	II	III	IV	V	VI	
Tuition Fee	4,31,000	4,31,000	4,31,000	4,56,000	4,56,000	4,55,000	26,60,000
Text/Reading Material	12,000	12,000	11,000	12,000	12,000	11,000	70,000
Student Activities/welfare	4,000	4,000	4,000	4,000	4,000	4,000	24,000
Library Fee	7,000	7,000	8,000	7,000	7,000	8,000	40,000
Alumni- Life Membership	2,500	2,500	2,500	2,500	2,500	2,500	15,000
Security Deposit	15,000	-	-	-	-	-	15,000
Total	4,71,500	4,56,500	4,54,500	4,81,500	4,81,500	4,78,500	28,24,000

Foreign Nationals:

Fee Components	Instalment (USD)						Total (USD)
	I	II	III	IV	V	VI	
Tuition Fee	3,800	3,800	3,800	3,800	3,800	3,800	22,800
Text/Reading Material	185	185	185	190	190	190	1,125
Student Activities/welfare	50	50	50	50	50	50	300
Library Fee	110	110	110	115	115	115	875
Alumni- Life Membership	200	-	-	-	-	-	200
Security Deposit	100	-	-	-	-	-	100
Total	4,445	4,145	4,145	4,155	4,155	4,155	25,200



Hostel Fees & Mess Charges

Self & Company-sponsored: (in INR)

Academic Year	Hostel Fee (AC room on twin-sharing)	Mess Charges
2020-21	1,30,000	62,400
2021-22	1,40,000	67,000

Foreign Nationals: (in USD)

Academic Year	Hostel Fee (AC room on twin-sharing)	Mess Charges
2020-21	\$1,850	\$900
2021-22	\$1,950	\$950

Due date of Fee Deposit:

Instalment		Due Date
Academic Year 2020-21	1st Instalment Hostel & Mess Fee (1st Yr.)	At per due date stated in the offer letter
	2nd Instalment	By 20th Aug 2020
	3rd Instalment	By 10th Dec 2020
Academic Year 2021-22	4th Instalment Hostel & Mess Fee (2nd Yr.)	By 25th Mar 2021
	5th Instalment	By 20th Aug 2021
	6th Instalment	By 10th Dec 2021

The students are required to submit the fee as per the listed due dates. A penalty of Rs. 250 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.



IMI Kolkata: Fee structure for PGDM (2020-22)

Original Fee PGDM Batch 2020 – 22					
Year Account Category	First Year		Second Year		Total
All Figures in Indian rupees	I	II	I	II	
	Installment	Installment	Installment	Installment	
Tuition Fee	2,48,911	2,48,911	2,48,911	2,48,909	9,95,642
Text/Reading Material	23,954	23,954	23,954	23,955	95,817
Student Welfare (Includes medical cover/Insurance)		12,000		12,000	24,000
Library fee	17,610	17,610	17,610	17,611	70,441
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
Program Fee Total	3,12,975	3,14,975	2,97,975	3,14,975	12,40,900
Hostel Fees (Expenses for room rent and food)					
Single AC room	1,80,000		1,80,000		3,60,000
Twin sharing (AC)	1,40,000		1,40,000		2,80,000
Executive room	2,15,000		2,15,000		4,30,000
Total program fee + Room + Food					
Single AC room	4,92,975	3,14,975	4,77,975	3,14,975	16,00,900
Twin sharing (AC)	4,52,975	3,14,975	4,37,975	3,14,975	15,20,900
Executive room	5,27,975	3,14,975	5,12,975	3,14,975	16,70,900



Company Sponsored Fee PGDM Batch 19 - 21					
Year Account Category	First Year		Second Year		Total
	I	II	I	II	
All Figures in Indian rupees	Installment	Installment	Installment	Installment	
Tuition Fee	268,244	329,948	329,948	329,948	1,258,088
Text/Reading Material	17,000	21,500	25,000	22,500	86,000
Student Welfare (Includes medical cover/Insurance)		16,000		16,000	32,000
Library fee	12,600	12,600	12,600	12,600	50,400
Life Membership of Alumni Association		5,000		5,000	10,000
Computer Fee	7,948	9,881	9,881	9,882	37,592
Security Deposit (Refundable subject to obtaining clearance of all dues and damage to the Institute properties/Assets)	15,000				15,000
Total	320,792	394,929	377,429	395,930	1,489,080

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**



IMI BHUBANESHWAR: Fee structure for PGDM (2020-22)

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	Total Rs.	Refundable Security Deposit*
1st installment	With Acceptance of Admission Offer	145000	21000	6000	10000	9000	3000	194000	20000
2nd installment	01.09.20	145000	21000	6000	10000	9000	3000	194000	
3rd installment	07.12.20	145000	21000	6000	10000	9000	3000	194000	
4th installment	06.04.21	150000	21000	6000	10000	9000	3000	199000	
5th installment	31.08.21	150000	21000	6000	10000	9000	3000	199000	
6th installment	07.12.21	150000	21000	6000	10000	9000	3000	199000	
Total		885000	126000	36000	60000	54000	18000	1179000	

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. 1000/ 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 Year 2020-22	Amount (in Rupees) for One Academic year (June 2020 to March 2021)	Amount Due on
	1, 68, 000/- for AC single room (This is for Lodging only)	June 11, 2020
	1, 10, 000/- for shared AC room (2 persons) (This is for Lodging only)	
	1, 12, 000 for Non- AC Single Room (This is for Lodging only)	
	58, 000/- for shared Non- AC room (2 person) (This is for Lodging only)	

Mess: Vegetarian /Non-Vegetarian: 5,800/- per month* Mess Charges are payable Quarterly in advance (5th of every Quarter)
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*Hostel and Mess charges are indicative and subject to change. Delayed hostel fee payment will be accepted with a daily penalty of Rs. 1000/ 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
11th June 2020	US \$ 3000
11th June 2021	US \$ 3000
Total	US \$ 6000

Mode of Payment

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

Tuition Fee Waiver

All students whose total family income is less than Rs. 6 lakhs per annum shall be eligible for Scholarship under Economically Weaker Section.

Applications for Tuition Fee Waiver under Economically Weaker Section shall be invited from the students after they have been admitted into the programs. Any student joining PGDM 2020-22 batch who is desirous of claiming the tuition waiver should apply to admissions office (admissions@imibh.edu.in) before due date as will be intimated by the institute, with a copy of the income tax returns, PAN number, Certificate issued by competent authority appointed by appropriate government.

Requests received after due date shall not be processed. Please note that all Applications for Tuition fee waiver (under economically weaker section) shall be collected and processed at one time for all such applicants.

Scholarships for Economically Weaker Section shall be offered up to 5% seats of the total intake of the institute.



Scholarship and Rewards*

The institute has the provision for awarding the following scholarship and rewards to the deserving performers.

- Pre-Admission Scholarships*
 - Merit Scholarship: Up to Rs. 1 lakh for applicants having a first-class career and securing at least 80 percentile in CAT/XAT/CMAT and at least 80 percent in GMAT
 - Merit scholarship for women candidates: 20 percent additional merit scholarship for female applicant fulfilling the above-mentioned criteria
 - Defense personnel: Wards of defense personnel are eligible for a scholarship of Rs. 50,000 Wards of Martyr's are eligible for a scholarship of Rs. 1,00,000

*Only one of the above-mentioned pre-admission scholarships can be availed. 50 % of the scholarship availed will be disbursed at the end of the first year and next 50 % at the end of the second year. A candidate can avail either tuition fee waiver or pre- admission scholarship. Scholarship Committee's decision is final and binding on all applicants.

- Post-Admission Scholarships
 - Merit scholarships are awarded for outstanding cumulative academic performance. Summer internship scholarship is awarded to emphasize the seriousness of summer internships and encourage the students to put in their maximum effort.