

**IMI Bhubaneswar**  
**Post-Graduate Diploma in Management**  
**(PGDM 2014-2016)**  
**2 year full-time Programme (AICTE approved)**

**The Programme**

IMI's two year Post Graduate Diploma in Management is designed to prepare students for careers in industry across functional areas. The programme equips students with strong conceptual skills to manage 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.

**The programme is approved by AICTE.**

**Programme Objectives**

The program has been offered with the following objectives.

- To build awareness about the socio-economic environment both domestic & international and its implications for businesses
- To hone analytical and problem solving skills using modern day managerial tools to enhance decision making capabilities
- To impart state-of-art skills and knowledge in functional areas of management with the objective of preparing students for cross-functional positions in Industry
- To develop the students personality, integrated with strong values and positive attitude so as to be receptive to societal concerns and ethical conduct

**Programme Duration**

IMI follows the trimester system with the academic calendar beginning in June 2014 and each trimester being of 11-12 weeks duration. At the end of the first three trimesters of the programme, all students are required to undergo compulsory summer internship for 8-10 weeks in industry.

**Eligibility for Admission**

**Education background**

To be eligible for admission to the PGDM Programme, the participants must possess a Bachelors degree or equivalent, with a minimum of 50% aggregate marks or equivalent in any discipline, recognized by the Association of Indian Universities for admission to post-graduate programmes. 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 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 28, 2014. Candidates who are unable to comply with this requirement may be asked to withdraw from the programme. It is desired that candidates complete all academic requirements before joining the programme to enable them to keep pace with the rigour and internal assessment schedule of the programme.

**Participant profile**

Participants for the PGDM programme may be from any discipline such as Engineering, Humanities, Commerce, Economics, Medicine or any other branch of education. Fresh graduates as well as Candidates with relevant work experience are also welcome to apply.

## Admission Procedure

### Application Form

- **IMI Admission Bulletin** and **Admission Application Form** can be downloaded from our website <http://imibh.edu.in> or <http://imibh.edu.in/admission-open-for-pgdm-2014-16.aspx>
- Applicant should fill-up the application form and submit the same along with the admission fee which is non-refundable.
- Admission application fee is Rs. 500/-.
- Admission fee can be paid through Demand Draft, drawn in favour of **International Management Institute, Bhubaneswar** payable at **Bhubaneswar**. Applicants are advised to write the CAT/XAT/GMAT registration number on the reverse of the Demand Draft. In the absence of the CAT/XAT/GMAT registration number the application will be treated as incomplete and liable to be rejected.
- **Applications complete in all respects, including the application fees, should be sent to the below address:**

Mr. Nilesh Kumar  
Admission Officer  
International Management Institute, Bhubaneswar  
IDCO Plot No.1, Gothapatna  
PO-Malipada, PS-Chandaka  
Dist- Khurda, Bhubaneswar-751003  
Phone: 0674-3042112, +91 7377347255  
E-mail: admissions@imibh.edu.in

## Admission Process

### Admission Test

#### CAT/XAT

- Admission to the programme is through the Common Admission Test (CAT) conducted by The Indian Institutes of Management at different Centers all over the country and Xavier Aptitude Test (XAT) conducted by XLRI.
- 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 centre outside India**, taken not earlier than October 2011 and not later than October 2013, and submit such scores while applying to IMI.
- Indian residents who have appeared for GMAT, not earlier than October 2011 and later than October 2013 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.** GMAT scores without the above document will not be accepted and the application may be summarily rejected.

## Selection Process

### Short listing Criteria

Candidates who have appeared for the CAT and XAT 2013 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/XAT 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 different and can be obtained from the Admission Office of the campus.

### Interview Centers

Besides Delhi, the selection process will be conducted at other centers including Ahmedabad, Bangalore, Bhubaneswar, Chandigarh, Chennai, Guwahati, Hyderabad, Kolkata and Mumbai. Candidates should indicate their 1st and 2nd preference of interview center in the application form. If a candidate's preferred centre 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 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 2014 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 address and mail 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 course, 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 joining the course 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.

## Curriculum

The course for the PGDM program is spread over six trimesters, each trimester being of 11-12 weeks. The first three trimesters are essentially devoted to foundation courses, across core areas of management. These are aimed at providing the student the conceptual understanding of the functional areas such as:

- a) Basic areas, eg. Economics and Organizational Behavior
- b) Techniques, eg. Statistics and Research Methods
- c) Functional areas, eg. Marketing and Finance
- d) Integrative areas, Strategy and International Business
- e) Technology, eg. Management Information Systems

## Core Courses

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Business Mathematics	Legal Aspects in Business
Business Statistics	Management Information Systems
Business Strategic & Competitive Advantage	Managerial Economics
Cost & Management Accounting	Managing Oral Communication
Corporate Strategy	Macroeconomic Theory & Policy
Corporate Social Responsibility & Sustainable Development	Marketing Management I & II
Financial Accounting & Analysis	Organizational Behavior I & II
Financial Management I & II	Operation Management I & II
Human Resource Management	Principles & Practices of Corporate Governance
Information Technology for Decision Making	Research Methods for Management
	Written Analysis and Communication I & II

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## **Elective courses**

Courses in the 2nd year are designed to offer students an opportunity to pursue their interests in various functional areas. Students will thus have an opportunity to specialize in the functional area of their interest. A student can specialize in more than one area, the areas being Marketing, Finance, Human Resource Management, Information Systems and Operations. A student also has an opportunity to pursue a Course of Independent Study (CIS) in lieu of an elective, to further his/her interest in a particular area, subject to meeting the conditions specified for the purpose and reviewed from time to time. An indicative list of elective courses, offered during the 2<sup>nd</sup> year of study, is given on page 52 of this bulletin, which is subject to change.

## **Summer Internship**

On completion of 1st year, students are required to gain hands-on experience in the application of core concepts and functional skills. This practice of 'Learning by Doing' helps the student relate the rigor of theory in the world of business. The students work on projects as per the specification of the company. At the end of eight to ten weeks of such a closely guided project, under the supervision of the company executive(s), they submit a report to the company and the Institute. The concerned company executive normally provides feedback to the Chairperson (Placements) on the student's performance. Successful completion of Summer Internship is an essential requirement for the award of the IMI Diploma.

## **Pedagogy**

Faculty at IMI enjoys academic freedom to adopt appropriate pedagogy for imparting education. Pedagogy would be a combination of lectures, case discussions, presentations, assignments and project work. The primary emphasis would be on interactive and participative methods of learning. Faculty for the program is primarily in-house from IMI but may also include Adjunct or Visiting faculty. Guest lectures from industry practitioners are also organized to expose students to the current business environment and practices.

## **Schedule of classes**

Classes for the PGDM program are held every day starting at 8.30 am and can extend up to late evening hours, including weekends, to suit the requirements of the program. Each class is of 90 minutes duration. Attendance in all classes is compulsory. Classes shall tentatively begin, from the 2nd/3rd week of June 2014.

## **Evaluation**

Emphasis is laid on continuous evaluation of a students' performance through the six trimesters, culminating in a Cumulative Grade Point Average (CGPA) score, over a 10 point scale being awarded.

## IMI Bhubaneswar PGDM Fee Structure

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

	Tuition Fee	Text/Reading Material	Student Welfare	Library Fee	Computer Fee	Alumni- Life Membership	*Security Deposit	Total Rs.
<b>1st installment</b>	122000	8000	2750	6000	6600	2000	15000	162350
<b>2nd installment</b>	122000	8000	2750	6000	6600	2000		147350
<b>3rd installment</b>	122000	8000	2750	6000	6600	2000		147350
<b>4th installment</b>	122000	8000	2750	6000	6600	2000		147350
<b>5th installment</b>	122000	8000	2750	6000	6600	2000		147350
<b>6th installment</b>	122000	8000	2750	6000	6600	2000		147350
<b>Total</b>	<b>732000</b>	<b>48000</b>	<b>16500</b>	<b>36000</b>	<b>39600</b>	<b>12000</b>	<b>15000</b>	<b>899100</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 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.

### **Hostel Fees and Mess Charges\***

Academic Year	Amount (in Rupees)	Amount Due On
<b>2014-2015</b>	Hostel: 89,000 p.a	Within 2 weeks of hostel accommodation offer letter
	Mess: Veg/Non Vegetarian : 4,500/- per month*	Mess charges are payable monthly in advance each month
<b>2015-2016</b>	Hostel: 89,000 p.a	2 months before start of academic year
	Mess: Veg/Non Vegetarian : 4,500/- per month*	Mess charges are payable monthly in advance each month

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

### **Mode of Payment:-**

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

**Scholarship and Rewards:** - The institute has the provision for awarding the following Scholarship and rewards to the deserving performers.

- Scholarships for excellent Academic Performance
- Rewards for outstanding Summer Internships
- Rewards for the excellent Performance in research and extracurricular activities