

Post-Graduate Programme (PGP) Admissions @ IIM Shillong

The two-year Post-graduate Programme in Management (PGP) is a full-time residential course for graduates from all disciplines wishing to choose a career in management.

Eligibility

The candidate must hold a Bachelor's Degree, with at least 50% marks or equivalent CGPA (in case of the candidates belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) and Differently Abled (DA) category, this is relaxed to 45%) of 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. For details refer www.catiim.in.

Curriculum

The first year's curriculum is compulsory and covers the basic functional areas of accounting and finance, behavioural science, communication, economics, information technology, marketing, human resource management, operations management, and quantitative methods. At the end of the first year, a student works in an organisation on a summer assignment lasting eight to ten weeks. The second year courses provide the students with an opportunity to pursue studies in areas of special interest to them in addition to the compulsory courses.

Diploma

Graduates of the PGP are awarded the *Post-graduate Diploma in Management*.

Admission/Selection Process

The selection of candidates for admission to the 2012-14 batch of the PGP at IIM Shillong is a two-step process:

Step 1:

In the first step, candidates are short-listed for Group Discussion and Personal Interview from among candidates who have a valid CAT¹/GMAT² score³, who have applied for the programme

¹ CAT refers to CAT-2011

² GMAT refers to GMAT administered within the last 24 months as on 15 December 2011

³ A candidate's prior academic record is also used in the short-listing process. The exact criteria used to short-list candidates for personal interviews will be disclosed on the CAT website at www.catiim.in and the IIM Shillong website at www.iimshillong.in along with the list of short-listed candidates on January 12, 2012.

and who satisfy the eligibility criteria for the programme. A non-overseas candidate who applies with a CAT score is required to perform well in all sections in CAT and consistent in past academic performance to be considered for short-listing. An overseas category candidate who applies with a GMAT score instead of a CAT score are assessed for their equivalence of performance with those who qualify through the CAT. In cases of candidates who may have taken CAT but their academic marks in any of the specified levels is not available to the Institute will not get considered for shortlisting for admission. The candidates who specify having qualified in any of the equivalent professional degree/courses, with or without graduation are considered separately while shortlisting. Shortlisted candidates will be required to register Online through the Institute's Website from the Admissions page to register themselves for Stage 2 of the admissions

Step 2:

In the second step, after the completion of group discussion and personal interviews of all candidates short-listed in the first step, candidates for admission to the 2012-14 batch of the PGP at IIM Shillong are offered a seat in the programme from among the candidates who have attended the personal interviews. In preparing this list, apart from performance in group-discussion and personal interviews, inputs such as the CAT/GMAT score, academic background and achievements, extra-curricular activities, socio-psychological attributes and post-degree work experience are taken into consideration.

PGP@IIMS Admissions Online Module

The candidates will be able to manage their admissions result using this module. Candidates will be able to know their selection status, download interview call letter, submit interview form, submit acceptance fee payment details. To know the status of the selection process, two text boxes (one for registration no and other for date of birth) will be provided. The system would generate relevant message for the candidate.

The computers, from which the module will be accessed, should have Internet Explorer 7.0 & above/ Firefox 3.5 & above/ Google Chrome 8.0 & above/ Opera 9 or above pre-installed.

The result will be available to the visitor in two stages:

- (i) Stage 1: Candidates shortlisted for GD/PI, and
- (ii) Stage 2: Candidates to whom offer of admission is made.

Stage 1: Shortlisted Candidates' Result

a. Shortlisted Candidates: the candidate would be given a congratulatory message including the date and venue of interview followed by provision to fill up the interview form online.

The candidates will be able to fill up the form in stages i.e., after filling up a part of the form, candidates would be able to save the form and exit. He would be able to continue filling up the saved form on his subsequent visits to the admission module. Once submitted, the form would not be available for further modification. After successful submission of the interview form, the digitally signed interview call letter and a copy of final submitted form will be sent to the candidate's email id registered during CAT registration. Candidates will not get the interview call letter unless they submit the interview form appropriately filled in.

Candidates will be required to provide the following information in the Form:

- Gender
- Nationality
- SC, ST or OBC category if applicable
- Physical disability if any
- Marital status
- State/UT of permanent residence
- Gross annual family income
- Father's / guardian's name and address
- Complete mailing address
- Academic qualifications (including details of Pre-Bachelor's Degree, Bachelor's Degree and Master's Degree particulars/Examinations). The following may kindly be noted:
 - The total marks/percentage of marks obtained in Pre-Bachelor's Degree examination should be calculated including the marks of all subjects appeared for in the said examination.
 - In case of letter grades or grade points being awarded instead of marks in any examination, it would be necessary to provide equivalent mark/percentage and attach a certificate from Registrar/ Principal/ Head of the Department explaining the method of conversion during the time of GD/PI. In case this conversion is not possible, it would be necessary to provide an explanatory note in the additional space provided for the same. In addition, a letter from Registrar/ Principal/ Head of the Department stating the same should be provided at the time of GD/PI.
- Scholastic achievements
- Understanding of strengths and weaknesses as a student
- Details of employment
- Description of discontinuity in career, if any
- Extra curricular interests
- Significant incident of life
- Medical record
- Recent Photo (provision to upload photograph in a specified dimension)

b. Not-shortlisted candidates and wrong entries - the candidate would be given an error message.

(iii) Stage 2: Offer to admission results.

In the second stage (after the interview is conducted), candidates would be able to know about their status as Offered or Waitlisted.

Offered Candidates - a digitally signed offer letter will be mailed to the registered email address, containing the details about how to complete the remaining admission formalities. The fact that an email has been sent will be informed to the candidates in the form of a message on the screen. The message will also tell them to revisit the page to complete the acceptance and fees payment formalities.

The email as well as the on-screen message will include the date by which the candidate need to confirm their acceptance to join the programme.

The candidates will be given options to pay the admission fee pay offline and submit reference documents.

Candidates placed in wait list : When the combination of registration number and date of birth matches with any of the records in the “waitlist” status, the candidate would be shown an appropriate message and a digitally signed letter describing his/her selection status will be mailed to the candidates. registered email id. An email notification will be sent to those waitlisted candidates - in case of change in their status along with an SMS.

Disclaimers about the admission process followed by IIMS for its PGP subsequent to CAT.

1. IIMS short-lists and selects candidates for its Post Graduate Programme independent of other IIMs.
2. Performance in CAT is an important input in the admission process and is the primary basis for short-listing candidates for the second stage of admission process in addition to the consistency of past academic performance. Second stage comprises of group-discussion and personal interviews. Candidates should note that it is important to perform well relative to other candidates in each section of the test as the scores in each section and to have consistent academic background to be in the shortlist for the GD/PI round. These scores or CAT Overall may also be used for final ranking as well. In addition to the performance in CAT, IIMS may use past academic performance and other similar inputs for ranking and short-listing candidates for shortlisting.
3. Details of candidates short-listed will be made available on CAT website (www.catiim.in) on January 12, 2012. Short-listed candidates would also be sent email letters by IIMS after fulfilling the specified requirements online over the Institute’s website. Continuing with the online nature of CAT, admissions at IIM Shillong would continue to use the internet and the Institute’s website as the primary medium of communication with all the candidates. They are therefore required to continue using their mail id provided at the time of CAT registration and periodically visiting the Institute’s website as when informed to them. Candidates will also be communicated about their status by SMSs on their registered mobile no.

4. After the PI round, admission offers are made by IIMS to successful candidates. The ranking and final selection is based on a diverse set of attributes and may include performance in CAT, performance in PI, performance in Group Discussion, academic, co-curricular and extra-curricular achievements, socio-psychological attributes, work experience etc.

5. A candidature would automatically stand cancelled, if at any point of the admission process, the candidate does not respond and adhere to the requirements of the process.

6. IIMS would like to protect the privacy of all the individual candidates and confidentiality of the process to prevent abuse. Based on these considerations, the performance details of an individual is not made available to any other person. Similarly, the performance of candidates in PI including assessment of attributes mentioned under paragraph 4 above is not disclosed to anyone to prevent exercise of undue pressure on the panelists participating in the admission/selection process. IIMS exercises its own discretion in disclosing weights assigned to diverse sets of attributes mentioned above. To ensure that the perceived lack of transparency does not in any way affect the candidates negatively, adequate care is taken in formation of panel, development of objective criteria for assessment, random allocation of candidates to a panel, establishing scientific reliability of the process and other such measures.

7. Candidates, who appeared in GD/PI will be able to view whether they have been offered admission by IIMS during last week of April 2012 by visiting the IIMS website. Admission offer letter would be sent to all successful Candidates by email. Candidates, who are offered admission, need to confirm their acceptance by completing all the required formalities within the allotted duration. Some candidates may also be placed on the waiting list initially and informed subsequently of their updated status, in case of vacancies. Offers to candidates on the waiting list would depend upon the number of successful candidates accepting the offer made by IIMS.

8. The Institute reserves the right to revoke the offer for admission to any candidate not fulfilling the offer-acceptance requirements as per specifications.

Reservation

As per Government of India requirement, 15% for SC candidates and 7.5% for ST candidates and 3% seats are reserved for Differently Abled (DA) candidates. The three categories of disability are: a) lowvision/blindness, b) hearing impairment, and c) locomotor disability cerebral palsy. IIM Shillong does not provide for any separate reservation for OBC adhering to the Government of India's policy for Central Institutions located in 6th Schedule States/Regions.

The candidates belonging to categories for which seats are reserved need to note and read carefully the eligibility requirements before applying. It should be noted that while it is endeavour of IIMs that the candidates belonging to any reserved categories join the programme in proportions mandated by the law, they have to meet the eligibility criteria and a certain minimum level of performance in CAT and group discussion and personal interviews.

Expenses

The annual fee payable by each participant in the first year (2012-13) of the two year programme is ₹ 5,00,000.00. The fee for the second year (2013-14) of the PGP will be ₹ 5,50,000.00 The fees covers annual tuition fees, library fees, computing facilities, books and course material, examination fees and hostel room charges.

Expenses on food, travel, clothes, laundry, electricity charges, software license fees, student welfare activity charges, etc. would constitute additional expenses and would be charged on actual basis.

Financial Assistance/Scholarships

The institute endeavors that no candidate be denied opportunity to pursue the Post Graduate Program in Management for want of adequate financial resources. In this regard, certain number of need based merit-cum-means scholarship schemes has been instituted.

The Government of India Merit-Cum-Means scholarships are also available to those fulfilling the necessary criteria.

Many commercial banks and financial institutions provide educational loans to students. For details, candidates may contact branch offices of such institutions.

Foundation Courses:

A preparatory programme will be offered in July 2012 to all the admitted students in Sustainability Management, Mathematics, Accounting or/and Communication in order to facilitate their learning in the programme.

Students' Affairs Council

The Students Affairs' Council has primary responsibility for developing and implementing policies and codes for the conduct of student activities. The council, who is elected by the student body, has the overall responsibility for academics, financial, dining hall, publications, cultural, and sports activities.

IMPORTANT INFORMATION

Please note that IIM Shillong will conduct its Personal Interviews in Shillong, Mumbai, Bengaluru, Kolkata and New Delhi only. Candidates short-listed for Personal Interview will be intimated by email and through the Institute's website in the second week of January 2012.

The CAT takers applying to IIMS's post-graduate programmes can also find out if they have been short-listed for Personal interview by visiting the CAT website (www.catiim.in) on January 12, 2012. No individual regret letters shall be sent to candidates not short-listed for Personal Interview. For further details please contact: Email: admission@iimshillong.in (For Post CAT queries only).

In the event of specific guidelines being issued by Government of India, IIMS reserves the right to, depending on the nature of the guidelines, continue with its personal interviews as stated above OR use

an alternative selection procedure which may include calling for additional information from short-listed candidates, a supplementary test or any other suitable process/mechanism. Care will be taken to ensure that candidates are not put to undue inconvenience. All such candidates will be contacted through their registered email id and mobile number.