



Indian Education Society's
Management College and Research Centre

Admission Brochure 2017-19

Two Year Full - time Programmes

- Post Graduate Diploma in Management**
- Post Graduate Diploma in Management
(Pharma and Healthcare Management)**

Post Graduate Diploma in Management

IES Management College and Research Centre (IES MCRC) is recognized as a premier business school, committed to academic excellence and programmes.

PGDM programmes offered by IES MCRC are approved by AICTE.

Please read all the sections carefully, follow the instructions as stated and fill in as much details about yourself as you can. You need to provide relevant details against the mandatory fields during the application process. This will enable us to assess your application properly.

1. Eligibility

PGDM

Specialization - Finance, Marketing, HR, Systems, Operations and Entrepreneurship Management

- Bachelor's degree in any discipline from a recognized University with minimum 50% marks in aggregate or equivalent grade.

PGDM (Pharma and Healthcare Management)

- Bachelor's degree in Pharmacy, Medicine, Biology, Chemistry and other Life Sciences with minimum 50% marks in aggregate or equivalent grade.

Applicants appearing for final year degree examination can also apply. However, if selected, they will have to produce the proof of completion of their graduation with minimum 50% marks **before 31st October, 2017**, failing which their admission will be cancelled and the entire fees paid by them will be forfeited.

Applicants having backlog of subjects or ATKTs, which are not cleared till 31st March, 2017 are not eligible for admission. Similarly those who did not clear their SSC and HSC examinations in first attempt are also not eligible for admission.

2. Aptitude Test

Applicants who have appeared in one of the following written aptitude tests are eligible to apply:-

- GMAT ➤ CAT ➤ XAT ➤ MAT ➤ ATMA ➤ CMAT ➤ MH-CET

Applicants must submit the documentary proof / evidence for the aptitude test score which they are mentioning in the form. If candidates have not received the test score till the time of submitting the application form then they should submit the photocopy of their score card at the time of PI.

Applicants should mention scores of all the tests they have appeared for. IES MCRC will consider the highest score among all the tests which the applicant has provided in the application form.

Note : IIMs or any other agency conducting the above tests have no role in the selection process of IES MCRC.

3. Admission Processing Fees and Payment Options

- a. The admission processing charges for PGDM Programme are Rs.1800/-.
- b. The admission processing charges can be paid online (VISA/Master Card/Netbanking) or offline (DD/NEFT).
- c. Applicants will be given access to the online application form upon confirmation of the payment.
- d. The application will be considered as accepted after the completion of entire application form.
- e. If the applicants choose to pay by Demand Draft or Online Money Transfer (NEFT), they should provide the DD number in case of Demand Draft or UTR number in case of NEFT and enter the details while making the offline payment. After submitting the details 'Payment Confirmation Form' will be generated.

The bank details required for NEFT are as follows:-

Account Name	IES MCRC (Autonomous)
Bank Name	The Greater Bombay Co. op Bank Ltd.
Branch	Bandra Reclamation, Mumbai
Account No.	30200044913
IFSC Code	GBCB0000018
Type of account	Saving

- i. The applicants should take the printout of the 'Payment Confirmation Form' and send it to the College address (along with DD if the payment is made using demand draft); within 3 working days.
- ii. After confirming the payment status by College, applicants will be given access of the online application form. The application will be considered as accepted after the completion of entire application form.

Forms received after the last date will not be considered.

4. **Mandatory Documents**

All the applicants who get shortlisted for participating in the selection process are advised to submit one set of self attested documents as per the following sequence at the time of Personal Interview.

- a. 10th, 12th, and Degree (Semester / Year wise) Mark Sheets and Certificate.
- b. Aptitude Test (GMAT / CAT / MAT / XAT / ATMA / CMAT / MH-CET) Score Card, whichever is applicable.
- c. Work Experience Certificate (if any).
- d. "Gap (if any) Affidavit" (Period after Graduation till Admission Date).
- e. Photographs 2 Nos. – Stamp Size (Please write Name on the reverse side of the Photograph along with the Registration No.).
- f. Aadhar Card.

The shortlisted applicants must bring the original certificates for the verification at the time of Personal Interview.

5. **Selection**

The parameters for Final Selection – PGDM & PGDM(PHM) 2017- 2019

Parameters	Marks	Weightage in Percentage
% Marks in SSC (10 th)	25	6.25%
% Marks in HSC (12 th)	25	6.25%
Performance in Group Discussion	25	6.25%
Work Experience	25	6.25%
Aptitude / Entrance Test Score	100	25.00%
Performance in Psychometric Test	100	25.00%
Performance in PI	100	25.00%
Total Weightage	400	100%

Original documents are required to be submitted at the time of admission.

Applicants will be given provisional admission on the basis of merit based on their performance in the selection process. All documents shall be verified by IESMCRC with the application registration form details. During verification if any incorrect information is found then the form will be rejected.

6. **Course Fees**

PGDM

- 1st year Rs. 3,50,000/-+ Refundable Deposit Rs.5,000/-
- 2nd year Rs. 3,50,000/-+ Rs.500/- towards membership of Alumni Association

PGDM (PHM)

- 1st year:Rs. 3,00,000/-+ Refundable Deposit Rs.5,000/-
- 2nd year: Rs. 3,00,000/-+ Rs.500/- towards membership of Alumni Association

Selected applicants will have to pay the entire fees at the time of admission.

7. **Scholarship**

PGDM

- **Name of the Scholarships:** Merit Scholarship
- **No. of Scholarships:** 5
- **Details :**
 1. 50% waiver in the first year tuition fees for the **Top 5 candidates in the IES MCRC Merit List** provided they score minimum 90 percentile in the written aptitude test required for the admission (CAT, MAT etc.).
 2. The waiver will continue for the second year, provided the candidate scores average 75% marks in the first year.

The final decision to award the Scholarship remains with the College Management

PGDM (PHM)

- **Name of the Scholarship:-** Merit - cum - means Scholarship
- **Description of the Scholarship :** The objective of the scheme is to provide financial assistance to meritorious students of economically weaker sections and encourage them to take up the professional course.
- **No. of Scholarships :** 2 in a batch of 60 candidates.
- **Eligibility :** The scholarship will be based on admission merit rank and income details
- **% of Tuition Fees waiver under this scholarship :** 50% of Tuition Fees
- **Last date to apply for this scholarship:** Within 20 days from the commencement of the programme.
- **Details :**
 1. Application for Merit-cum-means Scholarship Scheme should be made separately by the admitted students in PGDM (PHM) programme.
 2. The students shall have minimum of 60% marks or equivalent grade in SSC, HSC and graduation. All the exams viz. SSC, HSC and Graduation should have been cleared in first attempt.
 3. The students should be studying as a regular student in government, local body or government recognized schools / College.
 4. Parental income of the students should not be more than Rupees Four Lac Fifty Thousand per annum from all sources.
 5. Income certificate duly certified to be obtained from the Tehsil Office or any other competent authority.
 6. The waiver will continue for the second year, provided the candidate scores average 70% marks in the first year.

The decision of Scholarship Committee / Executive Committee shall be final and binding in cases of all applicants. Any student fulfilling the eligibility does not automatically become eligible for the scholarship.

8. Cancellation of Admission

For any reason if an applicant decides to cancel admission after payment of fees, then the refund will be as per AICTE rules. Notice for the same will be displayed on the website / College notice board which should be read by the applicant before payment of fees.

9. Important Dates

Last date of submission of online application form	30 th April, 2017
GD and PI rounds would be conducted tentatively from	10 th May to 18 th May, 2017.
Declaration of 1st Merit List	26 th May, 2017, 05.00 p.m.
Declaration of 2nd Merit List	2 nd June, 2017, 05.00 p.m.
Declaration of 3rd Merit List	9 th June, 2017, 05.00 p.m.
Commencement of Classes	19 th June, 2017

If the seats remain vacant after 3rd Merit List, then the remaining seats will be filled up by the Management of IES as per its discretion and the position in the merit list may or may not be considered.

Note

1. The actual schedule for GD/PI will be intimated to eligible candidates after May 5, 2017.
2. The outstation candidates should make their reservations as per the availability during the given dates for selection rounds.
3. The outstation candidates can approach IES Admission Desk in case of any further clarity on dates required after receiving the schedule.
4. IES MCRC reserves the rights to make any changes in the schedule.