भारतीय प्रबंध संस्थान बेंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Admission Process for IIMB PGP 2023-25 Batch

This document details the process that will be adopted for selecting candidates for admission to the Post Graduate Programme in Management (PGP) at the Indian Institute of Management Bangalore (IIMB) for the batch of 2023-25.

IIMB has internally developed an admission process that seeks to identify the most promising candidates for the PGP. This process has been progressively refined over the years, based on cumulative data on the Common Admission Test (CAT) applicants and the academic performance of the candidates that were admitted to IIMB. The process arrived at is based on the relationship between the academic performance of students of the PGP in IIMB and their past academic performance, their CAT score, performance in the admission interview and prior work experience. The selection criteria and weights given to various parameters are based on data from previous cycles as well as on inputs from the IIMB faculty body and other relevant stakeholders. The selection criteria are usually reviewed every year and revised as necessary. The admission committee fixes these criteria and weights at the beginning of each admission cycle before looking at information pertaining to candidates applying in that cycle so as to avoid any bias.

IIMB has found over the years that students who perform well academically in the PGP are typically those who have a consistently good academic record during their secondary school, higher secondary school and graduation level, besides exhibiting sufficiently high aptitude as measured by the CAT. Therefore IIMB uses multiple parameters, namely academic performance in 10th & 12th grades as well as the candidate's section wise scores in CAT to judge the suitability of a candidate for the PGP. Relevant work experience, if any, is also given weight in the selection. Evaluation by multiple criteria is also consistent with empirical research on recruitment and selection that shows greater efficacy of recruitment processes that use multiple criteria. The CAT score, over and above being a selection criterion, is also used to establish the minimum level of proficiency that is expected from the candidate in respective faculties as indicated by section wise minimum scores in the CAT. The various criteria mentioned above are used to arrive at a composite score for every candidate, which in turn is used to select candidates for the subsequent stages. The remaining part of the document explains this process in detail.

IIMB adopts a two-phase selection process and accordingly these selection criteria are applied in two phases. The first phase of the process is applied to all eligible candidates who appear for CAT 2022 to determine candidates to be called for a personal interview (PI). Candidates selected for the PI process will be additionally required to take a Writing Ability Test (WAT) on a topic to be provided by IIMB. The topics chosen will typically draw on issues and developments that relate to current socio-political, economic and business affairs, though other topics such as sports and those that require more creative thinking may also be included. The time provided for the WAT will typically be about 30 minutes. During the interview, the panel will evaluate each candidate's academic background, quality of work experience and other personal traits. The WAT submission will be evaluated separately. The scores of the WAT, interview and pre-PI scores (with appropriate weightages) will be used cumulatively in the second and final phase to select the candidates for the programme.

The selection process, parameters and weights used uniform for all applicants within a category. Sufficient candidates are shortlisted at each stage from each social category to meet the reservation requirement for each group, as applicable at that time.

Phase 1

1. A first shortlist is prepared comprising candidates who have secured a pre determined minimum score on all sections of CAT 2022. Candidates obtaining a positive (greater than zero) raw score, at the minimum, in all sections of CAT-2022 will only be considered. The percentile cut-off scores applied to CAT 2022 as part of the admission process are shown in Table 1. All the subsequent processing, standardization and selection are limited to candidates selected to the first short list alone. This means that the CAT score alone is used as the basis for arriving at the first short list.

Table 1:For the batch of 2022-24 based on CAT 2021

| CATEGORY | Minimum Percentile requirements for the 1st shortlist* | | | |
	Section 1 (VARC)	Section 2 (DILR)	Section 3 (QA)	Aggregate
General	80	75	75	85
NC-OBC	70	65	65	75
EWS	70	65	65	75
SC	65	60	60	70
ST	55	55	55	65
PWD	50	50	50	60

These are cut-offs used for preparing the first short-list. The scores of those called for interviews were higher.

2. a) For all candidates in the first shortlist as stated in Table (1), the candidates percentage scores in the 10th and 12th board exams are initially adjusted by dividing each such score by the 90th percentile score obtained in that board. The database of 10th and 12th scores of all CAT applicants of the past two years is used for identifying the 90th percentile score for each 10th and 12th board for this purpose.

b) The form for application to IIMB's PGP provides clear guidance on how to present grade related information at the 10th, 12th and graduation level. For example a 10 CGPA in the 10th grade may not be entered as 100%. Similarly candidates are required to present information relating to their branch of study in their graduation. Candidates are advised to follow these guidelines carefully while presenting this information. Presenting information incorrectly is liable to be construed as a misrepresentation, resulting in the candidate's application not being taken to the next level in the selection process. Further, once a decision not to proceed with processing an application is made for reasons of incorrect or inaccurate information, no further discussion will be entertained with regard to the processing of such application. IIMB's decission in this regard will be final.

3. For all candidates in the first shortlist as stated in Table (1), candidates with Chartered Accountancy, Cost Accounting, and Company Secretary certifications are eligible for weightage under the category of professional course. No other professional course is eligible for weightage under the said category. The professional course score is also standardized for all candidates in the first shortlist as explained below

   For all candidates in the first shortlist as stated in Table (1), the candidates final percentage scores in their Professional course will be considered. For the purpose of normalisation the average, standard deviation and adjusted score is computed by considering the scores (final as applicable) of all applicants with Professional qualification in the first shortlist .

   The weight assigned for Professional qualification at the Pre-PI stage is 10.

4. For all candidates in the first shortlist as stated in (1), the score / weight for work experience is calculated as: Pre PI score for Work Experience
   $$= 10x/36 \text{ if } 0 < x < 36$$
   $$= 10 \text{ if } x >= 36$$
   Where x is the months of work experience up to July 2022, as captured in CAT application form (and substantiated in the application to IIMB). This implies that the score will peak at 36 months work experience and will remain at that level for candidates with work experience exceeding 36 months.

   Note : The work experience score (maximum 10 in the pre-PI stage) will be scaled down to a maximum score of 5 and then multiplied by the quality of work experience score on a 5 point scale (0.25, 0.5, 1 , 1.5, 2) as given by interviewers in the PI process in Phase 2 to then arrive at a weighted work experience score.
   IIMB duly recognizes the value of experience in enhancing the learning experience for the student in the classroom. Accordingly it assigns credit for a candidate's work experience in the selection process.

   Therefore, IIMB is keen to ensure that the work experience claimed by the candidate is authentic and professionally significant enough to deserve credit. For example no consideration is given to any time spent as an intern, either during or after the course of study in a programme, or any periods of apprenticeship such as articleship required as part of certain professional courses, or any unpaid work undertaken in any organization or institution.

   Candidates will be required to produce the following as evidence of work experience for each instance of employment claimed by the candidate:

   i.   Letter from each of the employers that the candidate claims to have worked with. The letter should state the following details (i) The starting date of the employment, ending date of that respective employment, positions occupied during employment with that particular employer. In case the candidate claims to have moved through different positions / titles during the period, the application should provide the starting date of each

of those positions, pay with break up during each of the positions held and a brief description of the responsibilities during each of those positions held by the candidate. The letter should be furnished on a letter head of the employer organisation, should carry a seal of the employer and be duly affirmed by the authorized signatory.

ii. In addition the candidate should provide a brief write up of the responsibilities held by the candidate in each of the positions in each of the organisations in which the candidate claims to have worked. In case the employer had opened a provident fund (PF) account during the period of employment the candidate should provide the PF registration number.

iii. The name and designation of official to whom the candidate reported and the contact coordinates of the official to whom IIMB may write in case it wishes to verify the employment related claim that is being made.

iv. Presentation of employment claims that are not in conformity with the requirements above are liable to be considered incomplete and disregarded by IIMB at its sole discretion. Further, IIMB is at liberty to verify any or all of the employment related claims made by the candidate. Upon such verification If it is found that some are all of the claims made are factually untrue such candidate's application will not be processed further at IIMB. Such candidates may be further disqualified from being considered for admission to any programme at IIMB in future. After a candidate joins the PGP at IIMB If it comes to IIMB's notice reliably that the candidate had made claims that cannot be substantiated as factual and true, the candidate is liable to be expelled from the programme forthwith. In the event of such expulsion the candidate will forfeit any fees paid until such expulsion.

For all candidates in the first shortlist as stated in Table (1), in the case of candidates who have undergone a professional course of study listed in Para no.3 above, the maximum of the work experience score OR the professional course score is considered.

5. For all candidates in the first shortlist as stated in Table (1), the weights for the parameters are fixed at Pre-PI stage as follows : CAT = 55 , 10th board = 15, 12th board = 15, Gender Diversity = 05 , Work Experience / Professional Course (whichever weight is higher) = 10.

The 55 points for CAT are derived from the performance in each of the three sections as follows: Verbal & Reading Comprehension (VARC) - 19 points, Data Interpretation & Logical Reasoning (DILR) - 21 points, and Quantitative Aptitude (QA) - 15 points.

The gender diversity component is applicable only for computing the pre-PI score for deciding on interview calls and will not be applicable for phase 2 of the admissions process leading up to the final offers of admission.

6. For all candidates in the first shortlist as stated in Table (1), the top 10 candidates in each of the following : total score in CAT and Professional (CA / ICWA / CS), from the first shortlist, as created

using the criteria in Table (1) automatically qualify for PI. These candidates are given a chance to appear for PI due to their exceptional performance in these categories. However, at the end of Phase 2, all such candidates must merit selection based on the composite aggregate score, like any other candidate.

For all candidates in the first shortlist as stated in Table (1), normalization or standardization in any component stated above is carried out as per the following formula. All standardization is done with reference to the qualifying first shortlist or its subdivisions; Standardized score, truncated between 0 and weight (wt) is computed from the raw score (val) as:

$$\text{Max}\ [0,\ \min\ \{wt,\ wt/2 + ((val-mean)\ /\ sd)\ *\ wt\ /\ 6\}]$$

7. For all candidates in the first shortlist as stated in Table (1), the weighted total of the five components namely (a) work experience or professional course, (b) CAT, (c) 10th board, (d) 12th board, (e) gender diversity as stated above is calculated for calling candidates for the PI. Sufficient candidates will be invited for PI to enable the selection of high calibre, high potential candidates to the programme. This selection will be based on the PI evaluation components namely (a) WAT, (b) personal interview, and (c) assessment of the quality of work experience (if any) in addition to Pre-PI score.

<center>Phase 2</center>

8. The performance of each candidate on the Written Ability Test (WAT) will be scored in terms of the content and style of the note. Each interviewer will use the Personal Interview to comprehensively evaluate the candidate's motivation and ability to fit in to and benefit from the PGP. The average of the scores given by the interviewers in the personal interview will be used in calculating the multi factor score based on which offers of admission will be finally made, while for the WAT, the scores given by an independent evaluator will be considered.

All candidates will be required to provide two confidential reference letters from their employers or from teachers in the academic insitutions where they had been students previously. These reference letters will also be used in the personal interview evaluation.

9. The work experience weight (10) assigned while computing Pre-PI score is scaled down to 5 during the post interview process to arrive at the composite score. This work experience score will be multiplied by the quality of experience score, as evaluated by the interviewing panel as an assessment of the relevance of the work experience to the programme. The quality of work experience score will be evaluated on a 5 point scale (0.25, 0.5, 1, 1.5, 2) by each member of the panel during the interviews. The average quality of work experience score will be multiplied by the pre-PI work experience score and accordingly the work / professional experience component score used in Phase 1 will be revised to arrive at a weighted work experience score.

10. The scores from all past academic performance will also be updated, if required, on the basis of actual mark sheets / grade cards submitted. Unless otherwise mentioned, percentages would be calculated by considering all subjects that the candidate has appeared for in the examination.

11. The **WAT score (weight = 10)**, and the **Personal interview score (weight = 35)**, after standardization across interview panels and sessions, will be added to the following scores to arrive at the final aggregate score. **CAT (weight = 25), 10th board (weight = 10), 12th board (weight 10), Weighted Work Experience/ Professional qualification (weight = 10).**

The 25 points for CAT are derived from the performance in each of the three sections as follows: Verbal & Reading Comprehension (VARC) – 8.75 points, Data Interpretation & Logical Reasoning (DILR) - 10 points, and Quantitative Aptitude (QA) – 6.25 points.

12. The final offers of admission to candidates selected from each category will be made strictly on the basis of the final aggregate score as mentioned in (11).

Since IIMB follows a comprehensive multi-criteria process at the pre-PI stage, it is able to identify many candidates for the PI who have an excellent academic record and work experience but who, while doing well enough in the CAT to be in the first shortlist, may have narrowly missed the high score that would have been required if CAT alone was the basis for the PI shortlist. Such candidates effectively replace candidates who have only a high CAT score but have scored poorly in terms of their past academic record and work experience. IIMB emphasizes consistent and high performance in past academics and all other parameters.

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All information in this document is pertinent to the admissions cycle (2023) alone and therefore, no inference can be made from this document about the admissions process that will be used for future admission cycles at IIMB.IIMB reserves the right to change, modify or adopt any new admissions process that it deems necessary, at any point.

Any dispute concerning Admissions for the PGP Batch 2023-25 would be subject to jurisdiction of the competent courts within the territorial jurisdiction of city of Bangalore only