



भारतीय प्रबंध संस्थान बेंगलूर
INDIAN INSTITUTE OF MANAGEMENT
BANGALORE

Master of Business Administration (MBA) Two-year programme for Working Professionals (PGPEM) – 2024 **Admission Procedure**

The Post Graduate Programme in Enterprise Management (PGPEM) is a two-year weekend MBA programme for working professionals.

Eligibility Criteria

The basic criteria for applying to the Programme include the following:

- **Graduation*** in any discipline with a minimum of 50% marks or equivalent Cumulative Grade Point Average (CGPA). Applicants from SC, ST and PwD categories should have a minimum of 45% or equivalent CGPA. [**Applicant/s who do not have a Bachelor's degree, but completed their CA/ICWA/CS after Class XII, are also eligible to apply for PGPEM 2024. The requirement of minimum percentage marks /CGPA remains same as mentioned above*]
- The applicant needs to have a minimum of four years of full-time work experience as on **March 31, 2024**. Part-time work experience and internship (paid or unpaid) during a programme of study or completion of the same will not be considered eligible work experience.
- Applicants require a **valid** CAT, GMAT, GRE or IIMB Test score as on the date of application submission to be considered for admission. The application fee is Rs. 1500.
 - a. Applicants may take the Common Admission Test (CAT 2023). Applicants who wish to apply through CAT would need to indicate in the CAT 2023 application form that they want to apply for PGPEM at IIMB. In the case of those candidates, CAT 2023 scores made available to IIMB will be used in the assessment of the application. Please see the CAT website at <http://www.iimcat.ac.in> for more details on CAT.
 - b. Applicants may take the Graduate Management Admission Test (GMAT). The GMAT code for IIMB PGPEM is Q9HKK-32. Use this code to have your score sent directly to IIMB. This process is mandatory. However, your official report from Pearson (for GMAT) will be used in the assessment of the application.
 - c. Applicants may take the Graduate Record Examination (GRE). The GRE Code for IIMB PGPEM is 1681. Use this code to have your score sent directly to IIMB. This process is mandatory. However, your official report from ETS (for GRE) will be used in the assessment of the application.
 - d. Alternatively, applicants also can choose to apply for PGPEM by opting to take the **IIMB Test**, to be conducted by IIMB twice, on **November 19, 2023 and January 28, 2024**. Those opting to appear for the IIMB Test will have to pay a test fee of Rs. 1000 (non-refundable) in addition to the application fee of Rs. 1500 as specified above. For more information on the IIMB Test, please visit the IIMB website.

The candidates may opt for only one of the above-mentioned tests - CAT, GMAT, GRE or IIMB Test - to apply for PGPEM. The GMAT / GRE Score should be valid as on the date of application submission. It is mandatory to submit Official Score card/Test Taker copy (if Official Score card is not yet received) along with the application. **Online GMAT/GRE score (exam taken at home) will not be accepted for PGPEM 2024.**

To **submit the application**, please ensure that the following documents are uploaded along with the application form. The application form will be considered to have been completed only upon uploading of all the following documents:

a) Documents to be uploaded:

1. SSC, HSC & Bachelors' Degree Transcripts
2. Bachelor's Degree Certificate
3. GMAT / GRE Score Sheet (as applicable)
4. Statement of Purpose for pursuing the PGPEM programme
5. 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: the start date of the employment, end date of the same employment, and 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 start 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's organisation, should carry a seal of the employer, and be duly attested 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 organisations (and in each of the positions) 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 information 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 or 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 PGPEM at IIMB, if it comes to IIMB's notice 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.
6. If you wish to identify as belonging to a socially backward community (SC/ST/NC-OBC) or EWS category then the relevant certificate (*Valid as on date of application and in the format as prescribed by the Government of India*).
7. If you are a person with disability, then the relevant disability certificate/UDID.

- b) References: **Submission of references is mandatory.** You need to provide details (email id & contact details) of two persons as your referees (*preferably one from an individual who is in a position to evaluate your job performance*) in the online application. The referees will have to fill and submit their references online through the link triggered from your application only. The references are a part of the online application and cannot be submitted separately. The online application along with completed references should be submitted on or before the notified last date of application.
- c) Application fee (**Non-refundable**) should be paid online, the details of which are provided in the application.
- d) Please note that incomplete/unsubmitted applications will not be considered for further processing, and the application fee (if already paid) shall be forfeited.

Application Process

The application form for admission to PGPEM 2024, will be available at <https://campus.iimb.ac.in/psp/cssisprd/?cmd=login&languageCd=ENG&> Please refer to important dates in this document to know the application window.

Interview Process

Applicants will be short listed for the personal interview based on their performance in CAT / GMAT / GRE / IIMB Test, the applicant's prior academic performance, and duration of work experience. Shortlisted candidates will be called for a Personal interview or online interview (as deemed fit by IIMB) and a Writing Ability Test. The interview panel will consist of two faculty members of IIMB and may also include an IIMB alumnus. The interview panel will evaluate each candidate's performance based on quality of experience, diversity, leadership qualities, social sensitivity, and multi-faceted personality. At the time of the interview, candidates will be required to produce letters of approval from their employers, indicating that they are permitted to pursue the programme.

All interviews will be conducted at IIMB. Under normal circumstances if IIMB conducts face to face interviews candidates who are unable to attend the interview on the specified date, because of their overseas travel/stay, may be interviewed through videoconference. This facility is available at the discretion of IIMB. Requests for interview via videoconference should be made at least 10 days ahead of the scheduled interview date. Candidates should note that interview by videoconference will be held during the specified interview period. Arrangements for video conferencing at the candidate's location will have to be made by the candidate.

The admission offer will be made to a certain percentage (depending on the availability of seats and candidates satisfying a minimum cutoff on the composite score and / or on any factor score) of applicants based on their composite total score. The composite total score is calculated using a multi-factor model.

Reservations:

The Institute will follow reservation for EWS, NC-OBC, SC, ST and PWD in accordance with law.

Programme Fee

The tuition fee (PGPEM 2023) for 2 years is Rs. 20,11,000/- and subject to revision for the PGPEM 2024 batch.

The fee is payable in 8 instalments. If a student needs to continue beyond two academic years to meet the credit requirements, he/she must pay a continuation fee of Rs. 25,000 per term for each term beyond the first two years, till he/she completes the credit requirements of the programme.

The continuation fee per term is payable irrespective of whether a participant takes courses in a term or not (subject to a maximum of five years).

Important Dates:

The application window and the schedule of events (Tentative) are as below:

Application Window	July 10, 2023, to January 25, 2024 (5:00 p.m. IST)
IIMB Test	Slot -1: November 19, 2023 Slot -2: January 28, 2024
Interviews*	February 17 & 18, 2024
Interview Cities	Bengaluru
Offers & Waitlist*	March 4 th , 2024
Offer acceptance - Last date*	March 19 th , 2024
Withdrawal - Last date*	March 25 th , 2024

Note:

- 1. Only those candidates who have been shortlisted will be intimated by e-mail, with all relevant details.*
- 2. These dates are tentative and are subject to change if required.*
- 3. Interview process will be physical but may be conducted online if there is a disruption due to pandemic.*

July 17, 2023

All information in this document is pertinent to the admissions cycle 2024 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 PGPEM 2024 batch would be subject to jurisdiction of the competent courts within the territorial jurisdiction of city of Bangalore only.