

## PROCEDURE FOR ADMISSION

### PGP Admissions Policy and Procedure for the Academic Year 2015 – 2016

IIMK adopts a two-stage selection process and accordingly these selection criteria are applied in two stages. The first stage process applies to all eligible candidates (who appear for CAT 2014 and registered online for admission to IIMK) to determine those qualifying candidates who will be called for personal interview (PI).

1. All candidates meeting the requirements mentioned in Table 1 are eligible for consideration to the stage 1 short-listing.

**Table 1: Minimum Qualification Requirements for Stage 1 shortlist \***

Category	CAT Score Percentile	Sectional Percentile	SSC/X Class Percentage**	HSC/ XII Class Percentage**
GEN	90	80	60	60
OBC (NC)	80	70	60	60
SC	65	50	55	55
ST/ DA	55	40	55	55

\* The number of candidates shortlisted would be the discretion of the institute and would depend on the batch size of 2015-17.

\*\* The percentage of marks obtained in Class X and Class XII would be the aggregate marks of all subjects that appear in the marks sheet or grade sheet, irrespective of whether the Board considers them for calculation of percentage.

**Note:** General (GEN), Scheduled Caste (SC), Scheduled Tribe (ST), Non-creamy Other Backward Caste (NC-OBC), Differently Abled (DA)

2. SSC/X and HSC/XII percentages mentioned above will be taken from CAT 2014 registration database which will be treated as final.

3. From all the eligible candidates who register with IIMK a short-list of candidates will be prepared based on the Aggregate Index Score. This score is computed based on the performance in CAT 2014, Class XII and Bachelor's degree performance and other traits relevant for management education. Originals (and copies) of all certificates (academics/ reservation category/ experience) must be produced for verification at the time of PI. Any candidate failing to produce any of the original certificates will be disqualified from attending the PI. The Aggregate Index Score calculation details are given in the subsequent paragraphs.

a. CAT Index Score:

Performance in CAT is an important input in the admission process. Candidates should note that it is important to perform well in each section of the test. Scaled Scores from both the sections (with equal weightages) of CAT 2014 will go into the computation of the CAT Index Score. CAT Index Score will carry a weight of 75%.

b. Graduation Index Score:

i. Table 2 shows the computation of the Graduate Index Score. For those who completed their Bachelor's degree the percentage marks reported in their marks/grade sheet will be considered.

ii. Percentage marks for incomplete Bachelor's degree applicants are based on their available marks, certified by a head of the institution. The Principal/Head of the Department/Registrar/Director of the university/institution has to certify that those are the latest available marks, without which the candidate become ineligible for the graduation index score.

iii. For those candidates having cleared CA/ICWAI/CS without having Bachelor's degree, their average of intermediate and final level marks will be treated as Bachelor's degree marks.

iv. For bachelor's degree, the percentage of marks awarded by Institute/University will be treated as final. If the Institute/University doesnot award the percentage of marks, it will be calculated on the basis of the marks obtained in all subjects listed in the mark sheet.

v. If the percentage of marks awarded by Institute/University does not take into account marks obtained in all the subjects as mentioned in the marksheet(s) for all the years, the candidates must produce a certificate from the Principal/Head of the Department/Registrar/Director of the university/institution certifying details of the practice at the time of the GD/WAT-PI, if short-listed for the same.

vi. If any Board/Institute/University awards only letter grades without providing an equivalent percentage of marks on the grade sheet, the candidate should obtain a certificate from the Board/Institute/University specifying the equivalent marks. The original equivalence certificate needs to be submitted at the time of GD/WAT-PI, if short-listed for the same. Obtaining the equivalence certificate is the responsibility of candidates.

vii. For candidates having a 5-year integrated Master's degree, the percentage of marks obtained in the first 3 years will be considered as bachelor's degree percentage.

**Table 2: Graduation Index Score Calculation**

Graduation Marks (in %)	Score
≥81	7.5
≥ 76 and < 81	6
≥ 71 and < 76	4.5
≥ 66 and < 71	3
≥ 60 and < 66	1.5
< 60	0

c. HSC/ Class XII Index Score:

The percentage of marks obtained in HSC/Class XII would be the aggregate marks of all subjects that appear in the marks sheet or grade sheet, irrespective of whether the Board considers them for calculation of percentage. The method of allotting score for HSC/ Class XII percentage based on aggregate marks is given in Table 3 below:

**Table3: HSC/Class XII Index Score Calculation**

Class XII Marks (in %)	Score
≥81	7.5
≥ 76 and < 81	6
≥ 71 and < 76	4.5
≥ 66 and < 71	3
≥ 60 and < 66	1.5
< 60	0

d. Work Experience Index Score:

Previous work/professional experience will carry a weight of up to 5% depending on the length of service as on January 31, 2015, as shown in Table 4. Only fulltime managerial work experience after graduation will be considered. Training/Project work/work completed as an integral part of curricular requirement will not be considered.

**Table 4: Work Experience Index Score Calculation**

Months	0- 5	6-12	13-15	16-18	19-21	22-24	25-27	28-30	31-36	>36
Score	0	0.5	1.5	2.5	3.5	5	3.5	2.5	1.5	1

e. Diversity Index Score:

To ensure diversity, marks will be awarded for diversity (gender (5%) or academic discipline (5%)) related factors. Academic disciplines eligible academic diversity score are given in Table 5. A candidate is entitled to diversity score from only one factor.

**Table 5: Academic disciplines eligible academic diversity score**

Discipline
<ul style="list-style-type: none"> <li>• Agriculture [Agronomy, Soil Science, Agricultural Biochemistry, Agricultural Economics, Agricultural Extension, Plant Breeding and Genetics, Entomology, Plant Pathology etc.]</li> <li>• Animal Husbandry, Fisheries, Forestry, Horticulture, Veterinary Science</li> <li>• Architecture</li> <li>• Arts/Humanities [Archaeology, Education, Fine Arts (Dance, Music, Painting), Geography, History, Journalism, Languages, Library Science, Literature, Philosophy, Political Science, Psychology, Public Administration, Social Work/Welfare, Sociology, etc.]</li> <li>• Chartered Accountancy</li> <li>• Commerce/Economics [Accountancy, Auditing, Banking, Business Mathematics, Business Organization, Economics, Economic Development and Planning, Public Administration, Public Finance, Secretarial Practices etc.]</li> <li>• Company Secretary ship</li> <li>• Cost and Works Accountancy</li> <li>• Education [including Physical Education and Sports]</li> <li>• Hotel &amp; Tourism Management</li> <li>• Law</li> <li>• Management [Business Administration, Business Management, Business Studies, Management Studies]</li> <li>• Medicine/Dentistry</li> <li>• Pharmacology/Pharmacy</li> <li>• Rural Studies/Rural Sociology/Rural Cooperatives/Rural Banking</li> <li>• Science (Others) : Home Science, Nursing and all other branches of Science not explicitly elsewhere in this list</li> <li>• Science [Biology, Biochemistry, Bio-technology, Botany, Life Science, Zoology]</li> </ul>

4. All the above component scores will be combined to arrive at the Aggregate Index Score (Table 6) for each candidate that will be used to call sufficient candidates in each category for the second stage of admissions.

**Table 6: Aggregate Index Score Calculation for Stage1 Shortlist**

Component	Maximum Weight
CAT 2014 Score	75%
Class XII marks	7.5%
Graduation Marks	7.5%
Work Experience	5%
Academic/ Gender diversity Factor	5%
Total	100

5. The short-listed candidates will have to register at IIMK website and complete the personal profile form online. Only those candidates who complete online registration at relevant stages will only be considered for the subsequent process.

6. In the second stage, the short-listed candidates will have to appear for a GD/WAT followed by a Personal Interview (PI). The PI process will last for a half-day (morning or afternoon) session where the candidate will be writing a short note and participate in group discussion on a topic provided by IIMK. The topic will be announced at the venue just before the GD/WAT. The topics will typically reflect current political,

economic, sports, business affairs, etc. During the interview, the panel will evaluate each candidate's performance on academic background, quality of work experience and other personal traits.

7. After the conclusion of PI and GD/WAT, the final scores will be computed (Table 7) based on the performance in CAT 2014, PI, GD/WAT, and quality of professional experience. Category-wise rank list will be prepared based on the final scores. Admission offers will be made to candidates following the rank list as per the Government of India reservation norms.

**Table 7: FinalScore Computation**

Component	Maximum Weight
Personal Interview	45%
CAT	35%
GD/WAT	15%
Work Experience Quality	5%

**Additional information** (the candidates are advised to read them carefully)

1. Meeting the minimum eligibility criteria will not automatically qualify a candidate for admission to IIMK.
2. Each IIM short-lists candidates for GD/WAT and PI based on their own criteria. Hence it is possible to observe variations in the lists of candidates short-listed by different IIMs.
3. The candidates' short-list for PI will be made available on the IIMK website around the last week of January 2015. Only short-listed candidates will be receiving email communication from IIMK.
4. Subsequent to the GD/WAT and PI, the rank list for admissions will be prepared around the first week of May 2015. The admission offer letters will be sent to the required number of candidates from the rank list, in the order, following the Government of India reservation norms.
5. A limited number of candidates will be kept in the wait list. Offers to the candidates in the waiting list will depend upon the number of candidates not accepting the initial offers from the rank list.
6. The candidates are advised to check their registered emails regularly and visit the Admissions section of IIMK's web site for updates on admission offers.
7. The candidates, who are offered admission, need to confirm their acceptance by completing all the required formalities within the stipulated time.
8. If a candidate fails to confirm the admission formalities in time, for whatsoever reason, the seat will be forfeited by him/her and the next candidate in the waiting list will get the offer. No requests will be entertained in this regard.
9. IIMK reserves the right to change, modify or adopt any new admissions process to comply with any Government requirements or that it deems necessary and which best suits its purpose of identifying and admitting the most appropriate candidates to the post graduate programme.
10. IIMK does not share any responsibilities with other institutions using the merit list of IIMK for their admissions. No communications with any candidates will be entertained in this regard.

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Any dispute concerning Admissions during academic year 2015 would be subject to jurisdiction of the competent Courts within the territorial jurisdiction of the city of Kozhikode only.

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