

## **NOTE ON ADMISSIONS**

### **POST GRADUATE PROGRAMME IN GENERAL MANAGEMENT (PGPGM)**

PGPGM is an AICTE approved 2-year (24 months) management programme for working professionals. With sessions on every alternate weekend, it is specially designed for executives with 4 or more years of work experience, who are unable to take a career break for further studies. On successful completion of the programme, participants are awarded an AICTE approved diploma, "PGDM- Executive Management Programme".

For NCR participants, weekend sessions are held at Delhi Campus with annual immersions in the Mumbai Campus.

For Maharashtra participants, weekend sessions are held at Mumbai Campus.

#### **I. Eligibility**

**Educational Qualification-** Bachelor's degree or an equivalent qualification in any discipline. Minimum 50% marks required in graduation

**Work Experience-** Minimum 4 years of full time work experience after graduation

#### **II. Academic Background**

Applicants must possess a strong and consistent academic background.

##### **10<sup>th</sup> and 12<sup>th</sup> class**

1. An aggregate of all subjects scores (marks) mentioned on the mark sheet will be considered for arriving at the final percentage. This is irrespective of whether the university/board takes it into consideration or not while calculating the final percentage.
2. If a board/university awards grades/grade points, then the same has to be converted into percentage by using the applicable conversion factor. The conversion certificate needs to be furnished during interview process if shortlisted.

##### **Graduation**

1. Applicants must hold a Bachelor's degree with at least 50% marks or equivalent CGPA awarded by any university 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 the UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India.
2. Bachelor's degree or equivalent qualification obtained by applicants must entail a minimum of three years of education after completing higher secondary schooling (10+2) or equivalent. The percentage obtained by the candidate in the bachelor's degree would be based on the practice followed by the institution/university from where the candidate has obtained the degree. The degree awarded by an institute /university should be recognized by the Association of Indian Universities (AIU).
3. If the applicants have undergone/completed an integrated master's degree or dual degree directly after their 12th, the percentage of marks obtained as per their institute/university norms, which is considered as equivalent to bachelor's degree, will be considered.
4. If the applicants have undergone/completed a diploma directly after their 10<sup>th</sup>, the percentage of marks obtained as per their institute/university norms, will be considered

equivalent to class 12<sup>th</sup> percentage.

5. Bachelor's degree of Indian applicants, awarded by a college/institute/university overseas, should be recognized by the Association of Indian Universities (AIU)/other appropriate authorities.
6. If the institute provides grades/CGPA instead of marks, a conversion of the same to equivalent percentage is mandatory. If no conversion factor is available/provided, then obtained CGPA needs to be multiplied by conversion factor of 10 to obtain the percentage. The conversion certificate needs to be furnished during the interview process if shortlisted. If no conversion factor exists, then a certificate from the institution/university certifying the practice needs to be provided during the interview process if shortlisted.

### **III. Work Experience**

1. Candidate must complete minimum 4 years of full-time work experience as on 30<sup>th</sup> August 2024.
2. Relevant full-time work experience after graduation will be considered. Internship/training/ project work which was a part of the curriculum will not be considered as work experience.
3. Full time and paid article-ship after graduation as part of Chartered Accountancy will be considered as part of the work experience (letter from the firm/CA institute is required to show evidence of article-ship). Part time and/or unpaid article-ship will not be considered.
4. Proof of full-time work experience such as offer letter, salary slips and the experience letter will have to be provided. Applicant will be required to submit proofs of work experience for all organizations worked with if he/she has worked in more than one organization.
5. Applicants who are entrepreneurs or own ventures, need to submit documents like income tax returns, incorporation certificates, registration certificates, etc. as proof of work experience.

### **IV. Entrance Scores**

- A valid score of any one of CAT/MAT /GMAT / ATMA/CMAT/XAT is acceptable
- Valid scores of CAT/MAT /GMAT / ATMA/CMAT/XAT from over the last three years are acceptable. For GMAT, test scores of the last five years would be acceptable

### **V. Application Process**

- Participants can apply online through the link on the SPJIMR website/ shared by the admission team.
- Application form needs to be filled and submitted online along with specified documents.
- Application Processing fee is Rs. 1500/- and has to be paid online.
- The application processing fee is non-refundable
- Interviews of eligible candidates will be conducted on a rolling basis. Applicants will be informed through email about the date of the selection process by the PGPGM office.

### **Documents required for application: -**

1. A valid score of any of any one of the listed Admission Tests. If the test has not yet been taken, the date and registration for the test needs to be provided.
2. Complete employment proof – true copies attested by gazetted officer (Relieving letters from previous employers and offer / promotion letter from present employer as per details mentioned in section III above). Self-attested copies are submitted then original documents need to be verified at SPJIMR office

3. Complete educational proof - true copies attested by gazetted officer (Marksheets and passing certificates of X, XII, Graduation, Post-Graduation, etc. as per details mentioned in section II above). Self-attested copies are submitted then original documents need to be verified at SPJIMR office
4. Copy of Aadhar Card or Passport

## **VI. Selection Process**

Stages of the selection process-

- o Admission Test
- o Case Analysis
- o Interview and work experience profile

Our selection process lays emphasis on the ability of the candidate to put in time and effort for this programme, his/her work experience, managerial aptitude as well as maturity, values and achievements.

### **Admission Criteria**

1. Admission Test Score
2. Case Analysis Score
3. Work Experience & Interview
4. Past Academic Record

### **Note**

- The Institute reserves the right to change the above-mentioned dates/criteria at any point of time, if required
- Registration and call for selection process do not guarantee admission.
- Deadlines for fee payment will be shared separately only with the selected candidates.

**For further queries, kindly contact:**

[pjpgm.admissions@spjimr.org](mailto:pjpgm.admissions@spjimr.org)