



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIMK Campus P O, Kozhikode - 673 570, Kerala

कार्यकारी स्नातकोत्तर कार्यक्रम

EXECUTIVE POST GRADUATE PROGRAMMES

ADMISSION- 2017

INSTRUCTIONS FOR CANDIATES APPLYING FOR THE EXECUTIVE POST GRADUATE CERTIFICATE PROGRAMMES

INSTRUCTIONS FOR ONLINE REGISTRATION

1. Candidates are requested to go through the admission notification, in order to ascertain their eligibility and understand the admission process before starting the registration.
2. Multiple registrations from one candidate for the same programme are not acceptable.
3. Please enter the information in online application form with utmost care .Details given at the time of registration can't be modified after submission.

Name*	Please enter your complete name (First Name Middle Name & Last Name). This name will be updated in the institute record. This should be the same as on your academic records (Certificate, Mark sheet etc) certificates. In case of name change, please enclose relevant supporting documents justifying the change.
Email ID*	Should be valid and unique. You will receive the registration confirmation email with details to this email id.This email ID will be used by the institute to send future communication with respect to admission process. Participants are requested to not to use official email id's for registration.
Password*	Please enter a password. Use at least 8 characters as a combination of alpha numeric.
Mobile Number*	Please enter your 10 digit mobile number. This number will be used by the institute to send future communication with respect to admission.
Programme Name*	Please select the desired programme from the menu.
Select Learning Centre*	Please select the centre from the list, Click here to know the available list of centres.

4. Now click on "**Register**" to submit the information.
5. After successful registration, system will generate the application number.
6. An email alert with registration details will be sent to the email id of the candidate for future reference.If user forgot the password; user can reset the password by providing e-mail ID used for registration and application number.
7. Login with application number generated, email & password given at the time of registration to remit the application fees.
8. After successful payment, user can fill the application form and submit online.

In case of any issues during registration, please contact us at epgpadmission@iimk.edu.in



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REGISTRATION FEE PAYMENT INSTRUCTIONS

1. Candidate applying for the programme is required to remit a non-refundable fee ₹ 2000 + Goods and Service Tax (GST)* through online.
2. Mode of Payment –
 - V-Net Banking (For Vijaya Bank Customers)*
 - Credit Card* (Visa, Master, Amex)
 - Debit Card* (Visa, Master, Amex, Rupay)
 - Net Banking*
3. Payment through any other mode is not acceptable.
4. Candidates are required to confirm their eligibility to apply for the programme, before Registration & Fee Payment.
5. Fee once paid is not refundable or adjustable under any circumstances.
6. Applications (if any) received without fee will be merely rejected.

In case of any error in payment gateway, please write to epgpadmission@iimk.edu.in or contact at 0495-2809417.

***Bank Transaction charges for Online Payment of fee will have to be borne by the candidate**

TERMS & CONDITIONS

1. The right to conduct the Selection Process is with Indian Institute of Management Kozhikode only.
2. Indian Institute of Management Kozhikode reserves the right to re-schedule the Test/Interview and/or change/add the test centres at its sole discretion, without assigning any reasons thereof, and as warranted by the circumstances.
3. Indian Institute of Management Kozhikode reserves the exclusive right to reject any application without assigning any reasons thereof.
4. All the information & updated pertaining to admission will be posted on the web site, and no separate communication, by email or other means, will be sent to candidates. If such other means are used, it does not constitute an obligation to continue to use such means.
5. Canvassing in any form will be a disqualification.



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HOW TO FILL ONLINE APPLICATION FORM

Application No*	Will be auto updated with application number generated at the time of registration.
Programme Applied for *	Will be auto updated with name of programme opted at the time of registration.
Name *	Will be auto updated with name entered at the time of registration. Candidate should submit a valid identity proof justifying the name entered in application.
Upload Photograph*	Photograph specification: Passport size color photograph with light color background. <ul style="list-style-type: none">▪ Image Format – JPEG▪ Size of Image – Minimum 100 KB – Maximum 150▪ The minimum dimensions are 580 pixels (width) x 730 pixels (height).▪ The maximum dimensions are 750 pixels (width) x 950 KB pixels (height).
Have you done any programmes from this institute earlier?*	Applicable for alumnus of the institute. If not applicable .select 'No' and proceed further.
If the answer to the above question is 'Yes', Please update details of course completed.	
Name of the Programme*	Specify the name of the programme successfully completed. (Applicable, if the above question answer is 'Yes'.)
Roll Number*	Specify the roll number of the programme successfully completed. (Applicable, if the question answer is 'Yes'.)
CGPA Obtained*	Specify the overall CGPA obtained. (Applicable, if the question answer is 'Yes'.)
Learning Centre*	Candidates to select their convenient center /city from the available list of centers for learning. Please check the center address and center code from the IIMK website, Refer https://www.iimk.ac.in/academics/epgp/classroomcentres.php to know the available list of centers.
How do you come to know about this programme*	Please specify the source through which you come to know about this programme from the list.



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SECTION 1: PERSONAL DATA	
Name*	This is a mandatory field. Please attach copy of valid identity proof with name entered.
Date Of Birth*	This is a mandatory field. Enter DOB as per matriculation Certificate /Birth Certificate in the format DD-MM-YYYY
Gender*	This is a mandatory field. Select from the options.
Category*	Please select the appropriate option from the menu
Address Line 1*	This is a mandatory field. Enter your House Name, Door /Apartment Number here.
Address Line 2*	This is a mandatory field. Enter your street address here.
Address Line 3*	This is a mandatory field. Fill in the locality name.
City*	This is a mandatory field. Enter the city where you are located at present.
State*	This is a mandatory field. Select the state in where you are located at present.
Pin code*	This is a mandatory field. Please fill only numeric characters only (0-9). Do not leave spaces in between.
Mailing Address*	Please tick (✓) if the permanent and mailing address is same. If they are different, you will have to fill in your mailing address in the fields that appear.
Mobile Number*	This field is auto updated with mobile number used at the time of registration & can't be changed. In case of any error while updating mobile number at the time of registration, please update the correct mobile number in the alternate mobile number option.
Alternate Mobile No	This is not a mandatory field. Please update alternate mobile number owned by you (if Available)
Land Line Number (Res)	This is a not a mandatory field.
E-Mail ID*	This field is auto updated with E-Mail ID used at the time of registration.



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Alternate Email ID	This is a not mandatory field. Please type your alternate email address here.
Current Organization*	This is a mandatory field. Please type the name of your Organisation.If you are self employed ,please type 'Self-Employed'
Current Designation*	This is a mandatory field. Please type your current designation in the Organization.
Industry /Sector*	This is a mandatory field. Please select your industry type from the list .If the industry name is not available in the list, please select ' Others ' enter the industry name in the space provided.
SECTION 2: ACADEMIC RECORD	
X	
Board / University*	This is a mandatory field. Kindly mention the name of the board or examination conducting body.
Year*	This is a mandatory field. Kindly mention the year of pass.
Register No*	This is a mandatory field. Kindly mention the register number in the examination.
Class/Division*	This is a mandatory field. Mention the class or division obtained in class tenth.
Total Marks *	This is a mandatory field. Kindly mention total mark applicable for the main examination
Marks obtained*	This is a mandatory field. Kindly mention the total mark obtained by you in the main examination.
% of Marks*	Percentage will be calculated by system based on the marks entered.
XII	
Board / University	This is a mandatory field. Kindly mention the name of the board or examination conducting body.
Year	This is a mandatory field. Kindly mention the year of pass.
Register No	This is a mandatory field. Kindly mention the register number in the examination.



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Class/Division	This is a mandatory field. Mention the class or division obtained.
Total Marks *	This is a mandatory field. Kindly mention total mark applicable for the main examination
Marks obtained*	This is a mandatory field. Kindly mention the total mark obtained by you in the main examination.
% of Marks*	Percentage will be calculated by system based on the marks entered.
Graduation	
Qualifying Degree*	This is a mandatory field .Please select the qualifying Degree from the list. If your qualifying degree is not listed, Please select others and update the name of degree in space provided.
Subject	This is a mandatory field Please specify the Main subject taken for graduation.
College*	This is a mandatory field. Kindly mention the name of the college/Institute where you have done the graduation.
University*	This is a mandatory field. Mention the name of the university.
Year of Pass/Graduation*	This is a mandatory field. Mention the year of passing.
Register No.*	This is a mandatory field. Mention the register number of final examination.
Evaluation System*	This is a mandatory field. Please select appropriate option from the list.
Academic System*	This is a mandatory field. Please select 'Annual ', '6 Semester' or '8 Semester' depends upon the pattern of graduation.
Year of Examination*	This is a mandatory field. Please enter the year of examination.
Mark/CGPA Obtained*	This is a mandatory field. Mention the Mark/CGPA obtained in each year /Semester in graduation.
Max .Mark/CGPA*	This is a mandatory field. Please update the possible maximum Mark/CGPA for each year /Semester.
% of Marks Obtained*	System will calculate the percentage based on the Mark/ CGPA entered.



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Aggregate % Mark.*	This will be calculated by the system. Aggregate percentage of mark is calculated as the average of percentage of marks obtained in the each year/semester.
Post Graduation (Not a mandatory eligibility criteria for selection)	
Name of the Professional Qualification /PG :*	If you have answered the question 'Yes'. Please enter the PG course/Professional Course completed.
Subject*	Please specify the subjects studied.
College/Institute*	Kindly mention the name of the college/Institute where you have done the graduation.
University*	Mention the name of the university.
Year of Pass:*	Mention the year of passing.
% of Marks/CGPA Obtained	System will calculate the percentage based on the Mark/ /CGPA entered.
SECTION 4: CAREER PLANS -Please fill the experience details from the latest onwards	
Organization*	This is a mandatory field. Please type the name of the organization that you are working/worked.
Designation*	This is a mandatory field. Designation in your organization
From*	This is a mandatory field. Start working from date.
To*	This is a mandatory field. Last working date.
Number of Months*	Will be calculated by the system
Gross Monthly Remuneration*	This is a mandatory field.
Designation of the person last reported to.*	This is a mandatory field.
Statement of Purpose –This is a Mandatory Field.	
Briefly outline your professional plans, current or most recent job responsibilities, strengths and weaknesses & most significant accomplishment in these fields.	
SECTION 5: EXTRA CURRICULAR ACTIVITIES	
Briefly outline your achievements in extracurricular activities since school level.	
References	
Please provide two references who does not happens to be a personal friend/Relative.	
After Submitting the information, Candidate will be redirected 'PREVIEW' page where candidate and edit the information entered. Please click on 'SUMBIT' button to forward the online application. After submission of application online	