



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIMK Kochi Campus, Athulya IT Complex, Infopark, Kakkanad, Kochi – 682 030

कार्यकारी स्नातकोत्तर कार्यक्रम

EXECUTIVE POST GRADUATE PROGRAMME



Online REGISTRATION & APPLICATION Form ADMISSIONS: EPGP 2017 - 19

Steps to be followed:

(We found chrome browser works best for this)

Step 1: Go to Admission Notification page of EPGP Kochi at the IIMK website

OR type; <http://iimk.ac.in/kochi/>

Click on “[Click Here to Register & Apply Online](#)”.

Register through ‘[New Registration](#)’ link.

Step 2: After registration, go to your email inbox to find the application number, email, mobile number and password entered.

Read “[Instructions for Online Fee payment](#)” and keep the required details ready.

Login to online application form using the registered application number-email-password combination.

Step 3: Fill in the required details in the application form, verify and submit.

Note: **The registration will automatically expire if the application form is not completed within 7 days from the date of registration.**

Step 4: Make the online application fee payment of Rs. 2000/- (plus taxes as applicable)

Online Payment shall be done through:

- Credit/Debit Card (Visa, Master, Maestro, RuPay)*
- Internet Banking*

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

Step 5: Take print out of online application form and documents specified in Annexure A-1.

Send all documents to IIMK Kochi Campus in the address specified below:

Manager - Kochi Campus,
Indian Institute of Management Kozhikode,
IIMK Kochi Campus,
First Floor, Software Development Block
Athulya IT Complex, Infopark
Kakkanad, Kochi – 682 030
Phone: 0484-3190205



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Annexure A-I:

List of Documents to be send after completing the online application form:

1. Two copies of filled up application form duly signed by the candidate.
2. Copy of online Application Fee Receipt for Rs. 2000/- .
3. One passport size color photograph to be attached with the application form. Write name and application number on the reverse side of the photograph.
4. Self-attested copies of the following academic records (10th onwards).
 - i) 10th /SSLC Certificate.
 - ii) Pre-Degree/Plus-Two/HSC/VHSC Mark Sheet & Certificate.
 - iii) All Mark Sheets & Certificate of Graduation OR Professional Qualification, as applicable,
 - iv) All Mark Sheets & Certificate of Post-Graduation (If Applicable).
5. Score Sheets of CAT / GMAT, (if opted)
6. Self-attested copy of Work Experience Certificate(s) for the last 3 years.
7. Self-attested copy of a valid Photo Identity proof (Passport/Driving License/PAN Card/AADHAR Card).
8. Copy of Gazette Notification in case there is a change in Name.
9. Copy of Employee ID card, if available.
10. Self-attested copy of Category/Relaxation certificate from competent authority (if opted)

Instructions:

- You could login to the online application form using the application number-email-password combination.
- There will be six sections in the form, viz; Personal Data, Academic Record, Employment Details, Career Plans, Extra Curricular Activities and References. Each section have a 'save and continue' option at the end. You could resume from the saved page onwards in case you have lost the connection or have been logged out.
- There will be a preview page immediately before the "Submit Registration Form" which allows you to review and edit the data filled up. No editing will be allowed once you finally submit the application form.
- You have to select the 'Pay [Application Fee online](#)' option and remit the application fee of Rs. 2000/- (plus service tax as applicable). In case of any error in payment gateway, please write to admissionskochi@iimk.ac.in or contact our helpdesk at 0484 3190205.
- On completing the payment you will get the payment transaction details .Please click on the "print application" which will redirect you to the login page.



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- Login again with the application number and e-mail id to print the application form.
- Printing the online application form is possible only after successful payment of the application fee.
- The printed application form has to be signed and sent to IIMK Kochi Campus along with the documents specified in Annexure A-1.
- Please do not send any original academic record along with the application form

Important:

- Details given at the time of registration and application cannot be edited after final submission of the application.
- This data form is a key document of admission process. Complete and accurate responses to the items are, therefore, extremely important. Incomplete or false information will adversely affect your chances of selection. Admission granted on the basis of false information will be ipso facto null and void.
- In all matters relating to admission to the programme, the decision of the Institute will be final and binding on the candidate,
- Please go through the following before proceeding with the application and Fee payment.
 - i) Instructions for online Registration
 - ii) Instructions to fill Online Application
 - iii) Instructions for Online Fee Payment



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Filling the Online APPLICATION form

| | |
|----------------------------|---|
| Application No | Will be auto updated with application number generated at the time of registration. |
| Cohort / Batch Applied for | Specify whether applying for Evening Batch or Week End Batch |
| EMAT / Interview Centre | Candidates should select the centre of their choice from the drop down list: Kochi Trivandrum Kozhikode. The institute reserves the right to cancel any of the centre and direct the participant to another centre listed here. |

SECTION 1: PERSONAL DATA

| | |
|---|---|
| First Name* Middle Name* & Last Name* | This is a mandatory field. Please enter the details carefully as appears in the record like Class 10 th Certificate /Graduation Certificate /Gazette Notification etc. You should have a valid photo identity proof with the name as appearing here. |
| Gender* | This is a mandatory field. Please select from the drop down list. |
| Date of Birth * | This is a mandatory field. Enter DOB as per Matriculation Certificate. The format is dd/mm/yyyy (eg. 29/05/1969) |
| Age * (in completed years) | Automatically filled by system based on date of birth entered in previous box. (As on 30th September 2017) |
| Specify your Category* | Select any one from "GEN" / "OBC (NC)" / "SC" / "ST" / "PwD". Please note that relaxation as per government norms are granted only if copy of relaxation certificate is attached along with Application form" |
| Permanent Address* / for Communication* | Both are mandatory. You could choose the former to be applied as later. |
| Address Line 1 * | This is a mandatory field. Enter your House Name Door number Apartment Number here. |
| City * | This is a mandatory field. Enter the city where you are located at present. |
| State * | This is a mandatory field. Select the State where you are presently located. |
| Pin code * | This is a mandatory field. The field will allow numeric characters only (0-9). Do not leave spaces in between. |



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| Phone Number with STD & Country Code | Please fill in a fixed line phone number STD and Country code. |
| Mobile Number# | Will be auto updated with the number entered during the registration. # The Institute may use this number for communication in future with respect to admission and important alerts. |
| E-Mail # | Will be auto updated with E-Mail id entered during the time of registration. The id will be used for communicating to you. |
| Alternate Email ID | Please enter an alternate email id used by you. |

SECTION 2: ACADEMIC RECORD

(A) Schooling

| | |
|------------------------------|--|
| Standard & School / College* | These are mandatory fields. The “standard” will be prefixed as 10th and 12th. Please type the name of School / College as per record under heading School / College. |
| Board / University* | This is a mandatory field. Please type the name of Board / University as appears in the record. |
| Year* | This is a mandatory field. Please mention the year of passing as per record. |
| Class / Division | Please mention the class / division / CGPA secured in the 10th and 12th class examination. |
| % of marks Obtained* | This is a mandatory field. Please mention the percentage of mark obtained by you in the main examination of 10th and 12th. Please see note at the end of the form for CGPA conversion. |

(B) Graduation / Bachelor’s Degree

| | |
|----------------------|---|
| Discipline * | This is a mandatory field. Select / tick the appropriate box from the list or add in Others. |
| Subject * | This is a mandatory field. Please specify the subject specialization. In case of Engineering Graduates, specify the branch as well. |
| College* | This is a mandatory field. Kindly mention the name of the college/Institute as per record where you have done the graduation. |
| University* | This is a mandatory field. Mention the name of the university. |
| Year of Examination* | This is a mandatory field. Mention each year of the programme. |



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| | |
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| Percentage Score* | This is a mandatory field. Mention the aggregate percentage of marks secured each year. In case the candidates are awarded grades/CGPA instead of marks the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the university/ institution from where they have obtained the bachelor's degree. In case the university/ institution does not have any scheme for converting CGPA into equivalent marks the equivalence would be established by dividing the candidate's CGPA by the maximum CGPA obtainable and multiplying the result with 100. ((CGPA obtained /Total CGPA) x 100) |
| Aggregate percentage in graduation* | This is a mandatory field. Mention the total percentage of marks secured out of total maximum marks for all the years. Convert CGPA into % as mentioned above. |
| (C) Professional Qualification | |
| Discipline * | Select / tick the appropriate box from the list or add in Others. |
| College / Institute* | Kindly mention the name of the college/Institute as per record. |
| University* | Kindly mention the name of the Institute / University as per record. |
| Year of Examination* | Mention each year of the programme. |
| Percentage Score* | Mention the aggregate percentage of marks secured each year. In case the candidates are awarded grades/CGPA instead of marks the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the university/ institution from where they have obtained the Qualification. In case the university/ institution does not have any scheme for converting CGPA into equivalent marks the equivalence would be established by dividing the candidate's CGPA by the maximum CGPA obtainable and multiplying the result with 100. ((CGPA obtained /Total CGPA) x 100) |
| Aggregate percentage in graduation* | Mention the total percentage of marks secured out of total maximum marks for all the years. Convert CGPA into % as mentioned above. |
| (D) Post-Graduation (Not mandatory) | |
| Do you have a Post Graduate qualification?* | If you select "Yes" all the subsequent rows become mandatory. |



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| | |
|-------------------------------------|--|
| Discipline * | Select / tick the appropriate box from the list. |
| Subject * | Please specify the subject specialization. |
| College / Institute * | Please mention the name of the college/Institute. |
| University* | Mention the name of the University. |
| Year of Examination* | Mention each year of the programme. |
| Percentage Score* | This is a mandatory field. Mention the aggregate percentage of marks secured each year. In case the candidates are awarded grades/CGPA instead of marks the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the university/ institution from where they have obtained the degree. In case the university/ institution does not have any scheme for converting CGPA into equivalent marks the equivalence would be established by dividing the candidate's CGPA by the maximum CGPA obtainable and multiplying the result with 100. ((CGPA obtained /Total CGPA) x 100) |
| Aggregate percentage in graduation* | Mention the total percentage of marks secured out of total maximum marks. Convert CGPA into % as mentioned above. |

E) Test: EMAT / CAT / GMAT

| | |
|-------------------------|--|
| Select your test option | Select from "EMAT"/"CAT"/"GMAT". Fill your valid CAT/GMAT scores if you have selected yes for them. The CAT/GMAT score shall not be older than one year from 16 th September 2017. Please note that relaxation is granted only if copy of relaxation certificate is attached along with Application form. Else, select EMAT and move to next. |
|-------------------------|--|

SECTION 3: EMPLOYMENT DETAILS

| | |
|------------------------------------|--|
| Organization* | This is a mandatory field. Please type the name of the organization that you are presently working with / have worked. Start filling from the current employment in the first row, adding the previous ones after that in chronological order. |
| Designation* | This is a mandatory field. |
| From* | This is a mandatory field. |
| Date of commencement of employment | This is a mandatory field. |



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| | |
|---|---|
| Ending date of employment | The first row will have this field prefixed as “30 th September 2017” for the current employment. |
| Number of Months* | This is a mandatory field*. Please enter the exact number of months completed |
| Gross Monthly Remuneration* | This is a mandatory field. |
| Designation of the person to whom reporting | Please specify the designation of the person to whom you have reported / reporting. |
| Total relevant work experience in months as 30 th September 2017*. | This is a mandatory field*. Please enter the exact number of months completed. Should be the sum of months entered earlier for each employer. |

SECTION 4: CAREER PLANS

| | |
|---------------------------------|--|
| Statement of Purpose* (1 to 4) | This is a mandatory field. Briefly outline your professional plans and career objectives in your own words describe briefly your current or most recent job responsibilities Strengths and weaknesses as identified by you and the most significant accomplishment so far. |
|---------------------------------|--|

SECTION 5: EXTRA CURRICULAR ACTIVITIES

| | |
|--|--|
| Extra-Curricular Activities (1(a)(b)(c) 2 3) | Please list out the achievements / representations / positions held by you within or outside the academic or employment area. This may include active involvement in Arts, Sports, Social & Cultural or any other activities you may consider relevant to let us know more about you. The Institute reserves absolute discretion to consider or not to consider any of this information for the purpose of admission to the programme. |
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REFERENCES

References* (1 & 2)

All sections in this section are mandatory.

- 1) Please provide two references that are not personal friends or relatives and whom you consider of having a reasonable understanding about your work or business and could provide a feed back to us on the same.

The Institute reserves absolute discretion to consider or not to consider any of this information for the purpose of admission to the programme.

FINISH & REVIEW Page

* You could see all the sections entered by you along with an “EDIT” button on the right side of each section. Review the information’s entered thoroughly and edit where ever necessary. After review click the ‘Submit Registration Form’ button at the end of the page. You will be directed to the “[Pay Application Fee and Print Application Form](#)” page. No editing will be allowed once you finally submit the application form.

Note: Fields marked (*) are mandatory.

Important:

Once you have done the Final review and submitted the form, Make online payment of application fee using the link shown in the page. After the payment is made, click the ‘print Application form link here to print the Application. (Print Registration Form link takes you to a print preview page. Go to file menu and Print).

NOTE

1. Please do not send any original academic record along with the application form.
2. All original certificates (Academic and Experience) should be produced for verification on the day of Interview/EMAT exam date. Candidates failing to produce the original certificates for verification will not be permitted to take EMAT examination/Interview.
3. Please refer to the FAQ’s on the iimk website – iimk.ac.in/kochi for more clarifications with regards to supporting documents.