

**Indian Institute of Management Kozhikode**  
**PGP-F Admissions Policy and Procedure for 2023-2025 Batch**

IIM Kozhikode adopts a three-staged selection process for its admissions to the PGP-F 2023-2025 batch. The details of the three stages are given below:

**Stage 1: Registration of Candidates Meeting the Minimum Eligibility Criteria**

In Stage 1, the following minimum eligibility criteria will be applied to all candidates who have opted for IIM Kozhikode. Only candidates obtaining a positive (greater than zero) raw score in all sections of CAT 2022 will be considered.

**Table 1: Minimum Eligibility Criteria**

Category	CAT/GRE/GMAT Sectional Percentile <sup>1</sup>			SSC/X Class Percentage <sup>2</sup>	HSC/XII Class Percentage <sup>2</sup>	Graduation Percentage <sup>3</sup>
	Quantitative ability	Data Interpretation	Verbal ability			
<b>GEN</b>	85	80	70	60	60	60
<b>NC-OBC/EWS</b>	75	70	65	60	60	60
<b>SC</b>	65	60	60	55	55	60
<b>ST/PwD</b>	60	55	55	55	55	60

*Note: General (GEN), Economically Weaker Section (EWS), Scheduled Caste (SC), Scheduled Tribe (ST), Non-creamy Other Backward Caste (NC-OBC), Persons with Disability (PwD).*

All candidates without a graduation degree must obtain a minimum of 50 percent aggregate marks in CA/ICWA/CS to qualify. All candidates who have opted for IIM Kozhikode and are fulfilling the above-mentioned minimum eligibility criteria are eligible to register for the IIM Kozhikode PGP-F programme and would receive an email for online registration for admissions to IIM Kozhikode. Only those candidates who have successfully completed the registration process will be considered for Stage 2. Please note that this is a pre-interview registration process and not the call for interview.

**Stage 2: Shortlisting for Writing Ability Test (WAT) and Personal Interview (PI)**

The Stage 2 process applies to all eligible candidates who have successfully completed the registration process in Stage 1 and it is for the determination of the candidates to be called for personal interview (PI). A shortlist of candidates in each category will be prepared based on an

<sup>1</sup> As eligibility score, candidates are permitted to choose CAT/GRE/GMAT, taken between January 1, 2022 to December 31, 2022 (both days inclusive). These eligibility routes will henceforth be called CAT, GRE, and GMAT in this description. Only those candidates who have all the sectional percentiles [For CAT, the applicable sections are- Verbal Ability and Reading Comprehension (VARC), Data Interpretation and Logical Reasoning (DILR), and Quantitative Ability (QA); for GMAT, the applicable sections are Quantitative and Verbal; for GRE, the applicable sections are Quantitative Reasoning and Verbal Reasoning] higher than the minimum specified are considered eligible.

<sup>2</sup> 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.

<sup>3</sup> Candidates who have not received any marks for their graduation but have a pass certificate will be accepted to Stage 2 subject to signing a declaration of the non-availability of marks. Independent vetting will be conducted for such cases with the concerned university/college.

Aggregate Index Score (AIS). The weight of each component in the AIS is as follows:

**Table 2: Aggregate Index Score Computation for Stage 2 Shortlist<sup>3</sup>**

<b>Component</b>	<b>Weight</b>
Scaled Sectional Score for the Quantitative Section of the Eligibility Exam	20%
Scaled Sectional Score for the DI Section of the Eligibility Exam*	20%
Class X Percentage Score	10%
Class XII Percentage Score	15%
Work Experience Score	10%
PGP-F Suitability Score	20%
Gender Diversity Score	5%

**\*For GMAT and GRE the score of the Quantitative section and Quantitative Reasoning section respectively will be applied in the same weight**

<sup>3</sup> The number of candidates shortlisted would be at the discretion of IIMK and would depend on the batch size planned for 2023-25.

The details of each component are given as follows:

### ***1) Scaled Sectional Scores for the Quantitative Section and DI section of the Eligibility Exam***

The scaled sectional scores of the candidate in the quantitative section and data interpretation and logical reasoning section of CAT would be given 20% weight each. The equivalent scaled sectional score of the candidate in the quantitative section of GMAT or quantitative reasoning section of GRE itself will be assigned 20% as an equivalent for the DI section as per the table above. The equivalent scaled sectional scores for GRE/GMAT will be calculated as per the following method:

*If a candidate receives  $x$  percentile in GMAT/GRE, the equivalent CAT scaled score may be computed as the median of all the scaled CAT scores belonging to the interval  $(x-0.5, x+0.5]$ .*

### ***2) SSC/Class X/IB/Equivalent Percentage Score***

The percentage of marks obtained in SSC/Class X/IB/Equivalent would be the aggregate marks of all subjects that appear in the marks sheet or grade sheet irrespective of the board's calculation. Any candidate with a score of 60% or below gets zero weight. Any candidate with a score of 90% or above gets a maximum of 10%. The weight of 10% is proportionately allotted for any candidate with a score between 60% and 90%. A sample illustration of the marks awarded is provided in [Annexure 1](#).

### ***3) HSC/Class XII/IB/Equivalent/Diploma Percentage Score***

The percentage of marks obtained in HSC/Class XII/IB/Equivalent/Diploma would be the aggregate marks of all subjects that appear in the marks sheet or grade sheet irrespective of the board's calculation. Any candidate with a score of 60% or below gets zero weight. Any candidate with a score of 90% or above gets a maximum of 15%. The weight of 15% is proportionately allotted for any candidate with a score between 60% and 90%. A sample illustration of the marks awarded is provided in [Annexure 1](#).

### ***4) Work Experience Score***

a) Previous work/professional experience will carry a weight of up to 10%, depending on the length of service as on December 31, 2022. Only fulltime remunerative work experience after graduation will be considered. Part-time/Project/Internship/Articleship/Pre-Graduation work experience will not be counted as work experience. A candidate with a work experience of 6 months or above will be eligible for work experience score. A sample illustration of the marks awarded is provided in [Annexure 2](#).

b) Reg. Self-employment/partnership experience: fulltime self-employment must be established using **income tax returns** pertaining to years of employment and any two of the following documents:

- i. Registered partnership deed,
- ii. MCA/RoC firm registration certificate,
- iii. GST registration of firm,
- iv. Firm's audited statements of account (for at least two continuous financial years),
- v. DIPP Certificate of Recognition.

At least one of these documents should indicate the name of the firm and the name of the candidate as promoter/director. The other document must refer to the firm's name or registration number. The later date in these two submitted documents will be taken as the start date of self-employment. Both dates used to calculate the start of self-employment must be after date of award of the candidate's last educational qualification. A sample illustration of the marks awarded is provided in [Annexure 2](#).

### 5) PGP-F Suitability Score

**Table 3: PGP-F Suitability Matrix**

	<b>Stream for CA/CS/ICWA</b>	<b>Stream for CFA/FRM/PRM Certification</b>
2 marks	CA-Inter (1 <sup>st</sup> Group cleared) or equivalent	CFA Level-1/FRM Level-1/PRM Exam I
4 marks	CA-Inter (Both Groups cleared) or equivalent	-
6 marks	CA-Final (1 <sup>st</sup> Group cleared) or equivalent	CFA Level-2/FRM Level-2/PRM Exam II
8 marks	CA-Final (Both Groups cleared) or equivalent	CFA Level-3

Candidates may pick up to one certification that they possess in each of the streams mentioned in the columns above. The total marks corresponding to such certifications may add up to a maximum of 15. As an illustration, a candidate with a CA Final and a CFA Level-3 certification would obtain the maximum 15. Similarly, a candidate with CA-Inter (1st Group cleared) and CFA Level-1 would obtain 4 marks. The final normalised marks will be given a weight of 20% as per the stage 2 policy.

### 6) Gender Diversity Score

Marks are awarded for gender diversity. Only female/transgender candidates are eligible for a gender diversity score. The Gender Diversity Score will carry a weight of 5%.

### Stage 3: Final Shortlist

The short-listed candidates will have to appear for a WAT followed by a PI. IIM Kozhikode will conduct the WAT and PI in Bangalore, Hyderabad, Kolkata, Kozhikode, Mumbai and New Delhi. The entire process will last for a half-day (morning or afternoon). In this process, the candidates will be writing an essay, which will be followed by the PI. The essay topic will be announced at the venue just before the start of the WAT session. During the PI process, the panel will evaluate the academic efforts and disposition, general awareness and social disposition, attitude, personality and communication and the aptitude in finance/quality of work experience of each candidate.

After the conclusion of the WAT and PI process, final scores will be computed (as per Table 4) based on PI, WAT, the performance in eligibility examination, work experience score, and PGP-F suitability score. Category-wise merit list will be prepared based on the final scores. Admission offers will be made to candidates following the merit list as per the Government of India reservation norms.

**Table 4: Final Score Computation**

<b>Component</b>	<b>Weight</b>
PI Score	35%
WAT Score	10%
Scaled Sectional Score for the Quantitative Section of the Eligibility Exam	15%
Scaled Sectional Score for DI Section of the Eligibility Exam*	15%
Work Experience Score	10%
PGP-F Suitability Score	15% <sup>4</sup>

\*For GMAT and GRE the scaled score of the Quantitative section and Quantitative Reasoning section respectively will be applied in the same weight

### **Reservation Policy**

IIM Kozhikode will follow Government of India reservation policy for admission to Central Educational Institutions (CEIs).

**Any dispute concerning Admissions for the PGP-F Batch of 2023-2025 would be subject to jurisdiction of competent Courts within Kozhikode only.**

### **Important Information**

1. Stage 1 is a pre-interview registration process and not a call for PI.
2. Only candidates who have successfully registered will be considered for Stage 2 (PI). A successful registration does not automatically qualify a candidate for the Stage 2 selection process.
3. The number of candidates shortlisted for Stage 2 would be at the discretion of IIMK and would depend on the batch size planned for 2023-25.
4. Each IIM shortlists candidates for PI based on their own criteria. Hence, it is natural to observe variations in the lists of candidates shortlisted by different IIMs.
5. The candidates' short-list for Stage 2 (PI) along with the details of the PI process will be made available on the IIMK website at an appropriate time.
6. After the completion of Stage 2 (PI), a merit list for admissions will be prepared. The required number of admissions offers will be given in the order of merit, following the Government of India reservation policy. Hard copies of the admission offer will be issued only to those candidates who accept the offer and make the required payments within the stipulated time.
7. A limited number of candidates will be kept in the waiting list. Offers to the candidates in the waiting list will depend upon the number of candidates not accepting offers from the initial lists. The number of candidates in the waiting list would be at the discretion of IIMK and will depend on the batch size planned for 2023-25.
8. All the candidates are advised to check their emails regularly and visit the IIMK website for updates on admission-related activities.
9. If a candidate fails to complete the admission formalities within the stipulated time period,

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<sup>4</sup> The PGP-F Suitability Score is computed in the same way as in Stage 2, but scaled to 15 instead of 20.

irrespective of reasons, the seat will be forfeited and the next candidate in the waiting list will be given the offer.

10. IIMK reserves the right to change, modify or adopt any new admission policy and process to comply with Government/Judicial requirements or as it deems necessary. IIMK also reserves the right to adopt an admission policy, which best suits its purpose of identifying and admitting the most appropriate candidates to its postgraduate program.
11. IIMK is not responsible for other institutions using the PI scores of IIMK for their admission process.
12. Originals of all certificates (academic/reservation/work experience\*/certifications) must be produced for verification. *Any candidate failing to produce any of the relevant original certificates mentioned will be disqualified.*
13. All communication pertaining to IIM Kozhikode PGP-F admissions will be done only through the admissions office of IIM Kozhikode.
14. Above processes may be amended in view of the pandemic and the changes will be communicated accordingly.
15. Disclosure of information about the admission process is driven by concerns, which at times conflict with each other. IIMK would like the admission process to be transparent. At the same time, IIMK would wish to protect the privacy of the individual candidates and confidentiality of the process to prevent abuse. Based on these considerations, the details of the performance of an individual are not made available to any other person. Similarly, the details of the performance of a candidate in PI, including assessment of attributes, is not disclosed to anyone to prevent exercise of undue pressure on the panelists participating in the admission/selection process. Adequate care is taken in formation of the interview panels, development of objective criteria for assessment, random allocation of candidates to interview panels and other such measures.
16. IIM Kozhikode does not allow deferment of an admission offer to subsequent years.
17. Any misrepresentation or suppression of information by a candidate at any stage during the admissions process or at any later date, will lead to immediate disqualification of the candidate from IIMK.
18. A candidate receiving the admission offer from IIM Kozhikode and accepting the offer within the stipulated date needs to send an amount of Rs. 1,00,000/, along with the offer acceptance. The candidate will have to register on the registration day for the postgraduate program and pay the necessary fees to complete the admission process.
19. A candidate withdrawing from the program will receive a fee refund, if the withdrawal is done before the date and time specified in the PGP-F 2023-25 withdrawal procedure, duly uploaded on the IIMK website. Note that the refund will be after deducting processing charges as per Govt. norms (F. No. 21-I66/2007-TS. II).
20. A candidate withdrawing from the program after the date and time specified in the withdrawal procedure will be permitted refund only if he/she does not cause a resultant shortfall such that admitted batch size is lower than the sanctioned batch size for 2023-25.
21. All requests for withdrawal from the program prior to the registration date would be handled only through the admission portal.

\* Only fulltime remunerative work experience after graduation will be considered.

Part time/project/internship/articleship/pre-graduation work experience will not be counted as work experience.

Reg. self-employment/partnership experience: fulltime self-employment must be established using income tax returns pertaining to the years of employment and any two of the following documents: i) registered partnership deed, ii) MCA/RoC firm registration certificate, iii) GST registration of firm, iv) firm's audited statements of account (for at least two continuous financial years), v) DIPP Certificate of Recognition. At least one of these documents should indicate the name of the firm and the name of the candidate as a promoter/director. The other document must refer to the firm's name or registration number. The later date in these two submitted documents will be taken as the start date of self-employment.

**Annexure 1: Score for Class X/Class XII**

<b>Class X Marks (%)</b>	<b>Score</b>	<b>Class XII Marks (%)</b>	<b>Score</b>
60	0.00	60	0.0
61	0.33	61	0.5
62	0.67	62	1.0
63	1.00	63	1.5
64	1.33	64	2.0
65	1.67	65	2.5
66	2.00	66	3.0
67	2.33	67	3.5
68	2.67	68	4.0
69	3.00	69	4.5
70	3.33	70	5.0
71	3.67	71	5.5
72	4.00	72	6.0
73	4.33	73	6.5
74	4.67	74	7.0
75	5.00	75	7.5
76	5.33	76	8.0
77	5.67	77	8.5
78	6.00	78	9.0
79	6.33	79	9.5
80	6.67	80	10.0
81	7.00	81	10.5
82	7.33	82	11.0
83	7.67	83	11.5
84	8.00	84	12.0
85	8.33	85	12.5
86	8.67	86	13.0
87	9.00	87	13.5
88	9.33	88	14.0
89	9.67	89	14.5
90 and above	10.00	90 and above	15.0

## Annexure 2: Score for Work Experience in Completed Months

Months	Score	Months	Score
Below 6	0.00	33	9.33
6	0.33	34	9.66
7	0.66	35-36	10.0
8	1.0	37	9.6
9	1.33	38	9.2
10	1.66	39	8.8
11	2.0	40	8.4
12	2.33	41	8.0
13	2.66	42	7.6
14	3.0	43	7.2
15	3.33	44	6.8
16	3.66	45	6.4
17	4.0	46	6.0
18	4.33	47	5.6
19	4.66	48	5.2
20	5.0	49	4.8
21	5.33	50	4.4
22	5.66	51	4.0
23	6.0	52	3.6
24	6.33	53	3.2
25	6.66	54	2.8
26	7.0	55	2.4
27	7.33	56	2.0
28	7.66	57	1.6
29	8.0	58	1.2
30	8.33	59	0.8
31	8.66	60	0.4
32	9.0	61 and above	0