

# INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Post Graduate Programme in Management (PGP Batch 2017-19)

## JOINING INSTRUCTIONS

### A. IMPORTANT DATES

1. Reaching IIM Amritsar latest by : 4 p.m., July 09, 2017
2. Registration : 9.30 a.m.-1.00 p.m., July 10, 2017
3. Inauguration : 16:00 hrs, July 10, 2017
4. Orientation Program : 09:30 hrs – 17:00 hrs, July 11-13, 2017
5. Commencement of Classes : July 14, 2017

**If you fail to deposit Rs.1,50,000/- in the bank account of IIM Amritsar as mentioned in item B.15 on or before 05 July, 2017, 5 p.m. and fail to register within the time prescribed above, you will forfeit your admission. Late registration is not allowed and no correspondence will be entertained in this regard.**

### B. DOCUMENTS YOU MUST BRING AND PRODUCE AT THE TIME OF REGISTRATION

You are required to deposit all the original certificates and a set of self-attested photocopies of all the certificates in the following order:

1. CAT 2016 Score Card
2. Mark sheet of 10<sup>th</sup> examination
3. Mark sheet of 12<sup>th</sup> or equivalent examination
4. **Mark sheet and Pass Certificate** of Bachelor's Degree examination. In the case of non receipt of final degree certificate, a provisional degree certificate must be obtained from the University/Institute and produced to us. (If your final results are awaited, you will have to produce the course completion certificate (Annexure 1) issued by the Head of Department/Institute at the time of Registration).
5. **Work Experience Certificates** (if applicable) substantiating the details you have stated in the application form (*You are solely responsible for making appropriate arrangements with your employer. The Institute neither favours a particular course of action nor assumes any responsibility in this regard.*)
6. **A Medical Fitness Certificate from a civil surgeon or equivalent** (use Annexure-2 for this purpose). **Please note that the certificates issued by private practitioners will not be accepted.**
7. Completed Undertaking Form (Annexure-3)
8. Anti-ragging declaration (Annexure-6)
9. Address Proof (Passport, Election Commission Photo ID card, Driving License, Aadhaar Card or any other Government Issued address proof)
10. **Community Certificate (in case of SC/ST)** issued by the Competent Authority. **(Please use the specimen enclosed for the purpose)** (if applicable).
11. **OBC (NC) Certificate** (in case of OBC-NC) issued by the Competent Authority. **(Please use the specimen enclosed for the purpose). Certificate must have issued on or after March 31, 2017.** An affidavit in the enclosed format (if applicable).
12. **Disability Certificate (issued by District Medical Board)** in the enclosed format (if applicable).
13. Four passport size photos and three stamp size photos.
14. The total fee for the academic year 2017-18 is **Rs. 4,50,000/- (Four lakhs and fifty thousand only)**, which is **payable in three equal amounts of Rs.1,50,000/- (One lakh and fifty thousand only)** payable at the beginning of each term.
15. The candidates are required to deposit **Rs.1,50,000/- (One lakh and fifty thousand only)** in the bank account of IIM Amritsar as given below through NEFT: **You must write clearly your name and CAT Registration Number on the Bank Deposit Slip, and email the UTR number and scanned copy of the deposit slip to [iimamritsar@iimk.ac.in](mailto:iimamritsar@iimk.ac.in).**

**Account No. : 2083214000009**

**Name of Account holder: Indian Institute of Management Amritsar**

**Name of the Bank: Canara Bank; Branch : Amritsar**

**IFSC Code: CNRB0002083**

**MICR CODE: 143015005**

The breakup of this amount is as follows:

- a) **Rs.1,00,000/- (One lakh only)** towards balance payment of 1<sup>st</sup> Term fee.
- b) **Rs.25,000/- (Twenty five thousand only)** towards Security/Caution deposit, which will be refunded on completion of the course after adjusting dues, if any.
- c) **Rs.25,000/- (Twenty five thousand only)** towards Mess advance.

**You should keep sufficient number of attested copies of all the above certificates for future purposes.** Due to the limited parking space both in the Institute and the hostels, you are not permitted to keep four wheelers. However, you may be allowed to keep a two-wheeler in the hostel subject to appropriate permission from the Institute, which depends on the availability of parking space on a first-cum-first-serve basis. In the hostels each student will be provided with a bed, mattress, almirah /shelf/cupboard with locking facility, and study chair.

## **C. IMPORTANT INFORMATION**

### **1. HOW TO REACH IIM AMRITSAR?**

You can reach the IIM Amritsar campus (5 Kms) from the Airport/Railway Station/ISBT by Taxi/Auto/Bus. Buses ply at regular intervals of 10-15 minutes from the Railway station during the day time. You have to board any bus going via Guru Nanak Dev University and get down at the Government Polytechnic Road Bus Stop, just one-stop after the Guru Nanak Dev University main gate. From the bus stop you can take an auto (0.5 Km) to reach the IIM Amritsar Transit campus at Punjab Institute of Technology (inside Government Polytechnic Compound), Chheharta, G.T. Road, Amritsar. (See Annexure-5 for the location of IIM Amritsar).

### **2. WHOM TO CONTACT ON ARRIVAL?**

On reaching the Institute premises, you may contact the following personnel:

Mr. Pawan Kumar Singh Nominated Officer – Phone: 0183- 2254538, Mob: 7589401323

Mr. Lalit Bhalla - Office Assistant - 0183-2254538, Mob: 07589401325 for further assistance.

### **3. EXPENSES**

Please see Annexure-4 for the PGP fee pertaining to the academic year 2017-18. The figures mentioned thereof excludes boarding charges and personal expenses on travel, clothing, laundry etc.

### **4. HOSTEL**

Students are provided accommodation in the hostel and as it is a residential programme, they are expected to stay in the hostels of the Institute. Each student is provided with lockable almirah /shelf/cupboard, cot, mattress, study table and chair. You have to arrange your own bed-sheets, pillows and other articles of personal use. You shall have your own pad locks to lock the hostel rooms. Two keys of the lock shall be handed over to the IIM Amritsar Office. For matters related to hostels, you can contact the Office Assistant (contact numbers are given above under item no. C 2)

### **5. CLIMATE**

In July end when you arrive here, the monsoon is expected to arrive and rainy season may last till August. It is, therefore, desirable to bring light, easy-to-dry clothes and bed linen. In addition, you may also bring torchlight, umbrella and rubber/plastic footwear for outdoor use when needed.

### **6. HEALTH**

It is recommended that you get yourself immunized against common diseases. You shall submit vaccination certificates for jaundice and chickenpox. In addition, a **medical fitness certificate** (see Annexure 2) will have to be produced at the time of Registration.

#### **Note:**

You are responsible for the correctness of the information provided to the Institute in our application form, in the acceptance of the offer of admission, during the process of registration and during your course of study at the Institute. **The consequences of incorrect information may include cancellation of the admission.**

# INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

Post Graduate Programme in Management (PGP Batch 2017-18)

## ACKNOWLEDGEMENT CUM PRE-REGISTRATION FORM

To

The Senior Administrative Officer,  
Indian Institute of Management Amritsar,  
Punjab Institute of Technology Building,  
Inside Government Polytechnic Campus,  
Polytechnic Road, PO: Chheharta,  
G.T. Road, Amritsar - 143105.

Sir,

I have received your letter dated..... with all enclosures. I enclose the self-attested copies of the following documents\* in ***the order as listed below***:

1. Acknowledgement cum Pre-registration form (duly completed)
2. Address proof (Passport, Election Commission Photo ID card, Driving License, Aadhaar Card etc.)
3. Admission Offer Letter from IIM Amritsar
4. Filled-in Student Information Sheet (**Original**)
5. Mark sheet of 10<sup>th</sup> examination
6. Mark sheet of 12<sup>th</sup> or equivalent examination
7. Mark sheet and certificate of Bachelor's Degree examination/Provisional Degree Certificate/Course Completion certificate issued by the competent authority.
8. Caste Certificate (in case of SC/ST) in the approved format issued by the Competent Authority
9. OBC(Non-creamy) certificate as per the specimen attached
10. Disability Certificate (issued by a Director/Deputy Director/Member of District Medical Board) in the enclosed format
11. Experience Certificates (if applicable) substantiating the details you have mentioned in the application form
12. Medical Fitness Certificate (**in original**) from a civil surgeon or equivalent in the enclosed format.

(\* *Strike out whichever is not applicable*)

Thanking you,

Yours faithfully

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Test Regn. No. : \_\_\_\_\_

Category: Gen / OBC (NC) / SC / ST / Persons with Disability

Date: \_\_\_\_\_

**COURSE COMPLETION CERTIFICATE**

This is to certify that Mr./Ms. \_\_\_\_\_ (Roll No. \_\_\_\_\_) has already completed all formalities including examinations and other academic requirements (such as theory and practical exams, assignments, projects, viva etc.) on or before 30<sup>th</sup> June 2017 for obtaining the \_\_\_\_\_ degree. His/Her final result is expected to be announced by \_\_\_\_\_ (Date).

Place: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Principal/Registrar/HoD)

Date: \_\_\_\_\_

Name of the College/Institute: \_\_\_\_\_

College/Institute round Seal

**MEDICAL FITNESS CERTIFICATE**

I hereby certify that I have examined Mr./Ms. \_\_\_\_\_, a candidate for admission to the Post Graduate Programme in Management at the Indian Institute of Management Amritsar, and that as per my diagnosis he/she has no disease, constitutional affliction or bodily infirmity except \_\_\_\_\_ . I do not consider this as a disqualification for admission to the Post Graduate Programme in Management at the Indian Institute of Management Amritsar.

His/her age, according to his/her own statement, is \_\_\_\_\_ years and by appearance is about \_\_\_\_\_ years.

Identification Mark(s): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of the candidate

\_\_\_\_\_  
Signature of Civil Surgeon/ Medical Officer

Name : \_\_\_\_\_

Address: \_\_\_\_\_

Round Seal of the Hospital

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**UNDERTAKING**

I \_\_\_\_\_ (Name), a candidate admitted to the two-year Post Graduate Programme in Management of IIM Amritsar, hereby agree to abide by the rules and regulations in force in the Institute for completion of the Post Graduate Programme.

I further understand fully and agree completely that the Indian Institute of Management Amritsar will have the right to ask me to leave the Institute at any stage of the Post Graduate Programme if my academic performance or general conduct as judged by the Institute is found to be unsatisfactory.

I also understand and agree that the decision of the Institute in these matters would be final and binding on me.

Signature

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Test Regn. No. \_\_\_\_\_

Countersigned by

Parent/Legal guardian

Name:

Date:

Phone No.:

# INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

## PGP FEES FOR THE ACADEMIC YEAR 2017-18

### FIRST YEAR (PGP-I)

The total fee for the academic year 2017-18 is Rs. 4,50,000/- (Four lakhs and fifty thousand only), which is payable in three equal amounts of Rs.1,50,000/- (One lakh and fifty thousand only) payable at the beginning of each term.

The candidates are required to submit a Demand Draft for **Rs.1,50,000/- (One lakh and fifty thousand only)** drawn in favour of “**Indian Institute of Management Amritsar**” payable at Amritsar. The breakup of this amount is as follows:

- a) **Rs.1,00,000/- (One lakh only)** towards balance payment of 1<sup>st</sup> Term fee.
- b) **Rs.25,000/- (Twenty five thousand only)** towards Security/Caution deposit, which will be refunded on completion of the course after adjusting dues, if any.
- c) **Rs.25,000/- (Twenty five thousand only)** towards Mess advance.

### UNDERTAKING-I

I am aware that ragging is banned in IIM Amritsar and if found guilty of ragging, I will be liable for appropriate punishment which may include my expulsion from the Institute.

Date: \_\_\_\_\_

Signature of the Candidate: \_\_\_\_\_

Name of the candidate: \_\_\_\_\_

Test Regn. No.: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### UNDERTAKING-II

I am aware that ragging is banned in IIM Amritsar, and if my son/daughter/ward is found guilty of ragging, he/she will be liable for appropriate punishment which may include his/her expulsion from the Institute.

Date: \_\_\_\_\_

Signature of the Parent: \_\_\_\_\_

Name of the Parent: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_



# INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

## POST GRADUATE PROGRAMME BATCH 2017-2019

### Student Information Sheet

*(Please note that no column should be left unfilled)*

1.	Test Registration No.					
2.	Name in Full (in block capital)					
3.	Date of birth	Day		Month		Year
4.	Category	GEN	SC	ST	OBC(NC)	PWD
5.	Blood Group					
6.	Marital Status	Married			Single	
7.	Address for correspondence					
8.	Permanent Address <b>(Address proof to be submitted)</b>					
9.	Contact telephone No. with STD code and Mobile No.					
10.	Graduation Discipline	Arts	Comm.	Engg.	Science	Others (pl. specify)
		Subject:				
11.	Father's Name					
	Address					
	Phone/Mobile No.					
12.	Father's Occupation and Designation					
13.	Organisation and Department					
14.	Mother's Name					
	Address					
	Phone/Mobile No.					

15.	Mother's Occupation and Designation	
16.	Organisation and Department	
17.	Annual Parental Income	`
18.	Contact Person during emergency (Father/Mother/Legal guardian)	Name : Address:  Telephone Landline:  Mobile:
<b>DECLARATION</b>		
<p>I hereby declare that all the information furnished above is true and correct to the best of my knowledge and belief. I understand that in the event of any of the information being found incorrect, my provisional registration to the Post Graduate Programme in Management shall be liable to be cancelled.</p> <p>I hereby agree to abide by the rules and regulations pertaining to academic evaluation, general code of conduct, and all other rules and regulations that may come in force during the period of my study and stay at the Institute.</p>		
Date :		Signature :

Suggested format of Certificate to be produced by Non-Creamy Other Backward Class candidates applying for Admission to Indian Institute of Management Amritsar

**(Issued on or after March 31, 2017)**

This is to certify that Shri /Smt / Kumari.....  
son/daughter of ..... village/town .....  
District/Division..... in the State/Union Territory .....  
belongs to.....community which is recognized as a backward class under the  
Government of India, Ministry of Social Justice and Empowerment's Resolution No.  
..... dated.....\*.  
Shri/Smt/Kumari ..... and/or his/her family  
ordinarily reside(s) in the ..... District/Division of the  
..... State/Union Territory. This is also to certify that he/she does not belong to the  
persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India,  
Department of Personnel and Training O.M. No. 36012/22/93 – Estt. (SCT), dated 8-9-1993\*\*

District Magistrate/Dy. Commissioner etc.

Dated:

Seal

\* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* As amended from time to time.

NOTE: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

(Form of Certificate to be produced by a candidate belonging to Scheduled Caste or Scheduled Tribe in support of his/her claim)

**Community Certificate**

This is to certify that Shri/Smt\*/Kumari\* \_\_\_\_\_ son/daughter\* of \_\_\_\_\_ of village\*/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/Tribe\* which is recognized as Scheduled Caste\*/Scheduled Tribe\* under\*\*

- The Constitution (Scheduled Castes) Order, 1950
- The Constitution (Scheduled Tribes) Order, 1950
- The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

[as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act 1971 and the Scheduled Castes and Scheduled Tribes orders (Amendment) Act, 1976]

- The Constitution (Jammu and Kashmir) Scheduled Castes order, 1956
- The Constitution (Andaman Nicobar Islands) Scheduled Tribes Order, 1959
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962
- The Constitution (Pondichery) Scheduled Castes Order, 1964
- The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967
- The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968
- The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968
- The Constitution (Nagaland) Scheduled Tribes Order, 1970
- The Constitution (Sikkim) Scheduled Castes Order, 1978
- The Constitution (Sikkim) Scheduled Tribes Order, 1978

Shri\*/Smt.\* /Kumari\* \_\_\_\_\_ and/or his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division of the State/Union Territory of \_\_\_\_\_.

Signature \_\_\_\_\_

Place : \_\_\_\_\_ Full Name \_\_\_\_\_

Date : \_\_\_\_\_ Designation: District Magistrate/Addl. District Magistrate/City Magistrate/ Pargana Magistrate/Tehsildar/Dist. Harijan-cum-Social Welfare Officer

(Round Seal)

(Office Seal)

\* Please delete the words which are not applicable

\*\* Please quote or tick specific Presidential Order

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL ISSUING THE CERTIFICATE

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**CERTIFICATE FOR THE PERSONS WITH DISABILITIES**

This is to certify that Shri/Smt./kum \_\_\_\_\_ son/wife/daughter of Shri/Smt. \_\_\_\_\_ Age \_\_\_\_\_ old male/female, Registration No. \_\_\_\_\_ is a case of Locomoter Disability/ Cerebral Palsy/ Blindness/ Low vision/ Hearing impairment/ Other disability and has the degree of disability not less than \_\_\_\_\_ % { \_\_\_\_\_ (in words)}.

The details of his/her above mentioned disability are described below:

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Note: -

1. This condition is progressive/non-progressive/likely to improve/not likely to improve. \*
2. Re-assessment is not recommended/is recommended after a period of \_\_\_\_\_ months/years.
3. This certificate is issued as per the "Persons with Disabilities Act, 1995".

\*Strike out which is not applicable.

Sd/-  
(DOCTOR)  
Seal

Sd/-  
(DOCTOR)  
Seal

Sd/-  
(DOCTOR)  
Seal

Signature/Thumb impression  
Of the patient



Countersigned by the  
Medical Superintendent/CMO/Head of  
Hospital (with seal)

Affidavit sworn before the Notary

I, Sri \_\_\_\_\_ son of \_\_\_\_\_ born on \_\_\_\_\_ (date), residing at \_\_\_\_\_ do hereby solemnly affirm the following:

1. I belong to the Other Backward Class (OBC) of the society as defined in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT), dated 8.9.93. and the contents of the Certificate dated \_\_\_\_\_ issued thereof by \_\_\_\_\_ submitted by me is true and correct.

2. I have read and understood the meaning, purport and scope of the definition of persons /sections excluded from reservation which constitute the Creamy Layer of the society as declared and notified by the Government of India, National Commission for Backward Classes (NCBC).

3. I declare that I am not a person of the Creamy Layer of the society excluded from reservation for Other Backward Classes (OBC), defined and categorized by the Government of India, on its official website of the National Commission for Backward Classes (NCBC) <http://ncbc.nic.in>

4. I undertake to prove and clarify and or answer to any query in connection with any part of this affidavit, declaration and undertaking made herein by me, to the satisfaction of the IIM Amritsar Admission authority or any other regulatory authority at any point of time before and after admission.

5. I declare and undertake to abide by the decision of the IIM Amritsar Admission authority cancelling my admission in the Institute at any point of time before and after admission in the event it is found that I am a person belonging to the Creamy Layer of the society of OBC who are excluded from reservation for admission as OBC.

6. I declare that there is no suppression of facts in this affidavit by me and no part of this Affidavit is false and/or contains incorrect statements.

7. I swear and affirm that all particulars, declaration and undertaking given in the foregoing paragraphs are true and correct to the best of my knowledge, information and belief, and I have not resorted to suppressing truth or suggestio falsi.

The statements made in the foregoing paragraphs 1 to 6 of the affidavit are true and correct.

Deponent

Identified by me

Advocate

# IIM Amritsar Map

