

# GUIDELINES FOR ADMISSION 2010-2012

## 2 year full time Management Programs

- PGDM (Post Graduate Diploma in Management)
- PGDM (Pharmaceutical Management)
- PGDM (Bio-Tech Management)

## ELIGIBILITY:

1. Graduation in any discipline from a recognized University with minimum of 50 percent marks for PGDM
2. Graduation in Pharmacy/Life Science/Micro-Biology/Bio-Chemistry/Chemistry/Bio-Technology from a recognized University with minimum 50 percent marks for PGDM (Pharmaceutical Management) and PGDM (Bio-Tech Management)

Students appearing for the final year examination / awaiting final year results may also appear.

## IMPORTANT DATES

1. Sale of Forms: From **21/12/09** to **20/02/10**
2. Last date of Submission of Application: **22/02/2010**
3. Admission Process at Mumbai, Delhi, Bengaluru and Kolkatta: **(25 February - 2 March, 2010)\***

\* Tentative

Please note that admission process at centres other than Mumbai will be held only if the number of candidates is more than 10.

## APPLICATION FORM FEE

Application form cost for :

Those who have appeared for **MAT Dec. 2009\***

1 Program	Rs. 700/-
2 Programs	Rs. 1,400/-
3 Programs	Rs. 2,100/-

**For others**

1 Program	Rs. 1,400/-
2 Programs	Rs. 2,500/-
3 Programs	Rs. 3,500/-

Application Form Fee is to be paid either in Cash or by way of draft favouring **"SIES College of Management Studies"**, payable at Mumbai.

\*A photocopy of MAT December 2009 admit card / hall ticket has to be submitted along with the application form fee.

## Forms available at

1. Institute office at **Nerul, Navi Mumbai**
2. Website (**www.siescoms.edu**)
3. Select **IMS learning centres (details at www.siescoms.edu)**

## ADMISSION PROCESS

1. The process will comprise of :
  - a. Aptitude test
  - b. Group discussion
  - c. Two rounds of personal interviews

2. The date of the admission process will be intimated to the candidates in the admit card. The admission process for each candidate will be completed on the same date.
3. The merit listing of the candidates will be drawn based on an index computed on weighted average of the following parameters :
  - a. Past academic record
  - b. Performance in all assessment parameters
  - c. Work experience

**For any clarifications,**

Contact **Ms. Rachna or Ms. Bindu at 022 - 2770 8373 / 76 / 77 • Cell : 93210 61077 / 78**

**Fax: 022- 2770 8379**

Email: **admissions@siescoms.edu, vidya.iyer16@gmail.com**

**Note : All disputes in Mumbai jurisdiction**

**INSTRUCTION SHEET FOR COMPLETING APPLICATION FORM**

- ❖ Complete the form legibly and accurately. The institute will not process forms that are incomplete or where accompanying certificates and documents have been tampered with or altered.
- ❖ Those who are using downloaded form should leave blank the box meant for FORM NUMBER. It will be filled in by the Admission Section.

**Section A**

- ❖ Candidates can apply for any number (one or more than one) of programmes of study on the same form. However changes have to be paid as mentioned below. Tick the relevant program you are applying for. In case you are applying for more than one program, indicate the order of preference for admission by writing the Programme code in the boxes opposite the preference number in the form.

❖ **PROGRAMME CODES**

PGDM (Post Graduate Diploma in Management)	01
PGDM (Pharmaceutical Management)	02
PGDM (Bio-Tech Management)	03

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**Section B**

- ❖ Personal details need to be furnished accurately.

**Section C**

1. Do not round off the percentage obtained in X, XII give the exact percentage with 2 decimal points.

2. Name of the Qualifying Exam Code

B.A.	01
B.Sc.	02
B.Com.	03
BBA	04
BMM	05
BMS	06
BCA	07
B. Pharm /	08
B. Tech. / B.É.	09
BAMS	10
Others - Specify	11

If appearing in 2010 for final examination/semester, mention APPEARING. Enter marks obtained in each year in the next section. Students, who have semester system, should enter aggregate marks for the entire year. Students who have completed their graduation should give the grand total and Percentage of aggregate marks obtained in all the years/semesters. Students, who are appearing, should give the grand total and **percentage** of aggregate marks obtained in previous years / semesters. Do not round off. In case of CGPA system of grading, enter the equivalent percentage. Also attach the applicable conversion scale.

3. In case you have completed post graduation, mention the title of the master's degree. Else mention NA. Mention any other relevant courses that you have undertaken in the next slot.
4. In case you have appeared for MAT December 2009, mention your score. Else mention NA

**Section D**

- ❖ Give details about your work experience. Mention the number of months you are/were employed. If space is not sufficient mention the total number of months worked in the last row. Attach work experience letter / appointment letter with the form. Else mention NA

**Section E**

- ❖ Select the preferred centre for admission process. Please note that admission process will be held in a centre only if the number of candidates is more than 10.

**Section F**

- ❖ Furnish personal details

**Checklist**

- ❖ Complete the checklist before submitting the form.

**Admit Card**

- ❖ Paste the passport size photo in the admit card & fill in the details.

**Receipt**

- ❖ You are required to submit a photocopy of the RECEIPT towards purchase of application form along with other documents while submitting your form. (Not applicable in case of downloaded forms)

**MAT Dec. 2009 Score card**

- ❖ If you have appeared for **MAT Dec. 2009**, submit a copy of the score card along with the completed application form.

**SIES College of Management Studies**, Sri Chandrasekarendra Saraswathy Vidyapuram,  
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