

Instruction Sheet – Post Graduate Certificate Program in Management (PGCPM) Batch 2017 - (Mumbai Campus)

1. Eligibility Criteria :

- Graduation from a recognized University in any discipline.
- Minimum 2 years work experience in executive capacity up to the date of written test / personal interview.

Those candidates who have obtained their degree by doing a part-time course or through distance learning, correspondence courses, externally, open school from recognized University are eligible to apply and register as per UGC guidelines.

The work experience should be full time experience and should NOT include internships, projects, training period, trainee (management, engineering) etc.

2. Duration of Programme: 9 months

3. Specialization: Marketing, Finance, Human Resources Management, Operations and Information Management.

4. In take capacity : 20 seats in each specialization

5. Online Registration and Registration Fee:

- Online registration at www.nmims.edu
- Before filling the online form, please read all the instructions carefully mentioned in the **Instruction Sheet** and also refer the **Important Dates**.
- Online Registration Fee is Rs. 1,700/- (This is one time fee, no fees will be charged for Personal Interview)
- Registration Fee is non-refundable.

6. Payment of Registration Fee:

Payment of registration fee can be made by Credit Card (Visa/ Master).

7. Selection Procedure:

- Written Test conducted for PGCPM by NMIMS.
OR
- Candidates with GMAT score of 600 and above (GMAT score of last 3 years will be considered)
OR
- Candidates with score of 200 and above in NMAT by GMAC examinations for 2017 admission
AND
- Personal Interview

8. Submission of Documents

After online registration and payment of registration fees please forward below mentioned documents to the following address by **30th May, 2017**.

- Online Application Form (Printout copy).
- Degree mark sheet for all years & Degree Certificate (Convocation Certificate).
- Work Experience Certificate (showing experience of 2 years or more), Appointment letter, promotion letter and relieving letter.

On the Envelope mention “**Application for Post Graduate Certificate Program in Management (PGCPM)**”.

(If the work experience certificate is in more than one company a separate work experience certificate signed by the employer stating clearly the nature of work experience, tenure, designation is to be submitted.)

To:
Deputy Registrar (Admission)
SVKM's Narsee Monjee Institute of Management Studies
V. L. Mehta Road, JVPD Scheme,
Vile Parle (West),
Mumbai – 400 056.

9. **Written Test & Personal Interview:** Written test & Personal Interview will be conducted as per important dates released on the website.
10. **Fees:** The fees for PGCPM Programme are Rs. 60,000/- (subject to change).
11. **Please note that it is responsibility of the candidate to check whether he/she is eligible to apply for the Program as per the eligibility criteria declared on the website. NMIMS has full right to disqualify a candidate at any stage of admission process if found ineligible. In such case, the admission of the candidate even if selected and fees paid stands cancelled and the fees paid will be forfeited.**
12. The cancellation form is made available on the website www.nmims.edu. In case of cancellation of admission the candidate will be required to submit the duly filled in and signed cancellation form and request letter along with original fee receipt to be send by courier/post to Mumbai address as given below:

To:
The Deputy Registrar (Admission)
SVKM's Narsee Monjee Institute of Management Studies
V. L. Mehta Road, JVPD Scheme,
Vile Parle (West), Mumbai – 400 056

13. Canvassing in any form will disqualify the candidate
14. University will not be responsible for non-delivery or non-receipt of documents sent through postal authorities or courier.
15. Please see the important dates and preserve it as a guide. All announcements from the University will be through its web site www.nmims.edu and there will be no separate email sent.
16. AIU certificate is mandatory for those candidates who have completed their graduation / post-graduation from overseas Universities.
17. All disputes under Mumbai jurisdiction only.