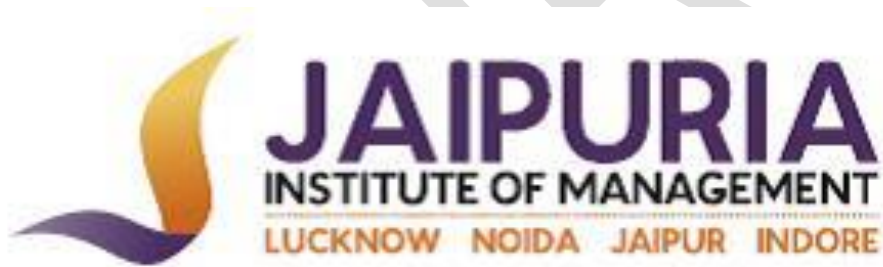


JAIPURIA INSTITUTE OF MANAGEMENT LUCKNOW



Admission Policy



VISION

To be an educational institution of choice for all stakeholders which promotes human well-being through continuous learning.



MISSION

To provide learner-centric education that focuses on developing learners as competent, ethical and socially conscious management professionals through continuous improvement in the quality of teaching-learning process and research.



The Admissions at Jaipuria Institute of Management, Lucknow focuses upon:

- a) Attracting the best possible talent with diverse academic background.
- b) Attracting students from various geographical locations to ensure cross cultural mix.
- c) Attracting students with consistent and good academic background.
- d) Attracting students, who can think on their own, are emotionally matured and have strong observation and a perspective of their own.

Entrance Examination Pattern

The various courses offered by Jaipuria are:

- A) Post Graduate Diploma in Management (PGDM)
- B) Post Graduate Diploma in Management (Retail Management)
- C) Post Graduate Diploma in Management (Financial Services)

Since all the courses are approved by All India Council for Technical Education (AICTE), hence the institute follows the entrance norms as laid down by the Council. The students who have a valid score of CAT/MAT/XAT/ATMA/CMAT are eligible to apply. The applying students must have either completed or must be in final year of his Bachelor's degree or equivalent, with 50% aggregate marks or equivalent CGPA from a University recognized by Association of Indian University or AICTE.

In case the student is in final year of graduation he will be offered a provisional admission subject to confirmation on successful completion of his graduation with desired cut off percentage.

All willing candidates can apply for the institute in online mode only. The form has to be filled and submitted by visiting the website/ mobile page.

Scoring Pattern

All forms are check thoroughly, and once found to be complete the student is called to participate in the admission process. At the time of participation, the documents (academic and others) and verified from originals. The student is eligible to sit in the admission process only on successful submission and verification of the documents submitted.

After the verification process is completed the student appears in following process:

i) **Case Analysis:** Case is a representation of a problem or a business situation, wherein the candidate is expected to analyze the situation in detail, identify various crucial factors involved and make an attempt to suggest a solution for the same. Case analysis helps in evaluating the candidates on following parameters:

- Ability to comprehend a given situation and factors affecting the same.
- Structure and present his thoughts effectively.
- Analyze the problem associated if any and work on a suggestive solution.
- Written communication skills etc.

All the candidates will be provided with a case and will be given 30-45 minutes approximately (depending on the nature of the case) to read, comprehend and provide a written solution for the case.

The students will be briefed about the parameters on which they will be evaluated, which will be as follows:

- Understanding Issues. (1)
- Isolating problems. (1)
- Identifying Alternatives. (1)
- Linkage between problem and solutions. (1)
- Clarity of Written Communication. (2)

Number in brackets indicate the weightage of each component.

A set of 8-10 cases will be used in rotation for the admission process in any given year

The case based group discussion is then conducted & the students are evaluated on communication skills, listening ability, thought process and leadership skills.

ii) **Personal Interview:** Personal interview is an excellent method to understand and evaluate the students on various parameters. Individual interview of candidate will be taken by a panel of two people which could be Faculty, senior Industry people or our Alumni. The interview helps in mapping the thought process, awareness level, and domain knowledge of students, their approach towards life and career and many other aspects. It is a reflection of his overall

personality, what he has done in the past and his roadmap for future. The candidates are evaluated on following parameters in Interview:

- General Awareness (2)
- Energy and Enthusiasm (2)
- Thought Clarity (1)
- Communication in English (2)
- Willingness to contribute to sustainable practices and social causes (1)

Numbers in bracket indicate the weightage of the component.

Care is taken to ensure that the student is well aware of the parameters on which he will be evaluated in Personal Interview.

Guidelines for Interview:

The purpose of conducting PI is to evaluate a candidate's suitability for the PGDM course. A candidate is to be judged for his communication skills, subject knowledge, quantitative aptitude, and emotional maturity.

CONDUCTING PERSONAL INTERVIEWS

1. Duration of the Interview: 15 to 25 minutes
(Minimum 15 minutes, Maximum 25 minutes)
2. Panel members should not disclose their identities to the candidates.
3. During the interview, the panel would probe into the general awareness level of the candidate, reading habits, subject knowledge, co-curricular activities and developments at the market place along with social orientation.
4. The interview may start with some simpler icebreaking questions to make the candidate comfortable in the setting and at later stages the questions may be made more rigorous.
5. In case a candidate gets nervous, the panel encourages him/her to give some answer. It is important to lead him towards the right path and judge if he/she can answer your question.

6. Some questions should be asked on case given as well. His/her thought process and approach for arriving at a solution may also be probed in.
7. The panel members are expected to fill complete details in the evaluation format provided.
8. In case the student has a work experience some questions should be asked on the nature of his work, challenges faced, achievements done and other aspects related to the same.
9. The candidate should be probed on his reading habits, any other interest area like dancing, singing, sports or any other and achievements made in the past.
10. Some questions on his learning intent and direction for future may be probed in like asking the candidates what are his current weakness which he would like to improve upon in next 2 years or what he wishes to learn in next 2 years etc.

Results of Entrance Examinations

The result of candidates is declared taking into consideration following criteria:

- Score in Aptitude Test (weightage 45%)
- Academic credentials and percentage of marks obtained. (Weightage 15%)
- Work experience. (Weightage 3%)
- Diversity (Weightage 2%)
- Score obtained in Case Analysis & group discussions (Weightage 15%)
- Score in Personal Interview (Weightage 20%)

The marks in work experience are allotted depending on the duration of work experience. The more the experience the higher will be the marks. If the experience is less than 6 months no weightage is given, if the experience is between 6 to 11 months he is given 1 marks and if the experience is equal to or more than a year he gets 3 marks. The student gets 2 marks for geographical diversity if he/she is from Maharashtra, Karnataka, Telengana, Kerala, AP, Odisha and North East.

While allocating marks in past Academic performance the candidate gets maximum marks in case he has scored 60% or more marks, less marks if he has scored percentage marks between 55-59.99% and least if

he has scored percentage marks between 50-54.99%. Further, the marks obtained in graduation have highest weightage and marks scored in class 10 have min weightage. The candidate gets some additional weightage if he has done his graduation with BE/B.Tech/ Masters/ CA.

Details of Interview Panels

Since personal interviews are an integral and important part of the admission process. Personal Interviews are conducted with utmost caution and planning. The candidate is interviewed by a 2 member panel of consisting of faculty members, industry veterans and Alumni. Every possible care to be taken to ensure gender mix and functional area mix in the panel. The panel is provided with the guidelines of Personal Interviews and the evaluation sheet is filled after due discussion and in consensus.

Management vision on resource availability while planning student intake.

Every year before the planning for intake is done a resource appraisal is done to identify any gaps in the resources required to handle and meet the expectations of students in coming batches. A careful analysis of classroom, teaching facilities, library facilities, Mess and canteen facilities is done to ensure there are adequate academic and supporting resources are available for the students.

Similarly, since professional college life is not only limited to campus but it is also affected by hostel facilities. Similar resource sufficiency exercise is done for hostel to ensure a comfortable stay in hostel as well. The cleanliness and maintenance of room, adequacy of rooms in terms of number, Mess facility, leisure and entertainment facilities, clean drinking water, 24 hour power back up, Hot water facilities, and adequacy of gym equipment's are some points which are reviewed from time to time to ensure that they are available to the residents.

Diversity in Background of students

A diversified group offers better opportunities to learn. This diversity is reflected in two parts one is the geographic diversity and the other is academic diversity. The institute not only makes effort to venture into new geographical territory but also make effort to select students from diverse academic background.

Procedure adopted for verifying student profile and character

The student profile accounts for his academic credentials as claimed and the character certificate submitted. Once the student has submitted photocopy of all his academic documents, which includes

mark sheet and certificate of class 10, 12 and graduation, in graduation depending on the course either the year wise or semester wise mark sheet is submitted.

Before the candidate appears for the admission process, all the academic documents submitted are verified from the original documents. Only when the authenticity and originality is ensured he is allowed to appear in admission process. In case of any disparity/ discrepancy found the same the credentials are to be verified from the institute from where he has done his education.

Once the candidate is offered admission in any of the programme, along with acceptance of the offer he has to submit a Character Certificate from head of the institution he attended last. This is taken in original copy and kept in the student personal file.

Stringency in selection process.

The detailed guidelines, the clearly structured evaluation sheet ensures that the process is fair, transparent and stringent.

To ensure and make the process more stringent the personal interview is taken by a panel of 2 faculty members, and every care is taken to ensure that both of them are from different functional areas.

BOG and AC involvement in specifying the selection criteria

The admission criterion is subject to change as per the requirement and suitability. The Admission committee based on data of previous years and other inputs recommends selection criteria which is discussed and approved in the faculty council meeting.

After approval from faculty council meeting this is forwarded to Academic Council and Board of governor for their perusal and approval. Once it is approved it is being put into practice.

Review of admission guidelines with approval from competent authorities

The admission guidelines and criteria whenever changed are approved by Admission committee/ chair and other competent authorities.

Role of corporate in defining the requisite skills set for admissions: Regular feedback from Corporate is taken and accordingly the evaluation parameters are existed in the Admission Criteria. There feedback included emphasis on written and oral communication skills over all maturity and career orientation which was included in the evaluation methods.

Similarly such feedback is also collected from the Alumni and is also incorporated for selecting the best candidates.

External corporate experts on interview panels.

The corporate experts & Alumni are involved directly in the admission process for the incoming batch of students. They add value to the entire process by bringing in the right perspective while selecting students who would be future managers. Alumni/Industry people with greater than 10 years of experience and at a level of GM or above designation can only be part of the panel. Faculty from our other campuses are also involved in the interview process.

Scholarships: We view education not only as a gateway to personal development, but also as a pathway for improving the society. We encourage meritorious students with a number of scholarships & this enhances our diversity and enables us to enroll outstanding candidates from various backgrounds.

We offer the following scholarships:

- Competitive Exam score based scholarships
- Sibling Scholarship: In case the appearing students' real sibling is an alumni, he is entitled to a scholarship.

We also have tie up with Corporates like Capital First who offer scholarship (Rs.200000) to meritorious students from economically challenged families.

Educational Loan: Arrangements are made with selected National and private banks for education loans at lowest possible interest rates. Requisite documents should be provided by the selected students for assistance in obtaining the loan. We have tie- up with BoB(letter dated 11.01.2019) & IDBI(letter date 30.01.2019) for the same & we also facilitate the same with some other banks.

Refund Policy: The refund policy of the institute in case of withdrawal/ cancellation of admission is as per the rules of AICTE. All refund cases will be treated as per the approval process handbook2019-20, pg 87, as below:

7.13.1 In the event of a student withdrawing before the start of the Course, the entire fee collected from the student, after a deduction of the processing fee of not more than ₹1000/- (Rupees One Thousand only) shall be refunded by the Institution. It would not be permissible for

Institutions to retain the School/Institution Leaving Certificates in original.

7.13.2 In case, if a student leaves after joining the Course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the fee collected after a deduction of the processing fee of not more than ₹1000/- (Rupees One Thousand only) and proportionate deductions of monthly fees and hostel rent, where applicable.

7.13.3 The last date for withdrawal of PGDM admission for the purpose of refund of fees shall be 30th June of every year.

7.13.4 In case the vacated seat is not filled, the Institution should refund the Security Deposit and return the original documents.

7.13.5 The Institution should not demand fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.

7.13.6 Institutions not following guidelines issued by the Council regarding refund of fee for cancellation of admission or delaying refunds shall be liable to any one or more of the following punitive actions by the Council.

- Fine for Non-Compliance of refund rules of the fee levied against each case shall be five times the total fee collected per student
- Suspension of approval for NRI and supernumerary seats, if any, for one Academic Year
- Reduction in “Approved Intake”
- No admission in one/ more Course(s) for one Academic Year
- Withdrawal of approval for Programme(s)/ Course(s)

Mentoring Process

With an objective to retain the best possible talent, every student who takes admission in the institute is being allotted a faculty as mentor. The mentor and mentee interact on regular basis till the time the formal induction process and their classes start. During this time period mentors share various business or general topics, or other reading materials with their mentees. This exercise is done keeping in mind the following objectives:

- a) To ensure regular and timely communication and sharing of relevant information with the students.
- b) To clarify any doubt of the mentee.
- c) To facilitate and help in retaining good candidates.

The admission policies and procedures are in tandem with the mission and goal of the institute which is to continuously upgrade and upscale the quality and spread of educational endeavor and to develop transformational mindsets for the advancement of business and society.

JALPURIA