

Instructions for filling Online Application PGDM ExP Form 2022-24

1. **Name of the Candidate:** The applicant shall enter the full name as it appears on the applicant's class X certificate.
2. **Date of Birth:** Select the correct date of birth from drop-down list
3. **Gender:** Select the gender from drop-down list
4. **Category:** Select the category from the drop-down list.
5. **CAT (2019-2021) Registration Number (User ID):** Enter the CAT registration number (User ID) received at the time of Application to CAT
6. **GMAT ID:** If you have taken GMAT between **1 October 2018**, enter GMAT-ID. If not taken yet and will be taking before **30th September 2022** leave it blank now. Update your GMAT-ID and GMAT score before **30th September 2022** through IMT Admissions Portal. Your application will be processed provisionally until verified.
7. **XAT (2020 -2022) ID:** Enter the XAT registration number (User ID) received at the time of Application to XAT
8. **Personal E-Mail (which you access on daily basis):** Applicants who do not have a valid email-id must create an email-id before proceeding further. The applicant must also ensure that the email-id and password is kept handy for all the future correspondence/reference regarding admission process.
9. **Mobile No:** Applicant shall also provide a valid mobile phone number (10-digit number without any prefix, i.e. 0 or +91). The mobile number provided will be used for communicating with applicant.

Class X

1. **Board Name:** Kindly enter the complete board name.
2. **Name of School:** Please enter the full name of school passed out.
3. **Percentage of Marks Obtained** - Aggregate (###.##): Please mention aggregate percentage of marks for all subjects (including optional subjects) irrespective of your Board regulations.

Class XII/ Pre University

1. **Board Name:** Kindly enter the complete board name.
2. **Name of School:** Please enter the full name of school passed out.
3. **Percentage of Marks Obtained** -Aggregate (###.##): Please mention aggregate percentage of marks for all subjects (including optional subjects) irrespective of your Board regulations.

Graduate Degree

- 1. Percentage of marks:** If completed graduation (3 years, 4 years or integrated course) please provide final aggregate percentage.
 - The Bachelors' Degree or equivalent qualification obtained by the candidate must entail a minimum of three years' education, after completing higher secondary schooling under the 10+2 system or an equivalent.
 - For conversion from CGPA to Percentage: Please follow your university/institution stated rule for conversion of CGPA into percentage.
 - In case your university/institution does not have any scheme or rule to convert CGPA into percentage, the same can be done by dividing the candidates CGPA by the maximum possible CGPA and multiplying the result with 100.
- 2. Name of University:** Please choose the University name from the drop down Menu. In case the University name does not exist in the list provided, then select the option 'Other' and enter the full-name of University.
- 3. University Name (In case of Other University):** Please enter the full and complete name of University from where you have completed or pursuing the graduation.
- 4. College Name:** Please choose the college name from the drop down Menu. In case the college name does not exist in the list provided, then select the option 'Other' and enter the full name of college.
- 5. College Name (In Case admission in main University),** if your name is not in college dropdown list, opt other and enter your complete University Name.

Post-Graduate Degree (if applicable)

1. If completed post graduate degree, please provide final aggregate percentage of post-graduation.
2. For conversion from CGPA to Percentage: Please follow your university/institution stated rule for conversion of CGPA into percentage. In case your university/institution does not have any scheme or rule to convert CGPA into percentage, the same can be done by dividing the candidates CGPA by the maximum possible CGPA and multiplying the result with 100.
3. **Name of University:** Please choose the University name from the drop down Menu. In case the University name does not exist in the list provided, then select the option 'Other' and enter the full name of University.
4. **University Name (In case of Other University):** Please enter the full and complete name of University from where you have completed or pursuing Post-graduation.
5. **College Name:** Please choose the college name from the drop down Menu. In case the college name does not exist in the list provided, then select the option 'Other' and enter the full name of college.
6. **College Name (In case of Other College):** Please enter the complete name of college from where you have completed or pursuing Post-graduation.

Work experience

1. Applicant must calculate minimum 5 years of experience and enter the work experience details (Pick date from date picker only) done after completion of graduation. Only professional (company, designation, profile etc.) would be considered as relevant work experience. If works in family business, then designation and role should be well defined.
2. Applicant must enter work achievement and awards if any.
3. Applicant must enter promotions and performances if any.

Parent's Details

1. **Father's Name:** The applicant shall enter the full name of your father
2. **Mother's Name:** The applicant shall enter the full name of your mother
3. **Parent's Mobile:** The applicant shall enter the mobile number of parent's