भारतीय प्रबंध संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

(An Institute of National Importance, Ministry of HRD, Government of India)

तिरुचिरापल्ली - 620 024, तमिल नाडू , भारत

Tiruchirappalli - 620 024, Tamil Nadu, India

PGPM/PGPM-HR ADMISSIONS 2020

I.   Instructions for using Admission Portal

- Candidate should ensure adequate internet connectivity while accessing the admission portal especially during online payment.

- Before login to the admission portal, always clear the cache of your browser. For clearing the cache, **open the browser** and then **press 'Shift + Ctrl + Delete'** buttons together. A popup window will appear wherein you should select '**Everything' / 'All' time** in the dropdown box and then click **'OK' / 'Clear data'** button**.** This will help you to avoid browser related errors during the online payment.

- When a Candidate login (using their CAT ID and Date of Birth) on the Admission Portal, an OTP will be sent to his/her registered email id and mobile number. OTP will be valid for only 3 minutes. After 3 minutes, you have to regenerate (resend) the OTP again.

- If a Candidate opted for both the Programmes, he/she has to choose their Preference Course 1 (PGPM/PGPM-HR) in the dashboard. After that, dashboard will be loaded wherein they can see their course-wise status (Offered / Waitlist). **If a candidate gets offer for both the programmes, the preference set during the login will be final and he/she will not get a chance to change the preference later. Hence, such candidates should be very careful while selecting the preferences during login.**

- If a candidate gets offer for both the programmes, he/she will be allowed to make payment only for the first preferred course and the second preference course will be inactive. **The candidates will not be allowed to change the preference later.**

- When the Candidate **"Click"** on the status, all the details related to that Programme including payment option, offer letter/ waitlist letter etc. will be shown. After making the acceptance fee payment, the receipt can also be downloaded.

- To go back to the dashboard, Candidates have to click **"Go to Main Page"** button.

- The Candidate can also download the last year's waitlist movement details from the dashboard. Button for filling application form can also be seen on the dash board.

- The **"Payment History"** button provided on the dashboard will provide information about all the payments made by the candidate. Candidate can also download their payment receipts pertaining to each transaction from this page.

- Offered Candidates have to pay an amount of *Rs.2,00,000*/- as **Offer Acceptance Fee** within the due date.

- Waitlist Candidates have to pay an amount of Rs.20,000/- as **Waitlist Acceptance Fee** within the due date to remain in the Active Waitlist.

- As mentioned in the Offer Letter, the Offered Candidates will have to pay their remaining course fee within the due date and they should also submit their "Online Application Form" in time.

- Only those who have paid Rs.20,000/- as Waitlist Acceptance Fee, will be considered in the Active Waitlist. Accordingly, the second list will be generated from the active waitlist and same will be published subsequently.

- Once the second list is published, the offered candidates have to pay their course fee and also should submit their "Online Application Form" within the due date as mentioned in the offer letter. The candidate has to click the 'offered' status on the dashboard to pay the course fee by clicking the Course fee payment button.

- Waitlist candidates (Second list onwards) can view their 'Rank' and 'Offer made upto' (Overall as well as Category wise) on their dashboard.

- Online payment modes and service charges are clearly given in the offer / waitlist letter.

- Students can make a request to withdraw from the Programme through Admissions Portal and the refund will be credited to their bank account within few days. The candidate should enter their account details (Account to which the amount to be credited) during the online submission of the withdrawal form.

- If a Candidate get offer in one course & waitlisted in another course, and later if he/she moves from the Waitlist to Offered for the second course, then the Candidate will again get an option on their dashboard to change their preference using Yes/No option buttons. If they don't change the preference ('No' Option) then the system will proceed as per the preference selected by the candidate during their initial login. If the candidate changes the preference ('Yes' option) the preference set during the initial login will be reversed. After the completion of this process, you will not be allowed to change your course preference again. During the processing of these options, there would be option for transferring the money from one course to the other and for the withdrawal/adjustment of the excess amount etc.

II. Instructions for filling of Online Application Form

All the necessary documents have to be uploaded in the respective sections during the filling of the online application form. Before filling the Online Application Form, kindly make the soft copy of the following documents for uploading:

- Photo Size (Less than 1.5 MB in JPEG/JPG Format)
- ID Proof (Less than 1.5 MB) – Aadhar Card/Driving License/Voter ID/PAN Card/Passport
- Reservation Certificate (NC-OBC/SC/ST/DAP/EWS)
- 10th & 12th Mark Sheets in PDF Format
- UG – Degree Certificate in PDF Format
- UD – Mark Sheets as Separate Files (Semester-wise / Year-wise)
- Medical Fitness Certificate in PDF Format – "Click Here" to download the format.
- Undertaking Certificate in PDF Format – "Click Here" to download the format.
- Candidate's Signature in JPEG / JPG Format (Less than 1.5 MB)

It is recommended to use Firefox browser for the submission of the application form. If a candidate wants to sign-out / close the online form before submission, do not forget to save it before signing out so that the filled data will not be lost during next login. Even if they are not signing out, it is recommended to save the data in every 5 minutes.

There will be three pages in the Application Form. After filling each page, Candidates have to click **"Save and Next"** button to fill the next page. After the 3rd page, a preview would be shown. Candidates can verify their entire details. If the Candidate need to make any changes in the form, he/she should press **"Edit Form"** button. If everything is proper, he/she can press the continue button.

Candidates have to pay their balance course fee before submitting the Application Form. If the Candidate has not paid the final installment from the dashboard (by clicking the 'offered' status of the course), there will an option in the application form for making the balance fee. Without making the full payment, the portal will not allow you to submit the Application Form. If the candidate makes the payment though the last page of the application form, he/she has to again open the Application Form from the dashboard and click **"Final Submission"** button.

Kindly save and click the Final Submission on or before the stipulated due date. Please note that the application once submitted cannot be changed/edited.

After submitting the Application Form, the PDF version of the Application Form will be sent to your registered email address. Candidates can also download the PDF version of the Application Form from the `form submission success page' as well as from the dashboard.

Admissions Office

IIM Tiruchirappalli