



भारतीय प्रबंध संस्थान कोषिकोड

INDIAN INSTITUTE OF MANAGEMENT KOZHICODE

IIMK Kochi Campus, Athulya IT Complex, Infopark, Kakkanad, Kochi – 682 030

EXECUTIVE POST GRADUATE PROGRAMME



ADMISSIONS: EPGP 2015-17

Online REGISTRATION & APPLICATION Form

Steps to be followed:

Step 1: Go to Admission Notification page of EPGP Kochi at the IIMK website

OR type; <http://iimk.ac.in/kochinew/EPGP/AdmissionNotification.php>

Click on “[Click Here to Register & Apply Online](#)”.

Register through ‘[New Registration](#)’ link.

(Use chrome browser for better performance)

Step 2: After registration, go to your email inbox to find the application number, email, mobile number and password entered.

Read “Instructions for Online Fee payment” and keep the required details ready.

Login to online application form using the registered application number-email-password combination.

Step 3: Fill in the required details in the application form, verify and submit.

Step 4: Make the online application fee payment of Rs. 2000/-

Online Payment shall be done through:

- Credit/Debit Card (Visa, Master, Maestro, RuPay)*
- Internet Banking*

**Bank Transaction charges for Online Payment will have to be borne by the candidate.*

Step 5: Take print out of online application form and documents specified in Annexure A-1.

Send all documents to IIMK Kochi Campus in the address specified below:

Manager - Kochi Campus,
Indian Institute of Management Kozhikode,
IIMK Kochi Campus,
First Floor, Software Development Block
Athulya IT Complex, Infopark
Kakkanad, Kochi – 682 030
Phone: 0484-3190205



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Annexure A-I: List of Documents to be attached along with application form:

1. Two copies of filled up application form duly signed by the candidate.
2. Copy of online Application Fee Receipt for Rs. 2000/- .
3. One passport size color photograph to be attached with the application form. Write name and application number on the reverse side of the photograph.
4. Self-attested copies of the following academic records (10th onwards).
 - i) 10th /SSLC Certificate.
 - ii) Pre-Degree/Plus-Two/HSC/VHSC Mark Sheet & Certificate.
 - iii) Graduation Mark Sheet of all years & Certificate.
 - iv) Post Graduation Mark Sheet of all years & Certificate (If Applicable).
5. Self-attested copy of Work Experience Certificate(s) for the last 3 years.
6. Self-attested copy of a valid Photo Identity proof (Passport/Driving License/PAN Card/AADHAR Card).
7. Copy of Employee ID card.

Instructions:

- You could login to the online application form using the application number-email-password combination.
- There will be six sections in the form, viz; Personal Data, Academic Record, Employment Details, Career Plans, Extra Curricular Activities and References. Each section have a 'save and continue' option at the end. You could resume from the saved page onwards in case you have lost the connection or have been logged out.
- There will be a preview page immediately before the "Submit Registration Form" which allows you to review and edit the data filled up. No editing will be allowed once you finally submit the application form.
- You have to select the 'Pay Application Fee online' option and remit the application fee of Rs. 2000/-, In case of any error in payment gateway, please write to admissionskochi@iimk.ac.in or contact our helpdesk at 0484 3190205.
- On completing the payment you will get the payment transaction details .Please click on the "print application" which will redirect you to the login page.
- Login again with the application number and e-mail id to print the application form.
- Printing the online application form is possible only after successful payment of the application fee.
- The printed application form has to be signed and sent to IIMK Kochi Campus along with the documents specified in Annexure A-1.



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Important:

- Details given at the time of registration cannot be edited after final submission.
- This data form is a key element of admission process. Complete and accurate responses to the items are, therefore, extremely important. Incomplete or false information will adversely affect your chances of selection. Admission granted on the basis of false information will be ipso facto null and void.
- In all matters relating to admission to the programme, the decision of the Institute will be final and binding on the candidate,
- Please go through the following before proceeding with the application and Fee payment.
 - i) Instructions for online Registration
 - ii) Instructions to fill Online Application
 - iii) Instructions for Online Fee Payment

Filling the Online APPLICATION form

Application No	Will be auto updated with application number generated at the time of registration.
Cohort / Batch Applied for	Specify whether applying for Evening Batch or Week End Batch
EMAT Examination Centre	Candidates should select the centre of their choice from the drop down list: Kochi, Trivandrum, Kozhikode. The institute reserves the right to cancel one of the centre and direct the participant to another centre listed here.

SECTION 1: PERSONAL DATA

First Name*, Middle Name* & Last Name*	This is a mandatory field. Please enter the details carefully as appears in the record. You should have a valid photo identity proof with the name as appearing here.
Permanent Address* / for Communication*	Both are mandatory. You could choose the former to be applied as later.
Address Line 1 *	This is a mandatory field. Enter your House Name, Door number, Apartment Number here.
City *	This is a mandatory field. Enter the city where you are located at present.
State *	This is a mandatory field. Select the State where you are presently located.



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Pin code *	This is a mandatory field. The field will allow numeric characters only (0-9). Do not leave spaces in between.
Phone Number with STD & Country Code	Please fill in a fixed line phone number, STD and Country code.
Mobile Number#	Will be auto updated with the number entered during the registration. # The Institute may use this number for communication in future.
E-Mail #	Will be auto updated with E-Mail id entered during the time of registration. The id will be used for communicating to you.
Alternate Email ID	Please enter an alternate email id used by you.
Gender*	This is a mandatory field. Please select from the drop down list.
Date of Birth *	This is a mandatory field. Enter DOB as per Matriculation Certificate. The format is dd/mm/yyyy (eg. 29/05/1969)
Age * (in completed years)	This is a mandatory field. Enter the completed age as per date of birth provided in the last row.

SECTION 2: ACADEMIC RECORD

(A) Schooling

Standard & School / College*	These are mandatory fields. The “standard” will be prefixed as 10 th and 12 th . Please type the name of School / College as per record under heading School / College.
Board / University*	This is a mandatory field. Please type the name of Board / University as appears in the record.
Year*	This is a mandatory field. Please mention the year of passing as per record.
Class / Division	Please mention the class / division / CGPA secured in the 10 th and 12 th class examination.
% of marks Obtained*	This is a mandatory field. Please mention the percentage of mark obtained by you in the main examination of 10 th and 12 th . Please see note at the end of the form for CGPA conversion.

(B) Graduation / Bachelor’s Degree

Discipline *	This is a mandatory field. Select / tick the appropriate box from the list or add in Others.
Subject *	This is a mandatory field. Please specify the subject specialization. In case of Engineering Graduates also specify the branch.



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College*	This is a mandatory field. Kindly mention the name of the college/Institute as per record where you have done the graduation.
University*	This is a mandatory field. Mention the name of the university.
Year of Examination*	This is a mandatory field. Mention each year of the programme.
Percentage Score*	This is a mandatory field. Mention the aggregate percentage of marks secured each year. In case the candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the university/ institution from where they have obtained the bachelor's degree. In case the university/ institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum CGPA obtainable and multiplying the result with 100. $((\text{CGPA obtained} / \text{Total CGPA}) \times 100)$
Aggregate percentage in graduation*	This is a mandatory field. Mention the total percentage of marks secured out of total maximum marks for all the years. Convert CGPA into % as mentioned above.
(B) Professional Qualification	
Discipline *	Select / tick the appropriate box from the list or add in Others.
College / Institute*	Kindly mention the name of the college/Institute as per record.
University*	Kindly mention the name of the Institute / University as per record.
Year of Examination*	Mention each year of the programme.
Percentage Score*	Mention the aggregate percentage of marks secured each year. In case the candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the university/ institution from where they have obtained the Qualification. In case the university/ institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be



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	established by dividing the candidate's CGPA by the maximum CGPA obtainable and multiplying the result with 100. ((CGPA obtained /Total CGPA) x 100)
Aggregate percentage in graduation*	Mention the total percentage of marks secured out of total maximum marks for all the years. Convert CGPA into % as mentioned above.
© Post Graduation (Not mandatory)	
Do you have a Post Graduate qualification?*	If you select “Yes” all the subsequent rows become mandatory.
Discipline *	Select / tick the appropriate box from the list.
Subject *	Please specify the subject specialization.
College / Institute *	Please mention the name of the college/Institute.
University*	Mention the name of the University.
Year of Examination*	Mention each year of the programme.
Percentage Score*	This is a mandatory field. Mention the aggregate percentage of marks secured each year. In case the candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the university/ institution from where they have obtained the degree. In case the university/ institution does not have any scheme for converting CGPA into equivalent marks, the equivalence would be established by dividing the candidate's CGPA by the maximum CGPA obtainable and multiplying the result with 100. ((CGPA obtained /Total CGPA) x 100)
Aggregate percentage in graduation*	Mention the total percentage of marks secured out of total maximum marks. Convert CGPA into % as mentioned above.

SECTION 3: EMPLOYMENT DETAILS

Organization*	This is a mandatory field. Please type the name of the organization that you are presently working with / have worked. Start filling from the current employment in the first row.
Designation*	This is a mandatory field.
From*	This is a mandatory field. Date of commencement of employment.



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To*	This is a mandatory field. Ending date of employment. The first row will have this field prefixed as “To date” for the current employment.
Number of Months*	This is a mandatory field*. Please enter the exact number of months completed
Gross Monthly Remuneration*	This is a mandatory field.
Designation of the person to whom reporting	Please specify the designation of the person to whom you have reported / reporting.
Total relevant work experience in months as on 1st December, 2014*	This is a mandatory field*. Please enter the exact number of months completed. Should be the sum of months entered earlier for each employer.

SECTION 4: CAREER PLANS

Statement of Purpose* (1 to 4)	This is a mandatory field. Briefly outline your professional plans and career objectives in your own words, describe briefly your current or most recent job responsibilities, Strengths and weaknesses as identified by you and the most significant accomplishment so far.
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SECTION 5: EXTRA CURRICULAR ACTIVITIES

Extra-Curricular Activities (1(a),(b),(c), 2, 3)	Please list out the achievements / representations / positions held at different times of your academic studies as indicated, followed by your hobbies and any other information you consider relevant.
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REFERENCES

References* (1 & 2)	This is a mandatory field. Please provide two references who are not personal friends / Relatives. All fields in this section are mandatory.
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FINISH & REVIEW Page

- You could see all the sections entered by you along with an “EDIT” button on the right side of each section. Review the information’s entered thoroughly and edit where ever necessary. After review, click the ‘Submit Registration Form’ button at the end of the page. You will be directed to the “Pay Application Fee and Print Application Form” page. **No editing will be allowed once you finally submit the application form.**

Note: Fields marked (*) are mandatory.