

# INDIAN INSTITUTE OF MANAGEMENT RANCHI

## PGDM/PGDHRM (Batch: 2012-2014)

### **TERMS & CONDITIONS OF OFFER OF ADMISSION**

#### 1. OFFER OF ADMISSION

This Offer of Admission (“Offer”) is valid till date and time mentioned in the offer letter and only for the 1st Session, commencing on **24<sup>th</sup> June, 2012**. This Offer will not be extended to any subsequent academic session. All admissions to the Institute are treated as provisional in the sense that a candidate who is admitted on the basis of this Offer must satisfy all the eligibility conditions, otherwise, his/her candidature would automatically stand cancelled and he/she would be required to withdraw from the Programme forth with.

#### 2. ACCEPTANCE & PAYMENT OF DEPOSIT

The online available PGDM/PGDHRM Acceptance Form of IIM-RANCHI (Enclosure I) duly filled in must be produced at the time of Registration. Demand Draft for **Rs. 95,000/- (Rupees Ninety Five Thousand only)** drawn in favour of “**Indian Institute of Management Ranchi**” payable at Ranchi, has to be brought along with duly filled in Acceptance Form. Non-receipt of the Acceptance Form and the Demand Draft, on the due date mentioned in the offer letter, would result in automatic cancellation of the Offer. The Indian Institute of Management Ranchi will not bear any responsibility for delay caused by any other factor.

#### 3. REPORTING AND REGISTRATION

A candidate who has accepted this Offer is requested to indicate his/her travel plan & arrival details. He/she must also report at the Post-Graduate Programme (PGDM/PGDHRM) Office for registration as a student **on 18<sup>th</sup> June, 2012** if the candidate has been called for remedial classes and **23<sup>rd</sup> June 2012** if not. Kindly follow Annexure-I (List of items required at the time of Registration) for details of documents required. Failure to report at the PGDM/PGDHRM Office latest by the morning of **18<sup>th</sup> June, 2012 or 23<sup>rd</sup> June, 2012** whatever the case maybe without prior permission **would result in automatic withdrawal of the Offer.**

**Candidates who are employed must produce in original the letter of release from the employer and submit a photocopy of the same during registration process.**

#### 4. LATE REPORTING/REGISTRATION

If a candidate who has been offered admission, is not in a position to report and register latest by **23<sup>rd</sup> June, 2012**, he/she must obtain prior permission for late registration by applying in advance to the Admissions Office, IIM Ranchi. The Admissions Office of IIM Ranchi reserves the right to accept or reject such applications for late registration without assigning any reasons. Late registration will not be allowed under any circumstances after **28<sup>th</sup> June, 2012**... If a candidate gets permission to report late and then fails to report by **28<sup>th</sup> June, 2012**, the Offer will be withdrawn automatically.

Candidates who register after **18<sup>th</sup> June, 2012 or 23<sup>rd</sup> June, 2012** as the case maybe are required to pay a late registration fee of Rs.5,000/- plus a late fine @ Rs.200/- per working day.

## 5. ACADEMIC ELIGIBILITY FOR ADMISSION

The candidate must hold a Bachelor's Degree, with at least 50% marks or equivalent CGPA [45% in case of the candidates belonging to Scheduled Caste (SC)/Scheduled Tribe (ST) or Persons with Disability (PWD) category], of any of the Universities incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under section 3 of UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India. Unless otherwise indicated by the University, in case of a candidate who has completed the honours course of a University, marks obtained in honours subject will only be considered to evaluate his/her eligibility. In case a candidate fails to submit mark sheet/certificate within the due date that he/she has completed graduation with 50% (45% in case of SC/ST/PWD) marks in aggregate, his/her registration will be cancelled.

A candidate who has not yet obtained a Bachelor's degree, will have to submit a certificate at the time of registration (Enclosure IV) relating to completion of graduation from the Head of the College/Institute (or any other authorized official of the College/Institute), where he/she has studied for graduate degree. The certificate should mention the date by which he/she has completed all requirements of graduation. The date should not be later than **24<sup>th</sup> September, 2012**. Any candidate who is unable to complete all requirements for his/her graduation (B.A., B.Com., B.Sc., B.Tech. etc.) **by 24<sup>th</sup> September, 2012**, is not eligible for admission/registration. Every candidate must satisfy this eligibility criterion.

A candidate who has not received the graduation results at the time of registration will have to produce certificates and mark sheets in original together with the photocopies as soon as the respective University/Institute publishes the results, but **NOT LATER THAN 24<sup>th</sup> September, 2012**, failing which his/her registration as a student of IIM Ranchi will be automatically cancelled and he/she will be required to withdraw from the Programme forthwith. Any candidate who submits University Mark sheets which do **not** clearly indicate that he/she has passed the Bachelor's Degree course or equivalent, **and** also submits Provisional Certificate from an **affiliated College/Institute** in this regard, would in addition be required to produce an authorization certificate from the University stating that such an affiliated College/Institute is authorized/empowered to issue such a certificate on behalf of the University.

## 6. GUARDIANSHIP

Declaration of Guardianship (Enclosure II) will have to be submitted at the time of registration.

## 7. VERIFICATION

Every candidate must produce for verification at the time of registration all original certificates and mark sheets starting from the School Final Examination of a recognized Board to the Graduation/Post Graduation Examination of a recognized University (or equivalent). One photocopy of mark sheet, duly attested, for each examination should also be submitted. Reserved category candidates must also produce, for verification, at the time of registration, Caste/Tribe certificates, in original, obtained from the competent authority, together with a photocopy, duly attested.

Candidates with disabilities having not less than 40% disability in terms of blindness, low vision, locomotor disability and hearing impairment must also produce for verification at the time of registration, disability certificate, in original, obtained from a medical authority as specified by notification by the appropriate government as per the Persons With Disabilities (PWD) Act, 1995(Equal opportunities, Protection of Rights and Full Participation) together with a photocopy, duly attested.

## **8. ACADEMIC REGULATIONS**

All students are governed by the Academic Regulations of the Institute in respect of academic performance/grade points, personal conduct, etc. A student who fails to satisfy the prescribed standard of academic performance and/or personal conduct may be asked to withdraw from the Programme, any time over the duration of the programme.

## **9. CAMPUS RULES**

The Post Graduate Programme is residential. All students are required to abide strictly by the Campus Rules and are required to sign a declaration at the time of registration agreeing to abide by these rules. Violation of Campus Rules will invite disciplinary action.

**Students are NOT allowed to bring their own motor vehicles (cars and motor cycles) inside the campus.**

## **10. ATTENDANCE**

All students must compulsorily stay at the Hostel and attend to all academic requirements in accordance with the rules of the Institute. Absence from the Hostel is permissible only during authorized holidays and during the recess, if any, between academic terms.

*In case of any query kindly contact - [admissions@iimranchi.ac.in](mailto:admissions@iimranchi.ac.in).*

## **GENERAL INFORMATION**

### 1 IIM Ranchi Address and Commencement of Classes :

The classes will commence from 18<sup>th</sup> June, 2012 (for those called for remedial) or 23<sup>rd</sup> June, 2012 for the others at the following address:

Indian Institute of Management Ranchi  
Suchna Bhawan, Audrey House Campus, Meur's Road  
Behind Raj Bhawan  
Ranchi 834 008

Contact No: 91 651-2285056; 2280083; 2280113 FAX : 91 651-2280940

### 2 Hostel Facility and Address :

Existing Hostel:  
Nalanda Hostel at Sri Krishna Institute of Public Administration (SKIPA)  
Meur's Road, Ranchi 834 008  
New Hostel:  
Khelgaon Housing Complex  
Sector-I, Block -I  
Hotwar  
Ranchi-834 009

#### **Contact persons at IIM Ranchi/Hostel on your arrival:**

Mr.Dilip Kumar Pathak (Hostel Supervisor @ Khelgaon)  
Contact No : 91 651-2285056 ; 2280083 ; 2280113 , Extn : 105  
Email Id- dilip@iimranchi.ac.in Mobile: 09631066050

Mr. Abhay Kumar (Hostel Supervisor @ khelgaon)  
Email Id—[abhay@iimranchi.ac.in](mailto:abhay@iimranchi.ac.in). mobile: 07654110826

Mr.Nawal Singh (Hostel Incharge @ Nalanda)  
Contact No : 91 651-2285056 ; 2280083 ; 2280113 , Extn : 105  
Email Id- [nawal@iimranchi.ac.in](mailto:nawal@iimranchi.ac.in) Mobile: 08757672773

Please refer Annexure –II for more details.

### 3 Mess facilities and expenses :

Institute will make mess arrangements for students on chargeable basis. Students will have to make payment towards mess charges.

### 4 Fees for the Batch 2012-2014

The total fee to be paid by the candidate in two years is Rs.9, 00,000/- (Rs. Nine lakhs only) payable in six terms.

A student will have to pay Rs.1, 50,000/- (Rs. One lakh Fifty Thousand only) for each term towards tuition fees, room rent, course materials, library charges and computer charges.

Since you have already paid Rs.75, 000/- as Acceptance Fee, the balance amount to be paid on your arrival at IIM Ranchi is detailed below:

Balance amount towards 1st Term Fees: Rs.75, 000/-

Cautions Deposit towards PGP:Rs. 10,000/-

Mess Deposit/Hostel Deposit: Rs. 10,000/-

Total: Rs. 95,000/-

**Please bring a demand draft of Rs. 95,000/- in favour of “Indian Institute of Management Ranchi, payable at Ranchi.**

**Kindly refer Fee Structure for more Details.**

5 Bank Loan

Arrangements with State Bank of India/ICICI Bank/ HDFC Bank have been worked out for the purpose of Bank Loan for students who intend to avail such facilities. Details will be provided after your arrival on campus.

6 Railway/Air Travel Concession for students Railway/Air Travel concessions will be available as and when required. Student’s concession forms will be available in the office and students can avail of the concession after filling in the forms which will be duly forwarded by the concerned officers of IIM Ranchi.

7 How to Reach IIM Ranchi

Ranchi Railway Station – IIM Ranchi (Suchna Bhawan) is about 5 KMs from the railway station.

Hatia Railway Station – IIM Ranchi (Suchna Bhawan) is about 7 KMs from Hatia Railway station.

Ranchi Airport - IIM Ranchi (Suchna Bhawan) is about 9 KMs from the airport.

Taxis and Autos are frequently available from all the above locations.

8 Travel Agent for air/rail tickets:

Eastern Travels Pvt Ltd;

Contact persons: Mr. Ramesh/Ms.Praveena

Contact no: 09204793193/94: 0651-2330369/2330836

Travel Agents for vehicles:

Contact person: Rahul Travels Contact no: 09835153242/098355458

9 Medical Information\*

Each newly admitted student will be covered by a medical insurance which provides a general liability coverage upto a limit of Rs.50,000/- per year and accident liability coverage upto a limit of Rs.1, 00,000/- (subject to total liability limit of Rs.20,000/-) per year. Beside this insurance coverage, the Institute Campus is equipped with a small dispensary and there is a Resident Doctor available on all weekdays and Saturdays. Besides, a non-resident doctor is also available on all weekdays. The Institute also maintains some beds for indoor treatment in a hospital. The institute has a tie up with two famed hospitals of Ranchi and whenever, if required, students can avail of the facility of hospital.

Please note that you are required to submit a hard copy of online filled Enclosure III related to some basic information about your health profile at the time of registration.

\* Under Negotiation.

**(FEE STRUCTURE FOR PGDM/PGDHRM)**

The Fee Structure for the students of the Post Graduate Programme, PGDM/PGDHRM of IIM Ranchi, Batch: 2012-2014 is as follows:

SL No.	Particulars	1 <sup>st</sup> Term	2 <sup>nd</sup> Term	3 <sup>rd</sup> Term	Total (Rs.)
1	Tuition Fees	99,000.00	99,000.00	99,000.00	<b>2,97,000.00</b>
2	Course Materials	24,000.00	24,000.00	24,000.00	<b>72,000.00</b>
3	Computer Charges	13,000.00	13,000.00	13,000.00	<b>39,000.00</b>
4	Library Fees	8,000.00	8,000.00	8,000.00	<b>24,000.00</b>
5	Room Rent	6,000.00	6,000.00	6,000.00	<b>18,000.00</b>
6	Caution Deposit*	10,000.00	-	-	<b>10,000.00</b>
7	Mess Deposit*	10,000.00	-	-	<b>10,000.00</b>
	<b>TOTAL</b>	<b>1,70,000.00</b>	<b>1,50,000.00</b>	<b>1,50,000.00</b>	<b>4,70,000.00</b>

Without caution deposit

**450,000.00**

\*Refundable

SL No.	Particulars	4 <sup>th</sup> Term	5 <sup>th</sup> Term	6 <sup>th</sup> Term	Total (Rs.)
1	Tuition Fees	99,000.00	99,000.00	99,000.00	<b>2,97,000.00</b>
2	Course Materials	24,000.00	24,000.00	24,000.00	<b>72,000.00</b>
3	Computer Charges	13,000.00	13,000.00	13,000.00	<b>39,000.00</b>
4	Library Fees	8,000.00	8,000.00	8,000.00	<b>24,000.00</b>
5	Room Rent	6,000.00	6,000.00	6,000.00	<b>18,000.00</b>

Without caution deposit

**450,000.00**

**Notes:**

1. The amount of Rs.75,000/- deposited while accepting the offer of Admission will be adjusted against the 1st Term Fees.
2. The caution deposit of Rs.10,000/- and Mess Deposit of Rs. 10,000 are refundable at the time of leaving the Institute subject to adjustments, if any.
3. The term-wise amount indicated above is payable at the beginning of each term.
4. The balance amount of Rs.75,000/- towards 1st Term fees along with Rs. 20,000/- as caution deposit and Mess deposit to be deposited at the time of registration.

## **Annexure – I**

### **List of Items required at the time of Registration.**

1. Printouts of online filled in pdf forms\*
  - a. Personal Data Card (two Copies)
  - b. Enclosure I- PGDM/PGDHRM Acceptance Form of IIM Ranchi
  - c. Enclosure II- Declaration of Guardianship
  - d. Enclosure III- Medical Information Form
  - e. Enclosure IV - Case of Incomplete Graduates (if applicable)
  - f. Annexure V- Declaration of PGDM/PGDHRM and Institute Rules
2. Two unsigned recent color photograph (Write your name and CAT Reg no. on the reverse)
3. Original Offer Letter for Verification
4. Copy of CAT Score Card
5. Original Certificates and attested copies of Secondary, Senior Secondary and Degree (Provisional in case of original Degree is not available)
6. Original Mark sheets and attested copies of Secondary, Senior Secondary and Degree
7. SC/ST/OBC/PWD Original Certificate and attested copy (if, any)
8. Candidates with work experience -
  - a. Appointment Letter- Original and attested copy
  - b. Release Letter- Original and attested copy
9. A CD containing scanned copies of all above mentioned documents (1 -8)
10. Demand Draft of Rs. 95,000 {75, 000 (Term I remaining fee) + 20, 000 (Caution Deposit)} (Ninety five thousand only) with your name and CAT Reg. No. on the reverse.

\* Pdf forms can be found on IIM Ranchi Website. Kindly follow this link <http://iimranchi.ac.in/newAdmission2011-13.php>

**Note: Please remember to fill in the forms online before downloading or printing.**

## Annexure - II

### Important Contacts

<b><u>IIM Ranchi</u></b>	
<b>Phone No: 91 651 2280083/2280113/2285056</b>	<b>FAX: 91 651 2280940</b>

<b>Name &amp; Post</b>	<b>Extn. No.</b>	<b>Email Id</b>
Prof.M J Xavier, Director	101	<a href="mailto:director@iimranchi.ac.in">director@iimranchi.ac.in</a>
Prof. Subir Verma, Professor and Dean	115	<a href="mailto:dean@iimranchi.ac.in">dean@iimranchi.ac.in</a>
Prof. Amit Sachan, Admission Chairman	122	<a href="mailto:amitsachan@iimranchi.ac.in">amitsachan@iimranchi.ac.in</a>
Dr. G. R. Chandrashekhar, FPM Chairman	121	<a href="mailto:grchandra@iimranchi.ac.in">grchandra@iimranchi.ac.in</a>
Dr.Madhurima Deb, PGPEX Chairman	125	<a href="mailto:madhurima@iimranchi.ac.in">madhurima@iimranchi.ac.in</a>

<b>Offices</b>	<b>Extn. No.</b>	<b>Email Id</b>
Jagan Rao AO (GP Office)	117	<a href="mailto:pgpoffice@iimranchi.ac.in">pgpoffice@iimranchi.ac.in</a> <a href="mailto:bjaganrao@iimranchi.ac.in">bjaganrao@iimranchi.ac.in</a>
FPM Office		
Mr. J Gabriel , Admission Office	115	<a href="mailto:gabriel@iimranchi.ac.in">gabriel@iimranchi.ac.in</a>
Rachna Sharma, Program Assistant PGDM	126	<a href="mailto:rachna@iimranchi.ac.in">rachna@iimranchi.ac.in</a>
Shovona Samantha, Program Assistant, PGD-HRM	126	<a href="mailto:shovona@iimranchi.ac.in">shovona@iimranchi.ac.in</a>

<b>Administration</b>	<b>Extn. No.</b>	<b>Email Id</b>
Gulam Jilani, AO	116	<a href="mailto:g_jilani@iimranchi.ac.in">g_jilani@iimranchi.ac.in</a>
Jayanta Tripathy, Deputy Librarian	113	<a href="mailto:javanta@iimranchi.ac.in">javanta@iimranchi.ac.in</a>
Kamlesh Kumar Thakkar Finance & Accounts Officer	107	<a href="mailto:kkthakkar@iimranchi.ac.in">kkthakkar@iimranchi.ac.in</a>
Janaki Jagan, Executive Asst. to Director	102	<a href="mailto:janakijagan@iimranchi.ac.in">janakijagan@iimranchi.ac.in</a>
Gautam Kumar, Accountant	107	<a href="mailto:gautam@iimranchi.ac.in">gautam@iimranchi.ac.in</a>
Parishesh Pathak, I. T. Executive	112	<a href="mailto:parishesh@iimranchi.ac.in">parishesh@iimranchi.ac.in</a>
Dilip Kr Pathak, Hostel Supervisor		<a href="mailto:dilip@iimranchi.ac.in">dilip@iimranchi.ac.in</a>
Mukesh Kumar Yadav Office Assistant		<a href="mailto:mkyadav@iimranchi.ac.in">mkyadav@iimranchi.ac.in</a>
Abhay Kumar, Hostel	105	<a href="mailto:abhay@iimranchi.ac.in">abhay@iimranchi.ac.in</a>