Guidelines for Admission 2012-2014

2 year full time Management Programs
- PGDM (Post Graduate Diploma in Management)
- PGDM (Pharmaceutical Management)
- PGDM (Bio-Tech Management)

Eligibility
1. Graduation in any discipline from a recognized University with minimum of 50 percent marks for PGDM
2. Graduation in Pharmacy / Life Science / Microbiology / Biochemistry / Chemistry / Biotechnology / Botany / Zoology / Bioinformatics or B.Tech in any Biology discipline from a recognized University with minimum 50 percent marks for PGDM (Pharmaceutical Management) and PGDM (Bio-Tech Management).

Students appearing for the final year examination/ awaiting final year results may also appear.

Important Dates
1. Sale of forms: From 5/03/2012 to 15/05/2012
2. Last date of Submission of Application: 15/05/2012
3. Admission Process at Mumbai: April 15, April 21 to 22, May 2, 3, 19, 20, 21
4. Admission Process at Delhi, Bengaluru, Kolkata and Bhopal: May 21-27, 2012 (Centers and dates will be announced later)

Please note that the institute reserves the right to allot the centre as per feasibility without assigning reasons.

Please provide the attested copies of the following at the time of admission.
- X Std Mark sheet
- X Std Passing Certificate
- XII Std Mark sheet
- XII Std Passing Certificate
- Work Experience Certificate(s)
- Passport size photo for admit card
- Receipt towards purchase of application form
- Photocopy of score of any of the competitive tests held in 2011/2012
- Please provide the documentary evidence of belonging to South Indian Linguistic Minority at the time of admission (only if seeking admission in this category).

Forms available at: 1. Institute office at Nerul, Navi Mumbai. 2. Institute Website (www.siescoms.edu)

Admission Process
1. The process will comprise of:
   a. Group discussion
   b. One round of personal interview
2. The date of the admission process will be intimated to the candidates in the admit card. The complete admission process for each candidate will be over on the same date
3. The candidate must have or should appear one of the competitive tests (CAT / MAT / CMAT / MHCET / ATMA)
4. The merit listing of the candidates will be drawn based on an index computed on weighted average of the following parameters:
   a. Past academic record
   b. Performance in all assessment parameters
   c. Work experience

Cancellation Policy
As per AICTE rules/guidelines.

For any clarifications,
Contact 022-2770 8373/76/77
Fax: 022-2770 8379
Email: admissions@siescoms.edu,

Please Note: All disputes in Mumbai Jurisdiction
Instructions for completing application form

Complete the form accurately. The institute will not process forms that are incomplete.

Section A
Candidates can apply for more than one program of study on the same form, subject to eligibility criteria. However, charges have to be paid as mentioned below. Indicate the relevant course you are applying for. In case you are applying for more than one course, indicate the order of preference for admission by writing in the place provided in the application form.

Program Codes

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGDM (Post Graduate Diploma in Management)</td>
<td>1</td>
</tr>
<tr>
<td>PGDM (Pharmaceutical Management)</td>
<td>2</td>
</tr>
<tr>
<td>PGDM (Bio-Tech Management)</td>
<td>3</td>
</tr>
</tbody>
</table>

Application Form: Cost of application form

<table>
<thead>
<tr>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Program</td>
</tr>
<tr>
<td>2 Programs</td>
</tr>
<tr>
<td>3 Programs</td>
</tr>
</tbody>
</table>

Select minority only if you belong to Maharashtra domiciled South Indian Linguistic Minority.

Section B
Personal details need to be furnished accurately

Section C

1. Do not round off the percentages obtained in X, XII, give the exact percentage with 2 decimal places.

<table>
<thead>
<tr>
<th>Name of the Qualifying exam</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>01</td>
</tr>
<tr>
<td>BSc</td>
<td>02</td>
</tr>
<tr>
<td>BCom</td>
<td>03</td>
</tr>
<tr>
<td>BCA</td>
<td>07</td>
</tr>
<tr>
<td>BPharm</td>
<td>04</td>
</tr>
<tr>
<td>BMM</td>
<td>05</td>
</tr>
<tr>
<td>BAMS</td>
<td>06</td>
</tr>
<tr>
<td>Others - Specify</td>
<td>11</td>
</tr>
</tbody>
</table>

If appearing in 2012 for final examination/semester, mention APPEARING. Enter marks obtained in the space provided for.
Students, who have semester system, should enter aggregate marks for the entire year. Students who have completed their graduation should give the grand total and percentage of aggregate marks obtained in all the years/semesters. Students, who are appearing, should give the grand total and percentage of aggregate marks obtained in previous years/semesters.
In case of CGPA system of grading, enter the equivalent percentage. Also attach the applicable conversion scale.

2. In case you have completed post graduation, mention the title of the master’s degree or else mention NA. Mention any other relevant courses that you have undertaken in the place provided for.

Section D
Give details about your work experience. Mention the number of months you are/were employed. If space is not sufficient, mention the total number of months worked in the last row. Please enter the details if and only if the work experience is 12 months or more and the same has to be after completion of graduation.

Section E
Select the preferred centre for admission process. Please note that the institute reserves the right to allot the centre as per its feasibility without assigning reasons.

Admit Card
The admit card will be given on completion of the application form and submission thereof. The admit card along with the form related to the personal details has to be produced while appearing for GD/PI. Applicants who are downloading the form from the website are required to send the admit card along with the application form. The institute shall process the same and send back the admit card to the applicant.

Please Note: All disputes in Mumbai Jurisdiction
APPLICATION FOR ADMISSION TO POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM) PROGRAMS for 2012 – 2014

PGDM Application No:  
GD/PI No.:  (to be filled by admission office)  

PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE FORM

A. APPLICATION FORM FOR ADMISSION TO (please put a tick in the box)

1. PGDM (Post Graduate Diploma in Management)
   
2. PGDM (Pharmaceutical Management)
   
3. PGDM (Biotech Management)
   
   Note: It is compulsory to fill in all the following three boxes below with a number ranging from 0 – 3. 1, 2 and 3 indicate the programs as stated above.

   1st Preference (Write 1 or 2 or 3)  
   
   2nd Preference (Write 1 or 2 or 3) *
   
   3rd Preference (Write 1 or 2 or 3) *
   
   * Write 0 if you have no further preference

   Category: Write 1 for General and 9 for Minority

B. PREFERRED CENTRE OF ADMISSION PROCESS (Please put the appropriate number in the box)

   (a) Mumbai 7  (b) Delhi 4  (c) Bengaluru 2  (d) Kolkata 3  (e) Bhopal 5

   Please note that the institute reserves the right to allot the centre as per feasibility without assigning reasons.

Please Note: All disputes in Mumbai Jurisdiction
C. BACKGROUND INFORMATION

1. Full name (block letters) (as per degree mark sheet)

2. Father’s Name

3. Mother’s Name

4. Date of Birth
   D  D  M  M  Y  E  A  R
   1  9

5. Gender

6. Nationality

7. Mother Tongue

8. Address for Correspondence

9. Tel & Mob Number

10. Email

11. Permanent Address (If different from above)

12. (a) Name of Parent / Guardian

(b) Telephone No. of Parent / Guardian
   STD Code       Number       Mobile

13. Occupation of Parent/Guardian (Please tick)
   a) Service  b) Business  c) Others

   Name of the organization

   Address

   E-mail ID

Please Note: All disputes in Mumbai Jurisdiction
### D. ACADEMIC QUALIFICATIONS

<table>
<thead>
<tr>
<th></th>
<th>Name of the school/college</th>
<th>Board</th>
<th>Month and Year of Passing</th>
<th>Class and Percentage of Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Std X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Std XII</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 2. Bachelor’s Degree

<table>
<thead>
<tr>
<th>Degree Code</th>
<th>Name of Institute and University</th>
<th>Month and Year of Passing*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1st Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Marks obtained in graduation</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
<th>5th Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Total marks obtained/Out of maximum marks)</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
<td>#</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grand Total</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
<th>5th Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Total marks obtained/Out of maximum marks)</td>
<td>#</td>
<td>#</td>
<td>Percentage of aggregate marks obtained in all years**</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* If appearing in 2012 for final examination/semester, mention APPEARING
# Fill in the score/appearing/ not applicable
** Students who have completed their graduation should give the percentage of aggregate marks obtained in all the years/semesters. Students, who are appearing, should give the percentage of aggregate marks obtained in previous years/semesters.

#### 3. Degree/Diploma

<table>
<thead>
<tr>
<th>Degree/Diploma</th>
<th>Class and Percentage of Marks</th>
<th>Name of the Institute, University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Any other courses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Score of any of the most recent competitive tests held in 2012 i.e. CAT / CMAT / ATMA / MHCET / MAT.**

(Please provide the final scores at the time of securing admission)

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Please Note: All disputes in Mumbai Jurisdiction
E. WORK EXPERIENCE *

<table>
<thead>
<tr>
<th>Name of the Organization</th>
<th>Tenure From</th>
<th>No. of Months Worked</th>
<th>Position Held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

* Please provide the documentary evidence at the time of admission. Please enter the details if and only if the work experience is 12 months or more and the same has to be after completion of graduation.

F. SUMMARY

<table>
<thead>
<tr>
<th>In % where applicable</th>
<th>For office use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Standard</td>
<td></td>
</tr>
<tr>
<td>XII Standard</td>
<td></td>
</tr>
<tr>
<td>Bachelor's Degree</td>
<td></td>
</tr>
<tr>
<td>Master’s Degree</td>
<td></td>
</tr>
</tbody>
</table>

Work Experience in months

Specify entrance tests with score

1. 
2. 
3. 
4. 
5.

On admission to any of the programs of the institute, I will adhere to all the rules and regulations stipulated by the institute from time to time including total conformity to anti ragging policy as prescribed.

All the particulars provided above are true to the best of my knowledge.

Signature:

Place:

Date:

- The completed application form along with the draft favoring “SIES College of Management Studies,” payable at Mumbai for the amount of application fee is to be submitted at the following address on working days from 9.30am to 5.00pm.
- The form also can be submitted by post/ courier so as to reach before the last date 15/05/2012.
- These applicants will receive the admit card by courier/ post.
- Incomplete forms will not be processed.

S.I.E.S. College of Management Studies, Sri. Chandrasekarendra Saraswati Vidyapuram, Plot No. 1-E, Sector V, Nerul, Navi Mumbai – 400 706| Tel. No: 2770 8373/76/77| Mobile: 9321061077/78 |Fax: 2770 8379| Website: [www.siescoms.edu](http://www.siescoms.edu)

Please Note: All disputes in Mumbai Jurisdiction
Admit Card
(To be submitted along with Application Form)

Name:
Application Number:
GD/PI Center:
GD/PI No:

Please bring the next page with you at the time of GD/PI.

Please Note: All disputes in Mumbai Jurisdiction
PERSONAL DETAILS

GD/PI No:

(i) Mention your hobbies / interests

(ii) Narrate your academic achievements

(iii) Describe the extra-curricular activities you have participated and achievements therein

(iv) State three of your strengths and weaknesses

Strengths:

Weaknesses:

(v) State, in not more than 5 lines, why you want to join the program

Please Note: All disputes in Mumbai Jurisdiction