

Guidelines for Admission 2010-2012

2 year full time Management Programmes

- PGDM (Post Graduate Diploma in Management)
- PGDM (Pharmaceutical Management)
- PGDM (Bio-Tech Management)

Eligibility

PGDM:

1. Graduation in any discipline from a recognized University with minimum of 50 percent marks for PGDM.
2. The candidate should have appeared for any All India Competitive Exam such as CAT/MAT/XAT/ATMA etc. during 2008-10.
3. Candidates, who are appearing for any competitive exam in the near future (before June 2010), need to attach an undertaking (letter) stating the name of the exam along with the application form. Those appearing for MH-CET 2010 can also apply by attaching an undertaking (letter).
4. Students appearing for the final year examination/ awaiting final year results may also appear.

PGDM (Pharmaceutical Management) and PGDM(Biotechnology Management)

1. Graduation in Pharmacy/Life Science/Micro-Biology/Bio-Chemistry/Chemistry/Bio-Technology from a recognized University with minimum 50 percent marks for PGDM (Pharmaceutical Management) and PGDM(Biotechnology Management)
2. Students appearing for the final year examination/ awaiting final year results may also appear.

Important Dates

1. Sale of Forms: From 21/12/09 to 20/02/10
 2. Last date of Submission of Application: 22/02/2010
 3. Admission Process at Mumbai, Delhi, Bengaluru and Kolkatta: 25 February - 2 March, 2010
- * Please note that admission process will be held in a centre only if the number of candidates is more than 10

Application Form

Application form cost for those who have appeared for **MAT Dec 2009***

1 Course	Rs. 700/-
2 Courses	Rs. 1400/-
3 Courses	Rs. 2100/-

Application form cost for others

1 Course	Rs. 1400/-
2 Courses	Rs. 2500/-
3 Courses	Rs. 3500/-

(Note: A photocopy of MAT December 2009 admit card has to be submitted along with the application form fee)
To be paid either in cash or by way of draft favouring "SIES College of Management Studies", payable at Mumbai

* This is applicable for candidates who have opted for SIESCOMS as a preference in MAT application form. In case you have written MAT Dec 2009, but have not opted for SIESCOMS as your preference: You can either

1. Pay the application form fee as applicable for others (i.e. Rs. 1400 for 1 course)
2. Pay the application form fee as applicable for MAT Dec 2009. **Update your preference list with AIMA by including SIESCOMS as an option.** For details log on to www.aima-ind.org. You can submit the SIESCOMS application form along with an undertaking that you would be updating your preference list with AIMA.

Forms available at

1. Institute office at Nerul, Navi Mumbai
2. Website (www.siescoms.edu)
3. Select IMS learning centres (details in www.siescoms.edu)

Admission Process

1. The process will comprise of:
 - a. Aptitude test
 - b. Group Discussion
 - c. 2 Rounds of personal interviews
2. The date of the assessment process will be intimated to the candidates in the admit card.
3. 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

INSTRUCTION SHEET FOR COMPLETING THE APPLICATION FORM

- ❖ Complete the form legibly and accurately. The institute will not process forms that are incomplete or where accompanying certificates and documents have been tampered with or altered.
- ❖ Those who are using downloaded form should leave blank the box meant for FORM NUMBER. It will be filled in by the Admission Section.

Section A

- ❖ Candidates can apply for any number (one or more than one) of programmes of study on the same form. However, they must pay Test/Processing fee for each programme. Tick 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 the programme code in the boxes opposite the preference number in the form

❖ Programme Codes

PGDM (Post Graduate Diploma in Management)	01
PGDM (Pharmaceutical Management)	02
PGDM (Biotechnology Management)	03

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 points.
2. **Name of the Qualifying exam Code**

BA	01
BSc	02
BCom	03
BBA	04
BMM	05
BMS	06
BCA	07
BPharm/	08
BTech/BE	09
BAMS	10
Others - Specify	11

If appearing in 2010 for final examination/semester, mention APPEARING. Enter marks obtained in each year in the next section. 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. Do not round off. In case of CGPA system of grading, enter the equivalent percentage. Also attach the applicable conversion scale

3. In case you have completed post graduation, mention the title of the master's degree. Else mention NA. Mention any other relevant courses that you have undertaken in the next slot.

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. Attach work experience letter / appointment letter with the form. Else mention NA

Section E

Select the preferred centre for admission process. Please note that admission process will be held in a centre only if the number of candidates is more than 10.

Section F

Furnish personal details

Checklist

Complete the checklist before submitting the form.

Admit Card

Past passport size photo in the admit card and fill in the details

Receipt

You are required to submit a photocopy of the **RECEIPT** towards purchase of application form along with other documents while submitting your form. (Not applicable in case of downloaded forms)

CAT/MAT/XAT/CET Score card

If you have appeared for any of the above mentioned exams, submit a copy of the score card along with the completed application form.

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