IMT Ghaziabad PGDM ExP

Admission Process 2023

Candidate Instruction Manual–2

- Registration and self-attendance on the day of Personal Interview
- Leadership Potential Test
- Online Personal Interview process
Dear Aspirant,

We welcome you to the **IMT PGDM ExP Admissions** process for 2023 for the IMT Ghaziabad. As you must be already aware, the admissions process for 2023 is online. This document will familiarize you with the entire process, which is broadly divided into the following six stages namely:

1. Submission of Profile Detail Form Online
2. Submission of Statement of Purpose
3. Uploading of mandatory documents for Personal Interview process
4. **Registration and Self-Attendance on the day of the Personal Interview**
5. **Leadership Potential Test**
6. **Online Personal Interview process**

The candidate instruction manual 1 has familiarized you with the stage 1, 2, and 3 of the admission process.

This manual will familiarize you with the stages 4,5 and 6 that how to register, mark your attendance, how to attempt leadership potential test and how to attend your Personal Interview process for the **PGDM ExP Admissions process 2023**.
Timelines and schedule on the day of Personal Interview process:

**Morning Session schedule**

8:00 - 9:00 am

*Self-Registration Process, Self-Attendance & Leadership Potential Test (Leadership Potential test tab will be activated post registration)*

10:00 – 2:00 pm  *(Duration-4 hrs)*

**Personal Interview Process**

*For the PI process, the candidate is expected to be available online throughout the above duration. Each candidate will be interviewed for a duration of 15-20 minutes; the exact serial number will be provided on the day of process post online attendance and successful registration.*
**Stage 4 - Registration and Self-attendance on the day of Personal Interview**

*Self-Attendance, Interview panel details*

**Stage 5 & 6 - Leadership Potential Test and Personal Interview**

a. Registration and Self-attendance on day of the PI process 8:00 AM to 9:00 AM

**On the day of the process**

**Self-Registration process steps.**

1. **Step 1** Log in to the candidate portal with log in credentials provided to you.
2. **Step 2** Click on tab 'Registration & PI process'
3. **Step 3** Click the "Register" button for registration and self attendance
4. **Step 4** On successful registration Leadership Potential tab will be activated
5. **Step 5** Candidate joins for Leadership Potential Test
6. **Step 6** Candidate joins for PI Process as per the specified time

**Steps to log in for Registration**

**Step 1** – The candidate will log in to the IMT ERP candidate login with his email ID and unique password used throughout the application process for IMT. The link for the candidate log in is [https://admissions.imt.edu/login.htm](https://admissions.imt.edu/login.htm). It is strongly recommended to use the latest version of the one of the following browsers to login to your candidate portal for PGDM ExP admissions process.

1. Google Chrome
2. Mozilla Firefox
Upon typing the URL candidate will get the below page:

Step 2 - Post login, the candidate will be directed to the below screen

- Post log in candidate will see above window with below tabs
  1. Application Form
  2. Profile Detail Form
  3. Registration & PI process
  4. Need Help?
  5. Logout
• Please click on tab ‘Registration & PI process’ at this stage.

**Step 3** – Post clicking on the ‘Registration & PI process’ tab below screen will appear.

- The above screen will show you candidature details and confirmation of your Selection process slot.
- This screen enables/shows you below functions/Steps.
  1. **Registration** - compulsory for all candidates to self-register
  2. **Join the Leadership Potential Test**
- Kindly click the Step 1 ‘Register’ tab to mark your attendance/register yourself for the process.
- Please note these functions can only be performed on the day of your Interview. **Registration CANNOT be done before the scheduled PI date and slot time.**

Step 4 – On successful Completion of the registration below screen will appear.
The candidate will be notified with successful registration message on completion of registration.

Post Registration the candidate will receive below Email / SMS on registered email id and mobile number.

**Sample SMS** - You are successfully registered for IMT GHAZIABAD PGDM ExP Admission 2023, PI process. Your Panel no and serial number for PI is <Panel 1 & S. N=5>

Helpline number- 012XXXXXXXX

**Sample Email** -

Subject- Confirmation of IMT GHAZIABAD PGDM ExP Selection Process Registration

Dear <NAME>,

You are successfully registered for online Admission process of IMT Ghaziabad PGDM ExP 2023.

Your Panel Number is: <PANEL_NO> and serial number is: <SERIAL_NO>.

For any further assistance on admission process, please contact on below helpline number: 012XXXXXXXX
• The candidate will get their serial number, panel number and helpline number in SMS, this will indicate his waiting time for the Personal Interview.

• In case of any problem / technical glitch during the entire process, or if the candidate gets stuck in the online process he/she can call on the helpline number sent to him/her post successful registration for resolution.

Stage -5 Leadership Potential Test

After registration leadership Potential Test tab will be activated. Candidate will get 40 minutes’ time line to complete the test. Once it is submitted personal Interview tab will be activated.
Testing of Internet speed After the Registration and Before the Personal Interview Process

- Make sure to check your internet connectivity and audio/video setting compatibility to Candidate portal before you join the Personal interview.
- Please login in the below mention URL to check the required speed for giving your PI www.imt.edu/test
- This link will lead you to the below page where our IT support team will assist and confirm your Internet test speed and connectivity for the Personal Interview process
- Please do not miss this steps to conduct glitch and technical free PI process.

Screenshot of the testing page:

- Please maintain at least 5 Mbps internet speed or above for the PI process.
- Kindly Install ANYDESK 6 application in advance on your laptop, desktop etc. for our IT team to get a remote view of your system in case required.
- Please ensure stable internet connection for the PI process. Kindly DO NOT use Hotspot or Mobile data for the process
Stage 6 - Personal Interview process

Morning- 10:00 AM: 2:00 PM

Step 1 – The candidate will Join the Personal Interview Room by clicking on the below tab to enter the Personal Interview room. Please note this tab will only be activated when you have successfully registered and it is your turn /you are next in the serial number.

- Each candidate will be assigned a serial number for the Personal Interview process.
- Each candidate may receive a call from Campus Staff Coordinator (CSC) 5-10 mins before his/her schedule on registered mobile number to joining the Personal Interview. Candidate needs to make sure his/her mobile number is close by and audible in order to take the call from the campus staff coordinator.
- The above link of ‘Join the Personal Interview’ will only be activated and enabled when it is Candidates turn as per the serial number.
- This link will not be enabled or activated when PI process of other candidates are going on.
- Please wait for your turn as per the serial number to get your PI link activated.
- In case your PI link is not enabled after CSC confirms over call, please REFRESH the window to join.
Step 2 – Personal Interview Room: Below screen will appear once you join the PI room.

- The panellists will already be present in this room when you enter. You would need to switch on BOTH your video and audio for the PI as the same is mandatory. Please attend the PI process through above window. The video streaming platform is Zoom meetings which is already embedded in the candidate portal and you will not be required to download the same.

- The PI is a video interview hence it is mandatory to have your video switched on at all times during your PI process. It is recommended that you thoroughly check your audio and video settings and compatibility to both Zoom meeting and candidate portal before your scheduled PI process as some headphones and browsers may have compatibility issues with Zoom/Candidate portal.

- Kindly use a wired working headphone and mike which can be connected to the device and is audible.

- In case you get disconnected from this window during your PI process, please click the ‘Re-Join’ tab to get connected again.

- Please dress in formal/semi-formal clothes. During the Personal Interview process, please sit on a chair with your device (desktop, laptop, handheld or mobile) facing you so that your face and upper body is clearly visible.

- Please note this link will be deactivated once your Personal Interview process is over.
Your selection process is over post Personal Interview. You may leave and log out from the candidate portal after successful completion of the PI process.

**Important Instructions about Selection Process:**

1. **No request will be considered for rescheduling of selection process under any circumstances. Hence you need to attend the process as per the scheduled date and time.**
2. The entire process will take 5-6 hours. So, please schedule your itinerary accordingly. Your exact panel and serial number will be allocated and messaged to you on the date of your personal interview process, post self-attendance and successful registration.
3. Before your scheduled date of PI process, please make sure of following:
   a) You have stable internet connection and a device (desktop, Laptop, handheld or mobile) which can access the internet. Please check the device beforehand, ensure that it is fully operational and your candidate login access is working
   b) A working headphone and mike which can be connected to the device and is audible
   c) You can log in to the IMT candidate portal using your login credentials
   d) Your candidate portal is working and you can view the same.
   e) Ideally a quiet room which is well lighted. Please try to minimize any external noise or commotion during the entire duration of your selection process.
   f) Please dress in formal/semi-formal clothes. During the Personal Interview process, please sit on a chair with your device (desktop, laptop, handheld or mobile) facing you so that your face and upper body is clearly visible.
   g) **Be online during the entire time slot allocated to you and be available on your registered mobile number.** Keep the mobile close to you so that you can attend the call when the campus staff coordinator calls you to update you about your PI process.
4. In case you are unable to log in for the process due to any technical glitch, please call on the helpline number which will be sent to you post successful online attendance and registration on the **DAY OF PROCESS.** In case the issue cannot be resolved by our technical support, we will assess your situation and may reschedule your selection process on an alternative date and time.
5. The modalities of the entire process including screen shots in candidate portal guiding you step by step is available in the Candidate Instruction Sheets. Please read the documents thoroughly before attending the selection process.
6. Recording of any part of the online selection process by candidates is prohibited. Any candidate found to be violating this rule will be automatically cancelled from the Admissions process and blacklisted.
7. For more information on the IMT PGDM ExP Admissions process which includes parameters and selection criteria etc., please check the page [https://www.imt.edu/admissions/pgdm-exp/](https://www.imt.edu/admissions/pgdm-exp/) before you attend the selection process so that you are well aware of the same.
PI: Dos and Don’ts

Dos

- Be online during the entire time slot allocated to you and available on your registered mobile number. Keep the mobile close to you so that you can attend the call when the campus staff coordinator calls you to update you about your PI process.
- Ensure your internet connection is stable.
- Check your laptop, camera, and microphone before the interview to avoid any glitches.
- Attend PI session from desktop /laptop or tab.
- Position the camera so that you are looking up slightly and centred on the screen.
- Do conduct the interview in a room where you are not going to be disturbed.
- Do make sure the lighting in the room is good and make sure whatever is behind you is simple and appropriate.
- It is suggested to acquaint yourself with the technology beforehand.
- Do test your internet connection on the day of the interview so that you can be certain it is working.
- Do dress professionally, just as you would do for any other interview.
- During your PI process, please keep your mobile and other devices in silent mode. Also ensure there is no other device close to you which may hamper with connectivity or noise level.
- Do remember all essential nonverbal traits, including eye contact, smiling and posture.
- Do perform the same amount of preparation as you would a face-to-face interview.

Don’ts

- Do not be late for the Interview, in case you miss your slot/time of interview you will be marked absent for the process. There will be no rescheduling done from IMT Admission office.
- Avoid attending the PI session from your smartphone. It is best to have a large screen which has stable internet connection and audio video system.
- Don’t have other programs open on your system/handheld that could distract you like social media platforms.
- Avoid wearing bright colours and patterns and opt for softer colours instead. If you are wearing a tie, wear a solid colour rather than a patterned one. If you wear glasses, adjust the lighting in the room to reduce glare from the lenses.
- Don’t use back button or close button/icon. Do not shuffle to other screen/pages.
- Please refrain yourself from using mobile phone during interview process.
- Don’t get flustered if there are glitches or connection problem. Please call the helpline number provided to you post successful registration to resolve the issue.