

Instructions for Filling Online Application Form 2024

Personal Details

Candidate Details:

- ❖ **Name of the Candidate (mandatory field):** The applicant shall enter the full name as it appears on either class X certificate or other academic documents. Once the form is submitted, the name of the applicant cannot be edited.
- ❖ **Date of Birth (mandatory field):** The applicant shall enter the correct date of birth from the drop-down list as it appears on the birth certificate and academic documents.
- ❖ **Gender (mandatory field):** The applicant shall select the gender from the drop-down list as mentioned in the relevant identity proof documents.
- ❖ **Category (mandatory field):** The applicant shall select the category from the drop-down list. It is important to note that in the selection process, the category is not considered.
- ❖ **PI Centre (mandatory field):** The applicant shall select the Personal Interview Venue from the drop-down list where they wish to appear for the PI process in the month of February 2024.

Parent/ Guardian Details:

- ❖ **Father's Name (mandatory field):** The applicant shall enter their father's name as per their X certificate or other academic documents.
- ❖ **Mother's Name (mandatory field):** The applicant shall enter their mother's name as per their X certificate or other academic documents.
- ❖ **Family Annual Income (mandatory field):** The applicant shall enter their Family's annual household income. Total Annual Income is the total household income of the applicant's family, including parents, siblings (who live with the applicant), and the applicant (in case the applicant is in a full-time job). The applicant must mention the total income earned in a year in INR amount only.

- ❖ **Parent's Mobile Number (mandatory field):** The applicant shall enter their parent's mobile number to contact the parent in case the institute wants to contact the applicant's parents. The mobile number should not be the same as entered earlier in the application.
- ❖ **Parent's Email ID (mandatory field):** The applicant shall enter their parent's email ID to communicate with the applicant's parents in case the institute wants to share certain information with the parents.

Address Details:

- ❖ The applicant shall enter their current address to receive any document/ information from the IMT. **House Number, Street, City, Nationality, and Mobile Number** fields are **mandatory fields**.
- ❖ **Are you a Kashmiri migrant or Kashmiri domicile (mandatory field):** The applicant shall select Yes or No in terms of Kashmiri migrant or Kashmiri domicile. For more details, please refer to the notification as published on the IMT website.

Campus Preferences Details

- ❖ **Campus Preferences (mandatory field):** The applicant shall select the Campus Preferences from the drop-down list. It is mandatory to fill in at least two campus preferences and a maximum of all four campuses.
- ❖ **Programme Choices (mandatory field):** The applicant shall select their preferred program choice based on their preference from the drop-down list for various campuses. Two program choices are mandatory to be filled by the applicant.
- ❖ **CAT 2023 Registration Number (User ID):** The applicant shall enter the CAT registration number (User ID) received at the time of Application to CAT. It is an eight-digit number starting with the digit '23'. CAT 2023 score will be considered for admissions into IMT Ghaziabad, IMT Nagpur, and IMT Hyderabad.
- ❖ **GMAT ID (12 digits):** If the applicant has taken GMAT after 1 Jan 2020, they shall enter GMAT-ID. If the applicant has not yet taken GMAT and will be taking GMAT before 25 January 2024, they can leave the field blank for now. The applicant must update their GMAT-ID and GMAT score on or before 25 January 2024 through the [IMT Admissions Portal](#). The application will be processed provisionally until verified.

- ❖ **XAT 2024 ID:** The applicant must enter the XAT ID. XAT 2024 score will be accepted for admission at IMT Ghaziabad, IMT Nagpur, and IMT Hyderabad.

Example: If the Applicant's XAT ID mentioned in the XAT admit card / Scorecard is XAT24632547; the applicant shall enter only 8 digits 24632547 in the application form.

- ❖ **Are you taking CMAT 2024?** The applicant must select either yes or no.
- ❖ **CMAT 2024 ID:** The applicant must update their CMAT 2024 Roll number and Score before **25 January 2024** through the IMT [Admissions Portal](#). The application will be processed provisionally until verified.

Academic Details

Class X (mandatory field)

- ❖ **Board Name:** The applicant shall enter the complete board name as per their X certificate.
- ❖ **Name of School:** The applicant shall enter the full name of the school passed out as per their X certificate.
- ❖ **Year of Passing:** The applicant shall enter the year they completed their Xth as per their certificate.
- ❖ **Mode of Study:** The applicant shall select their Xth study mode from the drop-down list.
- ❖ **Marking System:** The applicant shall select their marking system from the drop-down list
 1. **If the candidate's board has both marks/ CGPA, then they shall enter only marks.**
- ❖ **Obtained Marks/ CGPA:** The applicant shall enter marks/CGPA as per their X certificate. An aggregate of all subject scores (marks) mentioned on the mark sheet will be considered for arriving at the final percentage. This is irrespective of whether the university/board considers it or not while calculating the final percentage.
 1. An aggregate of all subject scores (marks) mentioned on the mark sheet will be considered for arriving at the final percentage. This is irrespective of whether the university/board considers it or not while calculating the final percentage.
 2. If a board/university awards grades/grade points, the same has to be converted into percentages using the applicable conversion factor. The conversion certificate needs to be furnished during the verification process if shortlisted.

- ❖ If the applicant has received marks from their board, they must select Marks (for numeric scores) and enter the details as required. If their board has assigned only CGPA (only for alphabetic/alphanumeric grade), they shall select CGPA (only for alphabetic/alphanumeric grade) and upload their CGPA conversion formula as applied by their board.
- ❖ **Maximum Marks or CGPA.** The applicant must enter the maximum possible Marks or CGPA as per their board.
- ❖ **Conversion factor:** The applicant shall enter the conversion factor used by their school/board. The conversion factor is the factor used to convert CGPA to percentage. In case the applicant does not have a conversion factor, they must enter 10 to convert it into a percentage. The conversion factor will be verified during the verification process. accordingly, the applicant has to upload their conversion formula document for the conversion factor in the upload section.
- ❖ **Percentage:** The percentage will be calculated by the system.

Class XII/Pre-University (mandatory field)

- ❖ **Board Name:** The applicant shall enter the complete board name as per their XII certificate.
- ❖ **Name of School:** The applicant shall enter the full name of the school passed out as per their XII certificate.
- ❖ **Year of Passing:** The applicant shall enter the year they completed their XII th as per their XII certificate.
- ❖ **Mode of Study:** The applicant shall select their XII th study mode from the drop-down list.
- ❖ **Marking System:** The applicant shall select their marking system from the drop-down list
 1. **If the candidate's board has both marks/ CGPA, then they shall enter only marks.**
- ❖ **Obtained Marks/ CGPA:** The applicant shall enter marks/CGPA as per their XII certificate. An aggregate of all subject scores (marks) mentioned on the mark sheet will be considered for arriving at the final percentage. This is irrespective of whether the university/board considers it or not while calculating the final percentage.
 1. An aggregate of all subject scores (marks) mentioned on the mark sheet will be considered for arriving at the final percentage. This is irrespective of whether the university/board considers it or not while calculating the final percentage.

2. If a board/university awards grades/grade points, the same has to be converted into percentages using the applicable conversion factor. The conversion certificate needs to be furnished during the verification process if shortlisted.
 3. If the applicant has received marks from their board, they must select Marks (for numeric scores) and enter the details as required. If their board has assigned only CGPA (only for alphabetic/alphanumeric grade), they shall select CGPA (only for alphabetic/alphanumeric grade) and upload their CGPA conversion formula as applied by their board.
- ❖ **Maximum Marks or CGPA.** The applicant shall enter the maximum possible Marks or CGPA as assigned as per their board.
 - ❖ **Conversion factor:** The applicant shall enter the conversion factor used by their board/university. The conversion factor is the factor used to convert CGPA to percentage. In case the applicant does not have a conversion factor, they must enter 10 to convert it into a percentage. The conversion factor will be verified during the verification process. accordingly, the applicant has to upload their conversion formula document for the conversion factor in the upload section.
 - ❖ **Percentage:** The percentage will be calculated by the system.

Graduate Degree:

Applicants must hold a Bachelor's Degree with at least 50% marks or equivalent CGPA awarded by any university 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 the UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India.

The bachelor's degree or equivalent qualification obtained by the applicant must entail a minimum of three years of education after completing higher secondary schooling (10+2) or equivalent. The degree awarded by an institute/university should be recognized by the Association of Indian Universities (AIU).

- ❖ **Have you completed your Graduation?** The applicant must select either yes or no to indicate whether their graduation is completed or not.
- ❖ **Examination Type:** The applicant shall select their examination type from the drop-down box as per the span of the graduation course in their graduation certificate.

- ❖ **Passing Year:** The applicant shall enter the year of completion of their graduation degree as per their graduation certificate.
- ❖ **University Name:** The applicant shall select their university name from the drop-down as per their graduation certificate; if the name of their university is not available, the applicant shall select “Other” and enter their university's complete name.
- ❖ **Stream:** The applicant shall select their graduation stream from the drop-down box as per their graduation certificate.
- ❖ **College Name:** The applicant shall select their college name from the drop-down as per their graduation certificate; if the name of their college is not available, the applicant shall select “Other” and enter the complete name of their college.
- ❖ **Mode of Study:** The applicant shall select the mode of their graduation (online/offline).
- ❖ **Marking System:** The applicant shall select the marking system from the dropdown box.

1. **If the candidate’s board has both marks/ CGPA, then they shall enter only marks.**

- ❖ **Obtained Marks/ CGPA:** The applicant shall enter their marks/CGPA as per their graduation certificate.
- ❖ **Maximum Marks or CGPA:** The applicant shall enter the Maximum possible Marks / CGPA in their graduation.
- ❖ **Conversion factor:** The applicant shall enter the conversion factor used in their university.
- ❖ **Percentage:** The system will calculate the percentage.
- ❖ The percentage obtained by the applicant for the bachelor’s degree would be based on the practice followed by the institution/university from where the applicant has obtained the degree. If the institution/university does not award the percentage of marks, it will be calculated on the basis of the marks obtained in all the subjects listed in the mark sheet (s) for all years. For the bachelor's degree, if the percentage of marks awarded by the applicant's institution/university does not take into account marks obtained in all the subjects as mentioned in the mark sheet (s) for all the years, the applicants must produce a certificate from the institution/university certifying details of the practice at the institution/university at the time of verification.
- ❖ If the institute provides grades/CGPA instead of marks, a conversion of the same to an equivalent percentage is mandatory. Applicants with CGPA/Grades need to furnish a document from the Institute/University/College that states the conversion practice that they follow.
- ❖ Only if no conversion factor is provided by the Institute/University/College, then IMT shall multiply the obtained CGPA by the conversion factor of 10 to obtain the percentage in all cases.

- ❖ If the applicants have undergone/completed an integrated master's degree or dual degree directly after their 12th, the percentage of marks obtained per their institute/university norms, which is considered equivalent to a bachelor's degree, will be considered.
- ❖ Applicants in the final year of the degree and those who have completed the degree but are awaiting results are eligible to apply. In such a case, applicants must provide a provisional certificate from the Principal/Registrar of their institute/university stating that they have appeared for all the exams and has completed all the obligations required to obtain the degree. For the applicants awaiting their final bachelor's degree results, available marks of the previous semesters/years would be considered for calculating graduation percentage. To be eligible, the applicant must have achieved a minimum of 50% marks or their equivalent in all completed exams.
- ❖ Applicants mentioned in point 6, if selected, must provide the degree awarded by the university by 31st October 2024 or as per the guidelines issued by the AICTE. The registration to the program will stand cancelled if the applicant fails to submit the degree by 31st October 2024.
- ❖ Applicants who have completed the degree in a foreign University or are awaiting the final results are eligible to apply. The applicant must have achieved a minimum of 50% marks or their equivalent in all completed exams. The foreign degree must be recognized by the Association of Indian Universities (AIU), MHRD, or UGC. The applicant must produce a relevant certificate of equivalence issued by a recognized authority.

Post-Graduate Degree (if applicable)

- ❖ **Passing Year:** The applicant must enter the year of completion of their graduation degree as per their graduation certificate.
- ❖ **University Name:** The applicant must enter their university name from the drop-down; in case the university's name is not there, select "Other" and enter the university's complete name.
- ❖ **Stream:** The applicant must enter their graduation stream from the drop-down list.
- ❖ **College Name:** The applicant must enter their college name from the drop-down list; in case the college's name is not there, select "Other" and enter the college's complete name.
- ❖ **Mode of Study:** The applicant must select the mode of their graduation from the drop-down list
- ❖ **Marking System:** The applicant must choose the marking system from the drop-down list.

1. If the candidate's board has both marks/ CGPA, then they shall enter only marks.

- ❖ **Obtained Marks/ CGPA:** The applicant shall enter their marks/CGPA as per their graduation certificate.
- ❖ **Maximum Marks or CGPA:** The applicant must enter the Maximum possible Marks / CGPA in their graduation.
- ❖ **Conversion factor:** The applicant shall enter the conversion factor used in their university.
- ❖ **Percentage:** The system will calculate the percentage.
- ❖ The percentage of marks awarded by the applicant's institution/university does not take into account marks obtained in all the subjects as mentioned in the mark sheet (s) for all the years; the applicants must produce a certificate from the institution/university certifying details of the practice at the institution/university at the time of verification.
- ❖ If the institute provides grades/CGPA instead of marks, a conversion of the same to an equivalent percentage is mandatory. Applicants with CGPA/Grades need to furnish a document from the Institute/University/College that states the conversion practice that they follow.
- ❖ Only if no conversion factor is provided by the Institute/University/College, then IMT shall multiply the obtained CGPA by the conversion factor of 10 to obtain the percentage in all cases.

Work experience

The applicants should only include full-time work experience after their graduation. Only work experience from the past four years will be considered.

- ❖ Work experience is not mandatory for this program; graduates with no work experience can apply.
- ❖ Relevant work experience after graduation will be considered. Internship/training/ project/ freelancer work which was a part of the curriculum will not be considered as work experience or any periods of apprenticeship such as article ships required as part of certain professional courses or any unpaid work undertaken in any organization or institution will also not be considered as work experience.
- ❖ In the case of a sole proprietorship, the candidate needs to share the AOA, GST document, etc. In the case of a partnership firm, the partnership deed is essential. In the case of working in a family business, the evidence of their role, designation, nature of work, and salary drawn should be mentioned on the company letterhead.
- ❖ Any kind of work experience should include Company name, tenure, designation, CTC, and role in a registered company. There will be an additional column to furnish the details of career progression with options like Designation, role, and CTC before and after the promotion.
- ❖ Proof of work experience, such as an offer letter, salary slips, and the experience letter, will have to be provided. If no proof is provided, such work experience will not be considered.
- ❖ **Organization Ownership (mandatory field):** The applicant shall select organization ownership from the drop-down list.
 1. **Relatively:** Company ownership is with you and your relative.
 2. **Not Relative:** Company ownership is not related to you or your relative.
- ❖ **Please Select Income Currency (mandatory field):** The applicant shall select the income currency of their organization.
- ❖ **Turnover of the Organization (mandatory field):** The applicant shall select the turnover of the organization from the drop-down list.
- ❖ **Name of Organization (mandatory field):** The applicant shall select the name of their organization from the drop-down list.
- ❖ **Designation Held (mandatory field):** The applicant shall enter their designation held in the organization.
- ❖ **Job Field Sector (mandatory field):** The applicant shall select their job field sector from the drop-down.

- ❖ **Annual CTC (In Lakhs) (mandatory field):** The applicant shall enter their Annual CTC in lakhs only
- ❖ **From Date (mandatory field):** The applicant shall enter their starting date when they start their job in the organization.
- ❖ **To Date (mandatory field):** The applicant shall enter the date they worked with the organization or still working.

Entrepreneurship Experience

- ❖ **Do you have entrepreneurial experience?** The applicant shall select either yes or no. If the applicant selects yes, the below-mentioned fields will appear.
- ❖ **GST Number:** The applicant shall enter their first/organization GST number.
- ❖ **Name of Organization (Entrepreneurship):** The applicant shall enter their Organization Name
- ❖ **Date of Incorporation:** The applicant shall enter the starting date of their entrepreneurship.
- ❖ **First-Year Turnover (mandatory field):** The applicant shall enter their total first-year turnover or entrepreneurship.
- ❖ **Second-Year Turnover:** The applicant shall enter their total second-year turnover or entrepreneurship.
- ❖ **Third-Year Turnover:** The applicant shall enter their total Third-year turnover or entrepreneurship.
- ❖ **Fourth-Year Turnover:** The applicant shall enter their total Fourth-year turnover or entrepreneurship.
- ❖ **Role / Designation:** The applicant shall enter their role in the organization.
- ❖ **Sector:** The applicant shall select or enter their entrepreneurship sector.

Additional Information

- ❖ The applicant must select at least one of the six options where he learned about IMT's common admission process. The applicant is free to choose multiple options.

Candidate's Identification

- ❖ **Name of Identification Document (mandatory field):** The applicant must select one of the Identification documents from the drop-down list. The applicant must have the chosen identification document in original when reporting to the venue for a personal interview for the purpose of candidate verification
- ❖ **Identification Number of Document (mandatory field):** The applicant must enter the Identification number as per the original document.

Payment

- ❖ To complete the application at IMT for admission 2024 the applicant must go complete the undertaking by checking the "I agree" box. The applicant must then pay the application fees of INR 3500/-.

Note: Application fees is non-refundable.