

Application Checklist
(To be attached along with application form)

Date:

Center:

Name of Candidate:

Institute:

Program:

Following are the broad heads as annexure to the application form. Each separate category as an annexure must be accompanied by the correspondence attachments. Each annexure should have a cover stating that all documents as per category are mentioned and checked.

	Verifier 1(Student)		Verifier 2(Center)		Verifier 3(Institute)	
Photograph	Y	N	Y	N	Y	N
Educational Records						
(1). 12 th Mark Sheet	Y	N	Y	N	Y	N
(2). Graduation Mark Sheet	Y	N	Y	N	Y	N
(3). Graduation Percentage						
(4). Post Graduation Mark Sheet	Y	N	Y	N	Y	N
Employment Records						
(1). Professional Experience Certificates (certificate should indicate no. of years of working as per required)	Y	N	Y	N	Y	N
(2). Years of Experience (as per enclosed certificates)						
(3). Current Pay Slip Attached/ Certificate from Current Employer (as a proof of currently working - Specifically Mentioning Date)	Y	N	Y	N	Y	N
Statement of Purpose Attached	Y	N	Y	N	Y	N

Verifier 1 [Name]	Verifier 2 [Name]	Verifier 3 [Name]

Please Note:

1. The Application Checklist is to be attached on top of the Application Form along with all requisite documents before submission.
2. Incomplete application or False Information in the application is liable to be rejected.



Indian Institute of Management Calcutta

**Executive Programme in Business Analytics
EPBA – Batch 2**

Application Form

Application Form No.: HNGE/

Date:

Please fill in details:

D.D. No : _____
 Date: _____
 Amount : _____
 Bank : _____

To be filled after admission confirmation:
 Preferred Class Location I: _____
 Preferred Class Location II: _____

Photograph

Personal Information			
Surname:		First Name:	
Father's/ Husband Name:		Occupation:	
Phone:		Mobile:	
Date Of Birth:		Age:	
Present Address:		Educational Qualification:	Highest Educational Qualification
Experience:		Email:	
Nationality:			
Permanent Address	If different from the above mentioned address		
Address for Correspondence	<input type="radio"/> Present Address <input type="radio"/> Permanent Address <input type="radio"/> Office Address	Resource of Payment	<input type="radio"/> Personal Resources <input type="radio"/> Company Sponsor <input type="radio"/> Bank Loan

Educational History (List all institutions attended beginning with your first in secondary school)							
Name of the Examination	Degree Awarded	Institution/ University	Year of Completion	Marks Obtained/ CGPA/CPI	Marks out of	% Marks	Class
Post Graduation							
Graduation							
Higher Secondary							

Please provide a certified copy of academic record of your Graduation

Work Experience (List all the organizations you have worked with starting from Current)					
Company Address	Designation	Experience From To		Job Responsibility	Gross Monthly Emolument (INR or Equivalent)

Rules & Regulations

Application fee: Application fee is towards processing of application and is non refundable, except under conditions that the program is cancelled or postponed by a period exceeding 90 days from the scheduled launch date.

Refund of fees: No refund of fees is permissible once a candidate has been admitted to the program. The fees and other charges, once paid, under no circumstances will be refundable, adjustable or transferable. Students discontinuing in the middle of the course will not be refunded the fee, other charges and security deposits (if any).

Books & Study material: Program fee does not include the cost of the books/course/study material unless and otherwise specifically mentioned in the program brochure. Books recommended by faculty, to be procured directly by students. Additional charges may apply for study material if provided by institute to the student, the same will be charged extra on actual plus handling charges.

Transfer/Change of Study Center: Intra-city transfer of study center is not allowed as a rule. A student can opt only for inter-city change of center subject to condition of its availability. Prior permission of is required before changing the center. Change of study center would be governed by prescribed rules and charges. Candidates need to apply on prescribed transfer form.

Break from the program/ change of batch: Break from the program is not allowed as a rule. Students need to complete the program with the same batch. Change of batch is not allowed.

Attendance: A student is required to maintain the attendance requirements of the programme as stipulated by the institute A student who does not satisfy the attendance requirements may not be eligible to take examination of the program. A student is required to take written permission of the institute before taking leave.

Bank loans & Postal delays: Delay in bank loans etc will be individual's responsibility and no delay will be accepted on this account. Also any delay in reaching the forms due to postal or any other reasons will also be individual's responsibility.

Service Tax: Service Tax if applicable will be charged extra from the participants

Final discretion for the rules & regulation lies with the Institute and can be changed from time to time. The same shall be binding on the students

Application Checklist

Make sure you have enclosed the following items:

- Filled up application form, complete in all details
- 1 passport size color photograph pasted on the Application
- Demand Draft for Rs 1000/- in favour of "Hughes Communications India Ltd." payable at New Delhi.
- Certified copy of academic record
- Copy of work experience; Proof of Current Employment

Fees Structure

Fee Head	Amount (INR)
Application Fee	Rs. 1, 000/-
Programme Fees (Rs.)	Rs. 2, 05,000/-

DD for the application fee and the Programme Fees will be in favour of 'Hughes Communications India Ltd' payable at New Delhi.

Installment Structure

1 st Installment	25 th June 2009	Rs. 90, 000/-
2 nd Installment	18 th September 2009	Rs. 70, 000/-
3 rd Installment	20 th December 2009	Rs. 40, 000/-

Important dates

Application Closure Date	25 th April 2009
Last date of 1st Installment	25 th June 2009
Orientation Date	26 th July 2009

Please submit the completed application to:

Darshana Vyas
Admission Coordinator - IIM Calcutta EPBA Program
Creative Crest
16 Pashchimi Marg
Vasant Vihar
New Delhi 110 057
Phone: 011-46076571 or 09268730013

By initialing and signing below, I certify that the details provided above are true and factual and complete to the best of my knowledge. I also understand that if any of the data provided by me is found to be incorrect, I will be summarily expelled from the program.

I am aware that filling up this application form doesn't guarantee admission to the programme. Admission to the programme is at the sole discretion of the Institute, fulfilling the admission criteria & subject to seat availability at the Class-room.

I also certify that I have gone through the application checklist and deposited all the relevant documents.

I have also gone through the rules and regulations for the students / participants and I consent to abide by the same.

Applicant's Signature: _____ Date: _____ Place: _____