



INDIAN INSTITUTE OF MANAGEMENT CALCUTTA
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR
INDIAN STATISTICAL INSTITUTE

Post Graduate Diploma in Business Analytics (PGDBA) Batch 2020-22

TERMS AND CONDITIONS OF OFFER OF ADMISSION

1. OFFER OF ADMISSION

This offer of admission ("Offer") is for PGDBA Batch (2020-22) only and is valid till the last date mentioned in the offer letter. This Offer will not be extended to any subsequent academic session. All admissions are treated as provisional subject to the candidate fulfilling **all** the eligibility conditions, otherwise, his/her candidature would automatically stand cancelled and he/she would be required to withdraw from the programme forthwith.

2. ACCEPTANCE AND PAYMENT OF DEPOSIT

The candidates are required to accept the offer by paying **Rs.1,00,000/- (Rupees one Lakh only)** online through the payment portal.

<https://www.iimcal.ac.in/pgdba-admission-acceptance-fee-batch-6-2020-2022>

Email a scanned copy of the enclosed Acceptance Form (Enclosure I) duly filled in to pgdba@isical.ac.in

Attach the payment receipt in the same email. The subject line of the email should be 'PGDBA-Admission2020-Acceptance-Form-<Name>-<REGISTRATION NUMBER>'.

Non-receipt of the Acceptance Form or non-payment of the acceptance fee, on or before the due date mentioned in the offer letter, would result in automatic cancellation of the Offer. The three institutes will not bear any responsibility for any delay.

3. IMPORTANT DATES*

Date of Registration (Online)	:	October 08, 2020
Orientation (Online)	:	October 12, 2020
Commencement of classes (Online)	:	October 14, 2020

***The summary outlined in item 3 regarding the expected date and mode (on-campus/online) of various events may change based on the evolving situation of the COVID-19 pandemic and relevant Government of India/ Government of West Bengal advisories as applicable. Any such change would be made to ensure the safety of all students and other members of respective institute and would be communicated to the candidates who accept the admission offer. The decision of respective institute authority will be binding on the students.**

4. REGISTRATION

A candidate who has accepted PGDBA admission offer must register online on October 08, 2020. Details of the registration procedure will be sent by email.

Candidates who are employed must submit scanned self-attested copy of release letter during registration process. The release date should be before **October 08, 2020**. If a candidate is unable to submit the release letter from his/ her employer at the time of registration i.e. on **October 08, 2020**, he/she must submit the acceptance of resignation letter and give an undertaking to submit the release letter on or before **November 15, 2020**.

5. ACADEMIC ELIGIBILITY FOR ADMISSION

A candidate must hold a graduate/post graduate degree with any of the following: 10+2+4/10+2+5/10+2+3+2 with a Minimum of 60% marks or CGPA 6.5 on a 10-point scale in the Qualifying Degree (i.e. B. Tech./ B.E./ M.Sc./ M.Com or equivalent). For SC/ ST and Person with Disabilities (PwD) category candidates, the qualifying marks for eligibility shall be 55% or CGPA 6.0 on a 10-point scale.

The CGPA will not be converted into percentage marks, even if the degree awarding Institute provides marks in CGPA system. Their admission will be based on the CGPA awarded in the transcript. If the CGPA is on a different scale other than 10, the eligibility of the candidates will be calculated corresponding to the equivalence stated above.

In case a candidate fails to submit mark sheet/certificate within the due date that he/she has completed graduation his/her registration will be cancelled.

A candidate who has not yet obtained the qualifying degree, will have to submit a certificate at the time of registration (Enclosure II) relating to completion of graduation from the Head of the College/Institute (or any other authorized official of the college/institute), where he/she has studied for qualifying degree. The certificate should mention the date by which he/she has completed all requirements of qualifying degree. The date should not be later than **September 30, 2020**. Any candidate who is unable to complete all requirements for his/her qualifying degree by **September 30, 2020** is not eligible for admission/registration. For such cases, admission will be provisional subject to meeting the eligibility criteria as mentioned above. Every candidate must satisfy this eligibility criterion.

A candidate who has not received the final certificates and mark sheets for the qualifying degree at the time of registration will have to produce certificates and mark sheets in original together with the photocopies as soon as the respective university/institute publishes the results, but **NOT LATER THAN OCTOBER 31, 2020**. Any candidate who submits university mark sheets which do **not** clearly indicate that he/she has passed the qualifying degree course, **and** also submits Provisional Certificate from an **affiliated college/institute** would, in addition, be required to produce an authorization certificate from the university stating that such an affiliated college/institute is authorized/empowered to issue such a certificate on behalf of the university.

7. GUARDIANSHIP

Declaration of guardianship (Enclosure III) will have to be submitted at the time of registration.

8. VERIFICATION

Date of physical verification of all the original documents (submitted online) will be announced later (based on the Government guidelines on COVID-19 situation). Failure to submit all the original documents may lead to cancellation of the candidature.

Reserved category candidates must also produce, for verification, caste/tribe certificates, in original, obtained from the competent authority, together with a photocopy, duly attested. **The NC-OBC/EWS certificate should be issued on or after 1st April 2019.**

The admission for Non Creamy Layer (NC) Other Backward Classes (OBC) candidates is provisional subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate to belong to Other Backward Classes or not to belong to creamy layer is false, his/her admission will be cancelled forthwith without assigning any further reasons.

As per the provisions of The Rights of Persons with Disabilities Act, 2016 (RPwD), PwD students with not less than 40% disability are required to produce for verification (as and when asked for) , disability certificate, in original, obtained from a medical authority together with a self-attested photocopy.

9. ACADEMIC REGULATIONS

All students are governed by the academic regulations of the three institutes in respect of academic performance/grade points, personal conduct, etc. A student who fails to satisfy the prescribed standard of academic performance and/or personal conduct may be asked to withdraw from the Programme, any time over the duration of the programme.

10. CAMPUS RULES

The programme leading to PGDBA is residential. All students are required to abide strictly by the campus rules and are required to sign a declaration at the time of registration agreeing to abide by these rules. Violation of campus rules will invite disciplinary action.

Students are NOT allowed to bring their own motor vehicles (cars and motor cycles) inside the campus. Special permission shall be provided to PwD students.

11. ATTENDANCE

All students are required to stay at the hostel and attend to all academic requirements in accordance with the rules of the institutes. Absence from the hostel is permissible only during authorized holidays and during the recess, if any, between academic terms. PGDBA rules and regulations in connection with attendance will be binding to all the students during the entire duration of the programme.



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GENERAL INFORMATION

1. Hostel

All students are provided single accommodation with common bath/toilet facilities.

A candidate is advised to bring the following items at the time of reporting at the hostel: stationery, padlock & keys, other items of personal use.

2. Food Arrangements

Suitable arrangements for food are available at all the Institutes on payment basis. Such arrangements are governed by mechanisms and rules applicable at respective Institutes.

3. Financial Assistance

PGDBA programme offers Need Based Financial Assistance. Students admitted to this programme, whose annual gross family income is Rs. 8,00,000/- (Rupees 8 lakh only) or below will be eligible for receiving financial assistance amounting to less than or equal to full tuition fee waiver. The financial assistance scheme will be available to both the first and second year students.

Further, a number of scholarships/prizes/awards sponsored by different companies would be available for the deserving students on the basis of merit and various criteria.

In addition, financial institutions and commercial banks provide loans to students at a concessional rate of interest. Details will be available at their websites. Students who desire to avail of the loan facility should contact banks directly. Although the institutes endeavour to facilitate the process of availing of loan from financial institutions and banks, it is not directly involved in the process.

4. Fees for the PGDBA 6th Batch 2020-22

The total fees for PGDBA Batch 2020-22 Batch will be Rs.24,00,000/- (Rupees Twenty four lakh only). In addition, you will have to pay at the time of registration a refundable caution deposit of Rs.10,000/- (Rupees Ten thousand only) subject to adjustments. The fees is to be paid in four equal instalments of Rs.6,00,000/- (Rupees six lakh) each. Mess charges will be extra on actuals.

The amount of Rs.1,00,000/- paid as acceptance fees will be adjusted against the balance amount of Semester-I fees.

5. Medical Information

Each newly admitted student will be covered by a medical insurance which provides a general liability coverage up to a limit of Rs.2,00,000/- per year and accident liability coverage up to a limit of Rs.1,00,000/- per year. Beside this insurance coverage, the students can avail the medical facilities as available for the students in the respective Institutes.

Please note that you are required to submit some basic information about your health profile at the time of registration in the prescribed form (**Enclosure IV**) which has to be countersigned by a Family Physician/Doctor. The information provided by you will remain confidential and will be used in case of medical emergencies only.

6. Mailing

The following address may be used:

Admissions Office
Indian Institute of Management Calcutta
Diamond Harbour Road, Joka
Kolkata 700 104, W.B.

7. How to Reach IIM Calcutta, Joka Campus

i. The Joka Campus of IIM Calcutta is situated on Diamond Harbour Road, about 20 kms. from the Howrah Station, 18 kms. from the Sealdah Station, and 35 kms. from the Netaji Subhas Chandra Bose International Airport. The campus is about 1.5 km south of the Thakurpukur Bus Terminus.

ii. To reach IIM Calcutta Joka Campus, you may avail the services as mentioned below:

Prepaid taxis are available from Howrah/Sealdah railway station and the Airport to IIM Calcutta Joka Campus. Fares will range between Rs.400/- to Rs.800/- approximately.

iii. Contact details:

Joka Campus

Tel. No.: (033) 2467 8300-06; 2467 8306; 2467 8313; Fax: (033) 2467 8062

Admissions Office

Tel. No.: (033) 2467 9178 (D); Fax: (033) 2438 0892



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ENCLOSURE I

PGDBA ADMISSION ACCEPTANCE FORM

Dean of Studies
Indian Statistical Institute
203, B. T. Road
Kolkata 700108, W.B.

Paste a recent
passport size
photo

Sir,

I accept your Offer of Admission leading to the Post Graduate Diploma in Business Analytics (PGDBA), Batch 2020-22. I understand that this Offer is subject to the Terms and Conditions of Offer of Admission enclosed with your letter. I have read the terms and conditions of your offer carefully and accept the same.

I have paid the acceptance fee of Rs.1,00,000/- (Rupees One Lakh only) in favour of "Indian Institute of Management Calcutta".

Yours faithfully,

Date:

Signature of the candidate

Registration ID:

Candidate's name:

Present mailing address:

Contact no:

E-mail address:

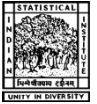
Bank details:

Payment date:

Time:

Transaction ID:

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ENCLOSURE II

(To be submitted at the time of registration)

If a candidate has not yet obtained a **Qualifying degree**, then the following Certificate from the Head (or any other authorized Official) of the College/Institute last attended, will have to be submitted at the time of registration.

TO WHOM IT MAY CONCERN

This is to certify that Mr./Ms. _____ has completed all examinations and all other requirements including projects, viva-voce, etc. for Bachelor's degree /Master's degree by * _____ .

* Please indicate exact date.

Signature:

Name:

Designation:

Name and address of college/institute:

College/institute seal:

Date:



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ENCLOSURE III

DECLARATION OF GUARDIANSHIP

(To be submitted at the time of registration)

I, _____ do hereby declare that Mr./Ms. _____ who has been offered admission leading to the Post Graduate Diploma in Business Analytics is my _____ and I am his/her guardian. My contact address and telephone number(s) is/are given below. I also provide below the name, address and telephone numbers of the local guardian.

Signature of the guardian: _____

Name of the guardian: _____ Relationship: _____

Address of the guardian

Residential:

Office:

Telephone no:

Fax no:

E-mail:

Name of the local guardian: _____

Address of the local guardian:

Residential:

Telephone no:

Fax no:

E-mail:

Relationship: _____

Office:

Telephone no:

Fax no:

E-Mail:

Telephone no:

Fax no:

E-Mail:

