

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

Diamond Harbour Road, Joka

Kolkata - 700 104



FELLOW PROGRAMME APPLICATION FORM

Please read the instructions on page five and six before filling up the form

Affix Your
Recent Passport
Size Photo
Here

1. Name _____
(in block letters) (as in school leaving certificate)
2. Father's / Guardian's Name _____
3. Permanent Address (in block letters)

PIN _____
4. (a). Mailing Address (in block letters)

PIN _____
- (b). E-mail (in block letters) : _____
- (c). Telephone No. (0) _____ (d). Mobile _____
5. Date of Birth _____ 6. Place of Birth _____
7. Nationality _____ 8. Marital Status _____

9. Do you belong to any of the following? [Please tick (✓) (enclose an attested copy of the relevant certificate)]

Scheduled Caste Scheduled Tribe

10. Area of Specialisation: Please tick (✓) any one of the following twelve boxes:
(If you wish to apply to one more area, please use a separate application form)

A. FELLOW PROGRAMME IN MANAGEMENT with specialisation in:

- | | | | |
|-----------------------------------|--------------------------|------------------------------------|--------------------------|
| i) Behavioural Sciences | <input type="checkbox"/> | vi) Marketing | <input type="checkbox"/> |
| ii) Economics | <input type="checkbox"/> | vii) Operations Management | <input type="checkbox"/> |
| iii) Finance and Control | <input type="checkbox"/> | viii) Public Policy and Management | <input type="checkbox"/> |
| iv) Human Resource Management | <input type="checkbox"/> | ix) Strategic Management | <input type="checkbox"/> |
| v) Management Information Systems | <input type="checkbox"/> | | |

B. FELLOW PROGRAMME IN DISCIPLINES RELATED TO MANAGEMENT with specialisation in:

- | | | | |
|---|--------------------------|----------------|--------------------------|
| i) Operations Research and Systems Analysis | <input type="checkbox"/> | iii) Sociology | <input type="checkbox"/> |
| ii) Regional Development | <input type="checkbox"/> | | |

11. Please tick the test(s) you have taken or will take:

CAT GATE GMAT GRE UGC-JRF

12. If you are applying through CAT, please fill in the following :

a. Serial No.																			
b. Voucher No.																			

c. Test Registration No. (available from your admit card upon successful registration)																			
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

13. If you are applying through GATE /GMAT/GRE/UGC-JRF, please fill in the name(s) of the test(s) taken by you in the first column and then various scores / percentiles - Verbal/Quantitative etc. as applicable in the subject column.

Test/Exam								

14. Details of Academic Record from High School onwards:

Name of the Degree/ Certificate/ Diploma	Institution	Period		Subjects taken Major & Minor	Class/ Grade/ Divn./ % Marks
		From	To		

15. Details of Work Experience:

Name & Address of Employer	Designation	Date		Remuneration (per month)	Nature of Work
		From	To		

16. List below honours, awards, or distinctions that you have earned:

17. Please state your career goals elaborating how you think the Fellow Programme will help you achieve them:

18. Explain why you believe that you should be selected for the Fellow Programme citing relevant personality traits and evidence from your career to date:

19. In case you have applied to two areas please give the reasons for it:

20. Please give below any other information you would like to provide:

21. List below the documents enclosed with this application:

1.	2.
3.	4.
5.	6.
7.	8.

22. An application in each area requires two letters of recommendation in sealed envelopes signed by the referee across the seal. Blank forms for referees are enclosed. Both the referees should be persons who are in a position to comment on your candidature. At least one referee should preferably be a faculty member of a University, College or Institution of higher studies and research. **The application will be treated as incomplete without these recommendation letters. Instructions for submitting these letters are given in the enclosed recommendation letter forms.**

Name and address of the referees:

Name:	Name:
Address:	Address:

23. I certify that the information given by me in this application is correct.

Date:

Place:

Signature of the Applicant

INSTRUCTIONS AND INFORMATION ON THE APPLICATION PROCEDURE

1. Application for admission to the Fellow Programme must be in the prescribed Application Form. You are advised to refer to Page 6 for detailed eligibility and admissions criteria.
2. You may choose to apply to a maximum of two areas from the eleven choices. For each area selected, you must submit a separate application form (complete in all respects). However, there is no need to pay a second fee.
3. For each area applied for, two letters of recommendation in prescribed format are required. Blank forms for recommendation letters and the instructions to send these are enclosed. So, a candidate applying in one area should send two and one applying in two areas should send four letters of recommendations.
4. Ensure that you respond to all items in the application form (use n. a. for items which do not apply to you). You may use additional sheet(s) for items 15 - 21.
5. Please submit documents in support of the application according to the instructions given below under Supporting Documents.
6. The completed application form with enclosures must reach the following address by **January 25, 2010**.

Administrative Officer
Fellow Programmes & Research Office
Indian Institute of Management Calcutta
Joka, Diamond Harbour Road
Kolkata 700 104.
Phone: (033) 2467-8300 to 04, Extn. 175/193/199
E-mail: fpoffice@iimcal.ac.in.

Note: Candidates who have downloaded the Application Form from the I.I.M. Calcutta website should send the filled in form with enclosures to the above address along with a Demand Draft for Rs. 300/- drawn in favour of "Indian Institute of Management Calcutta", payable at Kolkata. Acknowledgement will be sent by e-mail only.

SUPPORTING DOCUMENTS

A. Certified Documents:

Please provide attested copies of transcripts of academic records/Mark sheets/GMAT/GATE/GRE/UGC-JRF test scores. Attestation may be done by a College or University teacher, teacher of any I. I. M., Member of Legislative Assembly, or any Gazetted Officer whose designation should be given. The key to the letter grade system should be included wherever necessary.

B. Writing & Research:

Please enclose with this application any published or unpublished research work which you might have completed. You may give abstracts or summaries if the entire document cannot be sent.

Admissions Criteria:

Applicants for the Fellow Programme will be required to take the CAT or other test(s) in lieu of CAT as specified below:

Area	Test(s) in lieu of CAT	Validity of Score
Behavioural Sciences	GMAT / GRE / GATE / UGC-JRF in any discipline	Two years from the date of the test and should be valid on the deadline of submission of the application form.
Economics	GRE / UGC-JRF in Business Economics / Development Economics/ Economics	
Finance & Control	GMAT / GRE / UGC-JRF in Commerce / Economics / Management	
Human Resource Management	GMAT / GRE / GATE / UGC-JRF in any discipline	
Management Information Systems	GMAT / GRE / GATE / UGC-JRF in any discipline	
Marketing	GMAT / GRE / UGC-JRF in Anthropology / Economics / Management / Psychology / Sociology	
Operations Management & Operations Research and Systems Analysis	GMAT / GRE / GATE (for GATE, a candidate will be required to submit his/her score(s) in (i) either the "Mathematics (MA)" Paper, or (ii) in the general "Engineering Sciences (XE)" Paper which has "Engineering Mathematics" as a compulsory component).	
Public Policy and Management	GRE / UGC-JRF in Anthropology / Economics / Geography / Management / Political Science / Public Administration / Sociology	
Regional Development	GRE / UGC-JRF in Anthropology / Economics / Geography / Population Studies / Public Administration / Sociology	
Sociology	UGC-JRF in Anthropology / Economics / Political Science / Sociology	
Strategic Management	GMAT / GRE / GATE / UGC-JRF in Anthropology / Commerce / Defence and Strategic Studies / Economics / Environmental Science / Geography / History / Law / Management / Political Science / Psychology / Public Administration / Sociology	

Eligibility:

An applicant should have:

A Master's degree in any subject or equivalent professional qualification with at least 55 per cent marks; and minimum 50 per cent aggregate marks at the three year Bachelor's degree level.

OR

A First Class Bachelor's degree in Engineering. If "Class" is not given by the institute then 60 per cent marks (or equivalent grade point) will be considered equivalent to first class.

In addition, all applicants must have obtained a minimum of 50 per cent aggregate marks in either the Secondary or the Higher Secondary Examination (or equivalent) of a Board or University. Final year students appearing for the Bachelor's degree examination in Engineering or Master's degree examination in any relevant discipline can also apply. Such candidates, if selected, will be provisionally admitted provided they complete all requirements for obtaining the degree before **30 June 2010**. The admission of these candidates will remain provisional until they produce mark sheets proving that they satisfy the eligibility criteria. The deadline for submitting the final year degree mark sheets is **31 December 2010**. For SC/ST candidates the eligibility conditions may be relaxed.

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

LETTER OF RECOMMENDATION - I

(Applicant may please complete the top section of this form before giving it to the Referee)

Name of Applicant: _____
First
Middle
Last

Area Applied for (Please tick only the one for which this letter is applicable)

- | | | | |
|-----------------------------------|--------------------------|---|--------------------------|
| 1. Behavioural Sciences | <input type="checkbox"/> | 7. Strategic Management | <input type="checkbox"/> |
| 2. Finance & Control | <input type="checkbox"/> | 8. Economics | <input type="checkbox"/> |
| 3. Human Resource Management | <input type="checkbox"/> | 9. Operations Research & Systems Analysis | <input type="checkbox"/> |
| 4. Management Information Systems | <input type="checkbox"/> | 10. Sociology | <input type="checkbox"/> |
| 5. Marketing | <input type="checkbox"/> | 11. Regional Development | <input type="checkbox"/> |
| 6. Operations Management | <input type="checkbox"/> | 12. Public Policy and Management | <input type="checkbox"/> |

Date:..... **Signature of Applicant:**.....

To the Referee

The above mentioned candidate has applied for the Fellowship Programme (equivalent to a Ph.D. Programme) at I.I.M. Calcutta. You are requested to kindly seal the envelope containing this letter and sign across the seal and hand over the sealed envelope to the applicant.

1. I have known the applicant for years.
2. He/she has been (please check most appropriate answer):

<input type="checkbox"/> A student in my course(s)	<input type="checkbox"/> My advisee
<input type="checkbox"/> A personal friend or acquaintance	<input type="checkbox"/> Other (Please specify)
3. Compared with a typical group of students I have encountered at this institution I would rank im/her as indicated below (please tick as appropriate):

CATEGORY	EXCELLENT Top 5%	VERY GOOD Next 10%	GOOD Next 20%	FAIR Next 25%	POOR Bottom 40%	NO BASIS FOR JUDGEMENT
Academic Strength						
Motivation						
Teaching Potential						
Research Potential						
Speaking Ability						
Writing Ability						
Overall Rating						

Continued...

4. Strength of the candidate:

5. Weakness of the candidate:

6. Comments on the suitability of the candidate to a doctoral programme (please use separate sheet(s), if desired):

Name of the Referee: _____ **Designation :** _____

Signature : _____ **Date :** _____

Affiliation : _____

Address : _____

Phone Number(s) _____

Email _____

INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

LETTER OF RECOMMENDATION - II

(Applicant may please complete the top section of this form before giving it to the Referee)

Name of Applicant: _____
First
Middle
Last

Area Applied for (Please tick only the one for which this letter is applicable)

- | | | | |
|-----------------------------------|--------------------------|---|--------------------------|
| 1. Behavioural Sciences | <input type="checkbox"/> | 7. Strategic Management | <input type="checkbox"/> |
| 2. Finance & Control | <input type="checkbox"/> | 8. Economics | <input type="checkbox"/> |
| 3. Human Resource Management | <input type="checkbox"/> | 9. Operations Research & Systems Analysis | <input type="checkbox"/> |
| 4. Management Information Systems | <input type="checkbox"/> | 10. Sociology | <input type="checkbox"/> |
| 5. Marketing | <input type="checkbox"/> | 11. Regional Development | <input type="checkbox"/> |
| 6. Operations Management | <input type="checkbox"/> | 12. Public Policy and Management | <input type="checkbox"/> |

Date:..... **Signature of Applicant:**.....

To the Referee

The above mentioned candidate has applied for the Fellowship Programme (equivalent to a Ph.D. Programme) at I.I.M. Calcutta. You are requested to kindly seal the envelope containing this letter and sign across the seal and hand over the sealed envelope to the applicant.

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<input type="checkbox"/> A student in my course(s)	<input type="checkbox"/> My advisee
<input type="checkbox"/> A personal friend or acquaintance	<input type="checkbox"/> Other (Please specify)
3. Compared with a typical group of students I have encountered at this institution I would rank him/her as indicated below (please tick as appropriate):

CATEGORY	EXCELLENT Top 5%	VERY GOOD Next 10%	GOOD Next 20%	FAIR Next 25%	POOR Bottom 40%	NO BASIS FOR JUDGEMENT
Academic Strength						
Motivation						
Teaching Potential						
Research Potential						
Speaking Ability						
Writing Ability						
Overall Rating						

Continued...

4. Strength of the candidate:

5. Weakness of the candidate:

7. Comments on the suitability of the candidate to a doctoral programme (please use separate sheet(s), if desired):

Name of the Referee: _____ **Designation:** _____

Signature : _____ **Date:** _____

Affiliation : _____

Address : _____

Phone Number(s) : _____

Email : _____