



VLFM



IIT Kanpur



IIT Madras

Post Graduate Programme for Executives for Visionary Leadership in Manufacturing

(A joint initiative of IIM Calcutta, IIT Kanpur & IIT Madras under the aegis of NMCC & MHRD, Govt. of India)

TERMS AND CONDITIONS OF ADMISSION

To

**Post Graduate Programme for Executives for Visionary Leadership in Manufacturing
(4th Session, 2010-2011)**

1. OFFER OF ADMISSION

This Offer of Admission (“Offer”) is valid only for the 4th Session of Post Graduate Programme for Executives for Visionary Leadership in Manufacturing (PGPEX-VLM) – a joint Programme of Indian Institute of Management Calcutta (IIMC), Indian Institute of Technology Kanpur (IITK) and Indian Institute of Technology Madras (IITM - commencing on **2nd April, 2010**. This Offer will not be extended to any subsequent academic session. All admissions to the Institute are treated as provisional in the sense that a candidate who is admitted on the basis of this Offer must satisfy **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. PRODUCTION OF DOCUMENTS / CERTIFICATES ALONG WITH APPLICATION

The attested copies of the following papers/documents must be submitted along with the application for admission:

- a) **Self-sponsored- Self sponsored** candidates must submit attested photo copy of relieving certificate from last employer.
- b) **Sponsored candidates** -candidates sponsored by organization must submit attested photo copy of the letter/bond from the employer giving details of terms & conditions and extent of sponsorship.
- c) **Study Leave from Organization-** candidates applying for admission under Study Leave from Organisation must submit attested photo copy of document pertaining to sanction of leave from the employers and extent of study leave.
- d) OBC, SC or ST candidates must attach attested copy of necessary certificate from competent authority.

- e) Self attested copy of the passport must be submitted with application/before registration.
- f) Self attested copies of marks sheet & certificate of School Leaving examination passed indicating class/division/rank.
- g) Self attested copies of marks sheet & certificate of Senior School Leaving/Higher Secondary examination passed indicating class/division/rank.
- h) Self attested copies of marks sheet & certificate of Graduation indicating class/division/rank.
- i) Self attested copies of marks sheet & certificate of Master Degree, if any, indicating class/division/rank.
- j) Self attested copies of certificate in respect of Work Experience/Offer of Employment & Release Certificate.
- k) Self attested copy of last drawn salary certificate.
- l) Letter of Recommendation in original from employer in a sealed envelop.

In addition to above, each of the candidates must submit Eight (8) copies of recent passport size photograph for records at the VLM office (2), Library (1), Placement Office (2), Hostel (1) and I-Card (2).

3. REPORTING AND REGISTRATION

A candidate accepting this Offer by submitting duly filled in and signed acceptance form and payment of First Installment Fee has to report at the PGPEX-VLM Hostel latest by **Wednesday, 31st March, 2010**. He/she must report also at the PGPEX-VLM Office (located in the second floor of the Academic Block - A) IIM Calcutta latest by **Thursday, 1st April 2010** for registration. Details of the registration for admission will be made available on arrival.

4. DURATION OF PROGRAMME

One year divided into IX terms of variable time period
Term 0, I, II, III, IV, V, VI, VII, & VIII

5. FEE FOR THE PROGRAMME:

Total Fee to be paid in installments is Rs.7,00,000/=.
Fee paid is non- refundable.

The fee is to be deposited in the manner as detailed in (A) (B) (C) & (D)

A. TO BE PAID TO PGPEX-VLM OFFICE, INDIAN INSTITUTE OF MANAGEMENT CALCUTTA, D. H. ROAD, JOKA, KOLKATA-700 104

(i) **First Installment Fee of Rs.50,000/=** (Rupees fifty thousand only) to be paid by Demand Draft drawn in favour of "Indian Institute of Management Calcutta" payable at any Bank in Kolkata. First installment fee by Demand Draft must be paid at the time of submitting the PGPEX-VLM Admission Acceptance Form (Annexure-II), duly filled in and signed. The last date of payment first of installment and submission admission form (Annexure -II) is Monday, the 15th February 2010.

(ii) Second installment fee of Rs.3,0,0,000/= (Rupees three lakhs to be paid by Demand Draft drawn in favour of "Indian Institute of Management Calcutta", payable at any Bank in Kolkata by Thursday, the 1st April, 2010 on the day of registration at Indian Institute of Management Calcutta.

B. TO BE PAID TO PGPEX-VLM OFFICE, DEPARTMENT OF INDUSTRIAL & MANAGEMENT ENGINEERING, INDIAN INSTITUTE OF TECHNOLOGY KANPUR, KANPUR-208 016

Third installment Fee of Rs.1,50,000/- (Rupees one lakh fifty thousand only) to be paid by Demand Draft drawn in favour of "Indian Institute of Technology Kanpur", payable at any Bank in Kanpur by Saturday, the 24th July, 2010.

C. TO BE PAID TO PGPEX-VLM OFFICE, DEPARTMENT OF MANAGEMENT STUDIES, INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI-600 036

Fourth installment Fee of Rs.1,50,000/- (Rupees one lakh fifty thousand only) to be paid by Demand Draft drawn in favour of "Indian Institute of Technology Madras", payable at any Bank in Chennai by Saturday, the 18th September, 2010.

D. TO BE PAID TO PGPEX-VLM OFFICE, INDIAN INSTITUTE OF MANAGEMENT CALCUTTA, D. H. ROAD, JOKA, KOLKATA-700 104

Last installment fee of Rs.50,000/- (Rupees fifty thousand only) to be paid by Demand Draft drawn in favour of "Indian Institute of Management Calcutta", payable at any Bank in Kolkata by Friday, the 19th November, 2010.

6. CANCELLATION/WITHDRAWAL OF OFFER OF ADMISSION

The admission to the programme shall stand cancelled and withdrawn in the event of any one of the following grounds:-

- i. The candidate who is admitted on the basis of this Offer must satisfy all the eligibility Conditions otherwise his/her candidature would automatically stand cancelled and He / she would be required to withdraw from the Programme forthwith.
- ii. Detection of fraud, misrepresentation of particulars and false declaration given thereof in the application would result in cancellation of admission and registration.
- iii. In case a candidate fails to join the programme on the date of commencement of the Programme (4th session, 2010-11) he must obtain prior permission from the Chairman PGPEX-VLM to join the Programme on later date. Failure to join of the Programme within three days of commencement even after obtaining due permission from Chairman, PGPEX-VLM will automatically cancel the offer of admission and registration of the candidate.
- iv. Non payment / default in payment of fees and other dues.
- v. All students admitted in the programme shall be governed by the Academic Regulations of the Institute in respect of academic performance/grade points, personal conduct, attendance, 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.

7. PERSON TO BE NOTIFIED IN THE EVENT OF AN EMERGENCY

Declaration of the name, address, phone number and other contact details of the person to be intimated in the event of an emergency (Annexure - III) will have to be submitted at the time of registration. In case the person is located outside Kolkata, it is advisable that the name and contact details of a local person are also provided who may act as a sort of a local guardian.

8. VERIFICATION

Every candidate must produce at the time of registration all original certificates and mark sheets starting from the School Final Examination of a recognized Board to the Graduation/Post Graduation Examination of a recognized University (or equivalent) and also Work Experience Certificate/ Offer of Employment and Release Letter, Last Drawn Salary certificate and other relevant papers/documents for verification. One photocopy **duly attested**, for each of the above mentioned papers/documents should also be submitted in case it was not submitted earlier or if the attestation was not done earlier.

9. ACADEMIC REGULATIONS

All students admitted in the programme shall be governed by the regulations, order and directives issued for the programme jointly by the three Institute(s) conducting the programme 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 framed and /or notified shall be asked to withdraw from the Programme, any time during the duration of the programme.

10. HOSTEL AND CAMPUS RULES

The Post Graduate Programme for the Executives is residential. All students are required to abide, strictly, by the Hostel and Campus Rules of the respective Institutes during the period of stay in the respective campus in course of attending/undergoing the programme and shall sign a declaration to that effect at the time of registration agreeing to abide by the rules. Violation of Campus Rules will invite disciplinary action as per the rules of the respective Institute.

All students admitted in the programme must compulsorily stay at the Hostel and attend to all academic requirements in accordance with the rules of the respective Institutes. Absence from the Hostel is permissible only during authorized holidays and during the recess, if any, between academic terms.

GENERAL INFORMATION

1. On your arrival at the Institute, please report to the PGPEX-VLM Hostel located in front of New Teaching Block in the campus.

2. Medical Information

Each newly admitted student will be covered by Insurance Policy for Personal Accident and Group Mediclaim of Rs.2,00,000/= (sum assured). Beside this insurance coverage, the Institute campus is equipped with a small pharmacy and there is a Resident Doctor available from 8.30 a.m. to 1.00 p.m. and from 6.00 p.m. to 8.00 p.m. on all weekdays and Saturdays. Besides, a non-resident doctor is also available on all weekdays from

2.00 p.m. to 6.00 p.m. The Institute also maintains some beds for indoor treatment in a hospital. A qualified medical counsellor is also available to help the students.

Please note that you are required to submit some basic information about your health profile at the time of registration in the prescribed form (**Annexure- IV**).

3. Other Requirements

- i. Sundry Expenses: All students should have sufficient funds to meet the cost of local transport, stationery, laundry, recreation and other personal expenses.
- ii. Bank Account: The State Bank of India has a Branch with ATM within the Joka campus (IIM Joka Branch, Branch Code No. 6210). A student can open a Bank Account with this Branch. There is also an ICICI Bank ATM inside the Campus. IIT Kanpur and IIT Madras also have SBI branches and ATM. In addition, IITM has a branch and ATM of Canara Bank and IITK has a branch and ATM of Union Bank.

4. How to Reach IIM Calcutta, Joka Campus

- i. The Joka Campus of the Institute is situated on the 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 2 kms. south of the Joka Tram Terminus and about 3 kms. 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.

Contact Details of PGPEX-VLM Office, Indian Institute of Management Calcutta:

Phone: (033) 2438-0613 (direct) and (033) 2467-8300/04 (Extn.205/210)

Fax : (033) 2467-8062 ; 2467-8307

Email: vlmp@iimcal.ac.in

IMPORTANT DATES

15 th February, 2010 (Monday)	Last Date of submission of duly filled in and signed Acceptance Form (Annexure-II) along with First Installment Fee of Rs.50,000/= by Demand Draft at IIM Calcutta
31 st March, 2010 (Wednesday)	Reporting to PGPEX-VLM Hostel, IIM Calcutta
1 st April 2010 (Thursday)	<ul style="list-style-type: none"> • Registration for Admission at IIM Calcutta • Deposit of Term Fees (Term 0, I, II & III) of Rs.3,00,000/= on the day of registration at Indian Institute of Management Calcutta by Demand Draft.
2 nd April, 2010 (Friday)	Commencement of PGPEX-VLM 4 th batch Session 2010-11 at IIM Calcutta.
24 th July, 2010 (Saturday)	Last Date of Deposit of Term Fees (Term IV) of Rs.1,50,000/= by Demand Draft at IIT Kanpur
18 th September, 2010 (Saturday)	Last Date of Deposit of Term Fees (Term V) of Rs.1,50,000/= by Demand Draft at IIT Madras
19 th November, 2010 (Friday)	Deposit of Term Fees (Term VI, VII & VIII) of Rs.50,000/= by Demand Draft at IIM Calcutta

PGPEX-VLMP ADMISSION ACCEPTANCE FORM

Please affix your
recent photograph
(attested)

To,
Chairman, PGPEX-VLM
Indian Institute of Management Calcutta
D H Road, Kolkata 700104

Sir:

I, have read and understood the terms and condition of admission in (Post Graduate Programme for Executive for Visionary Leadership in Manufacturing, **PGPEX-VLM (2010-2011)** 4th Batch commencing from April 2nd, 2010 and I accept the Terms and Conditions of Admission enclosed with your letter of offer dated _____.

I accept the Terms & Conditions of admission and shall abide by the same.

In acceptance of the offer of admission on the terms and condition of admission, I am enclosing herewith the First Instalment Fee of Rs.50,000/- (Rupees Fifty thousand only) by A/c Payee Demand Draft drawn in favour of Indian Institute of Management Calcutta Payable at Kolkata.

I shall not demand refund of the fee paid, in the event of cancellation and withdrawal of offer of admission for reason of misrepresentation made in the application form, detected fraud, for not reporting and or on my failure to join the programme.

Yours faithfully,

Signature of the Candidate

Test Registration No.:

Name in Full:

Mailing Address, E-mail and Telephone Number:

Demand Draft No and Date:

Deadline for receipt of this duly filled in form along with the Demand Draft, is Monday, the 15th February, 2010.

**Contact details of the person to be notified in the event of an emergency
(To be submitted at the time of Registration)**

I, Sri. _____ do hereby declare that the following person with details as provided may be contacted in the event of an emergency:

Name _____ Relationship _____

Address

Residential

Office

_____	_____
_____	_____
_____	_____
_____	_____

Telephone No:

Telephone No:

Fax No.:

Fax No.:

E-mail:

E-mail:

Name of the local Guardian _____ Relationship _____

Address of the local Guardian

Residential

Office

_____	_____
_____	_____
_____	_____
_____	_____

Telephone No.: _____

Telephone No.: _____

Fax No.: _____

Fax No.: _____

E-mail: _____

E-mail: _____

The above information is true and correct to the best of my knowledge.

Signature of the student with date

MEDICAL INFORMATION FORM

The Institute maintains detailed medical records of each student in order to facilitate quick and effective treatment in case of an emergency. The following details are required for this purpose.

The form is to be submitted at the time of registration.

NAME OF STUDENT :

REGISTRATION NO. :

BLOOD GROUP :

RH-TYPE :

MEDICINES CAUSING ALLERGY :

(Please mention "Don't Know" in case you don't know which drugs you are allergic to)

- 1.
- 2.
- 3.

SERIOUS AILMENTS DURING THE LAST FIVE YEARS:

- 1.
- 2.
- 3.

ANY OTHER INFORMATION:

DATE:

SIGNATURE:

The above information is true and correct.

Signature of the student

PAYMENT SCHEDULE OF FEES: PGPEX-VLM (2010-11)

Total Fee to be paid in installments is Rs.7,00,000/=.

Fee paid are non refundable.

Fee to be paid installment is detailed in (A) to (D) as under:-

A. TO BE PAID TO PGPEX-VLM OFFICE, INDIAN INSTITUTE OF MANAGEMENT CALCUTTA, D. H. ROAD, JOKA, KOLKATA-700 104

First Installment Fee of Rs.50,000/= to be paid by Demand Draft drawn in favour of "Indian Institute of Management Calcutta" and payable at any Bank in Kolkata along with the PGPEX-VLM Admission Acceptance Form (Annexure-II), duly filled in and signed, by Monday, the 15th February, 2010.

Second Installment fee of Rs.3,00,000/=. to be paid by Demand Draft drawn in favour of "Indian Institute of Management Calcutta" payable at any Bank in Kolkata by Thursday, the 1st April, 2010.

B. TO BE PAID TO PGPEX-VLM OFFICE, DEPARTMENT OF INDUSTRIAL & MANAGEMENT ENGINEERING, INDIAN INSTITUTE OF TECHNOLOGY KANPUR, KALYANPUR, KANPUR-208 016

Third installment Fee of Rs1,50,000/-. to be paid by Demand Draft drawn in favour of "Indian Institute of Technology Kanpur", payable at any Bank in Kanpur latest by Saturday, the 24th July, 2010.

C. TO BE PAID TO PGPEX-VLM OFFICE, DEPARTMENT OF MANAGEMENT STUDIES, INDIAN INSTITUTE OF TECHNOLOGY MADRAS, CHENNAI-600 036

Fourth installment fee of Rs1,50,000/-. to be paid by Demand Draft drawn in favour of "Indian Institute of Technology Madras", payable at any Bank in Chennai latest by Saturday, the 18th September, 2010.

D. TO BE PAID TO PGPEX-VLM OFFICE, INDIAN INSTITUTE OF MANAGEMENT CALCUTTA, D. H. ROAD, JOKA, KOLKATA-700 104

Last installment fee of Rs 50,000 to be paid by Demand Draft drawn in favour of "Indian Institute of Management Calcutta" payable at any Bank in Kolkata by Friday 19th November 2010.

The expression “fees” include tuition fees and cost of course material only.

The students in course of participating in the programme will have to bear the costs of accommodation, travelling expenses in connection with project work, domestic and international study tours. In addition, they will have to bear the expenses for food, personal travel and any other expenses of personal nature.

Cost of accommodation and boarding will be payable to the respective Institute as required by the respective Institute.

Study Loan facility:

Students admitted to the PGPEX-VLM Programme desiring to avail Bank loans for pursuing the PGPEX-VLM Programme may apply to the Branch Manager, State Bank of India, IIM Joka Branch, Kolkata-700104 (email : sbi.06210@sbi.co.in)