



INDIAN INSTITUTE OF MANAGEMENT CALCUTTA

Application for Master of Business Administration for Executives 2023-24 (Round 3)

15. References

Two letters of recommendation in the format given must be sent to the Institute within the application deadline date. The recommenders should separately seal the envelopes and sign on the flap (See point 17 for reference). Please list below the name and complete address of each person to whom you have given a recommendation form. Each should be well acquainted with your intellectual abilities, academic performance, and personal character. Letters of recommendation should be by someone from industry who is familiar with your professional achievements.

Recommender 1

Name	
Complete address	
Organization	
Relationship with applicant	
Email	
Mobile	
Landline	
Fax	

Recommender 2

Name	
Complete address	
Organization	
Relationship with applicant	
Email	
Mobile	
Landline	
Fax	

Letter of recommendation by the recommender in the prescribed format may be submitted online. Recommender may also send the scanned copy of the Recommendation letter duly signed by him/her via e-mail directly to pgpex@iimcal.ac.in / pgpexadm@iimcal.ac.in

Please note that the institute will not be responsible if the recommendation letter is not received by us within the due date (either hard copy or e-mail). In the absence of the recommendation letter within due date, the application is liable to be rejected.

16a. Letter of recommendation

This section is to be completed by the recommender

How long have you known the applicant?

In what capacity have you known the applicant?

Based on your experience, rate the applicant in the following areas vis-à-vis persons of similar academic and professional standing

	<i>Truly exceptional (Top 2%)</i>	<i>Exceptional (Top 10%)</i>	<i>Very good (Top 25%)</i>	<i>Good (Middle 50%)</i>	<i>Below average (Lower 25%)</i>	<i>Can't say</i>
Initiative						
Flexibility						
Maturity compared to peers						
Oral communication skills						
Written communication skills						
Ability to work with others						
Ability to accept constructive feedback and learn from the same	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to understand others' view points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to finish work in time						
Self confidence						
Leadership						

Please fill out the following information and/or write a letter of recommendation

Please describe the particular talents, strengths, and weaknesses of the applicant. If you have worked with the applicant on any type of special project, please give an evaluation of his/her performance. Please indicate any favourable or unfavourable indications of the applicant's leadership potential and his/her ability to do work independently. Please include any additional information that you believe is relevant. Use extra sheets if necessary

Name		Signature		Date	
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16b. Letter of recommendation

This section is to be completed by the recommender

How long have you known the applicant?

In what capacity have you known the applicant?

Based on your experience, rate the applicant in the following areas vis-à-vis persons of similar academic and professional standing

	<i>Truly exceptional (Top 2%)</i>	<i>Exceptional (Top 10%)</i>	<i>Very good (Top 25%)</i>	<i>Good (Middle 50%)</i>	<i>Below average (Lower 25%)</i>	<i>Can't say</i>
Initiative						
Flexibility						
Maturity compared to peers						
Oral communication skills						
Written communication skills						
Ability to work with others						
Ability to accept constructive feedback and learn from the same	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to understand others' view points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to finish work in time						
Self confidence						
Leadership						

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Name		Signature		Date	
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