SOP of Admission Process @ IILM Lucknow

Candidate obtains Application Form from Admission Office or downloads it from our website www.iilmlko.ac.in (Refer Annexure 1) Submission of Filled form along with documents (specified in Form) and one photograph. 1- In campus 2- Via Email 3- By Courier Candidate is called for Selection Process (Through SMS, Telephone call and Email) Candidates Report for Selection Process (In Campus and/or Outstation Venue) Form Submission (if not submitted earlier) & Document Verification is done under supervision of Admission Staff Briefing about IILM & PGDM Program is done by Admission Team Group Discussion (if there are more than 5 Students at a time) or Extempore/Write-up (if less than 5 Students) is done under supervision of IILM Faculty and marks are awarded for the same. One to one Interview by Director / Dean / Faculty Finalizing the result on the basis of selection criteria. Refer Annexure 2.

Admission Offer Letter is issued to the short-listed candidates with fees and due date details. Refer Annexure 3.

Admission Offer Letter and Scholarship Letter is sent to shortlisted students via Courier and Email

Short-listing information is given to the students through phone call.

Student submits Registration Fee as specified in the Offer Letter through Online Transfer, Cheque or DD.

Registered Student's File is transferred to Program Office

Form No:

IILM Academy of Higher Learning, Lucknow

1 Viraj Khand, Gomti Nagar,

Near Dr. Hahnemann Crossing, Lucknow-226010 **Phone**: 0522-2727292, **Mob.**: 8127083952

Website: www.iilmlko.ac.in E-mail: adm@iilmlko.ac.in

Please affix
Passport Size
Colour
Photograph

Application Form

Batch 20 ___ - 20 ___



1.	Student Name :			
2.	Gender :	Female 3.DOB:(DD/M	M/YY)	4. Blood Group :
5.	Student Mobile No. :		_ Res Tel Phone No	
6.	Student E-mail Id.			
7.	Entrance Test : CAT] MAT XAT	CMAT ☐ ATMA ☐	JMET GMAT OTHER
	Test Regn No. :	Test Date :	Percentile:	Composite Score :

8.	Educational Qualifications	

Degree	Stream/Specialization	Institution/Univesity	%Marks	Year
P.G.				
Graduation				
Std. XII				
Std. X				
Other				

	Std. X						
	Other						
	Address of the candida 1) Permanent	•	•				
					Pin Co	ode :	
	2) Correspondence _						
					Piı	n Code :	
10.	Family Background						
	Father's Name:						
					signation :		
	Organisation :						
	Contact No.:			E-I	Mail Id :		
	Mother's Name:						
	Profession :			De	signation :		
	Organisation :						
	Contact No.:			E-I	Mail Id :		
11.	Student Work Experier	nce (ifany)					
	Organisa	ation	Designa	ation	Duration	Job Pro	ofile
12.	Academic/Professional	l Accomplishment	cs (if any).				

Extra Curricular Activities/Achieveme	ents:-
List any two of your strengths & weak Strengths :	(nesses :-
1	
2	
Weaknesses:	
1	
2	
Do you require Hostel Accommodatio	on? Yes No No
How did you get information about III	LM-AHL, Lucknow?
Newspaper (Pl. Specify)	Website (PI. Specify)
Counsellor (Pl. Specify)	Others (Pl. Specify)
Declaration:	
I hereby certify that the particulars giv	ven by me are true to the best of my knowledge & belief. If at any stage it is fo
that any information given by me is fa	alse or incorrect, my candidature may be cancelled.
Place -	
Date -	Signature
Note: Please ensure that Application	n Form is complete in all respects. Incomplete Application Form will be rejected
Enclosures : Self attested photo cop	pies of the following documents
10th Marksheet	Graduation Marksheet
12th Marksheet	☐ Entrance Exam Score Card
12th Marksheet 10th Pass Certificate	☐ Entrance Exam Score Card☐ Address Proof Self and Father

Evaluation

A) Score Obtained in GD/Writeup/Extempore: _____out of 100

S.No.	Criteria	Total Marks	Marks obtained	
			Interviewer 1	Interviewer 2
1.	Personality	10		
2.	Communication	10		
3.	Confidence	10		
4.	Subject Knowledge	10		
5.	General Awareness	10		
	Total	50		
B)	Grand Total (Faculty 1 + 2)			
	Average of GD/PI = A+B/2 =	•		

Remarks :	
Interviewer 1	Signature
Interviewer 2	Signature

Merit List Criteria

Criteria Weightage will be as follows:

Criteria	Weight
Std X	5
Std XII	5
Graduation	5
Entrance Test	35
GD	20
Personal Interview	25
Gender, ECA, CCA, Sports, etc	5
TOTAL	100

In Individual Criteria, marks will be given as under:

X, XII and Graduation			
Each will be our of 5			
Percentage	Marks		
Above 80%	5		
70-80%	4		
60-70 %	3		
50-60 %	2		
Less than 50%	1		

MAT and ATMA Score			
Score	Marks		
750 and above	35		
700-750	33		
650-700	31		
600-650	29		
550-600	27		
500-550	25		
450-500	23		
400-450	21		
350-400	19		
300-350	17		
Less than 300	15		

CAT and XAT percentile			
Percentile	Marks		
95 % and above	35		
85-95%	33		
75-85%	31		
65-75%	29		
55-65%	27		
45-55%	25		
35-45%	23		
25-35%	21		
15-25%	19		
5-15%	17		
Less than 5%	15		

CMAT Rank			
Rank	Marks		
1 to 5000	35		
5001 to 10,000	33		
10,001 to 15,000	31		
15,001 to 20,000	29		
20,001 to 25,000	27		
25,001 to 30,000	25		
30,001 to 40,000	23		
40,001 to 45,000	21		
45,000 to 50,000	19		
50,000 to 55,000	17		
More than 55,000	15		

Ms	
D/o	

<u>Subject: Admission Offer Letter – PGDM Batch 2019-21</u>

Dear Student

Congratulations!

We are happy to inform you that the Admissions Committee of IILM has shortlisted your name for admission to the AICTE Approved Post Graduate Diploma in Management (PGDM) Batch 2019-21 at IILM Academy of Higher Learning, Lucknow.

You are required to deposit **Rs. 70,000/-** towards the Registration Amount of the PGDM Programme Fee. The fee is to be paid by Demand Draft or Banker's Cheque drawn in favour of "IILM Academy of Higher Learning" payable at Lucknow. You can also make the payment by means of a fund transfer to "Account No. - 644502010002087, IFSC Code – UBIN0564451" in Union Bank of India, Vibhuti Khand, Gomti Nagar, Lucknow.

The last date for the payment of fee is

At the time of admission, you are required to bring your original Marksheets and Certificates, for verification and submit self-attested photocopy of the following documents:

- Marksheets and Certificates of Std. X, Std. XII and Graduation
- Score Card of MAT/CAT/XAT/ATMA
- 4 recent passport size colour photographs

Originals will be returned after verification.

In case of queries, you may get in touch with Ms Richa Gulani, Asst Professor on 08127083952 / (0522)2727292-93 or send e-mail at adm@iilmlko.ac.in.

We look forward to welcome you at the campus in the forthcoming academic session.

(Dr. Naela Rushdi, CFP^{CM})

Director

Note: Your admission is subject to fulfillment of necessary documentary formalities.

Enclosure: Fee Structure with Payment Schedule

FEE STRUCTURE PGDM Batch 2019 – 21

FEE STRUCTURE			
Year	Fee Head	Amount (in Rs.)	Due on
2019-21	Registration Fee	70,000/-	At the time of admission
	1 st Installment	80,000/-	At the time of admission
	2 nd Installment	78,000/-	October 09, 2019
	3 rd Installment	78,000/-	January 09, 2020
	4 th Installment	78,000/-	April 09, 2020
	5 th Installment	78,000/-	July 09, 2020
	6 th Installment	78,000/-	October 09, 2020
	Total	5,40,000/-	

(**Dr. Naela Rushdi, CFP**^{CM}) Director