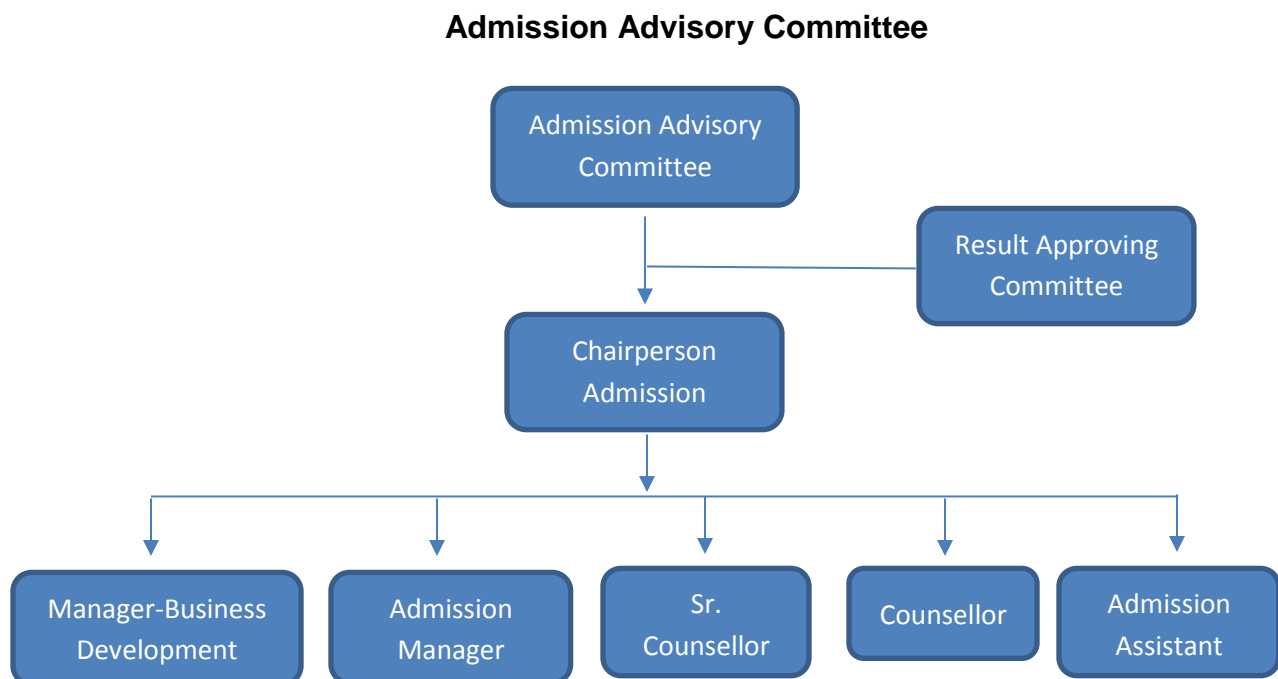




POLICIES AND PROCEDURES FOR ADMISSIONS

ADMISSION PROCESS

- There is a complete congruence between the announced admission process and procedure and the actual practices in the selection of the students for admission.
- The process is stringent as per adherence to the laid down procedure and the cut-off list is concerned.
- The process and the procedure are at par with the best of the B-Schools in the NCR. The criteria for selection have all the required skill sets and other essential requirements which make the process robust and allows for selection based on merit.
- There is complete transparency and a fair policy in place. The students are provided with all the necessary information about the courses and program so that they can make proper choices in selecting the Majors and the Minors.
- At FIIB, the admission department is a structured one with a separate budgetary allocation, the composition of the department is as follows:



TRANSPARENCY IN SELECTION PROCESSES

The admission to the PGDM program at FIIB is embedded in transparency and fairness. The admission is based on pure merit.

- The admission is based on the performance merit in the common entrance tests CAT/MAT/CMAT/XAT/ATMA conducted by different Organisation/ institutions, written admission test, and personal interview. The admission process and procedure are published both in admission brochure and the FIIB website and a brief is given to every student on the date of written and personal interview.
- The selection of a candidate is based on the receipt of the application form by the institute followed by a Written Admission Test (WAT) and an Interview.

- The interviewers comprise of Faculty, Alumni, and Industry Professionals. The selection process results are communicated through personal communication to the candidates through email, hard copy of the selection letter and SMS. The merit list of the selected candidates is published on the Institute's website.
- The Institute has a full-fledged admission committee comprising of senior faculty members and administrative staff. The committee ensures fairness, equity, and transparency in the admission process.

The following are the different weights assigned to admission parameters in the Admission process as approved by the Academic Advisory Council:

List of Admission Parameters

S. No.	Admission Parameters	Weights
1	Competitive Exams: CAT/MAT/ATMA/CMAT/XAT	30
2	Academic Qualification (Graduation Stream) & Work Experience (if any)	20
3	Personal Interview	40
4	Written Admission Test (WAT)	10
	Total	100

- The admitted students are from diverse academic and geographic backgrounds.
- The Institute awards attractive scholarships to the deserving candidates to attract the best talents. Currently, the scholarships awarded are as follows:

Maximum scholarships of up to Rs. 1, 70,000 per student are awarded to deserving students which are decided on the basis of:

- Past Academic Performance (Graduation, Xth and XIIth Standard) and Graduation Stream
 - Score in Competitive Examinations
 - Relevant Work Experience
- Further, at the end of 1st year at the institute, the top 10% students of the Batch receives scholarship and with Special Merit Scholarships to top 3 students on the basis first-year CGPA

CRITERIA FOR AWARDING SCHOLARSHIPS

The scholarship will be offered to the candidates based on the performance on following areas:

1. Based on 10th, 12th + Grad. Percentage
2. Based on Grad. Background
3. Scholarship based on Competitive Exams Score/Percentage (MAT/CMAT/CAT/XAT/ATMA)
4. Work Experience

The Institute has laid down the following conditions for grant of Scholarships:

- The student has to maintain a minimum GPA of 7.0 (out of 10.0) for every term at FIIB.
- The student should remain in good standing and comply with the accepted code of conduct of the Institute.

- The student has to maintain 80 % attendance in every course.
- Attendance in all Institutional events (Conclaves, Fests & Guest Lectures) is encouraged.

INTAKE CAPACITY AND THE NUMBER OF STUDENTS ADMITTED

- The Institute admits students as per the intake sanctioned by AICTE.
- The Institute maintains a superior Faculty-Student ratio than the prescribed ratio of 1:15 by AICTE and has been sustained throughout the past three years.
- All academic and physical infrastructure resources are more than adequately available for the sanctioned intake.
- Enrolled students are from diverse backgrounds as represented by gender, region, qualifications and experience levels.
- The application to admission ratio is 5:1, which is considered as satisfactory in the NCR.

QUALITY OF STUDENTS

The Admissions department reviews the admitted students and the process followed every year and takes the necessary corrective measures as required.

- In the Admission Interview, rubrics are used which has evolved over the years and due consideration is given to the feedback provided by the recruiters.
- The admission team also follows the quality guidelines prepared by the Internal Quality Assurance Cell (IQAC).
- Further, the observations in the admission personal interview rubric are not only used for the purpose of selection of students but also form the base for subsequent mentoring of students admitted to the program to enhance their current abilities.

The parameters for evaluation during the admission and their respective weights are the following:

Admission Interview Parameters

S. No.	Admission Interview Parameters	Weights
1	Knowledge: Business & Commercial Awareness; Self Awareness	10
2	Skills: Technical & Soft skills	10
3	Attitudes: Willingness to learn; Adaptability; Initiative; Overall Confidence	20
	Total	40 Marks

- The assessment of the interviewed candidates is categorized on the basis of their performance into *Beginner, Developing and Secure*.
- The Admission results are duly vetted and signed by the Admission Result Approving Committee comprising of senior faculty members and the Director.