

MADRAS SCHOOL OF ECONOMICS

ADMISSION POLICY FOR FULL-TIME PGDM 2020-22

A. PGDM Two-Year Full-Time Programmes

MSE Business school offers two-year, full-time Post-Graduate Diploma in Management (PGDM) programmes in the following fields:

1. Finance
2. Research and Business Analytics

B. Eligibility Criteria

1. The candidate should have a consistently strong academic record - First Class (minimum 60% marks) in Standard X, Standard XII and in the undergraduate degree. Students with mathematics at least up to Class XII will be given preference.
2. The candidate should have a graduate degree in any discipline from a recognized university under regular mode, i.e.,
 - i. any of the universities incorporated by an act of the Central or State legislature in India
 - ii. other educational institutions established by an act of Parliament or declared to be deemed as a university under section 3 of UGC Act, 1956
 - iii. possess an equivalent qualification recognized by the Ministry of HRD, Government of India.
2. The Bachelor's Degree or equivalent qualification obtained by the candidate must entail a minimum of three years of education after completing higher secondary schooling (10+2).
3. Candidates who have cleared all the subjects in their first attempt will be preferred. However, MSE allows candidates with a history of not more than two backlogs/ arrears to apply for the programme provided that these have been cleared immediately, following the first attempt itself.
4. The candidate must furnish any of the following test scores as a prerequisite for application:
 - i. GMAT
 - ii. CAT
 - iii. XAT
 - iv. CMAT
 - v. MAT
 - vi. ATMA.

C. Eligibility Guidelines

1. **Degree Completion:** Candidates awaiting their final year undergraduate results/ degrees can apply, but they need to produce a certificate from the Principal/ Head of the department/ Registrar/ Director of the institution/ university certifying that the candidate is in the final year/ is awaiting results.
2. **CGPA Calculation:** The percentage obtained by the candidate in the bachelor's degree would be based on the practice followed by the institution/ university from where the candidate has obtained the degree. In case of the candidate being awarded grades/ CGPA instead of marks, the equivalence would be based on the equivalence certified by the institution/ university from where

they have obtained the bachelor's degree. In case the institution/ university does not have any such scheme, the equivalence would be established by MSE by dividing the CGPA by the maximum possible CGPA and multiplying the result by 100.

3. **Subjects:** If the percentage of marks awarded to the candidate at the degree level does not take into account all the subjects, the candidate must produce a certificate from the Principal/ Head of the department/ Registrar/ Director of the institution/ university certifying the same.
4. **Integrated Programmes:** For candidates who have passed out from an integrated programme after their 12th/ HSC, the percentage of marks obtained as per their institute/ university norms applicable to bachelor's degree will be considered.

D. Application Procedure

1. Register online for any one of the following standardized tests: GMAT / CAT / XAT / CMAT / MAT / ATMA.
2. Download the PGDM 2020-22 admissions brochure and application form from the MSE admission's website (www.admissions.mse.edu)
3. Submit the completed application to MSE along with the application fee (Rs.1500/-)

E. Interview Selection Procedure

1. Candidates will be shortlisted based on their performance in the standardized tests (both overall and sectional cut-off scores).
2. The overall and sectional cut-offs for each entrance exam is decided by the admission committee, which will meet after the application deadline.
3. Details of the examination cut-offs will be made available on the MSE website (www.mse.ac.in).
4. Candidates scoring on or above the overall and sectional cut-off will be called for personal interviews at MSE.
5. Shortlisted candidates will receive call letters through letter/ email & SMS (registered mobile numbers specified in the application).
6. Candidates will have to meet their own travel expenses for appearing in the interview session at the MSE campus in Chennai.
7. Candidates have to give an undertaking at the time of the personal interview that they do not have more than 2 arrears/ backlogs.
8. No communication will be sent to applicants who are not shortlisted for personal interviews.

F. Personal Interviews

The personal interview aims to assess the candidate's overall suitability for MSE's management programme. MSE's PGDM programme, and the roles it prepares students for, require strong quantitative, critical reasoning, and communication skills. Topics for interview questions may include:

- i. a candidate's general awareness
- ii. ability to apply concepts learnt
- iii. purpose and clarity on the need to do a PGDM programme
- iv. sports and extracurricular activities, leadership roles, entrepreneurial skills
- v. ability to cope with the rigours of MSE's PGDM programme.

G. Admission Criteria

The admissions committee determines the basis on which admissions decisions are made, taking into consideration:

1. Prior academic performance
2. Work experience
3. Standardized test scores
4. Personal interviews
5. Any other factor deemed fit by the committee.

H. Reservation Policy

MSE follows reservation policies as per the guidelines followed by Central Government institutions.

I. Final Selection Process

Provisionally selected candidates will be offered admission through e-mail and over the telephone. A candidate needs to confirm his acceptance of the admission, produce original certificates, and pay fees within 15 days. Failure to do so may lead to forfeiting the admission offer. Provisionally selected students who are in the final year of their degree while applying for MSE have to submit their Degree certificates on or before 30th September 2020. The students will have to provide an undertaking that they do not have more than two arrears, and if this is later found to be incorrect, they will be removed from the programme. MSE reserves the right to rescind admission if any information provided in the application stage is found to be incorrect.

J. Withdrawals

Students can withdraw voluntarily any time before the commencement of the programme. The Institute will refund the fee collected, after deducting an amount of Rs. 1000/- (Rupees One Thousand only) as processing fee if a student withdraws before the last date of admission.

K. Refund Policy

The refund policy of MSE for the PGDM programme is based on the guidelines of AICTE. Refund will be made after deduction of the processing/ cancellation charges depending upon the time when the request is made.

Date of Request for Withdrawal	Refund amount
Before the last date of the admission (19-06-2020)	Entire fee less the processing charge of Rs. 1000/-
On or after commencement of induction programme, but before the start of the academic session (20-6-2020 to 19-07-2020)	Entire fee less the Seat Cancellation Charges on pro rata basis. For calculation of pro-rata basis, 1 month shall be treated as 1 unit. For example, if the candidate withdraws two days after the start of academic session the cancellation charges on pro rata basis will be the amount of total fee/ 12 or Rs.1000/-, whichever is higher
When the request is received on or after the start of the academic session (20-07-2020) and the institute could not fill the seat	No refund, except caution deposit, shall be made

Settlement of any disputes are subject to Chennai jurisdiction.