

LOYOLA INSTITUTE OF BUSINESS ADMINISTRATION (LIBA), CHENNAI

ADMISSION POLICY for FULL-TIME PGDM 2019

PGDM Full-Time

The two-year Post Graduate Diploma in Management (PGDM) at Loyola Institute of Business Administration (LIBA) is a full-time programme for graduates from all disciplines desirous of a career in Management.

Eligibility

1. The candidate should have a consistent academic record - First Class (minimum 60% marks) in Standard X, Standard XII & Graduation.
2. The candidate should have a graduate degree in any discipline from a recognized university under regular mode. Recognized implies any of the universities incorporated by an act of the Central or State legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a university under section 3 of UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India. 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. Candidate who have cleared all the subjects in their first attempt will be preferred. However, LIBA allows candidates with a history of not more than two backlogs/ arrears to apply for the programme provided they have been cleared immediately, following the first attempt itself.
4. CAT or XAT is a prerequisite to apply.

Eligibility Guidelines

- i. Candidates appearing for the final year bachelor's degree/ equivalent qualification examination and those who have completed the degree requirements and are awaiting results can apply. The candidate should 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.
- ii. 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 LIBA by dividing the CGPA by the maximum possible CGPA and multiplying the result by 100.
- iii. 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 from the Principal/ Head of the department/Registrar/Director of the institution/ university certifying the same.

- iv. 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.

ADMISSION PROCEDURE

- ❖ Register online for CAT / XAT
- ❖ Apply to LIBA by registering online at www.admissions.liba.edu by giving your CAT ID / XAT ID.
- ❖ Pay online Rs.1500/- (application fee) through Credit card / Debit card/ Net banking.
- ❖ Download the PGDM 2019-21 brochure from www.admissions.liba.edu.

GUIDELINES

- ✓ Admission Process is in a digital mode in line with Digital India initiative.
- ✓ Admission Process will follow the norms stipulated in the AICTE Approved Process Hand book.
- ✓ The Jesuit mission of achieving compassionate excellence and maintaining the religious minority character (Christianity) of the institute will be upheld in the admissions process.
- ✓ 50% of the seats are reserved for the Christian Minority,
 - ✓ 10 seats of these are reserved for Dalit (Catholic Christians), provided they have reasonable scores and meet the eligibility criteria.

SELECTION PROCEDURE

- a. In the selection process the candidates will be shortlisted based on their performance in the XAT/CAT examination (overall and sectional cut-off scores). The Cut-off for the entrance exam is decided by the admission committee, which will meet after the application deadline. The candidates scoring on and above the overall and sectional cut-off will be called for GD/PI in six different locations (Bengaluru, Chennai, Hyderabad, Kolkata, Mumbai & New Delhi).
- b. Details of the CAT 2018 & XAT 2019 cut-off will be made available on the LIBA website (www.liba.edu) on **8th March 2019**. Shortlisted candidates will also receive GD & PI call letters through email & SMS (Registered Mobile Numbers in the application). No communication will be sent to applicants who are not shortlisted for GD & PI. Candidates will have to meet their own travel expenses for appearing in the Interview session.
- c. Candidates have to give an undertaking at the time of the GD/PI that they did not have more than 2 arrears/backlogs.
- d. The assessment of GD/PI is a three step process. In the first step the candidates are called for a group discussion on a topic given just 10 minutes before the discussion time. At the end of the discussion candidates are asked to **summarize their perspectives** (Second step) in about 10-15 lines. This is used to evaluate their written ability. This is followed by a Personal Interview (Third step).

GROUP DISCUSSION

Candidates appearing for this process are evaluated on their ability to bring a participatory and egalitarian approach to the topic presented for discussion. The group discussion generally lasts for 10 minutes.

The following points will be considered for evaluation during the GD

- Initiating and getting the discussion started, also expediting and providing unique insights on the topic, including decision making skills.
- Explaining, questioning and debating various perspectives and collaborating towards a solution if required
- Values and ethical orientation of the candidate
- Knowledge about Indian and Global Business scenarios

PERSONAL INTERVIEW

Personal Interview assesses a candidate's general awareness, application of theories learnt during graduation and technical concepts. It evaluates the purpose and clarity on the need to do a PGDM programme. Questions on extracurricular activities, leadership role, entrepreneurial skills and ability to cope with the rigours of a PGDM programme are assessed.

ACADEMIC PERFORMANCE

A weightage of 25 Marks for the Academics will be given taking into consideration the marks obtained by the candidates in Standard X, Standard XII and Graduation. Any history of backlogs/arrears will also be taken into account while awarding marks.

WORK EXPERIENCE

Maximum weightage of 10 marks will be given for the work experience after graduation.

SELECTION LIST

Based on the performance of candidates in the entrance, WAT & GD/PI a merit list will be generated category wise (General, Christians & Dalits). There will be two lists - Selection List & Waiting List. Both the lists will be released by the end of the first week of April. The selected candidates will be issued an Admit Letter through email and information through Short Messaging Service (SMS) to the candidate's registered mobile number and the selected list with LIBA Application number will be displayed on the www.liba.edu portal. The provisionally selected candidates should acknowledge the admission within 2 days and produce their certificate in person or post within 3 days and pay the fees within 10 days of opening the payment link. Failure to do so will result in forfeiting the admission offer. In short a selected candidate has 15 days from the declaration of the result to enroll.

The Provisionally selected students who are in the final year of their degree while applying for LIBA have to submit their Degree certificates on or before 30th September 2019. The students will have to provide an

undertaking that they do not have more than two arrears and if found later they consent to be removed from the programme.

WAITING LIST

There will be a waiting list on the merit order-category wise. The Waiting List will be displayed on the www.liba.edu portal. The vacant seats of students who did not join/withdraw from the course will be filled mainly through the waiting list.

CONFIRMATION OF ADMISSION

Admission will be confirmed only when the candidate submits the OVERALL mark-sheet & provisional degree certificate FULL-FILLING LIBA's eligibility norms on or before September, 30th 2019, failing which he/she would have to discontinue the course.

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 ₹1000/- (Rupees One Thousand only) as processing fee if a student withdraws before the last date of admission.

Annexure -1

Marks assigned for Various components

Components	Weights & Marks		%
XAT / CAT Score	35 % of actual score		35
Group Discussion & Personal Interview	30		30
Academics (10 Marks)			
		> 75	
Std X		7	
Std XII		8	
Engineering graduates with no arrears		10	
Engineering graduates with arrears (Max of 2 arrears)		0	
Graduate - arts & science without arrears		10	25
Work Exp (10 Marks)			
	Duration	Marks	
	Above 12 months (13months - 24 months)	5	
	Above 24 months	10	10

Total

100

Annexure-2

LIBA Full Time PGDM 2019 Refund Policy

The refund policy of LIBA 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 factor when the request is made.

Date of Request for Admission Withdrawal	Refund amount
When the request is made before the last date of the admission(1-06-2019)	Entire fee less the processing charge of Rs 1000/-
When the request is received on or after class commencement(3-6-2019 to 18-06-2019)	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 (19-06-2019) and the institute could not fill the seat.	No Refund, except caution deposit ,shall be made
Settlement of dispute	Subject to Chennai jurisdiction