St. Francis Institute of Management & Research (PGDM)

Affiliated to the University of Mumbai | Approved by AICTE, New Delhi & DTE, Maharashtra.
An ISO 9001:2015 Certified and NAAC Grade "A" Accredited Institute

Mt. Poinsur, SVP Road, Borivali West, Mumbai 400103.
Tel: 022 - 2891 7096 / 2891 7089, Ext. No. 147, 146, 145. Email: pgdm@sfimar.org Website : www.sfimar.org

PGDM Admission Guidelines (For the Academic Year 2022-23)

Dear MBA aspirants,

It gives us immense pleasure to announce that Admission for the **Post Graduate Diploma in Management Program (PGDM)** approved by **AICTE** is open for the academic year **2022-23.**

"**St. Francis Institute of Management & Research (PGDM)**", a premier management Institute **Approved by AICTE, New Delhi and DTE, Govt. of Maharashtra**, **GRADE 'A' ACCREDITED by NAAC.**

We offer "**3 Dimensional**" Two-Year Full Time PGDM Programme which is an uniquely designed Management Programme offering functional specialization, sectorial specialization coupled with emphasis on transformational leadership.

The PGDM Program at SFIMAR emphasizes on Practice based and experiential learning.

Institute has in **Campus Hostel Facility** for Out of Mumbai student. Charges for hostel is Rs. 6000/- per month approx.

The detail of the Institute and the PGDM program is attached herewith. We have spot admission, for registration of spot admission please be in touch with following numbers.

· **Ms. Aarti/ Ms. Surekha/ Ms. Sonal**   - 7400071626

We would be glad to attend your queries.

Prof. Dr. Sulbha S. Raorane
IC Director, SFIMAR (PGDM)

PRE – COMMENCEMENT ACTIVITY 2022

We have optional pre-commencement activities which focus on personality grooming, communication skills, mental toughness etc. For more details please be touch with PGDM admission office at 7400071626 / 022 28917096

PGDM ADMISSION DETAILS A.Y. 2022-23

(For the Academic year 2022-23)

1. **Admission to PGDM Course for the academic year 2022-23 is through the following entrance test.**

   I.   MH-CET

   II.   CAT

   III.   MAT

   IV.   XAT

   V.   ATMA

   VI.   GMAT

   VII.   CMAT

   VIII.   Common entrance examinations (if any) conducted by the respective State Governments

2. **What are the Eligibility Criteria for these course?**

   a) Candidate must passed Bachelor's Degree of minimum 3 years duration.

   Obtained at least 50% marks.

   (45% in case of candidates belongs to reserved category) in the qualifying examination.

   b) Candidate must have appeared for any one above mentioned MBA Entrance Test.

   C) Students who will be appearing for last year degree examination can also apply for the program

3. **Admission Criteria in details is as follows:**

SI No.	Components	Weightage
1	Score in common entrance tests	40%
2	Group discussion	15%
3	Interview	20%
4	Work experience	5%
5	Academic performance in X Std., XII Std., Degree/ Post Graduate Degree, Sports/ Extra-Curricular activities, Academic diversity and gender diversity	20%

Personality Factor Test & Computer Proficiency test is the compulsory part of Admission procedure. For more details please refer AICTE handbook.

1. **Refund Rule**

   Application for refund can be accepted till **30th June*** as per refund policy in clause 11 of Chapter IV of approval Process Handbook of AICTE

Sr. No.	Situation	Refund
1.	Request received before date of start of academic session & seat could be filled by the Institute before the cut-off date	Entire fee less Rs. 1000/-
2.	Request received before/after start of academic session & seat could not be filled by the Institute	No Refund (Except security deposit)

   *The cut-off date will be given by AICTE

2. **Admission Form**

   For Local/ Mumbai Candidate:

   Admission forms are available at admission office in campus by payment of Rs. 1500/- by Cash or DD in favour of 'St. Francis Institute of Management and Research'.

   Out station candidates can download the admission form from website (www.sfimar.org)

If there is any problem while downloading the form please send a request on pgdm@sfimar.org for the form and we will send you the form in PDF format.

After downloading the form, take print of the form, filled it properly and send the form along with photocopy of academic documents (list is mentioned in the form) by Speed post / Courier to 'PGDM Department, St. Francis Institute of Management and Research, gate no. 5, mount poinsur, Borivli (West), Mumbai – 400 103 . Tel - **7400071626/ 9619551840**

Once Institute received your form you will get a call on given numbers on form for fixation of your telephonic interview. On the fix time the telephonic interview will be arranged.

Out station candidate can make the fees payment by NEFT/RTGS.

PGDM Batch 2019-21

ADVANTAGE OF AUTONOMY OF PGDM PROGRAMME

Two Year Full Time Post Graduate Diploma in Management - PGDM (Approved by All India Council of Technical Education – AICTE & Directorate of Technical Education, Maharashtra)

- **Advantages of Autonomy of PGDM Programme:**

  Due to autonomy **the curriculum of PGDM Programme can be updated regularly depending on the need in the Industry.** Hence one can say that PGDM courses are more Industry relevant.

- **Difference in focus of curriculum:**

  PGDM is a practical course and not an exam-oriented course, **PGDM has a focus on building soft skills and is industry-oriented. It prepares you for the job market.** PGDM will prepare graduates for senior level positions in industry and paves the way for a strong corporate career. Hence, **if you're looking for a career in the challenging area of management, you should go for PGDM**.

- **Curriculum of PGDM is flexible:**

  Since an autonomous institute/course does not have to follow university standards, it is free to change its curriculum according to industry standards and change in business environment. **Also PGDM gives you an industry exposure.**

FREQUENTLY ASKED QUESTIONS ABOUT PGDM Program of SFIMAR

1. **Is this Institute Recognized?**

   The Institute is recognized by AICTE, New Delhi.

2. **Is PGDM (General Management) Program Recognized?**

   Yes. This PGDM Program is Approved & Recognized by AICTE, New Delhi and DTE, Maharashtra.

3. **What is the duration of the Program?**

   This PGDM Programme is a Two years full time

4. **What are the Eligibility Criteria for these course?**

a) A candidates must have passed a Three Years Bachelor's degree examination with minimum of 50% in any faculty of Mumbai University or an examination recognized by Mumbai University as equivalent thereto.

b) Candidate must have appeared for MAH CET, CAT, MAT, ATMA, XAT, GMAT, CMAT

5. **What are the program timings?**

Learners will have to spend every day 8 to 10 hours for their contact sessions and /or filed visit etc.

6. **Are there any specialization offered?**

This PGDM program is a unique 'Three Dimensional' program

7. **What do you mean by 'Three Dimensional' Program?**

This PGDM Program offers 'Functional Specialization', 'Sectorial Specialization' & also provides opportunities for imbibing transformational leadership qualities in a student for societal development.

8. **Which are the Functional Specializations proposed to be offered?**

The functional specialization proposed to be offered are, (subject to adequate number of students opting for specific specialization)

- Finance
- Marketing
- Human Resources Management
- Operations
- Systems

9. **Which are the Sectorial Specializations proposed to be offered?**

The Sectorial specialization proposed to be offered are, (subject to adequate number of students opting for specific specialization)

- Financial Markets
- Banking & Insurance
- Retail Management
- International Business
- Logistics & Supply Chain Management
- Tourism Management
- Telecom Management
- Construction & Infrastructure Management

10. **What is the Structure of the PGDM Program?**

This PGDM is a Two Years Full time Program consisting of 6 terms.

11. How would be the arrangement of these Terms?

The PGDM Program is divided into six trimesters as under

Trimester	Theme	No. of Courses	Marks	No. of Hours
1	Building Blocks of Management	7	700	420
2	Primer to Specialization	6	600	360
3	Functional Specialization	7	700	420
4	Sectorial Specialization	9	900	540
5	Transformational Leadership	6	600	360
6	Industry Integration	5	500	300
	Total	40	4000	2400

12. What is the teaching methodology?

We believe in "Andragogy" and not "Pedagogy". In pedagogy emphasis is on transmitting the content, whereas Andragogy facilitates the acquisition of content. We encourage learner to identify their learning needs and help them achieve those needs, in short Student Centric. Learning programs are organized around life application, in other words Performance Centric. Learning in this PGDM program will be Active rather than passive. Specific tools are,

- Problem Solving through Case Studies.
- Outbound Training / Live Projects / Business Modelling and Analytics
- Simulation Labs
- Business Plan
- Learning through Movies & Films
- Self-Managed Teams
- Brain Storming House

- Business News Discussion & Analysis
- Shadowing Assignments
- Research Projects
- Parents-Learner-Institute-Industry Interface

13. What is the Evaluation System?

Every Learner will be evaluated both on objective basis and subjective basis as under:

Sr. No.	Particulars	Weightage
1.	Term End Examination	50
2.	Continuous Evaluation	50
Total		100

14. How is this PGDM different form MBA/MMS or other PGDM Program?

The selected few differentiators of this PGDM Program are,

- Most contemporary syllabus designed in consultation with industry and academic experts
- One entire Term dedicated to Academia-Industry Integrated Internship
- A term dedicated to Societal Sensitivity and Add-on Skill development through various training programs & certifications such as Advance Excel, SPSS, NCFM, RAI, Glob up Training Programme, NISM etc.
- Holistic Learning & Development of Leadership Traits
- Three dimensional program
- Intensive Learner Centric & Performance Centric

17. What Original documents do I require during my Interview process?

Following ORIGIONAL documents are required during Personal Interview.

1. Written Test Score Card – If original score card is not available at the time of interview, please bring printout of online registration/score card

2. Class X Mark sheet

3. Class XII Mark sheet

4. Last Year Graduation Mark sheet (If you are appearing for final year exams, provide with latest exam Mark sheet)

5. Convocation Degree and Passing Certificate

6. Work Experience Certificate as applicable

7. Extra-Curricular Activities if any (District Level, State level, National level etc.)

18.   Does Institute offer Placements to PGDM candidates?

The institute has an active **Career Management Centre** headed by an experienced Placement Officer and dedicated placement executives who continuously interact with company and organizes Campus Placements. As of today more than 200 companies have recruited our students in various capacities.

19.   Does institute has any Alumni?

Yes. SFIMAR is 21 years old (rather we would say young & vibrant) management institute. It has an Alumni Association with a strong network of more than 900 ex-students rather managers working in distinguished positions in the industry.

20.   Do you have Hostel Facility?

Institute has in campus hostel facility. For that Monthly rent is Rs. 6000/- approx... – excluding mess charges.

SFIMAR offers one of the most modern and comfortable hostel accommodation facilities.

21. **What is the placement Record of last batch?**

   - Highest Salary – INR 8.0 LPA
   - Average Salary – INR 4.5 LPA

22. **Do we have Domestic Industry Visit and field visit?**

   Institute is organising Field Visit, Domestic Industry and international industry visit for the students.

   DETAILS OF INDUSTRY INSTITUTE INTERACTION –

Industry Visit for PGDM Batch of 2019-21 was conducted from 17th to 19th October, 2019. The places visited were **Pune and Mahabaleshwar**.

Students visited to **Parle Products, KNEST Aluminium Formwork Company, Mala's fruit products** along with sight visit to Table land & Parsi point, Panchgani Market, Mapro's shopping outlet, Lingmala waterfall.

Interaction *between the* **Industry** *and Institute, provides an excellent platform to be aware of* **industry** *expectations*

FIELD VISIT has been arranged to various companies. Specialization wise students visited to various companies.

Details of Field Visit

- PGDM Finance Students visited NSE
- PGDM Marketing Students visited Godrej Industries
- PGDM HRM & Operations Students visited IPCA Laboratories (and many more….)

23. What is importance of International Industry Visit?

International Industry visit is required to enhance student's personality as well as knowledge. In this industry visit Industry leaders, top professionals, entrepreneurs, policymakers and global gurus will share their wisdom, insight and experiences. Such interaction helps students greatly in career development, developing leadership...

    (a) The main objective of the global industry visit is to provide a unique experience to the students and exchange and share good practices which could be replicated to improve the efficiency, production and competency in their respective field of study. This presents the student with opportunities to plan, organize and engage in active learning experiences outside the classroom.

    (b) The student involvement at all stages of the global industry visit motivates them and helps them take full advantage of all learning opportunities presented. This brings a different dimension to students' learning, which they cannot gain in the classroom as well as helping to bridge the gap between industry and academia.

    (c) Exposure to better industrial and business practices in progressive economies

    (d) Interaction with faculty and students from your field of study in another country

    (e) Get to know business skills in a global context encouraging cultural interaction

    (f) Develop an appreciation for travel and form a better world view

(g) Understand campus and culture of a different country and many more….

(h) Great Experience for Personality grooming

Details of International Industry Visit for the Batch of 2018-20 is as follows

SFIMAR organized International Industrial visit for PGDM Batch 2018-20 at Singapore and Malaysia from 11 Nov. to Nov.17, 2019 (5 Days 4 Nights).

International Industry visit to Singapore Malaysia brings clarity to important management concepts. We saw the best practices opted by different companies which was really a learning experience of all of us. The sessions at Binary University & Singapore chamber of commerce and industry, was deep motivational sessions for all of us and especially who wants to become Entrepreneur in future.

Industries/sight visit covered at Malaysia is as follows.

- Putrajaya Tour
- Batu Caves
- City Tour
- Visit to Matic Chocolate Factory
- Visit to YAKULT Factory
- BINARY UNIVERSITY

  Industries/ sight visit covered at Singapore is as follows.

- SENTOSA
- Entrepreneur Hub visit (Singapore chamber of commerce and industry)
- Experiential Singapore Tour, Cable car etc
- Gardens by the bay Light Show
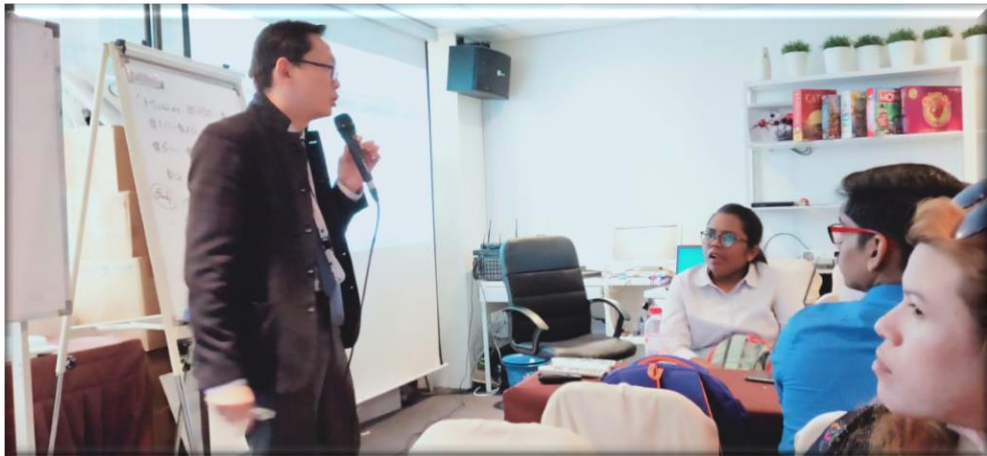- Singapore Zoo, Maritime Sea Aquarium
- Night Safari

International visit to Yakult Industries, Singapore

Visit to S.E.A. Aquarium, Singapore

Visit to Singapore chamber of commerce and industry

Sight Scene at Singapore tour

24. Do we have any certification program along with PGDM Program?

Along with PGDM Program Institute provides various certification program like **advance excel training program, NISM certification** course on Equity and Investment trading, **French Language** Basic level training and certification, various relevant workshop certification like **GST workshop, Project Management Workshop, Graphics Workshop** etc.

This is the list of Certification Program conducted at SFIMAR

C-1   Graphics Training

C-2   Workshop on Good & Service Tax (GST)
C-3   French Language
C-4   Cambridge English Certification
C-5   NISM Certification on Equity and Stock Trading
C-6   Mock Stock
C-7   Youth leadership and People Skill (YLPS)
C-8   Advance Excel Training
C-9   Certificate in Alternate Investment Industry (CAII)
C-10   Workshop on Financial Modelling
C-11   HRM Automation Certificate Training
C-12   Digital Marketing
C-13   IOT Workshop
C-14   Project Management
Proposed Analytical Skills

25. Does SFIMAR provides counselling facility ?

SFIMAR offers counselling services to the students from well-known Clinical Psychologist and Hypnotherapist. Student's mental and emotional well-being is taken care of by providing individual as well as group counselling sessions.

Focused sessions on stress management, effective communication, time management, goal settings and holistic development of students are regularly conducted.

These sessions are useful in overcoming problems related to stress, anxiety, peer pressure and also guides them to cope up with studies and deal with competition in a healthy way.

In the weekly timetable special slots are reserved for counselling facilities. Students who wish to take advantage of this facility can meet counsellor at that spot. In case of emergency they can take appointment of counsellor on the same day.

Counselling Centre with Professional Experts to take care of student's well-being.

26. Does the institute have any tie up with bank for loan?

Education loan is supported by Model Co-operative bank.

Address of the branch is as follows.

Model Co-operative Bank,
Jayshrre Akshaya Bldg, Near. Silver Coin Restaurant, Off. (West), Road Number 2, I C Colony, Borivali, I C Colony, BorivaliWest, Mumbai 400103,
Mobile No. 9820409367, O22-8617056/ 28915109

Students Feedback about PGDM Program & SFIMAR (PGDM)

I was introduced to interesting management theories and concepts during my two-year PGDM programme at SFIMAR. Apart from imparting knowledge, the programme emphasized on practice-based and experiential learning. When there were online classes arranged during the pandemic, the institute leveraged different engagement tools to ensure that the students have an engaging online learning experience. As a result, I am able to apply my learnings in the corporate today. The programme has equipped me with the required knowledge, skills and attitude which are integral for the development of an individual.

– Mr. Nikhil Jose Mathew (PGDM Batch 2019-21)

My overall experience has been fantastic thus far, and the college has a fantastic infrastructure. This college has given me numerous opportunities to develop and test my abilities. The emphasis on education has always been beneficial to me. I have always found a nice and healthy environment, and the teachers have always been quite helpful. I am extremely grateful for giving me the opportunity to attend your college. It has given my life a number of new meanings.

– Ms. Kareena Seth (PGDM Batch 2020-22)

Admission Form is available at the website. www.sfimar.org . If you finds any difficulty to download it. You can take print from the below 4 pages.

St. Francis Institute of Management & Research (PGDM)

Affiliated to the University of Mumbai | Approved by AICTE, New Delhi & DTE, Maharashtra.
An ISO 9001:2015 Certified and NAAC Grade "A" Accredited Institute
Mt. Poinsur, SVP Road, Borivali West, Mumbai 400103.
Tel: 022 - 2891 7096 / 2891 7089, Ext. No. 147, 146, 145. Email: pgdm@sfimar.org Website : www.sfimar.org

Application No.

ADMISSION FORM
POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)

20_____ – 20_____

Colour Photo
3.5 x 2.5 cm

To be filled in by the candidate in BLOCK letters in his own handwriting. Please (√) in box wherever applicable.

1. Name : _____
   (As per Degree Marksheet)　(Surname)　(First Name)　(Father's/Husband's Name)　(Mother's Name)

2. a) Date of Birth (dd/mm/yyyy): ☐☐ ☐☐ ☐☐☐☐

   b) Place of Birth: _____
   　　　　　　　　　(City)　　　　　　　(District)　　　　　(State)

3. Gender: M ☐　　F ☐　　　4. Marital Status : Single ☐　　Married ☐

5. Blood Group : _____　　　6. Aadhar Card No. : _____

7. (a) Nationality : _____　b) Religion : _____　c) Mother Tongue : _____

8. (a) Mobile Number: _____　b) E-mail Address: _____

9. (a) Permanent Address: _____
   _____ Pin Code _____

   City_____ State_____ Resi. Tel. No.: _____

   (b) Correspondence Address :(If different from above) : _____
   _____ Pin Code _____

   City_____ State_____ Resi. Tel. No.: _____

10. Do you belong to SC/ST/VJ/NT-1/NT-2/NT-3/OBC/HINDU MARATHA/OPEN Category?:_____
    Caste: _____　　Sub Caste: _____

11. ENTRANCE TEST: (Please √ any One entrance test)

    1. MAH-MBA/MMS-CET 2022　　☐
    2. CAT (conducted by IIMs)　　☐
    3. MAT 2021-2022 (conducted by AIMA)　☐
    4. ATMA (conducted by AIMS)　☐
    5. XAT (conducted by XLRI)　☐
    6. CMAT 2022 (conducted by AICTE)　☐

    a) REGISTRATION NO. _____ b) APPLICATION ID NO: _____ c) ROLL NO: _____
    d) MONTH/YEAR: _____ e) SCORE: _____ f) PERCENTILE: _____

12. DETAILS OF PARENTS:　　　　　Father　　　　　　　Mother

    a. Name　　　　　　　　: Mr. _____　Mrs. _____
    b. Educational Qualifications　: _____　　_____
    c. Occupation　　　　　　: _____　　_____
       (Company & Designation)
    d. Annual Income　　　　　: _____　　_____
    e. Mobile/Landline　　　　: _____　　_____
    f. E-mail Address　　　　　: _____　　_____

Page 1 of 4

13. **Academic Qualifications**

(a) **Pre-University**

Name of Examination	Board	Year of Passing	Total Marks	Marks obtained	% of Marks	Div. / Class	CGPA	Grade
Std X								
Std XII								

(b) **Graduation:** College Name ⬭　　　　　　　　　⬭　Stream ⬭　　⬭

Name of Examination	University	Year of Passing	Total Marks	Marks obtained	% of Marks	Div. / Class	CGPA	Grade
First Year or First Sem								
Second Year or Second Sem								
Third Year or Third Sem								
Fourth Sem								
Fifth Sem								
Sixth Sem								
Seventh Sem								
Eighth Sem								
					Aggregate			

Note : *a) In case of CGPA students should give the equivalent percentage. <u>Please attach the applicable conversion scale for reference.</u>*
b) Wherever Semester system is applicable please enter all Semester marks.

(c) **Post Graduation**: Please specify ⬭　　　　　　　　⬭

Name of Examination	University	Year of Passing	Total Marks	Marks obtained	% of Marks	Div. / Class	CGPA	Grade
First Year								
Second Year								
					Aggregate			

Note: *a) If there is any break in studies please explain.*

(d) **Any Other:** Please specify ⬭　　　　　　　　⬭

Name of Examination	University	Year of Passing	Total Marks	Marks obtained	% of Marks	Div. / Class	CGPA	Grade
First Year								
Second Year								
					Aggregate			

Note: *a) If there is any break in studies please explain.*

14. **Work Experience : Attach copies of Experience Certificate**

Name of Organization	Designation	Tenure		Experience Years & Months	Job Description
		From	To		

15. How did you come to know about the Programme ?

1. Word of Mouth ☐　2. Newspaper Advt./ Hand Bill ☐　3. Friends ☐　4. Others _____
(Pl. Specify)

16. Extracurricular / Co-curricular activities details:

  Hobbies & Interest : _____

  Computer skills : _____

  Languages known : _____

17. Strength/Weakness:

  Personal Strength : _____

  Personal Weakness : _____

18. Payment of form : Cheque ☐   Cash ☐   D/D ☐

  If the form is downloaded from the website attach Demand Draft of Rs. __1500/-_____
  (Rupees _____ only) in favour of "**St. Francis Institute of Management & Research**"
  payable at Mumbai.

  1. Demand Draft No. :_____ 2. Date: _____   3. Amount : Rs. 1500/-

  4. Bank: _____ 5. Branch: _____

❖ **DECLARATION BY THE CANDIDATE:**

The information given by me in my application is true to the best of my knowledge and belief. I understand that if any statements made by me in the application form or any information supplied by me in connection with my admission is later on at any time, found to be incorrect, my admission will be cancelled, fees paid will be forfeited and I may be expelled from the institute.

I have not been debarred from appearing at any examination held by the government constituted or statutory authority in India or overseas.

I am aware that any rule enforced by the Institute authority or any government authority such as 'number of attempts permissible to pass the examination' shall be binding on me.

I hereby agree to abide by all rules, regulations, laws and acts enforced by the Institute and the Government and I hereby undertake that, I will do nothing inside or outside the Institute premises which may result in disciplinary action against me under these rules, regulations, laws and acts referred to.

I fully understand that the Chairman / Director / Dean of the Institute has a right to expel me from the Institute for any infringement of the code of conduct and discipline prescribed by the Institute or Government and the undertaking given above.

Condition of minimum Attendance: I am fully aware that, I would not be permitted to appear for the examinations both Term End as well as Continuous Internal Assessment if I do not attend 75% classes of theory, practical, workshops, seminars, conferences and projects. I am also aware that I will not be permitted to appear for the examination, if I fail to submit satisfactorily all the assignments, journals, reports as specified from time to time by the competent authority within the stipulated time limit.

Place: _____

Date: _____   **Signature of Candidate: _____**

❖ **DECLARATION BY PARENT / GUARDIAN:**

I _____ declare that the particulars furnished by my son / daughter / ward in this application form are correct to the best of my knowledge and belief.

I undertake and bind myself to pay on behalf of my son / daughter / ward such fees, charges, etc which the Institute may levy from time to time, by due date and in the event of default or failure on my part and / or on the part of my son / daughter / ward, the competent authority of the Institute is at liberty to take such action against my son / daughter / ward, as it deems fit.

Place: _____

Date: _____   _____
                    Parent/Guardian's Signature

FOR OFFICE USE ONLY:

1. Documents Submitted by Candidate on securing admission:

Sr. No.	Documents	Original	No. of Copies
1.	Entrance Test Score Card		
2.	Statement of Marks of Std. Xth Examination		
3.	Passing Certificate of Std. Xth Examination		
4.	Statement of Marks of Std. XIIth Examination		
5.	Passing Certificate of Std. XIIth Examination		
6.	Leaving Certificate of XIIth		
7.	Statement of Marks for the Bachelor's Degree Examination		
8.	Convocation Degree/Passing Certificate		
9.	College Leaving / Transference Certificate from the college last attended by the students to be submitted		
10.	Birth Certificate / Domicile Certificate		
11.	Work Exp. Certificates / Release letter.		
12.	Physical Fitness Certificate from a Registered Medical Practitioner (Original Copy Only)		
13.	Latest Colour Photograph (3 Nos. (3.5cm x 2.5 cm))		
14.	Gap Certificate		
15.	Aadhar Card		

Note: All the above documents should be submitted in original + 1 attested copy.
* Scan Copies of all the academic documents are required to submit for NAD registration on Email ID: pgdm@sfimar.org

Sign of PGDM Administration staff :_____   Students Signature :_____

FOR OFFICE USE ONLY

Admission Confirmation (Tick whichever applicable)

Granted   Non-Granted
☐   ☐

_____
Signature of Competent Authority

To be filled at the time of leaving the Institute:

I _____ student of _____ Batch 20_____ - _____ , Enrollment No. _____ hereby acknowledge that I have received the following original documents submitted by me to the Institute.

(1) _____   (2) _____
(3) _____   (4) _____
(5) _____   (6) _____
(7) _____   (8) _____
(9) _____   (10) _____

_____   _____
Sign of PGDM Administration Staff & Date: **Signature of Student**   Page **4** of **4**

Following is the details of Institute's bank account for transferring fees of PGDM or form fees

Form Fees: Rs. 1500/- (ONE THOUSAND FIVE HUNDRED ONLY)

Name of Bank	**Union Bank**
Bank Address/Branch	**Ground Floor, Royal Tower, IC Colony Rd, IC Colony, Borivali West, Mumbai, Maharashtra 400103**
Account No.	**520401019388865**
Account Name	**St. Francis Institute of Management and Research**
IFSC/NEFT Code	**UBIN0904295**

TELEPHONIC INTERVIEW PROCESS FOR **OUT STATION CANDIDATES**. TO REGISTER YOUR TELEPHONIC INTERVIEW PLEASE CALL ON 7400071626

Contact details for PGDM Admission	
Contact Person	**Mobile No.**
Dr. Sulbha Raorane	9619551840
Ms. Aarti/ Ms. Surekha / Ms. Sonal	7400071626
Tel. No. – 022 – 28917096 / 28917089 ext. no. 147/168 **Email –** pgdm@sfimar.org **website –** www.sfimar.org	

Please visit campus for more details and campus tour & students feedback!!!

ALL THE ADMISSION FORMALITES CAN BE DONE ONLINE !!!