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 2021-22.

“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 - 7400071626
- Mr. Nilesh Mahadeshwar - 8408073486

We would be glad to attend your queries.

Prof. Dr. Sulbha S. Raorane
IC Director, SFIMAR (PGDM)
PRE – COMMENCEMENT ACTIVITY 2021

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 8408073486/ 7400071626 / 022 28917096

PGDM ADMISSION DETAILS A.Y. 2021-22

(For the Academic year 2021-22)

1. Admission to PGDM Course for the academic year 2021-22 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:

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Components</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Score in common entrance tests</td>
<td>50%</td>
</tr>
<tr>
<td>2</td>
<td>Group discussion</td>
<td>10-15%</td>
</tr>
<tr>
<td>3</td>
<td>Interview</td>
<td>15%</td>
</tr>
<tr>
<td>4</td>
<td>Work experience</td>
<td>5%</td>
</tr>
<tr>
<td>5</td>
<td>Academic performance in X Std., XII Std., Degree/ Post Graduate Degree, Sports/ Extra-Curricular activities, Academic diversity and gender diversity</td>
<td>15-20%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Situation</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Request received before date of start of academic session &amp; seat could be filled by the Institute before the cut-off date</td>
<td>Entire fee less Rs. 1000/-</td>
</tr>
<tr>
<td>2.</td>
<td>Request received before/after start of academic session &amp; seat could not be filled by the Institute</td>
<td>No Refund (Except security deposit)</td>
</tr>
</tbody>
</table>

*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](http://www.sfimar.org))
If there is any problem while downloading the form please send a request on pgdm@sfmarr.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/ 8408073486 / 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.

**ALL THE ADMISSION FORMALITES CAN BE DONE ONLINE !!!**
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

<table>
<thead>
<tr>
<th>Trimester</th>
<th>Theme</th>
<th>No. of Courses</th>
<th>Marks</th>
<th>No. of Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Building Blocks of Management</td>
<td>7</td>
<td>700</td>
<td>420</td>
</tr>
<tr>
<td>2</td>
<td>Primer to Specialization</td>
<td>6</td>
<td>600</td>
<td>360</td>
</tr>
<tr>
<td>3</td>
<td>Functional Specialization</td>
<td>7</td>
<td>700</td>
<td>420</td>
</tr>
<tr>
<td>4</td>
<td>Sectorial Specialization</td>
<td>9</td>
<td>900</td>
<td>540</td>
</tr>
</tbody>
</table>
Transformational Leadership | 5 | 6 | 600 | 360
Industry Integration | 6 | 5 | 500 | 300
Total &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; &nbsp; 40 &nbsp; &nbsp; 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 learners 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:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Term End Examination</td>
<td>50</td>
</tr>
<tr>
<td>2.</td>
<td>Continuous Evaluation</td>
<td>50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
14. How is this PGDM different from 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 a 20 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
25. **Does SFIMAR provide 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 students 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,
Jayshree 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)

The quality of education at SFIMAR is the best. The faculty members are very supportive and encourage everyone to excel in life. Club activities at SFIMAR have helped me come out of shell. The internships provided me a holistic experience of the corporate world. The guest lectures by industry professionals helped me learn the pragmatic side of management. The mentorship programme is one of the best, wherein a student can seek help throughout the year. SFIMAR has indeed given me a chance to excel and has provided me with the best of education.

– Shimona Gomes (PGDM Batch 2017-19)

St. Francis Institute of Management and Research has the best and expert faculty members. In addition, the institute has very supportive office staff. The institute provides good quality education that is affordable and best-in-class. Being a part of a disciplined culture, I realised the importance of it in a students' success. The institute provided opportunities for self-development and moving in the right direction. I shall forever be grateful to SFIMAR. I take immense pride in being a student of SFIMAR.

– Rucha Keluskar (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.
APPLICATION FORM

POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)

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:

3. Gender: M ☐ F ☐

4. Marital Status: Single ☐ Married ☐


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

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

9. (a) Permanent Address:
   City: _______ State: _______ Pin Code: _______ Resi. Tel. No.: _______
   (b) Correspondence Address: (If different from above):
   City: _______ State: _______ Pin Code: _______ Resi. Tel. No.: _______

    Caste: _______ Sub Caste: _______

11. ENTRANCE TEST: (Please √ any One entrance test)
   1. MAHI-MBA/MMS-CET 2021 ☐
   2. CAT (conducted by IIMs) ☐
   3. MAT 2020-2021 (conducted by AIMA) ☐
   4. ATMA (conducted by AIMS) ☐
   5. XAT (conducted by XLRI) ☐
   6. CMAT 2021 (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: _______
13. **Academic Qualifications**

(a) **Pre-University**

<table>
<thead>
<tr>
<th>Name of Examination</th>
<th>Board</th>
<th>Year of Passing</th>
<th>Total Marks</th>
<th>Marks obtained</th>
<th>% of Marks</th>
<th>Div. / Class</th>
<th>CGPA</th>
<th>Grade</th>
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<td>Std X</td>
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<td>Std XII</td>
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</table>

(b) **Graduation:** Please specify

<table>
<thead>
<tr>
<th>Name of Examination</th>
<th>University</th>
<th>Year of Passing</th>
<th>Total Marks</th>
<th>Marks obtained</th>
<th>% of Marks</th>
<th>Div. / Class</th>
<th>CGPA</th>
<th>Grade</th>
<th>Aggregate</th>
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<td>Fifth Sem</td>
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<td>Sixth Sem</td>
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<td>Seventh Sem</td>
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<td>Eighth Sem</td>
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**Note:**
1. In case of CGPA students should give the equivalent percentage. Please attach the applicable conversion scale for reference.
2. Wherever Semester system is applicable please enter all Semester marks.

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

<table>
<thead>
<tr>
<th>Name of Examination</th>
<th>University</th>
<th>Year of Passing</th>
<th>Total Marks</th>
<th>Marks obtained</th>
<th>% of Marks</th>
<th>Div. / Class</th>
<th>CGPA</th>
<th>Grade</th>
<th>Aggregate</th>
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<tbody>
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<td>First Year</td>
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<td>Second Year</td>
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**Note:**
1. If there is any break in studies please explain.

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

<table>
<thead>
<tr>
<th>Name of Examination</th>
<th>University</th>
<th>Year of Passing</th>
<th>Total Marks</th>
<th>Marks obtained</th>
<th>% of Marks</th>
<th>Div. / Class</th>
<th>CGPA</th>
<th>Grade</th>
<th>Aggregate</th>
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<td>First Year</td>
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</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Designation</th>
<th>Tenure From</th>
<th>Tenure To</th>
<th>Experience Years &amp; Months</th>
<th>Job Description</th>
</tr>
</thead>
<tbody>
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</table>

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:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Documents</th>
<th>Original</th>
<th>No. of Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Entrance Test Score Card</td>
<td></td>
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<tr>
<td>2.</td>
<td>Statement of Marks of Std. Xth Examination</td>
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<tr>
<td>3.</td>
<td>Passing Certificate of Std. Xth Examination</td>
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<tr>
<td>4.</td>
<td>Statement of Marks of Std. XIIth Examination</td>
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<tr>
<td>5.</td>
<td>Passing Certificate of Std. XIIth Examination</td>
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<tr>
<td>6.</td>
<td>Leaving Certificate of XIIth</td>
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<tr>
<td>7.</td>
<td>Statement of Marks for the Bachelor’s Degree Examination</td>
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</tr>
<tr>
<td>8.</td>
<td>Convocation Degree/Passing Certificate</td>
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<tr>
<td>9.</td>
<td>College Leaving / Transference Certificate from the college last attended</td>
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<tr>
<td>12.</td>
<td>Physical Fitness Certificate from a Registered Medical Practitioner</td>
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<tr>
<td>13.</td>
<td>Latest Colour Photograph (3 Nos. (3.5cm x 2.5 cm))</td>
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<tr>
<td>14.</td>
<td>Gap Certificate</td>
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<td>15.</td>
<td>Aadhar Card</td>
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</table>

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.

Signature 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) ____________________________

Signature of PGDM Administration staff & Date: ____________________________

Signature of Student
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)

<table>
<thead>
<tr>
<th>Name of Bank</th>
<th>Corporation Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Address/Branch</td>
<td>0429 Mumbai – I C Colony, Royal</td>
</tr>
<tr>
<td></td>
<td>Towers, Ground Floor, I. C. Colony,</td>
</tr>
<tr>
<td></td>
<td>Mumbai, Maharashtra 400103, India</td>
</tr>
<tr>
<td>Account No.</td>
<td>520401019388865</td>
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<tr>
<td>Account Name</td>
<td>St. Francis Institute of Management and Research</td>
</tr>
<tr>
<td>IFSC/NEFT Code</td>
<td>CORP0000429</td>
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TELEPHONIC INTERVIEW PROCESS FOR OUT STATION CANDIDATES. TO REGISTER YOUR TELEPHONIC INTERVIEW PLEASE CALL MR. NILESH ON 8408073486

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Sulbha Raorane</td>
<td>9619551840</td>
</tr>
<tr>
<td>Ms. Aarti/ Ms. Surekha</td>
<td>7400071626</td>
</tr>
<tr>
<td>Mr. Nilesh Mahadeshwar</td>
<td>8408073486</td>
</tr>
</tbody>
</table>

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 FORMALITIES CAN BE DONE ONLINE !!