



## INDIAN INSTITUTE OF MANAGEMENT SAMBALPUR

### **ADMISSION POLICY FOR 11<sup>th</sup> BATCH OF MBA (2025-27)**

1. This document outlines the selection process to be used for admission to the Masters in Business Administration (MBA) program at the Indian Institute of Management (IIM) Sambalpur for the batch 2025-27. The approximate batch size is 320. IIM Sambalpur reserves the right to modify any part of this document, including the various criteria and cut-offs mentioned at any time till the actual admission process for the batch is completed.
2. The objective of the admission process is to identify the most suitable candidates for admission to IIM Sambalpur, based on multiple parameters such as CAT score, prior academic qualifications and performance, relevant work experience, and performance in the personal interview. The aim is to conduct a holistic evaluation of the candidature of potential students rather than focusing on narrowly defined criteria.
3. IIM Sambalpur will follow a three-stage selection process, and the selection criteria will be applied in each phase. The selection process and criteria will be uniform for all categories. In accordance with the reservation policy of the Government of India, sufficient candidates will be shortlisted at each stage in each category to meet the reservation requirements:
  - a. Scheduled Castes (SC) – 15%
  - b. Scheduled Tribes (ST) – 7.5 %
  - c. Other Backward Classes – Non-Creamy Layer (NC-OBC) – 27 %
  - d. Differently Abled Persons (DAP) – 5 %
  - e. Economically Weaker Sections (EWS) – 10 %

#### **Stage – 1 (CAT 2024-based Shortlisting)**

4. In Stage 1, all the eligible candidates who have appeared for CAT 2024 and have selected IIM Sambalpur as one of their preferences in the CAT 2024 registration form will be considered.
5. IIM Sambalpur will first shortlist candidates who have secured a pre-determined minimum percentile both in each section as well as overall, in CAT 2024. Only candidates obtaining a positive (greater than zero) raw score in all the sections of CAT 2024 will be considered. Table 1 lists the pre-determined minimum percentile cut-offs.
  - a. The criteria mentioned above are the minimum eligibility criteria and do not imply entitlement. Moreover, the criteria may be subject to revision at any point of time depending upon the requirements. The criteria with respect to individual sectional percentiles and the overall percentile may be increased / lowered / relaxed to ensure enough candidates for each of the categories for the PI process.

**Table 1: Minimum percentiles applicable to CAT 2024 for IIM Sambalpur MBA 2025-27 batch<sup>1</sup>**

Category	QA	DILR	VARC	Overall
General	65	65	65	90 <sup>#</sup>
EWS	60	60	60	80
NC-OBC	55	55	55	75
SC	40	40	40	55
ST	35	35	35	40
DAP	35	35	35	40

*# For male candidates having at least one year of relevant work experience, and for all the female candidates, the minimum overall percentile in the General Category will be reduced to 85*

6. All the further processing related to score standardization and selection for the personal interview (PI) process will be limited to the candidates shortlisted based on point 5 above.

7. All the candidates shortlisted in Stage-1 will be sent an email in January 2025 containing a link to an online application form on the admission portal of IIM Sambalpur. The online application form will have to be completed and submitted by the candidate by a stipulated deadline, failing which they will not be considered further in the admissions process.

8. This online application form will be pre-filled with the details entered by the candidate in the CAT 2024 registration form. The candidate will be encouraged to update the pre-filled information, except the category, to ensure that the data is factually correct and up to date (for example, for completed months of work experience). The candidates will also have to upload the copies of necessary documents such as academic certificates and transcripts, work experience certificates (if applicable), certificate of disability (if applicable), SC / ST / EWS / NC-OBC certificate (if applicable), etc.

9. Only those candidates shortlisted in Stage-1 who successfully complete and submit the online application form will be considered for the subsequent stages of the admission process.

### **Stage 2 (Pre-Personal Interview Shortlisting)**

10. For all the candidates shortlisted in Stage 1 and who later successfully completed and submitted the online application form, a **Pre-PI Score** will be calculated **out of 80** as follows:

- CAT score = 40
- Class X = 3
- Class XII = 3
- Graduation = 4
- Work Experience = 20
- Gender Diversity = 10

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<sup>1</sup> The minimum category-wise percentiles given in Table 1 may be changed at a later stage.

## CAT Score

11. The scaled CAT score of each candidate will be used for calculating the Pre-PI score, and not the CAT percentile. The scaled CAT score will be calculated as – the CAT score of the candidate divided by the maximum CAT score among all the candidates who have applied to IIM Sambalpur and are a part of the Stage-1 shortlist.

## Prior Academic Performance

12. The percentages for Class X and XII will be adjusted by dividing the same by the 90<sup>th</sup> percentile score obtained in that Board. For identifying the 90<sup>th</sup> percentile score for Class X and Class XII, the database of all the Class X and Class XII scores of all the CAT 2023 and CAT 2024 applicants will be used. Similarly, the graduation score will be adjusted against the 90<sup>th</sup> percentile score of the respective stream. Table 2 gives details of the marks to be awarded for prior academic performance.

**Table 2: Marks awarded for prior academic performance**

<b>Ranges</b>	<b>Class X</b>	<b>Class XII</b>	<b>Graduation</b>
< 75%	0	0	0
>= 75% and < 80%	0.75	0.75	1
>= 80% and < 85%	1.50	1.50	2
>= 85% and < 90%	2.25	2.25	3
>= 90%	3	3	4

13. Some important things to note:

- a. For a candidate who has completed CA/ICWA/CS without having a bachelor's degree, the average of the percentage marks obtained in the Inter and Final examination in CA/ICWA/CS will be considered as the bachelor's degree marks percentage. In cases where Inter marks are not mentioned or not available, the Final marks will be considered.
- b. For candidates yet to complete the Bachelor's degree, after 12th/HSC, the percentage of marks obtained for the years/semester completed, as entered in the online CAT application form, will be used to award marks associated with the bachelor's degree.
- c. For candidates having completed an integrated Master's degree or Dual degree after 12th/HSC, the percentage of marks obtained, as per your University/Institute norms, will be considered as equivalent to marks in Bachelor's degree. For those undergoing (yet to complete) an integrated Master's degree or Dual degree, after 12th/HSC, the percentage of marks obtained for the years/semester completed as entered in the online CAT application form will be used as percentage marks in bachelor degree.
- d. If only the CGPA is available in place of graduation percentage, it will be converted into equivalent percentage as per the conversion formula/norms provided by the board/university/institution. In case a conversion formula is not provided by the university/ institution, the obtained CGPA computed as the percent of maximum cumulative grade points shall be considered the aggregate percentage.

e. If any board/institute/university awards only letter grades without providing an equivalent percentage of marks on the grade sheet, the candidate should obtain a certificate from the board/institute/university specifying the equivalent marks which should be used. The original equivalence certificate needs to be submitted at the time of interview if shortlisted for the same.

f. The percentage of marks obtained in Class X and Class XII would be the aggregate marks of all subjects that appear in the marks sheet or grade sheet, irrespective of whether the Board considers them for calculation of percentage.

### Work Experience

14. The score for the Work Experience will be calculated based on the total months of completed work experience of the candidate **as of 31<sup>st</sup> January 2025**. Table 3 provides details of the marks allocated for the work experience component. For number of months falling in between the range ends, the score will be accordingly interpolated.

**Table 3: Marks awarded for relevant work experience**

<b>Months of work experience</b>	<b>Marks</b>
< 12 months	0
12 months	5
18 months	10
24 months	15
30 months	20
36 months	15
42 months	10
48 months	5
> 48 months	0

15. Only relevant work experience after graduation in terms of completed months will be considered. Candidate should ensure that the work experience claimed by the candidate is authentic and professionally significant enough to deserve credit. No credit will be given for:

- any time spent as an intern, during course of study in a programme, or
- any periods of apprenticeship such as article ship required as part of certain professional courses, or
- any unpaid work undertaken in any organization or institution.
- Salary received in cash or through UPI (Pay TM, Google Pay etc.)

16. In case the candidate is a proprietor or partner of a firm, the candidate must provide the following documents:

- Certificate of registration for doing a business from the municipal corporation or appropriate authorities such as MSME certificate issued by Govt. of India, Udyog Aadhar Registration Certificate (whichever is applicable)
- Registered partnership deed of the firm duly signed by all partners.

- GST registration certificate
- PAN card of the firm
- Income Tax Return (ITR) for the relevant period
- Bank account statement of the firm
- These documents should explicitly mention the name of the firm, registration number and the candidate as a promoter/director

17. Presentation of employment claims that are not in conformity with the requirements above is liable to be considered incomplete and disregarded by IIM Sambalpur at its sole discretion.

#### Gender Diversity

18. 10 marks will be awarded to female and transgender candidates only.

#### Finalization of interview slots

19. Once the Pre-PI scores are calculated, a certain number of candidates (based on the requirements of IIM Sambalpur) in each category will be invited to participate in the Personal Interview (PI) process to be conducted in the online / hybrid mode. The candidates will be given a stipulated deadline to finalize the interview slot (date and time) among the options made available to them.

#### **Stage-3 (Personal Interview and Final Merit List)**

20. Based on the Stage-2 shortlist, all the eligible candidates will be required to attend the Personal Interview (PI) process conducted by IIM Sambalpur. Failure to attend the PI will lead to the candidate being disqualified from the admission process at IIM Sambalpur for the MBA 2025-27 batch.

21. The PI score obtained by the candidate, after being appropriately normalized, will account for 25 % of the final merit score. The PI score (out of a maximum of 25 marks) will be added to the **adjusted Pre-PI score** (adjusted to 75 marks instead of the earlier 80 marks) (as discussed in points 10 to 18 above) to obtain the **final merit score**. Candidates who do not obtain a certain minimum score in the PI process would not be considered for the merit list. The minimum score would be decided by IIM Sambalpur at its discretion.

Table 4 shows the components of the final merit score.

**Table 4: Components of the final merit score**

<b>Component</b>	<b>Score</b>
Adjusted Pre-PI score	75
Personal Interview	25
<b>TOTAL</b>	<b>100</b>

22. The final ranking list of candidates for admission to the MBA 2025-27 program will be based on the final merit score mentioned in point 21 above. The final offers of admission to candidates selected from each category will be made strictly on the basis of the final rank based on the final merit score calculated as outlined in point 21 above.

## **Offer Acceptance Policy**

A candidate receiving an admission offer from IIM Sambalpur and accepting the offer within the stipulated date, needs to send an Offer Acceptance Amount of Rs.50,000/- along with the Offer Acceptance Form on IIM Sambalpur's admission portal. Failing to do this within the deadline will lead to the offer getting lapsed. If the candidate joins the program finally, this amount will be adjusted against the Term-1 fees to be paid by the candidate.

## **Withdrawal and Refund Policy**

### **Before the program registration date**

A candidate who has paid the offer acceptance fees but wants to withdraw, will be permitted to do so, if his/her request is received by the Admissions Office by the stipulated date mentioned in the Admission Offer letter. The received fee will be refunded to the candidate after deducting Rs. 1000 for processing charges.

A candidate wanting to withdraw from the admission process after the stipulated date mentioned in the Admission Offer letter but before the program registration date, would be permitted to do so and the refund process will be subject to the planned intake of the respective batch, as follows:

- a. If the number of candidates who accepted the admission offer exceeds the planned intake, the refund would be processed on a 'first-come, first-serve' basis. The entire amount received from the candidate will be paid back after deducting Rs 1000/- towards administrative charges.
- b. No refund requests will be entertained if the number of candidates accepted for admission offer is less than or equal to the planned intake for the year.
- c. IIM Sambalpur is not responsible for delays in the receipt of requests for withdrawal/refund, for any reason whatsoever.

### **On or after the program registration date**

Refund requests will not be considered under any circumstances on or after the date on which the MBA Term-1 classes start.

If a candidate wants to withdraw from the program on or after the program registration date, but before the Term-1 classes start date, the refund requests will be considered only if there are more registered candidates than the planned intake (i.e., 320 for the MBA 2025-27 batch at IIM Sambalpur). In this case, the amount paid by the student will be refunded after deducting an withdrawal amount of Rs. 50,000/-.

- a. Eligible requests for refund will be processed on a 'first come, first-serve' basis.
- b. IIM Sambalpur is not responsible for delays in the receipt of requests for withdrawal/refund, for any reason whatsoever.

## **Refund Timeline**

While IIM Sambalpur will attempt to process the eligible refunds as quickly as possible, IIM Sambalpur will not be responsible for delays in the refund process, for any reason whatsoever.

### **Disclaimer**

IIM Sambalpur reserves the right to change, modify, add or delete any shortlisting and selection criteria as well as any other information in the admissions criteria document for MBA programme, if considered necessary at any point of time. The details contained in this document are applicable only to MBA programme shortlisting, selection and admissions process of IIM Sambalpur for the batch of 2025-27.

### **Misrepresentation or suppression of information**

Any misrepresentation or suppression of information by a candidate at any stage during the admissions process or at any later date, will lead to immediate disqualification of the candidate from the MBA program of IIM Sambalpur and the onus of the responsibility and its consequences of misrepresentation or suppression of information lies on the candidate.

### **Dispute Redressal**

On any disputes arising out of or in respect of admission to the MBA 2025-27, the decision of the Director, IIM Sambalpur or his nominee, shall be final.

### **Legal Jurisdiction**

Any dispute related to admissions to the MBA 2025-2027 batch is restricted to the jurisdiction of competent courts within the territorial jurisdiction of the city of Sambalpur in the State of Odisha in India.