2018-2021 EMBA PROGRAMME
at
Vinod Gupta School of Management, IIT Kharagpur

Information pertaining to ONLINE APPLICATION FORM

A. The online application process consists of the following pages:

1. Profile Information
2. Academic & Work Experience Information
3. Fee Payment Information
4. Photo/Signature Upload Page
5. Print Application Page

B. To start with, candidates need to register with their email ids, a password of at least 8 characters, date of birth.

Remember the data entered during registration can't be changed later.

C. Upon successful registration, a candidate would be able to progressively fill in information pertaining to each of the above five pages.

D. Please note that application process is sequential in nature. Hence an applicant would be unable to go to Academic and Work Experience page without filling in and subsequently saving requisite details in Profile Information page.

E. Upon filling in and saving the requisite details in profile page, applicant is taken to the Academic and Work Experience page. Here applicant is expected to provide details pertaining to his/her Class X, Class XII, Bachelors BSc./BA/BCom./BTech/BE) and other post graduate performance as applicable in chronological order i.e. from earliest to latest.

F. When it comes to filling in performance pertaining to academic qualifications and/ or professional certifications, performance details should be given either in percentage or in CGPA AS STATED IN THE DEGREE CERTIFICATE. If a candidate has obtained a CGPA of 6.5 out of 10, then CGPA Obtained field should be 6.5 and Maximum CGPA should be 10. In this instance, the candidate should leave Marks Obtained (%) column vacant. On the other hand, if a candidate has obtained 85 percentage, then the Marks Obtained (%) column should be 85, while the columns CGPA Obtained and Maximum CGPA should be left vacant. **The CGPA will not be converted into percentage marks if the degree awarding Institute provides marks in CGPA system. Their admission will be based on the CGPA awarded in the transcript.**

G. While filling in work experience details, a candidate should enter details in chronological order i.e. from earliest job to present job. For present job, the current date should be given as "Period served to".

H. At the Photo upload page, candidates are urged to go through the Instructions before uploading scanned copies of a) candidate passport size photos and b) candidate hand written signature. All files being uploaded should be in jpg format.

I. Finally, the candidate should go ahead and freeze the application. Please note that no further editing in any form or fashion is possible once the application is frozen.

Last Date of Online Application: 12th June, 2018

Contact: executivemba@vgsom.iitkgp.ernet.in

****